

AGENDA

REGULAR MEETING OF THE PARKS & RECREATION COMMISSION OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON TUESDAY February 2 2021, AT 7:00 PM AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN THE VILLAGE OF WILLOWBROOK, DuPAGE COUNTY, ILLINOIS.

DUE TO THE COVID-19 PANDEMIC THE VILLAGE WILL BE UTILIZING A CONFERENCE CALL FOR THIS MEETING.

THE PUBLIC CAN UTILIZE THE FOLLOWING CALL IN NUMBER:

Dial in number: 1(312)626-6799

Meeting ID- 931 4312 5039

Password: 700090

- A. CALL TO ORDER
- B. ROLL CALL
- C. APPROVAL OF MINUTES- Waived
 - 1) January 5 2021 Regular meeting of the Parks & Recreation Commission
- D. REPORTS
 - 1) Maintenance updates
- E. DISCUSSION ITEMS
 - 1) Review of FY2021-22 Park & Recreation Budget
- F. NEW BUSINESS
 - 1) 2022 5K
- G. VISITOR'S BUSINESS- Public comment is limited to three (3) minutes per person.
- H. COMMUNICATIONS
- I. ADJOURNMENT

VILLAGE OF WILLOWBROOK

**Parks & Recreation Commission Meeting
AGENDA ITEM – Summary Sheet**

AGENDA ITEM DESCRIPTION

Report- Maintenance Updates

MEETING DATE

February 2 2021

COMMISSION REVIEW

Report Discussion Seeking Feedback

ITEM HISTORY (PREVIOUS PARK COMMISSION REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER HISTORY)

Update on Maintenance issues in the parks from January 5, 2021 to February 1 2021

STAFF RECOMMENDATION

VILLAGE OF WILLOWBROOK

Parks & Recreation Commission Meeting AGENDA ITEM – Summary Sheet

AGENDA ITEM DESCRIPTION

Discussion FY 2021-2022 budget

MEETING DATE

February 2 2021

COMMISSION REVIEW

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ITEM HISTORY (PREVIOUS PARK COMMISSION REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER HISTORY)

Continuing discussion on the FY2021-22 budget.
Included in the packet is the Budget Line Item detail reports.

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

01/12/2021 11:19 AM
User: jfenske
DB: Willowbrook

FOOTNOTES REPORT FOR WILLOWBROOK
Fund: 01 GENERAL FUND

2021-22
REQUESTED
BUDGET

2020-21
PROJECTED
ACTIVITY

NOTE

APPROPRIATIONS

01-20-570-280 BALLFIELD MAINTENANCE

BALL FIELD MIX/CHALK	10,000.00	10,000.00
TURFACE		
FIELD GRADING		10,000.00
FIELD PAINT/CHALK		500.00
BALL FIELD MIX		1,000.00
TURFACE		500.00
Totals for GL# 01-20-570-280-BALLFIELD MAINTENANCE	10,000.00	12,000.00

01-20-570-281 CONTRACTED MAINTENANCE

HANSEN LANDSCAPE CONTRACT (34% SPLIT WITH PW)	9,700.00	42,000.00
COMBINED WITH 595-692;565-341 & 565-342. PLEASE RENAME CONTRACTED MAINTENANCE & LANDSCAPING		
FALCO'S		
WILD GOOSE CHASE	1,000.00	4,800.00
PURE PRAIRIE ORGANICS- SPLIT WITH PW	3,900.00	19,100.00
TREE TRIMMING/REMOVAL- STORM DAMAGE		15,000.00
ADA PLAYGROUND MULCH- SPLIT WITH 565-341		300.00
PLAYGROUND/VOLLYBALL SAND- BORSE, WATERFORD & CREEKSIDE		500.00
TREE & FLOWER REPLACEMENT- PARK SIGNS		4,000.00
ELECTRICAL/PLUMBING MAINTENANCE	5,000.00	15,000.00
PLAYGROUND GRADING- TAMLINGS	3,000.00	9,400.00
SIDEWALK REPAIR (SPLIT WITH PARK ADA)		
MISC OTHER		15,000.00
Totals for GL# 01-20-570-281-CONTRACTED MAINTENANCE	22,600.00	125,100.00

01-20-585-152 FAMILY SPECIAL EVENT - TREE LIGHTING

COST TO PUT UP LIGHTS	2,564.00	
OTHER SUPPLIES- TO COVER COSTS ABOVE DONATIONS RECEIVED		
VILLAGE WIDE MAILER- PRINTING & POSTAGE, SPLIT WITH HOLIDAY PARTY		900.00
PRINTING OF PROGRAM		300.00
REFRESHMENTS/SUPPLIES		400.00
LIGHTS		3,000.00
SANTA RENTAL		600.00
Totals for GL# 01-20-585-152-FAMILY SPECIAL EVENT - TREE LIGHTING	2,564.00	5,200.00

01-20-585-153 FAMILY SPECIAL EVENT - BACK TO SCHOOL

SUPPLIES & RENTALS TO COVER COSTS ABOVE DONATIONS RECEIVED		500.00
Totals for GL# 01-20-585-153-FAMILY SPECIAL EVENT - BACK TO SCHOOL		500.00

01-20-585-154 FAMILY SPECIAL EVENT - RACE

5K TO BE HELD ON 5/3/20		
TENT/CHAIRS/TABLE RENTAL		
BOUNCE HOUSE RENTAL		
ENTERTAINMENT-DJ/MUSIC		
PETTING ZOO		
TIMING COMPANY		
PROFORMA - SHIRTS, ETC		
PORT-O-POTTIES		
REFRESHMENTS VOLUNTEERS		
DONATION EXPENSE TO CHARITY FOR EXCESS FUNDS RECEIVED IN DONATION		
INCOME		
CLIMBING WALL		
MARKETING		
CARA REGISTRATION FEE	300.00	3,300.00
		300.00

2021-22 REQUESTED BUDGET 2021-22 RECOMMENDED BUDGET

NOTE	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET	2021-22 RECOMMENDED BUDGET
APPROPRIATIONS			
MISC SUPPLIES; COURSE SIGNS;PORT-O-POTTIES			
TIMING COMPANY			
DJ & CLIMBING WALL			
TENT & CHAIR RENTAL			
T-SHIRTS			
RACE BAGS			
SHAMROCK SHUFFEL BOOTH		1,600.00	
Totals for GL# 01-20-585-154-FAMILY SPECIAL EVENT - RACE	300.00	5,200.00	
01-20-585-155 CHILDREN'S HOLIDAY PARTY			
HOLIDAY PARTY- HELPS TO COVER COSTS ABOVE DONATIONS			
RENTAL OF SCHOOL		500.00	
VILLAGE WIDE MAILER- PRINTING & POSTAGE. SPLIT WITH TREE LIGHTING		900.00	
ENTERTAINMENT		600.00	
SANTA RENTAL		500.00	
FOOD COSTS		500.00	
GIFTS		1,200.00	
OTHER		1,000.00	
Totals for GL# 01-20-585-155-CHILDREN'S HOLIDAY PARTY		5,200.00	
01-20-585-157 COMMUNITY PICNIC			
NEW EVENT FOR FY19-20			
PRINTING & POSTAGE FOR POSTCARD REMINDER		1,800.00	
FOOD & WATER		500.00	
SUPPLIES/GAMES		1,300.00	
BOUNCE HOUSE			
MISC			
Totals for GL# 01-20-585-157-COMMUNITY PICNIC		3,600.00	
01-20-590-518 SPECIAL RECREATION ASSOC PROGRAM DUES			
PER SRA LEVY	39,310.00	39,310.00	
Totals for GL# 01-20-590-518-SPECIAL RECREATION ASSOC PROGRAM DUE	39,310.00	39,310.00	
01-20-590-519 ADA PARK MAINTENANCE			
PER SRA LEVY - MULCH-SPLIT WITH 01-20-565-341	4,640.00	4,640.00	
PER SRA LEVY - ADA TOLIET AT BORSE & WILLOW POND FOR MARCH-APRIL	240.00	240.00	
Totals for GL# 01-20-590-519-ADA PARK MAINTENANCE	4,880.00	4,880.00	
01-20-590-520 ADA RECREATION ACCOMMODATIONS			
* COVERED WITH SPECIAL RECREATION TAX			
Totals for GL# 01-20-590-520-ADA RECREATION ACCOMMODATIONS		6,500.00	
		6,500.00	
01-20-590-521 ADA PARK IMPROVEMENTS			
AMOUNT PER SRA LEVY - LOCAL PARK TBD		22,050.00	
CRC BUILDING ADA		106,500.00	
Totals for GL# 01-20-590-521-ADA PARK IMPROVEMENTS		128,550.00	
TOTAL APPROPRIATIONS	79,654.00	336,040.00	

VILLAGE OF WILLOWBROOK

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AGENDA ITEM DESCRIPTION

New Business- 2022 5K

MEETING DATE

February 2 2021

COMMISSION REVIEW

Report Discussion Seeking Feedback

ITEM HISTORY (PREVIOUS PARK COMMISSION REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER HISTORY)

Beginning discussion on the 2022 5K run.

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION