



EST. 1960

Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 www.willowbrookil.org

AGENDA

REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON TUESDAY, DECEMBER 1, 2015, AT 7:00 P.M. AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

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

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES:
 - a) November 3, 2015 Regular Meeting of the Parks & Recreation Commission
4. DISCUSSION – Special Event Updates / Planning:
 - a) Children's Holiday Party, December 13, 2015
 - b) 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
 - a) Special Recreation Tax Levy Approved by Village Board on November 23, 2015
8. ADJOURNMENT



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Illinois Route 66 Scenic Byway

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
HELD ON TUESDAY, NOVEMBER 3, 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 7:05 p.m.

2. ROLL CALL

Those present at roll call were Chairman Richard Cobb, Commissioners Laurie Landsman, Carol Lazarski, Robert Pionke, Rene Schuurman, and Doug Stetina.

ABSENT: Commissioners Lorraine Grimsby and Ron Kanaverskis.

Also present was Temporary Interim Superintendent of Parks and Recreation John Fenske.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – OCTOBER 6, 2015

The Commission reviewed the October 6, 2015 minutes.

MOTION: A Motion was made by Commissioner Lazarski and seconded by Commissioner Landsman to approve the October 6, 2015 minutes as presented.

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

MOTION DECLARED CARRIED

4. DISCUSSION – SPECIAL EVENT UPDATES/PLANNING

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

Interim Superintendent Fenske related that to save time and staff hours, instead of placing individual Kiwanis sponsor labels on the taffy apples, he posted signs up stating that the apples were the courtesy of Kiwanis. Interim Superintendent Fenske advised that the Gower PTO provided games and candy. He advised that cups for coffee and drinks ran out.

Interim Superintendent Fenske advised that the attendance was approximately 200 guests. Interim Superintendent Fenske thanked Commissioners Grimsby, Pionke, and Stetina for their assistance; and thanked police staff, Debbie Hahn and Lori Rinella, for their help during the event.

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

Interim Superintendent Fenske advised that as of today's date, he has received \$2,529.00 in donations. Interim Superintendent Fenske related that he is working on postcards to be mailed out to residents. There will be an announcement on the card that any family that brings in food donations will be automatically entered into a raffle for a prize from Hinsdale Nurseries.

Commissioners requested that signs be placed in several parks advertising the party.

Interim Superintendent Fenske stated that he had spoken with the Hinsdale South National Honor Society volunteers that had helped out at the Pumpkin Fest. The students are looking for additional service hours. They have also agreed to help out at the Holiday Party.

c. Holiday Tree Lighting Ceremony

Interim Superintendent Fenske advised that the lighting ceremony is set for Friday, December 4, 2015 from 6:00 – 7:30 p.m. at Willow Pond. A contract has been set with Wingren's to decorate the trees.

Commissioner Schuurman made a suggestion to draw more attendance, provide a coupon for a free entry to the 5K race. Suggestions were also made to contact Giordano's or Chick-fil-A to provide food for the event.

d. 2016 5K Fun Run

Commissioner Schuurman and Interim Superintendent Fenske related that several people have been inquiring if there will be another race held next year. Commissioner Pionke advised that there should be a change for the next race in advertising.

Commissioner Pionke also suggested that the time of the race be an hour later. Suggestion was also made that companies wishing to sponsor the race should register through the race website.

Discussion on picking dates and race planning will continue at the next Commission meeting.

5. DISCUSSION – Community Resource Center (CRC) Design

Interim Superintendent Fenske advised that Administrator Halik wishes to go out to bid on this project at the same time as the police department renovation.

Suggestion was made to remove the storage room next the kitchen and enlarge the kitchen to accommodate cooking classes. Interim Superintendent Fenske related that he believes that the wall is a load-bearing wall and cannot be removed. He will confirm that with Administrator Halik. Commissioners also suggested that an outdoor patio be added to the plans.

6. VISITORS' BUSINESS

There was no Visitors' Business.

7. COMMUNICATIONS

There were no Communications.

8. ADJOURNMENT

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

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

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

December 1, 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:

December 1, 2015

BACKGROUND

At the last meeting of the Parks & Recreation Commission, members were asked to again review a revised conceptual layout plan of the new Village Community Resource Center (CRC), located at 825 Midway Drive. The Commission's latest comments were forwarded to the project architect for consideration and to revise the layout plan.

REQUEST FOR FEEDBACK

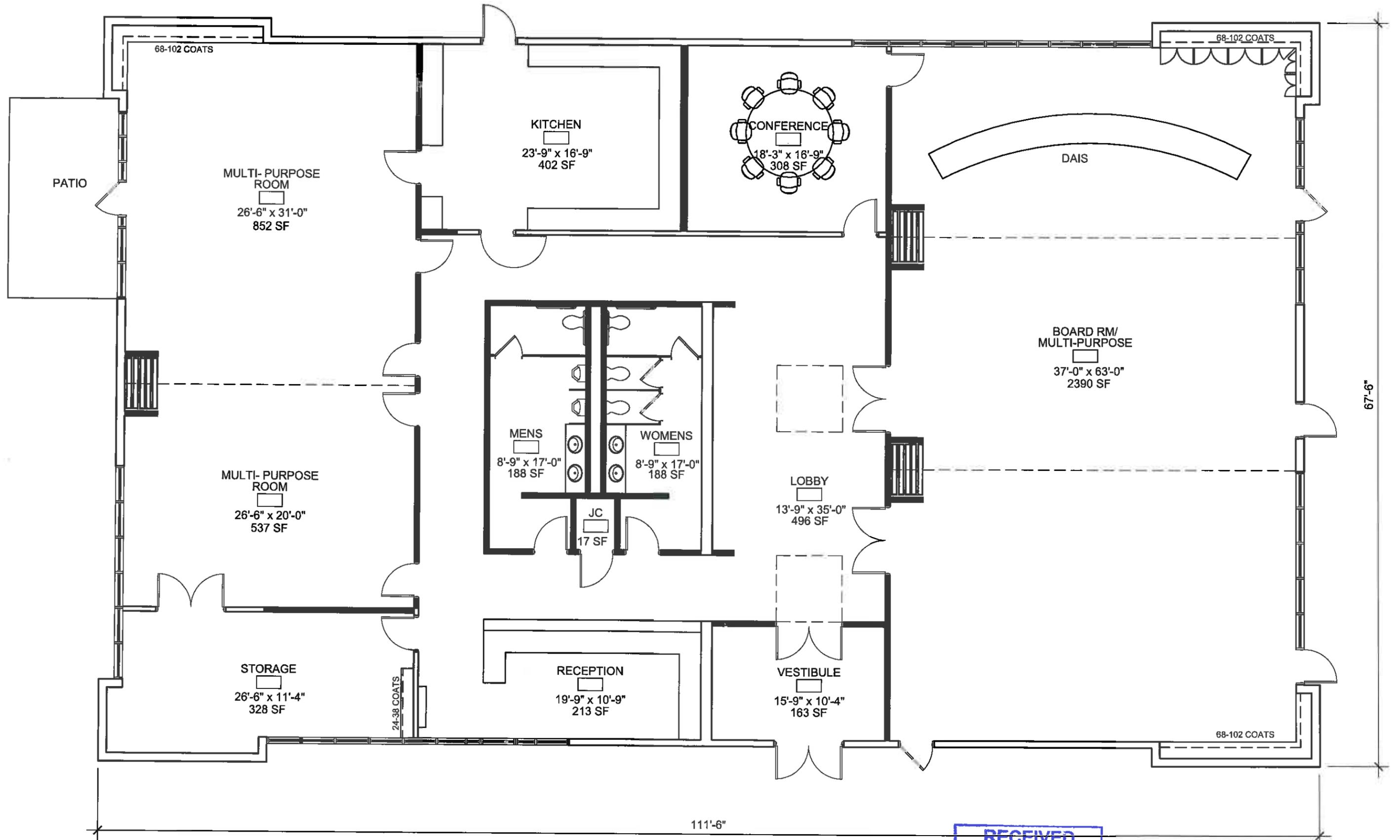
The architect, Mr. Mark Bushhouse, has considered the Commission's latest design suggestions and has again made changes to the layout plan (see attached). Here's the list of associated response comments:

- 1) The coat rack located along the wall in the main lobby area (opposite of the entrance to the Board Room / Multi-Purpose Room) was removed.
- 2) Doors were added in front of the closet located behind the dais in the Board room, so they are not in plain sight.
- 3) An outside patio area has been designated outside of the Multi-Purpose room on the north side of the building. The final size and details of this outside area will be part of the separate site improvement plan generated by a civil engineer.
- 4) The architect had considered re-locating the kitchen to the "storage" room located at the northwest corner of the building. However, as the Commission had identified, the utilities already come into the building at the area of the original kitchen location. So, extending them to the other side of the building was determined to be cost prohibitive. Instead, the adjacent storage space was removed in order to enlarge the kitchen, since the other storage room is fairly large already.

STAFF RECOMMENDATION

This latest plan has been already been reviewed by Village Trustee Michael Mistele (also serving as the Chairman of the Municipal Services Committee). He believes it is a good plan, and has no further design suggestions to offer. Staff would request that the Commission again review the conceptual layout plan to determine if this version should be recommended. This would then conclude the conceptual design phase of the project and allow us to move into the schematic design phase, which is when we will really get into the details of the project.

Given the current business tenant in the building has cancelled their lease and will vacate by December 18th, staff will likely recommend, once a funding source has been identified, that the Village Board consider bidding this project along with the police renovation project next year in order to obtain better pricing.



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

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



Job No. 2015-041
16 Nov 2015





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January 4th 2016

Dear Willowbrook Business Owner,

The Village of Willowbrook is excited to announce that we will be hosting our 2nd annual 5K run/children's race, "The Willowbrook Spring Fling", on Sunday, May 1, 2016. A race committee comprised of Parks & Recreation Commissioners, Village Trustees, Village employees, Gower School District P.E. teachers and local residents is working hard to make this another successful event. The race will again be taking place in the neighborhood around Borse Memorial Community Park, 208 Midway Drive, and the neighborhood west of Gower West School.

New to the event this year is our Community fair. With bounce houses, face painting and other family activities.

Again this year, we would like to make sponsorship opportunities available to as many area businesses as possible. Attached please find ways in which you can participate. Please contact John Fenske, Interim Superintendent of Parks & Recreation, at 630-920-2251 to discuss each level of sponsorship.

We look forward to working with you on this event. The Village has been very fortunate to have area businesses that take an active role in their community, and have helped make so many past events successful.

Thank you for your continued support.

Sincerely,

John Fenske,
Interim Superintendent of Parks & Recreation