



Village of Elburn  
301 E. North Street Elburn, IL 60119  
Phone: 630-365-5060 Fax: 630-365-5063  
www.elburn.il.us

Park Commission Meeting Agenda  
Tuesday, September 18th, 2018  
7:00 pm

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes
5. Public comments
6. Hitchcock Presentation of Proposed Park at Elburn Station and Grant Application Process
7. Public Input Regarding the Proposed Elburn Station Park/OSLAND Grant Application
8. Commissioners Project Updates
  - a. BBC playground update - SE corner flooding
  - b. Park Signage - Recommend Approval of Sign for Byerhof Park
  - c. Bike Rack Program – Village Hall
  - d. Existing Parks Improvements
  - e. Vacant lot downtown
9. Other Business
  - a. Park Bench Purchase – Select Location
10. Adjourn

Next meeting 10-16-18

MINUTES  
VILLAGE OF ELBURN PARKS COMMISSION  
AUGUST 21, 2018

Members Present: Dave Dickinson, Chairman Dan Kolzow, Dawn Kuefler, Brian McCarty (arrived at 7:16pm), Rob Reilley

Members Absent: Patrick Leach, Amy Szumny

Staff Members Present: Village Administrator John Nevenhoven

Others Present:

1. Call to Order – Chairman Kolzow called the meeting to order at 7:00 p.m.
2. Pledge of Allegiance – Chairman Kolzow led the assembly in the Pledge of Allegiance.
3. Roll Call – A roll call vote ensued.
4. Approval of Minutes – July 17, 2018 – A motion to approve the minutes was made by Kuefler and seconded by Dickinson. The motion carried by unanimous voice vote.
5. Public Comment – None
6. Commissioner Project Updates
  - a. Elburn Station Update – Kolzow advised the Village Board approved moving forward with the grant application process by a vote of 4-2. The Village Board still has questions and will move forward knowing they can stop the project at any time but realize they needed to move forward to get more answers. The “no” votes were due to budget and the fact that a CIP is not in place. There was also concern with the subject parcel being designated as “open space” vs. “park space.” Reilley reported he has ridden on the trail that has been installed in Elburn Station.
  - b. BBC Playground Update – McCarty reported the concrete is in and final grading and seed will occur. The sign has not been installed yet. Many compliments have been received. A few complaints regarding traffic and signage advising motorists to slow down/children playing have been received. The caution signs will be installed. A grand opening celebration was discussed. A Wednesday evening at 6:30pm (hopefully before Labor Day) was suggested with an unveiling of the park sign. McCarty will arrange for an ice cream truck to be on site and perhaps an outdoor movie can be shown. This will be publicized via Facebook.
  - c. Park Signage – The sign for Elliott Park was approved by the Village Board and the sign company has been authorized to move forward with building and installing the sign. Other parks need signage as well (with the exception of the rock sign at Prairie Park) with the same design. The American Legion is interested in working with the Village for a sign at the Veteran’s Memorial Park. It was suggested Byerhof Park be next on the list for a sign. Kuefler provided pricing for memorial plaques for benches. It was agreed the plaques will be in bronze. Kuefler will see if she can find better pricing for the plaques.
  - d. Folks on Spokes – Reilley is assisting with the event which is scheduled for Sunday, September 9, 2018. Funds will be donated to the Parks Commission. A meeting with the Chamber will be held this week to finalize plans.
  - e. Bike Rack Program – Reilley distributed a form used by another community that has a bike rack program. The form will be on the Village website for business owners to complete and submit—the donor may choose the rack style but the Village must approve to ensure it fits the desired location. Some potential locations for bike racks have been researched. Reilley will make business owners aware the program is in place.
  - f. Existing Park Improvements – Commissioners were asked to visit existing parks and make note of any suggested equipment additions. Seesaws are very popular. The bridge replacement and

refresh of Prairie Park Bridge is a need. Nevenhoven will follow-up with the Village Engineer regarding the bridge replacement, gazebo improvement and cement work.

- g. A Boy Scout Eagle Scout candidate wants to install benches near the ponds on Willow and Prairie Valley Streets. He has been speaking with the Superintendent of Public Works. The Boy Scout will find donors to cover cost of the benches.

7. Other Business – None

8. Adjourn - McCarty motioned to adjourn the meeting at 7:34 p.m. with Kuefler seconding the motion. The motion passed by a unanimous voice vote.

Respectfully Submitted,

Diane McQuilkin  
Village Clerk



Client: Village of Elburn  
John Nevenhoven  
Village Administrator

ESTIMATE

Address: 301 E. North St.  
Elburn, IL 60119

Phone: 630-365-5062

Date: September 4, 2018

- CUSTOM SIGNS
- LOGO DESIGN
- GRAPHIC DESIGN
- WEBSITES

Project Description: Furnish and install one single face sign for the Elburn Parks Commission at Byerhof Park.

7'-0" x 2'-6" cedar wood or high density urethane substrate.  
 Background sandblasted out.  
 Letters reading Byerhof Park, border and inset line will be raised. Logo at top.  
 Primed and painted with enamel. Finished with UV clear coat. Colors to be determined.  
 Sign mounted to 4" x 4" wood posts with finials at top.  
 Posts direct buried in concrete piers 42" below grade.  
 Prior to production, a rendering with specifications will be submitted for approval.

Price: \$2,717.00  
Installation: 300.00

All work will be completed in a professional manner for the sum of: \$3,017.00  
 Delivery/Installation: three to four weeks from approval  
 Deposit: \$1,500.00  
 Amount due upon completion: \$1,517.00 + permit procurement

Terms: Deposit of 50% with balance due net 10 days. Quote valid for 30 days.  
There will be a 3% service charge for any credit card payment over \$50.00

DRAWINGS: The drawings and renderings submitted with this proposal are the property of Pirok Design, Inc. and are used only in connection with the work performed by them and their associates. Reproduction in whole or in part for any other purpose is expressly forbidden without written consent from Pirok Design, Inc. Design and layout charges of up to \$3,000.00 will be assessed for misuse or reproduction of these plans.

RELEASE OF ART WORK / DESIGN.  
For an additional fee of \$500.00 the design will be released for marketing use by the client.  
One CD containing art work will be furnished. Replacement CD's will be \$134.00 each.

INSTALLATION: Notwithstanding anything to the contrary contained herein, Pirok Design, Inc. assumes no responsibility for any secondary or consequential damages caused by any defect in the real property or improvements thereon where installation occurs, including but not limited to the existence of a Dryvit facade on the building. Pirok Design, Inc. no way warrants or guarantees the installation of any sign which is installed onto or through Dryvit, or Dryvit type siding products. Pirok Design, Inc. shall have no obligation to correct, and Client agrees to indemnify, defend, and hold harmless Pirok design, Inc., for any claim which may arise which caused by, in the sole discretion of Pirok Design, Inc., the existence of Dryvit or Dryvit type products.

EXCAVATION & LANDSCAPING: In the instance where trenching and/or excavating for a sign base is involved, Pirok Design assumes no responsibility for the final reseeded, planting and/or black dirt replacement involved in this operation. Pirok Design, Inc. will return the area to a workable condition to allow customer to do final landscaping. The above contract pricing is calculated with engineered footings for soil types common to your area. Upon excavation of abnormal soil conditions, (i.e. loose compaction, fresh backfill, building debris, hidden concrete) additional costs may be incurred. These additional costs will be passed along to the customer at a rate of cost plus 20% handling.

SPECIAL conditions on client's purchase orders or order confirmations in no way negate the above Conditions of Sale. In ordering the work described above, the client accepts all of these conditions noted on this contract.

REMEDIES FOR DEFAULT: In the event the customer fails to pay for all services, labor and material, provided for herein, pursuant to the payment terms and conditions as set forth herein, then Pirok Design, Inc. shall have any and all remedies provided by the statutes and the Common Law of the State of Illinois and, shall in addition to those remedies have the right to recover all reasonable attorneys fees for the collection of any delinquent sums due thereunder including reasonable collection costs and any law suit: legal expenses for the costs of preparing, filing and recording any mechanics liens and for any and all reasonable attorneys fees incurred in the filing of any lawsuit to collect any delinquent sums or to foreclose any mechanics liens resulting from customers to pay or other default pursuant to the terms and conditions of this agreement. In addition, customer will be charged a rate of 2% interest for every month after the first 10 days of default.

SEVERABILITY: All agreements and covenants contained herein are severable and in the event any of them shall be held to be invalid by any common court, this agreement shall be interpreted as if such invalid agreements or covenants were not contained herein and all other parts of this agreement shall be and remain in full force and effect.

Permit procurement, through the Village of Elburn is additional. Permit fees, engineering fees required by cities, and procurement fees will be additional.  
Sign construction will commence upon receipt of permit. Delivery dates are estimated from receipt of permit.

Acceptance: The above specifications and conditions are satisfactory and hereby accepted.

Signature:   
Pirok Design, inc. Representative Signature:

Company:  
September 4, 2018  
Date

Date:

6'-0"

2'-10"

3'-0"



**PROPOSED SINGLE FACE MAIN IDENTIFICATION SIGN**

SCALE: 1"=1'-0"

SUBSTRATE WILL BE 1.5" THICK HIGH DENSITY URETHANE. BACKGROUND SANDBLASTED OUT. BACKGROUND PAINTED FOREST GREEN. RAISED BORDER PAINTED IVORY. INSET LINE PAINTED RED-ORANGE. EPC LOGO IS FLAT, DIGITALLY PRINTED VINYL GRAPHIC. RAISED LETTERS READING "ELLIOTT FAMILY PARK" PAINTED IVORY. PANEL AT BOTTOM PAINTED AS RENDERED. SIGN FASTENED THROUGH POSTS WITH 3/8" CARRIAGE BOLTS. CEDAR WOOD POSTS PAINTED FOREST GREEN. CEDAR POST CAPS PAINTED AS RENDERED. POSTS INSTALLED 86" BELOW GRADE.



SIGN LOCATION



CLIENT: ELBURN PARKS COMMISSION  
 PROJECT: ELLIOTT FAMILY PARK  
 DESCRIPTION: BYERHOF PARK MAIN ID. SIGN  
 DATE: 09/24/18 REVISION:  
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