

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
HELD ON TUESDAY, OCTOBER 3, 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 7:03 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: Chairman Richard Cobb.

Also present was Temporary Interim Superintendent of Parks and Recreation John Fenske.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – SEPTEMBER 5, 2017

The Commission reviewed the September 5, 2017 minutes.

MOTION: A Motion was made by Commissioner Grimsby and seconded by Commissioner Lazarski to approve the September 5, 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 surface was installed on September 11th. Electrical work is continuing. Footings for the lighting was installed on September 14th and the lights installed on the 20th. Splash pad features have been installed. The bathroom building should be installed by October 16th.

b. Master Plan Update – Survey; CIP; Draft-Goals & Objectives

Interim Superintendent Fenske stated that as of September 21st, Design Perspectives has received approximately 25% rate of return on the surveys and postcards that were mailed to residents. Interim Superintendent Fenske related that the Capital Improvement Plan (CIP) is based on preliminary feedback from the surveys. The Commissioners requested that land acquisition be added to Community Park CIP.

Interim Superintendent Fenske advised that Design Perspectives was requesting feedback on the Goals and Objectives for the Master Plan. The draft also includes comments received through the citizen surveys. Commissioner Lazarski requested a clarification of the comments listed under Administrative Topics – Operations: Lack of a strong vision from the Commission and no dogs in parks. Stated that it contradicts the CIP.

c. CRC Update

Interim Superintendent Fenske had no new information on the CRC at this time.

d. Fountain Installation

Interim Superintendent Fenske advised that the fountain in Prairie Trail Park was installed on September 18th. The Willow Pond fountain is delayed until the electrical work is completed.

e. Fish Re-Stocking

Interim Superintendent Fenske advised that 100 large-mouth bass were ordered on September 20th. The fish were placed in the ponds on Saturday, September 30th.

5. DISCUSSION

a. APPROVAL – 2018 Goose Control Contract

Interim Superintendent Fenske reviewed the contracts for Willow Pond and Prairie Trail Pond. Commissioner Landsman requested that Ridgemoor Park also be looked at for goose control.

MOTION: A Motion was made by Commissioner Pionke and seconded by Commissioner Grimsby to forward the 2018 Goose Control Contract to the Village Board for approval as presented.

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

b. APPROVAL – 2018 ADA Tax Levy

Interim Superintendent Fenske advised that if the tax levy is submitted with more than a 5% tax increase, public hearing procedures will need to be followed. Interim Superintendent Fenske stated that since the CRC will not be renovated in the near future, the \$25,000 contribution for ADA accessibility for that building can be removed from the SRA Tax Levy and would lower the total increase of the tax levy to under 5%. The commissioners concurred to lower the CRC contribution to the maximum amount allowable to remain under the tax cap limitation.

Commissioner Pionke requested that in the future, to include the tax levy information from previous years to compare what has been done in the past and the impact.

MOTION: A Motion was made by Commissioner Pionke and seconded by Commissioner Grimsby to forward the 2018 ADA Tax Levy to the Village Board for approval as amended.

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

c. APPROVAL – Willow Pond Holiday Light Contract

Interim Superintendent Fenske reviewed the contract presented by Wingren Landscaping. The commissioners requested that Hinsdale Nurseries be contacted to present a quote.

MOTION: A Motion was made by Commissioner Pionke and seconded by Commissioner Grimsby to approve the Willow Pond Holiday Light Contract as presented if no other quotes are received.

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

d. Park Maintenance Update

Interim Superintendent Fenske advised that new benches were installed and the fence painted at Lake Hinsdale Park. Interim Superintendent Fenske stated that willow trees had fallen in Prairie Trail Park and Ridgemoor Park. Interim Superintendent Fenske also related that the grass has been reseeded at Willow Pond Park along Plainfield Road.

e. Pumpkin Fest – Friday, October 27th

Interim Superintendent Fenske stated that he has ordered 20 cases of taffy apples and goody bags. Other refreshments will be purchased from Costco closer to the date.

f. 41st Annual Holiday Party – December 17th

Interim Superintendent Fenske advised that he has ordered gift bags, new decorations, and arts & crafts projects. The face painter has been confirmed. A magician has been booked for the entertainment.

Interim Superintendent Fenske recommended that postcards not be sent this year. The cost to send them to all residents was approximately \$4,000 and stated that money would be better used elsewhere. Commissioners suggested adding a note on water bills.

Interim Superintendent Fenske stated that new this year, he will be using Event Brite to register kids. Event Brite is the same company used for the 5K race. As residents call the Village to register, they will need to provide an email address. Their information will then be entered into the Event Brite site. The resident will then be emailed a ticket. This ticket will then need to be presented in order to enter the event.

Interim Superintendent Fenske advised that donation letters were sent to all Willowbrook and Willowbrook/Burr Ridge Chamber of Commerce businesses. So far, the Village has received \$250 in donations.

g. **Willow Pond Grand Opening**

The commissioners concurred on hosting the grand opening on Saturday, June 9, 2018 from 11:00 a.m. to 2:00 p.m.

6. **VISITORS' BUSINESS**

None presented.

7. **COMMUNICATIONS**

Commissioner Stetina provided information for adult fitness stations.

Interim Superintendent Fenske advised that Commissioner Kaczmarek has volunteered to be the chairman of next year's 5K race, along with Commissioner Pionke's help. Interim Superintendent Fenske stated that he has already received a sponsorship inquiry from the Willowbrook/Burr Ridge Chamber of Commerce. They are interested in being the presenting sponsor again this year.

8. **ADJOURNMENT**

MOTION: Made by Commissioner Pionke, seconded by Commissioner Grimsby to adjourn the meeting at the hour of 8:22 p.m.

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

MOTION DECLARED CARRIED

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Parks and Recreation Commission Meeting
October 3, 2017

PRESENTED, READ and APPROVED,

November 7, 2017

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.