



Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

Mayor

Frank A. Trilla

Village Clerk

Leroy R. Hansen

Village Trustees

Sue Berglund

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES:
 - a) May 1, 2018 – Regular Meeting of the Parks & Recreation Commission
4. REPORT
5. MOTION TO APPROVE:

Village Administrator

Tim Halik

6. DISCUSSION:
 - a) Proposal to repair and/or replace fences at: Borse, Lake Hinsdale and Waterford parks

Chief of Police

Robert Schaller

7. VISITORS' BUSINESS – Public comment is limited to three (3) minutes per person

Director of Finance

Carrie Dittman

8. COMMUNICATIONS
9. ADJOURNMENT

A G E N D A

REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON TUESDAY,
JUNE 5, 2018, AT 7:00 P.M. AT THE VILLAGE HALL, 835 MIDWAY DRIVE,
IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.



Proud Member of the
Illinois Route 66 Scenic Byway

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
HELD ON TUESDAY, MAY 1, 2018, AT THE VILLAGE HALL, 835 MIDWAY DRIVE,
WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Richard Cobb called the meeting to order at the hour of 7:00 p.m.

2. ROLL CALL

Those present at roll call were Chairman Cobb, Commissioners Catherine Kaczmarek, Ronald Kanaverskis, Laurie Landsman, Carol Lazarski, Robert Pionke, and Doug Stetina.

ABSENT: Commissioner Lorraine Grimsby.

Also present was Temporary Interim Superintendent of Parks and Recreation John Fenske.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES

a. Minutes – April 3, 2018 Regular Meeting – Parks & Recreation Commission

The Commission reviewed the April 3, 2018 minutes.

MOTION: A Motion was made by Commissioner Pionke and seconded by Commissioner Lazarski to approve the April 3, 2018 minutes as presented.

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

4. REPORT

a. Clorox Corp Willow Pond Clean Up – April 23, 2018

Interim Superintendent Fenske related that approximately 10-12 volunteers from the Clorox Corp completed a clean up of Willow Pond Park in conjunction with Earth Day.

b. Movie Night Sponsorship

Interim Superintendent Fenske advised that he has spoken to a representative from Sprint Cellular. The company is looking to become involved with community events and would like to sponsor Movie Night. They will be donating \$600 that will pay for the rental of the movie and movie screen.

5. MOTION TO APPROVE

a. Partial Ban on Smoking in the Parks

Commissioner Landsman reminded the Commission that several surrounding municipalities have total bans of smoking in their parks. Commissioner Landsman reviewed articles that refer to the hazards of secondhand smoke.

Chairman Cobb reviewed the three possible options:

1. No change to policy
2. Designated non-smoking areas – playgrounds, near ball fields, under pavilions, and at Village special events
3. Total smoking ban

Commissioner Pionke related that one problem with instituting a smoking ban, is the enforcement of it.

Commissioners in favor of a full ban of smoking in all parks were Commissioner Landsman, Commissioner Lazarski, Commissioner Pionke, Commissioner Stetina and Chairman Cobb.

Commissioners in favor of a partial ban of smoking in the parks were Commissioner Kaczmarek and Commissioner Kanaverskis.

MOTION: A Motion was made by Commissioner Pionke and seconded by Commissioner Lazarski to recommend to the Village Board a full ban of smoking in all Village parks.

ROLL CALL VOTE: AYES: Chairman Cobb, Commissioners Landsman, Lazarski, Pionke, and Stetina. NAYS: Commissioners Kaczmarek and Kanaverskis. ABSENT: Commissioner Grimsby.

6. DISCUSSION

a. Spring Fling 5K – Sunday, May 6, 2018

Interim Superintendent Fenske advised that as of today's date, there are 86 runners signed up. Packet pick up is scheduled for this Friday, May 4th at the Village Hall and Saturday, May 5th at Black Horizon Brewery.

Pre-race check in on Sunday will begin at 7:30 a.m. The race will begin around 9:00 a.m.

Commissioner Kaczmarek related that volunteers will be needed for the event. Extra shirts and race bags will be sold for \$5.00 each to raise additional money for Gateway SRA.

Commissioner Kaczmarek stated that an ad was placed in Hinsdale Magazine.

Commissioner Kaczmarek advised that certificates will be given to the top three (3) male and top three (3) female 5K runners, as well as the top three (3) runners on the Children's Fun Run. Prizes that have been donated by local businesses will also be awarded to the top finishers.

Commissioner Kaczmarek also stated that the celebrity emcee, Channel 5 News Reporter Lauren Petty, will be announcing to the participants about the community fair, after race party at Black Horizon Brewery, and introducing the singer who will be performing the National Anthem.

Interim Superintendent Fenske related that as of today, total donations received is \$8,950.00. There are still some outstanding donations that have not been received as of yet.

b. Willow Pond Grand Re-Opening – Saturday, June 9, 2018

Chairman Cobb reviewed the budget for the event. Currently, Chairman Cobb stated that there will be no reaching out to businesses for sponsorships. Food will be limited to hot dogs, bottled water, and cake. Chairman Cobb stated that his company will be donating chips, hummus, and an orange drink.

Chairman Cobb related that the pavilion will be dedicated and a plaque placed for Commissioner Stetina and his 40 years of service to the Parks & Recreation Department. Chairman Cobb advised that the fishing pier will be dedicated to former Parks & Recreation Superintendent Walter Righton.

Commission Stetina advised that he will contact his American Legion Post to honor the flag while the National Anthem is being played.

Chairman Cobb requested that Commissioner Kaczmarek contact the DJ and singer used for the 5K about performing at the event.

Chairman Cobb reviewed the program of the event. Ribbon cutting and dedications will begin at approximately 11:30 a.m., with food being served at 12:00 p.m. The fishing derby will be held soon after the food has been served.

Chairman Cobb advised that former White Sox player, Eric Soderholm will be the celebrity guest and will be signing autographs.

7. VISITORS' BUSINESS

None presented.

8. COMMUNICATIONS

Interim Superintendent Fenske advised that the fountains at Willow Pond Park and Prairie Trail Park should be installed by May 15th.

Interim Superintendent Fenske stated that the doors and locks on the new bathroom building at Willow Pond Park have been replaced with electric timers.

Interim Superintendent Fenske related that the Kiwanis Club had the pavilion repaired at Willow Pond over this past weekend. The Kiwanis Club will also be providing a new dedication plaque for the club on the pavilion.

Also, the DuPage County Sheriff's Department SWAP program was out on April 25th and worked on repairs to the fishing pier.

Interim Superintendent Fenske advised that he was contacted by the resident in Lake Hinsdale Tower that was planting flowers in Lake Hinsdale Park. She stated that she can no longer take care of the plantings in that park.

9. ADJOURNMENT

MOTION: Made by Commissioner Stetina, seconded by Commissioner Landsman to adjourn the meeting at the hour of 8:35 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

June 5, 2018

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

Motion to Accept:
Proposal for fence repair

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

June 5 2018

BACKGROUND

Included in the packet is a proposal for the replacement or repair of fences at the following parks: Borse, Lake Hinsdale and Waterford. This money has already been budgeted in FY2018-19.

REQUEST FOR FEEDBACK

A vote to accept this proposal is required.

STAFF RECOMMENDATION

RECEIVED
MAY - 1 2018
BY:

PEERLESS FENCE

A Division of Peerless Enterprises, Inc.
33 W 401 Roosevelt Road * West Chicago, IL 60185
(630) 584-7710 * Fax (630) 584-7746

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PROPOSAL AND ACCEPTANCE

Attn: Andrew (AJ) Passero

REVISED

Proposal submitted to: Village of Willowbrook	Phone: (630) 323-8215	Date: 5/01/2018
Street: 833 Midway Drive	Fax:	Cell Phone: (630) 514-3329
City, State and Zip Code: Willowbrook, IL 60527-5549	Job Name: Various Repairs/Replacement Projects	
Architect	Date of Plans	Job Location: Willowbrook, IL

We hereby submit specifications and estimates: Furnish and Install

#1: Borse Memorial Park (Base Bid)

Replace approximately 280' of 10' high sideline/dugout fence fabric, approximately 120' of 8' high sideline fence fabric and approximately 20' of 8' high backstop fence fabric

Specifications:

2" mesh x 9 gauge aluminized fence fabric (sideline/dugout fence)

2" mesh x 6 gauge aluminized fence fabric (backstop fence)

Existing horizontal rails to remain

Existing vertical posts to remain

Re-use existing fittings

Re-tie existing backstop fence fabric as needed

#1: Borse Memorial Park (Alternate Bid)

Replace existing netting on each side of backstop at field #2)

Specifications:

2" mesh x 9 gauge aluminized fence fabric (trim to match existing design)

1 5/8" SS-40 galvanized top and brace rails

Total \$12,835.00

#2: Tennis Court Fence Repair

Add new fork latches to each gate, adjust/repair top rail in 2 or 3 locations, replace damaged bottom rail and re-attach transom over one walk gate

Specifications:

1 5/8" SS-40 galvanized rail

2 7/8" x 1 7/8" galvanized fork latch

Total \$1,565.00

#3: Park Fence-Black Vinyl Option

834' of 4' high black vinyl fence, including one (1) 4' opening x 4' high single swing gate, one (1) 5'-6" opening x 4' high single swing gate and one (1) 12' opening x 4' high double drive gate

Specifications:

2" mesh x 9 gauge core/8 gauge finish fused bonded black fence fabric

1 5/8" SS-40 black top rail

1 7/8" SS-20 black gate frame

1 7/8" SS-40 black line posts, set in an 8" x 36" concrete footing (spaced 10' o.c. maximum)

2 3/8" SS-40 black corner and gate posts, set in a 10" x 42" concrete footing

2 7/8" SS-40 black gate post, sleeved over existing post left in sidewalk (1 each)

Standard bulldog hinges, fork latches (walk gates) and pioneer style latch (double drive gate) for gate hardware

PLEASE NOTE:

Removal of existing fence & brush to allow new fence to be installed by Park District

Total \$23,352.00

#4: Repairs at Public Works Building

Remove and replace one (1) cantilever sliding gate post, add gate stop hardware to existing cantilever slide gate and repair approximately 25' of damaged top rail behind concrete block area

Specifications:

4" x 4" x 11 gauge black cantilever slide gate posts, set in a 16" x 48" concrete footing (replace one (1) gate post)

New cantilever slide gate stop kit

1 5/8" SS-40 black top rail (replace up to 25' of new)

Re-tie existing fence fabric as well as possible

PLEASE NOTE:

Area behind block wall to be cleared as well as possible to allow work to be completed

May require assistance from public works removing cantilever slide gate (if required)

Total	\$3,385.00
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GRAND TOTAL	\$41,137.00
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Proposal Based on:

Full day mobilizations

Spoils spread along fence line or stock piled on site

Normal digging conditions

Peerless standard safety requirements

Peerless standard insurance

Specifications & Quantities above

Able to access fence line with digging equipment & cement truck

Fence line established by others

Private utilities located by others

Prices good for 15 days

Quoted price is based on the current market conditions. We reserve the right to adjust this quote based on market conditions at the time material is ordered and delivered to the job site.

Exclusions: Bonds, permits, licenses, and fees

Work performed on a regular time basis per our current certificate of insurance

Payment to be made as follows: net 30 days on completion, upon credit approval.

OWNER MUST OBTAIN ALL PERMITS.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner, on a regular time basis according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. Customer here by assumes full responsibility for the location of the line upon which fence materials are to be installed and locate any and all private cable to include sprinkler systems, electric, septic fields, gas lines, grills, lighting, etc. Peerless Fence to Call J.U.L.I.E.

Authorized Signature:

Brad Knepper

Brad Knepper, Commercial Sales

PEERLESS FENCE

Note: We may withdraw this proposal if not accepted within 15 days.

I, THE UNDERSIGNED, HEREBY AGREE THAT IN THE EVENT OF DEFAULT IN THE PAYMENT OF ANY AMOUNT DUE, AND IF THIS ACCOUNT IS PLACED IN THE HANDS OF AN AGENCY OR ATTORNEY FOR COLLECTION OR LEGAL ACTION, TO PAY AN ADDITIONAL CHARGE EQUAL TO THE COST OF COLLECTIONS INCLUDING AGENCY AND ATTORNEY FEES AND COURT COSTS INCURRED AND PERMITTED BY LAWS GOVERNING THESE TRANSACTIONS. ALL PAST DUE ACCOUNTS WILL BE CHARGED AT THE RATE OF 1.5% ON UNPAID MONTHLY BALANCE.

ACCEPTANCE OF PROPOSAL. The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Payment will be made as outlined above.

Date of Acceptance

Signature _____

Signature _____

PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

Discussion – Willow Pond Grand Re-Dedication

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

June 5 2018

BACKGROUND

Update on the planning for the Willow Pond grand opening on Saturday June 9, 2018 from 11-2pm.

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION