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# 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, FEBRUARY 4, 2014 AT 7:00PM.

**NEW LOCATION:** 825 MIDWAY DRIVE, WILLOWBROOK, DU PAGE COUNTY, ILLINOIS

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES
  - A. January 14, 2014
4. REPORTS
  - A. Park News In Brief
5. OLD BUSINESS
  - A. Holiday Party
  - B. Master Plan Update
  - C. Village Race
  - D. IPRA Conference
6. NEW BUSINESS
  - A. Movies in the Park
  - B. Waterford Park Re-dedication
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 SPECIAL MEETING OF THE PARKS AND RECREATION COMMISSION  
HELD ON TUESDAY, JANUARY 14, 2014, 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 Ron Kanaverskis, Leonard Kaucky, Laurie Landsman, Rene Schuurman, and Doug Stetina.

ABSENT: Commissioners Jo Bice, Carol Lazarski, and Ramona Weigus. At time of Roll Call – Chairman Richard Cobb.

Also present were Superintendent of Parks and Recreation Kristin Violante and Mayor Frank Trilla.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – DECEMBER 3, 2013

The Commission reviewed the December 3, 2013 minutes. Commissioner Landsman stated that under Visitors' Business #8, the following sentence should be added: Mr. Pionke also mentioned that Farmingdale Park equipment needs to be cleaned.

MOTION: A Motion was made by Commissioner Schuurman and seconded by Commissioner Kanaverskis to approve the December 3, 2013 minutes as amended.

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

MOTION DECLARED CARRIED

4. REPORTS

A. *Park News in Brief*

Holiday Events

The Santa's Calling Event was held on December 12<sup>th</sup>. Seventeen (17) kids signed up for this event.

The Tree Lighting Ceremony took place on Saturday, December 7<sup>th</sup>. There were approximately 200 people in attendance. Superintendent Violante stated that overall the event went very well. Mayor Trilla wanted to thank everyone on the success of the ceremony. Mayor Trilla stated that \$10,000 was raised from local businesses to help fund this event. Mayor Trilla suggested integrating the Park & Recreation Commission Holiday Party with the Tree Lighting Ceremony. Commissioner Landsman stated that a problem could arise from weather conditions.

Commissioner Stetina stated that the 2-hour time span of the Holiday Party is the maximum amount of time for keeping the children interested in the event.

\*\*\*NOTE: Chairman Cobb arrived at 7:14 p.m.

Superintendent Violante requested the discussion commence on New Business – Village Race at this time.

Commissioner Schuurman stated that organizing a Village Race would elevate the profile of the Village of Willowbrook. To draw participants, advertising would be necessary throughout DuPage, Cook, Will, and Kane Counties. Commissioner Schuurman suggested getting the school districts involved to promote a “get fit” program. Funds can be raised to pay for the event with proceeds going to a local charity.

Commissioner Schuurman suggested hosting the run in mid to late September so as to not interfere with several surrounding communities’ established running events. Commissioner Schuurman stated the Village should commit to holding this event for at least three years to establish repeat participants. Commissioner Schuurman suggested attending the races of other communities to pass out flyers and get the word out about Willowbrook’s new run.

There was discussion that the owner of Right Fit may be willing to help organize this type of event. Superintendent Violante will follow up with Suzanne Gray from Right Fit.

Superintendent Violante stated that Rob Pionke, a visitor to the last couple of Commission meetings, is interested in being part of the run committee. Superintendent Violante also stated she will be contacting the Gower Superintendent to see if they would like to be involved in the race. If the race is held in September, it can be tied into the beginning of school events.

Superintendent Violante stated that January 28<sup>th</sup> will be the first Race Committee meeting.

## 5. OLD BUSINESS

### A. Master Plan Update

Superintendent Violante reviewed the Master Plan budget to garner feedback on any adjustments needing to be made in the 5-year plan. Further discussion will be held at the February Commission Meeting.

Commissioner Stetina asked why additional money has been requested in the 2014/2015 budget for printing. Superintendent Violante stated this budget item was increased in case sponsorships were not obtained to cover the costs.

B. Holiday Party

Superintendent Violante asked when to reserve Hinsdale South for the 2014 party. Consensus was to hold this year's party on Sunday, December 14, 2014.

Commissioner Landsman stated holiday plates and napkins need to be purchased for next year's party and that pictures with Santa need to be promoted better. Superintendent Violante stated the plates and napkins were donated by Giordano's.

6. NEW BUSINESS

A. Village Race

See prior discussion.

B. IPRA Conference

Superintendent Violante stated that Commissioners Bice, Stetina, and Kaucky have requested to go to the conference. Superintendent Violante requested the commissioners pay for their exhibit hall entrance fee and parking and turn in receipts for reimbursement to Superintendent Violante.

7. CORRESPONDENCE/COMMUNICATIONS

Commissioner Stetina stated he received a thank you note from Family Services for the donation of toys and food from the Holiday Party.

8. VISITORS' BUSINESS

There was no Visitors' Business.

9. ADJOURNMENT

MOTION: Made by Commissioner Landsman, seconded by Chairman Cobb to adjourn the meeting at the hour of 8:25 p.m.

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

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

February 4, 2014

\_\_\_\_\_  
Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

## Park News for Monthly Report, January 2014

### Winter/Spring Program Numbers

The following are the enrollment numbers so far for the first session of programs:

Taekwondo -	1 within 6 levels
Karate -	12 within 7 levels
Floor Hockey -	9 (includes 2 from Village of Hinsdale)
Sensible Fitness -	1-1x/wk, 1-2x/wk
Computers for Seniors -	3 (max. 3)
Mat Pilates -	8
Reformer Pilates -	5 (Sat.) and 5 (Wed.)
Yoga – Monday a.m. -	14
Yoga – Thursday a.m. -	8
Yoga – Thursday p.m. -	8
Aquatic Cardio -	1
Mindful Meditation -	1
Sensible Fitness -	1x/wk – 2, 2x/wk - 3
Ballroom Dancing -	3 within 3 levels
Tai Chi -	Cancelled
Magic (January 16 event) -	Cancelled
Legos/Rock & Roll (first event) -	Cancelled
Horsemanship -	Cancelled
Fencing -	Cancelled

To: Parks and Recreation Commission  
 From: Kristin Violante, Superintendent of Parks & Recreation  
 Re: 2013 Children's Holiday Party -- Final Report  
 Date: January 28, 2014

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	<u>15</u>
	32	32	64

**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 2014 Party

140 gifts  
Gift bags –  
    xs (jewelery) – 4 x6 = 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  
Holiday Plates and napkins

Will need for 2014 Party - assuming no donation from coffee vendor

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*