

A G E N D A

REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, JANUARY 22, 2018, AT 6:30 P.M. AT THE WILLOWBROOK POLICE DEPARTMENT TRAINING ROOM, 7760 QUINCY STREET, WILLOWBROOK, IL, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. VISITORS' BUSINESS - Public comment is limited to three minutes per person
5. OMNIBUS VOTE AGENDA:
  - a. Waive Reading of Minutes (APPROVE)
  - b. Minutes - Regular Board Meeting - January 8, 2018 (APPROVE)
  - c. Warrants - \$493,073.94 (APPROVE)
  - d. Motion - Motion to Approve Application for a License to Hold a Raffle - West Suburban Symphony Society (APPROVE)
  - e. Motion - Board Authorization for Staff to Process Current Delinquent Water Bills in Accordance with Past Practices (PASS)
  - f. Parks & Recreation Commission Recommendation - Motion to Recommend the Village Board Adopt the 2018-2022 Comprehensive Park & Recreation Master Plan (RECEIVE)

NEW BUSINESS

6. ORDINANCE - AN ORDINANCE AMENDING SECTION 3-12-5 ENTITLED "CLASSIFICATIONS," AND SECTION 3-12-19 ENTITLED "HOURS" OF CHAPTER 12 ENTITLED "LIQUOR," OF TITLE 3 ENTITLED "BUSINESS" OF THE VILLAGE CODE OF ORDINANCES OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS
7. RESOLUTION - A RESOLUTION OF ADOPTION OF THE 2018-2022 COMPREHENSIVE PARKS & RECREATION MASTER PLAN

PRIOR BUSINESS

8. COMMITTEE REPORTS
9. ATTORNEY'S REPORT
10. CLERK'S REPORT
11. ADMINISTRATOR'S REPORT
12. MAYOR'S REPORT
13. CLOSED SESSION
14. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, JANUARY 8, 2018 AT THE WILLOWBROOK POLICE DEPARTMENT, 7760 QUINCY STREET, VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER

The meeting was called to order at the hour of 6:30 p.m. by Mayor Frank Trilla.

2. ROLL CALL

Those present at roll call were Mayor Trilla, Village Clerk Leroy Hansen, Trustees Sue Berglund, Terrence Kelly, and Gayle Neal.

ABSENT: Trustees Umberto Davi, Michael Mistele, and Paul Oggerino.

Also present were Village Attorney Thomas Bastian, Village Administrator Timothy Halik, Chief Robert Pavelchik, Jr., Deputy Chief Robert Schaller, Director of Finance Carrie Dittman, Assistant to the Village Administrator Garrett Hummel, and Deputy Clerk Cindy Stuchl

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Officer John Handzik to lead everyone in saying the Pledge of Allegiance.

4. VISITORS' BUSINESS

None presented.

5. OMNIBUS VOTE AGENDA

- a. Waive Reading of Minutes (APPROVE)
- b. Minutes - Regular Board Meeting - December 18, 2017 (APPROVE)
- c. Warrants - \$151,611.11 (APPROVE)
- d. Monthly Financial Report - December 31, 2017 (APPROVE)
- e. Ordinance - An Ordinance Amending Title 3, Chapter 12, Section 3-12-5(B) of the Village Code - Classifications: Class B License - Ordinance No. 18-0-01 (PASS)
- f. Motion - Board Authorization for Staff to Process Current Delinquent Water Bills in Accordance with Past Practices (PASS)

Mayor Trilla asked the Board if there were any items to be removed from the Omnibus Vote Agenda.

MOTION: Made by Trustee Kelly and seconded by Trustee Berglund to approve the Omnibus Vote Agenda as presented.

ROLL CALL VOTE: AYES: Mayor Trilla, Trustees Berglund, Kelly, and Neal. NAYS: None. ABSENT: Trustees Davi, Mistele, and Oggerino.

MOTION DECLARED CARRIED

NEW BUSINESS

6. PROCLAMATION - A PROCLAMATION RECOGNIZING OFFICER JOHN HANDZIK FOR 25 YEARS OF SERVICE TO THE VILLAGE OF WILLOWBROOK

Mayor Trilla presented Officer John Handzik with a Proclamation recognizing his 25 years of service with the Village of Willowbrook. Mayor Trilla, the Board of Trustees, and Staff thanked Officer Handzik for his service.

7. ORDINANCE - AN ORDINANCE AMENDING THE VILLAGE OF WILLOWBROOK EMPLOYEE PERSONNEL MANUAL BY AMENDING ITS POLICIES PROHIBITING SEXUAL HARASSMENT AND PROCEDURES FOR FILING A COMPLAINT

Director Dittman related that in November of 2017, Governor Rauner signed into law an amendment to the State Officials and Employees Ethics Act. Part of the amendment requires the Village adopt a resolution prohibiting sexual harassment. Director Dittman advised that the Village's personnel manual already addresses sexual harassment. However, a modification to the manual is required to incorporate the new language into the policy.

Some additions include clarification on how to file a complaint, a prohibition on retaliation, the consequences of an employee who knowingly files a false complaint, and definitions.

Director Dittman stated that this amendment will be incorporated into the newly revised personnel manual, however, it is required that the Village adopt the policy within 60 days of the law's passage.

Trustee Kelly recommended that the Ethics Officer be added to Section 2.9, which provides for the procedures for filing a complaint, for an employee to contact in the event that they are

uncomfortable speaking with their supervisor or Village Administrator.

Mayor Trilla asked about procedures for complaints that are received anonymously. Attorney Bastian advised that under the ordinance, there has to be an investigation. Mayor Trilla requested that this issue be looked at more in depth.

MOTION: Made by Trustee Berglund and seconded by Trustee Neal to pass Ordinance No. 18-0-02 as amended by adding the Ethics Officer as an additional person to be contacted.

PREVIOUS ROLL CALL VOTE: AYES: Mayor Trilla, Trustees Berglund, Kelly, and Neal. NAYS: None. ABSENT: Trustees Davi, Mistele, and Oggerino.

MOTION DECLARED CARRIED

PRIOR BUSINESS

8. COMMITTEE REPORTS

Trustee Neal thanked Chief Pavelchik and Deputy Chief Schaller for welcoming her as the new Chairwoman and answering questions pertaining to the Public Safety Committee.

Trustee Kelly thanked Administrator Halik for updating him on the Municipal Services Committee.

Trustee Berglund also thanked Director Dittman for clarifying documentation provided for the Finance & Administration Committee.

9. ATTORNEY'S REPORT

Attorney Bastian had no report.

10. CLERK'S REPORT

Clerk Hansen had no report.

11. ADMINISTRATOR'S REPORT

Administrator Halik had no report.

12. MAYOR'S REPORT

Mayor Trilla thanked the Village Board for their cooperation with the changes in Committee assignments.

13. CLOSED SESSION

Mayor Trilla stated that there was no need for Closed Session during tonight's meeting.

14. ADJOURNMENT

MOTION: Made by Trustee Kelly and seconded by Trustee Neal, to adjourn the Regular Meeting at the hour of 6:45 p.m.

ROLL CALL VOTE: AYES: Mayor Trilla, Trustees Berglund, Kelly, and Neal. NAYS: None. ABSENT: Trustees Davi, Mistele, and Oggerino.

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED.

January 22, 2018.

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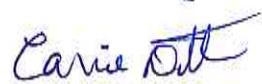
Mayor

Minutes transcribed by Deputy Clerk Cindy Stuchl.

## WARRANTS

January 22, 2018

GENERAL CORPORATE FUND	-----	\$316,602.57
WATER FUND	-----	157,464.47
HOTEL/MOTEL TAX FUND	-----	18,531.90
POLICE PENSION FUND	-----	250.00
WATER CAPITAL IMPROVEMENTS FUND	-----	225.00
 TOTAL WARRANTS	-----	\$493,073.94



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Carrie Dittman, Director of Finance

## APPROVED:

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Frank A. Trilla, Mayor

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CHECK DISBURSEMENT REPORT FOR WILLOWBROOK  
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Page 1/8

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND								
01/10/2018	APCHK	91794	1-25-18 MTG REISSU	AMERICAN PUBLIC WORKS ASSN	PUBLIC RELATIONS	475-365	10	800.00
01/12/2018	APCHK	91795	BK00825319	SKD, LLP	PARK IMPROVEMENTS - NEIGHBORHOOD P	595-695	20	1,500.00
		BK00828991			PARK IMPROVEMENTS - NEIGHBORHOOD P	595-695	20	1,400.00
					CHECK APCHK 91795 TOTAL FOR			2,900.00
01/23/2018	APCHK	91796	9950005626	AIRGAS USA LLC	EQUIPMENT RENTAL	750-290	35	77.05
01/23/2018	APCHK	91797	18 UNIFORMS	ALEXANDER ERDMANN	UNIFORMS	630-345	30	355.26
01/23/2018	APCHK	91798	330408	ARTHUR CLESEN, INC.	BUILDING MAINTENANCE SUPPLIES	466-351	10	575.75
01/23/2018	APCHK	91800	132012	B & E AUTO REPAIR & TOWING	MAINTENANCE - VEHICLES	630-409	30	451.75
			132022		MAINTENANCE - VEHICLES	630-409	30	57.07
			132066		MAINTENANCE - VEHICLES	630-409	30	30.00
			132061		MAINTENANCE - VEHICLES	630-409	30	57.07
			132074		MAINTENANCE - VEHICLES	630-409	30	57.03
			132073		MAINTENANCE - VEHICLES	630-409	30	57.03
			132082		MAINTENANCE - VEHICLES	630-409	30	218.67
			132087		MAINTENANCE - VEHICLES	630-409	30	226.33
			132101		MAINTENANCE - VEHICLES	630-409	30	24.95
			132114		MAINTENANCE - VEHICLES	630-409	30	57.07
					CHECK APCHK 91800 TOTAL FOR			1,236.97
01/23/2018	APCHK	91801	2018 UNIFORMS	BLAKE HUNTLEY	UNIFORMS	630-345	30	42.36
01/23/2018	APCHK	91803	13682	CHOICE OFFICE EQUIP & SUPPLIE	COPY SERVICE	455-315	10	340.25
01/23/2018	APCHK	91804	2017 UNFRMS	CHRISTINE ROBLES	UNIFORMS	630-345	30	653.41
01/23/2018	APCHK	91805	RANGE EQUIP	CHRISTOPHER M. DRAKE	FIRING RANGE	630-245	30	5.93
01/23/2018	APCHK	91806	4523 JAN 2018	CITY WIDE OF ILLINOIS	MAINTENANCE - BUILDING	466-228	10	2,725.23
01/23/2018	APCHK	91807#	VH - DEC 17	COMCAST CABLE	INTERNET/WEBSITE HOSTING	460-225	10	223.69
			PW - DEC 17		INTERNET/WEBSITE HOSTING	715-225	35	114.35
					CHECK APCHK 91807 TOTAL FOR			338.04
01/23/2018	APCHK	91808*#	0791026027 JAN18	COMMONWEALTH EDISON	RED LIGHT - CON ED	630-248	30	47.21
			6863089003 JAN 18		RED LIGHT - CON ED	630-248	30	60.34
			0423085170 JAN 18		RED LIGHT - CON ED	630-248	30	59.23
			7432089030 JAN18		ENERGY - STREET LIGHTS	745-207	35	632.09

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND			4403140110 JAN 18		CHECK APCHK 91808 TOTAL FOR ENERGY - STREET LIGHTS	745-207	35	62.45
01/23/2018	APCHK	91809	13764	DARLEN CITY OF	TREE MAINTENANCE	750-338	35	638.00
01/23/2018	APCHK	91810	18 UCC UPDATE	DATACOM	EDP LICENSES	640-263	30	449.00
01/23/2018	APCHK	91811	JAN-64620	DATAPOINT IMAGING SERVICES	DOCUMENT STORAGE/SCANNING	615-267	25	4,563.45
01/23/2018	APCHK	91812	17 UNIFORMS	DEBBIE HAHN	UNIFORMS	630-345	30	446.83
01/23/2018	APCHK	91813#	831589 DEC 17	DISCOVERY BENEFITS SIMPLIFY	EMP DED PAY - FSA FEE HEALTH/DENTAL/LIFE INSURANCE	210-223	00	26.40
01/23/2018	APCHK	91814	831589 DEC 17	CHECK APCHK 91813 TOTAL FOR DU-CORE	RADIO DISPATCHING	675-235	30	61,955.25
01/23/2018	APCHK	91816	6-039-20105	FEDERAL EXPRESS CORP.	POSTAGE & METER RENT	710-311	35	54.50
01/23/2018	APCHK	91817	18 UNIFORMS	GADDIS DAVID	UNIFORMS	630-345	30	95.58
01/23/2018	APCHK	91818*#	15733	R AND R CONSTRUCTION INC.	SNOW REMOVAL CONTRACT	740-287	35	1,500.00
			15732		SNOW REMOVAL CONTRACT	740-287	35	3,875.00
			15727		SNOW REMOVAL CONTRACT	740-287	35	6,000.00
				CHECK APCHK 91818 TOTAL FOR				11,375.00
01/23/2018	APCHK	91819	18164	HINSDALE TOWNSHIP HIGH SCHOOL CHILDRENS SPECIAL EVENTS - OTHER	585-150	20		340.50
01/23/2018	APCHK	91820*	9172860	HOME DEPOT CREDIT SERVICES	BUILDING MAINTENANCE SUPPLIES	466-351	10	42.51
			3025378		BUILDING MAINTENANCE SUPPLIES	466-351	10	13.12
			6026213		OPERATING SUPPLIES	630-331	30	19.98
			6026282		OPERATING SUPPLIES	630-331	30	10.96
			9026480		OPERATING SUPPLIES	630-331	30	44.96
			1026803		OPERATING SUPPLIES	630-331	30	22.91
			6110568		OPERATING SUPPLIES	630-331	30	(19.98)
			9571690		Maintenance - Vehicles	735-409	35	19.95
			9224882		Maintenance - Vehicles	735-409	35	(9.48)
			9172861		Maintenance - Equipment	740-411	35	37.60
			9031627		Maintenance - Equipment	740-411	35	7.48
			9027014		Street & Row Maintenance	750-328	35	29.91
			4026508		Operating Supplies	755-331	35	4.34
			1031599		Operating Supplies	755-331	35	49.46



Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND								
01/23/2018	APCHK	91835	18 DUES	MID-STATES ORGANIZED CRIME	FEES/ DUES/ SUBSCRIPTIONS	630-307	30	150.00
01/23/2018	APCHK	91836	333251212017	MOTOROLA SOLUTIONS INC	PHONE - TELEPHONES	630-201	30	68.00
01/23/2018	APCHK	91837	2/7/18 MTG STUCHL	MUNICIPAL CLERKS OF DUPAGE C	SCHOOLS/CONFERENCES/TRAVEL	410-304	05	30.00
01/23/2018	APCHK	91839	K-9 FOOD	NICHOLAS VOLK	K-9 PROGRAM	650-340	30	37.91
			K-9 FOOD		DRUG FORFEITURE EXP - STATE	650-348	30	18.96
				CHECK APCHK 91838 TOTAL FOR				56.87
01/23/2018	APCHK	91839	95476110002 DEC17	NICOR GAS	NICOR GAS (7760 QUINCY)	466-235	10	591.61
			20624315113 DEC 17		NICOR GAS (835 MIDWAY)	466-236	10	290.82
			63406045402 DEC17		NICOR GAS (825 MIDWAY)	466-237	10	114.61
			68455237617 DEC17		NICOR GAS (825 MIDWAY)	466-237	10	98.49
			92553430791 DEC17		NICOR GAS (825 MIDWAY)	466-237	10	176.35
				CHECK APCHK 91839 TOTAL FOR				1,271.88
01/23/2018	APCHK	91840	229889	NORTH EAST MELT REGIONAL PR	SCHOOLS/CONFERENCES/TRAVEL	630-304	30	510.00
01/23/2018	APCHK	91842	110-4232485580	OCCUPATIONAL HEALTH CENTERS	WELLNESS	480-276	10	151.93
01/23/2018	APCHK	91844	27583483 JAN 18	ORKIN EXTERMINATING	MAINTENANCE - BUILDING	466-228	10	93.45
01/23/2018	APCHK	91845	17 UNIFORMS	OTHELLO ROSAL	UNIFORMS	630-345	30	431.95
			17 UNIFORMS		UNIFORMS	630-345	30	129.54
			17 UNIFORMS		UNIFORMS	630-345	30	10.79
			17 UNIFORMS		UNIFORMS	630-345	30	177.72
				CHECK APCHK 91845 TOTAL FOR				756.00
01/23/2018	APCHK	91846	HANSEN	PHILLIP'S FLOWERS	PUBLIC RELATIONS	475-365	10	81.95
01/23/2018	APCHK	91847	19967 EUSENBERTS	POLICEME. COM	SCHOOLS/CONFERENCES/TRAVEL	630-304	30	225.00
01/23/2018	APCHK	91848	18408	POWERDMS INC	EDP EQUIPMENT/ SOFTWARE	640-212	30	2,813.75
01/23/2018	APCHK	91849	91458	PUBLIC SAFETY DIRECT INC	MAINTENANCE - VEHICLES	630-409	30	194.04
			91447		MAINTENANCE - VEHICLES	630-409	30	100.00
				CHECK APCHK 91849 TOTAL FOR				294.04
01/23/2018	APCHK	91850	73328	PURE POWER GENERATORS	MAINTENANCE - BUILDING	466-228	10	118.48
01/23/2018	APCHK	91851	RST-0002995	RAGNA SOFT INC	FEES/ DUES/ SUBSCRIPTIONS	630-307	30	1,225.00

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND								
01/23/2018	APCHK	91852#	15266	RAGS ELECTRIC, INC	LANDSCAPING	595-692	20	234.30
		15265	15265		MAINTENANCE - STREET LIGHTS	745-223	35	381.51
		15261			MAINTENANCE - STREET LIGHTS	745-223	35	238.50
		15263			MAINTENANCE - STREET LIGHTS	745-223	35	366.36
		15264			MAINTENANCE - STREET LIGHTS	745-223	35	105.50
				CHECK APCHK 91852 TOTAL FOR				1,326.17
01/23/2018	APCHK	91853	1800165	DRAKE RAY O'HERRON CO., INC.	UNIFORMS	630-345	30	758.92
		1800166	1800166	HAHN	UNIFORMS	630-345	30	23.99
		1800167	1800167	CADETS	UNIFORMS	630-345	30	14.94
		1801423	1801423	SCAHLER	UNIFORMS	630-345	30	38.50
				CHECK APCHK 91853 TOTAL FOR				836.35
01/23/2018	APCHK	91854	208153	REGIONAL TRUCK EQUIPMENT CO	MAINTENANCE - EQUIPMENT	740-411	35	202.30
01/23/2018	APCHK	91855	ACCRDNTN DINNR	ROBERT PAVELCHIK	ACCREDITATION	630-202	30	494.63
01/23/2018	APCHK	91856#	7863-99852	DEC17	SATELLITE PHONE STORE	455-201	10	65.76
			7863-99852	DEC17	PHONE - TELEPHONES	630-201	30	65.76
					PHONE - TELEPHONES			131.52
01/23/2018	APCHK	91857	17	UNIFORMS	CHECK APCHK 91856 TOTAL FOR			
01/23/2018	APCHK	91858	2016	DUES	SCOTT EISENBEIS	630-345	30	96.10
01/23/2018	APCHK	91859	8047945173	8047945173	SO SOBN BLDG OFFICIALS ASSN	610-307	40	120.00
01/23/2018	APCHK	91860	IN495828		STAPLES	455-301	10	201.00
					OFFICE SUPPLIES	455-355	10	85.59
					COMMISSARY PROVISION			286.59
01/23/2018	APCHK	91860			SUBURBAN DOOR CHECK & LOCK S BUILDING MAINTENANCE SUPPLIES	466-351	10	11.60
01/23/2018	APCHK	91862	201712 DEC 17	T.P.I.	CONSULTING SERVICES	815-306	40	7,098.00
		201712 DEC 17			PLAN REVIEW - BUILDING CODE - REIM	820-258	40	7,308.00
		201712 DEC 17			PLAN REVIEW - BUILDING CODE - REIM	820-258	40	3,888.37
		201712 DEC 17			PART TIME - INSPECTOR - RIEMB.	830-109	40	3,066.00
		201712 DEC 17			PLUMBING INSPECTION - REINB.	830-115	40	810.00
					CHECK APCHK 91862 TOTAL FOR			22,170.37

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CHECK DISBURSEMENT REPORT FOR WILLOWBROOK  
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Page 6/8

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND								
01/23/2018	APCHK	91863*	TG5 DEC 17	TIMELING GRADING	LANDSCAPE MAINTENANCE SERVICES	565-342	20	780.00
			TG5 DEC 17		STREET & ROW MAINTENANCE	750-328	35	360.00
				CHECK APCHK 91863 TOTAL FOR				1,140.00
01/23/2018	APCHK	91864	17 UNIFORMS	TIMOTHY KOBLER	UNIFORMS	630-345	30	423.28
01/23/2018	APCHK	91866*	9799009456	VERIZON WIRELESS	PHONE - TELEPHONES	410-201	05	56.01
			9799009456	PHONE - TELEPHONES	455-201	10	22.01	
			9799008456	PHONE - TELEPHONES	630-201	30	878.49	
			9799008456	TELEPHONES	710-201	35	179.74	
			9799008456	TELEPHONES	810-201	40	93.69	
				CHECK APCHK 91866 TOTAL FOR				1,229.94
01/23/2018	APCHK	91867	3752189-0	WAREHOUSE DIRECT	OFFICE SUPPLIES	630-301	30	46.97
			3742503-0		OFFICE SUPPLIES	630-301	30	29.52
			3752189-0		OPERATING SUPPLIES	630-331	30	73.56
			3722020.0		OPERATING EQUIPMENT	630-401	30	136.96
				CHECK APCHK 91867 TOTAL FOR				287.01
01/23/2018	APCHK	91868	18612	WBK ENGINEERING LLC	CONSULTANTS - DESIGN & OTHER	510-232	15	1,512.00
			18612		PLAN REVIEW - PLANNER	520-257	15	6,564.38
			18613		PLAN REVIEW - PLANNER	520-257	15	168.00
			18614		PLAN REVIEW - PLANNER	520-257	15	378.00
			18615		PLAN REVIEW - PLANNER	520-257	15	42.00
				CHECK APCHK 91868 TOTAL FOR				8,664.38
01/23/2018	APCHK	91869	V90446	WEST SIDE TRACTOR SALES	MAINTENANCE - VEHICLES	735-409	35	733.12
01/23/2018	APCHK	91870	6261266/1	WILLOWBROOK FORD INC.	MAINTENANCE - VEHICLES	630-409	30	149.95
01/23/2018	APCHK	91871*	JAN 2018 MTG	WLBR BURR RIDGE CHAMBER OF C	SCHOOLS/CONFERENCES/TRAVEL	410-304	05	80.00
			JAN 2018 MTG		SCHOOLS/CONFERENCES/TRAVEL	455-304	10	40.00
			JAN 2018 MTG		SCHOOLS/CONFERENCES/TRAVEL	630-304	30	40.00
				CHECK APCHK 91871 TOTAL FOR				160.00
				Total for fund 01 GENERAL FUND				316,602.57
Fund: 02 WATER FUND				PURCHASE OF WATER				
01/23/2018	APCHK	74 (E)	12027 DEC 17	DURAGE WATER COMMISSION		420-575	50	126,187.04

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CHECK DISBURSEMENT REPORT FOR WILLOWBROOK  
CHECK DATE FROM 01/10/2018 - 01/23/2018

Page 7/8

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 02 WATER FUND								
01/23/2018	APCHK	91802	01/16/2018	BYRON, ELYSE	WATER	130-101	00	342.31
			01/16/2018		WATER	130-101	00	216.94
			01/16/2018		WATER	130-101	00	188.44
			01/16/2018		WATER	130-101	00	169.81
			01/16/2018		WATER	130-101	00	140.14
				CHECK APCHK 91799 TOTAL FOR				1,680.50
01/23/2018	APCHK	91802	01/16/2018	COMMONWEALTH EDISON	ENERGY - ELECTRIC PUMP	420-206	50	1,268.41
			01/16/2018		ENERGY - ELECTRIC PUMP	420-206	50	1,353.05
				CHECK APCHK 91802 TOTAL FOR				2,621.46
01/23/2018	APCHK	91808*	5071072051 JAN 18	H AND R CONSTRUCTION INC.	WATER DISTRIBUTION REPAIRS/MAINTEN	430-277	50	6,862.50
01/23/2018	APCHK	91823	465111049 JAN 18	ILLINOIS SECTION AWWA	SCHOOLS CONFERENCE TRAVEL	401-304	50	720.00
01/23/2018	APCHK	91833*	200032746	LOGSDON OFFICE SUPPLY	OFFICE SUPPLIES	401-301	50	23.80
01/23/2018	APCHK	91843	1015628-001	OFFICIAL PAYMENTS CORP	FEES DUES SUBSCRIPTIONS	401-307	50	21.45
01/23/2018	APCHK	91818*	15734	SUNSET SEWER & WATER	WATER DISTRIBUTION REPAIRS/MAINTEN	430-277	50	1,924.00
01/23/2018	APCHK	91823	2018-005		WATER DISTRIBUTION REPAIRS/MAINTEN	430-277	50	7,754.94
01/23/2018	APCHK	91833*	2017-354		WATER DISTRIBUTION REPAIRS/MAINTEN	430-277	50	4,398.40
				CHECK APCHK 91861 TOTAL FOR				19,077.34
01/23/2018	APCHK	91861	2017-346	TAMMING GRADING	WATER DISTRIBUTION REPAIRS/MAINTEN	430-277	50	440.00
01/23/2018	APCHK	91865	2018-005					
01/23/2018	APCHK	91865	2017-354					
				CHECK APCHK 91865 TOTAL FOR				
01/23/2018	APCHK	91863*	TG5 DEC 17	VERIZON WIRELESS	PHONE - TELEPHONES	401-201	50	179.74
Fund: 03 HOTEL/MOTEL TAX FUND					Total for fund 02 WATER FUND			157,464.47

01/16/2018 04:16 PM  
User: JKUfrin  
DB: Willowbrook

CHECK DISBURSEMENT REPORT FOR WILLOWBROOK  
CHECK DATE FROM 01/10/2018 - 01/23/2018

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
01/23/2018	APCHK	91815	3621 MAY - DEC 17	DUPAGE CONVENTION	ADVERTISING	435-317	53	18,531.90
					Total for fund 03 HOTEL/MOTEL TAX FUND			18,531.90
					SCHOOLS CONFERENCE TRAVEL	401-304	62	250.00
					Total for fund 07 POLICE PENSION FUND			250.00
					WATER SYSTEM IMPROVEMENTS	440-600	65	225.00
					Total for fund 09 WATER CAPITAL IMPROVEMENTS F			493,073.94
					TOTAL - ALL FUNDS			

\* \*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND

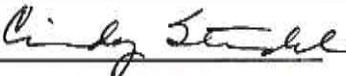
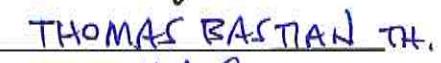
\* #'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

# VILLAGE OF WILLOWBROOK

## BOARD MEETING

### AGENDA ITEM - HISTORY/COMMENTARY

<b>ITEM TITLE:</b> A MOTION TO APPROVE APPLICATION FOR A LICENSE TO HOLD A RAFFLE – WEST SUBURBAN SYMPHONY SOCIETY	<b>AGENDA NO.</b> 5d
	<b>AGENDA DATE:</b> <u>01/22/18</u>

<b>STAFF REVIEW:</b> Cindy Stuchl, Executive Secretary	<b>SIGNATURE:</b> 
<b>LEGAL REVIEW:</b> Thomas Bastian, Village Attorney	<b>SIGNATURE:</b> 
<b>RECOMMENDED BY:</b> Tim Halik, Village Administrator	<b>SIGNATURE:</b> 
<b>REVIEWED &amp; APPROVED BY COMMITTEE:</b> YES <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	

#### ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER PERTINENT HISTORY)

The West Suburban Symphony Society is a not-for-profit organization that operates four community musical groups: three orchestras and a symphonic chorus. The Society's mission is to:

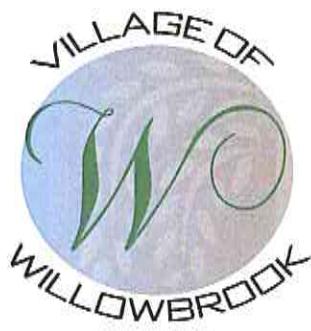
- Delight its audiences by offering enjoyable and affordable musical programs in the Chicago area
- Inspire, educate and foster the musical talent of children and young adults
- Enrich the musical lives of its members and the communities where they perform

The Symphony Society presents concerts year-round, primarily in communities from La Grange to Downers Grove, and on occasion in Naperville, Wheaton, Chicago, and on tour in the U.S. and abroad.

#### ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS, ETC.)

This is the third application for this organization.

**ACTION PROPOSED:** Approve Application to hold a Raffle.



EST. 1960

# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 [www.willowbrookil.org](http://www.willowbrookil.org)

## LICENSE TO HOLD A RAFFLE

### Mayor

Frank A. Trilla

1. The name of the Licensee:

West Suburban Symphony Society

### Village Clerk

Leroy R. Hansen

2. The aggregate retail value of all prizes or merchandise awarded by the licensee in a single raffle.

\$2,000.00

### Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

\$1,000.00

3. The maximum retail value of each prize awarded by the licensee in a single raffle.

\$10.00

4. The maximum price which may be charged for each raffle chance issued or sold.

5. The maximum number of days during which chances may be issued or sold.

One Day

6. The date on which the drawing is to be held.

March 3, 2018

7. The place at which the drawing is to be held.

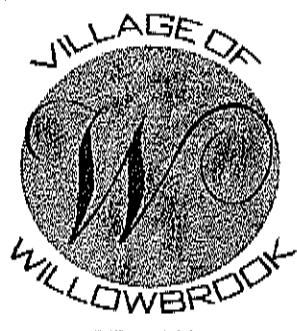
Ashton Place, 341 W. 75<sup>th</sup> Street

APPROVED BY THE MAYOR AND BOARD OF TRUSTEES AT THEIR SPECIAL MEETING HELD ON THE 22<sup>nd</sup> DAY OF January, 20 18.

Leroy R. Hansen  
Village Clerk



Proud Member of the  
Illinois Route 66 Scenic Byway



EST. 1960

# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5594

Phone: (630) 323-8215 Fax: (630) 323-0787 [www.willowbrookil.org](http://www.willowbrookil.org)

## APPLICATION FOR LICENSE TO HOLD A RAFFLE

### Mayor

Frank A. Trilla

1. Name, age and address of the applicant in the case of an individual or in such other case of the duly authorized representative of the applicant, the date of incorporation of any corporation, the date of formation of any other organization, the object for which an organization or corporation was formed, the names and addresses of the officers and directors of any organization or corporation.

West Suburban Symphony Society

Name Richard Lukes Address 565 W. 103rd Street Age 50

President; Kathryn Macal, vice-pres.  
& treasurer; Paul Fett, secretary. All over age 50.  
Address: PO Box 565 (Symphony mailing address),  
Hinsdale IL 60522

Date of incorporation, if corporation: January 27, 1993

Date of formation of organization: \_\_\_\_\_

Object for which organization or corporation was formed: operate  
community orchestra & chorus

### 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

2. The area or areas within the Village in which raffle chances will be sold or issued and the time period during which raffle chances will be sold or issued.

Ashton Place, 341 75th St., 6-9 pm, March 3, 2018

3. The date on which the drawing is to be held

March 3, 2018

4. The place at which the drawing is to be held.

Ashton Place

5. Has the applicant ever been convicted of a felony and been disqualified to receive a license by reason of any matter or thing contained in Chapter 3-17 of the Village of Willowbrook Code of Ordinances, laws of the State or of the United States of America.

Yes: \_\_\_\_\_

No: X

If yes, explain: \_\_\_\_\_



Proud Member of the  
Illinois Route 66 Scenic Byway

6. The aggregate retail value of all prizes or merchandise awarded by the licensee in a single raffle.

\$2000 maximum

7. The maximum retail value of each prize awarded by the licensee in a single raffle.

\$1000 maximum

8. The maximum price which may be charged for each raffle chance issued or sold.

\$10 maximum

9. Has a previous license issued by any state or subdivision thereof or by the Federal government ever been revoked:

Yes: \_\_\_\_\_

No: X

If yes, state reasons: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Affirm that the applicant will not violate any of the laws of the State or of the United States or any ordinances of this Village in the conduct of raffles.

11. Affirm that the applicant will not allow gambling devices or gambling on the premises where the drawing will be held.

12. Attach a sworn statement attesting to the not-for-profit character of the prospective licensee organization signed by the presiding officer and secretary of that organization.

Signature:

Date 11-14-2017



## Illinois Department of Revenue

Office of Local Government Services  
Sales Tax Exemption Section, 3-520  
101 W. Jefferson Street  
Springfield, Illinois 62702  
217 782-8881

September 13, 2013

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
LAW OFFICES OF ALAN C ALONGI  
ALAN C ALONGI  
3 GOLF AVE  
CLARENDON HILLS IL 60514

We have received your recent letter; and based on the information you furnished, we believe

WEST SUBURBAN SYMPHONY SOCIETY  
of  
LAGRANGE, IL

is a nonprofit 501(C)(3) arts or cultural organization.

Consequently, sales of any kind to this organization are exempt from the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax in Illinois.

We have issued your organization the following tax exemption identification number: E9950-4650-04. To claim the exemption, you must provide this number to your suppliers when purchasing tangible personal property for organizational use. This exemption may not be used by individual members of the organization to make purchases for their individual use.

This exemption will expire on October 1, 2018, unless you apply to the Illinois Department of Revenue for renewal at least three months prior to the expiration date.

Office of Local Government Services  
Illinois Department of Revenue

INTERNAL REVENUE SERVICE  
DISTRICT DIRECTOR  
P O BOX A-9290 DPN 22-2  
CHICAGO, IL 60690

DEPARTMENT OF THE TREASURY

Date: APR 14 1993

WEST SUBURBAN SYMPHONY SOCIETY  
P O BOX 565  
HINSDALE, IL 60522

Employer Identification Number:  
33-3776307

Contact Person:  
CLAIR MENDRON

Contact Telephone Number:  
(312) 886-1278

Accounting Period Ending:  
June 30

Form 990 Required:  
Yes

Addendum Applies:  
Yes

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 509(a)(2).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(2) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(2) organization.

# west suburban symphony

November 7, 2017

Dear Village of Willowbrook,

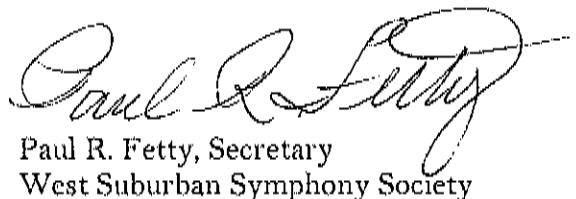
Please accept this letter as our sworn statement that the West Suburban Symphony Society is a 501(c)3 not-for-profit organization, in support of our application for a raffle license for a March 3, 2018, fundraising gala at Ashton Place in Willowbrook.

As evidence of our not-for-profit status, we have attached our Illinois Department of Revenue letter stating that we are a not-for-profit organization and the first page of our IRS letter that attests to that status.

Sincerely,



Richard L. Lukes, President  
West Suburban Symphony Society



Paul R. Fetty, Secretary  
West Suburban Symphony Society



# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 [www.willowbrookil.org](http://www.willowbrookil.org)

January 03, 2018

Mayor

Frank A. Trilla

AL-CHLYAN, DANIA  
857 WILLOW LN  
WILLOWBROOK, IL 60527-5339

Village Clerk

Leroy R. Hansen

Re: Account 250365.003  
PIN #: [REDACTED]  
Delinquent Water Bill

Village Trustees

Sue Berglund

Dear Sir or Madam,

Umberto Davi

Please be advised that your water bill is now delinquent in the amount of \$ 115.35. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before January 22, 2018, will result in the immediate termination of your water service.

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Should your water service be terminated, Section 6-8-8 of the Village Code provides that a \$70.00 non-refundable reinstatement fee be charged. Said \$70.00 reinstatement fee shall be paid in addition to all delinquent bills and all penalties thereon before water service will be reinstated.

Village Administrator

Tim Halik

You may pay your bill online by visiting [www.willowbrookil.org](http://www.willowbrookil.org) and select "Pay A Bill." You will need your account number and PIN as listed above. A convenience fee will apply.

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, IL 60527 or call 630-323-8215 not later than five (5) days prior to the scheduled termination date.

Chief of Police

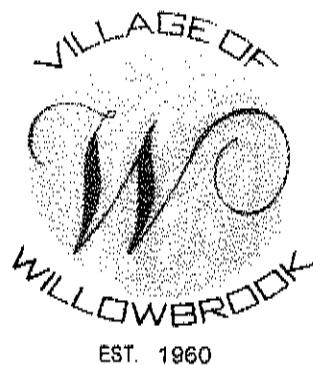
Mark Shelton

If you do not satisfy the bill or contact me, your water service will be automatically terminated.

Sincerely,

*T. J. Halik*

Timothy J. Halik  
Director of Municipal Services



# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 [www.willowbrookil.org](http://www.willowbrookil.org)

January 03, 2018

Mayor

Frank A. Trilla

BORSE INDUSTRIES, INC.  
7409 S QUINCY ST  
WILLOWBROOK, IL 60527-5521

Village Clerk

Leroy R. Hansen

Re: Account 410430.000  
PIN #: XXXXXXXXXX  
Delinquent Water Bill

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 337.14. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before January 22, 2018, will result in the immediate termination of your water service.

Should your water service be terminated, Section 6-8-8 of the Village Code provides that a \$70.00 non-refundable reinstatement fee be charged. Said \$70.00 reinstatement fee shall be paid in addition to all delinquent bills and all penalties thereon before water service will be reinstated.

You may pay your bill online by visiting [www.willowbrookil.org](http://www.willowbrookil.org) and select "Pay A Bill." You will need your account number and PIN as listed above. A convenience fee will apply.

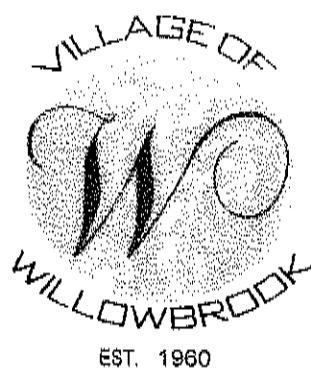
If you have any questions concerning your water bill, or if you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, IL 60527 or call 630-323-8215 not later than five (5) days prior to the scheduled termination date.

If you do not satisfy the bill or contact me, your water service will be automatically terminated.

Sincerely,

Timothy J. Halik  
Director of Municipal Services





# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

EST. 1960

Phone: (630) 323-8215 Fax: (630) 323-0787 [www.willowbrookil.org](http://www.willowbrookil.org)  
January 03, 2018

**Mayor**

Frank A. Trilla

BORSE INDUSTRIES, INC.  
7409 S QUINCY ST  
WILLOWBROOK, IL 60527-5521

**Village Clerk**

Leroy R. Hansen

Re: Account 410040.000  
PIN #: [REDACTED]  
Delinquent Water Bill

**Village Trustees**

Sue Berglund

Dear Sir or Madam,

Umberto Davi

Please be advised that your water bill is now delinquent in the amount of \$ 4,616.68. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before January 22, 2018, will result in the immediate termination of your water service.

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Should your water service be terminated, Section 6-8-8 of the Village Code provides that a \$70.00 non-refundable reinstatement fee be charged. Said \$70.00 reinstatement fee shall be paid in addition to all delinquent bills and all penalties thereon before water service will be reinstated.

**Village Administrator**

Tim Halik

You may pay your bill online by visiting [www.willowbrookil.org](http://www.willowbrookil.org) and select "Pay A Bill." You will need your account number and PIN as listed above. A convenience fee will apply.

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, IL 60527 or call 630-323-8215 not later than five (5) days prior to the scheduled termination date.

**Chief of Police**

Mark Shelton

If you do not satisfy the bill or contact me, your water service will be automatically terminated.

Sincerely,

Timothy J. Halik  
Director of Municipal Services



# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

EST. 1960

Phone: (630) 323-8215 Fax: (630) 323-0787 [www.willowbrookil.org](http://www.willowbrookil.org)  
January 03, 2018

Mayor

Frank A. Trilla

BRASSEUR, DARCIE  
549 RIDGEMOOR DR  
WILLOWBROOK, IL 60527-5358

Village Clerk

Leroy R. Hansen

Re: Account 252060.010  
PIN #: [REDACTED]  
Delinquent Water Bill

Village Trustees

Sue Berglund

Dear Sir or Madam,

Umberto Davi

Please be advised that your water bill is now delinquent in the amount of \$ 180.47  
This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook  
Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date.  
This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code.  
Your failure to satisfy the total amount of this delinquency on or before January 22, 2018, will  
result in the immediate termination of your water service.

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Should your water service be terminated, Section 6-8-8 of the Village Code provides that a  
\$70.00 non-refundable reinstatement fee be charged. Said \$70.00 reinstatement fee shall be  
paid in addition to all delinquent bills and all penalties thereon before water service will be  
reinstated.

Village Administrator

Tim Halik

You may pay your bill online by visiting [www.willowbrookil.org](http://www.willowbrookil.org) and select "Pay A Bill." You  
will need your account number and PIN as listed above. A convenience fee will apply.

If you have any questions concerning your water bill, or if you wish to arrange a hearing before  
the Mayor and Board of Trustees to contest the termination of your water service, please contact  
me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, IL 60527 or  
call 630-323-8215 not later than five (5) days prior to the scheduled termination date.

Chief of Police

Mark Shelton

If you do not satisfy the bill or contact me, your water service will be automatically terminated.

Sincerely,

Timothy J. Halik  
Director of Municipal Services





# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

EST. 1960

Phone: (630) 323-8215 Fax: (630) 323-0787 [www.willowbrookil.org](http://www.willowbrookil.org)  
January 03, 2018

**Mayor**

Frank A. Trilla

CHINOY, SUSAN C.  
140 RODGERS CT  
WILLOWBROOK, IL 60527-5426

**Village Clerk**

Leroy R. Hansen

Re: Account 253025.000  
PIN #: [REDACTED]  
Delinquent Water Bill

**Village Trustees**

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 204.21. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before January 22, 2018, will result in the immediate termination of your water service.

Should your water service be terminated, Section 6-8-8 of the Village Code provides that a \$70.00 non-refundable reinstatement fee be charged. Said \$70.00 reinstatement fee shall be paid in addition to all delinquent bills and all penalties thereon before water service will be reinstated.

You may pay your bill online by visiting [www.willowbrookil.org](http://www.willowbrookil.org) and select "Pay A Bill." You will need your account number and PIN as listed above. A convenience fee will apply.

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, IL 60527 or call 630-323-8215 not later than five (5) days prior to the scheduled termination date.

If you do not satisfy the bill or contact me, your water service will be automatically terminated.

Sincerely,

Timothy J. Halik  
Director of Municipal Services





# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 [www.willowbrookil.org](http://www.willowbrookil.org)  
January 03, 2018

**Mayor**

Frank A. Trilla

CIASTKO, LESLIE  
6543 S STOUGH ST  
WILLOWBROOK, IL 60527-5335

**Village Clerk**

Leroy R. Hansen

Re: Account 250320.006  
PIN #: [REDACTED]  
Delinquent Water Bill

**Village Trustees**

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 169.16. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before January 22, 2018, will result in the immediate termination of your water service.

Should your water service be terminated, Section 6-8-8 of the Village Code provides that a \$70.00 non-refundable reinstatement fee be charged. Said \$70.00 reinstatement fee shall be paid in addition to all delinquent bills and all penalties thereon before water service will be reinstated.

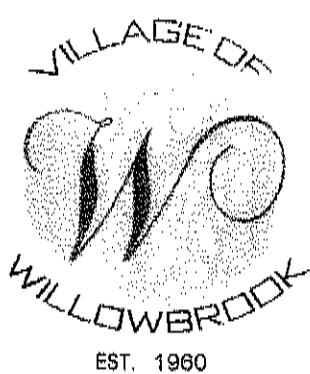
You may pay your bill online by visiting [www.willowbrookil.org](http://www.willowbrookil.org) and select "Pay A Bill." You will need your account number and PIN as listed above. A convenience fee will apply.

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, IL 60527 or call 630-323-8215 not later than five (5) days prior to the scheduled termination date.

If you do not satisfy the bill or contact me, your water service will be automatically terminated.

Sincerely,

Timothy J. Halik  
Director of Municipal Services



# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 [www.willowbrookil.org](http://www.willowbrookil.org)

January 03, 2018

**Mayor**

Frank A. Trilla

**Village Clerk**

Leroy R. Hansen

Re: Account 211660.000

PIN #:

Delinquent Water Bill

**Village Trustees**

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

**Village Administrator**

Tim Halik

**Chief of Police**

Mark Shelton

COURTNEY, DANIEL  
713 73RD CT  
WILLOWBROOK, IL 60527-5517

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 239.29. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before January 22, 2018, will result in the immediate termination of your water service.

Should your water service be terminated, Section 6-8-8 of the Village Code provides that a \$70.00 non-refundable reinstatement fee be charged. Said \$70.00 reinstatement fee shall be paid in addition to all delinquent bills and all penalties thereon before water service will be reinstated.

You may pay your bill online by visiting [www.willowbrookil.org](http://www.willowbrookil.org) and select "Pay A Bill." You will need your account number and PIN as listed above. A convenience fee will apply.

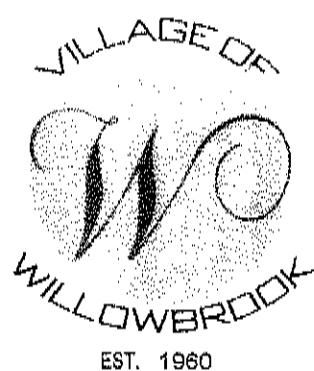
If you have any questions concerning your water bill, or if you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, IL 60527 or call 630-323-8215 not later than five (5) days prior to the scheduled termination date.

If you do not satisfy the bill or contact me, your water service will be automatically terminated.

Sincerely,

Timothy J. Halik  
Director of Municipal Services





# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 [www.willowbrookil.org](http://www.willowbrookil.org)

January 03, 2018

**Mayor**

Frank A. Trilla

FILIPSKI, ANN  
6340 WESLEY RD  
WILLOWBROOK, IL 60527-5480

**Village Clerk**

Leroy R. Hansen

Re: Account 252375.000  
PIN #: [REDACTED]  
Delinquent Water Bill

**Village Trustees**

Sue Berglund  
Umberto Davi  
Terrence Kelly  
Michael Mistele  
Gayle Neal  
Paul Oggerino

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 250.86. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before January 22, 2018, will result in the immediate termination of your water service.

Should your water service be terminated, Section 6-8-8 of the Village Code provides that a \$70.00 non-refundable reinstatement fee be charged. Said \$70.00 reinstatement fee shall be paid in addition to all delinquent bills and all penalties thereon before water service will be reinstated.

You may pay your bill online by visiting [www.willowbrookil.org](http://www.willowbrookil.org) and select "Pay A Bill." You will need your account number and PIN as listed above. A convenience fee will apply.

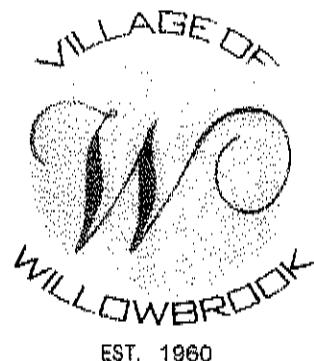
If you have any questions concerning your water bill, or if you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, IL 60527 or call 630-323-8215 not later than five (5) days prior to the scheduled termination date.

If you do not satisfy the bill or contact me, your water service will be automatically terminated.

Sincerely,

Timothy J. Halik  
Director of Municipal Services





# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

EST. 1960

Phone: (630) 323-8215 Fax: (630) 323-0787 [www.willowbrookil.org](http://www.willowbrookil.org)  
January 03, 2018

**Mayor**

Frank A. Trilla

KAFKES, THOMAS  
6512 CAMBRIDGE RD  
WILLOWBROOK, IL 60527-5404

**Village Clerk**

Leroy R. Hansen

Re: Account 251620.003  
PIN #: XXXXXXXXXX  
Delinquent Water Bill

**Village Trustees**

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 115.35. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before January 22, 2018, will result in the immediate termination of your water service.

Should your water service be terminated, Section 6-8-8 of the Village Code provides that a \$70.00 non-refundable reinstatement fee be charged. Said \$70.00 reinstatement fee shall be paid in addition to all delinquent bills and all penalties thereon before water service will be reinstated.

You may pay your bill online by visiting [www.willowbrookil.org](http://www.willowbrookil.org) and select "Pay A Bill." You will need your account number and PIN as listed above. A convenience fee will apply.

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, IL 60527 or call 630-323-8215 not later than five (5) days prior to the scheduled termination date.

If you do not satisfy the bill or contact me, your water service will be automatically terminated.

**Village Administrator**

Tim Halik

Sincerely,

Timothy J. Halik  
Director of Municipal Services



# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 [www.willowbrookil.org](http://www.willowbrookil.org)

January 03, 2018

**Mayor**

Frank A. Trilla

KEOGH, TERRY  
129 SUNSET RIDGE RD  
WILLOWBROOK, IL 60527-8403

**Village Clerk**

Leroy R. Hansen

Re: Account 252170.000  
PIN #: [REDACTED]  
Delinquent Water Bill

**Village Trustees**

Sue Berglund

Dear Sir or Madam,

Umberto Davi

Please be advised that your water bill is now delinquent in the amount of \$ 163.05  
This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook  
Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date.  
This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code.  
Your failure to satisfy the total amount of this delinquency on or before January 22, 2018, will  
result in the immediate termination of your water service.

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Should your water service be terminated, Section 6-8-8 of the Village Code provides that a  
\$70.00 non-refundable reinstatement fee be charged. Said \$70.00 reinstatement fee shall be  
paid in addition to all delinquent bills and all penalties thereon before water service will be  
reinstated.

**Village Administrator**

Tim Halik

You may pay your bill online by visiting [www.willowbrookil.org](http://www.willowbrookil.org) and select "Pay A Bill." You  
will need your account number and PIN as listed above. A convenience fee will apply.

If you have any questions concerning your water bill, or if you wish to arrange a hearing before  
the Mayor and Board of Trustees to contest the termination of your water service, please contact  
me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, IL 60527 or  
call 630-323-8215 not later than five (5) days prior to the scheduled termination date.

**Chief of Police**

Mark Shelton

If you do not satisfy the bill or contact me, your water service will be automatically terminated.

Sincerely,

Timothy J. Halik  
Director of Municipal Services



# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 [www.willowbrookil.org](http://www.willowbrookil.org)

January 03, 2018

**Mayor**

Frank A. Trilla

LIU, XILOBO & WU, JIEPING  
617 68TH ST  
WILLOWBROOK, IL 60527-5371

**Village Clerk**

Leroy R. Hansen

Re: Account 213420.002  
PIN #: [REDACTED]  
Delinquent Water Bill

**Village Trustees**

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 115.46. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before January 22, 2018, will result in the immediate termination of your water service.

Should your water service be terminated, Section 6-8-8 of the Village Code provides that a \$70.00 non-refundable reinstatement fee be charged. Said \$70.00 reinstatement fee shall be paid in addition to all delinquent bills and all penalties thereon before water service will be reinstated.

You may pay your bill online by visiting [www.willowbrookil.org](http://www.willowbrookil.org) and select "Pay A Bill." You will need your account number and PIN as listed above. A convenience fee will apply.

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, IL 60527 or call 630-323-8215 not later than five (5) days prior to the scheduled termination date.

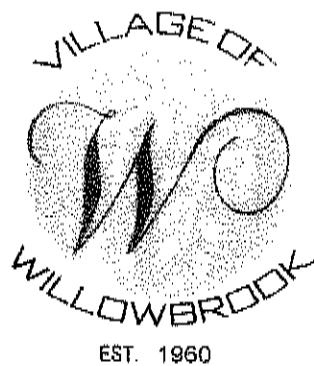
If you do not satisfy the bill or contact me, your water service will be automatically terminated.

Sincerely,

Timothy J. Halik  
Director of Municipal Services



Proud Member of the  
Illinois Route 66 Scenic Byway



# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 [www.willowbrookil.org](http://www.willowbrookil.org)  
January 03, 2018

**Mayor**

Frank A. Trilla

MORGAN, RAYMOND  
750 67TH PL  
WILLOWBROOK, IL 60527-5307

**Village Clerk**

Leroy R. Hansen

Re: Account 210015.016  
PIN #: XXXXXXXXXX  
Delinquent Water Bill

**Village Trustees**

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 185.03. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before January 22, 2018, will result in the immediate termination of your water service.

Should your water service be terminated, Section 6-8-8 of the Village Code provides that a \$70.00 non-refundable reinstatement fee be charged. Said \$70.00 reinstatement fee shall be paid in addition to all delinquent bills and all penalties thereon before water service will be reinstated.

You may pay your bill online by visiting [www.willowbrookil.org](http://www.willowbrookil.org) and select "Pay A Bill." You will need your account number and PIN as listed above. A convenience fee will apply.

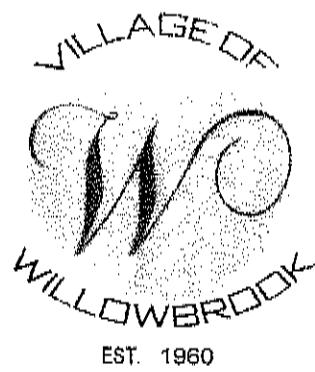
If you have any questions concerning your water bill, or if you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, IL 60527 or call 630-323-8215 not later than five (5) days prior to the scheduled termination date.

If you do not satisfy the bill or contact me, your water service will be automatically terminated.

Sincerely,

Timothy J. Halik  
Director of Municipal Services





# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 [www.willowbrookil.org](http://www.willowbrookil.org)  
January 03, 2018

**Mayor**

Frank A. Trilla

VALENTOR, STEVE  
444 KINGSWOOD CT  
WILLOWBROOK, IL 60527-5410

**Village Clerk**

Leroy R. Hansen

Re: Account 250430.000  
PIN #: [REDACTED]  
Delinquent Water Bill

**Village Trustees**

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 168.78. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before January 22, 2018, will result in the immediate termination of your water service.

Should your water service be terminated, Section 6-8-8 of the Village Code provides that a \$70.00 non-refundable reinstatement fee be charged. Said \$70.00 reinstatement fee shall be paid in addition to all delinquent bills and all penalties thereon before water service will be reinstated.

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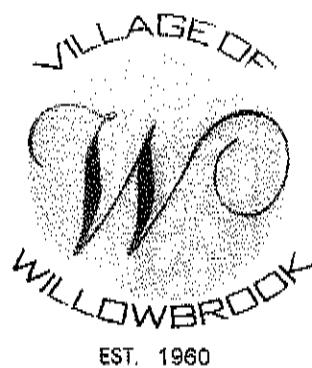
If you have any questions concerning your water bill, or if you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, IL 60527 or call 630-323-8215 not later than five (5) days prior to the scheduled termination date.

If you do not satisfy the bill or contact me, your water service will be automatically terminated.

Sincerely,

Timothy J. Halik  
Director of Municipal Services





# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

EST. 1960

Phone: (630) 323-8215 Fax: (630) 323-0787 [www.willowbrookil.org](http://www.willowbrookil.org)  
January 03, 2018

Mayor

Frank A. Trilla

ZENNER, RICHARD  
125 WATERFORD DR  
WILLOWBROOK, IL 60527-5458

Village Clerk

Leroy R. Hansen

Re: Account 250850.001  
PIN #: XXXXXXXXXX  
Delinquent Water Bill

Village Trustees

Sue Berglund  
Umberto Davi  
Terrence Kelly  
Michael Mistele  
Gayle Neal  
Paul Oggerino

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 143.48. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before January 22, 2018, will result in the immediate termination of your water service.

Should your water service be terminated, Section 6-8-8 of the Village Code provides that a \$70.00 non-refundable reinstatement fee be charged. Said \$70.00 reinstatement fee shall be paid in addition to all delinquent bills and all penalties thereon before water service will be reinstated.

You may pay your bill online by visiting [www.willowbrookil.org](http://www.willowbrookil.org) and select "Pay A Bill." You will need your account number and PIN as listed above. A convenience fee will apply.

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, IL 60527 or call 630-323-8215 not later than five (5) days prior to the scheduled termination date.

If you do not satisfy the bill or contact me, your water service will be automatically terminated.

Village Administrator

Tim Halik

Sincerely,

Timothy J. Halik  
Director of Municipal Services





EST. 1960

# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 [www.willowbrookil.org](http://www.willowbrookil.org)

## MEMORANDUM

### Mayor

Frank A. Trilla

MEMO TO: Frank A. Trilla, Mayor  
Board of Trustees

### Village Clerk

Leroy R. Hansen

MEMO FROM: Richard Cobb,  
Chairman, Parks & Recreation Commission

### Village Trustees

Sue Berglund

DATE: January 10, 2018

Umberto Davi

SUBJECT: Regular Meeting of the Parks & Recreation Commission Held  
on January 9, 2018 – Motion of Recommendation to Adopt  
the 2018-2022 Comprehensive Parks & Recreation Master Plan

Terrence Kelly

At the regular meeting of the Parks & Recreation Commission held on January 9, 2018,  
the above referenced subject was discussed and the following motion was made:

Michael Mistele

**MOTION:** Made by Commissioner Grimsby and seconded by Commissioner Kanaverskis  
to approve the 2018-2022 Comprehensive Parks & Recreation Master Plan as presented  
and forward to the Village Board for adoption.

### Village Administrator

Tim Halik

**VOICE VOTE:** AYES: Chairman Cobb, Commissioners Grimsby, Kaczmarek,  
Kanaverskis, Landsman, Lazarski, Pionke, and Stetina.  
NAYS: (none)  
ABSENT: (none)

### Chief of Police

Robert J. Pavelchik, Jr.

### MOTION DECLARED CARRIED

A full copy of the 2018-2022 Comprehensive Parks & Recreation Master Plan is  
attached.

### Director of Finance

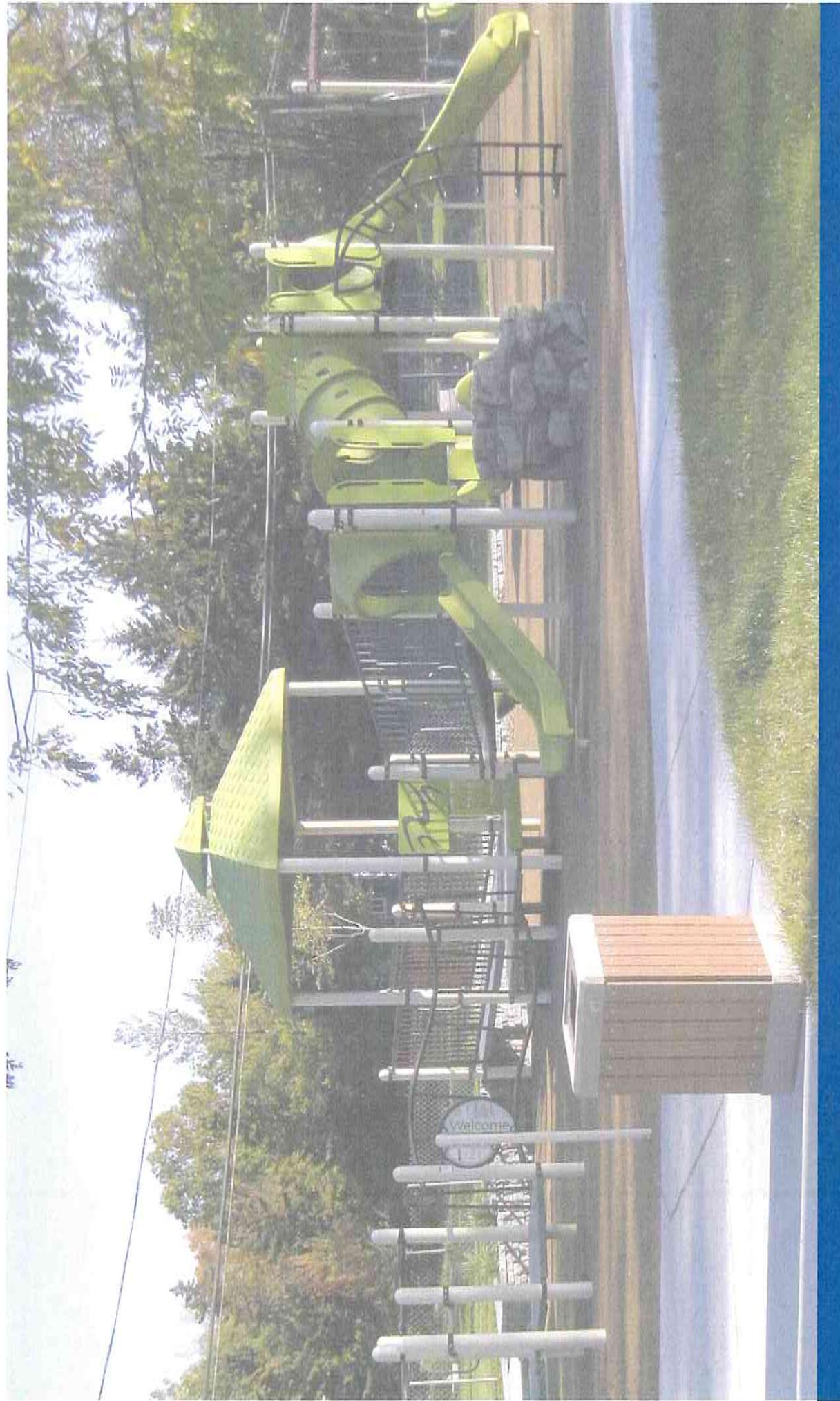
Carrie Dittman

Should any member of the Board have any questions regarding this matter, please do  
not hesitate to contact me.

RC:th



Proud Member of the  
Illinois Route 66 Scenic Byway



2018-2022 Comprehensive  
Parks and Recreation Master Plan

December, 2017

Prepared By:  
**DesignPerspectives, Inc.**  
Guruwadi, California  
[www.design-perspectives.net](http://www.design-perspectives.net)







## Acknowledgments

### Village Board of Trustees:

Frank Trilla, Mayor  
Leroy Hansen, Village Clerk  
Sue Berglund, Trustee  
Umberto Davi, Trustee  
Terrence Kelly, Trustee  
Michael Mistele, Trustee  
Gayle Neal, Trustee  
Paul Ogerino, Trustee

### Parks & Recreation Commission:

Richard Cobb, Chairman  
Lorraine Grimsby  
Catherine Kaczmarek  
Ronald Kanaverskis  
Laurie Landsman  
Carol Lazarski  
Robert Pionke  
Douglas Stetina

### Village Staff:

Tim Halik, Village Administrator  
John Fenske, Interim Superintendent of Parks & Recreation  
George Sculcanec, Recreation Supervisor  
AJ Passero, Public Works Foreman

### Village of Willowbrook:

835 Midway Drive  
Willowbrook, IL 60527

Phone: (630) 323-8215  
[www.willowbrookil.org](http://www.willowbrookil.org)

### Lead Consultant:

Design Perspectives, Inc.  
1280 Iroquois Avenue  
Suite 110  
Naperville, IL 60563

Phone: (630) 428-3134

[www.design-perspectives.net](http://www.design-perspectives.net)

Tod J. Stanton, ASLA: President & Master Planner  
Alann Petersen: Associate Planner  
Catt Eicher: Graphic Support Specialist

### Sub-Consultants:

Public Research Group, LLC

[www.publicresearchgroup.com](http://www.publicresearchgroup.com)



**2018-2022**  
**Comprehensive Parks & Recreation Master Plan**

---

**Village of Willowbrook**

**Village of Trustees**

The Village of Willowbrook 2018-2022 Comprehensive Parks & Recreation Master Plan is hereby  
adopted on the Xth day of X in the year 2017.

---

Frank Trilla, Mayor

---

Leroy Hansen, Village Clerk

---

Tim Halik, Village Administrator



## Table of Contents

<b>Executive Summary</b>	<b>v</b>
<b>Chapter 1 - Introduction</b>	<b>7</b>
Planning Process & Purpose	
Village Parks & Recreation History	
<b>Chapter 2 - Community Needs Assessment</b>	<b>9</b>
Community Profile & Demographics	
Community Survey Results	
Public & Stakeholder Input	
Outcomes	
<b>Chapter 3 - Current Parks &amp; Recreation Environment</b>	<b>37</b>
Administration	
Recreation Programs & Leisure Services	
Parks Inventory	
Standards Development	
Level of Service Mapping and Analysis	
<b>Chapter 4 - Envisioning the Future</b>	<b>78</b>
Strategic Atlas	
Goals and Objectives	
Parks & Facilities	
Recreation	
Administration	
<b>Chapter 5 - Plan Implementation</b>	<b>88</b>
Timeline for Implementation	
Capital Improvement Planning	
Conceptual Park Planning for Capital Improvement	
Conclusion	
<b>Appendix</b>	<b>115</b>



## Executive Summary

In 2017, the Village of Willowbrook proceeded with a Comprehensive Parks & Recreation Master Plan update to create a series of goals, objectives and recommendations that will guide decision making and strategic direction over the next 5 years. The connection between parks and facilities and programming is an important one that will allow for better participation and enhanced revenue opportunities.

The Parks & Recreation Department is responsible for the administration of the recreational activities offered by the Village, the coordination of maintenance of the park facilities and the planning of future recreational facilities and services. With the assistance of the Parks & Recreation Commission, the Department has the following core functions:

- Develop a recreation program that attempts to meet the needs of all age groups
- Provide promotional material through three seasonal brochures, the Village web page, Village newsletter, flyers and press releases.
- Optimize recreational opportunities through partnerships with other agencies.
- Provide professional support for the Gateway Special Recreation Association.
- Coordinate projects with Village staff and independent contractors.
- Develop plans for upgrading existing facilities.
- Coordinate and monitor the use of parks facilities by community groups and the general public.
- Maintain records for recreation programming, park maintenance and long-range planning.

## Purpose

This plan will support the strategic direction of the Parks & Recreation Department. The Village should review this document on an on-going basis. The plan will allow the Department to structure the future in a meaningful and measurable way allowing for change in a responsible manner.

## Planning Process

The planning process was led by the consortium of Design Perspectives and Public Research Group, an all in-house team that started a three phase approach with outreach and engagement. The steps that followed allowed for analysis and then goals, objectives and recommendations. The strategic atlas illustrates a clear overview of the major outcomes based on the priority categories generated by the goals and objectives, laid out based on the three core function areas of the Department.



## Plan Implementation

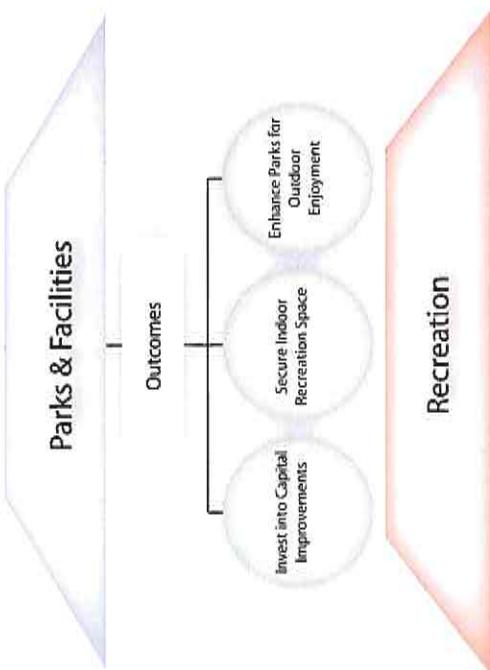
The strategic atlas represents an overview of the major outcomes based on the priority categories generated by the goals and objectives, laid out based on the three core function areas of the Department. The strategic atlas highlights the core functions in level of importance.

(High Priority)      Tier 1 - Parks & Facilities

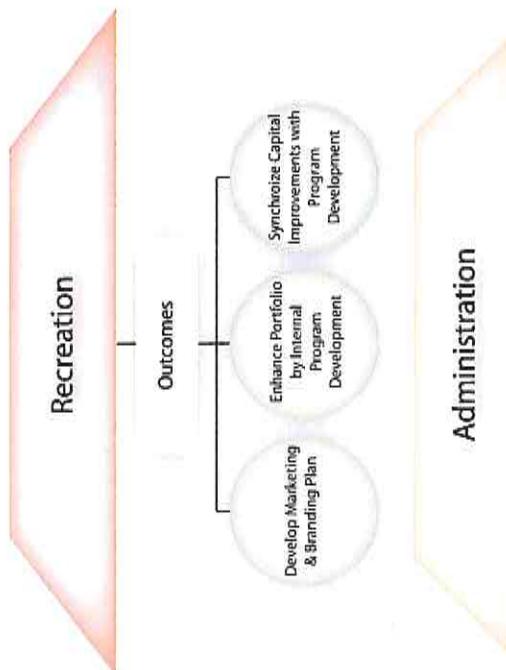
(Mid Priority)      Tier 2 - Recreation

(Low Priority)      Tier 3 - Administration

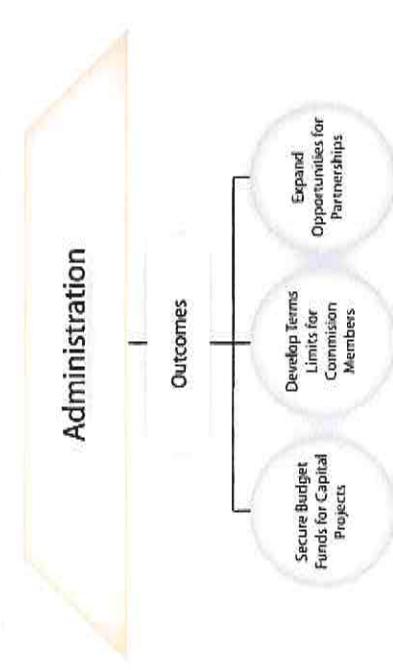
## **Tier 1.0**



## **Tier 2.0**



## **Tier 3.0**





## Chapter 1 - Introduction

The Village of Willowbrook is seeking to update its current Comprehensive Parks & Recreation Master Plan. The staff, the Parks & Recreation Commission as well as the Village Trustees identified the need to re-invest into this update for the continued understanding as to the recreational needs of the community, to develop a capital plan to identify potential improvements with cost commitments and finally a useful document that can serve as a roadmap with goals and objectives for the future of parks and recreation within the Village. The Village continues to operate a solid collection of outdoor park spaces. Many of these spaces have unique environmental features that include small ponds and natural areas. A small Recreation Center is in the works to secure a sprinkle of indoor space for limited programming. It is clear that Village residents utilize a series of additional governmental recreation providers as well as private clubs that provide many choices for parks and leisure services. These choices continue to allow residents to seek programs elsewhere and mainly view the parks as a drop in recreation activity. A gradual movement to slowly introduce recreation programs within the new Recreation Center and select outdoor spaces would be wise to keep these spaces active while introducing new revenue possibilities.

### ***Master Plan Process***

The Parks and Recreation Department has been busy making progress from the previous master plan. The future always brings ever-changing opportunities with the need for a set of new goals to continue to meet the needs of the Willowbrook community. It will take the dedication of the elected officials, staff, commission members, volunteers and concerned citizens to meet these expectations of the community for the continued quality of parks, facilities and programs both now and in the future. The overall purpose of this planning initiative is to gather a wide variety of data and then develop an appropriate action plan seeking to improve the parks and recreation experience for the community. From that direction, new goals and objectives are being developed surrounding capital improvements, budgets, indoor recreational space, recreational programs and finally partnerships. It is clear that work lies ahead for the Village in expanding the role of parks and recreation in the future.

The following outlines key tasks in the development of the plan that included;

- Visioning sessions with the Department staff and Parks & Recreation Commission
- A community input session
- A community needs assessment survey
- Recreation analysis
- Park inventory & analysis
- Standards development
- Equity mapping and Service area analysis
- Conceptual park planning
- Capital improvement planning
- Master plan themes, initiatives and goals
- Implementation action plan



#### **Brief History of the Parks & Recreation Department**

The Village Board created the Parks and Recreation Commission by ordinance on August 11, 1975. Following the creation of the Commission, the Village Board accelerated its efforts to acquire land for parks in each area of the Village. By 1977, the Village had purchased or acquired through developer donations four park sites totaling nearly ten acres. In May of 1977, the Board approved funding of its first program of recreational activities for the summer of 1977, a winter recreation program was added in 1978, and a fall program was initiated in 1988. In 1989, the Village joined five other communities to form the Gateway Special Recreation Association.

In 1986, the Village was successful in obtaining a \$148,375.00 matching state grant to acquire approximately 15 acres as the site of the Willowbrook Community Park. The Village later purchased three additional acres bringing the park's total acre to 17.77 acres. Three subsequent matching grants over the next four years and totaling over \$426,000.00 enabled the Village to complete the park. The Village of Willowbrook Parks and Recreation Department currently operates ten parks on 56 acres located throughout the Village. The Village was awarded a State of Illinois DNR OSLAD grant in 2014 for improvements to Willow Pond Park.





## Chapter 2 - Community Needs Assessment

The Village of Willowbrook Comprehensive Parks & Recreation Master Plan process started with a series of data gathering opportunities to seek input from agency staff and the Park & Recreation Commission. The results of these meetings helped set a direction for discussion in identifying issues and opportunities for the future. The process concluded with a random survey administered by the Public Research Group.

### Community Profile & Demographics as Indicators for Parks & Recreation Programs

Great park systems are built by informed decision makers. As people who plan, manage, and shape the communities we live in, where those decisions come from and what they're made of matters. Even the most basic demographic data can inform how parks and recreation are planned. When combined with local data, this type of information is crucial to addressing the needs of a community, resulting in better parks. One of the great champions of this kind of data-driven parks planning is the National Recreation and Park Association (NRPA), a valued partner of mySidewalk.

*This overview provides an instant existing conditions analysis and demographic projection for your community, broken down by population demographics, housing units, and households.*

Understanding the ages of the park-going population can be useful for designing age-specific programming that fits the needs of your community. The table and chart that follow are useful for understanding the proportion of people within each age group living near your parks.

Willowbrook, IL	People
Total Population	8,629
Change in Population 2000 to 2010	598.93
Total Population Under Age 10 (Children)	1,535
Total Population Age 65 and Over	1,829

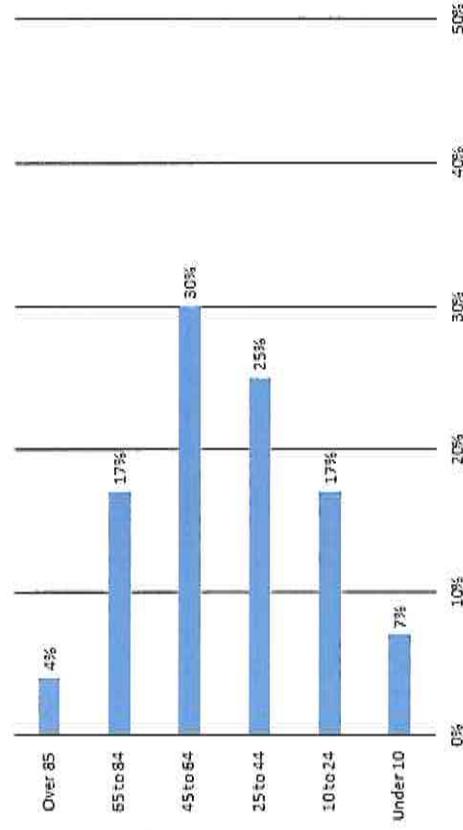
Source: US Census 2011-2015; US Census 2000 & 2010; ACS 2006-2010 Census



## Age

The median age for the Village of Willowbrook is 46.0 as compared to the statewide average of 37.7. The age distribution shows a nice "bell curve" in terms of age distribution, illustrating that the Village is an older community in terms of age.

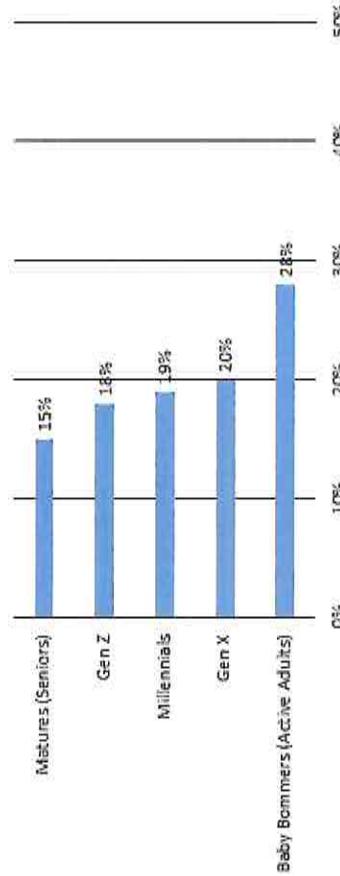
Age Distribution



## Generation

The largest percentage is Baby Boomers at 28% followed by nearly equal distribution among the remaining generations.

Generations

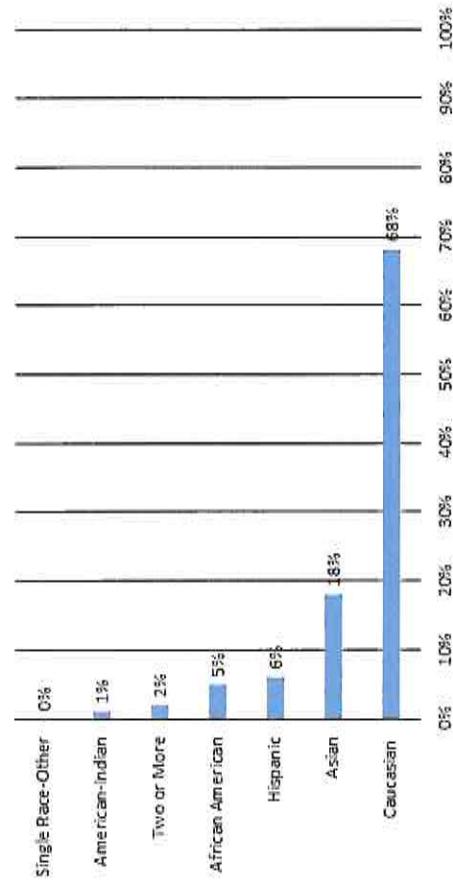




## Race/Ethnicity

Overall, the largest race/ethnicity is Caucasian at 68% followed by Asian making up the second largest group at 18%.

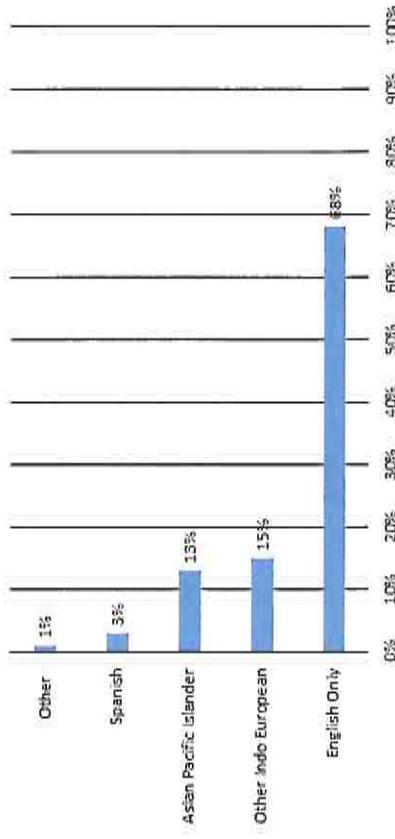
Ethnicity Statistics



## Languages Spoken

English is the primary language spoken at home.

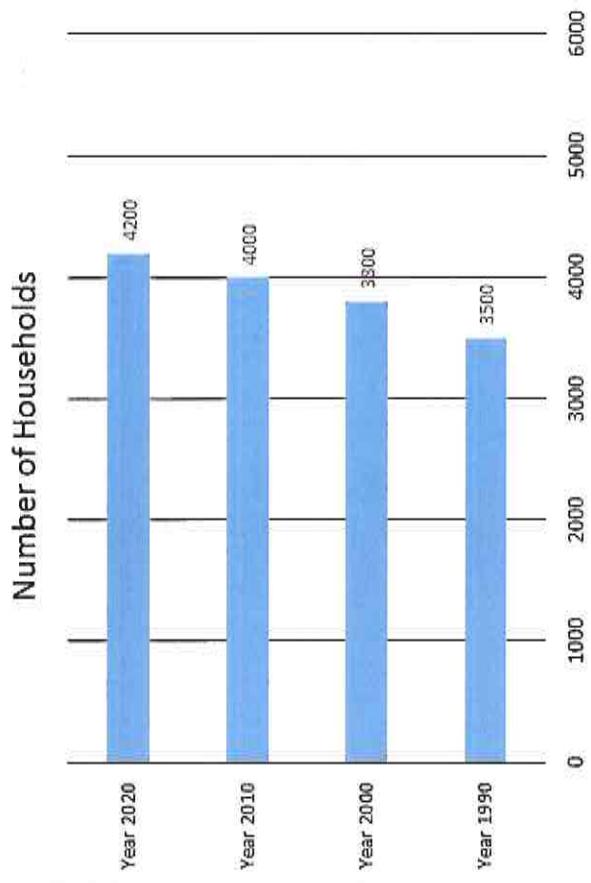
Language Spoken at Home





### Households-Number

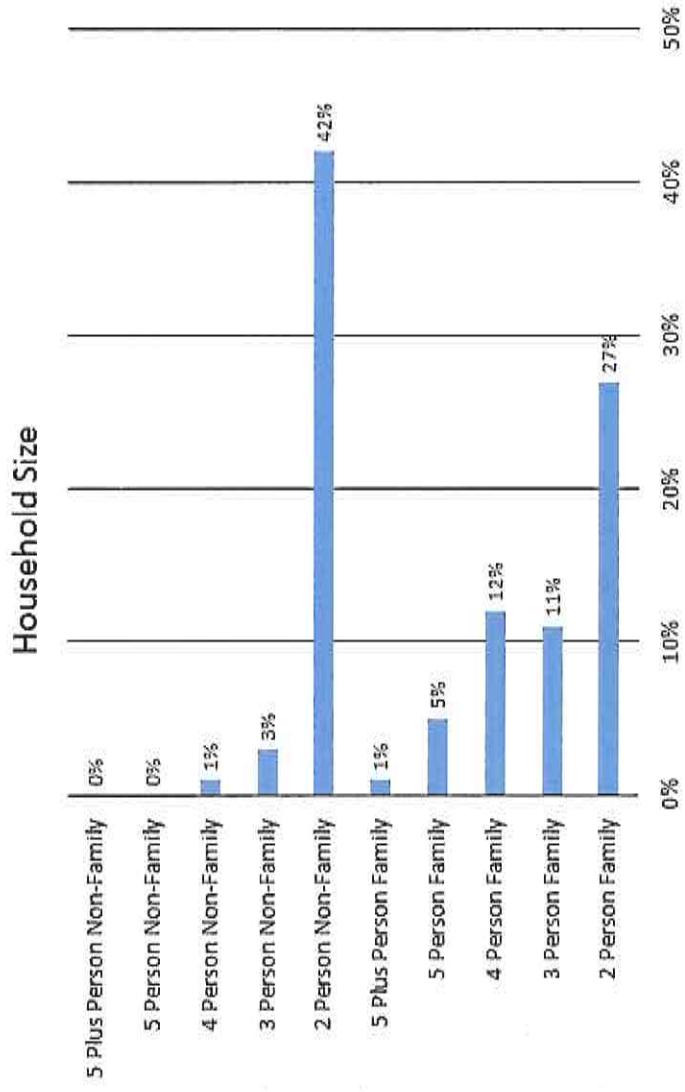
The Village has seen the number of households hold steady over the past thirty years. The community is at a build-out stage, so new household growth will be minimal.





## Households-Size

The Village is an older community with the most common household size being 2 person non-family not having children, making up 42%. However when the family categories are added in total it shows that a total of 54% of the Village households have children.

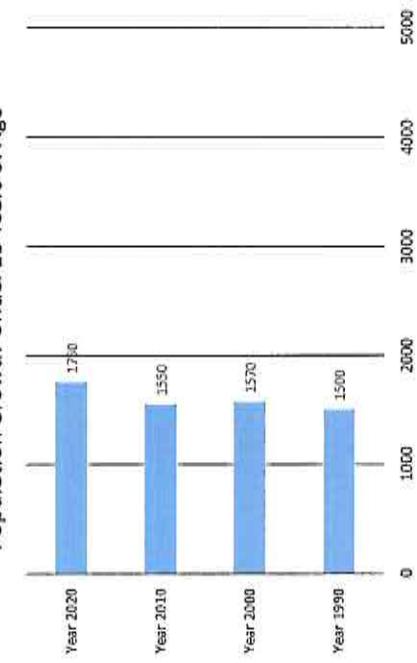




### Age - Population Under 18

The under 18 population has seen very little growth over the years and is forecasted to remain flat for the next several years.

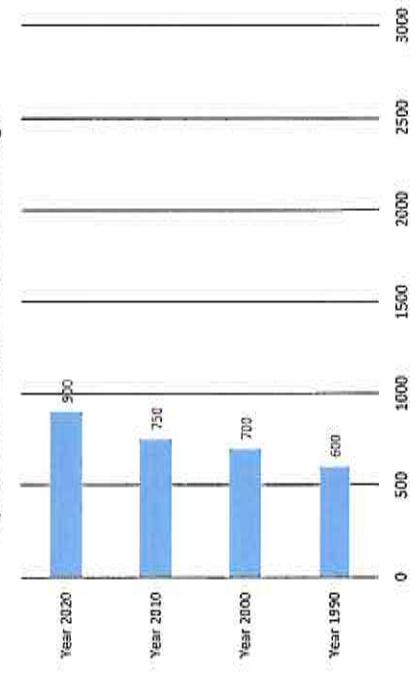
Population Growth-Under 18 Years of Age



### Age - Population Over 65

The over 65 age segment also has remained relatively flat in the past, but with a large amount of empty nesters that reside with the Village under the age of 65, this population segment could grow in the coming years as the Baby Boomers mature and chose to live in Willowbrook.

Population Growth-Over 65 Years of Age





## Community Survey Results

### **Methodology**

In 2017, Public Research Group conducted a random survey of the Village of Willowbrook residents to gather data regarding a variety of parks and recreation topics within the Village. A total of 256 surveys were completed with provides a margin of error of plus or minus 5.9% at a 95% confidence level.

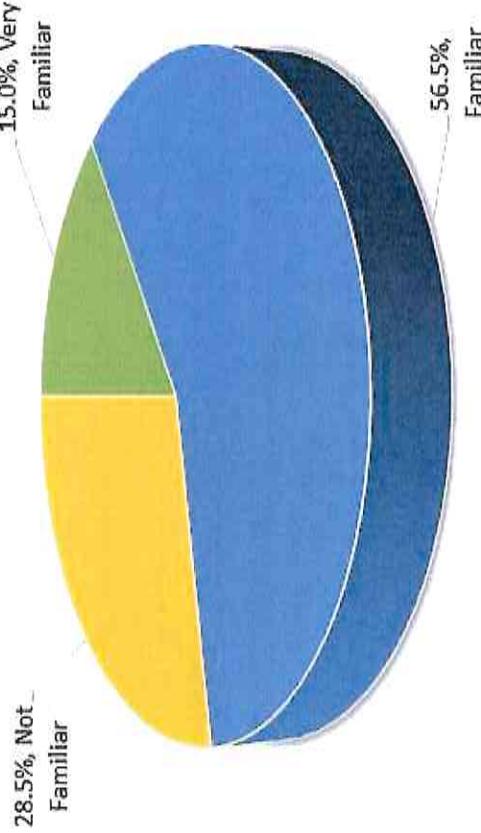




### **Question 1: How familiar are you with the Village of Willowbrook Parks & Recreation Department?**

The majority of survey responses were familiar with the Village Parks & Recreation Department at 71.5%, but this is down 8.4% from the previous survey in 2012. A goal in this master plan would be increased marketing and exposure of the Department as nearly 1 in 3 persons are not familiar with the parks and recreation opportunities the Village provides.

1. How familiar are you with the Village of Willowbrook Parks & Recreation Department?

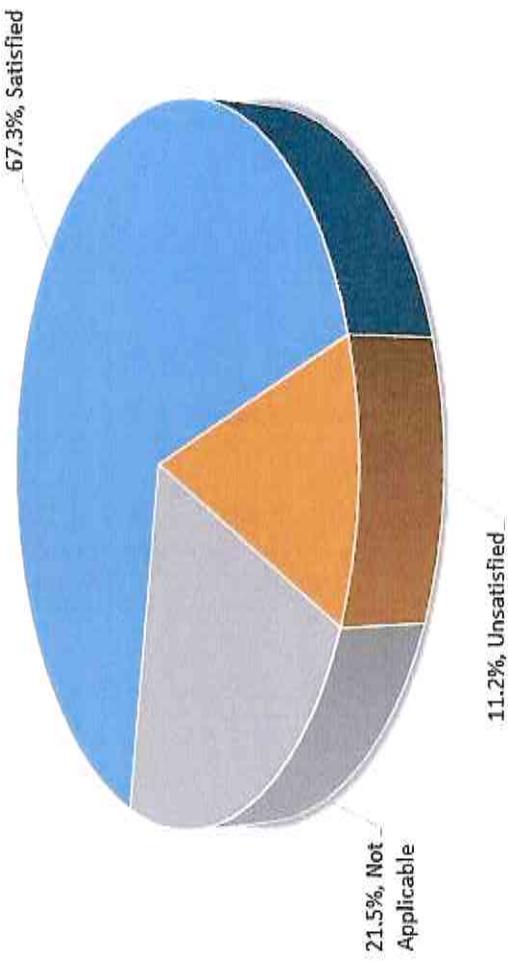




**Question 2: How would you rate your overall satisfaction with parks and recreation in the Village?**

In review of the survey responses, 2 out of 3 were satisfied with parks and recreation in the Village. This is up as compared to the 2012 survey but the amount of residents unsatisfied also increased from 4.7% in 2012 to 11.2% in 2017. In review of current research in the field, the overall satisfaction rate in Illinois is approximately 65%.

2. How would you rate your overall satisfaction with the parks and recreation in the Village?

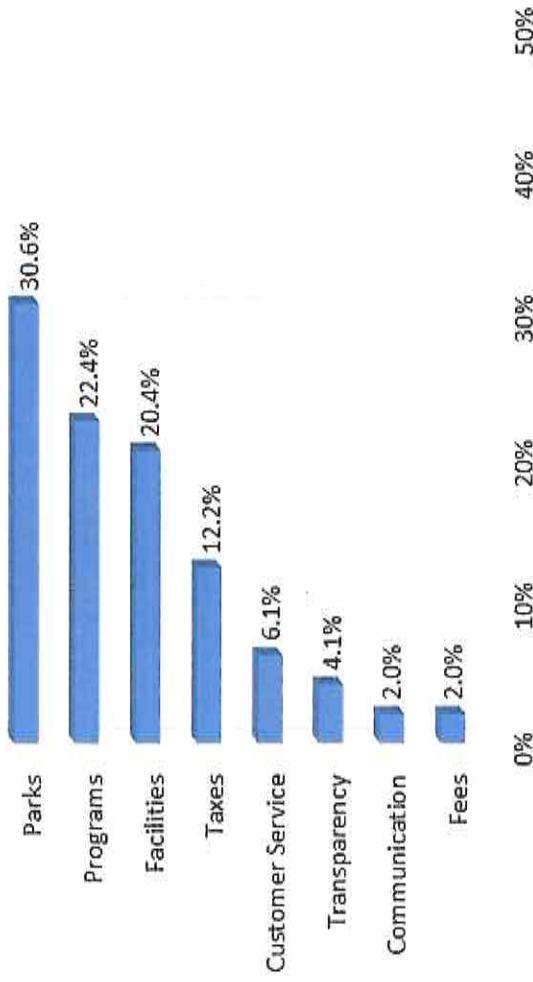




**Question 3: If you answered Unsatisfied from the Question above, please tell us which area(s) you are displeased with? (Choose all that apply)**

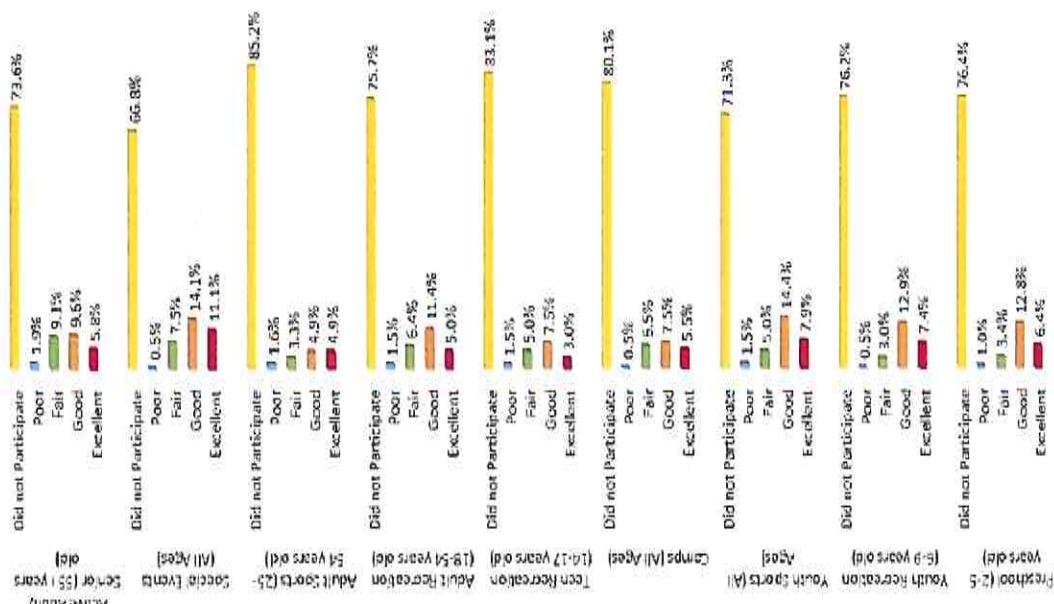
The top three reasons for unsatisfaction were parks at 30.6%, programs at 22.4% and facilities at 20.45%. These items are all inter-related and will be reflected in the upcoming chapters.

3. If you answered Unsatisfied above, please tell us which area(s) you are displeased with? (Choose all that apply)



**Question 4: Please rate the overall quality of Village of Willowbrook recreation programs for the specific age groups**

The responses to this question highlights the lack of programs offered by the Village and its recreation partners with very high rates of non-participation across all ages. The highest marks were given for Special events.





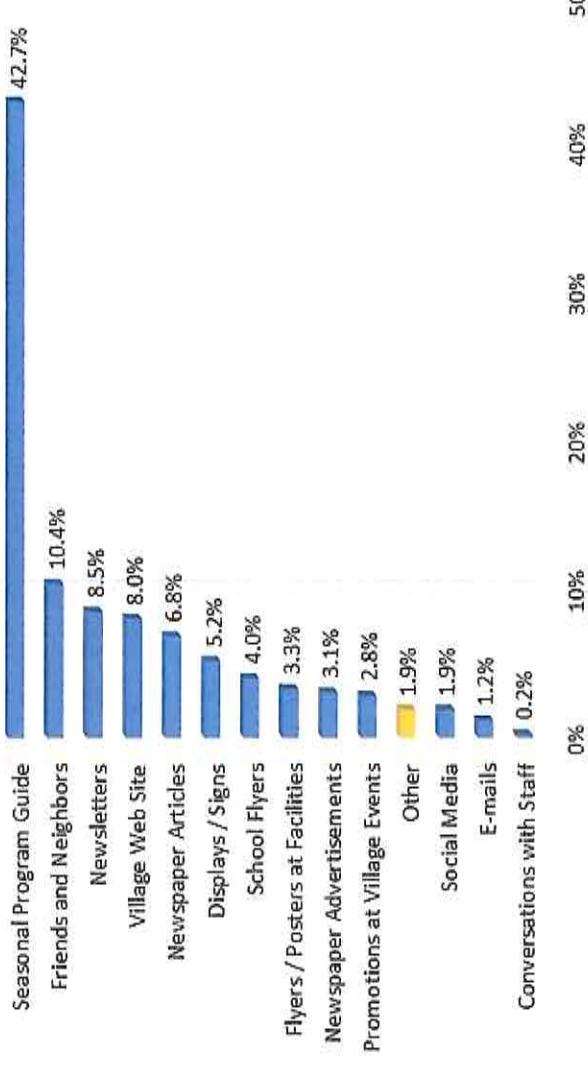
**Question 5: Which is the most important program activity to you in terms of participation from the age groups from the previous question?**

Respondents indicated Adult classes, followed by Special events and finally youth activities were all important.

**Question 6: How do you learn about the parks, facilities, programs & activities? (Choose all that apply)**

Respondents indicated the Seasonal program guide was the most common method used to learn about programs and activities, with over 42.6% in 2017 which was a big drop from 78.9% in 2012. (Responses to the option "Other" can be found in the appendix.)

6. How do you learn about the parks, facilities, programs & activities? (Choose all that apply)

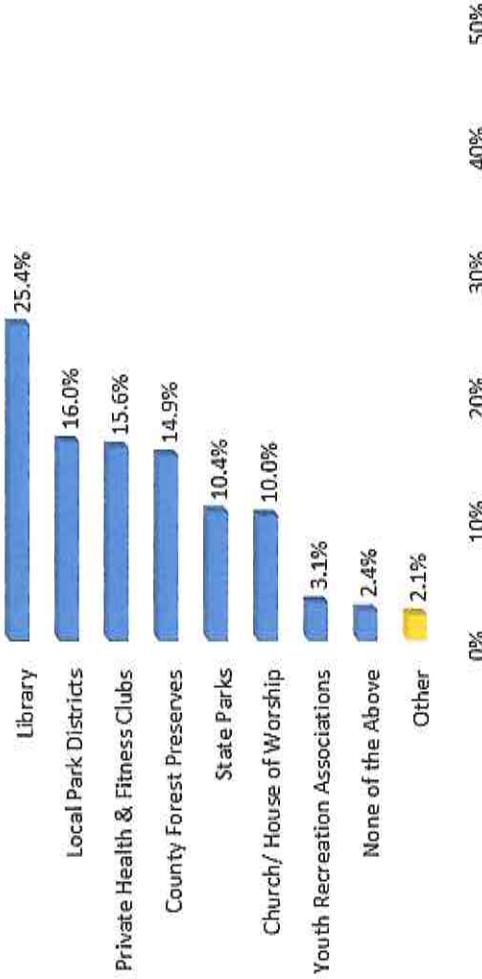




**Question 7: What other recreation providers, if any, do you or your family use? (Choose all that apply)**

When asked what other recreation providers were used, the Library was used most often, at 25.4%, followed by Local Park Districts at 16.0% and then Private health & fitness clubs at 15.6%. In review of current research in the field, the Library is becoming more and more of an alternate recreation program provider for the community. (Responses to the option "Other" can be found in the appendix.)

7. What other recreation providers, if any, do you or your family use? (Choose all that apply)

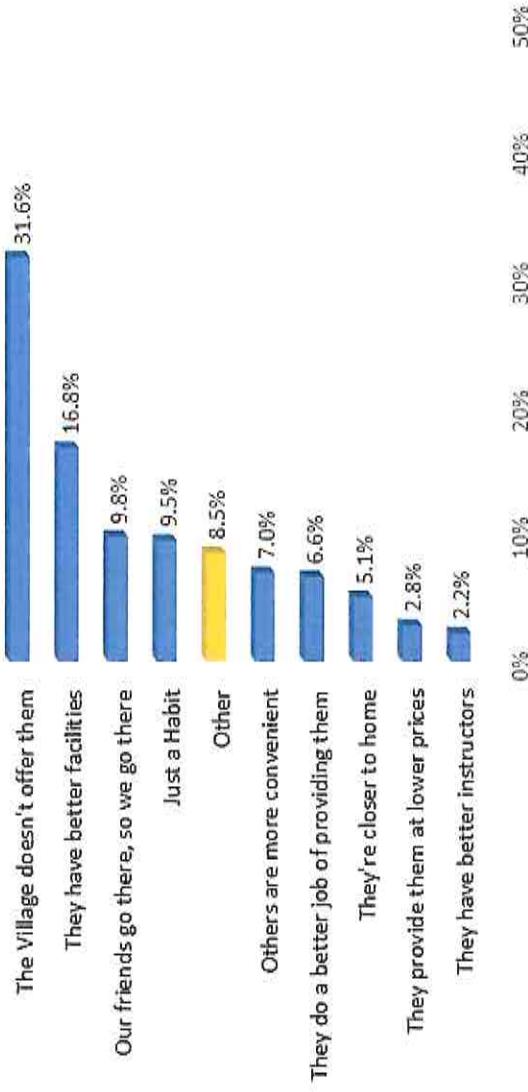




**Question 8: If you do go to other agencies for recreation services, other than the Village of Willowbrook, why do you choose to go there? (Choose all that apply)**

Survey respondents generally go elsewhere because the Village does not offer the services they are looking for. This is consistent with the findings from the 2012 survey. (Responses to the option "Other" can be found in the appendix.)

8. If you go to other agencies for recreation services, other than the Village of Willowbrook, why do you choose to go there?  
(Choose all that apply)

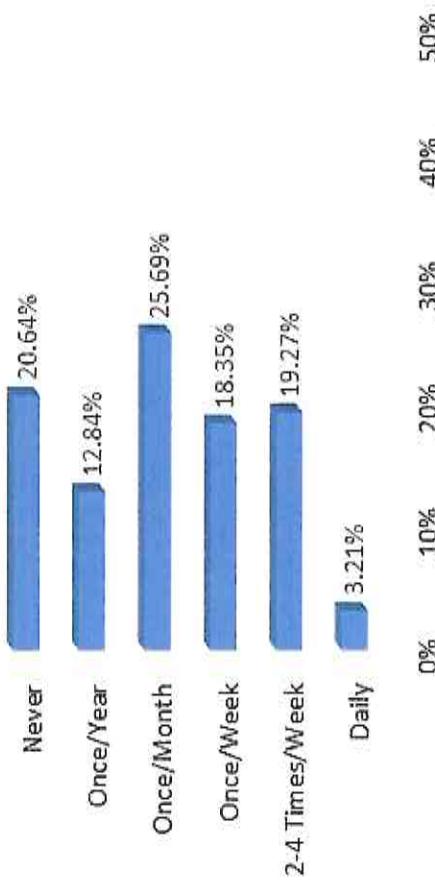




**Question 9: How often do any members of your household use the parks?**

In 2017, parks were visited at least once a month over 50% of the time. In comparison of the 2012 survey, the “never” category decreased slightly from 25.5% as compared to 20.64% in 2017.

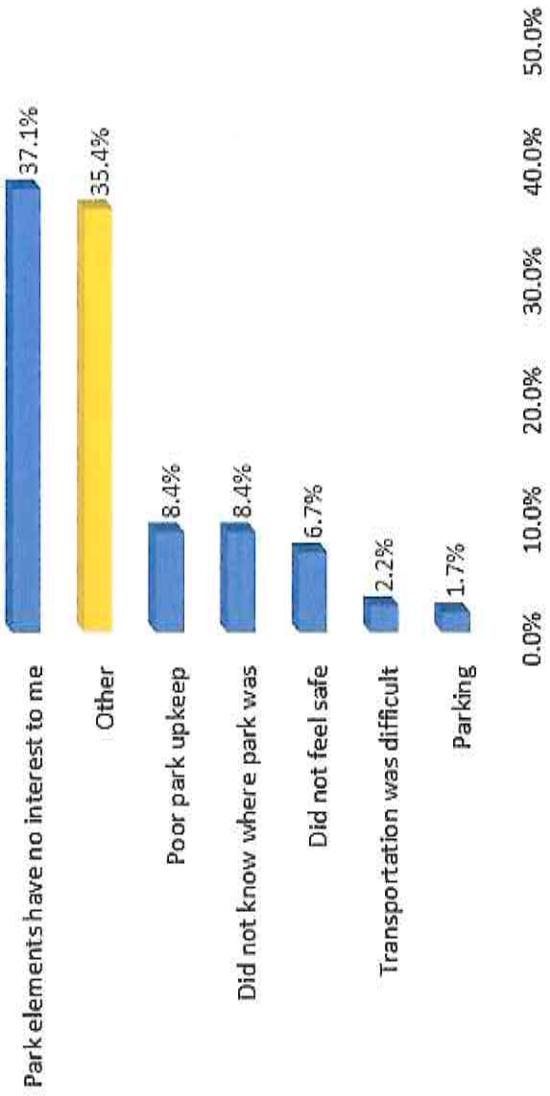
9. How often do any members of your household use the parks?



**Question 10: What prevents you from visiting the parks? (Choose all that apply)**

In general, a strong response for lack of visitation was that the park elements had no interest to them. The "other" category had many of the same comments about the park elements and the lack of "new" things in the park spaces. (Responses to the option "Other" can be found in the appendix.)

10. What prevents you from visiting the parks? (Choose all that apply)

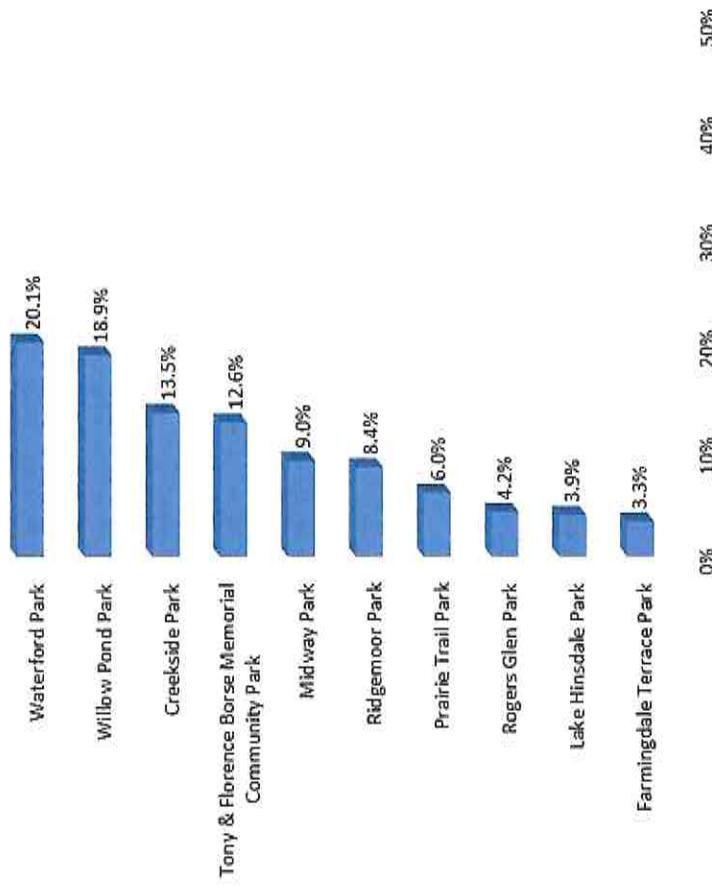




**Question 11: Which of the Village of Willowbrook parks do you or other members of your household visit? (Choose all that apply)**

The survey shows that Waterford, Willow Pond and Creekside are the most used parks. This is consistent with the previous survey.

11. Which of the Village of Willowbrook parks do you or other members of your household visit? (Choose all that apply)





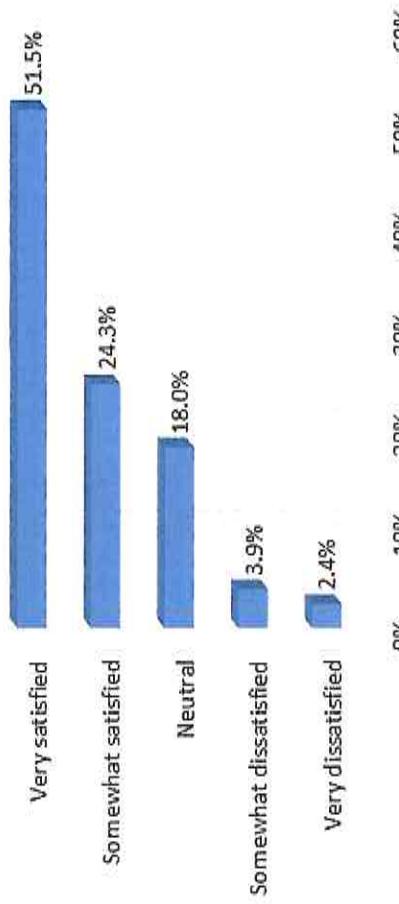
**Question 12: Please tell us your favorite park and what you like about it from the previous Question.**

The survey responses were similar to the park responses selected in the previous question. The main reason was location in relationship to being closer to home.

**Question 13: Overall, how satisfied are you with the appearance, maintenance and cleanliness of the Village parks?**

Survey respondents generally feel that the parks are well kept up and maintained, increasing from 2.6% in 2012 to 6.3% in 2017.

13. Overall, how satisfied are you with the appearance, maintenance and cleanliness of the Village parks?



**Question 14: If you answered Somewhat dissatisfied or Very dissatisfied to Question 13, with the appearance, maintenance and cleanliness of the Village parks, please describe your concern.**

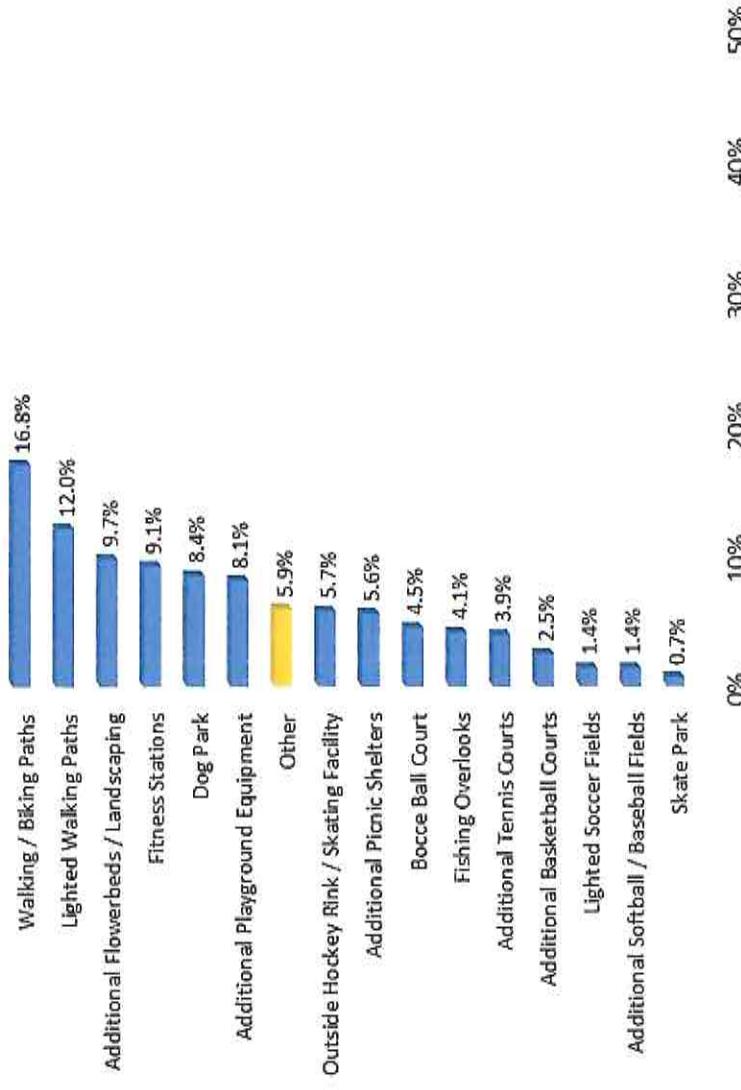
There were very few comments regarding this question but the responses ranged from old playgrounds, overgrown landscaping and dogs in the parks.



**Question 15: Which of the following new amenities would you or your family like to see added to the parks? (Choose all that apply)**

The top choices included paths, expanded landscaping, fitness stations and a dog park as compared to the top choices in 2012 that included paths, dog park, additional park shelters and expanded landscaping. (Responses to the option "Other" can be found in the appendix.)

15. Which of the following new amenities would you or your family like to see added to the parks? (Choose all that apply)





**Question 16: What type of classes would you like the Village to offer in the new Recreation Center next year? (Choose all that apply).**

Small fitness classes and Continuing education classes were a very popular choice and can very easily be incorporated in the small Recreation Center. (Responses to the option "Other" can be found in the appendix.)

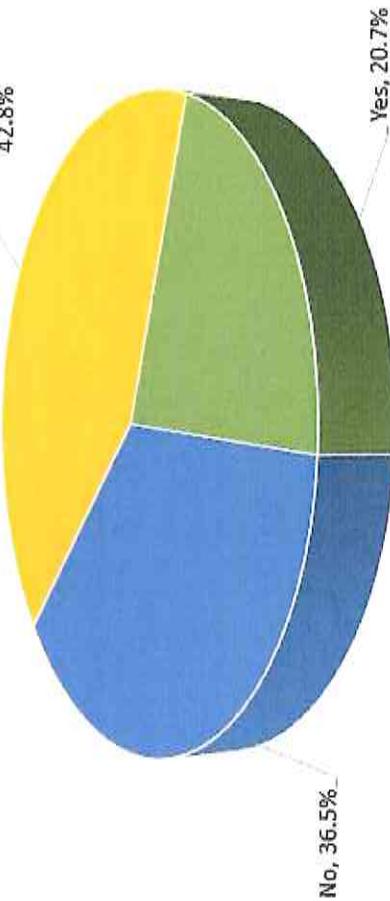
16. What type of classes would you like the Village to offer in the new Recreation Center next year? (Choose all that apply)



**Question 17: Would you be interested in renting space in the Recreation Center for activities such as parties or group meetings?**

The majority of respondents were not sure but based on these results, the new building should not be designed around the rental market as a primary use and/or revenue stream.

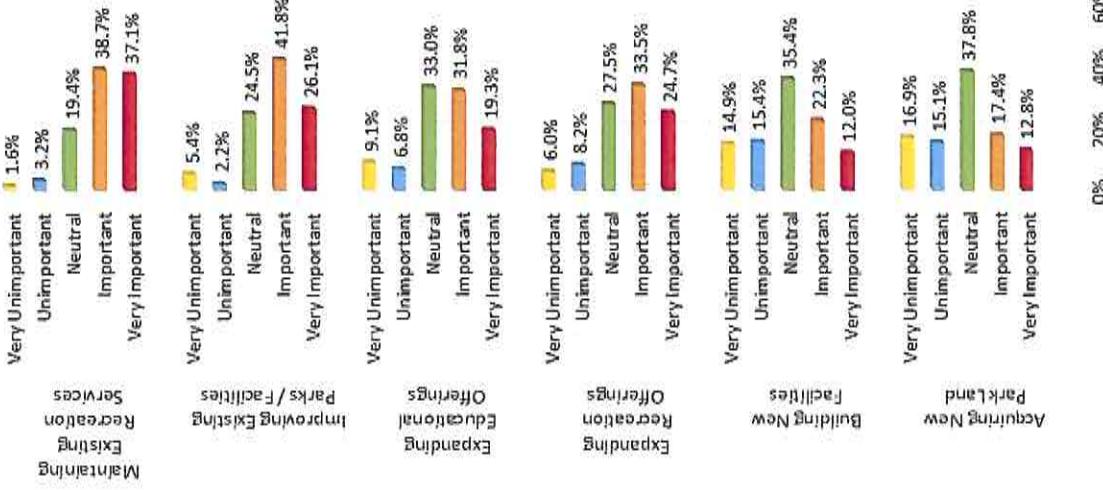
17. Would you be interested in renting space in the Recreation Center for activities such as parties or group meetings?





**Question 18: Please rate each of the following Village priorities that are important to you and your family?**

The top priorities maintaining existing services followed closely by improving existing parks and facilities. The category of improving existing parks and facilities increased from 49.3% in 2012 to 67.9% in 2017.

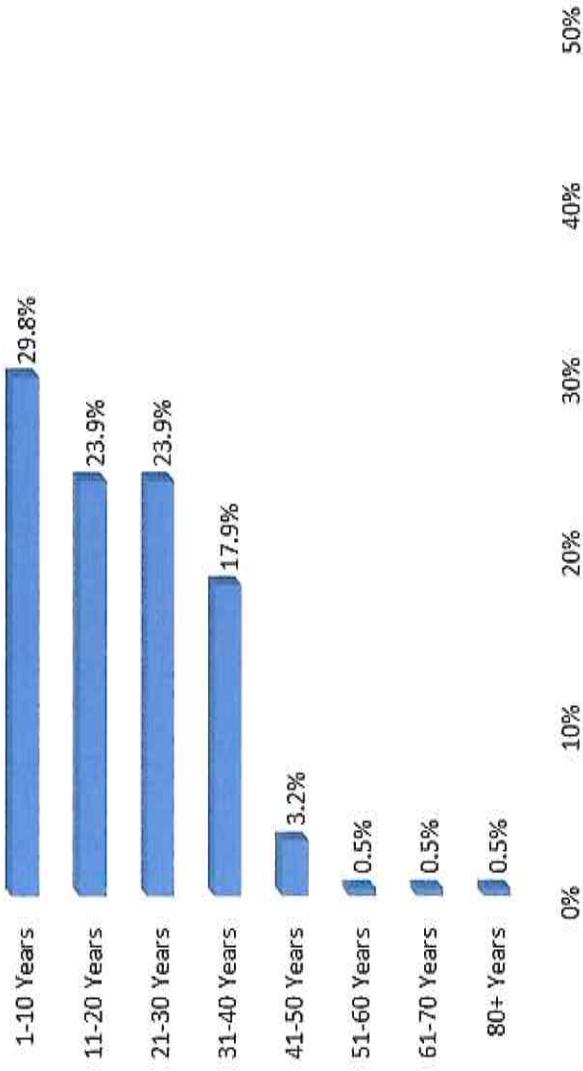




**Question 19: How many years have you lived in the Village of Willowbrook?**

The bar chart below illustrates the length of time survey respondents have lived in the Village of Willowbrook. The average time respondents have lived in the Village is 19.6 years with even distribution of the key years between new comers and long time residents.

19. How long have you lived in the Village of Willowbrook?

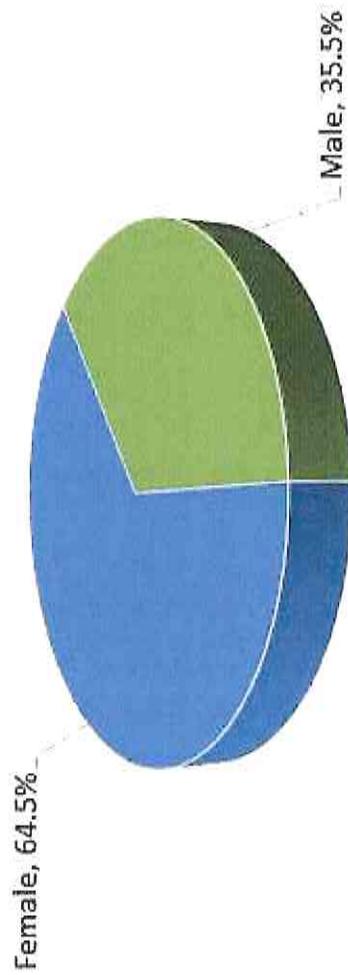




**Question 20: What is your gender?**

The gender distribution according to available Census data is a slightly heavier female population at 54% to the male percentage at 46%. The survey respondents indicated a 64% female population sample. It is not unusual in leisure services research that survey respondents tend to be female more than male since females tend to be spokespersons of their households leisure activities.

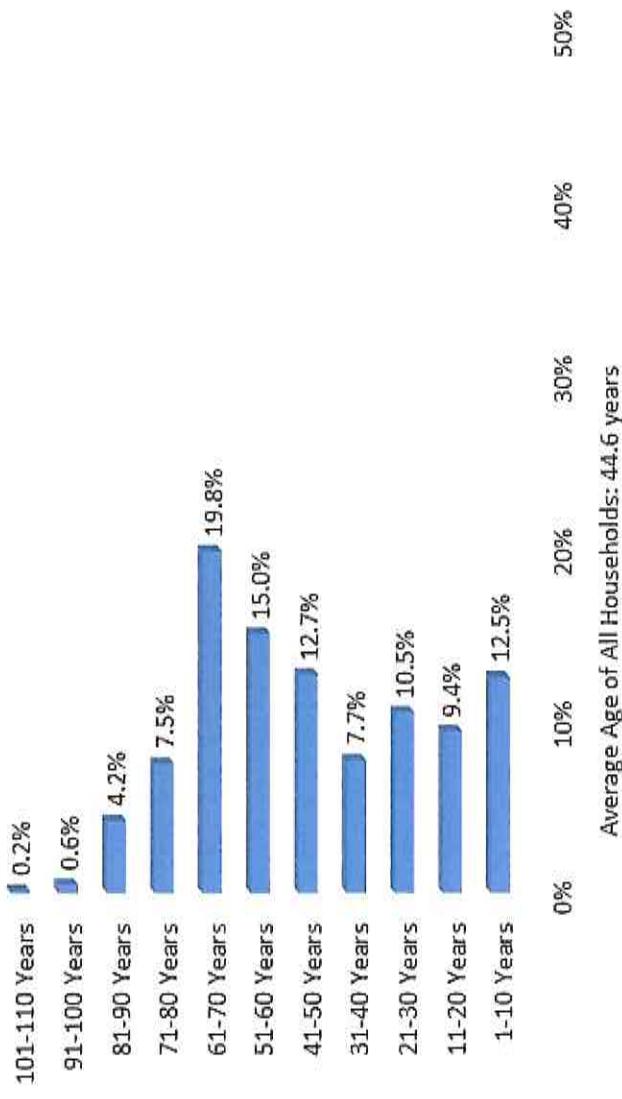
20. What is your gender?



**Question 21: Beginning with yourself, what are the ages of those in your household?**

The bar chart below illustrates the ages of every member of the survey respondents' household including the respondent. This graphic is split into 10 year age ranges. The age ranges from the 2016 projections places the largest age category at 45 to 65 with 30% while the survey data places this age range at 27.7%. Therefore, the survey has measured a slightly older household population which is reflective of the Village demographics.

Q21. Beginning with yourself, what are the ages of those in your household?



Average Age of All Households: 44.6 years

**Question 22: Please make any comments that you think would be helpful.**

The responses had many of the themes already expressed in the survey data with the main topics of park improvements, the Village does a good job, it is a safe place to live and more recreational offerings. All of the responses to this question can be found in the Appendix.



## **Public & Stakeholder Input**

### **Public Meeting Summary**

On the evening of July 14th, staff from both Design Perspectives and Public Research Group interviewed residents that attended a Movie night at Borse Memorial Park. The majority of comments focused on park improvements that included renovating parks with old and dated playgrounds and adding more paths. Other items that were discussed included the need to allow dogs in the parks, better publicity for Village events, develop youth sports programs and offering small group fitness classes that are both affordable and convenient for residents.

### **Commission Visioning Summary**

On the evening of June 8th, staff from Design Perspectives held an opportunity for the Parks & Recreation Commission to provide input on the master plan with a discussion centered on 3 major questions.

#### ***What are the new things you would like to see?***

The Commission's main points suggest capital improvements were most important to the group followed by a partnership with the Library and then increased recreation activities and special events within the Village.

#### ***What would you like to see go away?***

The Commission expressed only a few items that centered on continuing the successful partnership with the Burr Ridge Park District but taking a more active role of providing recreation programs within the Village by lessening the dependence on them along with the lack of creativity within the older parks. There was a desire to start to change this mindset.

#### ***What do you want to come out of this plan?***

The Commission clearly expressed for a more proactive and creative approach to parks and recreation with the Village. The current level of commitment for parks and the programs would need to be improved upon in the future.



## **Focus Group Summary**

On the evening of August 2nd, staff from Design Perspectives facilitated a small meeting of residents focused on the major topic areas of Parks and then Recreation.

### **Parks**

The parks are generally well kept up and are clean and tidy. New ideas for the parks centered on technology like Wi-Fi in the parks and more active but diverse improvements such as fitness stations and pickleball courts. There was a visionary suggestion to purchase five seasons sports club if the facility became available with a potential partnership with the Burr Ridge Park District.

### **Recreation**

The discussion focused on special events brainstorming as these types of activities can become very successful with both participants and the organizers. Classes on health issues, as well as outdoor activities, were thought of as a possibility in the future.





## Outcomes

The information generated from these sessions combined with the survey data begins to develop a clear sequence of possible outcomes. In review of the visioning and the survey findings, this table highlights a simple strengths, weakness, opportunities and threats matrix in administration, recreation and facilities.

	Strengths	Weakness	Opportunities	Threats
Administration	Dedicated and caring Staff	Funding	Improve awareness and communication	Changes in political landscape
Recreation	Partnerships	Diversity of programming	Seek new programming ideas focused on outdoor spaces	Changing demographics within the Village
Parks & Facilities	Parks	Indoor recreation space	Expand programming by improving parks and facilities	Lack of investment to build, operate and maintain parks and facilities

This analysis will lead into a defined strategic direction and implementation objectives in the master plan.

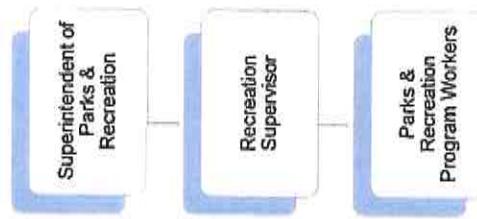


## Chapter 3 - Current Department Environment

### Administration

The Village Parks & Recreation Department has an interim superintendent who works part time and receives assistance from the Village Administrator and Public Works Department as well as a recreation supervisor. The superintendent coordinates the monthly Parks & Recreation Commission meeting as well as the overall oversight of the Department. There has been discussion on making the superintendent a permanent, full time position and adding additional part time and seasonal support staff on an as needed basis to address the future organizational development of the Department. The organization chart for the Department is shown below.

Village of Willowbrook  
Parks and Recreation  
Organization Chart



The Parks & Recreation Department is responsible for the administration of the recreational activities offered by the Village of Willowbrook, the coordination of maintenance of the Village park facilities and for the planning of future recreational facilities and services.



### Peer Agency Benchmarks

The Village of Willowbrook has a limited recreation program portfolio based on the lack of programming staff and the lack of programming space. The Village has relied on its neighbor, the Burr Ridge Park District, to provide structured programming for Village residents. This plan will provide recommendations to continue this strong partnership while seeking opportunities for direct to resident programming.

The ability to provide a comparison of other governmental agencies performance indicators is an effective tool to benchmark the agency's overall well being. The table on page 39 illustrates these findings. The Burr Ridge Park District is a key partner of the Village of Willowbrook. The Park District was kind enough to provide a more in-depth response to the benefits of this partnership. The following is an excerpt from Jim Pacanowski, Executive Director,

"We really value the relationship with Willowbrook. They've been a strong financial contributor and participant supplier to the Senior program since its creation some 30 years ago. Cooperatively we have established one of the strongest and most diverse active adult programs that certainly belies the combined size of our populations. I know of no equal program in Chicagoland for the customer satisfaction we have achieved. They've also chosen recently to provide the Burr Ridge Park District a stipend to construct their seasonal program brochure, get the hard copy produced and distributed, and offer to Willowbrook residents virtually all of our programming as well as a few activities provided by Willowbrook. This has certainly helped the Park District offset some of our operational costs and have our programs marketed via brochure to areas outside of our boundaries. For Willowbrook, I believe the benefits have been an exceptional selection of high quality programming available to their residents, at Park District resident cost. Willowbrook residents have lower tax rates because there is no Park District tax they are paying and are still able to also enjoy service benefits that our taxpayers provide. They pay us a stipend to equalize that benefit, and it's a win/win. Willowbrook residents also get to feel like more of a community I think. They're not being denied any typical city services, and I believe the Village has been able to save money from their operational costs they incurred in running the recreation department previously when more individuals were employed."

The data was requested from each agency and it is responsible for the accuracy and content. A few items that should be noted when compared;

- Willowbrook has the lowest tax rate of all agencies compared.
- Willowbrook has the lowest amount of park acreage of all agencies compared.
- Willowbrook does not have a full time recreation programmer as compared to other providers.
- Willowbrook provides a similar amount of special events as compared to other agencies.
- Willowbrook does not have a community center yet but a small center is scheduled to come on line in 2018.
- Willowbrook spends \$147 per person per year to provide parks and recreation services. The largest part of the budget at 70% is allocated to capital improvements.

## 2018-2022 Comprehensive Parks & Recreation Master Plan



Item	Village of Willowbrook	New Lenox Community Park District	Westmont Park District	Burr Ridge Park District
Number of Residents	8,540	62,000	24,685	10,780
EAV for Community	\$419,474,371	\$1,222,977,133	\$812,924,793	\$1,008,782,227
Current Tax Rate for Agency	\$0.1880	\$0.2424	\$0.2866	\$0.2139
Number of Non-Profit Recreation Service Providers in your Town	2	5	1	8
Type of Non-Profit Recreation Service Providers in your Town	School District	Frankfort Park District, Mokena Park District, Joliet Park District, Lockport Township Park District & Will County Forest Preserve	SEASPAR	Youth recreational and travel baseball, soccer, lacrosse, track and field, school sports, field day activities, school outdoor education and scouting programs
Number of For-Profit Recreation Providers in your Town	4	Varies	3	0
Type of For-Profit Recreation Service Providers in your Town	West Swim Club, Diamond Edge Academy, Midtown Athletic Club & Charter Fitness	Dance Studios, Gyms, Crossfit Studios and Gymnastics	Willow Crest Golf Club, Green Meadows Golf Course & Westmont Yard	N/A
Number of Indoor Recreation Facilities in your Agency	0	0 (Use Schools)	3	1
Number of Outdoor Parks in your Agency	10	35	21	12
Total Acreage of Outdoor Park Space in your Agency	56.04	570	155	79
Number of Recreation Programs for Youth	0	36	60	NA
Number of Recreation Programs for Teens	0	19	17	NA
Number of Recreation Programs for Adults	1 (Co-ed Softball)	17	27	NA
Number of Recreation Programs for Seniors	0	42	46	NA
Number of Recreation Programs for Sports	0	120	31	NA
Number of Recreation Programs for Aquatics	0	0	2	NA
Number of Recreation Programs for Camps	0	31	10	NA
Number of Recreation Programs for Outdoor Environmental Education	0	0	4	NA
Number of Special Events	10	51	64	NA
Does your Agency offer a Before/After School Program?	No	Yes	Yes	NA
Does your Agency offer a Pre-School Program?	No	Yes	Yes	NA
Number of Full-Time Programmers	0	29	16	5
Number of Part-Time/Seasonal Programmers	2	232	125	NA
Cost recreation programs	0	10	5	NA
Annual Total Budget	\$1,245,443	\$4,610,125	\$6,100,000	\$2,200,000
Total Expenditures per Capita	\$1.45	\$74	\$247	\$204



## Village Recreation Programming

The need to develop programs based on community input and how leisure services is to be delivered is important. The Village of Willowbrook has stressed from the beginning of the master planning process the desire to expand its current leisure service market to meet the needs of the community and seek improvement in both participation and this area. The feedback from the survey also demonstrates the need to move into this direction. The notion of keeping the strong partnerships with the Burr Ridge Park District and other agencies for programming expansion for Village residents is also important. However, in addition to those relationships, an objective in terms of programming is to offer leisure services that residents seek with the Village providing them first before looking to outside agencies. This approach will trigger a branding & marketing campaign that is unique to the needs of the community. The data from the survey points to opportunities to improve familiarity and satisfaction of parks and recreation services and the plan will illustrate this point.

## Recreation Programming Review

The Parks and Recreation Department strives to meet or exceed its goal of “optimizing recreational opportunities for Village residents” by continuing programs that are highly utilized, investing into revamping programs and exploring the development of new programs. The enrollment numbers for the last 5 years are illustrated in the table that follows:

Program	2012 Enrollment	2013 Enrollment	2014 Enrollment	2015 Enrollment	2016 Enrollment
Total Programs Offered	200	231	209	13	12
Total Registrations	1139	1580	1463	697	1112

The top programs over that five year period were:

- Vehicle fair
- Easter egg hunt
- Yoga
- Co Rec softball
- Holiday party

## Trends in Recreation

One of the most common concerns in the recreation industry is creating innovative programming to draw participants into parks, facilities and services. Once in, participants typically recognize the benefits and are likely to return. The traditional programs that were successful in the past are less appealing to the newer generations with many agencies planning to add programs that center on health and wellness, active adults, education & enrichment programs and nature focused outdoor recreation.

Inactivity is of a major concern as the ages between 13 to 17 continue to show signs of becoming more inactive. One of the best ways to increase activity participation later in life is to encourage casual play at the younger ages and the establishment of casual play as a core life activity. The good news is that in terms of the total population, 70% or approximately 210 million people, are actively taking part in a wide range of activities in the United States. However, efforts will need to continue to keep people actively enjoying leisure activities. The table below shows the shifting trends over the last decade in terms of sports participation.

	Past Trends	Current Trends
Children and obesity		Wearable technology
Fitness programs for older adults		Body weight training
Educated and experienced fitness professionals	Functional fitness	High intensity interval training
	Core training	Educated and experienced fitness professionals
Strength training		Strength training
Personal training		Group training
Mind/body exercise	Exercise is medicine	
Exercise and weight loss	Yoga	Personal training
Outcome measurements		Exercise and weight loss





## 2018-2022 Comprehensive Parks & Recreation Master Plan

In addition to the changing trends, there have been changes in sports participation for individuals ages 6 and up. The following table shows the changes.

Sport	2011 Participation Rate	2016 Participation Rate	Change in Participation
Fitness sports	59.6%	62.7%	+3.1%
Individual sports	39.0%	34.6%	-4.4%
Outdoor sports	49.4%	48.6%	+0.8%
Racquet sports	11.9%	13.7%	+1.8%
Team sports	21.2%	23.6%	+2.4%
Water sports	12.4%	13.8%	+1.4%
Winter Sports	6.9%	7.6%	+0.7%



The last area to investigate is participation rates by the generations. As noted earlier, almost 70% of the population is active in some form of activity. There are only subtle difference among the generations.

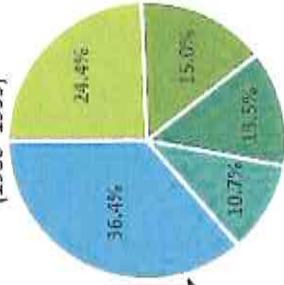
Participation Rates Segmented by Generations  
US Population, Ages 6+



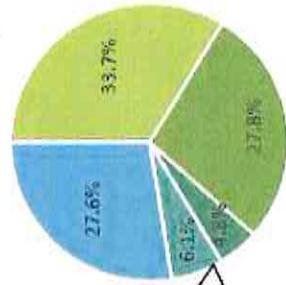
While Gen Z was the most active generation, they were more moderate participants, participating only 1 to 150 times a year.

Almost half of Millennials were active 51 or more times in 2016. Although inactivity remained below the national rate, it increased over the last year.

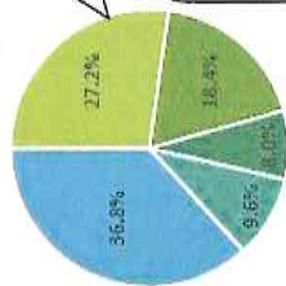
Gen Y/Millennials  
(1980~1999)



Boomers (1945~1964)



Gen X (1965~1979)



Gen X (1965~1979)

Gen X was an all or nothing generation. 37% were super active while 27% were completely inactive. These two groups combined made up 64% of the population Gen X.

The Baby Boomers were the least active generation with more than a third inactive. The Boomers who did participate tended to choose physical activities that burn fewer calories.

\*Times per year: Casual (1-50), Active (51-150), Active to Healthy Level (151+)



## **Parks Inventory & Level of Service Assessment**

The parks and facilities inventory and level of service are key components of the Village of Willowbrook Park and Recreation Department's service to the community. These critical areas must be assessed in order to provide an accurate understanding to the Comprehensive Master Plan's purpose. After determining the parks and facilities inventory, a Level of Service (LOS) analysis is created to better understand which elements are being provided to the community. Further analysis illustrates where these elements provide services and if there are any areas either needing services or that have a redundancy of any service. Design Perspectives developed a new method for parks and facilities inventory as well as level of service analysis to better provide the Park and Recreation Department more understandable and information-rich maps.

### **Parks Inventory**

The charts and maps on the following pages illustrate each of the Village of Willowbrook Park and Recreation Department parks with individual park elements located and scored. The Type, Condition & Quantity (TCQ) scoring system was developed by Design Perspectives in order to analyze the overall condition of each park in the whole system. This helps determine what parks may need more immediate attention or what parks provide higher services and opportunities to the community.

Before each park is given an overall TCQ score each individual park element is classified into the following categories:

#### **Type:**

- **Basic**
- **Standard**
- **Advanced**

- Small Elements essential to most parks.

- Elements found in many parks.

- Elements unique to certain parks.

#### **Condition:**

- **Poor**
- **Fair**
- **Good**
- **Excellent**

- May be unusable/needs replaced

- Not well maintained but still usable

- Well maintained and very usable

- Top condition/just like new

#### **Quantity:**

- Number of each element.



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Grounded in Creativity



Prepared 5/3/17



**Park Name** Community Park  
**Park Classification** Community  
**Park Size** 17.17

	Type	Condition	Quantity	TCQ Score	Score Notes
<b>General Park Elements (100)</b>					
PE103	Bench	B	G	10	1.9
PE104	Bike Rack	B	E	1	1.0
PE106	Concessions	A	E	1	3.0
PE108	Drinking Fountain	B	E	4	4.0
PE110	Grill	S	G	3	2.3
PE111	Lighting	S	E	1	4.0
PE112	Litter Can	B	G	22	8.3
PE114	Park Sign	S	E	2	4.0
PE115	Parking	B	E	1	2.0
PE116	Picnic Table	B	G	22	5.5
PE117	Recycling Can	B	G	4	3.0
PE118	Restroom	A	G	4	18.0
PE120	Shelter	S	E	2	4.0
<b>Total General TCQ Score</b>				<b>60.9</b>	<b>EXCELLENT</b>

**Active Park Elements (200)**

PE203	Baseball/Softball Field	S	E	3	6.0
PE204	Basketball Court	S	E	2	4.0
PE206	Bleacher	S	G	6	4.5
PE222	Player Bench	B	G	6	2.3
PE223	Playground	S	G	1	3.0
PE231	Volleyball Court	S	G	6	9.0
<b>Total Active TCQ Score</b>				<b>28.8</b>	<b>GOOD</b>

**Passive Park Elements (300)**

PE307	Open Field	B	E	1	2.0
PE308	Open Water	S	E	1	4.0
PE311	Pedestrian Bridge	A	E	1	3.0
PE312	Picnic Area	S	E	1	4.0
<b>Total Passive TCQ Score</b>				<b>13.0</b>	<b>FAIR</b>
<b>Total TCQ Score</b>				<b>102.6</b>	<b>EXCELLENT</b>





North  
Scale: NTS

Tony & Florence Borse Memorial Community Park

Legend  
Park Boundary  
Park Feature  
PE100

DesignPerspectives  
Project 2018-2022

## 2018-2022 Comprehensive Parks & Recreation Master Plan



### DesignPerspectiveBSWG

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Prepared 5/3/17



NOTE: Park under construction in Summer 2017. Score sheet based on proposed elements.

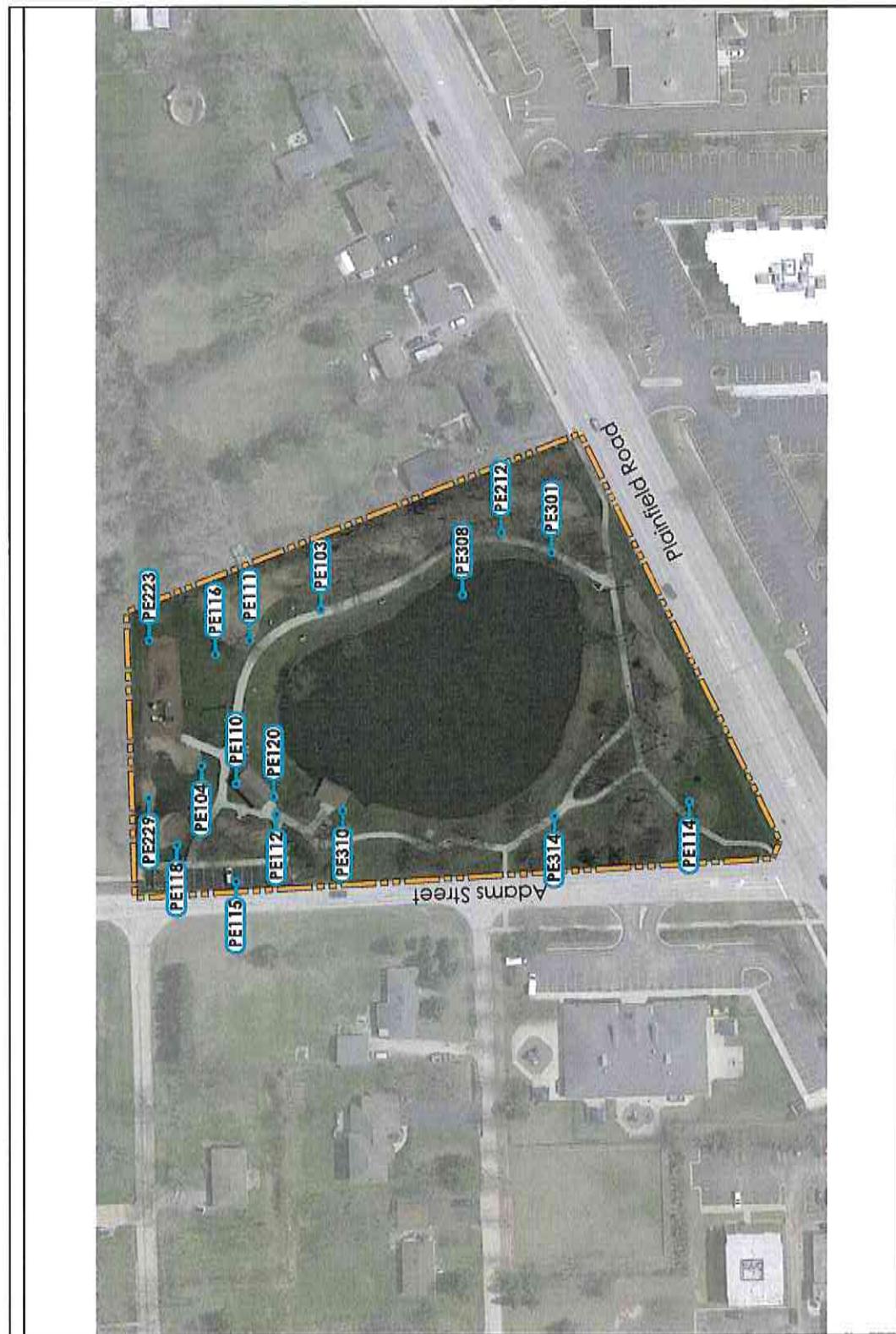
Park Name	Willow Pond (5/3/17)
Park Classification	Neighborhood
Park Size	4.17

General Park Elements (100)		Type	Condition	Quantity	TCQ Score	Score Notes
PE103	Bench	B	G	8	1.5	
PE104	Bike Rack	B	E	1	1.0	
PE110	Grill	S	E	2	2.0	
PE111	Lighting	S	F	1	2.0	
PE112	Litter Can	B	F	9	2.3	
PE114	Park Sign	S	G	2	3.0	
PE115	Parking	B	G	1	1.5	
PE116	Picnic Table	B	G	13	3.3	
PE118	Restroom	A	E	1	6.0	
PE120	Shelter	S	E	2	4.0	
<b>Total General TCQ Score</b>				<b>26.5</b>	<b>EXCELLENT</b>	

Active Park Elements (200)		Type	Condition	Quantity	TCQ Score	Score Notes
PE212	Fishing Station	S	E	3	6.0	
PE223	Playground	S	E	3	12.0	
PE229	Splash Pad	A	E	1	3.0	
<b>Total Active TCQ Score</b>				<b>21.0</b>	<b>EXCELLENT</b>	

Passive Park Elements (300)		Type	Condition	Quantity	TCQ Score	Score Notes
PE301	ADA Access	S	E	1	4.0	
PE308	Open Water	S	E	1	4.0	
PE310	Overlook	A	E	1	3.0	
PE311	Pedestrian Bridge	A			0.0	
<b>Total Passive TCQ Score</b>				<b>11.0</b>	<b>GOOD</b>	
<b>Total TCQ Score</b>				<b>58.5</b>	<b>EXCELLENT</b>	





Willow Pond Park  
North Scale: NTS

Design Perspectives  
600 ft.

Park Boundary  
Park Feature  
PE100



Prepared 5/3/17

## DesignPerspectives

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Park Name		Creekside Park
Park Classification		Neighborhood
Park Size		10.18

General Park Elements (100)	Type	Condition	Quantity	TCQ Score	Score Notes
PE103 Bench	B	F	7	0.9	
PE112 Litter Can	B	G	1	0.4	
PE114 Park Sign	S	G	3	4.5	
PE116 Picnic Table	B	G	2	0.5	
<b>Total General TCQ Score</b>				<b>6.3</b>	<b>FAIR</b>

### Active Park Elements (200)

PE203 Baseball/Softball Field	S	F	1	1.0	Backstop/Infield
PE204 Basketball Court	S	F	1	1.0	
PE223 Playground	S	F	1	2.0	No Edge/No ADA Access
<b>Total Active TCQ Score</b>				<b>4.0</b>	<b>POOR</b>

### Passive Park Elements (300)

PE306 Natural Area	S	E	1	2.0	
<b>Total Passive TCQ Score</b>				<b>2.0</b>	<b>POOR</b>
<b>Total TCQ Score</b>				<b>12.3</b>	<b>FAIR</b>





Creekside Park  
North Scale: NTS

• Park Boundary  
• Park Feature

DP  
Design Perspectives  
Feb. 2018  
2018

## 2018-2022 Comprehensive Parks & Recreation Master Plan

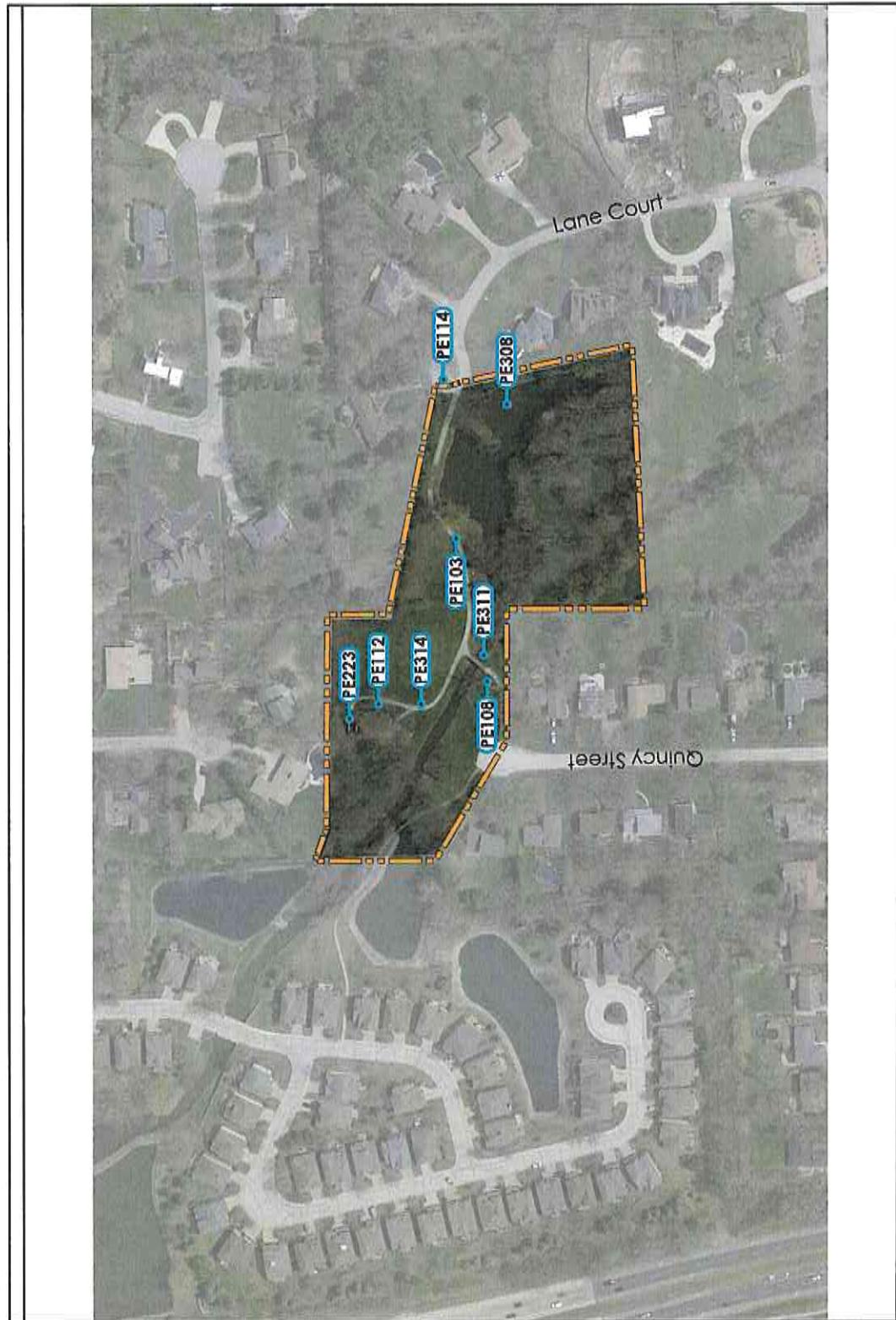


Prepared 5/3/17



Park Name		Ridgemoor Park	
Park Classification	Neighborhood	Park Size	5.4
<b>General Park Elements (100)</b>			
PE103	Bench	B	C
PE108	Drinking Fountain	B	C
PE112	Litter Can	B	C
PE114	Park Sign	S	G
<b>Total General TCQ Score</b>		5.3	FAIR
<b>Active Park Elements (200)</b>			
PE223	Playground	S	F
<b>Total Active TCQ Score</b>		2.0	POOR
<b>Passive Park Elements (300)</b>			
PE308	Open Water	S	G
PE311	Pedestrian Bridge	A	G
<b>Total Passive TCQ Score</b>		10.5	GOOD
<b>Total TCQ Score</b>		17.8	FAIR





Ridgemoor Park  
North Scale: NTS

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## DesignPerspectiveS<sub>1</sub>

Grounded in Creativity

Prepared 5/3/17



### Park Name

Prairie Trail Park

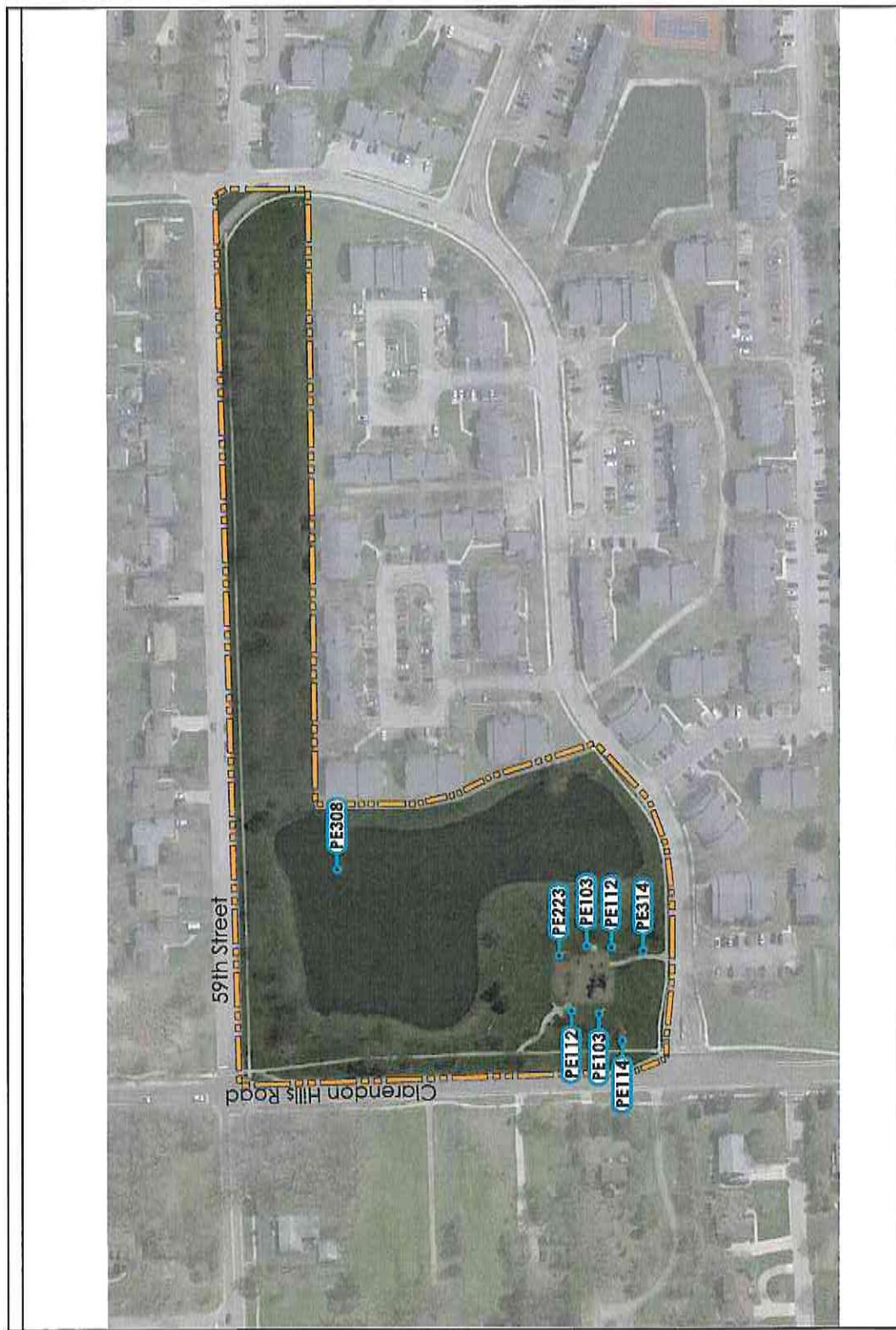
### Park Classification

Neighborhood

### Park Size

7.3

	Type	Condition	Quantity	TCQ Score	Score Notes
<b>General Park Elements (100)</b>					
PE103	Bench	B	6	0.8	
PE112	Litter Can	B	2	0.5	
PE114	Park Sign	S	2	3.0	
<b>Total General TCQ Score</b>				<b>4.3</b>	<b>FAIR</b>
<b>Active Park Elements (200)</b>					
PE223	Playground	S	1	3.0	No Edge
<b>Total Active TCQ Score</b>				<b>3.0</b>	<b>POOR</b>
<b>Passive Park Elements (300)</b>					
PE301	ADA Access	S	1	3.0	
PE308	Open Water	S	1	4.0	
<b>Total Passive TCQ Score</b>				<b>7.0</b>	<b>FAIR</b>
<b>Total TCQ Score</b>				<b>14.3</b>	<b>FAIR</b>



Prairie Trail Park  
North Scale: NTS

• Park Boundary  
• Park Feature

DP  
Design Perspectives  
Fig. 2-12 Park Features



Prepared 5/3/17

## DP DesignPerspectiveS™

Grounded in Creativity

Park Name		Waterford Park	
Park Classification		Neighborhood	
Park Size		4.28	

	Type	Condition	Quantity	TCQ Score	Score Notes
<b>General Park Elements (100)</b>					
PE103	Bench	B	6	5	0.9
PE104	Bike Rack	B	1	1	0.8
PE108	Drinking Fountain	B	1	1	0.8
PE112	Litter Can	B	2	2	0.8
PE114	Park Sign	S	1	1	2.0
PE116	Picnic Table	B	7	7	1.8
PE119	Shade Structure	S	1	1	1.5
<b>Total General TCQ Score</b>				<b>8.4</b>	<b>FAIR</b>

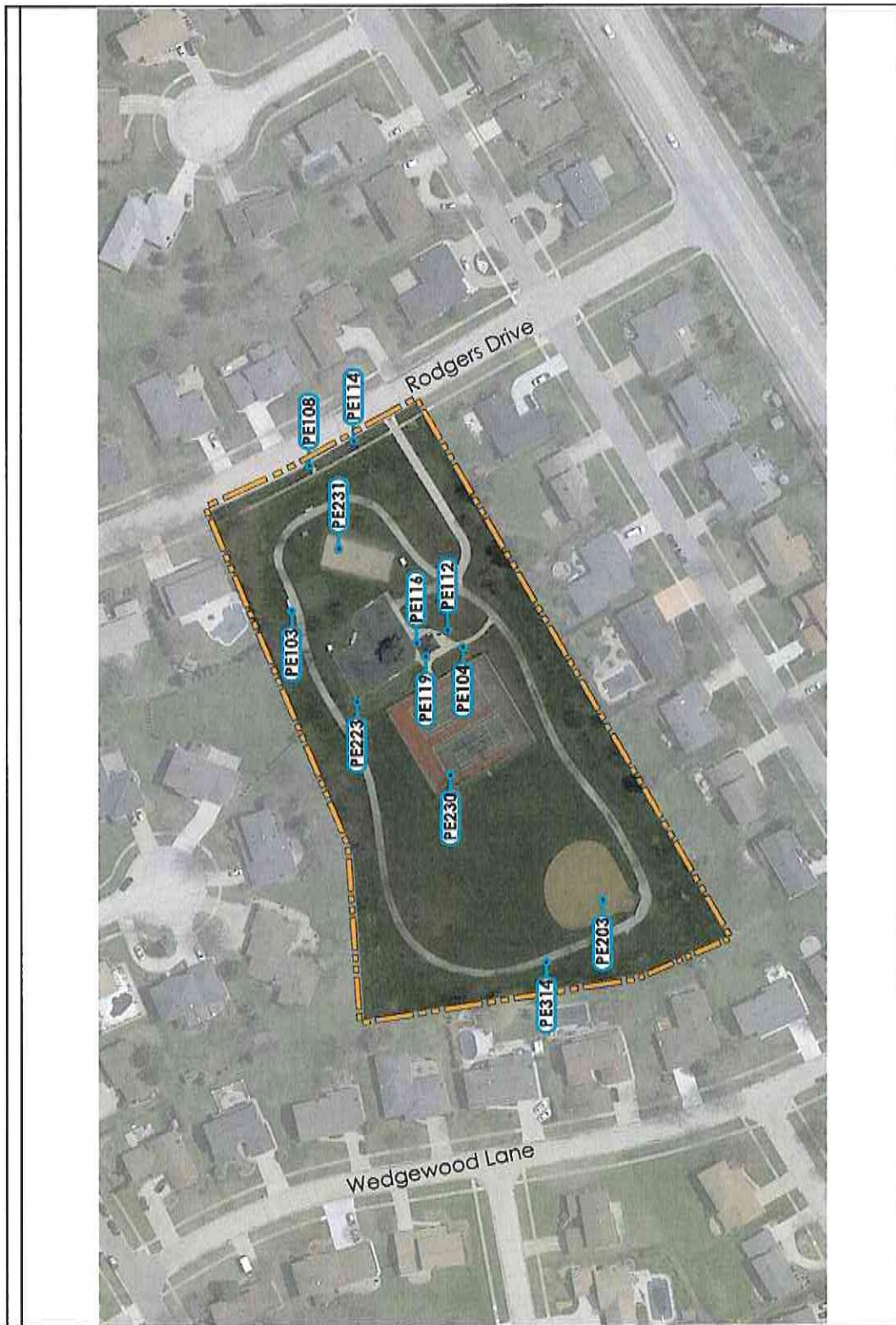
### Active Park Elements (200)

PE203	Baseball/Softball Field	S	F	1	1.0	Backstop/Infield
PE223	Playground	S	G	1	3.0	Poured in Place
PE230	Tennis Court	S	G	2	3.0	
PE231	Volleyball Court	S	F	1	1.0	Sand
<b>Total Active TCQ Score</b>						

### Passive Park Elements (300)

PE301	ADA Access	S	F	1	2.0	
<b>Total Passive TCQ Score</b>				<b>2.0</b>	<b>POOR</b>	
<b>Total TCQ Score</b>				<b>18.4</b>	<b>FAIR</b>	





Waterford Park  
North Scale: NTS

DP Design Perspectives  
Park Boundary  
PE100 Park Feature

## 2018-2022 Comprehensive Parks & Recreation Master Plan



Prepared 5/3/17



Grounded in Creativity

Park Name		Midway Park		
Park Classification	Park Size	Neighborhood	Score	Notes
Park Sign	2.14			
<b>Total General TCQ Score</b>			2.0	POOR

General Park Elements (100)		Type	Condition	Quantity	TCQ Score	Score Notes
PE114	Park Sign	S	E	1	2.0	
<b>Total General TCQ Score</b>					2.0	POOR

Active Park Elements (200)		Type	Condition	Quantity	TCQ Score	Score Notes
PE228	Soccer Field	S	G	1	1.5	
<b>Total Active TCQ Score</b>					1.5	POOR

Passive Park Elements (300)		Type	Condition	Quantity	TCQ Score	Score Notes
PE307	Open Field	B	G	1	1.5	
<b>Total Passive TCQ Score</b>					1.5	POOR
<b>Total TCQ Score</b>					5.0	FAIR





Midway Park  
North Scale: NTS

Park Boundary  
PE100 Park Feature

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## 2018-2022 Comprehensive Parks & Recreation Master Plan



DesignPerspectiveSSM  
Embraced in Creativity

Prepared 5/3/17



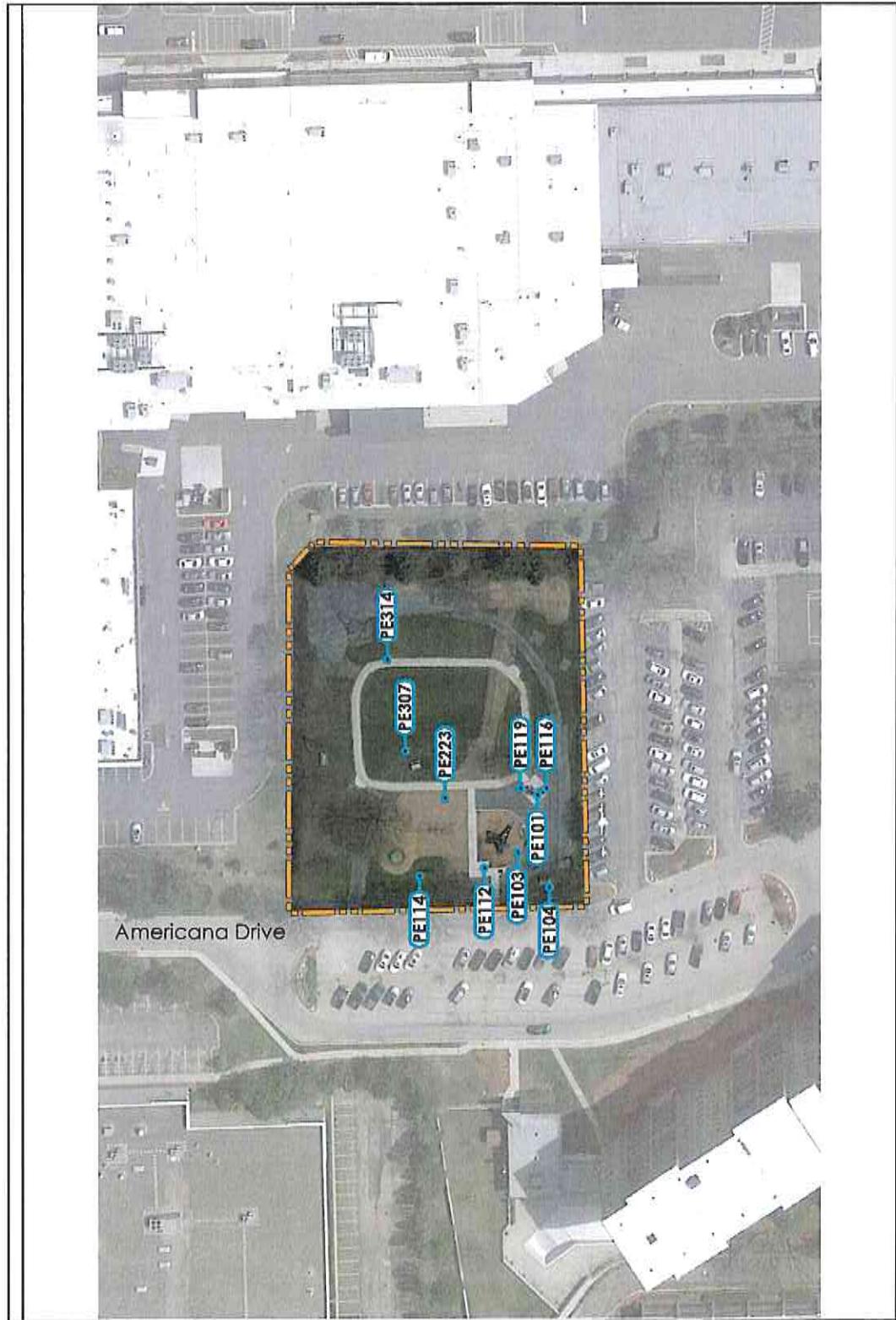
Park Name	Lake Hinsdale Park		
Park Classification	Tot Lot		
Park Size	1		

General Park Elements (100)					
Type	Condition	Quantity	TCQ Score	Score Notes	
PE101 ADA Picnic Table	S	E	1	1.0	
PE103 Bench	B	G	3	0.6	
PE104 Bike Rack	B	F	1	0.5	
PE112 Litter Can	B	G	2	0.8	
PE114 Park Sign	S	G	1	1.5	
PE116 Picnic Table	B	G	3	0.8	
PE119 Shade Structure	S	E	1	2.0	
<b>Total General TCQ Score</b>			<b>7.1</b>	<b>EXCELLENT</b>	

Active Park Elements (200)					
Type	Condition	Quantity	TCQ Score	Score Notes	
PE223 Playground	S	E	1	4.0	No Edge
<b>Total Active TCQ Score</b>			<b>4.0</b>	<b>GOOD</b>	

Passive Park Elements (300)					
Type	Condition	Quantity	TCQ Score	Score Notes	
PE314 Walking Trail	S	E	1	0.8	Miles
<b>Total Passive TCQ Score</b>			<b>0.8</b>	<b>POOR</b>	

Total TCQ Score	Score	Notes
<b>Total TCQ Score</b>	<b>11.9</b>	<b>EXCELLENT</b>



Lake Hinsdale Park  
North Scale: NTS

Park Boundary  
Park Feature

DesignPerspectives  
Fluor

## 2018-2022 Comprehensive Parks & Recreation Master Plan



DesignPerspective  
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### Park Name

**Farmingdale Terrace Park**

### Park Classification

**Neighborhood**

**3.02**

	Type	Condition	Quantity	TCQ Score	Score Notes
<b>General Park Elements (100)</b>					
PE103	Bench	B	5	0.6	
PE108	Drinking Fountain	B	1	1.0	
PE111	Lighting	S	1	3.0	
PE112	Litter Can	B	3	1.1	
PE114	Park Signs	S	2	4.0	
PE116	Picnic Table	B	3	0.8	
<b>Total General TCQ Score</b>			<b>10.5</b>	<b>GOOD</b>	
<b>Active Park Elements (200)</b>					
PE204	Basketball Court	S	1	1.0	
PE223	Playground	S	1	2.0	No Edge
<b>Total Active TCQ Score</b>			<b>3.0</b>	<b>POOR</b>	
<b>Passive Park Elements (300)</b>					
PE307	Open Field	B	1	1.5	
<b>Total Passive TCQ Score</b>			<b>1.5</b>	<b>POOR</b>	
<b>Total TCQ Score</b>			<b>15.0</b>	<b>FAIR</b>	





Village of Willowbrook  
North

Farmington Terrace Park

Scale: NTS

DesignPerspectives  
LANDSCAPE  
ARCHITECTURE  
LANDSCAPE  
DESIGNERS



Prepared 5/3/17

**DP** DesignPerspectives<sup>TM</sup>  
Grounded in Creativity

**Park Name****Rogers Glen****Park Classification****Open Space****Park Size****1.38**

	Type	Condition	Quantity	TCQ Score	Score Notes
<b>General Park Elements (100)</b>					
PE114	Park Sign	S	E	1	2.0
<b>Total General TCQ Score</b>				<b>2.0</b>	<b>FAIR</b>
<b>Active Park Elements (200)</b>					
<b>Total Active TCQ Score</b>				<b>0.0</b>	<b>POOR</b>
<b>Passive Park Elements (300)</b>					
<b>Total Passive TCQ Score</b>				<b>0.0</b>	<b>POOR</b>
<b>Total TCQ Score</b>				<b>2.0</b>	<b>FAIR</b>





Rogers Glen Park  
North Scale: NTS

### Parks Inventory Summary Table & Conclusion

The following table was created by consolidating all of the TCQ scores from each park. The blue column to the right illustrates the overall score each park received based on a classification from "poor" to "excellent". Tony & Florence Borse Community Park, Willow Pond Park, and Lake Hinsdale Park were the only parks to receive the "excellent" ranking, normally reserved for the most essential parks for the community. Midway Park was the only park in the Village of Willowbrook Park and Recreation Department to receive a "poor" ranking which shows that the Park and Recreation Department operates and maintains their parks to higher than average quality standard that was also reflected in the community survey results.

Village of Willowbrook  
TCQ (Type, Condition, Quantity) Score Matrix

Park or Facility	Classification	General Score	Active Score	Passive Score	Total TCQ Score
Tony & Florence Borse Community Park	Community	60.9	Good	13.0	Fair
Willow Pond Park	Neighborhood	20.8	Excellent	21.0	Good
Creekside Park	Neighborhood	4.8	Fair	4.4	Poor
Ridgemoor Park	Neighborhood	5.3	Fair	2.0	Poor
Prairie Trail Park	Neighborhood	4.3	Fair	3.0	Poor
Waterford Park	Neighborhood	8.4	Fair	8.0	Fair
Midway Park	Neighborhood	2.0	Poor	1.5	Poor
Lake Hinsdale Park	Tot Lot	7.1	Excellent	4.0	Good
Farmingdale Terrace Park	Neighborhood	8.5	Fair	3.0	Poor
Rogers Glen Park	Open Space	2.0	Fair	0.0	Poor



## Parks Matrix

## 2018-2022 Comprehensive Parks & Recreation Master Plan

The following table illustrates the parks and their components.

Village of Willowbrook Parks & Recreation Department		Park Amenities																																					
Park Matrix		Park Amenities																																					
Park Name	Acres	Classification		Basketball Courts		Soccer Fields		T-Ball Fields		Baseball Fields		Multi-Purpose Fields		Football Fields		Tennis Courts		Ice Rinks		Trails		Sled Hill		Splash Pad		Skate Park		Park Shelter		Parking Lot		Restroom Facilities		Ponds & Basins		Open Space		Buildings	
Creekside Park	10.18	NP	1	1																																			
Farmingdale Terrace Park	3.02	NP	1	1																																			
Lake Hillsdale Park	1	TOT	1																																				
Midway Park	2.14	NP																																					
Prairie Trail Park	7.3	NP	1																																				
Ridgemoor Park	5.4	NP	1																																				
Rogers Glen Park	1.38	OS																																					
Tony & Florence Borse Community Park	17.17	CP	1	2																																			
Waterford Park	4.28	NP	1																																				
Willow Pond	4.17	NP	3																																				
<b>Total</b>	<b>56.04</b>		<b>10</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>7</b>	<b>4</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>6</b>	<b>10</b>	<b>1</b>																

### Key

CP = Community Park

NP = Neighborhood Park

TOT=Tot Lot

OS = Open Space

## **Parks & Open Space Standards**

It is a common practice in the development of a Comprehensive Park & Recreation Master Plan to explore the comparison of the agency's existing outdoor recreation area features and total land acres versus national and state wide recreation standards. These standards have become less relevant over the years and in many older, built out communities, not feasible to obtain. The basis of needs development for obtaining park acreage and/or new and improved outdoor park features is first and foremost developed by data gathering from community surveys, public meetings, special interest groups and any other type of constructive input vehicle to provide a reasonable basis for planning. If the need is to secure additional park land based on significant level of service deficiencies or the need to gather new park land to meet the programming needs from the current data and the land acquisition is financially feasible, then the agency should explore acquiring the needed asset.

The National Recreation and Park Association (NRPA) developed standards that have not been updated recently and within current planning circles there has been discussion about moving away from standards such as those used from NRPA due to wide range of variety in local needs and availability of suitable land for both open space preservation and the development of park and recreational facilities. The need to understand local conditions and those preferences are becoming more important to planning studies than arbitrary standards.

This becomes very apparent when discussing the average target of providing 10 acres of park land per 1,000 residents. The Village has approximately 8,500 residents. So, the Village would need to provide 85 acres of park and open space to meet that standard. The current acreage for the Village is 56 acres. This puts the Village 29 acres short of that standard. There is not enough open space within its political boundary that has a significant acreage to meet that standard. As you can see, the goal of obtaining 10 acres per 1,000 residents is unrealistic and the resources to obtain such a number could be put to better use in terms of making the current park spaces it does have more effective with re-development opportunities. An adopted standard of 6 acres per 1,000 residents would align better with the current acreage and place the open space needs at 4 acres based on the current population. The Village should explore this issue and adopt an appropriate standard that reflects an established land locked community with little opportunities to add significant open space.





## 2018-2022 Comprehensive Parks & Recreation Master Plan

An additional component would be to explore the level of service areas that the Village currently provides. The park and recreation service areas as defined by the Village Comprehensive Plan prepared in 1992 lists six (6) dedicated service areas. The following table illustrates the findings of this level of analysis.

Service Area	Existing Park Acreage	Park Acreage Needed
1	0	11 (CP)
2	8.3	0
3	25.4	0
4	0	1 (NP)
5	22.3	0

## 2018-2022 Comprehensive Parks & Recreation Master Plan



A more relevant conversation to review how the Village stacks up in any standards department would be to review facilities against the Illinois Department of Natural Resources Statewide Comprehensive Outdoor Recreation Plan (SCORP). This document was updated in 2015 and is used to provide guidance for many units of government in planning open space preservation and development within the state. These numbers are statewide averages and reflect existing situations at a given point in time and are not a typical standard target to be achieved. They do however allow local units of government to see how they compare to other communities. Using the SCORP data, the following have been calculated for the Village.

Facility	Statewide Average	Village of Willowbrook
18-Hole Golf Courses	123,000	None
9-Hole Golf Courses	192,000	None
Aquatic Center/Pool	34,000	None
Baseball Fields	5,750	None
Basketball Courts	7,500	2,125
Bocce Ball Courts	107,000	None
Dog Parks	84,000	None
Fishing Piers/Docks	22,000	2,125
Football Fields	25,000	None
Frisbee Golf Courses	110,000	None
Futsal Courts	No Data	None
Golf Driving Range	No Data	None
Pickleball Courts	90,000	None
Playgrounds	3,000	850
Shelters	4,400	2,125
Skate Parks	70,000	None
Soccer Fields	6,400	2,833
Softball Fields	8,000	1,700
Spray Grounds	40,000	8,500
Tennis Courts	6,000	4,250
Volleyball Courts	No Data	2,125

In terms of recreation features found within the park system, it has adequate coverage in many areas for traditional staples of park elements. It is lacking in many new park features such as a dog park. The plan does discuss these features in the capital planning section of this Comprehensive Parks and Recreation Master Plan.

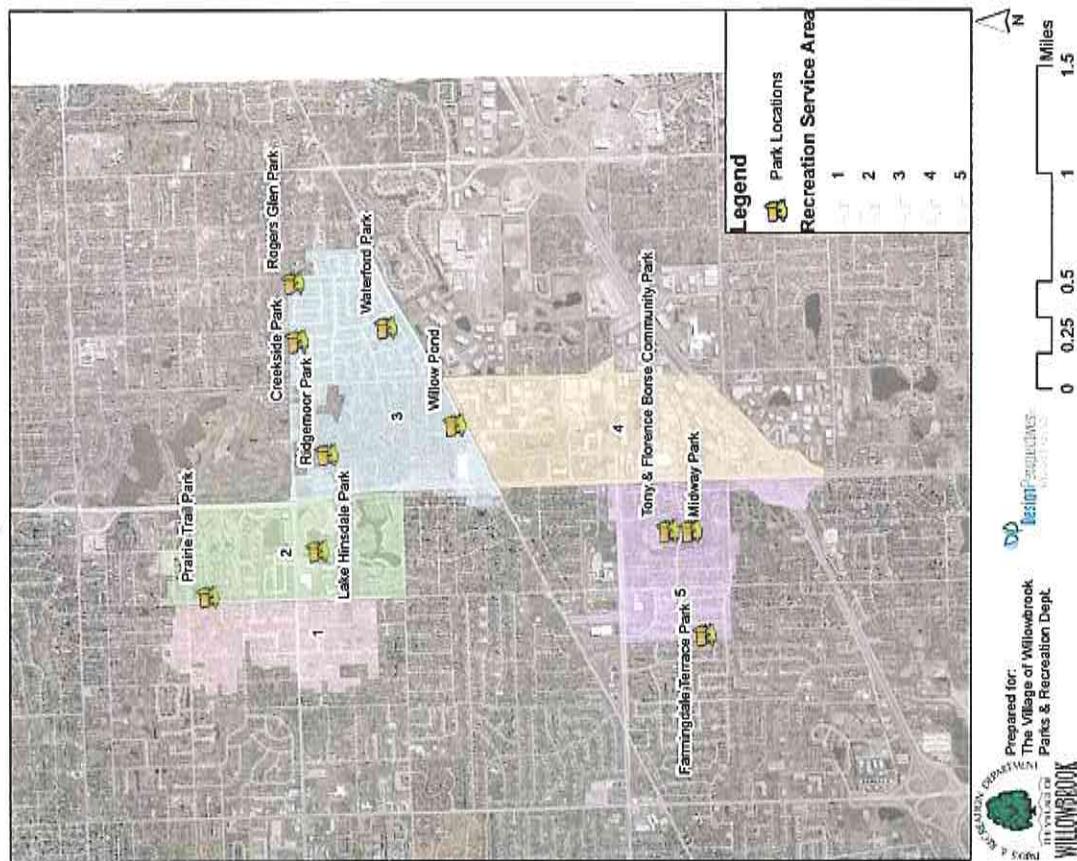


### **Equality Mapping/Service Area Analysis**

When viewing the Village's parks and facilities system as a whole, it is important to understand how these different facilities service the residents of Willowbrook. The number, location and size of each park plays an important role in determining the LOS for the overall park system. Each type of park within the Village has a different coverage area which is based on the size and recreational elements located in that park. The Village has four different types of parks, larger community parks, small neighborhood parks, smaller tot lots and finally open space. The first map locates all existing parks owned by the Village of Willowbrook within its park system.

## Existing Parks Locations

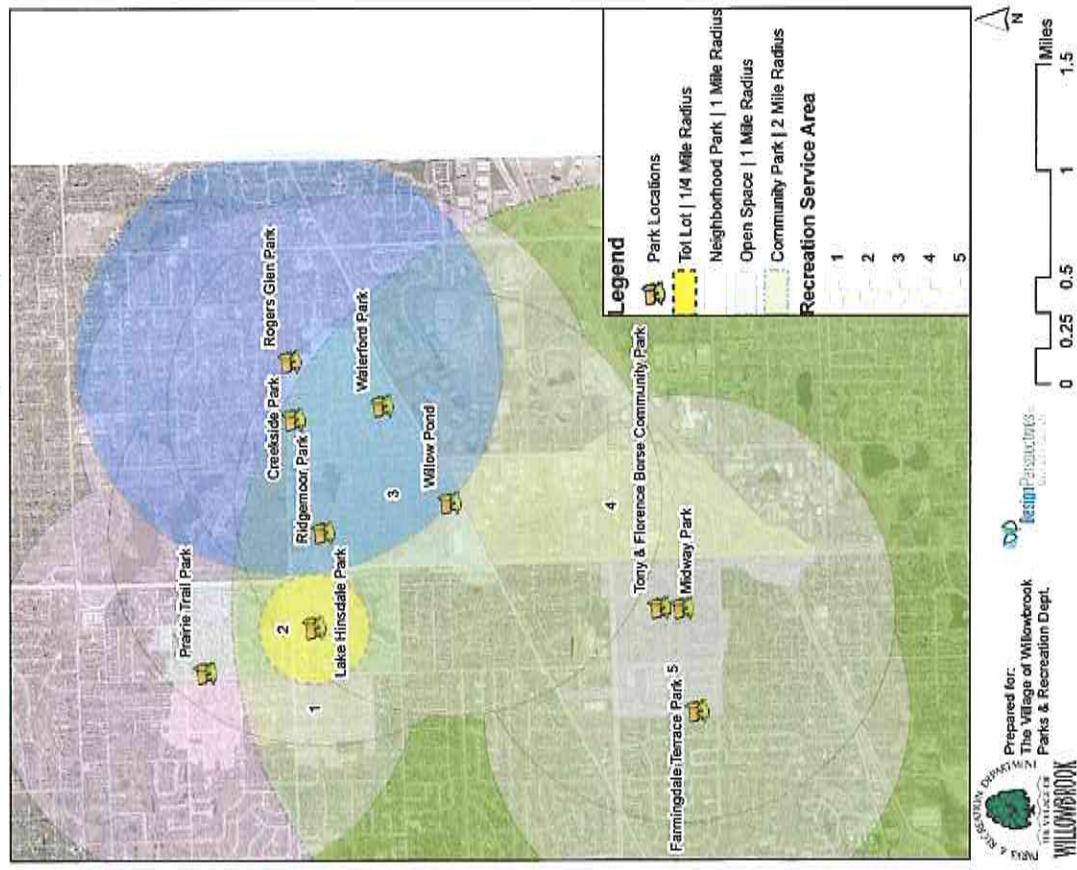
### Existing Park Locations





## Overall Level of Service

### Level of Service (Overall)



### Service Area for Overall Parks:

Creekside Park  
Lake Hinsdale Park  
Prairie Trail Park  
Rogers Glen Park  
Waterford Park

Total Acres: 56.04

No Gaps in Level of Service

Farmingdale Terrace Park  
Midway Park  
Ridgemoor Park  
Tony & Florence Borse Community Park  
Willow Pond Park

## Community Park Level of Service

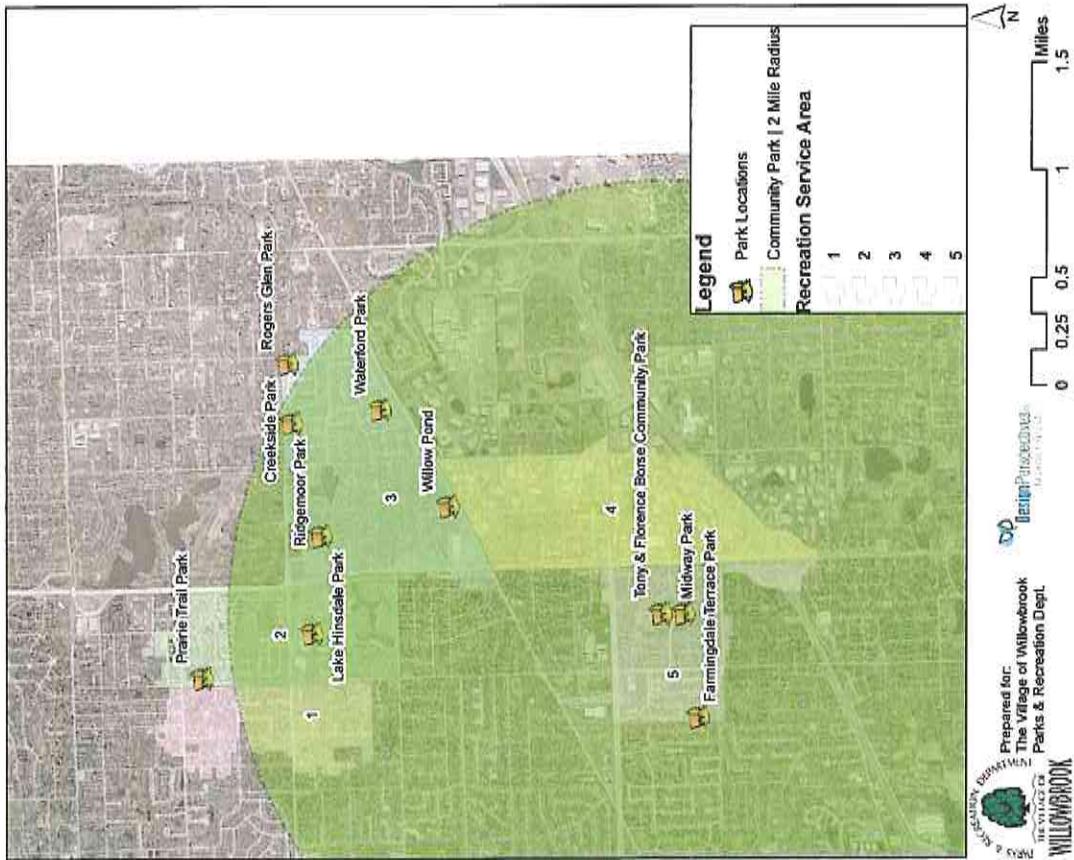
## Level of Service (Community Park)

Service Area for Community Park

Tony & Florence Borse Community Park

Total Acres: 17.17

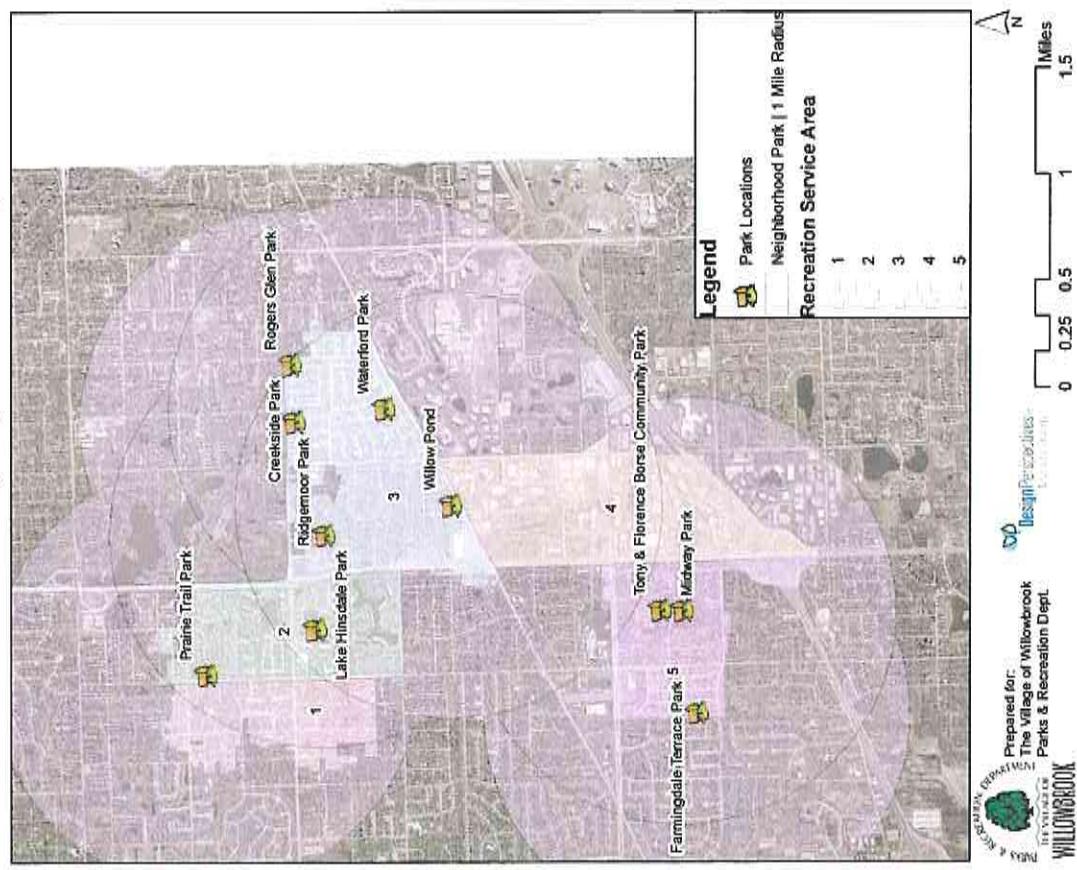
## Gaps in Level of Service





## Neighborhood Park Level of Service

### Level of Service (Neighborhood Park)



### Service Area for Neighborhood Park

Creekside Park  
Midway Park  
Ridgemoor Park  
Willow Pond Park

Total Acres: 36.49

No Gaps in Level of Service

Farmingdale Terrace Park

Prairie Trail Park

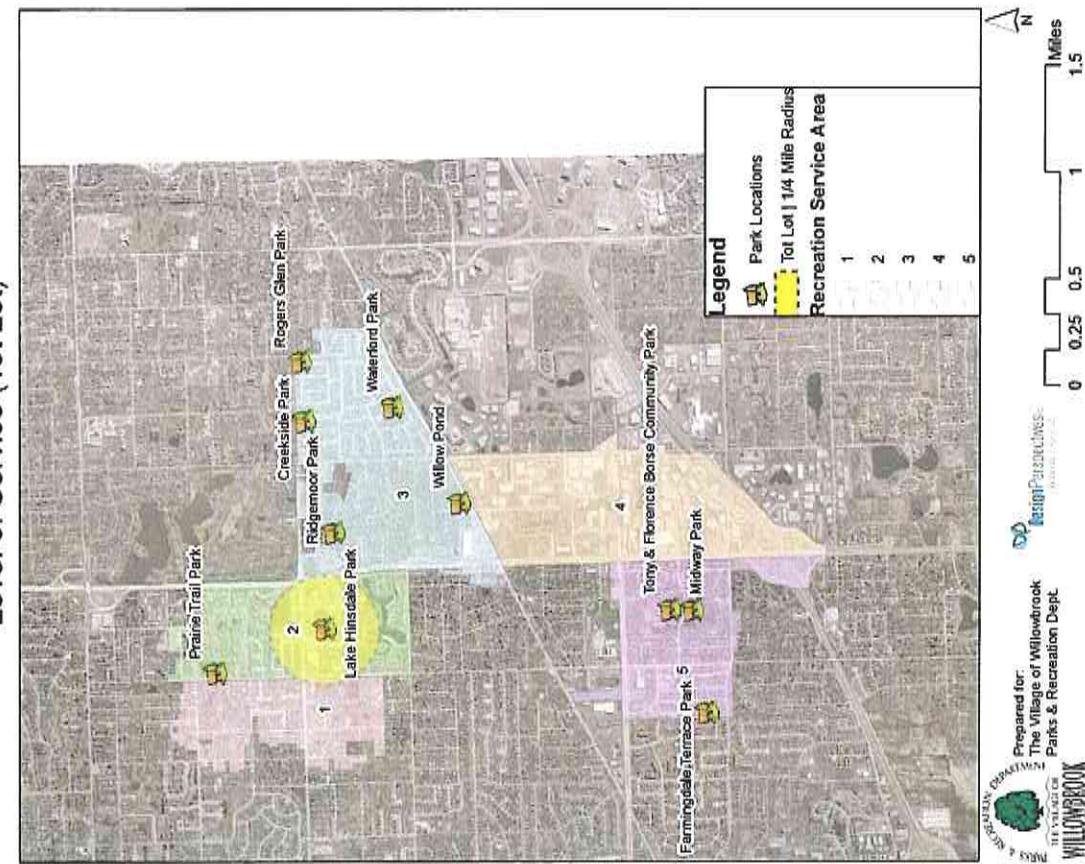
Waterford Park

Willow Pond Park

## 2018-2022 Comprehensive Parks & Recreation Master Plan

### Tot Lot Level of Service

#### Level of Service (Tot Lot)



#### Service Area for Tot Lot

Lake Hinsdale Park

Total Acres: 1

#### Gaps in Level of Service



## Open Space Level of Service

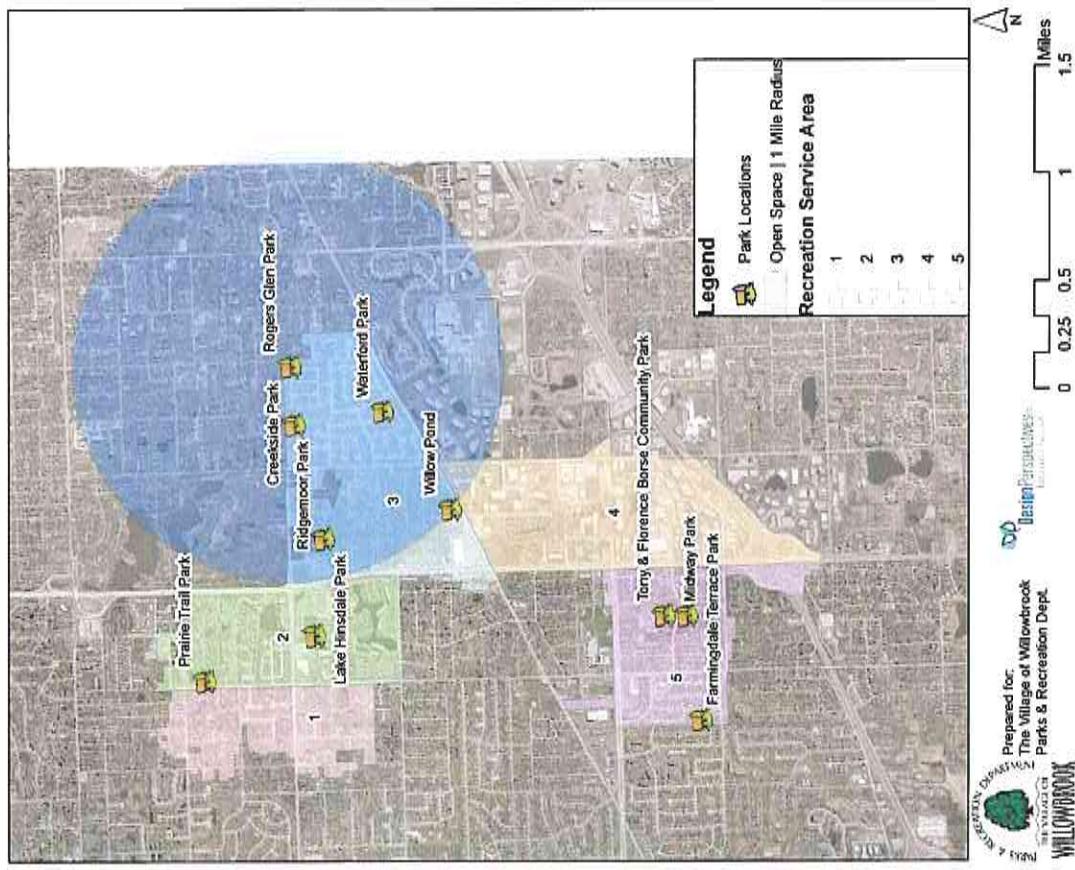
### Level of Service (Open Space)

### Service Area for Open Space

Rogers Glen Park

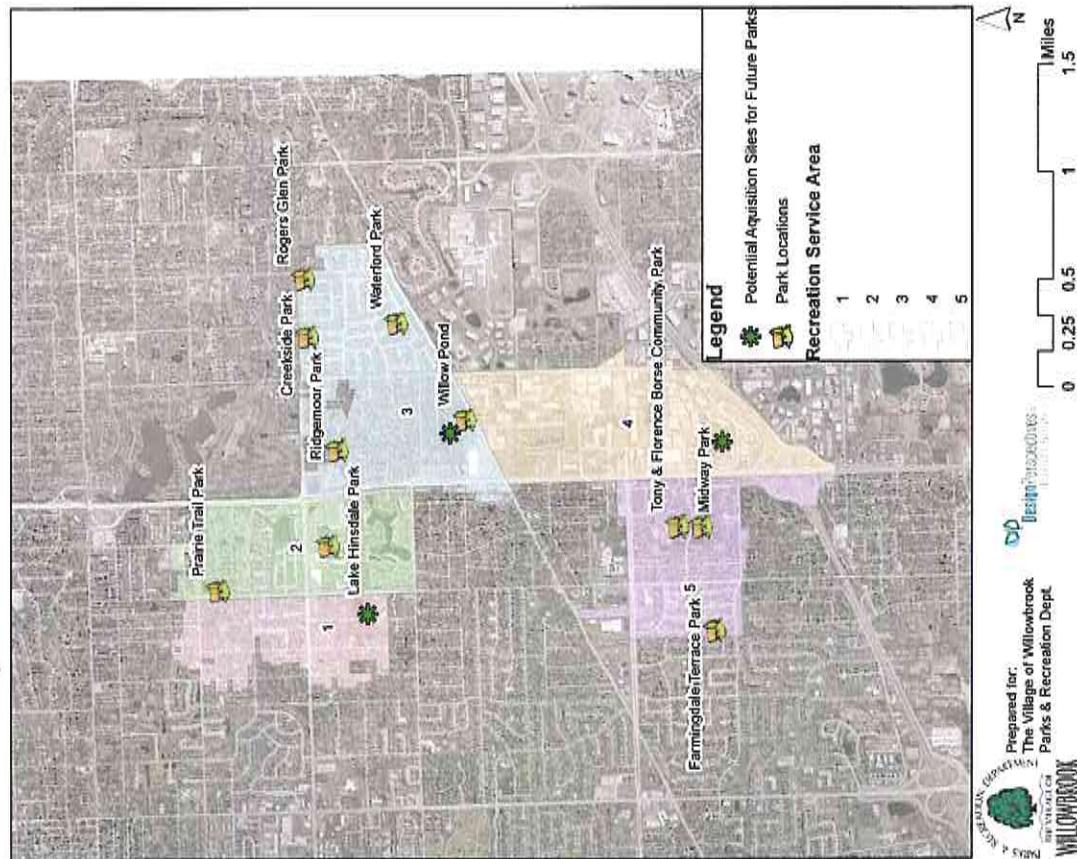
Total Acres: 1.38

### Gaps in Level of Service



## Potential Park Site Locations for Future Acquisition

### Potential Aquisition Sites for Future Parks and Recreation





## Chapter 4 - Envisioning the Future

### ***Introduction***

The planning effort has been a course of investigation, analysis and interpretation. The process has gathered valuable information provided from a number of sources within the community. The public has provided input, a focus group of stakeholders has been engaged, a survey of over 250 households has been sampled and analyzed, and finally the Village staff as well as the Park & Recreation Commission members have provided their ideas.

All of these sources have been taken into consideration to determine the parks and recreation needs for the Village. The goals and objectives are the cornerstone of any plan. The goals for this planning effort were developed into three main categories that focus on:

- Administration
- Recreation
- Parks & Facilities

### ***Themes***

It is the development of themes from the information collected in this planning process in which the goals and objectives categories are developed. These strategic goals need to provide for high level discussion for broad based thinking. They will stimulate the need to create specific objectives that are the foundation of the implementation portion of the plan. After a careful and thorough review of the input received from the many different sources, several areas have emerged that will comprise the plan direction. The three goal categories surround six major focus areas. The following list illustrates those six with a priority marker included to signify its importance.

• Park Improvements	High-level
• Capital Funding	High-level
• Marketing & Visibility	Mid-level
• Partnerships	Mid-level
• Recreation Programs	Low-level
• Indoor Recreation Space	Low-level



## Strategic Atlas

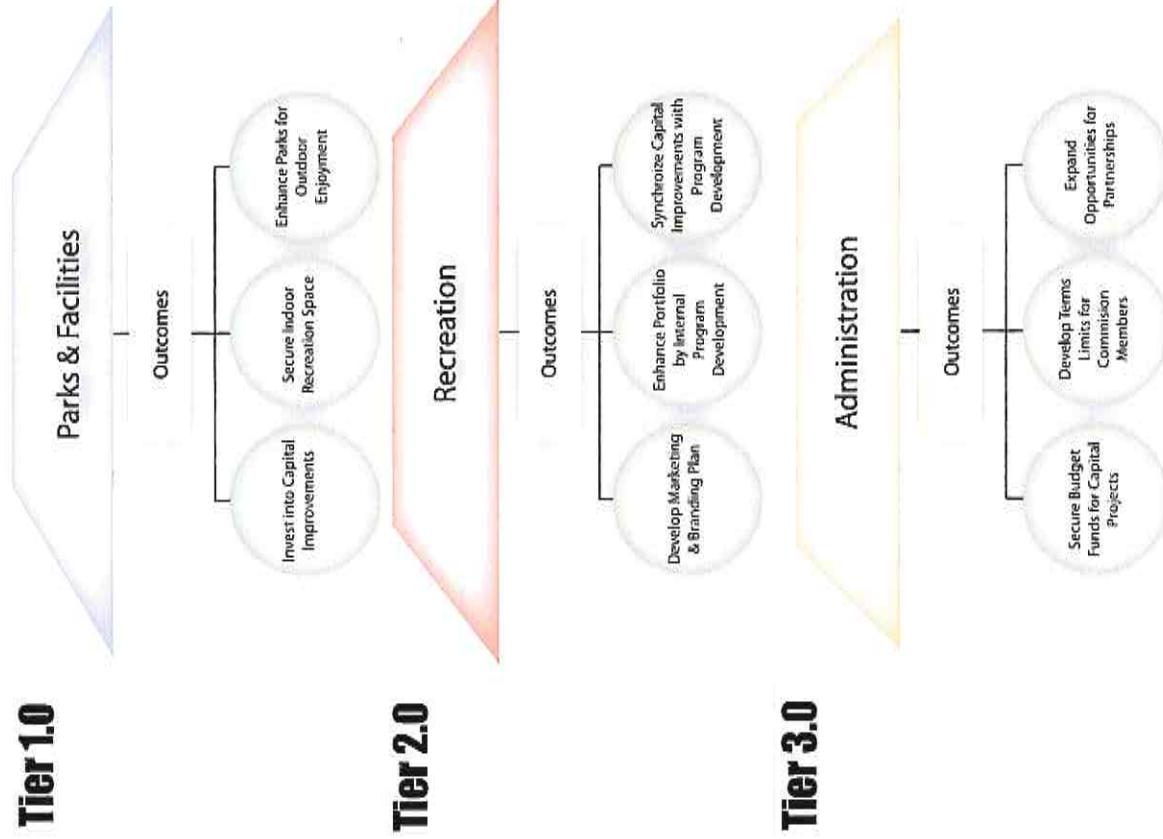
The strategic atlas illustrates a clear overview of the major outcomes based on the priority categories generated by the goals and objectives, laid out based on the three core function areas of the Department. The strategic atlas highlights the core functions in level of importance.

(High Priority)      Tier 1 - Parks & Facilities

(Mid Priority)      Tier 2 - Recreation

(Low Priority)      Tier 3 - Administration

## **Tier 1.0**





## **Goals and Objectives**

This Comprehensive Master Plan categorizes the Goals into three core areas which include Administration, Recreation and Parks & Facilities that make up the Department both on an internal and external level. These three categories are represented in the strategic atlas by level of importance followed by a detailed explanation of the goals and objectives. Ultimately, the Comprehensive Parks & Recreation Master Plan should be viewed and used as a guide to the future of parks and recreation in the Village. This plan should be evaluated on a regular basis as changes will influence the plan through implementation.

### **Parks & Facilities Goals and Objectives**

#### **Summary of Park & Facility Topics Facing the Department**

1. Land Acquisition
  - No parcels have been added to Village open space for a significant number of years
2. Capital Spending
  - No dedicated capital expenditure funding formula
3. Innovative planning, design and maintenance
  - Need to inform the community on parks and recreation projects
  - Do not currently have unique park elements based on recreation trends
    - Do not have adequate indoor recreation space
    - Do not have a dedicated maintenance plan



**Goal: Keep exploring the purchase of additional indoor recreation space**

**Objective:**

- Work to identify potential buildings at existing locations that would allow for offices, multi-purpose rooms, specialty recreation spaces, storage and adequate parking.

**Goal: Develop individual site plans for existing parks as a tool for improving the park system**

**Objectives:**

- Follow conceptual plans included in this master plan as a starting point for future projects.
- Adjust the plans as needed for site constraints, budget considerations and public input.

**Goal: Develop links between neighborhoods and parks**

**Objectives:**

- Examine opportunities to connect neighborhoods and determine exact routes, budgets and timeframes to coordinate placement of connections through road improvements, park improvements and seek grant monies that are available for these improvements.

**Goal: Acquire strategic in-fill park sites to provide enhanced level of service coverage within the overall Village park system**

**Objectives:**

- Work to identify and proceed to purchase land parcels that become available if financially feasible.

**Goal: Coordinate recreation programming with Capital Plan Development**

**Objectives:**

- Develop a Village review of park and facility plans with the park planner/designer to discuss what the recreation needs could be in new and improved spaces for programmed activities.
- Implement a way of reporting what is feasibly possible within budget parameters on capital projects.
- Review the project requests with the park planner/designer and decide what can be included in the capital projects.



**Goal: Seek alternative revenue sources for necessary park capital improvement dollars**

**Objectives:**

- Identify and apply for grants that can assist in the construction of park and facility improvements.
- Capital projects that have been identified as significant grant development candidates include Prairie Trail and Borse Community Park.
- Seek sponsorships for parks and facilities improvements.
- Seek any logical additional revenue streams such as cell tower land leases, impact fees, etc. that do not pose significant impacts to the users, site or community.

**Goal: Create unique parks & recreation facilities that reflect the culture of the community**

**Objectives:**

- Develop park & recreation amenities that are needed to enhance the quality of life for Village residents.
- Develop signature ideas for enhanced park spaces.
- Construct parks that strive to have elements that provide activities for a diverse age group.
- Partner with special interest groups when a win-win relationship can be achieved to enhance park & recreation facilities such as your Special Recreation Association.
- Explore flexible capital improvements that can match recreation programming opportunities with rapid re-development.
- Increase green practices and use energy-efficient materials.

**Goal: Identify a maintenance standard for the overall park system**

**Objectives:**

- Prepare guiding principles that will form a comprehensive maintenance program including material standards.
- Develop a lifecycle assessment program to plan for park element replacement.
- Allocate adequate budget resources to achieve the accepted maintenance standard.



### Summary of Recreation Topics Facing the Park District

1. Indoor recreation
  - Limited indoor recreation space within Village buildings
2. Integration of expansion of programs within outdoor park spaces
  - Existing park elements do not allow for significant development or expansion of recreation programs, rental opportunities or vending prospects with possible revenue generation within the parks
3. Branding of recreation programming
  - Need to develop a definition of core recreation offerings, brand the direction of the programs and grow use of residents using Village recreation offerings

Goal: Create new recreation program categories centered on the foundation of "something for everyone"

#### Objectives:

- Organize and operate healthy focused lifestyle programs.
- Organize and operate youth age summer day camp.
- Organize and operate limited adult sports leagues.
- Organize and operate limited youth sports leagues.
- Organize and operate niche travel trips for Village residents.
- Seek to develop programs offered for the Village by the Village.

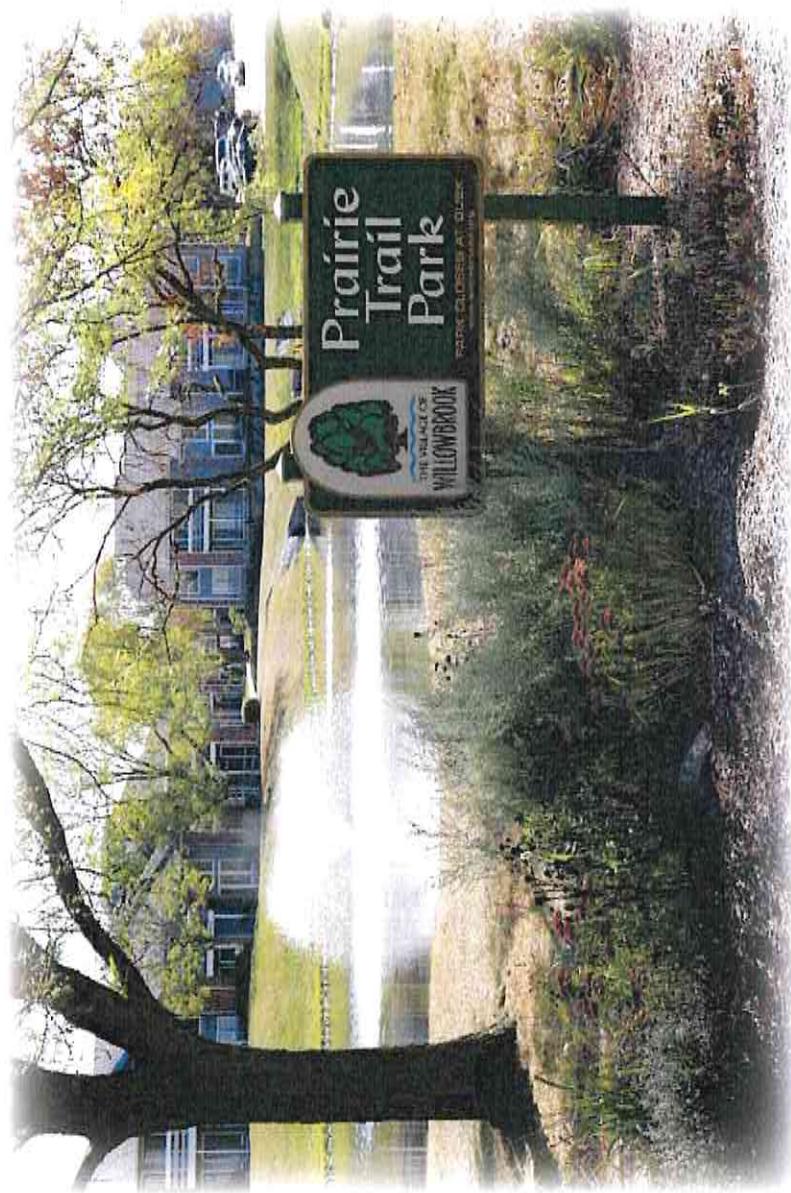
Goal: Integrate recreation programs with plans for new indoor recreation spaces

#### Objectives:

- Develop a portfolio of recreation programs that can successfully use the indoor space in the new recreation center.
- Develop a wish list of indoor recreation programming for possible acquisition of commercial sized spaces.
- Investigate School District building use through intergovernmental agreements.

**Goal: Perform pricing evaluation on fees & rentals****Objectives:**

- Perform a pricing evaluation study to establish a philosophy of cost recovery for programs and rentals.
- Evaluate pricing model on a yearly basis.



**Summary of Administrative Topics facing the Park District**

1. **Financing**
  - Limited operational funds for Department growth.
  - Shortage of capital dollars in Village budget for park modernization
  - Long term budget forecasting for Department needs
2. **Operations**
  - Lack of full-time, part time and seasonal staff
  - Improved and/or expanded relationships with likeminded organizations
  - Lack of a strong vision from the Parks & Recreation Commission to be vetted with the Village Board
  - No dogs in parks
3. **Visibility**
  - Low digital presence on web and social media sites
  - No digital marquee signage at major viewing point
  - Perceived low level of value for parks and recreation





**Goal: Elevate parks and recreation services to the community**

**Objectives:**

- Work towards providing adequate Department staff in order to expand operations.
- Hire seasonal park staff during the peak park maintenance season and assist in preparation for recreation activities.
- Keep a standing discussion agenda item on the Commission meeting discussing the Master Plan.
- Limit Commission members terms of service to a maximum of 5 years to ensure a mix of new ideas reflective of the community.
- Fund staff attendance at professional development schools and conferences related to the industry for new ideas and revived focus.
- Recommend that the current ordinance banning dogs from the parks be revised to allow for dogs in parks with proper rules for behavior.

**Goal: Identify financial funding sources for the Parks and Recreation Department**

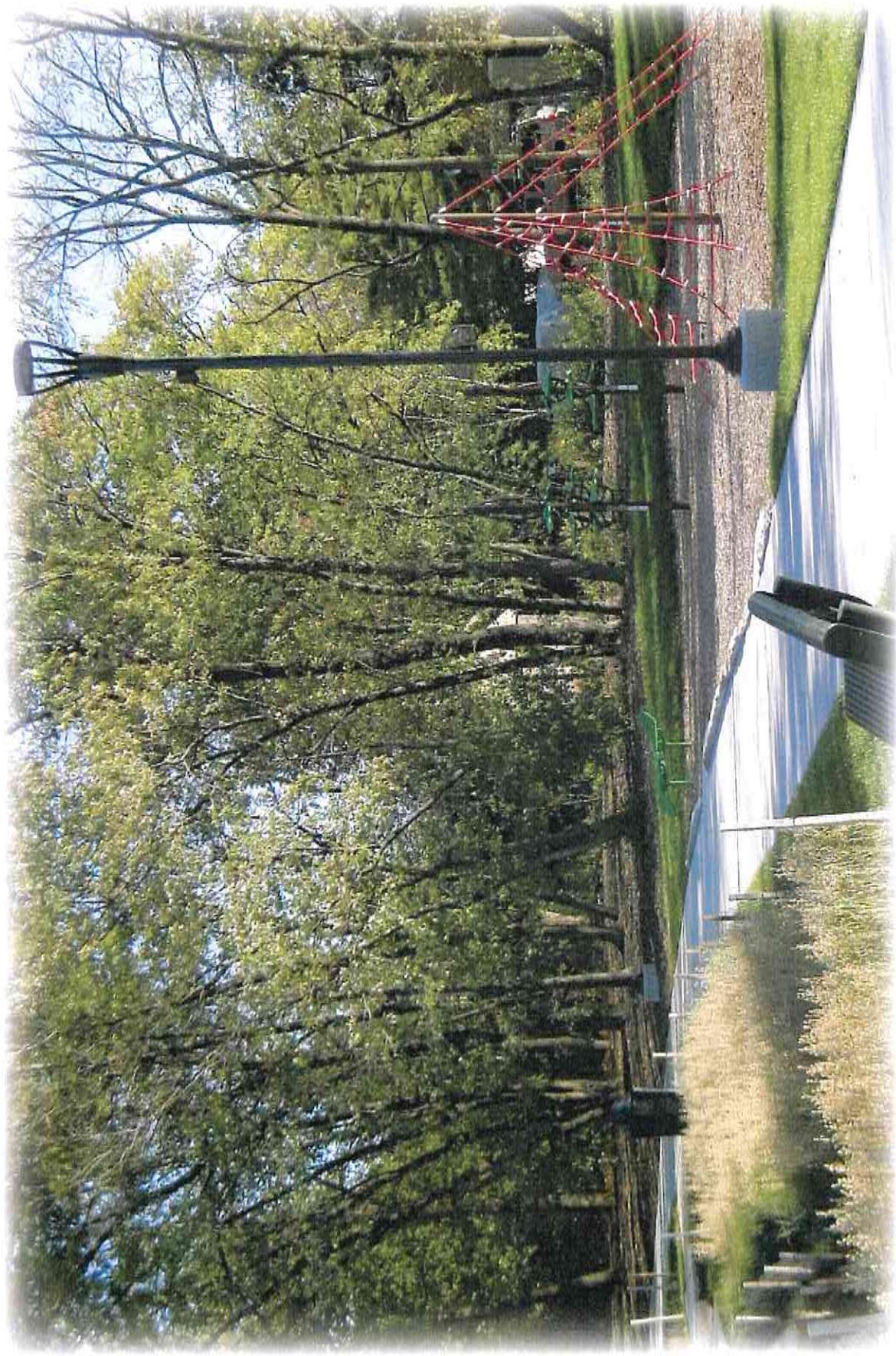
**Objectives:**

- Provide opportunity for key staff attendance at professional development opportunities and continue to encourage park association activity.
- Seek to modestly increase the Department operating budget with a focus on core functions that are centered on administration, recreation & maintenance.
- Develop a sound and realistic capital budget for the modernization of the park system due to aging infrastructure.
- Utilize the Master Plan to discuss opportunities with the Village Board with input from the Village Administrator to prioritize capital investments with an appropriate allocation of capital funding reflective of the needs of the community.
- Secure alternative funding revenue generation opportunities such as grants, sponsorships, fees and rentals.

**Goal: Create a dynamic marketing and branding plan**

**Objectives:**

- Create an informative public awareness campaign to increase public knowledge about parks and recreation services the Village provides through public media outlets.
- Craft a branding campaign for implementation to increase use and participation.
- Building an electronic marquee sign at Willow Pond Park.





## **Chapter 5 - Plan Implementation**

### **Introduction**

A Comprehensive Parks & Recreation Master Plan builds upon the data it collects through the planning process and is only as good as the agency that is prepared to execute it. The data led to a series of specific goals and objectives that will enhance parks and recreational opportunities within the Village of Willowbrook. These goals and objectives define the plan's overall purpose and drives a vision for the future.

### **Timeline for Implementation**

The following pages provides an Action Plan that is a detailed chart which highlights each goal from Chapter 4 and a projected time frame for achievement. This time frame section illustrates when and what priorities the Department should set that will impact the quality of recreational life for the community.

# 2018-2022 Comprehensive Parks & Recreation Master Plan



Goal	Tier	Objective	Type	2018	2019	2020	2021	2022
Goal: Keep exploring the purchase of additional indoor recreation space.	Top	Work to identify potential buildings at existing locations that would allow for offices, multi-purpose rooms, specialty recreation spaces, storage and adequate parking.	Parks & Facilities		X		X	
Goal: Develop individual site plans for existing parks as a tool for improving the park system	Top	Follow conceptual plans included in this master plan as a starting point for future projects.	Parks & Facilities	X	X	X	X	
		Adjust the plans as needed for site constraints, budget considerations and public input.	Parks & Facilities	X	X	X	X	
Goal: Develop links between neighborhoods and parks	Top	Examine opportunities to connect neighborhoods and determine exact routes, budgets and timelines to coordinate placement of connections through road improvements, park improvements and seek grant monies that are available for these improvements.	Parks & Facilities	X		X	X	
Goal: Coordinate recreation programming with Capital Plan Development	Top	Develop a village review of parks and facility plans with the park planner/designer to discuss what the recreation needs could be in new and improved spaces for programmed activities.	Parks & Facilities	X	X	X	X	
Goal: Seek alternative revenue sources for necessary park capital improvement dollars	Top	Implement a way of reporting what is feasible possible within budget parameters on capital projects.	Parks & Facilities	X	X	X	X	
		Review the project requests with the park planner/designer and decide what can be included in the capital projects.	Parks & Facilities	X	X	X	X	
Goal: Create unique parks & recreation facilities that reflect the culture of the community	Top	Identify and apply for grants that can assist in the construction of park and facility improvements.	Parks & Facilities	X	X	X	X	
		Capital projects that have been identified as significant grant development candidates include Prairie Trail and Bantam Community Park.	Parks & Facilities	X		X	X	
		Seek sponsorships for parks and facilities improvements.	Parks & Facilities	X	X	X	X	
		Seek any legal additional revenue streams such as cell tower land leases, impact fees, etc. that do not pose significant impacts to the users, site or community.	Parks & Facilities	X	X	X	X	
		Develop park & recreation amenities that are needed to enhance the quality of life for village residents.	Parks & Facilities	X	X	X	X	
		Develop signature ideas for enhanced park spaces.	Parks & Facilities	X	X	X	X	
		Contract parks that strive to have elements that provide activities for a diverse age group.	Parks & Facilities	X	X	X	X	
		Partner with special interest groups when a win-win relationship can be achieved to enhance park & recreation facilities such as your Special Recreation Association.	Parks & Facilities	X	X	X	X	
		Explore feasible capital improvements that can match recreation programming opportunities with rapid redevelopment.	Parks & Facilities	X	X	X	X	
		Increase green practices and use energy-efficient materials.	Parks & Facilities	X	X	X	X	
Goal: Identify a maintenance standard for the overall park system	Top	Prepare guiding principles that will form a comprehensive maintenance program including material standards.	Parks & Facilities					
		Develop a lifecycle assessment program to plan for park element replacement.	Parks & Facilities			X		
		Allocate adequate budget resources to achieve the accepted maintenance standard.	Parks & Facilities		X	X	X	



## 2018-2022 Comprehensive Parks & Recreation Master Plan

Goal	Tier	Objective	Type	2018	2019	2020	2021	2022
Create new recreation program categories centered on the foundation of "something for everyone"	Mid	Outline and separate healthy focused lifestyle programs.	Recreation	X	X	X	X	X
Organize and operate youth age summer day camp.		Recreation	X	X	X	X	X	X
Organize and operate limited adult sports leagues.		Recreation	X	X	X	X	X	X
Organize and operate limited youth sports leagues.		Recreation	X	X	X	X	X	X
Organize and operate niche travel trips for Village residents.		Recreation	X	X	X	X	X	X
Seek to develop programs offered for the Village by the Village.		Recreation	X	X	X	X	X	X
Goal: Integrate recreation programs with plans for a new indoor recreation spaces	Mid	Develop a portfolio of recreation programs that can successfully use the indoor space in the new recreation center.	Recreation	X				
		Develop a wish list of indoor recreation programming for possible acquisition of commercialized spaces.	Recreation		X			
		Investigate School District building use through intergovernmental agreements.	Recreation	X	X	X	X	X
Goal: Perform pricing evaluation on fees & rentals	Mid	Perform a pricing evaluation study to establish a philosophy of cost recovery for programs and rentals.	Recreation	X	X	X	X	X
		Evaluate pricing model on a yearly basis.	Recreation	X	X	X	X	X
Goal: Elevate parks and recreation services to the community	Low	Work towards providing adequate Department staff in order to expand operations.	Administration	X	X	X	X	X
		Hire seasonal park staff during the peak park maintenance season and assist in preparation for recreation activities.	Administration	X	X	X	X	X
		Keep a standing discussion agenda item on the Commission meeting discussions of the Master Plan.	Administration	X	X	X	X	X
		Limit Commission members terms of service to a maximum of 5 years to ensure a mix of new ideas reflective of the community.	Administration	X				
		Fund staff attendance at professional development schools and conferences related to the industry for new ideas and revised focus.	Administration	X	X	X	X	X
		Recommend that the current ordinance banning dogs from the parks be revised to allow for dogs in parks with proper rules for behavior.	Administration	X				
Goal: Identify financial funding sources for the Parks and Recreation Department	Low	Provide opportunity for key staff attendance at professional development opportunities and continue to encourage park association activity.	Administration	X				
		Seek to modestly increase the Department operating budget with a focus on core functions that are centered on administration, recreation & maintenance.	Administration	X				
		Develop a sound and realistic capital budget for the modernization of the park system due to aging infrastructure.	Administration	X				
		Update the Master Plan to discuss opportunities with the Village Board with input from the Village Administrator to prioritize capital investments with an appropriate allocation of capital funding reflective of the needs of the community.	Administration	X	X	X	X	X
		Secure alternative funding revenue generation opportunities such as grants, sponsorships, fees and rentals.	Administration	X	X	X	X	X
Goal: Create a dynamic marketing and branding plan	Low	Create an informative public awareness campaign to increase public knowledge about parks and recreation services the Village provides through public media outlets.	Administration	X				
		Craft a branding campaign with implementation to increase use and participation	Administration	X	X	X	X	X
		Building an electronic marquee signs at Willow Pond Park.	Administration					

## Capital Improvement Planning

This section of the plan is intended to be a "how-to" guide to be used by the Department staff, Commission Members & Village Trustees responsible for the planning, detail, design and maintenance of park improvements. All future improvement projects should be initially guided by these recommendations to insure that the parks and facilities can achieve its full potential.

### Quality of Service Identification

The chart below was created in order to provide a systematic way of developing the priorities for spending limited capital dollars. A Quality of Service (QOS) standard illustrates a unique direction by looking at each park and facility in a combined lens which covers multiple high-importance factors. The 'use' of each park or facility was determined by Design Perspectives through their accounts of park and facility use and information provided by the Village. 'Cost' was based off of the conceptual plans and 'Level of Service' was provided from Chapter 3. The 'impact' of each park or facility was determined by Design Perspectives through their analysis of the current use and level of service compared to projected use and level of service if each conceptual plan was put into place. The final component was provided in Chapter 3's Type, Condition & Quantity score sheets. These scores were totaled together to illustrate each park or facility's QOS which can be used to help make decisions regarding priority projects throughout the Village.

Village of Willowbrook  
QOS Composite Score Matrix

Park	Use	Cost	Level of Service	Impact	TCQ Score	QOS Score
Tony & Florence Borse Community Park	3	3	4	3	102.6	115.6
Willow Pond Park	3	1	3	2	52.8	61.8
Ridgemoor Park	2	2	3	2	17.8	26.8
Waterford Park	3	1	3	2	18.4	27.4
Prairie Trail Park	2	1	3	1	14.3	21.3
Creekside Park	3	2	3	2	11.1	21.1
Farmingdale Terrace Park	1	1	3	1	13.0	19.0
Lake Hinsdale Park	1	1	2	1	11.9	16.9
Midway Park	2	1	1	2	5.0	11.0
Rogers Glen Park	1	1	1	1	2.0	6.0
1 - Low	1 - Low (\$500,000 & Under)	1 - Low (Open Space)	1 - Low	1 - Poor		
2 - Medium	2 - Medium (\$500,000-\$1,000,000)	2 - Low (Tot Lot)	2 - Medium	2 - Fair		
3 - High	3 - High (\$1,000,000 & Up)	3 - Medium (Neighborhood Park)	3 - High	3 - Good		
		4 - High (Community Park)	4 - Excellent			



### **Conceptual Parks Planning for Capital Investment**

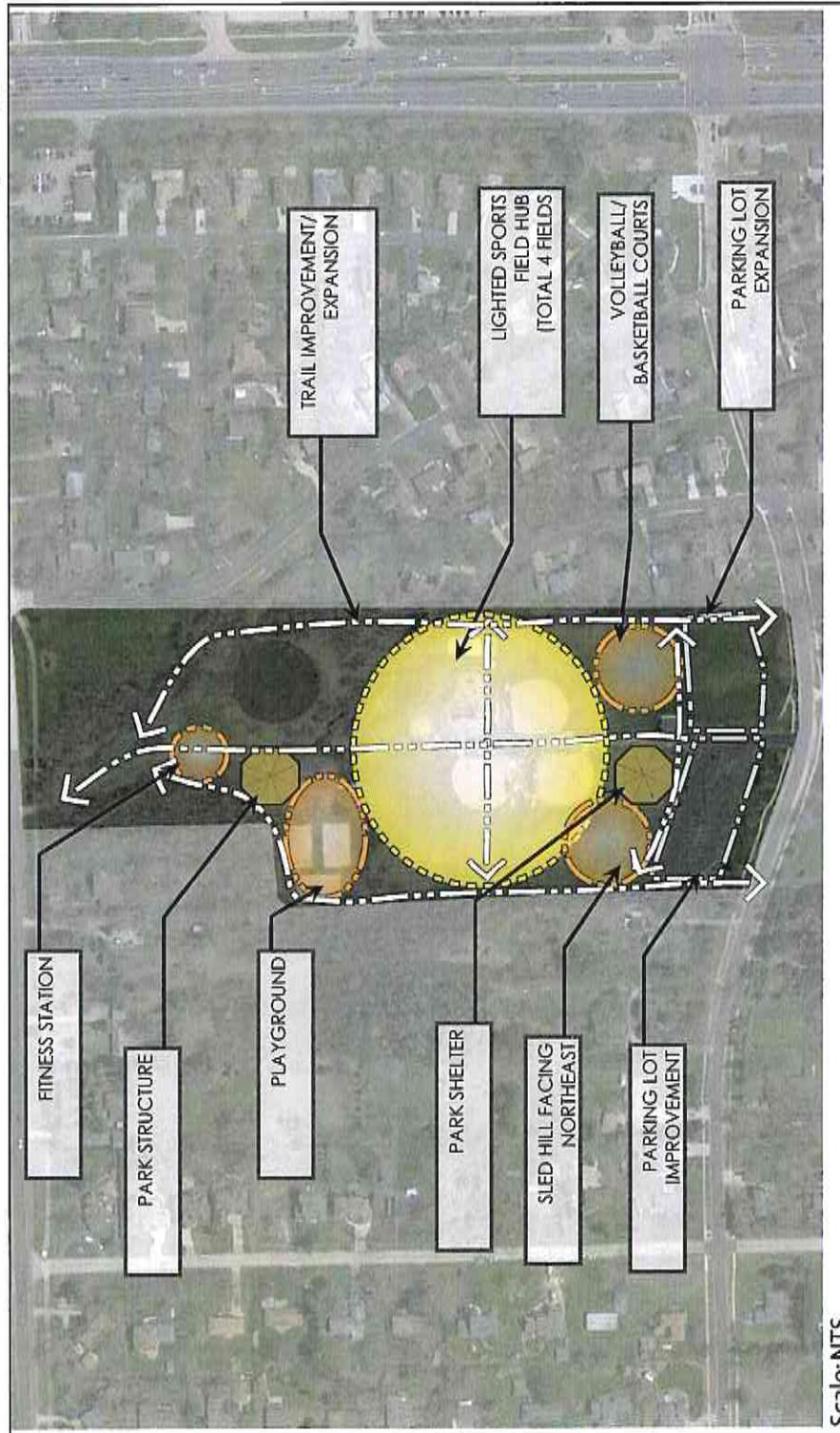
The following pages illustrate potential park and facility improvements for capital projects identified to be completed during and after the five year planning cycle laid out in this Comprehensive Parks & Recreation Master Plan. These plans are all diagrammatic and are not to be interpreted as final designs, but rather as starting points for capital improvements within the park system. Each plan does not have to be carried out as shown or even as a single complete project, however each plan can be phased over time as the Village sees the need for each park or facility.





## Tony & Florence Borse Memorial Community Park

Concept Diagram



Scale: 100



August 2017





## Willow Pond Park

### Concept Diagram



August 2017

 **Design Perspectives, Inc.**  
Grounded in Creativity





## 2018-2022 Comprehensive Parks & Recreation Master Plan

Park	Development Item	Code	Total Cost	2018	2019	2020	2021	2022	2022*
Willow Pond Park	Land Acquisition (Adjacent Parcel)	CIP	\$250,000.00	\$250,000.00					
	Dog Park Construction	CIP	\$125,000.00	\$125,000.00					
	Parking Spaces	CIP	\$15,000.00	\$15,000.00					
	General Landscape Enhancements	CIP	\$5,000.00	\$5,000.00					
			\$390,000.00	\$250,000.00	\$140,000.00	\$0.00	\$0.00	\$0.00	
				\$31,200.00	\$20,000.00	\$11,200.00	\$0.00	\$0.00	\$0.00
					\$151,200.00	\$151,200.00	\$0.00	\$0.00	\$0.00
									\$421,200.00
	Park Construction Sub-Total								
	Design Consultant Fees Sub-Total								
	Willow Pond Park Total Expenditure								



## Creekside Park

Concept Diagram



October 2017



DesignPerspectives

Guided by Creativity







## Ridgemoor Park

### Concept Diagram



Scale: NTS



August 2017

Design Perspectives, Inc.  
Grounded in Creativity



## 2018-2022 Comprehensive Parks & Recreation Master Plan

Park	Development Item	Code	Total Cost	2018	2019	2020	2021	2022	2022+ \$25,000.00
Ridgemoor Park	25 Car Parking Lot	CIP	\$25,000.00						
	Playground Construction (Equipment, Concrete Work)	CIP	\$150,000.00	\$150,000.00					
	Native Landscape Enhancements at Creek Bank	Pond	\$75,000.00						\$75,000.00
	Site Furnishings (Benches, Uter Can, Bike Rack)	CIP	\$5,000.00						\$5,000.00
	General Landscape Enhancements	CIP	\$5,000.00						\$5,000.00
	Park Construction Sub-Total		\$260,000.00	\$150,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$110,000.00
	Design Consultant Fees Sub-Total		\$52,000.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,000.00
	Ridgemoor Park Total Expenditure		\$312,000.00	\$180,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$312,000.00



## Prairie Trail Park

### Concept Diagram



Scale: NTS



August 2017

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Grounded in Creativity



Park	Development Item	Code	Total Cost	2018	2019	2020	2021	2022	2022+
Prairie Trail Park	Playground Accessibility Improvement (Concrete Curbing, Flatwork, Ramp)	CIP/ADA	\$35,000.00					\$35,000.00	
	Picnic Shelter	CIP	\$50,000.00					\$50,000.00	
	Floating Fishing Dock	Pond	\$50,000.00					\$50,000.00	
	Native Landscape Enhancements at Pond Edge	Pond	\$35,000.00					\$35,000.00	
	Erosion & Rip Rap Construction	Pond	\$10,000.00					\$10,000.00	
	Fish Habitat Structures	Pond	\$7,500.00					\$7,500.00	
	General Landscape Enhancements	CIP	\$5,000.00					\$5,000.00	
	Park Construction Sub-Total		\$192,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$192,500.00	
	Design Consultant Fees Sub-Total		\$38,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38,500.00	
	Prairie Trail Total Expenditure		\$231,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$231,000.00	\$231,000.00



## Waterford Park

### Concept Diagram



Scale: 1IN = 50FT



August 2017

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Park	Development Item	Code	Total Cost	2018				2019				2020				2021				2022				2022+			
				2018	2019	2020	2021	2022	2022	2022+	2018	2019	2020	2021	2022	2022	2022+	2018	2019	2020	2021	2022	2022	2022+			
Waterford Park	Volleyball Court Improvements	CIP	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00																	
	Hybrid Tennis, Basketball & Pickleball Court Improvement	CIP	\$80,000.00	\$80,000.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00																	
	General Landscape Enhancements	CIP	\$3,500.00																								
	Park Construction Sub-Total		\$98,500.00	\$98,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00																	
	Design Consultant Fees Sub-Total		\$7,880.00	\$7,880.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00																	
	Waterford Park Total Expenditure		\$106,380.00	\$106,380.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00																	



## Midway Park

### Concept Diagram



Scale: NTS



August 2017

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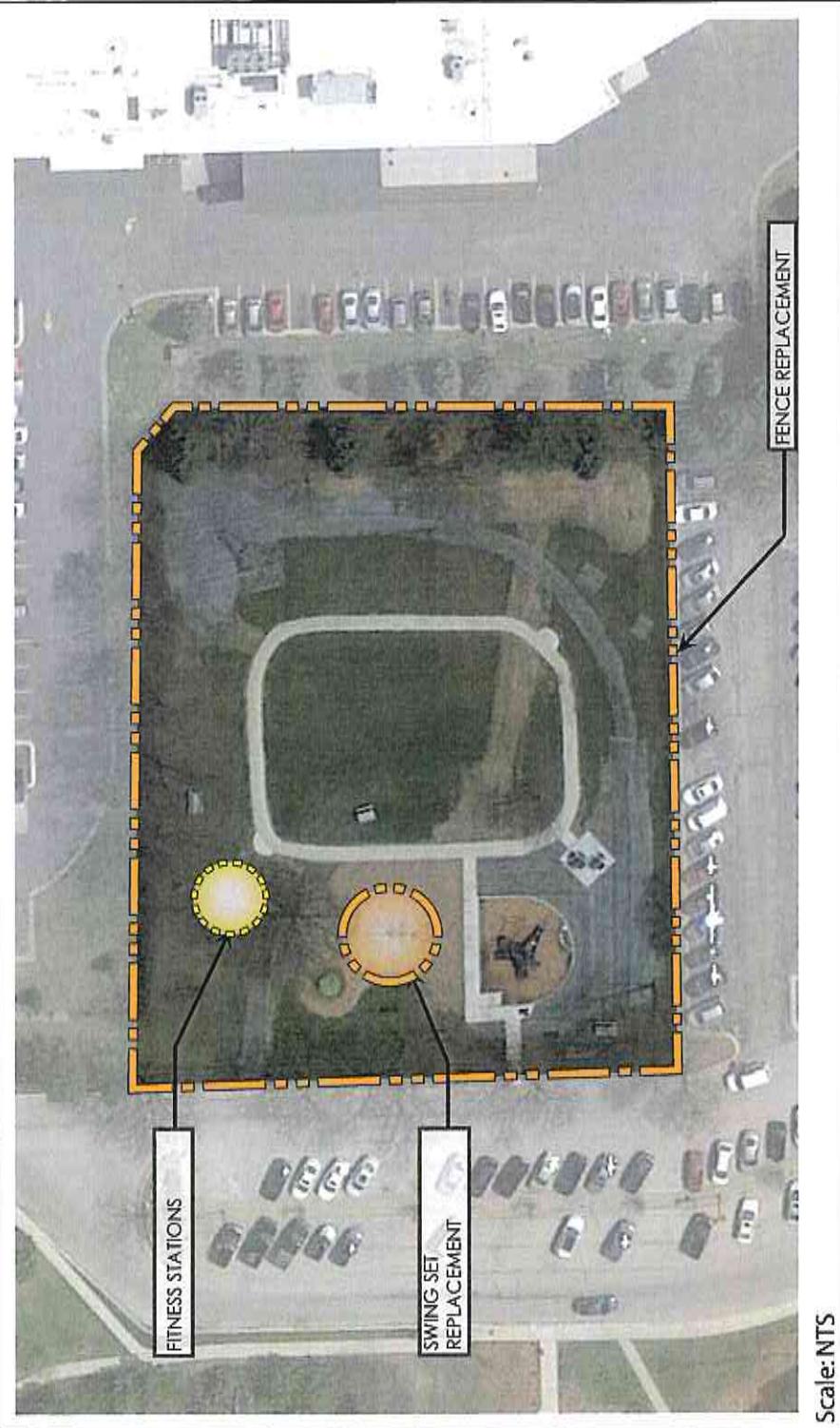


Park	Development Item	Code	Total Cost	2018	2019	2020	2021	2022	2022+
Midway Park	35 Car Parking Lot		\$75,000.00	\$75,000.00	\$100,000.00	\$75,000.00	\$115,000.00	\$100,000.00	\$115,000.00
	Soccer Field Construction		\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00
	Pickleball Court Construction		\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
	General Landscape Enhancements		\$265,000.00	\$0.00	\$265,000.00	\$0.00	\$0.00	\$0.00	\$0.00
	<b>Park Construction Sub-Total</b>		<b>\$53,000.00</b>	<b>\$0.00</b>	<b>\$53,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
	<b>Design Consultant Fees Sub-Total</b>		<b>\$318,000.00</b>	<b>\$0.00</b>	<b>\$318,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
	<b>Midway Park Total Expenditure</b>								<b>\$318,000.00</b>



## Lake Hinsdale Park

### Concept Diagram



Scale: NTS



August 2017

**DesignPerspectives, Inc.**  
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## Farmingdale Terrace Park

Concept Diagram



Scale: NTS



August 2017

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## Rogers Glen Park

### Concept Diagram



Scale: NTS



August 2017

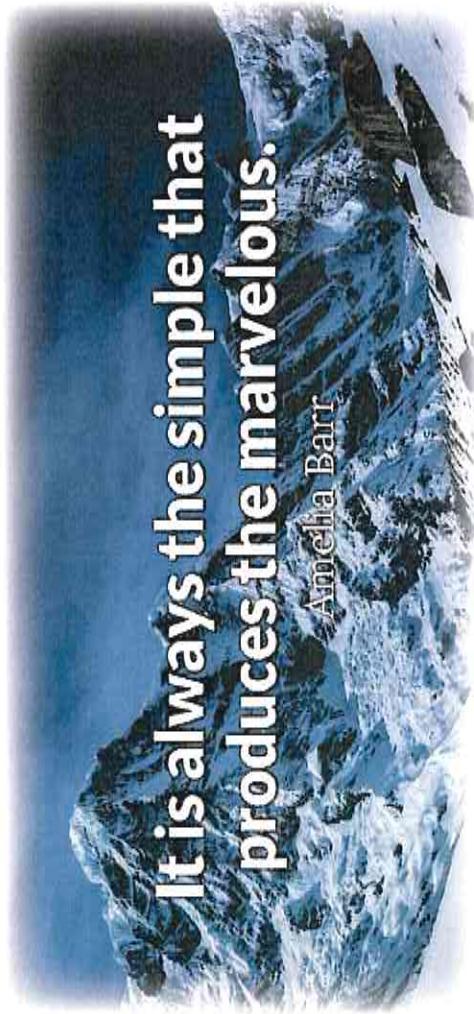
**Design Perspectives, Inc.**  
Grounded in Creativity



## 2018-2022 Comprehensive Parks & Recreation Master Plan

Park	Development Item	Code	Total Cost	2018	2019	2020	2021	2022	2022+
Rogers Glen Park	No Improvements			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Park Construction Sub-Total		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Design Consultant Fees Sub-Total		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Rogers Glen Total Expenditure		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

## Conclusion



The consultant team has worked with the Village on the development of this plan for the past five months. The plan has identified several core issues that need be addressed to be an effective agent of change. The quote above is a fitting conclusion in the premise that in terms of parks and recreation within the Village, simple in every context works. The past and present approach is simple in nature that has generally worked very well. However, the future could be elevated to move towards the difficult tackling challenges that will continue the marvelous.

They include:

- Seek additional partnerships with like-minded recreation agencies
- Enhance recreation programs with more offerings in-house while continuing strong relationships with surrounding providers
- Modernize the outdoor park spaces with unique features
- Develop the Recreation Center with spaces for fitness, educational classes and community gatherings
- Elevate parks and recreation awareness within the Village
- Craft a new ordinance allowing dogs in Village parks
- Limit Commission members to 5 years of service to allow for new collaboration and diversity of thought



## Appendix

### Village of Willowbrook Parks & Recreation Budget FY 2017-2018

#### Parks and Recreation Budget Fiscal Year 2017-18

<u>Program</u>	<u>Description</u>	<u>FY 2016-17 Budget</u>	<u>FY 2017-18 Budget</u>
400	Personal Services	\$ 35,888	\$ 44,836
550	Administration	9,495	12,622
555	Data Processing	16,900	15,524
560	Risk Management	2,590	2,500
565	Landscaping	82,983	78,483
570	Maintenance	55,242	50,955
575	Summer Program	14,164	14,212
580	Fall Program	5,163	5,692
585	Winter Program	47,538	31,166
586	Spring Program	459	459
590	Special Recreation Services	114,712	162,745
595	Capital Improvements	860,399	808,000
599	Contingencies	-	-
	Total	<u>\$ 1,245,445</u>	<u>\$ 1,227,194</u>
	Percent Difference		-1.47%

# 2018-2022 Comprehensive Parks & Recreation Master Plan



## Village of Willowbrook Parks & Recreation Survey

The Village of Willowbrook is in the process of identifying the recreation needs of the community. Your help in the process is essential. Please take the time to complete the following questionnaire. Your contribution is greatly appreciated. All responses to this survey are confidential.

1. How familiar are you with the Village of Willowbrook Parks & Recreation Department?  
 Very Familiar       Familiar  
 Not Familiar

2. How would you rate your overall satisfaction with parks and recreation in the Village?  
 Satisfied       Unsatisfied (Answer #3)  
 Not Applicable

3. If you answered Unsatisfied from the Question above, please tell us which areas(s) you are displeased with? (Choose all that apply)  
 Customer Service       Parks  
 Facilities       Programs  
 Fees       Communication  
 Transparency       Taxes

4. Please rate the overall quality of Village of Willowbrook recreation programs for the specific age groups listed below on a scale of 0 to 5, where 5 means "Excellent" and 1 means "Did not participate."  
 Preschool (2-5 Years Old)      5      4      3      2      1  
 Youth Recreation (6-9 Years Old)      5      4      3      2      1  
 Youth Sports (All Ages)      5      4      3      2      1  
 Camps (All Ages)      5      4      3      2      1  
 Teen Recreation (14-17 Years Old)      5      4      3      2      1  
 Adult Recreation (18-54 Years Old)      5      4      3      2      1  
 Adult Sports (25-54 Years Old)      5      4      3      2      1  
 Special Events (All Ages)      5      4      3      2      1  
 Active Adult/Senior (55+ Years Old)      5      4      3      2      1

6. How do you learn about the parks, facilities, programs & activities? (Choose all that apply)

Seasonal program guide       School flyers/newsletters  
 Department web site       Promotions at Village events  
 Newspaper articles       Conversations with staff  
 Flyers/posters at facilities       Cable access television  
 Social media/web sites       E-mails  
 Department newsletters       Friends and neighbors  
 Newspaper advertisements       Displays/signs  
 Other (Please specify) \_\_\_\_\_

7. What other recreation providers, if any, do you or your family use? (Choose all that apply)

County forest preserves       Private health & fitness clubs  
 Library       State parks  
 Local park districts       Youth recreation associates  
 Churches/House of worship       None of the above  
 Other (Please specify) \_\_\_\_\_

8. If you do go to other agencies for recreation services, other than the Village of Willowbrook, why do you choose to go there? (Choose all that apply)

Just a habit       They have better facilities  
 Others are more convenient       They have better instructors  
 Our friends go there, so we go there       They provide them at lower prices  
 The Village does not offer them       They're closer to home  
 They do a better job of providing them       Other (Please specify) \_\_\_\_\_

9. How often do any members of your household use the parks?

Daily       2-4 times a week       Once a week  
 Once a month       Once a year       Never

10. What prevents you from visiting the parks? (Choose all that apply)

Transportation was difficult       Did not feel safe  
 Parking       Park elements have no interest to me  
 Did not know where the park was       Poor park upkeep  
 Other (Please specify) \_\_\_\_\_

5. Which is the most important program activity to you in terms of participation from the age groups from the previous question?

Please answer the questions on the back of this page.



## 2018-2022 Comprehensive Parks & Recreation Master Plan

11. Which of the Village of Willowbrook parks do you or other members of your household visit?

(Choose all that apply)

- Creekside Park
- Farmington Terrace Park
- Lake Hinsdale Park
- Midway Park
- Prairie Trail Park
- Ridgemoor Park
- Rodgers Glen Park
- Tony & Florence Borse Memorial Community Park
- Waterford Park
- Willow Pond Park

17. Would you be interested in renting space in the new Recreation Center for activities such as parties or group meetings?

- Yes
- No
- I'm not sure

18. Please rate each of the following Village priorities that are important to you and your family?

	Priorities	Rating
	Very Important	Important
	Neutral	Unimportant
	Very Unimportant	
Acquiring New Park Land	5	4
Building New Facilities	5	4
Expanding Recreation Offerings	5	4
Expanding Educational Offerings	5	4
Improving Existing Parks/Facilities	5	4
Maintaining Existing Recreational Services	5	4

12. Please tell us your favorite park and what you like about it from the previous Question.

13. Overall, how satisfied are you with the appearance, maintenance and cleanliness of the Village parks?

- Very satisfied
- Somewhat satisfied
- Neutral
- Very dissatisfied
- Somewhat dissatisfied

14. If you answered Somewhat dissatisfied or Very dissatisfied to Question 13, with the appearance, maintenance and cleanliness of the Village parks, please describe your concern. (Please skip this Question if you have no concerns)

19. How many years have you lived in the Village of Willowbrook?

years

15. Which of the following new amenities would you or your family like to see added to the parks?

(Choose all that apply)

- Additional basketball courts
- Additional flowerbeds/landscaping
- Additional park shelters
- Additional playground equipment
- Additional softball/baseball fields
- Additional tennis courts
- Outside hockey rink/skating facility
- Bocce court
- Other (Please specify) \_\_\_\_\_

21. Beginning with yourself, what are the ages of those in your household?

- Dog Park
- Fishing overlooks
- Fitness stations
- Lighted soccer fields
- Lighted walking paths
- Skate park
- Walking/biking paths

16. What type of classes would you like the Village to offer in the new Recreation Center next year?

(Choose all that apply)

- Small fitness classes (Yoga, Pilates) \_\_\_\_\_
- Dance classes
- Cooking classes
- Continuing education classes (Computers, Home improvement)
- Other (Please specify) \_\_\_\_\_

Please answer the questions on the back of this page.

Thank you for taking the time to complete this questionnaire.



**Question 5: What is the most important program activity to you in terms of participation from the age groups from the various question?**

- 55 plus
  - Co-rec softball
  - Did not participate
  - Easter Egg Hunt, 5K, Touch A Truck
  - Exercise and fitness
  - Family activities
  - For me personally 55 plus
  - Having playgrounds for preschool children currently, but as they grow older other aspects of the park system will be used
  - Holiday parties in Willowbrook are amazing! All ages included.
  - I do not know
  - I have two seniors in my household. One would participate in outings to theater and concerts if available. Perhaps a chess club. The other might join in a card playing group.
  - I take my grandchildren to the park and we attend the annual Christmas event
  - I was interested in more sporting and educational opportunities for my kids esp. in the elementary school ages.
  - I went to Pilates Body for 2 plus years thru the Park District. Now it is not offered.
  - I've never participated, so I have no idea
  - Karate classes
  - Keep dogs out of all parks. Have area for pro dog walkers. It is a big problem.
  - Kids programs, but I was not aware the village of Willowbrook offered them. We've done most programs through Burr Ridge Park District.
  - Kids sports and activities
  - Library offerings
- Accessibility
- Active Adult/Senior
- Active Adult/Senior programs with light exercise
- Active Senior
- Adult
- Adult and Active Adult
- Adult or Seniors
- Adult Recreation
- Adult Recreation and Adult Sports
- Adult Sports
- Adult Sports/Recreation
- Adult/Senior
- Adult/Senior day tours
- All of them based on age groups
- All the rec programs we participate in are through Burr Ridge. We are not really sure how to discern the two different programs. All the programs are at Harvester Park
- Baseball is difficult to get a spot. Many classes end up canceling.
- Borse Community Park Softball and Little League games
- Burr Ridge /Willowbrook Sports and Athletic programs. Girls softball.
- Camps



- Most activities were through Burr Ridge or Pleasantdale Park Dist. None directly through WB. Enjoyed the WB children's XMAS party.
- My children are moving into teens. Looking for things for them to do.
  - My family enjoys the Christmas party
  - Not enough programs offered
  - Nothing. Lower are taxes and upgrade the manner the Streets and overall appearance of are Village. It appears to me the Mayor's main focus is the parks.
  - Other than cards I am unaware of any senior adult programs at Willowbrook now that yoga has been moved to Burr Ridge
  - Our children are all grown up
  - Our daughter partook of various park programs. That was a while ago, but they were all very good. I recently partook of a pasta making class that was excellent. I took a painting class that was okay.
  - Parks
  - Playgrounds
  - Preschool
  - Preschool
  - Preschool
  - Pre-school and early education is of most importance
- Special Events
- Special Events
- Special Events
- Special Events
- Special Events like the Village Children's Christmas Party
- Sports
- Still working but hope to participate in Tai-Chi and Yoga in the future. Right now, theatre and trip offerings most important
- Summer Camp and also the 3-5 day programs available
- Tap dance for adults
- Teen & Adult Recreation (18-54)
- Teen Recreation
- Teen recreation is important to the community
- Teen recreation, Adult recreation and Active adults
- Teen, Adult, Special Events and Active Adult
- The instructors and structure of both soccer shots and the adult dance classes were phenomenal overall
- The preschool daycare program is excellent. I do wish there were more sports programs available for young children. I currently take my children to the Y for these kinds of activities
- They are OI
- Toddlers
- Trips to interesting locations such as Shipshawana, Milwaukee tour, etc.
- We frequent the Waterford Park with our young girls. The renovation was greatly welcomed. We enjoy the walking path, the play area, and tennis courts. The upkeep/maintenance in the past was infrequent and when performed, produced very low-quality maintenance. The various flooding was a big deterrent to our lack of use.
- Xmas party



- Yoga
- Yoga and toddler programs
- Yoga, exercise, events (Day trips for seniors)
- Youth and teen. The kids really have nowhere to go.
- Youth programs
- Youth programs
- Youth recreation
- Youth recreation 6 to 9 years
- Youth recreation ages 10-14 which was not listed
- Youth Recreation
- Youth sports
- Youth sports

#### Question 7: Other

- Burr Ridge or Oak Brook Park Districts
- Morton Arb
- Morton Arb
- Chicago Lakefront
- Golf courses
- Private pool
- Burr Ridge/Harvester Park
- Lake Michigan
- Employer
- Parks
- I like walking in Katherine Legge and Bath Pond and the Arboretum
- Lake Hinsdale Village has them and I live in this complex
- SEASPAR

**Question 6: Other**

- Through the BRPD: FB posts, fliers sent home from school.
- Walking around
- Other Park Dist. Brochures
- Drive by
- I am a Commissioner
- I moved in November 2013. I don't hear or see much.
- Mail
- The Village communicates well



#### Question 8: Other

- The library provides great free early reading programs for babies and young children
- Willowbrook bans dogs
- Don't come to know of village offerings
- Higher quality offerings
- Provide natural habitats to observe nature and bike trails
- Faith-based
- Used for camping
- More choices at library
- Darien DY/C 20 years ago
- Swimming pool
- Not sure what you have!
- Health clubs have more exercise equipment and tennis courts
- More available in the evening
- Recreation services within Willowbrook
- I don't take part in any recreation services
- Soccer not offered for older kids
- Do not use recreation services anywhere
- Not interested
- Nature trails at Waterfall Glen
- Provided through Apartment complex
- Chess tournaments, STEM programs
- Member club
- Health club and late hours
- Advanced in age and not able
- Originally from Westmont and kids still in private school in Westmont
- Surrounding local community parks allow either on or off leash dog walking
- Health Clubs



## Question 10: Other

- Creekside inner park not as good for taking a walk as other parks
  - None
  - Time
  - Darien Park closer
  - No need
  - Dogs not allowed
  - We use the BR Harvester Park & Darien Park (Clarendon Hills Rd.)
  - Time constraints
  - Not much quiet space available for older people. Very noisy due to most sitting areas by kids playground.
  - Not enough time
  - DARIEN PARK CLOSER TO US
  - Can't take our dogs
  - Time
  - Lack of shade at Borse park at the playground
  - Grandchildren do not live with me
  - Hiking trails aren't long enough
  - Time
  - The need to cross busy streets to get to parks
  - Can't walk my dog there, no dogs allowed
  - go where I can walk my dog
  - Schedule
  - I am a bug MAGNET. Hate the bugs!
  - Nothing
  - Time
  - Kids are older
  - No time
  - Not allowed to bring my dog, we frequent the parks on our family walks. The dog comes with on our walks.
  - Live near Darien with a closer park
  - Only go with my grandchildren when they are here
  - Just a matter of finding free time to go to Forest Preserves or parks
  - Job
- Under construction
- Not one thing
- I am a Senior Citizen, I take my grandchildren to the park
- Retired
- Busy schedule
- Did not know what they offer
- Not always convenient to my schedule
- Dog walkers and owners let dogs run early in the morning and don't clean up. Please start the fines.
- I don't take part in visiting the parks
- Weather. We use the park to walk, bike and exercise.
- Other interests
- No interest
- Clogging and water fountains
- Hard riding a bike to the parks. Some of our sidewalks just end sending kids out into the streets for a few blocks, then maybe back up onto a sidewalk. It is not fun to walk on the streets either to get to these parks.
- Time and other activities
- Work schedule
- Age
- Empty nesters
- I work full-time
- Poor equipment at Waterford Park in which nothing new in years, especially for 2-3 year old kids
- No time
- Schedule is fully packed with no time
- Do other things
- Quality
- We are closer to Darien parks
- Dogs are banned even on leash and no washrooms
- Don't feel comfortable going on my own
- Nothing
- Little time to use the parks except when our grandchildren are visiting



Question 12: Please tell us your favorite park and what you like about it from the previous question.

- Adult exercise equipment at Harvester Park
- Borse- it is closest to our home
- Borse Memorial Park - watch co-rec softball and I2U softball
- Borse Park - Wonderful softball program and facilities.
- Waterford Park - Close to home. HATE the cement driveway that was installed with the renovation....so horrible. Entrance should have been more subtle with natural landscape. Of course I'm sure there was some legal reason for this horrible addition. "
- Borse Park is our favorite because we can get there safely by walking or biking
- Borse Park: beautiful land, parking away from the play area, quiet without heavy cars traffic, good equipment
- Borse Park, only because it is walking distance from home. We do also go to the park by Burr Ridge park district simply because they have more activities for the kids (splash pad, zipline, etc.)
- Borse Park. Proximity to home, nice playground and pond.
- Butterfield Park in Elmhurst as it has accessibility for all children
- Butterfield Park in Elmhurst, I love that it was made with special needs children in mind.
- Close to home
- Close to home nice to walk to and through
- Close to where we live and it is well maintained. Thanks.
- Close to home
- Convenience
- Convenient. My grandchildren like the bike trail.
- Creekside as it is in my neighborhood
- Creekside because it is large and lots to do
- Creekside is close to our house
- Creekside is very private and quiet
- CREEKSIDE PARK. CLOSE TO HOME. LOVE TO WALK THE TRAIL OVER THE BRIDGES INTO THE PARK THAT IS KEPT UP VERY NICELY.
- Creekside, since we live in Rogers Farm, is very convenient!
- Creekside, walking along the creek
- Darien Community Park
- Darien Park. It's open, spacious and close. Feels safe.
- Do not know all parks so cannot answer
- Farmingdale Terrace Park
- Farmingdale Terrace Park because it is the closest to me
- Fishing
- Great variety and shaded seating
- Harvester Park
- Harvester Park
- Harvester Park in Burr Ridge has lots more facilities
- I frequent the softball fields at Borse Park and they are great facilities and well run
- I go to the Darien Community Park near the Indian Prairie Library. It is big, I can walk and get a seat.
- I like the ground covering at Waterford but it is a terrible for young children, most of it they can't do
- I like the pathway to Creekside Park. I miss the blackberry bushes.
- Ridgemoor Park is calm and pleasant and quiet. LOVE the pond.
- Willow Pond is improving and becoming more inviting.

## 2018-2022 Comprehensive Parks & Recreation Master Plan



- I like the trees and nature in Creekside and the walking path through Waterford and Willow Pond
- I love them all!
- I prefer the Forest Preserves because of hiking/biking paths
- It's close to my house
- It's the one on Clarendon Hills just before Plainfield. It's convenient.
- Lake Hinsdale because of proximity to home
- Like when they have events
- Location
- Midway Park - close to home
- Midway Park - It's about 300 feet from my house.
- Midway Park has a little of everything for everyone and it is centrally located
- Never visit
- No favorite park
- None
- Peaceful
- Prairie Trail because it is clean
- Prairie Trail because of good fishing
- Prairie Trail Park is a good location
- Prairie Trail Park, because it is the closest to where I live.
- Pretty park, the grandkids like playing on the equipment and checking around the pond for nature things.
- Proximity to home
- Proximity to home and has a water fountain
- Ridgemoor - quiet and secluded
- Waterford - neighborhood park
- Willow Pond - convenient, lovely and well used
- Ridgemoor because it is private and large. It has a large pond.
- Ridgemoor Park
- Ridgemoor Park is our favorite park because it is in our neighborhood, though it is in great need of a 'face lift' and safety improvements
- Ridgemoor Park is walking distance. Sadly, the state of the pond is pretty bad and the tree maintenance is poor as well. The play equipment is not maintained at all and looks unsafe.
- Rogers Park perfect for grandchild visits
- Sorry I will start using Willowbrook parks
- Stop the dogs
- Swings for baby
- T & F Borse is close to home and has many activities. We also ride our bikes there with our grandchildren.
- Tennis courts
- The Borse Community Park has great playground equipment and nice paths for riding bikes. We liked the shade of the larger trees as well before they were cut down.
- The park has features that I use tennis courts and children's play area. Also children play area is safer due to less skinned knees when falling.
- The parks are all very good
- These are not parks like I grew up going to. Check out these parks in the city. Columbus Park, Garfield Park. Those are parks.
- They vary depending on far we bike that day
- Tony & Florence Borse Memorial Community
- Tony & Florence Borse, we love it's so close
- Tony Borse, big park nice amenities, park and fields, wooded
- Use Waterford Park for the walking track and tennis courts. Walk in the woods at Creekside and use the basketball courts.



- Usually don't use Willowbrook Parks, live near 63rd & Clarendon Hills Rd so I usually walk to the Darien Community park because of its location. Willowbrook Parks I cannot walk to.
- Very close to home
- Visit Darien park across from the Library as it is in walking distance
- Walking path
- Walking trails
- Waterford - It has something for a variety of ages.
- Waterford as I like the location
- Waterford has the most facilities
- Waterford is close to home
- Waterford is close to use, and is a nice playground. We live closest to Creekside but the playground is in poor shape. The equipment is old and rusty, there are often wasps around the slide, and the sand is gross.
- Waterford Park as I drive past it occasionally
- Waterford Park because of the convince and nice equipment and Sand play area
- Waterford Park has a variety of equipment
- Waterford Park has something for everyone to do
- Waterford Park is in my subdivision
- Waterford Park is well maintained but tennis courts are the worst with lots of cracks and nets sagging
- Waterford Park play set for grandkids
- Waterford Park The play equipment
- Waterford Park, convenient for kids to bike to and equipment to keep them occupied and having fun. Creekside Park and Rogers Glen Park are convenient for pickup games and neighborhood gatherings.
- Waterford Park, Creekside Park
- Waterford Park..it is across the street from our residence
- Waterford Park...like the new renovations
- Waterford Park-the tennis courts! The jogging path, the well-kept grass.
- Waterford. It is new and bee free. Creekside is next to our house, but old and outdated. Plus the maintenance is lacking in upkeep. Bees are usually found in the slide. Broken beer bottles in the park and around the back stop of the ballfield.
- Waterford. It is very close to my house.
- We can easily ride our bikes to Prairie Trail Park although there is no parking for bikes or cars. We use the Darien Park by the library the most because of the walking path, bathrooms and newer playground equipment.
- We live right next to Borse Park, and have a toddler, so it is just part of our daily routine.
- We used to play tennis once or twice a week at Waterford Park but since we stopped playing several years ago, we don't go there now.
- We visit Borse Park most frequently. Mainly due to its closeness to our house. Large variety of play equipment, I wish there were more basketball courts.
- Willow Pond - close by
- Willow Pond - Near to home, nice walking path
- Willow Pond is close by our house and we are excited about the remodel! :)
- Willow Pond Park. I like walking around the lake in the evening for exercise.
- Willow Pond Park is nice because of walking path around lake, and it's a scenic walk. It's just too short--you get dizzy after a few laps.



- Willow Pond Park- it has a nice walking path and the pond is nice. More so now that plants are being installed along the edges- it was very sterile looking before. It started out that way, the village removed all the plants, and glad to see they are going back to how it should have been done the first time many years ago.
- Willow Pond, for fishing and liked it had a playground
- Willow Pond. Nice area.
- Willowbrook Park. Close to house and nice walking path and interesting pond.
- Willow Pond. Fishing and hopefully soon a splash pad and updated playground.

Question 14: Why are you dissatisfied or very dissatisfied with the appearance, maintenance, and cleanliness of the Village parks, please describe your concern.

- Creekside is not maintained properly. The area is at times overgrown with weeds, the ballfield needs weeding and raked. There are broken beer bottles in areas of the park.
- I am familiar only with Ridgemoor Park, which as I described above, is poorly maintained. The willows are unhealthy, the pond looks pretty bad and the play equipment is unsafe.
- Owners bring dogs and sometimes leave their dog dirt behind. Houses on the EAST side of the 12U softball field let their dogs run loose and leave their dirt also. It is posted 'NO DOGS ALLOWED' yet it is not enforced. I rarely see local authorities handing out summons. Even on my local street which is 2 blocks away.

- Ridgemoor Park is a wonderful size and is in a terrific setting with the creek, bridge, etc. However, we have 2 small children (15 mo and 3.5 yr) and there are definitely some safety concerns there and the park overall needs to be updated. We have been in our house for about 2 years and that entire time, there was an area where the tires were falling off the play set. I called this season and someone came and removed the tires and put up a piece of plywood though nothing has been done since. Perhaps something like a picnic pavilion at our location, some soccer nets, or a small fishing dock would be nice as well. Basically, a renovation and additional things that would help make the area more of a place of congregation and provide an area for the local community to gather. My kids will be playing at that park for at least the next 15 years and I would love more than anything for it to be a bit more of an inviting place! We pay to live in a nice area, and I think our local park should be just as nice! I would love to utilize the park to have family parties there in the summer or neighborhood block parties!
- Run down, rusty equipment, large tree cut mulch, equipment like merry-go-round won't even turn unless an adult runs...if let go it will stop...
- The sand bottom of Creekside is terrible, there are constantly bees (that I have called about and last summer it took weeks and multiple calls to get someone out there, there is no shade for kids so it is so hot and the park in general needs updating. It would be utilized so much more if these things were addressed.

**Question 15: Other**

- Allow on leash dog walking
- Better water fountains
- Climbing Equipment
- Dogs allowed to be walked in park
- Don't need a dog park, but being able to walk the dog on a leash through the park would be nice.
- Equipment for children with special needs
- Exercise equipment. I saw some in Westchester which was very nice.
- Groomed XC ski trails
- I would like a large backboard (wall) to bounce a ball against just perfect
- More parking and lights (safety) at Borse Park; turn Midway Park into a fenced dog park add seating to the east side of the north softball field; put a paved walking path around the perimeter of BORSE park; fence in Borse Park to keep coyotes from crossing thru the park
- More seating areas in parks and more walking paths
- More wildlife areas using native plants
- Need fitness stations!!

None      None

- Sprinklers for kids
- Stocking ponds with fish
- Swimming pool, pickleball courts
- Table tennis (Ping pong)
- Too many green areas, wooded areas are being cut down for shopping or houses. Why is village allowing this stripping of the land? Please be more protective of our environment. Trees cut down due to disease are not replaced. Why?
- Volleyball Courts
- Water play area, similar to Burr Ridge

None      None

- Not interested as plenty of amenities available
- Playground equipment for special needs children
- Pool
- Splash Pad
- Splash pad, community garden (We have hungry people in our community and can feed them with a shared garden)
- Splash Pads



#### Question 16: Other

- Ballet Barre
- Chess
- Chess, STEM (computer coding for kids like SCRATCH), Gardening & Green Living (Bees, H2O collection, Compost, etc.)
- Crafts, Clubs
- Crafts, Flower arranging
- Environmental Education
- Exercise Class
- Exercise Class
- Fall Baseball, Soccer, Gymnastics
- Gardening
- Jewelry Making
- Lego Kids classes
- More choices for programs after work hours
- More programming for toddlers and young children
- More senior activities like cards, chess, outings
- More teen classes, exercise classes, cooking, movies, studying, make-up, different hair styles
- None
- None, plenty available now
- Older Adult Activities
- Organized card times- euchre
- Senior Health Related
- Sewing, braiding
- Something for seniors
- Sports
- Volunteer forum
- What new recreation center!!!
- Woodworking

#### Question 22: Please make any comments that you think would be helpful.

- A big and easy improvement would be more frequent communications on new programs, or existing program updates. The website needs a big improvement...but more clear communications could be posted there. Creating an email distribution list, or leveraging social media to broadcast out updates...and lastly, traditional flyers could be more frequently sent out.
- All I really want to see is outdoor fitness equipment. It's a great use of park property and a change to get outside and move.
- Any added improvements or taxes, we are not in favor of.
- Apologies that I didn't have more responses. I don't have children so I'm not using facilities much at this stage of my life.
- As empty nesters we don't use parks often. However, we are pleased with Village communication.
- Consolidate Willowbrook and Burr Ridge. Eliminate duplicated services and positions. This will free up revenues appropriated for these areas.
- Creekside NEEDS help! Rodgers farm is gaining many more families but the park is not used because of bees or because the grass holds SO MUCH water that if it rained all 3 days prior to going then you have to walk through a swamp of mud to get to the park. It is also so hot down there. This park needs some serious help!
- Current Willowbrook Parks should be improved. A lot of them are just large fields with not much to offer.
- Developing Midway Park would be great. The space seems significantly under-utilized. Maybe tennis and/or paddle ball courts and a children's play area larger than at Borse.
- Didn't know that Willowbrook is going to have a new Recreational Center next year.
- Don't raise taxes.



- Equipment for seniors besides walking path.
- Expanding recreation or educational offerings only makes sense if our folks will use them. The Village does a very good job handling what goes on now.
- Great neighborhood. Safety has to be the top priority and we love living in Willowbrook.
- Great place to live and raise a family...
- HINSDALE COMMUNITY HOUSE OFFERS MANY OPTIONS FOR SENIORS, MAYBE SOMETHING TO LOOK INTO.
- I am glad you are reaching out to Village residents unfortunately I have little to offer
- I am really impressed by the landscaping at Willowbrook Pond and the use of native plants. It would be nice to also plant native plants in the giant woodchip patch on the east border of the park. Prairie and woodland native plantings at other parks as well would add interest as well as beauty to our parks with the benefits of lower maintenance. A path at one of the parks with fitness stations would also be a benefit. Overall the park service is doing a great job.
- I apparently have been missing out on info about parks and recreation
- I believe in the interest of keeping taxes low, the village should not try to spend money on expanding programs or acquiring additional property to maintain.
- I didn't realize the Village of Willowbrook offered programs, or that there is a recreation center. I would very much love to see the playground at Creekside Park improved. It's a beautiful park that is very under-utilized.
- I don't think this is relevant to the request but I congratulate the Village for voting down the gun range project. Very good governance! Just hope additional facilities be built for different programs. Thank you.

- I enjoy looking out my patio windows and seeking people walking the path and same using the tennis courts
- I haven't avoided going to parks due to feeling unsafe, but I have had to leave the Borse Community Park due to groups of teenagers on the playground equipment using foul language in front of my kids. Perhaps it's due to the high school nearby, but it would be nice if the playground was exclusively for small children rather than a hangout for teenagers.
- I listed my views on improvements as neutral, because my kids are older now and involved in other activities. I'm less likely to look to the park district for family activities. We did a lot of classes and parties with the Darien Park district due to the wide variety of classes and offerings.
- I love living in Willowbrook. Improvements to our parks and open spaces will only help our community.
- I made comments in q.#16. Please see that. My main concern is to not lose the open spaces, wooded area. We need to protect the wildlife and their living areas in addition to reducing our carbon footprint. We do not need more stores, shopping or grocery stores or restaurants. Stop this mindless expansion which hurts the environment.
- I think it would be great to see better paths for bikers and walkers to get from park to park. My family would frequent the parks (and businesses) across route 83 if we could safely cross and travel by bike and/or walking. Maybe tunnels under the road or even a bridge over and a bike path along 83.
- I think our maintained playground equipment is part of a very positive image of Willowbrook.
- I think Willowbrook does a good job with facilities and programs. I just wish there was a Willowbrook park closer to us.
- I think you should coordinate with other park districts and work together to provide value for less money and taxes.

## 2018-2022 Comprehensive Parks & Recreation Master Plan



- I would like more offerings for my age group, for example... spin classes, swimming. Is there a possibility of working with 5 Seasons to use their facility?
- I would like to see more activities offered in Willowbrook that would facilitate meeting one another.
- I would love for us to have our own building like Burr Ridge and Darien and maybe add sprinkler systems at one park.
- I would love to see improvements made to the parks in town, right now we travel to other towns to use their parks but I would much rather walk to our park which is Ridgemoor Park. I'd love to see the big patch of dead grass where the bike rack was at Waterford Park repaired.
- It is entirely unreasonable of the board to ban dogs from our parks. It takes 3-4 weeks to empty trash cans in the parks.
- It is nice to receive a survey that does not also request a donation for the organization sending it.
- It would be great to see yoga classes, exercise classes, and pickleball or paddleball.
- John Fenske does a great job!
- Just because we are older does not mean we are dead. We are having our grandchildren come and play, let alone our grown children.
- Keep a small village government is good for us. No need extra tax or extra non-essential services. You guys did a good job. Thanks to keep them passive and beautiful with more flowers.
- Keep up the good work!!!
- Like partnering with Burr Ridge.
- Looking forward to using the Willow Brook Pond play area.
- Many of the parks in Willowbrook seem like they are in private yards with little parking and rundown with old equipment. We need continuous walking/bike paths, shaded areas for play and community gardening parks.
- Live near the park and here are some likes and do not likes...do not like ....after hour basketball players; people bringing their dogs into park when park neighbors are banned from bringing theirs into park; having to call local law enforcement to patrol park safety (maybe could install cameras...monitor license plates of vehicles in park before/after hours...have police drive throughout day to display presence; alcohol/alcoholic cans and bottles tossed around park; American Flag dirty and torn (please replace when it gets tattered...thanks); groups of unsupervised teens in park; people fishing, or netting wildlife in the ravines off 75th Street or Midway...likes...just met Park Manager, AJ Passero...very professional and helpful - promises kept park being used by athletes...and families-it is so good to see young families in the park facilities...in use during park events...very important existing landscape...beautiful mature trees...some are not doing too well, but I can tell the Village is interested in keeping up the appearance and health of its parks.
- Many years ago, our children used the parks but as we are so close to Darien, Clarendon Hills and Westmont we used their parks more. Will be retiring soon so we may use Willowbrook's park and recreation more often. Thanks.
- More activities in Waterford for children in the 10-13 age range including fitness stations.
- More awareness of what is going on with the park district.
- More playground equipment for older kids. And little ones. Waterford focused on 5 -9. Little ones need smaller swings and things to do. Older ones are too big for equipment.
- More summer offerings around 13-17 years of age male and female during the day working hours
- My boys would love a park that had hills, valleys, jumps etc. for them to ride their bikes (bicycles) on.



- Need to advertise Village activities better
- Nice parks make for a nice community!
- No dogs
- No gun clubs ever
- No raising taxes
- Not enough adult activities and too costly. Still work so need evening activities or on Saturday and Sunday if it is going to be in the daytime.
- Offer transportation for senior events
- Our parks are lovely but I don't know where some of them are. Didn't know there are plans for a new recreation center. Have to use Burr Ridge or Darien Park District for fitness classes.
- Parks are beautiful. Everyone doing a good job
- Please make a dog park!! I suggest have registration/slight fee to confirm vaccinations.
- Please plant more trees in our parks
- Please please prior to expanding the park district, adding things on, or building new buildings, look into improving our existing parks first so that we can better utilize them!
- Programs for seniors
- Quality compared to other Parks & Recreation Willowbrook lacks.
- Removed the water fountain at Willow Pond. I am sad
- Something to help me live in my house longer
- Thank you
- Thank you for taking care of our parks, they are a beautiful part of our village
- Thanks, and glad to fill out survey
- Thanks
- The improvements on the park on Plainfield look very promising and exciting
- The library already offers many good educational programs, so I'm not sure the park district needs to do the same. The parks in Willowbrook are nice but small. I'm a hiker and perhaps a biker in the near future. I'd like a park with longer walking paths that could also be used with bikes. I go to McCollum Park in Downers Grove, which has an adult outdoor fitness area, a 1.2-mile perimeter path with interior paths to provide additional walking distances, baseball fields, soccer fields, horseshoes, shuffleboard, tennis courts, basketball and volleyball courts, shelter, BBQs, picnic tables, children's playlots, and lots of trees, flowers and plants. It's very nice, spread out, and always packed with people--young and old. I would absolutely love it if Willowbrook provided such a park!
- The newly remodeled and expanded park with the existing lake is beautiful.
- The Park commission needs new members. Majority have been on the board for 10+ years. The Village is swinging back towards a younger population, would be nice if they were represented.
- The parks need updated. The large trees need pruned or cut down. The equipment needs replaced or just maintained and oiled or replace damaged items...not just a warning cone placed at the broken area! Decent mulch for the kids to run on or some other surface
- The tap dance class offered through Willowbrook is held in a studio in Woodridge because no Park District nearby has a suitable dance floor. It is hard to get a class after work.
- The Village does a good job with the parks. They are accessible and well maintained...



- The Village does not have a visible gathering area on a main street like Route 83, Plainfield Road. There is a park on Plainfield Road but it does not have appealing gathering space with obvious seating. I have lived here for decades and it does not feel the Willowbrook has a "town center" that represents the Village. We often walk 2.5 miles into Hinsdale's downtown area to sit and have coffee. It is unpleasant to walk to the mall on Route 83 and Plainfield Road because of inconsistent sidewalks. There is a lack of shaded outdoor seating. Too much hardscape to landscape.
- The Village needs to spend money in the overall appearance of the Village. The sub divisions are going downhill and the apartment complexes are a disgrace. Forget the Parks!!!
- To be a resident of Willowbrook I am very concerning about sidewalk on the 79th St.
- Two comments: There are not a lot of recreational/fitness offerings for adults at all- it is very limited. The majority of activities in the adult category are in the am on weekdays... the majority of adults work, but still want to participate in events in the evenings & weekends. More classes are needed for this group. Also, ice skating & hockey is HUGE...and the village offers nothing- there are a lot of places this could happen, and it's a shame nothing has been added in all these years...hopefully this winter!!! Thank you.
- Warm water indoor pool would be great for winter recreation. Senior fitness is important. Pickleball is a major activity for Seniors. Tennis courts could have additional lines and a rec building could have courts available. Indoor flea markets/garage sales too.
- We are interested in the recreation center but this survey is the first we have heard of it.

• We don't use the parks or recreation.

- We have nice parks in Willowbrook. We do go to Burr Ridge for tennis, perhaps Midway Park could be developed for courts. We go to Darien, Burr Ridge or Downers to walk the dog.
- We will start looking into the facilities.

- We would like to see basketball courts at Prairie Trail to offer other options as kids get older. We have just tried fall ball this year through Willowbrook/Burr Ridge and find the program very good and Harvester Park excellent. It would be great to have this type of park or some of the features added to Prairie Trail.

- When my children were growing up we did almost everything in other villages due to the lack of activities in Willowbrook. I am noticing more since the affiliation with Burr Ridge. Unfortunately you have to travel quite a distance to Burr Ridge. Without a decent park building, Willowbrook will always be limited.
- While I don't use the parks much they are always well maintained.
- Keep up the good work.

- Willowbrook does great but wish we had a park district of our own so we don't have to pay nonresident fees for activities at other Park districts.

- Would like to see the parks allow dogs at least on leash.
- Would love to see more paved walking trails in all the parks. Also, more places to lock-up bicycles and place off paths to park strollers.
- You should provide surveys pertaining to city contracts and services like waste haulers, cable providers, etc.



# 2018-2022 Comprehensive Parks & Recreation Master Plan



## Village of Willowbrook

2018-2022 5 Year Parks Capital Improvement Plan

2018-2022 5 Year Parks Capital Improvement Plan		Prepared: 10/24/17							
Park	Development Item	Code	Total Cost	2016	2019	2020	2021	2022	2022+
Willow Bend Park	Playground Accessibility Improvement (Concrete Overlay)	CP/ADA	\$35,000.00					\$35,000.00	
	Playset, Ramp	CP	\$100,000.00					\$100,000.00	
	Floating Fishing Dock	Pond	\$50,000.00					\$50,000.00	
	Native Landscaping Enhancements at Pond Edge	Pond	\$35,000.00					\$35,000.00	
	Native Rip Rap Construction	Pond	\$10,000.00					\$10,000.00	
	Fish Habitat Structures	Pond	\$7,500.00					\$7,500.00	
	General Landscape Enhancements	CP	\$5,000.00					\$5,000.00	
	Sub-Total		\$192,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$192,500.00	\$0.00
	Design Consultant Fees Sub-Total		\$38,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38,500.00	\$0.00
	Private Trail Total Expenditure		\$321,000.00	\$0.80	\$0.00	\$0.00	\$0.00	\$321,000.00	\$0.00
Willow Glen Park	No Improvements		\$0.00						
	Park Construction Sub-Total		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Design Consultant Fees Sub-Total		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Regent Glen Total Expenditure		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Ridgeview Park	25 Car Parking Lot	CP	\$25,000.00						
	Playground Construction (Concrete Work)	CP	\$150,000.00	\$150,000.00					
	Native Landscaping Enhancements of Creek Bank	Pond	\$75,000.00						
	Site Workings (Benches, Utility Cuts, Bluff Rock)	CP	\$15,000.00						
	General Landscape Enhancements	CP	\$5,000.00						
	Sub-Total		\$240,000.00	\$150,000.00	\$0.00	\$0.00	\$0.00	\$110,000.00	
	Park Construction Sub-Total		\$240,000.00	\$150,000.00	\$0.00	\$0.00	\$0.00	\$110,000.00	
	Design Consultant Fees Sub-Total		\$312,000.00	\$189,000.00	\$0.00	\$0.00	\$0.00	\$132,000.00	
	Regent Glen Park Total Expenditure		\$312,000.00	\$189,000.00	\$0.00	\$0.00	\$0.00	\$132,000.00	
Waterford Park	Underdell Creek Renovations	CP	\$15,000.00						
	Hybrid earth, stabilizing & flood-bank Court Improvement	CP	\$40,000.00	\$40,000.00					
	General Landscape Enhancements	CP	\$13,500.00	\$13,500.00					
	Sub-Total		\$78,500.00	\$98,500.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Park Construction Sub-Total		\$78,500.00	\$98,500.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Design Consultant Fees Sub-Total		\$106,280.00	\$104,380.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Waterford Park Total Expenditure		\$106,280.00	\$104,380.00	\$0.00	\$0.00	\$0.00	\$0.00	
Willow Pond Park	Land Acquisition (Adjacent Parcel)	CP	\$250,000.00	\$250,000.00					
	Dog Park Construction	CP	\$125,000.00		\$125,000.00				
	Boating Spaces	CP	\$15,000.00		\$15,000.00				
	General Landscape Enhancements	CP	\$15,000.00		\$15,000.00				
	Sub-Total		\$370,000.00	\$370,000.00	\$140,000.00	\$0.00	\$0.00	\$0.00	
	Park Construction Sub-Total		\$370,000.00	\$370,000.00	\$140,000.00	\$0.00	\$0.00	\$0.00	
	Design Consultant Fees Sub-Total		\$421,200.00	\$421,200.00	\$111,200.00	\$0.00	\$0.00	\$0.00	
	Willow Pond Park Total Expenditure		\$421,200.00	\$421,200.00	\$111,200.00	\$0.00	\$0.00	\$0.00	
	Other Items to be Considered								
	Total		\$4,342,855.00	\$654,300.00	\$449,200.00	\$421,000.00	\$471,400.00	\$1,421,025.00	\$4,342,855.00

Prepared by Design Perspectives, Inc.



# VILLAGE OF WILLOWBROOK

## BOARD MEETING

### AGENDA ITEM - HISTORY/COMMENTARY

**ITEM TITLE:** AN ORDINANCE AMENDING SECTION 3-12-5 ENTITLED "CLASSIFICATIONS," AND SECTION 3-12-19 ENTITLED "HOURS" OF CHAPTER 12 ENTITLED "LIQUOR," OF TITLE 3 ENTITLED "BUSINESS" OF THE VILLAGE CODE OF ORDINANCES OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

**AGENDA NO.**

**6**

**AGENDA DATE:** 01/22/18

**STAFF REVIEW:** Cindy Stuchl, Executive Secretary

**SIGNATURE:** Cindy Stuchl

**LEGAL REVIEW:** Thomas Bastian, Village Attorney

**SIGNATURE:** THOMAS BASTIAN TH.

**RECOMMENDED BY:** Tim Halik, Village Administrator

**SIGNATURE:** Tim Halik

**REVIEWED & APPROVED BY COMMITTEE:** YES  F&A Comm 01/08/18 NO  N/A

#### ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER PERTINENT HISTORY)

Staff received a call from a nail salon owner for the possibility of obtaining a liquor license in order to provide an alcoholic beverage when someone comes in for personal services.

It was confirmed that the Mayor and Deputy Liquor Commissioner would support this type of liquor sales at hair and nail salons.

#### ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS, ETC.)

Village staff researched liquor license classifications in several other jurisdictions where known salon liquor sales were already in place. After review, staff recommends that a new classification of license be created to allow for the sale/consumption of beer and wine at nail and hair salons.

Limitations would include:

- Hair & Nail Salons only
- Beer & Wine only
- 2 drink maximum/customer/visit

It was also recommended that the license fee be set at \$1,500.00.

If approved, the salons would also have to comply with all other state and local liquor licensing regulations.

It is recommended that the Village Board approve the attached Ordinance amending the Village Code to create a new Class "N" liquor license and set the number of licenses issued to zero (0).

**ACTION PROPOSED:** PASS THE ORDINANCE.

ORDINANCE NO. 18-O—

AN ORDINANCE AMENDING SECTION 3-12-5 ENTITLED "CLASSIFICATIONS,"  
AND SECTION 3-12-19 ENTITLED "HOURS" OF CHAPTER 12  
ENTITLED "LIQUOR," OF TITLE 3 ENTITLED "BUSINESS"  
OF THE VILLAGE CODE OF ORDINANCES OF  
THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

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**WHEREAS**, the corporate authorities of the Village of Willowbrook, are expressly authorized, pursuant to section 4-1 of the Illinois Liquor Control Act (235 ILCS 5/4-1), to regulate the number, classification and license fees authorizing the retail sale of alcoholic liquor in the Village; and

**WHEREAS**, the corporate authorities of the Village of Willowbrook, have determined that it is proper and in the best interest of the Village to add a Class N liquor license classification for the retail sale of alcoholic liquor in the Village of Willowbrook.

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, as follows:

**Section One:** Section 3-12-5 entitled: "Classifications," of Chapter 12 entitled "Liquor," of Title 3 entitled "Business" of the Village Code of Ordinances of the Village of Willowbrook, DuPage County, Illinois, as amended, is further amended by adding

thereto, in proper alphabetical order, section 3-12-5(N) to read as follows:

N	Retail - On Premise Consumption - Hair and Nail Salon
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"[N] Class N: Class N license shall authorize the retail sale of beer by the can, bottle or glass and wine by the glass for consumption on the licensed premises only of a hair salon or nail salon. The sale of beer and wine shall be limited to patrons of the hair or nail salon as part of salon services being rendered to those patrons. In addition, there shall be a two (2) alcoholic beverage drink maximum for each patron receiving salon services. No alcoholic liquor may be sold, given or delivered to persons who are not receiving salon services.

The annual license fee for a Class N license shall be One Thousand Five Hundred Dollars (\$1,500.00). The maximum number of Class N licenses shall be zero (0)."

Section Two: The remaining provisions of section 3-12-5 shall remain in full force and effect and unamended by this ordinance.

Section Three: Section 3-12-19: entitled "Hours:" of Chapter 12 entitled: "Liquor" of Title 3 entitled: "Business" as amended, is further amended by adding the following after the second paragraph therein to read as follows:

"For the holders of a Class N license, beer and wine shall only be sold, given or delivered on the licensed premises between the hours of twelve o'clock (noon) and eight o'clock (8:00) p.m. on Sundays through Saturdays."

The remaining provisions of Section 3-12-19 shall remain in full force and effect and amended by this Ordinance.

**Section Four:** Any ordinance or portion of any ordinance in conflict with the provisions of this Ordinance is hereby repealed solely to the extent of said conflict.

**Section Five.** This Ordinance shall be in full force and effect from and after its passage and approval and publication in the manner provided by law.

**PASSED and APPROVED** this 22<sup>nd</sup> day of January, 2018, by a roll call vote as follows:

ROLL CALL VOTE:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTENTIONS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Village Clerk

# VILLAGE OF WILLOWBROOK

## BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

**ITEM TITLE:**

A RESOLUTION OF ADOPTION OF THE  
2018-2022 COMPREHENSIVE PARKS & RECREATION MASTER PLAN

**AGENDA NO.**

7

**AGENDA DATE:** 1/22/18**STAFF REVIEW:** John Fenske, Interim Supt. of Parks & Rec.**SIGNATURE:***John Fenske***LEGAL REVIEW:** Thomas Bastian, Village Attorney**SIGNATURE:***THOMAS BASTIAN TH.***RECOMMENDED BY:** Tim Halik, Village Administrator**SIGNATURE:***Tim Halik***REVIEWED AND APPROVED BY COMMISSION:****YES**  on January 9, 2018    **NO**     **N/A** **ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER HISTORY)**

On June 10, 2013, the Village Board adopted a Resolution to adopt the Village Parks & Recreation Department's first 5-Year Comprehensive Master Plan. The Master Plan served as the culmination of a planning study conducted to determine the recreational needs of the community and to establish a Capital Plan to identify potential improvements to parks. The Plan also served to establish goals and objectives for the future of parks and recreation within the Village. The Master Plan is intended to provide direction and strategies to the Village in providing park and recreation services. It established a five-year "road map" for the Parks & Recreation Department from 2013 through 2017.

In addition, the plan was intended to serve as a resource when applying for future grant funding through various sources. Shortly after the first plan was adopted, it was used to apply for an OSLAD grant to seek funding for a renovation of Willow Pond Park. The Village was ultimately awarded a \$400,000 grant from the state to be used for the renovation of Willow Pond Park, which was completed in 2017.

**ITEM COMMENTARY (BACKGROUND, DISCUSSION, RECOMMENDATIONS, ETC.)**

Since the plan was due to expire after 2017, funding was included within the Village's Fiscal Year 2017/18 Budget in which to perform an update to the plan. The park consulting firm, Design Perspectives, was again hired to perform the plan update. A kick-off meeting with staff was held on June 19, 2017 to begin the process. Community input was obtained through random surveys, an interest group meeting, and through working directly with the members of the Parks & Recreation Department. A DRAFT version of the updated plan was received on October 25th and was reviewed and discussed at both the November 7th and December 5th meetings of the Parks Commission. At the request of the Commission, various changes were made to the plan and the FINAL version was developed.

At the January 9, 2018 regular meeting of the Parks & Recreation Commission, the commission members passed a motion recommending that the Village Board adopt the 2018-2022 Comprehensive Parks & Recreation Master Plan, a copy of which is included within this Board packet. Once adopted, this plan will be valid for the 5-year period from 2018 through 2022.

**ACTION PROPOSED:**

Adopt the resolution.

RESOLUTION NO. 18-R-\_\_\_\_\_

A RESOLUTION OF ADOPTION OF THE  
2018-2022 COMPREHENSIVE PARKS & RECREATION MASTER PLAN

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BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the Village Board of Trustees acknowledges the value of having in place a long-range parks & recreation plan and, as such, hereby adopts the 2018-2022 Comprehensive Parks & Recreation Master Plan, attached hereto as Exhibit "A" and made a part hereof, as the Village's 5-year Master Plan for the Parks & Recreation Department.

ADOPTED and APPROVED this 22<sup>nd</sup> day of January, 2018.

APPROVED:

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Mayor

ATTEST:

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Village Clerk

ROLL CALL VOTE:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTENTIONS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF POLICE COMMISSIONERS  
HELD ON JULY 14, 2017 AT THE VILLAGE HALL, 835 MIDWAY DRIVE,  
WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

The meeting was called to order by Chairman Joseph Heery at the hour of 8:00 a.m.

2. ROLL CALL

Those present at roll call were Chairman Joseph Heery, Commissioners Stephen Landsman (via teleconference) and Thomas Sailer.

ABSENT: None

Also present were Village Administrator Tim Halik, Chief of Police Robert Pavelchik, Jr., Deputy Chief Robert Schaller, and Executive Secretary Cindy Stuchl.

A QUORUM WAS DECLARED

3. MOTION TO APPROVE - PARTICIPATION VIA TELECOMMUNICATIONS

MOTION: Made by Commissioner Sailer, seconded by Chairman Heery, to approve Commissioner Landsman's participation in the BOPC meeting via telecommunications.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

4. VISITORS' BUSINESS

None presented.

5. COMMUNICATIONS

Administrator Halik advised that at the Village Board meeting held on Monday, June 26<sup>th</sup>, the Village Board passed an ordinance amending the composition of the police department for the temporary increase the number of police sergeants to fill a pending vacancy due to upcoming retirements. The ordinance also created a reversion rank for Deputy Chief Schaller to sergeant.

Administrator Halik also advised that at the same meeting, the Village Board adopted a resolution that authorized the BOPC to affect the promotions of two sergeants and the hiring to two replacement patrol officers to fill vacancies.

Administrator Halik related that they anticipate moving the police department into the newly renovated police station by July 31, 2017. A Village-wide open house will be held on September 16, 2017.

6. CLOSED SESSION

a. Appointment, Employment, Compensation, Performance of a Specific Employee Pursuant to 5 ILCS 120/2(c)(1)

RECESS INTO CLOSED SESSION

MOTION: Made by Commissioner Sailer and seconded by Chairman Heery to recess into Closed Session at the hour of 8:04 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

\*\*\*NOTE: Secretary Landsman and Administrator Halik left the BOPC meeting during Closed Session at 8:30 a.m.

The Commission reconvened the Special Meeting at the hour of 8:42 p.m.

7. MOTION TO APPROVE - PROMOTION OF TWO (2) CANDIDATES TO THE RANK OF SERGEANT

MOTION: Made by Commissioner Sailer and seconded by Chairman Heery to approve the reversion promotion of sergeant to Deputy Chief Schaller and the promotion of Officer Timothy Kobler to the rank of Sergeant.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

8. MOTION TO APPROVE - DISQUALIFICATION OF PATROL OFFICER APPLICANT

MOTION: Made by Chairman Heery and seconded by Commissioner Sailer to approve the removal of DeShaun Smith and Cassandra Roknich from the Eligibility Roster based on disqualifying factors stated in the BOPC Rules and Regulations.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

9. MOTION TO APPROVE - HIRING OF TWO (2) NEW PATROL OFFICERS TO  
FILL VACANCIES

MOTION: Made by Commissioner Sailer and seconded by Chairman Heery to approve a conditional offer of employment for Alexander Erdmann and Eulalio Mestre.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

10. ADJOURNMENT

MOTION: Made by Commissioner Sailer, seconded by Chairman Heery, to adjourn the meeting at the hour of 8:46 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

December 15 , 2017

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Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION  
HELD ON TUESDAY, NOVEMBER 7, 2017, AT THE VILLAGE HALL, 835 MIDWAY DRIVE,  
WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Richard Cobb called the meeting to order at the hour of 7:01 p.m.

2. ROLL CALL

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

ABSENT: Commissioner Robert Pionke.

Also present were Mayor Frank Trilla, Village Trustee Sue Berglund, and Temporary Interim Superintendent of Parks and Recreation John Fenske.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – OCTOBER 3, 2017

The Commission reviewed the October 3, 2017 minutes.

MOTION: A Motion was made by Commissioner Grimsby and seconded by Commissioner Stetina to approve the October 3, 2017 minutes as presented.

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

MOTION DECLARED CARRIED

4. REPORTS

a. Willow Pond Status Update

Interim Superintendent Fenske advised that the restroom facilities have been installed. Tod Stanton from Design Perspectives related that ComEd should be placing a meter within the next 10 days. The splash pad can then be energized. Mr. Stanton recommended running the splash pad and winterizing it before winter. Mr. Stanton advised that the park is 99% complete.

Interim Superintendent Fenske stated that once the power is installed, the fountain will then be connected.

Commissioners questioned when will the construction fence be removed. Mr. Stanton stated that the playground has been inspected and the fence can be removed at this time.

Chairman Cobb recommended that baby changing stations be placed in each of the bathroom stalls. The Commissioners also recommended that the bathrooms be listed as Unisex since the two stalls are the same.

Mr. Stanton advised that the final payout will be placed on the next Village Board meeting agenda. Once approved, he can submit the grant paperwork for reimbursement before the end of the year. Mr. Stanton stated that it takes approximately 90 days to receive the reimbursement check.

Interim Superintendent Fenske advised that he received a quote from the contractor to repair the pavilion. The quote was for \$11,825. The Willowbrook/Burr Ridge Kiwanis Club originally sponsored the pavilion. Mayor Trilla spoke with them about the repairs. The Kiwanis Club advised that they will perform a community service event in the spring to raise money to pay for the repairs.

Chairman Cobb asked about repairs to the fishing dock. Interim Superintendent Fenske related that those repairs will be done by the Public Works Department in the spring.

b. Master Plan Update – Review of Draft

Mr. Stanton reviewed the draft of the updated Master Plan. Mr. Stanton recommended strengthening the relationship with the Burr Ridge Park District. Mr. Stanton advised that several of the surveys that were returned made reference to in-house programs. Suggestions included having fitness based classes and rental spaces. Survey responses again reference allowing dogs in the parks.

Chairman Cobb stated that the priorities for plan implementation should be adjusted. He advised that a lot of work has been done in the parks recently and Recreation and Administration should take precedence over Parks and Facilities. Chairman Cobb related that rebuilding park programs should be a priority.

c. Fountain Installation

See discussion under Item 4a.

d. Pumpkin Fest – Friday, October 27<sup>th</sup>

Interim Superintendent Fenske advised that there were approximately 200 children in attendance. Interim Superintendent Fenske thanked Commissioners Kaczmarek, Pionke, and Stetina for their help.

5. DISCUSSION

a. 2018 ADA Tax Levy

Interim Superintendent Fenske provided a comparison of how the SRA Tax Levy has been spent over the past six years. Interim Superintendent Fenske advised that the Village Board approved the 4.9% increase.

b. Park Maintenance Update

Interim Superintendent Fenske related that it had been reported to him that some graffiti was observed in Farmingdale Park. It has been removed.

Interim Superintendent Fenske advised that during the heavy rains in October, several of the parks had severe flooding.

Interim Superintendent Fenske stated that the bathrooms and drinking fountains at Willow Pond have been winterized for the season.

c. 41<sup>st</sup> Annual Holiday Party – December 17<sup>th</sup>

Interim Superintendent Fenske related that 13 children have signed up to date. The event has been posted on the Village's website and postcards should be going out in the next week. Banners will be placed in the park the week before the event.

Donations received to date is \$2,270.00. Interim Superintendent Fenske stated Chicken Basket, Jimmy John's, Tommy R's and Tomato Bar have been confirmed for donating food.

d. Willow Pond Grand Opening

Chairman Cobb suggested that a board be mounted at the Christmas Party highlighting the work that has been done at the park.

e. Little Library at Lake Hinsdale Park

Interim Superintendent Fenske advised that a resident of Lake Hinsdale Tower submitted a suggestion to place a Little Library in Lake Hinsdale Park. After discussion, the consensus of the Commission was that this would not benefit the community as a whole due to parking issues and Indian Prairie Library is less than a mile from the park. Suggestion was made to look into placing the Little Library into one of the parks that has more visitors. Discussion on this item was tabled until the December 5, 2017 Parks meeting.

f. Pollinator Garden at Lake Hinsdale Park

Interim Superintendent Fenske that a resident of Lake Hinsdale Tower submitted a suggestion to install a pollinator garden in Lake Hinsdale Park. After discussion, the concern again is that Lake Hinsdale Park does not benefit the community as a whole. Concerns were also raised over attracting bees and the possibility of harming visitors to the park. Consensus of the Commission was to not install a pollinator garden in Lake Hinsdale Park.

Page 4  
Parks and Recreation Commission Meeting  
November 7, 2017

6. VISITORS' BUSINESS

None presented.

7. COMMUNICATIONS

Commissioner Kaczmarek advised that she has been reaching out to businesses in reference to the 5K Race. She stated that she should have a report at the next Parks meeting.

8. ADJOURNMENT

MOTION: Made by Commissioner Stetina, seconded by Commissioner Lazarski to adjourn the meeting at the hour of 9:00 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

December 5, 2017

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Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE POLICE PENSION FUND OF THE VILLAGE OF WILLOWBROOK HELD ON WEDNESDAY, OCTOBER 18, 2017, AT 2:30 PM, AT THE WILLOWBROOK POLICE DEPARTMENT, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

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1. CALL TO ORDER

The meeting was called to order at the hour of 2:32 p.m. by President Davi.

2. ROLL CALL

Those present at roll call were President Umberto Davi, Trustee Timothy Kobler, Trustee Joseph Pec, Trustee Carrie Dittman and Recording Secretary Debbie Hahn. Guests included John Falduto and David Harrington from Sawyer Falduto, and Village of Willowbrook Trustee Gayle Neal.

ABSENT: Trustee Scott Eisenbeis.

3. APPROVAL - MINUTES OF THE MEETING - 07/19/17

The Board reviewed the Meeting minutes from July 19, 2017.

MOTION: Made by Trustee Pec, seconded by Trustee Kobler to approve the Meeting minutes of July 19, 2017, as presented.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

4. APPROVAL - NEW EMPLOYEES PENSION APPLICATIONS

The Board reviewed two applications for membership into the Willowbrook Police Pension Fund as Tier II employees by new officers Eulalio Mestre and Alexander Erdmann.

Trustee Dittman advised that it should be noted that the Board has not received Officer Mestre's divorce decree from first marriage.

After a brief discussion, the following motion was made:

MOTION: Made by Trustee Pec, seconded by Trustee Kobler to approve membership into the Willowbrook Police Pension Fund as Tier II employees for Officer Eulalio Mestre, with the understanding that Officer Mestre will provide the Board with requested divorce decree.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

MOTION: Made by Trustee Pec, seconded by Trustee Kobler to approve membership into the Willowbrook Police Pension Fund as Tier II employees for Officer Alexander Erdmann.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

5. APPROVAL QUARTERLY EXPENSE REPORT - JULY THROUGH SEPTEMBER 2017

Trustee Dittman reviewed the expense report for the period July through September 2017. Expenses include \$700.00 in legal fees to Atwell & Atwell, quarterly financial advisory fees were \$8,939.98, \$85.00 for pension trustee training, \$1,500.00 IPPFA conference registration fee, pension retirement benefits for July were \$90,000.13, August and September benefits were \$94,273.32 for each month, widow's benefit was \$3,209.37 per month for July, August, and September; and disability benefits were \$5,706.62 per month for July, August, and September. The detail of the pension benefits is attached.

The pension retirement benefits increased \$14,000.00 per month due to two recent retirements. After Trustee Dittman reviewed the expenses, the following motion was made:

MOTION: Made by Trustee Kobler, seconded by Trustee Pec, to approve the quarterly expense report for July through September 2017.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

6. REPORT - POLICE PENSION FUND BALANCES - FISCAL YEAR TO DATE THROUGH SEPTEMBER 30, 2017

Trustee Dittman reviewed the Police Pension Fund balances as September 30, 2017, as compared to last year. She noted, this is a new report that reflects the ending balances from September 30, 2016 & 2017 along with the 2017-18 budgeted amount for line items. Trustee Dittman advised that the investment balances are actually as of August 31, 2017, since the September 2017 statement was not available at the time the September financial statements were prepared.

Trustee Dittman advised in the Asset section, Due to/from General Fund - under 09/30/17 column in brackets (\$103,189.31) this is what the Police Pension fund owes back to the Village's General Fund for monies fronted to the Pension fund. There is approximately \$60,000 in cash that will be used to partially pay this back. She will discuss this issue further in the report.

Revenues -As of 9/30/17 the Fund has received \$368,653.56 for village contributions, \$87,275.68 for police contributions, \$215,758.31 in interest income, \$460,841.67 in unrealized gain on investments; and \$34,847.69 in realized loss on investments.

Expenditures -As of 9/30/17 the Fund has spent \$700 in legal fees, \$4,400.00 in actuary services, \$8,939.98 in financial advisory fees, \$92.00 in training, \$1,500.00 in fees/dues/subscriptions, \$3,824.45 in Department of Insurance filing fee, \$438,989.57 pension benefits,

\$16,046.85 in widow's pension benefits, and \$28,533.10 in disability benefits. Total expenditures to date are \$503,025.95 vs \$440,440.31 for 9/30/16.

President Davi asked if the (\$34,847.69) of realized loss was due to previous financial advisors or is this the normal course. Trustee Dittman advised this was under the old financial advisors as this reflects activity through August 2017. The financial advisors determined what to sell off and our financial statements reflect the realized gain or loss that resulted from the transactions.

\*Mr. John Falduto and Mr. David Harrington of Sawyer & Falduto joined the meeting at 2:48 p.m.

7. REPORT - AUDITED FINANCIAL STATEMENT - APRIL 30, 2017

Trustee Dittman advised that this is for informational purposes only. She reviewed the Police Pension Fund financial statements from the April 30, 2017 audit, which was approved at the October 9, 2017 Village board meeting. The Village financial statements, which includes the Police Pension Fund, received an unmodified or "clean" opinion, as a result of the audit.

The Village's independent auditors had no adjustments or management letter comments that related to the Police Pension Fund.

Trustee Dittman advised that the statement shows changes in the fiduciary net position with the budgeted amounts vs. the actual amounts for the year ending April 30, 2017.

The ending net position as of April 30, 2017 was \$20,396,498. The fund's total contributions for the year were \$1,002,490.00, interest income was \$567,322.00, net appreciation in fair value of investments was \$890,314.00, minus investment advisors expense of \$33,774, for a total Net Investment Income of \$1,423,862.00, which brings the fund's total additions to \$2,426,352.00. Deductions include \$1,051,063.00 for administrative fees, benefits and refunds. The change in net position for the year was an increase of \$1,375,289.00, which brings the Fund's net position to \$20,396,498.

8. APPROVAL - ACTUARIAL VALUATION REPORT - AS OF APRIL 30, 2017

Trustee Dittman reviewed the Actuarial Valuation Report prepared by Tepfer Consulting Group, Ltd. This reports the value of the Fund as of April 30, 2017 and includes funding recommendations which will be used for the Village's fiscal year ending April 30, 2019. Although his report states for fiscal year ending April 30, 2018, the calculations are always a year

behind and this report is utilized as a funding mechanism for the start of our next fiscal year.

Within his report, Mr. Tepfer comes up with two different proposed contribution amounts from the Village. The first option is \$871,084.00 which is 41.18% of current payroll. This assumes 100% funding by 2040 under the entry age normal actuarial cost method. The second option is \$579,258.00 which is 27.39% of the current payroll. This assumes 90% funding by 2040 under the projected unit credit actuarial cost method which is the statutory minimum.

The #1 option is Mr. Tepfer's recommendation, which complies with the GASB's standards. The #2 option is what would comply with the state statute.

The amount from the last valuation that is being contributed this year (May 1, 2017 - April 30, 2018) is \$871,363.00, which was based on 100% funding by 2040. As in the prior valuation, this valuation assumes an investment return of 7.25%. The actual investment rate of return for the fiscal year ending April 30, 2017 was 7.39%, so the fund out-performed the actuarial valuation.

If the Fund selects funding option one, our contribution amount would decrease by around \$300.00.

The summary of actuarial assumptions used in the valuation is located on pages 20-21 of his report. No changes were made to the assumptions for this valuation, and the actuary notes in his summary that due to strong investment returns he recommends holding off lowering the interest rate assumption for now.

The contribution request for the next year needs to be approved by the Police Pension Board and will be proposed to the Village Board in the FY 18/19 budget planning process.

After a brief discussion, the following motion was made:

MOTION: Made by Trustee Kobler, seconded by Trustee Pec, to approve the Actuarial Valuation Report by Tepfer Consulting Group, Ltd. as presented.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

9. APPROVAL - REQUEST FOR ANNUAL VILLAGE CONTRIBUTION FOR THE FISCAL YEAR ENDING APRIL 30, 2019 AND REQUIRED REPORTING TO MUNICIPALITY BY PENSION BOARD

Trustee Dittman advised that this report satisfies the statutory requirement to report back to the Village on how the Pension Fund is funded, sources of income, and rate of return for the immediate past fiscal year vs the prior fiscal year. The actuary's funding recommendation represents the Employer Contributions from all other sources under the Estimated Receipts During the Next Succeeding Fiscal Year.

MOTION: Made by Trustee Kobler, seconded by Trustee Pec, to approve the Required Report to the Municipality by the Pension Board and to request the annual contribution of \$871,084.00 from the Village for the next fiscal year.

Ayes: Trustee Eisenbeis, Trustee Dittman, Trustee Kobler, and Trustee Kobler. President Davi abstained from the vote.

MOTION CARRIED.

10. REPORT - ANNUAL DEPARTMENT OF INSURANCE REPORT - APRIL 30, 2017

Trustee Dittman reviewed the annual filing of the Police Pension Fund for fiscal year ending April 30, 2017. This report reports explicit details of all the balances by individual investment, all investment transactions, realized gains and losses, and all income and expenses in detail.

Trustee Dittman noted that the report also requires, beginning on page 34, the detail of all the active officers, retirees, and other beneficiaries, including their salaries as of April 30, 2017 along with accumulated contributions. All personal information is redacted since it goes to the board in an open meeting. At the end of the report are required interrogatory questions that needed to be answered as required by the Department of Insurance.

This report was prepared and submitted to the Department of Insurance on October 10, 2017. The required certification form must be signed by the board officers, notarized and submitted to the Department of Insurance by their October 31, 2017 deadline.

11. APPROVAL - TRANSFER TO VILLAGE'S GENERAL FUND FOR REIMBURSEMENT OF POLICE PENSION EXPENSES

Trustee Dittman reported that as of September 30, 2017, the Police Pension Fund owed the General Fund \$103,189.30 and only had about \$62,000.00 of available cash. This is a deficit of \$41,189.30 owed. In addition, disbursements from October 9, 2017 are not reflected in the reports, which brings the current deficit to \$46,315.00. This amount will grow with

monthly contribution shortfalls to about \$90,000.00 through December 31, 2017.

A reimbursement of \$90,000.00 from the Charles Schwab Police Pension account to the Village's General Fund is necessary to cover the existing and estimated shortfalls over the next three (3) months. The amount due to the General Fund will be revisited at the January 2018 pension board meeting. John Falduto noted that a board member needs to send an email to Sawyer Falduto requesting the transfer of funds and noting the amount required. Trustee Dittman will send the email after the board approves at today's meeting.

MOTION: Made by Trustee Pec, seconded by President Davi, to reimburse the Village \$90,000.00 from the Pension Fund's money market account

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

12. APPROVAL - QUARTERLY INVESTMENT REPORT JULY THROUGH SEPTEMBER 2017 -  
SAWYER & FALDUTO

Mr. John Falduto and Mr. Dave Harrington introduced themselves. Mr. Falduto advised he had a few documents that the Pension Board signed, which includes the Schwab documentation along with the addendum that does not require personal information such as social security numbers, dates of birth, home addresses, etc.; the RAPP Arrangement sheet that details custodial fees (we do not pay Schwab directly every month, instead Sawyer & Falduto writes a check for this service); the MBMS Advisory Agreement between Sawyer & Falduto and the Pension Board which includes the fee schedule; the transfer form for the former custodial account; and the Money Link form.

Mr. Falduto advised since Willowbrook's fee schedule is lower than most boards, the A.D.V. schedule will be updated at the next update and forwarded to the board for their records.

Mr. Falduto summarized the quarterly/initial report for the pension fund beginning with the Transaction Ledger report. This report is the transfer of all the receipts of securities, dividends, principal and interest for the accounts. Trustee Dittman advised that she checked to ensure each of the securities from MB Financial were transferred over at the correct value to Schwab, however the par values of the fixed incomes were all just slightly off by minor amounts.

The Portfolio Allocation is at 58.6% in equities, 38.2% in fixed income and 3.2% in cash. The board discussed and agreed the target for equities will be 60% with a range of 55%-65%; 40% target in fixed income with a range of 35%-45%; and 0% target in cash with a range of 0%-5%.

Mr. Falduto suggested that the Investment Policy be reviewed to make the appropriate adjustments to correlate to the above targets and ranges. This will be discussed at the next pension board meeting in January.

Mr. Falduto reviewed the different sections of the quarterly report to show the changes from MB Financial vs Sawyer Falduto's report.

Trustee Kobler inquired if this is the right time to rearrange the portfolio or should the board wait. Mr. Falduto and Mr. Harrington explained their investment strategies.

MOTION: Made by Trustee Pec, seconded by Trustee Kobler, to approve Sawyer & Falduto's first quarterly investment performance report for July through September 2017, as presented.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

13. APPROVAL - INVESTMENT DIRECTION FOR SAWYER & FALDUTO

President Davi asked the board if they had any additional recommendations/direction for Sawyer Falduto other than what was discussed in Item 12. Trustee Dittman noted that at the last meeting the Board had discussed that they would give direction to Sawyer Falduto as to how to execute their investment strategy. She asked what Sawyer Falduto's plan was regarding migrating our existing assets to their investment strategy; would they do a massive sell-off, would they wait for bonds to mature, or something else? Mr. Harrington said that there would be a transition period of 2-4 weeks for major items and that most assets would be liquidated by the first quarter. Mr. Harrington said that they will review each security and factor in credit quality, maturity date, etc. to determine the liquidation date. Bonds would need to go out to bid before they are sold off. With no further discussion, the following motion was made:

MOTION: Made by Trustee Dittman, seconded by Trustee Pec to set the allocation of cash/short-term target at 0% with a range of 0-5%, Fixed income target at 40% with a range of 35% - 45%, and Equities target at 60% with a range of 55% - 65%, as presented under Item 12 of the agenda, the Investment Report - Tab 1 from Sawyer and Falduto.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

MOTION: Made by Trustee Dittman, seconded by President Davi to direct Sawyer & Falduto to review each security in the current portfolio and to investigate the liquidation dates over the next quarter to move to Sawyer & Falduto's recommended portfolio.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

14. VISITOR BUSINESS

Visitor Trustee Gayle Neal thanked the Board for allowing her to be at this meeting. She added it was a very insightful meeting.

15. NEW BUSINESS

A. 2018 Quarterly Meeting Dates

The Board agreed on the following dates to hold the Willowbrook Police Pension quarterly meetings. They will be held on the third Wednesday of each quarter which are: January 17, 2018, April 18, 2018, July 18, 2018 and October 17, 2018. These meetings will be held at 3:00 p.m. at the Willowbrook Police Department Training Room, 7760 Quincy Street.

MOTION: Made by Trustee Dittman, seconded by Trustee Pec to approve the 2018 Village of Willowbrook Police Pension quarterly meeting dates, as presented.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

16. OLD BUSINESS

A. OFFICER HIRING PRACTICES

Trustee Dittman reported back on a question that was raised at the last pension meeting, "Can the Pension Board deny the membership application of a potential new member to the fund once they have been hired by the Village of Willowbrook based on a pre-existing condition, disability, etc., where the pension board would eventually have to pay out for that condition in the future"? Trustee Dittman provided the board with the Board of Police Commissioners police applicant's requirements for hire. The Illinois Law Enforcement and Standards Board established the "Peace Officer Wellness Evaluation Report (POWER)" test. When the test is passed, a card is issued and the card is required to apply and must have been issued by a licensed agency within 6-months prior to the written examination. The POWER test takes the place of individual physical exams. Trustee Dittman contacted Pension Attorney Atwell and he advised that in 1992, the Federal ADA was enacted and that based on a lawsuit, the Illinois Police Pension Code was amended to eliminate the "fitness for duty" examination as it conflicted with Federal law. Because of the precedent, departments cannot deny an applicant into the fund based on a pre-existing physical or mental condition. Trustee Kobler advised that this is only a requirement to get placed on the list. There are additional requirements the applicant must complete as well to qualify to be on the list.

17. COMMUNICATIONS

None presented.

18. ADJOURNMENT

MOTION: Made by Trustee Dittman, seconded by Trustee Pec to adjourn the Board of Trustees meeting of the Police Pension Fund at the hour of 4:31 p.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

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Date

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President

Minutes transcribed by Debbie Hahn.