

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
HELD ON TUESDAY, JUNE 5, 2012, 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 7:04 p.m.

2. ROLL CALL

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

ABSENT: Commissioner Laurie Landsman

Also present was Superintendent of Parks and Recreation Kristin Violante.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – MAY 1, 2012

The Commission reviewed the May 1, 2012 minutes.

MOTION: A Motion was made by Commissioner Lazarski seconded by Commissioner Weigus to approve the May 1, 2012 minutes as presented.

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

MOTION DECLARED CARRIED

4. REPORTS

Park News in Brief

Special Spring Event

Superintendent Violante stated that there was a fishing derby at Willow Pond on Saturday, May 19th. There were 19 children registered for the event and 17 attended. Many of the children caught fish and awards were given. Snacks were also provided.

Police in the Parks

Superintendent Violante stated that there have been some reports of vandalism at Creekside Park, which has prompted the Willowbrook Police Department to increase their patrols there. On one of these patrols some teens were arrested for consumption of alcohol and possession of cannabis. Superintendent Violante also stated that SWAP cleaned a lot of trees and brush from Willow Pond

and Creekside Park which has now made it is easier to see what is going on in these parks. Superintendent Violante stated that she has received complaints about trash at Prairie Trail Park. She was informed that there was a party in the park over Memorial Day weekend, which the Village was not aware of. Patrols will be increased in this park as well.

Wild Goose Chase

Superintendent Violante stated that she has received a report that no nests have been established at Willow Pond or Prairie Trail Park. The dog program is still in place due to the fact that the geese may be nesting in other areas. Superintendent Violante stated that the company began a month early this year due to the mild weather.

5. OLD BUSINESS

A. Park Tour

Superintendent Violante stated that the park tour will begin next week at 6:00 p.m. at Borse Park. The tour will begin at Borse, proceeding to Midway Park, Farmingdale, Lake Hinsdale Village, and ending at Prairie Trail Park. If it starts to get too late, the tour will stop. On June 19th at 6:00 p.m., we will meet at Willow Pond, then proceed to Ridgemoor, Creekside, and Waterford Parks.

B. Dugout Canopies

Superintendent Violante stated that she received proposals from three companies. One proposal was for a wood-based canopy with a steel roof. This was dismissed by the Village Administrator. Another quote was for a sheet metal roof. The information was given to Commissioner Kanaverskis for his review.

Question was raised about cloth canopies. Superintendent Violante stated that the cloth canopies do not work because they cave in during rain storms.

Superintendent Violante stated that there is \$12,100.00 left in the grant and the Village budgeted an additional \$14,000.00 to complete the project. The sheet metal quote came in at \$19,800.00.

C. Shelter Roof Replacement

Superintendent Violante stated that the Village Board approved the proposal from Besch Brothers Roofing at the Village Board meeting held on May 29, 2012 for the shelter roof replacement. Superintendent Violane anticipates the work beginning soon on these roofs.

D. Master Plan Proposals

Superintendent Violante stated she received proposals for the development of a master plan from the companies that provided information at the last Commission meeting. The proposals separated the costs for each specific task in the development of a comprehensive master plan. Design Perspectives' proposal included a 15% discount if they also prepared one grant application in July of 2013. Their proposal included \$17,800.00 for the development of a master plan and \$19,400.00 for the master plan and 1 OSLAD grant application. Landtech's bid proposal came in at \$23,600.00 for the comprehensive master plan with an additional \$4,500.00 – \$5,250.00 for a grant application.

Commissioner Schuurman asked for feedback from the Commissioners as to their general impression of the two companies since he was unable to make it to the last Commission meeting. Commissioner Weigus stated that she preferred Design Perspectives because he was a smaller company and does his work in-house. Design Perspectives seemed to know a lot more about “green” practices and integrating them into a master plan.

Superintendent Violante distributed copies of the expanded capital and maintenance plan the previous Superintendent had done for 2007 - 2020. Superintendent Violante also provided information on all the playgrounds, including their age and tentative replacement dates. Also included in the list were potential projects created after last year's park tour. Superintendent Violante also highlighted which projects have been completed and which ones are scheduled to be completed this fiscal year.

Commissioner Schuurman stated that it had been noted in the last meeting's minutes that over one-third of grant points awarded are based on the existence of a master plan. He reminded the Commission that Willowbrook does not have one. Commissioner Schuurman stated that a master plan could help separate what is an absolute necessity versus what is not.

Commissioner Lazarski stated that several years ago, \$25,000.00 was spent on a village survey which eventually led to the purchasing of property where the Public Works facility is now located. The survey included questions about how much park land per capita was ideal and a potential community center. Nothing came of this information. Commissioner Lazarski questioned if this new master plan would be recreating what had already been done. Superintendent Violante questioned if that survey included an inventory of each parks' amenities or if it only covered facilities the Village owns. Commissioner Lazarski stated that it covered the needs of the Parks and Recreation Department, the Village, and Police Department based on input from the Community at that time.

Superintendent Violante stated that she had been informed that the Mayor is not satisfied with the current format of the capital plan. Superintendent Violante stated that she has been instructed to apply for grants. She reiterated that a third of the points awarded on grants comes from having a master plan.

Commissioner Kanaverskis asked what types of grants are available and the amount of money available for each one. He does not feel the Village Board will pay large amounts of money to

have parks redone. The Commission has previously had a difficult time securing \$85,000.00 for playground equipment.

Superintendent Violante stated that the master plan will also help identify smaller projects that may not be suitable for a grant, but can be budgeted for. Superintendent Violante stated that a new master plan will help give justification to the Village Board when requesting funds for future larger projects.

Commissioner Kanaverskis asked what can be identified by a master plan that cannot be done during the park tours. There is not a lot of extra park space to develop.

Commissioner Schuurman feels developing a master plan will trigger the thought process. Commissioner Schuurman stated one project in one park may not be big; however, if you have a master plan, you can identify multiple park renovations that can be pooled into one grant application. Commissioner Schuurman stated that the master plan will also show what is not currently on the list. He stated that unless there is a master plan, the Commission has no back up to support what is needed in the parks.

Chairman Cobb stated that \$25,000.00 can be spent on a master plan that nothing is done with. Commissioner Schuurman stated that if you look at doing a master plan every 10 years; that equates to \$2,500.00 per year. He stated that currently there is no base line and nothing to work from.

Commissioner Weigus asked Superintendent Violante if she still felt that the master plan would assist her in her job by giving her more of a specific focus on the needs of the parks and recreation department in addition to giving her guidance when applying for grants. Superintendent Violante stated it would. Superintendent Violante feels the master plan will give her an opportunity to do more. Superintendent Violante stated that she has been instructed to apply for grants and feels the master plan will give her the tools necessary to apply for a grant worthy of being funded.

The consensus of the Commission was to have Superintendent Violante contact some of the municipalities that used each consultants' services and get their opinion as to whether they were satisfied with the consultant they used and do they feel the consultant assisted them in getting grant money, how much money was awarded, and did they feel the master plan was useful in the day-to-day operations of the municipality.

6. NEW BUSINESS

A. 2012 Holiday Party

Superintendent Violante stated approval has been received for Hinsdale South High School for December 9, 2012. She is looking for ideas for entertainment. The Commission agreed that Commissioner Stetina and Superintendent Violante should decide on the entertainment.

7. CORRESPONDENCE/COMMUNICATIONS

Superintendent Violante stated she received an email from AYSO thanking the Commission and Park and Recreation Department for providing soccer fields for their program.

8. VISITOR BUSINESS

There was no visitor business.

9. ADJOURNMENT

MOTION: Made by Commissioner Stetina, seconded by Commissioner Weigus to adjourn the meeting at the hour of 8:05 p.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

July 11, 2012

Chairman

Minutes transcribed by Cindy Stuchl.