

AGENDA

REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON TUESDAY,
October 1, 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) September 3 2019 Regular Meeting of the
Parks & Recreation Commission
4. REPORT:
5. DISCUSSION:
 - A) 2019 Pumpkin Fest
 - B) 2019 Tree Lighting
 - C) 2019 Children's Holiday Party
 - D) Park Permit Fees
 - E) Park Maintenance Update
6. NEW BUSINESS:
 - A) Job Description for Recreation Supervisor
7. VISITOR'S BUSINESS – Public comment is limited to
three (3) minutes per person
8. COMMUNICATIONS- Tri-State FD Open House- Oct. 12th
9. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
HELD ON TUESDAY, SEPTEMBER 3, 2019, 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 Doug Stetina.

ABSENT: None.

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

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES

- a. Minutes – August 6, 2019 Regular Meeting – Parks & Recreation Commission

The Commission reviewed the August 6, 2019 minutes.

MOTION: A Motion was made by Commissioner Grimsby and seconded by Commissioner Stetina to approve the August 6, 2019 minutes as presented.

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

4. REPORT

- A. 1st Annual Community Picnic – August 10, 2019

Commissioner Stetina thanked Interim Superintendent Fenske for all his hard work. Everyone felt the Picnic was a tremendous success. Interim Superintendent Fenske stated that the total expenses were \$2,625.50 with \$374.50 remaining. Mayor Trilla had some suggestions for next year which include a 3- on-3 basketball tournament and a charity softball game between the police department and fire fighters which could be opened up to the surrounding communities. Discussion on how to improve this event for next year. Commissioner Kaczmarek suggested we do sandwiches and maybe reach out to Jimmy Johns. Commissioner Grimsby said she had a couple ask if there was any vegetarian food and that this would be something to consider for next year. Interim Supt. Fenske suggested August 8, 2020 for next year. The board asked Interim Supt. Fenske to get pricing on what it would cost to purchase a hot dog steamer.

5. DISCUSSION

A. 2019 Tree Lighting

Interim Supt. Fenske stated that this year's Tree Lighting will be held on November 29, 2019. The Budget for the event is \$4000. The cost for the event last year was \$2400. Interim Supt. Fenske contacted American Holiday Lights for an estimate for lighting. Their estimate is \$3,212.00 which includes installation, extension cords and timers.

Chairman Pionke stated the Gower Choir will be available to sing and he was contacted by a Girl Scout troop who is interested in making ornaments for the trees. Chairman Pionke then discussed his proposal to move everything to the north side of the pond because of the issues last year with walking on the path and the traffic noise that made it hard to hear.

Chairman Pionke received a quote for a booklet containing songs for \$260.00 for 100 copies. Discussion on getting a sponsor for the booklet and how it would be set up.

B. 2019 Children's Holiday Party

Interim Superintendent Fenske reached out to The Great Boodini and received a quote for \$500.00 which included his DJ sound system, Holiday LED Juggling, Giant 8-Foot-Tall Toy Solider Illusion, Levitation illusion, floating green ornaments and a giant 6-foot-tall playing card. Commissioner Grimsby and Commissioner Kaczmarek brought information on possible entertainers.

Interim Supt. Fenske stated that our Santa retired, so we will have to find a new one, and that we can expect to pay between \$300-\$350 per hour.

Several ideas on crafts, photos, photo booth backdrops and the postcards were also discussed. Commissioner Stetina asked if there is a deadline for registration, Chairman Pionke said it is November 29th, and that there is also a maximum number of attendees allowed.

C. Park Rentals/Fees

Interim Supt. Fenske discussed the breakdown of rentals per month at Borse & Willow Pond going back to 2016. The breakdown was included in the agenda.

Chairman Pionke asked what costs are incurred by the village in relation to the permits. He also said he will try to figure something out for next month.

D. Park Maintenance Update

Interim Supt. Fenske reported that some of ballfield light issues at Borse were fixed. The breaker has been repaired for \$2,400, but we are still waiting for ComEd to finish repairing their part of the problem. We are looking into seeing if ComEd is responsible for the breaker issue and, if so, we plan on filing a claim to recoup the cost of getting it repaired.

The splash pad is getting turned off for the season either on Sept. 2nd or 3rd.

Chairman Pionke asked about the basketball net at Farmingdale Terrace.

Commissioner Kaczmarek mentioned the algae growth at Prairie Trail.

6. NEW BUSINESS/IDEAS

Interim Supt. Fenske reported that after 41 years, Recreation Supervisor George Scukanec will retire on September 1st of this year. Interim Supt. Fenske will summarize a job description for the position and have the outline ready for the October meeting. Interim Supt. Fenske related that he will add pictures to the Village website, Village's Facebook page, and all upcoming events and activities.

7. VISITORS' BUSINESS

None Presented.

8. COMMUNICATIONS

None Presented

9. ADJOURNMENT

MOTION: Made by Commissioner Stetina, seconded by Commissioner Grimsby to adjourn the meeting at the hour of 8:27 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,

_____, 2019

Chairman

Minutes transcribed by Executive Secretary Christine Mardegan and Interim Superintendent Fenske.

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

AGENDA ITEM DESCRIPTION

DISCUSSION – 2019 Pumpkin Fest
Friday October 25, 2019

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:
October 1 2019

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 – 2019 Tree lighting

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:
October 1 2019

BACKGROUND

Planning for the 2019 Tree Lighting at Willow Pond on Nov. 29th 2019.

REQUEST FOR FEEDBACK

Ideas from the Commission are welcomed.
Staff included a quote for lights from Wingrens.

STAFF RECOMMENDATION

Village of Willowbrook
John Fenske
7760 Quincy Street
Willowbrook, IL 60527

Village of Willowbrook Tree
7760 Quincy Street
Willowbrook
Proposal # 28712

Holiday Decor Proposal 2019

Dear John

Wingren Landscape is pleased to present the following holiday lighting/decor proposal to you. Please select the option you prefer.

Please call me to discuss a new holiday lighting design for the 2019 season.

Please repeat the same design and installation from the 2018 season. Your 2019 holiday lighting proposal will include the use of your lights from last year, installation, initial maintenance, removal, and storage of lighting/decor.

I would like to take advantage of a 10% discount, on new items, from Holidynamics, if accepted before October 14, 2019.* You can view the catalog online or request a catalog from Wingren Landscape.

- * Check out our new and latest interior and exterior holiday decor at holidynamics.com. Please contact me on the items that you are interested in.
- * *Acceptance of proposal after November 4, 2019 will result in a 15% price increase.

A 50% deposit is required to begin work. The balance is due upon completion of the project. If I can be of further assistance, please call the office. Thank you for your consideration.

Holiday Lighting of Tree

\$1,907.00

- Reinstall C7 WarmWhite LEDs on the Evergreen Tree
- Reinstall WarmWhite LED M8 Lights inside of the C7 Lights
- Reinstall colors of red, clear, and green led light sets on the burning bushes by the spruce.
- Reinstall light sets on the bushes by the sign.
- Reinstall light sets on the hawthorn and 5 ornamentals
- Labor to install and remove Lights
- Cords, and triple taps are included.

Enhancement Options

\$5,015.00

- 9 new ornamental trees by plainfield road decorated with 5mm led lights. (color to be determined) (19) \$475 Cords \$140
- 7-12ft light poles decorated with two led climbers per pole and two large red bows. \$728 Cords \$42
- OR
- 7-12ft. light poles ,east side, shaped and decorated with prelit led mixed noble garland and two red bows. \$931 Cords \$42
- 3-Birch trees by the playground decorated with 5mm lights (12) \$300 Cords \$30
- 1-Locust tree decorated with 24inch spritzers. (10) color tbd. \$580 Cords \$50
- Trunk of the locust tree wrapped 6 ft. out (5) \$125 Cord \$20
- Pavilion perimeter decorated with C9 led bulbs. (120ft) \$540
- 5- ornamental trees, east side near the pond decorated. (wiring to be run between the joints.) \$887
- Cords \$125

Storage for the first year on new items will be not be charged.

**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:
October 1 2019

BACKGROUND

Planning for the 2019 Children’s Holiday Party.

REQUEST FOR FEEDBACK

Items that need to be discussed are:

- Check-in Procedures
- Distribution of gifts
 - Food

Staff included a draft of the combined Tree Lighting/Holiday Party postcard.

STAFF RECOMMENDATION



VILLAGE OF WILLOWBROOK

2019 Holiday Events

VILLAGE TREE LIGHTING

Join us at Willow Pond Park on

Friday November 29 from 6-8pm, as we light the

Official Village Christmas Tree! Holiday Music, Refreshments & Santa!!
Willow Pond Park – NE corner of Plainfield Rd. & Adams St.

43rd ANNUAL CHILDREN'S HOLIDAY PARTY

Celebrate the Holiday Season with the Willowbrook Parks & Recreation Commission as we host our **Annual Children's Holiday Party, Sunday Dec. 8 from 2-4pm** in the café of Hinsdale South HS, 7401 Clarendon Hills Rd., Darien. Crafts, Entertainment, Refreshments & Santa. Children 10 & Under will receive a modest gift courtesy of local businesses. Sorry, due to space limitations, registration is limited to Village of Willowbrook residents and their immediate family **ONLY**. Please RSVP by calling the village at 630-920-2251 Mon-Thurs 9-2pm. Registration deadline is **Nov. 27th**. Each family who attends will need a ticket to enter. This is a FREE event, but we ask that each child bring a non-perishable food item for donation to HCS Family Services of Hinsdale.

Children **MUST** be accompanied by an adult.

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

AGENDA ITEM DESCRIPTION

DISCUSSION – Park Pavilion Fee Schedule

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

October 1 2019

BACKGROUND

The fees to rent the Pavilions at Borse & Willow Pond Parks were last updated in November 2013.

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

Any changes to the fees will have to be approved by the Village Board.

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

AGENDA ITEM DESCRIPTION

DISCUSSION – Park Maintenance Update

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

October 1 2019

BACKGROUND

Update on Park Maintenance issues from September 4th to October 1st 2019.

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

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

AGENDA ITEM DESCRIPTION

**New Business-
Recreation Supervisor Job Description**

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

October 1 2019

BACKGROUND

With the retirement of George Scukanec on Sept. 1st. the position of Recreation Supervisor opened up.

REQUEST FOR FEEDBACK

Staff is asking the Board for their input on what they might want to add to the possible job responsibilities for this position.

STAFF RECOMMENDATION

Staff included a draft for a proposed job posting.

Rec Supervisor Job Description:

Under the supervision of the Supt. of Parks & Recreation, The Rec. Supervisor will be responsible for helping to plan, organize, coordinate and supervise the recreation & special events for the Village of Willowbrook. Supervises all assigned programs and program personal.

Assists the Supt. of P&R in all day-to-day operations of the Department.

Prepare information for seasonal brochures, event flyers, posters etc.

Makes decisions in accordance with established policies, procedures and guidelines.

This is a part-time/seasonal position, working up to 20 hours/week, depending on the season.

Applicant must be at least 21 years of age, and have some experience in the parks & recreation field, and be either working towards or processing a degree in Recreation, Leisure Services, Education or a related field.

Organizational skills and customer service skills with youth, parents and the community at large a must.

Must be CPR/AED/First Aid certified or ability to acquire within 3 months.

Knowledge of fishing a plus.