



EST. 1960

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

Tim Halik

Chief of Police

Robert J. Pavelchik, Jr.

Director of Finance

Carrie Dittman

A G E N D A

REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON TUESDAY, MARCH 6, 2018, 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) February 6, 2018 Regular Meeting of the Parks & Recreation Commission
4. REPORT –
 - a) Darien Youth Club Field Rental at Midway Park
5. DISCUSSION –
 - a) Easter Egg Hunt – March 31, 2018
 - b) Spring Fling 5K – May 6, 2018
 - c) Willow Pond Grand Re-Opening – June 9, 2018
6. VISITORS' BUSINESS – Public comment is limited to three (3) minutes per person
7. COMMUNICATIONS
8. ADJOURNMENT



Proud Member of the
Illinois Route 66 Scenic Byway

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
HELD ON TUESDAY, FEBRUARY 6, 2018, 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 7:12 p.m.

2. ROLL CALL

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

ABSENT: Chairman Richard Cobb, Commissioners Laurie Landsman and Robert Pionke.

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

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES

a. Corrected Minutes – December 5, 2017 Regular Meeting – Parks & Recreation Commission

The Commission reviewed the December 5, 2017 minutes. Commissioner Kaczmarek advised there was a spelling error.

MOTION: A Motion was made by Commissioner Lazarski and seconded by Commissioner Grimsby to approve the December 5, 2017 minutes as amended.

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

b. Minutes – January 9, 2018 Regular Meeting – Parks & Recreation Commission

The Commission reviewed the January 9, 2018 minutes.

MOTION: A Motion was made by Commissioner Lazarski and seconded by Commissioner Grimsby to approve the January 9, 2018 minutes as presented.

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

4. REPORT

a. 2018-2022 Master Plan

Interim Superintendent Fenske advised that the Master Plan was brought before the Village Board on January 22, 2018 for their approval. The Board had a few questions in reference to the population numbers that were listed. Interim Superintendent Fenske stated that Tod Stanton from Design Perspectives was contacted for clarification. Mr. Stanton related that the figure used was based on the current projections provided by the U. S. Census.

Interim Superintendent Fenske also stated that there was a miscalculation involving park acreage. Mr. Stanton corrected the error.

Interim Superintendent Fenske advised that the Village Board did approve the Master Plan at the January 22nd meeting with the corrections mentioned.

Interim Superintendent Fenske related that since the Master Plan has been adopted, staff is currently looking to apply for grants in order to enhance additional parks within the Village.

5. DISCUSSION

a. Spring Fling 5K – Sunday, May 6, 2018

Interim Superintendent Fenske advised that donation letters were sent out to local businesses and Chamber members during the week of January 22nd.

As of today, the Village has received approximately \$3,400 in donations. Jimmy John's, Papa John's, Community Bank of Willowbrook, Hinsdale Nurseries, and Laneville Family Chiropractic have already signed up for sponsorships.

Interim Superintendent Fenske related that he sent out an email to all the runners that had signed up through Eventbrite last year to alert them that registration is now open for this year's race.

Interim Superintendent Fenske advised that Advanced Physicians will be providing massages to any runners that are interested.

Commissioner Kaczmarek stated that the Race Committee met with the owners at Black Horizon Brewery. Commissioner Kaczmarek related that there were some legal issues with having Black Horizon providing drinks at the park. Instead, Black Horizon has agreed to host an after-race party at the brewery. Black Horizon will be donating beer to participants who show proper identification.

Commissioner Kaczmarek also advised that they will also be hosting packet pick up on the Saturday before the race from 12:00 p.m. – 3:00 p.m. Commissioner Kaczmarek stated that there will also be a packet pick up at the Village Hall on that Friday.

Also, as an incentive to get runners to attend the after-party, Commissioner Kaczmarek advised that prize winners will be announced at Black Horizon after the event.

Commissioner Kaczmarek related that there will be an advertisement in the April edition of the Hinsdale Magazine.

b. Willow Pond Grand Opening – Saturday, June 9, 2018

Interim Superintendent Fenske advised that he has requested \$1,500 to budget for this event. The budget will be discussed by the Village Board in March. This event will be advertised in the next Park Book that will be sent out to residents.

c. Easter Egg Hunt – Saturday, March 31, 2018

Interim Superintendent Fenske related that there are currently eight (8) children registered for this event. An email was sent to all the attendees of the Holiday Party. Donation request letters will be sent to Chicken Basket, Chick-fil-A, Kiwanis and Jimmy Johns. The high school has been contacted for volunteers.

6. VISITORS' BUSINESS

None presented.

7. COMMUNICATIONS

None presented.

8. ADJOURNMENT

MOTION: Made by Commissioner Grimsby, seconded by Commissioner Lazarski to adjourn the meeting at the hour of 7:50 p.m.

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

MOTION DECLARED CARRIED

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Parks and Recreation Commission Meeting
February 6, 2018

PRESENTED, READ and APPROVED,

March 6, 2018

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

**PARKS & RECREATION COMMISSION MEETING
AGENDA ITEM SUMMARY SHEET**

AGENDA ITEM DESCRIPTION

REPORT – Darien Youth Club Field Rental @ Midway Park

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

March 6 2018

BACKGROUND

Report on the rental of the Midway Park soccer fields by the Darien Youth Club.

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

**PARKS & RECREATION COMMISSION MEETING
AGENDA ITEM SUMMARY SHEET**

AGENDA ITEM DESCRIPTION

DISCUSSION – 2018 Easter Egg Hunt
Saturday March 31

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

March 6 2018

BACKGROUND

Update on the planning for the Annual Easter Egg Hunt on March 31

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

**PARKS & RECREATION COMMISSION MEETING
AGENDA ITEM SUMMARY SHEET**

AGENDA ITEM DESCRIPTION

DISCUSSION – 2018 Spring Fling 5K
Sunday May 6th 2018

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

March 6 2018

BACKGROUND

Update on the planning for the 4th 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 – Willow Pond Grand Re-opening

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

March 6 2018

BACKGROUND

Update on the planning for the Willow Pond grand opening on Saturday June 9, 2018 from 11-2pm. The Committee held its first meeting on February 22 2018.

REQUEST FOR FEEDBACK

- Activities/Entertainment
- Budget
- Food- bring our own, solicit from vendors.
- Promotion
- Sponsors
- Who will be invited (Village officials/staff; State/county officials; others)

STAFF RECOMMENDATION

A decision on these items should be made tonight.