

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
HELD ON TUESDAY, AUGUST 7, 2018, AT THE VILLAGE HALL, 835 MIDWAY DRIVE,
WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Robert Pionke called the meeting to order at the hour of 7:01 p.m.

2. ROLL CALL

Those present at roll call were Chairman Pionke, Commissioners Lorraine Grimsby, Catherine Kaczmarek, Ronald Kanaverskis, Laurie Landsman, Carol Lazarski, and Douglas Stetina.

ABSENT: None.

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

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES

- a. Minutes – July 10, 2018 Regular Meeting – Parks & Recreation Commission

The Commission reviewed the July 10, 2018 minutes. Commissioner Landsman wanted it noted that a race participant had recommended a greeter to be present if there is an after-race party for next year's 5K Race.

MOTION: A Motion was made by Commissioner Kanaverskis and seconded by Commissioner Lazarski to approve the July 10, 2018 minutes as amended.

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

4. REPORT

- a. Movie in the Park – Friday, July 13, 2018

Interim Superintendent Fenske advised that Chick-fil-A and Sprint were this year's sponsors for the event. Sandwiches, tea, and popcorn were distributed. Kona Ice Company was passing out snow cones and was a big hit. Interim Superintendent Fenske stated there were approximately 90 people in attendance.

Commissioner Lazarski suggested that banners be put up around town to advertise. Several residents were not aware of the event.

b. Parent/Child Fishing – Friday, July 20, 2018

Interim Superintendent Fenske advised that there were eight (8) couples registered and six (6) attended. Forest Preserve employees distributed information.

c. Family Campout – July 28-29, 2018

Interim Superintendent Fenske related that this event was cancelled due to low registration. After the event was cancelled, Interim Superintendent Fenske advised that more families had called to register. Since there is interest, this event will again be offered next year.

d. Theft of Picnic Table Tops

Interim Superintendent Fenske advised that he had alerted neighboring municipalities to the thefts. The theft occurred between 1:00 p.m. and 3:00 p.m. and there were no witnesses to the theft.

Chairman Pionke suggested looking into replacing the tables with a different material. Interim Superintendent Fenske related that when the replacement tops are installed, it will be with tamper-proof hardware.

5. DISCUSSION

a. Back to School Bash – Wednesday, August 15, 2018

Interim Superintendent Fenske this event will be held at Gower West Elementary School from 6:00 p.m. – 8:00 p.m. Face painter, bounce house, and Chick-fil-A will be providing chicken nuggets. Burr Ridge Park District and the school will also have activities.

b. 2018 Children’s Holiday Party

After discussion, Interim Superintendent Fenske related that he will look into pricing for either a magician, musical act, or animal trainer. Superintendent Fenske advised that he was contacted by a local dance studio that wished to be the entertainment at the party. The commissioners stated that they wanted additional information about pricing and what type of performance they would have before agreeing.

Commissioner Stetina recommended hiring a balloon artist for the event.

Commissioner Stetina advised that he and Commissioner Landsman will be going out to purchase gifts for the party. Commissioner Landsman stated that the older kids should be given a \$5 gift certificate.

Commissioner Landsman suggested that the high schools should be contacted at this time for student volunteers for the party.

Commissioner Kaczmarek volunteered to organize the craft tables and picture area.

Interim Superintendent Fenske advised that he will contact the vendors that have donated food in the past for donations for this year.

c. Park Maintenance Update

Interim Superintendent Fenske advised that the hot coal receptacles have been received but have not been installed at the parks as of today. Interim superintendent Fenske stated that garbage cans have been installed in the bathrooms at Willow Pond.

Interim Superintendent Fenske related that the drinking fountain at Waterford Park was not working and will be repaired.

Commissioner Stetina recommended that a bulletin board be placed in Willow Pond to provide general information such as hours and emergency contact numbers.

Commissioner Landsman had spoken to Tod Stanton from Design Perspectives in reference to the electrical power that is located in the pavilion at Willow Pond. He advised that the power source in the first pavilion is not up to code and cannot handle multiple electrical devices. Interim Superintendent Fenske related that it was not the breaker was blowing during the Willow Pond Grand Opening. It was the power strip that was being used. Chairman Pionke advised that it should be looked at in the future for a price quote to have the pavilion rewired.

Interim Superintendent Fenske advised that the fence replacement project began on July 23rd. The fences for the tennis courts in Waterford Park and backstop at Community Park have been repaired. Work has begun on replacing the fences at Lake Hinsdale Park.

Commissioner Kanaverskis suggested placing mums around the sign at Lake Hinsdale Park.

d. Marketing Plan

Chairman Pionke related that there is currently no marketing or publicizing for park events other than the program guide and postcards. Chairman Pionke proposed that a marketing guide should be created. Chairman Pionke stated that the Village Board may need to approve the funding. Chairman Pionke has reached out to three marketing firms to provide proposals.

Chairman Pionke stated that the Marketing Plan should provide direction and a vision.

After discussion, the Commissioners concurred with obtaining proposals for creating a marketing plan.

Chairman Pionke advised that he will contact Village Administrator Tim Halik for guidance on how to proceed with the concept.

6. VISITORS' BUSINESS

None presented.

7. COMMUNICATIONS

Interim Superintendent Fenske related that at the Movie in the Park event, he was approached by a gentleman that worked for the movie company that wished to host another movie in the park event as a fundraiser for the West Suburban Humane Society. Interim Superintendent Fenske advised that the event will be held on August 26th in Borse Community Park. There will be no cost to the Village.

Interim Superintendent Fenske advised that he had reached out to Costco for a water donation for the Back to School event. He received a letter back advising that all donation requests need to be sent directly to their corporate office.

Interim Superintendent Fenske stated that the new park books should be sent to residents by the end of the week.

Chairman Pionke requested address and phone number information for each of the park commissioners. The list will be distributed to each commissioner once complete.

Chairman Pionke updated the commissioners on the discussion from the previous meeting pertaining to the table rental at the 5K race.

8. ADJOURNMENT

MOTION: Made by Commissioner Stetina, seconded by Commissioner Grimsby to adjourn the meeting at the hour of 8:41 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

_____, September 5, 2018

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.