



# Willowbrook

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## AGENDA

REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON TUESDAY, NOVEMBER 6, 2018, AT 7:00 P.M. AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

### 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

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES:
  - a. October 2, 2018 – Regular Meeting of the Parks & Recreation Commission
4. REPORT:
  - a. Pumpkin Fest – October 26, 2018
5. DISCUSSION:
  - a. 2018 Tree Lighting
  - b. 2018 Holiday Party
  - c. Marketing Plan
  - d. FY2019-2020 Budget
  - e. Ridgemoor Park
  - f. Park Maintenance Update
  - g. 2019 Commission Meeting Dates
  - h. Kite Fly
  - i. Drop-in Pre School
6. NEW BUSINESS/IDEAS
7. VISITORS' BUSINESS – Public comment is limited to three (3) minutes per person
8. COMMUNICATIONS
9. ADJOURNMENT



Proud Member of the  
Illinois Route 66 Scenic Byway

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION  
HELD ON TUESDAY, OCTOBER 2, 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 Catherine Kaczmarek, Ronald Kanaverskis, Laurie Landsman, Carol Lazarski, and Douglas Stetina.

ABSENT: Commissioner Lorraine Grimsby.

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

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES

- a. Minutes – September 4, 2018 Regular Meeting – Parks & Recreation Commission

The Commission reviewed the September 4, 2018 minutes.

MOTION: A Motion was made by Commissioner Lazarski and seconded by Commissioner Kanaverskis to approve the September 4, 2018 minutes as presented.

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

4. REPORT

None presented.

5. DISCUSSION

- a. 2018 Pumpkin Fest

Interim Superintendent Fenske advised that the Pumpkin Fest will be held on Friday, October 26<sup>th</sup> from 6:00 p.m. – 8:00 p.m. at Gower West Elementary School. Taffy apples have been ordered. Due to allergies concerns, only nut-free apples were ordered. Kiwanis is donating the fee to pay for the taffy apples.

b. 2018 Tree Lighting

Interim Superintendent Fenske stated that the Tree Lighting will be held on Friday, November 30<sup>th</sup> from 6:00 p.m. – 8:00 p.m. at Willow Pond. Interim Superintendent Fenske advised that he has been working with Commissioner Grimsby on event plans. Currently, there will be light refreshments, cookies, hot chocolate, and coffee.

Santa and Mrs. Claus will make an appearance. The lighting of the tree will occur at approximately 6:15 p.m. Interim Superintendent Fenske related that he is looking to rent space heaters and temporary walls for the pavilions in the event that it is too cold.

Interim Superintendent Fenske stated that he contacted Wingren Landscaping and advised them the lights needed to be on the tree before November 30<sup>th</sup>.

Interim Superintendent Fenske advised that donation request letters were sent to Willowbrook and Chamber businesses for both the tree lighting and for the holiday party. Splash Graphics, a Willowbrook business, advised that they will donate signs for the event.

c. 2018 Holiday Party

Interim Superintendent Fenske advised that the remaining budgeted money from the Willow Pond Park grand opening is not available to use at the holiday party. The budget for the holiday party will be the amount of donations that is received from area businesses.

Commissioner Kaczmarek reviewed the arts and crafts projects that will be used during the event.

Interim Superintendent Fenske provided samples of the postcards that will be mailed to residents and the program that will be distributed during the event.

d. Marketing Plan

Chairman Pionke advised that he spoke to Mayor Trilla in reference to the marketing plan. Mayor Trilla recommended that the Chairman speak with Village Administrator Halik. Chairman Pionke stated that he has not met with Administrator Halik at this time due to the Sterigenics issue going on right now.

Chairman Pionke related that this item will be on future agendas for additional discussions.

e. Park Maintenance Update

Interim Superintendent Fenske advised that the fence on the north side of Willow Pond was overlooked during the renovations of the park. The fence has since been replaced. The message board has also been put up at Willow Pond. The hot coal bins were also installed by Public Works employees.

Chairman Pionke is waiting for information from the Administration if there were any issues with the park maintenance since going with the greener fertilizer program.

Interim Superintendent Fenske related that the week of September 9<sup>th</sup>, the splash pad at Willow Pond was shut down due to the motor overheating. There was a malfunction in the timer and has since been repaired.

A suspension bridge at Borse Memorial Park had frayed lines on it and replacement parts have been ordered.

DuPage County SWAP program was out during the week of September 10<sup>th</sup> and performed general clean up in all the parks.

6. NEW BUSINESS/IDEAS

a. Kite Fly

Commissioner Stetina advised that this event was held every year in the past. The last event only had one participant. Commissioner Lazarski related that the event was moved from Borse Community Park to Farmingdale Park and could be the cause of the low turnout. Chairman Pionke suggested that the event be moved to Midway Park.

After discussion, the consensus was to hold one kite event for 2019 on May 18<sup>th</sup> from 10:00 a.m. – 12:00 p.m.

b. Drop-In Pre School

Chairman Pionke reminded the Commissioners that this program consists of once a week, for 2 – 3 hours, parents can bring their children to one of the parks for a pre-school program held by a pre-school teacher. Parents must stay present in the park during the program. The program will run for eight (8) weeks between Memorial Day and Labor Day.

Chairman Pionke spoke with LaVonne Campbell from the Burr Ridge Park District about participating in the program. Ms. Campbell advised that she would however, the classes would need to be held on a Monday or Friday. Ms. Campbell also requested that parks in Burr Ridge and Willowbrook be utilized. Teachers that are already conducting classes through the Burr Ridge Park District will be run the program.

Chairman Pionke also spoke of additional ideas for programs throughout the year; such as a neighborhood picnic, dance, and a car show. Interim Superintendent Fenske suggested reinstating the yard sale. Commissioner Kaczmarek suggested contacting the new ice rink and offering some kind of program through their facility. The concurrence of the Commission was to hold a community picnic during 2019.

Commissioner Stetina suggested looking into exercise equipment for senior citizens be placed in Willow Pond Park. The Commission recommended placing this equipment in a different park.

7. VISITORS' BUSINESS

None presented.

8. COMMUNICATIONS

Chairman Pionke sent an email to Mayor Trilla in reference to capital projects. Mayor Trilla advised that there is \$353,000 allocated for renovations of the exterior of the new Parks building. Construction should begin in the near future.

Chairman Pionke also asked about renovations for Ridgemoor Park. Mayor Trilla advised that the budget is tight at this time and renovations have been postponed. Suggestions were made to look into obtaining a grant for the renovations.

9. ADJOURNMENT

MOTION: Made by Commissioner Stetina, seconded by Commissioner Landsman to adjourn the meeting at the hour of 8:47 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

November 6, 2018

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Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

**PARKS & RECREATION COMMISSION MEETING**

**AGENDA ITEM SUMMARY SHEET**

**AGENDA ITEM DESCRIPTION**

**REPORT– 2018 Pumpkin Fest**

Friday October 26, 2018

**COMMISSION REVIEW**

- Report
- Discussion
- Seeking Feedback

Meeting Date:

November 6 2018

**BACKGROUND**

Report on the 2018 Pumpkin Fest.

**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:

November 6 2018

**BACKGROUND**

Planning for the 2018 Tree Lighting at Willow Pond on Nov. 30<sup>th</sup> 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:

November 6 2018

**BACKGROUND**

Planning for the 42<sup>nd</sup> annual Children’s Holiday Party.

**REQUEST FOR FEEDBACK**

A decision needs to be made on the following items:

- Craft project
- Set up time

**STAFF RECOMMENDATION**



**PARKS & RECREATION COMMISSION MEETING**

**AGENDA ITEM SUMMARY SHEET**

**AGENDA ITEM DESCRIPTION**

**DISCUSSION – Marketing Plan**

**COMMISSION REVIEW**

- Report
- Discussion
- Seeking Feedback

Meeting Date:

November 6 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 – FY2019-2020 Budget**

**COMMISSION REVIEW**

- Report
- Discussion
- Seeking Feedback

Meeting Date:

November 6 2018

**BACKGROUND**

Attached are the line items from the FY2018-19 Budget for review

**REQUEST FOR FEEDBACK**

For the December meeting, what line items need adjusting.

**STAFF RECOMMENDATION**

**FY2019-20 Budget Draft**  
Line item

**NOTES**

**FY2019-2020**

**FY2018-19**

**ADMINISTRATION**

Emergency Telephone Line	\$ 200.00	\$ 200.00	Located at Borse Park
Office Supplies			
Printing & Publishing	\$ 12,425.00	\$ 12,425.00	Brochures
Fuel/Mileage/Wash	\$ 250.00	\$ 250.00	
Schools/Conferences/Travel	\$ 325.00	\$ 325.00	
Fees/Dues/Subscriptions	\$ 275.00	\$ 275.00	
Postage & Meter Rent	\$ 2,500.00	\$ 2,500.00	for letters

**Capital Improvements**

Landscaping	\$ -	\$ 1,500.00	
Court Improvements	\$ 1,500.00	\$ 1,500.00	basketball,tennis or volleyball courts

**Park Improvements-Neighborhood Parks**

**Landscaping**

Park Landscape Supplies	\$ 9,000.00		flowers,mulch,trees
Landscape Maint. Services	\$ 54,400.00		tree service,pond service,lawn care,goose control

**Maintenance**

Rent-Equipment	\$ 250.00		portable toilets-pre season at Borse & Willow Pnd
Trash Removal			
Ballfield Maint./Supplies	\$ 6,500.00		chalk,turface,paint, field prep, lights
Contracted Maintenance	\$ 42,000.00		
Maintenance Supplies	\$ 9,500.00		supplies for bathrooms at BCP & WP
Maintenance-Equipment	\$ 40,637.00		playground equipment replacement, benches, garbage can lids

**Summer Programs**

Program Material/Services	\$ 8,820.00		Fishing programs, camp out, Co-Rec softball supplies
Seniors Program	\$ 5,000.00	\$ 5,000.00	Run w/Burr Ridge

<b>Fall Programs</b>			
Program Material/Services	\$ 550.00		
Seniors Program	\$ 6,000.00	Run w/Burr Ridge	\$ 6,000.00
<b>Winter Programs</b>			
Program Material/Services	\$ 2,000.00		
Tree Lighting	\$ 1,400.00	For 2018 covers cost of light installation only	
Holiday Party		Donations accepted	
Seniors Program	\$ 300.00	Run w/Burr Ridge	\$ 300.00
<b>Special Events</b>			
Children's Special Events- Other	\$ 1,800.00	egg hunt, halloween party-donations accepted	
Movie night	\$ 1,630.00	Donations accepted	
Back To School Bash	\$ 1,500.00		
5K/Community Fair	\$ 9,525.00	Donations accepted	
Special Event-Park Opening	\$ 10,000.00	Willow Pond Grand Opening	\$ -
<b>Spring Programs</b>			
Recreation instructors/Staff			
Program Materials/Services	\$ 200.00	Fishing programs, Kite-Fly(new 2019)	

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

**AGENDA ITEM DESCRIPTION**

**DISCUSSION**

Ridgemoor Park Renovation

**COMMISSION REVIEW**

- Report
- Discussion
- Seeking Feedback

Meeting Date:

November 6 2018

**BACKGROUND**

Ridgemoor Park is located in the Ridgemoor subdivision at the north end of Quincy St. The playground equipment was installed in 1991, making it the oldest in the department. This park was scheduled to be renovated during FY2017-18, but due to a lack of funding, the project was postponed.

**REQUEST FOR FEEDBACK**

Beginning the discussion on the renovation of Ridgemoor Park

**STAFF RECOMMENDATION**

**PARKS & RECREATION COMMISSION MEETING**

**AGENDA ITEM SUMMARY SHEET**

**AGENDA ITEM DESCRIPTION**

**DISCUSSION – Park Maintenance**

**COMMISSION REVIEW**

- Report
- Discussion
- Seeking Feedback

Meeting Date:

November 6 2018

**BACKGROUND**

Update on Park Maintenance issues.

- Fountain Lights
- Winterization of Parks

**REQUEST FOR FEEDBACK**

**STAFF RECOMMENDATION**

**PARKS & RECREATION COMMISSION MEETING**

**AGENDA ITEM SUMMARY SHEET**

**AGENDA ITEM DESCRIPTION**

**DISCUSSION – 2019 Commission meeting dates**

**COMMISSION REVIEW**

- Report
- Discussion
- Seeking Feedback

Meeting Date:

November 6 2018

**BACKGROUND**

**REQUEST FOR FEEDBACK**

The proposed dates for the 2019 meetings of the Parks & Recreation Commission are as follows:

Jan. 1, Feb. 5, Mar. 5, Apr. 2, May. 7, June 4, July 2, Aug. 6, Sept. 8, Oct. 1, Nov. 5 & Dec. 3.

**STAFF RECOMMENDATION**

Staff recommends moving the following meeting dates to avoid conflicts with holidays: Jan 1 to Jan 8.

A vote to approve the dates is also recommended.

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

**AGENDA ITEM DESCRIPTION**

**DISCUSSION – Kite Fly**

**COMMISSION REVIEW**

- Report
- Discussion
- Seeking Feedback

Meeting Date:

November 6 2018

**BACKGROUND**

Discussion on the Kite Fly event to be held on May 18, 2019

**REQUEST FOR FEEDBACK**

A decision on the following items needs to be made

- Start/End time
- Will prizes be offered
- Will refreshments be offered

**STAFF RECOMMENDATION**

Staff recommends charging a nominal fee for this event to cover costs if Board decides to offer prizes and refreshments. Also, due to a possible conflict with BRW Girls' Softball, another location should be considered.



**PARKS & RECREATION COMMISSION MEETING**

**AGENDA ITEM SUMMARY SHEET**

**AGENDA ITEM DESCRIPTION**

**DISCUSSION – Drop-In Pre School**

**COMMISSION REVIEW**

- Report
- Discussion
- Seeking Feedback

Meeting Date:

November 6 2018

**BACKGROUND**

Update on the proposed Drop-In Pre School idea, brought up by Chairman Pionke.

**REQUEST FOR FEEDBACK**

**STAFF RECOMMENDATION**