



EST. 1960

Willowbrook

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Willowbrook, IL 60527-5594

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Mayor

Frank A. Trilla

Village Clerk

Leroy R. Hansen

Village Trustees

Dennis Baker

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Paul Oggerino

Village Administrator

Tim Halik

Chief of Police

Mark Shelton

AGENDA

REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION OF THE VILLAGE OF WILLOWBROOK TO BE HELD TUESDAY, NOVEMBER 5, 2013 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. October 1, 2013
4. REPORTS
 - A. Park News In Brief
5. OLD BUSINESS
 - A. Waterford Park Update
 - B. Picnic and Event Charge Revisions
 - C. Master Plan
6. NEW BUSINESS
 - A. 2014/2015 Budget
 - B. Holiday Party
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



Proud Member of the
Illinois Route 66 Scenic Byway

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
HELD ON TUESDAY, OCTOBER 1, 2013, 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 7:00 p.m.

2. ROLL CALL

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

ABSENT: Commissioner Rene Schuurman.

Also present was Superintendent of Parks and Recreation Kristin Violante.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – SEPTEMBER 3, 2013

The Commission reviewed the September 3, 2013 minutes.

MOTION: A Motion was made by Commissioner Landsman and seconded by Commissioner Stetina to approve the September 3, 2013 minutes as presented.

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

MOTION DECLARED CARRIED

4. REPORTS

A. *Park News in Brief*

Fall Special Events

Superintendent Violante provided a summary of registration numbers for fall programs. Yoga classes have increased. Superintendent Violante stated she is looking to increase programs by working with surrounding municipalities.

5. OLD BUSINESS

A. Waterford Park Updates

Superintendent Violante stated the grading is approximately 80% completed. The balance of the grading will be completed once the concrete work is done. The grading contractor damaged a portion of one of the swing sets and will be replacing it.

Superintendent Violante stated the concrete footings are in place. The stone path is scheduled to be put in on Wednesday. The rubberized playground surface will be placed next week. The shelter will be one of the last things installed.

Superintendent Violante communicated that Tod Stanton from Design Perspectives has said his goal is to have the park completed by the end of October. The shelter, however, will not be installed until mid-November.

B. Picnic and Event Charge Revisions

Superintendent Violante reviewed park rental fees and included fees charged from the Darien and Burr Ridge Park Districts and the Village of Hinsdale. Superintendent Violante stated the fees the Village charges for non-residents are low compared to the other towns. When problems have occurred with the park rentals, it is usually from the non-resident groups.

Superintendent Violante stated since she has been employed by the Village, only the athletic field fees have been increased. Chairman Cobb stated that non-resident fees should be increased to cover personnel costs and maintenance for the parks. Commissioner Kaucky stated that the fees should remain lower than the surrounding communities.

The commissioners requested that additional information be brought to the next Parks meetings for further discussion on if the park rental fees should increase or not.

C. Master Plan

Superintendent Violante stated discussions about the 2013/2014 budget will begin in the next couple of months and the Commission. Funds will need to be budgeted should the Village receive the OSLAD grant for Willow Pond Park. Superintendent Violante asked the Commission to start thinking of smaller projects needing to be budgeted for at this time.

Commissioner Bice stated she will follow up with Midtown Athletic Club in regards to the joint project at Lake Hinsdale Park.

Looking through the Master Plan, potential projects for 2014 include partial renovation of Lake Hinsdale park; installation of a parking lot, playground and pond enhancements at Ridgemoor Park; and the first part of the Willow Pond renovation should we receive grant money.

Some commissioners feel it is more important to add a parking lot at Midway Park than Ridgemoor. Superintendent Violante stated that the Commission can make revisions to the master plan at upcoming meetings.

Chairman Cobb stated if a new Parks Center is purchased, money for building renovations may need to be budgeted.

6. NEW BUSINESS

A. 2013 Special Recreation Tax Levy

Superintendent Violante stated that budgeted costs for ADA accommodations for FY12-13 were \$6,200. She is anticipating the costs for FY13-14 to be \$5,000.

Superintendent Violante stated that she is anticipating a 6.5% increase in the SRA annual assessment for the Gateway membership; which is based on population.

Total proposed budget for the 2013 Special Recreation Tax Levy would increase from \$67,908 to \$71,135.

B. Field Space at Gower West School

Superintendent Violante stated Mayor Trilla, Administrator Halik, Chief Shelton, and herself met with the Superintendent of Gower School. They spoke about having an intergovernmental agreement allowing the Village to utilize field space owned by the School District. This will help enable the Parks and Recreation Department to increase programming.

Superintendent Violante stated the police department has been concerned with the traffic on Midway due to the events being held at Community Park. They are contemplating posting "No Parking" signs on the north side of Midway and use Gower West School as overflow parking.

7. CORRESPONDENCE/COMMUNICATIONS

Superintendent Violante reminded the Commissioners that the Halloween Party at Gower West on Friday, October 25th, from 6:00 p.m. – 8:00 p.m. Refreshments and taffy apples will be distributed.

8. VISITORS' BUSINESS

There was no visitors' business.

9. ADJOURNMENT

MOTION: Made by Commissioner Landsman, seconded by Commissioner Lazarski to adjourn the meeting at the hour of 8:10 p.m.

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

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

November 5, 2013

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

Park News for Monthly Report, October 2013

Pumpkin Fest

The Annual Halloween Party held in cooperation with the Gower P.T.O took place on Friday, October 25th at Gower West Elementary School. Approximately 80 – 100 kids played games, had their faces painted, and participated in a costume contest. The Village once again received money from the P.T.O as well as the Willowbrook-Burr Ridge Kiwanis to help offset the costs of taffy apples, refreshments and decorations. Thank you to Leonard Kaucky and his mom, Carol Lazarski and Doug Stetina for their assistance with the event.

OSLAD Grant Participation

Mayor Trilla, Management Analyst Garrett Hummel and Superintendent of Parks and Recreation Kristin Violante traveled to Springfield on Tuesday, October 29, to present the Willow Pond re-development project to the OSLAD committee. We anticipate hearing whether we received funding or not in early spring.

Veteran's Memorial Project

The Veteran's Memorial project being worked on by an Eagle Scout and Doug Stetina is close to being finished. The project is scheduled to be wrapped up on Saturday, November 2. Doug Stetina is working with the local legion post on determining a day to have the memorial dedicated.

2013 HOLIDAY PARTY CHECKLIST

February

Select date and alternate date **DONE** Commission

March

Send facility request to HSHS **DONE** Approved for 12/15/13 Kristin

Send request to Police for photo ID's Kristin

June

Contract Santa **DONE – George S. to do** Kristin

Contract for other entertainment **DONE** Doug and Kristin

July-September

Decide upon and purchase gifts **DONE** Commission

Inventory gifts as they are purchased **DONE** Kristin

October

Prepare President's letter/send to businesses Kristin and Cindy Stuchl

DONE

November-December

Prepare flyers for neighborhoods and businesses Kristin

To be dropped off at Commissioners' homes by Munic. Serv the week of November 18 for distribution weekend of November 30

Send invitations to Village Board and Clerk Kristin and Cindy Stuchl

Set format for Holiday brochure Kristin

Set contingency for extra gifts Kristin

Confirm entertainment Kristin

Purchase party supplies Park staff

Confirm facility and entry time Kristin

Distribute flyers weekend of November 30 Commission

Prepare flyer on Winter/Spring program activities Kristin

Develop plan for craft projects and Staff to work - George and Kristin

Day of the party

Load gifts from Village Hall at 11:45 Rich Cobb and Kristin

Sort gifts by age and bag gifts & decorations setup Commission- Everyone come by 12:15

Tickets, paper/pens/ markers, napkins, gift bags Kristin and George

cremora/sugar candy canes, cookies, plasticware

checks, scissors, tape, table covers, plates,

powerstrip, holiday brochures, forks, radio

gift certificates (if needed), Sharpie, etc.

Punch, cookies, cups and crafts supplies George and John Fenske

Food distribution – to HCS Family Services Commission

After the party

Send thank you letters as necessary Kristin

Prepare final report to Commission Kristin

Done

Started

No longer doing

Donations so far

Giordano's -	Pizza
TCBY -	Yogurt Samples
Whole Foods -	Sweets
Cash Donations -	\$1,000.00 as of 10/28/13
Expenses so far -	Entertainment - \$375.00

Park Rental Rate Comparison

Persons in Group	Village of Willowbrook Premium Rates *Borse & Willow Pond (Monday thru Friday 5 – 9 PM and all weekends & holidays) Based on six hours		Staff Costs Incurred \$35.00/hr *2 hr min.<#50 **4 hr min.>#50	2013 Picnic Rentals	
	Resident	Non-resident		Resident	Non-Resident
Up to 25*	\$35 (Waived for scout & school groups serving Willowbrook residents)	\$70 (Waived for scout & school groups serving Willowbrook residents)	\$70/date	4	3
26-49*	\$45 (\$30 for scout & school groups serving Willowbrook residents)	\$85 (\$60 for scout & school groups serving Willowbrook residents)	\$70.00/date	10	2
50 – 100 **	\$85 (\$60 for scout & school groups serving Willowbrook residents)	\$140 (\$80 for scout & school groups serving Willowbrook residents)	\$140.00/date	3	2
101-150 **	\$120 (\$90 for scout & school groups serving Willowbrook residents)	\$200 (\$100 for scout & school groups serving Willowbrook residents)	\$140.00/date		2
151 – 200 **	\$175 (\$140 for scout & school groups serving Willowbrook residents)	\$300 (\$150 for scout & school groups serving Willowbrook residents)	\$140.00/date	2	
200+	Costs are determined by size of group and require Village Board approval		varies		1* *\$535.00 fees

Park Rental Rate Comparison

Persons in Group	Village of Willowbrook Premium Rates *Borse & Willow Pond (Monday thru Friday 5 – 9 PM and all weekends & holidays) Based on six hours		Darlen (for entire day)		Village of Hinsdale (for entire day)		Burr Ridge Park District *two hour minimum *includes Supervisor *\$100.00 security deposit		
	Resident	Non-resident	Resident	Non-resident	Resident	Non-Resident	Resident, Non-Profit, Community Service Group	Individual Resident or Business	Non-Residents
Up to 25*	\$35 (Waived for scout & school groups serving Willowbrook residents)	\$70 (Waived for scout & school groups serving Willowbrook residents)	\$85	\$160	KLM North Shelter \$ 50 KLM South Shelter \$100	KLM North Shelter \$110 KLM South Shelter \$160	\$40/hour	\$45/hour	\$100/hour
26-49 *	\$45 (\$30 for scout & school groups serving Willowbrook residents)	\$85 (\$60 for scout & school groups serving Willowbrook residents)	\$85	\$160	KLM North Shelter \$ 50 KLM South Shelter \$100	KLM North Shelter \$110 KLM South Shelter \$160	\$40/hour	\$45/hour	\$100/hour
50 – 100 *	\$85 (\$60 for scout & school groups serving Willowbrook residents)	\$140 (\$80 for scout & school groups serving Willowbrook residents)	\$85	\$160	KLM North Shelter (max. #80) \$ 50 KLM South Shelter \$100	KLM North Shelter (max. #80) \$110 KLM South Shelter \$160	\$40/hour	\$45/hour	\$100/hour
101-150 **	\$120 (\$90 for scout & school groups serving Willowbrook residents)	\$200 (\$100 for scout & school groups serving Willowbrook residents)	\$145	\$270	KLM North Shelter \$100	KLM North Shelter \$160	N/A	N/A	N/A
151 – 200 **	\$175 (\$140 for scout & school groups serving Willowbrook residents)	\$300 (\$150 for scout & school groups serving Willowbrook residents)	\$145	\$270	\$250	\$250	N/A	N/A	N/A
200+	Costs are determined by size of group and require Village Board approval								