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Willowbrook

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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

Brian Pabst

Chief of Police

Robert Schaller

Director of Finance

Carrie Dittman

AGENDA

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

It will also be held via Zoom video conference as permitted by the Gubernatorial Disaster Proclamation in response to COVID-19 (COVID-19 Executive order 5) exempting the requirement of the Open Meetings Act for the physical presence of the Board, and permitting Board member attendance by video, audio or telephone access.

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- 991 4866 2021

Password: 5p73Za

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES
 - A) August 4 2020 Regular meeting of the Parks & Recreation Commission
4. REPORTS
 - A) Maintenance updates
5. DISCUSSION
 - A) Park equipment inventory
 - B) 2020 Halloween Event
 - C) 2020 Holiday Events
 - D) 2021 Spring Fling 5K
6. NEW BUSINESS
7. VISITOR'S BUSINESS- Public comment is limited to three (3) minutes per person.
8. COMMUNICATIONS
9. ADJOURNMENT



Proud Member of the
Illinois Route 66 Scenic Byway

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
HELD ON TUESDAY AUGUST 4, 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 7:02 p.m.

2. ROLL CALL

Those present at roll call were Commissioners Ronald Kanaverskis, Doug Stetina and Interim Superintendent of Parks and Recreation John Fenske.

Present Via Conference Call, Due to the COVID-19 Pandemic, were Chairman Robert Pionke Commissioners, Catherine Kaczmarek, Laurie Landsman and Carol Lazarski.

ABSENT: Lorraine Grimsby

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES

a. Minutes – March 3, 2020 Regular Meeting – Parks & Recreation Commission

The Commission reviewed the March 3, 2020 minutes.

MOTION: A Motion was made by Commissioner Stetina and seconded by Commissioner Kaczmarek to approve the March 3, 2020 as amended.

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

4. REPORT

None presented.

5. DISCUSSION

a. Family Fishing Day

Interim Supt. Fenske reported that as of tonight there is only one family signed up for the event, so he is going to cancel it.

b. Maintenance Updates

Interim Superintendent Fenske discussed the maintenance issues in the park for the period between March 4th, 2020 and August 3rd, 2020. Among the items discussed were: Storm damage at Ridgemoor in late March, removal of the soccer goals at Borse in April, the approval of the 2020 Pure Prairie contract, reopening of the parks under Phase 3 & 4 of the "Restore Illinois" guidelines. He then discussed items at the following parks: Borse; replacement of the broken bulletin board glass, testing & replacement of the ball field lights, and maintenance on the bathroom building and pavilions; Farmingdale Park: replacement of the swings and chains; Waterford: replacement of broken equipment. The restocking of fish at Willow Pond & Prairie trail was also discussed by Interim Supt. Fenske. He stated that the organization he deals with is having supplier issues and is not going to offer their program this year. He is looking into going directly through a hatchery, but most are too far away and will not deliver such a small order, they are also more expensive.

Chairman Pionke stated that he and his daughter visited different parks this summer. He noted a few items that need to be taken care of at Borse and Waterford.

Commissioner Lazarski asked about the Memorial Tree Program, and if anything was going to be done for former Commissioner Ramona Weigus.

6. NEW BUSINESS

a. 2020 Tree Lighting

Interim Supt. Fenske said that since the State is still limiting groups to 50 or less under the "Restore Illinois" guidelines, this event be cancelled. The Commission agreed with this. He said that he was still planning on decorating the park and was looking at purchasing blank decorations that the residents could decorate and have placed on the tree. These would be available at the Village hall.

b. 2020 Holiday Party

Interim Supt. Fenske stated that at the July 23rd meeting the School District #86 Board voted to continue prohibiting outside groups from using their facilities, which means we are unable to hold the event there. The Commission agreed that cancelling the event this year would be the best thing to do. There was some discussion about still doing something for the holiday. Commissioner Kaczmarek said she would still like to see the food drive happen if a place to accept donations could be found. Some of the other ideas included a "Drive through" party and a House Decorating contest.

c. FY 2021-22 Budget

Interim Superintendent Fenske said that due to the Covid-19 pandemic and the loss of revenue the village is experiencing because of it, he is not expecting the Village board to approve any increases in the budget for next year. He said that he is expecting numbers to be the same or lower than this year, which means that any large park projects will be delayed and there would be no hiring of additional staff.

Commissioner Stetina asked about the Back to School and Halloween Events at Gower School. Interim Supt. Fenske said that as of July 30th, the Gower School Board as put a hold on “Assemblies and large Gatherings”, so he is figuring that these events will not be taking place. Chairman Pionke asked Interim Supt. Fenske to reach out to Gower for conformation.

7. VISITORS’ BUSINESS

None presented.

8. COMMUNICATIONS

None presented.

9. ADJOURNMENT

MOTION: Made by Commissioner Stetina, seconded by Commissioner Landsman to adjourn the meeting at the hour of 8:10 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ, and APPROVED,

_____, 2020

Chairman

Minutes transcribed by Interim Superintendent Fenske

VILLAGE OF WILLOWBROOK

Parks & Recreation Commission Meeting AGENDA ITEM – Summary Sheet

AGENDA ITEM DESCRIPTION

Report- Maintenance Updates

MEETING DATE

September 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 for August 2020.

- Borse Park
- Creekside Park
- Farmingdale Park
 - Ridgemoor
 - Willow Pond

STAFF RECOMMENDATION

VILLAGE OF WILLOWBROOK

Parks & Recreation Commission Meeting AGENDA ITEM – Summary Sheet

AGENDA ITEM DESCRIPTION

Discussion- Park equipment inventory

MEETING DATE

September 1 2020

COMMISSION REVIEW

Report ☐ Discussion ☒ Seeking Feedback ☐

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

At the August 4th meeting Chairman Pionke asked staff to create an inventory of equipment & features located at each park, including installation date & life expectancy.

While not complete, the list staff has been able to compile to date is included with the packet.

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

PARK	ADDRESS	YEAR INSTALLED	AGE	USEFUL LIFE	NOTES	REPLACEMENT ORDER
Borse Community	208 Midway	1996	24	10-20 years	4 years overdue	2
Backstops/Dugouts		2011	9	18-20 years		
Ball Field Lights		2005	15	15-20 years	Poles still good	look into LED conversion
Basketball Courts	1987-88?	resurfaced 2008	12		needs repairs	
Bathrooms		2007-08	12			
Message Boards		2017	3			
Pavilions	Built 1991?	new roof 2012?	8		poles painted 7/2020	
Tot Lot		2007-08	13	10-20 years	Due	6
Volleyball Courts		1987	33			
Creekside	6345 Madison	2001	19	10-20 years	1 year left	4
Basketball Court		1976 +/-	44		needs repainting	
Bridges		?		current	bridges are not	originals
Famingdale	416 Honey Locust	2000	20	10-20 years	overdue	3
Basketball Court		1976?	44	needs	repairs & repainting	
Lake Hinsdale	6301 Americana	2016	4	10-20 years		8
Spinner		1976 +/-	44			
Swing set		1976 +/-	44			
Midway	210 Midway	no equipment				
Prairie Trail	5919 Clarendon Hills	2002	18	10-20 years	Due	5
Ridgemoor	6415 Quincy	1991	30	10-20 years	10 years overdue	1
Spinner		1976 +/-	44			
Swing set		1976 +/-	44			
Rodgers Glen	6315 Raleigh	no equipment				

Waterford	6612 Rogers	2009 1979?	11 41	10-20 years	Due past due	7
Backstop						
Tennis Courts		rebuilt 2010	10		needs repairs	or replacement
Volleyball Court		1979	41			
Willow Pond	7760 Adams	2017	3	10-20 years		9
Bathrooms		2017	3			
Fishing Pier	2006	restained 2017	14		needs repairs	
Kiwanis Pavilion	1987	rebuilt 2017	3			
Message Board		2018	2			
Play Pods		2017	3			
Pond Light		1985?	38			
Stetina Pavilion		2017	3			
Splash Pad		2017	3			
All Park Signs	2011		9	framework might be	original	

VILLAGE OF WILLOWBROOK

Parks & Recreation Commission Meeting AGENDA ITEM – Summary Sheet

AGENDA ITEM DESCRIPTION

Discussion- 2020 Holiday Events

MEETING DATE

September 1 2020

COMMISSION REVIEW

Report ☐ Discussion ☒ Seeking Feedback ☐

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

Update on the planning for possible Holiday Events during the 2020 season.

At the August 4 Parks & Recreation Commission meeting, it was decided to cancel both the 2020 Tree Lighting and the 2020 Children's Holiday Party, due to the Covid-19 pandemic, as they were held in 2019.

Discussion was held on still having the lights at Willow Pond, with decorations for the tree made by the residents.

Among other ideas that were mentioned were a "drive-through" Holiday Party and a Village wide House decorating contest.

A draft of an event flyer and the rules for the decorating contest are enclosed.

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

VILLAGE OF WILLOWBROOK

Parks & Recreation Commission Meeting AGENDA ITEM – Summary Sheet

AGENDA ITEM DESCRIPTION

Discussion- 2020 Halloween Event

MEETING DATE

September 1 2020

COMMISSION REVIEW

Report ☐ Discussion ☒ Seeking Feedback ☐

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

Discussion on planning for a possible Halloween Event.

At the August 4 Parks & Recreation Commission meeting, it was mentioned by staff that Gower School Dist. 62 has postponed all large gatherings and events due to the Covid-19 pandemic, this would include their annual "Pumpkin Fest".

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

2020 Holiday Light Contest

**Let your Holiday spirit shine and join in
"Lighting up Willowbrook"
the 1st Village wide house decoration contest.**

Displays MUST be registered by Dec. XX

Judging will take place on Dec. XX between XX & XX PM

**For more information and to register please call the Village Hall at
630-323-8215**

**One winner per each neighborhood zone. The Townhomes & Condos in
the Village will be combined and judged as their own zone.**

PROFESSIONAL DISPLAYS NOT ALLOWED



House decorating contest:

Neighborhood Zones:

- 1) Farmingdale/Borse Park/72nd & 73rd streets.
- 2) Waterford/Rodgers Glen.
- 3) Willow Pond/Ridgemoor/Brenton Lakes.
- 4) 59th to 67th Streets (northwest corner of the village)
- 5) All condos & townhomes.

Rules:

1. No professional displays allowed
2. Only registered displays will be judged
3. Only areas that can be seen from the front will be judged- decorated side lots on corner houses or displays in back yards will not be judged.

Prizes for the top 2 vote getters in each zone if prizes allow. If not only one winner will be named per zone.

Village wide overall winner? (cannot be zone winner)

Judging Guidelines:

1. Overall theme-story line or scene; overall presentation
2. Arrangement- display and placement of decorations
3. Originality- unique design, creative use of lights & decorations

VILLAGE OF WILLOWBROOK

Parks & Recreation Commission Meeting AGENDA ITEM – Summary Sheet

AGENDA ITEM DESCRIPTION

Discussion- 2021 Spring Fling 5K

MEETING DATE

September 1 2020

COMMISSION REVIEW

Report ☐ Discussion ☒ Seeking Feedback ☐

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

Beginning discussion for planning the 2020 Spring Fling 5k

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION