

APPROVED
VILLAGE OF LAKE ZURICH
PARK AND RECREATION
ADVISORY BOARD MEETING

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

Tuesday, February 13, 2024

AGENDA

1. Call to Order

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

2. Roll Call: Chairperson Kevin Koch; Members: Vice Chair Tim Andrews, Shawn Bergfalk, Cathy Malloy, Jeff Carey, Sariah Quimby, and Allen Borg. Staff present: Recreation Director Bonnie Caputo, Recreation Supervisors Jenna Stanonik, Elke Kadzielawski, and Marisa Boynton. Trustee Greg Weider was absent and excused.

3. Approval of Minutes: December 12, 2023

MOTION made by Tim Andrews, seconded by Sariah Quimby to approve the minutes of the December 12, 2023 Park Advisory Board meetings as presented. Roll call vote, all yes. MOTION CARRIED

4. Public Comments:

Marty Jablonski of 68 Lakeview Pl asked the board if they are aware of any diagonal parking plans for Breezewald. Director Caputo stated that the village board voted that down and there is no discussion at the senior board level. Director Caputo encouraged him to reach out to the Village Manager with any additional questions.

5. New Business

A. External Special Events Requests

Summary: Director Caputo and Staff is seeking a Park and Recreation Advisory Board recommendation for the Water Lantern Festival special event proposed to be held at Paulus Park on Saturday, May 18, 2024 from 5-9:30pm. The approximate number of attendees for the event is 2,000 to utilize the park grounds/Playground Pavilion and park waterfront at Paulus Park. Sydney Head from the Water Lantern Festival appeared via Zoom and presented a brief presentation overview of the fest. It is a community gathering that. They are partnered with water.org who sends money to countries with no water. They anticipate around 2,000 attendees. The fest will include pre-recorded music, 6-10 food trucks, 4-6 artesian, games and a lantern launch from 8:30-9:30pm. The beach will remain closed until launch time. Ms. Head will have a full staff on-site with 5 people dedicated to the water. Their clean up is down with a buoy line that will pull the lanterns to shore and crew members will pick up and dispose of them. They will also return the next day to do a secondary clean up of the grounds. Vice-chair Andrews asked if the food trucks can be located in the parking lot. Director Caputo stated that we will work with them. She also noted that the park will remain open and the Water Lantern Fest will have their own medical team on-site. Director Caputo also reached out to the LPOA, Ben Goldberg, and they are aware of the event. Allen Borg asked, since they were a for profit what their charges were. Ms. Head said they have adult, youth, and date night prices but the

adult price is \$26 for one lantern. Allen Borg then asked if the food vendors were approved and where does that money go. Director Caputo stated that it goes to the organizer. She also mentioned that LCHD (Lake County Health Dept) will be aware and on-site for inspection. Allen Borg asked Director Caputo what the final cost obligation from the festival to the village was. Director Caputo said it was \$600 and any additional reimbursement costs, i.e. Lifeguards because safety is our number one concern. Allen Borg asked if there was a food truck fee and Director Caputo said no, it's included in the \$600. Cathy Malloy asked if a family of 4 could attend and only purchase one lantern. Ms. Head said yes. Cathy Malloy asked how they handle rough waves or weather. Director Caputo said that we have intentionally moved the launch site to a more visible area and those issues are not anticipated. Cathy Malloy asked about the darkness in being in the park so late. Recreation Supervisor Boynton stated that they would be bringing in their own light towers with generators. Cathy Malloy asked if they recycle. Ms. Head said that they recycle as much as they can and reuse the tea lights. Chairperson Koch asked if they can bring home the lantern. Ms. Head said that if they can keep track of it, they can take it home. Shawn Bergfalk asked if the proceeds go to a non-profit, can a local non-profit benefit from it. Ms. Head said that she loves that idea but needs to circle back with the answer. She will contact Recreation Supervisor Boynton with the answer. Shawn Bergfalk asked if things fall into the water and if so, how do you clean it? Ms. Head said unfortunately it happens from time to time. Director Caputo said that Recreation Supervisor Boynton did reference checks and Recreation Supervisor Boynton stated that she received glowing reviews from Aurora. Cathy Malloy asked why Lake Zurich and Ms. Head said she always wanted to come to Lake Zurich and other amazing cities. This is a great opportunity for growth. Director Caputo said that she has been working with them for years and this is the first opportunity that dates worked out for both organizations. Sariah Quimby asked if there was a rain date. Ms. Head said that it runs rain or shine unless there is lightening. Director Caputo said that they have 180 days to have a rescheduled event. Cathy Malloy made a motion. Roll call vote, all yes. MOTION CARRIED

6. **Old Business – None**
7. **Treasurers report** – Director Caputo reviewed operations through December 2023 stating that dance, preschool, youth and athletic programs are healthy. We have deferred \$96,000 from 2023 to 2024. We exceeded budget and revenues from 2022. Our expenditures are under budget by \$42,000. Cathy Malloy stated that we lost revenue because the wibits were closed in 2023. Director Caputo said that we are all working hard on recruiting. We have 3 upcoming job fairs with the first one being February 15th at Stevenson high school. We have incentives for our returning staff and have increased salaries to include starting pay of \$15 and returning staff at \$17, in hopes to retain them.
8. **Advisory Board Member Reports/Update**
 - A. **Cathy Malloy/Tim Andrews- Miracle on Main Street Survey Results**

Vice Chairperson Andrews said that the survey was good. Director Caputo said that there was a lot of success with Merry and Bright and worked well thanks to

help of Tim Andrews, Cathy Mallow and Footloose! Give where you live helped with the holiday tree replacement that came from an anonymous donor. We would also like to thank Treetime and the anonymous Lake Zurich family with helping us obtain our beautiful 20' holiday tree. Vice Chairperson Andrews said that we need to start working on the Merry and Bright light budget and Director Caputo said that it is on the list.

B. Shawn Bergfalk- Live at the Lake.

Shawn Bergfalk said we have a full docket of entertainment lined up and that Stephanie Schweda is helping secure a comedian for comedy night. We have a diverse line up of entertainment for Thursday evenings in June and July, including Battle of the Bands, Salsa night, Comedy night, movie sing-a-long, and BBQ bands. The entertainment will be at the stage area and alcohol will be served at 3 of the events. This is integrating into a new approach. Recreation Supervisor Boynton said the dates will be June 20, 27, July 11, 18 & 25.

C. Shawn Bergfalk/Sariah Quimby- ADA Park Improvement Survey (open until February 28th /Food Allergy & Communication Boards Playground

Signage/ADA Picnic Table purchase Staples Park. Director Caputo said that we have a levy to increase SRACLC but we need to be strategic. We were exceeding revenue even though we were practical. With the increase we are able to do more in the community. We will be sitting around the table with Shawn Bergfalk and Sariah Quimby utilizing funds for where we can spend money. As we design the spray ground, we will plan to collect more data for improvements. We also have designed communication boards with the help of Trustee Sugrue and his wife. These boards will be for our beach and play grounds. We are moving forward with signs to be placed. Director Caputo stated that we have purchased 8 new tables for Staples park that cost \$16,000.

D. Kevin Koch-Farmers Market (purchases/Compeer Grant). Chairperson Koch shared there will be new sponsor this year in addition to Goodyear. True Value has made a nice donation. The rotary may stop with alcohol sales because of the lack of volunteers so Chairperson Koch asked for the board to help. Recreation Supervisor Boynton applied for the compeer grant that will fund the already purchased Adirondack chairs and umbrellas. They are hoping to also purchase high boys near the band area. Recreation Supervisor Boynton also said that they need a demo tent i.e. cooking, artisans making product for the grant. Chairperson Koch asked if invites when out to the vendors and Recreation Supervisor Boynton stated that yes and after March 1st it will be open to new vendors. Simple back is in. Sariah Quimby asked if breweries could come out to sell alcohol and Recreation Supervisor Boynton stated that due to Illinois licensing laws per Assistant Village Manager Duebner, they can not sell because their license doesn't allow it but a food truck can with a village liquor license. Jeff Carey asked if Scoreboard or Bobbers could sell alcohol. Director Caputo stated that yes they can with a village liquor license.

- E. **Rock the Block-** Recreation Supervisor Boynton stated that we have already filled 1 of the 19 spots for 2024. Chairperson Koch wants us to send sign ups to them before sending it out to the public. Director Caputo said that it goes out to all previous volunteers and that to Jeff Carey's point that people should not be signing up in a group, they should be signing up as individuals.

9. Director's Report

- A. Recreation Supervisor Boynton gave the following event updates- Purple Plunge (3/4), Annual Egg Hunt (3/23), Arbor Day (4/27) & AOF Programs put on by Mary Kozub great nature offering can be found on page 9 of the Spring/Summer Brochure. Vice Chair Andrews said that we shouldn't forget about the fishing derby. Director Caputo said that she reached out to the LPOA, Ben Goldberg, to see if they want to be engaged and volunteer for the day, she is waiting for their response.
- B. Director Caputo reviewed the park highlights/updates- although we haven't received the official formal agreement we have received word that we are the recipients of the \$600,000 OSLAD Grant through the IDNR. This big project scope is just over \$3M and the main component is the spray ground, bandshell, shoreline, outlook, game tables and baggo court. We are taking our time and focusing on design. Now that the ground is thawed the electronic marquee install is moving forward. The band shell will be designed with help through the mayors office, park and rec office, village managers office and internal task force. We will be asking John Buckner, president of SRCLC to sit at the table for inclusivity ideas. We do not anticipate construction this year. Jeff Carey asked if the vision will be shared with the committee. Director Caputo stated that the scope of the work will be shared but the vision will not. The villages internal departments are working together on the design and that we are going for a natural and operational/function design. Chairperson Koch would like a member of the PAB to be included in the design since they are responsible for the parks. Director Caputo stated that she does not see an issue with a member sitting in. Director Caputo anticipated that there will be 2-3 design meetings.
- C. Director Caputo shared that Staples Park improvements include replacing tables and more investigating has to be done before deciding on what can be done in the bathrooms to determine what the issues are. There will be roof replacements (Chalet, concessions stand and Shelter A), and tennis court renovations at Staples and Sonoma Park
- D. Director Caputo gave facility highlights/Updates - FY24 budget includes Buffalo Creek A floor replacement, blinds at each park and rec facility, facility exterior signage at the Barn & BC. Director Caputo and Assistant Village Manager Duebner are working together on signage for our buildings.
- E. Recreation Supervisor Kadzielawski invited to board to the Impulse showcase on March 22nd and Recital on May 4th. Recreation Supervisor Kadzielawski also stated that the APA dance company is attending 3 competitions and the first one was completed at the beginning of February. The team brought home 30 awards included top studio. Recreation Supervisor Stanonik stated that day camp registration opened on February 5th and by noon is was full for alpine and cedar.

There's only a few spots open in camp, which is a good problem to have. We simply just don't have physical space. Non-registration opens on March 4th and we have to kindly say that we can not take them. Vice Chairperson Andrews asked if we track who we turn down and Recreation Supervisor Stanonik said that we do. Currently we have 51 people on the waiting list. Vice Chairperson Andrews said if in the future we can put together a facility and Director Caputo stated that we already tried and were told that they love what you are doing but stay in your lane. Cathy Malloy asked if the people that get turned away, maybe we should have them reach out to the trustees. Director Caputo said that we have but people just don't follow through. Jeff Carey said that we are doing a great job with programs and Director Caputo said they are successful because we have professionals that work and stay with us. Sarah Quimby asked if registration is opened as a lump sum. Recreation Supervisor Stanonik said yes. February 5th it opened at midnight to all residents and about 20% of new residents and 2023 residents were able to register. All residents receive the same opportunity to register. Director Caputo said that we time our brochure to hit households a week before registration starts.

F. Director Caputo said we are hiring for Aquatics and Day Camp. We are hoping to fill the Guest Service Associate position soon as we have a final interview with a candidate.

9. Written Communications Local News, Event and Program Promotions-Marketing
materials for upcoming events were present in information packed.

10. Adjournment: Chairperson Koch asked for a motion to adjourn the meeting. Motion made by Vice Chair Andres, seconded by Allen Borg. Roll call vote, all yes MOTION APPROVED. The meeting was adjourned at 7:58pm

Approved by: 
Kevin Koch, Chairperson of Park and Recreation Advisory Board