

EST. 1960

Willowbrook

7760 Quincy Street
Willowbrook, IL 60527-5594

Phone: (630) 323-8215 Fax: (630) 323-0787 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

N O T I C E

NOTICE IS HEREBY GIVEN that the special meeting of the Parks and Recreation Commission of the Village of Willowbrook, 7760 Quincy Street, Willowbrook, DuPage County, Illinois has been scheduled as follows:

DATE: January 14, 2014 - Tuesday

TIME: 7:00 p.m.

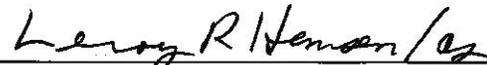
PLACE: Willowbrook Village Hall
7760 Quincy Street
Willowbrook, Illinois 60527

AGENDA: See attached.

The following were notified by facsimile on January 9, 2014:

Chicago Tribune	Liberty Suburban Newspapers
Chicago Sun Times	

THIS NOTICE WAS PLACED ON THE BULLETIN BOARD IN THE LOBBY OF THE VILLAGE HALL, VILLAGE OF WILLOWBROOK, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS ON JAN 9, 2014.



 Leroy R. Hansen
 Village Clerk

ACCOMMODATIONS FOR THE DISABLED

Any individual with a disability requiring a reasonable accommodation in order to participate in any public meeting held under the authority of the Village of Willowbrook, should contact Timothy Halik, ADA Compliance Officer, Village of Willowbrook, 7760 Quincy Street, Willowbrook, IL 60527, or call (630)920-2261 voice, or (630)920-2259 TDD, Monday through Friday, between 8:30 a.m. and 4:30 p.m., within a reasonable time before the meeting. Requests for sign language interpreters should be made a minimum of five working days in advance of the meeting.



Proud Member of the
Illinois Route 66 Scenic Byway



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AGENDA

SPECIAL MEETING OF THE PARKS AND RECREATION COMMISSION OF THE VILLAGE OF WILLOWBROOK TO BE HELD TUESDAY, JANUARY 14, 2014 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. December 3, 2013
4. REPORTS
 - A. Park News In Brief
5. OLD BUSINESS
 - A. Master Plan Update
 - B. Holiday Party
6. NEW BUSINESS
 - A. Village Race
 - B. IPRA Conference
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, DECEMBER 3, 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 7:02 p.m.

2. ROLL CALL

Those present at roll call were Chairman Richard Cobb, Commissioners Jo Bice, Ron Kanaverskis, Leonard Kaucky, Laurie Landsman, Rene Schuurman, and Doug Stetina.

ABSENT: Commissioners Carol Lazarski and Ramona Weigus.

Also present was Superintendent of Parks and Recreation Kristin Violante.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – NOVEMBER 5, 2013

The Commission reviewed the November 5, 2013 minutes.

MOTION: A Motion was made by Commissioner Bice and seconded by Commissioner Schuurman to approve the November 3, 2013 minutes as presented.

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

MOTION DECLARED CARRIED

4. REPORTS

A. *Park News in Brief*

2014 Winter/Spring Newsletter and Fun Guide

Superintendent Violante advised that the Fun Guide should be delivered by Wednesday or Thursday. Registration for residents begins on December 12th and non-residents on December 19th.

Veteran's Memorial

Commissioner Stetina wanted to thank the commissioners who attended the Veterans Memorial dedication. He stated there were approximately 50 people present, including the Mayor. Superintendent Violante stated the solar light on the flag does not give off enough light and may need to be replaced in the future.

Holiday Tree Lighting

Superintendent Violante reminded the Commissioners that the tree lighting will be Saturday, December 7th from 4:00 p.m. – 8:00 p.m. at Willow Pond Park. The park was decorated with lights by Mayor Frank Trilla, Trustee Paul Oggerino, the Boys Scouts, and Superintendent Violante.

Activities include Santa, a carriage ride, real reindeer, and arts & crafts. Wingren Landscaping decorated the Village tree, which is located near the Veterans Memorial.

Whole Foods will be providing hot cider and will have a fire pit to make S'mores. Giordano's will be giving out pizza samples.

5. OLD BUSINESS

A. Waterford Park Update

Superintendent Violante stated that the Waterford Park project is almost complete. The renovations have survived two floods. The dedication for the park will be held in the spring.

B. 2014/2015 Budget

Superintendent Violante stated that there will be no capital budget items because of the Willow Park grant. Superintendent Violante stated she anticipates the revenue for the tree lighting and after school events to increase due to additional donations.

Superintendent Violante stated that the Printing and Publishing expenses have increased from \$360.00 to \$6,500.00 because the previous administration had received sponsorships for the newsletter. This year the Village will not be depending less on these sponsorships.

Superintendent Violante stated that Landscape Maintenance Services will be increased from \$60,000 to \$69,600 to include the aerating and seeding of all of the parks which has not occurred in some parks for a long time.

Superintendent Violante stated she will be adding \$10,000 to the Overtime budget. A lot of the work needing to be done by Public Works has occurred on weekends and evenings, especially for special events.

Superintendent Violante stated a decision needs to be made about the future of Movie Nights. Last year, \$2,540 was budgeted for two movie nights. Both Touch A Truck and Back to School have become large events. Superintendent Violante suggested having only one Movie Night. The commissioners consented to having only one.

Commissioner Schuurman suggested hosting a Fun Run. Commissioner Bice stated that the run calendar will need to be looked at to make sure that this new run does not interfere with any existing runs in the area. Superintendent Violante stated she will form a committee to look into it and will add additional funds in the budget for Special Events.

C. Master Plan

Superintendent Violante stated that at the first Parks Commission meeting in January, the master plan will need to be reviewed and changes made to completion dates.

D. Holiday Party

Superintendent Violante stated that the current registration is 45 children; however, there usually are several more that sign up last minute. Superintendent Violante stated that there has been no donation of coffee as of yet. Rene Schuurman offered to work on getting coffee for the event.

Superintendent Violante stated that the Village has received \$1,345 in donations and is more than enough to cover the costs for the Holiday Party.

6. NEW BUSINESS

A. January Meeting Date

The first Tuesday in January is the 7th.

7. CORRESPONDENCE/COMMUNICATIONS

Superintendent Violante stated that the Tree Lighting and Holiday Party were listed in the Suburban Life – Happenings section.

Superintendent Violante notified the Commissioners that the Village Board has signed a contract to purchase the corner building directly to the north of the administration building. This building will become the Village's new Community Center. Building renovations for this building will be included in Phase 3 of the new Village Municipal Complex. There are some rooms that can be utilized now to host classes. It is unknown when the building will be fully functional.

8. VISITORS' BUSINESS

Mr. Rob Pionke, 7808 Blackberry Lane, stated that he would like to assist with the Fun Run if it becomes an event. He also related that when electrical work was done in Farmingdale Park by

Com Ed, they left piles of concrete and stones near the park. Superintendent Violante stated that she will notify the Public Works Department.

9. ADJOURNMENT

MOTION: Made by Commissioner Landsman, seconded by Commissioner Stetina to adjourn the meeting at the hour of 7:52 p.m.

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

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

January 7, 2014

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

Park News for Monthly Report, December 2013

Holiday Events

The Annual Village of Willowbrook Holiday Party was held on Sunday, December 15, at Hinsdale High School. A detailed report is in the January meeting packet.

Santa's Calling You took place on December 12. Seventeen youngsters received these calls from Santa.

This year's tree lighting ceremony took place on Saturday, December 7. Despite the cold, approximately 250 individuals attended this year's event. The event was held at Willow Pond Park. Events included crafts, visits with Santa, carriage rides and live reindeer. Giordano's, Whole Foods and TCBY were on hand to provide free treats. The tree lighting committee was comprised of Village Trustees Sue Berglund and Paul Oggerino, Mayor Trilla, Detective Michelle Strugala, Park & Rec Commissioner Carol Lazarski, Gaye Wagner (Community Bank of Willowbrook), Alice Hencinski, Mary Partyka and Karen Rivoli. The committee is meeting in early January to review this year's event and make recommendations for next year's festivities.

To: Parks and Recreation Commission
 From: Kristin Violante, Superintendent of Parks & Recreation
 Re: 2013 Children's Holiday Party -- Final Report
 Date: December 23, 2013

Listed below are the details from the Children's Holiday Party that was held on December 15. A big thank you goes out to the Commissioners for another great event. Thank you again to Doug and Laurie for not only purchasing the gifts but also getting the food and the extra gifts to HCS family services after the party.

The food and beverage contributions from Ashton Place, Seven Eleven, Whole Foods, Giordano's, TCBY, Subway and Chicken Basket were a big hit. I have received many positive comments about Dave Fleming, who provided the entertainment. There was a lot we did in terms of the publicity. Banners were hung at Prairie Trail Park and Borse Park, information was listed on the Village website, and flyers were handed out to various businesses and homes. Most of the individuals in attendance had pre-registered for the event. A few individuals who had not previously RSVP'd did attend. I think pre-registering was a good idea as it gave Doug and Laurie assistance in planning the gift distribution. I think it worked out great that Walgreen's took and developed the pictures on the day of the event. It was nice to have the pictures ready for people to take home. While your thoughts are still fresh, at our January 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 Mayor Trilla's signature. The thank you letters were sent last week.

	<u>Expenses</u>
Entertainment (Dave Fleming)	\$ 375.00
Gifts - Walgreens, Jet Set Gems	528.46
Crafts supplies, Food, Decorations	145.71
School rental and custodial charges (based on 2012)	174.00
Recreation staff time (day of the party only)	<u>250.00</u>
	\$1,473.17

Five-Year Comparison of Expenses vs. Donations

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Expenses	\$ 1,972.12	\$ 2,493.49	\$ 1,464.08	\$1871.23	\$1473.17
Donations	<u>1,860.00</u>	<u>3,049.00</u>	<u>1,470.00</u>	<u>\$2075.00</u>	<u>\$1345</u>
Difference	(\$ 112.12)	\$ 555.51	\$ 5.92	\$627.77	(\$128.17)

2013 Holiday Party attendance figures

<u>Age</u>	<u>Girls</u>	<u>Boys</u>	<u>Total</u>
0-1	1	2	3
1 & 2	2	5	7
3 & 4	10	7	17
5 & 6	4	8	12
7 & 8	6	4	10
9 & older	9	6	15
	<u>32</u>	<u>32</u>	<u>64</u>

Summary of Attendance Figures

2007	86
2008	85
2009	65
2010	56
2011	107
2012	60
2013	64

Inventory for 2014 Party

Gift bags (10 x-large, 10 medium, 24 small, 27 jewelry size bags)
Masking and scotch tape
8 large 15x10 cookie trays
77 photo cards
3 Red and 2 Green table cover rolls (100 feet each complete roll)
Sugar, spoons
Decorations – hanging things, serving trays
Plates, napkins, forks
1 bin crafts

Will need for 2013 Party

140 gifts
Gift bags –
 xs (jewelery) – 4 x 6 = 50
 small (lunchbag) – 7 x 9 = 50
 medium 9x13 = 25
 large 12x14 = 50
 x-large 13x18 = 25
Candy canes – 100 count
Picture holders
Choice of gifts for older girls
Table cloths
Additional decorations
Plastic spoons
2 red and green table cover rolls
Full bin of crafts

Will need for 2014 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

Four plastic storage containers were sent back to storage on 12/16/13