



AGENDA

PROPERTIES AND RECREATION COMMITTEE

Properties and Recreation Committee: September 29, 2025 at 5:15 PM
Village Hall 740 Hillgrove Avenue, Western Springs, IL 60558

- A. Call to Order**
- B. Approval of Minutes**
 - 1. Committee Meeting Minutes 8-12-2025
- C. Public Comment**
- D. New Business**
 - 1. Public Works/Recreation Fence No Cost Change Order Extending Contract
 - 2. Surplus Declaration Memo - Quarter Three
 - 3. Recreation Department - 2026 Preliminary Budget Introduction
 - 4. Municipal Services Department - 2026 Preliminary Budget Introduction
- E. Other Business**
- F. Schedule Next Committee Meeting**
- G. Adjournment**

Individuals with disabilities who plan to attend / participate in this meeting and who require accommodations to allow them to observe and participate, or who have questions regarding accessibility of the meeting or facilities, are requested to contact Jill Izzo at 708-246-1800, extension 127.

Properties and Recreation Committee Meeting

Tuesday August 12, 2025

Village Board Room

740 Hillgrove Western Springs, IL 60558

Called to Order: 7:31 a.m.

Chair-Trustee Phil Nawrocki Presiding

Committee Members Present: Trustee Nicole Chen

Heidi Rudolph, Village President

Staff Present

Ellen Baer, Village Manager

Casey Biernacki, Deputy Village Manager

Heather Valone, Community Development Director

Kelsey Fawell, Village Planner

Diana Puga, Municipal Services Coordinator

Jenny Pesek, Administrative Assistant

Anne Skrodzki, Village Attorney

Electronic Attendance

Heidi Rudolph, Village President

Roll Call

As noted above.

Approval of Minutes:

Chair Phil Nawrocki motioned to approve the 6/5/2025 Properties and Recreation meeting minutes, seconded by Trustee Chen. Motion passed unanimously on a voice vote.

Public Comment: None

New Business:

Streetlight Painting

Diana Puga presented the Contract with Go Painters, Inc in the amount of \$15,000 they were the lowest bidder. She reported the Village staff issued a RFB for streetlight painting for the decorative streetlights in the and around the Central Business District. August 7, 2025, five bids were received and opened. Approximately 55 streetlights will be done this year.

Motion by Chair Nawrocki to recommend the for approval to award the 2025 Streetlight painting contract to Go Painters, Inc. and seconded by Trustee Nicole Chen. Motion passed unanimously on a voice vote.

2025 Streetscape and Beautification Project

Diana Puga presented this project to the Committee. The recommendation is to review and discuss the approval to purchase benches, garbage cans and bike racks for the TIF District. The project includes the purchase of seven benches, 6 trash bins, and 5 bike racks for Burlington Avenue. West Train Platform 4 garbage cans, Hillgrove Avenue 4 garbage cans, 6 benches. Totaling \$38,730.26. There is a deduction change order allowing for TIF funds to cover the replacement of all. Motion by Chair Nawrocki to recommend the approval to purchase the benches, trash cans, and bike racks and seconded by Trustee Nicole Chen. Motion passed unanimously on a voice vote.

Public Works Entrance Gate-Deductive Change Order No.1

Diana Puga reported that the Village Board approve the installation of the Public Works Entrance Gate. The proposal included the access gate and the security systems for the gate. After consultation with IT department, staff determined that an alternate vendor Verkada offered a security system that better meets the needs of the Village. The removal of the installation of the security system decreased the total cost for the project from \$122,150.98 to \$106,698.08, a reduction of \$14,652.90. Motion by Chair Nawrocki to recommend the approval of the deductive Change Order No. 1 for the Public Works Entrance Gate and seconded by Trustee Nicole Chen. Motion passed unanimously on a voice vote.

Other Business:

Project Update Public Works and Recreation Fence Replacement

Diana Puga, Municipal Services Coordinator, reported the approved contract was approved with Classic Fence for an amount not to exceed \$52,334.00. The Village received notification from the contractor in early August that the supplier of the materials has closed their Illinois facility and moving to another state. She will update her report as they become available. No action required.

Schedule for the Next Committee Meeting

The next Properties & Recreation Committee meeting will be held on August 27, 2025, TBD.

Adjourn

Chair Phil Nawrocki motioned to adjourn the meeting, seconded by Trustee Nicole Chen. Motion passed unanimously on a voice vote.

Meeting adjourned at 6:50 PM

Respectfully Submitted:

Jenny Pesek



AGENDA ITEM SUMMARY

PROPERTIES AND RECREATION COMMITTEE

Properties and Recreation Committee: September 29, 2025

AGENDA ITEM D.1.

To: Properties and Recreation Committee

From: Diana Puga, Municipal Services Coordinator

CC: Ellen Baer, Village Manager, Matthew Supert, Director of Municipal Services

RE: Public Works/Recreation Fence No Cost Change Order Extending Contract

Recommendation

Consider a recommendation to approve no-cost Change Order No. 1 for the Public Works/Recreation Fence Project and extending the contract until November 7, 2025.

Summary

In April, the Village Board approved a contract with Classic Fence, Inc. for the replacement of the fence between the Public Works Garage and Recreation Center for an amount not to exceed \$52,334.00. The Village received notification from the contractor in early August that the supplier of the fence materials had closed their Illinois manufacturing facility and was in the process of moving to another state.

As of last week, the Contractor informed the Village they anticipate the fencing material to be fabricated by the beginning of October.

The original completion date for the project was September 28th. Staff is recommending the extension of the contract until November 7, 2025 to allow for the replacement of the fence within this budget year.

Financial Impact

N/A

Recommended Motion

I move to recommend to the Village Board to approve no-cost Change Order No. 1 for the Public Works/Recreation Fence Project and extending the contract until November 7, 2025.

Strategic Plan Alignment

N/A

File Attachments

None



AGENDA ITEM SUMMARY

PROPERTIES AND RECREATION COMMITTEE

Properties and Recreation Committee: September 29, 2025

AGENDA ITEM D.2.

To: Properties and Recreation Committee

From: Diana Puga, Municipal Services Coordinator

CC: Ellen Baer, Village Manager, Matthew Supert, Director of Municipal Services

RE: Surplus Declaration Memo - Quarter Three

Recommendation

Consider a recommendation to declare the Fire and Recreation items as surplus.

Summary

Staff have identified several items that are recommended for surplus. The items being recommended for surplus are:

- 62 books of variety
- Nine (9) MSA FireHawk SCBA Masks (Fire Equipment)
- Harnesses (Fire Equipment)
- Bottles (Fire Equipment)

The Fire Equipment items being recommended for surplus have far exceeded their service life. Meanwhile, the books are either duplicates or receive little to no engagement.

Once declared surplus, the Fire Equipment will be decommissioned and the masks will be donated to the Prairie State College Fire Science Program and the books will be sold to Half-Price Books for credit.

Financial Impact

Financial Impact TBD pending credit from Half-Price Books.

Recommended Motion

I move to recommend to the Village Board declaring the discussed items as surplus.

Strategic Plan Alignment

N/A

File Attachments

None



AGENDA ITEM SUMMARY

PROPERTIES AND RECREATION COMMITTEE

Properties and Recreation Committee: September 29, 2025

AGENDA ITEM D.3.

To: Properties and Recreation Committee

From: Casey Biernacki, Deputy Village Manager, Nancy Flores, Interim Director of Recreation

CC: Ellen Baer, Village Manager

RE: Recreation Department - 2026 Preliminary Budget Introduction

Recommendation

None.

Summary

The preliminary budget for the Recreation Department is under review by the Budget Team and is expected to be available in November. The list below consists of new or significantly changed items for discussion.

The Recreation Department budget is mostly self-sufficient with revenues from in-house/contractual programming, independent contractor agreements, and rentals providing funding for operating and capital expenditures. Staff oversee a revenue fund and four (4) expenditure funds for Administration, Recreation Services/Programming, the Recreation Center, and the Grand Avenue Community Center.

Administration Recreation (6601210)

French Market Events (Special Events Supplies 6601210 55507)

Staff recommends an increase of \$5,000 to this line item to further enhance activities and events at the French Market. In 2025, the Village increased activities at this event with the addition of bounce houses, character actor visits, Recreation arts and crafts/coloring murals, a College of DuPage play, musical programs, book reads by President Rudolph, and more. These were well received and there was a noticeable increase in attendance. The proposed increase will be used to increase the number and type of activities each week.

Recreation Services (6602210)

Tennis Program (Tennis 6602210 55502/Revenue 210 34801)

Staff have identified a decrease in the Tennis program participation in part to the ever-growing pickleball phenomenon in addition to some tennis leadership challenges. Our approach is to reset Tennis for 2026 and identify a dynamic Tennis pro who will attract and grow the Tennis program with energy, passion and enthusiasm.

Summer Camp (Camps 6602210 53736/Revenue 210 34836)

The Summer Camp program for 2026 will have a brand-new look. Staff have surveyed the community and have received insightful feedback to help create a summer camp program based on the needs of our patrons. While still in development the costs for camp will increase due to the addition of field trips, transportation costs, on-site entertainment costs and staffing costs. Some feedback we have received includes an increase of camp length to 6 hours per day vs 2.5 to accommodate working parents schedule, 4 two-week camp sessions, more on-site activities and field trips.

SEASAPR Levy (SEASPAR 6602210 537250/Revenue 210 31005)

The South East Association for Special Parks and Recreation (SEASPAR) provides special recreation services to Clarendon Hills, Darien, Downers Grove, La Grange, La Grange Park, Lemont, Lisle, Westmont, Woodridge, Brookfield, Indian Head Park, Western Springs and Willowbrook. The SEASPAR organization estimates an increase to our contribution from \$166,536 to \$171,582. These funds are generated by using the Special Recreation Levy.

Tower Trot In-House (Tower Trot 6602210 55506/Revenue 210 34807)

The 49th Annual Tower Trot will be organized in house by the Recreation Department & Village team. Recreation Staff were notified this year by Healing Hearts for Ashely that they will no longer be a partner with the Tower Trot run but instead focus their efforts on music and dance fundraising. Staff will be working with Ham Radio again to assist in providing volunteers for the event as well as identifying potential sponsors and create new family activities before and after the race. Staff are currently working with Municipal Services to determine if the routes will be impacted by road construction in 2026. If not, we will apply to have the Tower Trot Cara certified, which will expand the reach to a broader demographic, potentially increasing our registration for the run.

2025 Recap: Actual Revenue: \$25,433, Actual Expenses: \$22,593

New Events Supplies (Special Event Supplies 6602210 55507)

- **Breakfast with Buddy the Elf (formally the Candy Cane Cordial) and Breakfast with the Bunny** are some new and exciting events for young families to sit down and enjoy a nice breakfast from Honeybee Cafe, have fun with Buddy the Elf or Mr. Bunny, make a craft, take a selfie, enjoy some games and entertainment. Target revenue of \$4,500 based on 150 registrations will offset the total cost in expenses of \$1,600, with a proposed net revenue of \$2,900.
- **Flashlight Easter Egg Hunt** will give teens an opportunity to enjoy a new event held in the evening followed by some pizza, games and prizes. Staff is working hard to attract teens to participate in something new, unique, and fun. The potential program revenue may be modest at \$540 with a loss in revenue of approximately \$610. Teen programming can be challenging, and the staff are trying something new to increase

engagement.

- Staff are excited to develop a new event in 2026 called the **Western Springs Amazing Race** where teams will compete in challenges and ultimately win the grand prize, (yet to be determined). Challenges will incorporate our iconic town and open spaces; combining creativity, team spirit and friendly competition with multi-department collaboration.
- This Fall 2025 the recreation department launched a new **Volunteer Program** to encourage Western Springs residents to get involved and volunteer for our special events. The Fall Brochure provided the information making it easy to sign up with a QR code. To date we have gained the interest of six (6) volunteers. The reduction in staff hours due to the use of volunteers will be reviewed over the upcoming year and presented next budget cycle.
- The **Fun at the Tower** event will be held twice during the summer, on the Tower Green. This event will provide an opportunity for the community/families to gather in the morning/early afternoon to enjoy some outdoor activities including bounce house, face painting, music, murals, balloon art, cotton candy, and much more. The event does not require registration and is an opportunity for the community to gather and enjoy a free amenity provided by the Village of Western Springs Recreation Department.

Building Services (Recreation Center) (6603210)

- Staff is reviewing security and building improvements at the Recreation Center and will have more information in November.

Grand Avenue Community Center (6605210)

Grand Avenue Stage – Architectural Study and Design (General Architecture 6605210 50320)

Staff recommends an architectural study for the Grand Avenue Community Center stage at an estimated cost of \$20,000 to \$30,000. The purpose of the study is to review the feasibility and design of the removal of the gym stage to bring the area down to grade with the gym floor. It would also include the installation of retractable bleachers to enhance seating and allow for recreation leagues to play games.

Grand Avenue 2nd Floor Bathrooms – Architectural Study/Design and Construction (General Architecture 6605210 50320/Building & Building Improvements 6605210 55300)

Staff recommends an architectural study for the 2nd floor bathrooms at an estimated cost of \$10,000. The existing bathrooms were designed for youth classes and recreation programs and are outdated. The bathrooms are regularly utilized by the Senior Center, Mattix Music, Jo's Footwork, and staff. Renovations are estimated to cost \$50,000 but may vary based on Americans with Disabilities Act (ADA) and building code requirements.

Financial Impact

The proposed budget will be reviewed by the Budget Team and financial impacts will be presented with the final proposed FY2026 budget.

Recommended Motion

None.

Strategic Plan Alignment

- Financial Stability

File Attachments

None



AGENDA ITEM SUMMARY

PROPERTIES AND RECREATION COMMITTEE

Properties and Recreation Committee: September 29, 2025

AGENDA ITEM D.4.

To: Properties and Recreation Committee

From: Matthew Supert, Director of Municipal Services

CC: Ellen Baer, Village Manager

RE: Municipal Services Department - 2026 Preliminary Budget Introduction

Recommendation

N/A

Summary

The Municipal Services Department has the largest capital and operating budgets covering multiple funds. Operational and capital planning budgets for 2026 are currently being developed by staff, and preliminary project information is available for the Committee's discussion for the October meeting cycle. The projects presented are not complete nor are they reflective of all projects that are currently under consideration.

The Properties and Recreation Committee reviews the following budget accounts:

- 4101100 – Municipal Services Administration
- 4102100 – ROW Maintenance
- 4101310 – Office Furniture and Equipment
- 4201590 – BNSF Maintenance
- 4202590 – BNSF Capital
- 4501360 – Central Business District

Attached for the Committee's review is a preliminary list of capital improvement projects under consideration with a preliminary project estimate if available. Staff have highlighted those projects which are cohesive with one or more of the strategic plan goals.

General – 100

4105100 - Forestry

Revisions to the Village's tree removal, tree trimming and tree replacement line items are being reviewed for revision. Potential adjustments to the allocation between Tree Trimming

(53520) and Tree Removal (53530) are being reviewed with the past three years of data. The forestry team believes that additional funds for tree removal may be required as the remaining ash trees in town begin to require removal.

Capital – 310

4104310 60015 - Building and Building Improvements

Village staff are currently evaluating various facility improvements and maintenance items ranging from interior improvements, flooring, painting, ADA and other needs. Included in the potential project scope is enhanced security measures for various Village facilities, which was originally targeted for 2025 but was postponed due to grant funding availability. It is anticipated that grant funding will be made available for the project in 2025.

The 2025 budget tentatively has \$527,000 in capital improvements for buildings identified, including \$180,000 in improvements for the historic water tower, and \$347,000 for other Village facility improvements. Several projects that were originally planned for 2025 were deferred due to budget constraints or in some cases included in the 2025 budget but were unable to be completed due to grant funding not being released during the calendar year.

Several projects on the capital improvement list have been postponed from previous year budgets due to funding constraints, including preventative roof maintenance at the Public Works Facility, ADA improvements at Village Hall, exterior door and general maintenance work. In total there is approximately **\$394,250 in out-year maintenance** at various Village facilities over the next three years that have been postponed from previous maintenance years due to funding constraints.

The work at the historic water tower has been postponed since at least 2017 due to funding constraints and includes exterior tuckpointing work, brick repair and a new roof.

Village staff are currently reviewing the addition of a Facility Condition Assessment (FCA) in the 2026 budget to allow for an external firm to review all Village facilities and complete a report on capital maintenance forecasting. A similar report was completed for the Water Treatment Plant this year. The goal is to incorporate the data from the reports into the Village's asset management system (Asset Essentials).

4103310 60030 – Vehicles

The Village is currently reviewing the replacement of seven vehicles in the fleet, including four

Public Works vehicles, two Fire and Emergency Management vehicles and three Police vehicles. The Public Health & Safety Committee will review budgetary vehicle purchases for the Fire and Emergency Management and Police Departments, however the Municipal Services Department in conjunction with the Village Manager's Office and Finance Department review all fleet and vehicle requests.

Municipal Services Department vehicles are split across three funds (4103310 – Capital, 4301510 – Water, 4401515 Sewer). The following vehicles are proposed for replacement and purchase for the 2025 budget.

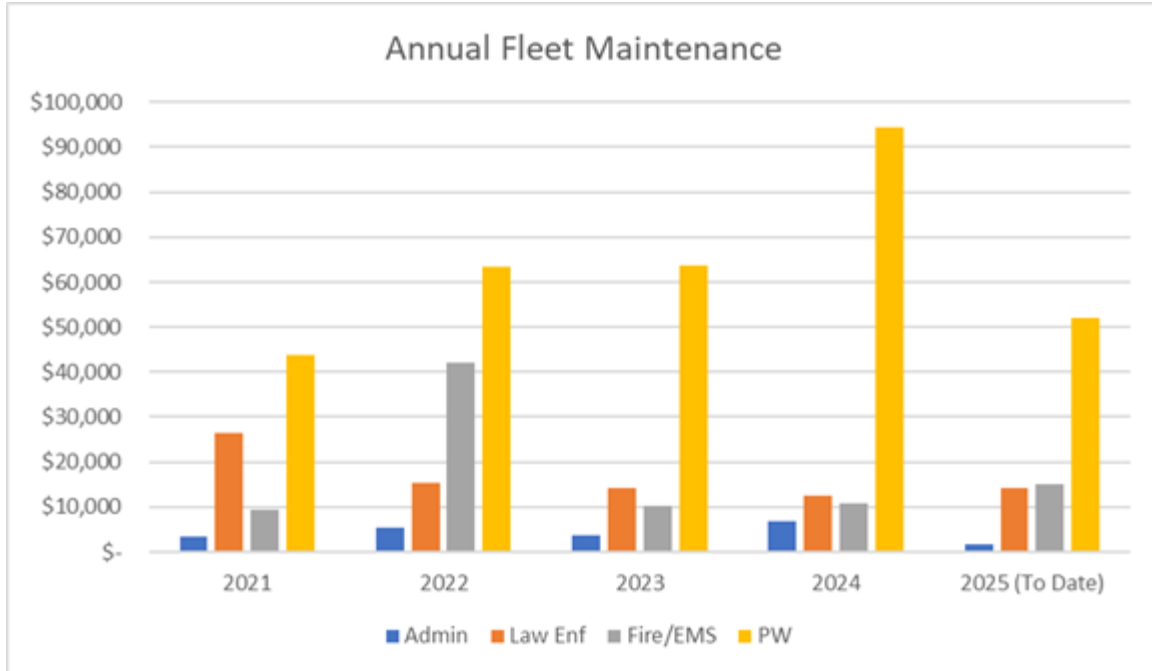
| | | |
|-----------------|-----------|---|
| Case End Loader | \$270,000 | Replace 2003 End Loader |
| Hot Mix Trailer | \$35,000 | Replace 1997 Patching Pickup Truck (surplus property) |
| Ford F-150 XLT | \$60,000 | Replace 1999 Truck 11 which was retired 2 years ago and not replaced. |

Pricing information is currently ongoing with the multiple departments, but preliminary information indicates that the electric vehicles are approximately \$20,000 more than comparative purchase pricing. Additional leasing options and pricing are currently ongoing.

Village vehicles within the fleet have fallen behind replacement schedules in most categories, with the average vehicle in the fleet 4.87 years past the review and replacement rotation. The Village typically rotates administrative vehicles and unmarked vehicles at their 5-year period down into other fleet service vehicles such as pool cars, department vehicles, or inspectional vehicles.

During the Strategic Plan session in August staff presented an overview of the Village's current fleet replacement program and highlighted the lack of funding for fleet replacement. It currently takes approximately 22 years to complete a full turnover on the Village's gas/administrative fleet. This data does not include public works equipment. All the vehicles were well past their intended replacement dates but were required to extend their service life duty to budgetary constraints.

Over the past five years, the Village has experienced a high volume of vehicle failures and additional maintenance due to the aging fleet. In April 2025, the Village declared five vehicles as surplus with vehicle dates ranging from 2010 to 2017 which had been in an inoperable condition for more than a year. The Village anticipates declaring an additional three vehicles for surplus before the end of the year.



Financial Impact

N/A

Recommended Motion

N/A

Strategic Plan Alignment

N/A

File Attachments

None