

Approved
VILLAGE OF LAKE ZURICH
PARK AND RECREATION ADVISORY BOARD
NOVEMBER 9, 2010

1. Call to Order

The meeting was called to order at 6:30 p.m.

Roll Call: *Present* - Chairperson Judi Thode, Board Members Dawn Brazier, Jeff Carey, Michael Karija, Kevin Koch, Mary Mihelic, and Jan Papa.
Staff present - Park and Recreation Director Perkins.

2. Approval of Minutes:

MOTION made by Mary Mihelic, seconded by Dawn Brazier, to approve the minutes of the October 12, 2010 Park Advisory Board as submitted.

Voice vote, AYES have it. MOTION CARRIED.

3. Public Appearances: - None

4. Items for Review/Recommendation:

A. 2011 Advisory Board Meetings – Proposed schedule accepted with meetings scheduled for the second Tuesday of the month at 6:30 p.m.

B. Review Special Events Guidelines

The proposed changes and amendments to the Special Events Guidelines were discussed. Director Perkins provided clarifications and/or answers to the questions posed by the Park and Recreation Advisory Board members. Items discussed included large events, park usage fees, park utilization, and recurring events. The Village will be soliciting sponsors for the Fourth of July festivities and Park and Recreation Advisory Board members were invited to help find sponsors.

MOTION made by Dawn Brazier, seconded by Mary Mihelic, to recommend the Board of Trustees approve the changes to the Special Event Guidelines as noted in red.

Upon roll call vote:

AYES: 7 Judi Thode, Dawn Brazier, Jeff Carey, Michael Karija, Kevin Koch, Mary Mihelic, and Jan Papa.

NAYS: 0

MOTION CARRIED

C. Review Open Space Master Plan RFQ – Recommendations

The Open Space Master Plan (OSMP) Consultant Review Choices, Time Line, and List of Consultants was distributed and reviewed. Judi Thode said she and Director Perkins met with Village Administrator Vitas and Assistant Village Administrator Witherow to review the proposals. They ranked Houseal Lavigne Associates, LLC/Gewalt Hamilton Associates, Inc.; Planning Resources, Inc.; and Norris Design as the top three choices. Director Perkins elaborated further on the criteria and the selection process.

It was agreed that the top three consultants would be invited to interview at a Special Park and Recreation Advisory Board meeting on Wednesday, November 17, 2010 at 6:00 p.m. with the location to be determined. Further research on references, diversity of experience, financial rating and viability, number of personnel, and experience of personnel is needed. All information garnered should be sent to Director Perkins no later than 4:30 p.m. on November 15.

5. Director's Report

- WebTrac – On line November 3, 2010 and is available for registrations
- Winter/Spring Brochure – Will be on web site and in the mail on November 17

6. Items Attached

- A. Park Improvement Fund Report – 11/5/10
- B. Park Improvement Fund – (Current FY expense/revenue reports)
- C. Holiday Tree Lighting Flyer – Paulus Park, November 27, 2010 - 4:00 p.m.
- D. Recognition of Flint Creek Watershed Partnership – Certificate was presented at the Board of Trustees meeting

7. Adjournment

MOTION made by Mary Mihelic, seconded by Kevin Koch, to adjourn the meeting.

Voice vote, all in favor. MOTION CARRIED.

The meeting was adjourned at 7:48 p.m.

Submitted by: *Janet McKay, Recording Secretary*

Approved by: _____
Judi Thode, Park and Recreation Advisory Board Chair

1/11/2011