

# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

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## AGENDA

REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON TUESDAY, OCTOBER 4, 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) September 6, 2016 Regular Meeting of the Parks & Recreation Commission
4. DISCUSSION – Proposed Lake Hinsdale Park Trial Demonstration Garden
5. DISCUSSION – Special Event Updates / Planning:
  - a) Halloween Party with Gower School
  - b) Children’s Holiday Party, HSHS, December 11, 2016
6. VISITOR’S BUSINESS – Public comment is limited to three (3) minutes per person
7. COMMUNICATIONS
  - a) Lake Hinsdale Park Renovation - UPDATE
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

### Director of Finance

Carrie Dittman



Proud Member of the  
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MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION  
HELD ON TUESDAY, SEPTEMBER 6, 2016, AT THE VILLAGE HALL, 835 MIDWAY DRIVE,  
WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Commissioner Stetina called the meeting to order at the hour of 7:01 p.m.

2. ROLL CALL

Those present at roll call were Commissioners Lorraine Grimsby, Ron Kanaverskis, Laurie Landsman, Rob Pionke, and Doug Stetina.

ABSENT: Chairman Richard Cobb, Commissioners Carol Lazarski and Rene Schuurman.

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

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – AUGUST 2, 2016

The Commission reviewed the August 2, 2016 minutes.

MOTION: A Motion was made by Commissioner Grimsby and seconded by Commissioner Landsman to approve the August 2, 2016 minutes as presented.

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

MOTION DECLARED CARRIED

4. DISCUSSION – COMMUNITY GARDEN PLOTS CONCEPT

Administrator Halik advised that at the Village Board meeting held on August 22, 2016, the Board approved the Lake Hinsdale Park Renovation project. However, after considerable discussion, the motion was amended to remove the garden plot concept at this time. Administrator Halik stated that the Board had concerns regarding the entire concept.

Trustee Berglund related that posted signs give the impression that Lake Hinsdale Park is private space. Administrator Halik advised that this is the only Village park that is not fronted by a public street. Trustee Berglund stated that there is a concern with adding duties to the Public Works employees.

Lake Hinsdale Tower residents that were in attendance questioned if there could be a compromise and have a flower garden feature and volunteers would take care of it. Commissioner Kanaverskis advised that the volunteer group should be formed first and come back to the Commission with a project plan.

Trustee Berglund suggested adding a Recreation class on patio gardening and see if that would generate more interest in the community. Administrator Halik advised that some of the trustee concerns related to how much actual interest in garden plots there would be. They were apprehensive to construct the garden plots, water tap, and compost bin if there is no interest.

Administrator Halik advised that \$2,700 was earmarked for the ADA accessible garden plot, additional costs for bringing in a water source and compost bin had not been obtained at this time.

Suggestion was made to reach out to a neighboring community that has community gardens. Advertise it for Willowbrook residents and gauge how much interest there is for the plots.

Interim Superintendent Fenske related that that a sign has been posted at the park advertising the new park. Administrator Halik stated that the park renovations should be completed by Thanksgiving.

5. DISCUSSION – SPECIAL EVENT UPDATES/PLANNING:

a. Back to School Bash – August 17, 2016

Interim Superintendent Fenske advised that it was raining when the event began. There were approximately 500 parents and children in attendance. Chick-fil-A did not appear due to personnel issues. Jimmy Johns distributed sandwiches. Giordano's brought pizzas. Mars Company brought ice cream novelties.

b. Halloween Party with Gower School

Interim Superintendent Fenske stated that he is waiting to hear back from Gower on a date for the event. It is usually held the Friday before Halloween. Taffy apples will be ordered once the date has been set. In the past, the Kiwanis Club has sponsored the apples.

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

Interim Superintendent Fenske advised that it would cost approximately \$240 to order a complete Santa suit. Interim Superintendent Fenske provided samples of giveaway items for the families, including an umbrella and blanket.

Interim Superintendent Fenske distributed draft copies of the letter to be sent to local businesses for donations and postcards to be sent to residents.

Interim Superintendent Fenske stated that he hired a face painter for this event.

6. VISITOR'S BUSINESS

None presented.

7. COMMUNICATIONS

Commissioner Stetina stated that Hinsdale Nurseries did a great job in relandscaping the Veteran's Memorial at Willow Pond Park. Commissioner Stetina advised that he had purchased a new P.O.W. flag to replace the worn one in the park.

Commissioner Stetina questioned the status of the OSLAD grant. Administrator Halik advised that the grant has been released. He advised that the low bid contractor is in the process of putting together new numbers and will meet with him in the next week. The goal is to begin renovations after May 1, 2017.

8. ADJOURNMENT

MOTION: Made by Commissioner Landsman, seconded by Commissioner Pionke to adjourn the meeting at the hour of 8:02 p.m.

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

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

October 4, 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:

October 4, 2016

**BACKGROUND**

As was discussed at the last Parks Commission meeting on September 6<sup>th</sup>, 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 due to concerns that were expressed. These concerns were shared and discussed at the last meeting. In response, residents of the Lake Hinsdale Towers (LHT) Condominium Association that were in attendance offered to form a volunteer garden group to demonstrate their willingness to commit the time and efforts needed to properly maintain a garden area. The members of the Parks Commission suggested that those willing LHT residents attend the October 4<sup>th</sup> Parks & Recreation meeting to share the details of the gardening program they propose.

**REQUEST FOR FEEDBACK**

The attached letter was received from LHT resident Barbara Bozek on September 26<sup>th</sup>. Ms. Bozek advised that her and other interested garden volunteers plan on attending the October 4<sup>th</sup> Parks & Recreation meeting to further discuss their plans to form a volunteer garden group to plant and maintain two (2) garden plots within Lake Hinsdale Park.

**STAFF RECOMMENDATION**

N/A – Discussion Only.

Tim Malik



September 26, 2016

To: Village of Willowbrook, Park Department

Re: Proposal for Gardens at Lake Hinsdale Park

The residents interested in improving the Lake Hinsdale Park have met and propose a trial demonstration garden at Lake Hinsdale Park for 2017. We plan on demonstrating good gardening practices such as organic gardening, vegetable gardening, plants for pollinators (butterflies, hummingbirds), perennials, flowers and herbs.

The garden areas will be maintained by the Lake Hinsdale residents throughout the gardening season and shared with the entire Willowbrook Village community as a way of getting feedback for expanding the garden program. If there is no interest after the initial trial, the park gardens may be put on hold with only the initial gardens being maintained.

Requested from the Willowbrook Park District will be:

- 1) Rain barrel (35 – 50 gallon) to be filled by the park district maintenance department on a monthly or bi-monthly as need arises.
- 2) 1 garden plot either ADA or non-ADA accessible with the dimensions previously in the plan – 10' by 20' as show on the proposed plan that was submitted for bids in 2016.
- 3) Set-up of the vegetable garden plot.

NOTE: a compost bin is no longer needed

The garden areas are defined as:

- "Perennial Plot" which is between the park signage and the fence
- "Demonstration Seasonal Plot", which is noted on 2016 Lake Hinsdale Park Improvements as Garden Plots

**Perennial Plot:** This plot is approximately 30' by 6' and presently has grass. Our resident(s) would get rid the grass (using the practice of newspapers and mulch/soil to stop the grass from growing) amend the soil with donated organic potting soil (15 – 20 bags), and add definition to the space.

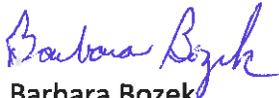
The plan for this area would include spring bulbs, to be planted this fall, and leave room for perennial plants that would return each year.

**Demonstration Seasonal Plot:** this area is 10' by 20' and we would section it into 2 10' by 10' spaces to focus on growing vegetables and the other possibly herbs with a focus on sensory garden plants.

The definition for each of these plots would be up to the Lake Hinsdale members who commit to the maintenance and contract to do at least 2 hours each month.

I plan on being the contact to make sure we uphold these commitments and communicate with the Park District when there are issues or the need for additional water supplies. I also would organize a time to lead a Park District seminar to include all interested village residents and welcome them to consider being a caretaker for this park.

Sincerely,

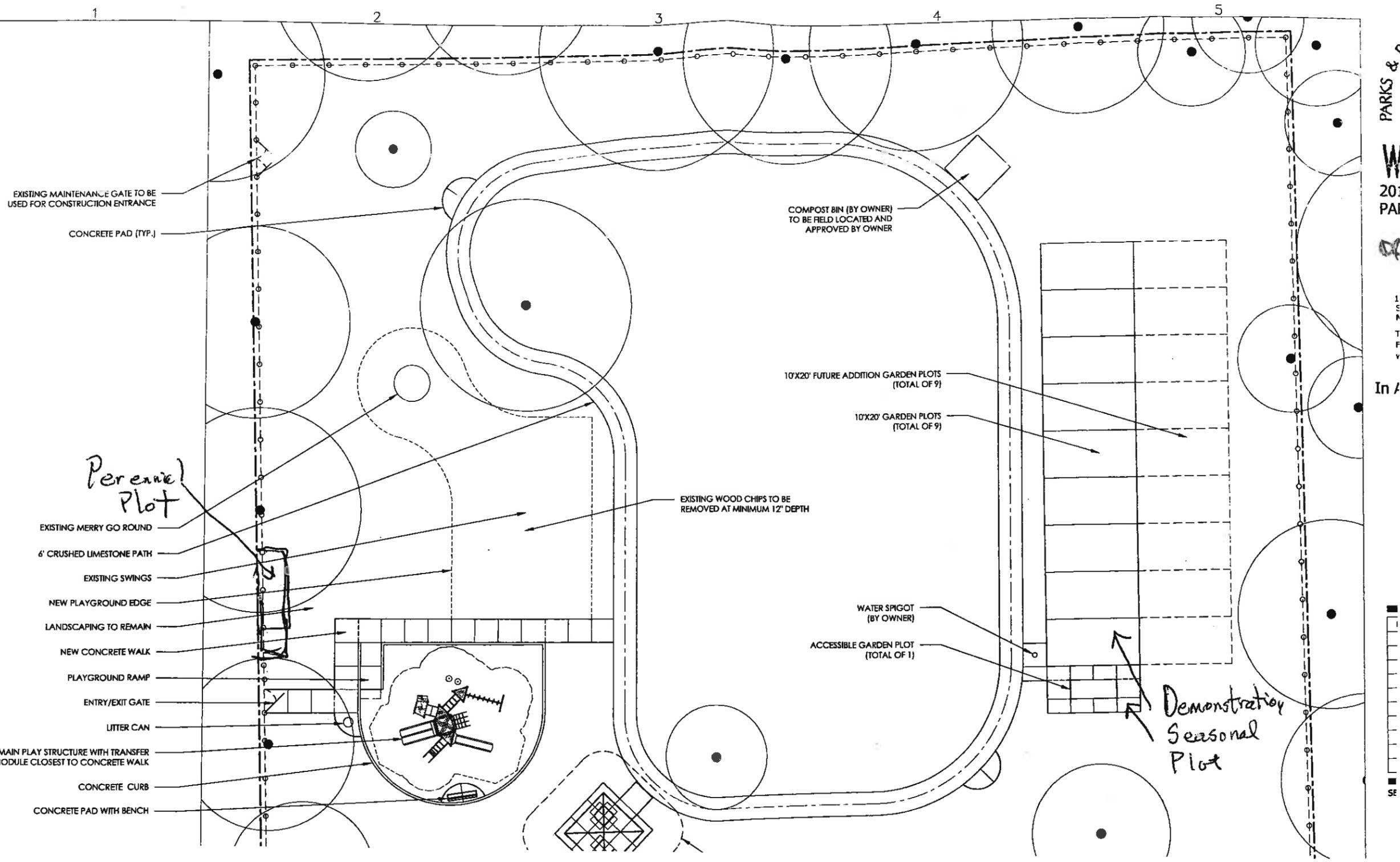


Barbara Bozek

630 390 8194

bb0302@aol.com

attachment: 2016 lake Hinsdale Park Improvements – sheet LS-100 – noted with areas of proposed gardens



EXISTING MAINTENANCE GATE TO BE USED FOR CONSTRUCTION ENTRANCE

CONCRETE PAD (TYP.)

COMPOST BIN (BY OWNER) TO BE FIELD LOCATED AND APPROVED BY OWNER

10'X20' FUTURE ADDITION GARDEN PLOTS (TOTAL OF 9)

10'X20' GARDEN PLOTS (TOTAL OF 9)

EXISTING WOOD CHIPS TO BE REMOVED AT MINIMUM 12' DEPTH

WATER SPIGOT (BY OWNER)

ACCESSIBLE GARDEN PLOT (TOTAL OF 1)

*Demonstration Seasonal Plot*

*Perennial Plot*

- EXISTING MERRY GO ROUND
- 6' CRUSHED LIMESTONE PATH
- EXISTING SWINGS
- NEW PLAYGROUND EDGE
- LANDSCAPING TO REMAIN
- NEW CONCRETE WALK
- PLAYGROUND RAMP
- ENTRY/EXIT GATE
- LITTER CAN
- MAIN PLAY STRUCTURE WITH TRANSFER MODULE CLOSEST TO CONCRETE WALK
- CONCRETE CURB
- CONCRETE PAD WITH BENCH

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## MEMORANDUM

MEMO TO: Parks & Recreation Commission

MEMO FROM: Tim Halik, Village Administrator *T. Halik*  
John Fenske, Interim Supt. of Parks & Recreation

DATE: September 28, 2016

Re: **Lake Hinsdale Park Renovation Project – UPDATE**

The public bid opening for the Lake Hinsdale Park Renovation Project occurred on August 18, 2016 at 2:00 PM. A total of four (4) sealed bids were received prior to the deadline with the low bid received from George's Landscaping d/b/a GLI Services, Inc. in the total amount of \$79,063.

The Village Board awarded a contract to George's Landscaping at their regular meeting on August 22, 2016. The signed resolution and executed contract was then sent to George's Patecki, President of George's Landscaping, via Fed-Ex on August 23, 2016 to be counter-signed and returned. A pre-construction meeting was held on September 6, 2016 at 9:30 AM at the Village Hall. At that time, project insurance and bond requirements and a tentative project completion schedule was discussed. Mr. Patecki indicated that the company was currently backlogged with other contract work, particularly in completing a large project for the Naperville Park District, but was confident that it could complete the Willowbrook Lake Hinsdale Park Project by Thanksgiving time.

As of today's date, we have not yet received the signed contract, insurance, performance bond, or project completion schedule. Both Village staff and our park consultant, Tod Stanton from Design Perspectives, have spoken to Mr. Patecki, but no formal start date for our project has been given as the company is still finishing other contract work. Mr. Stanton believes that, given the scope of our renovation, the project could still be completed this fall, but that would be dependent on favorable weather.

Staff will provide a further update on this project at the Parks & Recreation meeting on October 4<sup>th</sup>.

TJH/th

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