

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

AGENDA

REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION OF THE VILLAGE OF WILLOWBROOK TO BE HELD TUESDAY, APRIL 1, 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. MARCH 4, 2014
4. REPORTS
 - A. Park News in Brief
5. OLD BUSINESS
 - A. Easter Egg Hunt
6. NEW BUSINESS
 - A. BRW Sponsorship Banner
 - B. Future Equipment Additions to Village Parks
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



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MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
HELD ON TUESDAY, MARCH 4, 2014, 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 7:01 p.m.

2. ROLL CALL

Those present at roll call were Chairman Richard Cobb, Commissioners Ronald Kanaverskis, Leonard Kaucky, Carol Lazarski, Rene Schuurman, Doug Stetina, and Ramona Weigus.

ABSENT: Commissioners Jo Bice and Laurie Landsman.

Also present was Superintendent of Parks and Recreation Kristin Violante.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – FEBRUARY 4, 2014

The Commission reviewed the February 4, 2014 minutes.

MOTION: A Motion was made by Commissioner Lazarski and seconded by Commissioner Stetina to approve the February 4, 2014 minutes as presented.

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

MOTION DECLARED CARRIED

4. REPORTS

A. *Park News in Brief*

Superintendent Violante stated Commissioner Stetina contacted her this past Monday and reported that the picnic tables were missing at Willow Pond. After inspection, it was discovered that the tops were removed from 19 aluminum tables by unknown offenders; nine from Willow Pond and ten from Community Park. A claim has been filed with the insurance company. The City of Darien had bleacher tops stolen in the past couple of weeks.

All remaining tables have been relocated to the Public Works building for security. The approximate cost of replacing the tables is \$11,700.

2014/15 Budget

Superintendent Violante stated that a special Joint Committee meeting was held on Wednesday, February 12, 2014 to review the Village budget. No questions were raised about the Recreation budget. A Budget Workshop with the Mayor and Board of Trustees will be held on March 17th. The 5K race has been added as a discretionary item.

Advertisement for Back of Summer Newsletter

The Mayor has suggested speaking with local businesses about advertising in the seasonal Village newsletters. Superintendent Violante stated that as of today, she has collected \$1,750 in advertising ads for the Summer Newsletter. The costs for the newsletter are approximately \$1,900. Willowbrook Ford, Exclusive Windows, and Bella Cosa Jewelers have made commitments to the next newsletter.

BRW

Superintendent Violante stated she has met with representatives from BRW in regards to the upcoming season. They have had some changes in their Board and are more prudent in the amount of money they spend. According to their contract with the Village, BRW is allowed to hold two tournaments; however, it looks like they will only be hosting one.

Commissioner Schuurman suggested charging them a fee to use Midway Park as a parking area. Not all of the Commissioners agreed to having cars park in Midway Park.

5. OLD BUSINESS

A. Village Race

Superintendent Violante stated the organization of a village race is on hold until it is determined whether the Village Board approves this discretionary item for FY 14/15.

Commissioner Schuurman stated that Gower School teacher, Ms. Folig, would like to volunteer her class to do an art design for the race logo.

6. NEW BUSINESS

A. Easter Egg Hunt

Superintendent Violante stated the Easter Egg Hunt is scheduled for Saturday, April 19th at Borse Community Park beginning at 11:00 a.m. The eggs and candy have been purchased and special needs individuals from the Ray Graham Workshop will be filling the eggs. Chicken Basket has

donated \$300 to this event, and Kiwanis has donated \$200. If you are able to volunteer at the event, please let Kristin know.

B. Com Ed Grant

Superintendent Violante stated there is a newer grant from ComEd for open land projects. A walking path at Lake Hinsdale Park has been submitted for the proposal. Information to help complete the grant was taken from the Master Plan.

C. Motion – A Motion to Recommend Consultant for Willow Pond Park Project

Superintendent Violante stated a recommendation needs to be made to oversee the Willow Pond Park project should the Village receive the OSLAD grant. The Village should be notified soon as to whether we have received the grant. The Village wants to be prepared to move forward if the grant is awarded.

Two proposals were received: one from Tod Stanton from Design Perspectives and one from John Vann from Land Tech Design. Land Tech's price would be \$60,000 and Design Perspectives is \$108,330.

MOTION: A Motion was made by Commissioner Kanaverskis and seconded by Commissioner Schuurman to recommend to the Village Board that Land Tech Design be hired as the consultant for the Willow Pond Park project if the OSLAD grant is awarded.

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

MOTION DECLARED CARRIED

7. CORRESPONDENCE/COMMUNICATIONS

Commissioner Schuurman stated that Commissioner Bice and he attended the IPRA Conference. They picked up a lot of information the Commission can look at when updating the parks and planning for the new building.

8. VISITORS' BUSINESS

There was no Visitors' Business.

9. ADJOURNMENT

MOTION: Made by Commissioner Stetina, seconded by Commissioner Lazarski to adjourn the meeting at the hour of 7:38 p.m.

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

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

April 2, 2014

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

Monthly Report for March 2014

2014 Summer Newsletter

The 2014 Summer Newsletter is scheduled to be sent to the printer any day now. It is scheduled to be distributed to residents the third week in April.

2014/2015 Budget

The Village Trustees had their annual budget workshop on March 17. The park and recreation budget tentatively passed as well as the discretionary item of a Village of Willowbrook Race. The 2014/2015 budget is scheduled to be approved by the Board of Trustees on April 28.

BRW

BRW is tentatively planning on holding three tournaments this summer. Two will be smaller sized tournaments with a maximum of eight teams and one will be their annual tournament with twenty-four teams. We do not foresee there being more traffic than usual on Saturdays during the smaller tournaments. We will, however, need to post traffic restrictions for the larger tournament which is scheduled for July 10-13.

TO: Recreation Commission
FROM: Kristin Violante
RE: Agenda Items
DATE: March 19, 2014

There are two agenda items that I wanted to clarify for you. The first is the **BRW Sponsorship Banner**. BRW would like to be able to hang a banner that lists their sponsors. This banner would hang between all of the fields and be taken down at the end of each game day. It would not be hung permanently.

The second item is the **Future Equipment Additions to Village Parks**. Last month, Commissioner Rene Schuurman shared some of the resource catalogs he collected at the Illinois Parks and Recreation Association Conference. The Commission decided we should spend a portion of the April meeting discussing possible equipment additions to our parks. I would also like to discuss placing a gaga pit at one of our parks. This was a request of Commissioner Ramona Weigus. I will bring equipment catalogs to the meeting.



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March 11, 2014

Mayor

Frank A. Trilla

Mike Nieman, President, Burr Ridge/ Willowbrook Softball
730 S. Monroe Street
Hinsdale, IL 60521

Dear Mike,

Enclosed please find the field permits that can be copied and distributed to your coaches for the use of the Borse Community Park fields for practices and games from April 1 through July 31, 2014. My suggestion is that you make copies of the attached permits for your league officers and also place copies of the permits in the Concession building and/or job box.

Use of fields in other parks in Willowbrook is available on a first-come basis. The attached permits indicate dates and times in which Community Park fields are reserved for Burr Ridge/Willowbrook Softball. As part of the approval process, Burr Ridge/Willowbrook Softball agrees to:

Village Clerk

Leroy R. Hansen

1. Please have the last person at the fields each night do a run through of the bathrooms. If there is any vandalism of any kind, please do not hesitate to call the Willowbrook Police at 911 on a cell phone or on the emergency call box on the east side of the building.
2. Refrain from bringing vehicles into the park. Vehicular access into the park is strictly regulated. Signs are posted and violators will be ticketed. When it is necessary to deliver materials to the BR/W storage building, please contact AJ Passero 630-514-3329 to arrange for a Village employee to accompany the BR/W volunteers or anyone else performing any service that requires them to drive into the park. This measure helps insure the safety of all concerned.
3. Use its best efforts to encourage players and spectators to keep the fields clean. This also includes gently reminding spectators of the Village ordinance prohibiting bringing dogs in the parks. If you have a problem having someone comply feel free to call the Willowbrook Police at 911.
4. Provide adult supervision for practices and game dates in which permits are issued.
5. Use good judgment in refraining from playing when wet conditions would damage the field.
6. Make no alterations or perform maintenance in the park without prior written authorization from the Village of Willowbrook. However, the league may do any field watering, hand raking, spot filling of holes and field lining that it wishes.
7. Encourage car-pooling and avoid parking of cars in the aisles of the Community Park parking lot and in grass areas in and around the park.

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8. Adhere to the specific constraints of the use of the following areas:
 - A. Scheduled games are limited to the Borse Memorial Community Park due to the limited parking areas at the other parks.
 - B. The general procedure relating to the use of the ball field lights is listed in the attached Fields #1 and #2 permits.

The Village of Willowbrook will:

1. Provide regular field maintenance and trash removal consistent with the level of service provided to its other softball fields.
2. Provide additional ball field maintenance as requested by the League per the Ballfield Fee Agreement.
3. Call your designated contact when field conditions are such that BR/W should not use the fields on weeknights.

Once again, we are very pleased to assist Burr Ridge/Willowbrook Softball in its service to the girls and their families in our community. Please feel free to contact me if you have any questions.

Sincerely,



Kristin L. Violante
Superintendent of Parks & Recreation

Enclosures

CC: Parks and Recreation Commission
Tim Halik, Village Administrator
AJ Passero, Municipal Services Foreman



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TO WHOM IT MAY CONCERN:

This letter shall serve as a Ball Field Permit for use by Burr Ridge/Willowbrook Softball as indicated below:

COMMUNITY PARK FIELD #1

April 1 – July 31, 2014 (except as noted below)

Mondays, Thursdays, Fridays	4:00 p.m. – 10:00 p.m.*
Saturdays	8:30 a.m. – Dusk*
Sundays	8:30 a.m. – Dusk*

*Note that per the current Ball Field Lighting Policy lights may be used Monday through Friday for regular games only and not for practices or practice games. The use of lights for Saturdays, Sundays or holidays is permitted only by permission of the Superintendent of Parks and Recreation. On nights when lights are used, lights must be turned off within 15 minutes of the game's completion or 10:00 p.m., whichever comes first.

Exceptions

1. Not available before 11:30 a.m. on Saturday, April 19.
2. Not available after 8:00 p.m. on Thursday, June 19
3. Not available after 6:00 p.m. on Saturday, June 21.

Authorized by:

Kristin L. Violante, Superintendent of Parks and Recreation



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TO WHOM IT MAY CONCERN:

This letter shall serve as a Ball Field Permit for use by Burr Ridge/Willowbrook Softball as indicated below:

COMMUNITY PARK FIELD #2

April 1 – July 31, 2014 (except as noted below)

Weekdays	4:00 p.m. to 10:00 p.m.*
Saturdays	8:30 a.m. to Dusk*
Sundays	8:30 a.m. to Dusk*

*Note that per the current Ball Field Lighting Policy lights may be used Monday through Friday for regular games only and not for practices or practice games. The use of lights for Saturdays, Sundays or holidays is permitted only by permission of the Superintendent of Parks and Recreation. On nights when lights are used, the lights must be turned off within 15 minutes of the game's completion or 10:00 p.m., whichever comes first.

Exceptions

1. Not available before 11:30 a.m. on Saturday, April 19.
2. Not available after 8:00 p.m. on Thursday, June 19
3. Not available after 6:00 p.m. on Saturday, June 21.

Authorized by: *Kristin L. Violante*
Kristin L. Violante, Superintendent of Parks & Recreation



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TO WHOM IT MAY CONCERN:

This letter shall serve as a Ball Field Permit for use by Burr Ridge/Willowbrook Softball as indicated below:

COMMUNITY PARK FIELD #3

April 1 - July 31, 2014 (except as noted below)

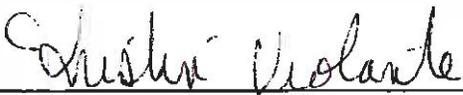
Mondays, Thursdays, Fridays	4:00 p.m. to Dusk
Saturdays	8:30 a.m. to <u>3:00 p.m. *</u>
Sundays	8:30 a.m. to <u>3:00 p.m. *</u>

Also, please note that Field #3 is normally reserved after 3:00 PM each Saturday and Sunday for picnic groups.

Availability for Burr Ridge/Willowbrook Softball can be made for rainout dates, if no picnics are scheduled. Please call Kristin Violante ay 630-920-2251 for availability of this field after 3PM on both Saturdays and Sundays. BR/W will have the use of this field all day for its Sunday Fall Ball schedule.

Exceptions

1. Not available before 11:30 a.m. on Saturday, April 19.
2. Not available after 8:00 p.m. on Thursday, June 19
3. Not available after 6:00 p.m. on Saturday, June 21.

Authorized by: 
Kristin L. Violante, Superintendent of Parks & Recreation



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Village of Willowbrook Ball Field Lighting Operating Policy

The Village of Willowbrook and its Parks and Recreation Department is pleased to make the Borse Memorial Community Park field lights available to qualified groups. The following policy has been designed to insure efficient and safe operation, as well as consideration for the park's neighbors. Violation of this policy can result in the loss of the group's use of the lights.

1. Field lights shall not be used on Saturdays, Sundays or holidays without the approval of the Superintendent of Parks & Recreation.
2. Use of the lights shall be for games only, not practice sessions, unless previously approved by the Superintendent of Parks & Recreation.
3. Fields should not be used and the lights should not be operated whenever there is lightning in the area.
4. Field lights shall be turned off within 15 minutes of the completion of the last game(s) of the evening, or by 10:00 PM, whichever comes first. By Village ordinance, the park officially closes at dusk, except when approved activities are scheduled. On such dates, the official closing time is 10:00 PM.
5. Groups which have permission to use the lights will be give a key to the control panel and the group shall be responsible for:
 - the key itself
 - safe operation of the lights
 - **locking** the control panel when games are completed for the night.
6. Only adults should be accessing the control panel and operating the lights.
7. In the event of an emergency, the Willowbrook Police can be called on the emergency call box located at the south entrance of the Community Park or by calling 911.