

APPROVED
VILLAGE OF LAKE ZURICH
PARK AND RECREATION ADVISORY BOARD
MARCH 13, 2007

The meeting was called to order at 7:33 p.m.

ROLL CALL: *Present* - Chairperson Maureen Degen, Board Members Spring Green, Mike Hilt, Janet Kremer, Kathy Kozlowski, and Teri Pytel. *Excused* – Al Froehde. *Staff present* - Park and Recreation Director Perkins and Recreation Supervisor Perry.

APPROVAL OF MINUTES:

MOTION made by Mike Hilt, seconded by Kathy Kozlowski, to approve the minutes of the February 20, 2007 Park Advisory Board as submitted.

Voice vote, AYES have it. MOTION CARRIED.

PUBLIC APPEARANCES:

Alpine Races 2007 Request:

Alpine Runners Race Director Brian Foss summarized the information in his letters to Director Perkins and the Park Advisory Board dated February 5 and March 10, 2007 where he requests permission to hold their annual run on Sunday, September 9, 2007 at Paulus Park from 5:00 a.m. until 12:00 p.m. They will provide port-o-potties and have a medical response team on site. They want to use the Barn to distribute race registration packet pickups on the day of the run, one shelter, the stage, and the marquee. They will not use the chalet.

Director Perkins recapped the fees that normally would be charged for the use of the facilities according to the Special Events Guidelines. He said since this organization has given large contributions back to the park department, he will review the fees to see if any could be reduced.

Mr. Foss added that the Alpine Runners will be paying for a band at the Fourth of July activities.

MOTION made by Teri Pytel, seconded by Mike Hilt, to recommend the Public Works Committee allow the Alpine Runners to stage and run their event on September 9, 2007 at Paulus Park with applicable fees to be assessed.

Voice vote, all in favor. MOTION CARRIED.

LZACC (Lake Zurich Area Chamber of Commerce) Taste of Towns 2007 Request:
LZACC President Robert Verde and Executive Director Dale Perrin summarized the information in their letter to Director Perkins dated February 15, 2007, and their proposal

dated March 13, 2007 distributed to the Park Advisory Board. They would like to have an event called the “Taste of the Towns” to promote the local business community and to provide a fun family-friendly event. The proposed event would be held in Paulus Park and run from 4-8 p.m. on Sunday, August 26. They would need the park from 2-9 p.m. Attendance would be free but a “passport” costing \$25 would be required to purchase food and drink samples from the vendors. They expect 15-20 food service providers and 10-15 local business with informational or promotional items.

A question and answer period followed. Several concerns were raised including adequate room and suitable location for the proposed 18 tents, adequate electric supply, possible conflicts with beach and sprayground activities and Paulus Park improvements, and proper monitoring of alcohol sales.

Mr. Perrin said the Chamber will be responsible for port-o-potties, tents, generators, and tables. They may need help carrying picnic tables.

Mr. Verde will talk to Police Chief Urry and Fire Chief Mastandrea about monitoring alcohol sales and consumption, traffic, and pedestrian crossing.

Discussion followed on fees. There was agreement that this event did not fit within the customary guidelines, and it was difficult to assess the proper fees. Director Perkins said the Chamber should be charged a \$300 liquor vendor fee since they will be selling the passports. The \$100 fee plus a fee to use the stage could be waived in place of a sizable donation to the parks or the community. He recommended only Chamber members be invited as vendors. Further discussion followed on the liquor sales and samples.

MOTION made by Chair Degen, seconded by Spring Green, to recommend the Public Works Committee allow the Lake Zurich Area Chamber of Commerce to hold the “Taste of Towns” event in Paulus Park on August 26, 2007, and charge a \$300 liquor vendor fee and have any other applicable fees or donation worked out between the Park and Recreation Department and the Lake Zurich Area Chamber of Commerce.

Upon voice vote, Maureen Degen, Spring Green, Mike Hilt, Janet Kremer, and Teri Pytel voted Aye. Kathy Kozlowski abstained. MOTION CARRIED.

ITEMS FOR REVIEW/DISCUSSION/APPROVAL:

Playground Options Review:

Director Perkins said he and Phil Dlatt attended a meeting with the vendor, Recreation Concepts, to discuss playground equipment for Braemar, Countryside West, and Quail Run parks. Due to the special 50% discount, staff has recommended replacing the equipment at all three parks this year to take advantage of the savings.

Teri Pytel questioned if there would be adequate funds to improve all the parks and if there should be a standard that the residents could expect.

Spring Green said she would like some type of a commitment that there will be funds put in budget for park improvements because the Park Improvement Fund is finite and should not be relied upon to fund all park improvements.

Erick Oleson said there are park standards that have been created with formulas that address both open space and playground needs that could be consulted for park planning.

Director Perkins pointed out that 20% of the costs for each playground will be paid with funds from the SRA levy because they are handicapped accessible. He consulted the Park Master Plan Guidelines and reviewed the funds in the Capital Improvement Plan for the three parks.

Chair Degen said the future funding cannot be predicted. She asked staff to review the Master Plan analysis to be sure that the development of parks is properly addressed.

The display boards with options for each playground was reviewed and discussed. Director Perkins was very impressed with climbing rocks that he saw at the state conference and thought they would be a good fit at Braemar. Teri Pytel disagreed and said Paulus Park would be a better location and a neighborhood park was not a good location. Chair Degen liked climbing nets and would like them added at Countryside West if possible. More swings should be added but Mr. Oleson said they do require quite a bit of room, and the playground layouts may need to be adjusted.

The following recommendations were made:

- Quail Run Park – Option #2 for ages 2-5, Option #3 for ages 5-12
- Countryside West Park – Option #2
- Braemar Park – Option #2
- Addition of one adaptive swing and two belt swings
- Addition of a small rock climber at Quail Run for younger children.
- Deferment of discussion of larger rock climbing equipment

Child Abuse Policy:

Recreation Supervisor Perry presented the proposed Policies and Procedures for the Prevention of Child Abuse. She recently attended a seminar sponsored by IMRA, the village insurance underwriter, on recommended policies and procedures to prevent child abuse that would protect the instructors as well as the children. Staff has based the draft policy on an approved policy.

Director Perkins thanked Supervisor Perry and the staff that assisted her in preparing the draft. He will have the Village Attorney review the proposed policy and forward it to the Public Works Committee.

MOTION made by Spring Green, seconded by Mike Hilt, to recommend that the proposed Policies and Procedures for the Prevention of Child Abuse be presented to the Public Works Committee after it is reviewed by the Village Attorney.

Voice vote, all in favor. MOTION CARRIED.

Paulus Park OSLAD Grant Projects Update:

Director Perkins provided an update on the Paulus Park improvements. A bid recap and review will go directly to the Public Works Committee with only Director Perkins' recommendation due to time constraints. Construction should start at the beginning of May 2007 and hopefully the sprayground will be ready by mid June.

Staples Park OSLAD Grant Projects Update:

Director Perkins provided an update on the Staples Park improvements. He has had further discussions with the baseball association. They do not want field #2 expanded and understand that the Park Advisory Board does not supporting batting cages.

Bristol Trails Park Master Plan/OSLAD Grant Update:

Director Perkins provided an update on the Bristol Trails Park Master Plan and OSLAD grant application. Discussion followed on how to arrange the meeting with the nearby residents, TD&A, and the Park Advisory Board to review park options. The Park Advisory Board wants to see and discuss the plans with TD&A before it is presented to the residents. Director Perkins will advise them of a meeting time when it is determined.

“Expect a Miracle” Foundation Walk-a-thon and Triathlon Approvals:

Memorandums from Director Perkins to Administrator Dixon recommending approval on both events were reviewed without discussion.

ITEMS ATTACHED:

The following items were reviewed without comments.

- **Update Memorandum to Park Advisory Board** (Reviewed by Director Perkins)
- **Park Improvement Fund Reserve for February**
- **Recreation Programs Bottom Line Revenue Report**
- **Summer Brochure Draft**
- **Mollie’s Report Cards – December 2006 – February 2007**

ADJOURNMENT:

MOTION made by Spring Green, seconded by Phil Dlatt, to adjourn the meeting.

Voice vote, all in favor. MOTION CARRIED.

The meeting was adjourned at 10:00 p.m.

Submitted by: *Janet McKay, Recording Secretary*

Approved by: _____ 4/10/07