



# Village of Willowbrook

7760 Quincy Street  
Willowbrook, IL 60527-5594

Phone: (630) 323-8215 • Fax: (630) 323-0787 • [www.willowbrookil.org](http://www.willowbrookil.org)

## Mayor

Robert A. Napoli

## Village Clerk

Leroy R. Hansen

## AGENDA

REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION OF THE VILLAGE OF WILLOWBROOK TO BE HELD TUESDAY, MAY 1, 2012 AT 7:00PM AT THE WILLOWBROOK VILLAGE HALL, 7760 QUINCY STREET, DU PAGE COUNTY, ILLINOIS

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES
  - A. April 3, 2012
4. REPORTS
  - A. Park News In Brief
5. OLD BUSINESS
  - A. FY 12-13 Budget
  - B. Egg Hunt
6. NEW BUSINESS
  - A. Park Tour
  - B. Dugout Canopies
7. CORRESPONDENCE/COMMUNICATIONS
8. VISITOR'S BUSINESS – (Public comment is limited to three minutes per person and only those items that are on the agenda.)
9. ADJOURNMENT



*"A Place of American History"*

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION  
HELD ON TUESDAY, APRIL 3, 2012, AT THE WILLOWBROOK VILLAGE HALL, 7760 QUINCY  
STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Cobb called the meeting to order at the hour of 7:03 p.m.

2. ROLL CALL

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

ABSENT: Commissioner Rene Schuurman (at time of Roll Call).

Also present was Superintendent of Parks and Recreation Kristin Violante.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – MARCH 6, 2012

The Commission reviewed the March 6, 2012 minutes. Commissioner Weigus requested a wording change in Item 5A-Paragraph 1 from “that provide service to at least 50% of Village of Willowbrook residents” to “whose membership include at least 50% Village of Willowbrook residents” under the definitions section for residents. The change will also be made in the facility usage policy. Also, Commissioner Weigus asked to add the word “in” after the word “were” under Item 5A-Paragraph 4 – sentence 3.

MOTION: A Motion was made by Commissioner Stetina seconded by Commissioner Weigus to approve the March 6, 2012 minutes as amended.

ROLL CALL VOTE: AYES: Chairman Cobb, Commissioners Kanaverskis, Landsman, Lazarski, Stetina, and Weigus. NAYS: None. ABSENT: Commissioner Schuurman.

MOTION DECLARED CARRIED

Commissioner Schuurman arrived at 7:20 p.m.

4. REPORTS

*Park News in Brief*

Summer Programming

Superintendent Violante indicated she has been working on the Summer Newsletter. She has received a proof from the printer and is hopeful it will be mailed out next week. New programs

include Firecracker Bingo, Community Yard Sale, Dance class for kids run by Right Fit, and a second weekly Pilates class. Superintendent Violante stated that she is testing out a couple of cooperative classes with the Oak Brook Park District, specifically Ceramics for both teens and adults and Tai Chi.

Superintendent Violante stated that she met with a representative from Meatheads. They will be donating \$300.00 towards the summer Movie Nights. Superintendent Violante stated that Movie Night attendees can call ahead to Meatheads and have a special picnic meal prepared to bring to each movie. Superintendent Violante also stated that Meatheads will supply the meals for fishing birthday parties at a reduced rate and will deliver the meals to Willow Pond for each party.

## 5. OLD BUSINESS

### A. Park and Athletic Facility Usage Policy and Fee Schedule

Superintendent Violante stated that the new fee schedule was adopted by the Mayor and Board of Trustees at the last Village Board Meeting. The new policies and fees are on the website.

### B. FY 12-13 Budget Planning

Superintendent Violante stated that she has requested \$21,000 from the Village Board for a new pavilion or roof replacements at Borse Park. The roofs at Borse should be replaced. She stated that the Board did not feel a new wood shake roof was needed and requested she get quotes for a synthetic material roof. Superintendent Violante stated that she has received some preliminary information and the synthetic roofs are less expensive than the wood. The material is similar to a plastic. The synthetic material is more expensive than asphalt, but less than the wood shakes. Commissioner Kanaverskis stated there are asphalt shingles that look similar to the shake shingles and did not see a problem with us replacing the roof with asphalt shingles.

Superintendent Violante reminded the Commission that the Village Board has asked her and Management Analyst Garrett Hummel to look into applying for grants to complete park projects. She indicated she has started looking into OSLAD grants in particular. She has recently spoken with local park directors who indicated they have worked with consultants to assist them in writing these grants. Superintendent Violante and Analyst Hummel met with two of these consultants. While meeting with these individuals separately to discuss grant assistance, they strongly recommended that a master plan be completed for the parks. This master plan will inventory the amenities that each park has and will help determine whether the Village has an adequate amount of park acreage per Village resident. It can also give the Commission, Village Board and Superintendent better direction in determining future park projects. It is Superintendent Violante's opinion that before requesting replacement playground equipment in the 2012/2013 budget, a comprehensive master plan should be completed. Superintendent Violante stated that having this plan will not only assist the Department in potentially receiving grant money, but it will better assist her in the management and supervision of the Village park system. Superintendent Violante stated that instead of requesting \$51,000 in the 2012/2013 budget for a playground at Willow Pond, she would like a master plan developed. She is requesting \$18,500 for the completion of this plan.

Once completed, Superintendent Violante feels confident she will be able to update it on an annual or as needed basis.

Commissioner Kanaverskis asked what more can be added to the existing parks and stated he was under the impression that OSLAD monies do not cover playground replacement. Superintendent Violante stated that these professional consultants can help determine future projects that may not have been thought of and that would be appropriate for an OSLAD grant. Commissioner Schuurman felt that the Commission and Superintendent Violante should carefully review the proposals to ensure the information we receive will be beneficial to the Department in the future.

The Commission asked whether there would be money available for these consultants to assist with the grant process after money was spent on the master plan. Superintendent Violante felt there would be money available in her budget to cover the costs for grant assistance. The Commission requested that the consultants Superintendent Violante met with attend the next meeting. The Commissioners would like additional information and materials about Master Plans, what types of grants are available to the Parks and Recreation Department and how much money would be available in OSLAD grants. This information will help determine how much financial resources should be spent in developing a master plan.

Superintendent Violante requested that the Commission postpone a future playground equipment purchase and place \$18,500 in the budget towards the development of a Comprehensive Master Plan for the Parks & Recreation Department.

After discussion by the Commission, the following motion was made:

MOTION: A Motion was made by Commissioner Lazarski seconded by Commissioner Schuurman to budget \$18,500 for a consultant to prepare a Master Plan.

ROLL CALL VOTE: AYES: Chairman Cobb, Commissioners Kanaverskis, Landsman, Lazarski, Schuurman, Stetina, and Weigus. NAYS: None. ABSENT: None.

MOTION DECLARED CARRIED

C. Use of Automatic External Defibrillators (AEDs) in parks

Superintendent Violante reviewed a letter that was received by IRMA's attorney, Susan Garvey. After some discussion about the increased liability of adding AEDs to Village parks, the Commission decided not to pursue the installation of AEDs in Village parks any further.

D. Dance Duo Permit

Superintendent Violante reviewed a statement of understanding she had compiled for Dance Duo's request to hold a dance recital in Borse Park. This Statement of Understanding is in addition to the standard permit application that was already completed. Superintendent Violante felt this separate document was needed since a large event like this has never been

held in the park before. Superintendent Violante stated that she spoke with the police department and they felt a police officer would need to be present if there were more than 275 people. Superintendent Violante is seeking guidance from the Commission as to what the maximum number of attendees can be.

Commissioner Kanaverskis asked about the portable dance floor Dance Duo wants to install and if it has legs. Superintendent Violante stated that it would be placed on the basketball courts. Commissioner Kanaverskis reminded the Commission that the basketball courts were recently renovated and he was concerned this floor could damage the basketball court.

Commissioner Schuurman suggested Dance Duo contact Gower West or Hinsdale South High School about holding this event, since they are more suited to hold this particular type of dance event.

Chairman Cobb stated that more information is needed. Superintendent Violante stated that a decision needs to be made soon since the event is only a couple of months away and the group still needs to get approval from the Village Board.

Commissioners discussed concerns over parking in the neighborhood and the overall size of the group. They all concurred that this event is too big for the park and did not back an issuance of a permit to this group.

E. Egg Hunt

Superintendent Violante stated that the Easter Egg Hunt is scheduled for Saturday, April 7<sup>th</sup>. So far, there are approximately 69 people who have responded. Two banners were displayed at Borse Park and Prairie Trail Park. Thank you to Chairman Cobb for supplying these banners. The Village received a \$300.00 donation from Del Rhea's Chicken Basket and \$100.00 donation from the Willowbrook/Burr Ridge Kiwanis Club to help cover the costs of this event. Walgreen's will be on hand to take and process pictures as they have for previous Village events.

6. NEW BUSINESS

A. AYSO Soccer

Superintendent Violante stated AYSO is offering to pay to have maintenance performed on the Midway Park field. Sometime in the week, the Midway field will be rolled, aerated, and seeded.

As mentioned in the athletic field usage policy and fee schedule, the Superintendent can modify or waive fees if an organization provides funding for capital improvements. Superintendent Violante asked for guidance as to whether or not any fees should be waived. Chairman Cobb asked what the permit fee will be for AYSO to use the fields in spring and fall. Superintendent Violante estimated the cost would be approximately \$700 for the year.

After discussion, it was agreed that AYSO should be grandfathered in at the current rate of \$12.00/field as long as they commit to reserving the fields for another year.

7. CORRESPONDENCE/COMMUNICATIONS

There was no communications.

8. VISITOR'S BUSINESS

There was no visitor business.

9. ADJOURNMENT

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

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

\_\_\_\_\_, 2012

\_\_\_\_\_  
Chairman

Minutes transcribed by Cindy Stuchl.

## **Park News for Monthly Report, April 2012**

### **Spring Special Events**

Earth Day was celebrated in the Village of Willowbrook on Saturday, April 21 as 5 participants and their families participated in the Making Boats event held at Willow Pond. Some of the items used to make boats included corks, milk cartons, and detergent bottles. The kids (and even parents) had a great time watching the boats race from one end of the pond to the other. Upcoming Park & Recreation events include the free Kite Fly Day on May 5 at Farmingdale Terrace Park and the Fishing Derby for Kids & Teens on May 19 at Willow Pond.

### **Co – Rec Softball**

Co-Rec Softball begins on Tuesday, May 1. We currently have our maximum number of teams with seven teams playing on both Tuesday and Wednesday nights. John Fenske will once again be overseeing this program. We have a team returning to play this year after taking a one year hiatus, as well as a new team comprised of Cooper's Hawk employees.

### **Adventist Paulson Rehabilitation**

Superintendent Violante met with the Program Coordinator of this facility which is located at 619 Plainfield Road in Willowbrook. She gave me a tour of this impressive facility which includes a therapy pool and exercise room. They are looking into working with the Village's Parks & Recreation Department in expanding the community recreation portion of their program.

### **Gateway Special Recreation Association**

The Gateway Special Recreation Association Board recently approved a 2% budget increase for the 2012/2013 fiscal year. Gateway is hoping to start increasing their capital reserves in order to replace and/or fix agency vehicles.



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April 23, 2012

**Mayor**

Robert A. Napoli

**Village Clerk**

Leroy R. Hansen

Design Perspectives  
1754 N Washington Street, Suite 120  
Naperville, Illinois 60563

Dear Mr. Stanton,

This letter is a reminder that we have you scheduled to visit our Park & Recreation Commission meeting on Tuesday, May 1<sup>st</sup> at 7:00 p.m. We appreciate your willingness to come share the nature of the services your firm typically provides. Please note that this visit is not part of a negotiation of fees or consideration of qualifications for any future projects. The intention of your visit is purely an opportunity for our Commissioners to ask questions about the services consulting firms such as yours provide. They specifically would like to see what a master plan looks like and the grant opportunities available to Departments such as ours. If you have any questions, please feel free to contact me at 630-920-2251. Thank you.

Sincerely,

Kristin L. Violante  
Superintendent of Parks & Recreation



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April 23, 2012

**Mayor**

Robert A. Napoli

**Village Clerk**

Leroy R. Hansen

LandTech Design Group  
2930 Cherry Road  
Oswego, Illinois 60543

Dear Mr. Vann,

This letter is a reminder that we have you scheduled to visit our Park & Recreation Commission meeting on Tuesday, May 1<sup>st</sup> at 7:45 p.m. We appreciate your willingness to come share the nature of the services your firm typically provides. Please note that this visit is not part of a negotiation of fees or consideration of qualifications for any future projects. The intention of your visit is purely an opportunity for our Commissioners to ask questions about the services consulting firms such as yours provide. They specifically would like to see what a master plan looks like and the grant opportunities available to Departments such as ours. If you have any questions, please feel free to contact me at 630-920-2251. Thank you.

Sincerely,

Kristin L. Violante  
Superintendent of Parks & Recreation



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**Mayor**

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April 10, 2012

Walgreen's  
501 Plainfield Road  
Willowbrook, IL 60527

Dear Mr. Buerger,

Thank you so much for your participation in the 2012 Village Easter Egg Hunt. It was wonderful to have Walgreen's available to take pictures as well as process and display the pictures. A special thank you goes out to the staff who came out to take pictures. They were great.

We feel very fortunate to have local businesses such as Walgreen's so supportive of the Village's recreation programs. We hope to have you come out to future events. Take care and thank you again.

Sincerely,

Kristin Violante  
Superintendent of Parks and Recreation

cc: Parks & Recreation Commission



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April 10, 2012

**Mayor**

Robert A. Napoli

**Village Clerk**

Leroy R. Hansen

Pat Rhea  
Dell Rhea's Chicken Basket  
645 Joliet Road  
Willowbrook, IL 60527

Dear Mr. Rhea,

Thank you so much for sponsoring the Village of Willowbrook Parks and Recreation Department's Easter Egg Hunt held on Saturday, April 7. Approximately 130 children, ages 1 month – 11 years old, searched for 3,000 hidden eggs. The Easter Bunny was in attendance on this sunny, Saturday morning.

The community is extremely fortunate to receive such great support and assistance from The Chicken Basket. Thank you again.

Sincerely,

Kristin Violante  
Superintendent of Parks & Recreation

CC: Parks and Recreation Commission



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April 10, 2012

**Mayor**

Robert A. Napoli

**Village Clerk**

Leroy R. Hansen

Mary Carlson  
Willowbrook/Burr Ridge Kiwanis Club  
PO Box 200  
Clarendon Hills, IL 60514

Dear Mary,

Thank you to you and your group for sponsoring the Village of Willowbrook Park and Recreation Department's Easter Egg Hunt which was held on Saturday, April 7. Approximately 130 children, ages 1 month – 11 years old, searched for 3,000 eggs. The Easter Bunny was in attendance on this sunny, Saturday morning.

Our community has always been extremely fortunate for the assistance that the Willowbrook/Burr Ridge Kiwanis Club has been able to provide for our special events. Thank you again.

Sincerely,

Kristin Violante  
Superintendent of Parks & Recreation

CC: Parks and Recreation Commission



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