



EST. 1960

Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 www.willowbrookil.org

AGENDA

REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON TUESDAY,
SEPTEMBER 6, 2016, 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) August 2, 2016 Regular Meeting of the Parks & Recreation Commission
4. DISCUSSION – Community Garden Plots Concept
5. DISCUSSION – Special Event Updates / Planning:
 - a) Back to School Bash, August 17, 2016
 - b) Halloween Party with Gower School
 - c) Children’s Holiday Party, HSHS, December 11, 2016
6. VISITOR’S BUSINESS – Public comment is limited to three (3) minutes per person
7. COMMUNICATIONS
8. ADJOURNMENT

Mayor

Frank A. Trilla

Village Clerk

Leroy R. Hansen

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Village Administrator

Tim Halik

Chief of Police

Mark Shelton



Proud Member of the
Illinois Route 66 Scenic Byway

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
HELD ON TUESDAY, AUGUST 2, 2016, AT THE VILLAGE HALL, 835 MIDWAY DRIVE,
WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Cobb called the meeting to order at the hour of 7:02 p.m.

2. ROLL CALL

Those present at roll call were Chairman Richard Cobb, Commissioners Lorraine Grimsby, Ron Kanaverskis, Laurie Landsman, Carol Lazarski, Rob Pionke, Rene Schuurman, and Doug Stetina.

ABSENT: None

Also present were Village Administrator Tim Halik and Temporary Interim Superintendent of Parks and Recreation John Fenske.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – JULY 5, 2016

The Commission reviewed the July 5, 2016 minutes.

MOTION: A Motion was made by Commissioner Stetina and seconded by Commissioner Landsman to approve the July 5, 2016 minutes as presented.

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

MOTION DECLARED CARRIED

4. DISCUSSION – LAKE HINSDALE PARK RENOVATION PROJECT, REVIEW OF REVISED DESIGN

Administrator Halik related that concept plans had been reviewed by the Commission at the last meeting in July. At that time, the Commission recommended some changes to the plan. Administrator Halik introduced Christian Wilson from Design Perspectives who presented the modifications.

Administrator Halik advised that he needs a consensus from the Commission in order to put this project out for bid this week and have the park renovations completed before winter. Bids would be due by August 18th. The winning bid would then be presented to the Village Board at the August 22nd meeting to award the contract. The consensus of the Commission was to proceed with the bid process with the design as is. Minor changes can be done at a later date.

5. DISCUSSION – PURCHASE OF A PUBLIC ADDRESS SYSTEM

Interim Superintendent Fenske related that most of what he has found for PA systems is for indoor use and would not be strong enough for an outdoor event. Interim Superintendent Fenske advised that a complete system to handle both indoor and outdoor use would cost approximately \$3,900. There are several other systems available that is less money; however, would not be appropriate for outdoor use.

Interim Superintendent Fenske stated that another option would be to rent a PA system.

Commissioner Pionke advised that he had purchased a PA system for personal use for less than \$200. He recommended to test it at a future event.

Administrator Halik advised that there will be an AV component installed in the new Parks Building once it is renovated.

6. DISCUSSION – SPECIAL EVENT UPDATES/PLANNING:

- a. Touch-A-Truck, Willow Commons Center, July 8, 2016

Interim Superintendent Fenske related that there were approximately 100 citizens that attended this event. Interim Superintendent Fenske advised that this event may need to be relocated if the property is sold by next year.

- b. Movie Night in the Park, Community Park, July 15, 2016

Interim Superintendent Fenske advised that there were approximately 110 people that attended this event. Chick-fil-A was happy with the turn out. They handed out 350-400 sandwiches, lemonade, iced tea, water, and cookies. They also distributed gift cards for free sandwiches.

- c. Children's Holiday Party, HSHS, December 11, 2016

Interim Superintendent Fenske advised that the Burr Ridge Park District is running an event on the same day and the Santa costume will be unavailable. Interim Superintendent Fenske stated that costs to hire a Santa runs between \$300-\$425 for the day. Costs to purchase a suit run from \$70-\$550. Consensus of the Commission was to purchase a suit in the median price range.

Interim Superintendent Fenske stated that the contract has been signed for the magician. Interim Superintendent Fenske related that will be contact the school choir group to perform. Suggestion was made to also hire a face painter and a person that makes balloon animals.

Discussion was made about a gift to distribute to the families since this is the 40th Anniversary. Suggestions were made of umbrellas and keepsake ornaments.

7. VISITOR'S BUSINESS

None presented.

8. COMMUNICATIONS

Administrator Halik spoke about the Veteran's Memorial Garden at Willow Pond. Administrator Halik stated that he has reached out to a landscape architect and they have provided some landscape substitutions. Plants that had any thorns have been substituted with another species. The contract was signed on July 13th. Work should be completed by the middle of August.

9. ADJOURNMENT

MOTION: Made by Commissioner Landsman, seconded by Commissioner Pionke to adjourn the meeting at the hour of 7:55 p.m.

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

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

September 6, 2016

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

DISCUSSION – Community Garden Plots Concept

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

September 6, 2016

BACKGROUND

As members of the Parks Commission were advised, on August 22, 2016 the Village Board approved awarding a construction contract for the renovation of Lake Hinsdale Park but excluding the proposed garden plots concept at this time. As part of the discussion, the Board expressed the following concerns regarding the proposed garden plots plan at Lake Hinsdale Park:

- 1) **ACCESS:** The Board believes that since the park is a public park, all Village residents should be given an opportunity to potentially participate in a garden plot program. However, there are no park parking facilities available at Lake Hinsdale Park, and signs are posted “Private Property – No Trespassing” and “Unauthorized Vehicles will be Towed.” Further, this park does not front on a public street.
- 2) **MAINTENANCE:** The Board is concerned that the required maintenance and monitoring of the plots, including the water supply, will be too much of a time burden to the Village public works department.
- 3) **VISUAL:** Community garden plots at times have a tendency to not appear particularly attractive, and if not properly maintained, can attract rodents to the area.

As a result, the Board felt that additional consideration should be given to this topic to address concerns before moving forward with such a program.

REQUEST FOR FEEDBACK

After discussion with both Tod Stanton from Design Perspectives, and the contractor, George’s Landscaping, that has been awarded the Lake Hinsdale Park renovation project, the construction of the garden plots at a later time at Lake Hinsdale Park would be more expensive than planned. The contractor would need to charge another mobilization fee to bring the necessary equipment to the site, and the price for constructing the accessible garden plot was based on this work being performed in conjunction with the remainder of the park work (e.g., grading and concrete placement). Therefore, the costs would substantially increase if done separately from the remainder of the park project. Given the expected cost increase, along with the above concerns from the Village Board, it is necessary to determine whether the garden plot concept should move forward at Lake Hinsdale Park.

STAFF RECOMMENDATION

N/A – Discussion Only.

Garden Plot Information/Regulations & Contract 2017

1. The Village of Willowbrook does not assume risk of theft or damage. The village is also not responsible for replacement or reimbursement for any lost seeds, plants, produce or any other item brought to the plot due to theft, vandalism or any other reason.
2. One plot per household. Non-transferable.
3. Plots cost \$XX.XX resident, \$XX.XX senior. These fees help defray a small portion of staff costs, keeping the plots maintained and water costs. [What about residents from Burr Ridge? Will we allow non-residents \(Darien, CH, Hinsdale etc.\)?](#)
4. Plots will be issued by a lottery, with numbers assigned on a first come/first served basis. The village will assign plots.
5. Plots are 10 x 20, staked out and numbered by the Village. The numbered stakes MUST not be removed.
6. [Gardeners must park in designated spots along the south side of the park. \(how will this be handled for non LHT residents? issue a parking permit- Fox Valley #14\)](#)
7. Season will be from (A) to (B). Unless due to unusual weather delays, plots not planted by (X), will be reassigned without refund.
8. [Village staff will roto till plots before the start of the season?](#) Renters are responsible for keeping the plot maintained during the season. No weeds shall exceed 12 inches.
9. Plots that show signs of disuse/neglect during the season will be re-tilled and reassigned, if enough planting time remains, with no refund given.
10. Water is available from a spigot located at the plot site. No hoses are allowed. Renter must use watering cans/buckets to water their plot.
11. Temporary fencing up to 4' is allowed. Must only be mesh style material. Trellises can only be located in the middle of the plots.
12. Gardeners must not dig channels, or create berms outside of their plots. [See Geneva #6](#)
13. Crops must be harvested as they mature.
14. No personal property shall be kept or left on the plot.
15. At the end of the season: All dead plants, remaining produce and debris must be removed. Also all non-biodegradable material MUST BE REMOVED from the plot by (X). Renters who do not comply with this, will not be given the opportunity to rent the next season.
16. Trash & Recycling containers are located by the plots, along with a compost area for biodegradable waste. Please use the appropriate containers.
17. [Only use organic fertilizers?](#)
18. [Mulch?? Do we want to allow it, what types? How about weed barriers?](#)
19. Per Village ordinance, no animals, except for service dogs, will be allowed in the garden area or park. Such animals must be leashed and cleaned up after. [See Bloomingdale #15](#)
20. No illegal crops or invasive species are to be planted.
21. Lake Hinsdale Park is a public park, and the public cannot be banned from this area. [DG#5](#)

By signing this agreement, I understand and agree to the rules and regulations as listed in this document. I understand that failure to abide by these rules will result in my forfeiture of my garden plot without refund and my future gardening privileges will be revoked.

[Type here]





**Your New Neighborhood Park
is Coming!!!**

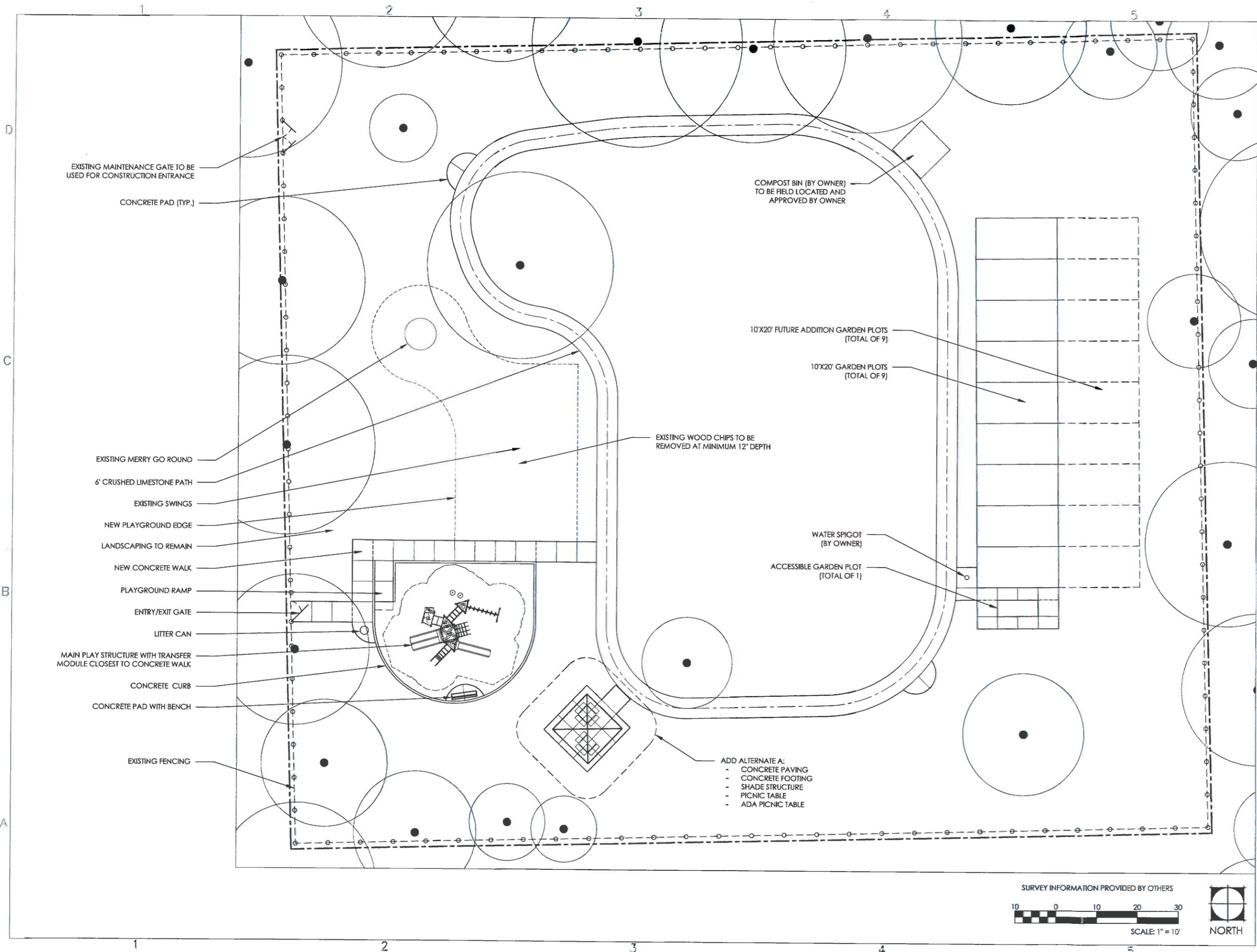


**Improvements will begin soon.
Completion scheduled for:**

Fall 2016

**For more information
call the Village Hall
630-323-8215**






 Design Perspectives Inc.
 Grounded in Creativity
 1280 Iroquois Avenue
 Suite 110
 Naperville, Illinois 60563
 Telephone: (630) 428-3134
 Fax: (630) 428-3159
 www.design-perspectives.net

In Association With

REV.	COMMENT	DATE

SEAL:

DATE: 8/3/2016
 JOB NO.: 16-1842
 DRAWN BY: CW
 CHECKED BY: TS

DRAWING TITLE:
SITE PLAN

SHEET NO.:
LS-100

Design Perspectives Inc.
 Grounded in Creativity
 1280 Iroquois Avenue
 Suite 110
 Naperville, Illinois 60563
 Telephone: (630) 428-3134
 Fax: (630) 428-3159
 www.design-perspectives.net

In Association With

REV.	COMMENT	DATE

SEAL:

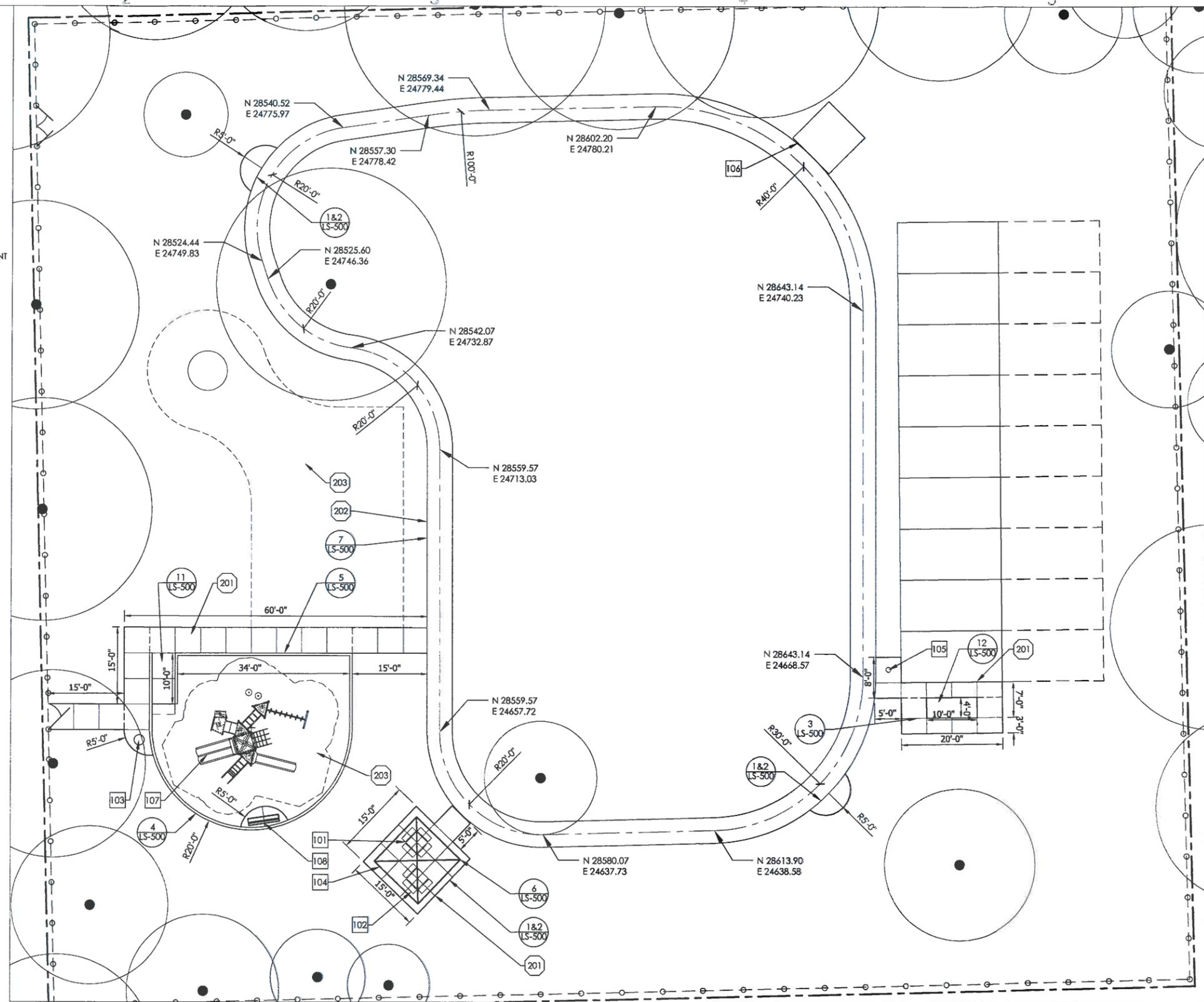
DATE: 8/3/2016
 JOB NO.: 16-1842
 DRAWN BY: CW
 CHECKED BY: TS

DRAWING TITLE:
LAYOUT PLAN

SHEET NO.:
LS-101

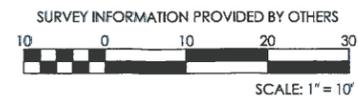
100 SITE FURNISHING SCHEDULE

SYMBOL	DESCRIPTION
101	PICNIC TABLE 4-SEAT PICNIC TABLE BY WABASH VALLEY MODEL: PP205(D) IN-GROUND MOUNT COLOR: FRAME-BLACK & PLASTISOL-GREEN NUTOYS: 708-606-7549
102	ADA PICNIC TABLE 3-SEAT PICNIC TABLE BY WABASH VALLEY MODEL: PP200(D) IN-GROUND MOUNT COLOR: FRAME-BLACK & PLASTISOL-GREEN NUTOYS: 708-606-7549
103	LITTER CAN DOTY & SONS CONCRETE PRODUCTS MODEL: RP2000, FINISH - SB6 RECYCLED PLASTIC LUMBER - RPL1 (CEDAR) DOTY & SONS: 815-895-2884
104	SHELTER SHADE SYSTEMS INC. FABRIC SHADE STRUCTURE - PIER MOUNT SIZE: 10' X 10', COLOR: JET BLACK & FABRIC FOREST GREEN SHADE SYSTEMS INC.: 352-237-0135
105	WATER SPIGOT BY OWNER
106	COMPOST BIN BY OWNER
107	PLAYGROUND EQUIPMENT LITTLE TIKES PARKKREATION: 815-735-1497
108	BENCH 6' BENCH BY WABASH VALLEY MODEL: PP411(D) IN-GROUND MOUNT COLOR: FRAME-BLACK & PLASTISOL-GREEN NUTOYS: 708-606-7549



200 PAVING SCHEDULE

SYMBOL	DESCRIPTION	COLOR	FINISH	THICKNESS	PATTERN	REMARKS
201	CONCRETE PAVING	NATURAL	CALLY FINISH	4"	SEE LAYOUT PLANS	SEE DETAIL #2 SHEET LS-500
202	CRUSHED LIMESTONE	NATURAL	-	2"	-	SEE DETAIL #7 SHEET LS-500
203	WOOD FIBER SAFETY SURFACING	NATURAL	-	12" MIN.	-	SEE DETAIL #4 SHEET LS-500



SURVEY INFORMATION PROVIDED BY OTHERS

In Association With

REV.	COMMENT	DATE

SEAL:

DATE: 8/3/2016
 JOB NO.: 16-1842
 DRAWN BY: CW
 CHECKED BY: TS

DRAWING TITLE:
GRADING PLAN

SHEET NO.:
LG-100

