

Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 www.willowbrookil.org

AGENDA

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 Schaller

Director of Finance

Carrie Dittman

REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON TUESDAY, APRIL 2, 2019 AT 7:00P.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. March 5, 2019 Regular Meeting of the Parks & Recreation Commission
4. REPORT:
5. DISCUSSION:

- A. Easter Egg Hunt- April 20th
- B. Spring Fling 5K- May 5th
- C. Kite-fly Day May 18th
- D. Family Campout- July 27th-28th
- E. Community Picnic- Aug. 1Qth
- F. 2019 Children's Holiday Party
- G. Maintenance update

6. NEW

BUSINESS/IDEAS: A. Park Tour

7. VISITOR'S BUSINESS – Public comment is limited to three (3) minutes per person
8. COMMUNICATIONS
9. ADJOURNMENT



Proud Member of the
Illinois Route 66 Scenic Byway

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

1. CALL TO ORDER

Chairman Robert Pionke called the meeting to order at the hour of 7:00 p.m.

2. ROLL CALL

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

ABSENT: None.

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

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES

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

The Commission reviewed the February 5, 2019 minutes.

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

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

4. REPORT

Chairman Pionke introduced Lavonne Campbell from the Burr Ridge Park District. Lavonne has been at the Burr Ridge Park district for 28 years, she is the Superintendent of Recreation and the senior coordinator. She stated that during her time at Burr Ridge, we have always shared a close working relationship with Willowbrook. This included the following: day camp, soccer, dance & the senior's programs.

Superintendent Campbell listed some of the Senior events that they host: weekly activities, trips planned for June, senior social and bingo. Superintendent Campbell passed out packets which included a years' worth of senior programing. Superintendent Campbell stated that the program is extremely healthy and no one in the area has a program that compares to ours, drawing in residents from all surrounding suburbs. Interim Superintendent Fenske, asked about the invoices we get from Burr Ridge for these programs. Interim Superintendent Fenske responded, the money we pay towards the co-op will off-set the program and that is 3-line item in the budget listing for the senior programs. Commissioner Lazarski asked if this program was ever held here. Superintendent Campbell stated that it was always held at Burr Ridge. The yoga, chess club and bridge were held in Willowbrook, until the Police Department moved into the 825 building. Superintendent Campbell discussed the brochure and how the agreement works. Willowbrook

has their own cover, Mayor's message, events page and village information listed. This is then "wrapped" around a common core, listing the programs Burr Ridge offers. Loyola Medicine sponsors both books to help offset costs. Chairman Pionke asked if there is an opportunity for advertising. Commissioner Landsman asked about the "Scoop" and if it is only sent to Burr Ridge residents. Superintendent Campbell said anybody can get it mailed to them for \$9.00 a year, she also added "we do not email all residents only the ones that sign up for a program or outing." Commissioner Grimsby stated that she attended a luncheon and seniors are aware of all that is available to them in the community.

Superintendent Campbell added that we are nationally recognized as one of the most successful senior programs and we are performing well.

Chairman Pionke asked if registration for programs was all "paper based" or was there an on-line option, and "Can Willowbrook residents sign up for our programs this way?" Interim Superintendent Fenske stated that for all of our programs, registration must be done through The Village of Willowbrook.

Commissioner Stetina asked about installing outdoor fitness equipment and asked Superintendent Campbell's opinion on the benefits of having exercise equipment. Superintendent Campbell stated that when they were approached about installing it, her boss was against it, she also had doubts on how popular it would be, but the equipment is used by the entire community, especially people with special needs. Commissioner Landsman asked if the foundation got any other funds?" Lavonne responded, that she thinks their ADA tax provided a portion of the funds." Interim Superintendent Fenske, stated, that we could also do the same. Superintendent Campbell said, "the most successful place to add exercise equipment is in parks where people run." Superintendent Campbell advised to start out with 2-3 pieces of exercise equipment and you could always add on. Commissioner Stetina asked about dogs in the park. He mentioned that when he was researching the topic, he reached out to Burr Ridge if they had liability issues. Superintendent Campbell said that in Burr Ridge, it is required that dogs be on leashes, and that the owners clean up after them. Lavonne also suggested that we educate the children not to touch dogs that are not on leashes.

Commissioner Landsman mentioned the renovation of the 825 building and asked... *(due to background conversations & noise, the question was not heard correctly)*

There was a discussion on the Silver Sneakers program, and how Right-Fit is now a member, and they are the closest participating member.

Superintendent Campbell stated that the kitchen was their heart of the park district building, and that having one would make the space rentable. Burr Ridge does not allow cooking at their location. Commissioner Stetina said that, "We appreciate all your information." Superintendent Campbell stated that Interim Superintendent Fenske, should be your source for new programs, and that Willowbrook's events are included in the Burr Ridge brochure.

Superintendent Campbell brought up the "Pop-up" Pre-school, and Chairman Pionke responded that it still needs work. He also discussed the meeting with Superintendent Campbell, Fenske & himself.

Superintendent Campbell gave some examples of ideas of events and programs which include: picnics in the park, animal safari, mini camps and smores in the park. These events would help highlight the Willowbrook parks. Commissioner Stetina asked if Burr Ridge ever did family camp outs, Superintendent Campbell stated that they did but in recent years it was hard to find staff to work and suggested that we reach out to L.L. Bean to sponsor some future events.

Chairman Pionke stated that one of the things we have talked about was we want to compliment the Burr Ridge programs and not compete with you, and what direction we can go with programming. Superintendent Campbell suggested the ice arena, West Swimming and the Burr Ridge/Willowbrook Sports Center as a possible source for new programs.

Lavonne then stated that when a program runs through a contractor the money is split 80/20. Commissioner Stetina asked if they have any contracts with Five Seasons. Superintendent Campbell stated that they do not.

Superintendent Campbell said she has spoken at National Conferences about the relationship between the two agencies, stated how well we work together and is open to meeting again with the board. Commissioner Lazarski added that it has been working for so long.

Superintendent Campbell shared her views on staffing the park district. Burr Ridge has five full time employees and several part-time employees. Burr Ridge does not offer the park district employees IMRF retirement plans, this allows the part-time employees to work as many hours as needed, and added they have no park maintenance staff. Interim Superintendent Fenske, stated that Public Works does most maintenance at the parks at Willowbrook.

Chairman Pionke asked, if anyone ever talked to you about using your reservation system for our classes? Superintendent Campbell stated that it is expensive to update software to allow on line registration. Burr Ridge uses Active Net. Interim Superintendent Fenske added that Willowbrook has no online presence to allow for online registration.

Chairman Pionke asked if anyone ever talked to you about using your reservation system for our classes?" Superintendent Campbell, said no and stated that it is expensive to update software to allow on line registration. Burr Ridge uses Active Net. Interim Superintendent Fenske added that Willowbrook has no presence to allow for online registration.

Chairman Pionke and the Commission thanked Superintendent Campbell for attending the meeting.

5. DISCUSSION

a. 2019 Spring Fling 5K

Interim Superintendent Fenske stated there will be a second meeting on February 12, 2019, at his point we have 11 sponsors. Jimmy Johns said they will be there with food, and Laneville Chiropractic will be donating another \$65.00 pillow this year as a prize. Interim Superintendent Fenske sent out a reminder email through Eventbrite, on the 21st to the participants from last year that registration is now open and the first runner signed up on the February 23rd 2019. We will have an ad in Suburban Family magazine. Interim Superintendent Fenske confirmed the use of Gower West's parking lot on February 26, 2019, reached out to Tri-State to request an ambulance at the 5K on February 28, 2019. Next meeting is set for March 12, 2019.

b. Community Picnic

The board needs to decide on the food & activities that we would like to have. We have a starting budget of \$3500, and as Interim Superintendent Fenske mentioned last meeting, he is basing costs for food of the Willow Pond opening, so as of now we still have just over \$1400 left in our budget.

C)- Park Maintenance-

The flag pole crank mechanism at Borse broke during the week of February 14, 2019. Parts were ordered and it was repaired by February 26, 2019. There were some tree branches that came down during the wind storm on February 20, 2019. Public works is cleaning them up as time permits. The "Stetina Pavilion" sign at Willow Pond was also damaged. It was repaired on February 28, 2019.

At the 1:43 minute mark, the recorder stopped working, the following minutes were recorded by hand by Interim Superintendent Fenske.

D) Easter Egg Hunt. Saturday April 20th

The flyer for the Easter egg hunt/kite - fly day was sent to Gower for posting to their virtual backpack on February 19, 2019 and it was posted by the end of that week. Interim Superintendent Fenske sent out an email to the holiday party attendees that registration is open as of March 4, 2019. Interim Superintendent Fenske posted flyers at both Borse Park & Willow Pond on February 28, 2019. There were 420 eggs returned last year that will be stuffed as time permits. Interim Superintendent Fenske ordered 4000 pre-stuffed eggs this morning. The banners will go up in the parks (Willow Pond, Borse & Prairie Trail) on the 15th of April.

6. NEW BUSINESS/IDEAS

Interim Superintendent Fenske reached out to the gentleman from the Forest Preserve District who came out to our fishing events last year, he will put the dates on his calendar, and will attend if he is available. Interim Superintendent Fenske also reached out to Midwest Outdoors, to see if they might have anything to donate towards fishing. They are in Burr Ridge located by 79th & Madison. They publish an outdoors magazine, and also have a cable show. As of tonight, Interim Superintendent Fenske still has not heard anything.

The Summer Brochure copy was due to Burr Ridge Park District on the 15th of February. Interim Superintendent Fenske got the proof back on March 4, 2019, and made the necessary changes.

825 Building update- Work continued on the exterior as weather permitted. The majority of the new façade was installed between February 2, 2019 & February 12, 2019.

7. VISITORS' BUSINESS

None

8. COMMUNICATIONS

None

9. ADJOURNMENT

MOTION: Made by Commissioner Grimsby, seconded by Commissioner Stetina to adjourn the meeting at the hour of 9:00 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

_____, 2019

Chairman

Minutes transcribed by Executive Secretary Christine Mardegan and Temporary Interim Superintendent of Parks and Recreation John Fenske.

PARKS & RECREATION COMMISSION MEETING
AGENDA ITEM SUMMARY SHEET

| AGENDA ITEM DESCRIPTION | COMMISSION REVIEW |
|---------------------------------------------------------------------|------------------------------------------------------|
| | |
| DISCUSSION – 2019 Easter Egg Hunt | |
| Saturday April 20 | <input type="checkbox"/> Report |
| | <input checked="" type="checkbox"/> Discussion |
| | <input checked="" type="checkbox"/> Seeking Feedback |
| | <u>Meeting Date:</u> |
| | April 2 2019 |
| BACKGROUND | |
| Update on the planning for the Annual Easter Egg Hunt on April 20th | |
| REQUEST FOR FEEDBACK | |
| STAFF RECOMMENDATION | |

PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

| AGENDA ITEM DESCRIPTION | COMMISSION REVIEW |
|----------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| DISCUSSION – 2019 Spring Fling 5K | |
| Sunday May 5 th 2019 | <input type="checkbox"/> Report |
| | <input checked="" type="checkbox"/> Discussion |
| | <input checked="" type="checkbox"/> Seeking Feedback |
| | <u>Meeting Date:</u> |
| | April 2 2019 |
| BACKGROUND | |
| Update on the planning for the 5 th 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 – Kite Fly

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

April 2 2019

BACKGROUND

Discussion/update on the Kite Fly event to be held on May 18, 2019

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

Discussion – Family Campout

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

April 2 2019

BACKGROUND

Update on the Family Campout event on Saturday July 27th & 28 at Borse Community Park.

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

DISCUSSION – 2019 Community Picnic

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

April 2 2019

BACKGROUND

Planning for the 1st Annual Community Picnic on Aug. 10th

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

PARKS & RECREATION COMMISSION MEETING
AGENDA ITEM SUMMARY SHEET

| AGENDA ITEM DESCRIPTION | COMMISSION REVIEW |
|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DISCUSSION – 2019 Children's Holiday Party | <input type="checkbox"/> Report <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Seeking Feedback <u>Meeting Date:</u> April 2 2019 |

BACKGROUND

After the 2018 party, staff was contacted by Hinsdale South that we were over capacity of the café at the school. Listed capacity is 400.

REQUEST FOR FEEDBACK

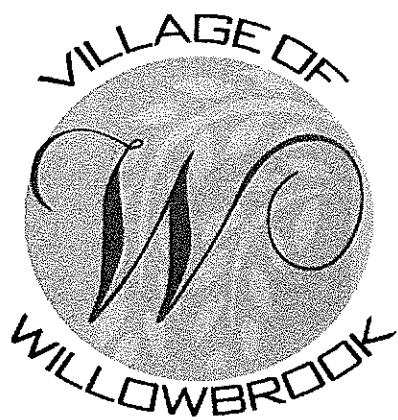
Items that need to be discussed are:

- Limiting the number of children
- Setting a registration deadline
- Overall limit of people attending
 - Walk-in's
 - Non-residents

A draft of the flyer and postcard is included.

STAFF RECOMMENDATION

Staff recommends limiting the number of children to 120. By doing this, if each child comes with 2 parents, the total number of attendees will be 360, 40 below the capacity of the café at Hinsdale South. Staff also recommends that no discussion on entertainment or date take place at this time.



43rd Annual
Children's Holiday Party
Sunday,
2-4pm
Hinsdale South HS.

Join the Village of Willowbrook in celebrating the Holiday season.

Activities include: a balloon artist, crafts, face painting, refreshments, entertainment and a visit from Santa.

Each child in attendance will also receive a small gift.

The event is FREE, but we ask that each child bring a non-perishable food item to donate to HCS Family Services of Hinsdale.

To RSVP, please call the Village Hall at 630-323-8215.

Sorry, due to space limitations, registration is limited to the first 120 children. Party is open to Willowbrook residents & their families only. For children XX & under

The registration deadline is

The party will be held in the Café of Hinsdale South High School 7401 Clarendon Hills Rd. Darien IL.

Doors open at 1:45pm.

For more information on this event, call the Willowbrook Village Hall at 630-323-8215, or visit the village's website: www.willowbrook.il.us

Children MUST be accompanied by an adult.





VILLAGE OF WILLOWBROOK

2019 Holiday Events

VILLAGE TREE LIGHTING

Join us at Willow Pond Park on

Friday November XX from 6-8pm, as we light the
Official Village Christmas Tree! Holiday Music, Refreshments & Santa!
Willow Pond Park – NE corner of Plainfield Rd. & Adams St.

43rd ANNUAL CHILDREN'S HOLIDAY PARTY*

Celebrate the Holiday Season with the Willowbrook Parks & Recreation Commission as we host our **Annual Children's Holiday Party, Sunday Dec. XX from 2-4pm** in the café of Hinsdale South HS, 7401 Clarendon Hills Rd., Darien. Crafts, Entertainment, Refreshments & Santa. A modest gift will be provided to each child registered, courtesy of Village businesses.

Sorry, due to space limitations, registration is limited to the first 120 children.

*This event is open to Village of Willowbrook residents and their immediate family ONLY. Due to space limitations and to ensure we have enough gifts, we ask that you RSVP by Dec. XX to 630-323-8215. For children XX & under. This is a **FREE** event, but we ask that each child bring a non-perishable food item for donation to HCS Family services of Hinsdale. A confirmation email will be sent through Eventbrite.

PARKS & RECREATION COMMISSION MEETING
AGENDA ITEM SUMMARY SHEET

| AGENDA ITEM DESCRIPTION | COMMISSION REVIEW |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>New Business- Park Tours</p> | <p><input type="checkbox"/> Report <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Seeking Feedback</p> |
| <p><u>Meeting Date:</u> April 2 2019</p> | |
| <p>BACKGROUND</p> | |
| <p>REQUEST FOR FEEDBACK</p> | |
| <p>STAFF RECOMMENDATION Staff recommends that the Commission choose the parks they would like to visit over the summer months. Summer meeting dates are as follows: 5/7, 6/4, 7/2 & 8/6.</p> | |

PARKS & RECREATION COMMISSION MEETING
AGENDA ITEM SUMMARY SHEET

| AGENDA ITEM DESCRIPTION | COMMISSION REVIEW |
|---------------------------------------------------------------------|------------------------------------------------------|
| DISCUSSION – Park Maintenance | <input type="checkbox"/> Report |
| | <input checked="" type="checkbox"/> Discussion |
| | <input checked="" type="checkbox"/> Seeking Feedback |
| | <u>Meeting Date:</u> |
| | April 2 2019 |
| BACKGROUND | |
| Update on Park maintenance issues from March 5th to April 2nd 2019. | |
| REQUEST FOR FEEDBACK | |
| Staff included two proposals from Wingren's. | |
| STAFF RECOMMENDATION | |



March 25, 2019
Work Order Proposal

Submitted To:

John Fenske
835 Midway Drive
Willowbrook, IL 60527

Project Information:

Village of Willowbrook
835 Midway Drive
Willowbrook, IL 60527
Proposal # 26492

Dear John Fenske

Wingren Landscape is pleased to present this work order proposal for your consideration. If you have any questions or need more information, please contact your account manager at 630.759.8100.

Perennial plantings - Lake Hinsdale Pk

Furnish and install the following plant materials to be planted by the Girl Scouts supervised by Wingren Landscape.

Karl Forester Grasses, Moonbeam Coreopsis, sombrero Echinacea, Allium, Nepeta and gro lo sumac.

Spade edge the planting bed around the monuments sign and furnish and install compost to enhance the soil. furnish and install mulch once the plantings are complete.

This proposal is for Lake Hinsdale Park

Price \$1,507.16

Christine Ortmann

Christine Ortmann, Account Manager
cortmann@wingrenlandscape.com
630-759-8100

Acceptance

Digitally Signed by
Wingren Landscape, Inc.

Signature

Date

Limited Warranty & Payment Terms

Plants installed by our crews are fully warranted for one (1) year from the date of installation. The warranty is null and void if account is not paid in full upon completion. Payment is due within thirty (30) days of completion of work. Neglect of care voids warranty. There is no warranty on Roses, Annuals, Perennials, Groundcovers, Rhododendrons, Azaleas, plant material in planter boxes and/or pots, transplanted plants, sod or seeding. The warranty covers one (1) replacement per plant only. No cash refunds. Not other warranties can or will be made by you or us unless expressly stated in writing between you and us. The estimates in this proposal are good for thirty (30) days after date of proposal. Wingren Landscape reserves the right to re-evaluate the cost after this time. The marking of any 'private' underground utility lines are the responsibility of the property owner (irrigation, landscape lighting, invisible fence lines, electric lines, etc.). These lines are **NOT** marked by our required J.U.L.I.E located number. **Wingren Landscape is not responsible for any damaged unmarked private underground lines.** *Typical installation/service dates are 15-20 business days from receipt of approved proposal, depending on plant availability, weather and seasonal variables.*



March 22, 2019
Work Order Proposal

Submitted To:

John Fenske
835 Midway Drive
Willowbrook, IL 60527

Project Information:

Village of Willowbrook
835 Midway Drive
Willowbrook, IL 60527
Proposal # 26318

Dear John Fenske

Wingren Landscape is pleased to present this work order proposal for your consideration. If you have any questions or need more information, please contact your account manager at 630.759.8100.

Perennial plantings - 2 Parks

Furnish and install the following plant materials to be planted by the Girl Scouts supervised by Wingren Landscape.
Karl Forester Grasses, Moonbeam Coreopsis, sombrero Echinacea, Allium, Nepeta and gro lo sumac.
Spade edge the planting bed around the monuments sign and furnish and install compost to enhance the soil. furnish and install mulch once the plantings are complete.

This proposal is for two (2) Parks.

Price \$3,014.32

Christine Ortmann

Christine Ortmann, Account Manager
cortmann@wingrenlandscape.com
630-759-8100

Acceptance

Digitally Signed by
Wingren Landscape, Inc.

Signature

Date

Limited Warranty & Payment Terms

Plants installed by our crews are fully warranted for one (1) year from the date of installation. The warranty is null and void if account is not paid in full upon completion. Payment is due within thirty (30) days of completion of work. Neglect of care voids warranty. There is no warranty on Roses, Annuals, Perennials, Groundcovers, Rhododendrons, Azaleas, plant material in planter boxes and/or pots, transplanted plants, sod or seeding. The warranty covers one (1) replacement per plant only. No cash refunds. Not other warranties can or will be made by you or us unless expressly stated in writing between you and us. The estimates in this proposal are good for thirty (30) days after date of proposal. Wingren Landscape reserves the right to re-evaluate the cost after this time. The marking of any 'private' underground utility lines are the responsibility of the property owner (irrigation, landscape lighting, invisible fence lines, electric lines, etc.). These lines are NOT marked by our required J.U.L.I.E located number. Wingren Landscape is not responsible for any damaged unmarked private underground lines. Typical installation/service dates are 15-20 business days from receipt of approved proposal, depending on plant availability, weather and seasonal variables.