



EST. 1960

Willowbrook

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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 an 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 has 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 confirmation.

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 | MEETING DATE |
|-----------------------------|------------------|
| Report- Maintenance Updates | 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 | MEETING DATE |
|--------------------------------------|------------------|
| Discussion- Park equipment inventory | 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 needs repairs | |
| Basketball Courts | 1987-88? | resurfaced 2008 | 12 | | look into LED conversion | |
| Bathrooms | | 2007-08 | 12 | | | |
| Message Boards | | 2017 | 3 | | | |
| Pavilions | Built 1991? | new roof 2012? | 8 | | | |
| Tot Lot | | 2007-08 | 13 | 10-20 years | poles painted 7/2020 | |
| Volleyball Courts | | 1987 | 33 | | poles painted 7/2020 | |
| | | | | Due | | 6 |
| Creekside | 6345 Madison | 2001 | 19 | 10-20 years | 1 year left | 4 |
| Basketball Court | | 1976 +/- | 44 | | needs repainting | |
| Bridges | | ? | | current | bridges are not | |
| | | | | | originals | |
| Farmingdale | 416 Honey Locust | 2000 | 20 | 10-20 years | overdue | 3 |
| Basketball Court | | 1976? | 44 | | 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 | 11 | 10-20 years | Due past due | 7 |
| Backstop | | 1979? | 41 | | needs repairs | |
| Tennis Courts | | rebuilt 2010 | 10 | | | |
| Volleyball Court | | 1979 | 41 | | | |
| Willow Pond | 7760 Adams | 2017 | 3 | 10-20 years | | 9 |
| Bathrooms | | 2017 | 3 | | | |
| Fishing Pier | 2006 | restained 2017 | 14 | | | |
| 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 | MEETING DATE |
|---------------------------------|------------------|
| Discussion- 2020 Holiday Events | 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 WILLOWSBROOK

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