

## AGENDA

**REGULAR MEETING OF THE PARKS & RECREATION COMMISSION OF THE VILLAGE  
OF WILLOWBROOK TO BE HELD ON TUESDAY October 6 2020, AT 7:00 PM AT THE VILLAGE HALL, 835  
MIDWAY DRIVE, IN THE VILLAGE OF WILLOWBROOK, DuPAGE COUNTY, ILLINOIS.**

**It will also be held via Zoom video conference as permitted by the Gubernatorial Disaster Proclamation in  
response to COVID-19 (COVID-19 Executive order 5) exempting the requirement of the Open Meetings Act  
for the physical presence of the Board, and permitting Board member attendance by video, audio or  
telephone access.**

**DUE TO THE COVID-19 PANDEMIC THE VILLAGE WILL BE UTILIZING A CONFERENCE CALL FOR THIS MEETING.**

**THE PUBLIC CAN UTILIZE THE FOLLOWING CALL IN NUMBER:**

**Dial in number: 1(312)626-6799**

**Meeting ID- 932 8632 1999**

**Password: 5p73Za**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES
  - A) September 1 2020 Regular meeting of the Parks & Recreation Commission
4. REPORTS
  - A) Maintenance updates
5. DISCUSSION
  - A) 2020 Halloween Event
  - B) 2020 Holiday Events
  - C) Memorial Tree Program
6. NEW BUSINESS
  - A) Food Drive
  - B) Village Fiscal Policy
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 September 1, 2020, AT THE VILLAGE HALL, 835 MIDWAY DRIVE,  
WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

DUE TO THE COVID 19 PANDEMIC, THE VILLAGE WILL BE UTILIZING A ZOOM  
CONFERENCE CALL FOR THIS MEETING.

1. CALL TO ORDER

Chairman Robert Pionke called the meeting to order at the hour of 7:01 p.m.

2. ROLL CALL

Those present at roll call were Chairman Robert Pionke, Commissioner, Ronald Kanaverskis and Interim Superintendent of Parks and Recreation John Fenske.

Present Via Conference Call, Due to the COVID-19 Pandemic were Commissioners Lorraine Grimsby Catherine Kaczmarek, Laurie Landsman and Doug Stetina.

Also, present Via Conference Call was Village Administrator Brian Pabst. ABSENT: Carol Lazarski

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES

a. Minutes – August 2020 Regular Meeting – Parks & Recreation Commission

The Commission reviewed the March 3, 2020 minutes.

Commissioner Grimsby noted errors on the following pages: Pg. 2 under Maintenance Updates and on Pg. 3 under discussion about events at Gower West. These were noted and corrected.

MOTION: A Motion was made by Commissioner Landsman and seconded by Commissioner Stetina to approve the August 1, 2020 minutes as amended.

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

4. REPORT

Maintenance Items. Interim Supt. Fenske gave a report on the following:

Borse Park, the Plexi-glass for the message board finally arrived, it is on Public Works list of to-do items. He also reported that SWAP was out on Aug. 25 & 26 to clean up garbage in the park.

At Creekside, the entrance path off Brentwood/Hiddenbrook was regraded. Public Works also fixed the stairs on that side of the park. At Farmingdale Public Works fixed the culvert on the north side of the park. At Ridgemoor the chains on the swings are scheduled to be replaced. At Willow Pond work was done around the Veteran's Memorial which included grading of the crushed rock, repairing the border between the mulch and rock, and adding new mulch and flowers. He also reported that he reached out to Richmond Fisheries about restocking the ponds but has not gotten a response yet. Commissioner Landsman inquired when the latest date is that we could order fish for this year. Interim Supt. Fenske stated that he usually

orders now in September for October delivery. Chairman Pionke stated that he knows people who have fished at Willow Pond and they have no complaints about the fish stock. He also asked if the fish would be ordered in the Spring or Fall. Commissioner Kanaverskis asked if we would order with Burr Ridge. It was the consensus of the Board to wait until 2021 to order fish and combine with Burr Ridge for delivery.

5. DISCUSSION

a. Park equipment Inventory

Chairman Pionke said this was brought up at the August meeting to have staff put together a spreadsheet of equipment at each park. He also mentioned that this is mentioned in the Master Plan. Interim Supt. Fenske went on to explain the information included and how it was obtained, and that he is still adding to it. Chairman Pionke that this is not a complete list, that it is a work in progress, and that it should be included on future agendas. He added that this should help in the future when it comes to requesting funds for park renovations. Commissioner Kanaverskis asked if there is a schedule that shows when repairs should be made throughout the year. Interim Supt. Fenske said there is, and he is in the process of updating it. He then stated that he usually does two different inspections at the parks, usually at the end of March or beginning of April. The first is the playground inspection and the second is the park inspection. Commissioner Kanaverskis asked that these sheets be provided to the Commission in the Spring.

b. 2020 Halloween Event

Chairman Pionke stated that he expects Gower to cancel their Halloween event and would like to see us do something. He suggested a "Trunk or Treat" or doing something with either Burr Ridge or Dairen because he does not think there will be any kind of trick-or-treating this year. He then asked for the Commissions thoughts. Commissioner Kanaverskis said we would have to follow the guidelines when it comes to handing out stuff, and we would still have groups of people that may not comply. He then asked if any other park districts have been contacted to see what they are doing. Commissioner Landsman mentioned that maybe we could do some sort of "drive through" event where each child gets a taffy apple. Commissioner Kaczmarek suggested a family pumpkin painting contest. Chairman Pionke said that a decision would have to be made at the October meeting, so we have enough time to promote the event. Commissioner Landsman asked how this would be done. Several ideas were given on how to do this. Chairman Pionke said he will reach out to both the Darien & Burr Ridge Park Districts to see if they want to partner on something.

\*Commissioner Lazarski joined the meeting via Zoom at 7:30pm.

c. 2020 Holiday Events

Interim Supt. Fenske went over his thoughts on the house decorating contest, including the flyer and how the village could be broken down into zones for judging. He said that residents would have to register. Chairman Pionke asked the commission for their thoughts. Commissioner Landsman inquired about prizes. Interim Supt. Fenske said he was going to send a letter out to the local restaurants asking for gift cards. Chairman Pionke asked for volunteers to help plan the event, Commissioner Lazarski volunteered to help.

Chairman Pionke shared his ideas for a possible "drive-through" event, that would utilize the car port at the Police department. His thoughts were that every car would get a bag with coupons from local businesses,

and each child would get a holiday coloring book. There was a discussion on the event, such as time, date, and other ideas as to what could be placed in the bag were mentioned.

d. 2021 Spring Fling 5K

Chairman Pionke stated unless we come up with a creative way to hold the race, either virtually or some other way, he feels that we should cancel it. He asked the commission for their input. Commissioner Kaczmarek suggested reaching out to local gyms to see if they would want to go in on some sort of event. Commissioner Grimsby asked if December would be too late to start organizing the race. Chairman Pionke then made a motion to cancel the 2021 Spring Fling, it was seconded by Commissioner Grimsby. By roll call vote, the motion passed 6-0, with Commissioner Landsman not voting due to loss of internet connection.

6. NEW BUSINESS

Commissioner Lazarski presented a quote for adding a plaque with the date in front of "Commissioner's Rock" at Willow Pond, and that it would say "Dedicated June 9, 2018". This would be for a separate plaque attached to a limestone brick and set into the ground. She added that this would be a good way to promote the Memorial Program. Village Administrator Pabst said that this would have to be approved by the Mayor, as it is an unbudgeted item. He then asked staff for a picture to show him. He stated that he is under strict orders to not spend money on unbudgeted items. Commissioner Landsman asked what the life expectancy of the plaques is.

Chairman Pionke mentioned the Splash Pad stay open longer this year.

Commissioner Kaczmarek announced her resignation from the Commission effective Sept. 1<sup>st</sup>. She thanked everyone for their support, and that she enjoyed serving on the board for the last 4 years, and she is still willing to help if she can. The Commission thanked her for her time on the board, and everyone said that she will be missed.

7. VISITORS' BUSINESS

None presented.

8. COMMUNICATIONS

Interim Supt. Fenske said he has received 3 emails from residents who live around Creekside Park, asking when it will be renovated.

9. ADJOURNMENT

MOTION: Made by Commissioner Kaczmarek, seconded by Commissioner Stetina to adjourn the meeting at the hour of 8:16 p.m.

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

# VILLAGE OF WILLOWBROOK

## Parks & Recreation Commission Meeting AGENDA ITEM – Summary Sheet

### AGENDA ITEM DESCRIPTION

Report- Maintenance Updates

### MEETING DATE

October 6 2020

### COMMISSION REVIEW

Report ☒ Discussion ☐ Seeking Feedback ☐

### ITEM HISTORY (PREVIOUS PARK COMMISSION REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER HISTORY)

Update on Maintenance issues in the parks from September 1 2020 to October 6th

- Borse Park
- Willow Pond
- Swing Set Chain Replacement

### STAFF RECOMMENDATION

# VILLAGE OF WILLOWBROOK

## Parks & Recreation Commission Meeting AGENDA ITEM – Summary Sheet

### AGENDA ITEM DESCRIPTION

Discussion- 2020 Halloween Event

### MEETING DATE

October 6 2020

### COMMISSION REVIEW

Report ☐ Discussion ☒ Seeking Feedback ☐

### ITEM HISTORY (PREVIOUS PARK COMMISSION REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER HISTORY)

Continuing the discussion began at the September meeting about holding a Halloween Event.

Two possible ideas were a Pumpkin Decorating Contest and a “drive-thru” event.

### REQUEST FOR FEEDBACK

A date to hold either of these events must be decided on.

### STAFF RECOMMENDATION

# VILLAGE OF WILLOWBROOK

## Parks & Recreation Commission Meeting AGENDA ITEM – Summary Sheet

### AGENDA ITEM DESCRIPTION

Discussion- 2020 Holiday Events

### MEETING DATE

October 6 2020

### COMMISSION REVIEW

Report ☐ Discussion ☒ Seeking Feedback ☐

### ITEM HISTORY (PREVIOUS PARK COMMISSION REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER HISTORY)

Update on the planning for possible Holiday Events during the 2020 season.

At the August 4 Parks & Recreation Commission meeting, it was decided to cancel both the 2020 Tree Lighting and the 2020 Children's Holiday Party, due to the Covid-19 pandemic, as they were held in 2019.

Discussion was held on still having the lights at Willow Pond, with decorations for the tree made by the residents.

Among other ideas that were mentioned were a "drive-through" Holiday Party and a Village wide House decorating contest.

### REQUEST FOR FEEDBACK

### STAFF RECOMMENDATION



Dear Member of the Willowbrook Business Community-

Normally, at this time of year the Parks & Recreation Department would be gearing up for our Annual Children's Holiday Party. This year would have marked our 44<sup>th</sup> consecutive party, but due to the Covid-19 Pandemic, we have had to cancel this event.

To keep the Holiday spirit alive we are planning something new - A Village wide Holiday Light Display Contest.

Displays must be registered by Dec. XX with voting taking place on Dec. XX

We are going to break the village up into 5 zones, and depending on donations, award prizes to the top 2 displays in each zone.

So, what can you do to help? We are looking for donations of gift cards or certificates that we can award as prizes. A minimum dollar amount of \$xx.xx per card is requested.

If you have any questions, feel free to contact me at 630-323-8215 or by email at [jfenske@willowbrook.il.us](mailto:jfenske@willowbrook.il.us)



# VILLAGE OF WILLOWBROOK

## Parks & Recreation Commission Meeting AGENDA ITEM – Summary Sheet

### AGENDA ITEM DESCRIPTION

Discussion- Memorial Tree Program

### MEETING DATE

October 6 2020

### COMMISSION REVIEW

Report ☐ Discussion ☒ Seeking Feedback ☐

### ITEM HISTORY (PREVIOUS PARK COMMISSION REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER HISTORY)

Follow up on the Memorial Tree Program discussion brought to the Commission at the September 1, 2020 by Commissioner Carol Lazarski.

The Celebration/Memorial Program was started in 2002 after a recommendation by the Parks & Recreation Commission was approved by the Village Board.

Included in the packet is the following:

2002 Letter to the Village Board

Program information from the Village Website & Program Guide

2003 Program Information sheet

2020 Revised information sheet

Application

Spreadsheet of Memorials

Memorial Examples

### REQUEST FOR FEEDBACK

### STAFF RECOMMENDATION

# The Village of

# WILLOWBROOK

Gary Pretzer, President  
Bernard A. Oglietti, Village Administrator  
Patrick T. Spatafore, Village Clerk

7760 Quincy Street • Willowbrook, Illinois 60527-5594 • Phone: (630) 323-8215 • Fax: (630) 323-0787

April 8, 2002

TO: PRESIDENT AND BOARD OF TRUSTEES  
FROM: WALTER C. RIGHTON, SUPERINTENDENT OF PARKS & RECREATION  
RE: MEMORIAL TREE PROGRAM



## Background

At the April 2 meeting of the Parks and Recreation Commission, the Commission endorsed a concept that was first suggested at the Village Board's Budget Workshop to begin a memorial tree program for Village parks. The Commission is now asking the Village Board if it wishes to direct Staff to develop guidelines for the program for approval by the Commission and the Village Board. If approved, the program could be in place as early as the Fall of 2002.

Staff researched the programs offered by three area park districts and then outlined a program for the Commission that we felt we could reasonably administer. Those elements included the following:

1. Village residents and others would make a specified donation to the Village of Willowbrook in consideration for planting a tree in a park in memory of a person.
2. The Village would provide a list of suitable species of trees from which the donor could select a tree. The Village would designate the actual planting site.
3. The donation would cover the cost of a tree, which would come with a one-year guarantee from the landscape supplier, and a plaque or some other type of recognition as determined by the Village. The donation would also cover the installation costs for both items. The donor would receive a certificate of appreciation for the memorial.
4. The specified donation per memorial specified by the agencies we surveyed ranged from \$250.00 to \$350.00.
5. There would also be indirect costs to the program. Indirect costs include staff time in administering the program, record keeping, periodic maintenance, etc. These costs could be reviewed annually and the amount of the donation for future memorials adjusted as determined by the Board. We anticipate that the indirect

costs will be fairly minimal since we do not expect to get more than a dozen memorial requests per year, based on the experience of Westmont's program.

6. Some agencies install an individual plaque that is permanently installed in the mulch at the base of the tree for ease of mowing. Others prefer to recognize memorials in one central location in a park. The Commission has not yet determined its preference, but the memorial would be unobtrusive and would blend with the park's setting.
7. The agencies that we surveyed accept a long-term commitment to maintain an inventory of each memorial tree (species and exact location). They also accept a long-term commitment to replace any tree that dies or is vandalized over an extended amount of time, such as a 10 or 20 year period. Such a cost, of course would have to be borne by the Village.
8. Applications for tree memorials are accepted at any time. Plantings usually take place twice a year, in Spring and Fall, as the weather permits.
9. Publicity for the program, if adopted, could begin with the next Village newsletter, our Recreation Reach Out newsletters and press releases. An application form would be prepared that lays out the entire program.

The Commission is cautiously optimistic that the number of memorial trees will eventually be at least as many as it wants to see added to Village parks on an annual basis. Should that be the case, it would no longer be necessary to request funds to purchase additional trees for parks.

#### Recommendation:

Staff recommends the following:

1. That the Village Board gives reasonable consideration to the Parks and Recreation's recommendation on the concept of establishing a memorial tree program for the Village of Willowbrook's park system.
2. That if it approves of the concept, the Village Board directs Staff to develop and present guidelines. Staff would then present the guidelines for final approval by the Commission and the Village Board.

CC: Parks and Recreation Commission



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## OUR VILLAGE

## GOVERNMENT

## DEPARTMENTS

## RESIDENTS

## BUSINESS

### Administration

Business Licensing

Census 2020

Community News

Employment

Directions & Maps

Forms & Documents

Freedom of Information Act (FOIA)

Lobbying

Government Transparency

Staff Directory

Village Government

Vendor Contracts

Village Newsletter

### Finance

Online Bill Payments

Budget

Comprehensive Annual Financial

Report (CAFR)

Annual Treasurer's Report

Annual Tax Increment Finance (TIF)

Report

Labor Agreements

### Parks & Recreation

Celebration/Memorial Program

Co-Rec Softball

Fun Guide (PDF)

Green Scene Volunteer

Organic Lawncare Program

Parks

Park Permits

Holiday Events

Special Recreation

Spring Fling 5K Run/Walk

Usage Policy

### Planning & Development

Applications & Fees

Comprehensive Plan

Economic Development

Plan Commission

Recreational Cannabis Information

Zoning

### Police

About the Department

Annual Report

Community Relations

Crime Alerts

Emergency Alerting & Notification

System

Explorer Program

Links

Mission & Values

Peer Jury Program

Police Forms

Red Light Enforcement

Survey-Police Department

Truck Permits



[Donation Levels](#)

[Ordering Information](#)

[Sponsorship Information](#)

Home » Departments » Parks & Recreation » Celebration / Memorial Program

## Celebration / Memorial Program

### Help Make Our Parks More Beautiful

The Village of Willowbrook is very pleased to offer a Celebration / Memorial Program that allows you to make a contribution for a new or existing tree or bench in one of Willowbrook's parks in someone's name or, if you wish, simply contribute to make our parks more beautiful. All funds from this program are used to manage the program and to add more trees to Willowbrook's parks.

Trees and benches can be purchased as a gift to a friend, to celebrate the birth of a child, a marriage, or another momentous event in your family or to memorialize a loved one. This long-lasting gift serves as a perpetual reminder of those people and events that make our lives special.

### Donation Benefits

Donations of trees have many benefits to our environment such as:

- Trees absorb carbon dioxide and convert it into the oxygen we breathe
- The roots of trees often trap pollutants that would normally contaminate the soil
- Trees hold the soil in place and reduce erosion
- Decaying and dead leaves return nutrients to the ground
- Trees assist in climate control, reducing the need for air conditioning and reducing pollution
- Trees provide shelter and breeding places for wildlife

### Additional Information

- [Donation levels](#)
- [Sponsorship](#)
- [Ordering information](#)

## Donation Levels

### Select Level - Young Trees

Contributions may be made at any time but plantings are done each spring and fall. You may choose from the following species:

- Red Maple
- Autumn Purple Ash

You may also choose one of four Willowbrook parks in which to have your tree planted. The Village will then determine the best location within the park for the tree. At the time of planting, these trees are approximately 7' high with a diameter of approximately 2-2 1/2". They are deciduous trees that could reach 40' at maturity.

### Gold & Silver Levels - Mature Trees

If you prefer to contribute a more mature tree, a limited number of trees in highly-visible locations are available. Two levels of contributions are offered. You may choose the tree or we can choose for you.

#### Silver Level

At the Silver Level, you may choose either a White Ash or a River Birch tree to be planted in the area between the playground and the picnic pavilions at the Borse Memorial Community Park. Most of these trees are approximately 12' high and each has a diameter of 5".

#### Gold Level

At the Gold Level, you may choose Aspen, Marshall Ash, or River Birch trees to be located adjacent to the pathways at Willow Pond. All are fully mature trees with some measuring over 30' in height.

#### Benches

The Celebration / Memorial Program includes sponsorship opportunities for new benches near the Prairie Trail Park Playground at 59th Street and Clarendon Hills Road. Other locations will be available in the future.



Create an Account - Increase your productivity, customize your experience, and engage in information you care about.



Home » Departments » Parks & Recreation » Celebration / Memorial Program » Sponsorship Information

## Sponsorship Information

### Sponsoring a Tree or Bench

Each sponsorship of a tree or bench will be recognized with a bronze plaque that is permanently anchored near it. Your plaque will include an inscription, name, and a date totaling a maximum of 48 characters. The Village of Willowbrook logo is also included on the plaque. Additional characters can be added for \$0.65 per character. The normal delivery time for plaques is about six weeks. Please note that no additional decorations can be added to the area around the tree or bench.

### Contributions

Donations are tax-deductible to the fullest extent of the law. A letter indicating the amount of your contribution will be mailed to you. Your contribution includes dedication of the tree or bench, the plaque recognizing your contribution, a certificate suitable for framing, and a letter from the Village of Willowbrook indicating the amount of your contribution.

### Your Tree Guarantee

The Village of Willowbrook will guarantee your tree or bench for 20 years from the time of your contribution. If you choose a tree from the [Select Level](#) and it dies, a new tree of the same species and size as the one originally planted will be installed in the same location. In the unlikely event that your [Silver](#) or [Gold Level](#) tree dies within 20 years, a new tree with a value of at least \$500 will be planted.

Donation Levels

Ordering Information

Sponsorship Information



Create an Account - Increase your productivity, customize your experience, and engage in information you care about.



Donation Levels

Ordering Information

Sponsorship Information

[Home](#) » [Departments](#) » [Parks & Recreation](#) » [Celebration / Memorial Program](#) » [Ordering Information](#)

## Ordering Information

### Placing Your Order

To place an order under the Celebration / Memorial Program, please complete the [application form \(PDF\)](#) and submit it to the Village along with your contribution. We can assist you in choosing a fitting location, selecting a tree or bench, and crafting the wording for your plaque. The application should be turned in to:

Village Hall  
835 Midway Drive  
Willowbrook, IL 60527

For further information regarding the Celebration / Memorial Program, please call the Village Hall at (630) 323-8215.



Agendas & Minutes



Online Payment



FOIA Request



Forms & Applications



Overnight Parking



Red Light  
Photo Enforcement



## Willowbrook Parks

**Tony and Florence Borse Memorial Community Park**—17.17 acres—208 Midway Drive. Site includes three softball diamonds, one soccer field, three volleyball courts, two basketball courts, playground equipment, two shelters, grills, toilet facilities, drinking fountains and picnic tables.

**Creekside Park**—10.18 acres—64th and Madison Street. Site includes a playground, basketball court, nature trail, baseball field, picnic tables and drinking fountain.

**Farmingdale Terrace Park**—3.02 acres—415 Honey Locust Lane. Site includes a basketball court, picnic tables, playground equipment and drinking fountain.

**Lake Hinsdale Park**—1 acre—Lake Hinsdale Drive and 63rd Street. Site includes swings, whirl, picnic tables and playground equipment.

**Midway Park**—2.14 acres—209 Midway Drive. Site includes one soccer field.

**Prairie Trail Park**—7.30 acres—59th Street and Clarendon Hills Road. Site includes playground equipment, picnic tables, drinking fountain and a 2-acre pond.

**Ridgemoor Park**—5.40 acres—65th and Quincy Street. Site includes a creek, picnic tables, playground equipment and a drinking fountain.

**Rogers Glen Park**—1.38 acres—63rd and Garfield Avenue.

**Waterford Park**—4.28 acres—6612 Rodgers Drive. Site includes picnic tables (one accessible), playground equipment, two tennis courts, softball diamond, pavilion, volleyball court, walking path and drinking fountain.

**Willow Pond**—4.17 acres—Plainfield Road and Adams Street. Site includes 1.5 acre pond, playground equipment, two shelters, grills, picnic tables, drinking fountain, handicapped accessible fishing pier, Veterans Memorial, restroom facilities, splash pad, three fishing outcroppings & walking path.

### Willowbrook Ponds

The Willowbrook Park system has wonderful ponds at the Community, Ridgemoor, and Prairie Trail parks as well as at Willow Pond. Individuals are encouraged to take advantage of the fishing opportunities at these locations. Please remember these ponds are for catch and release only. There is a Veteran's memorial bench.

### Geese Alert!

Feeding geese and ducks has been a favorite pastime for some of our residents. Mother Nature never intended these animals to be given food by people. Please refrain from feeding waterfowl as it disturbs their natural diet. For further information please call the Village of Willowbrook at 630-323-8215.

### Help Make Our Parks More Beautiful

The Village of Willowbrook is very pleased to offer a Celebration/Memorial Program that allows you to make a contribution for a new or existing tree or bench in one of Willowbrook's parks in someone's name or, if you wish, simply contribute to make our parks more beautiful. All funds from this program are used to manage the program and to add more trees to Willowbrook's parks.

Trees and benches can be purchased as a gift to a friend, to celebrate the birth of a child, a marriage, or another momentous event in your family or to memorialize a loved one. This long-lasting gift serves as a perpetual reminder of those people and events that make our lives special.

For more information, go to [www.willowbrookil.org](http://www.willowbrookil.org) click on Parks & Recreation, and then Celebration/Memorial Program.





# ***Willowbrook Celebration/Memorial Program***

April 2003

## **General Information**

The Village of Willowbrook is very pleased to announce the establishment of its Celebration/Memorial Program. You may now make a contribution for a new or existing tree or bench in one of Willowbrook's parks in someone's name or, if you wish, simply contribute to make our parks more beautiful. All funds from this program are used to manage the program and to add more trees to Willowbrook's parks.

Trees and benches can be purchased as a gift to a friend, to celebrate the birth of a child, a marriage or another momentous event in your family or to memorialize a loved one. This long-lasting gift serves as a perpetual reminder of those people and events that make our lives special.

## **Additional Benefits of Your Donation**

Trees provide many benefits to our environment including:

- Trees absorb carbon dioxide and convert it into the oxygen we breathe.
- The roots of trees often trap pollutants that would normally contaminate the soil.
- Trees hold the soil in place and dead leaves return nutrients to the ground.
- Trees assist in climate control, reducing the need for air conditioning and reduce pollution.
- Trees provide shelter and breeding places for wildlife.

## **Plaque**

Each sponsorship of a tree or a bench will be recognized with a bronze plaque that is permanently anchored near it. Your plaque will include an inscription, name and a date totaling a maximum of 48 characters. The Village of Willowbrook logo is also included on the plaque. Additional characters can be added to the plaque for \$.65 per character. Normal delivery time for plaques is about six weeks.

## **New Trees -- (Select Level)**

Contributions may be made at any time but plantings are done each Spring and Fall. You may choose from the six species that are listed on the application and select from four Willowbrook parks to have your tree planted. We will then determine the best location for the tree. At the time of planting, these trees are approximately 7' high with a diameter of approximately 2 to 2 ½ inches. They are deciduous trees that could reach 40 feet at maturity.

## **Mature Trees -- (Gold and Silver Levels)**

If you prefer to contribute for sponsorship of a more mature tree, a limited number of trees in highly visible locations are available. Two levels of contributions are offered. You may choose the tree or we can do this for you.

**Silver Level** trees includes any White Ash or River Birch tree of your choice in the area between the playground and the picnic pavilions at the Borse Memorial Community Park. Most of these trees are approximately 12' high and each has a diameter of approximately 5 inches.

**Gold Level** trees are located adjacent to the pathways at Willow Pond. Species include Aspen, Marshall Ash, Norway Maple and River Birch trees. All are fully mature trees with some measuring over 30' in height.



### **Benches**

At this time, the Celebration/Memorial Program includes sponsorship of the new benches near the Prairie Trail Park Playground at 59<sup>th</sup> and Clarendon Hills Road. Other locations will be available in the future.

### **Tax-deductible Contribution**

Donations are tax-deductible to the fullest extent of the law. A letter indicating the amount of your contribution will be mailed to you.

### **Your Contribution Includes**

Your contribution includes dedication of the tree or bench, the plaque recognizing your contribution, a certificate suitable for framing and a letter from the Village of Willowbrook indicating the amount of your contribution.

### **Guarantee**

The Village of Willowbrook will guarantee your tree or bench for 20 years from the time of your contribution. If your Select Level tree dies, a new tree (same species and size as the one originally planted) will be installed in the same location. In the unlikely event that your Silver or Gold Level tree dies within 20 years of your sponsorship, a new tree with a value of at least \$500 will be planted.

### **Ordering Information**

To place an order under the Celebration/Memorial Program, please complete the attached application form along with your contribution. We can assist you in the selection of a tree or bench as well as a fitting location and wording for your plaque.

For further information regarding the Celebration/Memorial Program, please call Wally Righton, Superintendent of Parks and Recreation at (630) 323-8215.



# WILLOWBROOK CELEBRATION/MEMORIAL PROGRAM

September 2020

## **GENERAL INFORMATION**

The Village of Willowbrook is pleased to present its Celebration/Memorial Program which was established in 2003. The program allows you to contribute towards a new or existing tree or bench in one of Willowbrook's parks in someone's name, or if you wish, simply contribute to make our parks more beautiful. All funds from this program are used to manage the program and to add more trees to Willowbrook parks.

Trees and benches can be purchased as a gift to a friend, celebrate the birth of a child, a marriage, or another momentous event in your family or to memorialize a loved one. This long-lasting gift serves as a perpetual reminder of those people and events that make our lives special.

## **ADDITIONAL BENEFITS OF YOUR DONATION**

Trees provide many benefits to our environment including:

- Absorbing carbon dioxide and converting it into oxygen
- The roots of trees often trap pollutants that normally contaminate the soil.
- Hold soil in place and dead leaves return nutrients to the ground.
- Assist in climate control, reducing the need for air conditioning.
- Provide shelter and breeding places for wildlife.

## **PLAQUE**

Each sponsorship of a tree or bench will be recognized with a bronze plaque that is permanently anchored near it. Your plaque will include an inscription, name and a date totaling a maximum of 48 characters. The Village of Willowbrook logo is also included on the plaque. Additional characters can be added for \$.65/character. Normal delivery time for plaques is about six (6) weeks.

## **NEW TREES – (Select Level)**

Contributions may be made at any time, but plantings are done each Spring and Fall. You may choose from the six (6) species that are listed on the application and select from four Willowbrook parks to have your tree planted. We will then determine the best location for the tree. At the time of planting, these trees are approximately 7' high with a diameter of 2 to 2 ½ inches. They are deciduous trees that could reach 40 feet at maturity.

## **MATURE TREES – (Gold and Silver Levels)**

If you prefer to contribute towards sponsorship of a more mature tree, a limited number of trees in highly visible locations are available. Two levels of contributions are offered. You may choose the tree, or we can do this for you.

**SILVER LEVEL** trees include any tree of your choice between the playground and the picnic pavilions at Borse Memorial Park. Most of these trees are approximately 12' high with a diameter of 5 inches.

**GOLD LEVEL** trees are located adjacent to the parkways at Willow Pond. Species include Aspen, Norway Maple, and River Birch trees. All are fully mature trees with some measuring over 30' in height.

## **BENCHES**

The Celebration/Memorial Program includes sponsorship of benches in any park. Bench includes a plaque with inscription.

## **TAX-DEDUCTIBLE CONTRIBUTION**

Donations are tax-deductible to the fullest extent of the law. A letter indicating the amount of your contribution will be mailed to you.

### **YOUR CONTRIBUTION INCLUDES**

Your contribution includes dedication of the tree or bench, the plaque recognizing your contribution and a letter from the Village of Willowbrook indicating the amount of your contribution.

### **GUARANTEE**

The Village of Willowbrook will guarantee your tree or bench for 20 years from the time of your contribution. If your Select Level tree dies, a new tree (same species and size as the one originally planted) will be installed in the same location. In the unlikely event that your Silver or Gold Level tree dies within 20 years of our sponsorship, a new tree with a value of at least \$500 will be planted.

### **ORDERING INFORMATION**

To place an order under the Celebration/Memorial Program, please complete the attached application form along with your contribution. We can assist you in the selection of a tree or bench as well as a fitting location and wording for your plaque.

For further information regarding the Celebration/Memorial Program, please contact John Fenske, Interim Supt. of Parks & recreation at 630-323-8215 or by email at [jfenske@willowbrook.il.us](mailto:jfenske@willowbrook.il.us).

**Willowbrook Celebration/Memorial**  
**Program Application**

**Name of Purchaser** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Address** \_\_\_\_\_

***Inscription- please print or type:***

Celebrating \_\_\_\_\_

In Loving Memory of \_\_\_\_\_

In Memory of \_\_\_\_\_

Create your own inscription:

\_\_\_\_\_

Date (included in your count of characters) \_\_\_\_\_

**Please note that 48 characters on three lines are included in the cost for the plaque.  
Additional characters are available for \$.65 each.**

**Please Choose the Type of Contribution and Park Location:**

***The Select Level - \$500.00***

\_\_\_\_\_ Borse Memorial Community Park  
(208 Midway Drive)

\_\_\_\_\_ Lake Hinsdale Park  
(63<sup>rd</sup> Street & Lake Hinsdale Drive)

\_\_\_\_\_ Prairie Trail Park  
(59<sup>th</sup> and Clarendon Hills Road)

\_\_\_\_\_ Farmingdale Terrace Park  
(415 Honey Locust Lane)

Species Desired \_\_\_\_\_ (Choose from Norway Maple,  
Red Maple, Autumn Purple Ash, Little Leaf Linden, Swamp White Oak or No Preference)

***The Silver Level - \$650.00***

\_\_\_\_\_ Borse Memorial Community Park  
(208 Midway Drive)

***The Gold Level - \$750.00***

\_\_\_\_\_ Willow Pond Park  
(Plainfield Road & Adams Street)

***Existing Park Bench - \$250.00***

\_\_\_\_\_ Prairie Trail Park  
(59<sup>th</sup> and Clarendon Hills Road)

Shall we send the certificate to the Purchaser? If not, please indicate to whom we should send it.  
Name/Address \_\_\_\_\_

Please make all checks payable to:

Village of Willowbrook Celebration/Memorial Program  
835 Midway Drive  
Willowbrook, IL 60527

Total Amount \$ \_\_\_\_\_



**Memorial Tree & Benches**  
As of 9/22/2020

**Borse Community**

**Name on Memorial**      **Location**      **Type of Memorial**      **Installed**

Tony & Florence Borse			
WB/BR Kiwanis	Playground	Plaque on Stone	6/22/1997
For "T"	East side of playground	Bench w/Plaque	2007
	East side of playground	Bench w/Plaque	??

**Creekside**

**Farmingdale**

**Lake Hinsdale**

**Midway**

**Prairie Trail**

"Papa's Tree"	NE corner of playground	Bench, Tree & Plaque	2011
9/11 Memorial	South park sign	Engraved Rock	Dedicated 9/11/2002
Arthur Giddings	NW of playground	Plaque & Tree	2004- stolen & repalced 2009
Jeffery Anderson	West side along path	Plaque & Tree	2003- stolen & replaced 2009
Terri Herstel	West side along sidewalk	Bench, Tree & Plaque	2011

**Ridgemoor**

Janet Moss	north of path, west of bridge	Tree & Plaque	2019
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**Rodgers Glen**

**Waterford**

**Willow Pond**

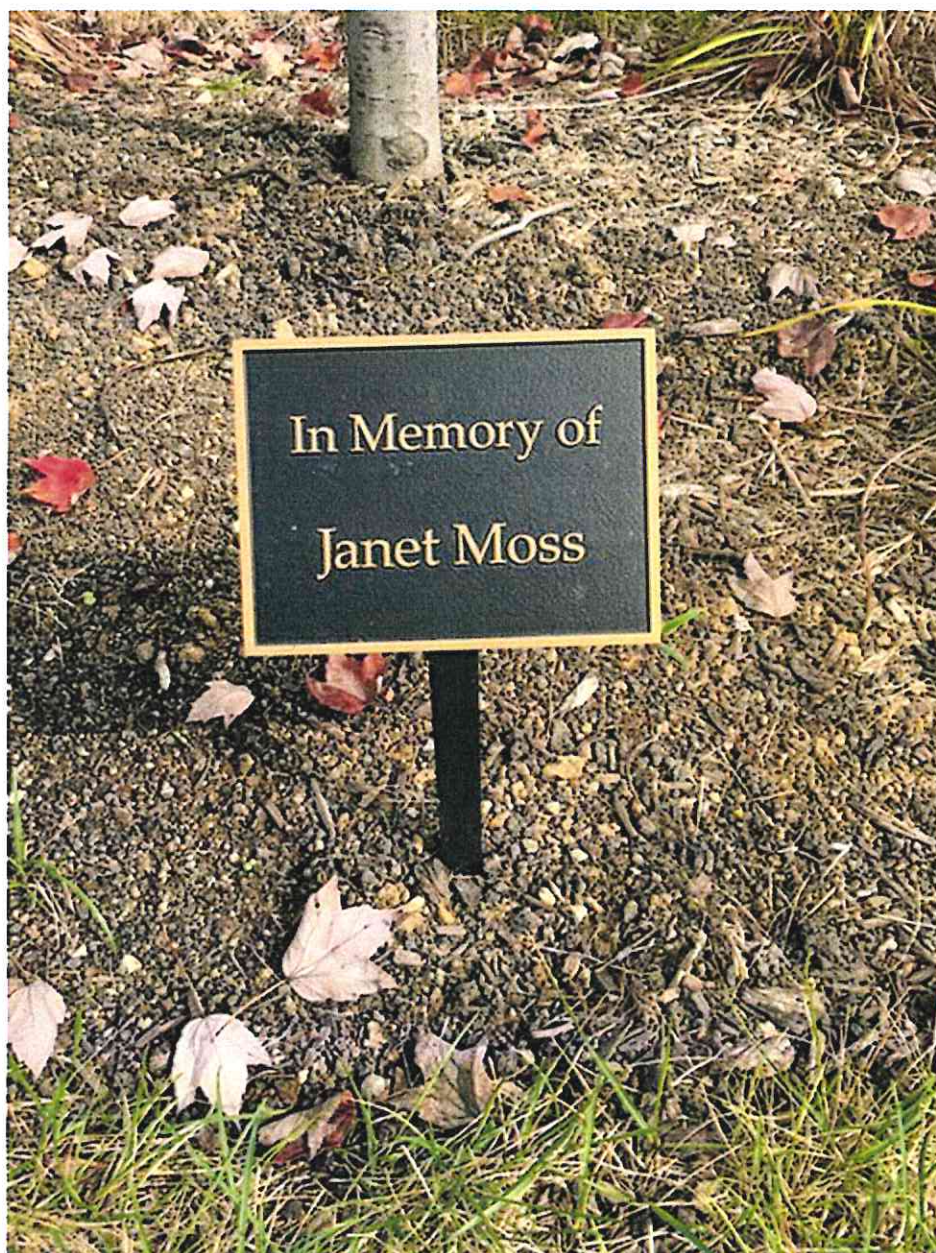
"Noah"	East side	Headstone	2018
"Uncle Markie"	South east corner of park	Bench w/Plaque	2011
Eagle Scouts	Vet's Memorial	Plaque on Stone	2013; repaired 2020
Joan Allen	South west corner	Rock w/Plaque & Tree	1994
Kiwanis Pavilion	West Pavilion	Sign	Built 1987; Rebuilt 2017
P&R Commission	Kiwanis Pavilion	Rock w/Plaque	2018
Stetina Pavilion	North east corner of park	Pavilion w/Sign	2018
Veteran's Memorial	South side of park	Bench w/Plaque	2013
Wally Righton	Fishing Pier	Plaque	2018
VFW Post	Vet's Memorial	Plaque on Stone	2013; repaired 2020











# VILLAGE OF WILLOWBROOK

## Parks & Recreation Commission Meeting AGENDA ITEM – Summary Sheet

### AGENDA ITEM DESCRIPTION

New Business- 2020 Holiday Party

### MEETING DATE

October 6 2020

### COMMISSION REVIEW

Report ☐ Discussion ☒ Seeking Feedback ☐

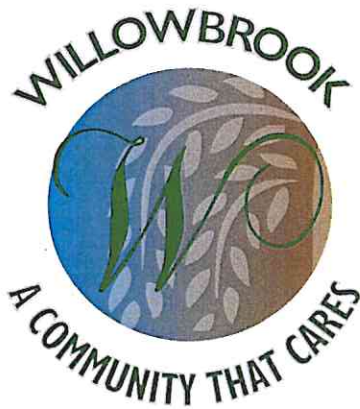
### ITEM HISTORY (PREVIOUS PARK COMMISSION REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER HISTORY)

On September 11 staff met with Village Trustee Neal and Police Administrative Assistant Turville to start planning a Village Food Drive during the week of Oct. 19-23 with a "Drive-thru" drop off set for Oct. 23.


### REQUEST FOR FEEDBACK

### STAFF RECOMMENDATION





# FOOD DRIVE

**NO-CONTACT**  **DRIVE UP**

**FRIDAY, OCTOBER 23 | 11 AM-1 PM**  
**ASHTON PLACE**

341 75<sup>th</sup> ST  
Willowbrook



**IN AN EFFORT TO HELP SUPPORT FAMILIES IN OUR COMMUNITY  
FACING FOOD INSECURITY, WE ARE ASKING FOR YOUR HELP.**

## **URGENT NEEDS DURING THE COVID-19 OUTBREAK INCLUDE:**



Canned Chicken	Pancake Mix	Cereal	Household Cleaning Supplies
Canned Fruit	Pasta & Sauce	Rice	Toilet Paper
Canned Vegetables	Peanut Butter	Tuna Fish	Paper Towels

Fill a bag with your donations and meet us in the parking lot of Ashton Place.

Stay in your car and we will unload them for you, contact free.

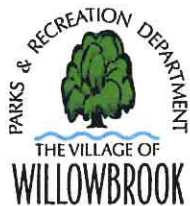
**Feel great about helping your neighbors in need!**

If you are unable to attend our drive up event, you  
can drop your donations off October 19<sup>th</sup>-23<sup>rd</sup> at either

**Village Hall**  
835 Midway DR

**Police Department**  
7760 S Quincy ST

**Any questions, please reach out to John Fenske at  
630-323-8215 or [jfenske@willowbrook.il.us](mailto:jfenske@willowbrook.il.us)**



# VILLAGE OF WILLOWBROOK

## Parks & Recreation Commission Meeting AGENDA ITEM – Summary Sheet

### AGENDA ITEM DESCRIPTION

New Business- Fiscal Policy

### MEETING DATE

October 6 2020

### COMMISSION REVIEW

Report ☐ Discussion ☒ Seeking Feedback ☐

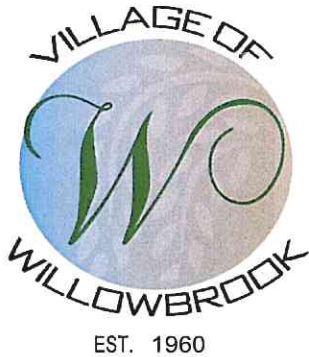
### ITEM HISTORY (PREVIOUS PARK COMMISSION REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER HISTORY)

Due to the drain on the Village finances due to Covid-19, on September 23 2020 the Village Administrator requested staff provide expenditure detail and justification for purchases of over \$400.00, for budgeted or non-budgeted items.

### REQUEST FOR FEEDBACK

### STAFF RECOMMENDATION





# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 [www.willowbrookil.org](http://www.willowbrookil.org)

**Mayor**

Frank A. Trilla

**Village Clerk**

Leroy R. Hansen

**Village Trustees**

Sue Berglund

Umberto Davi

Michael Mistele

Gayle Neal

Paul Oggerino

Gregory Ruffolo

**Village  
Administrator**

Brian Pabst

**Chief of Police**

Robert Schaller

**Director of  
Finance**

Carrie Dittman



Proud Member of the  
Illinois Route 66 Scenic Byway

**Date: September 23, 2020**

**To: Village of Willowbrook Parks and Recreation Commission**

**From: Brian Pabst, Village Administrator**

**Re: Fiscal Policy**

**Dear Commissioners,**

The Village's fiscal policies assist in ensuring its long-term fiscal stability. These policies are intended to provide direction so that the Village's finances are managed in a manner that will continue to provide for the delivery of quality services; maintain an enhanced service delivery; ensure a balanced budget; and establish reserves necessary to meet known and unknown future obligations.

In order for the Village to maintain sound financial practices in accordance with all Federal, State and local laws and direct its financial resources towards meeting the Village's long-term goals especially during the pandemic, we need to constantly evaluate our immediate and long term financial condition. The current and on-going pandemic has and will continue to stress our budget. Similar to municipalities across the nation, the Village cannot afford to continue spending at the current pace. It has become clear that the pandemic and its effects will continue into next year at minimum.

*Therefore, effective September 23, 2020, prior to all future purchases of over \$400, I am requesting that John Fenske provide my office with the expenditure detail and justification for the expenditure(s) for my review and approval. I will then advise your Commission within 5 business days of my decision. This policy shall remain in effect until further written notice of change.*