



Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 www.willowbrookil.org

AGENDA

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

REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON TUESDAY, MARCH 5, 2019 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. February 5 2019 Regular Meeting of the Parks & Recreation Commission
4. REPORT:
5. DISCUSSION:
 - 2019 Spring Fling 5K
 - A. Community Picnic
 - B. Park Maintenance Update
 - C. Easter Egg Hunt
6. NEW BUSINESS/IDEAS:
7. VISITOR'S 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, February 5, 2019, AT THE VILLAGE HALL, 835 MIDWAY DRIVE,
WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

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

2. ROLL CALL

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

ABSENT: Commissioner Catherine Kaczmarek and Chairman Robert Pionke

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

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES

a. Minutes – January 8, 2019 Regular Meeting – Parks & Recreation Commission

The Commission reviewed the January 8, 2019 minutes.

Commissioner Landsman noted that under item 4a Reports, the word “were” needed to be added to “there 18 walk-ins”. And in the second paragraph, on the pictures, this was discussed, but no decision was made.

MOTION: A Motion was made by Commissioner Landsman and seconded by Commissioner Grimsby to approve the January 8, 2019 minutes as presented.

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

4. REPORT- None

5. DISCUSSION

a. Marketing Plan- Sponsorship Programs

Interim Superintendent Fenske recommended that a sponsorship letter should be sent out once for all events as opposed to sending out separate letters for each event. Commissioner Lazarski asked if the cost of each event will be included, as it would give potential sponsors a starting figure to make a donation. Interim Superintendent Fenske stated that is something that could be done. Interim Superintendent Fenske stated that this is a work in progress. Both Commissioners Kanaverskis & Stetina asked when are you planning on sending out the letter? Interim Superintendent Fenske stated that he hopes to have something finalized by November 2019, so they can go out at the start of next year. Commissioner Kanaverskis also

asked if the Village board would have to approve this. Interim Supt. Fenske said he did not think it had to. Commissioner Lazarski said that the village had issues in the past with how they could solicit donations. There was also a discussion on when to send the letters out.

b. Ridgemoor Park

Interim Superintendent Fenske stated that we are waiting on the Village Board approval of the budget line item.

c. Fitness Equipment

Commissioner Stetina brought a brochure from Greenfields. He stated that the person he dealt with quoted a price of \$15,000. There was a lengthy discussion on what park to install the equipment & what type of equipment to install. Commissioner Grimsby & Stetina suggested reaching out to Burr Ridge about what they have at Harvester Park. Interim Supt. stated that a representative from Burr Ridge will be here next month.

d. Tree Replacement Program

Interim Supt. Fenske gave a recap of the tree program from January. He contacted Mrs. Kaur if she had gathered any more information. She stated that Bank of America was not planning any events in this area for 2019.

e. Park Maintenance Update- Pure Prairie Update

Interim Supt Fenske stated that he contacted Pure Prairie about the contract for 2019. The price will remain the same as 2018. He also stated that the 100% organic treatment will be expanded to include Willow Pond, at no increase in cost. This should help cut down on the algae that forms in the pond. The contract was forwarded to the Village Board for their approval. There was also a discussion about looking into getting carp to control the algae.

f. 2019 Spring Fling 5K

Interim Superintendent Fenske advised that the first committee meeting was January 5, 2019, at the meeting we discussed that the website is up and running. Commissioner Stetina asked if there will be a conflict with Darien again this year, and Commissioner Landsman asked about Hinsdale's Autism Walk. Interim Supt. Fenske stated that Darien is holding their race on the 19th, and he did not know about Hinsdale. Interim Superintendent Fenske sent out the letters for the donations to all business that donated in the past. The next meeting for the 5K is February 12, 2019.

g. Community Picnic

Interim Superintendent Fenske asked the committee if they could pick a date and time for the community picnic. Commissioner Landsman suggested 11:00 -2:00. The commissioners present agreed that this would be a good time. Interim Superintendent Fenske gave a rough estimate of what the picnic might cost based off of the costs for the Willow Pond Grand opening of just over \$2000, with about \$1500 left in the budget.

h. Park Permit Application/Policy Update

With the completion of Willow Pond, Interim Supt. Fenske went over the changes made to the Park Permit Application/Policy update. These reflect the addition of bathrooms at Willow Pond, and other changes made to the park. He stated that because the fees were not changed, Village Board was not needed. There was a discussion held on who needs a permit, who doesn't. Commissioner Kanaverskis mentioned the pre-school specifically, and if they require a permit. Interim Supt Fenske then went over the procedure on how he notifies both the Police Dept. & Public Works department about who has a rental.

6. NEW BUSINESS/IDEAS

- a. Commissioner Stetina mentioned that he stopped at the ice arena. He shared some information on some of their programs with the commission.
- b. Movie in the Park- Interim Supt. Fenske stated that due to a conflict, he had to change the date of the Movie in the Park from July 12th, the new date is July 19th.
- c. 835 Building- Work is progressing as the weather permits. Interior work can not start until after May.

7. VISITORS' BUSINESS

8. COMMUNICATIONS

Interim Superintendent Fenske advised that he heard back from Ashton Place their cost to rent the facility would be \$4000. He also stated that both Gower Middle and Gower West are too small. There was then a discussion on how to limit the number of people who attend, and how to hand out the gifts.

9. ADJOURNMENT

MOTION: Made by Commissioner Grimsby, seconded by Commissioner Landsman to adjourn the meeting at the hour of 8:20 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

March 5, 2019

Chairman

Minutes transcribed by Executive Secretary Christine Mardegan.

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

AGENDA ITEM DESCRIPTION

DISCUSSION – 2019 Spring Fling 5K
Sunday May 5th 2019

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

March 5th 2019

BACKGROUND

Update on the planning for the 5th 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 – 2019 Community Picnic

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

March 5 2019

BACKGROUND

Planning for the 1st Annual Community Picnic

REQUEST FOR FEEDBACK

The following items need to be decided by the Commission

- Activities
- Donations
- Food

STAFF RECOMMENDATION

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

AGENDA ITEM DESCRIPTION

DISCUSSION -- Park Maintenance-

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

March 5 2019

BACKGROUND

Update on Park maintenance issues from February 6th to March 5th 2019

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

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

AGENDA ITEM DESCRIPTION

DISCUSSION – 2019 Easter Egg Hunt
Saturday April 20

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

March 5th 2019

BACKGROUND

Update on the planning for the Annual Easter Egg Hunt on April 20th

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION