

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.