



Village of Elburn

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Park Commission Meeting Agenda
Tuesday, April 21st, 2020
7:00 pm

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes
5. Public comments
6. Commissioners Projects
 - a. Ice Rink/Sign/Takedown
 - b. ECCC Lease Update
 - c. Elburn Station Update
 - d. Elburn Station Park Name
 - e. Summer Program Ideas
 - f. Prairie Park Bridge Update
7. 2020 Budget
8. Vacancy
9. Other Business
10. Adjourn (Next meeting 5/19/20)

MINUTES
VILLAGE OF ELBURN PARKS COMMISSION
JANUARY 22, 2020

Members Present: Dave Dickinson, Chairman Dan Kolzow, Dawn Kuefler, Patrick Leach, Brian McCarty, Rob Reilley

Members Absent: Amy Szumny

Staff Members Present: Village Administrator John Nevenhoven

Others Present: Residents Bill Ott, Bill Myers; Pound4Pound rep Penny Bergstrom; Elburn Herald Reporter Susan O'Neill

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 – November 19, 2019 – A correction to the November 19, 2019 minutes was noted as follows: the cost listed in agenda item #7 should be \$50, not \$25. A motion to approve the minutes with the correction noted above was made by McCarty and seconded by Kuefler. The motion carried by unanimous voice vote.
5. Public Comment – Resident Bill Myers said he noticed the holes at Heritage Park have been filled. He said there are some ruts caused by contractors entering and exiting the property that should be corrected for the safety of the children.
6. Commissioners Projects
 - a. Ice Rink/Sign – Reilley received two estimates for signage. 1) aluminum sign (with no flag system) for \$250-\$300; 2) 3'x4' sign with rules for \$371.49—but the Village would have to provide stakes and put the sign in place. Kolzow said we have permission to put a sign on the chain link fence. There was consensus from the Commissioners that a sign should be posted but, what rules? Reilley has some rules for consideration. Commissioners were asked to email ideas for rules to Reilley who will compile a list. Most likely, the sign will be a combination of flags and rule board.
 - b. ECCC Lease Update – Village Admin Nevenhoven sent a copy of the previous long-term lease to ECCC for review. The Commission is considering an OSLAD grant on the north side of town at the ECCC if a long term lease can be arranged. The next OSLAD round opens May 1 with a due date in July. If approved, believe we can use the basic plan Hitchcock created for the second Elburn Station grant minus the court and shelter. Hitchcock Design Group is on notice if the lease occurs with ECCC. The Village will be responsible for 100% of the share cost since ECCC is located in Campton Township. The tentative plan includes a parking lot and moving the playground to a different location on the property.
 - c. Elburn Station Update – After being informed the Village's latest OSLAD grant application was denied, the State issued a press release naming Elburn as a new OSLAD recipient. It has since been confirmed with the State that the press release was incorrect and Elburn is not a recipient. Regarding the OSLAD grant for Liberty/Keslinger park, sign-off for all equipment will occur soon. Engineering should be 100% approved next week and will go out for bid in February. Ground breaking will occur in April/May.
 - d. Summer Program Ideas – Leach is searching for a contact for the movie equipment. Kolzow has information the ECCC previously collected which includes a \$600+ licensing fee for movies. Leach hopes the company hired will have the licensing fee covered. Commissioners were asked to bring more summer program ideas to the next meeting. There was agreement for Reilley to post on Facebook asking the public for ideas.

- e. Prairie Park Bridge Update – Nevenhoven reported the bridge should be finished this spring and will use up the remainder of the Parks budget.
7. 2020 Budget Items – This is the fourth year of the Parks Commission. Kolzow commended members for all of the work completed so far and look forward to another successful year. A draft budget was presented to the Commissioners for review. Reilley requested \$100-\$300 for advertising. The Commissioners discussed the items on the list. The basketball court in the First Street parking lot near Pound4Pound won't work so it will not be built. Bike racks will be installed at each usable park. If a shelter is built at Oak Park, we may as well pour the pad for a bike rack at the same time. Kolzow will speak with Public Works Supt VanBogaert again this spring regarding weed control in the parks. There was consensus from the Commission on the targeted projects for next fiscal year.
8. Other Business – Reilley will find someone to chair the Folks on Spokes event this year.

McCarty requested crosswalks and signage at Elliott Park. There were a couple of close calls last year.

Resident Bill Ott inquired if funding will be available to install courts at the Liberty/Keslinger park. Ott said he hopes the park will be completed so it doesn't look unfinished. Nevenhoven explained the OSLAD grant is for completion of the south end of the property—it may take some time for the northern portion to be completed as we intend to apply for another grant.

The First Annual Health Fair sponsored by the Elburn Chamber of Commerce will be on February 22, 2020 from 11:00am to 3:00pm at Lions Park. Penny Bergstrom reported 17 of the 27 booths (at \$50/each) are committed. A wide variety of services other than healthcare (elder care, finance, estate planning, etc.) will be represented and would like the Parks Commission to be present. Reilley will attend the Fair on behalf of RAILSIDE Charities. Leach said he is available to attend. Nevenhoven will check to see if there are some Village of Elburn frisbees still available.

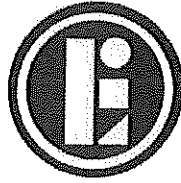
Kolzow referenced the NFL's "get out and play" promotion. Is this something the Parks Commission should initiate?

Due to the Presidents' Day holiday in February, the next Parks Commission Meeting is scheduled for Wednesday, February 19, 2020. However, a special meeting of the Village Planning Commission is scheduled for the same day. After checking schedules, there was consensus from the Commissioners to cancel the February Parks Commission Meeting. The next regularly scheduled Parks Commission meeting will be held on March 17, 2020.

9. Adjourn – McCarty motioned to adjourn the meeting at 7:47 p.m. with Dickinson seconding the motion. The motion passed by a unanimous voice vote.

Respectfully Submitted,

Diane McQuilkin
Village Clerk



MEMO

To: Parks Commission
From: John Nevenhoven, Village Administrator
Subject: Elburn Station Community Park
Date: March 13, 2020
Strategic Action Plan: Routine

The Parks Commission is requested to develop a park naming policy. The purpose of the policy is to provide guidance to the Commission to name a park appropriately. Below is a sample policy from a neighboring park district.

The Board of Commissioners recognizes the need to properly identify all facilities, parks, and/or recreation areas within the jurisdiction of the District. The naming of all such park or recreation areas shall be a function of the Board.

Naming of facilities, parks, and/or recreation areas may be based upon geographical, historical, or ecological relationships indigenous or of significance to the region. For neighborhood parks this includes the name of the subdivision or development in which the park is located.

In cases where individuals or organizations have provided exceptional contributions and/or service to the District, the Board may, at its discretion, officially name a facility or area within a park, or the park itself, after an individual or group of people. All maps, plats, and other official records and instruments of the District shall reflect the Board's action.

Upon officially naming a park or recreation area, the Board shall cause to have erected a suitable sign identifying the facility, park, or recreation area.