

AGENDA

REGULAR MEETING OF THE PARKS & RECREATION COMMISSION OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON TUESDAY January 5 2021, 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- 968 8342 2014

Password: 009437

- A. CALL TO ORDER
- B. ROLL CALL
- C. APPROVAL OF MINUTES
 - 1) December 1 2020 Regular meeting of the Parks & Recreation Commission
- D. REPORTS
 - 1) Maintenance updates
- E. DISCUSSION ITEMS- Replacement & repair of playground equipment
 - 1) Talk Tubes- All Parks
 - 2) Vine Climber at Willow Pond
- F. NEW BUSINESS
 - 1) Review of FY2021-22 Park & Recreation Budget
- G. VISITOR'S BUSINESS- Public comment is limited to three (3) minutes per person.
- H. COMMUNICATIONS
- I. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
HELD ON TUESDAY December 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 7:00 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, Carol Lazarski and Doug Stetina.

ABSENT: Commissioner Lorraine Grimsby.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES

a. Minutes – November Special Meeting – Parks & Recreation Commission

The Commission reviewed the November 10, 2020 minutes. Commissioner Landsman noted two spelling mistakes.

MOTION: A Motion was made by Commissioner Stetina and seconded by Commissioner Landsman to approve the November 10, 2020 minutes, as corrected.

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

4. REPORT

Manager Fenske gave a report on the following Maintenance Items.

He noted that with the wind storms over the last few weeks, there were some dead trees that came down at both Borse Community Park & Willow Pond. The aerators at Prairie Trail Park were not working. The breaker keeps tripping. A service call has been placed. He then reported that the sewer vault at Farmingdale Park will need to be replaced. This will come out of the Municipal Services budget. Commissioner Kanaverskis asked if this posed a safety hazard. Manager Fenske said no, that the cover is still there and it is blocked off. Commissioner Stetina mentioned that the lights at Willow Pond were not working correctly. Chairman Pionke asked if any progress has been made on repairing or replacing the talk tubes at Farmingdale Park. Manager Fenske said he is still looking into options for this.

Commissioner Stetina asked when the holiday lights at Willow Pond were going to be put up. Manager Fenske replied hopefully sometime this week. Chairman Pionke asked why they were not put up earlier.

Manager Fenske said he was not sure. Commissioner Kanaverskis suggested that for next year, we put in the contract a date that the lights be set up by, and the Commission agreed.

5. DISCUSSION

Commissioner Landsman asked to review the discussion about planting a tree for Arbor Day since Commissioner Larazski missed the last meeting. She asked when Arbor Day is, and Commissioner Lazarski said it was the last Friday in April. Manager Fenske stated that he will have a better idea if there will be any funds available come March. Commissioner Landsman asked how that will work.

Manager Fenske said he did run the idea past the Village Administrator, who said he is not opposed to it but since there are no funds specifically budgeted to plant a tree for Arbor Day, we have to wait until March to see if money is available. Commissioner Kanaverskis asked that a line item be added to the budget specifically for this. Manager Fenske said he was planning on doing this. Commissioner Kanaverskis also asked for a list of past projects that were turned down by the Village Board. Commissioner Landsman inquired about using the Arbor Day tree for the memorial to former Commissioner Weigus. Manager Fenske said this is not possible. Commissioner Lazarski said we need to find a better way to promote the memorial program.

Commissioner Stetina said that he talked to the owner of the Willowbrook Ice Rink and asked if there is anyway to promote it on the Village website. Manager Fenske said this would not be his decision to make.

Commissioner Landsman asked about the Village email list, and if there was any way to see how many people are signed up to get the Parks information. Manager Fenske said he can, and that most of the addresses listed are at least 10 years old and may not be active.

Commissioner Stetina asked if there will be money budgeted for restocking the ponds. Manager Fenske said there will be.

6. NEW BUSINESS

a. 2021 Park & Recreation Commission Meeting Dates

Chairman Pionke asked if there are any questions on the Proposed meeting Dates. Manager Fenske said that the date in June is wrong it should be June 1st not the 8th. After a discussion, the submitted dates were approved by the Commission.

b. Review of 2021 Park & Recreation Calendar

Commissioner Landsman suggested canceling the 2021 Easter egg hunt. Chairman Pionke asked if the commission wanted to discuss this to see if there might be a safe way to hold this event. The commission said to cancel this event. All other events will be discussed as needed. Chairman Pionke asked about BRW Girls' softball and if this is something that should be held. Manager Fenske said they were able to hold games this past fall, and did follow all IDPH guidelines.

Commissioner Stetina asked why Commissioner Grimsby was not in attendance. Chairman Pionke stated she had a previous engagement. Commissioner Stetina then asked about the vacant seats on the commission, and if the Village board is going to fill them. Manager Fenske said until somebody volunteers, the seat will be empty.

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 7:35p.m.

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

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

January 5 2021

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 December 1, 2020 to January 5, 2021

Aerator at Prairie Trail Park

Sewer Line at Prairie Trail Park

STAFF RECOMMENDATION

Google Maps 5914 Clarendon Hills Rd

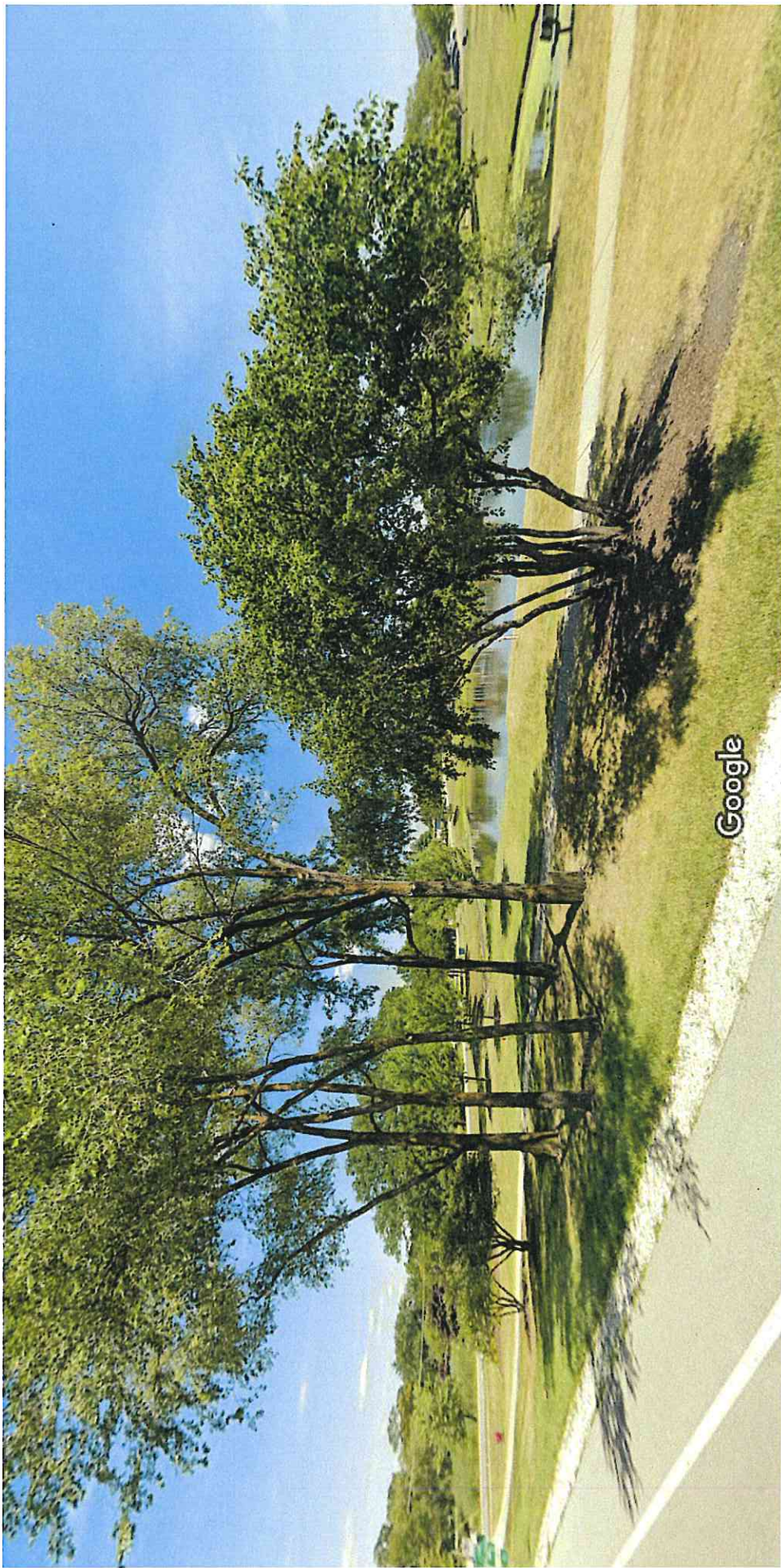


Image capture: Aug 2019 © 2020 Google

Willowbrook, Illinois



Street View



VILLAGE OF WILLOWBROOK

Parks & Recreation Commission Meeting AGENDA ITEM – Summary Sheet

AGENDA ITEM DESCRIPTION

Discussion- Playground Amenities

Are pictures

MEETING DATE

January 5 2021

COMMISSION REVIEW

Report ☐ Discussion ☒ Seeking Feedback ☐

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

Continuing the discussion from previous meetings about playground amenities at the following parks:

A) Talk Tubes at All Parks

B) Vine Climbers at Willow Pond

Included in the packet are pictures showing the Willow Pond site

Conceptual drawing & proposal that was submitted to the Commission for approval

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

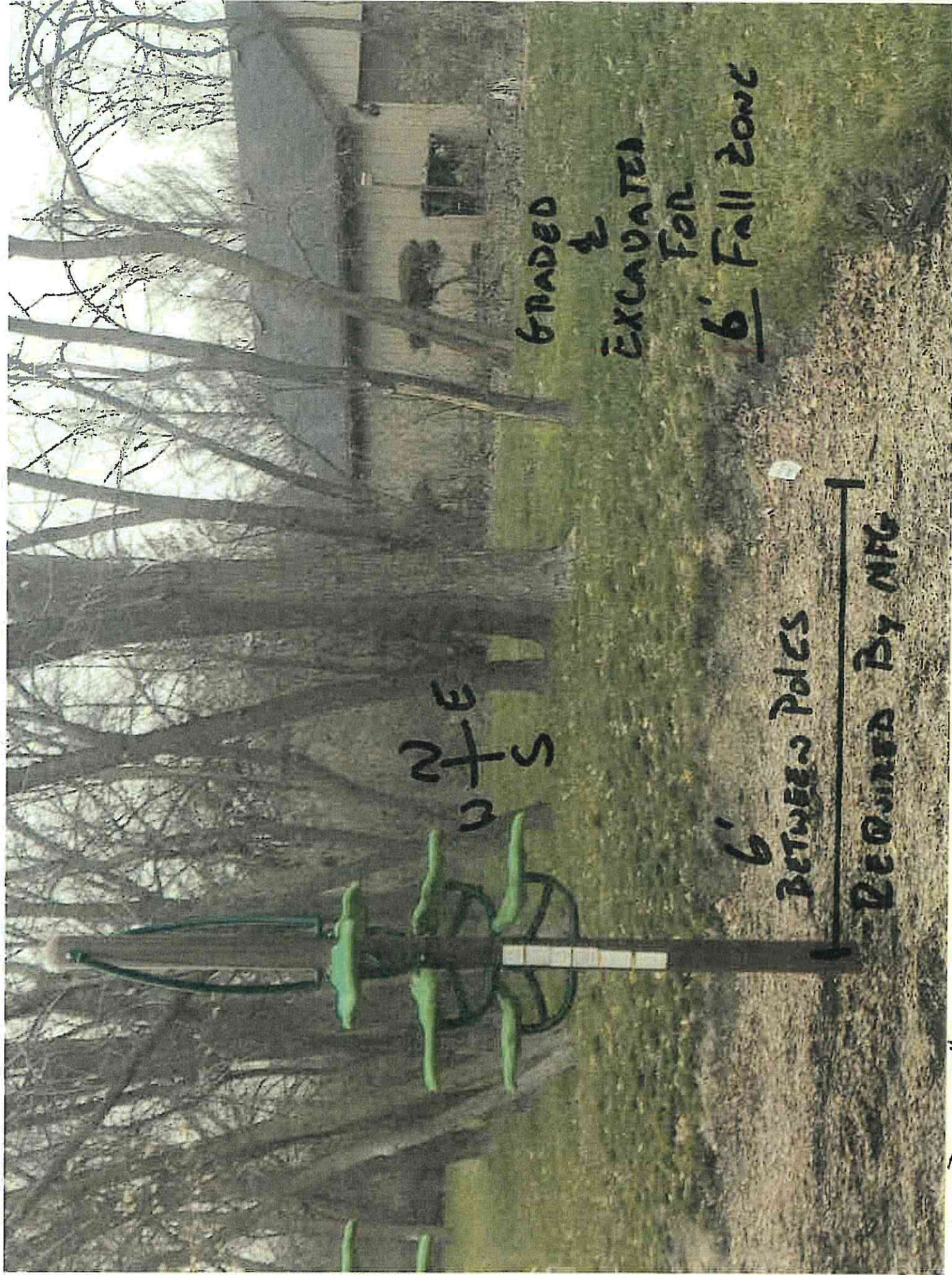
Description of work needed to install two (2) Gametime Low Vine Climbers #33010 to existing location at Willow Pond Park:

Picture one (1) shows location of new climber and area that would need to be excavated/graded to provide for ASTM required fall zone of 6' on the east side of current location.

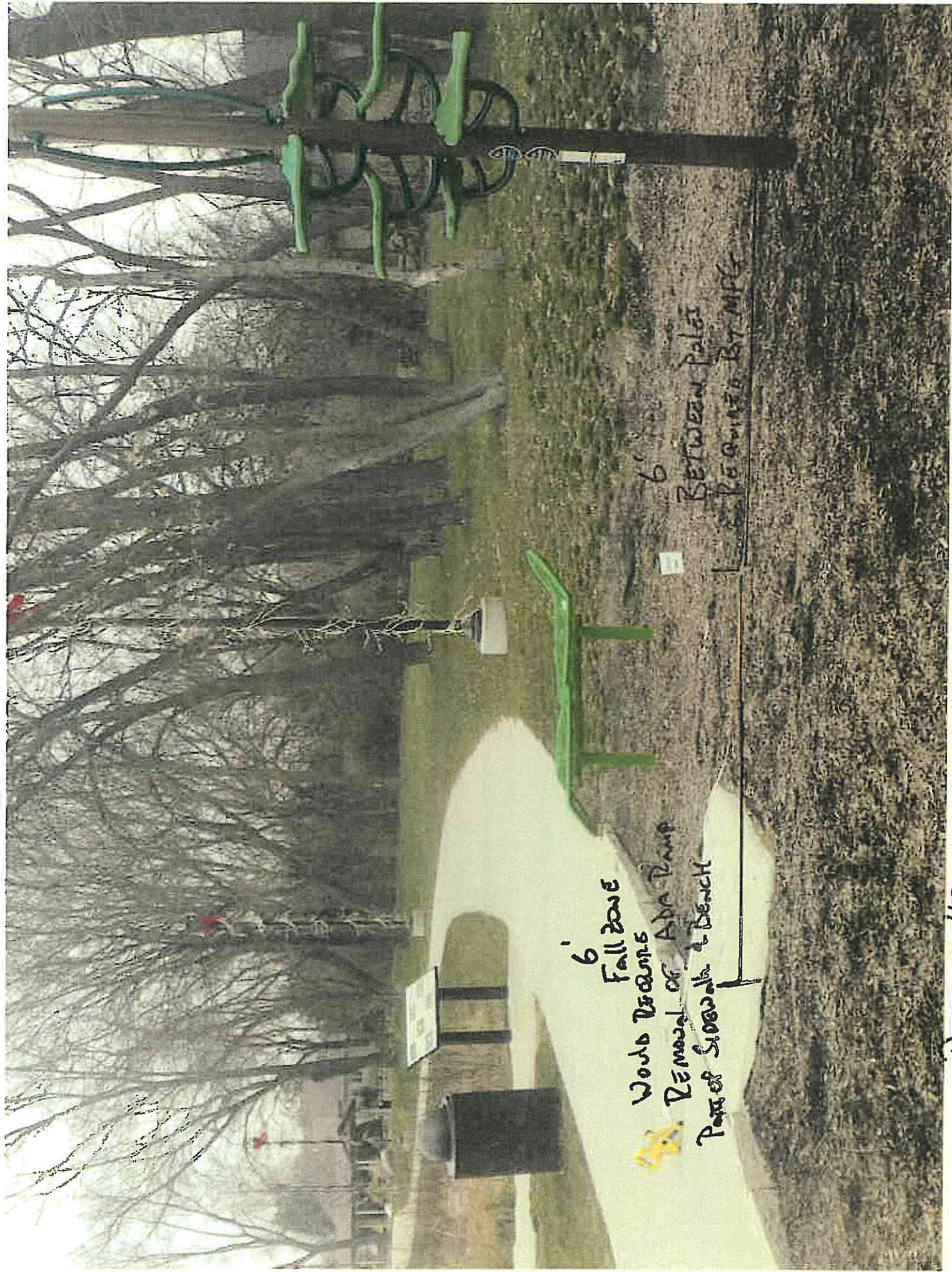
Picture two (2) shows location of new climber and the area that would need to be excavated/graded to provide for ASTM required fall zone on the west side of current location. This would require removal of existing ADA ramp and removal and relocation of green bench and part of the concrete path.

Picture three (3) shows that pole # 1 would need to be turned 90 degrees for it to be orientated correctly for the equipment to be used properly.

The next sheet is the proposal presented to the Park Commission in Feb. 2015 for their approval. Note that the equipment shown are two Gametime #38011 High Vine climbers. The proposal does not show the missing equipment.



Picture #1



Picture #2

John Fenske

From: John Fenske
Sent: Wednesday, December 9, 2020 10:44 AM
To: John Fenske
Subject: VC



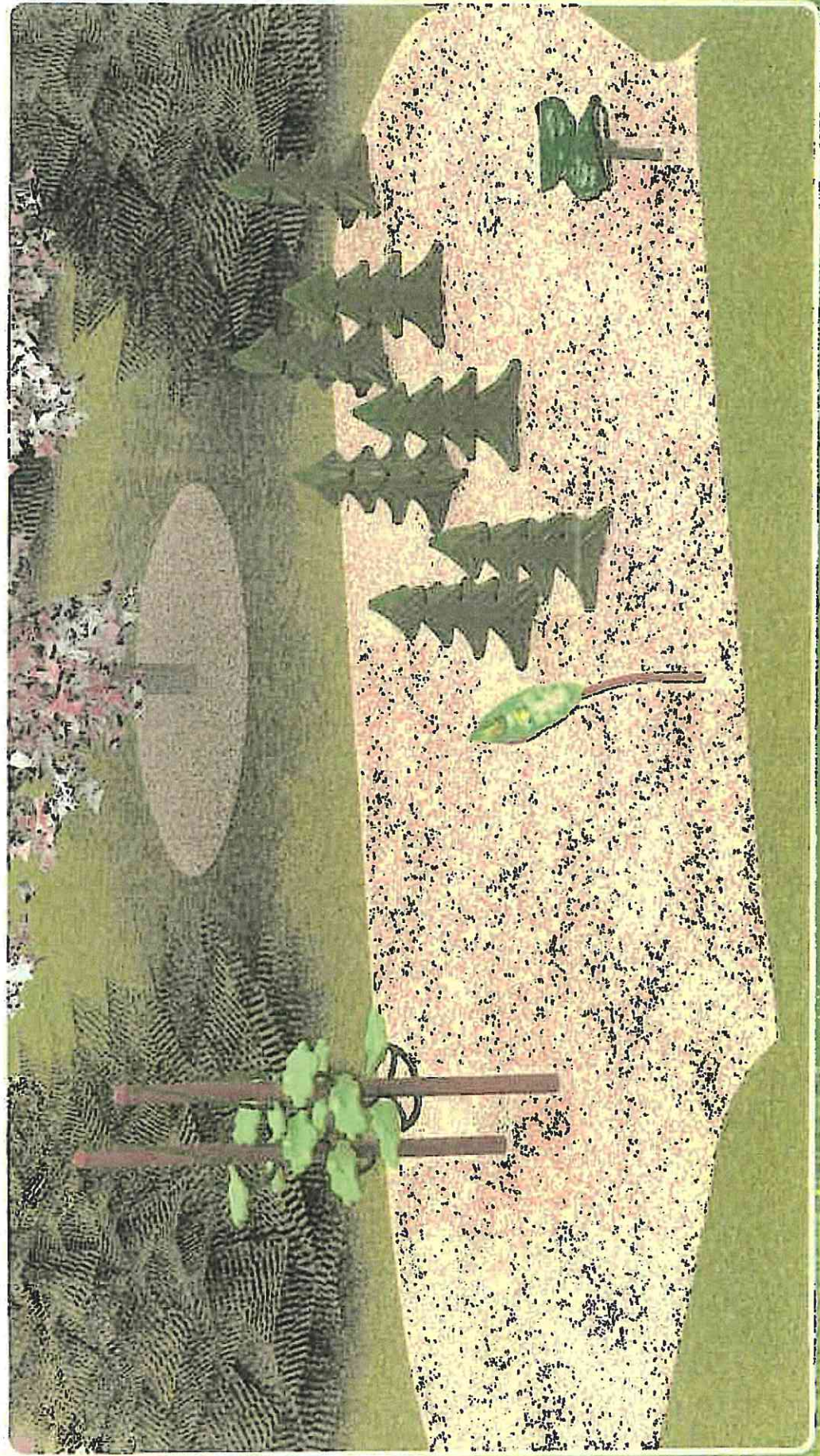
Picture #3.

Pole #1 Needs To Be Turned 90°

Pole #2 Is Correct.

**Willow Pond Playground - 2015 Play Pods Proposal (Option # 4)
Play Pod Area # 1**

Design • Build • Plant



VILLAGE OF WILLOWBROOK

Parks & Recreation Commission Meeting AGENDA ITEM – Summary Sheet

AGENDA ITEM DESCRIPTION

New Business- FY 2021-2022 budget

MEETING DATE

January 5 2021

COMMISSION REVIEW

Report ☐ Discussion ☒ Seeking Feedback ☒

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

Discussion on the FY2021-22 budget.

Included in the packet is the proposed budget along with a screen shot of the “notes” section of the budget software.

Also included is a listing of previous projects that have not been completed.

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

12/22/20

P&R DEPARTMENT PROPOSED BUDGET FY2021-2022. May 1st, 2021 to April 30th, 2022.

GL NUMBER	DESCRIPTION	FY20-21 REQUESTED	FY20-21 APPROVED	FY21-22 REQUESTED	NOTES
550-301	OFFICE/GENERAL SUPPLIES	4,000	1,000	1,000	Supplies used for multiple events
570-280	BALLFIELD MAINTENANCE	10,000	10,000	12,000	
570-281	CONTRACTED MAINTENANCE	135,000	120,900	125,000	Includes purchase of new trees
570-411	MAINTENANCE- PARK EQUIPMENT	7,000	3,500	4,000	R/R of park amenities, playground equipment, playground mulch & sand
575-119	SUMMER PROGRAMS	7,800	7,600	TBD	Fishing events, Co-Rec Softball (6/21-8/21)
575-517	SENIOR'S PROGRAM-Summer	5,400	5,400	5,400	Run with Burr Ridge Park District (2021)
580-118	FALL PROGRAMS	600	Cut	600	Programs from 9/21 to 11/21
580-517	SENIOR'S PROGRAM-Fall	5,400	5,400	5,400	Run with Burr Ridge Park District (2021)
585-121	WINTER PROGRAMS	2,000	0	1,000	Programs from 11/21- 3/22
585-150	CHILDREN'S SPECIAL EVENTS- OTHER	3,000	3,000	3,000	Halloween Party (2021) & Easter Egg Hunt (2022)
585-151	FAMILY SPECIAL EVENT- MOVIE NIGHT	1,500	1,500	1,500	(2021)
585-152	TREE LIGHTING	4,900	4,900	4,600	Includes cost of light display set-up (2021)
585-153	BACK TO SCHOOL EVENT	1,100	500	500	(2021)
585-154	SPECIAL EVENT – RACE	15,000	13,600	3,600	CANCELLED FOR 2021; Money for 2022 race
585-155	HOLIDAY PARTY	6,000	5,000	5,200	(2021)
585-157	COMMUNITY PICNIC	5,000	3,000	3,600	(2021)
585-517	SENIOR'S PROGRAM-Winter/Spring	5,400	5,400	5,400	Run with Burr Ridge Park District (2021-2022)
585-121	SPRING PROGRAMS	200	200	300	Kite-Fly & Fishing events (2021), Arbor Day (2022)
595-643	POND IMPROVEMENTS		400	400	
595-693	COURT IMPROVEMENTS	10,800	800	-	SEE DISCRETIONARY ITEMS
595-695	PARK IMPROVEMENTS	20,000	Cut	-	SEE DISCRETIONARY ITEMS
595-696	COMMUNITY PARK DEVELOPMENT	-	-	-	SEE DISCRETIONARY ITEMS
Discretionary Items	PRESENTED TO VILLAGE BOARD AS INDIVIDUAL ITEMS. Budget based on approved Expenditures.	Money comes from Village CIP Fund	Any funds budgeted would go under G/L 595-695 or 696	-	Examples: Any Park/Playground Renovation, CRC Improvements

Budget Details

Previous GL Number Next GL Number | Attmnt [0] ☒ Enable Editing Previous Year Footnotes

GL Number Information

GL Number: 01-20-595-152 Description: FAMILY SPECIAL EVENT - TREE LIGHTING

Current Year YTD Activity: \$0.00

Current Year Amended Budget: \$4,900.00

Previous Year Activity: \$4,173.65

Previous Year Amended Budget: \$4,000.00

1. Budget Footnotes

Budget Footnotes

☐ Freeze Notes Column

Start Year	End Year	Note	2020-21 Projected	2021-22 Requested	2021-22 RECOMMEND	Denied	Flagged	Details
2020	2050	COST TO PUT UP LIGHTS	2,564.00	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	Det...
2020	2050	OTHER SUPPLIES- TO COVER COSTS ABOVE DO	0.00	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	Det...
2021		VILLAGE WIDE MAILER- PRINTING & POSTAGE, \$	0.00	900.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	Det...
2021		PRINTING OF PROGRAM	0.00	300.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	Det...
2022		REFRESHMENTS/SUPPLIES	0.00	400.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	Det...
2022		LIGHTS	0.00	3,000.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	Det...

double-click or begin typing here to add a new row >

Total Amounts: 2,564.00 4,500.00 0.00

Close

Listing of Park & Recreation department projects that have been turned down:

2018 - Ridgemoor Park Playground construction (equipment & concrete work) – \$150,000

2019 - Midway Park: Parking Lot, Pickleball & Soccer field construction - \$250,000

2020 – Borse Community Park: Parking Lot expansion & reconstruction, Playground construction (equipment & concrete work), Playground surface (poured in place) - \$500,000

2021- Creekside Park: \$495,000 redevelopment

Other Items:

Water Mister

Outdoor Fitness Equipment

Basketball/Tennis Court repair: Borse, Creekside, Farmingdale & Waterford (tennis)

Fence at Willow Pond

Message Board at Prairie Trail