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# Willowbrook

7760 Quincy Street  
Willowbrook, IL 60527-5594

Phone: (630) 323-8215 Fax: (630) 323-0787 [www.willowbrookil.org](http://www.willowbrookil.org)

## Mayor

Frank A. Trilla

## AGENDA

MEETING OF THE PARKS AND RECREATION COMMISSION OF THE VILLAGE OF WILLOWBROOK  
TO BE HELD TUESDAY, JANUARY 6, 2015, AT 7:00 PM AT THE WILLOWBROOK VILLAGE HALL,  
7760 QUINCY STREET, DUPAGE COUNTY, ILLINOIS

## Village Clerk

Leroy R. Hansen

## Village Trustees

Dennis Baker

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES
  - A. DECEMBER 2, 2014
4. REPORTS
  - A. Park News in Brief
5. OLD BUSINESS
  - A. OSLAD Grant for Willow Pond Park
  - B. Village Race
  - C. Master Plan
  - D. 2014 Holiday Party
6. NEW BUSINESS
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

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Paul Oggerino

## Village Administrator

Tim Halik

## Chief of Police

Mark Shelton



Proud Member of the  
Illinois Route 66 Scenic Byway

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION  
HELD ON TUESDAY, DECEMBER 2, 2014, 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 7:01 p.m.

2. ROLL CALL

Those present at roll call were Chairman Richard Cobb, Commissioners Ronald Kanaverskis, Laurie Landsman, Robert Pionke, Rene Schuurman, and Doug Stetina.

ABSENT: Commissioners Lorraine Grimsby, Carol Lazarski, and at time of Roll Call, Ramona Weigus.

Also present was Superintendent of Parks and Recreation Kristin Violante.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – NOVEMBER 4, 2014

The Commission reviewed the November 4, 2014 minutes. Superintendent Violante has received two amendments from Commissioner Lazarski referencing that she had arrived at the meeting around 7:07 p.m. and volunteered at the Pumpkin Fest.

MOTION: A Motion was made by Commissioner Landsman and seconded by Commissioner Pionke to approve the November 4, 2014 minutes as amended.

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

MOTION DECLARED CARRIED

4. REPORTS

A. *Park News in Brief*

2014 Winter/Spring Newsletter and Fun Guide

Superintendent Violante advised that the newsletter is at the printer and will be sent out to residents the beginning of next week. Registration for residents will begin December 15<sup>th</sup> and non-residents will begin December 22<sup>nd</sup>.

\*\*\*NOTE: Commissioner Ramona Weigus arrived at 7:03 p.m.

Lights

Superintendent Violante stated the lights have been installed at Willow Pond by Wingren Landscaping. Superintendent Violante advised that some of the lights are not working and are being checked out by the Public Works Department.

5. OLD BUSINESS

A. OSLAD Grant for Willow Pond Park

Superintendent Violante stated there will be a playground meeting tomorrow. The Village has not heard from IDNR as to whether the pond needs to be dredged or not.

B. Village Race

Commissioner Pionke advised that tasks have been assigned to different members of the Race Committee. Meetings will be held twice a month, on the first and third Mondays, until April when three meetings will be held. The next task is to meet with Race Time, the management and timing company. Superintendent Violante will be working on sponsorships.

Superintendent Violante stated all of the Physical Education teachers from Gower West and Gower Middle Schools are on the Race Committee. They are conducting a contest with the students to design t-shirts for the race.

C. Master Plan

Superintendent Violante advised that the Master Plan has been updated per discussion from the November meeting.

Superintendent Violante stated a limestone path linking the walking path with the playground has been installed at Waterford Park.

D. 2014 Holiday Party

Superintendent Violante related that 84 children are currently registered for the party and she is expecting more to call. The Village has received \$1,920 in donations. Raffle prizes were received from LaVida Massage and Hinsdale Nurseries. Food has been donated from Chicken Basket, 7-Eleven, Giordano's, and Whole Foods.

Approximately \$738.00 has been spent on gifts. \$450.00 has been spent on craft and party supplies and candy canes. Entertainment costs are \$250.00.

E. Lake Hinsdale Park

Superintendent Violante advised that there is no update at this time.

6. NEW BUSINESS

There was no new business.

7. CORRESPONDENCE/COMMUNICATIONS

There was no correspondence or communications.

8. VISITORS' BUSINESS

There was no Visitors' Business.

9. ADJOURNMENT

MOTION: Made by Commissioner Stetina, seconded by Commissioner Weigus to adjourn the meeting at the hour of 7:24 p.m.

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

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

January 6, 2015

\_\_\_\_\_  
Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

**Park News for Monthly Report, December 2014**

**Santa's Calling**

Eighteen kids were called by Santa for the Santa's Calling program. This continues to be a hit around the holidays.

To: Parks and Recreation Commission  
 From: Kristin Violante, Superintendent of Parks & Recreation  
 Re: 2014 Children's Holiday Party -- Final Report  
 Date: December 29, 2014

Listed below are the details from the Children's Holiday Party that was held on December 14. A big thank you goes out to the Commissioners for another great event. Thank you again to Doug and Laurie for not only purchasing the gifts but also getting the food and the extra gifts to HCS family services after the party. We were also able to donate some toys to the FISH pantry as well as Toys for Tots.

Food and beverage contributions came from Seven Eleven, Whole Foods, Giordano's, and Chicken Basket were a big hit. There has been a suggestion to move the food table to a different location in the cafeteria. There was a backup with people entering the party and waiting in line for food. We received a \$250.00 gift certificate donation from Hinsdale Nurseries as well as two massages from LaVida Massage. We held a raffle among parents for these items. I have received mixed reviews in regards to Mark Nichols, who provided the entertainment. This year we promoted the event through a community postcard mailing which I believe contributed to the increased attendance. Most of the individuals in attendance had pre-registered for the event. A few individuals who had not previously RSVP'd did attend. I think pre-registering was a good idea as it gave Doug and Laurie assistance in planning the gift distribution. I think it worked out great that Walgreen's took and developed the pictures on the day of the event. It was nice to have the pictures ready for people to take home. While your thoughts are still fresh, at our January meeting we can discuss how you would like to proceed for next year's event. Thank you letters have been sent to all individuals who made some type of donation to this party.

**Expenses**

Entertainment	\$ 250.00
Gifts - Walgreens, Jet Set Gems	1008.26
Crafts supplies, Food, Decorations	449.82
School rental and custodial charges (based on 2013)	174.00
Recreation staff time (day of the party only)	<u>150.00</u>
	\$2,032.08

**Five-Year Comparison of Expenses vs. Donations**

	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Expenses	\$2,493.49	\$ 1,464.08	\$1871.23	\$1473.17	\$2032.08
Donations	<u>3,049.00</u>	<u>1,470.00</u>	<u>\$2075.00</u>	<u>\$1345</u>	<u>\$2000.00</u>
Difference	\$ 555.51	\$ 5.92	\$627.77	(\$128.17)	(\$32.08)

**2014 Holiday Party attendance figures**

<u>Age</u>	<u>Girls</u>	<u>Boys</u>	<u>Total</u>
0-1	2	2	4
1 & 2	5	6	11
3 & 4	11	13	24
5 & 6	11	11	22
7 & 8	10	8	18
<u>9 &amp; older</u>	<u>16</u>	<u>12</u>	<u>28</u>
	55	52	107

**Summary of Attendance Figures**

2008	85
2009	65
2010	56
2011	107
2012	60
2013	64
2014	107

Inventory for 2014 Party

Gift bags (10 x-large, 53 large, 5 medium, 67 small, 75 jewelry size bags)  
Masking and scotch tape  
6 large 15x10 cookie trays  
5 Red and 4 Green table cover rolls (100 feet each complete roll)  
Sugar, spoons  
Decorations – hanging things, table centerpieces  
Napkins, forks

Will need for 2015 Party

140 gifts - \*estimate  
Gift bags –  
xs (jewelry) – 4 x6 = 50  
small (lunchbag) – 7 x 9 = 50  
medium 9x13 = 25  
large 12x14 = 50  
x-large 13x18 = 25  
Candy canes – 125 count  
Choice of gifts for older girls  
Additional decorations – hanging and centerpieces  
Full bin of crafts  
Holiday Plates and napkins – for 400

*Five plastic storage containers and one cardboard box were sent back to storage on 12/15/14*

Downers Grove Area FISH Pantry  
4340 Prince Street  
Downers Grove, IL 60515  
630-964-7776

December 26, 2014

Dear Kristin,

On behalf of the FISH Pantry, I want to thank you and the members of the Park & Recreation Board of the Village of Willowbrook for your donation of toys. What wonderful and thoughtful gifts! Many children will have a happier Christmas because of your concern for others. We appreciate your having thought of us. Please know you made a difference in bringing some joy into the lives of our neediest neighbors.

Thank you again.

Sincerely,



June Miller  
Corresponding Secretary

FISH is a nonprofit 501 (c) (3) organization. Neither goods nor services were provided in exchange for these donations.