

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. Mr. Pionke also mentioned that the Farmingdale Park equipment needs to be cleaned.

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.