

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
HELD ON TUESDAY, NOVEMBER 6, 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 Ronald Kanaverskis, Laurie Landsman, and Douglas Stetina.

ABSENT: Commissioners Catherine Kaczmarek, Lorraine Grimsby, and At time of Roll Call – Carol Lazarski.

Also present was Temporary Interim Superintendent of Parks and Recreation John Fenske and Village Trustee Sue Berglund.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES

a. Minutes – October 2, 2018 Regular Meeting – Parks & Recreation Commission

The Commission reviewed the October 2, 2018 minutes.

MOTION: A Motion was made by Commissioner Stetina and seconded by Commissioner Kanaverskis to approve the October 2, 2018 minutes as presented.

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

4. REPORT

a. Pumpkin Fest – October 26, 2018

Interim Superintendent Fenske advised that there were approximately 200 children in attendance. Kiwanis Club paid for the taffy apples. Gower PTO donated \$200 to help cover other expenses. Interim Superintendent Fenske recommended that the fest decorations be donated to the PTO. The consensus of the commissioners was to approve the donation.

***NOTE: Commissioner Lazarski arrived at 7:05 p.m.

5. DISCUSSION

a. 2018 Tree Lighting

Interim Superintendent Fenske related that Splash Graphics donated banners for the event. They will be placed in Borse Community Park, Willow Pond Park, and Prairie Trail Park. Interim Superintendent Fenske advised that there will be a Mrs. Claus and Gower West choir performing for the event.

The event is being promoted through the Willowbrook/Burr Ridge Chamber Newsletter and the Gower West virtual backpack. Village Board and Village staff were emailed a copy of the invitation.

Interim Superintendent Fenske stated that nine (9) trees at Willow Pond Park have been decorated with Christmas lights. Suggestions were made to purchase candy canes for Santa to pass out to the kids. Any that are leftover can be used for the Holiday Party.

Interim Superintendent Fenske advised that there will be coffee, hot chocolate and cookies served. Interim Superintendent Fenske stated that he has received \$650 in donations for the event.

b. 2018 Holiday Party

Interim Superintendent Fenske reminded the Commission that the Holiday Party will be held on December 16th. The face painter and balloon artist have been confirmed. As of today, there are 20 children registered. As of today, there are no high school volunteers. They have finals that begin that week. Commissioner Landsman suggested that Hinsdale Central High School be contacted for volunteers.

Interim Superintendent Fenske advised that as of today, he has received \$1,400 in donations for the Holiday Party. Chicken Basket has confirmed the donation of chicken wings. Interim Superintendent Fenske stated that he has water and Capri Sun leftover from the Pumpkin Fest.

c. Marketing Plan

Chairman Pionke advised that there needs to be a clear definition for the Marketing Plan. Chairman Pionke stated that there will need to be a meeting with the marketing companies for them to give presentations and provide quotes; which then in turn be included in the budget for implementation.

d. FY2019-2020 Budget

Chairman Pionke reviewed the budget process and the draft FY 2019/20 budget. Commissioner Kanaverskis requested that a report of how much money has been spent on items during the current budget in order to determine if next year's budget needs to be adjusted.

Chairman Pionke recommended that special events should be budgeted for the full amount needed in case no donations are received. Then when donations are received, it will offset the costs in the budget. Trustee Berglund stated that this next budget year will be a tight year for spending.

Chairman Pionke also suggested to have a line item for new programs or events that may happen throughout the year.

e. Ridgemoor Park

Chairman Pionke asked Commissioner Landsman to head up the planning for Ridgemoor Park. Commissioner Landsman advised that she would like to get input from the neighbors on what they would like to see in the park. Commissioner Landsman suggested that an article be placed in the next Park Fun Guide asking residents that may be interested in joining a subcommittee to the park renovation.

Chairman Pionke advised that he found some grant opportunities for playground equipment. Suggestion was made to obtain a quote from Tod Stanton from Design Perspectives on the cost for him to apply for grants for the park.

f. Park Maintenance Update

Interim Superintendent Fenske advised that the lights that were put in the pond fountains were not working. The lights were actually covered with algae. The maintenance company suggested placing a spacer on the light unit to lift them out of the water to keep from growing algae. The fountains have been winterized and placed into storage.

Interim Superintendent Fenske stated that the bathrooms at the parks have also been winterized and water has been shut off to the bathrooms and drinking fountains. Tables and bleachers have been moved into storage.

An inspection of the Waterford Park found a hole in the sun shade that is over the playground equipment. Patch kits for the shade are no longer available. A replacement would cost approximately \$1,200.

Interim Superintendent Fenske also related that some graffiti was placed on the playground equipment at Borse Community Park. Graffiti was done in crayon and clean up was taken care of.

Chairman Pionke advised that the Village Board did not approve a total smoking ban in the parks. Signs have been placed in the main parks for no smoking in certain areas.

Chairman Pionke requested that the play talk equipment at Farmingdale Park be looked at.

g. 2019 Commission Meeting Dates

Chairman Pionke reviewed the 2019 Park Commission meeting dates. The Commission concurred to move the dates in January and July to the second Tuesday in the month due to the holiday conflicts. Chairman Pionke recommended that the June, July & August meetings begin at 6:00 p.m. to be able to conduct park tours.

h. Kite Fly

Interim Superintendent Fenske reminded the Commission that at the last meeting, it was decided to hold this event from 1:00 p.m. – 3:00 p.m. Interim Superintendent Fenske advised that the last time this event was held, it began at 10:00 a.m. The concurrence of the Commission was to move it to the earlier time.

Interim Superintendent Fenske related that previous discussions set the date of the Kite Fly as Saturday, May 18, 2019 at Borse Community Park. Interim Superintendent Fenske advised that BRW Softball will also be playing on that date. Recommendation was to move the date to Sunday, May 19th. Interim Superintendent Fenske advised that he will check BRW's schedule. Commissioner Stetina suggested that if the event is moved to Sunday, it should begin at 1:00 p.m.

Interim Superintendent Fenske suggested talking with Gower West Elementary School and use their fields. Chairman Pionke related that bathroom availability may be an issue.

i. Drop-in Pre School

Chairman Pionke advised that he and Interim Superintendent Fenske met with the Superintendent of the Burr Ridge Park District, LaVonne Campbell. Ms. Campbell proposed the idea of a luncheon once a month would work better and could tie into their preschool program. She also suggested that specific subjects be set ahead of time. The program would run for eight weeks: four in a Willowbrook park and four in a Burr Ridge park. Costs for the teachers would be split between the two communities.

Trustee Berglund suggested that for the first year, the programs should be run every other week to judge interest before committing a lot of funding for this program.

6. NEW BUSINESS/IDEAS

Commissioner Stetina again suggested installing senior exercise equipment in the parks. Commissioner Stetina related that he reached out to a company that manufacturers the equipment and they will be sending information.

Chairman Pionke advised that Ms. Campbell will be attending the February Parks meeting to discuss the Intergovernmental Agreement that the Village has with the Burr Ridge Park District, and programming.

Suggestion was made to partner with the new ice arena, the swim club, and baseball facility for programming.

Chairman Pionke advised that a date and place need to be decided for a Village-wide picnic so that the event can be placed in the next Parks guide.

7. VISITORS' BUSINESS

None presented.

8. COMMUNICATIONS

Interim Superintendent Fenske advised that the exterior work has begun on the Community Resource Center.

9. ADJOURNMENT

MOTION: Made by Commissioner Stetina, seconded by Commissioner Landsman to adjourn the meeting at the hour of 9:17 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

December 4, 2018

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.