

**VILLAGE OF LAKE ZURICH  
PARK AND RECREATION  
ADVISORY BOARD MEETING  
JANUARY 13, 2015**

**1. Call to Order**

The meeting was called to order at 6:34 p.m. by Chair Koch.

**2. Roll Call:** *Present* - Chairperson Kevin Koch, Board Members Tim Andrews (7:15) Janet Barron, Allen Borg, Jeff Carey, and Greg Weider. *Absent*: Jon Hert. *Staff present* - Recreation Manager Bonnie Caputo and Recreation Supervisor Heidi Stolt.

**3. Approval of Minutes: December 9, 2014** (tabled – was not included in packet)

**4. Public Comments – None**

**5. New Business:**

**A. Alpine Races 2015**

Manager Caputo reviewed her memorandum dated January 13, 2015, that recommends approval of the Alpine Races Special Event request.

MOTION made by Kevin Koch, seconded by Greg Weider, to recommend the Board of Trustees approve the request to utilize Paulus Park for the Alpine Races special event on Sunday, September 13, 2015. Voice Vote, all in favor. Motion carried.

**6. Old Business:**

**A. LZBSA Staples Park Renovation**

Manager Caputo reported that the Village Staff is reviewing the plans for the pathways and will determine if the project would qualify for SRA funding. The pathway is tentatively included in the fiscal year budget beginning May 1, 2015. She has been in touch with the LZBASA so they are aware of the status of the project.

**B. Manor Park Update**

The contract with Parkreation for new playground equipment is being reviewed. The existing playground will be disassembled and donated to Kids Around the World to be shipped overseas. Manager Caputo will notify the area residents of the status of the play equipment.

**C. Paulus Park Restroom Renovation Update**

A design will be brought forward at the February Park Advisory Board meeting and presented to the Board of Trustees at their February 16 meeting for approval. There may be funds available to improve the Breezewald Park restrooms also.

**D. Park Advisory Board Charter & Terms**

A review of the Municipal Code Chapter 7 related to the Park and Recreation Advisory Board took place as required. After discussion, the following recommendations were made:

- Form a subcommittee to work on a community survey with Jeff Carey to chair.

- Hold an annual Joint Meeting with the Board of Trustees to be scheduled by Manager Caputo.
- Set goals at the February meeting.
- Begin planning to update the Open Space Master Plan.
- Add Special Events to 2-7-4(b).

MOTION made by Greg Weider, seconded by Allen Borg, to recommend the Board of Trustees approve inclusion of “special events” to Chapter 7:2-7-4 (b).

Upon roll call vote

AYES: 6 Kevin Koch, Tim Andrews, Janet Barron, Allen Borg, Jeff Carey and Greg Weider

NAYS: 0

ABSENT: 1 Jon Hert

MOTION CARRIED

#### **7. Treasurer's Report**

The Summary of Operations was presented that included revenue, expenses, and the park improvement fund. Manager Caputo reviewed the revenue highlights. She said there will be changes in the way the preschool fees are collected. Staff will focus on the independent contractors and evaluate them including reviewing their credentials.

#### **8. Advisory Board Member Reports**

##### **A. Rock the Block**

Meeting scheduled for January 15, 2015. Event scheduled for 9/12/15.

##### **B. Farmers Market**

Update provided by Kevin Koch. A meeting will be scheduled in the near future.

##### **B. Craft Beer Festival**

A list of feedback comments and the final budget report were reviewed and discussed. Manager Caputo said they originally expected \$92,000 in revenue but actual proceeds were \$61,000 with a loss of \$14,400. Manager Caputo said Special Events Management worked with her and waived several fees to help mitigate the losses. Discussion followed on positives and negatives and ways to make the event next year more profitable. Areas to work on were timing, communication, and pricing. It was agreed that considering the short period of time that was available for planning and the inexperience of the group putting on a large-scale festival, the event actually went very well and was enjoyed by many. It was suggested the festival be held one week earlier in hopes of better weather and to form a committee to begin planning soon.

#### **9. Director's Report**

##### **A. Monthly Information Report – November 2014**

The report was reviewed and discussed with Manager Caputo answering questions on activity.

##### **B. Events – Update on Family Fishing Derby, Arbor Days, and Easter Festivities**

The Derby will be held on January 15 if the lake is sufficiently frozen. Manager Caputo is working with Village Arborist Walkington to plan for Arbor Day events. There will be an Easter egg hunt, and the Lions Club will be sponsoring Breakfast with the Bunny.

#### **10. Written Communications – Reviewed without comments**

**11. Adjournment**

MOTION made by Kevin Koch, seconded by Allen Borg, to adjourn the meeting. Voice vote, all in favor. MOTION CARRIED.

The meeting was adjourned at 7:44 p.m.

Submitted by: *Janet McKay, Recording Secretary*

Approved by:

*Kevin Koch, Chairman*