



# Willowbrook

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## Mayor

Frank A. Trilla

## Village Clerk

Leroy R. Hansen

## Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

## Village Administrator

Brian Pabst

## Chief of Police

Robert Schaller

## Director of Finance

Carrie Dittman



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, January 7 2020, 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. December 3 2019 Regular Meeting of the Parks & Recreation Commission
4. REPORT:
  - A. 2020 Park Permit Fees
  - B. 2019 Children's Holiday party
5. DISCUSSION:
  - A. 2020 Spring/Summer Program Dates
  - B. 2020 Spring Fling 5K
  - C. FY2020-21 Budget
  - D. Park Maintenance Update
6. NEW BUSINESS:
7. VISITOR'S BUSINESS – Public comment is limited to  
three (3) minutes per person
8. COMMUNICATIONS
9. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION  
HELD ON TUESDAY, DECEMBER 3, 2019, AT THE VILLAGE HALL, 835 MIDWAY DRIVE,  
WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Commissioner Doug Stetina called the meeting to order at the hour of 7:00 p.m.

2. ROLL CALL

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

ABSENT: Chairman Pionke and Commissioner Catherine Kaczmarek

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

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES

- a. Minutes – November 5, 2019 Regular Meeting – Parks & Recreation Commission

The Commission reviewed the November 5, 2019 minutes.

MOTION: A Motion was made by Commissioner Grimsby and seconded by Commissioner Landsman to approve the November 5, 2019 minutes as presented.

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

4. REPORT

- a. Tree Lighting – November 29, 2019

Interim Superintendent Fenske advised there were approximately 150 people that attended the tree lighting and it was well received. Discussion was had regarding the event.

Interim Superintendent Fenske mentioned he spoke with Mayor Trilla about adding more lights next year, possibly on the fishing pier along with an illuminated wreath. This would require running electric to the pier.

Suggestion was made to switch the direction of the flood lights to illuminate and to purchase a few fire pits to place around so people can stay warm.

Commissioner Lazarski asked who provided the cookies. Interim Superintendent Fenske stated that Midtown Athletics provided the cookies and hot chocolate.

5. DISCUSSION

a. 2019 Holiday Party

Interim Superintendent Fenske advised that as of today's date, there are 273 people registered for the event. Discussion amongst Commissioners on how to handle walk ins. Concern was raised over running out of gifts if a lot of walk- ins attend the party. Suggestion was made that the preregistered children with tickets should receive a gift.

Interim Superintendent Fenske stated that Rob has the photo backdrops but they need to be steamed. Does anyone have a steamer?

Interim Supt. Fenske stated that as of tonight \$1,850.00 in donations has been received, and expenses are \$2000.02. Commissioner Landsman asked what the expenses were so far. Interim Supt. Fenske stated that they were the following: face painter, gifts, paper goods, entertainment and half of the postcard printing & postage.

There are approximately 22 volunteers from Hinsdale South that will be helping, as well as the police cadets.

Interim Supt. Fenske mentioned that he talked to Santa after the tree lighting. The gentleman does not accept payment, but rather requests donations. He will provide a list of his charities.

Interim Superintendent Fenske mentioned that he finally heard from his contact at Jimmy John's, and he wants to help out again this year. He also stated that Pete's will be donating veggie trays, cookies and water, but requires someone to pick it up. Commissioner Stetina said he talked to the new owner at Chicken Basket and they will also be donating food to be picked up. Commissioner Grimsby volunteered to pick everything up. Tommy R's is donating salad and breadsticks. Commissioner Stetina has reached out to Giordano's Pizza.

Discussion on the photos that will be given out at Walgreens.

b. 2020 Park Permit Fees

Interim Superintendent Fenske related that the changes approved in November were submitted to the Village Board of Trustees for their meeting on December 16, 2019. If approved by the Trustees, the new permit fees will go into effect on January 1, 2020.

c. FY2020-2021 Budget

Interim Superintendent Fenske reviewed the current fiscal year budget and projected spending for the rest of the year. He handed out an updated sheet showing the combined landscape/maintenance line items, and the requested budget amount of \$125,000. Commissioner Kanaverskis asked how much of this will go towards the park sign flower beds, and how many will get done this coming fiscal year. Interim Supt. Fenske stated that it was about \$3000-\$4000 per bed, and he was planning on doing at least half this year. Commissioner Stetina said to make sure there is money to keep the splash pad working properly.

Commissioner Kanaverskis asked if the proposed water mister would come out of the \$125,000. Interim Supt. Fenske stated that this would be a discretionary item, submitted to the Village board separately from the budget. And that half the money could come from the ADA fund. Commissioner Lazarski asked if we had a price on this equipment yet. Interim Supt. Fenske stated that the one chosen by the Commission was \$15,000, including installation.

Interim Supt. Fenske went over changes made to the "Court improvements" line item.

A discussion was held on what projects have been put off from past budget cycles, including the Ridgemoor playground replacement and the Midway soccer field and parking lot, what projects were upcoming including the Borse parking lot and playground replacement.

Interim Supt. Fenske mentioned that he spoke to Tod Stanton from Design Perspectives. He mentioned that there is a new OSLAD Grant cycle starting in January. He does not think the Ridgemoor project would be a good candidate for a grant, but either project at Borse or Midway would be a better choice.

A discussion on what order the projects should be presented was held, and it was decided on Midway, Borse then Ridgemoor, applying for grants for Midway and Borse.

d. Outdoor Exercise Equipment

A discussion on what park to locate the equipment was held. Commissioner Kanaverskis suggested coming up with a number to present to the Board and go from there. Commissioner Landsman asked if it would be a separate line item, or part of the park improvements. Interim Supt. Fenske stated that this would be a discretionary item, presented separately to the Board, if the Commission wanted to pursue installation separately from the Borse park renovation. His opinion is it would have a better chance of getting approved if part of a bigger project.

e. 2020 Spring Fling 5K

Interim Superintendent Fenske stated since Chairman Pionke is not here we will discuss further at the January meeting.

f. Park Maintenance Update

Interim Superintendent Fenske related that public works finished winterizing the parks and tables will be removed from the pond area.

6. NEW BUSINESS/IDEAS

Commissioner Landsman mentioned looking into the fence by the playground equipment by Willow Pond.

Interim Superintendent Fenske said that will be added in the next budget.

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 8:10 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

\_\_\_\_\_, 2020

\_\_\_\_\_  
Chairman

Minutes transcribed by Executive Secretary Christine Mardegan.

**PARKS & RECREATION COMMISSION MEETING**

**AGENDA ITEM SUMMARY SHEET**

**AGENDA ITEM DESCRIPTION**

**REPORT – Park Pavilion Fee Schedule**

**COMMISSION REVIEW**

- ☒ Report  
☐ Discussion  
☐ Seeking Feedback

Meeting Date:

January 7 2020

**BACKGROUND**

Staff forwarded the approved fee changes to the Village Board for review at their meeting on December 16<sup>th</sup>.  
If approved, they will go into effect on January 1<sup>st</sup> 2020.

**REQUEST FOR FEEDBACK**

**STAFF RECOMMENDATION**

## 2020 Permit Fees and Services Schedules

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### Picnics and Events - Borse Community Park or Willow Pond

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Revised 12/16/19  
Effective 1/1/20

Persons in Group	Security Deposit	Resident Rate	Non-Resident Rate
<b>Up to 25*</b>	<b>\$100</b> - Waived for School & Scout groups serving Willowbrook	<b>\$60</b> - Waived for School & Scout groups serving Willowbrook	<b>\$120</b> - Waived for School & Scout groups serving Willowbrook
<b>26-50*</b>	<b>\$200</b> - Waived for School & Scout groups serving Willowbrook	<b>\$100</b> - \$60 for School & Scout groups serving Willowbrook	<b>\$200</b> - \$120 for School & Scout groups serving Willowbrook
<b>51-100*</b>	<b>\$300</b> - Waived for School & Scout groups serving Willowbrook	<b>\$110</b> - \$80 for School & Scout groups serving Willowbrook	<b>\$220</b> - \$160 for School & Scout groups serving Willowbrook
<b>101-200*</b>	<b>\$400</b> - Waived for School & Scout groups serving Willowbrook	<b>\$200</b> - \$100 for School & Scout groups serving Willowbrook	<b>\$400</b> \$200 for School & Scout groups serving Willowbrook
<b>200 + **</b>	<b>Permission for groups of 200 or more, requires pre-approval by the Village Board.</b> <b>Costs are based on the size of the group. Please Allow six (6) weeks from request</b>		

**Notes:**

1. Rentals are based on a six (6) hour rental time period.
2. Fees include trash removal.
3. Security Deposit will be refunded by check within three (3) weeks of rental. Refunds must be approved by the Village Board.

\* \$10.00 for each additional two-hour time period

\*\* \$20.00 for each additional two-hour time period

**PARKS & RECREATION COMMISSION MEETING**

**AGENDA ITEM SUMMARY SHEET**

**AGENDA ITEM DESCRIPTION**

**REPORT – 2019 Children’s Holiday Party**

Sunday December 8, 2019

**COMMISSION REVIEW**

- ☒ Report
- ☒ Discussion
- ☒ Seeking Feedback

Meeting Date:

January 7 2020

**BACKGROUND**

Report on the 43<sup>rd</sup> annual Children’s Holiday Party. Staff is still waiting on receipts from this event.

**REQUEST FOR FEEDBACK**

**STAFF RECOMMENDATION**

Staff recommends keeping the cutoff date to sign up. If this number is not reached by the cutoff date, we can continue taking reservations. This will help in the purchasing of gifts, supplies for the arts & craft project and also help in the planning for the amount of food & refreshments.

## 2019 Holiday Party

As of 12/19/19

	EXPENSE	Notes
Postage		Split with Tree Lighting
Donation Letter	\$ (11.75)	
Postcards		Split with Tree Lighting
Printing	\$ (289.00)	
Postage	\$ (575.85)	
Hinsdale South Rental	\$ (440.00)	
Entertainment		
Face Painter	\$ (225.00)	Kerri Stockton
Santa	\$ (250.00)	
Main Entertainment	\$ (325.00)	Gary Kantor
Food		
Yougurt	\$ (375.00)	
Pizza	\$ (240.60)	
Refreshments	\$ (31.94)	coffee,cookies
Paper Goods	\$ (54.84)	cups, F/K/S, serving utensils, plates
Gifts	\$ (761.91)	
General Supplies	\$ (155.95)	tablecloths/candy canes
Craft Supplies	\$ (5.48)	crayons
EXPENSES	\$ (3,742.32)	
Starting Budget	\$ 4,700.00	
Money left in Budget	\$957.68	
DONATIONS	\$ 1,900.00	
TOTAL +/-	\$2,857.68	

**PARKS & RECREATION COMMISSION MEETING**

**AGENDA ITEM SUMMARY SHEET**

**AGENDA ITEM DESCRIPTION**

**DISCUSSION**

**2020 Spring/Summer Program Dates**

**COMMISSION REVIEW**

- ☐ Report  
☒ Discussion  
☒ Seeking Feedback

Meeting Date:

January 7 2020

**BACKGROUND**

Discussion on choosing dates for the 2020 Spring/Summer Programs

**REQUEST FOR FEEDBACK**

The following events need to have dates selected.

Kite-Fly Day

Fishing Derby

Family Fishing Day

Parent/Child Fishing

Movie Night

**STAFF RECOMMENDATION**

Staff recommends that the Kite-fly be cancelled. Because of the similarity of the two events, Staff thinks that combining the Family Fishing Day & the Parent/ Child fishing event would be a good idea this year.

**PARKS & RECREATION COMMISSION MEETING**

**AGENDA ITEM SUMMARY SHEET**

**AGENDA ITEM DESCRIPTION**

**DISCUSSION – 2020 Spring Fling 5K**

Sunday May 3rd 2020

**COMMISSION REVIEW**

- ☐ Report  
☒ Discussion  
☒ Seeking Feedback

Meeting Date:

January 7 2020

**BACKGROUND**

Update on the planning for the 6<sup>th</sup> Annual 5K run and Community Fair, held at Borse Community Park.

**REQUEST FOR FEEDBACK**

**STAFF RECOMMENDATION**

**PARKS & RECREATION COMMISSION MEETING**

**AGENDA ITEM SUMMARY SHEET**

**AGENDA ITEM DESCRIPTION**

**DISCUSSION – FY2020-2021 Budget**

**COMMISSION REVIEW**

- ☐ Report  
☒ Discussion  
☒ Seeking Feedback

Meeting Date:

January 7 2020

**BACKGROUND**

Attached is the final draft of the FY2020-2021 Budget for review.

**REQUEST FOR FEEDBACK**

Any additional changes need to be made so they can be submitted by January 10.

**STAFF RECOMMENDATION**

Staff did not include line items that are handled by the Finance Department. These include such items as: Administration costs, Data Processing (EDP Equipment/software/licenses), Personal Services (staff salaries, social security) and SRA items. Also not included are all Discretionary Items, as these are submitted to the Village Board separate of the department budget.

G/L Number	Description	2020-21 Requested
550-301	General Supplies	\$2,000
570-281	Landscaping & Maintenance	\$127,900.00
570-234	Rent- Equipment	\$500.00
570-280	Ballfield Maintenance/Supplies	\$10,000.00
570-331	Maintenance Supplies	\$9,500.00
570-411	Maintenance-Equipment	\$7,000.00
575-119	Summer Programs	\$7,800.00
575-517	Seniors Program -Summer	\$5,400.00
580-517	Seniors Program-Fall	\$5,400.00
580-118	Fall Programs	\$650.00
585-121	Winter Programs	\$2,000.00
585-150	Children's Special Events- Other	\$3,000.00
585-151	Family Special Event- Movie Night	\$1,650.00
585-152	Special Event- Tree Lighting	\$5,000.00
585-153	Family Special Event- Back to School	\$1,100.00
585-154	Family Special Event- 5K	\$15,000.00
585-155	Children's Holiday Party	\$5,200.00
585-156	Special Event- Park Opening	\$0.00
585-157	Community Picnic	\$3,500.00
585-517	Seniors Program-Winter	\$5,400.00
586-121	Spring Programs	\$200.00
595-643	Pond Improvements	\$400.00
595-693	Court Improvements	\$10,000.00
595-695	Park Improvemnets- Neighborhood Park	\$4,100.00
595-969	Community Park Development	\$0.00
	<b>Total Requested FY2020-21</b>	<b>\$230,700.00</b>

**PARKS & RECREATION COMMISSION MEETING**

**AGENDA ITEM SUMMARY SHEET**

**AGENDA ITEM DESCRIPTION**

**DISCUSSION – Park Maintenance Update**

**COMMISSION REVIEW**

- ☐ Report  
☒ Discussion  
☒ Seeking Feedback

Meeting Date:

January 7 2020

**BACKGROUND**

Update on Park Maintenance issues from December 3<sup>rd</sup> 2019 to January 7<sup>th</sup> 2020.

A) Aerators at Willow Pond

B) Creekside Park

**REQUEST FOR FEEDBACK**

**STAFF RECOMMENDATION**