

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION  
HELD ON TUESDAY, NOVEMBER 1, 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 7:30 p.m.

2. ROLL CALL

Those present at roll call were, Chairman Richard Cobb, Commissioners Laurie Landsman, Doug Stetina, and Ramona Weigus.

ABSENT: Commissioners Ronald Kanaverskis, Carol Lazarski, and Rene Schuurman

Also present was Superintendent of Parks and Recreation Kristin Violante.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – OCTOBER 4, 2011

The Commission reviewed the October 4, 2011 minutes. Superintendent Violante advised that Executive Secretary Debbie Hahn will no longer be transcribing the minutes and is being replaced by an employee from the police department.

MOTION: A Motion was made by Commissioner Landsman seconded by Commissioner Weigus to approve the October 4, 2011 minutes, as presented.

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

MOTION DECLARED CARRIED

4. REPORTS

Park News in Brief

Superintendent Violante advised that there have been two (2) events in the past two weeks. The first was the Haunted Treasure Hunt led by George Skukanec. Approximately ten (10) kids attended. Kids were given clues to find candy, made crafts, cooked s'mores, and listened to a ghost story. Thank you to Commissioner Weigus for her assistance with the event.

The second event was the Halloween party held on Friday, October 28<sup>th</sup> at Gower West Elementary School. The Village received money from the PTO, as well as the Willowbrook/Burr Ridge Kiwanis Club, to help offset the costs of the taffy apples, refreshments, and decorations. Superintendent Violante wanted to thank Commissioners Landsman, Weigus, Schuurman, and Lazarski for coming and/or assisting with the refreshments. Commissioners Landsman and Weigus stated that the turn-out was good and the event went well. Commissioner Weigus suggested we look into handing out taffy apples earlier as several families with smaller children left before they could get one. This may have accounted for why there were so many taffy apples left. In the past taffy apples have been distributed after the costume contest which is towards the

end of the party. After discussion, it was suggested that next year we try giving each child and adult a ticket for a taffy apple when they arrive and having them redeem it before they leave. It was also suggested that the party end at 8:00 p.m. (instead of 8:30 p.m.) and we order more taffy apples without nuts. Superintendent Violante will make these recommendations to the Gower PTO for next year. Superintendent Violante stated that there were four (4) cases of taffy apples left. Boxes were donated to the Hinsdale South Key Club and to the Burr Ridge Park District for their Halloween event which was also sponsored by the Kiwanis Club.

#### Back Stop Project

Superintendent Violante stated that she is meeting with the contractor on November 2<sup>nd</sup> for a pre-project meeting. Construction is scheduled to start next week. The new back stops should be completed in the next couple of weeks. Commissioner Landsman asked if the official check from the grant has been received. Superintendent Violante indicated it has not but was given authorization by Village Administrator Halik to start the project. The first phase will be the back stops. The second phase which consists of installing dugout canopies should be started in the spring.

#### Park Enhancements

SWAP was back out from October 11<sup>th</sup> – 14<sup>th</sup>. They cleaned up a lot of Creekside Park and mulched the trail from Madison Street to the park. A Boy Scout troop did a service project which consisted of power washing and painting the pier at Willow Pond. Commissioner Cobb asked if we received another aerator at Willow Pond. Superintendent Violante stated one of the aerators was accidentally damaged by SWAP, and after the aerator company came to fix it all three aerators started working. Commissioner Cobb asked if SWAP finished pulling the weeds in Lake Hinsdale Village. Superintendent Violante stated that they did paint the merry go round, but was not sure if they pulled weeds. Superintendent Violante will follow up on that.

### 5. OLD BUSINESS

#### A. Park Signs

Superintendent Violante indicated the signs had arrived and submitted a picture of the signs in the Commission packet. She noted the letter font appears lighter than it actually is. One has been installed at Borse Community Park. The others will be installed within the next couple of weeks. Superintendent Violante stated that the signs look great and will add a new aspect to the parks.

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

Chairman Cobb stated that he did contact Mayor Napoli about recognizing the past Superintendent. The Village Board is currently busy on other things; therefore this issue will be revisited by the Recreation Commission in January or February. Chairman Cobb stated that there are currently two fields at Borse Park that are unnamed. He reiterated his thoughts that one field should be named in honor of former Superintendent of Parks and Recreation, Wally Righton, and the other for former Village President Gary Pretzer for his 20 years of service to the Village. Commissioner Landsman suggested we consider a bench or tree in Mr. Righton's and/or Mr. Pretzer's honor if the renaming of a field does not work out.

C. Holiday Party

Superintendent Violante advised that we are starting to get donations from local businesses. The donation balance is currently \$1,025.00. Del Rhea's Chicken Basket is going to donate chicken legs, the Holiday Inn is going to donate six (6) dozen cookies, Ashton Place is going to donate punch, and Starbuck's is tentatively providing coffee. Superintendent Violante stated that she met with the new manager of the Starbuck's in the Town Center and needs to follow up with her. The manager stated they can probably do coffee, but not hot chocolate.

Commissioner Cobb indicated Starbucks likes to do community service and appreciates helping the towns and Villages. Superintendent Violante stated that she had talked with the Manager about the Holiday Tree Lighting ceremony as well. Commissioner Landsman suggested contacting the Starbucks in the Willowbrook Dominick's also.

Superintendent Violante stated that the holiday party checklist indicates preparing flyers for neighborhoods and businesses. She has some prepared and asked Commissioner Stetina if he could place a flyer in windows at the Town Center. Commissioner Stetina asked for 150 copies of the flyers to pass out to the businesses and homes near his house. Superintendent Violante will bring more flyers to the next meeting for the other Commissioners.

Superintendent Violante stated that she will send invitations to the Village Board and Village Clerk. She stated that she will also take care of producing the programs.

Superintendent Violante asked what the contingency is if we need extra gifts. Commissioner Landsman stated that former Superintendent Wally Righton would give a stack of \$5.00 off coupons for a parks program in case they ran out of gifts. If there are extra gifts, they get donated to the Hinsdale Community Service, along with the food.

Superintendent Violante asked what type of frame the pictures with Santa typically go in. Commissioner Landsman advised her to ask Mr. Scukanec what has been done in the past. Superintendent Violante stated that they will be using a digital camera this year to take the Santa pictures and is borrowing the system from Burr Ridge. The only thing that needs to be purchased is the paper.

D. Park Hours

Superintendent Violante stated when she was getting approval from the Village Board to change the park hour's ordinance there was a reporter from the Trib Local in attendance at the meeting. He gave the Village some good PR by writing an article about the Village hoping to curb vandalism by changing the park hours. A copy of the Trib local article was included in the Commissioner packet.

6. NEW BUSINESS

A. Holiday Tree Lighting Ceremony

Superintendent Violante stated that the Tree Lighting Ceremony is set for November 26<sup>th</sup> at 6:30 p.m. Commissioner Schuurman's daughter's Brownie troop made some ornaments.

They made glitter pine cones, ornaments with their pictures on them, and snowflakes. The troop will come and decorate the tree. The tree will be outside of Starbucks. Santa will be inside the Starbucks and kids can have their picture taken with him. Superintendent Violante contacted Kingswood Academy to get a choir group out there, as well as Hinsdale South High School. She is hoping to have one of the groups carol for a half hour before the event and pass out flyers promoting the event. The Willowbrook Walgreen's will develop pictures with Santa for free and have them available the next day for pick-up. Superintendent Violante was encouraged to invite Towncenter businesses to participate in this event. Doug Stetina will pass out Superintendent Violante's business card to businesses interested when he distributes flyers for the event.

Commissioner Landsman mentioned that it would be nice to get a picture of the Brownies decorating the tree and have it published in the Suburban Life or submit a picture of last year's event. Superintendent Violante stated that she sent out a press release about the tree lighting and the holiday party to the Doings and Suburban Life.

**B. Liability Coverage for Parks and Recreation Commissioners**

Commissioner Landsman stated she had seen an article in the newspaper back in August about a boy being killed by a falling soccer goal and asked if Recreation Commissioners had liability coverage in the event they are sued for wrongful death or injury occurring at a recreation event. Superintendent Violante submitted a copy of the "Public Officials Liability Coverage Document" which explains the type of coverage provided. Commissioner Landsman does not feel this document adequately addresses whether commissioners are covered and does not feel the definition of "wrongful act" is sufficient. The insurance company needs to answer the question if commissioners are insured. She stated that Administrator Halik should look at the article and verify coverage. The article pertained to movable soccer goals and the number of deaths and injuries related to them.

Superintendent Violante stated that she did speak with Administrator Halik and he said that all individuals acting on behalf of commissions of the Village Board are covered unless it is blatantly negligent. Commissioner Landsman stated this is exactly what the Village will be sued for. Commissioner Landsman gave Superintendent Violante the list of questions she had and Superintendent Violante will give those questions to Village Administrator Halik. Commissioner Landsman stated that the Village attorney should review the policy to ensure that we are covered. Commissioner Landsman will contact Garrett Hummel, who coordinates the Village risk management program, to see if she can get her questions answered.

Commissioner Landsman requested that this issue be added to the agenda for next month so it can be discussed when the other Commissioners were present.

\*\*Commissioner Cobb exited the meeting at 8:25 p.m.

**C. Clarendon Hills Park District Pool Neighborly Rate for Willowbrook residents**

Superintendent Violante stated that the Clarendon Hills Park District contacted her and wanted to know if the Village would be interested in publicizing a neighborly rate for Lions Pool.

Commissioner Lazarski called Superintendent Violante and asked if this would affect the Village's relationship with Burr Ridge Park District since they give Willowbrook residents an in-district rate for Woods Pool. Superintendent Violante felt this would only involve a handful of people. Willowbrook residents have contacted Clarendon Hills themselves. She stated she would contact Burr Ridge and ask if they would have a problem with us offering our residents a neighborly rate to Clarendon Hills Pool.

7. CORRESPONDENCE/COMMUNICATIONS

There was no communications.

8. VISITOR'S BUSINESS

There was no visitor business.

9. ADJOURNMENT

MOTION: Made by Commissioner Landsman, seconded by Commissioner Weigus to adjourn the meeting at the hour of 8:35 p.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

\_\_\_\_\_, 2011

\_\_\_\_\_  
Chairman

Minutes transcribed by Cindy Stuchl.