

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION HELD ON TUESDAY, AUGUST 2, 2011, AT THE WILLOWBROOK VILLAGE HALL, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Commissioner Stetina called the meeting to order at the hour of 7:34 p.m.

2. ROLL CALL

Those present at roll call were, Commissioners Ronald Kanaverskis, Carol Lazarski, Ramona Weigus, Rene Schuurman and Doug Stetina.

ABSENT: Chairman Richard Cobb, Commissioner Laurie Landsman

Also present was Superintendent of Parks and Recreation Kristin Violante.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – JUNE 7, 2011

The Commission reviewed the Parks and Recreation minutes from June 7, 2011. Superintendent Violante advised that Chairman Cobb requested she find out the appropriate step to amend minutes. She advised that the Superintendent thoroughly reviews the minutes making sure the main points of the meeting get highlighted. The minutes are not verbatim and any changes to a previous month's minutes need to be done at the next scheduled meeting and approved as amended. Commissioner Weigus asked that a typo from June 7, 2011 Page 3, Paragraph 7B3 - the word diferred changed to deferred.

MOTION: A Motion was made by Commissioner Lazarski, seconded by Commissioner Kanaverskis to approve the June 7, 2011 minutes, as amended.

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

MOTION DECLARED CARRIED

APPROVAL OF MINUTES – JULY 5, 2011

Commissioner Lazarski requested that everywhere it states Committee (regarding the Commission) be replaced with Commission in the July 5, 2011 minutes. Commissioner Weigus asked that on Page 5, 2<sup>nd</sup> sentence add the word "might" after PNC Bank.

MOTION: A Motion was made by Commissioner Lazarski, seconded by Commissioner Weigus to approve the July 5, 2011 minutes, as amended.

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

MOTION DECLARED CARRIED

4. REPORTS

A. Park News in Brief

Superintendent Violante advised that the Vehicle Fair was held on July 14, 2011 at Borse Community Park. Thank you to Commissioner Stetina and the family of Commissioner Schuurman for making a visit. Everyone seemed to enjoy themselves! There were approximately 60 individuals in attendance and 9 vehicles. School aged kids were excited to sit on the Gower School bus especially those kids who will be riding the bus for the first time this upcoming school year. The Willowbrook K-9 unit was doing demonstrations and the Army National Guard was present. It was a great success!

Movie in the Park was held on July 21, 2011 at Borse Community Park. The movie shown was "Despicable Me". Approximately 75 people showed up even though it was an extremely hot evening. Thanks to all Commission members who came out and volunteered.

Superintendent Violante wanted to thank Public Works, Falco's Landscaping and SWAP (DuPage Sheriff's Community Service Group) for their assistance in recent landscape cleanup and improvements in several parks. SWAP steel brushed and painted the handrails and merry-go-round at Ridgemoor Park. When SWAP returns again in August Superintendent Violante is going to have them drag the outside of the park ponds and clear weeds from the right of way area along Plainfield Road near Willow Pond. The Commission members were encouraged to visit the parks to see the difference this combined effort has made. Commissioner Lazarski suggested Superintendent Violante to send a thank you note to Village resident, Patricia Garrey for the planting of mums at Prairie Trail Park.

The dead tree at the Willowbrook Town Center that was to be replaced with the one donated to the Village by Hinsdale Nurseries was replaced with another one by the Town Center landscaper. Hinsdale Nurseries was contacted and their tree will now be placed at Borse Community Park. The intent is still to decorate the tree at the Town Center for the annual tree lighting ceremony but also light the tree at Borse Community Park during the holidays. Falco's Landscaping donated the cost to take out the old tree and plant the new one, which was a considerable cost savings to the Village. A thank you was placed in the Fun Guide to Hinsdale Nurseries and Falco's Landscaping for their generosity. Superintendent Violante also sent a thank you letter to these businesses.

5. OLD BUSINESS

A. Park Sign Proposals

Superintendent Violante advised that prior to presenting the sign project to the Finance Committee, a final rendering of the sign design needs to be completed. Superintendent Violante contacted the Naperville Park District after American Sign Factory had indicated they worked with the Naperville Park District. The gentleman Superintendent Violante spoke with from Naperville had never heard of American Sign Factory. Superintendent Violante and Administrator Halik both spoke with the representative from American Sign Factory and the gentleman indicated he was going to provide Superintendent Violante with additional references. To date nothing has

been received. After conferring with Administrator Halik, Superintendent Violante suggested the Recreation Commission discontinue working with American Sign Factory. Commissioner Lazarski inquired about the Public Works building sign and asked the Commission if they wanted to seek out that sign vendor. Commissioner Kanaverskis advised that they are still within the proposed sign budget and should go with WoodMaster Graphics and reject American Sign Factory. Superintendent Violante spoke with the Police Department and they indicated they would prefer to have "Park Closes at Dusk" placed on the sign to assist in policing the parks. Placing this verbiage will also help satisfy the Village's Risk Management Agency request to add rules to park and playground signs.

MOTION: A Motion was made by Commissioner Kanaverskis, seconded by Commissioner Schuurman to reject American Sign Factory's proposal and approve WoodMaster Graphics' proposal providing proper references are received.

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

#### MOTION DECLARED CARRIED

The Commission discussed which sign design they preferred. The rendering of a green background with the first letter in uppercase and the rest lower case with a few different fonts was requested. Reflective paint was also requested. The Commission requested that Superintendent Violante work with the vendor on this project. Superintendent Violante will communicate with the Commission via e-mail so that a final design can be voted on at the next scheduled Commission meeting.

#### B. Recognition of Past Superintendent of Parks and Recreation

No update was available. Deferred until the next meeting.

#### C. Park Tour Review Update

Superintendent Violante asked if the Commission could defer the wish list until budget time. Commissioner Lazarski suggested Superintendent Violante look at the process the Commission had implemented previously for prioritizing park improvements/additions. Commissioner Lazarski felt Midway Park was a top priority as far as having the ground leveled and playable for soccer. Commissioner Schuurman has reached out to area leagues to see if they would like to utilize Midway Park for practices, etc. Prior to making significant changes to Midway Park, the Commission would like to see if there is an interest by any group to utilize Midway Park. Our Lady of Peace utilizes Midway Park for football practice. On August 8<sup>th</sup> they will move over to Borse Park after BRW is done with their summer leagues.

Commissioner Stetina advised that there are two things on the "wish list" that are required to be discussed during the discretionary capital budgetary spending process for the next fiscal year. These items are additional parking at Borse Park and a screen path at Waterford Park.

D. Publicizing Parks and Recreation Events

Superintendent Violante asked for feedback on placing a banner at Willow Pond along Plainfield Road. She received a quote on banners of \$48.00 per banner to advertise such events as the Easter Egg Hunt, Movie Night and Vehicle Fair. The only other cost would be the posts to hang the banner. She also received quotes on sandwich boards. A quik sign would cost \$80 each with the first two inserts free. Additional inserts would be \$35. They are 28”h x 22”w. They had a different type of sandwich board called a signcade which would be filled with sand. These boards are 36”h x 24”w. Because they are heavier and filled with sand, they would be harder to be picked up and moved by the public. These signcades cost \$140 each with the first two panels free and \$48 each for additional inserts. Superintendent Violante is also getting a quote from Staples. Commissioner Lazarski asked if she had contacted Bannerville since they are Chamber members and contributed a lot to the 50<sup>th</sup> Anniversary Committee. Superintendent Violante has not, but will call them. Commissioner Stetina asked if there were funds available. Superintendent Violante felt that since it was minimal, it should not be a problem but she will check with Administrator Halik. Commissioner Lazarski felt the best place to put a sign board would be on the northside of town near 75<sup>th</sup> Street and Clarendon Hills Road. If the Commission suggested purchasing one sandwich board, Superintendent Violante would have it moved every few days to strategic locations throughout the Village. After a lengthy discussion, the Commission suggested Superintendent Violante go with one sandwich board and one banner. Commissioner Schuurman suggested the Village utilize a “Facebook” page to reach more residents for events. Superintendent Violante advised that the Village does not currently have personnel available to oversee this site.

6. CORRESPONDENCE/COMMUNICATIONS

None presented.

7. VISITOR’S BUSINESS

None present.

8. ADJOURNMENT

MOTION: Made by Commissioner Kanaverskis, seconded by Commissioner Weigus to adjourn the meeting at the hour of 8:40 p.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

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Parks and Recreation Commission Meeting  
August 2, 2011

PRESENTED, READ and APPROVED,

September 6 \_\_\_\_\_, 2011

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Chairman

Minutes transcribed by Debbie Hahn.