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# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 [www.willowbrookil.org](http://www.willowbrookil.org)

## AGENDA

REGULAR MEETING OF THE PARKS & RECREATION COMMISSION OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON TUESDAY August 4th, AT 7:00 PM AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN THE VILLAGE OF WILLOWBROOK, DuPAGE COUNTY, ILLINOIS.

It will also be held via Zoom video conference as permitted by the Gubernatorial Disaster Proclamation in response to COVID-19 (COVID-19 Executive order 5) exempting the requirement of the Open Meetings Act for the physical presence of the Board, and permitting Board member attendance by video, audio or telephone access.

DUE TO THE COVID-19 PANDEMIC THE VILLAGE WILL BE UTILIZING A CONFERENCE CALL FOR THIS MEETING.

THE PUBLIC CAN UTILIZE THE FOLLOWING CALL IN NUMBER:

Dial in number: 1-312-626-6799

Meeting ID: 937-0583-8697

Password: 505407

- A. CALL TO ORDER
- B. ROLL CALL
- C. APPROVAL OF MINUTES
  - A. March 3 2020 Regular meeting of the Parks & Recreation Commission
- D. REPORTS
- E. DISCUSSION
  - A) Family fishing day
  - B) Maintenance updates
- F. NEW BUSINESS
  - A) 2020 Tree Lighting
  - B) 2020 Holiday Party
  - C) FY2021-22 Budget
- G. VISITOR'S BUSINESS- Public comment is limited to three (3) minutes per person.
- H. COMMUNICATIONS
- I. ADJOURNMENT

## Village Administrator

Brian Pabst

## Chief of Police

Robert Schaller

## 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 MARCH 3, 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 7:02 p.m.

2. ROLL CALL

Those present at roll call were Chairman Robert 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 – February 4, 2020 Regular Meeting – Parks & Recreation Commission

The Commission reviewed the February 4, 2020 minutes.

Chairman Pionke had a question on the Maintenance report on what was meant by air compressor. Commissioner Lazarski pointed out a grammatical error under item 5B.

MOTION: A Motion was made by Commissioner Grimsby and seconded by Commissioner Kaczmarek to approve the February 4, 2020 as amended.

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

4. REPORT

None presented.

5. DISCUSSION

a. 2020 Easter Egg Hunt

Interim Superintendent Fenske ordered 4000 eggs for the Easter Egg Hunt that totaled \$528.00, which is an increase of \$8.00 from last year. Interim Superintendent Fenske refilled 800 of the eggs that were returned after last years' Easter Egg Hunt and stopped at Walgreens to talk to the manager about the chocolate Easter bunnies. Walgreens had only thirty-six (36) in stock and the manager will investigate purchasing more. Interim Superintendent Fenske said he will explore other options for something that the Easter bunny can give out if the manager at Walgreens is unable to get more product.

b. 2020 Spring Fling 5K

Interim Superintendent Fenske stated that as of today, there are seven (7) sponsors for the race. Chairman Robert Pionke stated he will be at the Shamrock Shuffle for runners to pick up packets at McCormick Place Expo Center on March 20 and March 21 to promote the race. All commissioners are welcome to join him. Flyers, climbing wall and Miss Jamie were also discussed.

Commissioner Kaczmarek asked if she reach out to her church to recruit volunteers.

Commissioner Landsman asked Interim Superintendent of Parks and Recreation Fenske to reach out to Hinsdale South High School for volunteers.

c. FY 2020-21 Budget Update

Interim Superintendent Fenske advised that on February 17 there was a joint meeting held with the Village Board, Mayor, Administration and the department heads at the Police Department on the annual budget. There were two questions raised about Parks budget: the 5K and the Recreation Supervisor position. Interim Superintendent Fenske answered that the 5K budget increase was for marketing the race and the Recreation Supervisor is needed to run the programs that we offer. He then mentioned that on February 26<sup>th</sup> he met with Village Administrator Pabst, who passed on the concerns of one of the trustees about what exactly the \$1600 fee for the 5K was. Interim Superintendent Fenske explained that it was for us to attend the Shamrock Shuffle expo to promote the race, and this event attracts 50,000 runners. Administrator Pabst then mentioned that the entire village budget is in the red, and asked for a review of any line items that could be trimmed or cut. After reviewing the budget, Interim Superintendent Fenske stated he cut close to \$30,000. Some of the line items that are going to be cut completely are: fishing birthday parties, message board, fence at Willow Pond, soccer goals and the bounce house in both the 5K and community picnic budget. Some line items that will be reduced are flower replacement, park equipment maintenance and the 5K budget. Interim Superintendent Fenske that the village board has not seen this update, and there still might be cuts made at the next budget workshop.

The only staff that might be considered to hire is the Recreation Supervisor. Commissioner Kanaverskis asked why the village is in the red? Interim Superintendent Fenske stated it is partially due to the legal fees spent on the Sterigenics issue. Commissioner Kanaverskis also mentioned looking into possible grants to hire summer staff. Discussion was held on possible volunteer options.

Commissioner Kaczmarek mentioned the possibility of looking for local businesses that might want to help with the flower beds.

d. Park Maintenance Update

On February 18 and 19, workers were out at Midway Park to repair the drainage ditch located on the West side of the park.

e. Marijuana use in the Parks – Follow-up

Interim Superintendent Fenske emailed Chief Schaller to discuss the questions raised about the penalties if someone is caught with marijuana on park property. Chief Schaller responded that anyone caught with up to the legal limit of 30 grams would be subject to a fine ranging from \$75- \$200, this would be considered a petty offence, similar to a traffic ticket. Anything over 30 grams would be a misdemeanor.

6. NEW BUSINESS

None presented.

7. VISITORS' BUSINESS

None presented.

8. COMMUNICATIONS

None presented.

9. ADJOURNMENT

MOTION: Made by Commissioner Stetina, seconded by Commissioner Grimsby to adjourn the meeting at the hour of 7:27 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,

\_\_\_\_\_, 2020

\_\_\_\_\_  
Chairman

# VILLAGE OF WILLOWBROOK

## Parks & Recreation Commission Meeting AGENDA ITEM – Summary Sheet

### AGENDA ITEM DESCRIPTION

Discussion- Family Fishing Day

### MEETING DATE

August 4 2020

### COMMISSION REVIEW

Report  Discussion  Seeking Feedback

### ITEM HISTORY (PREVIOUS PARK COMMISSION REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER HISTORY)

Update on the planning for the Family fishing Day, scheduled for Saturday August 15<sup>th</sup>.

### REQUEST FOR FEEDBACK

### STAFF RECOMMENDATION

# VILLAGE OF WILLOWBROOK

## Parks & Recreation Commission Meeting AGENDA ITEM – Summary Sheet

### AGENDA ITEM DESCRIPTION

Discussion- Maintenance Updates

### MEETING DATE

August 4 2020

### COMMISSION REVIEW

Report  Discussion  Seeking Feedback

### ITEM HISTORY (PREVIOUS PARK COMMISSION REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER HISTORY)

Update on Maintenance issues in the parks from March 2020 to August 3<sup>rd</sup> 2020.

- A. Tree damage- Borse & Ridgemoor
- B. Midway soccer goals
- C. Pure Prairie Organics 2020 contract
- D. Phase 3 & 4 “Restore Illinois” preparedness
  - E. Borse Park
  - F. Farmingdale Park
  - G. Waterford Park
  - H. Willow Pond

### REQUEST FOR FEEDBACK

### STAFF RECOMMENDATION

# VILLAGE OF WILLOWBROOK

## Parks & Recreation Commission Meeting AGENDA ITEM – Summary Sheet

### AGENDA ITEM DESCRIPTION

New Business- 2020 Tree Lighting

### MEETING DATE

August 4 2020

### COMMISSION REVIEW

Report  Discussion  Seeking Feedback

### ITEM HISTORY (PREVIOUS PARK COMMISSION REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER HISTORY)

Beginning discussion on the 2020 Tree lighting that is set for November 27<sup>th</sup> 2020 from 6-7:30 PM.

### REQUEST FOR FEEDBACK

### STAFF RECOMMENDATION

# VILLAGE OF WILLOWBROOK

## Parks & Recreation Commission Meeting AGENDA ITEM – Summary Sheet

### AGENDA ITEM DESCRIPTION

New Business- 2020 Holiday Party

### MEETING DATE

August 4 2020

### COMMISSION REVIEW

Report  Discussion  Seeking Feedback

### ITEM HISTORY (PREVIOUS PARK COMMISSION REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER HISTORY)

Beginning discussion on the 2020 Children's Holiday Party.

### REQUEST FOR FEEDBACK

A date for this event still needs to be chosen. Two possible dates are 12/6 & 12/13 2020.  
A decision on a craft project, entertainment & food also need to be made.

### STAFF RECOMMENDATION

With the guidelines issued by the State on June 22<sup>nd</sup> in regards to the opening of schools, which are separate from the "Restore Illinois" Phases, staff recommends that this event be cancelled for 2020.

# VILLAGE OF WILLOWBROOK

## Parks & Recreation Commission Meeting AGENDA ITEM – Summary Sheet

### AGENDA ITEM DESCRIPTION

New Business- FY 2021-2022 budget

### MEETING DATE

August 4 2020

### COMMISSION REVIEW

Report  Discussion  Seeking Feedback

### ITEM HISTORY (PREVIOUS PARK COMMISSION REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER HISTORY)

Discussion on the FY2021-22 budget

### REQUEST FOR FEEDBACK

### STAFF RECOMMENDATION