



EST. 1960

# Willowbrook

7760 Quincy Street  
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



Proud Member of the  
Illinois Route 66 Scenic Byway

## AGENDA

REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION OF THE VILLAGE OF WILLOWBROOK TO BE HELD TUESDAY, DECEMBER 3, 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. November 5, 2013
4. REPORTS
  - A. Park News In Brief
5. OLD BUSINESS
  - A. Waterford Park Update
  - B. 2014/2014 Budget
  - C. Master Plan
  - D. Holiday Party
6. NEW BUSINESS
  - A. January Meeting Date
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

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION  
HELD ON TUESDAY, NOVEMBER 5, 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, Leonard Kaucky, Laurie Landsman, Carol Lazarski, Doug Stetina and Ramona Weigus.

ABSENT: Commissioners Ron Kanaverskis and Rene Schuurman.

Also present was Superintendent of Parks and Recreation Kristin Violante.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – OCTOBER 1, 2013

The Commission reviewed the October 1, 2013 minutes. Commissioner Landsman noted an incomplete sentence under Item 5-C-Master Plan.

\*\*\*NOTE: Commissioner Rene Schuurman arrived at 7:01 p.m.

MOTION: A Motion was made by Commissioner Bice and seconded by Commissioner Lazarski to approve the October 1, 2013 minutes as amended.

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

MOTION DECLARED CARRIED

4. REPORTS

A. *Park News in Brief*

Pumpkin Fest

Superintendent Violante stated the annual Halloween Party was held at Gower West Elementary School on Friday, October 25. Approximately 80-100 children were in attendance. Snacks and games were provided. The Willowbrook/Burr Ridge Kiwanis Club donated money for taffy apples. Superintendent Violante thanked Commissioner Kaucky and his mother, Commissioner Stetina, and Commissioner Lazarski for their assistance with the event.

OSLAD Grant Participation

Superintendent Violante stated that Mayor Frank Trilla, Management Analyst Garrett Hummel, and herself travelled to Springfield on October 29, 2013 to present the grant proposal for Willow Pond. Overall, Superintendent Violante stated the response was very positive. Final decisions should be made in the spring on who was awarded the grant money.

Veteran's Memorial Project

Commissioner Stetina stated that the memorial has been completed by the Eagle Scouts. Commissioner Stetina stated that the dedication ceremony will be held on Sunday, November 24, 2013 at 1:00 p.m. Tentatively, a minister, Mayor Trilla, some of the Eagle Scouts, and members of the American Legion Post 250 will be in attendance. The Legion Post donated the money for the flag pole, The Stetina Family donated the bench, and the brick markers were partly paid for by the Eagle Scout.

5. OLD BUSINESS

A. Waterford Park Update

Superintendent Violante stated the park is approximately 80% completed. The rain delayed the completion. During the storms from last week, the storm water did not ruin the path. There had been mulch that was laid that became displaced. Superintendent Violante stated they did not realize that mulch would be laid. The mulch will be removed. The ribbon cutting will be done in the spring.

B. Picnic and Event Charge Revisions

Superintendent Violante provided a summary of staff costs involved for preparing the park facilities when they are rented by both residents and non-residents. Superintendent Violante recommended that the resident fee be raised by \$5.00 and non-resident fees should be raised to double the resident rate. The commissioners stated that the increase was to make sure to cover costs for the Public Works personnel and not to increase revenue.

MOTION: A Motion was made by Commissioner Schuurman and seconded by Commissioner Bice to approve the rate increases for park rental fees.

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

MOTION DECLARED CARRIED

\*\*\*\*NOTE: Mayor Frank Trilla arrived at 7:25 p.m.

C. Master Plan

Superintendent Violante stated that the only change that will need to be made to the Master Plan is for Ridgemoor Park in 2014. This project should get moved to a later date for renovations.

6. NEW BUSINESS

A. 2014/2015 Budget

Superintendent Violante stated that if the grant is received for the Willow Pond project, there will be no other capital projects budgeted for Fiscal Year 2014/15. Mayor Trilla stated that Superintendent Violante and Management Analyst Garrett Hummel did great at the grant proposal presentation in Springfield. Superintendent Violante stated that the Village will need to pay \$800,000 up front for the Willow Pond renovation and will be reimbursed 50% upon completion.

Chairman Cobb asked Mayor Trilla what the chances are of getting a building or additional indoor space for recreational use. Mayor Trilla stated that the chances are very good.

Superintendent Violante stated she does not anticipate any large changes in the Park and Recreation budget for the upcoming fiscal year. She will have the line items for review at the next meeting.

B. Holiday Party

Superintendent Violante stated that to date, she has received \$1,075 in donations, and expenses are approximately \$900. Giordano's will be donating pizza, TCBY will be giving out yogurt samples, and Whole Foods will be providing sweets. Fannie May contacted her and stated they are hosting a food drive and will bring their collections to the party and will also give out free candy samples.

Chairman Cobb asked if the Chicken Basket will be donating chicken legs again. Superintendent Violante stated he has already given \$300 towards the Easter Egg event, but she will contact him about the holiday party.

Commissioner Stetina and Commissioner Landsman have purchased the gifts.

7. CORRESPONDENCE/COMMUNICATIONS

There were no communications.

8. VISITORS' BUSINESS

Mr. Rob Pionke, 7808 Blackberry Lane, stated that he has taken his children to several of the parks in Willowbrook and really enjoys the amenities.

9. ADJOURNMENT

MOTION: Made by Commissioner Weigus, seconded by Commissioner Laska to adjourn the meeting at the hour of 7:55 p.m.

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

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

December 3, 2013

\_\_\_\_\_  
Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

## **Park News for Monthly Report, November 2013**

### **2014 Winter/Spring Newsletter and Fun Guide**

The 2014 Winter/Spring Newsletter and Fun Guide is currently at the printer. Resident registration begins December 12 for park and recreation programs and December 19 for non-residents.

### **Veteran's Memorial**

The Veteran's Memorial was officially dedicated on Sunday, November 24, at Willow Pond Park. Doug Stetina did a wonderful job with the program. Approximately 50 individuals were in attendance, including members of American Legion Post 250; Mayor Trilla; Village Trustees, Sue Berglund, Terry Kelly and Paul Oggerino; and Laurie Landsman and Richard Cobb and the Eagle Scout with his family. Doug even had a bugler from Hinsdale South High School play Taps. It was a very touching and beautiful ceremony.

### **Holiday Tree Lighting**

The holiday tree lighting event will be taking place Saturday, December 7, from 4:00-8:00 p.m. at Willow Pond Park. There will be carriage rides, Santa, real reindeer, arts and crafts, and the official lighting of the Village tree. The committee has spent a lot of time on this project. The holiday tree has been decorated with lights already and looks wonderful next to the new Veteran's Memorial.

VILLAGE OF WILLOWBROOK

PRCT. OF YR: 58.33

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REVENUE REPORT FOR NOVEMBER, 2013

PAGE: 2

ACCT. NO.	DESCRIPTION	RECEIVED THIS MONTH	RECEIVED THIS YEAR	BUDGET AMOUNT	PERCENT COLLECTED	BUDGET REMAINING
<u>Transfers-Other Funds</u>						
01-310-601	ADMINISTRATIVE SUPPORT REIMB.-WATE	0.00	207,028.98	414,058.00	50.00	207,029.02
01-310-605	TRANSFER FROM TIF	0.00	9,346.00	9,346.00	100.00	0.00
01-310-610	TRANSFER FROM CAPITAL PROJECT FUN	0.00	0.00	25,000.00	0.00	25,000.00
*TOTAL	Transfers-Other Funds	0.00	216,374.98	448,404.00	48.25	232,029.02
<u>Charges &amp; Fees</u>						
01-310-700	PLANNING APPLICATION FEES	2,000.00	3,700.00	5,000.00	74.00	1,300.00
01-310-701	PUBLIC HEARING FEES	0.00	1,700.00	2,550.00	66.67	850.00
01-310-702	PLANNING REVIEW FEES	0.00	3,000.00	6,000.00	50.00	3,000.00
01-310-703	ANNEXATION FEES	0.00	0.00	500.00	0.00	500.00
01-310-704	ACCIDENT REPORT COPIES	200.00	1,125.00	2,000.00	56.25	875.00
01-310-706	COPIES-ORDINANCES & MAPS	7.00	88.00	350.00	25.14	262.00
01-310-723	ELEVATOR INSPECTION FEES	0.00	450.00	5,000.00	9.00	4,550.00
01-310-724	BURGLAR ALARM FEES	0.00	2,895.00	18,000.00	16.08	15,105.00
01-310-726	NSF FEE	0.00	0.00	100.00	0.00	100.00
*TOTAL	Charges & Fees	2,207.00	12,958.00	39,500.00	32.81	26,542.00
<u>Park &amp; Recreation Revenue</u>						
01-310-813	PARK & REC CONTRIB	0.00	5,646.01	0.00	0.00	-5,646.01
01-310-814	PARK PERMIT FEES	0.00	2,968.00	3,500.00	84.80	532.00
01-310-815	SUMMER RECREATION FEES	0.00	4,438.00	18,589.00	23.87	14,151.00
01-310-816	WINTER RECREATION FEES	0.00	1,425.00	13,178.00	10.81	11,753.00
01-310-817	SPECIAL EVENTS	5,350.84	9,826.20	2,300.00	427.23	-7,526.20
01-310-818	FALL RECREATION FEES	660.00	9,005.00	6,890.00	130.70	-2,115.00
01-310-819	BURR RIDGE/WILLOWBROOK BASEBALL F	2,549.52	9,092.02	7,000.00	129.89	-2,092.02
01-310-820	HOLIDAY CONTRIBUTION	0.00	0.00	0.00	0.00	0.00
01-310-821	CHECK PROCESSING FEE - GIFT CERTS	0.00	12.00	0.00	0.00	-12.00
01-310-822	BR/WB BASEBALL REIMB. FACILITY	0.00	0.00	7,600.00	0.00	7,600.00
*TOTAL	Park & Recreation Revenue	8,560.36	42,412.23	59,057.00	71.82	16,644.77
<u>Other Revenue</u>						
01-310-901	REIMBURSEMENTS - IRMA	0.00	0.00	7,500.00	0.00	7,500.00
01-310-902	WASTE STICKERS PROCEEDS	0.00	0.00	11,500.00	0.00	11,500.00
01-310-903	REIMB-POLICE TRNG	0.00	0.00	0.00	0.00	0.00
01-310-904	DONATIONS - 50TH ANNIVERSARY	0.00	0.00	0.00	0.00	0.00
01-310-905	ARC - RECYCLE BINS	0.00	0.00	0.00	0.00	0.00
01-310-907	BID PROPOSAL DEPOSIT	0.00	105.00	350.00	30.00	245.00
01-310-909	SALE - FIXED ASSETS	0.00	9,000.00	5,000.00	180.00	-4,000.00
01-310-910	REIMBURSEMENTS - TREE PLANTING	0.00	450.00	500.00	90.00	50.00
01-310-911	OTHER REIMBURSEMENTS-REFUNDS	0.00	5,446.13	12,000.00	45.38	6,553.87

VILLAGE OF WILLOWBROOK  
EXPENDITURE REPORT FOR NOVEMBER, 2013  
GENERAL CORPORATE FUND

PRCT. OF YR: 58.33  
RUN: 11/25/13 12:42PM

ACCT. NO.	DESCRIPTION	EXPENDED THIS MONTH	EXPENDED THIS YEAR	PRCT. BUDGET	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
<u>PARKS &amp; RECREATION DEPT</u>								
<u>ADMINISTRATION</u>								
<u>PERSONNEL SERVICES</u>								
01-20-550-101	SALARIES - PERMANENT EMPLOYEES	3,074.34	21,461.27	64.10	33,482.00	12,020.73	32.05	66,964.00
01-20-550-104	PART TIME CLERICAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-20-550-141	EMPLOYEE BENEFITS - MEDICAL	0.00	308.00	0.00	0.00	-308.00	0.00	0.00
01-20-550-144	EMPLOYEE BENEFITS - UNEMPLOYMENT	0.00	370.95	67.32	551.00	180.05	33.66	1,102.00
01-20-550-147	EMPLOYEE BENEFITS - MEDICARE	51.56	457.02	94.23	485.00	27.98	47.07	970.98
01-20-550-148	LIFE INS BENEFIT -APPOINTED/ELECTED	0.00	0.00	0.00	860.00	860.00	0.00	1,720.00
01-20-550-151	I M R F	587.22	5,022.43	87.01	5,772.00	749.57	43.51	11,544.00
01-20-550-161	SOCIAL SECURITY FICA	220.44	1,954.25	94.14	2,076.00	121.75	47.07	4,151.77
*TOTAL	PERSONNEL SERVICES	3,933.56	29,573.92	68.42	43,226.00	13,652.08	34.21	86,452.75
<u>SUPPLIES &amp; MATERIAL #1</u>								
01-20-550-201	EMERGENCY TELEPHONE LINE	0.00	0.00	0.00	100.00	100.00	0.00	200.00
01-20-550-301	OFFICE SUPPLIES	0.00	118.97	59.49	200.00	81.03	29.74	400.00
01-20-550-302	PRINTING & PUBLISHING	0.00	2,986.52	829.59	360.00	-2,626.52	414.79	720.00
01-20-550-303	GAS-OIL-WASH-MILEAGE	0.00	13.00	4.89	266.00	253.00	2.44	532.00
01-20-550-304	SCHOOLS-CONFERENCES-TRAVEL	0.00	1.30	1.30	100.00	98.70	0.65	200.00
01-20-550-306	REIMBURSE PERSONAL EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-20-550-307	FEES DUES SUBSCRIPT	0.00	244.00	88.73	275.00	31.00	44.36	550.00
01-20-550-311	POSTAGE & METER RENT	0.00	1,687.55	30.13	5,600.00	3,912.45	15.07	11,200.00
*TOTAL	SUPPLIES & MATERIAL #1	0.00	5,051.34	73.20	6,901.00	1,849.66	36.60	13,802.00
**TOTAL	ADMINISTRATION	3,933.56	34,625.26	69.08	50,127.00	15,501.74	34.54	100,254.75
<u>PARKS &amp; RECREATION-ADMINISTRATION</u>								
<u>CONTRACTUAL SERVICES</u>								
01-20-555-212	E.D.P. SOFTWARE	0.00	0.00	0.00	400.00	400.00	0.00	800.00
01-20-555-263	MAINTENANCE - OFFICE MACHINES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
*TOTAL	CONTRACTUAL SERVICES	0.00	0.00	0.00	400.00	400.00	0.00	800.00
<u>SUPPLIES &amp; MATERIAL #1</u>								
01-20-555-305	PERSONNEL TRAINING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-20-555-306	CONSULTING SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-20-555-331	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
*TOTAL	SUPPLIES & MATERIAL #1	0.00	0.00	0.00	0.00	0.00	0.00	0.00
**TOTAL	PARKS & RECREATION-ADMINISTRATION	0.00	0.00	0.00	400.00	400.00	0.00	800.00
<u>ADMINISTRATION</u>								
<u>CONTRACTUAL SERVICES</u>								
01-20-560-273	SELF INSURANCE - DEDUCTIBLE	0.00	0.00	0.00	2,500.00	2,500.00	0.00	5,000.00
*TOTAL	CONTRACTUAL SERVICES	0.00	0.00	0.00	2,500.00	2,500.00	0.00	5,000.00
**TOTAL	ADMINISTRATION	0.00	0.00	0.00	2,500.00	2,500.00	0.00	5,000.00
<u>LANDSCAPING</u>								
<u>CONTRACTUAL SERVICES</u>								
01-20-565-245	FEES - ENGINEERING	0.00	0.00	0.00	1,000.00	1,000.00	0.00	2,000.00
*TOTAL	CONTRACTUAL SERVICES	0.00	0.00	0.00	1,000.00	1,000.00	0.00	2,000.00
<u>SUPPLIES &amp; MATERIAL #1</u>								
01-20-565-341	PARK LANDSCAPE SUPPLIES	0.00	6,043.97	38.62	15,650.00	9,606.03	19.31	31,300.00
01-20-565-342	LANDSCAPE MAINTENANCE SERVICES	0.00	34,218.68	56.82	60,225.00	26,006.32	28.41	120,450.00
01-20-565-352	REIMB. EXPENSES - MEMORIAL PROGRAM	0.00	711.01	20.31	3,500.00	2,788.99	10.16	7,000.00
*TOTAL	SUPPLIES & MATERIAL #1	0.00	40,973.66	51.62	79,375.00	38,401.34	25.81	158,750.00
**TOTAL	LANDSCAPING	0.00	40,973.66	50.98	80,375.00	39,401.34	25.49	160,750.00

VILLAGE OF WILLOWBROOK  
 EXPENDITURE REPORT FOR NOVEMBER, 2013  
 GENERAL CORPORATE FUND

ACCT. NO.	DESCRIPTION	EXPENDED THIS MONTH	EXPENDED THIS YEAR	PRCT. BUDGET	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
<u>MAINTENANCE</u>								
<u>PERSONNEL SERVICES</u>								
01-20-570-102	OVERTIME	484.34	7,392.49	231.02	3,200.00	-4,192.49	115.51	6,400.00
01-20-570-103	PART TIME LABOR	0.00	63.00	0.79	8,000.00	7,937.00	0.39	16,000.00
*TOTAL	PERSONNEL SERVICES	484.34	7,455.49	66.57	11,200.00	3,744.51	33.28	22,400.00
<u>CONTRACTUAL SERVICES</u>								
01-20-570-232	ENGINEERING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-20-570-234	RENT - EQUIPMENT	0.00	460.43	36.75	1,253.00	792.57	18.37	2,506.00
01-20-570-279	TRASH REMOVAL	0.00	0.00	0.00	155.00	155.00	0.00	310.00
01-20-570-281	CONTRACTED MAINTENANCE	0.00	16,256.05	69.95	23,238.00	6,981.95	34.98	46,476.00
*TOTAL	CONTRACTUAL SERVICES	0.00	16,716.48	67.83	24,646.00	7,929.52	33.91	49,292.00
<u>SUPPLIES &amp; MATERIAL #1</u>								
01-20-570-331	MAINTENANCE SUPPLIES	0.00	7,789.22	81.99	9,500.00	1,710.78	41.00	19,000.00
01-20-570-345	UNIFORMS	0.00	251.87	167.91	150.00	-101.87	83.96	300.00
*TOTAL	SUPPLIES & MATERIAL #1	0.00	8,041.09	83.33	9,650.00	1,608.91	41.66	19,300.00
<u>EQUIPMENT - OPERATING</u>								
01-20-570-411	MAINTENANCE - EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
*TOTAL	EQUIPMENT - OPERATING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
**TOTAL	MAINTENANCE	484.34	32,213.06	70.80	45,496.00	13,282.94	35.40	90,992.00
<u>SUMMER PROGRAM</u>								
<u>PERSONNEL SERVICES</u>								
01-20-575-111	RECREATION INSTRUCTORS	0.00	1,703.34	71.87	2,370.00	666.66	35.94	4,740.00
01-20-575-119	SUMMER PROGRAM MATERIALS & SERVICES	0.00	12,046.66	80.08	15,043.00	2,996.34	40.04	30,086.00
*TOTAL	PERSONNEL SERVICES	0.00	13,750.00	78.96	17,413.00	3,663.00	39.48	34,826.00
<u>CONTRACTUAL SERVICES</u>								
01-20-575-232	RENT - FACILITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
*TOTAL	CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<u>OTHER - EXPENDITURES</u>								
01-20-575-517	SENIORS PROGRAM	0.00	0.00	0.00	4,542.00	4,542.00	0.00	9,084.00
*TOTAL	OTHER - EXPENDITURES	0.00	0.00	0.00	4,542.00	4,542.00	0.00	9,084.00
**TOTAL	SUMMER PROGRAM	0.00	13,750.00	62.63	21,955.00	8,205.00	31.31	43,910.00
<u>FALL PROGRAM</u>								
<u>PERSONNEL SERVICES</u>								
01-20-580-111	RECREATION INSTRUCTORS	0.00	0.00	0.00	665.00	665.00	0.00	1,330.00
01-20-580-118	FALL PROGRAM MATERIALS & SERVICES	0.00	2,581.97	47.94	5,386.00	2,804.03	23.97	10,772.00
*TOTAL	PERSONNEL SERVICES	0.00	2,581.97	42.67	6,051.00	3,469.03	21.34	12,102.00
<u>CONTRACTUAL SERVICES</u>								
01-20-580-232	FACILITY RENTAL	0.00	0.00	0.00	110.00	110.00	0.00	220.00
*TOTAL	CONTRACTUAL SERVICES	0.00	0.00	0.00	110.00	110.00	0.00	220.00
<u>OTHER - EXPENDITURES</u>								
01-20-580-517	SENIORS	0.00	0.00	0.00	4,542.00	4,542.00	0.00	9,084.00
*TOTAL	OTHER - EXPENDITURES	0.00	0.00	0.00	4,542.00	4,542.00	0.00	9,084.00
**TOTAL	FALL PROGRAM	0.00	2,581.97	24.12	10,703.00	8,121.03	12.06	21,406.00

VILLAGE OF WILLOWBROOK  
 EXPENDITURE REPORT FOR NOVEMBER, 2013  
 GENERAL CORPORATE FUND

ACCT. NO.	DESCRIPTION	EXPENDED THIS MONTH	EXPENDED THIS YEAR	PRCT. BUDGET	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
<u>WINTER PROGRAM</u>								
<u>PERSONNEL SERVICES</u>								
01-20-585-112	RECREATION INSTRUCTORS	0.00	961.15	126.47	760.00	-201.15	63.23	1,520.00
01-20-585-121	WINTER PROGRAM MATERIALS & SERVICES	0.00	6,809.60	62.39	10,914.00	4,104.40	31.20	21,828.00
01-20-585-150	CHILDRENS SPECIAL EVENTS	0.00	5,062.93	70.61	7,170.00	2,107.07	35.31	14,340.00
*TOTAL	PERSONNEL SERVICES	0.00	12,833.68	68.10	18,844.00	6,010.32	34.05	37,688.00
<u>CONTRACTUAL SERVICES</u>								
01-20-585-232	RENT - FACILITY	0.00	0.00	0.00	520.00	520.00	0.00	1,040.00
*TOTAL	CONTRACTUAL SERVICES	0.00	0.00	0.00	520.00	520.00	0.00	1,040.00
<u>OTHER - EXPENDITURES</u>								
01-20-585-517	SENIORS PROGRAM	0.00	0.00	0.00	4,542.00	4,542.00	0.00	9,084.00
*TOTAL	OTHER - EXPENDITURES	0.00	0.00	0.00	4,542.00	4,542.00	0.00	9,084.00
**TOTAL	WINTER PROGRAM	0.00	12,833.68	53.68	23,906.00	11,072.32	26.84	47,812.00
<u>SPECIAL RECREATION SERVICES</u>								
<u>OTHER - EXPENDITURES</u>								
01-20-590-518	SPECIAL REC ASSOC PROGRAM DUES	0.00	17,540.29	47.62	36,833.00	19,292.71	23.81	73,666.00
01-20-590-520	ADA RECREATION ACCOMMODATIONS	0.00	4,480.00	36.20	12,375.00	7,895.00	18.10	24,750.00
01-20-590-521	ADA PARK IMPROVEMENTS	0.00	6,315.00	23.13	27,300.00	20,985.00	11.57	54,600.00
*TOTAL	OTHER - EXPENDITURES	0.00	28,335.29	37.04	76,508.00	48,172.71	18.52	153,016.00
**TOTAL	SPECIAL RECREATION SERVICES	0.00	28,335.29	37.04	76,508.00	48,172.71	18.52	153,016.00
<u>CAPITAL IMPROVEMENTS</u>								
<u>CAPITAL EXPENDITURES</u>								
01-20-595-641	EDP EQUIPMENT	0.00	330.91	99.97	331.00	0.09	49.99	662.00
01-20-595-643	POND IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-20-595-691	RECREATION EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-20-595-692	LANDSCAPING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-20-595-693	COURT IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-20-595-694	MAINTENANCE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-20-595-695	PARK IMPROVEMENTS-NEIGHBORHOOD PARK	0.00	1,440.00	0.00	0.00	-1,440.00	0.00	0.00
01-20-595-696	COM PARK DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
*TOTAL	CAPITAL EXPENDITURES	0.00	1,770.91	535.02	331.00	-1,439.91	267.51	662.00
**TOTAL	CAPITAL IMPROVEMENTS	0.00	1,770.91	535.02	331.00	-1,439.91	267.51	662.00
<u>CONTINGENCIES</u>								
01-20-599-799	CONTINGENCIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
**TOTAL	CONTINGENCIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
***TOTAL	PARKS & RECREATION DEPT	4,417.90	167,083.83	53.50	312,301.00	145,217.17	26.75	624,602.75
****TOTAL	GENERAL CORPORATE FUND	4,417.90	167,083.83	53.50	312,301.00	145,217.17	26.75	624,602.75

## 2013 HOLIDAY PARTY CHECKLIST

### February

Select date and alternate date **DONE** Commission

### March

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

Send request to Police for photo ID's **Not available** 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

Send invitations to Village Board and Clerk **DONE** Kristin and Cindy Stuchl

Set contingency for extra gifts Kristin

Confirm entertainment Kristin

Purchase party supplies - Park staff

Confirm facility and entry time - Kristin

Distribute flyers weekend of December 1 Commission

Prepare flyer on Winter/Spring program activities 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 Hinsdale Community Service 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**

Dell Rhea's - 150 chicken legs - Rich  
TCBY - Samples  
Whole Foods - Goodies  
Ashton Place - Punch - John  
Giordano's - Pizza  
Cash Donations - \$1,345

Expenses so far - \$ 528.46 – Gifts  
\$ 60.97 – Craft Supplies  
\$375.00 – Entertainment

### **Inventory for 2013 Party**

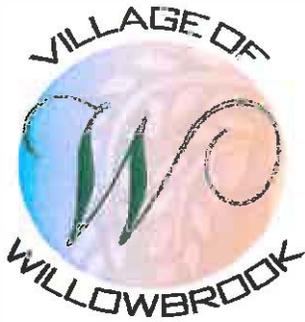
Gift bags (24 x-large, 82 large, 49 medium, 37 jewelry size bags)  
Masking and scotch tape  
8 large 15x10 cookie trays  
3 Red and 3 Green table cover rolls (100 feet each complete roll)  
Sugar, spoons  
2 coffee pots and our camtainer cooler  
Full bin of craft ornaments, enough for 1 party  
Decorations – hanging things, wall decorations, serving trays  
Plates, napkins, forks  
Crafts – 100 sticker scenes, 75 foam gingerbread, 48 foam snowmen, 48 trees, 48 of something else

### **Will need for 2013 Party**

Candy canes – 100 count  
Plastic spoons

### **Will need for 2013 Party - assuming no donation from Caribou, etc.**

120 hot cups, napkins, plates (large and small)  
Coffee – 1 pound of decaf – one pot of decaf is sufficient  
150+ cold cups, sweetener, sugar and Cremora, 2 rolls of paper towels  
Cookies – 7 packages



EST. 1960

# Willowbrook

7760 Quincy Street  
Willowbrook, IL 60527-5594

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

**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



Proud Member of the  
Illinois Route 66 Scenic Byway

November 25, 2013

Hinsdale South High School  
7401 S. Clarendon Hills Road  
Darien, IL 60561

Dear Mr. Maag,

On behalf of Doug Stetina and myself, I would like to thank you for your assistance in providing a bugle player for our recent Veteran's Memorial ceremony. He did a wonderful job playing TAPS. It was a very touching moment for those Veterans in attendance. Thank you again.

Sincerely,

Kristin L. Violante  
Superintendent of Parks & Recreation

cc: Park & Recreation Commission



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Proud Member of the  
Illinois Route 66 Scenic Byway

November 25, 2013

7620 Bainbridge Drive  
Downers Grove, IL 60516

Dear Commander Chiodo,

On behalf of the Village of Willowbrook, I would like to thank you for donating the flag pole and flags for our new Veteran's Memorial, as well as, for the assistance during our dedication ceremony. The ceremony would not have been the same without members of American Legion Post 250 present to be a part of the program.

We hope you and your fellow Veterans come and visit this new memorial and remember how grateful we are to all of the Veterans, both past and present. We appreciate your service to this country. Thank you again.

Sincerely,  
  
Kristin L. Violante

Superintendent of Parks & Recreation

cc: Park & Recreation Commission  
Timothy Halik, Village Administrator  
Mayor Frank Trilla



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Proud Member of the  
Illinois Route 66 Scenic Byway

To: Frank Trilla, Mayor  
Village Board of Trustees  
Leroy Hansen, Village Clerk  
All Village Employees

From: Kristin Violante, Superintendent of Parks and Recreation

Re: Children's Holiday Party

Date: November 6, 2013

The Parks and Recreation Commission cordially invites you and your family to join us for the 37<sup>th</sup> Annual Children's Holiday Party on Sunday, December 15, 2013 from 2:00 to 4:00 P.M. in the cafeteria of Hinsdale South High School. Attached is a flyer for the event.

This year the Commission has extended its invitation to the party to all the families of Village employees. This invitation is a very small token of its grateful appreciation for the dedicated service that the Village's employees have provided to our community.

As you are probably aware, the Holiday Party is one of our Village's oldest traditions and is an event that usually attracts over one hundred Willowbrook children and their families. We hope you and your family will be able to join us.

CC: Parks and Recreation Commission

**Memorial dedication  
will be at Willow Pond**

WILLOWBROOK – The village of Willowbrook will be dedicating a newly installed Veterans Memorial at 1 p.m. Nov. 24 at Willow Pond Park.

This memorial is the result of an Eagle Scout project from Josh Brunzell from Troop 56 who created a space with his fellow Scouts and Parks and Recreation Commissioner Doug Stetina.

A short ceremony will take place at the south end of the park, which is located at the intersection of Plainfield Road and Adams Street. The public is invited to attend.

Members of Hinsdale American Legion Post 250, who donated the flag for the Memorial, will also be present.

For more information, call 630-323-8215.