

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

Interim Village Administrator

Michael S. Mertens

Chief of Police

Robert Schaller

Director of Finance

Carrie Dittman



Proud Member of the
Illinois Route 66 Scenic Byway

A G E N D A

REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON TUESDAY, MAY 7, 2019 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. April 2 2019 Regular Meeting of the Parks & Recreation Commission
4. REPORT:
 - A. Easter Egg Hunt -April 20
 - B. Spring Fling 5K - May 5th
 - C. FY2019-2020 Budget
5. DISCUSSION:
 - A. Kite-fly Day-May 18th
 - B. Family Campout- July 27th-28th
 - C. Community Picnic- Aug. 10th
 - D. Review Dates for Fall/Winter 2019 & Spring 2020 events
 - E. Maintenance update
6. NEW BUSINESS/IDEAS:
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, APRIL 2, 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 7:03 p.m.

2. ROLL CALL

Those present at roll call were Chairman Pionke, Commissioners Catherine Kanaverskis, Ron Kanaverskis, Laurie Landsman, and Commissioner Doug Stetina.

ABSENT: Commissioner Lorraine Grimsby.

Also present were Temporary Interim Superintendent of Parks and Recreation John Fenske and Trustee Sue Berglund.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES

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

The Commission reviewed the March 5, 2019 minutes.

MOTION: A Motion was made by Commissioner Lazarski and seconded by Commissioner Landsman to approve the March 5, 2019 minutes as amended.

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

4. REPORT:

There is no report.

5. DISCUSSION:

a. 2019 Easter Egg Hunt – Saturday, April 20, 2019

Interim Superintendent Fenske related that he plans on being at the event at 8:30 a.m. to hide Easter eggs, 10:15 photos with the Easter bunny and 11:00 a.m. is the targeted time to start the Easter Egg Hunt. Interim Superintendent Fenske related that Walgreens will not take pictures this year for several reasons. There was some discussion on the wording of the signs that were to be posted. Chairman Pionke suggested asking if they would be interested in a coupon for one free picture.

At this point, there are no volunteers from the high school or Police cadets.

b. Spring Fling 5K – Sunday, May 5, 2019

Interim Superintendent Fenske and Commissioner Kaczmarek visited several businesses to drop off flyers and promote the Spring Fling 5K. They went to West Swim Club, the strip malls along Rte. 83, Willowbrook Ice Arena & Midtown Athletic. Chairman Pionke also went out to WB/BR Sports Center, Inspirit, 7-11 and shops in Burr Ridge. Village Trustee visited Community Bank of Willowbrook & Panera's. Commissioner Lazarski posted a flyer at the Library.

Interim Superintendent Fenske ordered a new sponsor banner for the start/finish arch, the bags and t-shirts. Commissioner Lazarski asked if there were any plans to move the date back to April, or another date, due to conflicting events in the area. Commissioner Kaczmarek stated that registration last year was up over the previous year, even though there were 2 other events on the same day. Commissioner Pionke stated that there are events on every weekend.

Commissioner Kaczmarek related that Lauren Petty is willing to come back this year and MC the event. A representative from Red Bull will be out with the car & samples. Black Horizon is also planning on attending the event with their car. They are going to also advertise on their website.

Interim Superintendent Fenske stated that as of today's date, there are 20 runners signed up for the race.

c. Kite Fly – Saturday, May 18th, 2019

Interim Superintendent Fenske stated that he purchased 24 kites and had 9 kites in storage for a total of 33.

Chairman Pionke assembled a packet with a number of forms from the internet for the Commissioners that should help with event planning, especially with the new events we are planning. There was a discussion on the event and what was needed. Commissioner Stetina inquired about a rain date, Interim Supt. Fenske said that there wasn't one.

d. Family Campout – July 27th -28th

Interim Supt Fenske related that it is early in the planning process. He is reaching out to his contacts in Des Plaines for help. Commissioner Stetina asked, "Where are we hosting the campout?" Fenske advised that the Family Camp out will be at Borse Park because of the bathroom. Chairman Pionke asked about the time of the event.

Commissioner Pionke asked if we have bags or outdoor games that the Village currently owns?" Fenske responded, that we might, and that Burr Ridge is willing to lend us some of their equipment.

Chairman Pionke asked what the budget for the event is. Interim Supt. Fenske stated that \$500.00 is the budget.

There was some discussion about finding someone to lead the camp songs, if Interim Supt. Fenske's leads are not able to come.

Trustee Berglund left the meeting at 7:35 p.m.

There will be a further discussion on the Family Camp out as it gets closer.

e. Community Picnic – 11am-2pm August 10th at Borse Park

Interim Supt. Fenske stated that this is the same day as the Burr Ridge Car show, though they are at different times so there should not be a big conflict.

Chairman Pionke brought up possible activities such as: 3- legged race, egg toss, balloon toss, water on a spoon, basketball, kick ball, softball and volleyball. Commissioner Kaczmarek asked if we would have to monitor the activities. Chairman Pionke stated that the organized games would have to be supervised, while the others like basketball & softball will not.

A discussion on the food. Commissioner Landsman mentioned the snow cone company that came to the movie night last year. Interim Supt. Fenske mentioned that we had to pay for those in advance, and they have a minimum number that we would have to buy, and not knowing the number of people that may come, we could lose money.

Commissioner Landsman asked what the budget for the event is. Interim Supt. Fenske stated that it is \$1500.00 and based off the Willow Pond event, without the bounce house & face painter we are at \$600.00.

Commissioner Stetina asked about the Bubble guy that Burr Ridge uses.

Chairman Pionke asked how the event is being marketed, and if this will be a resident only event.

Interim Supt. Fenske said that it is in the program guide, flyers and the village website. Commissioner Stetina asked about the Nextdoor app and if the Village is on that, and if that would be an option. Commissioner Kaczmarek asked about music, and said she would make up a play list.

f. 2019 Children's Party Holiday Party

Interim Superintendent Fenske related that Hinsdale South can accommodate 400 people. He stated that if we limit the number of kids to 120, and if, hypothetically, each child comes with 2 parents, that would be 360 people. Commissioner Landsman stated that there was one family with 5 kids, that attended last year, and not all families have 1 child.

The commissioners stated several different ways to communicate that space is limited on both the flyer and postcard, and that it would be up to staff to monitor the numbers.

Commissioner Pionke stated that Eventbrite would be a good way to ensure accuracy in attendance. We could set a hard limit, and everyone would be required to have a ticket. This way no one would have to call the Village Hall. Staff would have to watch the registrations as they come in, to weed out the non-residents. Commissioner Lazarski asked about how the tickets would be issued. Chairman Pionke stated that we could issue them after checking residency. He will review the Eventbrite site, and see if it can be configured to accomplish this.

Commissioner Landsman said we should lower the age limit to children 10 and under. Chairman Pionke suggested gifts for 10 and under instead.

Commissioners made comments on what would be the best way to RSVP for the event, to set a deadline 1-2 weeks before the party and when to purchase all the gifts.

g. Maintenance Update

Interim Superintendent Fenske stated he noticed the first pathway light off Midway Drive at Borse was out. It was repaired within that week.

Interim Supt. Fenske discussed the enclosed quotes from Wingren's to do the flowers at Lake Hinsdale Park, and one other park. He stated that for one park it was \$7.16 over what was budgeted. Commissioner Kanaverskis asked why only one park was budgeted for. Interim Supt. Fenske said that only one park was originally discussed.

Chairman Pionke stated that the quote seems to be expensive for one park. Commissioner Kanaverskis said he figured a cost of \$10,000 for all the parks. He suggested that we get quotes for 3 parks for this year, Lake Hinsdale, Willow Pond and Borse.

Commissioner Landsman had concerns about the Girl Scouts planting the flowers. Chairman Pionke explained that they reached out to him, looking for ways to get involved. Interim Supt. Fenske stated that they would be supervised by a Wingren employee.

Comm Kanaverskis commented that the landscaper needs to trim the weeds around the sign located on the east side of Ridgemoor park.

Interim Supt. Fenske related that The Village Board of Trustees approved the contract for Pure Prairie Organics and the lawn mowing contract at their March 11th meeting. The SWAP program will be out at the parks doing trash pick-up. Public works will set out the benches and bleachers as time permits. He also posted a sign at Willow Pond about how we are now using organic fertilizer at this park. He also mentioned that the work on the bricks at the 835 Midway building was completed. Commissioner Kanaverskis asked if the interior plans have been finalized, Interim Supt. Fenske said it has not been.

6. NEW BUSINESS

Interim Supt. Fenske brought up the dates for the park tours. Chairman Pionke said that he thought the board had discussed going on 3 tours this year. It was decided to do 1 park a night: Borse in June, Farmingdale in July and Creekside in August.

Interim Superintendent Fenske related that Village Administrator Halik received a complaint from a resident that lived at 75th and Eleanor by Borse Park. Due to a "Pokemon-stop" being established in the northeast corner of the park, this resident was unable to get out of his driveway. This issue was resolved.

7. VISITOR'S BUSINESS

None presented.

8. COMMUNICATIONS

Interim Superintendent Fenske stated that the Glad/Clorox Company will conduct a park clean-up of Willow Pond on May 10th. He also stated that he met with representatives from the new soccer facility on March 21. They are interested in using the field at Midway for try outs. They also showed interest in starting programs, but this would not happen until 2021-2022.

Gateway SRA is hosting a 30th Anniversary Party on Friday May 31st. More information to follow.

9. ADJOURNMENT

MOTION: Made by Commissioner Stetina, seconded by Commissioner Lazarski to adjourn the meeting at the hour of 8:42 p.m.

ROLL CALL VOTE: AYES: Chairman Pionke, Commissioners Catherine Kanaverskis, Ron Kanaverskis, Laurie Landsman, and Commissioner Doug Stetina.

NAYS: None. ABSENT: Commissioner.

MOTION DECLARED CARRIED
PRESENTED, READ and APPROVED,

_____, 2019

Chairman

Minutes transcribed by Executive Secretary Christine Mardegan and Interim Superintendent Fenske.

PARKS & RECREATION COMMISSION MEETING
AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

REPORT – 2019 Easter Egg Hunt
Saturday April 20

COMMISSION REVIEW

- ☒ Report
☐ Discussion
☐ Seeking Feedback

Meeting Date:
May 7 2019

BACKGROUND

Report on the Annual Easter Egg Hunt held on April 20th

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

PARKS & RECREATION COMMISSION MEETING
AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

REPORT – 2019 Spring Fling 5K
Sunday May 5th 2019

COMMISSION REVIEW

- ☒ Report
☐ Discussion
☐ Seeking Feedback

Meeting Date:

May 7 2017

BACKGROUND

Report on the 5th Annual 5K run and Community fair, held at Borse Community Park on Sunday May 5th 2019

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

Due to the date of the event, Staff will have the final report at the June meeting.

PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

REPORT – FY2019-2020 Budget

COMMISSION REVIEW

- ☒ Report
☐ Discussion
☐ Seeking Feedback

Meeting Date:

May 7 2019

BACKGROUND

The Village Board approved the FY2019-20 budget at their April 22nd meeting.

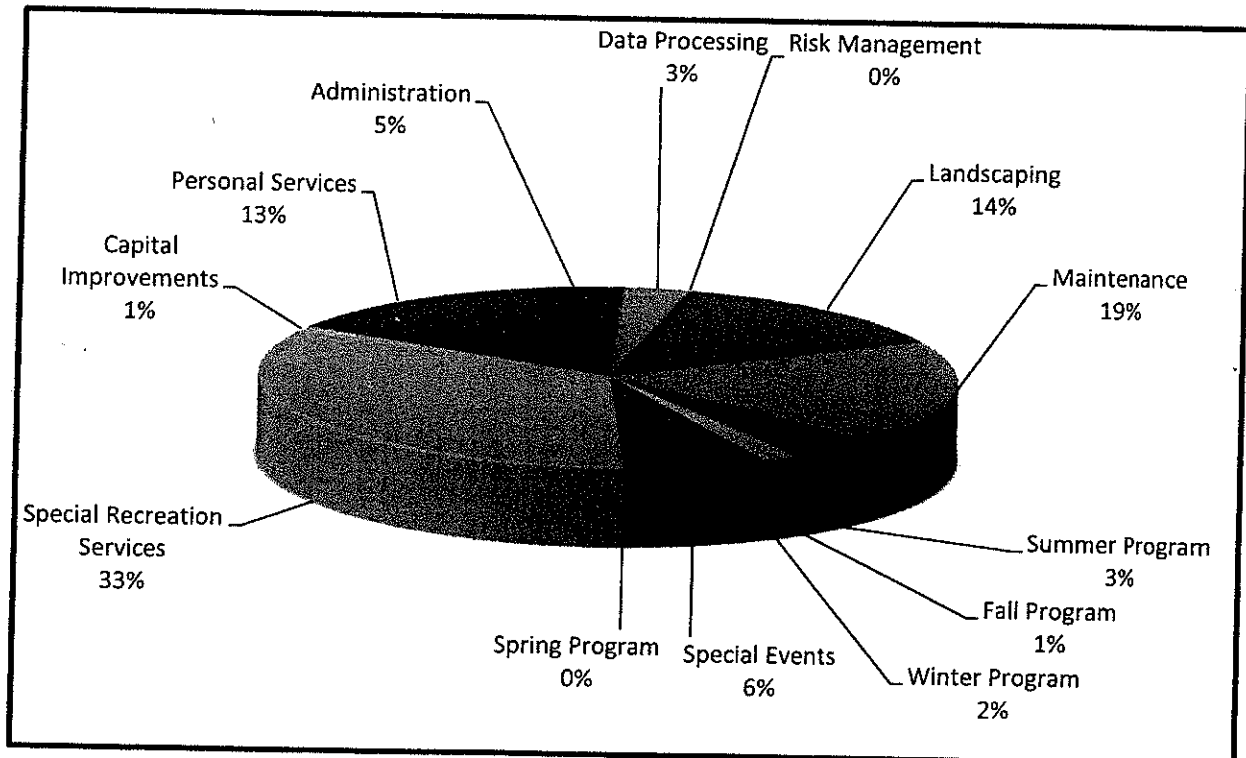
REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

Staff included the approved FY2019-2020 Parks & Recreation Budget.

Parks and Recreation Budget Fiscal Year 2019-20

<u>Program</u>	<u>Description</u>	<u>FY 2018-19 Budget</u>	<u>FY 2019-20 Budget</u>
400	Personal Services	\$ 42,959	\$ 55,483
550	Administration	15,875	20,950
555	Data Processing	15,000	13,500
560	Risk Management	-	-
565	Landscaping	63,400	62,300
570	Maintenance	111,573	83,436
575	Summer Program	13,820	13,333
580	Fall Program	6,550	5,883
585	Winter Program	7,500	7,833
585	Special Events	30,355	28,225
586	Spring Program	400	600
590	Special Recreation Services	72,941	145,990
595	Capital Improvements	1,500	4,500
Total		<u>\$ 381,873</u>	<u>\$ 442,033</u>
Percent Difference			15.75%



GENERAL FUND DETAIL
FY 2019/20

GL NUMBER	DESCRIPTION	2018-19 ORIGINAL BUDGET	2018-19 PROJECTED ACTIVITY	2019-20 APPROVED BUDGET	2019-20 APPROVED % CHANGE	2019-20 APPROVED AMT CHANGE
Dept 20 - PARKS & RECREATION						
CAPITAL IMPROVEMENTS						
01-20-595-692	LANDSCAPING			1,000		1,000
01-20-595-693	COURT IMPROVEMENTS	1,500	387	1,500		
01-20-595-695	PARK IMPROVEMENTS - NEIGHBORHOOD PARK		3,288	2,000		2,000
CAPITAL IMPROVEMENTS		1,500	3,675	4,500	200.00	3,000
LANDSCAPING						
01-20-565-341	PARK LANDSCAPE SUPPLIES	9,000	9,000	7,400	(17.78)	(1,600)
01-20-565-342	LANDSCAPE MAINTENANCE SERVICES	54,400	47,000	54,900	0.92	500
LANDSCAPING		63,400	56,000	62,300	(1.74)	(1,100)
MAINTENANCE						
01-20-570-102	OVERTIME	7,000	10,000	7,000		
01-20-570-103	PART TIME - LABOR	1,500	2,800	1,500		
01-20-570-228	MAINTENANCE - PARK BUILDINGS - HVAC	2,386	2,386	2,386		
01-20-570-234	RENT - EQUIPMENT	250	250	300	20.00	50
01-20-570-235	NICOR GAS (825 MIDWAY)	1,200	2,221	1,200		
01-20-570-240	ENERGY/COMED (825 MIDWAY)			1,000		1,000
01-20-570-250	SANITARY (825 MIDWAY)	100	22	50	(50.00)	(50)
01-20-570-278	SANITARY USER CHARGE - PARKS		3,000	3,000		3,000
01-20-570-280	BALLFIELD MAINTENANCE/SUPPLIES	6,500	5,000	6,500		
01-20-570-281	CONTRACTED MAINTENANCE	42,000	52,000	46,000	9.52	4,000
01-20-570-331	MAINTENANCE SUPPLIES	9,500	2,500	9,500		
01-20-570-411	MAINTENANCE - EQUIPMENT	41,137	43,520	5,000	(87.85)	(36,137)
MAINTENANCE		111,573	123,699	83,436	(25.22)	(28,137)
SUMMER PROGRAM						
01-20-575-119	SUMMER PROGRAM MATERIALS & SERVICES	8,820	4,200	8,000	(9.30)	(820)
01-20-575-517	SENIORS PROGRAM	5,000	5,333	5,333	6.66	333
SUMMER PROGRAM		13,820	9,533	13,333	(3.52)	(487)
FALL PROGRAM						
01-20-580-118	FALL PROGRAM MATERIALS & SERVICES	550		550		
01-20-580-517	SENIORS PROGRAM	6,000	5,333	5,333	(11.12)	(667)
FALL PROGRAM		6,550	5,333	5,883	(10.18)	(667)
WINTER PROGRAM						
01-20-585-112	RECREATION INSTRUCTORS	500		500		
01-20-585-121	WINTER PROGRAM MATERIALS & SERVICES	2,000	189	2,000		
01-20-585-517	SENIORS PROGRAM	5,000	5,333	5,333	6.66	333
WINTER PROGRAM		7,500	5,522	7,833	4.44	333

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BUDGET REPORT FOR WILLOWBROOK
GENERAL FUND DETAIL
FY 2019/20

GL NUMBER	DESCRIPTION	2018-19 ORIGINAL BUDGET	2018-19 PROJECTED ACTIVITY	2019-20 APPROVED BUDGET	2019-20 APPROVED % CHANGE	2019-20 APPROVED AMT CHANGE
SPECIAL EVENTS						
01-20-585-150	CHILDRENS SPECIAL EVENTS - OTHER	1,800	2,800	2,800	55.56	1,000
01-20-585-151	FAMILY SPECIAL EVENT - MOVIE NIGHT	1,630	2,118	1,800	10.43	170
01-20-585-152	FAMILY SPECIAL EVENT - TREE LIGHTING	1,400	2,059	4,000	185.71	2,600
01-20-585-153	FAMILY SPECIAL EVENT - BACK TO SCHOOL	1,500	200	1,500		
01-20-585-154	FAMILY SPECIAL EVENT - RACE	9,525	10,000	10,425	9.45	900
01-20-585-155	CHILDREN'S HOLIDAY PARTY	4,500	3,101	4,700	4.44	200
01-20-585-156	SPECIAL EVENT - PARK OPENING	10,000	5,715		(100.00)	(10,000)
01-20-585-157	COMMUNITY PICNIC			3,000		3,000
SPECIAL EVENTS		30,355	25,993	28,225	(7.02)	(2,130)
SPRING PROGRAM						
01-20-586-112	RECREATION INSTRUCTORS - SPRING	200		200		
01-20-586-121	SPRING PROGRAM MATERIALS & SERVICES	200	97	400	100.00	200
SPRING PROGRAM		400	97	600	50.00	200
SPECIAL RECREATION SERVICES						
01-20-590-518	SPECIAL RECREATION ASSOC PROGRAM DUES	38,541	38,352	38,540		(1)
01-20-590-519	ADA PARK MAINTENANCE	4,750	4,100	4,750		
01-20-590-520	ADA RECREATION ACCOMMODATIONS	7,700	3,351	7,700		
01-20-590-521	ADA PARK IMPROVEMENTS	21,950		95,000	332.80	73,050
SPECIAL RECREATION SERVICES		72,941	45,803	145,990	100.15	73,049
Totals for dept 20 - PARKS & RECREATION		381,873	344,388	442,033	15.75	60,160

PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

DISCUSSION – Kite Fly

COMMISSION REVIEW

- ☐ Report
☒ Discussion
☒ Seeking Feedback

Meeting Date:

May 7 2019

BACKGROUND

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

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

EVENT PLANNING TEMPLATE

EVENT TITLE	Kite-Fly			DATE/TIME: 5/18/19 10-12		NOTES
VENUE	GW			CAPACITY: U		RESTRICTIONS:
VILLAGE COI NEEDED	YES	STATUS	Submitted			
COMMITTEE						
STAFF	JF, GS					
VOLUNTEERS						
BUDGET	\$200					
SPONSORSHIPS	No					
MARKETING	Flyers, Gower backback					
SET-UP				TIME:		
SCHEDULE						
ACTIVITIES						
DECORATIONS						
ENTERTAINMENT	Kites, pop-up tent?					
EQUIPMENT						
FOOD						
PARKING	GW, street					
Pre-reqs.						
SECURITY						
CONTRACTORS				COI NEEDED:		

PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

Discussion – Family Campout

COMMISSION REVIEW

- ☐ Report
☒ Discussion
☒ Seeking Feedback

Meeting Date:

May 7 2019

BACKGROUND

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

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

EVENT PLANNING TEMPLATE

EVENT TITLE	2019 Campout			DATE/TIME: 7/27-7-28 5:30-10:30am		NOTES
VENUE	BCP		CAPACITY: U		RESTRICTIONS:	
VILLAGE COI NEEDED	NO					
COMMITTEE						
STAFF	JF, GS					
VOLUNTEERS	WBPD Cadets?					
BUDGET						
SPONSORSHIPS	NO					
MARKETING	Flyers, village website, Gower					
SET-UP	yes		TIME:			
SCHEDULE						
ACTIVITIES						
DECORATIONS						
ENTERTAINMENT						
EQUIPMENT						
FOOD	Hot dogs, smore's, drinks, breakfast					
PARKING	BCP lot					
Pre-reqs.	Registration required					
SECURITY	WBPD					
CONTRACTORS			COI NEEDED: No			

PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

DISCUSSION – 2019 Community Picnic

COMMISSION REVIEW

- ☐ Report
☒ Discussion
☒ Seeking Feedback

Meeting Date:

May 7 2019

BACKGROUND

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

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

EVENT PLANNING TEMPLATE

EVENT TITLE	Community Picnic			DATE/TIME: 8/10/19 11am-2pm		NOTES
VENUE	BCP		CAPACITY:		RESTRICTIONS:	
VILLAGE COI NEEDED	YES	NO				
COMMITTEE						
STAFF	JF, GS					
VOLUNTEERS	P&R Commission, Village officials					
BUDGET	\$3000					
SPONSORSHIPS						
MARKETING	Brochure, flyers,					
SET-UP	Yes		TIME: 9:30			
SCHEDULE	11am meet & greet, food; 12- organized games/races, 1pm team activities					
ACTIVITIES	Sack race, 3-legged race, balloon toss, spoon race, basketball, volleyball, softball etc.					
DECORATIONS						
ENTERTAINMENT	Playlist, or DJ					
EQUIPMENT						
FOOD	Hot dogs, chips, drinks, salad, cookies. Popcorn, snow cones?					
PARKING						
Pre-reqs.	WB residents only, Village employees?					
SECURITY						
CONTRACTORS			COI NEEDED: Y N			

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

AGENDA ITEM DESCRIPTION

DISCUSSION – Fall/Winter 2019 & Spring 2020 Program Dates

COMMISSION REVIEW

- ☐ Report
☒ Discussion
☒ Seeking Feedback

Meeting Date:

May 7 2019

BACKGROUND

Discussion on possible dates for 2019 Fall/Winter programs, including the Tree Lighting & Holiday Party and Spring 2020 programs, including the Easter egg hunt, 5K & Kite-Fly.

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

Staff recommends that any new program ideas also be discussed at this time.

NOVEMBER 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27 D62 & 86 Thanksgiving Break	28 Thanksgiving	29	30

DECEMBER 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2- D68 Late Arrival	3	4	5	6	7
8	9	10	11	12	13	14
15 Burr Ridge's Polar Express	16	17	18	19	20	21
22	23	24	25-CHRISTMAS	26	27	28
29	30	31				

EVENT PLANNING TEMPLATE

EVENT TITLE	2019 Tree Lighting			DATE/TIME: TBD			NOTES
VENUE	WP			CAPACITY: U	RESTRICTIONS:		
VILLAGE COI NEEDED		NO					
COMMITTEE	P&R Commissioners						
STAFF	JF, GS Public Works						
VOLUNTEERS	WBPD Cadets						
BUDGET							
SPONSORSHIPS	YES						
MARKETING	Flyers, postcard mailing, village website						
SET-UP	yes			TIME:			
SCHEDULE							
ACTIVITIES							
DECORATIONS	Yes, at PW						
ENTERTAINMENT	Gower School choir						
EQUIPMENT	Sound system, decorations, coffee urns & dispensers						
FOOD	Yes, hot chocolate, cookies						
PARKING	Street						
Pre-reqs.							
SECURITY							
CONTRACTORS				COI NEEDED: Y N			

EVENT PLANNING TEMPLATE

EVENT TITLE	2019 Holiday Party		DATE/TIME: 2-4pm				NOTES
VENUE <small>VILLAGE COI NEEDED</small>	HSHS Café, theatre		CAPACITY: 400		RESTRICTIONS: no animal acts		Rental requests taken starting in August
	YES		Submit with rental request				
COMMITTEE	P&R Commissioners						
STAFF	JF, GS						
VOLUNTEERS	WBPD Cadets, HSHS clubs						
BUDGET	\$4500						
SPONSORSHIPS	YES						
MARKETING	Flyers, postcard mailing, village website						
SET-UP	Yes		TIME: 12:00				
SCHEDULE							
ACTIVITIES	Face painter, balloon artist, A&C project						
DECORATIONS	Yes, at PW						
ENTERTAINMENT							
EQUIPMENT	Sound system, decorations						
FOOD	yes						
PARKING	HSHS lot						
Pre-reqs.	Registration required						
SECURITY	N/A						
CONTRACTORS						COI NEEDED: NO	

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

AGENDA ITEM DESCRIPTION

DISCUSSION – Park Maintenance

COMMISSION REVIEW

- ☐ Report
☒ Discussion
☒ Seeking Feedback

Meeting Date:

May 7 2019

BACKGROUND

Update on Park maintenance issues from April 2 to May 7th 2019.

REQUEST FOR FEEDBACK

Staff included the proposal from Hinsdale Nurseries to do the flowers at Borse, Lake Hinsdale & Willow Pond Parks.

STAFF RECOMMENDATION

HINSDALE NURSERIES

INCORPORATED

HINSDALE OFFICE • 7200 S. MADISON, WILLOWBROOK, IL 60527
(630) 323-1411 • FAX (630) 323-0918

Client Phone: 630-323-8215

Proposal Page 1

Customer Copy

Date: 4/9/2019
Type: Landscape
Order No: 2009665
Contact: Michael DiCristina
Phone: 630-323-1411
mdicristina@hinsdalenurseries.com

Client:

Deliver To / Job Site:

Special Instructions:

WILLOWBROOK VILLAGE OF
7760 QUINCY ST.
WILLOWBROOK IL 60527

Date Placed	Job/PO Number	Payment Terms	Tax Authority	Required On	Deliver Via
04/09/2019		Net 30 Days	Use tax	04/09/2019	Pick Up

Qty	UoM	Product	Unit Price	Extended Amt	Tx	ND	WR
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We propose to furnish, deliver, install, and warrant per our plans and specifications the following:

BORSE PARK

.5	Hr	REMOVE PLANTS AS DIRECTED					
		Remove small, random perennials.					
1	Ea	REMOVE DEBRIS AND DISPOSE					
.5	Cu Yd	TILL IN BULK ONE STEP SOIL CONDITIONER					
3	Ea	#3 POT BOBO HYDRANGEA					
5	Ea	#1 POT SUMMER BEAUTY ORNAMENTAL ONION					
5	Ea	#1 POT HUMMELO LAMBS EAR					
5	Ea	#1 POT MOONSHINE YARROW					
3	Ea	#1 POT WALKERS LOW CATMINT					

Sub-Total: \$956.50

WILLOW POND

1	Hr	REMOVE PLANTS AS DIRECTED					
		Remove small unwanted perennials. Leave larger shrubs.					
1	Ea	REMOVE DEBRIS AND DISPOSE					
1	Cu Yd	TILL IN BULK ONE STEP SOIL CONDITIONER					
5	Ea	#3 POT KARL FOERSTER FEATHER REED GRASS					
5	Ea	#5 POT INCREDIBALL HYDRANGEA					
3	Ea	24.00in WINE AND ROSES WEIGELA					
7	Ea	#1 POT SUMMER BEAUTY ORNAMENTAL ONION					
7	Ea	#1 POT HUMMELO LAMBS EAR					
7	Ea	#1 POT MOONSHINE YARROW					
5	Ea	#1 POT WALKERS LOW CATMINT					

Sub-Total: \$2242.00

LAKE HINSDALE

.5	Hr	REMOVE PLANTS AS DIRECTED					
		Remove all existing plant material.					
1	Ea	REMOVE DEBRIS AND DISPOSE					
.5	Cu Yd	TILL IN BULK ONE STEP SOIL CONDITIONER					
7	Ea	#1 POT SUMMER BEAUTY ORNAMENTAL ONION					
7	Ea	#1 POT HUMMELO LAMBS EAR					
7	Ea	#1 POT MOONSHINE YARROW					
5	Ea	#1 POT WALKERS LOW CATMINT					
4	Ea	#3 POT KARL FOERSTER FEATHER REED GRASS					

Sub-Total: \$1001.50

HINSDALE NURSERIES

INCORPORATED

HINSDALE OFFICE • 7200 S. MADISON, WILLOWBROOK, IL 60527
(630) 323-1411 • FAX (630) 323-0918

Client Phone: 630-323-8215

Client:

WILLOWBROOK VILLAGE OF
7760 QUINCY ST.
WILLOWBROOK IL 60527

Deliver To / Job Site:

Special Instructions:

Proposal **Page 2**
Customer Copy

Date: 4/9/2019
Type: Landscape
Order No: 2009665
Contact: Michael DiCristina
Phone: 630-323-1411
mdicristina@hinsdalenurseries.com

Date Placed	Job/PO Number	Payment Terms	Tax Authority	Required On	Deliver Via
04/09/2019		Net 30 Days	Use tax	04/09/2019	Pick Up

Products Amt	\$4,200.00
Sub-Total	\$4,200.00
Sales Tax	\$0.00
Invoice Total	\$4,200.00

HINSDALE NURSERIES

INCORPORATED

HINSDALE OFFICE • 7200 S. MADISON, WILLOWBROOK, IL 60527
(630) 323-1411 • FAX (630) 323-0918

Proposal Page 3

Customer Copy

Date: 4/9/2019
Type: Landscape
Order No: 2009665
Contact: Michael DiCristina
Phone: 630-323-1411
mdicristina@hinsdalenurseries.com

Client Phone: 630-323-8215

Client:

WILLOWBROOK VILLAGE OF
7760 QUINCY ST.
WILLOWBROOK IL 60527

Deliver To / Job Site:

Special Instructions:

Date Placed	Job/PO Number	Payment Terms	Tax Authority	Required On	Deliver Via
04/09/2019		Net 30 Days	Use tax	04/09/2019	Pick Up

Respectfully submitted:
Hinsdale Nurseries, Inc.



04/09/2019

Sales Representative Date

Client Date

Accept: The above prices and specifications are hereby accepted.

Hinsdale Nurseries, Inc. is authorized to do the work as specified. Payment will be made as outlined herein.

Terms: 30% deposit is required with authorization to schedule work. Balance of contract will be invoiced and due upon completion. A 1.5% per month finance charge will be added on all amounts unpaid after 30 days from date of invoice.

IMPORTANT INFORMATION REGARDING UNDERGROUND WIRES, PIPES, AND OTHER UNFORSEEN STRUCTURES.

Hinsdale Nurseries, Inc. shall not be held liable for damage associated with any underground wire, pipe, hose, sprinkler head, or other unmarked/unforseen structure. Unless an existing underground entity is accurately marked in its entirety in the project location in question, all repairs will be the responsibility of the homeowner. HNI will repair or reimburse for any damage from any negligent act or accident for entities that are found to be accurately marked prior to work being started.

STACHYS MONNIERI 'HUMMELO'

HUMMELO LAMBS EAR



Foliage – Spring:	GREEN	Height:	24"
Foliage- Fall:	GREEN	Spread:	24"
Bloom Period:	JUNE - JULY	Growth:	Moderate
Attracts:	HUMMINGBIRDS, BEES	Habit:	LOW GROWING
Flower:	ROSE PINK SPIKES	Exposure:	Sun
Soil Type:	MOIST WELL DRAINED	Fruit Type:	NA

Plant in full sun in moderately moist, well-drained soil. Light afternoon shade is beneficial. Remove old blooms to extend bloom time. This stachys is grown for its vivid rose-purple flowers. Use in borders, cottage gardens, or as an interesting edging plant. It also does very well in container plantings. Hummelo can be used as a groundcover as the foliage mounds and will become dense over time. It is a very hardy, very good companion to salvia and grasses.

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| <input type="checkbox"/> Native | <input type="checkbox"/> Salt Tolerant | <input type="checkbox"/> Clay Tolerant | <input type="checkbox"/> Winter Interest |
| <input checked="" type="checkbox"/> Fragrant | <input checked="" type="checkbox"/> Deer Resistant | | <input checked="" type="checkbox"/> Bunny Resistant |

CALAMAGROSTIS A. 'KARL FOERSTER'

KARL FOERSTER FEATHER REED GRASS



Foliage – Spring:	GREEN	Height:	3'-4'
Foliage- Fall:	TAN	Spread:	2'-3'
Bloom Period:	JULY	Growth:	Moderate
Attracts:		Habit:	UPRIGHT CLUMP
Flower:	TAN PANICLES	Exposure:	Sun
Soil Type:	MOIST WELL DRAINED, DRY	Fruit Type:	NA

Karl Foerster is a popular ornamental grass that is adaptable and low maintenance once established. It can tolerate wet soils, clay soils, and drought once established. It has an upright growth habit. Rosey-green flowerheads bloom in the summer, and turn into tan seedheads that add winter interest. Karl Foerster works well when planted in groups or in a border.

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| <input type="checkbox"/> Fragrant | <input checked="" type="checkbox"/> Deer Resistant | | <input checked="" type="checkbox"/> Bunny Resistant |

ALLIUM TANGUTICUM 'SUMMER BEAUTY'

SUMMER BEAUTY ORNAMENTAL ONION



Foliage – Spring:	GREEN	Height:	12"-18"
Foliage- Fall:	GREEN	Spread:	18"-24"
Bloom Period:	JULY-AUG.	Growth:	Moderate
Attracts:	BEES	Habit:	CLUMP
Flower:	LIGHT PURPLE	Exposure:	Sun
Soil Type:	MOIST WELL DRAINED, DRY	Fruit Type:	

Plant in full sun in well drained soil. The deep green foliage is glossy, and is very attractive even without the flowers that appear in July and August. The foliage is persistent, and the flowers do not seed. This is worth planting for the foliage alone. 'Summer Beauty' provides great texture in container plantings.

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| <input type="checkbox"/> Native | <input type="checkbox"/> Salt Tolerant | <input type="checkbox"/> Clay Tolerant | <input checked="" type="checkbox"/> Winter Interest |
| <input type="checkbox"/> Fragrant | <input checked="" type="checkbox"/> Deer Resistant | | <input checked="" type="checkbox"/> Bunny Resistant |

WEIGELA FLORIDA 'ALEXANDRA'

WINE AND ROSES WEIGELA



Foliage – Spring:	PURPLE-GREEN	Height:	4'-5'
Foliage- Fall:	PURPLE-GREEN	Spread:	4'-5'
Bloom Period:	MAY-JUNE	Growth:	Moderate
Attracts:	HUMMINGBIRDS	Habit:	ROUNDED
Flower:	ROSE-PINK	Exposure:	Sun
Soil Type:	MOIST WELL DRAINED	Fruit Type:	INCONSPICUOUS

Wine and Roses is an attractive weigela that makes a great border or grouping. Clusters of rose pink flowers bloom in late spring, and sporadically in late summer. These flowers are attractive to hummingbirds. Glossy leaves are burgundy-green, and keep their color into the fall. Prune after flowering to maintain shape. Wine and Roses is low maintenance once established.

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| <input type="checkbox"/> Native | <input type="checkbox"/> Salt Tolerant | <input checked="" type="checkbox"/> Clay Tolerant | <input type="checkbox"/> Winter Interest |
| <input type="checkbox"/> Fragrant | <input checked="" type="checkbox"/> Deer Resistant | <input checked="" type="checkbox"/> Bunny Resistant | |

NEPETA FAASSENII 'WALKER'S LOW'

WALKERS LOW CATMINT



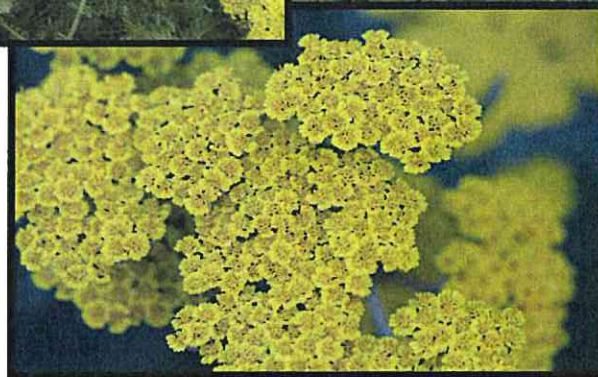
Foliage – Spring:	GRAY-GREEN	Height:	18"-24"
Foliage- Fall:	GRAY-GREEN	Spread:	18"-24"
Bloom Period:	JUNE - AUG.	Growth:	Moderate
Attracts:	BEES	Habit:	MOUNDING,SPREADING,CLUMP
Flower:	SOFT LAVENDER BLUE	Exposure:	Sun
Soil Type:	MOIST WELL DRAINED, DRY	Fruit Type:	

Prolific. Grows well in sun to part shade in ordinary well-drained soil. Cut or trim back after first bloom and in summer to keep the re-blooms fresh and the plant neat in appearance. The leaves are nicely fragrant. It is easy to grow, and is a great filler plant. This is a good groundcover or border plant, and it does well in containers. It is complimentary to most perennials, and lovely by itself.

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| <input checked="" type="checkbox"/> Fragrant | <input checked="" type="checkbox"/> Deer Resistant | | <input checked="" type="checkbox"/> Bunny Resistant |

ACHILLEA 'MOONSHINE'

MOONSHINE YARROW



Foliage – Spring:	SILVER-GREEN	Height:	24"
Foliage- Fall:	SILVER-GREEN	Spread:	24"
Bloom Period:	JUNE TO SEPT.	Growth:	Moderate
Attracts:	BUTTERFLIES, BEES	Habit:	UPRIGHT
Flower:	YELLOW	Exposure:	Sun
Soil Type:	DRY	Fruit Type:	NONE

Plant in full sun in well drained to dry soil. It is drought resistant and does not tolerate wet soils. Deadhead to prolong the bloom time. Cut back if appearance gets shaggy, and new growth will emerge. Yarrow makes an excellent cut or dried flower. This attracts butterflies, is deer and rabbit resistant, and provides winter interest if uncut.

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| <input checked="" type="checkbox"/> Fragrant | <input checked="" type="checkbox"/> Deer Resistant | | <input checked="" type="checkbox"/> Bunny Resistant |

HYDRANGEA ARBORSCENS 'ABETWO'

INCREDIBALL HYDRANGEA



Foliage – Spring: GREEN
Foliage- Fall: YELLOW
Bloom Period: JUNE-JULY

Attracts:

Flower: LIME GREEN TO WHITE TO TAN

Soil Type: MOIST, WELL-DRAINED

Height: 4'

Spread: 4'

Growth: Moderate

Habit: ROUNDED

Exposure: Sun to Shade

Fruit Type: INCONSPICUOUS

Incrediball is an improved cultivar of the Annabelle Hydrangea. Bright white flowerheads are larger than on the Annabelle, and the stems are sturdy enough to hold the flowers so they will not get weighted down by rain. Medium-green leaves turn yellow in the fall. Incrediball needs adequate moisture in full sun. It is not drought tolerant. It grows best in an area with morning sun and afternoon shade. A great shrub that makes a standout in the landscape.

☒ Native

☐ Fragrant

☐ Salt Tolerant

☐ Deer Resistant

☒ Clay Tolerant

☒ Winter Interest

☐ Bunny Resistant

HYDRANGEA PANICULATA 'ILVOBO'

BOBO HYDRANGEA



Foliage – Spring:	GREEN	Height:	3'
Foliage- Fall:	YELLOW	Spread:	3'-4'
Bloom Period:	JULY-SEPTEMBER	Growth:	Mod to Fast
Attracts:		Habit:	MOUNDING
Flower:	CREAMY WHITE TO PALE PINK	Exposure:	Pt Shade to Sun
Soil Type:	MOIST, WELL-DRAINED	Fruit Type:	

This dwarf hydrangea is a true show-stopper with creamy white panicles held upright on sturdy stems. Flowers emerge midsummer and continue to grow and lengthen as they bloom. By autumn, the entire shrub will be densely covered in gorgeous flower panicles that begin a color change to pale pink. Its miniature size and compact habit make 'Bobo' a great option for small spaces or the front of a border. This hydrangea blooms on new growth, so if any pruning is done, it should be in late winter/early spring.

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| <input type="checkbox"/> Native | <input type="checkbox"/> Salt Tolerant | <input checked="" type="checkbox"/> Clay Tolerant | <input checked="" type="checkbox"/> Winter Interest |
| <input type="checkbox"/> Fragrant | <input type="checkbox"/> Deer Resistant | | <input type="checkbox"/> Bunny Resistant |