

**APPROVED**  
**VILLAGE OF LAKE ZURICH**  
**PARK AND RECREATION**  
**ADVISORY BOARD MEETING**

In Person Meeting- Village Hall 70 E. Main St.

Tuesday, June 14<sup>th</sup>, 2022- 6:30 PM

**AGENDA**

**1. Call to Order**

The meeting was called to order at 6:31pm by Chair Koch.

**2. Roll Call:** Chairperson Kevin Koch; Members: Tim Andrews, Shawn Bergfalk, Cathy Malloy and Sariah Quimby. Staff present: Recreation Director Bonnie Caputo, Recreation Supervisor Jenna Stanonik and Elke Kadzielawski. Allen Borg and Jeff Carey were excused.

**3. Approval of Minutes:** April 12<sup>th</sup>, 2022

MOTION made by Tim Andrews, seconded by Sariah Quimby to approve the minutes of the February 12<sup>th</sup>, 2022 Park Advisory Board meetings as presented. Roll call vote, all yes. MOTION CARRIED

**4. Public Comments:** There were no public comments for the meeting.

**5. New Business**

**A. Park Donation Policy**

Summary: Director Caputo read the policy. The purpose of this policy is to establish guidelines, standards and procedures for the installation and care of donations for Village Parks, either as a result of a cash or physical property donation from private and/or public entities. She had not received any feedback from the Park Advisory Board since the last meeting. Chairperson Koch had said it seems like Director Caputo covered a lot and there were no additions or changes he felt necessary. Vice-Chair Andrews mentioned that 3F on the 3<sup>rd</sup> page was brilliant to include the right to refuse any donations. He thanked Director Caputo for her hard work on the document. Cathy Malloy asked Director Caputo if this would be advertised. Director Caputo shared that it will be on the Village of Lake Zurich website and an excerpt will be in the Park & Recreation Dept. Program Brochure. It will be posted that it is a draft and there will not be active solicitation of donations. The donation policy is different than the Give Where you Live program- this covers all bases. Shawn Bergfalk asked if there was any conversation on the dollar amount you can give or if it was set. Director Caputo shared that the dollar amounts are the best realistic expectations of what amenities cost. Shawn Bergfalk suggested allowing approachable donations for everyone in the community, maybe smaller amounts than \$50. He also shared he would love for his charity to participate in this. Director Caputo shared that it is just a jump start to the piece. Chairperson Koch asked how the process starts if someone wants to donate. He asked who vets this donation process. Director Caputo shared that it would go to the Park & Recreation Dept. then to the other Directors around the Village, go through the Park Advisory Board & then final approval to the Village Board. Chairperson Kevin Koch made the motion to

approve. Shawn Bergfalk said yes and Vice-Chair Andrews was the second. Sariah Quimby said yes and Vice-Chair Andrews was the second. Roll call vote, all yes.  
MOTION CARRIED

**B. Give Where You Live Program**

Summary: Director Caputo read the summary of the program. This concept was present by Chairperson Koch during COVID. The department then created a draft that was worked on by a subtask force comprised of Chairperson Koch, Allen Borg and Sariah Quimby. Chairperson Koch shared he was in favor of displaying a variety of options, from \$50 to \$10K+. This was echoed by Vice-Chair Andrews. Director Caputo stated that the only recommended change she received is to reference the donation policy in the document. Chairperson Koch asked if dog waste stations have bags. Director Caputo shared that this is a new opportunity for the community to assist with per resident feedback. Vice-Chair Andrews asked what the maintenance fee attached to the unit is. Director Caputo shared each unit is about \$300-\$350. Chairperson Koch asked if there were any additional questions or comments. Shawn Bergfalk asked the procedure for input-in regards to who determines where it goes or who gets it. Director Caputo shared that these will be mostly designated gifts that the Park & Recreation Department will take and we will also allow them to leave it up to us for placement. Chairperson Koch asked for a motion to approve. Vice-Chair Andrews said yes and Sariah Quimby was the second. Roll call vote, all yes.

MOTION CARRIED

**6. Old Business**

A. None

**7. Treasurer's Report**

Director Caputo shared that things are very healthy right now. With Dance it is better year over year by \$30,000. This exceeds 2019 numbers. Preschool is favorable year over year as well. Year over year we are under for Camp revenue but ahead in enrollment. A lot of paid deposits but not paid in full amount. Chairperson Koch asked if we are close to getting back to normal. Director Caputo shared that Dance is far exceeding. Camp is lower but we also lowered the attendance overall since 2019. We now have 40 upstairs and 75 downstairs. The Village went for referendum and it did not pass so we have to stay where we are in regards to enrollment. Athletics is coming back down which was expected. They also have staffing shortages and cannot take as much in regards to enrollment as years prior. Vice-Chair Andrews had two questions. The first in regards to dance stating the clearly people are enjoying it as numbers continue to rise. He asked if it has been discussed to expand and if so where. Director Caputo shared that 360/365 dancers in 2019 we have capacity within current class structure with 2 studios now vs. the 1 prior. Linda Donner was an independent contractor who moved out of studio space and that was repurposed for dance. Director Caputo shared that we cannot expand any more classes M-Thu & Sa that we run. Sundays are currently used for rehearsals sparingly. There are 57

classes offered. Another studio would be needed to expand at all and could be a potential problem in the future. With the remodel of the Paulus Park Barn, the upstairs classroom does have a ballet bar installed just in case for future. Vice Chair Andrews asked his second question in regards to recruitment for lifeguards. Recreation Supervisor Elke Kadzielawski shared that it had been a struggle initially but is currently fully staffed for the Summer season. She hired 37 staff members this year and brought back the gate guard position in order to be able to hire fully. There are 11 staff on the team who are 14 & 15yr. olds that fill the gate guard position. There are 40 certified guards, 4 seasonable subs and 11 gate guards. Vice-Chair Andrews congratulated Recreation Supervisor Elke Kadzielawski on being able to fully hire stating he was concerned. Chairperson Koch asked the starting pay. Director Caputo shared that it is \$12/hr. Director Caputo then continued with highlights from the April 2022 Village Board Report. She also highlighted events such as Arbor Day, Block A Food Truck Socials, efforts with Rock the Block and new Farmer's Market sponsors as well. The Spring Dance recital took place in May and Dance Coordinator Mollee Johnson got a big shout out for the wonderful performances that took place. Vice-Chair Andrews asked if there were any sponsors for the Fishing Derby. Director Caputo shared that it is all volunteer run and that she shops with the volunteers Bob & John at Wal-Mart to purchase about \$300 in prizes and worms. Vice-Chair Andrews stated he will purchase the worms for the event and drop off.

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

- A. Cathy Malloy -Cathy shared that Picture in a Park is taking place. Nothing to report for Miracle on Main- first meeting in August.
- B. Shawn Bergfalk- Groove Grove needs some help with the following:
  - i. Pass out flyers to local businesses
  - ii. Trying to kick up more interest
  - iii. Bands booked for all 3 months
  - iv. Food trucks set
  - v. Needing more artists-Shawn Bergfalk met with artists from Main St. Art {Jean}
  - vi. Live painting from a student at Main St. ArtGroove Grove is now the last Wednesday of the month in June, July & August from 4:00-7:00pm.
- C. Kevin Koch- Farmer's Market is going very well. The opening market had about 1,500 people and the 2<sup>nd</sup> had around 1,000. It is wonderful to have food, drinks and a band all together. The Non-Profit booths have returned along with a pet rescue every week. Very happy with the first couple of weeks. Shawn Bergfalk thanked the committee for allowing his non-profit charity to be there.
- D. Jeff Carey-absent. Director Caputo stated that Rock the Block has over \$30,000 in sponsorships currently with Echo, Volles, Medical Murray, Lifetime, Smalley, MUIR, Martin Enterprises Heating & Air Conditioning as well as Lake Zurich Tire & Automotive. The committee is looking at how we can better the experience for attendees with the sponsorship dollars. Chairperson Koch asked if we are getting any new sponsors for anything else. Director Caputo shared that McDonald's, Herrera & Mendez. Behr Restaurant Family as well as Dipstick Oil.

There has definitely been some traction from the new sponsorship piece that was created.

- E. Tim Andrews- nothing to report.
- F. Allen Borg - none
- G. Sariah Quimby has nothing to report but did ask who printed the new sponsorship piece. She loves the new piece and that great quality. Director Caputo shared that SIR SPEEDY is the printer that the Park & Recreation Department used. The piece was also created with multiple year use in mind. Chairperson Koch asked what happened with the marquee sign. Director Caputo shared that there is \$54,000 from Jack-O-Lantern World sitting there so we have to wait and see what they bring in this year to cover the cost. Director Caputo shared that the Village President is very happy with the OSLAD projects as they look beautiful. The trail and shelter are operational. The stage electrical panel is set to be put in place by July. The CIP for the Village will include a bandshell portion to be added to the stage. There could be potential donors to fund the cover of the bandshell. The quote we received for the bandshell and half wall & back was about \$105,000. This does not include an AV. With adding that in, it is closer to \$150,000. There are multiple pots to pull from. Pulte gave a large sum of money for the development they just began. The Park Impact fees are not significant. Those funds helped create Sunset Pavilion. There is a certain formula to determine park impact fees.

9. **Director's Report**

- A. Block A is running. Stephen Siller raised over \$30,000 in sponsorships. Movies in the Park is this Friday- Sing 2! The Fishing Derby, 4<sup>th</sup> of July and the Tri are all coming up as well. For the 4<sup>th</sup> of July it is opening at 10am with \$5 open carry wristbands.
- B. Park Highlights/Updates: FY22 OSLAD projects are done. The Chalet deck will be completed this Fall. The Buffalo Creek Parking Lot will be in August/September. Oak Ridge basketball court is also getting a renovation soon.
- C. Facility Updates: The elevator has its final inspection coming up. The windows in the upper level of the Paulus Park Barn are currently leaking. Public Works is working to fix the issue.
- D. Program Update: Camp is running smoothly. The beach is open and running. The IRMA visit for the beach took place today and it went very well. The WIBITS will be opening after the 4<sup>th</sup> of July. Cathy Malloy asked what the WIBIT rules are. Director Caputo shared that there are a lot of rules. The participant must be 7 and older, has to swim 25 yards out and back, they have to tread water for 1 minute. They are on a 20-minute rotation for usage. Chairperson Koch asked if they have to swim test every time. Director Caputo said yes every time. There are 5 lifeguards dedicated to the WIBITS.

10. Written Communications- Local News, Event & Program Promotions

Director Caputo recommended the board look through the attachments included in the Park Board Packet.

Cathy Malloy asked if the Day Camp Program was full. Director Caputo shared that we are full with waitlists. Cathy Malloy asked if Phase 3 was returning this year in the Fall and Director Caputo shared that she just spoke with a manager at the Brewery and they are not interested in returning. When Michael Duebner spoke with them, they are interested, so it is conflicting answers at the moment.

#### 11. Adjournment

MOTION made by Vice-Chairperson Andrews, seconded by Sariah Quimby to adjourn the meeting. Voice vote, all in favor. MOTION CARRIED. The meeting was adjourned at 7:42pm.

Approved by:

Kevin Koch, Chairperson of Park and Recreation Advisory Board

