



EST. 1960

Willowbrook

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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

Robert J. Pavelchik, Jr.

Director of Finance

Carrie Dittman

AGENDA

REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON TUESDAY, FEBRUARY 6, 2018, 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) Corrected Minutes – December 5, 2017 Regular Meeting – Parks & Recreation Commission
 - b) Minutes – January 9, 2018 Regular Meeting – Parks & Recreation Commission
4. REPORT –
 - a) 2018-2022 Master Plan
5. DISCUSSION –
 - a) Spring Fling 5K – Sunday, May 6, 2018
 - b) Willow Pond Grand Opening – Saturday, June 9, 2018
 - c) Easter Egg Hunt – Saturday, March 31, 2018
6. VISITOR'S BUSINESS – Public comment is limited to three (3) minutes per person
7. COMMUNICATIONS
8. ADJOURNMENT



Proud Member of the
Illinois Route 66 Scenic Byway

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
HELD ON TUESDAY, DECEMBER 5, 2017, AT THE VILLAGE HALL, 835 MIDWAY DRIVE,
WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Richard Cobb called the meeting to order at the hour of 7:03 p.m.

2. ROLL CALL

Those present at roll call were Chairman Richard Cobb, Commissioners Lorraine Grimsby, Catherine Kaczmarek, Ronald Kanaverskis, Laurie Landsman, and Doug Stetina.

ABSENT: Commissioner Robert Pionke and at time of Roll Call: Commissioner Carol Lazarski.

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

A QUORUM WAS DECLARED

***NOTE: Commissioner Lazarski arrived at 7:05 p.m.

3. APPROVAL OF MINUTES – NOVEMBER 7, 2017

The Commission reviewed the November 7, 2017 minutes.

MOTION: A Motion was made by Commissioner Landsman and seconded by Commissioner Grimsby approve the November 7, 2017 minutes as presented.

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

MOTION DECLARED CARRIED

4. REPORTS

a. Master Plan Update

Interim Superintendent Fenske related that Design Perspectives turned in all paperwork that will need to be submitted for reimbursement under the OSLAD grant. The reimbursement money should be received by March of 2018.

b. Sponsorship Policy

Interim Superintendent Fenske reviewed the memo sent by Village Administrator Tim Halik reference the Village Board's position on the policy. He advised that the policy will not affect sponsorships that are received for the 5K race and various functions held throughout the year. Sponsorships of park amenities will be handled on a case by case basis.

Chairman Cobb asked what the Village Board's opinion of the sponsorships was. Trustee Berglund advised that the Board was not in favor of the sponsorships of park amenities but was in favor of either memorial bricks or a board at the new parks building.

Commissioner Kanaverskis recommended starting a foundation to place any donations for future use.

c. Park Maintenance Update

Interim Superintendent Fenske advised that all of the parks have been winterized, picnic tables have been removed. The fountain at Prairie Trail Park has been removed by the fountain vendor, who will be storing it for the winter and reinstalling in the spring.

The power has been turned on at Willow Pond Park and the splash pad was tested and winterized.

5. DISCUSSION

a. Little Library at Lake Hinsdale Park

Interim Superintendent Fenske reviewed information pertaining to free libraries. Chairman Cobb advised that this amenity should be looked at again in the future for one of the other parks in town.

b. Survey Results – Dog in Parks

Commissioner Kanaverskis advised that he is opposed to dogs being allowed in the parks because of safety and health issues. There are responsible pet owners and there are non-responsible pet owners. Even if signs are posted to pick up after your dogs, there are people that do not follow the rules.

Commissioner Lazarski also opposes dogs in the parks for the same reasons. Commissioner Lazarski added that when this issue had been discussed in the past, there was a resident who spoke and was upset about letting dogs in the parks.

Commissioner Stetina related that several communities surrounding Willowbrook allow dogs in the parks and do not have any problems. Commissioner Stetina is in favor of allowing leashed dogs in the parks.

Commissioner Landsman is also in favor of allowing leashed dogs in the parks. Commissioner Landsman indicated that the park survey is showing that residents are also in favor of it. Commissioner Lazarski

advised that the survey is showing 50/50. Interim Superintendent Fenske advised that the 50/50 rating was in the general Willowbrook Citizen Survey, not the Parks Master Plan survey.

Commissioner Landsman stated that most pet owners are responsible. Commissioner Kanaverskis questioned then how do you handle the irresponsible ones.

Commissioner Grimsby stated that she has witnessed numerous people walking their dogs and do not pick up after them.

Commissioner Kaczmarek advised that she has also witnessed "responsible" dog owners that do not pick up after their pets. Commissioner Kaczmarek stated that she has seen people with dogs in Borse Park watching a softball game and acknowledges that it is hard to enforce. Commissioner Kaczmarek related that the people wanting dogs allowed in the parks are the ones that need to be in the park to watch a game. Commissioner Kaczmarek stated that she is in the middle on this topic.

Interim Superintendent Fenske stated that in the Parks Master Plan survey, 8.4% of the respondents are in favor of a dog park. There are random comments related to allowing leashed dogs in the parks. There are also random comments against it. Interim Superintendent Fenske advised that he notifies the softball leagues that dogs are not allowed in the parks. People still bring the dogs with. Interim Superintendent Fenske related that if the dogs are under control and are picked up after, he is ok with them in the parks. He advised that people will still bring dogs in the park whether they are allowed or not.

Commissioner Landsman related that the freedom to bring the family dog to a family event at the park is important. Commissioners Kanaverskis and Lazarski stated that there will also be families that will not take their kids to the park because there are too many dogs.

Chairman Cobb suggested that one park that has the least number of children who use the park be designated as a dog-friendly park on a trial basis. Commissioner Lazarski stated that what will work for one park might not work in another park. Chairman Cobb related that he does not want to see dogs ever allowed into Borse Park.

Chairman Cobb related that there is no consensus of the Parks Commissioners for or against allowing dogs in the parks.

Trustee Berglund stated that she has also witnessed pet owners not picking up after their dogs in Prairie Trail Park, even though there are waste bags available near by.

Interim Superintendent Fenske stated that the citizen survey has been sent to residents and there is a question reference leashed dogs in the parks. Chairman Cobb advised that he would like to see the results of the survey before making any decisions.

c. Holiday Party – December 17, 2017

Interim Superintendent Fenske advised that as of today, there are 108 kids signed up. Commissioners Stetina and Landsman picked up the Santa gifts. Banners were placed in the parks on November 27th.

Chairman Cobb requested that a photo display be placed at the party to advertise the 5K Race and to highlight the renovations done at Willow Pond and the upcoming grand reopening.

d. Spring Fling 5K – May 6, 2018

Commissioner Kaczmarek reached out to Hinsdale Magazine for advertisement since the magazine is sent to Willowbrook residents. The cost for a ¼ page ad is \$600. Commissioner Kaczmarek also made a recommendation of hiring a band instead of a DJ. Commissioner Kaczmarek requested a budget for the race in order to begin planning.

e. Willow Pond Grand Opening

Chairman Cobb requested a budget for the grand opening in order to begin planning.

6. VISITORS' BUSINESS

None presented.

7. COMMUNICATIONS

None presented.

8. ADJOURNMENT

MOTION: Made by Commissioner Stetina, seconded by Commissioner Lazarski to adjourn the meeting at the hour of 8:36 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

February 6, 2018

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
HELD ON TUESDAY, JANUARY 9, 2018, AT THE VILLAGE HALL, 835 MIDWAY DRIVE,
WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Richard 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, Catherine Kaczmarek, Ronald Kanaverskis, Laurie Landsman, Carol Lazarski, Robert Pionke, and Doug Stetina.

ABSENT: None.

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

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – DECEMBER 5, 2017

The Commission reviewed the December 5, 2017 minutes. Commissioner Lazarski requested that wording be removed under Discussion Item 5a – Little Library at Lake Hinsdale Park.

Chairman Cobb related that minutes be redone concerning Discussion Item 5b – Survey Results – Dog in Parks and include more comments that were said by the commission members.

Approval of this item is tabled until the February 6, 2018 Parks and Recreation Commission meeting.

4. REPORTS

a. 2017 Children's Holiday Party

Interim Superintendent Fenske related that overall, this year's party was a big success. There were approximately 160 children in attendance. Overall, approximately 350 people including adults. Interim Superintendent Fenske made a suggestion to limit the number of kids in the future. Chairman Cobb advised that he is against that concept.

Commissioner Landsman stated that new procedures need to be used when lining the children up to get their gifts. Suggestion was made to remove some of the tables while the entertainment is going on to clear the area.

Since the party has become larger with more attendance, a suggestion was also made to adjust the timing of the event and entertainment. Interim Superintendent Fenske advised that there is access to the cafeteria from 12:00 p.m. – 5:00 p.m.

Commissioner Landsman requested that additional funds be placed in the budget for gifts because of the increased number of participants.

260 pounds of donated food was delivered to HCS Family Services. Extra gifts were also brought to HCS and to Walgreens Toys for Tots.

5. MOTION TO APPROVE – 2018-2022 Comprehensive Parks and Recreation Master Plan

Commissioner Kanaverskis advised that all suggestions that were recommended by the commissioners during discussions with Design Perspectives was incorporated into the final plan. Interim Superintendent Fenske advised that after this plan is approved as is, any changes can be made as necessary in the future.

Commissioner Stetina stated that park equipment geared towards seniors needs to be addressed.

Interim Superintendent Fenske related that the Master Plan will be presented to the Village Board on January 22, 2018 for their approval.

MOTION: A Motion was made by Commissioner Grimsby and seconded by Commissioner Kanaverskis to approve the 2018-2022 Comprehensive Parks and Recreation Master Plan as presented and forward to the Village Board for adoption.

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

MOTION DECLARED CARRIED

6. DISCUSSION

a. Spring Fling 5K – Sunday, May 6, 2018

Interim Superintendent Fenske related that it had been commented that the petting zoo did go over very well last year. Suggestions included a zip line or climbing wall.

The Event Brite website is up and running. Tickets are not available yet because a benefactor needs to be decided. Commissioner Pionke advised that the race has not made a profit and Mayor Trilla had mentioned that money should not be given away from Village funds for the charities.

Suggestions were made to have awards or prizes for different age groups. Interim Superintendent Fenske advised that gift certificates were donated last year and were given to the male and female winners of the 5K and Kids 1-mile fun run.

Commissioner Kaczmarek suggested placing an ad in the Hinsdale Magazine. The cost for a ¼ page ad is \$649 for one issue.

Commissioner Pionke also stated that Facebook needs to also be relooked at.

Commissioner Kaczmarek advised that she has contacted Red Bull. They will have an ambassador at the race to pass out samples. Commissioner Kaczmarek also stated that she spoke to a sparkling water company, Spindrift, they will also have a tent and provide samples.

Interim Superintendent Fenske advised that he will be mailing the sponsorship letters to businesses in the next week.

b. Willow Pond Grand Opening – Saturday, June 9, 2018

Commissioner Pionke suggested that when the sponsor letters go out for the 5K Race, combine it with donation requests for the grand opening. Chairman Cobb, Commissioner Grimsby, and Commissioner Stetina have volunteered to be on the Grand Opening Committee.

Interim Superintendent Fenske advised that he will be checking with the building owners next to Giordano's for use of the parking lots. He will be working with the Willowbrook Police Cadets on traffic control for Plainfield Road. Interim Superintendent Fenske stated that there will be a fishing tournament incorporated into the event.

Chairman Cobb stated that food will need to be included in the planning. Suggestions for grilling hot dogs, or having Chick-fil-A and/or Jimmy Johns providing food.

Commissioner Kanaverskis suggested that a DJ also be hired.

c. Easter Egg Hunt – Saturday, March 31, 2018

Interim Superintendent Fenske advised that he will be ordering the eggs in the middle of February. It was recommended to have people register through the Event Brite website.

Commissioner Pionke suggested having a computer tablet available at the event for walk ups.

7. VISITORS' BUSINESS

None presented.

8. COMMUNICATIONS

Interim Superintendent Fenske provided a copy of a letter received from HCS Family Services thanking the Commission for the donated food and toys.

Interim Superintendent Fenske advised that all the paperwork has been completed for the reimbursement of the OSLAD Grant and will be submitted within the next couple weeks.

Interim Superintendent Fenske stated that the Public Works Department has begun work on gutting the interior of the Community Resource Center.

9. ADJOURNMENT

MOTION: Made by Commissioner Stetina, seconded by Commissioner Lazarski to adjourn the meeting at the hour of 8:28 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

February 6, 2018

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

**PARKS & RECREATION COMMISSION MEETING
AGENDA ITEM SUMMARY SHEET**

AGENDA ITEM DESCRIPTION

REPORT – Master Plan Update

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

February 6, 2018

BACKGROUND

Updates on the progress of the 5year Master Plan.

The Park Commission voted to approve the 2018-2022 Master Plan on January 9th. It was forwarded to the Village board for final approval at their January 22nd meeting.

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

**PARKS & RECREATION COMMISSION MEETING
AGENDA ITEM SUMMARY SHEET**

AGENDA ITEM DESCRIPTION

DISCUSSION – 2018 Spring Fling 5K
Sunday May 6th 2018

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

February 6th 2018

BACKGROUND

Update on the planning for the 4th Annual 5K run and Community fair, held at Borse Community Park.

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

Discussion – Willow Pond grand opening

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

February 6th, 2018

BACKGROUND

Update on the planning for the Willow Pond grand opening on Saturday June 9, 2018 from 11-2pm.

REQUEST FOR FEEDBACK

A decision on the following items needs to be reached:

- Activities/Entertainment
- Budget
- Food- bring our own, solicit from vendors.
- Promotion
- Sponsors
- Who will be invited (Village officials/staff; State/county officials; others)

STAFF RECOMMENDATION

Information for the summer brochure is due on February 15th, a decision on these items should be made tonight in order to include it in the book.