

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

REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION OF THE VILLAGE OF WILLOWBROOK TO BE HELD TUESDAY, JUNE 7, 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. WELCOME TO NEW COMMISSION MEMBER
4. APPROVAL OF MINUTES MAY 3, 2011
5. REPORTS
 - A. Park news in Brief
6. OLD BUSINESS
 - A. Park Entrance Signage Planning
7. NEW BUSINESS
 - A. 2011 Holiday Party
 - B. Fall Programming
 - C. Publicizing Parks and Recreation Events
 - D. Recognition of Past Superintendent of Parks and Recreation
 - E. Park Tour
8. CORRESPONDENCE/COMMUNICATIONS
9. VISITOR'S BUSINESS – (Public comment is limited to three minutes per person and only those items that are on the agenda.)
10. ADJOURNMENT



"A Place of American History"

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION HELD ON TUESDAY, MAY 3, 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 7:30 p.m.

2. ROLL CALL

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

ABSENT: Commissioner Laurie Landsman.

Also present were Superintendent of Parks and Recreation Walter Righton and the new Superintendent of Parks & Recreation Designee – Kristin Violante.

A QUORUM WAS DECLARED

3. WELCOME THE NEW SUPERINTENDENT

Superintendent Righton introduced Ms. Kristin Violante as the new Superintendent of Parks and Recreation. Kristin previously worked full-time for the Northwest Special Recreation Association as its Volunteer/Leisure Education Coordinator. She holds a Bachelors degree in Recreation and Park Administration from Indiana University and has taken additional coursework in Therapeutic Recreation from St. Francis University. Kristin's new duties include serving as Willowbrook's representative on the Gateway Special Recreation Association Board. She is married with two small children. The Commission welcomed Kristin.

4. APPROVAL OF MINUTES – April 5, 2011

The Commission reviewed the Parks and Recreation minutes from April 5, 2011.

MOTION: Made by Commissioner Kanaverskis, seconded by Commissioner Weigus to approve the minutes of April 5, 2011, as presented.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

5. CORRESPONDENCE/COMMUNICATIONS

Superintendent Righton advised that he received pictures from the organization "Kids Around the World, Inc" where Waterford Park playground equipment was donated to. This is a faith-based non-profit organization dedicated to helping children and families affected by poverty, war, illness and natural disaster enjoy playground. The equipment was installed and is being utilized in Kurdish, Iraq.

Superintendent Righton advised he had received a thank you letter from Maercker School District for our donation of a kid's fishing party for their annual Fun Fair.

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

No visitors.

7. REPORTS

A. Park News in Brief

Superintendent Righton again welcomed Kristin as the Village of Willowbrook's new Superintendent of Parks & Recreation.

The Annual Easter Egg Hunt was held on Saturday, April 23, 2011 with approximately 125 children in attendance. The following Saturday, April 30th, the Recreation Staff conducted a Kite Fly at Farmingdale Terrace Park which began at 1:00 p.m. Numerous families were in attendance for this event.

Willowbrook's Co-Rec Softball League will begin playing games on Tuesday and Wednesday, May 3rd and May 4th. The BR/W Girls Softball league is at near capacity, which serves girls ages 7 through 14. This league will field 26 teams this year. Their league began April 16 and ends near the end of June right before tournaments begin.

The winter's Weight Loss Challenge class recently ended with three Willowbrook residents finishing in the top three spots. The winners were Paul Hobbs, Donna Haag, and Gabby Rios, who will share a total of \$400 in prize money for their hard work. Of the 16 people who enrolled, 10 completed the class. The average weight loss was 15.7 pounds and 9.8 inches. The next class will begin in June.

8. Old Business

A. Park Entrance Signs

Superintendent Righton advised that Commissioner Kanaverskis provided him with another potential vendor for the park signs. Commissioner Kanaverskis will contact the vendor for a cost and rendition, estimate for a different sign, and report back to the Commission. Superintendent Righton reminded the Commission that once a design and vendor have been chosen, the Commission

will have to send their recommendations to the Finance/Administration Committee and finally to the Village Board.

8. ADJOURNMENT

MOTION: Made by Commissioner Lazarski, seconded by Commissioner Kanaverskis to adjourn the meeting at the hour of 8:46 p.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

_____, 2011

Chairman

Minutes transcribed by Debbie Hahn.

Park News for Monthly Report, May 2011

Summer Programming

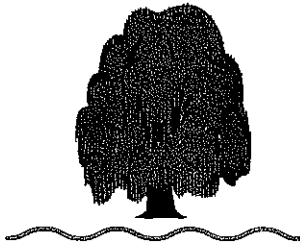
The weather may not be so cooperative, but it has not stopped people from getting out and enjoying the Village of Willowbrook's parks and programs. Over 30 individual family members came out on April 30 to Farmingdale Terrace for our kite fly day. It was a little windy, but people had fun and got some kite flying in. Our popular yoga program has started another session with many people registering for both our morning and evening classes. The Monday morning class has 10 registered, Thursday morning 8. The Thursday evening class is maxed out at 15 participants. Stott Pilates with The Pilates Body, Inc and Sensible Fitness held with Right Fit began in early May. Our Weight Loss Challenge class will end the spring session on June 13 and start the summer session the following week. Although rain has hampered our Wednesday night league, our Tuesday and Wednesday Co-Rec softball league players are as competitive as ever and having fun at Borse Community Park.

Upcoming Events

Upcoming summer special events - the Vehicle Fair, Movie Nights in the Park and the Family Fishing Day and Picnic have been publicized in several different places. Fliers were distributed to students at Gower Elementary School, a flyer was posted on Maercker School's Virtual Backpack, flyers were sent home with the Burr Ridge Park District's 3 and 4 year old preschool classes, flyers were dropped off at Lake Hinsdale Village for posting at building entrances, and the Borse Community Park bulletin board has been updated. We will also post signs at Borse Community Park about the Vehicle Fair and Movie Nights within the next couple of weeks.

New Superintendent Starts

May 9th marked the first official day as the new Superintendent Parks and Recreation. Wally Righton gave me a thorough week and a half orientation and has left things well organized. I have been hard at work planning programs for fall as well as learning the ins and outs of the Village of Willowbrook's recreation and parks system. I look forward to continuing Wally's standards of professionalism as well as working with the Recreation Commission to bring new ideas to enhance Willowbrook's already quality parks and recreation program.



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December 20, 2010

To: Parks and Recreation Commission
From: Wally Righton, Superintendent of Parks & Recreation
Re: 2010 Children's Holiday Party -- Final Report

Village President

Robert A. Napoli

Village Clerk

Leroy R. Hansen

Listed below are the details from the Children's Holiday Party that was held on December 12. My sincere thanks go to the Commissioners for a very well coordinated event and also for the planning in the months preceding it. Your good work resulted in another very successful party. Our special thanks go to Doug and Laurie for not only purchasing the gifts but also getting the food and the extra gifts to the Community House after the party.

The food contributions from Starbucks and Chicken Basket were a big hit. I thought it was a good move to bag the gifts that day. The performance by the Rope Warrior was one of the best we have ever had. In terms of the publicity, it was our most extensive ever. It seemed that there were fewer grandparents there this year. Probably the weather was the biggest reason for the very modest turnout. While your thoughts are still fresh, at our February meeting we can discuss how you would like to proceed for next year's event.

Attached please find a copy of a thank you letter that I prepared for President Napoli's signature. The thank you letters were sent last week.

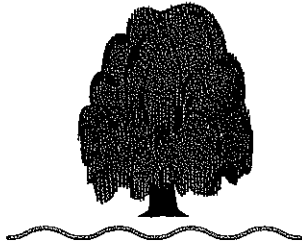
	<u>Expenses</u>	
Entertainment (Class Act)		\$ 925.00
Rope Warrior \$ 575.00		
Santa \$ 350.00		
Gifts - Walgreens \$ 357.00; Jet Set Gems \$ 252.00		609.00
Crafts supplies		95.31
School rental and custodial charges		234.00
Party Supplies		305.04
Miscellaneous \$ 65.18		75.18
Gift bags (Dollar Tree) \$10.00		
Recreation staff time (day of the party only)	<u>250.00</u>	
		\$ 2,493.49

Five-Year Comparison of Expenses vs. Donations

	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
Expenses	\$ 2,212.33	\$ 2,080.94	\$ 1,783.25	\$ 1,972.12	\$ 2,493.49
Donations	<u>2,300.00</u>	<u>1,475.00</u>	<u>1,450.00</u>	<u>1,860.00</u>	<u>3,049.00</u>
Difference	\$ 87.67	(\$ 605.94)	(\$ 333.25)	(\$ 112.12)	\$ 555.51



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2010 Holiday Party attendance figures

	<u>Age</u>	<u>Girls</u>	<u>Boys</u>	<u>Total</u>
	0-1	1	3	4
<u>Village President</u>	2	4	1	5
Robert A. Napoli	3	2	4	6
	4	3	1	4
	5	2	2	4
	6	3	5	8
<u>Village Clerk</u>	7	5	1	6
Leroy R. Hansen	8	4	2	6
	9	1	3	4
	10	1	2	3
	11	3	0	3
	12+	<u>3</u>	<u>0</u>	<u>3</u>
		32	24	56

Summary of Attendance Figures

2007	86	
2008	85	
2009	65	
2010	56	Four year average = 73

Sufficient Inventory for 2011 Party

- Gift bags (90 Medium to large bags; 9 smaller bags)
- Masking and scotch tape
- 2 Red and 2 Green table cover rolls
- Decorations, cookie trays, sugar, spoons
- 2 coffee pots and our camtainer cooler
- Sufficient crafts materials for 2011

Will need for 2011 Party

- 100 gifts
- Sufficient film for Polaroid camera use (if it even can still be obtained)
- Candy canes – 80 count

Will need for 2011 Party - assuming no donation from Starbucks, etc.

- 100 hot cups and napkins
- Coffee – 1 pound of decaf – one pot of decaf is sufficient
- Hot chocolate – 50 cups – (Swiss Miss single packets)
- 150+ cold cups, sweetener, sugar and Cremora
- 2 rolls of paper towels

Four plastic storage containers, 2 coffee pots and our camtainer cooler were sent back to storage on 12/21/10

CC: Tim Halik, Village Administrator
Deb Peterson, Recreation Program Specialist



“A Place of American History”

Sandblasted Cedar

(2) 30"x 118"

(13) 30"x 56"

Prices did not include crating and shipping

<p>1. American Sign Factory 123 King Street Elk Grove Village IL 60007 888.473.1817 x 110 Scott Konya skonya@american-sign.com</p>	<p>\$14,497 3/1/11</p>			
<p>2. Impact Signs 2215 Wolf Road, Hillside, IL 708.492.0131 Jesus Jesus@impactsigns.com</p>	<p>\$16,701 3/1/11</p>			
<p>3. Strata Signs 2636 W. Walton, Chicago, IL 60622 312.685.7446 Bud Marcom exteriorsigns@gmail.com</p>	<p>\$ 19,050 3/7/11</p>			
<p>4. Van Bruggen Signs 13401 Southwest Highway, Orland Park, IL 708.761.6906 Joe Fitzpatrick joe@vbsign.com</p>	<p>\$19,138 2/22/11</p>			
<p>5. WoodMaster Graphics 3149 Glenwood Dyer Road Lynwood, IL 60411 708.758.1441 Charles Schepel woodsmansign@yahoo.com</p>	<p>18,400 5/13/11</p>			<p>Indicated he would send a proposal after the final design was determined</p>

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

Kristin Violante

From: Ramona Weigus [r.weigus@comcast.net]
Sent: Thursday, May 19, 2011 9:16 PM
To: laurielandsman@comcast.net
Cc: Kristin Violante; LearnABit@aol.com; dstetina@aol.com; Rene Schuurman; rich@richardcobb.com; rkanaverskis@d84.org
Subject: Re: park sign.pdf - Adobe Acrobat Standard

Laurie,

Do you mean like it is on the third picture-not sticking out? I actually like it having a different contrasting background. I would like to see how it looks without all caps, but instead upper and lowercase. I think these are the best we have seen so far.

Ramona

On May 19, 2011, at 8:42 PM, laurielandsman@comcast.net wrote:

Kristin.....we can discuss at our next meeting. However, please inquire as to whether they can show us a modern font on the design with the whole name of the park in the same font. Also can the logo be incorporated on the sign without being separated in it's own little design space?

Thanks,
Laurie

----- Original Message -----

From: "Kristin Violante" <kviolante@willowbrook.il.us>
To: LearnABit@aol.com, dstetina@aol.com, laurielandsman@comcast.net, "r weigus" <r.weigus@comcast.net>, "Rene Schuurman" <schuurman.rene@gmail.com>, rich@richardcobb.com, rkanaverskis@d84.org
Sent: Thursday, May 19, 2011 1:52:23 PM
Subject: park sign.pdf - Adobe Acrobat Standard

Hello –

Attached is the latest design from Ron Kanaverskis. I wanted your feedback about the sign and any suggestions of how you would like me to proceed. Do you want to wait and discuss it at the next meeting, or is there more information I can gather before the next meeting? Just let me know.

Also, there is a new member of our commission. Rene Schuurman will be coming to our next meeting in June. Welcome Rene.

Hope to hear from you all soon.

Kristin Violante

Kristin Violante

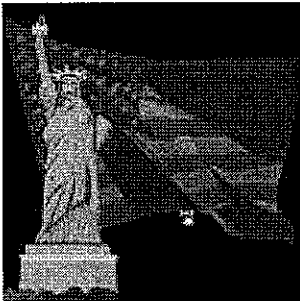
From: LearnABit@aol.com
Sent: Thursday, May 19, 2011 10:44 PM
To: r.weigus@comcast.net; laurielandsman@comcast.net
Cc: Kristin Violante; dstetina@aol.com; schuurman.rene@gmail.com; rich@richardcobb.com; rkanaverskis@d84.org
Subject: Re: park sign.pdf - Adobe Acrobat Standard

I like #2 with upper and lower case, all the same font.

Carol

Our troops are still very much in harms way.

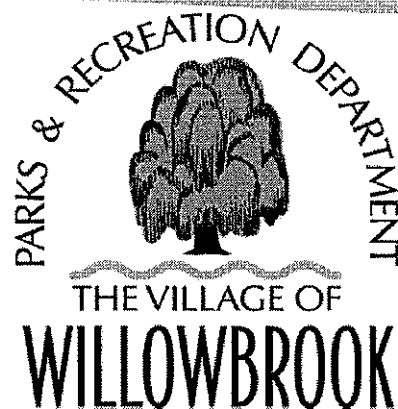
Please continue to pray for their safety.



Carol Lazarski

LEARN A BIT, Computer Setups and Training

Willowbrook Parks & Recreation Department Upcoming Summer Family Events



Family Fishing Day and Picnic

Location: Willow Pond
Plainfield & Adams Streets

When: Saturday, June 18
11:00 a.m.–1:00 p.m.

Fee: \$25.00/family –Resident
\$35.00/family-Non-Resident

Vehicle Fair

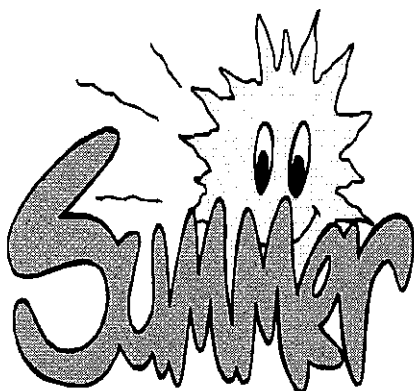
Location: Borse Community Park
208 Midway Drive

When: Thursday, July 14,
10:00 a.m.– noon

Fee: FREE!!

Fee includes lunch, fishing tackle and bait.

Movie Nights in Community Park



Location: Borse Community Park
208 Midway Drive

When: Thursday, July 21—Despicable Me
Thursday, August 18 –Toy Story 3

Time: At dusk or around 7:45 p.m.

Fee: Free

**For more information or to register call the Willowbrook Parks
and Recreation Department at 630-323-8215 or go to
www.willowbrook.org.**

“THIS IS NOT A DISTRICT 60 SPONSORED ACTIVITY”