



Village of Willowbrook

7760 Quincy Street
Willowbrook, IL 60527-5594

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

Mayor

Robert A. Napoli

Village Clerk

Leroy R. Hansen

AGENDA

REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION OF THE VILLAGE OF WILLOWBROOK TO BE HELD TUESDAY, JULY 10, 2012 AT 7:00PM AT THE WILLOWBROOK VILLAGE HALL, 7760 QUINCY STREET, DU PAGE COUNTY, ILLINOIS

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES
 - A. June 5, 2012
4. REPORTS
 - A. Park News In Brief
5. OLD BUSINESS
 - A. Dugout Canopies
 - B. Shelter Roof Replacement
 - C. Master Plan Proposals
 - D. 2012 Holiday Party
 - E. Park Tour Review
6. NEW BUSINESS
 - A. Fall Programming
7. CORRESPONDENCE/COMMUNICATIONS
8. VISITOR'S BUSINESS – (Public comment is limited to three minutes per person and only those items that are on the agenda.)
9. ADJOURNMENT



"A Place of American History"

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
HELD ON TUESDAY, JUNE 5, 2012, AT THE WILLOWBROOK VILLAGE HALL, 7760 QUINCY
STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Cobb called the meeting to order at the hour of 7:04 p.m.

2. ROLL CALL

Those present at roll call were Chairman Richard Cobb, Commissioners Ronald Kanaverskis, Carol Lazarski, Rene Schuurman, Doug Stetina, and Ramona Weigus.

ABSENT: Commissioner Laurie Landsman

Also present was Superintendent of Parks and Recreation Kristin Violante.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – MAY 1, 2012

The Commission reviewed the May 1, 2012 minutes.

MOTION: A Motion was made by Commissioner Lazarski seconded by Commissioner Weigus to approve the May 1, 2012 minutes as presented.

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

MOTION DECLARED CARRIED

4. REPORTS

Park News in Brief

Special Spring Event

Superintendent Violante stated that there was a fishing derby at Willow Pond on Saturday, May 19th. There were 19 children registered for the event and 17 attended. Many of the children caught fish and awards were given. Snacks were also provided.

Police in the Parks

Superintendent Violante stated that there have been some reports of vandalism at Creekside Park, which has prompted the Willowbrook Police Department to increase their patrols there. On one of these patrols some teens were arrested for consumption of alcohol and possession of cannabis. Superintendent Violante also stated that SWAP cleaned a lot of trees and brush from Willow Pond

and Creekside Park which has now made it is easier to see what is going on in these parks. Superintendent Violante stated that she has received complaints about trash at Prairie Trail Park. She was informed that there was a party in the park over Memorial Day weekend, which the Village was not aware of. Patrols will be increased in this park as well.

Wild Goose Chase

Superintendent Violante stated that she has received a report that no nests have been established at Willow Pond or Prairie Trail Park. The dog program is still in place due to the fact that the geese may be nesting in other areas. Superintendent Violante stated that the company began a month early this year due to the mild weather.

5. OLD BUSINESS

A. Park Tour

Superintendent Violante stated that the park tour will begin next week at 6:00 p.m. at Borse Park. The tour will begin at Borse, proceeding to Midway Park, Farmingdale, Lake Hinsdale Village, and ending at Prairie Trail Park. If it starts to get too late, the tour will stop. On June 19th at 6:00 p.m., we will meet at Willow Pond, then proceed to Ridgemoor, Creekside, and Waterford Parks.

B. Dugout Canopies

Superintendent Violante stated that she received proposals from three companies. One proposal was for a wood-based canopy with a steel roof. This was dismissed by the Village Administrator. Another quote was for a sheet metal roof. The information was given to Commissioner Kanaverskis for his review.

Question was raised about cloth canopies. Superintendent Violante stated that the cloth canopies do not work because they cave in during rain storms.

Superintendent Violante stated that there is \$12,100.00 left in the grant and the Village budgeted an additional \$14,000.00 to complete the project. The sheet metal quote came in at \$19,800.00.

C. Shelter Roof Replacement

Superintendent Violante stated that the Village Board approved the proposal from Besch Brothers Roofing at the Village Board meeting held on May 29, 2012 for the shelter roof replacement. Superintendent Violane anticipates the work beginning soon on these roofs.

D. Master Plan Proposals

Superintendent Violante stated she received proposals for the development of a master plan from the companies that provided information at the last Commission meeting. The proposals separated the costs for each specific task in the development of a comprehensive master plan. Design Perspectives' proposal included a 15% discount if they also prepared one grant application in July of 2013. Their proposal included \$17,800.00 for the development of a master plan and \$19,400.00 for the master plan and 1 OSLAD grant application. Landtech's bid proposal came in at \$23,600.00 for the comprehensive master plan with an additional \$4,500.00 – \$5,250.00 for a grant application.

Commissioner Schuurman asked for feedback from the Commissioners as to their general impression of the two companies since he was unable to make it to the last Commission meeting. Commissioner Weigus stated that she preferred Design Perspectives because he was a smaller company and does his work in-house. Design Perspectives seemed to know a lot more about “green” practices and integrating them into a master plan.

Superintendent Violante distributed copies of the expanded capital and maintenance plan the previous Superintendent had done for 2007 - 2020. Superintendent Violante also provided information on all the playgrounds, including their age and tentative replacement dates. Also included in the list were potential projects created after last year's park tour. Superintendent also highlighted which projects have been completed and which ones are scheduled to be completed this fiscal year.

Commissioner Schuurman stated that it had been noted in the last meeting's minutes that over one-third of grant points awarded are based on the existence of a master plan. He reminded the Commission that Willowbrook does not have one. Commissioner Schuurman stated that a master plan could help separate what is an absolute necessity versus what is not.

Commissioner Lazarski stated that several years ago, \$25,000.00 was spent on a village survey which eventually led to the purchasing of property where the Public Works facility is now located. The survey included questions about how much park land per capita was ideal and a potential community center. Nothing came of this information. Commissioner Lazarski questioned if this new master plan would be recreating what had already been done. Superintendent Violante questioned if that survey included an inventory of each parks' amenities or if it only covered facilities the Village owns. Commissioner Lazarski stated that it covered the needs of the Parks and Recreation Department, the Village, and Police Department based on input from the Community at that time..

Superintendent Violante stated that she had been informed that the Mayor is not satisfied with the current format of the capital plan. Superintendent Violante stated that she has been instructed to apply for grants. She reiterated that a third of the points awarded on grants comes from having a master plan.

Commissioner Kanaverskis asked what types of grants are available and the amount of money available for each one. He does not feel the Village Board will pay large amounts of money to

have parks redone. The Commission has previously had a difficult time securing \$85,000.00 for playground equipment.

Superintendent Violante stated that the master plan will also help identify smaller projects that may not be suitable for a grant, but can be budgeted for. Superintendent Violante stated that a new master plan will help give justification to the Village Board when requesting funds for future larger projects.

Commissioner Kanaverskis asked what can be identified by a master plan that cannot be done during the park tours. There is not a lot of extra park space to develop.

Commissioner Schuurman feels developing a master plan will trigger the thought process. Commissioner Schuurman stated one project in one park may not be big; however, if you have a master plan, you can identify multiple park renovations that can be pooled into one grant application. Commissioner Schuurman stated that the master plan will also show what is not currently on the list. He stated that unless there is a master plan, the Commission has no back up to support what is needed in the parks.

Chairman Cobb stated that \$25,000.00 can be spent on a master plan that nothing is done with. Commissioner Schuurman stated that if you look at doing a master plan every 10 years; that equates to \$2,500.00 per year. He stated that currently there is no base line and nothing to work from.

Commissioner Weigus asked Superintendent Violante if she still felt that the master plan would assist her in her job by giving her more of a specific focus on the needs of the parks and recreation department in addition to giving her guidance when applying for grants. Superintendent Violante stated it would. Superintendent Violante feels the master plan will give her an opportunity to do more. Superintendent Violante stated that she has been instructed to apply for grants and feels the master plan will give her the tools necessary to apply for an grant worthy of being funding.

The consensus of the Commission was to have Superintendent Violante contact some of the municipalities that used each consultants' services and get their opinion as to whether they were satisfied with the consultant they used and do they feel the consultant assisted them in getting grant money, how much money was awarded and did they feel the master plan was useful in the day to day operations of the municipality.

6. NEW BUSINESS

A. 2012 Holiday Party

Superintendent Violante stated approval has been received for Hinsdale South High School received for December 9, 2012. She is looking for ideas for entertainment. The Commission agreed that Commissioner Stetina and Superintendent Violante should decide on the entertainment.

7. CORRESPONDENCE/COMMUNICATIONS

Superintendent Violante stated she received an email from AYSO thanking the Commission and Park and Recreation Department for providing soccer fields for their program.

8. VISITOR BUSINESS

There was no visitor business.

9. ADJOURNMENT

MOTION: Made by Commissioner Stetina, seconded by Commissioner Weigus to adjourn the meeting at the hour of 8:05 p.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

_____, 2012

Chairman

Minutes transcribed by Cindy Stuchl.

Park News for Monthly Report, May 2012

Special Events

The Firecracker Bingo special event was held on Monday, July 2, at the Village Hall. Thanks to a great write up in the Trib local, we had 24 people for this event. We are hoping to have more bingo events in the future.

Upcoming special events include: Community Yard Sale on Saturday, July 14; Touch a Truck on Thursday, July 19; and movie night with "How to Train Your Dragon" on Thursday, July 19. Banners will be hung for all of these events next week. Volunteers are needed for the movie nights on July 19 and August 16.

Clarendon Hills Park District

This past summer the Clarendon Hills Park District extended a "Neighborly Rate" to Village of Willowbrook residents. Five families took advantage of this rate which is a little bit more than the resident rate, but significantly less than the non-resident rate. The rate for a family is \$290.00. The Clarendon Hills Park District has stated they will extend this special to Willowbrook residents again next year.

SWAP

SWAP came again the last week in June. They spent most of their time clearing brush and weeds and laying mulch in both Willow Pond and Borse Park. SWAP's work saved the Village of Willowbrook a considerable amount of public works time as well as money from the recreation budget.



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Community Park Canopy Proposals

6/4/2012

To: Tim Halik

From: Anthony Witt

Subject: Replacement of community park backstop canopies.

Village President

Robert A. Napoli

Village Clerk

Leroy R. Hansen

After evaluating the current state and structure of the existing canopies within Community Park it is my recommendation to remove the existing framework and install new uniformed solid framework with the new canopies. Current structures are attached to the existing fences with plumbers tape in several areas as well as mismatched tubular dimensions throughout structure. Due to the nature of this project and its constant exposure to weather, it would also be my recommendation to avoid using wood within this project.

Below you'll find three proposals to complete the work of replacing the existing canopies at Community Park.

Proposal #1

Custom Built Commercial Fence Corp.

Total: \$22,500.00

Proposal #2

Wiesbrook Sheet metal, INC.

Total: \$19,826.00

Proposal #3

Chesterfield Awning Co.

Total: \$18,512.00

Due to the use of wood as well as reusing existing non-uniform framework it is my recommendation that we proceed with this project using **Wiesbrook Sheet Metals proposal**.

Should you have any questions please contact me and I will address them as quickly as possible.



"A Place of American History"

Proposal #2



WIESBROOK SHEET METAL, INC.

Metal Roofs/Wall Panels~Heating~Air Conditioning~Bay Windows~Customized Sheet Metal Work

Proposal for Six Dugout Covers

May 31, 2012

Job Name:

Borse Community Park
Midway Drive
Willowbrook, Illinois

Remove and dispose of existing awning framing and cover material. Supply and install 20 galvanized zee and hat channels subframing with 24 gauge prefinished steel metal roof panels. Metal roof panels to be one inch and three quarter high standing seam by eighteen inches wide with no exposed fasteners. Also included is fascia on all four sides to cover up the ends of the framing. Fascia to be same material and color as metal roof panels. We exclude any and all things not specifically mentioned. All material to have a Kynar 500 finish, manufacturers standard colors with a twenty year paint warranty.

Total Price: \$19,826.00

Exclusions

Excludes any and all work not specifically mentioned.

General Conditions

- ~ All prefinished metal to have a Kynar 500 finish out of manufacturers' standard colors.
- ~ Pricing good for 30 days.
- ~ Payment terms are 50% at placement of order and balance due upon completion.

By _____

By _____

Printed Name _____

Name Kenneth J. Wiesbrook, V.P.

Title _____

Title Vice-President

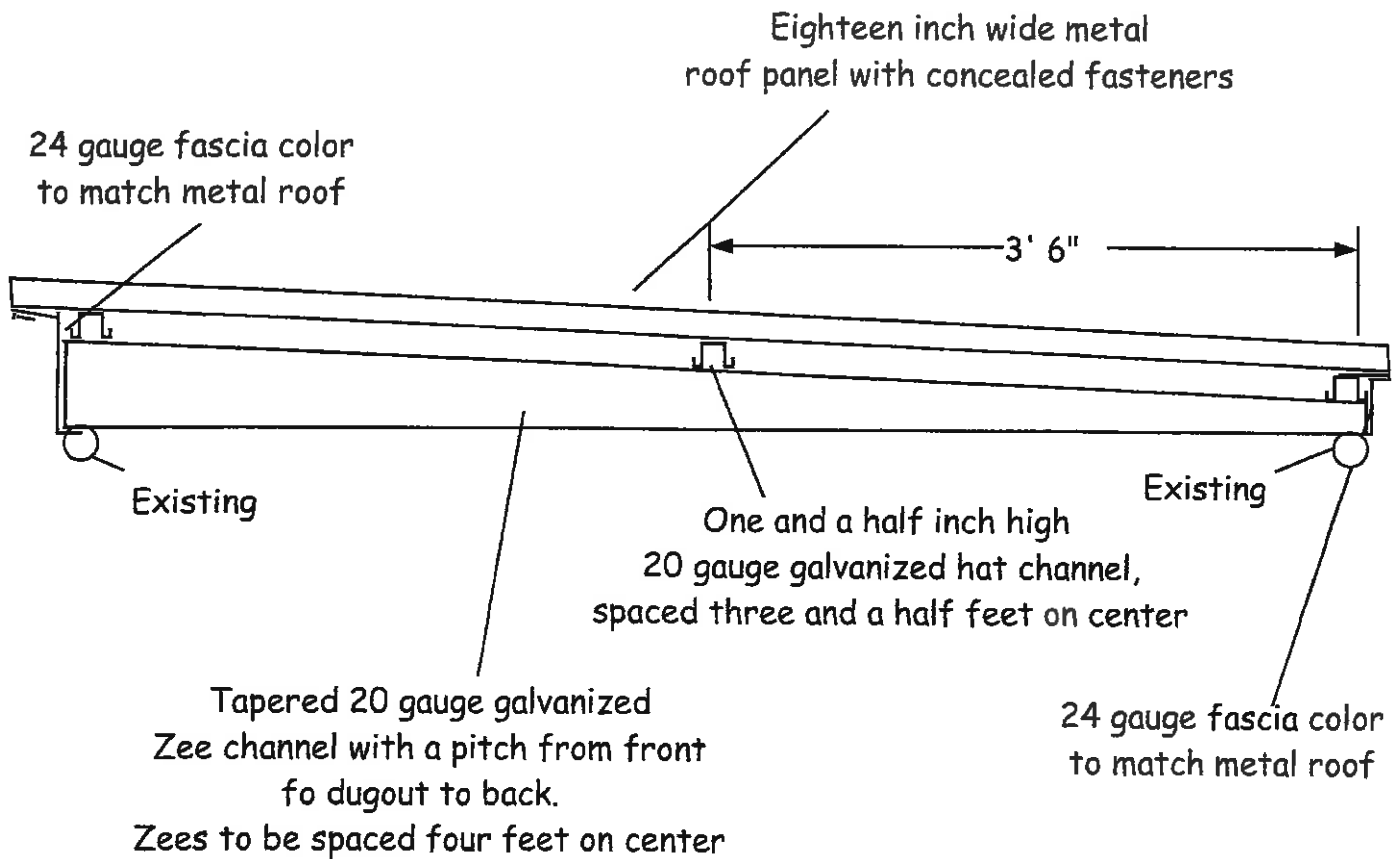
Date _____

Date _____

25502 WEST RUFF STREET, PLAINFIELD, ILLINOIS 60585 • 630-922-9050 • FAX 630-922-9055

ken@wsminc.net

Borse Community Park Dugout Roofs



Cut View of Framing and Roof Panels

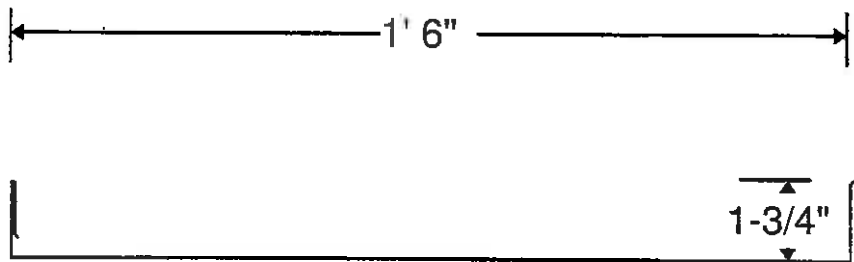
Wiesbrook Sheet Metal
25502 West Ruff Street
Plainfield, Il 60585

Scale 1"=1'0"
Date 6-1-12
Drawn by KJW

Accepted by

2

Borse Community Park
Dugout Roofs



Typical Roof Panel

Wiesbrook Sheet Metal
25502 West Ruff Street
Plainfield, Il 60585

Scale 3"=1'0"
Date 6-1-12
Drawn by KJW

Accepted by
4

New Pavilions



Old Pavilions



References for Design Perspectives, Tod Stanton

Hodgkins Park District, Kelly Young, Director

Design Perspectives worked on both a PARC grant and OSLAD grant for the Park District's current main park. They received a \$2.3 million PARC grant as well as a \$400,000 OSLAD grant. They do not know if they will have enough money to follow through with the PARC grant, but are currently working on the OSLAD grant project.

The Hodgkins Park District also worked with Design Perspectives on a master plan. Ms. Young indicated that the master plan helped the Park Board and recreation staff see the "bigger picture". It assisted them in prioritizing projects for the present and future. Having a master plan also helped them secure the previously mentioned grants.

Ms. Young indicated that Mr. Stanton has an amazing track record when it comes to getting grants.

City of Beloit Wisconsin, Brian Ramsey, Director of Parks & Leisure Services

Mr. Ramsey is new to the City of Beloit, working for a number of years in Illinois. The City already had a master plan but it was not specific enough. Tod helped create one that was more in depth and included what the community wanted. Mr. Ramsey commented on the gentleman who conducts the surveys for Tod. Mr. Ramsey stated he was very sharp and received valuable information from community members as well as other stakeholders through phone surveys and public focus groups. Surveying the community helped the City determine such things as the quality of their marketing program and gave direction to the recreation department for the next 5 – 10 years. When doing a capital plan in Wisconsin, a master plan needs to be completed. The City is now applying for a trail grant.

Oak Brook Terrace Park District, Laura Barron, Director

Ms. Barron used Design Perspectives for the completion of a master plan as well as an OSLAD grant application. Oak Brook Terrace had a master plan that was from the 70's. She applied for an OSLAD grant with the master plan and was denied. She stated her experience working with Tod was great. The master plan has helped the Park Board and recreation staff reprioritize the goals for the district and was beneficial in looking at the overall operations end of the park district including capital. The master plan he created made the District more competitive and resulted in a grant award of \$311,000. This grant will be used to revamp an existing park purchased in the 80's (through an OSLAD grant) that consisted of a playground. The new "green" project includes an 8U soccer field, fitness stations, nature pods, shelter with living green roof, wind turbines to control electricity and trails leading to the district's nature center. Ms. Barron stated that the district would not have received this money without the strong master plan and the work of Tod Stanton. Ms. Barron also stated that Mr. Stanton is 3 for 3 in regards to OSLAD grant applications. All 3 of the OSLAD grant applications he worked on received 2012 OSLAD grant money.

Comprehensive Parks & Recreation Master Plan & OSLAD Grant Application

Section Five: Fees

The Firm of Design Perspectives, Inc. has broken the project into a series of steps that we have included as professional services for this project effort. The scope below has been broken down with a lump sum fee approach for each task. The total to complete items A-O is \$19,400. It includes the sub-consultant costs for Public Research Group. **All estimated reimbursable expenses are included in our proposal.** Any work outside of the services listed in this proposal will be handled on an hourly basis with a budget allowance approved by the Client prior to commencing the work. **We have provided you a 15% discount. The discount is already reflected in the numbers below.**

Task	Lump Sum Fee
PROJECT COMPONENT A: COMPREHENSIVE PARK & RECREATION MASTER PLAN	
A. Project Start Up & Goals & Objectives Formulation	\$300.00
B. Community Wide Recreation Based Survey	\$3,500.00
C. Site Inventory & Recreation Demand Analysis	\$1,500.00
D. Overview of Recreation Programming	\$1,000.00
E. Park Staff Visioning Meeting	\$250.00
F. Commission Visioning Meeting	\$250.00
G. Community Special Interest Groups Meeting	\$500.00
H. Community Wide Meetings	\$1,000.00
I. Community & Public Visioning Workshop Sessions	\$1,000.00
J. Park Conceptual Planning	\$2,000.00
K. Capital Improvement Plan	\$3,000.00
L. Financial & Operations Budget Development	\$1,000.00
M. Analysis of Findings & Plan Recommendations	\$2,500.00
Sub-Total MP Fees:	\$17,800.00

Comprehensive Parks & Recreation Master Plan & OSLAD Grant Application

PROJECT COMPONENT B: OSLAD GRANT APPLICATION (For Grant Application in July 2013)

N. OSLAD Grant Preparation	\$1,600.00
Sub-Total OSLAD Fees:	\$1,600.00

REIMBURSABLES EXPENSES

The list of possible items includes expenses such as printing, copying, postage, project supplies, etc.

O. Estimate of Expenses – We have included these costs in our proposal numbers.

Sub-Total Expenses:	\$0.00
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Total Project Cost:	\$19,400.00
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P. Hourly Billing Rates

2012-2013 HOURLY BILLING RATES:

Principal Consultant:	\$100.00 per hour
Technical Staff:	\$70.00 per hour
Administrative Staff:	\$25.00 per hour

An hourly rate will apply for any additional work requested in writing by the Client.

This fee proposal will expire after July 16, 2012 unless properly executed.

References for LandTech, John Vann

LaGrange Park Park District, Roy Cripe, Director

LaGrange Park Park District contracted with LandTech for the development of a master plan, grant application for a park project, and construction management for an electronic park sign. The LaGrange Park Park District did not have a master plan, which he stated is critical in the OSLAD grant process. Mr. Vann brings experience in the field in addition to having a staff on board who worked with IDNR. Mr. Cripe indicated that now is a good time to start working on a master plan and OSLAD grant application as it gives the consultant ample time to work on both projects. Mr. Cripe just submitted their OSLAD grant application this past week.

Sandwich Park District, Sue Swithin, Director

John Vann worked on the revision of a master plan, as well as completed OSLAD and PARC grant applications for the Sandwich Park District. The revision of the master plan was needed in order to be competitive for the OSLAD grant application. Through LandTech's assistance, the District was awarded \$600,000 and \$800,000 OSLAD grant funds. Also, with LandTech's assistance, the District was awarded a PARC grant for the acquisition of a commercial building to be redesigned as a Recreation Center and Gym.

Burr Ridge Park District, Jim Pacanowski, Director

I cut and paste an excerpt from John Vann's reference for the Burr Ridge Park District. Jim Pacanowski has corroborated these statements and said John does a wonderful job and the BRPD is currently utilizing his expertise for a currently project.

BURR RIDGE PARK DISTRICT - Harvester Park Phase 1 and 2; Master Plan; Neighborhood Parks
Jim Pacanowski, Director (630) 920-1969

– **Harvester Park**

Review and subsequent redesign of a large community park, including ballfields, a \$ 400,000.00 playground for various ages, circulation routes, athletic courts, and building locations; successful OSLAD grant application for playground and sports facilities, \$ 400,000.00. Master Planning included diagrams and park standards, existing facility evaluations, and recommended site enhancements; \$ 400,000 OSLAD Grant and design for Harvester Outdoor Natural Education Area

– **Stevens Park**

Renovation plans for a neighborhood Park. Conducted public design meetings for neighborhood involvement. Improvements consisted of renovated parking and tennis, a Zip Line, new nature playground, landscaping, and small picnic shelter. \$ 400,000.00

– **Citizens Park**

LandTech provided improvement plans for a new neighborhood park, and a successful OSLAD Grant application. Park was designed through a series of facilitated meetings with the local neighbors. Improvements consisted of a small skate park area, new family picnic shelter, playground, new parking lot, and ballfield improvements.

– **Oak Grove Park**

LandTech provided development plans for a passive park including walking trail, native educational signage, accessible washroom, family shelter, and tot lot. - \$ 350,000.

OSLAD GRANT

A. Project Master Plan	March 2013	JV / SG
B. OSLAD application materials	June 1, 2013	SG
C. OSLAD Presentation	October 2013	JV

DELIVERABLES:

LandTech shall deliver one PDF copy of the Master Plan, and 10 Printed, color bound reports.

TERMS and CONDITIONS:

- A. LANDTECH will have no duty or responsibility for the discovery, determination, location, presence, handling, removal, disposal, or exposure of anyone or anything to hazardous materials or soils at the Project site(s), including, but not limited to asbestos, polychlorinated biphenyl or any other substances, whether now or at some later date considered to be toxic.
- B. No other reimbursable expenses will be incurred by LANDTECH outside the scope of this contract, such as soil borings, testing, topographic, property surveying, and use of specialized consultants, without written authorization from the District.
- C. LANDTECH agrees to cooperate fully with any consultant, supervisor, or superintendent retained by the Owner on the project.
- D. Contracts between the Owner and Architect shall be subject to all requirements of the public laws and statutes of the State of Illinois where not addressed above.

INVOICING and PAYMENT:

- Payments for Basic Services shall be made monthly and in proportion to the services performed in the prior period. Additional work may be performed at hourly rates upon Owner request.
- Reimbursable expenses as defined shall be made on a monthly basis following expenses occurred.
- No deductions shall be made from the Landscape Architect's compensation on account of penalty, liquidated damages, or other sums withheld from payment to contractors, or on account to the cost of changes in the Work other than those for which the Landscape Architect is legally liable.

STANDARD RATES:

Principal Consultants	\$	120.00 per hour
Technical Staff	\$	65.00 per hour
Administrative Services	\$	30.00 per hour

VILLAGE OF WILLOWBROOK OUTDOOR RECREATION MASTER PLAN

FEE SCHEDULE (Cost not to exceed)

<u>Item</u>	<u>Lump Sum Fee</u>
A. Project Start Up & Goals & Objectives Formulation	\$ 500.00
B. Mail Survey	\$9,000.00
C. Park Inventory and Demand Analysis	\$2,000.00
D. Overview of Recreation Programming	\$2,000.00
E. Park Staff Visioning Meeting	\$ 350.00
F. Park Commission Visioning Meeting	\$ 350.00
G. Community Special Interest Groups Meetings	\$ 700.00
H. Community wide meetings	inc. with 'I'
I. Community & Public Visioning Workshop Sessions	\$1,200.00
J. Park Conceptual Planning	\$1,250.00
K. 5 - Year Capital Plan	\$750.00
L. Financial and Operations Budget Development	\$2,500.00
M. Analysis of Findings & Plan Recommendations	\$1,500.00
	Sub-Total: \$22,100.00
N. Reimbursable Expenses for Master Plan (printing, travel)	\$1,500.00

MASTER PLAN PROJECT: \$23,600.00

OSLAD GRANT APPLICATION FEE SCHEDULE (Cost not to exceed)

<u>Item</u>	<u>Lump Sum Fee</u>
A. Preliminary Design Phase	\$1,000.00
B. Grant Application & Public Meeting	\$3,500.00
C. Presentation Phase (hourly, if requested)	\$ 750.00

OSLAD APPLICATION: \$4,500.00 - \$ 5,250.00

COST CONTAINMENT

In order to control project, LandTech proposes to group similar activities and meetings into the same time period where possible. Also, some meetings may be eliminated if the Village determines its information gathering effort is complete. LandTech will utilize electronic delivery of documents in PDF format for reviews to reduce travel time and costs.

LandTech will look for additional opportunities to reduce costs throughout the Master Plan process. Village organized and facilitated meetings will reduce costs substantially.

SIGNATURES:

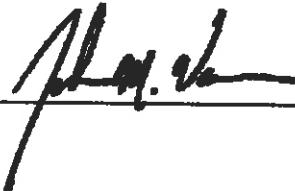
Owners Representative:

Ms. Kristin Violante, Supt. of Parks and Recreation
Village of Willowbrook
7760 Quincy Street
Willowbrook, IL. 60527-5594

Landscape Architect:

John M. Vann, d/b/a LandTech Landscape Architecture
2930 Cherry Road
Oswego IL. 60543
Phone: (630) 554-9984
Fax: (630) 206-1484

By: _____

By:  _____

Title: _____

Title: Owner _____

Date: _____

Date: 6-1-12 _____

Maintenance Needs – Week of June 27, 2012

Community

1. Updated schedule for BRW and Co-rec is in Outlook.
2. Future project -Screen path to accessible grill.
3. KV screens for Field #2 backstop. PW to put up by BRW Tourney (7/12-7/15).
4. Weed kill needed on sand volleyball courts – has this been done yet?
5. Shelter roofs replaced – wood trim needs to be painted
6. Dugout Canopy project – in works, bringing up at 7/10 rec commission meeting.
7. Future Project - Light Posts need to be painted.
8. Dead tree between Field #1 & Field #3.
9. Support broke on table per AJ.
10. Mound clay put down by BRW tournament – KV ordering.
11. KV to request mowing for BRW Tournament Thursday, July 12, a.m.

Creekside

1. Weeds per Recreation Commissioner and AJ – can you put weed kill down?
2. Bench bent by ball field.
3. Paint basketball court.
4. Paint drinking fountain – future project.

Farmingdale Terrace

1. Track Ride needs WD 40/George inspection and comment by Recreation Commissioner. – possible future replacement
2. Space shuttle bouncer has crack in tail – needs to be removed
3. Benches around playground need to be washed, have white stuff all around them.
4. Remove dead tree east of playground.
5. At the end of summer, KV to purchase perennials for around sign bed.
6. Future project – bench around basketball court

Lake Hinsdale Village

1. Fencing needs to be replaced/fixed.
2. Branches trimmed on trees outside of fence
3. Future project – picnic table with checkerboard top
4. Cap missing on pole by stairs.

Midway

1. Soccer Goals – please use inspection sheets and have staff notify me ASAP of any problems.
2. At the end of summer, KV to purchase perennials for around sign bed.

Praire Trail

1. Gator bags around 2 memorial trees and 1 along parkway.
2. Future project-more benches around pond.

Ridgemoor

1. Trees trimmed.
2. Weeds.
3. Graffiti on spiral slide needs to be cleaned up.
4. Mulch in sign bed area.

Rogers Glen

Waterford

1. Garbage can broke behind ball field.
2. Bike rack missing poles.
3. Tennis court repair – KV to check on- company went out and evaluated don't feel is necessary now.
4. Picnic table near east side of tennis court relocated to under tree – per Rec. Commissioner
5. Path wanted leading down to playground.
6. Board at tennis court for people to hit tennis balls against – per Rec. Commissioner – Future project
7. Ball diamond grated – TW to have Taming's do.
8. Tennis court locked up on 4th of July?

Willow Pond

1. KV to order 1 or 2 accessible picnic tables.
2. Lid broken on can near parking lot/AJ.
3. Garbage in pond – SWAP to clean.
4. Bench for Veterans?
5. Weeds in playground area.

Miscellaneous

1. SWAP scheduled for last week of July – start at Willow Pond – requested 2 vans.
2. Weeds in all parks, sign beds – AJ and Jonathan work on?
3. Playground mulch to be delivered.
4. See separate minutes form BRW meeting.
5. 4 picnic tables brought over to Willow Pond for garage sale on 7/14.



Village of Willowbrook

7760 Quincy Street
Willowbrook, IL 60527-5594

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

June 25, 2012

Dear Resident,

Mayor

Robert A. Napoli

Village Clerk

Leroy R. Hansen

This letter is being written to residents near Borse Memorial Community Park as we again prepare for the Girls' Softball Tournament from July 12-15, as sponsored by Burr Ridge/Willowbrook Girls' Softball. Their annual event includes teams from our community, as well as those from several other towns; and we are very proud to help them showcase Willowbrook's premier park. Since this tournament is the largest event held annually at the park, parking in the neighborhood often becomes an issue. The Village staff, BR/W Softball and the Willowbrook Police Departments are again working together to reduce the impact traffic will have on the area.

BR/W Softball has made arrangements with Gower School District 62 to have the Gower West School parking lot available. Participating teams have been notified and encouraged to use the school lot. Signs will be posted directing them to use Gower West. Also, parents from our local teams are being encouraged to car pool to reduce the number of vehicles entering the area.

No Parking will be allowed from **Friday, July 13** through **Sunday, July 15** as follows:

- North side of Midway Drive from Clarendon Hills Road to Virginia Court
- Both sides of Midway Drive from Virginia Court to Route 83
- Both sides of Eleanor Place from Midway Drive to Arlene Avenue
- East side of Eleanor Place from Arlene Avenue to 75th Street
- Both sides of Virginia Court north of Midway Drive
- East side of Virginia Court south of Midway Drive to Eleanor Place
- East side of Brookbank Road from 75th Street to 79th Street
- East side of Clarendon Hills Road from 75th Street to 79th Street

No Parking signs will be posted in all of these areas. Violators will be ticketed. We ask that you please not remove signs yourself anytime throughout the duration of the tournament. These measures are being taken to insure emergency vehicles have access to all the residences in the area around the park, as well as to the park itself. Signs will be installed Friday and removed Monday morning by our Public Works Department.

Finally, any time a large number of people gather, there is the possibility that a few of them may not be respectful of property, etc. For that reason, our residents are urged to **immediately** call the Willowbrook Police at **911**, as necessary. If you have any questions, please do not hesitate to contact me at 630.920.2251.

Sincerely,


Kristin Violante

Superintendent of Parks & Recreation

CC: Parks and Recreation Commission
Tim Halik, Village Administrator
Paul Oggerino, Deputy Chief of Police
Julie Burke, President - Burr Ridge/Willowbrook Softball
Tony Witt, Public Works



"A Place of American History"