



Village of Willowbrook

7760 Quincy Street
Willowbrook, IL 60527-5594

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 TUESDAY, DECEMBER 7, 2010 AT 7:30 PM AT THE WILLOWBROOK VILLAGE HALL, 7760 QUINCY STREET, DU PAGE COUNTY, ILLINOIS

Village President

Robert A. Napoli

Village Clerk

Leroy R. Hansen

Village Trustees

Dennis Baker

Umberto Davi

Terrence Kelly

Michael Mistele

Sandra O'Connor

Paul Schoenbeck

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES NOVEMBER 2, 2010
4. CORRESPONDENCE/COMMUNICATIONS
5. VISITORS' BUSINESS – (Public comment is limited to three minutes per person and only on those items that are on the agenda)
6. REPORTS
 - A. Park News in Brief
7. OLD BUSINESS
 - A. Children's Holiday Party Planning
 - B. FY10-11 Budget Planning Update
8. NEW BUSINESS
 - A. January Parks and Recreation Commission Meeting
9. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION HELD ON TUESDAY, NOVEMBER 2, 2010, AT THE WILLOWBROOK HOLIDAY INN, 7800 KINGERY, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Commissioner Cobb called the meeting to order at the hour of 7:35 p.m.

2. ROLL CALL

Those present at roll call were Commissioners Laurie Landsman, Carol Lazarski, Doug Stetina, Richard Cobb and Ramona Weigus.

ABSENT: Ronald Kanaverskis.

Also present was Superintendent of Parks and Recreation Walter Righton and Debra Peterson, Recreation Program Specialist.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – October 19, 2010

MOTION: Made by Commissioner Landsman, seconded by Commissioner Lazarski to approve the minutes of October 19, 2010.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

*Commissioner Weigus arrived at 7:36 p.m.

4. CORRESPONDENCE/COMMUNICATIONS

None presented.

5. VISITOR'S BUSINESS (comments limited to three minutes per person on only items that are on the agenda)

No visitors.

6. REPORTS

A. Park News in Brief

Superintendent Righton provided the following highlights:

- The Parks and Recreation Annual Halloween Party was held on Friday, October 29, 2010 at Gower West School. He thanked Commissioner Lazarski and Recreation Specialist Deb Peterson for assisting with refreshments. Total attendance was approximately 200-250, which may have been down a little from previous years. However, this was still a well attended event. The costume contest, done by the P.T.O. went a little long and people were leaving prior to the distribution of the taffy apples.

B. Resolution – Authorizing Investigation and Negotiation with Nine Property Owners to Secure Ownership Interests in Their Properties for Open Space as Recommended by the Comprehensive Plan

Commissioner Cobb requested Superintendent Righton give a report on the Village Board's Resolution. Superintendent Righton reported that this issue was part of the 1993 Comprehensive Plan identifying the need for a periodic review of open space/park land for the Village. In 1999, this issue was revisited for land use needs and was divided into 6 areas of the village. One of the areas was around Community Park. On the basis of the 1999 Comprehensive Plan, the Plan Commission looked at what could be done for additional open space. Residents in that area objected to the village talking about their property without their consent. The end result was that the Board understood this was a sensitive issue and chose not to pursue this issue further at that time.

Recently, the Plan Commission offered to revisit the issue due to the economic situation of the village so they brought this issue to the Village Board to discuss what our future Comprehensive Plan could be. Staff was directed to develop a Resolution for permission to discuss this issue with land owners. The Resolution in the packet was approved by the Board on Monday, October 25, 2010.

Commissioner Cobb asked if there was any opposition to this issue. Superintendent Righton advised that there were some property owners who attended the meeting. The Village is going to be very pro-active to keep the property owners informed of the Village's action to the Resolution.

A letter will be mailed soon to residents asking them what their long-range plans for their properties are, so the Village can complete some long range planning.

Commissioner Cobb asked why the Plan Commission is now approaching this issue. Superintendent Righton advised that part of the Plan Commission's job is to look to the Comprehensive Plan's general direction as to the Village's development.

Commissioner Stetina was concerned that one of the areas in the Resolution off of Clarendon Hills Road is for sale and why hasn't the Village done something regarding these properties. Superintendent Righton advised that those are not the properties. The two lots in question included the Arabian Knights Horse Farm.

Preliminary research is being done on grant opportunities. Superintendent Righton will be meeting with Administrator Halik and Planner Charlton to begin discussion on this. The current grant cycle ends July 1, 2011.

Commissioner Stetina requested that this be known that it is not something the Park Commission is requesting. Superintendent Righton advised that revisiting the issue of land acquisitions was initiated by the Village Board.

Commissioner Lazarski advised that at one time a building and parking lot on 75th Street was discussed and due to this being floodway areas, this could not be done. She asked if the Village would be purchasing floodway property. Superintendent Righton advised that the area identified as floodway is already part of Community Park. The Village just wants to address the concept of acquiring more open space.

7. OLD BUSINESS

A. Children's Holiday Party Planning

Superintendent Righton reviewed an updated checklist for the party. The level of donations is similar to 2009. Dell Rhea's Chicken Basket will be delivering the chicken at 2:00 p.m. Two calls to Starbuck's were made with no response. Gifts are at the Village Hall and Superintendent Righton will get the rest of the supplies.

An invitation will be extended to the Village employee's families to attend this event. The gift bags will be filled the day of the party. No additional volunteers have been sought. Fliers will be done prior to Thanksgiving.

B. FY 2010-11 Budget Planning Update

The Backstop Renovation Project will be included for the Board's consideration. Superintendent Righton received a favorable proposal which is less than the \$25,500.00, which will give the Village some latitude with adequate funding sandblasting and painting.

Superintendent Righton obtained a proposal to re-paint the park entrance signs came in from the original signage company at \$11,500 or to purchase new signs for \$17,558, which does not include the two Community Park signs. This was done following previous discussion by this Commission on the current conditions of the park entrance signs. If we included the Community Park signs the total would be approximately \$21,000. Superintendent Righton will call the company that completed the concession stand sign and feels we can get a better price for replacement signs. He asked the Commission for their input on the five year plan to eventually replace all the park signs.

The Commission discussed the different types of signs to get and placement of the signs. After a long discussion, the Commission agreed that sign replacement needs to be included in the Long Range Plan. Superintendent Righton will take pictures of the signs to document their condition.

MOTION: Made by Commissioner Landsman, seconded by Commissioner Lazarski, supports the inclusion to replacement of park signs, as needed, in the Long Range Plan.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

8. NEW BUSINESS

None presented

9. ADJOURNMENT

MOTION: Made by Commissioner Weigus, seconded by Commissioner Landsman, to adjourn the meeting at the hour of 8:27 p.m.

UNANIMOUS VOICE VOTE

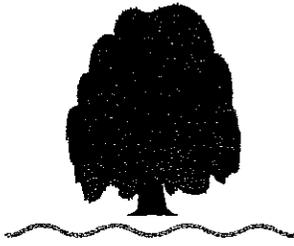
MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

_____, 2010

Chairman

Minutes transcribed by Debbie Hahn.



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November 17, 2010

Dr. Bryan Laneville, President
Willowbrook/Burr Ridge Kiwanis Club
PO Box 200
Clarendon Hills, IL 60514

Dear Bryan,

On behalf of the Parks and Recreation Commission and the Village staff, please convey to your members our sincere appreciation for the club's \$300.00 contribution to our 22th Annual Children's Halloween Party. The party was held on Friday, October 29 at Gower West School. A capacity crowd of over 300 children and their parents had a great time at the event, which we co-sponsored with the Gower School District 62 Parent/Teacher Organization.

The youngsters were treated to games, refreshments, entertainment and a costume parade. Of course, the evening concluded with each child receiving a taffy apple. The taffy apple packaging included a label that recognized the contribution from the Willowbrook/Burr Ridge Kiwanis Club. Once again, we are so thankful that organizations such as the Willowbrook/Burr Ridge Kiwanis Club can assist us at our special events in weaving a stronger community fabric.

Sincerely,

Wally Righton
Superintendent of Parks & Recreation

CC: Robert Napoli, Village President
Parks and Recreation Commission
Tim Halik, Village Administrator

Village President

Robert A. Napoli

Village Clerk

Jeremy R. Hansen

Village Trustees

Jennis Baker

Jmberto Davi

Terrence Kelly

Michael Mistele

Sandra O'Connor

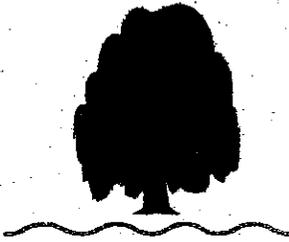
Paul Schoenbeck

Wally:

Thank you for the
Coffy apples!

Don Ginnerton, and
the entire
Willowbrook Chess
Club.

P.S. MOST WERE CONSUMED
ON THE PREMISES AND
THOSE THAT WEREN'T WERE
TAKEN HOME TO THEIR
SPOUSES OR SIGNIFICANT
OTHERS.



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November 5, 2010

S. ADPKE

Village President

Robert A. Napoli

Village Clerk

Leroy R. Hansen

Village Trustees

Annis Baker

Terrence Kelly

Michael Mistele

Andrea O'Connor

Paul Schoenbeck

Willowbrook, IL 60527

Re: 233 W. 75th Street, Willowbrook (PIN 09-26-301-011):
Village's Open Space Acquisition - Resolution No. 10-R-37

Dear Sirs:

On October 25, 2010, the Village Board adopted Resolution No. 10-R-37 entitled, "A RESOLUTION AUTHORIZING INVESTIGATION AND NEGOTIATION WITH NINE (9) PROPERTY OWNERS TO SECURE OWNERSHIP INTERESTS IN THEIR PROPERTIES FOR OPEN SPACE AS RECOMMENDED BY THE COMPREHENSIVE PLAN." A copy of the Resolution is enclosed for your perusal.

From official records, it appears that you are one of the owners of the nine properties identified by the Village Resolution as appropriate for future acquisition and use as public open space. This being so, the purpose of this letter is two-fold: (a) to give you actual notice of the Resolution's adoption, and (b) to advise you of the authority given Village staff to discuss with each property owner the possible basis upon which each owner would consider conveying ownership of his or her respective property to the Village for such public open space use.

To this end, I urge you to contact our Village Administrator, Tim Halik, at 630.920.2237 to schedule an initial meeting to commence discussion of this matter with him in greater detail than is possible in this letter.

For the Village to acquire future ownership of these properties by mutual agreement, it is essential that a dialogue first be established with each of the present owners. For this reason, I suggest that your participation in these discussions is very much in your interest. As for the dialogue itself, you have my personal assurance that the Village staff will discuss this entire matter with you in a confidential, respectful and good faith context directed towards the achievement of an agreement that respects the mutual interests of each side.

Yours truly,

Robert A. Napoli

Robert A Napoli
Village President

RAN/th

cc: Board of Trustees
Leroy Hansen, Village Clerk
Wm. Hennessy, Village Attorney
Tim Halik, Village Administrator

Park News for Monthly Report November 12, 2010

Holiday Party Invitation Extended to Village Employees' Families

At its November 2 meeting, the Parks and Recreation Commission enthusiastically supported inviting the families of Village employees to attend the Commission's Children's Holiday Party on Sunday, December 12, at Hinsdale South High School. Superintendent Righton announced the action of the Commission at the department staff meeting on November 9 and will follow up with an invitation to all Village employees in the next week.

Park Closedown Items Being Completed

In preparation for winter, the normal closedown items are being completed in Village parks, including winterizing the concession building, our eight drinking fountains and the Prairie Trail aerator. The aerator at Willow Pond will remain on as in past years to provide more oxygen to the pond's fish population. However, we will again install a "goose grid" over the open water. This approach has successfully minimized the number of geese that otherwise would be attracted to the open water. A smaller amount of ball field mix is being added to the Community Park fields. The money saved will be used to address a drainage issue on Field #3 that caused cancellations of many games on that field last season.

Park Entrance Signs

Over the past two months, the Parks and Recreation Commission has discussed replacing its 15 park entrance signs. The Commission asked Superintendent Righton to inspect all the signs and devise some options. While this project is not currently in the Department's Five Year Plan, the Commission would like to see it included, perhaps as early as FY11-12. Mr. Righton advised that all the posts on the existing signs are very structurally sound and that there would be no need to replace the sign posts. He advised the Commission that he had already researched the cost of refurbishing the signs and concluded that any savings gained by refurbishing vs. replacing was not cost effective. Of course, replacing the signs would enable us to include the Village's new logo.

Winter/Spring Fun Guide Preparation Update

Planning is nearly complete for the publication of the Department's 2011 Winter/Spring Fun Guide. Mailing to the residents is scheduled for December 10. Recreation Specialist Deb Peterson has been given an expanded role in the preparation process that will eventually relieve Administrative Secretary Debbie Hahn from the final assembly of park publications.

Tree and Bench Donation Received

The Parks and Recreation Department recently received a donation of \$1,150.00 for installation of a tree and a bench from a prayer group based in Oak Brook. The donor explained to Superintendent Righton that their gift to the Village was being given in memory of a member of their group who had recently died of cancer at the age of 47. She lived near Prairie Trail Park and often visited the park. In spring, we will be able to accommodate their request in installing a flowering tree and an adjacent bench with an inscription. They look forward to the time when they will be able to enjoy picnics at the park and remember their friend. Mr. Righton promised we will install the tree and bench in April or May and that he will keep them advised of the progress of the project.

2010 HOLIDAY PARTY CHECKLIST -- updated 12/2/10

February

Select date and alternate date **DONE** Commission

March

Send facility request to HSHS **DONE** Approved for 12/12/10 Wally

Send request to Police for photo ID's – **DONE** Wally

Chief Shelton indicated that PD staff would be available this year

June

Contract Santa **DONE** 5/12/10 Wally

Contract for other entertainment **DONE** 6/24/10 Doug and Wally

July-September

Decide upon and purchase gifts Commission

Inventory gifts as they are purchased Wally

October

Prepare President's letter/send to businesses **DONE** 10/6/10 Wally and Deb Hahn

November-December

Prepare flyers for neighborhoods and businesses Deb Peterson

To be dropped off at Commissioners' homes by Munic. Serv the week of November 23 for distribution weekend of December 4

Send invitations to Village Board and Clerk **DONE** Wally and Deb Hahn

Set format for Holiday brochure Wally

Set contingency for extra gifts Wally

Confirm entertainment Wally

Purchase party supplies Park staff

Confirm facility and entry time Wally

Distribute flyers weekend of December 4 Commission

Prepare flyer on Winter/Spring program activities Wally

Develop plan for craft projects and Staff to work George and Deb Peterson

Day of the party

Load gifts from Village Hall at 11:45 Rich Cobb and Wally

Sort gifts by age and bag gifts & decorations setup Commission- Everyone come by 12:15

Tickets, paper/pens/ markers, 2 coffee pots, Wally

cremora/sugar candy canes, cookies,

checks, scissors, tape, table covers,

powerstrip, holiday brochures,

gift certificates, etc.

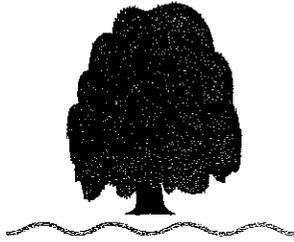
Punch, cookies, cups and crafts supplies George

Food distribution – to Hinsdale Community Service Commission

After the party

Send thank you letters as necessary Wally

Prepare final report to Commission Wally



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December 1, 2010

Village President

Robert A. Napoli

Village Clerk

Jeremy R. Hansen

Village Trustees

Jennis Baker

Jmberto Davi

Terrence Kelly

Michael Mistele

Sandra O'Connor

Paul Schoenbeck

TO: Parks and Recreation Commission

FROM: Wally Righton, Superintendent of Parks & Recreation

RE: Budget Update

The proposed FY11-12 Parks and Recreation budget was submitted today as scheduled.

The Commission should be aware that at its November 22 meeting, the Village Board approved a staff recommendation to submit three Illinois Park and Recreational Facility Grant applications for funding assistance to complete the Community Park backstop project (\$25,500), as well as playground improvements at Ridgemoor (\$82,000) and Willow Pond (\$85,000). I will keep the Commission advised as to the developments with these applications. I only mention this at this time since the Community Park backstop project is still being included in the proposed FY11-12 budget. The Ridgemoor playground is still included in the Village's long-range plan for FY12-13 and the Willow Pond playground is still included in the Village's long-range plan for FY13-14.

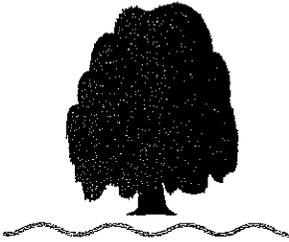
Attached is the park entrance signage inventory that I completed at the request of the Commission. I have also been in contact with Western Remac, the company which has provided the Village's signage needs for the past several years. Most notably, this is the company that supplied the signage for the Community Park concession building. We have been very pleased with the quality of their work and their pricing. I recently met with two representatives and reviewed our current signage and asked them to provide some conceptual designs that I hope to have ready to show you at our December 7 meeting. In the event that the Commission wishes to have this project included in next year's budget, the project could be presented for consideration at the Finance/Administration Committee and Village Board Workshop at its February 1 and March 7 meetings, respectively. It would then be at the Board's discretion to also include this project in the budget. For our meeting on December 7, I would only need your concurrence with including the project in FY11-12. Staff can then continue to work with Western Remac and/or other vendors on a design that we certainly would want the Commission to approve before we move forward.

CC: Tim Halik, Village Administrator

Signage Replacement Project

<u>30" x 56" signs</u>	<u>Condition</u>	1 – good; 2 – fair; 3- poor
1. Roger's Glen Park	3	
2. Ridgemoor Park	2	
3. Ridgemoor Park	3	
4. Creekside Park	1	
5. Creekside Park	3	
6. Waterford Park	3	
7. Farmingdale Terrace Park	3	
8. Willow Pond	2	
9. Willow Pond	2	
10. Prairie Trail Park	2	
11. Prairie Trail Park	2	
12. Lake Hinsdale Park	1	
13. Midway Park (new sign)	-	(will need 2 posts similar to other signs)
 <u>120" x 29" signs (2)</u>		
14. Borse Community Park	2	
15. Borse Community Park	2	

Summary: Good (2); Fair (7); Poor (5)



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November 22, 2010

TO: Parks and Recreation Commission
FROM: Wally Righton, Superintendent of Parks & Recreation
RE: January Meeting

The date of our first meeting of 2011 is Tuesday, January 5. In the past, the Parks and Recreation Commission has usually chosen to cancel its January meeting. From a planning perspective, I see no issues that cannot wait until our following scheduled meeting on Tuesday, February 1. We can decide at our December meeting whether the Commission wishes to cancel the meeting on January 5.

CC: Tim Halik, Village Administrator