

AGENDA

REGULAR MEETING OF THE PARKS & RECREATION COMMISSION OF THE VILLAGE OF WILLOWBROOK
TO BE HELD ON TUESDAY December 1 2020, AT 7:00 PM AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN
THE VILLAGE OF WILLOWBROOK, DuPAGE COUNTY, ILLINOIS.

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- 976 2934 3602

Password: 802580

- A. CALL TO ORDER
- B. ROLL CALL
- C. APPROVAL OF MINUTES
 - A) November 10 2020 Special meeting of the Parks & Recreation Commission
- D. REPORTS
 - A) Maintenance updates
- E. DISCUSSION ITEMS
- F. NEW BUSINESS
 - A) 2021 Park Commission Meeting Dates
 - B) Review 2021 Park & Recreation Calendar
- G. VISITOR'S BUSINESS- Public comment is limited to three (3) minutes per person.
- H. COMMUNICATIONS
- I. ADJOURNMENT

MINUTES OF THE SPECIAL MEETING OF THE PARKS AND RECREATION COMMISSION HELD ON TUESDAY November 10 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 7:04 p.m.

2. ROLL CALL

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

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

ABSENT: Commissioners Lorraine Grimsby and Carol Lazarski.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES

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

The Commission reviewed the October 6, 2020 minutes. There were no corrections or additions.

MOTION: A Motion was made by Commissioner Kanaverskis and seconded by Commissioner Landsman to approve the October 6, 2020 minutes.

ROLL CALL VOTE: AYES: Kanaverskis, Landsman, Pionke and Stetina. NAYS: None.

ABSENT: Grimsby & Lazarski.

4. REPORT

Manager Fenske gave a report on the following:

Food Drive: Oct. 19-23. He said that just over 2100 pounds of food were collected and donated to HCS Family Services, there were also some monetary donations made by both local businesses and a few residents. Mayor Trilla sent out a thank you letter to these businesses and individuals. Manager Fenske thanked Commissioner Grimsby for her help and Commissioner Lazarski for her donation.

Commissioner Landsman inquired about leaving a collection box out for the holiday season, Manager Fenske stated that with the Village Hall and Police Department closed, that would not be possible, and this can be discussed more under new business.

Maintenance Items.

Manager Fenske gave a report on the following: He stated that he received an email on Oct. 12 at 1:00 am from a police officer, who during his patrol found the bathrooms at Borse park open. Public Works was out later that day to reset the timers.

With the conclusion of the BRW Girls' softball season, Borse Park was winterized the week of Oct. 26. This included the turning off of all water & removal of the picnic tables.

Willow Pond was winterized on Oct. 5th. The fountains at Prairie Trail and Willow Pond were removed sometime during the week of Oct. 12th. The two wooden benches at Creekside were removed so they can be repaired and refinished.

Chairman Pionke asked if the controller for the splash pad was removed for repair. He also mentioned that he saw the SWAP crew out at Farmingdale Park and the Village hall. Commissioner Stetina mentioned he saw them at Willow Pond.

Chairman Pionke also mentioned that at Farmingdale the cone marking the broken sewer was still there and the talk tubes have not been fixed yet.

5. DISCUSSION

a. 2020 Holiday Events

Manager Fenske said that the contract from Wingren's to install the lights around Willow Pond was included in the packet. This was already approved by the Mayor and Village Administrator, and is just awaiting the Commission approval. Commissioner Stetina suggested shopping around for other quotes for next year. A motion to accept the quote was made by Commissioner Landsman and seconded by Commissioner Stetina, on a roll call vote, it passed.

2020 House Decoration Contest.

Chairman Pionke said that because of the cost to advertise the event, it would be best to cancel it for this year.

Commissioner Landsman mentioned that for next year it might be nice to set up a toy collection box. Chairman Pionke asked her to reach out to HCS to find out what their guidelines are for accepting toys.

b. Celebration/Memorial Program

Manager Fenske mentioned that this is continuing a discussion from the last two meetings. He also clarified that these are two separate programs, the Celebration/Memorial program and the purchasing of new trees, that got combined into one. He added that the Celebration/Memorial Program also allows for the purchase of park benches.

Manager Fenske went over the information that was included in the packet which included a price list for the 8 species of trees available for purchase, along with the prices for a plaque and benches. He said this was the price for one tree. Commissioner Stetina asked if the prices were from Hinsdale Nurseries. Manager Fenske said yes, they are off their website. Commissioner Landsman asked if we were only dealing with Hinsdale Nurseries. Manager Fenske said yes, for this program we are.

1-Tree Replacement/New Plantings

Manager Fenske reported that for this, we would be able to piggyback on the Village's purchase of trees. Bulk orders are for 75 or more trees, and we would save \$10-50 per tree depending on species. The cost of planting would be a flat fee. These trees would not come from Hinsdale Nurseries, but from a nursery that only deals in bulk orders. Planting would coincide with the Village's parkway planting.

At the October meeting Commissioner Kanaverskis mentioned the trees that have been removed. Manager Fenske mentioned that both He and Public Works are aware of this and they are getting replaced as money allows, and that he is going to create a separate line item for the next budget cycle.

2- Arbor Day Commissioner Landsman asked about planting a tree for Arbor Day that was mentioned by Commissioner Larazski.

Manager Fenske said he did run the idea past the Village Administrator, who said he is not opposed to the idea, but right now there are no funds. We can bring it up again in March. Manager Fenske said that if a tree is planted for Arbor Day, it can not be used as the tree for former Commissioner Weigus. He added that the Village will not pay any of the costs associated with that. This is something the Commission would have to pay for.

Commissioner Stetina asked if the trees come with any kind of warrantee.

c. Maintenance Schedule/Park equipment inventory

Manager Fenske went over the sheets included in the packet. The first sheet covers things that are done on a regular basis every year, around the same time. The second sheet is a general park inspection sheet that he came up with to walk through all the parks and that this covers everything but the playground equipment. Commissioner Kanaverskis asked how often this is done, Manager Fenske replied at least once in early April. Manager Fenske then went over the playground inspection sheets, and explained that these are done once a month. Commissioner Kanaverskis asked if the general inspections are done at this time also. Manager Fenske stated that he does make notice of anything that might need to be repaired.

Commissioner Stetina said that we need to put any maintenance items in the next budget, and if the Village Board does not approve them, any liability is on them.

Manager Fenske then went over the additions made to the park inventory spreadsheet. These included items at various parks. Commissioner Kanaverskis mentioned that the soccer goals at Midway need to be added. Chairman Pionke said that this is still a work in progress, and that if you see anything missing to let Manager Fenske know so it can be added to the list. He also added that at some point the maintenance list and the park inventory list should be combined into one.

6. NEW BUSINESS

a. Reclassification of Interim Supt. Position.

Manager Fenske stated that at the Oct. 26th Village Board Meeting Village Administrator Pabst introduced a resolution to reclassify the position of Interim Supt. Of Parks & Recreation to Parks & Recreation Manager. Commissioner Kanaverskis asked why they changed the title. Manager Fenske said he did not know.

Manager Fenske then detailed the closing of the Village Hall due to the Tier 2 Guidelines and that he will be working from home until further notice. He also added that the parks and playgrounds will be closed, and that signs will be put out with this notice. Chairman Pionke said that he wished the Commission was notified of this so they could have given their input.

He also noted that he donated the left over 5K t-shirts to AMVETS during the last week of October. Commissioner Stetina asked if we were still having programs with Burr Ridge for the fall.

7. VISITORS' BUSINESS

None presented.

8. COMMUNICATIONS

Manager Fenske reported that the gentleman who portrayed Santa for us last year passed away earlier in the month.

9. ADJOURNMENT

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

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

MOTION DECLARED CARRIED

PRESENTED, READ, and APPROVED,

_____, 2020

Chairman

Minutes transcribed by Parks & Recreation Manager Fenske

VILLAGE OF WILLOWBROOK

Parks & Recreation Commission Meeting AGENDA ITEM – Summary Sheet

AGENDA ITEM DESCRIPTION

Report- Maintenance Updates

MEETING DATE

December 1 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 November 2 to December 1 2020

STAFF RECOMMENDATION

VILLAGE OF WILLOWBROOK

Parks & Recreation Commission Meeting AGENDA ITEM – Summary Sheet

AGENDA ITEM DESCRIPTION

New Business- 2021 Park Commission dates

MEETING DATE

December 1 2020

COMMISSION REVIEW

Report Discussion Seeking Feedback

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

Attached are the proposed dates for the 2021 Park & Recreation Commission Meeting dates for approval.

REQUEST FOR FEEDBACK

Approval of the 2021 P&R Commission Meeting Dates

STAFF RECOMMENDATION

Proposed 2021 Village of Willowbrook Park and Recreation Commission

Meeting dates:

January 5th

February 2nd

March 2nd

April 6th

May 4th

June 2nd

July 6th

August 3rd

September 7th

October 5th

November 2nd

December 7th

All Meetings will start at 7:00 pm.

VILLAGE OF WILLOWSBROOK

Parks & Recreation Commission Meeting AGENDA ITEM – Summary Sheet

AGENDA ITEM DESCRIPTION

New Business- Proposed 2021 Program dates

MEETING DATE

December 1 2020

COMMISSION REVIEW

Report Discussion Seeking Feedback

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

Attached are the proposed dates for the 2021 programs.

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

Park and Recreation Commission Calendar as of 12/1/2020

December 2020		July 2021	
1	P&R Meeting	6	P&R Meeting Proposed
	Children's Holiday Party CANCELLED	8-11	BRW Girls Softball "Summer Blast" Tourney
TBD	Proposed - Holiday House-Decorating-Contest# CANCELLED	TBD	Movie in the Park- BCP (7/16)
		TBD	Family Fishing Day- Willow Pond (7/24)
January 2021		August 2021	
5	P&R Meeting-Proposed Review dates/programs for Spring/Summer 2021. Begin review of FY2021-22 Budget	3	P&R Meeting- Proposed
		TBD	Community Picnic (8/7)
		TBD	Back to School Event at Gower West
		September 2021	
2	P&R Meeting- Proposed	7	P&R Meeting- Proposed
	Summer Program dates due to BRRD	October 2021	
February 2021		November 2021	
2	P&R Meeting-Proposed. Finalize FY2021-22 budget	5	P&R Meeting- Proposed
	Update website with Spring Events	TBD	Gower West Pumpkin Fest
March 2021		December 2021	
3	Easter Egg hunt BCP- set up at 8:30; pictures at 10:15; hunt @11	2	P&R Meeting Proposed
		TBD	Holiday Tree Lighting (11/27)
6	P&R Meeting Proposed Begin 5yr Master Plan discussion 2022-27	January 2021	
30	BRW Spring Thing Softball Tourney Begins runs to May 2	7	P&R Meeting- Proposed
April 2021		TBD	
2	2nd Annual "Spring Fling"-5K CANCELLED	Children's Holiday Party (12/5 or 12/12)	
May 2021		June 2021	
4	P&R Meeting Proposed - Review dates/programming for Fall/Winter 2021 & Spring 2022	2	P&R Meeting Proposed -Discuss Holiday Party Entertainment
		TBD	Fishing Derby (6/12)
		TBD	Touch a Truck - Target (6/18)