

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
HELD ON TUESDAY, DECEMBER 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 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 – November 6, 2018 Regular Meeting – Parks & Recreation Commission

The Commission reviewed the November 6, 2018 minutes.

MOTION: A Motion was made by Commissioner Landsman and seconded by Commissioner Lazarski to approve the November 6, 2018 minutes as presented.

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

4. REPORT

- a. Tree Lighting – November 30, 2018

Interim Superintendent Fenske advised there were approximately 140 people that attended this event. The only issue was a ground fault that blew the fuse for the Christmas lights. The repair will be completed in the near future.

Interim Superintendent Fenske related that thank you cards will be sent to the choir director from Gower West Elementary School and the woman that played Mrs. Claus. Thank you cards to the businesses that donated money to the event will be sent after the holiday party.

Interim Superintendent Fenske stated that the total expenses for this event was \$2,359.90; and donations received was \$675.00. Budgeted amounts for the tree lighting (including Winter Program budget) was an additional \$3,400.00.

Chairman Pionke asked the Commissioners if this event should continue. Commissioner Landsman related that there was a good turn out of participants, mainly due to the number of students in the choir that performed. After discussion, the consensus of the Commissioners was to continue with the tree lighting event. Suggestion was made to obtain a quote for additional Christmas lights to be strung around other areas of the park and add to the budget for next year.

5. DISCUSSION

a. 2018 Holiday Party

Interim Superintendent Fenske advised that as of today's date, there are 123 children registered for the event. An invitation letter was sent to the Village Board and all employees. There are approximately 14-15 volunteers from the high school that will be helping, as well as police cadets. Approximately, \$1,400.00 in donations has been received. Chick-fil-A will be donating drinks. Walgreens will be donating pictures but does not have any employees to attend the party. Commissioner Landsman advised that a couple of the cadets will be needed to take the pictures then take them to Walgreens for developing.

Chicken Basket will be donating food. Commissioner Landsman stated that Lassak Deli will be donating an unknown amount of food but requires someone to pick it up. Commissioner Stetina advised that he will be meeting with the manager from Pete's Market to ask for donations.

Commissioner Stetina related that 130 gifts were purchased. Additional gifts will need to be purchased to make sure that there is enough for every child. \$5 gift cards from Chick-fil-A will still need to be purchased for the older kids. Concern was raised over running out of gifts if a lot of walk in's came to the party. Suggestion was made that the preregistered kids with tickets should be given their gifts first. Then call up any walk in's.

***NOTE: Commissioner Kaczmarek left the meeting at 7:55 p.m.

Trustee Berglund volunteered to take the photos to Walgreens for processing.

b. Marketing Plan

Chairman Pionke advised that there are no updates at this time.

***NOTE: Trustee Berglund left the meeting at 8:00 p.m.

c. FY2019-2020 Budget

Interim Superintendent Fenske reviewed the current fiscal year budget and projected spending for the rest of the year. Chairman Pionke related that they are looking for suggestions for any changes or additions for the next fiscal year budget. It was recommended to add \$10,000 for outdoor exercise equipment. And to also add \$380,000 for park improvements at Ridgemoor Park. This dollar amount is based off the Master Plan update. It is unknown at this time if this expenditure will be approved by the Village Board. Chairman Pionke advised that grants will be looked at to help with the costs.

Chairman Pionke also advised that a line item of \$20,000 should be added for the Marketing Plan and costs.

Commissioner Kanaverskis questioned if the new Park Building will be discussed during the budget meeting. Interim Superintendent Fenske advised that it will be. Chairman Pionke suggested that money be added to the budget to cover the interior improvements.

d. Ridgemoor Park

Chairman Pionke advised that an ad for volunteers to form a committee to discuss renovations will be placed in the April Fun Guide and the Village website.

e. Park Maintenance Update

Interim Superintendent Fenske related that a message board at Community Park has broken glass and will be replaced in the spring. There was also a fallen dead tree in the park that will be removed in the near future.

Chairman Pionke requested that the hole by the pier in Willow Pond Park be fixed.

f. Kite Fly

Interim Superintendent Fenske advised that he has spoken to Gower West Elementary School about using their field on May 18th for this event. The cost is \$25.00 for the use of the field. Interim Superintendent Fenske stated that if access to the bathrooms is needed, the cost is \$30/hour.

g. Drop-in Pre School

Chairman Pionke advised that there are two costs associated with this program: the teachers and materials. Chairman Pionke stated that after speaking with the Burr Ridge Park District, there should be no costs for the teachers because this will be a joint program and they already have the staff.

6. NEW BUSINESS/IDEAS

Commissioner Kanaverskis suggested adding funds to the budget for a Community Picnic. Chairman Pionke stated the picnic can be kept simple with basic foods and games. Suggested budget is \$3,000.00.

Chairman Pionke suggested creating a single form listing all special events to send to businesses for donations. This should help lower postage and printing costs.

Interim Superintendent Fenske related that it was suggested to revisit a Touch-A-Truck event. Interim Superintendent Fenske advised that he will contact Gower West Elementary School about using their parking lot.

Commissioner Landsman suggested reaching out to the new indoor ice rink about classes.

7. VISITORS' BUSINESS

None presented.

8. COMMUNICATIONS

None presented.

9. ADJOURNMENT

MOTION: Made by Commissioner Stetina, seconded by Commissioner Landsman to adjourn the meeting at the hour of 8:55 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

January 8, 2019

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.