

APPROVED  
**VILLAGE OF LAKE ZURICH**  
**PARK AND RECREATION ADVISORY BOARD**  
**MARCH 11, 2008**

The meeting was called to order at 7:03 p.m.

**ROLL CALL:** *Present* - Chairperson Maureen Degen, Board Members Phil Dlatt, Kathy Kozlowski, and Teri Pytel. *Excused* – Al Froehde, Spring Green, and Mike Hilt. *Staff present* - Park and Recreation Director Perkins and Village Administrator Vitas.

**APPROVAL OF MINUTES:**

MOTION made by Phil Dlatt, seconded by Teri Pytel, to approve the minutes of the February 12, 2008 Park Advisory Board with the correct spelling of Bob Warren's name.

Voice vote, AYES have it. MOTION CARRIED.

**PUBLIC APPEARANCES:** - None

**ITEMS FOR REVIEW/DISCUSSION/APPROVAL:**

**Alpine Runners – Request for 2008 – Brian Foss, Representative:**

In a letter dated February 4, 2008 to Director Perkins, Mr. Foss requested permission to hold the 2008 Alpine Races in Paulus Park on Sunday September 7, 2008, from 5 a.m. to 12 p.m. The club will be responsible for providing port-o-potties and having a medical response team on site during the race. In his presentation to the Park Advisory Board this evening, Mr. Foss said they will not be using the chalet or stage—only the Barn. The race will be limited to three hours, and ample water will be available.

Director Perkins said this was an excellent group to work with. The event used very little staff time, the organizers cleaned up after themselves, and they were generous with the contributions. He reviewed the new Special Event Request Cost Breakdown form that included approximate costs for police, fire, and public works staff time as well as park and recreation staff time. A universal form to cover expenses for all departments for larger events will be created. Director Perkins is recommending the Facility Fee (\$60), Marquee Fee (\$50), and the Equipment Fee (\$45) be waived in consideration of the \$1,500 contribution for 2008 that the Alpine Runners will make toward Fourth of July entertainment.

MOTION made by Kathy Kozlowski, seconded by Teri Pytel, to recommend the Public Works Committee approve the request from the Alpine Runners to use Paulus Park for the annual Alpine Race on September 7, 2008 per the Special Event Request Cost Breakdown form with the facility, marquee, and equipment fees waived.

Voice vote, all in favor. MOTION CARRIED.

**Meeting with Village Administrator Bob Vitas:**

Administrator Vitas introduced himself to the Park Advisory Board members and complimented them on the wonderful parks within the Village. He provided an overview of the goals for the 2008/09 fiscal year budget. The Village administration is in transition due to the “new” staff but is working to create a budget that avoids deficits and improves cash reserves. A hiring freeze was implemented on January 1, 2008, and personnel and equipment are being carefully scrutinized along with other expenses to help obtain financial goals and improve the financial health of the Village. A capital improvement fund will be created, and the capital improvement replacement schedule will be reviewed.

The Revenue Budget by Department for Fiscal Year 09 for the Park and Recreation Department was briefly reviewed and discussed.

Phil Dlatt said he was disappointed that the Village was not moving forward on a recreation center and noted that many of Director Perkins’ budgetary requests are denied.

Chair Degen gave Administrator Vitas background information about the Park and Recreation Department, its staff, and budgetary allocations. The number of parks has increased to 31, yet the budget allocation and number of employees has not kept pace. The residents are becoming more demanding of park services and facilities, but the Park and Recreation Department has been last on the list when it comes to staffing and equipment. Chair Degen said Director Perkins needs to spend more time pursuing grants and implementing the master plan rather than serving as a park manager. A park manager position has been requested several times but is always cut from the budget. She said the Park and Recreation Department is a department that needs to grow and not shrink.

Administrator Vitas responded to the comments and said he intends to be fair in his reviews of each department and when assessing their needs. He will review Director Perkins’ duties to see if and intern could assist him soliciting grants. This budget will be transparent and accountable and tied to performance. He offered to have himself and Finance Director Zochowski present an overview of the budget at the April 8 Park Advisory Board meeting. Chair Degen said they would be most welcome to attend this meeting and any future meetings.

**Paulus Park Phase II/OSLAD Request:**

A four-page document prepared by Thompson Dyke & Associates (TD&A) on the Paulus Park Phase II OSLAD Development Grant listing the improvements, scope of services provided by TD&A, fees, time schedule, and procedure was reviewed. Discussion followed on replacing Kid’s Kingdom playground because of its condition and a new concession/shower building. Chair Degen strongly supports a new building. TD&A’s professional fee for the preparation and submission of the grant application is \$9,750 and the fees for the preparation of master plan revisions and cost estimates are \$2,800 with professional fees totaling \$12,550 plus out-of-pocket expenses in an amount not to exceed 15% of the fee.

MOTION made by Kathy Kozlowski, seconded by Teri Pytel, to recommend the Public Works Committee approve the Paulus Park Phase II proposal from TD&A with fees as stated above and in their agreement.

Voice vote, all in favor. MOTION CARRIED.

Chair Degen asked if the Public Works truck could be moved from the front of Paulus Park by Rand Road. Director Perkins will discuss this with the Public Works staff.

**ITEMS ATTACHED:**

The following items were reviewed.

- Update memo to Park & Recreation Advisory Board
- Park Improvement Fund Reserve (February)
- Summer Brochure - 2008
- Monica Perry and Bonnie Matheson – Citizens Corps Certificates
- Paulus Park and Staples Parks – Current Project Expenditures

**ADJOURNMENT:**

MOTION made by Kathy Kozlowski, seconded by Phil Dlatt, to adjourn the meeting.

Voice vote, all in favor. MOTION CARRIED.

The meeting was adjourned at 8:22 p.m.

Submitted by: *Janet McKay, Recording Secretary*

Approved by: \_\_\_\_\_ *4/8/08*