

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION  
HELD ON TUESDAY, MAY 1, 2012, AT THE WILLOWBROOK VILLAGE HALL, 7760 QUINCY  
STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Commissioner Stetina called the meeting to order at the hour of 7:00 p.m.

2. ROLL CALL

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

ABSENT: Chairman Richard Cobb, Commissioner Carol Lazarski (at time of Roll Call), and Commissioner Rene Schuurman.

Also present was Superintendent of Parks and Recreation Kristin Violante.

A QUORUM WAS DECLARED

Commissioner Landsman requested that Item #8 – Visitor’s Business be conducted at this time.

8. VISITOR’S BUSINESS

- a. Tod Stanton of Design Perspectives, a Park & Recreation consultant group – Mr. Stanton was invited to the Park & Recreation Commission meeting to talk about the significance of a Park & Recreation Master Plan and the process his company goes through to develop one. Mr. Stanton explained how a master plan could benefit the Village and Parks and Recreation Department and how it relates to future grant funding opportunities. Mr. Stanton stated that a master plan provides a comprehensive outline for possible grant funding projects and gives direction as to how the Village’s Parks and Recreation Department should be run. A master plan is also beneficial to winning awards and shows others that your agency provides first class recreation services. Mr. Stanton stated that his company will set initial goals and objectives for this project and then begin looking at existing park conditions; review program offerings; and gather input from stakeholders in the community by conducting surveys, leading focus groups, and gathering feedback from the Village Board and Park Commission. His company will also review department operations including the parks and recreation budget. The company will then develop strategies to enhance the Department’s efficiency, develop potential park projects and devise a 5-year capital improvement plan.

Mr. Stanton explained the difference between an OSLAD (Open Space and Land Acquisition Development) grant and a PARC (Park & Recreation Construction) grant. The OSLAD grant is funded by real estate transfer taxes, which means the amount of money available for grants has decreased due to the economy. Each project submitted can receive a maximum of \$400,000 in grant money. This is a 50-50 matching grant program, which means that if awarded the grant funds 50% of the project costs, while the other 50% is covered by the public agency. Money from the PARC grant came from the sale of bonds. The PARC program has

had 1 grant cycle since its inception in 2010. Each project submitted can receive a maximum of 2.7 million dollars in grant money. This is a 70-30 grant program, which means that if awarded the grant funds 70% of the project costs, while the other 30% is covered by the public agency.

Commissioner Kanaverskis asked if there is grant money available for the purchasing and development of land. Mr. Stanton stated that there is money available for the acquisition and/or development of land. Commissioner Kanaverskis also asked if there is grant money available for the dredging of ponds as well as the re-stocking of fish. Mr. Stanton stated that there are several types of these grants available. Commissioner Kanaverskis also inquired as to whether an outdoor ice rink would be a viable project. Mr. Stanton stated it could be. Commissioner Kanaverskis asked Mr. Stanton what more can be added to the parks in regards to the equipment. Mr. Stanton stated there are some unique playgrounds out there including nature based equipment that would update the park.

Mr. Stanton stated if there is a project the committee feels is worth completing a grant application for and is a project selected by the grant committee for an interview, then his company would help the Village prepare materials and information for the 3-minute presentation to the grant committee.

Mr. Stanton stated that he only takes a couple of master plan and grant application completion projects per year. He stated his promise to the Commission is to identify a park related project that will get the Village of Willowbrook to the interview phase of the next OSLAD grant process.

Commissioner Stetina asked if grants awarded in the past were a direct result of Design Perspectives involvement in the project. Mr. Stanton stated that the officials in Springfield are familiar with his work, which has been useful in securing grant funds. Mr. Stanton stated that over one-third of grant points awarded are based on an agency's master plan, which Willowbrook does not have.

Commissioner Lazarski arrived at 7:45 p.m.

- b. John Vann, LandTech Design, Ltd. – Mr. Vann stated that there are four basic programs going on in the State of Illinois in the way of grants: The OSLAD Program, Bike Trail Program, the Boat Access Program, and Park and Recreation Construction Program.

Mr. Vann stated that if the Village receives an OSLAD Grant, the project costs need to be paid up front by the municipality. Upon completion of the project and submittal of paperwork by the municipality, the municipality will receive 50% of the funding back, usually within 60 days. Superintendent Violante asked if there has ever been an issue in getting the grant money reimbursed. Mr. Vann stated “No”, and indicated the only time there have been issues is when the municipality has not submitted the proper paperwork or did not follow specified procedures in implementing the grant project. Mr. Vann stated that if and when the

Commission decides to apply for an OSLAD Grant; that it needs to be a viable project and follow the appropriate guidelines. Mr. Vann stated that grant committee likes to see “green” and “nature related” projects. Mr. Vann also informed the Commission that if the Department applies for a grant and decides to not follow through with it, the Department will be black-listed and ineligible to apply for OSLAD grants for three years.

Mr. Vann further explained the Park and Recreation Construction (PARC) Programs. He stated this a grant program providing funds for the renovation or building of recreation facilities. Commissioner Landsman asked if his company helps to solicit funding by avenues other than grants. Mr. Vann stated his company can help come up with other funding resources, but they are not a professional fundraising organization.

Mr. Vann indicated that in the development of a comprehensive master plan his company will evaluate the current condition of Village’s park, determine if the Village has adequate park land and how it is being utilized, and gather feedback from individuals and groups receiving services through the Parks and Recreation Department. Mr. Vann stated that the master plan is an essential element of the grant process that the State of Illinois will look at to justify giving funds for one project over another.

Superintendent Violante questioned how having a master plan helps besides helping get grant money. Mr. Vann stated that it provides transparency, identifies what kind of features and equipment an agency has and does not have in the parks, and gives a specific, five-year picture of what can be accomplished.

3. APPROVAL OF MINUTES – APRIL 3, 2012

The Commission reviewed the April 3, 2012 minutes. Commissioner Landsman requested that in Item 5C it be noted that she requested Superintendent Violante to inquire with BRW Baseball League their thoughts of having AED’s installed at Community Park.

MOTION: A Motion was made by Commissioner Landsman seconded by Commissioner Lazarski to approve the April 3, 2012 minutes as amended.

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

MOTION DECLARED CARRIED

4. REPORTS

*Park News in Brief*

Spring Special Events

Superintendent Violante stated that there was an Earth Day event on Saturday, April 21<sup>st</sup> at Willow Pond. Eight people signed up and five were in attendance. Superintendent Violante stated that she had collected recyclable materials and had the kids make boats. She also gave out packets at the end of the event that had Earth Day related activities the kids could do on their own. Superintendent Violante hopes to offer this program again next year.

Upcoming events:

- Free Kite Fly – this event has been featured in the Entertainment section of the Doings Newspaper. This event will be held on Saturday, May 5<sup>th</sup> at Farmingdale Terrace Park.
- Fishing Derby for kids and teens on May 19<sup>th</sup> at Willow Pond. Currently, there are 12 kids registered.

Co Rec Softball

Co-Rec Softball was supposed to begin today but was cancelled due to poor weather conditions. We are currently at capacity for the league. There are seven teams playing on Tuesdays and seven teams on Wednesdays.

Adventist Paulson Rehabilitation

Superintendent Violante met with a representative from Adventist Paulson Rehab and received a tour of their Willowbrook facility. They have a Community Recreation Division and are looking to possibly team up with the Village to offer cooperative events. They have a therapy pool and a fitness center. Superintendent Violante stated that she is hoping to develop some new programs with their center that are currently not being offered by the Village. Superintendent likes their therapy pool, but is concerned that they do not have a lifeguard on duty during their programs. Superintendent Violante will speak with a representative from IRMA to get their opinion on this issue.

Gateway Special Recreation Association

Superintendent Violante stated that the FY 2012/2013 budget was approved with a 2% increase.

## 5. OLD BUSINESS

### A. FY 12-13 Budget

Superintendent Violante asked if she should move forward with obtaining detailed proposals for the development of a master plan. Commissioner Kanaverskis stated the Commission needs to know how much money the Village Board is willing to commit for the next five years to insure projects identified in the master plan can even be funded. He stated if the Village Board is not going to commit the funding needed for these projects, then why develop a master plan and apply for grants? Superintendent Violante stated that the master plan will not only assist with grant opportunities, but it will also given her guidance when budgeting for annual, discretionary items.

Commissioner Landsman stated a survey had been conducted several years ago which cost the Village a lot of money. She also indicated no action was taken after the survey was completed. Superintendent Violante said she is making a commitment that if approved, she will use the master plan as a guide when requesting funding for future park projects. She stated the Village Board is in support of the master plan.

After discussion, the Recreation Commission gave the go ahead for Superintendent Violante to request detailed quotes from Design Perspectives and Landtech for the development of a master plan and assistance in the completion of a future OSLAD Grant application. The Commissioners instructed Superintendent Violante to get specific costs for each step of the Master Plan completion in case the Recreation Commission and Parks & Recreation Department wanted to complete certain tasks in order to save costs.

Superintendent Violante also stated she budgeted for the replacement of the two Borse Park Shelter roofs with asphalt shingles as opposed to wood shakes that are currently on the shelters.

#### B. Egg Hunt

Superintendent Violante stated that the Egg Hunt was very successful. There were approximately 130 children in attendance. She will get more eggs for next year's event and enlist the help of volunteers to help secure the park before the hunt. There were some issues with kids and parents taking eggs before the start of this year's hunt. Commissioner Landsman said there should be a limit to the number of eggs collected by the older kids at next year's event to ensure each child gets an adequate number of eggs. Superintendent Violante stated Dell Rhea's Chicken Basket and the Burr Ridge/Willowbrook Kiwanis donated money to help cover the costs of this year's Hunt and Walgreen's/Willowbrook provided free pictures with the Easter Bunny.

### 6. NEW BUSINESS

#### A. Park Tour

Superintendent Violante asked if Commission members would be interested in doing another park tour since last year's was beneficial to identifying short and long term equipment and landscaping needs. The Commission concurred and suggested doing it in the beginning of June. Superintendent Violante stated she has already scheduled SWAP to come in the last week of May and last week of June.

#### B. Dugout Canopies

Superintendent Violante indicated there is approximately \$12,000 left in the Illinois Capital grant and additional money budgeted in FY 2012/13 for the completion of the dugout

canopies. Commissioner Kanaverskis will assist Superintendent Violante in identifying which building materials will be best for the completion of this project.

7. CORRESPONDENCE/COMMUNICATIONS

Superintendent Violante included in the Commissioner's packets copies of speaking confirmation letters to the Recreation Consultants who spoke at the meeting as well as copies of the thank you letters she sent to the Easter Egg Hunt sponsors.

9. ADJOURNMENT

MOTION: Made by Commissioner Landsman, seconded by Commissioner Weigus to adjourn the meeting at the hour of 9:32 p.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

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

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Chairman

Minutes transcribed by Cindy Stuchl.