



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

Village Clerk

Leroy R. Hansen

REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION OF THE VILLAGE OF WILLOWBROOK TO BE HELD TUESDAY, FEBRUARY 5, 2013 AT 6:30PM AT THE WILLOWBROOK VILLAGE HALL, 7760 QUINCY STREET, DU PAGE COUNTY, ILLINOIS

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES
 - A. January 17, 2013
4. REPORTS
 - A. Park News In Brief
5. OLD BUSINESSS
 - A. Fall Programming – tree lighting
 - B. Holiday Party
 - C. Master Plan Update
 - D. 2013/2014 Budget
6. NEW BUSINESS
 - A. Maercker PTA raffle prize donation
 - B. Movies in the Park
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 THURSDAY, JANUARY 17, 2013, 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 6:30 p.m.

2. ROLL CALL

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

ABSENT: Commissioner Ramona Weigus.

Also present was Superintendent of Parks and Recreation Kristin Violante.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – DECEMBER 4, 2012

The Commission reviewed the December 4, 2012 minutes.

MOTION: A Motion was made by Commissioner Landsman seconded by Commissioner Schuurman to approve the December 4, 2012 minutes as presented.

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

MOTION DECLARED CARRIED

4. REPORTS

A. *Park News in Brief*

Holiday Events

Superintendent Violante indicated the Holiday Party was held on December 9, 2012 at Hinsdale South High School. Superintendent Violante stated due to the short time frame for today's meeting, she will give a more in-depth report at the next regularly scheduled meeting in February.

Santa's Calling took place on December 15th. There were at least 20 children that participated.

Winter/Spring Program Numbers

Superintendent Violante reviewed the total number of participants currently enrolled in winter park programs. Senior computer classes, yoga, and pilates are the more popular programs. The weight loss challenge, horsemanship, and speed & agility classes were cancelled. Commissioner Schuurman suggested surveying past weight loss participants to find out why they have not signed up again. Commissioners Landsman and Lazarski stated there really is no need to sign up for the class again once you have learned how to lose weight.

5. OLD BUSINESS

A. Master Plan Update

Superintendent Violante stated she has spoken with Administrator Halik about how a potential FY13/14 park project should be budgeted for, depending on whether grant funds are received or not. Administrator Halik advised her to identify a capital project for the budget. Superintendent Violante stated at the February meeting, a project needs to be pinpointed whether a grant is obtained or not. Superintendent Violante stated that June is when the application for the OSLAD grant is due. April is the deadline for budget submissions. Administrator Halik suggested a workshop may need to be done with the Village Board to help determine a project to apply for a grant for and an alternative project should the Village not obtain grant funds.

Superintendent Violante stated if no capital projects are in the FY 13/14 budget, then the Parks could potentially go another year without at least a playground change. Superintendent Violante suggested that the commissioners review the tentative concept plans provided by Design Perspectives and be prepared to discuss at the February meeting.

B. Fall Programming – Tree Lighting

Superintendent Violante stated she had no money budgeted this year for the tree lighting and has placed \$1,000 into the FY13/14 budget. Overall, the ceremony went well. Some of the feedback included the tree was small and lacked enough lights. Superintendent Violante stated a decision needs to be made on where to continue having the tree lighting ceremony and if a permanent tree should be planted somewhere.

Commissioner Kanaverskis stated there is a proposal at the Town Center for new signage at the corner of Route 83 and Plainfield Road; and suggested a new tree be implemented into the landscape design around the new sign. Superintendent Violante stated it was suggested to her that a committee be formed for the tree lighting ceremony since it is becoming a bigger event each year. Chairman Cobb reiterated the Village needs to look into getting a permanent tree. Commissioner Lazarski stated she was asked why Village-sponsored tree was located on private property.

Commissioner Schuurman mentioned it is important to remember to have ample space around the tree. He stated the Town Center is not well equipped for this type of ceremony.

C. Holiday Party

This topic was deferred until the February meeting.

D. 2013/2014 Budget

Superintendent Violante stated she will include an abbreviated version of the budget in the meeting packet for the commissioners to review at the February meeting.

6. CORRESPONDENCE/COMMUNICATIONS

Superintendent Violante stated thank you letters were sent to local businesses from Mayor Napoli acknowledging their contribution to the holiday party. In addition thank you letters were sent to the individuals, groups and businesses who assisted with the Christmas Tree lighting ceremony.

Commissioner Stetina stated he received a thank you card from the HCS Family Services for the donated childrens' toys.

7. VISITORS' BUSINESS

There was no visitors' business.

8. ADJOURNMENT

MOTION: Made by Commissioner Stetina, seconded by Commissioner Lazarski to adjourn the meeting at the hour of 6:55 p.m.

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

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

February 5, 2013

Chairman

Minutes transcribed by Cindy Stuchl.

Monthly Report for January 2013

Master Plan Focus Group Meetings

Four total focus group meetings were held on January 9, January 10, January 15 and January 17 to gather feedback from Village residents on the Village's Park & Recreation Department. An average of ten individuals attended each meeting and gave their input on the following topics: recreation programming, park amenities, and programming facilities. At the last meeting, Tod Stanton from Design Perspectives reviewed results from the parks and recreation survey and introduced a preliminary capital improvement plan. All of the feedback received at these meetings will assist Design Perspectives in generating the Village's Park & Recreation Master Plan.



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

To: Parks and Recreation Commission
From: Kristin Violante, Superintendent of Parks & Recreation
Re: 2012 Children's Holiday Party -- Final Report
Date: February 5, 2013

Mayor

Robert A. Napoli

Village Clerk

Leroy R. Hansen

Listed below are the details from the Children's Holiday Party that was held on December 9. A big thank you to the Commissioners for a well coordinated event. Your months of planning as well as your hard work at the event resulted in another very successful party. A special thanks goes to Doug and Laurie for not only purchasing the gifts but also getting the food and the extra gifts to HCS family services after the party.

The food contributions from the Holiday Inn, Bernard's Deli, Caribou Coffee and Chicken Basket were a big hit. I have received many positive comments about Circus Boy, who provided the entertainment. There was a lot we did in terms of the publicity. Banners were hung at Prairie Trail Park and Willow Pond, information was listed on the Village website, and flyers were handed out to various businesses and at various events. Most of the individuals in attendance had pre-registered for the event. A few individuals who had not previously RSVP'd did attend. I think pre-registering was a good idea as it gave Doug and Laurie assistance in planning the gift distribution. I think it worked out great that Walgreen's took and developed the pictures on the day of the event. It was nice to have the pictures ready for people to take home. Walgreen's has already expressed interest in assisting us again next year. While your thoughts are still fresh, at our February meeting we can discuss how you would like to proceed for next year's event.

Attached please find a copy of a thank you letter that I prepared for Mayor Napoli's signature. The thank you letters were sent last week.

Expenses

Entertainment (Circus Boy)	\$ 475.00
Gifts - Walgreens, Jet Set Gems	720.63
Crafts supplies, Food, Decorations	144.74
School rental and custodial charges	174.00
Gift bags (Oriental Trading)	106.86
Recreation staff time (day of the party only)	<u>250.00</u>
	\$1,871.23

Five-Year Comparison of Expenses vs. Donations

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
Expenses	\$ 1,783.25	\$ 1,972.12	\$ 2,493.49	\$ 1,464.08	\$1871.23
Donations	<u>1,450.00</u>	<u>1,860.00</u>	<u>3,049.00</u>	<u>1,470.00</u>	<u>\$2075.00</u>
Difference	(\$ 333.25)	(\$ 112.12)	\$ 555.51	\$ 5.92	\$627.77



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2012 Holiday Party attendance figures

<u>Age</u>	<u>Girls</u>	<u>Boys</u>	<u>Total</u>
0-1	1	2	3
1 & 2	2	2	4
3 & 4	3	7	10
5 & 6	4	6	10
7 & 8	5	14	19
9 & older	7	7	14
	22	38	60

Mayor

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Summary of Attendance Figures

2007	86
2008	85
2009	65
2010	56
2011	107
2012	60

Inventory for 2013 Party:

- Gift bags (12 x-large, 70 large, 25 medium, 25 jewelry size bags)
- Masking and scotch tape
- 8 large 15x10 cookie trays
- 1.5 Red and 1.5 Green table cover rolls (100 feet each complete roll)
- Sugar, spoons
- 2 coffee pots and our camtainer cooler
- Full bin of craft ornaments, enough for 1 party
- Decorations – hanging things, serving trays
- Plates, napkins, forks

Will need for 2013 Party:

- 140 gifts
- Gift bags
- Candy canes – 100 count
- Picture holders
- Choice of gifts for older girls
- Table cloths
- Additional decorations
- Plastic spoons
- 2 red and green table cover rolls

Will need for 2013 Party - assuming no donation from Caribou, etc.

- 120 hot cups, napkins, plates (large and small)
- Coffee – 1 pound of decaf – one pot of decaf is sufficient
- 150+ cold cups, sweetener, sugar and Cremora, 2 rolls of paper towels
- Cookies – 7 packages

Five plastic storage containers were sent back to storage on 12/10/12



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December 12, 2012

Mayor

Robert A. Napoli

Village Clerk

Leroy R. Hansen

Dear Member of the Willowbrook Business Community,

Thank you for your contribution to the Village of Willowbrook Children's Holiday Party fund. On December 9, over 100 children, parents and grandparents attended the party, which was sponsored by the Willowbrook Parks and Recreation Commission.

It was a wonderful day for a party. Upon arriving, the children and adults were welcomed to the sounds of the season and refreshments. Caribou Coffee supplied hot coffee, Ashton Place Banquets provided juice, Dell Rhea's Chicken Basket donated piping hot chicken legs, Bernard's Café & Deli provided delicious mostacolli and the Holiday Inn/Willowbrook supplied chocolate chip cookies. Santa again delighted the younger set as he listened to their gift wishes and gave them each a candy cane. Thanks to the Willowbrook Walgreen's, each child received a free photo of Santa to commemorate their visit with him.

Later, while adults had an opportunity to socialize with friends and neighbors, children worked on their holiday crafts projects. Our feature entertainment this year was Circus Boy who has entertained children and adults across the state. We concluded the party by giving a modest gift to each child. Your generous donation helped make all this possible.

The families who attended brought in over 100 cans and other food items, which were given to the Hinsdale Community Service. That organization distributes the food to needy families in Willowbrook and surrounding communities in Du Page County. The Parks and Recreation Commission also sent many gifts to the Hinsdale Community Service for distribution to the children of these families.

On behalf of the Village Board, Parks and Recreation Commission, Village Staff and Willowbrook residents, I offer our sincere appreciation for your continued support. We wish you a joyous holiday season and a very prosperous New Year.

Sincerely,

Robert A. Napoli
Mayor

CC: Parks and Recreation Commission



"A Place of American History"

01-310-501	Circuit Court Fines	144,807	151,391	148,886	130,288	130,000	61,585		
01-310-502	Traffic Fines	69,182	52,021	37,257	27,433	30,000	12,341		
01-310-503	Red Light Fines	-	228,195	619,243	558,014	540,000	339,348		
* TOTAL	Fines	213,989	431,607	805,386	715,735	700,000	413,274		
	Transfers-Other Funds								
01-310-601	Administrative Support Reimb.-Water Fund	407,000	427,282	416,418	395,115	389,423	194,712		
01-310-605	Transfer From TIF	-	-	-	-	-	-		
01-310-610	Transfer From Capital Project Fund	-	-	-	-	-	-		
* TOTAL	Transfer Other Funds	407,000	427,282	416,418	395,115	389,423	194,712		
	Charges & Fees								
01-310-700	Planning Application Fees	10,800	11,000	10,376	2,850	7,500	2,550		
01-310-701	Public Hearing Fees	850	4,900	2,550	-	2,627	2,550		
01-310-702	Planning Review Fees	12,000	8,278	12,450	-	6,000	10,549		
01-310-703	Annexation Fees	2,200	-	500	-	500	-		
01-310-704	Accident Report Copies	2,185	1,885	1,735	1,555	2,000	1,335		
01-310-706	Copies-Ordinances & Maps	305	209	394	238	350	34		
01-310-723	Elevator Inspection Fees	3,750	7,050	5,450	7,925	5,000	150		
01-310-724	Burglar Alarm Fees	14,470	21,665	16,005	20,295	18,000	7,895		
01-310-726	NSF Fee	-	50	25	75	100	50		
* TOTAL	Charges & Fees	46,560	55,037	49,485	32,938	42,077	25,113		
	Park & Recreation Revenue								
01-310-813	Park & Rec Contribution	280	-	1,150	1,764	-	-		
01-310-814	Park Permit Fees	6,252	2,003	3,757	4,924	3,000	3,369	3,369	3,000
01-310-816	Summer Recreation Fees	11,405	12,013	17,296	18,338	15,582	8,249	15,582	18,589
01-310-816	Winter Recreation Fees	6,842	8,454	9,814	12,290	9,042	656	9,042	13,178
01-310-817	Special Events	2,100	2,437	3,349	2,768	1,900	1,373	2,375	2,300
01-310-818	Fall Recreation Fees	3,552	4,811	8,145	9,004	5,433	6,553	6,553	6,890
01-310-819	Burr Ridge/Willowbrook Baseball Reimb.	8,396	7,390	7,836	8,077	7,000	6,662	8,970	5,000
01-310-820	Holiday Contribution	-	-	-	-	-	-	-	-
01-310-821	Check Processing Fee - Gift Cards	4	-	-	-	-	8	-	-
01-310-822	BR/WB Baseball Reimb for Facility	6,600	6,600	6,600	6,600	7,600	-	6,600	7,600
* TOTAL	Park & Recreation Revenue	45,431	43,708	57,947	63,765	49,557	26,870	52,881	56,557
	Other Revenue								
01-310-901	Reimbursements - IRMA	37,586	10,464	21,371	12,402	7,500	1,363		
01-310-902	Waste Sticker Fee	13,651	10,927	11,457	11,301	12,360	5,748		
01-310-903	Reimbursements - Police Training	-	-	-	-	-	-		

FY 08-09
ACTUAL

FY 09-10
ACTUAL

FY 10-11
ACTUAL

FY 11-12
ACTUAL

FY 12-13
BUDGET

FY 12-13
To Date

FY 12-13
estimated

FY 13-14
Proposed

Difference from Estimated Actual 12-13 to Proposed 13-14:

Parks & Recreation -Administration

Personnel Services

		FY 08/09	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 13-14		
		Actual	Actual	Actual	Actual	Budget	to date	FY 12-13 Estimate	FY 13-14 Proposed
01-20-550-101	Salaries - Permanent Employees	59,009	59,902	60,062	31,711	41,120	18,243		
01-20-550-102	Overtime	-	-	-	-	-	-		
01-20-550-104	Part Time Clerical	-	-	-	-	-	-		
01-20-550-141	Employee Benefits - Medical	850	850	850	-	-	-		
01-20-550-144	Employee Benefits - Unemployment	183	163	336	578	281	342		
01-20-550-147	Employee Benefits - Medicare	972	987	946	596	596	352		
01-20-550-151	I M R F	6,827	6,971	8,096	5,562	4,818	3,413		
01-20-550-161	Social Security FICA	4,158	4,222	4,046	2,548	2,549	1,507		
* TOTAL	Personnel Services	71,999	73,095	74,336	40,995	49,364	23,857		
	Supplies & Materials								
01-20-550-201	Emergency Telephone Line	-	-	-	-	100	-	-	100
01-20-550-301	Office Supplies	122	259	134	149	200	93	150	200
01-20-550-302	Printing & Publishing	10,442	9,030	8,988	6,528	360	2,178	4,400	360
01-20-550-303	Gas-Oil-Wash-Mileage	207	189	197	244	266	-	266	266
01-20-550-304	Schools-Conferences-Travel	-	-	10	47	100	-	-	100
01-20-550-306	Reimburse Personal Expenses	-	-	-	-	-	-	-	-
01-20-550-307	Fees Dues Subscript	254	239	244	259	275	-	244	275
01-20-550-311	Postage & Meter Rent	6,034	7,544	5,525	4,539	5,600	1,456	5,600	5,600
* TOTAL	Supplies & Materials	17,059	17,261	15,098	11,766	6,901	3,727	10,660	6,901
** TOTAL	Parks & Recreation-Administration	89,058	90,356	89,434	52,761	56,265	27,584		
	Parks & Recreation-Data Processing								
	Contractual Services								
01-20-555-212	E.D.P. Software	-	-	-	-	400	140		
01-20-555-263	Maintenance - Office Machines	-	-	-	-	-	-		
* TOTAL	Contractual Services	-	-	-	-	400	140		
	Supplies & Materials								
01-20-555-305	Personnel Training	-	-	-	-	-	-		
01-20-555-306	Consulting Services	-	-	-	-	-	-		
01-20-555-331	Operating Supplies	-	-	-	-	-	-		
* TOTAL	Supplies & Materials	-	-	-	-	-	-		
** TOTAL	Parks & Recreation-Data Processing	-	-	-	-	400	140		

		FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Budget	FY 10/13 to Date	FY 12-13 Estimated	FY 13/14 Proposed
01-20-570-411	Maintenance - Equipment	-	468	113	-	-	-	-	-
* TOTAL	Equipment Maintenance	-	468	113	-	-	-	-	-
** TOTAL	Parks & Recreation-Maintenance	31,268	32,719	31,316	39,860	39,700	25,583		
	Parks & Recreation-Summer Program								
	Personnel Services								
01-20-575-111	Recreation Instructors	1,700	1,358	1,393	1,644	2,603	1,723	2,603	2,370
01-20-575-119	Summer Program Materials & Services	7,268	7,446	8,537	11,389	12,271	11,225	11,500	15,043
* TOTAL	Personnel Services	8,968	8,804	9,930	13,033	14,874	12,948		
	Contractual Services								
01-20-575-232	Rent - Facility	-	-	-	0	0	0		-
* TOTAL	Contractual Services	-	-	-	-	-	-		-
	Other Expenditures								
01-20-575-517	Seniors Program	3,000	4,000	4,000	4,100	4,410	-	4,410	4,542
* TOTAL	Other Expenditures	3,000	4,000	4,000	4,100	4,410	-	4,410	4,542
** TOTAL	Parks & Recreation-Summer Program	11,968	12,804	13,930	17,133	19,284	12,948		
	Parks & Recreation-Fall Program								
	Personnel Services								
01-20-580-111	Recreation Instructors	77	743	86	47	560	-	560	665
01-20-580-118	Fall Program Materials & Services	2,243	6,725	6,818	6,456	4,495	844	4,000	5,386
* TOTAL	Personnel Services	2,320	7,468	6,904	6,503	5,055	844		
	Contractual Services								
01-20-580-232	Facility Rental	-	-	-	-	110	-	-	110
* TOTAL	Contractual Services	-	-	-	-	110	-		
	Other Expenditures								
01-20-580-517	Seniors	3,000	4,000	4,000	4,200	4,410	-	4,410	4,542
* TOTAL	Other Expenditures	3,000	4,000	4,000	4,200	4,410	-		
** TOTAL	Parks & Recreation-Fall Program	5,320	11,468	10,904	10,703	9,575	844		
	Parks & Recreation-Winter Program								
	Personnel Services								
01-20-585-112	Recreation Instructors	216	1,799	102	747	210	330	1,080	760



December 13, 2012

Dear Friend:

Maercker School District #60 PTA is preparing for it's annual Fun Fair on Saturday, March 16, 2013. We are writing to ask if you would consider donating a gift item to be included in our raffle as part of our fundraising efforts. Your donation is completely tax-deductible and a great way to promote your business.

Maercker School District 60 has over 1,300 students and serves the communities of Clarendon Hills, Darien, Hinsdale, Westmont and Willowbrook. The PTA is an all-volunteer, not-for-profit organization with 501c3 status. The money we raise is used to purchase equipment and educational materials for the schools, as well as provides funds for extracurricular events.

Your contribution may be mailed to the address below, or if you would prefer, arrangements can be made to pick it up before March 1, 2013. Our tax-exempt number, 61-1641412, will also accompany your thank you letter after the Fun Fair has taken place.

All businesses making a donation will be acknowledged at the Fun Fair and will also be listed on our Maercker District#60 PTA website, www.maerckerpto.org. This is a fabulous way to let the families in our district know about your business!

If you have any questions, please contact me. Thank you for your consideration and support of local education.

Sincerely,

Nicole Hill, Maercker District #60 General Raffle Coordinator
630.340.2132
hill-nicole@att.net

Please send donations to: 232 Robinson Lane Westmont, IL 60559

5800 Holmes Avenue, Clarendon Hills, Illinois 60514 (630) 323-2086