

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION HELD ON TUESDAY October 6, 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 7:02 p.m.

2. ROLL CALL

Those present at roll call were: Commissioner Ronald Kanaverskis and Interim Superintendent of Parks and Recreation John Fenske.

Present Via Conference Call, Due to the COVID-19 Pandemic were Chairman Robert Pionke & Commissioners Lorraine Grimsby, Laurie Landsman, Carol Lazarski and Doug Stetina.

ABSENT: None

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES

a. Minutes – September Regular Meeting – Parks & Recreation Commission

The Commission reviewed the September 1, 2020 minutes. There were no corrections or additions.

MOTION: A Motion was made by Commissioner Grimsby and seconded by Commissioner Stetina to approve the September 1, 2020 minutes.

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

4. REPORT

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

At Borse Park the security light on the ballfield supply shed was replaced during the week of Sept. 7<sup>th</sup>. Public Works also trimmed some trees on the south side of the playground. The SWAP Program did a garbage clean up during the last week of September.

At Willow Pond on Sept. 14<sup>th</sup> two power poles came down along the west side of the park, knocking out power to the park. Due to the extended clean up, the decision was made to close the splash pad at this time.

Swing Set Chain Replacement Project: The chains at both Lake Hinsdale and Prairie Trail park were broken over Labor Day Weekend. This was due to both old age and misuse. He stated that he found a company that sell bulk chain, and this was cheaper than buying the individual lengths from the manufacturer. Chairman Pionke added that standardizing suppliers would be something to investigate,

and asked what the price difference was between buying bulk and the individual lengths. Interim Supt. Fenske stated it was about \$250.00.

5. DISCUSSION

a. 2020 Halloween Event

Interim Supt. Fenske stated that on Sept. 22 he was notified that we would not be allowed to hold any kind of "drive-thru" event at the Municipal Campus, and the Village does not want us to hand anything out. He added that he was contacted by the Principal at Gower West who said they are thinking about holding a "Trunk-or-Treat" or Halloween parade, and inquired about us handing out apples. Chairman Pionke asked about the pumpkin decorating contest. Interim Supt. Fenske said that if we decided on doing a village wide contest, we could probably use Facebook to judge the entries. If we combined the event with Gower West, judging would take place at their event. Chairman Pionke suggested that we not hold any kind of Halloween event this year, and the Commission agreed.

b. 2020 Holiday Events

Interim Supt. Fenske stated that we would not be able to hold a "drive-thru" event at the Municipal Campus. Chairman Pionke disagreed and said that this was not communicated clearly, that this specific event was not asked about, and it was just inferred off what the food drive was told. He then added that this is a different event with a different plan. Interim Supt. Fenske said he will double check but feels the answer will still be no. Commissioner Landsman asked if this is because of Covid. Interim Supt. Fenske stated that it was because it is a "working" Police Department, and the Chief is worried about traffic. Chairman Pionke suggested setting up a call with the Police Chief to get a definite answer.

Interim Supt. Fenske brought up the house decorating contest. Residents would email pictures of their displays to him, and voting would take place by driving past the displays. He then stated that we still need to decide on dates and who will judge. A discussion was held on these subjects. Commissioner Lazarski asked about prizes, and to include what they are on the promotional items to entice participation and to promote those businesses that donated them. Interim Fenske said that there is a draft of a letter in the packet and asked for feedback. Commissioner Lazarski suggested, depending on the budget, to purchase gift cards in matching amounts from those businesses that donate. Interim Supt. Fenske stated that the budget is \$1000. Chairman Pionke suggested asking for gift cards in the amount of \$25.00 and giving multiple cards to each winner. Commissioner Stetina asked if we could use the money budgeted for the purchase of gifts at the holiday party. Interim Supt. Fenske said no. A discussion on who to solicit gift cards from was held, and it was decided to just send letters to the general retailers and restaurants in town, along with the nail salons. Commissioner Kanaverskis donated a Gift Certificate that he received for a pedicure.

Chairman Pionke asked how this would be advertised. Commissioner Landsman suggested Patch.

c. Memorial Tree Program

Interim Supt. Fenske went over the information that was included in the packet. Commissioner Lazarski asked about the difference between the plaques. Interim Supt. Fenske said that the ones located at Prairie Trail Park are bricks, while the one at Ridgemoor is a brass plaque. Commissioner Lazarski asked if those were the ones that were getting stolen and asked how they were mounted. Interim Supt. Fenske said that 2 of the memorials at Prairie Trail were stolen after they were installed and replaced with bricks. He added that the brass plaques are set in concrete then buried. Chairman Pionke inquired about the prices, and if they were up to date. Commissioner Landsman said she likes Commissioner Lazarski's idea to plant a tree around Arbor Day to promote the program. Interim Supt. Fenske said that the Village switched to planting

the parkway trees in the Fall only and that is when our trees would be planted, as we can get a better price. Commissioner Landsman asked what the price difference is between buying one tree or buying in bulk. Commissioner Lazarski asked the rest of the members if they still think this is a good program to have. Commissioner Kanaverskis suggested reaching out to the school district to see if they would be interested in helping with this program. Chairman Pionke said that after reading the information he noticed there was no standardization in the program. A lengthy discussion continued this matter.

Commissioner Kanaverskis asked if there is a line item in the budget for tree replacement, and if not to include it in the next budget. Interim Supt. Fenske stated that he did not think there ever was, the expense probably came out of the landscaping line item. Commissioner Lazarski thought there was a separate line item for the memorial tree program, Interim Supt. said there is, but it shows a zero amount until a tree or bench is purchased.

## 6. NEW BUSINESS

Commissioner Stetina asked if any permits were issued for Willow Pond recently. He stated there was a large group there a few weeks ago. Interim Supt. Fenske said that no permits were issued around that time.

A) Food Drive: Interim Supt Fenske stated that he met with Village Trustee Neal and Police Dept. Administrative Assistant Turville about hosting a village wide food drive. He said that the police department usually has one in conjunction with their senior bingo in July, but due to Covid were not able to hold it. AA Turville knew that the Park Dept. has one at the holiday party and figured we could combine the two events. There will be collection bins set up at the Village Hall and Police Dept. from Oct. 19-23, with a contactless event on Friday the 23<sup>rd</sup> at Ashton Place from 11-1. He stated that the flyer enclosed in the packet has been posted at both Borse and Willow Pond. A letter from the Mayor is going out to all the businesses in town, asking for their support. Banners will be placed at both those parks along with the Police Department. It is also being advertised on the Village website, and the Village & Police Facebook page. He asked if anyone is available to help on the 23<sup>rd</sup>. Commissioner Landsman asked how much help would be needed. Commissioner Stetina asked where the food was going to be donated. Interim Supt. Fenske said it was going to be donated to HCS Family Services in Hinsdale. Chairman Pionke asked why this item was on the agenda and felt that this should have been a Commission decision, not an independent decision to participate, and this is not how this event should have been presented to the Commission. He stated that he will be reaching out to the Mayor and Village Administrator to discuss. A lengthy discussion on the subject continued.

B) Village Fiscal Policy-

Interim Supt. Fenske went over the new Village Fiscal Policy that went into effect on Sept. 23, 2020. It states that any expenditure over \$400.00 must be approved by the Village Administrator. Commissioner Stetina asked if this includes items that money was already budgeted for and would this affect mailings. Interim Supt. Fenske said yes, this is for all budgeted or non-budgeted expenditures. Chairman Pionke said this is something that we have not had issues within the past, and except for the Holiday party gifts, cannot think of anything that we have spent more than \$400 on. He said going forward, figure having all expenditures approved.

Commissioner Grimsby inquired about meeting in person. She said that with the video cutting out all the time, it makes it hard to follow what is going on. Chairman Pionke said he did not think there was anything from preventing us from doing so. He added that under the guideline for meetings, a representative of the

Commission needs to be at the meeting place. He said he does not think there is a restriction on us meeting, but he also does not feel like it is a good idea, because of space limitations. Interim Supt. Fenske stated that we could meet in the Police Department training room. Commissioner Landsman said she was against meeting in person.

Commissioner Stetina asked about progress on the 825 building. Chairman Pionke said that because of the lost revenue he does not feel anything will be done on it within the near future. He mentioned the Fiscal Policy and said that it was not due to anything that the Commission did. Commissioner Landsman added that she also spoke to Village Administrator Pabst about the letter. She stated that VA Pabst told her that the letter was sent out to other Commissions and that the Village has applied for numerous grants because the Village is hurting for money.

Commissioner Stetina then added at a previous meeting it was brought up to present to the Village Trustees if there is a safety issue in the parks or with the equipment, it is on them if they do not fund the repairs. Chairman Pionke said that he and interim Supt. Fenske are still working on that project, but it is going to take time, due to the lack of previous record keeping, and that we will need to decide on how best to present the information to the Village Board once it is collected.

7. VISITORS' BUSINESS

None presented.

8. COMMUNICATIONS

None presented.

9. ADJOURNMENT

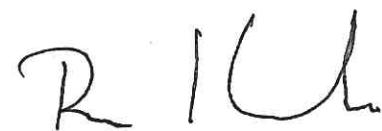
MOTION: Made by Commissioner Stetina, seconded by Commissioner Lazarski to adjourn the meeting at the hour of 8:30p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ, and APPROVED,

11/10, 2020



Chairman