

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
HELD ON TUESDAY, DECEMBER 6, 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 Ronald Kanaverskis, Laurie Landsman, Carol Lazarski, Doug Stetina, and Ramona Weigus.

ABSENT: Commissioner Rene Schuurman

Also present was Superintendent of Parks and Recreation Kristin Violante.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – NOVEMBER 6, 2011

The Commission reviewed the November 6, 2011 minutes. Commissioner Landsman requested that the addition of “and/or Mr. Pretzer’s” be added to the last line of Page 2, Paragraph 5B after Mr. Righton’s name. Commissioner Weigus requested that typos be corrected in the first paragraph of Page 4. Commissioner Weigus also requested the words “our residents” and “pool” be added in the last line of the paragraph on Page 5.

MOTION: A Motion was made by Commissioner Weigus seconded by Commissioner Landsman to approve the November 6, 2011 minutes, as amended.

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

MOTION DECLARED CARRIED

4. REPORTS

Park News in Brief

Superintendent Violante advised that the Tree Lighting Ceremony was held on November 26th and despite the rainy weather, was still well attended. The Second Grade Brownie troop from Gower School decorated the tree with the ornaments they had made. Commissioner Schuurman topped the tree with an angel his daughter (one of the Brownies) had made out of Starbucks materials. Kingswood Academy choir sang songs and Mayor Napoli officially lit the tree. Pictures with Santa were taken inside the Starbucks by staff from the Willowbrook Walgreens. Citizens could pick up their complimentary picture at Walgreens within a couple of days. The Walgreens has a great display of pictures from the event in their store. Starbucks gave free hot chocolate to all the children. Sports Clips donated gift bags that Superintendent Violante felt would be a great, additional gift for boys at the Parks and Recreation Holiday Party. Superintendent Violante expressed thanks to Commissioners Landsman, Lazarski, Schuurman, and Stetina for attending the event on such a dreary day.

Back Stop Project

Superintendent Violante stated that back stops are approximately $\frac{3}{4}$ of the way completed. They should be finished within the next couple of days. Superintendent Violante stated that she hopes to have the dugout canopies portion of this project completed in the spring.

Park Signs

Commissioner Landsman stated that the new park signs look great. Superintendent Violante stated that the one of the signs at Creekside Park as well as the Midway Park sign have not been erected yet, but advised they should be installed within the next couple of weeks.

5. OLD BUSINESS

A. Holiday Party

Superintendent Violante stated that the amount of money currently donated for the party is \$1,470.00 and expenses are currently at approximately \$1,100.00. Commissioner Cobb stated that the costs for the entertainment and Santa Claus are less than last year's event. Superintendent Violante stated that Del Rhea's will again be donating 150 fried chicken legs and possibly a monetary donation as well. Superintendent Violante indicated that all of the gifts have been inventoried and sorted by age. Superintendent Violante stated that she has not received any response from the Towncenter Starbucks in regards to the donation of coffee. Superintendent Violante stated that the Willowbrook Holiday Inn will donate seven (7) dozen cookies and Ashton Place will once again donate punch. Superintendent Violante indicated that she had purchased banners publicizing the event and had one placed at Prairie Trail Park and Willow Pond. RSVPs have increased since these have been put up. As of today, the number of residents that have signed up is 57. Superintendent Violante asked if there was a need for contingency gifts. Commissioner Landsman did not think it was necessary. Superintendent Violante volunteered to purchase \$5.00 McDonald's gift certificates on the day of the party if it appears there is a shortage of gifts for a particular age/gender. Commissioner Landsman urged Superintendent Violante to contact either Caribou Coffee or the Starbuck's in the Willowbrook Dominick's to see if they would donate coffee. Superintendent Violante stated that Walgreens will be taking the pictures of kids with Santa, developing them at the store during the event, and returning them by the end of the party. Commissioner Weigus suggested that an announcement be made at the beginning of the event for parents to have their kid(s) picture with Santa taken before the entertainment begins in order to have their picture(s) ready by the time the party ends.

B. Liability Coverage for Parks and Recreation Commissioners

Superintendent Violante stated that Commissioner Landsman had contacted Village Management Analyst Garrett Hummel. He forwarded her a document detailing the coverage provided to Village Commissioners and Trustees. Superintendent Violante gave each Commissioner a copy of this document at the meeting. Commissioner Landsman stated that the information provided indicates that the Village provides adequate liability coverage for park commissioners. Superintendent Violante was asked by the Commission to investigate how much coverage the Village requires of outside contractors/organizations in their certificates of insurance. There was discussion that the Village should consider raising the amount of coverage required. Superintendent Violante will speak with Management Analyst

Garrett Hummel who coordinates the Village Risk Management program and bring information to the park commission at the next meeting.

6. NEW BUSINESS

A. FY 11-12 Budget Planning

Superintendent Violante stated that the capital improvement plan is completed through 2015-2016. There will need to be discussion by the commission at the next meeting on what to add in the plan for the 2016/2017 fiscal year. Superintendent Violante stated the commission will need to finalize capital improvement recommendations for the upcoming fiscal year at the next meeting. Superintendent stated this should have been discussed at an earlier meeting and will make sure it is added to the October 2012 meeting for the 2013/2014 fiscal year. Superintendent Violante indicated that Village staff and department heads met today to discuss capital improvement for next year. The Ridgemoor Park playground is scheduled to be replaced during the 2012/2013 fiscal year; however, she would like to change that to Willow Pond since it is utilized more and was scheduled to be replaced next year. Administrator Tim Halik expressed concern that there would not be enough money in the Village budget to completely replace a playground for the next year. He advised Analyst Hummel and Superintendent Violante to look into grants.

There was discussion about the addition of a new park pavilion which is also scheduled for purchase and installation during the 2012/2013 fiscal year. Superintendent Violante stated that before a new pavilion gets constructed that the roofs of the pavilions at Community Park need to be replaced. Village Administrator Halik asked where the proposed gazebos listed over the next three year in the five-year capital plan are to be located. Commissioners could not recall specific parks, but did indicate that Prairie Trail Park is the first park they would like to see get a new pavilion. Superintendent Violante stated that the \$25,500.00 budgeted this year for the back stops will be carried over to FY 2012/2013 since we received a grant of \$46,000 for the backstop project. It is her hope to be able to use some of this \$25,500 to complete the dugout canopy portion of the backstop project.

Superintendent Violante requested permission to move the proposed \$85,000 for playground equipment replacement from Ridgemoor Park to Willow Pond for FY 2012-2013, and submit for the replacement of roofs on the pavilions at Community Park for next year. Chairman Cobb suggested that quotes be obtained for a new pavilion at Prairie Trail Park and for pavilion roof repairs at Borse and Willow Pond before making the budget decision. Commissioner Kanaverskis also suggested submitting a request for a smaller scale, tot park to replace the current park at Willow Pond since it would cost less money and may be more acceptable to the Village Trustees.

Commissioner Landsman questioned what the EDP figures were for on the top of the capital improvement plan. Superintendent Violante thought that it had something to do with computers but will look into it and let her know.

B. Special Recreation Levy

Superintendent Violante related that the Village Board did pass the tax levy for the Special Recreation Tax. The impact to homeowners should be minimal as the increase from last year to this year is very small. The tax impact for a home owner with a home market value of \$300,000 would still be approximately \$14.00. Commissioner Lazarski asked for clarification as to why the accounts ADA Accommodations and Park Improvements had changed so much since last year. Superintendent Violante stated that the Interim Finance Director indicated that the money spent from the Special Recreation tax would be tracked easier to better determine what has and has not been spent from this fund. For instance, money for ADA park improvements will now have its own line item, rather than being in the general park improvement fund.

C. January Meeting

Chairman Cobb reviewed the need to hold a Parks and Recreation Meeting on January 3, 2012. He stated that the January meeting is usually cancelled due to the Christmas Party. Commissioners stated that there are no pressing issues that cannot be postponed until February.

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 Lazarski to adjourn the meeting at the hour of 8:32 p.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

_____, 2012

Chairman

Minutes transcribed by Cindy Stuchl.