



Willowbrook

835 Midway Drive
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AGENDA

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

REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON TUESDAY, NOVEMBER 6, 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. October 2, 2018 – Regular Meeting of the Parks & Recreation Commission
4. REPORT:
 - a. Pumpkin Fest – October 26, 2018
5. DISCUSSION:
 - a. 2018 Tree Lighting
 - b. 2018 Holiday Party
 - c. Marketing Plan
 - d. FY2019-2020 Budget
 - e. Ridgemoor Park
 - f. Park Maintenance Update
 - g. 2019 Commission Meeting Dates
 - h. Kite Fly
 - i. Drop-in Pre School
6. NEW BUSINESS/IDEAS
7. VISITORS' BUSINESS – Public comment is limited to three (3) minutes per person
8. COMMUNICATIONS
9. ADJOURNMENT



Proud Member of the
Illinois Route 66 Scenic Byway

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
HELD ON TUESDAY, OCTOBER 2, 2018, AT THE VILLAGE HALL, 835 MIDWAY DRIVE,
WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Robert Pionke called the meeting to order at the hour of 7:00 p.m.

2. ROLL CALL

Those present at roll call were Chairman Pionke, Commissioners Catherine Kaczmarek, Ronald Kanaverskis, Laurie Landsman, Carol Lazarski, and Douglas Stetina.

ABSENT: Commissioner Lorraine Grimsby.

Also present was Temporary Interim Superintendent of Parks and Recreation John Fenske and Village Trustee Sue Berglund.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES

a. Minutes – September 4, 2018 Regular Meeting – Parks & Recreation Commission

The Commission reviewed the September 4, 2018 minutes.

MOTION: A Motion was made by Commissioner Lazarski and seconded by Commissioner Kanaverskis to approve the September 4, 2018 minutes as presented.

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

4. REPORT

None presented.

5. DISCUSSION

a. 2018 Pumpkin Fest

Interim Superintendent Fenske advised that the Pumpkin Fest will be held on Friday, October 26th from 6:00 p.m. – 8:00 p.m. at Gower West Elementary School. Taffy apples have been ordered. Due to allergies concerns, only nut-free apples were ordered. Kiwanis is donating the fee to pay for the taffy apples.

b. 2018 Tree Lighting

Interim Superintendent Fenske stated that the Tree Lighting will be held on Friday, November 30th from 6:00 p.m. – 8:00 p.m. at Willow Pond. Interim Superintendent Fenske advised that he has been working with Commissioner Grimsby on event plans. Currently, there will be light refreshments, cookies, hot chocolate, and coffee.

Santa and Mrs. Claus will make an appearance. The lighting of the tree will occur at approximately 6:15 p.m. Interim Superintendent Fenske related that he is looking to rent space heaters and temporary walls for the pavilions in the event that it is too cold.

Interim Superintendent Fenske stated that he contacted Wingren Landscaping and advised them the lights needed to be on the tree before November 30th.

Interim Superintendent Fenske advised that donation request letters were sent to Willowbrook and Chamber businesses for both the tree lighting and for the holiday party. Splash Graphics, a Willowbrook business, advised that they will donate signs for the event.

c. 2018 Holiday Party

Interim Superintendent Fenske advised that the remaining budgeted money from the Willow Pond Park grand opening is not available to use at the holiday party. The budget for the holiday party will be the amount of donations that is received from area businesses.

Commissioner Kaczmarek reviewed the arts and crafts projects that will be used during the event.

Interim Superintendent Fenske provided samples of the postcards that will be mailed to residents and the program that will be distributed during the event.

d. Marketing Plan

Chairman Pionke advised that he spoke to Mayor Trilla in reference to the marketing plan. Mayor Trilla recommended that the Chairman speak with Village Administrator Halik. Chairman Pionke stated that he has not met with Administrator Halik at this time due to the Sterigenics issue going on right now.

Chairman Pionke related that this item will be on future agendas for additional discussions.

e. Park Maintenance Update

Interim Superintendent Fenske advised that the fence on the north side of Willow Pond was overlooked during the renovations of the park. The fence has since been replaced. The message board has also been put up at Willow Pond. The hot coal bins were also installed by Public Works employees.

Chairman Pionke is waiting for information from the Administration if there were any issues with the park maintenance since going with the greener fertilizer program.

Interim Superintendent Fenske related that the week of September 9th, the splash pad at Willow Pond was shut down due to the motor overheating. There was a malfunction in the timer and has since been repaired.

A suspension bridge at Borse Memorial Park had frayed lines on it and replacement parts have been ordered.

DuPage County SWAP program was out during the week of September 10th and performed general clean up in all the parks.

6. NEW BUSINESS/IDEAS

a. Kite Fly

Commissioner Stetina advised that this event was held every year in the past. The last event only had one participant. Commissioner Lazarski related that the event was moved from Borse Community Park to Farmingdale Park and could be the cause of the low turnout. Chairman Pionke suggested that the event be moved to Midway Park.

After discussion, the consensus was to hold one kite event for 2019 on May 18th from 10:00 a.m. – 12:00 p.m.

b. Drop-In Pre School

Chairman Pionke reminded the Commissioners that this program consists of once a week, for 2 – 3 hours, parents can bring their children to one of the parks for a pre-school program held by a pre-school teacher. Parents must stay present in the park during the program. The program will run for eight (8) weeks between Memorial Day and Labor Day.

Chairman Pionke spoke with LaVonne Campbell from the Burr Ridge Park District about participating in the program. Ms. Campbell advised that she would however, the classes would need to be held on a Monday or Friday. Ms. Campbell also requested that parks in Burr Ridge and Willowbrook be utilized. Teachers that are already conducting classes through the Burr Ridge Park District will be run the program.

Chairman Pionke also spoke of additional ideas for programs throughout the year; such as a neighborhood picnic, dance, and a car show. Interim Superintendent Fenske suggested reinstituting the yard sale. Commissioner Kaczmarek suggested contacting the new ice rink and offering some kind of program through their facility. The concurrence of the Commission was to hold a community picnic during 2019.

Commissioner Stetina suggested looking into exercise equipment for senior citizens be placed in Willow Pond Park. The Commission recommended placing this equipment in a different park.

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Parks and Recreation Commission Meeting
October 2, 2018

7. VISITORS' BUSINESS

None presented.

8. COMMUNICATIONS

Chairman Pionke sent an email to Mayor Trilla in reference to capital projects. Mayor Trilla advised that there is \$353,000 allocated for renovations of the exterior of the new Parks building. Construction should begin in the near future.

Chairman Pionke also asked about renovations for Ridgemoor Park. Mayor Trilla advised that the budget is tight at this time and renovations have been postponed. Suggestions were made to look into obtaining a grant for the renovations.

9. ADJOURNMENT

MOTION: Made by Commissioner Stetina, seconded by Commissioner Landsman to adjourn the meeting at the hour of 8:47 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

November 6, 2018

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

REPORT- 2018 Pumpkin Fest

Friday October 26, 2018

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

November 6 2018

BACKGROUND

Report on the 2018 Pumpkin Fest.

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

DISCUSSION – 2018 Tree lighting

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

November 6 2018

BACKGROUND

Planning for the 2018 Tree Lighting at Willow Pond on Nov. 30th 2018.

REQUEST FOR FEEDBACK

Ideas from the Commission are welcomed

STAFF RECOMMENDATION

PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

DISCUSSION – 2018 Children's Holiday Party

Sunday December 16, 2018

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

November 6 2018

BACKGROUND

Planning for the 42nd annual Children's Holiday Party.

REQUEST FOR FEEDBACK

A decision needs to be made on the following items:

- Craft project
- Set up time

STAFF RECOMMENDATION

PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

DISSCUSSION – Marketing Plan

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

November 6 2018

BACKGROUND

A discussion on creating a comprehensive Marketing Plan for current and future Park Department programs.

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

DISCUSSION – FY2019-2020 Budget

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

November 6 2018

BACKGROUND

Attached are the line items from the FY2018-19 Budget for review

REQUEST FOR FEEDBACK

For the December meeting, what line items need adjusting.

STAFF RECOMMENDATION

FY2019-20 Budget Draft
Line item

NOTES

FY2018-19

FY2019-2020

ADMINISTRATION

Emergency Telephone Line	\$ 200.00	\$ 200.00	Located at Borse Park
Office Supplies	\$ 12,425.00	\$ 12,425.00	Brochures
Printing & Publishing	\$ 250.00	\$ 250.00	
Fuel/Mileage/Wash	\$ 325.00	\$ 325.00	
Schools/Conferences/Travel	\$ 275.00	\$ 275.00	
Fees/Dues/Subscriptions	\$ 2,500.00	\$ 2,500.00	for letters
Postage & Meter Rent			

Capital Improvements

Landscaping	\$ -	\$ 1,500.00	\$ 1,500.00	flowers,mulch,trees
Court Improvements				tree service,pond service,lawn care,goose control
Park Improvements-Neighborhood Parks				

Landscaping

Park Landscape Supplies	\$ 9,000.00
Landscape Maint. Services	\$ 54,400.00

Maintenance

Rent-Equipment	\$ 250.00	\$ 250.00	portable toilets-pre season at Borse & Willow Pnd
Trash Removal	\$ 6,500.00	\$ 6,500.00	chalk,turfase,paint, field prep, lights
Ballfield Maint./Supplies	\$ 42,000.00	\$ 42,000.00	supplies for bathrooms at BCP & WP
Contracted Maintenance	\$ 9,500.00	\$ 9,500.00	playgroud equipment replacement, benches, garbage
Maintenance Supplies	\$ 40,637.00	\$ 40,637.00	can lids
Maintenance-Equipment			

Summer Programs

Program Material/Services	\$ 8,820.00	\$ 5,000.00	\$ 5,000.00	Fishing programs, camp out, Co-Rec softball supplies
Seniors Program				Run w/Burr Ridge

Fall Programs						
Program Material/Services	\$ 550.00					
Seniors Program	\$ 6,000.00					
						Run w/Burr Ridge
Winter Programs						
Program Material/Services	\$ 2,000.00					
Tree Lighting	\$ 1,400.00					For 2018 covers cost of light installation only
Holiday Party						
Seniors Program	\$ 300.00					Donations accepted
						Run w/Burr Ridge
Special Events						
Children's Special Events- Other	\$ 1,800.00					egg hunt, halloween party-donations accepted
Movie night	\$ 1,630.00					Donations accepted
Back To School Bash	\$ 1,500.00					
5K/Community Fair	\$ 9,525.00					
Special Event-Park Opening	\$ 10,000.00					Donations accepted
						Willow Pond Grand Opening
Spring Programs						
Recreation instructors/Staff						
Program Materials/Services	\$ 200.00					Fishing programs, Kit-e-Fly(new 2019)

PARKS & RECREATION COMMISSION MEETING
AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION	COMMISSION REVIEW
<p style="text-align: center;">DISCUSSION</p> <p>Ridgemoor Park Renovation</p>	<input type="checkbox"/> Report <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Seeking Feedback <p><u>Meeting Date:</u> November 6 2018</p>

BACKGROUND

Ridgemoor Park is located in the Ridgemoor subdivision at the north end of Quincy St. The playground equipment was installed in 1991, making it the oldest in the department. This park was scheduled to be renovated during FY2017-18, but due to a lack of funding, the project was postponed.

REQUEST FOR FEEDBACK

Beginning the discussion on the renovation of Ridgemoor Park

STAFF RECOMMENDATION

PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

DISCUSSION – Park Maintenance

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

November 6 2018

BACKGROUND

Update on Park Maintenance issues.

- Fountain Lights
- Winterization of Parks

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

DISCUSSION – 2019 Commission meeting dates

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

November 6 2018

BACKGROUND

REQUEST FOR FEEDBACK

The proposed dates for the 2019 meetings of the Parks & Recreation Commission are as follows:

Jan. 1, Feb. 5, Mar. 5, Apr. 2, May. 7, June 4, July 2, Aug. 6, Sept. 8, Oct. 1, Nov. 5 & Dec. 3.

STAFF RECOMMENDATION

Staff recommends moving the following meeting dates to avoid conflicts with holidays: Jan 1 to Jan 8.

A vote to approve the dates is also recommended.

PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

DISCUSSION – Kite Fly

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

November 6 2018

BACKGROUND

Discussion on the Kite Fly event to be held on May 18, 2019

REQUEST FOR FEEDBACK

A decision on the following items needs to be made

- Start/End time
- Will prizes be offered
- Will refreshments be offered

STAFF RECOMMENDATION

Staff recommends charging a nominal fee for this event to cover costs if Board decides to offer prizes and refreshments. Also, due to a possible conflict with BRW Girls' Softball, another location should be considered.

PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

DISCUSSION – Drop-In Pre School

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

November 6 2018

BACKGROUND

Update on the proposed Drop-In Pre School idea, brought up by Chairman Pionke.

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION