



Willowbrook

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Proud Member of the
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A G E N D A

REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON TUESDAY, AUGUST 7, 2018, AT 7:00 P.M. AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES:
 - A) July 10, 2018 Regular Meeting of the Parks & Recreation Commission
4. REPORT:
 - A) Movie in the Park – Friday, July 13, 2018
 - B) Parent/Child Fishing – Friday, July 20, 2018
 - C) Family Campout – July 28-29, 2018
 - D) Theft of picnic table tops
5. DISCUSSION:
 - A) Back to School Bash – Wednesday, August 15, 2018
 - B) 2018 Children's Holiday Party
 - C) Park Maintenance Update
 - D) Marketing Plan
6. VISITOR'S BUSINESS – Public comment is limited to three (3) minutes per person
7. COMMUNICATIONS:
 - A) West Suburban Humane Society benefit
8. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
HELD ON TUESDAY, JULY 10, 2018, AT THE VILLAGE HALL, 835 MIDWAY DRIVE,
WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Robert Pionke called the meeting to order at the hour of 7:00 p.m.

2. ROLL CALL

Those present at roll call were Chairman Pionke, Commissioners Catherine Kaczmarek, Ronald Kanaverskis, Laurie Landsman, and Carol Lazarski.

ABSENT: Commissioners Lorraine Grimsby and Douglas Stetina.

Also present was Temporary Interim Superintendent of Parks and Recreation John Fenske.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES

a. Minutes – June 10, 2018 Regular Meeting – Parks & Recreation Commission

The Commission reviewed the June 10, 2018 minutes. Commissioner Landsman suggested that it should be added under Reports that the commissioners had stated that they will be examining the playground equipment at the park. Commissioner Lazarski stated that the vote on the motion to approve the fence repairs was listed incorrectly. It should have been a unanimous approval.

MOTION: A Motion was made by Commissioner Landsman and seconded by Commissioner Kanaverskis to approve the June 10, 2018 minutes as amended.

ROLL CALL VOTE: AYES: Chairman Pionke, Commissioners Kaczmarek, Kanaverskis, Landsman, and Lazarski. NAYS: None. ABSENT: Commissioners Grimsby and Stetina.

4. REPORT

a. Spring Fling 5K – Sunday, May 5, 2018

Interim Superintendent Fenske reviewed donations and expenses pertaining to this year's event. Not including money budgeted through the Village, the net loss in proceeds is approximately \$5,100.00. Commissioner Lazarski questioned if there were ways to make more money in the future. Interim Superintendent Fenske suggested cancelling the Community Fair. Other suggestions included cancelling the postcard mailings and lowering the amount of advertisements placed. Interim Superintendent Fenske stated that some of the ads did not generate any new runners.

Commissioner Kaczmarek advised that she received a lot of positive comments from families that attended the race and Community Fair. The climbing wall was a big hit. Commissioner Kaczmarek also stated that having the after-race party at Black Horizon Brewery was well received.

Interim Superintendent Fenske stated that there were 107 runners in the 5K Race and 28 runners in the Children's Fun Run. A total of 171 participants had registered. Interim Superintendent Fenske related that \$2,405 was received in registration fees. \$1,250 was donated to Gateway Special Recreation.

Commissioner Kaczmarek also stated that the giving of a certificate to the winners was well received by the top finishers.

Interim Superintendent Fenske advised that no forms from the scavenger hunt were returned to the Village Hall. Chairman Pionke stated that he would like to redo the scavenger hunt for the Holiday Party and partner with the Chamber of Commerce. Chairman Pionke suggested that Interim Superintendent Fenske contact the businesses that donated certificates and asked if they want them returned or can they be used at a future event.

b. Willow Pond Rededication – Saturday, June 9, 2018

Interim Superintendent Fenske estimated approximately 120 people were in attendance at the event. Interim Superintendent Fenske stated that the bounce house company cancelled due to the weather.

Commissioner Landsman advised that the power outlets in the pavilion need to be looked at. Plugged-in warmers kept blowing the fuse. Commissioner Landsman also questioned if a date can be added to the dedication plaque for the commissioners.

Interim Superintendent Fenske advised that leftover hotdogs will be used during upcoming events.

c. Fishing Derby – Friday, June 23, 2018

Interim Superintendent Fenske stated that there were 17 children registered for this event and 12 attended. All participants caught fish. The most fish caught was eight and the largest fish was 17 ½" bass.

d. Family Fishing Day – Saturday, July 7, 2018

Interim Superintendent Fenske advised that there were six families registered and five families attended, for a total 18 participants. A representative from the DuPage County Forest Preserve distributed fishing brochures and other handouts.

5. DISCUSSION

a. Movie in the Park – Friday, July 13, 2018

Interim Superintendent Fenske advised that Chick-fil-A will be providing sandwiches and drinks. Sprint will be providing popcorn. Pre-movie events will begin around 7:30 p.m. New this year, Kona Ice will be providing shaved ice snacks.

The movie this year is Despicable Me 3. Suggestion was made to open the concession stand for future events to sell candy.

Interim Superintendent Fenske stated that for next year, he will purchase banners advertising the movie night and have them placed in the parks.

b. Parent/Child Fishing Day – Friday, July 20, 2018

Interim Superintendent Fenske stated that there are seven couples registered for this event.

c. Family Campout – Saturday, July 28 – Sunday, July 29, 2018

Interim Superintendent Fenske related that at this time, there are only two families registered for this event. This event will need at least six families registered or else it might be cancelled. Consensus of the Commissioners was to cancel the event.

d. Park Maintenance

Interim Superintendent Fenske advised that inspections were conducted in May. Interim Superintendent Fenske stated that the drinking fountain in Prairie Trail Park was broken and has since been repaired. Several dead trees and branches were noted throughout the parks. A listing was provided to Public Works personnel. As of June 20th, 90% of the repairs have been completed. The commissioners requested a copy of the repair list.

Interim Superintendent Fenske stated that new tennis court nets were installed at Waterford Park in May. The SWAP program was at Willow Pond Park and Borse Community Park to lay mulch and pull weeds. The parking lots at Borse and Willow Pond were sealcoated and restriped.

Commissioner Kanaverskis related that the landscaping around the sign at Lake Hinsdale Park needs to be worked on.

Interim Superintendent Fenske advised that the Public Works foreman suggested installing hot charcoal receptacles at Borse Park and Willow Pond Park.

Interim Superintendent Fenske stated that there was evidence of fireworks being blown off in the parks during the 4th of July, but there was no damage noted.

e. 2018 Children's Holiday Party

Interim Superintendent Fenske related that December 16, 2018 is the only Sunday in the month that there is no conflict with any events that the Burr Ridge Park District is having. Hinsdale South High School is also available on this date. Interim Superintendent Fenske advised that the rental fee for the high school has increased almost double.

Interim Superintendent Fenske suggested that the party time be extended a half hour. Current party hours are 2:00 p.m. – 4:00 p.m. The consensus of the Commission was to open the doors approximately 20 minutes earlier and allow people to stay until 4:30 but don't advertise that the party runs that long.

The commissioners stated that there needs to be better organization for handing out the gifts. Too many people were crowding the front of the room.

Interim Superintendent Fenske advised that the entertainment is still to be determined.

Interim Superintendent Fenske made a suggestion that the age limit for gifts be dropped to 10 years old. The commissioners opposed this idea and did not wish to turn any kids away. Suggestions were made to give gift certificates to the older children.

6. VISITORS' BUSINESS

None presented.

7. COMMUNICATIONS

Interim Superintendent Fenske stated that information for the Fall/Winter/Spring Parks Program brochure went to Burr Ridge Park District for distribution. The proof should be returned in the next week. Commissioner Kanaverskis suggested that youth skiing lessons be offered for residents. Chairman Pionke also suggested to bring in opportunities for teaching bike riding and theater groups.

Interim Superintendent Fenske advised that he had received a thank you letter from Gateway for the donation from the 5K Race. Interim Superintendent Fenske related that he was appointed Chairman of the Gateway Board.

Suggestion was made to conduct park tours after Commission meetings, possibly two after each meeting.

Commissioner Lazarski related that George Scukanec received a proclamation from the Village Board for his 40 years of service with the Village.

8. ADJOURNMENT

MOTION: Made by Commissioner Landsman, seconded by Commissioner Lazarski to adjourn the meeting at the hour of 8:25 p.m.

ROLL CALL VOTE: AYES: Chairman Pionke, Commissioners Kaczmarek, Kanaverskis, Landsman, and Lazarski. NAYS: None. ABSENT: Commissioners Grimsby and Stetina.

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

August 7, 2018

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

Report – Movie in the Park

COMMISSION REVIEW

- ☒ Report
☐ Discussion
☐ Seeking Feedback

Meeting Date:

August 7 2018

BACKGROUND

Report on the Movie in the Park held on Friday July 13 at Borse Community Park.

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

PARKS & RECREATION COMMISSION MEETING
AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

REPORT – Parent/Child fishing

COMMISSION REVIEW

- ☒ Report
☐ Discussion
☐ Seeking Feedback

Meeting Date:

August 7 2018

BACKGROUND

Report on the Parent/Child Fishing event on Friday July 20 at Willow Pond.

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

PARKS & RECREATION COMMISSION MEETING
AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

Report – Family Campout

COMMISSION REVIEW

- ☒ Report
☐ Discussion
☐ Seeking Feedback

Meeting Date:

August 7 2018

BACKGROUND

Report on the Family Campout event on Saturday July 28-Sunday July 29 at Borse Community Park.

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

Because of interest shown in the event after it was cancelled, staff will offer it again next year.

PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

Report – Theft of picnic table tops

COMMISSION REVIEW

- ☒ Report
☐ Discussion
☐ Seeking Feedback

Meeting Date:

August 7 2018

BACKGROUND

Update on the theft of picnic table tops from Borse Community Park on July 15th, 2018

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

DISCUSSION – Back To School Bash

COMMISSION REVIEW

- ☐ Report
☒ Discussion
☐ Seeking Feedback

Meeting Date:

August 7 2018

BACKGROUND

Update on the Back to School Bash, on Wednesday August 15th

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

DISCUSSION – 2018 Children’s Holiday Party

COMMISSION REVIEW

- ☐ Report
☒ Discussion
☒ Seeking Feedback

Meeting Date:

August 7 2018

BACKGROUND

Planning for the 42nd annual Children’s Holiday Party.

REQUEST FOR FEEDBACK

Staff found the following entertainers, and is asking the Commission to visit their websites:

- Circus Boy- General entertainer: www.circusboy.com
- John Measner- Magician: www.measnermagic.com
- Mike DiDomenico- Magician: www.mikedmagic.com

STAFF RECOMMENDATION

PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

DISCUSSION – Park Maintenance

COMMISSION REVIEW

- ☒ Report
- ☒ Discussion
- ☒ Seeking Feedback

Meeting Date:

August 7 2018

BACKGROUND

Update on Park Maintenance issues for the months of June & July.

- Multi-Pondo at Prairie Trail Park
- Hot Coal Receptacles
- Playground Inspections
- Fence replacement at Lake Hinsdale

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

PARKS & RECREATION COMMISSION MEETING
AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

DISCUSSION – Marketing Plan

COMMISSION REVIEW

- ☐ Report
☒ Discussion
☐ Seeking Feedback

Meeting Date:

August 7, 2018

BACKGROUND

A discussion on creating a comprehensive Marketing Plan for current and future Park Department programs.

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION