



Village of Willowbrook

7760 Quincy Street
Willowbrook, IL 60527-5594

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

AGENDA

Village President

Robert A. Napoli

Village Clerk

Leroy R. Hansen

Village Trustees

Dennis Baker

Umberto Davi

Terrence Kelly

Michael Mistele

Sandra O'Connor

Paul Schoenbeck

REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION OF THE VILLAGE OF WILLOWBROOK TO BE HELD TUESDAY, MARCH 1, 2011 AT 7:30 PM AT THE WILLOWBROOK VILLAGE HALL 7760 QUINCY STREET, DU PAGE COUNTY, ILLINOIS

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES FEBRUARY 8, 2011
4. CORRESPONDENCE/COMMUNICATIONS
5. VISITORS' BUSINESS – (Public comment is limited to three minutes per person and only on those items that are on the agenda)
6. REPORTS
 - A. Park News in Brief
 - B. FY11-12 Budget Planning
7. OLD BUSINESS
 - A. Park Entrance Signs
8. NEW BUSINESS
 - A. April 5 Parks and Recreation Commission at Holiday Inn
9. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION HELD ON TUESDAY, FEBRUARY 8, 2011, AT THE WILLOWBROOK VILLAGE HALL, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Superintendent Righton called the meeting to order at the hour of 7:31 p.m.

2. ROLL CALL

Those present at roll call were Commissioners Laurie Landsman, Carol Lazarski, Doug Stetina, Richard Cobb, Ronald Kanaverskis, and Ramona Weigus.

ABSENT: None.

Also present was Superintendent of Parks and Recreation Walter Righton.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – December 7, 2010

Commissioner Lazarski asked how many elected officials were at the Children's Holiday Party in December. Superintendent Righton advised that President Napoli was the only one.

Commissioner Landsman asked if the Commission had voted on a new Santa costume at the last meeting to allow the Commission to supply our own Santa (possibly George Scukanec). The Commission decided to defer this issue until the October 2011 meeting.

MOTION: Made by Commissioner Kanaverskis, seconded by Commissioner Lazarski to approve the minutes of December 7, 2010.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

4. CORRESPONDENCE/COMMUNICATIONS

A. Superintendent Righton advised that he received a thank you letter from Kids Around the World for donating the Village's used playground equipment. He sent an email to Kids Around the World inquiring on where the equipment will be used. Their response was somewhere in northern Iraq. He hopes to receive some pictures and more information.

B. Superintendent Righton received a letter from Lauren Harvey of Maercker School District requesting a donation for their Fun Fair. Typically, the Village of Willowbrook sends a gift certificate for a free fishing birthday party.

5. VISITOR'S BUSINESS (comments limited to three minutes per person on only items that are on the agenda)

No visitors.

6. REPORTS

A. Park News in Brief

Superintendent Righton provided the following highlights:

- Goose Control Service – According to the November report, the average number of geese in Prairie Trail Park was approximately over 60. The current contract has ended, however a new contract will go into effect on March 7, 2011, the beginning of the spring season.

Commissioner Cobb asked if geese are an issue when we receive a sizable amount of snow. Superintendent Righton advised no, the contract is typically suspended during the winter months when ponds are frozen over.

- The Indoor Soccer Program was recently cancelled due to low enrollment. The cause could also be to the new Westmont facility that provides indoor soccer fields. Commissioner Lazarski asked if we could have another subsidized program with Kiwanis assisting with costs. Superintendent Righton advised that cost is not the issue. The program has been struggling for the past several years and is not due to costs of the program. Superintendent Righton felt that if Kiwanis wants to subsidize any programs, it might be more cost effective to subsidize a movie night vs. the soccer program which struggles to get enough participants. Perhaps Kiwanis would like to assist with the Gateway Program to provide participation for needy families who cannot afford programs. The Village of Willowbrook could look into this type of assistance for the Gateway program along with the Burr Ridge Park District.
- The Weight Loss Class is being held at Gower Middle School along with Indian Prairie Library and Holiday Inn, to keep the days consistent.
- Superintendent Righton has asked if the Village's holiday tree has been moved to Prairie Trail pond yet, but it has not due to weather. This was a suggestion from a pond study to sink holiday trees in ponds to provide fish habitat structures and additional hiding places for fish to encourage more spawning.
- Holiday Party Final Report – For the first time in 5 years the contributions exceeded our expenditures by \$555.51. The community was very generous. Commissioner Cobb asked if we had additional donors this year. Superintendent Righton advised that Kiwanis donated along with one other larger donation.

The Commission discussed plans for a 2011 Holiday Party. Commissioner Lazarski asked if the Commission could purchase a digital camera since Polaroid no longer has the instant film available. The Burr Ridge Park District also has a digital camera and printer system that is very efficient and maybe the Commission can borrow theirs.

Superintendent Righton spoke with Pat Rhea after the party and Mr. Rhea said he is looking forward to donating chicken again next year. Commissioner Kanaverskis noticed

a decrease in attendance from previous years, however new donors participated. The Commission hopes to get additional donors to participate and suggested no changes for next year.

The Commission chose a date of December 11, 2011 for this year's party. Superintendent Righton will prepare the facility request.

- FY10-11 Budget Planning – The Finance Committee will be reviewing the Park budget on Monday, February 14, 2011. Superintendent Righton does not anticipate any problems with that. The Budget Workshop is scheduled for March 7, 2011. This is when all department budgets are presented to the Board.

The Commission reviewed the significant increases/decreases in the Park Budget. There is an 11% decrease in landscape material based on history. The mowing contract increased 2% however; they will hold their price for the next two years. Superintendent Righton advised that after speaking with the various contractors, most will be holding their prices or will have a minimal increase.

- The Special Recreation Services budget line item was increased by 11% due to anticipated projected increases in the ADA After-school program for Willowbrook residents. This program is run by the Burr Ridge Park District. Superintendent Righton also anticipates an approximate 5% increase in the Gateway membership.
- Superintendent Righton explained the summary of the Goals and Objectives of the budget that will be part of the packet being prepared for the Village Board.
- Grant Application Update – The Village of Willowbrook received information that the backstop grant will possibly be funded. Superintendent Righton has already submitted \$26,000 in the budget for the backstop program. If the Village receives the State of Illinois Department of Commerce and Economic Opportunity grant, there will be an additional \$20,000 for improvements. If this happens then staff will ask the Board to consider new park entrance signs with these funds.

In addition, the Village has applied for a \$20,000 Emerald Ash Borer (EAB) Assistance grant to complete a comprehensive inventory of all village-owned trees, both in the parks and on the rights-of-way. The tree experts would then mark all the trees that have signs of EAB.

7. OLD BUSINESS

A. Park Entrance Signs

Superintendent Righton advised that he researched the cost of signs through Chicago area vendors (to assist with lowering the shipping costs). Has all the proposals except for Van Bruggen Signs. Once their proposal is submitted, Superintendent Righton will call the vendors again and ask that they give their bottom-line pricing and submit a proposal. This may take several months, however the Commission is not in a hurry.

Superintendent Righton would like input from the Commission with sign size (bigger or smaller), material used, and aluminum signs with individual letters vs. routed signs. Commissioner Kanaverskis wants to use material that will last a long time, a more colorful sign, and something that will last a long time! He believes that the sign on Route 83 near Midway Drive has lasted a long time and is still attractive.

The Commission discussed the different types of replacement signs and it was a consensus that wood signs would be preferred. After a discussion, the Commission agreed that sign replacement needs to be included in the Long Range Plan. Superintendent Righton will take pictures of the signs to document their condition.

MOTION: Made by Commissioner Landsman, seconded by Commissioner Lazarski, supports the inclusion to replacement of park signs, as needed, in the Long Range Plan.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

8. NEW BUSINESS

A. April Meeting

Superintendent Righton advised the Commission that the next Parks and Recreation Commission meeting is scheduled for April 5, 2011. Since that is election day and the Council Chambers will be utilized, the meeting place has been scheduled for the Holiday Inn.

9. ADJOURNMENT

MOTION: Made by Commissioner Kanaverskis, seconded by Commissioner Lazarski, to adjourn the meeting at the hour of 8:18 p.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

_____, 2011

Chairman

Minutes transcribed by Debbie Hahn.



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February 17, 2011

Village President

Robert A. Napoli

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Village Trustees

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Imberto Davi

Terrence Kelly

Michael Mistele

Sandra O'Connor

Paul Schoenbeck

Mr. Eugene C. Ognibene, President
Community Bank of Willowbrook
6262 South Route 83
Willowbrook IL 60527

Dear Mr. Ognibene,

During a recent conversation with Carol Lazarski, she indicated that the Community Bank of Willowbrook may be interested in making a donation for the Village of Willowbrook Parks and Recreation Department's Easter Egg Hunt, which will be held on Saturday, April 23 at 11AM at the Borse Memorial Community Park. Thank you so much for expressing such interest. Any such assistance would be greatly appreciated. If you need any additional information, please do not hesitate to contact me at 630.920.2251.

Sincerely,

Wally Righton
Superintendent of Parks & Recreation

CC: Robert Napoli, Village President
Parks and Recreation Commission
Tim Halik, Village Administrator

Park News for Monthly Report March 18, 2011

Co-rec Softball

The organizational meeting for the Department's Co-rec Softball program was held on February 15. That night we reached full capacity in both the Tuesday and Wednesday leagues with seven teams for each night. This is the first time in three years we will be operating at full capacity. Superintendent Righton reviewed the results in captains' surveys from last year and discussed several points of emphasis and the changes in the house league rules. This program is the largest activity the Department operates in serving nearly 300 individuals. Play begins May 3-4 at the Community Park.

Summer Program Planning

Recreation Specialist Deb Peterson and Superintendent Righton continue in the planning process for the 2010 Summer Program. The anticipated date for mailing the Summer Program Fun Guide is April 8, which is two weeks earlier than last summer. The earlier mailing will put us in better sync with the other park agencies that work with us. It will also give our residents more time to make their recreational selections. Several new activities are planned in addition to the traditional favorites.

Waterford Playground

Superintendent Righton recently inquired about the final destination of the old playground equipment that the Village donated to Kids Around the World when our new playground equipment was installed in 2009. Our contact for the non-profit group was happy to report the equipment was delivered to a town in northern Iraq and hopes to send us some pictures when it is reassembled.



Village of Willowbrook

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February 23, 2011

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TO: Parks and Recreation Commission
FROM: Wally Righton, Superintendent of Parks & Recreation
RE: Park Entrance Signs Research



As I reported at the February meeting of the Commission, Staff will recommend the Board consider funding the park entrance signs project in the upcoming FY11-12 budget in the event the Village receives the Illinois Capital Bill grant for the Community Park backstop project. That recommendation will occur during Village Board's Budget Workshop on March 21. If we do not receive the grant, we would suggest adding the sign project to the Village's five year plan. In the meantime, research continues.

Attached you will find an update on the research I have obtained since the Commission indicated at the February meeting that it preferred wooden signage. You will note that I have requested updated pricing from a total of five vendors. As of this writing, I have received one proposal (from Van Bruggen Signs). I anticipate these new proposals will be available for our April 5 meeting. Current project specifications are listed in the attachment.

As I have explained to each of them, I feel the best approach should be to obtain preliminary pricing on some uniform specifications. From their proposals, I can determine if any have priced themselves out of our budget. My thought is that based on what you have reviewed on their respective websites, the Commission may then be able to select two or three vendors to help us with a design and colors.

CC: Tim Halik, Village Administrator

3. Van Bruggen Signs 13401 Southwest Highway, Orland Park, IL 708.761.6906 Joe Fitzpatrick joe@vbsign.com	(2) 30"x 118" \$ 4,680 (13) 30"x 56" \$ 14,456 Total \$19,138 2/22/11	Pickup		50% down, 50% on delivery
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HDU (High Density Urethane Foam)

4. American Sign Factory 123 King Street Elk Grove Village IL 60007 888.473.1817 x 110 Scott Konya skonya@american-sign.com	\$ 892/sign for HDU \$ 679/sign for Aluminum \$ 1,280/sign for routed Cedar \$ 1,090/sign for sandblasted Cedar 1/13/11		Prices did not include crating and shipping	HDU perhaps may not be as durable for our application since all our signs are at ground level. More research is needed on this material. Aluminum signs may need to be secured very well. Possibility of theft from ground level locations?? Routed signage may be a little crisper, cleaner look Sandblasted signage may have more of a rustic look Requested a revised proposal for both routed and sandblasted signs on 2/23/11.
5. Strata Signs 2636 W. Walton, Chicago, IL 60622 312.685.7446 Bud Marcom exteriorsigns@gmail.com	\$ 958.00/sign 1/10/11			Offered a 4'x 4' design with our new logo alone. Not exactly what I asked for but still a viable company so far. Requested a revised proposal for both routed and sandblasted signs on 2/23/11.

Existing Signs -- "Composite Granite"

6. Cylex Info as above	13 x \$ 1,465 = \$19,045 2 x \$ 1,831 = \$3,662 Total \$22,707	\$ 105	\$ 1,465 *	Purchase of new signs # Cost for the 2 Community Park signs would be approximately 25% more than this price due to their larger size. *Note: Professional installation would also be needed due to the weight of such signs.
7. Cylex, Inc., Arizona 800.356.3055 Jim Bell Jim.Bell@cylexsigns.com	\$ 795/sign 10/26/10	\$168	\$ 962	Refurbish the existing "granite" signs. Signs would have to be shipped to AZ and then shipped back after being refurbished. *Note: Professional installation would also be needed due to the weight of such signs.

Assumptions in researching:

- Purchase of 15 signs (includes one additional new sign and 2 posts for Midway Park) – total of 15 signs in FY11-12
- Existing sign posts will be used
- Public Services will remove old signs and install the new ones

Specifications by which companies have been asked to provide updated proposals 2/21/11

- 30" x 118" (2 signs)
- 30" x 56" (13 signs)
- Single face Cedar 1.5" or more thick. Enamel lettering in 3 colors. Finished with exterior oil stains. Wrapped for us to pick up at company's shop

Project budget estimates:

13 neighborhood park signs at \$1,000 each + \$150/each for local shipping = \$ 1,150 x 13 =	\$ 14,950
(All the vendors being considered are in the Chicago area to minimize the shipping costs)	
2 Community Park signs at \$ 1,300 each + \$200/each for local shipping = \$1,500 x 2 =	3,000
2 posts for a new Midway Park sign that would be installed by Public Services	350
Disposal of old signs	700
Contingency	<u>1,500</u>
	\$ 20,500

Vendor Phone Contact	Base price on a 30' x 56" sign Proposal Date	Unit cost on shipping	Total for one sign purchased as part of a complete order	Notes
Sandblasted Redwood or Cedar				
1. Western Remac 630.972.7770 Sergio Ruffolo serge@westernremac.com	\$ 955/sign 12/2/10		\$ 955 Estimate for Community Park signs 25%-35% more.	This vendor has done previous work for the Village. Requested a revised proposal for both routed and sandblasted signs on 2/23/11.
2. Impact Signs 2215 Wolf Road, Hillside, IL 708.492.0131 Jesus Jesus@impactsigns.com	\$800-\$900/sign 12/20/10			Indicated by doing 12-15 signs with one order could bring the unit cost down to \$500-\$600 sign. Estimate for Community park signs 25%-35% more. This company also offered a proposal for HDU signage as follows: 13 signs 30" x 56" @ \$ 874 each (\$ 11,362) and 2 signs 30" x 120" @ \$ 2,070 each (\$ 4,140) for a total of (\$ 15,502). Requested a revised proposal for both routed and sandblasted signs on 2/23/11.