

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION HELD ON TUESDAY, APRIL 5, 2011, AT THE WILLOWBROOK HOLIDAY INN, 7800 KINGERY WHIGHWAY, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Superintendent Righton called the meeting to order at the hour of 7:37 p.m.

2. ROLL CALL

Those present at roll call were Chairman Richard Cobb, Commissioners Doug Stetina, Richard Cobb, Ronald Kanaverskis, Laurie Landsman, and Ramona Weigus.

ABSENT: Commissioner Carol Lazarski.

Also present was Superintendent of Parks and Recreation Walter Righton.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – March 1, 2011

The Commission reviewed the Parks and Recreation minutes from March 1, 2011. Commissioner Stetina advised that on page 3 he was the one who inquired on the cost to remove the old park signs.

MOTION: Made by Commissioner Kanaverskis, seconded by Commissioner Weigus to approve the minutes of March 1, 2011, as amended.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

4. CORRESPONDENCE/COMMUNICATIONS

None presented.

5. VISITOR'S BUSINESS (comments limited to three minutes per person on only items that are on the agenda)

No visitors.

6. REPORTS

A. Park News in Brief

Superintendent Righton advised that the Village board supported all the elements of the Parks and Recreation budget, which included the two (2) movie nights and

the \$25,500 for backstop repairs. They also supported Staff's recommendations for additional backstop repairs and dugout covers, if the grant is approved. The repairs to the backstops include removal and replacement of the fabric, sandblasting and painting the backstop frames.

Family Fun Day – The Board had asked Superintendent Righton to research a Family Fun Day and it was agreed that corporate donations were needed to help fund this event. For that reason, the Board did not support this initiative at the present time.

The Summer Parks & Recreation book will be mailed on Friday, April 8, 2011, with registration beginning on Monday, April 11, 2011.

Softball Update – The maximum capacity has been met on both co-rec leagues which is the first time we are at full capacity in the last several years. BRW is at near capacity for both leagues.

The Weight Loss Challenge Class had three winners, all of which were Willowbrook residents. They will be sharing in the \$400 prize money. The average weight loss was 15.7lbs and 9.8 inches. A new class began Monday, April 4, 2011 and the next class will begin on June 14, 2011.

B. Transition Planning for Superintendent of Parks & Recreation and Recreation Specialist Positions

On March 31, 2011, Recreational Specialist Deb Peterson submitted her two-week letter of resignation to take a full-time position with benefits elsewhere.

Superintendent Righton identified a candidate as a result of the process that took place in the hiring of the Recreation Specialist. She has a Bachelor of Science degree in Recreation and currently works in the field. Tim Halik and Superintendent Righton met with her and were both very impressed with her experience, qualifications, and enthusiasm about the Superintendent position. A check of her references confirmed her qualifications. Her resume will be forwarded to the Finance Committee with Staff's recommendations. Once approved, the candidate will give her two-week notice to her current employer. Superintendent Righton anticipates having a training period with the candidate prior to his retirement on May 5, 2011.

The Commission inquired as to whose responsibility would be park maintenance. Superintendent Righton advised that Public Works will have a greater role in identifying park maintenance projects.

7. Old Business

A. Park Entrance Signs

On March 21, the Village Board directed Staff to include \$20,500 in the fiscal 2011-12 budget for park signs. Superintendent Righton has been working with vendors and has asked one vendor to submit a conceptual drawing for routed park signs. These should be submitted to him prior to the next Commission meeting.

The Commission agreed that once they get a good design that the Commission can agree on, they would like to get this project started.

The Commission thanked Superintendent Righton for all his years of service and dedication to the Village of Willowbrook and wished him well in his retirement.

8. ADJOURNMENT

**MOTION:** Made by Commissioner Kanaverskis, seconded by Commissioner Weigus to adjourn the meeting at the hour of 8:01 p.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

\_\_\_\_\_, 2011

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Chairman

Minutes transcribed by Debbie Hahn.