

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION HELD ON TUESDAY, JULY 5, 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 7:31 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 7:34 p.m.

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. Commissioner Weigus not Commissioner Landsman made the motion for approval of the May 3, 2011 minutes. Commissioner Landsman requested changes on the verbiage of Items #6A(2), 7B(2), and 7D. Commissioner Lazarski requested that the time of arrival to the meeting be placed in the Roll Call section. Commissioner Schuurman requested a change on #5A(1), that he advised of the Coast Guard.

The Commission wants to review the amended minutes for approval at their next meeting. Superintendent Violante to determine protocol for amending minutes.

4. REPORTS

A. Park News in Brief

Superintendent Violante advised that the summer programs are underway. On Saturday, June 18, 2011 a total of eighteen individuals attended the Family Fishing Day held at Willow Pond. Pictures were taken and everyone had a good time. The first session of tennis lessons ended last Thursday at the new Waterford tennis courts, with seven (7) people attending. George Scukanec is the instructor for this program. The winners of the Weight Loss Challenge class were announced. This has become a popular class. There are 12 individuals enrolled for the summer class. The BRW softball tournament will be held at Borse Community Park on July 7-10, 2011. Letters have been sent out to area residents living around Community Park and “no parking” signs will be posted. Several out of town teams will participate in this event.

B. Upcoming Events

The Vehicle Fair is scheduled for July 14, 2011 at Borse Community Park. Superintendent Violante is waiting on commitments from the Village of Willowbrook’s Public Works Department however she will make the commitment for them. If anyone has contacts for vehicles, please let Superintendent Violante know.

The first of two Movie nights will be held on July 21, 2011 at Borse Community Park. The movie will be "Despicable Me" and Jim Jankowski from Premier Concessions will donate the popcorn machine as well as other related supplies. George will be on hand to sell items. Commissioners Schuurman and Weigus will attend.

The Gateway Recreation Superintendent contacted Superintendent Violante about a Willowbrook resident in need of financial assistance. The Darien Lions Club donated \$500 for a Willowbrook teen to attend two sessions of the Gateway Teen Scene program. A thank you letter is included in the packet. Commissioner Lazarski advised that this is exactly the type of situation that the Kiwanis Club would be interested in contributing to as well. She feels there is a definite need in our community to assist with this program or any other program and expressed her belief that Superintendent Violante should be involved in the Kiwanis Club since Commissioner Lazarski will be stepping back from her position with the Kiwanis Club.

Superintendent Violante felt the park tour went well. The tour enabled the Commission to view current conditions of the parks as well as comprise a list of possible future projects. Superintendent Violante sent a letter to the landscaper regarding the weed situation, especially at Borse Community Park since the tournament will be held at the end of the week. She also contacted Public Works Foreman Don Beusse and notified him of the conditions. He will be contacting the landscaper to focus on park landscaping improvements.

5. OLD BUSINESS

A. 2011 Holiday Party Entertainment

Superintendent Violante and Commissioner Stetina met recently to discuss entertainment for this year's Holiday Party. Circus Boy was contacted and his fee was \$475.00. Superintendent Violante obtained information on Magician Steve Belliveau whose fee is \$365.00. He will walk around the cafeteria for 45 minutes doing magic tricks and then does a 45 minute magic show on stage. A contract was obtained but there was a typo, so she is waiting for a revised contract.

B. Park Sign Proposals

Superintendent Violante included in the packet proposals from WoodMaster Graphics and American Sign Factory. Commissioner Kanaverskis advised that American Sign Factory does a large volume of commercial signs and is currently working with the Naperville Park District on their signs. (The proposals and pictures of sign samples are included in the packet). WoodMaster Graphics proposal was \$18,216.00 which includes four posts. American Sign Factory's proposal was \$14,497.00, which does not include sign posts. However Commissioner Kanaverskis believes it will only cost an additional \$55 or so per post, which is still considerably less expensive than WoodMaster Graphics. American Sign Factory dropped off samples for the Commission to review to show the difference of a routed sign vs. sandblasted. Routed signs are more expensive and Commissioner Kanaverskis advised that they would be choosing the sandblasted signs. Commissioner Lazarski asked about the look of the wood. Commissioner Kanaverskis briefly explained how the wood would

look. Once the Commission decides on a vendor, certain things need to be decided such as do you include "PARK CLOSES AT DUSK", colors of letters and logo, scalloped edges or straight. Once the Commission makes a final decision, a sample should be given to the Village Board for their approval. Commissioners Landsman and Lazarski asked who completed the Public Works building sign. Superintendent Violante was not sure, however these particular sign companies were the one's Mr. Righton began the process with.

Commissioner Schuurman thought the Commission should ask the police department if it would assist them with violators if the Committee had "PARK CLOSES AT DUSK" posted on the sign. Commissioner Stetina suggested that the park closed portion of the sign use reflective paint. Commissioner Kanaverskis will ask American Sign Factory to update their proposal to include the posts and the possibility of recycling the old signs at no cost. Once an updated proposal is received, the Commission will present the proposal to the Finance Committee at their Monday, July 11, 2011 meeting for their approval of the expenditure. Superintendent Violante advised that she will check with Public Works on the disposal of the old signs, so that expenditure would be taken off the proposal as well as seeing if they could pick up the new signs. She will also speak with the police department and ask their opinion about adding a closing time to the park signs.

MOTION: After a lengthy discussion, a Motion was made by Commissioner Landsman, seconded by Commissioner Schuurman to approve American Sign Factory as the park sign vendor, pending the updated proposal of the addition of the posts and old sign disposal (not to exceed a total of \$750.00 over the company's proposal).

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

MOTION DECLARED CARRIED

Chairman Cobb advised that he needed to leave the meeting early. Superintendent Violante asked to discuss the New Business item. The Commission agreed.

6. NEW BUSINESS

A. Backstop Height Recommendations

Superintendent Violante advised that BRW prefers the straight backstops with an overhang vs. the arched backstops. Superintendent Violante contacted several fence companies to get a proposal for a 16' backstop with and without an overhang. BRW is fine without getting the overhang as long as it could be installed at a later date, if the need arises. Chairman Cobb advised that he has seen the overhang of a mesh netting material, at a park in Hinsdale, which looks much better than the domed backstops. He suggested getting a quote on a net overhang.

The Commission agreed to allow Superintendent Violante to go ahead with the project as long as a net overhang can be installed on the new straight backstops, if needed in the future, and also cap the top of the fence for an overhang in the future.

*Chairman Cobb left the meeting at 8:40 p.m. Commissioner Stetina took over the meeting and returned to Old Business.

5 C. Publicizing Parks and Recreation Events

Superintendent Violante sent out a survey to other park districts requesting information on how they publicize their events. She has received information back along with some additional comments. This information was given to the Commissioners.

Superintendent Violante also advised that at the last meeting, she was asked to see how many email addresses the village has received. As of June 15, 2011, there were 42 people who had signed up on the village website to receive information on the Parks and Recreation and Commission. In addition, the 50th Anniversary Committee received email addresses at the Family Fun Day event. Analyst Hummel was asked if he knew a way to get the information to these people. He advised that people have to go on the website, sign up for village emails and then “confirm receipt through their email” in order to receive emails. Analyst Hummel also advised the DuPage County Convention Bureau may be able to assist with email notification. After a discussion, the Commissioners advised Superintendent Violante to continue working on obtaining more individuals to sign up for email blasts.

Superintendent Violante advised that the village is incorporating the newsletter into the Fun Guide.

D. Recognition of Past Superintendent of Parks and Recreation

Superintendent Violante advised that Chairman Cobb has been in contact with Administrator Halik regarding the recognition of past Superintendent Wally Righton and past President Gary Pretzer. The thought was to name a ball field or park after them in their honor. Once additional information is received, it will be discussed at the next Commission meeting.

E. December Tree Lighting Ceremony

Superintendent Violante advised that electricity for the tree would best be placed near the Starbuck’s store. Administrator Halik contacted the Town Center and they gave the okay for installation. Foreman Beusse will speak to the village landscaper to get the fees waived to removed the old tree and install the new 8’ tree. Commissioner Landsman inquired where the lights to the 50th Anniversary tree went. Superintendent Violante believed they were thrown out. Superintendent Violante would like to get a Girl or Boy Scout troop to decorate the tree. Commissioner Schuurman offered to have his daughter’s Girl Scout troop decorate the tree.

Superintendent Violante hopes to get coupons from Panera or Starbuck's. Commissioner Schuurman suggested PNC Bank might be motivated to donate items or sponsor the event. Superintendent Violante will contact them.

F. Park Tour Review

The Commissioner toured the different village parks. Superintendent Violante made a list of the Commission's request and items that needed immediate attention. The immediate attention items were given to the Public Works Department to complete as soon as possible. Pictures were taken of problem areas and landscaping issues. Foreman Beusse has taken care of many of the items.

The Commission requested Superintendent Violante check on the following:

1. Power wash the Borse Park pavilion and playground equipment.
2. Replace a net for one of the missing volleyball courts.
3. Clean the creek areas.
4. Clean the pond at Borse Park.

SWAP will be going out to the parks next week to pull weeds and repaint railings. Superintendent Violante advised that Willow Pond may need to be the next park to get equipment replaced. In mid-July, new screening will be replaced near Prairie Trail Park and Waterford. Commissioner Weigus asked if Ridgemoor Park could get new chains for the bridge. Superintendent Violante advised that she had mentioned this to Public Works, however for safety reasons (so kids can't choke), there is suppose to be large gaps in the chain.

Commissioner Stetina advised that maintenance vs. safety issues need to be determined.

Farmingdale Park had issues and it is not on the list because the items were "immediate" attention items and were given to Public Works.

Midway Park needs the ground to be more level and shorter grass. Seeding and aeration for bare spots need to be completed. Superintendent Violante advised that the parks get mowed once a week. Commissioner Stetina advised that costs need to be determined to see if funds are available, prior to completion of these items.

Superintendent Violante would like the Commission to prioritize the Park Wish List to determine which needs to be completed. The Commission will prioritize this list at the next Commission meeting.

Commissioner Landsman wants to know the village's policy for solicitation of businesses for large ticket items. Superintendent Violante will check with Administrator Halik to see if the Commission can solicit businesses and also she will check on grants.

Commissioner Stetina recapped the park list with the Commission and reiterated that we need costs associated with these recommendations.

7. CORRESPONDENCE/COMMUNICIATIONS

Superintendent Violante again explained the thank you letter to the Darien Lions Club for sponsoring a Willowbrook resident to attend two Gateway Special Recreation sessions.

Commissioner Schuurman asked Superintendent Violante to inquire on who posts the Commission minutes on the website. They are not current and need to be updated. Superintendent Violante will make sure it gets updated.

Superintendent Violante passed out fliers for the movie night and vehicle fair for distribution.

Commissioner Stetina complemented Superintendent Violante that she is doing a very good job!

8. VISITOR'S BUSINESS

None present.

9. ADJOURNMENT

MOTION: Made by Commissioner Landsman, seconded by Commissioner Weigus to adjourn the meeting at the hour of 9:37 p.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

_____, 2011

Chairman

Minutes transcribed by Debbie Hahn.