

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION  
HELD ON TUESDAY, JANUARY 7, 2020, 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 7:03 p.m.

2. ROLL CALL

Those present at roll call were Chairman Robert Pionke, Commissioner Catherine Kaczmarek, Ronald Kanaverskis, Laurie Landsman, and Doug Stetina.

ABSENT: Commissioners Lorraine Grimsby and Carol Lazarski.

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

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – DECEMBER 3, 2019

The Commission reviewed the December 3, 2019 minutes.

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

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

MOTION DECLARED CARRIED

4. REPORTS

a. 2020 Park Permit Fees

Interim Superintendent Fenske related that at the Village Board meeting on December 16, 2019, the Village Board of Trustees approved the new Park Permit fees. The increase was then updated on the Village website by January 1, 2020. Chairman Pionke mentioned he would like to revise some of the verbiage regarding waiving the fees for Charities. He thinks there should be a \$1.00 fee.

b. 2019 Children's Holiday Party

Interim Superintendent Fenske related that overall, this year's party was a big success. The expenses for this year's party were \$4274.04, with \$1900 in donations. There were 270 people that pre-registered, with approximately 240 attending.

Commissioner Stetina asked if Santa received a donation. Superintendent Fenske said yes, \$500.00 for the tree lighting and the party. Santa will donate the money to a charity.

Commissioner Kanaverskis stated that the photo booth was a hit and the volunteers had a good time.

Commissioner Landsman stated that the distribution of the gifts worked out well.

Chairman Pionke suggested that we set a limit of 350 to accommodate for walk-ins as we do not want to turn anyone away. Another suggestion would be to rotate the crafts and entertainment every five years to create some variety.

Discussion on food, entertainment and parking for next year.

Commissioner Stetina thanked Superintendent Fenske for all his hard work.

The leftover food was donated and delivered to HCS Family Services. Extra gifts were also brought to HCS and to the Willowbrook Police Department for their toy drive.

Total expenses for the Tree Lighting were \$4159.71 with \$1150.00 in donations. The biggest part of the expense was the light display. Chairman Pionke discussed the program and possible advertising opportunities for next year.

5. DISCUSSION

a. 2020 Spring/Summer Program Dates

Interim Superintendent Fenske related that the Easter Egg Hunt is already set for the Saturday before Easter which is April 11th. Chairman Pionke stated he put a set of dates in the Tree Lighting Program. After a brief discussion, the dates for the following events were selected:

Spring Fling 5K – May 3rd  
Kite- Fly – May 25th  
Fishing Derby- to be decided  
Family Fishing Day- to be decided  
Parent/Child Fishing – to be decided  
Movie Night – July 17th  
Family Picnic- Aug. 8th

Commissioner Stetina made a suggestion to hold the campout the same night as the movie night. He also suggested reaching out to the local scout groups. Chairman Pionke will contact the Boy Scouts of America, regarding the campout. Interim Superintendent Fenske stated he was not planning to offer the campout this year.

Chairman Pionke asked about having the Touch-a-Truck again. Interim Superintendent Fenske said there is no place big enough to hold it. Suggestions were made on possible locations. It was decided to hold it on June 19<sup>th</sup>.

b. Spring Fling 5K – Sunday, May 3, 2020

Chairman Pionke related that we have a timing company and the website is up and running. Registration began on November 1, 2019. Distributed a set of codes to the music teacher from Gower for the children's one-mile race. He also, reached out to the timing company about cross promoting/advertising our race at other races they are running. He also reached out to the Shamrock Shuffle group.

Commissioner Stetina made a suggestion about offering discounts to veterans and senior citizens. There was further discussion on what age to designate a senior citizen.

Chairman Pionke met a person who does the marketing for a local village. She also does freelance work and may be a person to hire to help with marketing the race. He also mentioned posting something on the Village's Facebook page. Chairman Pionke has a friend who is also a children's entertainer, and he will look into booking her.

Commissioner Kaczmarek advised that she has contacted the DJ from last year to see what his cost would be. She also reached out to Red Bull, and looked into creating an Instagram account. This would be a great way to reach runners. There was discussion on Channel 6 and radio advertising.

Commissioner Landsman said her son works at Northwestern's radio station, and he can mention it during his show.

Discussion on a possible pop-up preschool with Burr Ridge. Chairman Pionke said more staff is needed for the preparation of planning these events.

c. FY2020-21 Budget

Chairman Pionke suggested that we add a part-time employee to maintain the flower beds/snack shop into the budget.

Commissioner Stetina suggested that the Morton Arboretum could possibly help with the weeding for a minimal cost.

Commissioner Kanaverskis asked for comprehensive list of all budgeted items once the list is complied.

Discussion on how a part-time employee could really help with the events.

Commissioner Landsman asked if there is enough money for the community picnic. Interim Superintendent Fenske said that we asked for \$2500 last year, and we are asking for \$3500 for the next fiscal year.

Chairman Pionke touched on his conversation with Mayor Trilla about holding small neighborhood picnics and promoting block parties throughout the Village.

Page 4  
Parks and Recreation Commission Meeting  
January 7, 2020

Interim Superintendent Fenske explained that the highlighted line items are new items that will be added. They are for "general supplies/equipment" and another line was added for "pond improvements" to restock the fish.

Interim Superintendent Fenske then mentioned that he talked to Finance Director Dittman about the projects at Borse Park and Midway that the Commission would like to see completed this year. She said that those projects are too expensive. Interim Superintendent Fenske then explained that the OSLAD Grants are "matching grants" up to 50% of the cost of the project that are paid out after completion, and that because of this the Village would still have to budget the full amount. He then asked Director Dittman about Ridgemoor Park. She said that might be more attainable but the 825 Building is going to be the Village's main goal.

d. Park Maintenance Update

Interim Superintendent Fenske advised that the aerators were not working at Willow Pond. The air compressor needs to be rebuilt. Tamlings was out on December 18<sup>th</sup> at Creekside Park for maintenance.

Commissioner Stetina let Superintendent Fenske know that the Stetina Pavilion sign was down. Superintendent Fenske has the sign and will reinstall it in the Spring.

Chairman Pionke stated the light at Farmingdale Park is out.

Interim Supt. Fenske mentioned that he was having trouble finding information on the broken sound tube at Farmingdale Park, but is still looking into it

Commissioner Kaczmarek mentioned that there has been activity at Borse Park after hours.

Commissioner Landsman asked about marijuana smoking in the parks. Interim Supt. Fenske stated that according to the State Statute, it is illegal to smoke marijuana in any park.

7. VISITORS' BUSINESS

None presented.

8. COMMUNICATIONS

None.

9. ADJOURNMENT

MOTION: Made by Commissioner Stetina, seconded by Commissioner Landsman to adjourn the meeting at the hour of 8:40 p.m.

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

Page 5  
Parks and Recreation Commission Meeting  
January 7, 2020

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

February 4, 2020



A handwritten signature in black ink, appearing to read "John R. Fenske". The signature is fluid and cursive, with a horizontal line underneath it. Below the line, the word "Chairman" is printed in a smaller, sans-serif font.

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