



EST. 1960

Willowbrook

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AGENDA

REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON TUESDAY, NOVEMBER 3, 2015, AT 7:00 P.M. AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES:
 - a) October 6, 2015 Regular Meeting of the Parks & Recreation Commission
4. DISCUSSION – Special Event Updates / Planning:
 - a) Pumpkin Fest / Halloween Party, October 23, 2015
 - b) Children’s Holiday Party, December 13, 2015
 - c) Holiday Tree Lighting Ceremony
 - d) 2016 5K Fun Run
5. DISCUSSION – Community Resource Center (CRC) Design
6. VISITOR’S BUSINESS – Public comment is limited to three (3) minutes per person
7. COMMUNICATIONS
8. ADJOURNMENT

Mayor

Frank A. Trilla

Village Clerk

Leroy R. Hansen

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Village Administrator

Tim Halik

Chief of Police

Mark Shelton



Proud Member of the
Illinois Route 66 Scenic Byway

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
HELD ON TUESDAY, OCTOBER 6, 2015, AT THE VILLAGE HALL, 835 MIDWAY DRIVE,
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 Lorraine Grimsby, Ronald Kanaverskis, Laurie Landsman, Carol Lazarski, Robert Pionke, and Doug Stetina.

ABSENT: Commissioner Rene Schuurman.

Also present were Temporary Interim Superintendent of Parks and Recreation John Fenske and Administrative Intern Tiffany Kolodziej.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – SEPTEMBER 1, 2015

The Commission reviewed the September 1, 2015 minutes.

MOTION: A Motion was made by Commissioner Landsman and seconded by Commissioner Stetina to approve the September 1, 2015 minutes as presented.

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

MOTION DECLARED CARRIED

4. DISCUSSION – SPECIAL EVENT PLANNING

a. Pumpkin Fest/Halloween Party – October 23, 2015

Interim Superintendent Fenske advised that the Pumpkin Fest is in conjunction with Gower West Elementary School. The party begins at 6:00 p.m. and asked for volunteers from the Commission to assist. Interim Superintendent Fenske stated that he is still waiting to hear from the Willowbrook/Burr Ridge Kiwanis Club for their donation towards the taffy apples. Commissioner Lazarski advised that she will follow up with Kiwanis.

b. Children's Holiday Party – December 13, 2015

Interim Superintendent Fenske stated that plans for the Holiday Party are going well. Mr. Taps will be the entertainment this year. Tommy R's Catering will be donating \$740.00 worth of food for the event.

As of today, Interim Superintendent Fenske advised that there have been approximately \$1,700.00 in donations. Interim Superintendent Fenske related that he will need to purchase some supplies this year.

Interim Superintendent Fenske advised that next year will be the 40th Anniversary of the Children's Holiday Party and asked that the Commissioners consider if they would like to do something on a grander scale for the anniversary.

c. Holiday Tree Lighting Ceremony

Interim Superintendent Fenske related that Administrator Halik stated that a new tree will be planted in Willow Pond Park during this week. Administrator Halik had questioned if the commissioners were interested in having a tree lighting ceremony this year. After discussion, the commissioners concurred on a small-scale tree lighting.

5. DISCUSSION – 2015 Special Recreation Tax Levy

Interim Superintendent Fenske advised that at the last Village Board meeting, the Mayor and Board of Trustees approved a 2% increase in the Gateway SRA membership dues. All other fees and costs will remain the same for the 2016/17 Fiscal Year Budget.

6. DISCUSSION – Community Resource Center (CRC) Design

Interim Superintendent Fenske reviewed the list of proposed changes to the CRC design that had been discussed at the September Parks meeting. Commissioners concurred with moving the location of the kitchen to be next to a multi-purpose room. Commissioners also discussed about make the conference room into a reception area with a partition wall in order to have citizens "greeted" when they enter the door.

The Commissioners requested more detailed information as far as room dimensions be brought for the next meeting for further discussion.

7. VISITORS' BUSINESS

There was no Visitors' Business.

8. COMMUNICATIONS

There were no Communications.

9. ADJOURNMENT

MOTION: Made by Commissioner Landsman, seconded by Commissioner Lazarski to adjourn the meeting at the hour of 8:01 p.m.

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

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

November 3, 2015

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

**PARKS & RECREATION COMMISSION MEETING
AGENDA ITEM SUMMARY SHEET**

AGENDA ITEM DESCRIPTION

DISCUSSION – Community Resource Center (CRC) Design

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

November 3, 2015

BACKGROUND

At the last meeting of the Parks & Recreation Commission, members were asked to prioritize a list of design comments that were offered regarding the planned renovation of the new Village Community Resource Center (CRC), located at 825 Midway Drive. The Commission's comments were forwarded to the project architect for consideration and to revise the layout plan. Room dimensions were also included on this latest draft.

REQUEST FOR FEEDBACK

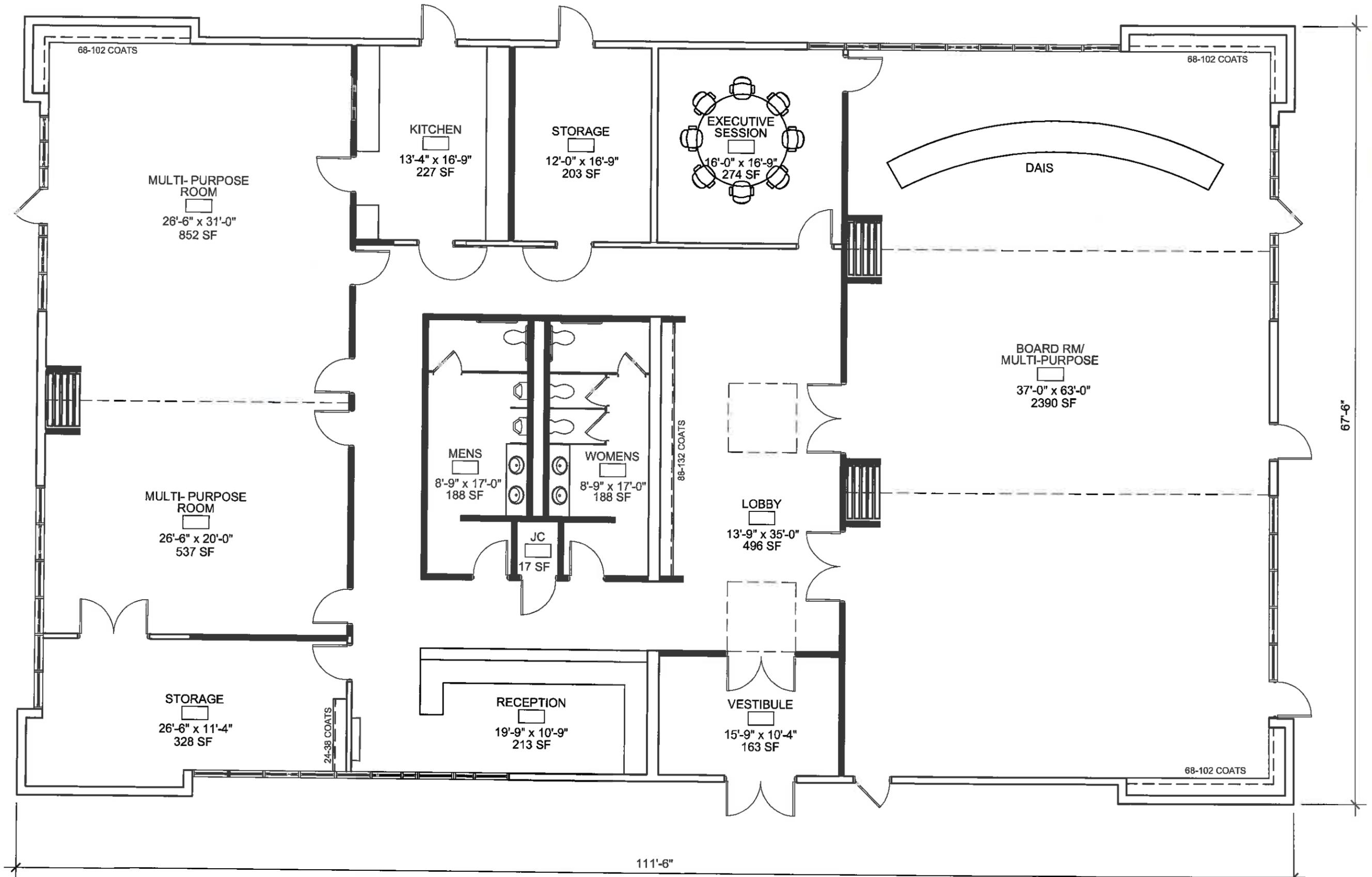
The architect, Mr. Mark Bushhouse, has considered the suggestions and has made changes to the layout plan (see attached). Mr. Bushhouse has also offered the following comments in response:

- 1) The entry vestibule remains on the plan, as this is a requirement of the Illinois Energy Conservation Code, which may be enforceable for this project.
- 2) A pass-through counter was added in the kitchen to the adjacent multi-purpose room.
- 3) Two (2) skylights were added in the roof over the lobby area.
- 4) The designated "Executive Session" room will be used as a general conference room.
- 5) It is presumed that the coat hanging rod located behind the dais is intended for use by elected officials, appointed officials, or staff, since no one else should be in that area.
- 6) Note that there is an extra ordinary amount of coat hanging capacity throughout the building.
- 7) Consideration should be given to separating the reception counter area from the corridor with a wall to prevent non-staff individuals from being able to access any computers, files or other items that staff would be using.

STAFF RECOMMENDATION

Staff would request that the Commission again review the conceptual layout plan and offer any comments or suggestions they may have.

RECEIVED
OCT 29 2015
VILLAGE OF WILLOWBROOK



VILLAGE OF WILLOWBROOK - BOARD AND COMMUNITY CENTER (7,100 GSF)

SCALE: 1/8" = 1'-0"

Job No. 2015-041
22 Oct 2015



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

From: John Fenske, Interim Superintendent of Parks and Recreation

Re: Children's Holiday Party

Date: November 3rd, 2015

The Parks and Recreation Commission cordially invites you and your family to join us for the 39th Annual Children's Holiday Party on Sunday, December 13th, 2015 from 2:00 to 4:00 P.M. in the cafeteria of Hinsdale South High School.

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