

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. Chairman Pionke would like to see more signage promoting the event. Interim Supt. Fenske stated 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 postcard 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 Five 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

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 Grimsby, 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,

November 5, 2019

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Chairman

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