



Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 www.willowbrookil.org

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

Brian Pabst

Chief of Police

Robert Schaller

Director of Finance

Carrie Dittman



Proud Member of the
Illinois Route 66 Scenic Byway

AGENDA

REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON TUESDAY, August 6, 2019, 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) July 9 2019 Regular Meeting of the Parks & Recreation Commission
4. REPORT:
 - A) Fishing Events
 - B) Movie in the Park- Friday July 19th
 - C) Family Campout- July 27-28th
5. DISCUSSION:
 - A) Community Picnic- Sat. Aug 10th
 - B) Back to School Bash Aug 15th
 - C) 2019 Children's Holiday Party
 - D) 2019 Tree Lighting
 - E) Program Sponsorship Packages
 - F) Park Maintenance Update
6. NEW BUSINESS:
 - A) Park Pavilion Rental Rates
7. VISITOR'S BUSINESS – Public comment is limited to three (3) minutes per person
8. COMMUNICATIONS-
9. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
HELD ON TUESDAY, July 9, 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 Doug Stetina.

ABSENT: None.

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

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES

a. Minutes – May 7, 2019 Regular Meeting – Parks & Recreation Commission

The Commission reviewed the May 7, 2019 minutes.

MOTION: A Motion was made by Commissioner Grimsby and seconded by Commissioner Lazarski to approve the May 7, 2019 minutes with corrections.

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

b. Minutes – June 4, 2019 Regular Meeting – Parks & Recreation Commission

The Commission reviewed the June 4, 2019 minutes.

MOTION: A Motion was made by Commissioner Grimsby and seconded by Commissioner Stetina to approve the June 4, 2019 minutes with corrections.

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

4. REPORT

a. Fishing Derby June 15th

Interim Superintendent Fenske related that he had to cancel the Fishing Derby because only two children signed up for the event. Commissioner Stetina made a suggestion to invite local scout groups to the various activities. A lengthy discussion on how to advertise Park Department events to ensure a higher turnout followed.

5. DISCUSSION:

a. Fishing Events July 13th & 19th

Interim Superintendent Fenske related that there are ten families signed up for Family Fishing event on July 13th from 10:00 a.m. -12:00 p.m. Interim Superintendent Fenske will arrive at 9:30 to set up for the event.

Parent/Child Fishing night- July 19th has eighteen people (9 total couples) signed up.

b. Movie Night – Friday July 19th

Interim Superintendent Fenske stated that he would need someone to help with set up for this event. (everyone talking over each other). Chick-fil-A will be there at 7:30 with sandwiches and drinks. The Village will provide popcorn.

c. Family Campout – July 27th – 28th

Interim Supt. Fenske related there is only one family signed up. This event will be cancelled if no one else signs up by July 18th.

Commissioner Stetina asked if we have any scouting contacts?

d. Community Picnic – August 10th

Interim Superintendent Fenske advised that there was a draft of the post card in your packet. The cost for 4,525 post cards is \$556.00, this for the printing and \$225.00 for the addressing fees. Postage will be \$1151.00.

Commissioners Landsman & Kaczmarek suggested some corrections to the postcard draft. Chairman Pionke asked when they will be going out. Interim Supt. Fenske advised they will go to the printer on July 10th, and probably go out on July 17th.

Interim Supt. Fenske went to Burr Ridge to look at their games but they did not have much to offer.

Commissioner Kaczmarek stated that Marshalls had several games that may work for the picnic.

Chairman Pionke stated that the first hour will be the meet & greet/food with the games/activities beginning at 12:00. A discussion on how to run the games followed. Commissioner Stetina asked about donations (background conversations made it hard to hear the exact question).

e. Smoking Policy

Chairman Pionke related that this was discussed last year and should be addressed again at this meeting. Commissioner Stetina mentioned that his wife noticed that there were several cigarette butts by the park benches at Willow Pond.

Chairman Pionke, asked if there are garbage bins there? Interim Supt. Fenske stated that there are garbage bins. There was then a discussion on smoking verses non-smoking in the parks. Chairman Pionke mentioned that from the discussion last year, signs were posted in certain areas of the parks. Commissioner Landsman made a motion to ban smoking entirely in all areas of all parks. Commissioner Grimsby seconded the motion. Chairman Pionke said he thinks that Hinsdale has a no-smoking policy that covers the entire Village. He will reach out to the Village of Hinsdale to confirm. A majority of the commissioners felt that smoking should be banned.

f. Dog Policy Enforcement

Chairman Pionke stated that there was a discussion on this at the last meeting, and that this is not about allowing dogs in the parks, but the enforcement of the Ordinance that is already in place. Commissioner Stetina asked, if the police enforce this?

Interim Superintendent Fenske stated he has not received any feedback from the Police on how many tickets or warnings are issued. Commissioner Grimsby stated that if we had a policy, it might be easier to enforce. Interim Supt. Fenske said that there is already an Ordinance stating that dogs are not allowed in any Park. Commissioner Landsman said that before the meeting she and Commissioner Lazarski were out at Willow Pond and observed someone walking their dog on the sidewalk that borders the park. Interim Supt. Fenske said that is a "grey area" as those are public sidewalks. He also stated that it happens at other parks. Chairman Pionke recommended that on all marketing materials it should read, "Pets are not allowed." Interim Supt. Fenske responded that this is already being done.

g. Holiday Party Entertainment

Interim Supt. Fenske reported that the laser show is \$995.00. He looked into the "Little People". They have a few different options between \$350.00 - \$425.00 for 20 to 30-minute shows. He also inquired about a magic show for \$200.00. Interim Supt. Fenske also mentioned that he sent in the facility request to District 86. He listed Dec. 8th as the primary date, and Dec 15th as the backup date for the event.

Chairman Pionke asked the Board to come up with ideas for the next meeting. He also said that he will look into an arts and craft project.

h. Vending Machine Installation

Interim Supt. Fenske stated that this was brought up by Commissioner Landsman in 2015, but he could not find any follow up information from that time. He contacted All Around Vending in Downers Grove which supplies the Village with three vending machines. During his conversation with the owner, the following was discussed: cost of product, electrical requirements & vandalism. Interim Supt. Fenske mentioned that there are no outlets on the exterior of the building, and that one would need to be added. Staff is concerned with possible vandalism of the vending machine, and does not feel there is a need for a machine at the park.

i. Park Maintenance Update

Interim Supt. Fenske included four quotes in the packet for review. The first one is Water Misters which ranges in price from \$5045 to \$9200.

The Commission was in agreement that Staff should follow up on what the total cost w/installation would be on the 4th model presented, that includes the drinking fountains.

Interim Supt. Fenske received a quote for \$8655 to sealcoat the walkways at Borse Park. If we went with the machine applied application it would be \$7678. The Commission said this was too expensive, and asked staff to get another quote. The same company also submitted a quote of \$668 to fill the cracks on the basketball & tennis courts. He also got a quote for a fence at Willow Pond for \$3575. This would be for a spilt rail fence, to match the one on the north. Commissioner Kanaverskis asked Staff to get a quote for a wrought iron fence.

6. NEW BUSINESS/IDEAS:

None presented.

7. VISITOR'S BUSINESS

None presented.

8. COMMUNICATIONS

None presented.

9. ADJOURNMENT

MOTION: Made by Commissioner Landsman, seconded by Commissioner Grimsby to adjourn the meeting at the hour of 9:09 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

_____, 2019

Chairman

Minutes transcribed by Executive Secretary Christine Mardegan and Interim Superintendent Fenske.

PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION	COMMISSION REVIEW
	<input checked="" type="checkbox"/> Report
	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Seeking Feedback
	<u>Meeting Date:</u>
	August 6 2019
BACKGROUND	
Report on the Family Fishing Day that was held on Saturday July 13 th , And the Parent/Child Fishing event that was held on Friday July 19 at Willow Pond.	
REQUEST FOR FEEDBACK	
STAFF RECOMMENDATION	

PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

Report – Family Campout

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

August 6 2019

BACKGROUND

Report on the Family Campout event on Saturday July 27th & 28 at Borse Community Park.

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

Due to low enrollment, this event was cancelled.

PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

DISCUSSION – 2019 Community Picnic

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

August 6 2019

BACKGROUND

Planning for the 1st Annual Community Picnic

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

DISCUSSION – Back to School Event

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

August 6 2019

BACKGROUND

Update on the Back to School Event held at Gower West on Wednesday, Aug. 15th.

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION	COMMISSION REVIEW
DISCUSSION – 2019 Children's Holiday Party	<input type="checkbox"/> Report <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Seeking Feedback <u>Meeting Date:</u> August 6 2019
BACKGROUND Planning for the 2019 Children's Holiday Party	
REQUEST FOR FEEDBACK Items that need to be discussed are: <ul style="list-style-type: none">• Entertainment• Arts & Craft project ideas	
STAFF RECOMMENDATION	

PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

DISCUSSION – 2019 Tree lighting

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

August 6 2018

BACKGROUND

Planning for the 2019 Tree Lighting at Willow Pond on Nov. 29th 2019.

REQUEST FOR FEEDBACK

Ideas from the Commission are welcomed

STAFF RECOMMENDATION

PARKS & RECREATION COMMISSION MEETING
AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION	COMMISSION REVIEW
DISSCUSSION – Program Sponsorship Packages	<input type="checkbox"/> Report <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Seeking Feedback <u>Meeting Date:</u> August 6 2019
BACKGROUND	
A follow up to the discussion of creating a Sponsorship/Donation flyer.	
REQUEST FOR FEEDBACK	
STAFF RECOMMENDATION Staff included an updated flyer.	



Program Sponsorship & Donation Opportunities

Village of Willowbrook
Parks & Recreation
Department

835 Midway Drive
Willowbrook, IL 60527
Phone: 630-323-8215
Fax: 630-323-0787
www.willowbrookil.org

NEWSLETTER ADVERTISING

The Village's Community Newsletter and Recreation Program guide goes out to close to 5000 residents three times a year, and is a great opportunity to advertise your business to the Village.

- Inside Front Cover 1/2 Page: \$
- Inside Back Cover, 1/2 Page: \$

Parks Partner

In-Kind donations for all events are always welcome.

For more information call the Village Hall: 630-323-8215

Event sponsors for all events will be recognized in the seasonal Village newsletter.

Please fill out and return the enclosed Sponsorship Registration Form

Mayor

Frank Trilla

Village Clerk

Leroy Hansen

Village Administrator

Brian Pabst

Village Trustees

Sue Berglund

Umberto Davi

Terry Kelly

Mike Mistele

Gayle Neal

Paul Oggerino

Interim Supt. of Parks & Recreation

John Fenske

Park & Recreation Commission

Robert Pionke- Chairman

Lorraine Grimsby

Catherine Kaczmarek

Ronald Kanaverskis

Carol Lazarski

Laurie Landsman

Doug Stetina

The Village of Willowbrook works hard to provide quality recreational programs and events for it's residents. We are very fortunate to have local businesses and organizations willing to assist in providing these excellent opportunities. If you are interested in contributing to one of these events, please call the Parks and Recreation Department at: 630-323-8215. We will work closely with you and your business to ensure you contribution is recognized appropriately.

Park & Recreation Events

Easter Egg Hunt

Sponsor: \$250

- Name/logo all on all promotional flyers
- Opportunity for on-site marketing
- Recognition at event

Spring Fling 5K/Children's 1M Fun Run & Community

Fair

Presenting Sponsor: \$2000

- Name/Logo on all race advertising, race website and in the seasonal program guide



Tree Lighting Ceremony
Both monetary and in-kind donations are accepted.

- Name/logo on promotional flyers
- Recognition at event

Annual Children's Holiday Party

Both monetary and in-kind donations are accepted.

Donations go towards the refreshments, entertainment and the purchase of a small gift for each child in attendance.

- Recognition in event program
- Recognition on Village Website

Children's Holiday Party

Movie in the Park

Primary Sponsor: \$500

- Business name/logo on all promotional flyers
- Opportunity for on-site marketing
- Recognition at the event

Community Picnic

- TBD

In-kind donations are also accepted

PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

DISCUSSION – Park Maintenance Update

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

August 6 2019

BACKGROUND

Update on Park Maintenance issues from July 9th to August 6th 2019.

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

New Business – Park Pavilion Fee Schedule

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

August 6th 2019

BACKGROUND

The fees to rent the Pavilions at Borse & Willow Pond Parks were last updated in November 2013. Staff included the current rental fees, along with their proposed changes. Also included are those from Darien & Westmont.

REQUEST FOR FEEDBACK

A decision to change the fees does not have to be made at this meeting. Staff is requesting input on their proposed changes, and if they are too high or low.

STAFF RECOMMENDATION

Any changes to the fees will have to be approved by the Village Board.

WILLOWBROOK PARK & ATHLETIC FIELD RENTAL PERMIT APPLICATION

Permit Fees and Services Schedules

Revised 11/25/13

Picnics and Events - Borse Community Park or Willow Pond

Persons in Group	Security Deposit	Standard Rates (Monday thru Friday 9 AM - 5 PM)		Premium Rates (Monday thru Friday 5 – 9 PM and all weekends & holidays)	
		Resident	Non-resident	Resident	Non-resident
Up to 25*	\$100 (Waived for scout & school groups serving Willowbrook residents)	\$20 (Waived for scout & school groups serving Willowbrook residents)	\$35 (Waived for scout & school groups serving Willowbrook residents)	\$40 (Waived for scout & school groups serving Willowbrook residents)	\$80 (Waived for scout & school groups serving Willowbrook residents)
26-49 *	\$200 (Waived for scout & school groups serving Willowbrook residents)	\$30 (\$20 for scout & school groups serving Willowbrook residents)	\$60 (\$40 for scout & school groups serving Willowbrook residents)	\$50 (\$30 for scout & school groups serving Willowbrook residents)	\$100 (\$60 for scout & school groups serving Willowbrook residents)
50 – 100 *	\$250 (Waived for scout & school groups serving Willowbrook residents)	\$50 (\$30 for scout & school groups serving Willowbrook residents)	\$90 (\$60 for scout & school groups serving Willowbrook residents)	\$90 (\$60 for scout & school groups serving Willowbrook residents)	\$180 (\$80 for scout & school groups serving Willowbrook residents)
101-150 **	\$300 (Waived for scout & school groups serving Willowbrook residents)	\$90 (\$45 for scout & school groups serving Willowbrook residents)	\$180 (\$90 for scout & school groups serving Willowbrook residents)	\$125 (\$90 for scout & school groups serving Willowbrook residents)	\$250 (\$100 for scout & school groups serving Willowbrook residents)
151 – 200 **	\$375 (Waived for scout & school groups serving Willowbrook residents)	\$150 (\$75 for scout & school groups serving Willowbrook residents)	\$250 (\$125 for scout & school groups serving Willowbrook residents)	\$180 (\$140 for scout & school groups serving Willowbrook residents)	\$360 (\$150 for scout & school groups serving Willowbrook residents)
200 + **	Costs are determined based on the size of the group. Permission for groups of more than 200 persons require pre-approval by the Village Board. Allow six-weeks from request.				

Notes:

1. The ending time of the activity determines whether Standard or Premium rates apply
2. Rentals are based on a six (6) hour rental time period.
3. Fees include trash removal.
4. Security Deposit will be refunded by check within three (3) weeks of rental. Refunds must be approved by the Village Board.

* \$10.00 for each additional two-hour time period

** \$20.00 for each additional two-hour time period

Park Permit Fees- 8/2019

Number of People In Group	Security Deposit	Resident Rate	Non-Resident Rate
Up to 25	\$100	\$60	\$120
26-50	\$200	\$100	\$200
51-100	\$300	\$110	\$220
101-200	\$400	\$200	\$400
200+	Permission for groups of 200 or more require pre approval by the Village Board. Costs are based on the size of the group. Allow six (6) weeks from request.		

5. Electric service is available only at time of rental, for a flat fee of \$75.00. It cannot be added later.
6. Bounce houses or other inflatables are not allowed for any rentals

2018 Picnic Permit Fees

Effective 4-1-18

Pavilion fees listed are for a 4 hour rental

Individuals/Churches/Not-for-Profit Organizations

# of People	DCP South		Security Deposit
	Resident	Non-Resident	
15-200	\$ 200.00	\$ 300.00	\$ 200.00
DCP North Smart Oaks			
	Resident	Non-Resident	
15-100	\$ 100.00	\$ 175.00	\$ 150.00
Meyer Woods			
	Resident	Non-Resident	
15-75	\$ 100.00	\$ 175.00	\$ 150.00

Companies

# of People	DCP South		Security Deposit
15-200	\$ 375.00		\$ 500.00
DCP North Smart Oaks			
15-100	\$ 250.00	\$ 255.00	\$ 250.00
Meyer Woods			
15-75	\$ 250.00	\$ 255.00	\$ 250.00

Alcohol Permit Fee:

\$ 50 (R)

\$ 75 (NR)

\$ 125 (Company)

Number of Occupants	Usage Fee	Deposit	Additional Hour Fee
0-100	\$200	\$100	\$50
101-150	\$250	\$100	\$50
151-200	\$300	\$150	\$50
201-250**	\$350	\$250	\$50

Available Time Slots: 8:00am-2:00pm & 3:00pm-9:00pm

***Must have board approval for more than 200 occupants*

Number of Occupants	Usage Fee	Deposit	Additional Hour Fee
0-100	\$275	\$100	\$50
101-150	\$350	\$100	\$50
151-200	\$425	\$150	\$50
201-250**	\$525	\$250	\$50

Available Time Slots: 8:00am-2:00pm & 3:00pm-9:00pm

***Must have board approval for more than 200 occupants*



TY WARNER GAZEBO

SPRAY PARK CABANA

LIONS PARK

VETERANS MEMORIAL PARK

DIANE MAIN PARK

SMITH WOODS

BELLERIVE PARK

BERNAS PARK

PICNIC PACK RENTAL FEE: \$25

Available to Westmont residents only. Need that perfect supplement to a great picnic? Get a picnic pack from the Westmont Park District and enhance your picnic, outing or gathering. Pack includes: equipment bag with 1 soccer ball, 2 softballs & 2 bats, 1 playground ball, volleyball, and 1 croquet set. A \$50 credit card deposit is required to insure return of equipment in good order. You must reserve your picnic pack in advance. For weekend reservations, Picnic Packs are available for pick-up on Friday and must be returned the following Monday. A \$2 late fee per day will be applied to all late returns.