



Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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Mayor

Frank A. Trilla

Village Clerk

Leroy R. Hansen

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Village Administrator

Tim Halik

Chief of Police

Robert Schaller

Director of Finance

Carrie Dittman

A G E N D A

REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON TUESDAY, JULY 10, 2018, AT 7:00 P.M. AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES:
 - a) June 5, 2018 – Regular Meeting of the Parks & Recreation Commission
4. REPORT:
 - a) Spring Fling 5K – Sunday, May 5, 2018
 - b) Willow Pond Rededication – Saturday, June 9, 2018
 - c) Fishing Derby – Friday, June 23, 2018
 - d) Family Fishing Day – Saturday, July 7, 2018
5. DISCUSSION:
 - a) Movie in the Park – Friday, July 13, 2018
 - b) Parent/Child Fishing Day – Friday, July 20, 2018
 - c) Family Campout – Saturday, July 28 – Sunday, July 29, 2018
 - d) Park Maintenance
 - e) 2018 Children's Holiday Party
6. VISITORS' BUSINESS – Public comment is limited to three (3) minutes per person
7. COMMUNICATIONS
8. ADJOURNMENT



Proud Member of the
Illinois Route 66 Scenic Byway

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
HELD ON MONDAY, JUNE 5, 2018, AT THE VILLAGE HALL, 835 MIDWAY DRIVE,
WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Richard Cobb called the meeting to order at the hour of 7:05 p.m.

2. ROLL CALL

Those present at roll call were Chairman Cobb, Commissioners Lorraine Grimsby, Catherine Kaczmarek, Ronald Kanaverskis, Laurie Landsman, Carol Lazarski, Robert Pionke, and Doug Stetina.

ABSENT: None.

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

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES

a. Minutes – May 1, 2018 Regular Meeting – Parks & Recreation Commission

The Commission reviewed the May 1, 2018 minutes.

MOTION: A Motion was made by Commissioner Grimsby and seconded by Commissioner Stetina to approve the May 1, 2018 minutes as presented.

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

4. REPORT

Interim Superintendent Fenske advised that he conducted a maintenance inspection of all Village parks. At Prairie Trail Park, one piece of playground equipment needs to be repaired. The company that manufactures the equipment is out of Poland and only ships replacement parts once a year. Another option is to replace the piece with new equipment for approximately \$3,000. After discussion, it was suggested that a new, less expensive piece of equipment be researched to replace the current piece. Commissioner Kanaverskis recommended that the equipment be removed until it is either repaired or replaced so that no one gets hurt if the piece breaks.

Interim Superintendent Fenske reminded the Commission that due to the 4th of July holiday, the July meeting will be held on July 10th.

Interim Superintendent Fenske stated that there has been an issue with nesting Red Winged Blackbirds attacking people at Willow Pond. Signs have been posted to alert passersby.

Chairman Cobb related that there will be memorial in Willow Pond for an abused dog that the Willowbrook Police had been involved with approximately two years ago. The puppy will be buried with a headstone to memorialize abused animals. The headstone will be placed near the time capsule in the park. Interim Superintendent Fenske advised that the Hinsdale Pet Cemetery donated the headstone, cremated the remains, and provided the burial.

5. MOTION TO APPROVE

- a. Proposal to repair and/or replace fences at: Borse, Lake Hinsdale and Waterford Parks

Interim Superintendent Fenske related that the proposal is to replace the entire perimeter fence at Lake Hinsdale Park, replacement of vertical supports and a gate latch at Waterford Park, and the replacement of the backstop fences at Borse Community Park.

MOTION: A Motion was made by Commissioner Kanaverskis and seconded by Commissioner Lazarski to recommend to the Village Board to approve the repairs/replacement of the fences as presented.

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

6. DISCUSSION

- a. Willow Pond Grand Re-Opening – Saturday, June 9, 2018

Chairman Cobb reviewed the timeline with the commissioners for the event. Commissioner Stetina advised that he will be distributing flyers to all the homes in the area of the park that will provide information on the event and parking restrictions. Chairman Cobb related that after tonight's meeting, the commissioners will ride over to Willow Pond to review staging and duties for the event.

7. VISITORS' BUSINESS

None presented.

8. COMMUNICATIONS

None presented.

9. ADJOURNMENT

MOTION: Made by Commissioner Stetina, seconded by Commissioner Landsman to adjourn the meeting at the hour of 7:54 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,

July 10, 2018

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

REPORT – 2018 Spring Fling 5K

Sunday May 6th 2018

COMMISSION REVIEW

- ☒ Report
☒ Discussion
☐ Seeking Feedback

Meeting Date:

July 10 2018

BACKGROUND

Final report on the Spring Fling 5K which was held on Sunday May 6, 2018.

Included are the following reports:

- Donation to Expense comparison
- Revenue from race entries

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

2018 Spring Fling Donations/Expenses	Expenses	Donations	Notes
WB/BR Chamber		\$1,500.00	Presenting Sponsor
Chicago Athlete Magazine	-\$200.00		Advertising
postage- donation letters	-\$288.11		613 X .47
The Pilates Body		\$100.00	Giveaway sponsor
Proforma		\$300.00	Water Station sponsor
King Car Wash		\$500.00	T-shirt sponsor
Dr. Pam Johnson		\$400.00	Face painter sponsor
Willowbrook Ford/Kia		\$500.00	T-shirt sponsor
Integrated Project Mangement		\$600.00	Start/Finish Line
Advanced Physicians		\$300.00	Pre/Post Race Exhibit
Community Bank of Willowbrook		\$500.00	T-shirt sponsor
Midwest Helicopter		\$200.00	General donation
Suburban Family Magazine	-\$450.00		Advertising
Hinsdale Magazine	-\$649.00		Advertising
Willowbrook Orthodontics		\$200.00	Race bag sponsor
Bella Cosa		\$500.00	T-shirt sponsor
Novotny & Associates		\$500.00	T-shirt sponsor
Plaques Plus	-\$355.00		Medals/Ribbons
Ultimate Rental	-\$1,805.00		Tent
	-\$1,343.25		Tables/Chairs
Orange Theory Fitness		\$200.00	Race bag logo
Countryside Vet Center		\$600.00	Start/Finish Line
Kerri Stockton	-\$300.00		Face painter
Quality Sleep Shop		\$100.00	Giveaway sponsor
Team United Martial Arts		\$100.00	Giveaway/Raffle sponsor
Medulla/Chiro One		\$400.00	Pre/Post Race Exhibit
Service Sanatation	-\$485.00		Bathrooms
Edward Jones		\$100.00	Giveaway
Apprize	-\$360.00		Postcard printing
Postage- postcards	-\$1,266.44		4523 X .28
CARA	-\$250.00		
The Fun Ones	-\$1,665.00		Bounce House/ ClimbingWall
WB/BR Kiwains		\$250.00	General

REVENUE FROM RACE ENTRIES

Eventbrite - site "A"	\$630.00
Eventbrite -site "B"	\$1,040.00
Total from Eventbrite	\$1,670.00

Walk in registration @ Village Hall	\$145.00
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Day of race registration	\$590.00
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Total Race Registration Fee	\$2,405.00
Gateway donation	-\$1,250.00

Total Revenue	\$1,155.00
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PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

Report – Willow Pond Grand Re-Dedication

COMMISSION REVIEW

- ☒ Report
☒ Discussion
☐ Seeking Feedback

Meeting Date:

July 10 2018

BACKGROUND

Final report on the rededication ceremony of Willow Pond park on June 9 2018

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

Report – Fishing Derby

COMMISSION REVIEW

- ☒ Report
- ☒ Discussion
- ☐ Seeking Feedback

Meeting Date:

July 10 2018

BACKGROUND

Report on the Fishing Derby at Willow Pond park on June 23, 2018

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

Report – Family Fishing Day

COMMISSION REVIEW

- ☒ Report
☒ Discussion
☐ Seeking Feedback

Meeting Date:

July 10 2018

BACKGROUND

Report on the Family Fishing Day at Willow Pond park on July 7th, 2018

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

DISCUSSION – Movie in the Park

COMMISSION REVIEW

- ☐ Report
☒ Discussion
☐ Seeking Feedback

Meeting Date:

July 10 2018

BACKGROUND

Update on the Movie in the Park to be held on Friday July 13 at Borse Community Park.

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

DISCUSSION – Parent/Child fishing

COMMISSION REVIEW

- ☐ Report
☒ Discussion
☐ Seeking Feedback

Meeting Date:

July 10 2018

BACKGROUND

Update on the Parent/Child Fishing event on Friday July 20 at Willow Pond.

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

As of tonight there are 5 couples signed up, if numbers do not increase by next week this event will be cancelled.

PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

DISCUSSION – Family Campout

COMMISSION REVIEW

- ☐ Report
☒ Discussion
☐ Seeking Feedback

Meeting Date:

July 10 2018

BACKGROUND

Update on the Family Campout event on Saturday July 28-Sunday July 29 at Borse Community Park.
This is a new event, offered for the first time.

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

As of tonight, there are only 2 families signed up. If numbers do not increase by the 23rd, this event will be cancelled.

PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

DISCUSSION – Park Maintenance

COMMISSION REVIEW

- ☒ Report
- ☒ Discussion
- ☒ Seeking Feedback

Meeting Date:

July 10 2018

BACKGROUND

Update on Park Maintenance issues for the months of May and June.

REQUEST FOR FEEDBACK

Feedback on how to proceed with the repair/replacement of the Mutipondo at Prairie Trail Park.

STAFF RECOMMENDATION

PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

DISCUSSION – 2018 Children’s Holiday Party

COMMISSION REVIEW

- ☐ Report
☒ Discussion
☒ Seeking Feedback

Meeting Date:

July 10 2018

BACKGROUND

In order to avoid any conflict, Staff reached out to the Burr Ridge Park Dist. to get the dates of their Holiday events. After getting the information from BRPD, and verifying the availability of those dates with Hinsdale South, Staff sent an email to the Commission for their input on what day to hold the party.

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

Due to the large number of children at last year’s party, and because not everyone got to see Santa, or take advantage of the other activities and refreshments, Staff recommends the following:

- Setting a maximum on the number of children who can pre-register
- Lowering the age from to 10 and under
- Extending the event by 45 minutes, to make up for the time of the entertainment



QUOTE

Hinsdale South High School

DATE: JUNE 21, 2018

7401 Clarendon Hills Road
Darien, IL 60561
Phone 630-468-4000
HinsdaleSouthRental@hinsdale86.org

TO Village of Willowbrook, Parks & Recreation Dept.
Attn: John Fenske
835 Midway Drive
Willowbrook, IL

DATE(S) REQUESTED	EVENT	PAYMENT TERMS	
12/16	Children's Holiday Party	Upon invoice	

HOURS	FACILITY REQUESTED	UNIT PRICE/HOUR	LINE TOTAL
2	Auditorium	\$50.00	\$100.00
5	Cafeteria	30.00	150.00
5	Staff-Auditorium	40.00	200.00
			\$450.00

Quotation prepared by: Tracy Kielp _____

To accept this quotation, sign here and return: _____

THANK YOU FOR YOUR BUSINESS!