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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

Interim Village Administrator

Michael S. Mertens

Chief of Police

Robert Schaller

Director of Finance

Carrie Dittman



Proud Member of the
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AGENDA

REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON TUESDAY, JUNE 4, 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. May 7th Regular Meeting of the Parks & Recreation Commission
4. REPORT:
 - A. Kite-fly Day- May 18th
 - B. 5K Final Report
5. DISCUSSION:
 - A. Fishing Derby – June 15th
 - B. Movie Night- Friday July 19th
 - C. Family Campout- July 27-28
 - D. Community Picnic- Aug 10th
 - E. Holiday Party Entertainment
 - F. Park Maintenance Update
6. NEW BUSINESS/IDEAS:
7. VISITOR'S BUSINESS – Public comment is limited to three (3) minutes per person
8. COMMUNICATIONS
9. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
HELD ON TUESDAY, MAY 1, 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 Cobb, Commissioners Catherine Kaczmarek, Ronald Kanaverskis, Laurie Landsman, Carol Lazarski, Robert Pionke, and Doug Stetina.

ABSENT: Commissioner Lorraine Grimsby.

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

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES

- a. Minutes – April 3, 2018 Regular Meeting – Parks & Recreation Commission

The Commission reviewed the April 3, 2018 minutes.

MOTION: A Motion was made by Commissioner Pionke and seconded by Commissioner Lazarski to approve the April 3, 2018 minutes as presented.

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

4. REPORT

- a. Clorox Corp Willow Pond Clean Up – April 23, 2018

Interim Superintendent Fenske related that approximately 10-12 volunteers from the Clorox Corp completed a clean up of Willow Pond Park in conjunction with Earth Day.

- b. Movie Night Sponsorship

Interim Superintendent Fenske advised that he has spoken to a representative from Sprint Cellular. The company is looking to become involved with community events and would like to sponsor Movie Night. They will be donating \$600 that will pay for the rental of the movie and movie screen.

5. MOTION TO APPROVE

a. Partial Ban on Smoking in the Parks

Commissioner Landsman reminded the Commission that several surrounding municipalities have total bans of smoking in their parks. Commissioner Landsman reviewed articles that refer to the hazards of secondhand smoke.

Chairman Cobb reviewed the three possible options:

1. No change to policy
2. Designated non-smoking areas – playgrounds, near ball fields, under pavilions, and at Village special events
3. Total smoking ban

Commissioner Pionke related that one problem with instituting a smoking ban, is the enforcement of it.

Commissioners in favor of a full ban of smoking in all parks were Commissioner Landsman, Commissioner Lazarski, Commissioner Pionke, Commissioner Stetina and Chairman Cobb.

Commissioners in favor of a partial ban of smoking in the parks were Commissioner Kaczmarek and Commissioner Kanaverskis.

MOTION: A Motion was made by Commissioner Pionke and seconded by Commissioner Lazarski to recommend to the Village Board a full ban of smoking in all Village parks.

ROLL CALL VOTE: AYES: Chairman Cobb, Commissioners Landsman, Lazarski, Pionke, and Stetina. NAYS: Commissioners Kaczmarek and Kanaverskis. ABSENT: Commissioner Grimsby.

6. DISCUSSION

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

Interim Superintendent Fenske advised that as of today's date, there are 86 runners signed up. Packet pick up is scheduled for this Friday, May 4th at the Village Hall and Saturday, May 5th at Black Horizon Brewery.

Pre-race check in on Sunday will begin at 7:30 a.m. The race will begin around 9:00 a.m.

Commissioner Kaczmarek related that volunteers will be needed for the event. Extra shirts and race bags will be sold for \$5.00 each to raise additional money for Gateway SRA.

Commissioner Kaczmarek stated that an ad was placed in Hinsdale Magazine.

Commissioner Kaczmarek advised that certificates will be given to the top three (3) male and top three (3) female 5K runners, as well as the top three (3) runners on the Children's Fun Run. Prizes that have been donated by local businesses will also be awarded to the top finishers.

Commissioner Kaczmarek also stated that the celebrity emcee, Channel 5 News Reporter Lauren Petty, will be announcing to the participants about the community fair, after race party at Black Horizon Brewery, and introducing the singer who will be performing the National Anthem.

Interim Superintendent Fenske related that as of today, total donations received is \$8,950.00. There are still some outstanding donations that have not been received as of yet.

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

Chairman Cobb reviewed the budget for the event. Currently, Chairman Cobb stated that there will be no reaching out to businesses for sponsorships. Food will be limited to hot dogs, bottled water, and cake. Chairman Cobb stated that his company will be donating chips, hummus, and an orange drink.

Chairman Cobb related that the pavilion will be dedicated and a plaque placed for Commissioner Stetina and his 40 years of service to the Parks & Recreation Department. Chairman Cobb advised that the fishing pier will be dedicated to former Parks & Recreation Superintendent Walter Righton.

Commissioner Stetina advised that he will contact his American Legion Post to honor the flag while the National Anthem is being played.

Chairman Cobb requested that Commissioner Kaczmarek contact the DJ and singer used for the 5K about performing at the event.

Chairman Cobb reviewed the program of the event. Ribbon cutting and dedications will begin at approximately 11:30 a.m., with food being served at 12:00 p.m. The fishing derby will be held soon after the food has been served.

Chairman Cobb advised that former White Sox player, Eric Soderholm will be the celebrity guest and will be signing autographs.

7. VISITORS' BUSINESS

None presented.

8. COMMUNICATIONS

Interim Superintendent Fenske advised that the fountains at Willow Pond Park and Prairie Trail Park should be installed by May 15th.

Interim Superintendent Fenske stated that the doors and locks on the new bathroom building at Willow Pond Park have been replaced with electric timers.

Interim Superintendent Fenske related that the Kiwanis Club had the pavilion repaired at Willow Pond over this past weekend. The Kiwanis Club will also be providing a new dedication plaque for the club on the pavilion.

Also, the DuPage County Sheriff's Department SWAP program was out on April 25th and worked on repairs to the fishing pier.

Interim Superintendent Fenske advised that he was contacted by the resident in Lake Hinsdale Tower that was planting flowers in Lake Hinsdale Park. She stated that she can no longer take care of the plantings in that park.

9. ADJOURNMENT

MOTION: Made by Commissioner Stetina, seconded by Commissioner Landsman to adjourn the meeting at the hour of 8:35 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

____ June 5 _____, 2018

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

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

AGENDA ITEM DESCRIPTION

**REPORT – Kite Fly Day
Saturday May 18th**

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

June 4 2019

BACKGROUND

Report on the Kite Fly event that was held on May 18, 2019

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

Due to the lack of participation, staff recommends not running this event next year.

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

AGENDA ITEM DESCRIPTION

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

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

June 4 2019

BACKGROUND

Final report on the the 5th Annual 5K run and Community fair, held on Sunday May 5th, 2019

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

Staff is still waiting on the invoice from the timing company. Only the revenue report from the entry fees collected in included with the packet.

REVENUE FROM RACE ENTRIES

Chronotrack Registrations	\$	1,645.00
Walk in registration @ Village Hall	\$	20.00
Day of race registration/cash	\$	165.00
Total Race Registration Fee	\$	1,830.00

TOTAL SALES REVENUE \$ 1,830.00

Gateway Donation	\$	(1,250.00)
Refund of race entries x2 @\$20	\$	(40.00)
Total Revenue	\$	540.00

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

AGENDA ITEM DESCRIPTION

Discussion – Fishing Derby

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

June 4 2019

BACKGROUND

Discussion on the Fishing Derby at Willow Pond park on June 15th 2019

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

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

AGENDA ITEM DESCRIPTION

DISCUSSION – Movie in the Park

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

June 4 2019

BACKGROUND

Update on the Movie in the Park to be held on Friday July 19 at Borse Community Park.

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

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

AGENDA ITEM DESCRIPTION

Discussion – Family Campout

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

June 4 2019

BACKGROUND

Update on the Family Campout event on Saturday July 27th & 28 at Borse Community Park.

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

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

AGENDA ITEM DESCRIPTION

DISCUSSION – 2019 Children’s Holiday Party

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

June 4 2019

BACKGROUND

Planning for the 2019 Children’s Holiday Party

REQUEST FOR FEEDBACK

Items that need to be discussed are:

- Entertainment
- Face Painter & Balloon Artist
- Arts & Craft project ideas

Only suggestions on entertainers will be discussed at this time. A final decision will be made at the July meeting, after prices and availability are confirmed by staff.

STAFF RECOMMENDATION

Staff still recommends limiting the number of children to 120, with an overall limit of 360 people.

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

AGENDA ITEM DESCRIPTION

DISCUSSION – Park Maintenance

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

June 4th 2019

BACKGROUND

Update on Park maintenance issues from May 8th to June 4th 2019.

- Clorox “Earth Day” clean up
 - Tree Donation
 - Flower Beds

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION