

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
HELD ON TUESDAY, NOVEMBER 5, 2019 THE VILLAGE HALL, 835 MIDWAY DRIVE,
WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Commissioner Stetina called the meeting to order at the hour of 7:03 p.m.

2. ROLL CALL

Those present at roll call were Commissioners Lorraine Grimsby, Catherine Kaczmarek, Ronald Kanaverskis, Laurie Landsman, Carol Lazarski and Douglas Stetina.

ABSENT: Chairman Robert Pionke.

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

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES

a. Minutes – October 1, 2019 Regular Meeting – Parks & Recreation Commission

The Commission reviewed the October 1, 2019 minutes. Commissioner Kaczmarek said she did not make the motion to adjourn the meeting last month. Commissioner Landsman brought up a few spelling and grammar mistakes she noticed. Commissioner Lazarski noted that the date was wrong on the header of the 2nd page.

MOTION: A Motion was made by Commissioner Lazarski and seconded by Commissioner Grimsby to approve the October 1, 2019 minutes with corrections.

ROLL CALL VOTE: AYES: Commissioners Lorraine Grimsby, Catherine Kaczmarek, Ronald Kanaverskis, Laurie Landsman, Carol Lazarski and Doug Stetina. NAYS: None. ABSENT: Chairman Robert Pionke.

4. REPORT

a. 2019 Pumpkin Fest

Interim Superintendent Fenske related that the Pumpkin Fest was held at Gower West on October 25, 2019 and everything went well. Interim Superintendent Fenske thanked Doug and Laurie for their help. Commissioner Stetina said that it was a good turnout and The Kiwanis Club served pizza.

5. DISCUSSION

a. 2019 Tree Lighting

Interim Superintendent Fenske related that the post cards were mailed on October 18th. Wingrens will be doing the lights again this year. They will be adding lighted garland to the existing poles along the east side of the park, along with what was there last year.

Interim Superintendent Fenske advised that Midtown Athletics will donate the hot chocolate & cookies. Interim Superintendent Fenske stated that he has not been able to hire a Santa for the event. There was a discussion on how to obtain a Santa amongst the committee. Commissioner Stetina asked, "What have we paid in the past for hiring a Santa?" Interim Superintendent Fenske stated the range is \$275 - \$500.

b. 2019 Holiday Party

Interim Superintendent Fenske reminded the Commission that the Holiday Party will be held on Sunday, December 8th. As of today, there are 145 people (66 children and 79 family members) registered. Commissioner Stetina brought up what food has been donated so far. Tommy R's has confirmed the donation of salad and breadsticks. – talking over each other- There was a discussion about getting pizza. Interim Supt. Fenske mentioned that Papa John's is closed, but there are other options available. Commissioner Grimsby suggested seeing if whoever we order pizza from would donate half, with the Village paying for the other half. Commissioner Stetina offered to go to Domino's for pricing and possible donations, he was also in contact with TCBY. Commissioner Lazaraki offered to go to Giordano's. Commissioner Landsman asked if there were any of the Capri Sun leftover from the Pumpkin Fest, and mentioned that because a lot of people were asking for water, we should provide water. Interim Supt. Fenske said if someone donates water, he will bring it, otherwise there are drinking fountains in the café that can be used. Commissioner Landsman asked about Jimmy John's. Interim Supt. Fenske said that his contact must not work there anymore as, the emails that have been sent keep bouncing back. There were multiple conversations going on in the background, and it was hard to hear.

Interim Superintendent Fenske advised that as of today, he has received \$1,200 in donations for the Holiday Party.

Commissioner Landsman said that Walgreens has a nice selection of gifts and she asked to get an update

Walgreens is going to donate a 5x7 photo for the party.

For check in, Interim Supt. Fenske said he is thinking of using the Eventbrite App, and doing everything through a phone or laptop.

Commissioner Kaczmarek mentioned that she was also looking into the backdrops. She also asked if an email could be sent out by the week of November 17 to know status of the party.

c. 2020 Park Permit Fees

Interim Supt. Fenske said there are copies in the agenda of the current permit fees and the proposed fees. He went over the changes, which included the deletion of the "Standard Rates". The consensus is to submit this to the Village Board on Monday, December 16, 2019.

MOTION: A Motion was made by Commissioner Lazarski and seconded by Commissioner Grimsby to present the park permit fee increase to the Village Board. The vote was unanimous.

d. FY 2020-2021 Budget

Interim Superintendent Fenske reviewed the budget and the draft FY 2020/21 budget. Commissioner Stetina asked if the outdoor fitness exercise equipment could be added to the budget. Commissioner Kanaverskis asked what line item this would go under, and can it be noted specifically that this is what it would be for. Interim Supt. Fenske said this would show up in the notes of the line item.

Commissioner Kanaverskis made the following suggestions: landscaping of the park signs; repair of the basketball and tennis courts; fence at Willow Pond; hot dog steamers, soccer goals at Midway, water mister; walk way at Creekside, part-time help. Interim Supt. Fenske then explained which line items these would fall under, and made the respective increases to his draft.

Commissioner Landsman said the Children's Holiday party needs to be increased to at least \$6000.

Commissioner Grimsby asked about the Senior Program Line item and why it shows up three times. Interim Supt. Fenske stated that is the program that is run with Burr Ridge, and it breaks down to the four seasons. Commissioner Kaczmarek asked if these line items will be combined also.

Commissioner Lazarski asked about the Landscape Maintenance & the Contracted Maintenance line items.

Commissioner Kaczmarek asked if the 5K budget could be bumped up to \$15,000.

e. 2020 Commission Meeting Dates

Interim Superintendent Fenske reviewed the 2020 Park Commission meeting dates and stated that the dates in the packet are tentative. All present were in agreement with the 2020 Meeting dates.

MOTION: A Motion was made by Commissioner Lazarski and seconded by Commissioner Kaczmarek to approve the proposed meeting dates for 2020.

ROLL CALL VOTE: AYES: Commissioners Lorraine Grimsby, Catherine Kaczmarek, Ronald Kanaverskis, Laurie Landsman, Carol Lazarski and Doug Stetina. NAYS: None. ABSENT: Chairman Robert Pionke.

f. 2020 Spring Fling 5K

Interim Superintendent Fenske advised that Chairman Pionke has been in contact with the timing company from last year. He also stated that Chairman Pionke has been working on setting up a website for this event, and that he has big plans for this year's race. Interim Supt. Fenske mentioned that he is looking into different activities for the kid's area. He also brought up that we cannot donate to the scholarship fund for former Commissioner Weigus.

g. Park Maintenance Update

Interim Superintendent Fenske stated that public works started the winterization of the parks: turning off the water, pulling the picnic tables. The fountains were removed on Oct. 23rd.

6. NEW BUSINESS/IDEAS

None presented.

7. VISITORS' BUSINESS

None presented.

8. COMMUNICATIONS

None presented.

9. ADJOURNMENT

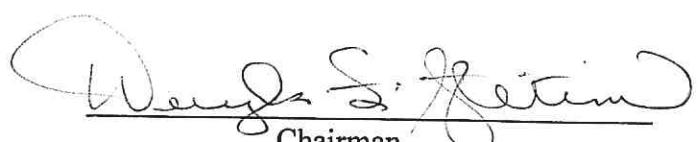
MOTION: Made by Commissioner Landsman, seconded by Commissioner Grimsby to adjourn the meeting at the hour of 8:35 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

12/3, 2019


Wendy S. Stetina
Chairman

Minutes transcribed by Executive Secretary Christine Mardegan and Interim Superintendent John Fenske.