

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION  
HELD ON TUESDAY, FEBRUARY 7, 2012, AT THE WILLOWBROOK VILLAGE HALL, 7760  
QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Cobb called the meeting to order at the hour of 7:30 p.m.

2. ROLL CALL

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

ABSENT: None

Also present was Superintendent of Parks and Recreation Kristin Violante.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – DECEMBER 6, 2011

The Commission reviewed the December 6, 2011 minutes.

MOTION: A Motion was made by Commissioner Lazarski seconded by Commissioner Stetina to approve the December 6, 2011 minutes, as amended.

ROLL CALL VOTE: AYES: Chairman Cobb, Commissioners Kanaverskis, Landsman, Lazarski, Schuurman, Stetina, and Weigus. NAYS: None. ABSENT: None.

MOTION DECLARED CARRIED

4. REPORTS

Park News in Brief

For discussion on the Holiday Party, see Item 5-A.

Superintendent Violante stated that 47 children were called for the “Santa is Calling You” event held on December 15<sup>th</sup>.

For discussion on the Backstop Project, see Item 6-B.

Superintendent Violante stated that she is currently receiving quotes for dugout canopies and hopes to have the project completed in the spring.

Superintendent Violante expressed her excitement about the number of individuals enrolled in Winter/Spring programs. She stated that she is trying hard to get more program registrations. She stated that the Village may not offer as many programs as some park districts; however, the

Village does offer quality ones. Superintendent Violante stated that she has developed a floor hockey program to take the place of soccer. So far, there are 13 children enrolled. The program takes place at Gower Elementary School and is led by the old soccer instructor, Ken Kohnke. The Weight Loss Challenge has 15 participants. The Pilates programs offered cooperatively with the Pilates business (Pilates, Inc.) on 75<sup>th</sup> are increasing. Offering a group rate through the Willowbrook Parks Program is more affordable to residents than signing up individually through the Pilates studio. There may be an additional, evening Yoga class offered in the future. The current class is already over its maximum of 15 with 16 individuals currently enrolled in the Thursday evening class.

Some programs have been cancelled for the winter session. A newly offered adult cooking class has been canceled. The January Daddy/Daughter Pancake Breakfast was canceled due to conflicts with Girl Scout dances on the same day. This class will hopefully be rescheduled in the spring. A new class called First Fridays was canceled, in addition to Horsemanship and Speed & Agility.

Superintendent Violante stated she created flyers of upcoming events for Gower Middle School and Elementary School. Copies of these flyers are in the packet. The School District is now going green and would like future flyers posted on their website as opposed to distributing paper copies.

Commissioner Kanaverskis inquired if there was any interest in a Skiing Class for young kids. He stated that the Hinsdale Park District used to offer the class at Four Lakes in Lisle. Parents drove the kids to the facility themselves. The fee, which included the class and ski rental, lasted for approximately four Saturdays. Superintendent Violante stated she would look into it.

Superintendent Violante stated that Village Trustee Sue Berglund has inquired about the village offering a Tai Chi class. There will be a class offered cooperatively through the Oak Brook Park District this summer. If this class goes well, then hopefully we can offer it through the Village.

Chairman Cobb inquired if there are any new programs for the older community. Superintendent Violante stated that there is a Pinochle Club at the Village on Wednesdays. She also stated that the Village has a cooperative senior program with the Burr Ridge Park District and she often attends the Senior Socials as a representative of Willowbrook. Superintendent Violante mentioned that she would like to look into grants to purchase a vehicle to be utilized for seniors as well as youth trips. Commissioner Landsman asked if there are transit buses that would pick up seniors up for free to take them to Village recreation events. Superintendent will look into that.

5. **OLD BUSINESS**

A. Holiday Party

Superintendent Violante estimated that there were approximately 107 children in attendance at this year's event. There was a total of \$1,470.00 in donations collected and \$1,464.00 spent. Commissioner Lazarski said that a great job was done in keeping expenses within the donation amount. Commissioners agreed that it was the best Holiday Party in years. They felt the

banners helped increase traffic in addition to having people RSVP. Thanks were given to Commissioners Stetina and Landsman for their wise gift shopping.

Superintendent Violante indicated that she has already purchased some decorations and table cloths through Oriental Trading for next year's event.

Superintendent Violante asked when the event should be held in 2012. Commissioner Weigus stated that we need to avoid the same weekend as the Kiwanis Pancake Breakfast since that weekend tends to be too busy. Superintendent Violante will talk to Kiwanis and then reserve the facility.

Superintendent Violante stated that she had heard mixed reviews on the magician. Comments were that he was ok for the kids, but not so much for the adults.

Commissioner Weigus stated that some of the older girls were upset with the "size" of their gift. She said the older kids saw the younger kids receiving "bigger" bags while they received smaller bags with bracelets, even though the gifts were similar in price. Commissioner Weigus suggested having a larger choice of gifts for the older girls.

Commissioner Landsman also stated that the banners that were placed in the parks should be removed sooner after the party. Commissioner Schuurman stated that he thought having the banners up for a short while after the party is a good idea and a marketing strategy some organizations use. Superintendent Violante stated the banners were taken down within a week of the event.

Commissioner Weigus requested that some Sharpie markers be brought to next year's event to cover up gift prices.

#### B. FY 11-12 Budget Planning

Superintendent Violante spoke about capital projects for the next fiscal year. Administrator Tim Halik suggested Superintendent Violante and Management Analyst Hummel look for grants to cover the cost of replacing the Willow Pond playground or scale down the project. Superintendent Violante stated that there is \$10,000.00 in the Special Recreation Levy that could go towards the park. Superintendent Violante indicated that she has requested \$51,000.00 for the playground replacement at Willow Pond with an additional \$10,000.00 coming from the Special Recreation fund.

Superintendent Violante stated that she had gotten estimates for pavilions from a roofing company. It will cost approximately \$20,800.00 to replace the two pavilion roofs at Community Park with shake shingles. The cost will be approximately \$8,320.00 to replace both roofs with an asphalt shingle roof. The current pavilions have shake shingles. Commissioner Kanaverskis asked if those quotes included new material underneath the new roof. After further review it was determined that the quote did include new material. The costs for a new pavilion would be approximately \$21,000.00. Superintendent Violante stated that she requested \$21,000.00 in the budget for a pavilion. Once it is determined if this capital

improvement item is approved, the commissioners can decide whether to replace the pavilion roofs at Community Park or purchase a new pavilion for one of the parks.

Superintendent Violante stated that there is approximately \$12,000.00 remaining from the IDCE grant for the dugout canopies. She has requested an additional \$14,000.00 to finish the canopy project.

Superintendent Violante stated that she is also looking for grants to help offset the costs of these projects.

Superintendent Violante spoke about the Movies in the Park. The movies are approximately \$4,000.00. She stated she would like to include one Movie in the Park for the next fiscal year but put the money budgeted last year for a second movie towards next year's tree lighting ceremony or another event. The other option would be to keep two Movies in the Park. The rental of the movie screen is the biggest expense at about \$1,500.00. Commissioner Landsman questioned what would it cost to purchase a screen if this is an event the Parks Department will be doing on a regular basis. A majority of the Commissioners were in favor of keeping two movies in the park in the budget for 2012 – 2013. Commissioner Lazarski also suggested the \$4,000 amount seemed high. Superintendent Violante will look again at the 2011 – 2012 budget to determine how much was exactly budgeted and spent for these movies.

C. Certificates of Insurance

Superintendent Violante was asked to place this item on the agenda for this meeting. Commissioners wanted to look into possibly increasing the amount of liability coverage required by outside associations from the current \$1,000,000 requirement. She shared an e-mail from the Director of Risk Management at IRMA in response to an e-mail from Management Analyst Hummel about this topic. It basically said the General Liability limit is always a minimum of \$1,000,000.00 and that it is always good practice to evaluate whether it should be increased. There are strong immunities in the recreation area, but the level of liability insurance always needs to be based on the exposure itself. The only potential downside of increasing the liability amount is that you could unintentionally exclude smaller sole proprietors or small vendors. To increase the amount could affect BRW, AYSO, and other associations. It was determined that a liability coverage increase is not needed at this time.

Commissioner Landsman requested that the topic of automatic external defibrillators (AEDs) be placed on the next meeting's agenda. In addition to some other Commissioners, she feels we need to have AEDs available at Borse Park. She does feel that having police cars equipped with AEDs and having a fire station within a short distance is enough. Superintendent Violante will look more into this issue and will place the topic on next month's agenda.

6. NEW BUSINESS

A. Park and Athletic Facility Usage Policy and Fee Schedule

Superintendent Violante stated that the last time the park and athletic facility usage policy and fee schedule was revised was in 2010, and that was primarily for wording changes. The last time any fees were increased was in 2008. Superintendent Violante indicated she felt some of the wording in the usage policy needs to be changed. She also indicated that the Village is getting more non-residents reserving fields. She included the fees other park districts and Villages are charging for residents and non-residents to use athletic fields. The Village of Willowbrook currently charges the same fee for non-residents and residents to use athletic fields. She feels the Village has great athletic facilities and should be charging similar rates that neighboring districts are charging. It is her opinion that the picnic fees remain unchanged since they were just changed in 2008.

Superintendent Violante referred to the statement in the second paragraph of first page of the **Park and Athletic Facility Usage Policy** that states “Village residents may apply for a permit under Resident status for their business or organization that is outside the Village of Willowbrook.” Superintendent wants to add the word picnic in front of the word permit. Under the current policy, a resident can receive a park or athletic permit at a resident rate even though his/her team or organization is from another town. Superintendent Violante stated that independent sports teams from other towns should pay the non-resident rate unless there is a certain percentage of individuals from Willowbrook. She stated one time picnic permits should be given to residents at resident rates, however, non-Village related groups utilizing athletic fields on a consistent basis should pay the appropriate fee.

Superintendent next referred to the **Definitions section of page 1**, Under **number 4 of the Resident definition** it states a Resident could consist of non-profit organizations, clubs and churches that provide service to a “substantial” number of residents. Superintendent Violante stated that the word “substantial” is too vague and should be a specific percentage. Commissioners tentatively agreed that “substantial” should be changed to 50%.

Superintendent Violante stated that last summer some rental groups had left a considerable amount of garbage behind after utilizing the pavilions. This resulted in a lot of extra clean-up work by the Public Services Department. She suggests adding a stipulation under the **Conditions for All Permits, page 2 #2** and **under Special Conditions for Picnic/Event Permits, page 3 #6** that reads “The Village reserves the right to deduct a reasonable portion of the security deposit for any excessive garbage left outside the garbage cans.” The Commission thought this was reasonable.

Superintendent Violante indicated when people currently reserve a pavilion; they pay by the number of people they think will attend the event. Last year Superintendent Violante noticed a group had a larger amount of people than what they had indicated on their permit. Under **Conditions for All Permits, page 2 # 16**, she would like to add “For activities at any Village facility/park, the Village reserves the right to schedule additional staffing and assess appropriate additional charges should the scope of the usage, in the opinion of the Village

Recreation Staff require such measures.” She got this idea from a neighboring district which has similar verbiage.

Commissioner Schuurman said there should be verbiage somewhere in the policy stating “if staff finds the applicant had more people than what their permit stated, additional fees will be deducted from the security deposit.”

Superintendent Violante also stated there should be a line for lessee initials under “**Conditions for All Permits**” and “**Special Conditions**” acknowledging they have read and received the permit rules and regulations.

Commissioner Schuurman stated he would like decibel levels and time restrictions added to the **Conditions for all Permits** involving permits requesting specialized attractions, disc jockeys and/or sound systems.

Commissioners also requested that the park closing times be added to the **Conditions for all Permits** section so that the applicants are aware of the park hours.

Superintendent Violante stated that she will make the changes to the policy and forms and will bring them to the next Commission Meeting for final approval.

Superintendent Violante spoke about the fees for athletic fields. She stated that currently residents and non-residents are paying the same amount of money to use the fields. Superintendent Violante stated that non-residents should pay more money like they do in neighboring districts and Villages. Commissioner Schuurman stated that Willowbrook should replicate the same fee structure as our neighbor, Darien Park District. There was discussion as to whether associations who have had a long standing relationship with the Village’s Parks and Recreation Department pay resident or non-resident rates. Different options were discussed. Superintendent Violante will comprise a grid showing how much more money these groups will pay with different price increases. A decision will be made once this information is made available to Commissioners. Commissioner Lazarski suggested the fee structure should be the following:

	<u>Resident</u>	<u>Non-Resident</u>
Softball Field	\$15.00	\$20.00
Softball Field w/lights	\$30.00	\$35.00
Soccer Field	\$15.00*	\$20.00

(\*increase from \$12.00)

Commissioners Schuurman and Cobb stated that this is fine for a transitional year. However, the following year, the fee structure should be equal to Darien:

	<u>Resident</u>	<u>Non-Resident</u>
Softball Field	\$15.00	\$25.00
Softball Field w/lights	\$35.00	\$45.00
Soccer Field	\$15.00	\$25.00

Chairman Cobb indicated that by charging non-residents a higher fee staff will have the financial resources to provide extra services and care to the fields when and if they are needed.

Superintendent Violante hopes by the Recreation Commission being fiscally responsible, more money may be available for recreation related capital improvements.

**B. Backstop Project**

Superintendent Violante related that the Backstop Project has been installed. Asphalt needs to be installed to cover the places where the old poles were located. Mayor Napoli mentioned at the last Village Board Meeting that he appreciates the efforts the Commission and staff put into this project. He stated it was a very well done project and big improvement.

**C. Maercker PTA Raffle Prize Donation**

Superintendent Violante stated that the Maercker PTA is again asking for a raffle prize for their PTA fundraiser. She would like permission to again donate a gift certificate for a fishing party. Chairman Cobb stated that the gift certificate should have a maximum of 10 participants with the winner paying for any additional children over 10. Commissioner Landsman stated that the Parks and Recreation Department should also donate a gift certificate for one free session of a child's karate class. The commissioners concurred to these donations.

**7. CORRESPONDENCE/COMMUNICATIONS**

There was no communications.

**8. VISITOR'S BUSINESS**

There was no visitor business.

**9. ADJOURNMENT**

**MOTION:** Made by Commissioner Landsman, seconded by Commissioner Stetina to adjourn the meeting at the hour of 9:07 p.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

\_\_\_\_\_, 2012

\_\_\_\_\_  
Chairman

Minutes transcribed by Cindy Stuchl.