



EST. 1960

Willowbrook

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AGENDA

REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON TUESDAY, OCTOBER 2, 2018, AT 7:00 P.M. AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

A tour of Ridgemoor Park will take place before the scheduled meeting, beginning at 6:00pm.

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES
 - a) September 4, 2018 Regular Meeting of the Parks & Recreation Commission
4. REPORT
5. DISCUSSION
 - a) 2018 Pumpkin Fest
 - b) 2018 Tree Lighting
 - c) 2018 Holiday Party
 - d) Marketing Plan
 - e) Park Maintenance Update
6. NEW BUSINESS/IDEAS
 - a) Kite Fly
 - b) Drop-in Pre School
7. VISITOR'S BUSINESS – Public comment is limited to three (3) minutes per person
8. COMMUNICATIONS
9. 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

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, SEPTEMBER 4, 2018, 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 7:00 p.m.

2. ROLL CALL

Those present at roll call were Chairman Pionke, Commissioners Lorraine Grimsby, Catherine Kaczmarek, Ronald Kanaverskis, Laurie Landsman, Carol Lazarski, and Douglas Stetina.

ABSENT: None.

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

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES

- a. Minutes – August 7, 2018 Regular Meeting – Parks & Recreation Commission

The Commission reviewed the August 7, 2018 minutes. Commissioner Landsman related that under the approval of the minutes from the previous meeting, it was a race participant had recommended a greeter and not herself. Commissioner Kaczmarek also wanted to add under the discussion of the Holiday Party that she volunteered to organize the craft table and the picture area.

MOTION: A Motion was made by Commissioner Grimsby and seconded by Commissioner Stetina to approve the August 7, 2018 minutes as amended.

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

4. REPORT

- a. Back to School Bash – Wednesday, August 15, 2018

Interim Superintendent Fenske advised that this event was held in cooperation with the Gower PTO and the Village of Burr Ridge. Event went well and thanked Chairman Pionke and Commissioner Stetina for their assistance in the event.

Chick-fil-A donated chicken nuggets and Kiwanis Club donated Papa John's pizza for the event.

5. DISCUSSION

a. 2018 Children's Holiday Party

Interim Superintendent Fenske related that this year's event will be held on December 16, 2018 from 2:00 p.m. – 4:00 p.m. Interim Superintendent Fenske advised that the School District no longer allows animal acts inside the school. After discussion, the consensus was to hire Circus Boy for the entertainment at \$400.00.

Interim Superintendent Fenske reviewed the online ticket registration system and the postcard that will be mailed to residents.

Interim Superintendent Fenske advised that the donation request letter will be sent out to Willowbrook and Chamber businesses by the end of this month.

b. Marketing Plan

Chairman Pionke related that he is still putting information together to present to Mayor Trilla and Administrator Halik. Chairman Pionke stated that he has been in contact with three (3) marketing companies.

Chairman Pionke advised that creating a marketing plan was included in the most recent update to the Parks Master Plan.

c. Park Rental Policy

Interim Superintendent Fenske reviewed the current policy and fee schedule. Chairman Pionke requested that a monthly calendar printout be included in future Parks Agenda Packets so that they can see how often the parks are reserved and to also see upcoming reservations.

Commissioner Stetina advised that he has observed on several occasions that large parties were using the pavilions at Willow Pond and do not have a park permit. Chairman Pionke related that he and Interim Superintendent Fenske will work with Administrator Halik and the Police Department to see the best way of enforcing permit applications for large groups.

Chairman Pionke stated that the park fees should be reevaluated now that Willow Pond Park has been renovated. Interim Superintendent Fenske related that the fees were last increased in 2013.

d. Calendar

Chairman Pionke reviewed the creation of a Parks and Recreation Planning Calendar. The purpose is to present upcoming events and deadlines for the next year. Chairman Pionke advised that planning dates need

to be scheduled well before the actual event and this calendar will help to streamline and organize the planning.

e. Park Maintenance Update

Interim Superintendent Fenske advised that the new fence was installed at Lake Hinsdale Park on August 9, 2018. Interim Superintendent Fenske related that he ordered a new message board for Willow Pond.

Interim Superintendent Fenske stated that the replacement parts for the picnic table have been received and will be installed in the near future.

Interim Superintendent Fenske advised that the nylon fence around Willow Pond has been removed. The electrical contractor was at Willow Pond Park. He advised that the electrical service to the old pavilion is 20 amp and does not need to be upgraded. The outlets have been replaced with updated receptacles.

6. NEW BUSINESS/IDEAS

Chairman Pionke stated that this is a new agenda item for the purpose of discussing new ideas by the Commissioners.

Commissioner Stetina suggested that the Movie Night and Camp Out should be combined into one event. Commissioner Stetina also suggested adding a kite fly event. It had been done in the past and should be revisited.

Chairman Pionke suggested a "Pop Up Preschool" concept. Once a week, a teacher can take the preschoolers to a different park. Parents would be required to drop the kids off at the park and must stay at the park during the session. Chairman Pionke suggested to reach out to the Burr Ridge Park District for their thoughts on the idea since they already have a preschool program.

Chairman Pionke and Commissioner Stetina also talked about instituting Village/neighborhood picnics and various parks throughout the Village.

Interim Superintendent Fenske advised that Mayor Trilla has requested that a tree lighting event be scheduled for this year. Interim Superintendent Fenske stated that there is approximately \$2,500 remaining in the budget from the Willow Pond grand opening. The consensus of the Commission was to hold the tree lighting on Friday, November 30, 2018 beginning at 6:00 p.m. Commissioner Grimsby volunteered to chair the planning committee for this event.

7. VISITORS' BUSINESS

None presented.

8. COMMUNICATIONS

Interim Superintendent Fenske related that he had received a letter from the screen company that had put on the Movie Night. The employee that worked the event contacted the Village and requested to put on a fundraiser Movie Night for the Hinsdale Humane Society in Community Park. There was no cost to the Village. The screen company sponsored and advertised the event. Only four families attended the event.

Interim Superintendent Fenske provided information for the Oak Brook Park District grand opening event of their ADA playground.

Chairman Pionke advised that the park tours of Ridgemoor and Creekside will be postponed.

9. ADJOURNMENT

MOTION: Made by Commissioner Stetina, seconded by Commissioner Lazarski to adjourn the meeting at the hour of 9:06 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,

October 2, 2018

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

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

AGENDA ITEM DESCRIPTION

DISCUSSION – 2018 Pumpkin Fest
Friday October 26, 2018

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:
October 4 2018

BACKGROUND

Planning for the Pumpkin Fest held in conjunction with Gower School & the PTO.

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

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

AGENDA ITEM DESCRIPTION

DISCUSSION – 2018 Tree lighting

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:
October 2 2018

BACKGROUND

Planning for the 2018 Tree Lighting at Willow Pond on Nov. 30th 2018.

REQUEST FOR FEEDBACK

Ideas from the Commission are welcomed

STAFF RECOMMENDATION

PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

DISCUSSION – 2018 Children’s Holiday Party

Sunday December 16, 2018

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

October 2 2018

BACKGROUND

Planning for the 42nd annual Children’s Holiday Party.

REQUEST FOR FEEDBACK

A decision needs to be made on whether to sign the balloon artist we used at the Willow pond grand opening.

STAFF RECOMMENDATION

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

AGENDA ITEM DESCRIPTION

DISCUSSION – Marketing Plan

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:
October 2 2018

BACKGROUND

A discussion on creating a comprehensive Marketing Plan for current and future Park Department programs.

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

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

AGENDA ITEM DESCRIPTION

DISCUSSION – Park Maintenance

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

October 2 2018

BACKGROUND

Update on Park Maintenance issues.

- Fence installation at Willow Pond
- Installation of Message Board at Willow Pond
- Installation of Hot Coal bins at Borse & Willow Pond
- Playground inspections

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

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

AGENDA ITEM DESCRIPTION

New Business

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

October 2 2018

BACKGROUND

An agenda item for the Commission to discuss any new business/ideas.

REQUEST FOR FEEDBACK

Two ideas brought up at the September meeting were

- Kite Fly
- Drop-in Preschool

STAFF RECOMMENDATION

If a date to hold the Kite Fly can be picked before the Spring brochure goes to print, this event could be held in 2019.