



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

Brian Pabst

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,
SEPTEMBER 3, 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) August 6, 2019 Regular Meeting of the Parks & Recreation Commission
4. REPORT:
 - A) 1st Annual Community Picnic- Aug 10th
5. DISCUSSION:
 - A) 2019 Tree Lighting
 - B) 2019 Children's Holiday Party
 - C) Park Rentals/Fees
 - D) Park Maintenance Update
6. NEW BUSINESS:
7. VISITOR'S 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, AUGUST 6, 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 7:02 p.m.

2. ROLL CALL

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

ABSENT: Commissioner Lazarski.

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

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES

a. Minutes – July 9, 2019 Regular Meeting – Parks & Recreation Commission

The Commission reviewed the July 9, 2019 minutes.

MOTION: A Motion was made by Commissioner Grimsby and seconded by Commissioner Landsman to approve the July 9, 2019 minutes with corrections.

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

4. REPORT

a. Fishing Events

Interim Superintendent Fenske related that the Family Fishing day was held on July 13th. There were 10 families signed up. He also said that the Parent/Child Fishing Night was held on July 19th. There were 12 couples signed-up, with three attending, along with Chairman Pionke & his daughter. Interim Supt. Fenske stated that the families that did not show signed up through the Hinsdale Recreation Department. Commissioner Grimsby asked if it is common for no-shows to get their money back. Interim Supt. Fenske stated that would be up to Hinsdale.

b. Movie Night – Friday July 19th

Interim Superintendent Fenske advised that Chick-fil-A was this year's sponsor. Sandwiches and drinks were distributed. Chick- fil-A did not bring the Cow out because of the heat. Interim Superintendent Fenske stated there were approximately 75-80 people in attendance. Commissioner Landsman and Commissioner Grimsby thought we should have had popcorn. The census was to have more money in the budget for popcorn next year.

John thanked Commissioner Grimsby and Chairman Pionke for helping.

c. Family Campout – July 27th – 28th

Interim Supt. Fenske related that only one family signed up, so this event was cancelled. Commissioner Stetina suggested contacting local scout groups to try and increase participation. Commissioner Kaczmarek suggested looking to see if we could partner with REI or other stores in the area. Chairman Pionke said he would be interested how the Library's event went.

5. DISCUSSION:

a. Community Picnic – August 10

Chairman Pionke related that the Community Picnic is this Saturday from 11:00 am until 2:00 p.m. This is the first annual picnic for the Village. Chairman Pionke and Interim Supt. Fenske picked up some games which include: Frisbee golf, basket balls, volleyballs, foot balls, hula hoops, jump ropes and whiffle balls and bats. A discussion was had on how the games will be organized.

Commissioner Landsman asked about what type of food will be available. Commissioner Stetina said he would stop at TCBY to purchase the yogurt.

b. Back to School Bash August 15th

Interim Supt. Fenske related that Gower changed the way they are running the Back to School bash this year, and that they are going to take over running the event. It will take place on August 8th and will be a 45-minute event for new students and their families.

Commissioner Stetina said he contacted the PTO president and they were unaware of any plans. He also contacted the Principal at Gower West who said she does not have the time. He mentioned that Five Seasons was interested in coming out for this event.

c. 2019 Children's Holiday Party

Chairman Pionke had some suggestions for entertainment: A 40-minute magic/juggling show for \$250.00. He said that he will forward videos to everyone when he gets them.

Bucket drummers from Chicago, which would be percussion based. He also mentioned the Jesse White Tumblers.

He also had an idea for an arts and craft project making snowflakes using a template. He is still working on a second idea for a craft.

Chairman Pionke is researching some photo booth options and discussed some of the items he found.

Commissioner Stetina said that he talked to the manager at Walgreen's who liked the idea of the free picture, he just has to run it past corporate. Comm. Stetina also asked if we have received confirmation for the rental of the high school.

d. 2019 Tree Lighting

Chairman Pionke stated that we should mirror what we did last year with a few changes, including moving everything to the north side of the park. Another suggestion would be to make a program to recognize the choir and any sponsors and to thank all that helped. Commissioner Kaczmarek asked if we have received any other quotes for adding more lights and if it would be possible to do something with the pond. Commissioner Landsman suggested asking the Hinsdale Central High School band.

e. Program Sponsorship Packages

Interim Supt. Fenske shared an example of the sponsorship pamphlet that he has been working on. Commissioner Stetina asked how these would be distributed to the local businesses. Interim Supt. Fenske said they would be mailed. Discussion for next meeting's agenda. Commissioner Kaczmarek asked if it could be put on the website.

f. Park Maintenance Update

Interim Supt. Fenske stated that the ball field lights went out last Monday and we are waiting for ComEd to come out. Chairman Pionke mentioned that during the visit to Creekside Park they noticed the following: a dead tree near the playground, a tree growing up through the backstop & the basketball court needs to be restriped. He also mentioned that future projects should include making the park more ADA accessible. Commissioner Landsman mentioned about looking into an ice rink for the park.

6. NEW BUSINESS/IDEAS:

Chairman Pionke recommended that we hire staff for summer. He then mentioned some ideas for Willow Pond.

Commissioner Stetina discussed the following: moving the splash pad time to 7:00 p.m. – 7:30 p.m. and adding more garbage cans in the parks. He also mentioned that people do not know that they need a permit to rent the shelters and that should be posted on the board. He also suggested putting up a calendar showing when the pavilions are rented. Comm. Landsman requested that a date be put on the rock. Discussion was had on how to adjust the timer on the splash pad.

a. Park Pavilion Rental Rates

Interim Supt. Fenske mentioned that this came about from a rental. The renter was a Darien resident, who stated that our non-resident rates are cheaper than Darien's resident rates. Interim Supt. Fenske said that the rates have not been updated since 2013. He said he included the rates from both Darien and Westmont, along with his proposed rates.

Commissioner Stetina asked how we enforce the use of permits. He said he drives past the park almost daily and has noticed a group that appears to be holding a gathering, and he doubts they have a permit.

Chairman Pionke asked for more of a breakdown of users by park, showing resident to non-residents and dates/times of rentals.

7. VISITOR'S 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 9:04 p.m.

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

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

REPORT– 2019 Community Picnic

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

September 3 2019

BACKGROUND

Report on the 1st Annual Community Picnic held on Saturday, August 10th.

REQUEST FOR FEEDBACK

Feedback from the Commission is welcomed on what they thought of the event.

STAFF RECOMMENDATION

Staff included the expense report. Staff also suggests choosing a date for next year.

Community Picnic	EXPENSE	NOTES
J4 Jumping Beans	\$ (88.00)	Steamer Rental
5-Below	\$ (68.99)	games
Dollar Tree	\$ (65.77)	decorations, games, supplies
Harbor Freight	\$ (21.55)	blankets
Home Depot	\$ (17.55)	supplies
Menards	\$ (43.38)	games
Menards	\$ (52.47)	food, supplies
Oriental Trading	\$ (132.80)	games, tablecloths
Sam's Club	\$ (215.58)	food, paper goods
Target	\$ (23.93)	water balloons
TCBY	\$ (156.25)	yogurt
 Postcards		
	\$ (574.00)	Printing
	\$ (1,165.23)	Postage
 TOTAL	\$ (2,625.50)	
 STARTING BUDGET	\$ 3,000.00	
 Total remaining	\$ 374.50	

Breakdown by segment

Games	\$ 275.19
Food/Paper Goods	\$ 389.25
Supplies	\$ 111.28

PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

DISCUSSION – 2019 Tree lighting

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

September 3 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 included a quote from American Holiday Lights.

STAFF RECOMMENDATION



Company Address 6813 Hobson Valley Dr. #102
Woodridge, IL 60517
Contract Date 8/25/2019
Phone (630) 769-9999
Quote Number 00006108
Fax (630) 437-5559

Contact Name John Fenske - Village of Willowbrook, Parks &
Rec Dept
Phone (630) 323-8215
Email jfenske@willowbrook.il.us
Prepared By Jon Parrish
Preparer's Email Jon@americanholidaylights.com
Estimator Jon
Address Plainfield Road and Adams Street
Willowbrook, IL 60527

Quantity	Product	Description	Sales Price	Total Price
28.00	LED Lighted Garland - Multi Colored	7 poles, right of pond, one pole behind	\$80.00	\$2,240.00
36.00	LED Mini Light Strand - Multi-colored (50 Light Count)	2 pines by street - 21 strands 5 trees in front of pond - 36	\$27.00	\$972.00

Grand Total \$3,212.00

Above includes installation, extension cords, timers and take down.

Fees & Terms

Your signature is evidence that you have read and accepted all terms & conditions (front & back) of this proposal.

A 25% deposit is due at the time of order: \$803
Balance is due upon completion of the job: \$2,409

Client

AHL Representative

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> September 3 2019
<h4>BACKGROUND</h4> <p>Planning for the 2019 Children's Holiday Party.</p> <p>Staff reached out to different entertainers during the week of Aug. 12th, and sent links to their websites to the Commissioners for their review and included the quote from "The Great Boodini.</p>	
<h4>REQUEST FOR FEEDBACK</h4> <p>Items that need to be discussed are:</p> <ul style="list-style-type: none">• Entertainment• Arts & Craft project ideas	
<h4>STAFF RECOMMENDATION</h4>	

John Fenske

From: The Great Boodini <thegreatboodini@gmail.com>
Sent: Thursday, August 15, 2019 7:22 PM
To: John Fenske
Subject: Re: Price quote & availability
Attachments: Boodini FB Header.jpg; Torch Juggling.jpg; Boodini Gauntlet.jpg; Dementor-20.jpg; 5 Star Reviews for Boodini 9-2017.jpg

Hey John

- 1) I am currently available for 12/8
- 2) I have a couple of show options for you

Show options -

300.00 (45) minute Magic and Juggling Show
includes portable speaker, magic, juggling, family friendly comedy, audience volunteers

500.00 (45) minute Spectacular Holiday Show

includes DJ sound system, Holiday LED Juggling, Giant 8 Foot Tall Toy Soldier Illusion, instrumental hiphop Holiday music soundtrack, Levitation Illusion, Floating Green Ornament, Giant 6 Foot Tall Playing Card

Both shows are guaranteed to engage and energize an all-ages audience.

Add-Ons -

100.00 per hour Close-Up Walk Around Magic, Magic Class and Activities

100.00 per hour for amazing balloons - awesome line management - lightsabers, space blasters, giant candy cane balloons, emoji balloons and more

I am also an outstanding Magic and Juggling Instructor, and able to offer a wide variety of programs, including balloon twisting workshops, magic workshops, juggling workshops and Potter themed magic classes.

- Boodini is the 5 time winner of the Best of the Year Award (gigCompany)
- Over 200 online reviews with 5 star reviews (reviews posted: 96% 5 stars 3% 4 stars 1% 3 stars)
- Official Magician for Waukesha's Potter Fest (September 2018)
- Arriving 1 hour early for guaranteed on time schedule
- Professional costumed appearance
- Fun friendly personality

THE GREAT BOODINI
Professional. Entertaining. Amazing!

PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

DISCUSSION – Park Pavilion Fee Schedule

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

September 3 2019

BACKGROUND

The fees to rent the Pavilions at Borse & Willow Pond Parks were last updated in November 2013.

At the August 6th 2019 meeting Chairman Pionke asked Staff for a breakdown of the park usage by month.

That breakdown is included in the packet.

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

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

BREAKDOWN		BY		MONTH			
		JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	
2016	WILLOW POND	APRIL	MAY	2	0	1	
	BORSE		1	3	8	5	2
2017	WILLOW POND	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
	BORSE	3	4	6	6	4	1
2018	WILLOW POND	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
	BORSE	1	1	4	5	6	3
2019	WILLOW POND						
	BORSE	1	3	2	2	4	0

PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

DISCUSSION – Park Maintenance Update

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

September 3 2019

BACKGROUND

Update on Park Maintenance issues from August 7th to September 3rd 2019.

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION