

AGENDA

REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION OF THE VILLAGE OF WILLOWBROOK TO BE HELD TUESDAY, APRIL 5, 2011 AT 7:30 PM AT THE WILLOWBROOK HOLIDAY INN, 7800 KINGERY HIGHWAY, DU PAGE COUNTY, ILLINOIS

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES MARCH 1, 2011
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
 - B. Transition Planning for Superintendent of Parks & Recreation and Recreation Specialist Positions
7. OLD BUSINESS
 - A. Park Entrance Signs
8. NEW BUSINESS
9. ADJOURNMENT

**Please note that the meeting
will held at the Holiday Inn.**

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION HELD ON TUESDAY, MARCH 1, 2011, AT THE WILLOWBROOK VILLAGE HALL, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Superintendent Righton called the meeting to order at the hour of 7:41 p.m.

2. ROLL CALL

Those present at roll call were Chairman Richard Cobb, Commissioners Carol Lazarski, Doug Stetina, Richard Cobb, Ronald Kanaverskis, and Ramona Weigus.

ABSENT: Commissioner Laurie Landsman.

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

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – February 8, 2011

The Commission reviewed the Parks and Recreation minutes from February 8, 2011.

MOTION: Made by Commissioner Kanaverskis, seconded by Commissioner Lazarski to approve the minutes of February 8, 2011.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

4. CORRESPONDENCE/COMMUNICATIONS

A. Superintendent Righton advised that Commissioner Lazarski indicated to him that Community Bank of Willowbrook might be interested in making a donation to the Village of Willowbrook Parks & Recreation Department's Easter Egg Hunt. Superintendent Righton submitted a request letter and recently received a donation check of \$200.00. He thanked Commissioner Lazarski for her involvement in obtaining the donation.

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 and the captains of the 2011 Softball League had their organizational meeting on February 15th. The Tuesday and Wednesday night leagues are expected to be at full capacity, which is the first time in three years. Games begin May 3rd and 4th.

Summer Program Planning - Recreation Specialist Deb Peterson and Superintendent Righton have begun the process for the 2011 Summer Program guide. The anticipated guide will be mailed around April 8th, which is two weeks earlier than last year. This will assist in getting earlier registrations and better working relationships with other park agencies that the Village works with.

Ms. Peterson explained that there are six (6) new activities this year, in hopes of getting more adult involvement. They are:

- Kettle Bell – a new form of exercise
- Low Impact class for seniors
- Speed, Strength and Power – for high school students to assist with agility and other uses for their sports
- Movie Nights – the movies will be “Despicable Me” and “Toy Story 3”

Ms. Peterson also advised that the 2011 Summer Program guide is approximately 85% complete. Superintendent Righton and Ms. Peterson will be meeting next week with the other park agencies to see what programs they will be offering.

Waterford Playground Equipment - Superintendent Righton recently inquired on the final destination of the old playground equipment that was removed from Waterford Park and donated to Kids around the World. He was advised that the equipment was recently delivered to a town in northern Iraq and will forward some pictures once the playground is assembled.

Other Business - 2011 Holiday Party - Superintendent Righton submitted a request for the holiday party and the activity has been approved by Hinsdale South High School.

Superintendent Righton has a meeting with representatives from the BRW Softball, including their new president Julie Burke on March 14th. At that time, Superintendent Righton will review the agreement regarding the use of fields, tournament details and expectations of the league. Commissioner Lazarski asked if the league still is making payments to the Village for the concession stand construction project. Superintendent Righton advised that it was a ten (10) year

agreement at \$6,600.00 per year and they have six more years of annual payments.

- B. FY11-12 Budget Planning – The Budget Workshop is scheduled for Monday, March 21, 2011. Each department's budget will be submitted. The Board will consider each one. A brief review of each budget is conducted.

At that time, a list of discretionary items will also be considered. One of the items is the park signs (in the event we get the grant from the Illinois Department of Commerce and Economic opportunity). The other item that Superintendent Righton has been asked to present was budget estimates for the Village to conduct a community event, similar to the 50th Anniversary's Family Fun Day. Superintendent Righton has researched the costs involved to conduct this type of event without any monetary donations.

7. Old Business

A. Park Entrance Signs

Superintendent Righton updated the Commission with his research of the park entrance signs. He requested an updated price list from five (5) vendors for wooden signs. To date, only one (1) proposal (from Van Bruggen Signs) has been received, however the remainder are expected to be received before the next meeting on April 5th. The vendors were given a uniform specification list so that the proposals are comparable when they are received.

Commissioner Weigus went on to each of the vendor's websites to get a visualization of the different types of signs they offer. She felt Western Remac had nice signs, Impact Signs seemed fine but plain and very similar to the type of signs the village already has. Van Brueggen Signs were very colorful and had a lot of depth to them. American Signs were just the routed signs and not sandblasted signs.

Commissioner Kanaverskis inquired why the cost to remove the old signs was \$700. He proposed that the village attempt to contact our village disposal company to dispose of them for us. Superintendent Righton advised that for budgetary purposed he added the \$700 dollar figure (14 signs x \$50 each). Superintendent Righton will check into getting the signs disposed of through the disposal company.

Superintendent Righton inquired as to which type of sign the Commission was leaning toward and reminded them that the two signs at Community Park would be approximately 25% more due to the larger size.

Superintendent Righton is waiting for the revised proposals and reminded the Commission that the currently costs are just preliminary figures until all updates are received.

9. ADJOURNMENT

MOTION: Made by Commissioner Stetina, seconded by Commissioner Weigus, to adjourn the meeting at the hour of 8:07 p.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

_____, 2011

Chairman

Minutes transcribed by Debbie Hahn.

Park News for Monthly Report April, 2011

Budget Workshop

At its March 21 Budget Workshop, the Village Board supported all the elements of the draft Parks and Recreation Department budget for inclusion in the Village's FY-11-12 budget. This amount included the two movie nights as well as \$25,500 for backstop repairs at the Community Park. In addition, the Board also directed staff to include \$20,500 for new park entrance signage in the new budget. The Board also supported more extensive backstop repairs and dugout covers at the Community Park in the event the Village receives a \$46,000 grant for which we have previously applied. The Board also had much discussion on the concept of funding a community event similar to the one held last June at Willow Pond. However, the Board concluded Village finances dictated it was not a good time to endorse such an initiative without an extensive sponsorship effort.

Summer Program at Print

Staff anticipates having the Summer Fun Guides delivered Monday, April 4. Mailing date is April 8. Registration for Willowbrook residents begins April 11; non-residents on April 18.

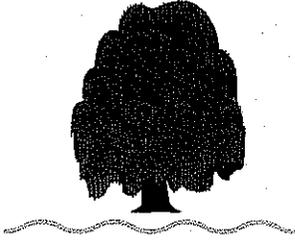
Summer Softball Update

A sure sign of spring has been the start of the softball seasons for both the Parks and Recreation Department's Co-recreational Softball and Burr Ridge/Willowbrook Girls Softball programs. However, the preparatory groundwork was laid out weeks earlier in the Park staff's planning meetings held with the co-rec captains and BR/W's league officers. We are pleased to report that our co-rec program will be at capacity with a full complement of seven teams for each league which is conducted on Tuesday and Wednesday nights beginning May 3-4.

BR/W nears capacity for its program which serves ages 7 through 14. Its season begins on April 16 and ends in mid June before many of the girls prepare for tournament teams. BR/W will field 26 teams this season.

Winter Weight Class Results

The January-March Weight Loss Challenge class recently ended with three Willowbrook residents finishing 1-2-3. The top winners include Paul Hobbs, Donna Haag and Gabby Rios and will in share a total of \$400 in prize money for their hard work. Of the 16 participants who enrolled, 10 finished the class. The average weight loss of the 10 individuals who finished the class was 15.7 pounds and 9.8 inches. The current class began on March 29 and the next class will begin June 14.



Village of Willowbrook

7760 Quincy Street
Willowbrook, IL 60527-5594

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

March 31, 2011

Village President

Robert A. Napoli

TO: Parks and Recreation Commission

FROM: Wally Righton, Superintendent of Parks & Recreation 

RE: Transition Planning for Superintendent and Recreation Specialist Positions

Village Clerk

Leroy R. Hansen

With my impending retirement on May 5 and the resignation of Deb Peterson effective today, March 31, Village Administrator Tim Halik and I have begun working on a new transition plan for leadership in the Parks and Recreation Department. As you are aware, our original plan was changed when Ms Peterson abruptly accepted full-time employment elsewhere.

Village Trustees

Dennis Baker

Enclosed you will find a listing of the duties of the Superintendent of Parks & Recreation and the Recreation Specialist. Also enclosed you will find a monthly schedule of my routine responsibilities.

Terrence Kelly

Michael Mistele

Sandra O'Connor

Paul Schoenbeck

Yesterday, Tim and I met with an individual whom we feel has the experience and qualifications to fill the position of Superintendent. The individual was under consideration for the Recreation Specialist position last fall, is currently working full time for a special recreation association, but now seeks part-time employment. Tim and I will present our recommendation at the April 11 meeting of the Finance/Administration Committee. I am hopeful the committee will concur with our recommendation.

To date, it is uncertain if the Recreation Specialist position will be filled. From Ms Peterson's tenure from September through March, it was clear there was sufficient work for the position for at least eight hours per week. However, if that position is filled by an individual working that small amount of hours, the Village may face a challenge in keeping someone in the position any length of time. For that reason, we are currently exploring the scenario in which the Superintendent and Specialist positions would be combined. This plan would then include Public Services personnel taking a greater role in the parks maintenance aspect currently performed by the Superintendent. With this change, the new Superintendent would still be employed part-time, with the weekly hours yet to be determined.

CC: Tim Halik, Village Administrator

Superintendent of Parks & Recreation

1. Acts as the liaison between the Parks and Recreation Commission and the Village Board
2. Prepares and administers the Parks and Recreation Department budget
3. Serves as the Village's primary contact with residents on Parks and Recreation issues
4. Assists the Commission in the development of the Parks and Recreation Department capital improvement plan
5. Identifies and coordinates the larger parks maintenance projects with Municipal Services
6. Works cooperatively with Municipal Services Department in administering the larger contracted maintenance work in parks
7. Coordinates Parks capital projects with Municipal Services
8. Coordinates park usage with community groups
9. Coordinates volunteer program for park projects
10. Coordinates the Village tree donation program
11. Coordinates the publication of the seasonal Parks and Recreation Department Fun Guides
12. Maintains Parks and Recreation Department files
13. Serves as Willowbrook's representative on the Gateway Special Recreation Association Board of Directors
14. Prepares Parks and Recreation Department press releases and Village newsletter information
15. Coordinates the Adult Co-recreational Softball program

Recreation Program Specialist

1. Coordinates recreation programming with neighboring park and recreation agencies.
2. Coordinates services of independent recreational service providers
3. Assembles seasonal Parks and Recreation Department program brochures and flyers
4. Communicates with recreation program participants as needed
5. Conducts occasional recreational events
6. Assist office staff with park registrations, data entry and record keeping
7. Assists the Superintendent of Parks & Recreation in the development and marketing of the recreation program to schools and the general public
8. Assists the Superintendent of Parks & Recreation in the creation of innovative and creative programming each season
9. Performs other duties as assigned by the Superintendent of Parks & Recreation

Superintendent of Parks & Recreation Monthly Timetable for Routinely Occurring Tasks listed in no particular order - updated 3/29/11

January	<ul style="list-style-type: none"> • Dept warrant approvals • Begin co-rec softball planning * 	<ul style="list-style-type: none"> • Begin prep for next Fun Guide * • Press releases, Board updates 	<ul style="list-style-type: none"> • Budget preparation
February	<ul style="list-style-type: none"> • Dept warrant approvals 	<ul style="list-style-type: none"> • Press releases, Board updates • Update maintenance tickler list * 	<ul style="list-style-type: none"> • Budget preparation
March	<ul style="list-style-type: none"> • Dept warrant approvals • Begin planning for maintenance projects 	<ul style="list-style-type: none"> • Coordinate BR/W field request/maintenance agreement • Press releases, Board updates 	<ul style="list-style-type: none"> • Begin weekly maintenance meetings • Budget preparation • Complete prep on Fun Guide
April	<ul style="list-style-type: none"> • Dept warrant approvals • Send co-rec teams' packets 	<ul style="list-style-type: none"> • Press releases, Board updates • Coordinate Fun Guide mailing 	<ul style="list-style-type: none"> • Weekly meeting in reviewing park maintenance items
May	<ul style="list-style-type: none"> • Dept warrant approvals • Weekly update of co-rec standings 	<ul style="list-style-type: none"> • Rescheduling of co-rec rainouts • Press releases, Board updates 	<ul style="list-style-type: none"> • Weekly meeting in reviewing park maintenance items
June	<ul style="list-style-type: none"> • Dept warrant approvals • Weekly update of co-rec standings 	<ul style="list-style-type: none"> • Rescheduling of co-rec rainouts • Coordinate OLOP field request • Press releases, Board updates 	<ul style="list-style-type: none"> • Weekly meeting in reviewing park maintenance items • Begin prep for next Fun Guide*
July	<ul style="list-style-type: none"> • Dept warrant approvals • Weekly update of co-rec standings • Complete prep on Fun Guide 	<ul style="list-style-type: none"> • Rescheduling of co-rec rainouts • Coordinate BR/W field request/maintenance agreement • Press releases, Board updates 	<ul style="list-style-type: none"> • Weekly meeting in reviewing park maintenance items • Oversight of BRW tournament requests
August	<ul style="list-style-type: none"> • Dept warrant approvals • Weekly update of co-rec standings 	<ul style="list-style-type: none"> • Rescheduling of co-rec rainouts • Press releases, Board updates • Coordinate Fun Guide mailing 	<ul style="list-style-type: none"> • Weekly meeting in reviewing park maintenance items • Prepare for Holiday Party*
September	<ul style="list-style-type: none"> • Dept warrant approvals • Begin prep for next Fun Guide * 	<ul style="list-style-type: none"> • Press releases, Board updates 	<ul style="list-style-type: none"> • Weekly meeting in reviewing park maintenance items
October	<ul style="list-style-type: none"> • Dept warrant approvals • Begin new budget planning 	<ul style="list-style-type: none"> • Press releases, Board updates • Complete prep on Fun Guide 	<ul style="list-style-type: none"> • Weekly meeting in reviewing park maintenance items
November	<ul style="list-style-type: none"> • Dept warrant approvals • Budget preparation 	<ul style="list-style-type: none"> • Press releases, Board updates • Coordinate Fun Guide mailing 	<ul style="list-style-type: none"> • Weekly meeting in reviewing park maintenance items
December	<ul style="list-style-type: none"> • Dept warrant approvals • Final Holiday Party report 	<ul style="list-style-type: none"> • Press releases, Board updates 	<ul style="list-style-type: none"> • Budget preparation

*Individual timetables available

Ongoing meetings:

- 1st Tuesday of the month – Parks and Recreation Commission meeting (prepare packet for distribution the preceding Friday and review minutes)
- 2nd Thursday of the month – Gateway Special Recreation Association meeting
- 2nd and 4th Mondays as deemed necessary – Village Board meetings (also Finance/Admin Committee)



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March 31, 2011

Village President

Robert A. Napoli

TO: Parks and Recreation Commission

FROM: Wally Righton, Superintendent of Parks & Recreation

RE: Park Entrance Signs Research

Village Clerk

Leroy R. Hansen

Village Trustees

Dennis Baker

Terrence Kelly

Michael Mistele

Sandra O'Connor

Paul Schoenbeck

On March 21, the Village Board held its Budget Workshop. Among the discretionary topics was the replacement of all our park entrance signs. I am pleased to report the Board directed staff to include \$20,500 in the budget for these signs.

As I reported earlier, I have been working with four companies in obtaining budgetary pricing for park entrance signs. The attached summary now lists two companies, American Sign Factory and Impact Signs, which appear to be able to produce what we need for under \$17,000. There are two other companies that have presented budgetary figures at about \$19,000. I have left them in the summary, but realistically speaking getting them to lower their price by another \$2,000 could cause them to compromise on materials, etc.

I have asked the lowest "bidder" to date, American Sign Factory, to supply a conceptual drawing for the Commission. I am hoping to bring full color renderings to the April 5 meeting.

CC: Tim Halik, Village Administrator

Assumptions in researching:

- Purchase of 15 signs (includes one additional new sign and 2 posts for Midway Park) – total of 15 signs in FY11-12
- Existing sign posts will be used
- Public Services will remove old signs and install the new ones

Specifications by which companies have been asked to provide updated proposals 2/21/11

- 30" x 118" (2 signs)
- 30" x 56" (13 signs)
- Single face Cedar 1.5" or more thick. Enamel lettering in 3 colors. Finished with exterior oil stains. Wrapped for us to pick up at company's shop

Project budget estimates:

13 neighborhood park signs at \$1,000 each + \$150/each for local shipping = \$ 1,150 x 13 =	\$ 14,950
(All the vendors being considered are in the Chicago area to minimize the shipping costs)	
2 Community Park signs at \$ 1,300 each + \$200/each for local shipping = \$1,500 x 2 =	3,000
2 posts for a new Midway Park sign that would be installed by Public Services	350
Disposal of old signs	700
Contingency	<u>1,500</u>

\$ 20,500

Sandblasted Cedar

(2) 30"x 118"

(13) 30"x 56"

Prices did not include crating and shipping

1. American Sign Factory 123 King Street Elk Grove Village IL 60007 888.473.1817 x 110 Scott Konya skonya@american-sign.com	\$14,497 3/1/11			
2. Impact Signs 2215 Wolf Road, Hillside, IL 708.492.0131 Jesus Jesus@impactsigns.com	\$16,701 3/1/11			
3. Strata Signs 2636 W. Walton, Chicago, IL 60622 312.685.7446 Bud Marcom exteriorsigns@gmail.com	\$ 19,050 3/7/11			
4. Van Bruggen Signs 13401 Southwest Highway, Orland Park, IL 708.761.6906 Joe Fitzpatrick joe@vbsign.com	\$19,138 2/22/11			