



EST. 1960

Willowbrook

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AGENDA

REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON TUESDAY, OCTOBER 3, 2017, AT 7:00 P.M. AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

Mayor

Frank A. Trilla

Village Clerk

Leroy R. Hansen

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Village Administrator

Tim Halik

Chief of Police

Robert J. Pavelchik, Jr.

Director of Finance

Carrie Dittman

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES:
 - a) September 5, 2017 Regular Meeting of the Parks & Recreation Commission
4. REPORTS:
 - a) Willow Pond Status Update
 - b) Master Plan Update – Survey; CIP; Draft-Goals & Objectives
 - c) CRC Update
 - d) Fountain Installation
 - e) Fish Re-Stocking
5. DISCUSSION:
 - a) 2018 Goose Control Contract
 - b) APPROVE – 2018 ADA Tax Levy
 - c) APPROVE – Willow Pond Holiday Light Contract
 - d) Park Maintenance update
 - e) Pumpkin Fest – Friday, October 27th
 - f) 41st Annual Holiday Party – December 17th
 - g) Willow Pond Grand Opening
6. VISITORS' BUSINESS – Public comment is limited to three (3) minutes per person
7. COMMUNICATIONS
8. ADJOURNMENT



Proud Member of the
Illinois Route 66 Scenic Byway

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
HELD ON TUESDAY, SEPTEMBER 5, 2017, AT THE VILLAGE HALL, 835 MIDWAY DRIVE,
WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Commissioner Doug Stetina called the meeting to order at the hour of 7:00 p.m.

2. ROLL CALL

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

ABSENT: At time of Roll Call: Chairman Richard Cobb.

Also present were Mayor Frank Trilla and Temporary Interim Superintendent of Parks and Recreation John Fenske.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – JULY 11, 2017

The Commission reviewed the July 11, 2017 minutes.

MOTION: A Motion was made by Commissioner Grimsby and seconded by Commissioner Kaczmarek to approve the July 11, 2017 minutes as presented.

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

MOTION DECLARED CARRIED

4. REPORTS

a. Willow Pond Status Update

Interim Superintendent Fenske advised that the playground structure is finished. Work on the pavilion is almost completed. New benches, splash pads, and the concrete walkways are in. Drinking fountains will be installed on the new washroom building. The new parking lot was paved at the end of August.

Commissioner Stetina stated that he had concerns with the playground equipment that is closest to Plainfield Road. Interim Superintendent Fenske related that the Village is looking into placing some bushes or a fence as a barrier.

Commissioners had some issues with weeds growing in several areas around the park. Interim Superintendent Fenske advised that the DuPage County SWAP group will be out to pull weeds in the near future.

Commissioners asked about the naming rights of park amenities. Interim Superintendent Fenske stated that the Village does not currently have corporate naming policy. Interim Superintendent Fenske advised that he obtained information from other municipalities about this topic. Administrator Halik drafted a policy and brought the proposal to the Municipal Services Committee for review. The Committee expressed concerns; however, did recommend the policy to the Parks Commission. This policy is currently with the Village Attorney for his review. Mayor Trilla stated that as part of this policy, the Commission will need to decide what amenities will be named and where the recognition will be placed.

Interim Superintendent Fenske related that the sample policies he received indicated that in order to sponsor an amenity, the donor would have to pay at least half of the cost of the amenity. The sample policies also stated that the naming rights were only for a specific amount of years. Commissioner Kanaverskis suggested that instead of sponsoring a specific feature of the park, the donations should be for the park as a whole.

b. Master Plan Update – Kickoff Meeting, Focus Group

Interim Superintendent Fenske advised that Tod Stanton from Design Perspectives met with the Focus Group on August 2, 2017. Only two people were in attendance. They provided good feedback. Survey cards were sent to random residents. Mr. Stanton should have the survey results and provide a summary by the next Commission meeting.

c. CRC Update

Interim Superintendent Fenske provided a summary provided by Administrator Halik. At this time, there are no updates available. Fiscal Year 2017/18 Budget includes \$20,000 funding to address the conceptual design of the project. Since efforts had been focused on the police station renovation, nothing further has been done on the CRC planning. The prior conceptual planning that had been completed for the CRC had an estimated cost of renovations to be approximately \$2,844,538. The Mayor and Village Board concluded that the Village does not have this amount of available funding to complete the project. Administrator Halik's summary advised that the conceptual planning of the CRC will need to be revisited to lower project costs. Mayor Trilla stated that due to other issues going on with the Village at this time, this project will be put on hold.

***NOTE: Chairman Richard Cobb arrived at 7:34 p.m.

d. Back to School Bash – August 16th

Interim Superintendent Fenske related that due to bad weather, this event had to be moved indoors. The bounce houses had to be cancelled. The Village now has a \$700 credit with the bounce house company for future use. Chick-fil-A and Jimmy Johns provided food.

e. Park Status Update

Interim Superintendent Fenske advised that he conducted a safety maintenance check of all of the parks to identify maintenance related problems in the parks. Interim Superintendent Fenske stated that he found issues that included overgrown areas, dead branches, broken lights and benches, and replacing mulch. All problems were forwarded to the Public Works foreman, who had the repairs completed as time would allow. The only issues still to be completed is the resurfacing of the tennis courts and basketball courts and the fences at Community Park.

Interim Superintendent Fenske stated that fountains will be installed in Willow Pond and Prairie Trail Pond. The commissioners requested that the fountain at Willow Pond be lighted.

5. DISCUSSION – SPECIAL EVENT UPDATES/PLANNING:

a. Pumpkin Fest – Friday, October 27th

Interim Superintendent Fenske advised that the Pumpkin Fest will be held at Gower West Elementary School. A letter was sent to the Kiwanis Club for a donation for the taffy apples.

b. 41st Annual Holiday Party – December 17th

Interim Superintendent Fenske stated that he has inventoried supplies from last year. New decorations will need to be purchased this year.

Interim Superintendent Fenske related that it had been suggested last year for families to register. Interim Superintendent Fenske recommended that as families call the Village to register, they will need to provide an email address and he will email the family a ticket that would have their name listed and gift tickets. Commissioner Pionke suggested using EventBrite. They do not have a service charge for free events.

Interim Superintendent Fenske advised that for entertainment, he has information on a magician or a circus entertainer. He will get additional information and provide at the next meeting.

Interim Superintendent Fenske stated that he will be sending donation request letters to Willowbrook businesses and the Willowbrook/Burr Ridge Chamber of Commerce.

Interim Superintendent Fenske related that it was suggested last year that some gifts be purchased to address the older children. Suggestion was made to go to Five Below in Woodridge to purchase the older gifts.

c. Willow Pond Grand Opening

Chairman Cobb advised that after touring Willow Pond Park, there would be no way to host a grand opening event this year. Chairman Cobb suggested the first or second weekend in June of 2018.

d. Spring Fling – Sunday, May 6, 2018

Interim Superintendent Fenske stated that there is a need for a new race director. Commissioner Pionke and Commissioner Kaczmarek agreed to co-chair the event. The commissioners stated that responses from the race and community fair were good. Mayor Trilla advised that all vendors really like the tent.

Mayor Trilla stated that the petting zoo was not a big hit last year and the Commission should look for a different attraction. Mayor Trilla suggested having a stage and live music.

Commissioner Kaczmarek suggested tying in the new micro-brewery into the race. Comments were made that at other races, runners like to have a beer and add carbs back into their bodies.

6. VISITORS' BUSINESS

None presented.

7. COMMUNICATIONS

Commissioner Pionke questioned if there was still a vacancy in the Parks and Recreation Commission. He advised that he has someone interested. Mayor Trilla requested that this person's information be forwarded to him.

8. ADJOURNMENT

MOTION: Made by Commissioner Landsman, seconded by Commissioner Lazarski to adjourn the meeting at the hour of 8:45 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

October 3, 2017

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

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

AGENDA ITEM DESCRIPTION

REPORT – Willow Pond Status Update

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

October 3, 2017

BACKGROUND

Update of the construction at Willow Pond.

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

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

AGENDA ITEM DESCRIPTION

REPORT – Master Plan Update

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

October 3, 2017

BACKGROUND

Updates on the progress of the 5year Master Plan including: Citizen Survey, CIP and the Draft of the Goals & Objectives.

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

Village of Willowbrook		Prepared: 9/21/17							
2018-2022 5 Year Parks Capital Improvement Plan									
Park	Development Item	Code	Total Cost	2018	2019	2020	2021	2022	2022+
Borse Memorial Community Park	Trail Renovation & Expansion	CIP	\$75,000.00						\$75,000.00
Future OSLAD Candidate	Volleyball Court Improvements	CIP	\$45,000.00						\$45,000.00
	Parking Lot Reconstruction & Expansion	CIP	\$150,000.00			\$150,000.00			
	General Landscape Enhancements	CIP	\$12,500.00						\$12,500.00
	Fitness Station Cluster	CIP	\$35,000.00						\$35,000.00
	Site Furnishings (Benches, Litter Can, Bike Rack)	CIP/ADA	\$10,000.00						\$10,000.00
	Playground Construction (Equipment, Concrete Work)	CIP/ADA	\$200,000.00			\$200,000.00			
	Playground Surfacing (Poured in Place)	CIP/ADA	\$150,000.00			\$150,000.00			
	Basketball Courts Renovation	CIP	\$75,000.00						\$75,000.00
	Lighted Quad Softball Diamond Hub	CIP	\$1,000,000.00						\$1,000,000.00
	Sled Hill	CIP	\$15,000.00			\$15,000.00			
	Grading & Drainage Improvements (Cross Slope)	ADA	\$20,000.00						\$20,000.00
	Drinking Fountain Surface Height Adjustment	ADA	\$2,000.00						\$2,000.00
	Park Construction Sub-Total		\$1,789,500.00	\$0.00	\$0.00	\$515,000.00	\$0.00	\$0.00	\$1,274,500.00
	Design Consultant Fees Sub-Total		\$268,425.00	\$0.00	\$0.00	\$77,250.00	\$0.00	\$0.00	\$191,175.00
	Borse Memorial Community Park Total Expenditure		\$2,057,925.00	\$0.00	\$0.00	\$592,250.00	\$0.00	\$0.00	\$1,465,675.00
Creekside Park	Nature Trail Construction	CIP/ADA	\$125,000.00				\$125,000.00		
	Nature Playground Equipment Pods	CIP/ADA	\$100,000.00				\$100,000.00		
	Site Furnishings (Benches, Litter Can, Bike Rack)	CIP/ADA	\$10,000.00				\$10,000.00		
	Disc Golf Course	CIP	\$50,000.00				\$50,000.00		
	Backstop Removal	CIP	\$5,000.00				\$5,000.00		
	Basketball Court Reconstruction	CIP	\$30,000.00				\$30,000.00		
	Playground Construction (Equipment, Concrete Work)	CIP	\$125,000.00				\$125,000.00		
	Native Landscape Enhancements	CIP	\$25,000.00				\$25,000.00		
	General Landscape Enhancements	CIP	\$25,000.00				\$25,000.00		
	Park Construction Sub-Total		\$495,000.00	\$0.00	\$0.00	\$0.00	\$495,000.00	\$0.00	\$0.00
	Design Consultant Fees Sub-Total		\$99,000.00	\$0.00	\$0.00	\$0.00	\$99,000.00	\$0.00	\$0.00
	Creekside Park Total Expenditure		\$594,000.00	\$0.00	\$0.00	\$0.00	\$594,000.00	\$0.00	\$0.00
Farmingdale Terrace Park	Playground Construction (Equipment, Concrete Work)	CIP/ADA	\$125,000.00					\$125,000.00	
	Site Furnishings (Benches, Litter Can, Bike Rack)	CIP/ADA	\$10,000.00					\$10,000.00	
	Trail Renovation	CIP/ADA	\$50,000.00					\$50,000.00	
	Basketball Court Reconstruction	CIP	\$30,000.00					\$30,000.00	
	General Landscape Enhancements	CIP	\$15,000.00					\$15,000.00	
	Park Construction Sub-Total		\$230,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$230,000.00	\$0.00
	Design Consultant Fees Sub-Total		\$18,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,400.00	\$0.00
	Farmingdale Terrace Park Total Expenditure		\$248,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$248,400.00	\$0.00
Lake Hinsdale Park	Fitness Station Cluster	Sponsor	\$25,000.00				\$25,000.00		
	Fence Replacement	CIP	\$20,000.00			\$20,000.00			
	Swing Set Replacement	CIP	\$7,500.00						\$7,500.00
	Park Construction Sub-Total		\$52,500.00	\$0.00	\$0.00	\$20,000.00	\$25,000.00	\$0.00	\$7,500.00
	Design Consultant Fees Sub-Total		\$4,200.00	\$0.00	\$0.00	\$1,600.00	\$2,000.00	\$0.00	\$600.00
	Lake Hinsdale Park Total Expenditure		\$56,700.00	\$0.00	\$0.00	\$21,600.00	\$27,000.00	\$0.00	\$8,100.00
Midway Park	35 Car Parking Lot		\$75,000.00		\$75,000.00				
	Soccer Field Construction		\$100,000.00		\$100,000.00				
	Pickleball Court Construction		\$75,000.00		\$75,000.00				
	General Landscape Enhancements		\$15,000.00		\$15,000.00				
	Park Construction Sub-Total		\$265,000.00	\$0.00	\$265,000.00	\$0.00	\$0.00	\$0.00	\$0.00
	Design Consultant Fees Sub-Total		\$53,000.00	\$0.00	\$53,000.00	\$0.00	\$0.00	\$0.00	\$0.00
	Midway Park Total Expenditure		\$318,000.00	\$0.00	\$318,000.00	\$0.00	\$0.00	\$0.00	\$0.00

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	\$0.00
Design Consultant Fees Sub-Total			\$38,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38,500.00	\$0.00
Prairie Trail Total Expenditure			\$231,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$231,000.00	\$0.00
Rogers Glen Park	No Improvements		\$0.00						
Park Construction Sub-Total			\$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
Rogers Glen Total Expenditure			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Ridgemoor Park	25 Car Parking Lot	CIP	\$25,000.00						\$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, Litter 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	\$132,000.00
Waterford Park	Volleyball Court Improvements	CIP	\$15,000.00	\$15,000.00					
	Hybrid Tennis, Basketball & Pickleball Court Improvement	CIP	\$80,000.00	\$80,000.00					
	General Landscape Enhancements	CIP	\$3,500.00	\$3,500.00					
Park Construction Sub-Total			\$98,500.00	\$98,500.00	\$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
Waterford Park Total Expenditure			\$106,380.00	\$106,380.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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				
Park Construction Sub-Total			\$390,000.00	\$250,000.00	\$140,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Design Consultant Fees Sub-Total			\$31,200.00	\$20,000.00	\$11,200.00	\$0.00	\$0.00	\$0.00	\$0.00
Willow Pond Park Total Expenditure			\$421,200.00	\$270,000.00	\$151,200.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Items to be Considered									
Total			\$4,345,605.00	\$556,380.00	\$469,200.00	\$613,850.00	\$621,000.00	\$479,400.00	\$1,605,775.00

Master Plan Themes, Goals & Objectives

The master 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.

- a. **Park Improvements - High**
- b. **Capital Funding-High**
- c. Marketing & Visibility-Mid
- d. Partnerships-Mid
- d. Recreation Programs-Low
- e. Indoor Recreation Space-Low

The goals and objectives surrounding park improvements and capital funding should be viewed as high priorities. These two goals should also be viewed as interrelated activities with the remaining four as they have a direct relationship upon each other.

Ultimately, the Comprehensive parks and recreation master should be viewed as a road map to help depict a future direction. It should be understood that goals are different from objectives by which goals provide high level views while objectives are the smaller steps that create direction needed to be acted upon. The plan should always be evaluated on an on-going basis to remain as current as possible as the times and influences will change. The goals and objectives may need to be revisited and revised in the future to address these changes.

Administrative Topics facing the Park District:

a. Financing

- Limited operational funds for Department growth
- Shortage of capital dollars in Village budget for park modernization
- Long term budget forecasting for Department needs

b. 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

c. 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

Preliminary Administrative Goals:

Goal 1: 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

Goal 2: Identify financial funding sources for the Parks and Recreation Department

Objectives:

- 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 3: 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 to increase use and participation
- Building an electronic marquee sign at Willow Pond Park

Recreation Topics facing the Park District:

- a. Indoor recreation
 - Limited indoor recreation space within Village buildings
- b. Integration of expansion of programs within outdoor park spaces
 - Existing park elements do not allow for significant development or expansion of recreation programs, rentals opportunities or vending prospects with possible revenue generation within the parks
- c. 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

Preliminary Recreation Goals:

Goal 4: 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 5: Integrate recreation programs with plans for a 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 6: 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

Park & Facility Topics facing the Park District:

a. Land acquisition

- No parcels have been added to Village open space for a significant number of years

b. Capital spending

- No dedicated capital expenditure funding formula

c. 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

Preliminary Parks & Facility Goals:

Goal 7: Keep exploring the purchase of additional indoor recreation space

Objectives:

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

Goal 8: 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 9: 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 10: 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 11: 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 12: 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 13: Keep the public informed of plan progress

Objectives:

- Hold a public open house every year to update the community on progress of implementing the capital improvements
- Include time in the yearly State of the Village address to discuss park and recreation improvements

Goal 14: 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 15: 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

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

AGENDA ITEM DESCRIPTION

**DISCUSSION – 2018 Park Goose Control Agreement,
Wild Goose Chase, Inc.**

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

October 3, 2017

BACKGROUND

The Village has, in the past, hired a service to perform goose control measures at both Prairie Trail Park and Willow Pond Park. The nature of services includes the use of Border Collies and handlers to move wild Canada geese from the properties, and sweeping any goose droppings from common paved areas. In addition, goose egg depredation is performed, in accordance with a state permit that is obtained.

REQUEST FOR FEEDBACK

Attached please find Wild Goose Chase's 2018 Service Proposal for Prairie Trail Park and Willow Pond Park. The following are explanations provided by Wild Goose Chase of changes in the proposal:

- Wild Goose Chase will be changing to monthly programs for next year. The consensus among their clients was that this change will make it easier and more cost effective for budgeting and bill paying needs. The attached proposal details the customized service program that will best mitigate the negative impact that nuisance geese can have.
- Proposals for 2018 and 2019 have been included for those who would prefer an agreement that will guarantee price and allow for budgeting for a 2 year period. This new format will also allow for the selection of desired services and contract period. So, if a one year agreement is preferred, we would have that option.

STAFF RECOMMENDATION

Service options for 2018 (and beyond) will be discussed at the meeting.



Date: July 31, 2017
Contact: John Fenske
Job Name: Prairie Trails
Job Address: 59th & Clarendon Hills Rd.
Job City/State: Willowbrook, IL 60527

WGC/MBM Job Name: VWB-Prairie Trails Pk.

We hereby submit specifications and proposals to: Village of Willowbrook, 7760 Quincy St., Willowbrook, IL 60527; Attention: John Fenske; Phone: 630-323-8215.

Dog Service for Goose Management

Wild Goose Chase, Inc. will provide Border Collie and Handler to move wild Canada geese from the location listed above. Site inspections shall be performed, weather permitting, by Wild Goose Chase, Inc. trained personnel for goose control. We shall be allowed access of multiple visits as needed, to the property for the duration of the service contract; excluding major holidays and within restrictions during the summer *molt period. During our visits, we will sweep any goose droppings from common paved areas. NOTE: *Molt period is only an approximation as geese could start molting as early as mid-June. During this period geese are unable to fly for approximately 6 weeks.

Spring Nesting 2018

3/1/2018 - 5/31/2018

Initials _____

Fall Migration 2018

8/1/2018 - 11/30/2018

Initials _____

Spring Nesting 2019

3/1/2019 - 5/31/2019

Initials _____

Fall Migration 2019

8/1/2019 - 11/30/2019

Initials _____

\$960.00 *Nine Hundred Sixty Dollars and No Cents per month*

Goose Egg Depredation Service

Wild Goose Chase, Inc. will assist in the application for the required State permit and provide egg depredation services at the location listed above. As required by the state, goose egg depredation includes; locating nest(s), oiling and or adding eggs as soon as the full clutch is laid and before incubation begins, and removal and burial at the end of nesting season. The owner of the property shall provide safe access to roof, including ladders, if necessary, for services to be performed on roof nests. These services include office administrative follow-up and report filing with the State.

Season 2018

3/5/2018 to 5/27/2018

Initials _____

Season 2019

3/5/2019 to 5/27/2019

Initials _____

\$0.00 *No Dollars and No Cents*

With a signed full 2018 & 2019 Dog Service Contract

All work to be completed in a competent and professional manner using prevailing standards in the industry. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. Additionally, pricing is subject to change based on undisclosed vendor and/or insurance requirements. ***Billing: Flight Control services will be billed at the time services are completed. All Dog Service and Egg Depredation Service for Goose Management will be billed at the beginning of contract period and the first of each month thereafter or Budget billing is available over a 12 month period for multiple services. Initial here for twelve month budget billing option _____.** Payment is due upon receipt of invoice. A service charge of 1 1/2% per month (18%) per year will be added to all balances not paid within thirty (30) days of invoice. Purchaser agrees to pay any expenses incurred by Wild Goose Chase, Inc. in collecting amounts due: including court costs, attorney's fees, and any other costs of collection including just compensation for time spent in pursuit of delinquent accounts by those representing Wild Goose Chase, Inc. be it the owner or an officer of the company. This proposal may be withdrawn if not accepted within 15 days.

Termination of Agreement: Purchaser may terminate this Agreement with or without cause at any time upon thirty (30) days prior written notice thereof to Wild Goose Chase, Inc. Purchaser may terminate this Agreement with or without cause at any time upon thirty (30) days prior written notice thereof to Wild Goose Chase, Inc. may terminate this Agreement at any time by giving written notice thereof to Purchaser and/or Owner stating the date on which such termination shall be effective, which date shall be the last day of any month and at least sixty (60) days after the date such notice is given.

Payment on Termination: Immediately upon receiving, or giving notice of termination, Wild Goose Chase, Inc. shall inform Purchaser in writing of all work and other services currently being performed by Wild Goose Chase, Inc. its employees, agents, subcontractors, on Purchaser's or Owner of Property behalf indicating the portion of the work or other services that each has performed with respect to this Agreement. Wild Goose Chase, Inc. shall also advise Purchaser of any portion of the

Wild Goose Chase, Inc.

9955 S. Virginia Ave., Chicago Ridge, IL 60415 Ph: 708.529.3858 Fax 708.907.3195 www.wildgoosechasers.com E-mail: info@wgcbird.com

A WBENC Certified Woman Owned Company



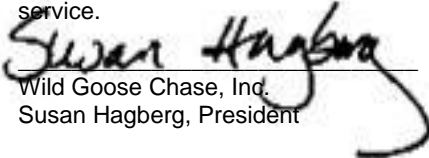


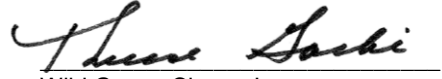
work which if stopped, might delay or preclude completion of the work by Purchaser or another contractor or which if stopped would decrease the likely value of the Work to Purchaser or Owner of Property. Wild Goose Chase, Inc. shall take all actions necessary or desirable to ensure the orderly transfer of responsibility for the performance of the Work to any new contractor selected by Purchaser, or to an agent or employee of Purchaser, at Purchaser's discretion. Upon transfer of responsibility for the performance of the Work in a manner reasonably acceptable to Purchaser and subject to Purchaser's rights contained herein, Purchaser shall pay Wild Goose Chase, Inc. as full and final payment for all labor, work and services actually performed in connection with the Work. Final payment shall include the payment of any remaining unamortized costs for equipment, materials or advance payments for work.

Upon termination of this Agreement, Wild Goose Chase, Inc. will provide Purchaser with a detailed accounting of all accrued benefits to the Property. Full and final payment to Wild Goose Chase, Inc. for all labor, work and services performed in connection with the work including a pro rata adjustment of all prepaid work/invoices or incomplete work, will be due within 30 days of termination notice.

Building Sale: In the event that the building is sold, it is understood that there is no obligation for Agreement assumption, and that it will be understood that the Agreement will be immediately cancelable by the Owner of Property or Purchaser and shall only require the Owner of Property to provide reasonable notice of his intent. Until such notification is given, Wild Goose Chase, Inc. shall continue to perform all contractual obligations and Owner/Purchaser will be responsible for incurred invoices for service performed up until written notification is received by Wild Goose Chase, Inc. of change in ownership/agent.

Unless otherwise indicated, THIS AGREEMENT IS EFFECTIVE INDEFINITELY, and shall continue thereafter, on a year to year basis subject to cancellation or modification by either party by written notice at least 30 days before the next scheduled service.


Wild Goose Chase, Inc.
Susan Hagberg, President


Wild Goose Chase, Inc.
Account Manager

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Authorized Signature (Title)

(PRINT NAME & TITLE)





Date: July 31, 2017
Contact: John Fenske
Job Name: Willow Pond
Job Address: Adams St. & Plainfield Rd.
Job City/State: Willowbrook, IL 60527

WGC/MBM Job Name: VWB-Willow Pond

We hereby submit specifications and proposals to: Village of Willowbrook, 7760 Quincy St., Willowbrook, IL 60527; Attention: John Fenske; Phone: 630-323-8215.

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Spring Nesting 2018
4/1/2018 - 5/31/2018
Initials _____

Fall Migration 2018
8/1/2018 - 11/30/2018
Initials _____

Spring Nesting 2019
4/1/2019 - 5/31/2019
Initials _____

Fall Migration 2019
8/1/2019 - 11/30/2019
Initials _____

\$0.00 No Dollars and No Cents per month
With a signed full 2018 & 2019 Dog Service Contract for VWB-Prairie Trails Pk.

Goose Egg Depredation Service

Wild Goose Chase, Inc. will assist in the application for the required State permit and provide egg depredation services at the location listed above. As required by the state, goose egg depredation includes; locating nest(s), oiling and or adding eggs as soon as the full clutch is laid and before incubation begins, and removal and burial at the end of nesting season. The owner of the property shall provide safe access to roof, including ladders, if necessary, for services to be performed on roof nests. These services include office administrative follow-up and report filing with the State.

Season 2018
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3/5/2019 to 5/27/2019
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With a signed full 2018 & 2019 Dog Service Contract

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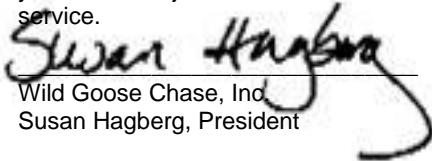


each has performed with respect to this Agreement. Wild Goose Chase, Inc. shall also advise Purchaser of any portion of the work which if stopped, might delay or preclude completion of the work by Purchaser or another contractor or which if stopped would decrease the likely value of the Work to Purchaser or Owner of Property. Wild Goose Chase, Inc. shall take all actions necessary or desirable to ensure the orderly transfer of responsibility for the performance of the Work to any new contractor selected by Purchaser, or to an agent or employee of Purchaser, at Purchaser's discretion. Upon transfer of responsibility for the performance of the Work in a manner reasonably acceptable to Purchaser and subject to Purchaser's rights contained herein, Purchaser shall pay Wild Goose Chase, Inc. as full and final payment for all labor, work and services actually performed in connection with the Work. Final payment shall include the payment of any remaining unamortized costs for equipment, materials or advance payments for work.

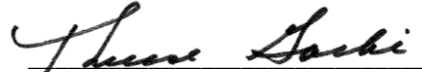
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Wild Goose Chase, Inc.
Susan Hagberg, President



Wild Goose Chase, Inc.
Account Manager

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Authorized Signature (Title)

(PRINT NAME & TITLE)



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

AGENDA ITEM DESCRIPTION

DISCUSSION – 2018 SRA Tax Levy

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

October 3, 2017

BACKGROUND

One component in the Parks & Recreation budget process is how the Special Recreation Tax Levy funds certain Department expenditures. We are currently in the process of considering components of the Parks & Recreation FY 18-19 expenditures and what is ADA eligible. Attached you will find a summary of the Special Recreation projects being considered.

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

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

REQUEST FOR FEEDBACK

Staff anticipates making a recommendation to the Finance & Administration Committee to consider levying the Special Recreation tax for next year in the amount of \$101,390.98*

STAFF RECOMMENDATION

Recommend approval of the 2018 tax levy in the amount of \$101,390.98*

*contingent on tax cap limitation

2017 Special Recreation Tax Levy (To be Collected FY 2018-19)

A.	Gateway SRA Membership: based on 2% dues increase (Account 01-20-590-518)	\$ 38,540.98
B.	Staff Costs Estimate for Gateway SRA representation and communicating with residents on special recreation issues and representation at Gateway Board meetings. (Account 01-20-550-101)	\$ 5,400.00
C.	ADA Accomodations 1 Projections based on previous years to provide assistance for 1:1 aides. We are anticipating costs for FY 17-18 to be approximately \$6,000. Allocate \$6,500 for FY 18-19. (Account 01-20-590-520) 2 Special Recreation Fishing Day at Willow Pond = \$200.00 (Account 01-20-590-520) 3 Contingency for ADA assistance for participants in Parks & Recreation Department Activities = \$1,000 (Account 01-20-590-520)	
	Subtotal ADA Accomodations	\$ 7,700.00
D.	ADA Park Maintenance 1 Approved playground mulch (4 loads x \$1500/load) x 1/2 = \$3,000 (Account 01-20-590-519) 2 Labor for spreading mulch (4 loads x \$800) x 1/2 = \$1600 (Account 01-20-590-519) 3 Rental of handicapped portable toilet upgrade at Borse and Willow Pond \$25/month x 3 months x 2 parks = \$150.00 (Account 01-20-590-519)	
	Subtotal ADA Park Maintenance	\$ 4,750.00
D.	ADA Park Improvements 1 Contribution towards ADA accessible playground equipment - Ridgemoor Park (Account 01-20-590-521) \$ 20,000.00 2 Contribution towards ADA accessibility at CRC (825 Midway Drive) a) Exterior Doorway widening b) Interior Doorway widening c) Concrete Work - ramps, etc. d) ADA Compliant Bathrooms e) ADA Compliant Counters (Account 01-20-590-521) \$ 25,000.00	
	Subtotal ADA Park Improvements	\$ 45,000.00
	TOTAL Expenditures	\$ 101,390.98
	LESS: Restricted estimated accumulated SRA Funds as of 4/30/18	\$ -
	Total for SRA Tax Levy - 2017	\$ 101,390.98 *

*contingent on tax cap limitation

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

AGENDA ITEM DESCRIPTION

DISCUSSION – 2018 Willow Pond Holiday Light Contract

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:
October 3, 2017

BACKGROUND

Wingren Landscaping has been installing the holiday lights at Willow Pond, along Plainfield Rd.

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

Recommends approval of the 2018 Holiday Light contract in the amount of \$1853.00, to then forward to the Village Board for final approval.

Village of Willowbrook
John Fenske
7760 Quincy Street
Willowbrook, IL 60527

Village of Willowbrook Tree
7760 Quincy Street
Willowbrook
Proposal # 20250

Holiday Lighting 2017
Proposal

Dear John

Wingren Landscape is pleased to present the following holiday lighting/decor proposal to you. Please select the option you prefer.

- ? Please call me to discuss a new holiday lighting design for the 2017 season.
- ? Please repeat the same design and installation from the 2016 season. Your 2017 holiday lighting proposal will include the use of your lights from last year, installation, initial maintenance, removal, and storage of lighting/decor.
- ? I would like to take advantage of a 10% discount, on new items, from Holidynamics, if accepted before October 17, 2017.* You can view the catalog online or request a catalog from Wingren Landscape.

* Check out our new and latest interior and exterior holiday decor at holidynamics.com.

Please contact me on the items that you are interested in.

* *Acceptance of proposal after November 8, 2017 will result in a 15% price increase.

A 50% deposit is required to begin work. The balance is due upon completion of the project.
If I can be of further assistance, please call the office. Thank you for your consideration.

Holiday Lighting of Tree

\$1,313.00

Reinstall C7 WarmWhite LEDs on the Evergreen Tree
Reinstall WarmWhite LED M8 Lights inside of the C7 Lights
Labor to install and remove Lights

Lighting for Selected 6 Trees

\$540.00

Install Lights on 6 Selected Trees with Lights and cords supplied by municipality

Wingren Landscape



Larry Jones
Lighting Manager/Designer
ljones@wingrenlandscape.com

Acceptance

Signature

Date

My billing address is different! Please send invoices to:

Name	Address	City/State/Zip
<u>Terms & Conditions</u>		
A 50% deposit is required to begin work. The balance is due upon completion of the project.		
**Wingren Landscape is not responsible for lighting failure due to weather (rain, ice, snow) or other factors beyond our control. Wingren Landscape will ensure proper function of lighting at time of installation. Calls back to site to investigate or repair lighting may be billed time and material. Customer will supply and assume responsibility for power sources for lighting to trees. Price reflects all materials needed for installation, except where noted otherwise. Any additional materials needed will be billed time and material. Cost includes removal of decorations after the Holiday and after cost of installation has been paid in full. Weather depending, removal will be scheduled between January 6 and February 28.		

A 50% deposit is required to begin work. The balance is due upon completion of the project.

**Wingren Landscape is not responsible for lighting failure due to weather (rain, ice, snow) or other factors beyond our control. Wingren Landscape will ensure proper function of lighting at time of installation. Calls back to site to investigate or repair lighting may be billed time and material. Customer will supply and assume responsibility for power sources for lighting to trees. Price reflects all materials needed for installation, except where noted otherwise. Any additional materials needed will be billed time and material. Cost includes removal of decorations after the Holiday and after cost of installation has been paid in full. Weather depending, removal will be scheduled between January 6 and February 28.