

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION  
HELD ON TUESDAY, March 5, 2019, 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 Lorraine Grimsby, Catherine Kaczmarek, Ronald Kanaverskis, Laurie Landsman, Carol Lazarski and Commissioner Douglas 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 – February 5, 2019 Regular Meeting – Parks & Recreation Commission

The Commission reviewed the February 5, 2019 minutes.

MOTION: A Motion was made by Commissioner Grimsby and seconded by Commissioner Lazarski to approve the February 5, 2019 minutes as presented.

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

4. REPORT

Chairman Pionke introduced Lavonne Campbell from the Burr Ridge Park District. Lavonne has been at the Burr Ridge Park district for 28 years, she is the Superintendent of Recreation and the senior coordinator. She stated that during her time at Burr Ridge, we have always shared a close working relationship with Willowbrook. This included the following: day camp, soccer, dance & the senior's programs.

Superintendent Campbell listed some of the Senior events that they host: weekly activities, trips planned for June, senior social and bingo. Superintendent Campbell passed out packets which included a years' worth of senior programing. Superintendent Campbell stated that the program is extremely healthy and no one in the area has a program that compares to ours, drawing in residents from all surrounding suburbs. Temporary Interim Superintendent of Parks and Recreation, John Fenske, asked about the invoices we get from Burr Ridge for these programs. Temporary Interim Superintendent of Parks and Recreation, John Fenske responded, the money we pay towards the co-op will off-set the program and that is 3-line item in the budget listing for the senior programs. Commissioner Lazarski asked if this program was ever held here. Superintendent Campbell stated that it was always held at Burr Ridge. The yoga, chess club and bridge were held in Willowbrook, until the Police Department moved into the 825 building. Superintendent

Campbell discussed the brochure and how the agreement works. Willowbrook has their own cover, Mayor's message, events page and village information listed. This is then "wrapped" around a common core, listing the programs Burr Ridge offers. Loyola Medicine sponsors both books to help offset costs. Chairman Pionke asked if there is an opportunity for advertising. Commissioner Landsman asked about the "Scoop" and if it is only sent to Burr Ridge residents. Superintendent Campbell said anybody can get it mailed to them for \$9.00 a year, she also added "we do not email all residents only the ones that sign up for a program or outing." Commissioner Grimsby stated that she attended a luncheon and seniors are aware of all that is available to them in the community.

Superintendent Campbell added that we are nationally recognized as one of the most successful senior programs and we are performing well.

Chairman Pionke asked if registration for programs was all "paper based" or was there an on-line option, and "Can Willowbrook residents sign up for our programs this way?". Interim Superintendent Fenske stated that for all of our programs, registration must be done through The Village of Willowbrook.

Commissioner Stetina asked about installing outdoor fitness equipment and asked Superintendent Campbell's opinion on the benefits of having exercise equipment. Superintendent Campbell stated that when they were approached about installing it, her boss was against it, she also had doubts on how popular it would be, but the equipment is used by the entire community, especially people with special needs. Commissioner Landsman asked if the foundation got any other funds?" Lavonne responded, that she thinks their ADA tax provided a portion of the funds." Interim Superintendent Fenske, stated, that we could also do the same. Superintendent Campbell said, "the most successful place to add exercise equipment is in parks where people run." Superintendent Campbell advised to start out with 2-3 pieces of exercise equipment and you could always add on. Commissioner Stetina asked about dogs in the park. He mentioned that when he was researching the topic, he reached out to Burr Ridge if they had liability issues. Superintendent Campbell said that in Burr Ridge, it is required that dogs be on leashes, and that the owners clean up after them. Lavonne also suggested that we educate the children not to touch dogs that are not on leashes.

Commissioner Landsman mentioned the renovation of the 825 building and asked, "What can we do better in our building?" Superintendent Campbell suggested installing hardwood floors.

There was a discussion on the Silver Sneakers program, and how Right-Fit is now a member, and they are the closest participating member.

Superintendent Campbell stated that the kitchen was their heart of the park district building, and that having one would make the space rentable. Burr Ridge does not allow cooking at their location. Commissioner Stetina said that, "We appreciate all your information." Superintendent Campbell stated that Interim Superintendent Fenske, should be your source for new programs, and that Willowbrook's events are included in the Burr Ridge brochure.

Superintendent Campbell brought up the "Pop-up" Pre-school, and Chairman Pionke responded that it still needs work. He also discussed the meeting with Superintendent Campbell, Fenske & himself.

Superintendent Campbell gave some examples of ideas of events and programs which include: picnics in the park, animal safari, mini camps and smores in the park. These events would help highlight the Willowbrook parks. Commissioner Stetina asked if Burr Ridge ever did family camp outs, Superintendent Campbell stated that they did but in recent years it was hard to find staff to work and suggested that we reach out to L.L. Bean to sponsor some future events.

Chairman Pionke stated that one of the things we have talked about was we want to compliment the Burr Ridge programs and not compete with you, and what direction we can go with programming. Superintendent Campbell suggested the ice arena, West Swimming and the Burr Ridge/Willowbrook Sports Center as a possible source for new programs.

Lavonne then stated that when a program runs through a contractor the money is split 80/20. Commissioner Stetina asked if they have any contracts with Five Seasons. Superintendent Campbell stated that they do not.

Superintendent Campbell said she has spoken at National Conferences about the relationship between the two agencies, stated how well we work together and is open to meeting again with the board. Commissioner Lazarski added that it has been working for so long.

Superintendent Campbell shared her views on staffing the park district. Burr Ridge has five full time employees and several part-time employees. Burr Ridge does not offer the park district employees IMRF retirement plans, this allows the part-time employees to work as many hours as needed, and added they have no park maintenance staff. Interim Superintendent Fenske, stated that Public Works does most maintenance at the parks at Willowbrook.

Chairman Pionke asked, if anyone ever talked to you about using your reservation system for our classes? Superintendent Campbell stated that it is expensive to update software to allow on line registration. Burr Ridge uses Active Net. Interim Superintendent, John Fenske added that Willowbrook has no online presence to allow for online registration.

Chairman Pionke and the Commission thanked Superintendent Campbell for attending the meeting.

## 5. DISCUSSION

### a. 2019 Spring Fling 5K

Temporary Interim Superintendent of Parks and Recreation, John Fenske stated there was a second meeting on February 12, 2019, at his point we have 11 sponsors. Jimmy Johns said they will be there with food, and Laneville Chiropractic will be donating another \$65.00 pillow this year as a prize. Temporary Interim Superintendent of Parks and Recreation, John Fenske sent out a reminder email through Eventbrite, on the 21<sup>st</sup> to the participants from last year that registration is now open and the first runner signed up on the February 23<sup>rd</sup> 2019. We will have an ad in Suburban Family magazine. Temporary Interim Superintendent, John Fenske confirmed the use of Gower West's parking lot on February 26, 2019, reached out to Tri-State to request an ambulance at the 5K on February 28, 2019. Next meeting is set for March 12, 2019.

### b. Community Picnic

The board needs to decide on the food & activities that we would like to have. We have a starting budget of \$3500, and as Temporary Interim Superintendent, John Fenske of Parks mentioned last meeting, basing costs for food of the Willow Pond opening, so as of now we still have just over \$1400 left in our budget.

### C)- Park Maintenance-

The flag pole crank mechanism at Borse broke during the week of February 14, 2019. Parts were ordered and it was repaired by February 26, 2019. There were some tree branches that came down during the wind storm on February 20, 2019. Public works is cleaning them up as time permits. The "Stetina Pavilion" sign at Willow Pond was also damaged. It was repaired on February 28, 2019.

*At the 1:43 minute mark, the recorder stopped working, the following minutes were recorded by hand by Temporary Interim Superintendent of Parks and Recreation, John Fenske.*

D) Easter Egg Hunt. Saturday April 20<sup>th</sup>

The flyer for the Easter egg hunt/kite - fly day was sent to Gower for posting to their virtual backpack on February 19, 2019 and it was posted by the end of that week. Temporary Interim Superintendent of Parks and Recreation, John Fenske sent out an email to the holiday party attendees that registration is open as of March 4, 2019. Temporary Interim Superintendent of Parks and Recreation, John Fenske posted flyers at both BCP & Willow Pond on February 28, 2019. There were 420 eggs returned last year that John will stuff as time permits. Temporary Interim Superintendent of Parks and Recreation John Fenske ordered 4000 pre-stuffed eggs this morning. The banners will go up in the parks (Willow Pond, BCP & PT) on the 15<sup>th</sup> of April and possibly get some plastic "garage sale sized" signs with the information will be placed at the remaining parks. They are \$15.00 each = \$90-\$105. Discussion will continue at the next meeting.

**Fitness equipment.** No specific equipment requests were given to Temporary Interim Superintendent of Parks and Recreation, John Fenske, so, this missed the budget deadline and will be reassessed for FY 2020-2021.

6. NEW BUSINESS/IDEAS

Temporary Interim Superintendent of Parks and Recreation, John Fenske reached out to the gentleman from the Forest Preserve District who came out to our fishing events last year. Temporary Interim Superintendent of Parks and Recreation, John Fenske put the dates on his calendar, and will attend if he is available. Temporary Interim Superintendent of Parks and Recreation, John Fenske also reached out to Midwest Outdoors, to see if they might have anything to donate towards fishing. They are in Burr Ridge located by 79<sup>th</sup> & Madison. They publish an outdoors magazine, and also have a cable show. As of tonight, Temporary Interim Superintendent of Parks and Recreation, John Fenske still have not heard anything. The Summer Brochure copy was due to Burr Ridge Park District on the 15<sup>th</sup> of February. Temporary Interim Superintendent of Parks and Recreation, John Fenske got the proof back on March 4, 2019, and made the necessary changes.

825 Building update- Work continued on the exterior as weather permitted. The majority of the new façade was installed between February 2, 2019 & February 12, 2019.

7. VISITORS' BUSINESS

8. COMMUNICATIONS

None

9. ADJOURNMENT

MOTION: Made by Commissioner Grimsby, seconded by Commissioner Stetina to adjourn the meeting at the hour of 9:00 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

Apr 2, 2019

*As amended*

  
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Chairman

Minutes transcribed by Executive Secretary Christine Mardegan and Temporary Interim Superintendent of Parks and Recreation John Fenske.