

APPROVED
VILLAGE OF LAKE ZURICH
PARK AND RECREATION ADVISORY BOARD
SPECIAL MEETING
JULY 26, 2011

1. Call to Order

The meeting was called to order at 6:47 p.m.

2. Roll Call: *Present* - Board Members Jeff Carey, Mary Mihelic, Judi Thode, and Jan Papa.

Excused Chairperson Dawn Brazier, Kevin Koch, and Michael Karija.

Staff present - Park and Recreation Director Perkins, Asst. Village Administrator Roy Witherow.

Also present: Brad Haigh and Keith Demchinski of Norris Design. Karen Ryan joined the meeting via speaker telephone.

MOTION made by Jan Papa, seconded by Mary Mihelic, to appoint Judi Thode Chairperson pro tem due to Chairperson Dawn Brazier's absence.

Voice vote, AYES have it. MOTION CARRIED.

3. Approval of Minutes:

MOTION made by Judi Thode, seconded by Jan Pappa, to approve the minutes of the June 14, 2011 Special Park Advisory Board meeting as presented.

Voice vote, AYES have it. MOTION CARRIED.

Director Perkins said the July 12, 2011 meeting was postponed to allow the Park Advisory Board an opportunity to review the Open Space & Recreation Master Plan and forward their recommendations to the Board of Trustees.

4. Public Comments: None

5. Old Business

A. Open Space & Recreation Master Plan (OS&RMP) – Review of Preliminary Draft

Norris Design – Consultant Representatives Keith Demchinski, Brad Haigh-present and Karen Ryan via speaker telephone.

Mr. Demchinski presented a power point presentation of the Village of Lake Zurich's OS&RMP.

Highlights included:

- Project Purpose & Vision
- Needs Assessment Summary
- Demographics & Community Profile
- Community Input (Strengths, Challenges, Opportunities, and Priorities)
- Community Survey (Desired Facility Improvements & Development, Desired Programs & Needs, and Funding & Sustainability)
- Benchmarking Analysis (Benchmark Key Findings)
- Budget & Funding Analysis (Budget Key Findings)
- Mapping & Spatial Analysis
- Level of Service Analysis – 2015 projected and compared to NRPA guidelines
- Recommendations & Action Plan (Methodology for Goals, Objectives, and Strategies; Short, Mid, and Long-term Timeframes; and High, Medium, and Low Priorities within the Terms)

- Facility Improvements (Goal, Objectives, and Strategies)
- Staffing & Resources (Goal, Objectives, and Strategies)
- Funding (Goal, Objectives, and Strategies)
- Partnerships & Collaborative Efforts (Goal, Objectives, and Strategies)
- Recreation Programming (Goal, Objectives, and Strategies)

Dawn Brazier sent her comments to Director Perkins regarding the OS&RMP via e-mail. They were reviewed at the meeting and her questions were answered.

Director Perkins reviewed his memorandum dated June 19, 2011 to Village Administrator Vitas that included his review of the draft of the OS&RMP received on June 17. He said it did meet all the requirements in the RFQ.

The Park and Recreation Advisory Board recommended the property on Grand Avenue be included into the OS&RMP. Discussion followed on what Norris Design's suggestions were regarding the property. Norris Design will include the recommendation in the OS&RMP.

MOTION made by Jeff Carey, seconded by Mary Mihelic, to recommend the Board of Trustees accept the Open Space & Recreation Master Plan with the additional input on the Grand Avenue property to be included by Norris Design.

Voice vote, AYES have it. MOTION CARRIED.

6. New Business - None

7. Director's Report

Program and Special Events Update:

Director Perkins reported on the successful Independence Day celebration. Attendance and revenue were up for the event. Discussion followed on including more teen events next year, Director Perkins said they would take that into consideration for next year. The draft fall brochure was presented and should be out early August to the residents and online.

8. Items Attached - Reviewed without comment

A. Revised Advisory Board Address and Phone List from 6/11

B. Certificate of Appreciation from Relay for Life

C. Fall Brochure (draft)

7. Adjournment

MOTION made by Mary Mihelic, seconded by Jan Papa, to adjourn the meeting.

Voice vote, all in favor. MOTION CARRIED.

The meeting was adjourned at 9:11 p.m.

Submitted by: *Janet McKay, Recording Secretary*

Approved by: /s/ Dawn Brazier: Park and Recreation Advisory Board Chair 9-15-11