



# 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 AND RECREATION COMMISSION OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON TUESDAY, JANUARY 5, 2016, 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) December 1, 2015 Regular Meeting of the Parks & Recreation Commission
4. DISCUSSION – Special Event Updates / Planning:
  - a) Children’s Holiday Party, December 13, 2015
  - b) Easter Egg Hunt, March 26, 2016
  - c) 2016 5K Fun Run, May 1, 2016
5. DISCUSSION – Community Resource Center (CRC)
6. VISITOR’S BUSINESS – Public comment is limited to three (3) minutes per person
7. COMMUNICATIONS
  - a) Annual State of the Village Address - Wednesday, January 6, 2016, Burr Ridge Marriott
8. ADJOURNMENT

### Mayor

Frank A. Trilla

### Village Clerk

Leroy R. Hansen

### Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

### Village Administrator

Tim Halik

### Chief of Police

Mark Shelton



Proud Member of the  
Illinois Route 66 Scenic Byway

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION  
HELD ON TUESDAY, DECEMBER 1, 2015, AT THE VILLAGE HALL, 835 MIDWAY DRIVE,  
WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Cobb called the meeting to order at the hour of 7:00 p.m.

2. ROLL CALL

Those present at roll call were Chairman Richard Cobb, Commissioners Lorraine Grimsby, Ron Kanaverskis, Laurie Landsman, Carol Lazarski, Robert Pionke, Rene Schuurman, and Doug Stetina.

ABSENT: None.

Also present were Temporary Interim Superintendent of Parks and Recreation John Fenske and Village Trustee Sue Berglund.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – NOVEMBER 3, 2015

The Commission reviewed the November 3, 2015 minutes.

MOTION: A Motion was made by Commissioner Landsman and seconded by Commissioner Schuurman to approve the November 3, 2015 minutes as presented.

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

MOTION DECLARED CARRIED

4. DISCUSSION – SPECIAL EVENT UPDATES/PLANNING

a. Children's Holiday Party – December 13, 2015

Interim Superintendent Fenske advised that as of the current date, there are 29 children signed up for the party. The event was posted on the Village's website. Postcards were mailed to all residents during the week. Interim Superintendent Fenske stated that banners were placed by Willow Pond and Prairie Trail Park.

Interim Superintendent Fenske advised that he has confirmed the room reservation with Hinsdale South High School and the entertainment. He stated that a school chorus group will be performing and the National Honor Society of Hinsdale South will also have 7 or 8 kids volunteering to help with the event.

Interim Superintendent Fenske related that 7-11 will be donating coffee, pastries, and pizza. Walgreen's will again be taking pictures and Tommy R's will be providing food.

b. 2016 5K Fun Run

Commissioner Schuurman stated that he had met with Mayor Trilla and Administrator Halik. The Mayor advised that he would like to make this run a bigger event. Suggestions were made to include a town fair to give citizens an incentive to stay longer.

Commissioner Schuurman advised that it was decided to hold the race on Sunday, May 1, 2016. He stated that there are no other major races occurring in the area on this date. Commissioner Schuurman related that he had contacted Race Time, which was the company that was used during last year's race for timing and website registration. A proposal has been given to Administrator Halik for approval.

Commissioner Schuurman related that letters will be sent to the local businesses to request sponsorships. Commissioner Schuurman advised that a decision needs to be made on what charities can benefit from the proceeds of the race. Commissioner Pionke stated that Kiwanis and Gower PTO were the targeted charities to receive any profits. However, there were no profits last year. Commissioner Schuurman suggested that profits should go to Gower PTO for the renovation of their courtyard area and also to the Children's Organ Transplant Association (COTA). One of the Village's employees has a sick child that will be undergoing a kidney transplant in the near future and will be benefited by COTA. Consensus of the Commission was for both of these charities.

Commissioner Schuurman also stated that a new name for the race needs to be decided. Suggestion was made for "Willowbrook's Spring Fling". Consensus of the Commission agreed.

5. DISCUSSION – Community Resource Center (CRC) Design

Chairman Cobb advised that he has no changes to the proposal that was presented to the Commission. Interim Superintendent Fenske advised that the discussion tonight is to agree on the conceptual design of the CRC. Discussion for the schematics and design will occur during the next phase of the development. The consensus of the Commission was to agree with the conceptual plan as presented.

6. VISITORS' BUSINESS

There was no Visitors' Business.

7. COMMUNICATIONS

There were no Communications.

8. ADJOURNMENT

MOTION: Made by Commissioner Stetina, seconded by Commissioner Lazarski to adjourn the meeting at the hour of 7:52 p.m.

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

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

January 5, 2016

\_\_\_\_\_  
Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

To: Parks and Recreation Commission  
From: John Fenske, Interim Superintendent of Parks & Recreation  
Re: 2015 Children's Holiday Party -- Final Report  
Date: December 15th, 2015

This is the final report on the Children's Holiday Party that was held on December 13<sup>th</sup> 2015. A big thank you goes out to the Commissioners for another great event. Also, a special thank you to Doug and Laurie, for not only purchasing the gifts, but also bringing the donated food and the extra gifts to HCS Family Services after the party. I'd also like to thank Rich for helping load everything from the CRC and getting it over to the High School.

This year we promoted the event through a community postcard mailing, and an ad in the Willowbrook Post. There were 133 kids pre-registered for the event, with more than 140 kids showing up. Pre-registering was a good idea as it gave Laurie and Doug assistance in planning the gift distribution.

The food and beverage contributions from Seven Eleven and Tommy R's Catering were a big hit. The Recreation Dept. provided the punch and cookies. Due to the problem encountered last year, the food was moved to the area between the two halves of the café, which alleviated the backup of people trying to check in, but caused a problem with the kids trying to do the craft project. This will be noted for next year.

We received a \$250.00 donation from Hinsdale Nurseries, in the form of five \$50.00 gift certificates. A raffle for the parents was held for these items.

I received many positive reviews in regards to Nancy Urban and her students, who performed the carols. I also got a lot of good comments about "Mr. Taps", and his performance.

Walgreen's ability to take and print the pictures on the day of the event was great. It was nice to have the pictures ready for people to take home when the party was over.

8 young adults from the Hinsdale South National Honors Society volunteered their time. They helped with every aspect of the party, from set up to take down.

George did another great job as Santa!!!

Thank you letters were mailed to all individuals who made some type of donation to this party on Tuesday December, 15<sup>th</sup>. (see attached copy)

#### **Donations** (see attached for list)

We took in a total of \$2699.00 from 16 different contributors, 7 of which were new this year! We had 2 businesses donate food: 7-11 donated the pizza, pastries and coffee while and Tommy R's donated \$740 worth of food. Hinsdale Nurseries donated \$250 worth of gift certificates.

#### **Expenses** (see attached for breakdown)

Total expenses were \$3342.75. This figure includes the cost of the post cards, postage, and the newspaper ad, for a loss of \$643.75.

(removing those costs -- they were not counted last year -- gives us a profit of \$1110.62.

Not included are the costs of facility rental or staff cost).

**2014 Holiday Party attendance figures**

<b>Age</b>	<b>Boys</b>	<b>Girls</b>	<b>Total</b>
Under 1	3	3	6
1-2	7	12	19
3-4	10	15	25
5-6	13	15	28
7-8	11	11	22
9-10	5	11	16
11+	7	6	13
<b>TOTAL</b>	<b>56</b>	<b>73</b>	<b>129</b>

There were 2 girls who signed up, whose ages were unknown. There were also two kids signed up, whose gender was unknown.

Adding these 4 to the 129 above gives us the 133 kids who pre-registered.

We gave out a total of 129 gifts, 73 for girls and 56 for boys, so not every child must have wanted a gift.

Other than the weather being a little wet and parking being a little tight, I think everything went well.

I would like to thank all the Commissioners for helping make my first Holiday Party a success. I am grateful for such having such a supportive Board.

John Fenske

Interim Supt. of Parks & Recreation

2015 Holiday Party Donations-FINAL

Name	Amount/donation	Date
Kiling Corporation	100.00	9/18/15
Willowbrook Ford	100.00	9/21/15
FAC Logistics	100.00	9/22/15
Midwest Helicopter	100.00	9/23/15
Mc Clement Mgt. Group	200.00	9/23/15
Dr. Pam Johnson, DDS.	25.00	9/24/15
Action Caulking & Sealants	50.00	9/25
AKHF	214.00	9/25
Adolf Funeral Home	250.00	9/28
Pirrello Digital Imaging	100.00	9/28
RARCOA Inc.	100.00	10/1
Begeman's Jewelry	150.00	10/1
Midtronics	1000.00	10/5
J & H Décor	40.00	10/21
Center Cleaners	70.00	11/11
Batson Chiropractic	100.00	11/24
<b>TOTAL</b>	<b>\$2699.00</b>	

2015 Holiday Party Expenses-FINAL

Name	Amount	Date
Class Act Entertainment – Mr. Taps	500.00	9/22/15
Gifts- D. Stetina	515.32	10/3/15
Oriental Trading – Supplies	121.78	10/9/15
Postcard printing	320.00	10/16/15
Newspaper Ad- Willowbrook Post	111.00	10/23/15
Postage	1323.37	10/24/15
Gifts- Jet Set Jems	230.00	12/1/15
Supplies – J. Fenske	66.58	12/11/15
Gifts- D. Stetina	102.54	12/13/15
Supplies-L. Landsman	52.16	12/12/15
<b>TOTAL</b>	<b>\$3342.75</b>	





EST. 1960

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**Mayor**

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**Chief of Police**

Mark Shelton



Proud Member of the  
Illinois Route 66 Scenic Byway

December 14th, 2015

Willowbrook Ford  
7301 Kingery Highway  
Willowbrook, IL 60527

Dear Willowbrook Ford Staff,

Thank you for your contribution to the Village of Willowbrook Children's Holiday Party fund. On December 13th, well over 140 children, as well as their parents and/or grandparents attended the party, which was sponsored by the Willowbrook Parks and Recreation Commission. This was by far our biggest event to date!

Though it was a bit rainy outside, it was still a beautiful day for a party. Santa delighted the younger set as he listened to their gift wishes and gave them each a candy cane. Later, while the adults had an opportunity to socialize with friends and neighbors, the children worked on their holiday craft projects. Our feature entertainment this year was "Mr. Taps, who delighted the crowd with his tap dancing skills. We concluded the party by giving a gift to each child. Your generous donation helped make all of this possible.

The families who attended brought in over 150 cans and other food items, which were given to the Hinsdale Family Services. This organization distributes the food to needy families in Willowbrook and surrounding communities in Du Page County. The Parks and Recreation Commission also sent many gifts to the organization for children of these families.

On behalf of the Village Board, Parks and Recreation Commission, Village Staff and Willowbrook residents, I offer our sincere appreciation for your continued support. We wish you a wonderful holiday season and a prosperous New Year!

Sincerely,

John Fenske  
Interim Supt. of Parks & Recreation

**PARKS & RECREATION COMMISSION MEETING**

**AGENDA ITEM SUMMARY SHEET**

**AGENDA ITEM DESCRIPTION**

**DISCUSSION – Community Resource Center (CRC)**

**COMMISSION REVIEW**

- Report
- Discussion
- Seeking Feedback

Meeting Date:

January 5, 2016

**BACKGROUND**

With much input from the Parks & Recreation Commission members and Municipal Services Committee Chairman, Trustee Michael Mistele, the conceptual design for the Community Resource Center (CRC) is now complete. Williams Architects has been asked to assemble and issue the final conceptual design phase binder, which will include an estimated project budget range amount. The next step in the facility planning process is the schematic design phase at which time the proposed scope of work is reviewed in greater detail and the project costs further refined.

**REQUEST FOR FEEDBACK**

The CRC conceptual design phase has run concurrently with the schematic design phase of the planned renovation of the Village police station building located at 7760 Quincy Street. The schematic design of the police renovations are now complete, and unfortunately, the project has experienced cost overruns which must be addressed before it can continue to the construction documents phase.

As you will recall, the tenant within the 825 Midway building had planned on staying until their lease expired in June of 2016. They only fairly recently advised us that they had now intended to break the lease and leave by the end of the year (i.e., December 2015). As a result, it was initially thought that the CRC renovation project could potentially be completed early. However, using the CRC building in the short term as a temporary police station is now necessary to enable the police renovation project to move forward.

Given there was no available facility to temporarily house the police department during the planned renovation of the 7760 Quincy building, that project was to be completed in a phased approach as police personnel remained in the building, which is expensive and would have extended the duration of the project. Now that cost reductions must be considered for the police project, and the 825 Midway building has become available, it was decided to instead fully vacate the police building to complete the renovations. This will save approximately \$110,000 in construction costs along with a reduced construction time period. Unfortunately, this will mean that the renovation of the CRC building must wait until the police station renovations are complete and police personnel can move back into the 7760 Quincy location.

**STAFF RECOMMENDATION**

Staff would recommend that we move on to the schematic design phase of the CRC renovation project and continue our planning for this project. The new goal would be to have construction documents done and ready to go to bid on a schedule that coincides with the completion of the police renovation. In that manner, the CRC renovations could commence once the police staff vacate the building to return to the 7760 Quincy Street building.