



# Willowbrook

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## Mayor

Frank A. Trilla

## A G E N D A

## Village Clerk

Leroy R. Hansen

## Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON TUESDAY, November 5, 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. October 1 2019 Regular Meeting of the Parks & Recreation Commission
4. REPORT: Pumpkin fest
5. DISCUSSION:
  - A. 2019 Tree Lighting
  - B. 2019 Children's Holiday Party
  - C. 2020 Park Permit Fees
  - D. FY2020-2021 Budget
  - E. 2020 Commission Meeting Dates
  - F. 2020 Spring Fling 5K
  - G. Park Maintenance Update
6. NEW BUSINESS:
7. VISITOR'S BUSINESS – Public comment is limited to three (3) minutes per person
8. COMMUNICATIONS
9. ADJOURNMENT

## Director of Finance

Carrie Dittman



Proud Member of the  
Illinois Route 66 Scenic Byway

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION  
HELD ON TUESDAY, OCTOBER 1, 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, 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 – September 3, 2019 Regular Meeting – Parks & Recreation Commission

The Commission reviewed the September 3, 2019 minutes.

MOTION: A Motion was made by Commissioner Grimsby and seconded by Commissioner Stetina to approve the September 3, 2019 minutes as presented.

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

4. REPORT:

None Presented.

DISCUSSION:

A. 2019 Pumpkin Fest

Interim Superintendent Fenske advised that the Pumpkin Fest will be held on Friday, October 25<sup>th</sup> from 6:00 p.m. – 8:00 p.m. at Gower Elementary School. Taffy apples were ordered on September 19<sup>th</sup>. Due to allergies, nut-free apples were ordered, along with 3 cases with candy sprinkles. The planned time for set-up will be 4:30 p.m. Interim Superintendent Fenske will send out an email reminder to the Commission about the event.

5. B. 2019 Tree Lighting

Interim Supt. Fenske stated on September 5<sup>th</sup>, he met the designer from Wingren's Landscape. The quote is provided in the packet. Interim Supt. Fenske felt the quote was too high. Chairman Pionke suggested looking into getting our own decorations and lights which could be used every year, and then ask Public

Works for help putting them up. He also mentioned that the Girl Scout troop volunteered to do ornaments for the tree, and that the Gower choir will perform. Interim Supt. Fenske asked if Chairman Pionke would like to see more signage promoting the event. Interim Supt. Fenske shared that he has the banners from last year that will be put up, and that the company that donated them last year is looking to do the same this year. Refreshments will be cookies & hot chocolate.

Interim Supt. Fenske asked the board to consider under what conditions would the event be cancelled, especially if the weather is too cold. Interim Supt. Fenske shared the postcard and received feedback from the Commissioners. Chairman Pionke suggested to continue the discussion on the post card until later in the meeting.

#### C. Children's Holiday Party

Interim Superintendent Fenske booked Gary Kantor for entertainment for \$325.00. Interim Supt. Fenske advised that donation request letters were sent on September 24<sup>th</sup> for the holiday party and tree lighting. He mentioned that he reached out to 5-Below about a possible donation towards the event. Interim Superintendent Fenske changed the deadline to register for the holiday party to November 27<sup>th</sup>. Commissioner Landsman raised concerns that this is too early as people may not be thinking about Christmas at this time, and will call after the deadline.

Interim Superintendent Fenske provided a sample of the postcard that will be mailed to the residents and there was discussion on the editing. Discussion on limiting residents, gift distribution, amount of help required and ticket possibilities.

Interim Supt. Fenske showed examples of possible tickets that could be used to hand out gifts.

Chairman Pionke decided that the snowflake crafts and the letter to Santa will be done during the event. He also showed a simple craft using beads. He also talked about the photobooth backdrops & props. Commissioner Stetina mentioned putting something on the tickets letting people know to bring their camera to take pictures with Santa.

#### D. Park Permit Fees

Chairman Pionke shared an example from the Oak Park District and explained why he liked it. Chairman Pionke gave some pricing examples. Discussion will continue in November.

#### E. Park Maintenance Update

Interim Supt. Fenske reported that the basketball nets at Farmingdale have been replaced. Public Works Department checked the other nets at Borse and Creekside and they were fine. The park sign at Willow Pond has been repaired, 2 of the mounting screws were loose. There was minor flooding at Borse Park from all the rain. Commissioner Stetina mentioned that the path lights at Willow Pond were not working the last time he drove past.

### 6. NEW BUSINESS/IDEAS

#### A. Job Description for Recreation Supervisor

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Parks and Recreation Commission Meeting  
September 3, 2019

Interim Supt. Fenske shared a draft of a job description for a Recreation Supervisor position since George Scukanec retired. The commissioners gave their thoughts and corrections.

7. VISITORS' BUSINESS

None Presented.

8. COMMUNICATIONS

Tri- State Fire Department is having an Open House on October 12<sup>th</sup>.

9. ADJOURNMENT

MOTION: Made by Commissioner Kaczmarek, seconded by Commissioner Stetina to adjourn the meeting at the hour of 8:09 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

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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 Pumpkin Fest

Friday October 25, 2019

COMMISSION REVIEW

Report  
 Discussion  
 Seeking Feedback

Meeting Date:

November 5 2019

BACKGROUND

Report on the Pumpkin Fest held in conjunction with Gower School & the PTO.

REQUEST FOR FEEDBACK

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:

November 5 2019

**BACKGROUND**

Update on planning for the 2019 Tree Lighting at Willow Pond on Nov. 29<sup>th</sup> 2019.

**REQUEST FOR FEEDBACK**

**STAFF RECOMMENDATION**

PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

**DISCUSSION – 2019 Children's Holiday Party**

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

November 5 2019

BACKGROUND

Planning for the 2019 Children's Holiday Party.

REQUEST FOR FEEDBACK

A decision on food and refreshments need to be made tonight.

STAFF RECOMMENDATION

PARKS & RECREATION COMMISSION MEETING  
AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

DISCUSSION – Park Pavilion Fee Schedule

COMMISSION REVIEW

Report  
 Discussion  
 Seeking Feedback

Meeting Date:

November 5 2019

BACKGROUND

REQUEST FOR FEEDBACK

Staff included a copy of the current fee schedule, the proposed fee schedule and a breakdown by group size at each park.

STAFF RECOMMENDATION

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

## 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 - 10/2019

For Borse Community Park or Willow Pond

Willow Pond has a maximum capacity of 50 people

Based on 6-hour rental

All rentals must be completed by 8pm

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.		

Number of Attendees	Borse	WP	RES	N/R
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Up to 25	4	6	6	4
26-49	5	5	5	5
50-100	6			6
101-150	1			1
151-200	2		2	
200+	0	0		

PARKS & RECREATION COMMISSION MEETING

**AGENDA ITEM SUMMARY SHEET**

**AGENDA ITEM DESCRIPTION**

**DISCUSSION – FY2020-2021 Budget**

**COMMISSION REVIEW**

- Report
- Discussion
- Seeking Feedback

Meeting Date:

November 5 2019

**BACKGROUND**

Attached are the line items from the FY2019-20 Budget for review.

**REQUEST FOR FEEDBACK**

For the December meeting, what line items need adjusting.

**STAFF RECOMMENDATION**

GL NUMBER	DESCRIPTION	2019-20	2020-21
		Approved	Requested
01-20-565-341	PARK LANDSCAPE SUPPLIES	7,400	
01-20-565-342	LANDSCAPE MAINTENANCE SERVICES	54,900	
01-20-565-352	REIMB EXPENSES - MEMORIAL PROGRAM		
01-20-570-234	RENT - EQUIPMENT	300	500
01-20-570-280	BALLFIELD MAINTENANCE/SUPPLIES	6,500	7,000
01-20-570-281	CONTRACTED MAINTENANCE	46,000	
01-20-570-331	MAINTENANCE SUPPLIES	9,500	same
01-20-570-411	MAINTENANCE - EQUIPMENT	5,000	same
01-20-575-119	SUMMER PROGRAM MATERIALS & SERVICES	8,000	same
01-20-575-517	SENIORS PROGRAM	5,000	same
01-20-580-111	RECREATION INSTRUCTORS	0	0
01-20-580-118	FALL PROGRAM MATERIALS & SERVICES	550	600
01-20-580-517	SENIORS PROGRAM	6,000	same
01-20-585-112	RECREATION INSTRUCTORS -Spring	500	0
01-20-585-121	WINTER PROGRAM MATERIALS & SERVICES	2,000	2,000
01-20-585-150	CHILDRENS SPECIAL EVENTS - OTHER	2,800	3,000
01-20-585-151	FAMILY SPECIAL EVENT - MOVIE NIGHT	1,800	2,000
01-20-585-152	FAMILY SPECIAL EVENT - TREE LIGHTING	4,000	4,500
01-20-585-153	FAMILY SPECIAL EVENT - BACK TO SCHOOL	1,500	same
01-20-585-154	FAMILY SPECIAL EVENT - RACE	10,425	same
01-20-585-155	CHILDREN'S HOLIDAY PARTY	4,700	same
01-20-585-156	SPECIAL EVENT - PARK OPENING	0	0
01-20-585-157	COMMUNITY PICNIC	3,000	5,000
01-20-585-517	SENIORS PROGRAM	5,000	same
01-20-586-112	RECREATION INSTRUCTORS - SPRING	0	0
01-20-586-121	SPRING PROGRAM MATERIALS & SERVICES	400	same
01-20-595-692	LANDSCAPING	1,000	
01-20-595-693	COURT IMPROVEMENTS	1,500	10,000
01-20-595-695	PARK IMPROVEMENTS - NEIGHBORHOOD PARK	2,000	same
01-20-595-696	COMMUNITY PARK DEVELOPMENT	0	0

## PARKS & RECREATION COMMISSION MEETING

### AGENDA ITEM SUMMARY SHEET

#### AGENDA ITEM DESCRIPTION

**DISCUSSION – 2020 Commission meeting dates**

#### COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

November 5 2019

#### BACKGROUND

#### REQUEST FOR FEEDBACK

The proposed dates for the 2020 meetings of the Parks & Recreation Commission are as follows:

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

#### STAFF RECOMMENDATION

A vote to approve the dates is also recommended.

## PARKS & RECREATION COMMISSION MEETING

### AGENDA ITEM SUMMARY SHEET

#### AGENDA ITEM DESCRIPTION

##### DISCUSSION – 2020 Spring Fling 5K

Sunday May 3rd 2019

#### COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

November 5 2019

#### BACKGROUND

Update on the planning for the 6<sup>th</sup> Annual 5K run and Community Fair, held at Borse Community Park. Staff looked into donating the proceeds of the race to the Ramona Weigus Scholarship Fund at St. Issacs Jogues School in Hinsdale. Staff attached an email from Director of Finance Carrie Dittman summarizing her conversation with the village attorney.

#### REQUEST FOR FEEDBACK

#### STAFF RECOMMENDATION

Staff recommends that a portion of the proceeds continue to be donated to Gateway Special Rec. Association.

## **John Fenske**

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**From:** Carrie Dittman  
**Sent:** Friday, September 27, 2019 2:26 PM  
**To:** John Fenske  
**Subject:** question on donating park proceeds

Hi John,

I spoke with our Village attorney, Tom Bastian, today, and asked him if donating to a church scholarship fund was appropriate with the 5k (or any other Village program) profit. As we suspected, he advised against doing so as it could be raised as a first amendment violation. So, the parks and rec commission should NOT recommend donating any proceeds to any church or related organization.

Let me know if you have any questions.

Carrie

PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

**DISCUSSION – Park Maintenance Update**

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

November 5 2019

BACKGROUND

Update on Park Maintenance issues from October 2<sup>nd</sup> to November 5th 2019.

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION