

Village of Willowbrook

7760 Quincy Street
Willowbrook, IL 60527-5594

Phone: (630) 323-8215 • Fax: (630) 323-0787 • www.willowbrookil.org

AGENDA

Mayor

Robert A. Napoli

REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION OF THE VILLAGE OF WILLOWBROOK TO BE HELD TUESDAY, OCTOBER 2, 2012 AT 7:00PM AT THE WILLOWBROOK VILLAGE HALL, 7760 QUINCY STREET, DU PAGE COUNTY, ILLINOIS

Village Clerk

Leroy R. Hansen

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES
 - A. September 18, 2012
4. REPORTS
 - A. Park News In Brief
5. OLD BUSINESS
 - A. Master Plan
 - B. Fall Programming
6. NEW BUSINESS
 - A. 2012 Special Recreation Tax Levy
7. CORRESPONDENCE/COMMUNICATIONS
8. VISITOR'S BUSINESS – (Public comment is limited to three minutes per person and only those items that are on the agenda.)
9. ADJOURNMENT



“A Place of American History”

MINUTES OF THE SPECIAL MEETING OF THE PARKS AND RECREATION COMMISSION
HELD ON TUESDAY, SEPTEMBER 18, 2012, AT THE WILLOWBROOK VILLAGE HALL, 7760
QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Commissioner Stetina called the meeting to order at the hour of 7:01 p.m.

2. ROLL CALL

Those present at roll call were Commissioners Ronald Kanaverskis, Laurie Landsman, Rene Schuurman, and Doug Stetina.

ABSENT: Commissioners Carol Lazarski and Ramona Weigus. At time of Roll Call, Chairman Richard Cobb.

Also present was Superintendent of Parks and Recreation Kristin Violante.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – JULY 10, 2012

The Commission reviewed the July 10, 2012 minutes. Commissioner Landsman stated that on Page 2 under the Clarendon Hills Park District, it was Commissioner Lazarski who asked how many Willowbrook residents had purchased memberships at Woods Pool in Burr Ridge, not Commissioner Landsman as written.

MOTION: A Motion was made by Commissioner Landsman seconded by Commissioner Kanaverskis to approve the July 10, 2012 minutes as amended.

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

MOTION DECLARED CARRIED

***Chairman Richard Cobb arrived at 7:03 p.m.

4. REPORTS

Park News in Brief

Special Events

Superintendent Violante stated that the Village-wide Yard Sale held on July 14th was a huge success. Superintendent Violante stated that she had limited the sellers to 12 due to concerns over the amount of traffic around the park. Next year, however, more sellers will be accommodated.

Touch-A-Truck was held on July 19th. Approximately 80 children were in attendance. There were several trucks and specialty vehicles from the Army Reserves, area businesses, and the K-9 vehicle from the Willowbrook Police Department.

Superintendent Violante stated that there were two movie nights this summer. Approximately 55 people attended the "How to Train Your Dragon" on July 19th; and 65 attended "Dolphin Tail" on August 16th. The chance of rain during the first event may have deterred people from attending. Meatheads sponsored the movie nights.

Burr Ridge Park District Woods Pool

Superintendent Violante followed up on Commissioner Lazarski's question from last meeting about the number of Willowbrook residents that purchased memberships. Three residents purchased memberships and several daily passes were sold to Willowbrook residents.

Fall Newsletter

Superintendent Violante stated that the Fall Newsletter has been sent out in the mail. New programs include Dance and Computers for Seniors.

5. OLD BUSINESS

A. Master Plan

Superintendent Violante stated that she and Village Administrative Staff recently met with Todd Stanton from Design Perspectives. Mr. Stanton will soon be mailing out the park and recreation survey to a random group of approximately 500 residents, including phone interviews. Focus groups will also be formed. Superintendent Violante requested if any of the commissioners know someone who would like to participate in a focus group, to forward her their contact information. Mr. Stanton has also sent surveys to surrounding park districts about their park and recreation programs. Mr. Stanton will be attending the October Commission meeting to give an update on the master plan. Commissioner Stetina asked if a copy of the resident survey could be made available at the front counter. Superintendent Violante stated she would ask Mr. Stanton about that.

Commissioner Landsman asked if the commissioners will be able to review the survey before it gets mailed out to Village residents. Superintendent Violante stated she would forward the rough draft to them.

B. Dugout Canopies

Superintendent Violante stated that the canopies have been completed. Superintendent Violante stated that her only concern is that the canopies on Field 2 are lower than the others.

The Public Works Department will be placing plywood underneath Field 2's canopy roofs to deter kids from hanging on the exposed beams.

C. Shelter Roof Replacement

At the last meeting, Commissioner Stetina had suggested fascia be placed over the wood trim on the recently completed shelter roofs. Superintendent Violante stated the cheapest quote was received from Rusco out of Westmont. The contract was signed today and the work should be done soon. They will be using forest green fascia.

D. 2012 Holiday Party

Superintendent Violante stated that Commissioner Stetina had made a recommendation at an earlier meeting to give the same gift to all the children who attend the Village Holiday Party and suggested creating a gift with a Village mascot. Superintendent Violante suggested stuffed animals. Commissioner Stetina stated that the mascot idea would alleviate the controversy of kids being disappointed when they compare their gift with others. The other commissioners felt that boys and older kids would not appreciate a stuffed animal.

Commissioner Landsman stated when she has shopped for gifts from Walgreens, it has not taken much of her time. In addition, Wayne, the manager from the Willowbrook Walgreen's has helped with the Village's gift efforts in the past. The consensus of the Commissioners was to continue purchasing gifts as has been done in the past.

E. Fall Programing

Superintendent Violante stated that the Tree Lighting Ceremony has been scheduled for December 7th. A resident wants to donate a tree from his yard for this event. Superintendent Violante stated there is a great corner by the Fannie May in Hinsdale Lake Commons that would be a good spot for the tree. There is also an overhang nearby that could provide cover in the case of bad weather. She will be discussing the placement of the tree with the Public Works Department. Superintendent Violante stated she will contact the management company to get permission to have held on their property.

Commissioner Kanaverskis suggested placing the tree near Target or the Wingren Shopping Plaza. Both of these locations already have trees that could be used. Superintendent Violante also suggested having the event at Borse Park where there is already a great tree and electricity.

Commissioner Schuurman stated that the advantage of having the tree lighting at the Fannie May location is that there would be more of a crowd from people shopping in the area. In addition, there are businesses nearby that may be willing to participate. Commissioner Landsman also suggested having the ceremony in the mall where Bernard's Deli is. Chairman

Cobb suggested everyone look at the different locations before the next meeting and make a decision at the next scheduled meeting.

6. NEW BUSINESS

A. Burr Ridge Willowbrook Softball Association

Superintendent Violante stated that she met with members of the BRW Board to discuss the possibility of the Village of Willowbrook taking over the league. Taking over BRW would be a huge undertaking. It involves sponsorships, scheduling, registration, and recruiting coaches and players, among other things.

Superintendent Violante stated that BRW's initial idea included her doing most of the work. Superintendent Violante does not feel this would work since her position as Superintendent is part-time. Superintendent Violante stated that the current BRW president would like to oversee the travel league and have someone else coordinate the in-house league. Superintendent Violante was hoping to have a proposal from BRW, including BRW's and the Village's responsibilities were the Village to provide more support; however, she has not received any concrete proposal from BRW. They are still trying to determine what direction BRW should go.

Chairman Cobb stated that BRW needs to work to find a volunteer to take over, not the Village. Superintendent Violante stated if needed she would be willing to possibly help with registration and team formation.

Commissioner Schuurman asked if BRW has looked into merging with another league. Superintendent Violante stated that she has met with a staff member from the Westmont Park District, who has an interleague with BRW and Darien. He stated that Westmont is getting away from parent volunteers and having the park district recreation supervisor handle girls' softball. He stated that he would help the Village of Willowbrook if they took over running the league.

Commissioner Landsman suggested that a notice should be placed in the winter/spring newsletter to recruit adult volunteers for BRW. Commissioner Schuurman stated that BRW has never reached out to look for volunteers at school events and that they should consider doing so.

7. CORRESPONDENCE/COMMUNICATIONS

Superintendent Violante stated she received a letter from Maercker School District thanking the Commission for the donation to their Fun Fair. The Village of Willowbrook donated a karate class and a fishing birthday party.

8. VISITORS' BUSINESS

There was no visitors' business.

9. ADJOURNMENT

MOTION: Made by Commissioner Landsman, seconded by Commissioner Schuurman to adjourn the meeting at the hour of 7:44 p.m.

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

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

October 3, 2012

Chairman

Minutes transcribed by Cindy Stuchl.

Park News for Monthly Report, September 2012

Fall Programming

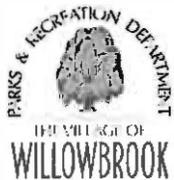
Fall programs have begun with great success. Our most popular programs are yoga, pilates, Sensible Fitness with Right Fit, and computers for seniors. We had 20 individuals attend the Special Recreation Fishing Day held the beginning of September. Information will be disseminated to Gower and Maercker School Districts about the upcoming Halloween Party and Haunted Treasure Hunt.

Field Permits

Borse and Midway Parks are being utilized by several groups throughout the week. AYSO (American Youth Soccer Organization) soccer is using Midway and BRW, Orland Park Sparks Traveling Softball team and Our Lady of Peace football are utilizing Borse Softball Fields. We expect activity to conclude the end of October.

Park Vandalism

Recently we have seen an increase in vandalism at our parks. Graffiti has been sprayed on playground equipment at Prairie Trail Park, paper towel holders broken at Community Park and aluminum soccer anchors "missing" from Midway Park. Public works has done a great job of fixing damaged property and the police have increased park patrols.



September 21, 2012

Dear Willowbrook Resident,

The Village of Willowbrook is interested in your opinion! We are conducting a Parks & Recreation Survey and you are part of a select group who has been chosen to participate. By taking a few minutes to fill out the attached survey, you will be able to provide valuable feedback to us regarding parks, facilities, recreation programs and special events. This will tell us which current and new program offerings and park and facility development might best meet your family's future leisure and recreation needs. It will also indicate how we might better deliver these services to you. **Your responses to this survey are confidential.**

We are truly interested in what you have to say and hope that you will take some of your valuable time to fill out this survey. Please return the completed survey in the enclosed stamped envelope by October 19, 2012.

If you have any questions, please feel free to call me at 630-920-2251.

Thank you for your assistance. We hope to hear from you soon.

Sincerely,

Kristin Violante
Superintendent of Parks and Recreation
Village of Willowbrook



Village of Willowbrook Parks & Recreation Survey

The Village of Willowbrook is in the process of identifying the recreation needs of the community. Your help in this process is essential. Please take the time to complete the following questionnaire and return it in the stamped envelope by October 19, 2012. Your contribution is greatly appreciated.

1. How familiar are you with the Village of Willowbrook Parks & Recreation Department?

<input type="checkbox"/> Very familiar	<input type="checkbox"/> Somewhat familiar	<input type="checkbox"/> Not at all familiar
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2. Through what media do you hear about parks & recreation within the Village? (Please check all that apply)

<input type="checkbox"/> Email blasts	<input type="checkbox"/> Word of mouth	<input type="checkbox"/> Banners
<input type="checkbox"/> Flyers	<input type="checkbox"/> Newspaper articles	<input type="checkbox"/> The program fun guide
<input type="checkbox"/> The website	<input type="checkbox"/> Other (Please specify) _____	

3. How would you characterize your overall satisfaction with parks and recreation in the Village?

<input type="checkbox"/> Very satisfied	<input type="checkbox"/> Somewhat satisfied	<input type="checkbox"/> Neutral
<input type="checkbox"/> Somewhat dissatisfied	<input type="checkbox"/> Very dissatisfied	

4. In which of the following **indoor and outdoor** recreational activities do you or other members of your household participate, either in the Village of Willowbrook or somewhere else? (Please check all that apply)

<input type="checkbox"/> Adult basketball	<input type="checkbox"/> Fishing	<input type="checkbox"/> Performing arts
<input type="checkbox"/> Adult softball	<input type="checkbox"/> Fitness center membership	<input type="checkbox"/> Pilates classes
<input type="checkbox"/> After school programs	<input type="checkbox"/> Football	<input type="checkbox"/> Pre-school programs
<input type="checkbox"/> Art classes	<input type="checkbox"/> Golf (adult)	<input type="checkbox"/> Senior activities
<input type="checkbox"/> Baseball/softball	<input type="checkbox"/> Gymnastics	<input type="checkbox"/> Senior trips
<input type="checkbox"/> Bingo	<input type="checkbox"/> Hockey	<input type="checkbox"/> Special events
<input type="checkbox"/> Bridge/pinochle	<input type="checkbox"/> Ice skating	<input type="checkbox"/> Summer day camp
<input type="checkbox"/> Ceramics	<input type="checkbox"/> Indoor soccer	<input type="checkbox"/> Swim lessons
<input type="checkbox"/> Cooking classes	<input type="checkbox"/> Indoor tennis	<input type="checkbox"/> Swimming
<input type="checkbox"/> CPR classes	<input type="checkbox"/> Junior golf	<input type="checkbox"/> Taekwondo
<input type="checkbox"/> Crafts	<input type="checkbox"/> Karate	<input type="checkbox"/> Volleyball
<input type="checkbox"/> Dance classes	<input type="checkbox"/> Music instruction	<input type="checkbox"/> Walking/jogging
<input type="checkbox"/> Daycare program	<input type="checkbox"/> Outdoor soccer	<input type="checkbox"/> Yoga classes
<input type="checkbox"/> Dog obedience	<input type="checkbox"/> Outdoor tennis	<input type="checkbox"/> Youth sports
<input type="checkbox"/> Other (Please specify) _____		

5. Please rank the most important activity in terms of participation from the previous question.

Please answer the questions on the back of this page.

6. What other recreation providers, if any, do you or your family use? (Please check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> County forest preserves | <input type="checkbox"/> Private health & fitness clubs |
| <input type="checkbox"/> Gymnastics facilities | <input type="checkbox"/> State parks |
| <input type="checkbox"/> Local park districts | <input type="checkbox"/> Youth recreation associations |
| <input type="checkbox"/> None of the above | |
| <input type="checkbox"/> Other (Please specify) _____ | |

7. If you go to other agencies for recreation services, other than the Village of Willowbrook, why do you choose to go there? (Please check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Just a habit | <input type="checkbox"/> They have better facilities |
| <input type="checkbox"/> Others are more convenient | <input type="checkbox"/> They have better instructors |
| <input type="checkbox"/> Our friends go there, so we go there | <input type="checkbox"/> They provide them at lower prices |
| <input type="checkbox"/> The Village doesn't offer them | <input type="checkbox"/> They're closer to home |
| <input type="checkbox"/> They do a better job of providing them | |
| <input type="checkbox"/> Other (Please specify) _____ | |

8. Do you feel that the Village of Willowbrook needs **indoor recreation space** for recreational activities?

- Yes No I do not know

9. Would you support the Village financially in taxes and user fees to provide the indoor recreation space? (Please skip this question if you answered no to Question 8)

- Yes No I do not know

10. How often do any members of your household use the parks?

- | | | |
|-------------------------------------|---|------------------------------------|
| <input type="checkbox"/> Daily | <input type="checkbox"/> 2-4 times/week | <input type="checkbox"/> Once/week |
| <input type="checkbox"/> Once/month | <input type="checkbox"/> Once/year | <input type="checkbox"/> Never |

11. Which of the Village of Willowbrook parks do you or other members of your household visit? (Please check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Creekside Park | <input type="checkbox"/> Ridgemoor Park |
| <input type="checkbox"/> Farmingdale Terrace Park | <input type="checkbox"/> Rogers Glen Park |
| <input type="checkbox"/> Lake Hinsdale Park | <input type="checkbox"/> Tony & Florence Borse Memorial Community Park |
| <input type="checkbox"/> Midway Park | <input type="checkbox"/> Waterford Park |
| <input type="checkbox"/> Prairie Trail Park | <input type="checkbox"/> Willow Pond |

12. Please tell us the three most frequently visited parks by you or a member of your household from the previous question.

13. Overall, how satisfied are you with the appearance, maintenance and cleanliness of the Village parks?

- Very satisfied Somewhat satisfied Neutral
 Somewhat dissatisfied Very dissatisfied

14. If you answered somewhat dissatisfied or very dissatisfied to Question 13 with the appearance, maintenance and cleanliness of the Village parks, please describe your concern. (Please skip this question if you have no concerns)

15. Which of the following new amenities would you or your family like to see added to the parks?

- | | |
|---|--|
| <input type="checkbox"/> Additional basketball courts | <input type="checkbox"/> Dog park |
| <input type="checkbox"/> Additional flowerbeds/landscaping | <input type="checkbox"/> Fishing overlooks |
| <input type="checkbox"/> Additional picnic shelters | <input type="checkbox"/> Fitness stations |
| <input type="checkbox"/> Additional playground equipment | <input type="checkbox"/> Lighted soccer fields |
| <input type="checkbox"/> Additional softball/baseball fields | <input type="checkbox"/> Lighted walking paths |
| <input type="checkbox"/> Additional tennis courts | <input type="checkbox"/> Skate park |
| <input type="checkbox"/> Outside hockey rink/skating facility | <input type="checkbox"/> Splash pad |
| <input type="checkbox"/> Bocce court | <input type="checkbox"/> Walking/biking paths |
| <input type="checkbox"/> Other (Please specify) _____ | |

16. How long have you lived in the Village of Willowbrook?

Years

17. Are you a female or male?

Female Male

18. **Beginning with yourself**, what are the ages of those in your household?

19. Please make any comments that you think would be helpful.



Thank you for taking the time to complete this questionnaire. Please return it in the enclosed stamped envelope by October 19th.

Notes for 2012 Special Recreation Tax Levy

A. Gateway SRA membership. Anticipated a maximum of 6.5% increase in the current SRA annual assessment of \$34,585. (Account 01-20-590-518)	\$36,833	<u>2011</u> 37,672
B. Staff Costs. Estimate for Gateway SRA representation and Communicating with residents on special recreation issues. (Account 01-20-550-101)	\$ 5,400	5200
C. ADA Accomodations.		
1. Projections based on previous years to provide assistance for 1:1 aides. FY11-12 cost was \$6154.00. We are anticipating costs for FY 12-13 to be approximately \$6200. Allocate \$6,400 for FY 13-14 (Account 01-20-590-520)		
2. Special Recreation Fishing Day at Willow Pond = \$200 (Account 01-20-590-520)		
3. Contingency for ADA assistance for participants in Parks and Recreation Department activities = \$1000 (Account 01-20-590-520)		
4. Approved playground mulch (4 loads x \$1500/load) x .5 = \$3000 (Account 01-20-590-520)		
5. Labor for spreading 4 loads of mulch x \$800 X .5 = \$1600 (Account 01-20-590-520)		
6. Handicapped toilet upgrade at Willow Pond (\$25/month x 7 months) = \$175.00 (Account 01-20-590-520)	\$ 12,375	13,575
D. ADA Park Improvements.		
1. Portion of \$82,000 playground w/at least 3 accessible attractions and regulatory signage = \$7,000 (Account 01-20-590-521)		
2. Purchase 1 ADA accessible water fountain for Farmingdale Park, includes labor= \$6300 (Account 01-20-590-521)	\$13,300	11,800
Proposed Total for 2012 Special Recreation Tax Levy	\$67,908	68247



Village of Willowbrook

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September 5, 2012

Mayor

Robert A. Napoli

Mary Carlson, President
Willowbrook/Burr Ridge Kiwanis Club
880 75th Street
Willowbrook, IL 60527

Dear Mary,

The Village of Willowbrook Parks and Recreation Commission would again greatly welcome the assistance of the Willowbrook/Burr Ridge Kiwanis Club in supporting our Children's Halloween Party. This year's event is scheduled for Friday, October 26 at Gower Elementary School. This will be the 24th year this event will be hosted for families residing in both Willowbrook and Burr Ridge.

Costs for the party total about \$600.00 for staffing, decorations and refreshments. Last year, the Kiwanis Club generously donated \$300.00. We typically draw about 200+ children and their parents for the event. The Commission and the Staff would be most appreciative if the Club were able to contribute that amount again.

The Willowbrook/Burr Ridge Kiwanis Club has always been recognized for its contribution by way of our Winter/Spring Village Newsletter and at the party itself. As always, we would also welcome any of your members who would like to provide Kiwanis representation at the party.

Please feel free to contact me at (630) 920-2251 if you have any questions. Again, we offer our deepest gratitude for the past efforts of the Club to help the Parks and Recreation Department and the Commission offer this family event to our community.

Sincerely,

Kristin L. Violante
Superintendent of Parks & Recreation

CC: Robert Napoli, Mayor
Parks and Recreation Commission
Tim Halik, Village Administrator



"A Place of American History"

Friday, October 26 6:30—8:30 p.m.

Pumpkin Fest 2012

Games Refreshments Taffy Apples

Costume contest for grades pre-K through 5th grade with prizes awarded.

*Sponsored by Gower PTO &
the Village of Willowbrook*

Parks and Recreation

Department

For information contact the
Village of Willowbrook at
630-323-8215



Ages Preschool—13 years old

**All children must be
accompanied by an adult.*



Gower West School

7650 Clarendon Hills Road

Willowbrook

This will also be Innisbrook
Gift Wrap pick-up day.

THIS IS A FREE EVENT!!!