

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION HELD ON TUESDAY, JUNE 7, 2011, AT THE WILLOWBROOK VILLAGE HALL, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Cobb called the meeting to order at the hour of 7:32 p.m.

2. ROLL CALL

Those present at roll call were Chairman Richard Cobb, Commissioners Ronald Kanaverskis, Laurie Landsman, Ramona Weigus, Rene Schuurman and Doug Stetina

ABSENT: Commissioner Carol Lazarski arrived at 7:58 p.m.

Also present was Superintendent of Parks and Recreation Kristin Violante.

A QUORUM WAS DECLARED

3. WELCOME NEW COMMISSION MEMBER

Chairman Cobb introduced new Commissioner Rene Schuurman and welcomed him to the Parks & Recreation Commission.

4. APPROVAL OF MINUTES – MAY 3, 2011

The Commission reviewed the Parks and Recreation minutes from May 3, 2011.

MOTION: Made by Commissioner Kanaverskis, seconded by Commissioner Weigus to approve the minutes of May 3, 2011, as presented.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

5. REPORTS

A. Park News in Brief

1. Vehicle Fair is scheduled for July 14, 2011. If anyone has any contacts, please let Superintendent Violante know. She is in the process of getting vehicles for this event. Currently, vehicles from the fire department, public works, police department, refuse company, etc. are scheduled. Commissioner Schuurman advised that the Coast Guard has an office in town and to try and check with them.
2. Movie Nights in the Park are scheduled for July 21, 2011 and August 18, 2011. Jim Jankowski, the person who runs the concession stand at Borse Park advised that he could get the Darien Lions Club to come out and run the concession stand that evening. Commissioner Landsman would like to get a popcorn machine, because it is not time-saving to microwave popcorn. Superintendent Violante advised that Jim would allow the Parks Commission to use their popcorn machine during this event.
3. Family Fishing Day is scheduled for June 18, 2011. Fliers were distributed to students at Gower West, Burr Ridge Park District's 3 & 4 year old preschool classes;

posted on Maercker School's Virtual Backpack website, and fliers were posted on the Borse Park and Lake Hinsdale Village bulletin boards.

Superintendent Violante advised that 30 people attended the kite fly day on April 30th.

The yoga program has started another session and is very popular. Stott Pilates in conjunction with The Pilates Body, Inc. and Sensible Fitness began its session in early May.

The Weight Loss Challenge class will end the spring session on June 13th and the summer session will begin the following week and will be at the Burr Ridge Park District due to an error in the park brochure. The brochure listed the summer session for Tuesday mornings, however the instructor has been holding the meetings on Monday evening, which is the only time she can make it. For future sessions, it will be back at Gower Middle School.

*Commissioner Lazarski arrived to the meeting.

6. OLD BUSINESS

a. Park Entrance Signage Planning

Commissioner Kanaverskis went over the spreadsheet on the different vendors and pricing of the proposed new park signs. He advised that of the five (5) vendors contacted he believes that American Sign Factory or WoodMaster Graphics both highly represented themselves and have completed quite a few park signs. These signs should last at least 15 years or more. He suggested sending a proposal to either one of these companies once a final design was determined.

Superintendent Violante advised that the spreadsheet includes disposal of the old signs by these companies, however she believes that money could be saved by allowing our public works employees to dispose of the signs.

Superintendent Violante asked Commissioner Kanaverskis to make contact with the company once a decision is made. He agreed.

The Commission discussed the specifications on the signs. Commissioner Cobb asked that Superintendent Violante get a public works employee to measure the existing signs to get an exact measurement needed for the parks. Commissioner Landsman advised that she liked #2 from the WoodMaster choices, but would like to see other choices or color samples before choosing a final design. Commissioner Stetina asked if the material used by all the vendors, are they the same and what is the projected life. Commissioner Kanaverskis advised they are cedar and life span is between 15-20 years. The Commission agreed on going with the vendor with the lowest price.

Commissioner Landsman advised that we should ask about “Welcome to Willowbrook” signs to see if in conjunction with the park signs they could do these signs and what kind of price would they provide. Superintendent Violante will ask Administrator Halik if money was appropriated for new village signs.

The Commission decided to get the exact size of the signs, decide on a design, and then Commissioner Kanaverskis will get a final price from American Sign Factory and WoodMaster Graphics.

7. NEW BUSINESS

A. 2011 Holiday Party

Superintendent Violante advised that included in today’s packet is a summary of the 2010 Holiday Party. A request was made from George Scukanec to be the 2011 Holiday Party Santa since he portrays Santa at other Park Districts and he would cost a lot less than the previous Santa. The Commission liked this idea, however they would request that he not work the party due to kids recognizing him.

Entertainment will be chosen by Commissioners Landsman and Stetina. Suggestions included a magician or comedian, since these acts have not been used in several years. Commissioner Lazarski will contact Indian Prairie Library to see where they get their entertainment.

B. Fall Programming

Superintendent Violante has begun planning for the Fall. She would like to have floor hockey since soccer has not done as well. She will be working with Burr Ridge Park District.

Superintendent Violante wanted to pursue a tree lighting ceremony. She contacted the Town Center and they were interested, but it would be the village’s responsibility. Back in December 2010 it was discussed that a permanent tree could be planted to utilize each year for this type of event. Superintendent Violante inquired if the village should plant a tree at the village hall and then the community could watch it grow. Once the tree lighting was complete, attendees could then come in to the village hall for cookies and hot cocoa.

Commissioner Landsman felt it should be at the Town Center and it was suggested by the Commission to see if Hinsdale Nursery would like to donate a tree. Superintendent Violante asked if she should pick a date for this type of event. The Commission felt that they needed approval by the Board and the Town Center. This will be differed until the next meeting.

C. Publicizing Parks and Recreation Events

The banners will also be posted at Borse Community Park for the Vehicle Fair and Movie Nights once they are updated.

Commissioner Kanaverskis advised to try Ace Hardware to post on their public bulletin board.

Commissioner Cobb advised that he would like to somehow publicize the Parks & Recreation Department with the village's website utilizing email addresses. Commissioner Landsman wanted to somehow segregate the Village's Christmas Party event from other village events, so as only to get Willowbrook residents to attend the Holiday Party.

Commissioner Schuurman advised that when a person wants to sign up for a program, to ask for their email address, to collect addresses.

Commissioner Cobb advised that Wally suggested utilizing the water billing program to send a message to residents that if they would like to get notified of new items on our village website to contact the village hall with their email address. Then someone could enter the emails into the village system for notification.

Superintendent Violante asked the Commission if they had other ideas to advertise the different events. She suggested utilizing the Chamber's sandwich boards (or have public works make our own) to assist in this issue.

Commissioner Cobb asked to see how many emails are received regarding different events. Commissioner Schuurman suggested having a village "Facebook" page to allow for more advertising. Commissioner Cobb asked for the number of email addresses the village has, get more information on a Facebook page, and possibly have pictures of past parties placed on the village website.

D. Recognition of Past Superintendent of Parks and Recreation

May 9, 2011, marked the official day that Superintendent Violante began her new responsibilities as Superintendent. Wally Righton worked with Kristin for one and a half weeks to orientate her in her new position. Wally left his position with things well organized and Superintendent Violante looks forward to continuing Wally's standards of professionalism as well as working with the Parks & Recreation Commission to bring new ideas to enhance Willowbrook's already quality parks and recreation program. Commissioner Cobb would like to somehow recognize Wally Righton for his longevity with the village. The Commission suggested naming a park or ball fields after him (i.e.: Righton Park or Righton Fields). Commissioner Cobb stated he would contact Tim Halik to discuss this idea.

E. Park Tours

Superintendent Violante would like the Commissioners to go on a park tour to help identify problem areas and re-familiarize themselves with each park. Superintendent Violante will be meeting with maintenance to go over the parks to find out what needs to be done and prioritize. The Commission agreed and thought this was a good idea. The Commission chose Tuesday, June 14, 2011 to tour the parks at 6:30 p.m.

Commissioner Schuurman asked if any organization other than BRW utilize our parks for revenue? Superintendent Violante advised that besides our Co-Rec softball league, Our Lady of Peace's Football Program is the only other one to use Community Park. Superintendent Violante would be open to more, if there is a need.

Commissioner Stetina asked Superintendent Violante if she would be open to allow pets in the parks. She advised a survey to village residents will be coming out with that exact question and it will give us an idea of what the community would like.

8. CORRESPONDENCE/COMMUNICATIONS

None presented.

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

No visitors attended the meeting.

10. ADJOURNMENT

MOTION: Made by Commissioner Weigus, seconded by Commissioner Schuurman to adjourn the meeting at the hour of 9:19 p.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

_____, 2011

Chairman

Minutes transcribed by Debbie Hahn.