

**Approved**  
**VILLAGE OF LAKE ZURICH**  
**PARK AND RECREATION**  
**ADVISORY BOARD MEETING**  
Village Hall Board Room  
Tuesday, December 14, 2021- 6:30 PM  
**AGENDA**

**1. Call to Order**

The meeting was called to order at 6:30pm by Chair Koch.

**2. Roll Call:** Chairperson Kevin Koch; Members: Vice-Chair Tim Andrews, Shawn Bergfalk, Allen Borg, Sariah Quimby, and Cathy Malloy. Staff present: Recreation Director Bonnie Caputo, Recreation Supervisor Elke Kadzielawski and Recreation Supervisor Jenna Stanonik. Park and Recreation Board Liaison Trustee Greg Weider.

**3. Approval of Minutes:** August 10, 2021

MOTION made by Jeff Carey, seconded by Sariah Quimby to approve the minutes of the August 10, 2021, Tim Andrews and Cathy Malloy abstained. Park Advisory Board meetings as presented. Roll call vote, all yes. MOTION CARRIED

**4. Public Comments:** There were no public comments submitted prior to the meeting. There was one resident who attended with public comment.

A. **Mary Kozub, Ancient Oaks Foundation-** Mary wanted the board to be aware of upcoming Ancient Oak events. On December 29, 2021, they Fort Building will take place from 3-5pm at Kuechmann Arboretum for patrons 8+ and on February 26, 2022 they will host a trivia night at Kemper Lakes. Mary also wanted to make sure that the board was comfortable contacting her or AOF with any questions that they may have. Mary also informed the board that Fall was crazy busy and that they personally harvested over \$1700 in seed and planted another \$8000 in seed. This seed was harvested from places like Oak Ridge Marsh to Kuechmann to Old Mill Grove. Mary expressed that changes were coming as they have one paid employee for the past three years and that Claire Slattery will be taking a step back. May expressed that the foundation is seeking a person. Vice-chair Tim Andrews asked if AOF can come in and assess properties for a fee of \$50.00 and AOF could use the fee as fundraising dollars. Mary stated that AOF currently does free oak tree evaluations.

**5. New Business**

A. Director Caputo summarized SRACLC saying: The Village of Lake Zurich is a cooperative member agency of the Special Recreation Association of Central Lake county. SRACLC provides community based therapeutic recreation programs and services to people of all ages with disabilities or special needs. Presentation on SRACLC's mission, program, services and outreach to the community to be given by Executive Director, John Buckner **Special Recreation Association Central Lake County (SRACLC)** – John thanked Recreation Director Caputo and Recreation Supervisor Stanonik for making his job easier and stated the Lake Zurich is one of the best villages to work with. John hopes for

an open-ended relationship with the Village of Lake Zurich for any questions. John explained that .1 2/10's - .4 cents of special levied tax is what the Village of Lake Zurich pays SRACLC. Special Recreation Association Central Lake County is made up and services 7 different member agencies Villages or park district including Lake Zurich, Hawthorn Woods, Lincolnshire, Vernon Hills, Grayslake, Mundelein, and Libertyville. The Special Recreation Association of Central Lake County is a cooperative effort of seven Member Agencies to provide year-round, community-based recreation services to individuals with disabilities and their families. Member Agencies provide the primary source of operational revenue through a property tax levy available to park districts and municipalities who have entered into a cooperative agreement or through a general fund. Individuals whose primary residence is within the legal boundaries of one of the Member Agencies are considered residents of SRACLC. SRACLC offers nearly 500 recreation programs per year for people of all ages and ability. SRACLC believes in equal opportunity for all and everyone should be allowed to participate at their highest desired level. SRACLC and their Member Agencies provide inclusion services to individuals with disabilities wishing to participate in the Park District and Village recreation programs at no additional cost to the family. Inclusion services may include, when necessary, staff training, program modifications/adaptations, adapted equipment, additional staff, and program observations. SRACLC tried to keep in-person programming running as much as possible in 2020 and although numbers were lower they were able to help accommodate approximately 30 people in the Summer and 15-20 people in the Fall/Spring. Inclusion aides will help member agencies with all program needs including day camp, horseback riding, and daily programs. SRACLC was founded and formed in the mid 1970's. The Village of Lake Zurich has been a part of SRACLC since the mid 1990's. John Carey asked if there is a maximum age for services and John Buckner replied, No. SRACLC services from 3 years old to seniors. Chairperson Kevin Koch asked what do you specifically do for the Village of Lake Zurich. John responded that they send inclusion aides for day camp, special Olympics, basketball, and any other program that the Village of Lake Zurich offers. They also have social club nights for the adults. SRACLC is a distinguished and accredited agency that offers programs from 10-3pm and hold ratios at 1 to 2. Director Caputo added that John Buckner also leads the Foundation Board, golf outing, and raised money to build a well needed sensory room. John said they rely on core services, staff ideas, ie sensory room and fundraising. SRACLC raised over \$90k in two years to make the sensory room happen. The sensory room originally was built in Mundelein's facility but has since moved to Libertyville. SRACLC is currently building low impact trails in Vernon Hills and Grayslake and they are building accessible extensions in parks; Lake Zurich will be eventually added to the list. John would like to see something special in each community. John Carey asked if District 95 is helpful. John Buckner replied that yes, they are helpful and offer a good staff.

## **6. Old Business**

### **A. Fireworks RFP**

Director Caputo read the Advisory Board the memo created in regards to the fireworks RFP. The contract is for a 3-year agreement. Staff released a request for proposals for a three-year contract for the Lake Zurich's annual July 4<sup>th</sup> celebration firework display (2022-2024) for a maximum cost per display of \$33,000. The RFP was released November 1, 2021 and closed December 1, 2021.

The Village of Lake Zurich received one proposal from J&M Displays and the proposal includes rain dates and extra shells for early payment. Staff is seeking recommendation to award the three-year firework contract to J&M Displays.

Chairperson Kevin Koch asked why the Village did not receive more than one bid. Director Caputo believes that one bid was received based the unique factor of shooting from the lake. The decision to launch from a barge is two-fold. One the State Fire Marshall proposed to increase the safety zone required for larger shells and two, shooting fireworks from the barge increases viewing space for the public. Chairperson Koch asked about the expense that is charged back to the hotel motel fund to cover the July 4<sup>th</sup> event. Director Caputo shared that annually it is approximately \$60,000 and that the event is fully funded through the hotel motel tax. Motion was approved by Allen Borg and Seconded by Tim Andrews, all in favor, Yes. Motion Approved.

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

Director Caputo was happy to share a very healthy-looking report. The end of the year revenue numbers are favorable to both budget and forecast. The monthly information report included charts of growth. The 2022 internal event committees have already begun meeting and setting the 2022 event dates. Multiple contracts for the upcoming year have already been signed including, but not limited to, Rock the Block entertainment (7<sup>th</sup> Heaven and Libido Funk Circus) and July 4<sup>th</sup> Independence Day celebration (DJ Dave Potash, Outta Storage and the Rave). All other contracts will be secured after the first of the year. Vice-chairperson Andrews asked if the Village will be adding to our Wibits in 2022. Director Caputo stated that due to the limited use of the Wibits due to COVID in the past two years, the current equipment is in great shape and the department is hopeful to place it back into use this summer. This is heavily dictated by staffing and lake levels.

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

- A. Cathy Malloy - The clothing swap on Saturday, August 28<sup>th</sup> was a success and had 75+ people come through the door. Those in need seem to be very appreciative of the drive. Mistletoe Moment is currently out at Rotary park. Chairperson Koch asked how many people came through Miracle on Main and Director Caputo estimated an attendance size of 3500-4000.
- B. Shawn Bergfalk- Groove Grove will be moving to Wednesday evenings and will be in conjunction with Food Truck Socials. He has one band who is already looking forward to play in 2022, that band is South City Collective.

C. Kevin Koch- Farmer's Market

Chairperson Koch shared that Farmer's Markets extended markets went well and the vendors seemed to like the extension. Director Caputo said that she will reach out to all current vendors in January and then new vendors starting in February.

D. Jeff Carey – Rock the Block – the committee currently has two out of the 3 bands secured. Headliner will be 7<sup>th</sup> Heaven and middle band will be Libido Funk. The committee is still waiting to hear back from a potential opening band. Director Caputo noted that the Village exceeded the sponsorship revenue budget thanks to Mayor Poynton as well as exceeded the rev budget for vendor fees and alcohol sales. No other updates.

E. Tim Andrews- Miracle on Main Street- Vice Chairperson Andrews shared that the Village had a great event. He was in charge of the adult beverages and stated that Cathy Malloy's idea of a mug was the hit of the evening. Shawn Bergfalk stated that the committee may want to look at an alternative idea for the long sleigh ride lines. Director Caputo said that the survey will close next week before the committee's wrap up meeting but that this could be conveyed and modified for next year's event. Director Caputo also gave a shout out to Cathy Malloy who contacted all of the area's parishes to see who wanted to participate: Chapel, JCC and come out and Peace Lutheran Church.

F. Sariah Quimby and Allen Borg shared that we are revamping the Sponsorship Opportunities packets. The information is outdated and it is time for an update. The committee is working on consolidating the package and the presentation of the piece. The Give Where You Live program will be on hold until next meeting. The Give Where You Live program is an expansion of the member tree and how you can invest in your community.

9. Director's Report

- A. Event Update- all dates have been secured for 2022 events. Purple plunge (3/5), Nitelite Egg Hunt (4/1), Annual Egg Hunt (4/9), and Arbor day (5/1)
- B. Park Highlights/Updates – FY21 the department were able to refinish the dance floor in BCA, purchase a mirror and portable floor in BCB, sand sifter, downtown tree lighting, and lake mile markers that public works will place around the lake. In FY22 OSLAD project including shoreline, Chalet trek deck, Buffalo Creek's parking lot and potentially Sonoma's tennis/pickleball court.
- C. Facility Highlights – The Paulus Park Barn will have a new elevator cab by the end of 2021. There are still items being worked on in the building. Public Works is working closely with the contractor to complete outstanding items.
- D. Program Updates-an unincorporated Lake Zurich senior resident sent in a flyer from Phil's beach showing that the beach is free to seniors and would like Lake Zurich to offer the same for its senior residents. Director Caputo reminded the board that Breezewald beach is a free beach to all Lake Zurich residents. Vice Chairperson Andrews suggested that the Village put a kayak self-storage unit down by the non-swim zone beach as an added amenity to Lake Zurich residents. Chairperson Andrews has offered to write up a proposal and cost analysis. Director Caputo stated the board is always open to proposals and that it needs to go through the VMO/Village Board.

10. Written Communications- include SRACLC Pamphlet, Non-resident flyer, Schedule of 2022 meetings, Local news, Event & program promotions.

11. Adjournment

MOTION made by Vice Chairperson Tim Andrews, seconded by Cathy Malloy to adjourn the meeting. Voice vote, all in favor. MOTION CARRIED. The meeting was adjourned at 7:44pm.

Two handwritten signatures in blue ink. The signature on the left is a stylized, cursive 'T' or 'M'. The signature on the right is a more formal, cursive 'T' or 'M'.