

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION  
HELD ON TUESDAY, DECEMBER 4, 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 7:01 p.m.

2. ROLL CALL

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

ABSENT: Commissioner Carol Lazarski.

Also present was Superintendent of Parks and Recreation Kristin Violante and Mayor Robert Napoli.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – NOVEMBER 6, 2012

The Commission reviewed the November 6, 2012 minutes.

MOTION: A Motion was made by Commissioner Stetina seconded by Commissioner Schuurman to approve the November 6, 2012 minutes as presented.

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

MOTION DECLARED CARRIED

4. REPORTS

A. *Park News in Brief*

**2013 Winter/Spring Newsletter and Fun Guide**

Superintendent Violante stated that the 2013 Winter/Spring newsletter and fun guide is currently at the printer. It should be out to residents by Monday, December 10, 2012. Residents can begin signing up for classes December 10<sup>th</sup>, non-residents can begin December 17<sup>th</sup>.

**Park & Recreation Comprehensive Master Plan Focus and Community Wide Meetings**

Superintendent Violante stated commissioners do not need to be at all of these meetings. The consensus of the Commissioners was to have at least one commissioner at each meeting. Meetings will be held on the following days:

January 9, 2013	Recreation Programming
January 10, 2013	Park Amenities
January 15, 2013	Program Facilities
January 17, 2013	Community Wide Meeting

Commissioner Landsman stated she will attend January 9, Commissioner Weigus will attend January 10 and Chairman Cobb will attend January 15. The regularly scheduled January Parks and Recreation Commission meeting will be rescheduled to 6:30 p.m. on January 17, so the Commissioners can attend the Community Wide meeting as a group. Meeting information will be passed on to Carol Lazarski who was absent from the meeting. Information requesting volunteers for these community meetings was put in the Winter/Spring newsletter and Fun Guide. Post cards will also be sent to residents seeking volunteers for the meetings.

#### B. Mayor Napoli Message

Mayor Napoli wanted to give an update to the Commission on the budget process. Mayor Napoli stated that there will be a major road project on Route 83 from Butterfield Road to County Line/Archer. This project was originally scheduled for 2017; however, was pushed up to spring of 2013. Mayor Napoli anticipates this construction project having a negative impact on the Village's sales tax revenue as it will be hard getting in and out of certain restaurants and stores.

Mayor Napoli stated that the Village is waiting for land appraisal information on certain properties close to Community Park that the Village of Willowbrook is interested in purchasing.

Mayor Napoli stated he received a phone call for the Park and Recreation survey as well as a survey in the mail. Mayor Napoli stated that trustees have told him they have received survey calls and surveys in the mail. Mayor Napoli indicated the Board is looking forward to the completion of the Master Plan and working with the Commission to determine what park facilities need to be upgraded and improved.

Mayor Napoli wanted to express his thanks to each of the commissioners for the time and sacrifices they make by being on the Parks and Recreation Commission.

### 5. OLD BUSINESS

#### A. Master Plan Update

Superintendent Violante stated Design Perspectives is wrapping up the random survey sample. A posting has been placed on the Village's website informing interested residents they can complete a survey on line or receive a copy at the Village Hall.

Superintendent Violante again related that postcards will be mailed out to residents to get volunteers for the focus group meetings.

#### B. Fall Programming – Tree Lighting

Superintendent Violante stated the tree lighting will take place on Friday, December 7<sup>th</sup> at 6:30 p.m. The tree is approximately 14-16 feet tall and was secured by the Public Works Department. Superintendent Violante stated additional lights and ornaments were purchased and the tree will be decorated on Thursday. In addition to the tree lighting, there will be a horse and carriage and pictures with Santa. There will also be a passport activity whereby participants go to stores within the shopping complex to get their passport stamped. Prizes will be given to those individuals who completely fill out their passport.

Phillie's Pizza was extremely generous, donating individual pizzas to each Brownie member who helped decorate the tree.

Commissioner Landsman suggested a flyer advertising the event be posted on the doors at Dominick's. Chairman Cobb also stated one should also be placed at Subway and Caribou. Superintendent Violante stated some of the businesses were given flyers but told her they were unable to post them.

#### C. Holiday Party

Superintendent Violante stated the police department ID machine is not working; therefore representatives from the police department will be unable to provide free kids' IDs. Superintendent Violante stated there are currently 45 children signed up for the party. The consensus of the commissioners was to get \$5.00 gift certificates from McDonalds if there becomes a shortage of gifts.

Superintendent Violante stated some businesses donated items instead of cash for the party and suggested a raffle be conducted for the adults, using these items as prizes. Chairman Cobb suggested handing out a ticket to each family and drawing a stub out of a hat.

Superintendent Violante stated that Dell Rhea's will be donating 150 chicken legs. Chairman Cobb stated that he will pick them up, as well as the drinks from Caribou Coffee. Superintendent Violante stated that George Scukanec will be picking up cookies from Holiday Inn and John Fenske will be picking up punch from Ashton Place. Bernard's Deli is also donating mostaccoli. Superintendent Violante will pick up the mostaccoli.

\$2,075 in cash donations has been received from local businesses to support the Village Holiday Party. So far \$682.41 has been spent on gifts, \$56.49 on craft supplies, and \$475.00 on the entertainment. Any donated money not spent on the Holiday Party will help cover expenses from the tree lighting event.

D. 2013/2014 Budget

Superintendent Violante stated she included a detailed, tentative budget for fiscal year 2013/2014. The budget does not include any capital spending. This will be added once the Master Plan is completed. The Commissioners felt they did not need to see each individual line item, but more of a condensed budget. Superintendent Violante will provide a shorter version at the February Park and Recreation Commission meeting.

Superintendent Violante stated she has included money to add signage to Lake Hinsdale Village Park in the event it becomes a dog park. She also stated expenses for the tree lighting ceremony will need to be added to the budget.

Superintendent Violante suggested one of the movie nights be eliminated so this money can go towards next year's tree lighting ceremony. Commissioner Landsman stated she does not agree with this and that the tree lighting ceremony should fall under the Village's administration budget.

Commissioner Landsman stated the commission should look into building a permanent bathroom facility at Willow Pond instead of paying rental fees for a port-o-potty. Chairman Cobb agreed.

Commissioner Landsman stated that the gazebo for Prairie Trail Park should be removed from the budget and replaced with a picnic pavilion.

Superintendent Violante stated the preliminary budget, excluding capital, needs to be turned in to the Village Administrator by January 4<sup>th</sup>. The Commission can discuss capital items at a later meeting.

Superintendent Violante stated she has budgeted for a part-time Public Works employee dedicated to just working in the parks. Village Administrator Halik is in support of this as long as there is money available.

6. NEW BUSINESS

A. January Meeting Date

Discussion was held on when to hold the January meeting. It was the consensus of the Commissioners to hold the next Parks and Recreation Commission meeting at 6:30 p.m. on January 17, 2013, prior to the Community Wide focus meeting.

7. CORRESPONDENCE/COMMUNICATIONS

Superintendent Violante included a letter sent to the Willowbrook/Burr Ridge Kiwanis Club, thanking them for their monetary donation towards the Childrens' Halloween Party.

Superintendent Violante stated she was contacted by the Darien Youth Club about their programs. They would like to work with the Parks and Recreation Department in programming youth soccer, baseball, and softball. It was suggested Superintendent Violante speak with Commissioner Schuurman as he is more acquainted with these type of youth groups.

8. VISITORS' BUSINESS

There was no visitors' business.

9. ADJOURNMENT

MOTION: Made by Commissioner Landsman, seconded by Commissioner Weigus to adjourn the meeting at the hour of 8:08 p.m.

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

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

January 17, 2013

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Chairman

Minutes transcribed by Cindy Stuchl.