

MINUTES OF THE SPECIAL MEETING OF THE PARKS AND RECREATION COMMISSION
HELD ON THURSDAY, JANUARY 17, 2013, AT THE WILLOWBROOK VILLAGE HALL, 7760
QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Cobb called the meeting to order at the hour of 6:30 p.m.

2. ROLL CALL

Those present at roll call were Chairman Richard Cobb, Commissioners Ronald Kanaverskis, Laurie Landsman, Carol Lazarski, Rene Schuurman, and Doug Stetina.

ABSENT: Commissioner Ramona Weigus.

Also present was Superintendent of Parks and Recreation Kristin Violante.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – DECEMBER 4, 2012

The Commission reviewed the December 4, 2012 minutes.

MOTION: A Motion was made by Commissioner Landsman seconded by Commissioner Schuurman to approve the December 4, 2012 minutes as presented.

ROLL CALL VOTE: AYES: Chairman Cobb, Commissioners Kanaverskis, Landsman, Lazarski, Schuurman, and Stetina. NAYS: None. ABSENT: Commissioner Weigus.

MOTION DECLARED CARRIED

4. REPORTS

A. *Park News in Brief*

Holiday Events

Superintendent Violante indicated the Holiday Party was held on December 9, 2012 at Hinsdale South High School. Superintendent Violante stated due to the short time frame for today's meeting, she will give a more in-depth report at the next regularly scheduled meeting in February.

Santa's Calling took place on December 15th. There were at least 20 children that participated.

Winter/Spring Program Numbers

Superintendent Violante reviewed the total number of participants currently enrolled in winter park programs. Senior computer classes, yoga, and pilates are the more popular programs. The weight loss challenge, horsemanship, and speed & agility classes were cancelled. Commissioner Schuurman suggested surveying past weight loss participants to find out why they have not signed up again. Commissioners Landsman and Lazarski stated there really is no need to sign up for the class again once you have learned how to lose weight.

5. OLD BUSINESS

A. Master Plan Update

Superintendent Violante stated she has spoken with Administrator Halik about how a potential FY13/14 park project should be budgeted for, depending on whether grant funds are received or not. Administrator Halik advised her to identify a capital project for the budget. Superintendent Violante stated at the February meeting, a project needs to be pinpointed whether a grant is obtained or not. Superintendent Violante stated that June is when the application for the OSLAD grant is due. April is the deadline for budget submissions. Administrator Halik suggested a workshop may need to be done with the Village Board to help determine a project to apply for a grant for and an alternative project should the Village not obtain grant funds.

Superintendent Violante stated if no capital projects are in the FY 13/14 budget, then the Parks could potentially go another year without at least a playground change. Superintendent Violante suggested that the commissioners review the tentative concept plans provided by Design Perspectives and be prepared to discuss at the February meeting.

B. Fall Programming – Tree Lighting

Superintendent Violante stated she had no money budgeted this year for the tree lighting and has placed \$1,000 into the FY13/14 budget. Overall, the ceremony went well. Some negative feedback included the actual tree was strange looking and lacked enough lights. Superintendent Violante stated a decision needs to be made on where to continue having the tree lighting ceremony and if a permanent tree should be planted somewhere.

Commissioner Kanaverskis stated there is a proposal at the Town Center for new signage at the corner of Route 83 and Plainfield Road; and suggested a new tree be implemented into the landscape design around the new sign. Superintendent Violante stated it was suggested to her that a committee be formed for the tree lighting ceremony since it is becoming a bigger event each year. Chairman Cobb reiterated the Village needs to look into getting a permanent tree. Commissioner Lazarski stated she was asked why Village-sponsored tree was located on private property.

Commissioner Schuurman mentioned it is important to remember to have ample space around the tree. He stated the Town Center is not well equipped for this type of ceremony.

C. Holiday Party

This topic was deferred until the February meeting.

D. 2013/2014 Budget

Superintendent Violante stated she will include an abbreviated version of the budget in the meeting packet for the commissioners to review at the February meeting.

6. CORRESPONDENCE/COMMUNICATIONS

Superintendent Violante stated thank you letters were sent to local businesses from Mayor Napoli acknowledging their contribution to the holiday party. In addition thank you letters were sent to the individuals, groups and businesses who assisted with the Christmas Tree lighting ceremony.

Commissioner Stetina stated he received a thank you card from the HCS Family Services for the donated childrens' toys.

7. VISITORS' BUSINESS

There was no visitors' business.

8. ADJOURNMENT

MOTION: Made by Commissioner Stetina, seconded by Commissioner Lazarski to adjourn the meeting at the hour of 6:55 p.m.

PREVIOUS ROLL CALL VOTE: AYES: Chairman Cobb, Commissioners Kanaverskis, Landsman, Lazarski, Schuurman, and Stetina. NAYS: None. ABSENT: Commissioner Weigus.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

February 5, 2013

Chairman