

MINUTES OF THE SPECIAL MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, FEBRUARY 13, 2023 AT 5:30 P.M. AT THE WILLOWBROOK POLICE DEPARTMENT TRAINING ROOM, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

THE VILLAGE WILL BE OFFERING A ZOOM WEBINAR FOR THE MEETING TO ALLOW MEMBERS OF THE PUBLIC TO ATTEND BY VIDEO OR AUDIO IF DESIRED. IF A MEMBER IS USING ZOOM, PLEASE EITHER USE YOUR PHONE OR COMPUTER, NOT BOTH.

Note: Minutes created from meeting agenda, Clerk's notes, and PowerPoint presentation, due to distortion of audio recording.

1. CALL TO ORDER

The meeting was called to order at 5:30 p.m. by Mayor Frank Trilla.

2. ROLL CALL

Those physically present at roll call were Village Clerk Deborah Hahn, Mayor Frank Trilla, Trustees Mark Astrella, Sue Berglund, Umberto Davi, Michael Mistele, Gayle Neal, Village Administrator Sean Halloran, Assistant to the Village Administrator Alex Arteaga, Chief Financial Officer Michael Rock, Director of Community Development Michael Krol, Director of Parks and Recreation Dustin Kleefisch, Chief Robert Schaller, Deputy Chief Lauren Kaspar, Deputy Chief Benjamin Kadolph, Deputy Clerk Christine Mardegan, and Public Works Foreman AJ Passero.

Absent: None

Attended the meeting remotely: Trustee Greg Ruffolo.

A QUORUM WAS DECLARED

MOTION TO APPROVE - A MOTION TO ALLOW TRUSTEE RUFFOLO TO ATTEND REMOTELY.

MOTION: Made by Trustee Neal and seconded by Trustee Davi to allow Trustee Ruffolo to attend remotely.

ROLL CALL VOTE: AYES: Trustees Astrella, Berglund, Davi, Mistele, Neal and Ruffolo. NAYS: None. ABSENT: None.

MOTION DECLARED CARRIED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Trustee Davi to lead everyone in saying the pledge of allegiance.

4. VISITOR'S BUSINESS

None present and no written comments were received.

5. PRESENTATION - PRESENTATION OF THE 2023-2028 PARKS AND RECREATION

DEPARTMENT MASTER PLAN

Mayor Trilla asked the Director of Parks and Recreation to present the information.

Director Kleefisch stated, as the Board is aware, the Master Plan for the Parks department is a critical document for the Village as it sets the direction for programming and facilities for the next five years. After discussions with Administrator Halloran and Mayor Trilla, staff felt that it was in the best interest of the Village to undertake the development and writing of the next Master Plan document for 2023-2028.

In 2011 and 2017, the Village contracted with Design Perspectives Inc. to produce the 2012-2017 Master Plan and the 2018-2022 Master Plan. From the 2012-2017 Master Plan, significant developments were implemented, such as the Willow Pond and Waterford Park improvement projects. However, the Master Plan from 2018-2022 was interrupted after the Sterigenics event; and as a result, much of the plan had become irrelevant and antiquated. After analyzing both documents, there were many generalities in the documents that pertain to the recreation field.

The goal in this endeavor is to create a personalized and professional document that can articulate the important aspects of the Village's operations with the recreational interest and needs of the community. Therefore, since Director Kleefisch was hired, he has been working on assessing and evaluating the park system within the Village and evaluating programming and special events to ascertain a professional opinion on the Department's operations and potential.

Furthermore, the Master Plan is a living document that identifies strengths and weaknesses within the parks and prioritizes projects and interest to meet the needs of the community. During the next five years, this document will be a guide to the direction and priority of projects; along with establishing a comprehensive timeline and properly allocating resources. At the end of the five-year duration, the Master Plan will need to be updated to reflect the changes in community interest, needs, and trends.

There are several components that comprise the Master Plan document. Two major components of the Master Plan document are the community survey and comprehensive park analysis plan. These components provide most of the data that helps create the other sections of the document. The community survey is a critical component of this evaluation process because it incorporates feedback from the community.

From the community survey that was administered by aQity Research and Insights Inc, staff was able to identify several needs identified by the community, as well as where the Department needs to increase programming. The survey was administered via mail, email, by selected random household invitation. There was a total of 315 respondents, who answered 30 multiple choice questions. A summary of the results are as

- Overall, 74% of residents had a favorable opinion of the Department, while only 6% had a negative opinion. However, 25% of residents were not familiar enough with the Department to offer a rating.
- 95% of respondents believe that parks and recreation help improve their property values
- 75% believe that the Department represents good value, while 7% rated the Department as a poor value.
- 75% of residents reported visiting a park within the last year, with 43% visiting Willow Pond, 35% visiting Waterford Park and 30% visiting Borse Memorial Park.
- Overall, residents stated a high satisfaction level with the parks at 87%, with 91% stating that safety satisfaction was a leading reason.
- Residents who have not visited a park in the past year attributed that to the following reasons: 54% did not have children under the age of 18 in their household, 48% lack awareness of the department and parks, 32% were too busy.
- In terms of outdoor facilities and amenities 92% are interested in walking and biking paths/trails. 48% are interested in an outdoor concert/movie space, 47% were interested in outdoor flushable restrooms, 38% in playground equipment, 30% interested in pickleball courts, and 28% interested in a large pavilion for group events
- When asked if these interest areas were being met by the Village, the biggest gaps in service were shown with pickleball courts, walking and biking paths/trails, concert/movie area, outdoor restrooms, and a large pavilion for groups.
- From a programming/event need and interest perspective the largest demand was for family/community special events at 55%, adult programs for ages 65+ at 45%, adult non-sports activities at 43% as well as athletic programs for adults 19+ at 41%
- The largest area in service gaps for programming included Pre-K/Early Childhood programs, family and community events, adult programs for ages 65+ and adult sport programs.
- When asked how frequently residents would like to participate in programming they responded once a month to once a week.
- The preferred method of receiving information is the program guide at 46% or Village Website at 28%. Facebook was the top social media platform at 5%

In summary, the department has a positive standing and image within the community. With the results from the survey, the actions and plans created by staff were validated, specifically the recommendation for the

Borse Park Improvement Project and the Midway Park Improvement Project. That is a tremendously positive aspect that the self-evaluation done by staff and elected officials was confirmed through community survey results.

The comprehensive park analysis plan is a systematic, non-biased, evaluation metric that scores a park's qualitative and quantitative impact on the community. Each park is graded by the number of amenities it has, their quality, and the recreational opportunities they present to the community. The purpose for this evaluation is to create a priority list and scale of importance for each park. That analysis and evaluation helps staff determine and plan how to properly allocate resources that will make the largest impact on the community's recreational opportunities.

The Master Plan is comprised of six sections:

- Section One: Parks and Recreation Department overview
- Section Two: Finances
- Section Three: Recreation Programs and Services
- Section Four: Park Site Analysis
- Section Five: Parks and Recreation Development Issues
- Section Six: Project Identification and Strategy.

Many of these sections go into detail regarding the community survey responses, history, demographics, needs and interests, park conditions, programming available from the department, financials, along with park evaluation and project identification. These sections provide transparent documentation for the community on what the Department will do in the coming years. In addition, it serves as a community tool for the public so that during public meetings it can be referenced as a motivating factor for the Village's actions.

Feedback and response from the community is critical during this evaluation process to accurately identify and represent the community needs, interest, and facility uses.

6. ADJOURNMENT

MOTION: Made by Trustee Davi and seconded by Trustee Berglund to adjourn the Special Meeting at the hour of 6:08 p.m.

ROLL CALL VOTE: AYES: Trustees Astrella, Berglund, Davi, Mistele, Neal and Ruffolo. NAYS: None. ABSENT: None.

MOTION DECLARED CARRIED

PRESENTED, READ, and APPROVED.

_____, 2023.

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Special Meeting Minutes
February 13, 2023

Frank A. Trilla, Mayor

Minutes transcribed by Deputy Clerk Christine Mardegan.