

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION HELD ON TUESDAY, DECEMBER 7, 2010, AT THE WILLOWBROOK VILLAGE HALL, 7760 QUINCY STREET, 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 Richard Cobb, Ronald Kanaverskis, Laurie Landsman, Carol Lazarski, and Doug Stetina.

ABSENT: Ramona Weigus.

Also present was Superintendent of Parks and Recreation Walter Righton.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – November 2, 2010

MOTION: Made by Commissioner Landsman, seconded by Commissioner Stetina to approve the minutes of November 2, 2010.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

4. CORRESPONDENCE/COMMUNICATIONS

Superintendent Righton advised that the Parks and Recreation Department sent a thank you letter to the Kiwanis Club for their Halloween donation.

A thank you letter was received from the Chess Club for the excess taffy apples.

Superintendent Righton included a copy of the letter in the packet that was sent to the seven (7) residents around Community Park and the two (2) residents by Arabian Knights Farm. Administrator Halik has already spoken with several of these residents.

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 Board was advised that the Village employees were cordially invited to the Holiday Party. There are several postings of the event up at the village hall.
- Municipal Services finished up the fall close down on park maintenance items.

- Park Brochure will be going out on Thursday, November 4, 2010, which is a week earlier than last year.
- Received a donation of \$1,150 from a prayer group where one of its members had recently passed away. They explained that she had often visited Prairie Trail Park and they wanted to make a donation for a bench and tree where family and friends can come to remember her. They requested a pink flowering tree that will be purchased in May or early June. Mr. Righton will select a location on the west side of the pond near the path. The bench will be the same type as the memorial benches at Community Park and will include an inscription.

7. OLD BUSINESS

A. Children's Holiday Party Planning

Superintendent Righton reviewed the following for the party:

- The format for the brochure is complete.
- A contingency for the gifts is done
- Confirmed the entertainment today (Santa and the Rope Warrior).
- Confirmed with Hinsdale South with a diagram for the tables.
- Everyone should have received their fliers.
- A craft project is planned.
- Confirmed with Chicken Basket and they will provide napkins, plates and hand wipes.
- Confirmed with Starbucks. They will be there at 1:30pm with coffee, hot chocolate, cups and napkins.
- George Scukanec has the punch and cookies that were donated from Ashton Place and Holiday Inn.
- Extra cookies from the Halloween party will be used.

Commissioner Stetina asked if the brochure is smaller than last year. Superintendent Righton advised we went to a 16 page format about two years ago by condensing the cooperative programming information.

B. FY 2010-11 Budget Planning Update

Superintendent Righton submitted the budget to Administrator Halik. The operational portion was approximately 5% over what the current budget is. Superintendent Righton anticipates slight increases. This is due primarily to anticipating contractors will not be able to hold their pricing as most of them have done the past 1-2 years.

At the November 22, 2010 President and Board of Trustees meeting, the Board approved the PARC grant applications for the Community Park backstops, as well as playground improvements at Willow Pond and Ridgemoor Park. If the grants are approved, they may not necessarily be done in the coming year, however we could receive up to 75% of the

cost of these projects. As part of the grant application requirements, the Board has agreed to fund the Village's portion of the grant.

Superintendent Righton distributed a photo inventory of the park entrance signs. He has received two (2) proposals from Cylex (the company that provided original signs) and one from Western Remac, who has previously done work for the Village. Cylex submitted a proposal for replacement of the signs, refurbishing, and new signs. The cost to do that for 12 signs came to \$17,500. This does not include Community Park signs which are larger and would be the same type of sign. Superintendent Righton researched sign companies on the internet and there are numerous companies in the Chicagoland area that could do the work. The Commission could request \$20,000 to be replaced in the budget.

This is not in the proposed FY11/12 at this time. However, the Commission could request this project be included for consideration by the Village Board at its Budget Workshop.

Commissioner Landsman suggested that more research should be completed prior to the possibility of underestimating the costs. Since the Village has a new logo, we should try and incorporate that in this project.

The Commission discussed the possibility that the Village would consider upgrading the Village entrance signs as well as the park signs. Superintendent Righton advised that the Village has previously discussed Village entrance signs.

MOTION: Made by Commissioner Lazarski, seconded by Commissioner Stetina, to approve the concept of replacing all of the park entrance signs and bring the request to the Budget Workshop.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

Superintendent Righton suggested that the Commission take an active part in selecting the design of the park signs. All agreed.

Commissioner Landsman suggested that the Parks Department purchase a popcorn machine to utilize at Community Park. Commissioner Lazarski advised that maybe we can borrow one from Burr Ridge/Willowbrook or another organization. Commissioner Landsman requested this be placed on the budget.

The Commission inquired how many movie nights is scheduled for this year. One has been included in this proposed budget, however if another one would like to be scheduled it would cost \$1,300.00. Superintendent Righton will inquire about another movie night.

Commissioner Landsman asked if the Village could purchase a Santa Claus costume and allow George to be the Santa and save \$350.00 from hiring a Santa. Consensus was to continue our current practice of hiring a Santa from Class Act.

Superintendent Righton requested everyone to be at the Children's Party to be at the high school at 12:00 p.m. for set-up.

8. NEW BUSINESS

The Commissioner decided there will be no meeting in January.

9. ADJOURNMENT

MOTION: Made by Commissioner Cobb, seconded by Commissioner Kanaverskis, to adjourn the meeting at the hour of 8:18 p.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

_____, 2010

Chairman

Minutes transcribed by Debbie Hahn.