

APPROVED  
**VILLAGE OF LAKE ZURICH**  
**PARK AND RECREATION ADVISORY BOARD**  
**SPECIAL MEETING – November 17, 2010**  
**Consultant Interviews**

The meeting was called to order at 6:03 p.m.

**ROLL CALL:** *Present* – Chair Judi Thode, Vice-Chair Mike Karija  
Board Members, Dawn Brazier, Jeff Carey, Kevin Koch, Mary Mihelic, Jan Papa  
*Staff present* - Park and Recreation Director Perkins, Asst. Village Administrator Witherow and  
Trustee Halen

**PUBLIC COMMENTS:** None

**ITEMS FOR REVIEW/RECOMMENDATIONS:**

- A. Director Perkins advised that the special meeting was for the purpose of interviewing the top 3 consultants for the Open Space Master Plan(OSMP) Revision that submitted their Request For Qualifications (RFQ). Consultants would have 45 minutes each to make their presentation and be able to answer questions from the Advisory board and staff.

6pm - Houseal Lavigne Associates

7pm - Norris Design

8pm - Planning Resources, Inc.

Each consultant handed out additional information and/or presented a slide show presentation to everyone present. After the conclusion of the last interview, Advisory Board members and staff formulated a list of strengths for each of the consultants with much discussion and compiled a ranking of the 3 consultants.

Norris Design was ranked 1<sup>st</sup> with an 8(#1), 1(#2) and 0(#3),

Houseal Lavigne Associates was ranked 2<sup>nd</sup> with 1(#1), 7(#2) and 1(#3),

and Planning Resources, Inc. was ranked 3<sup>rd</sup> with 0(#1), 1(#2) and 8(#3).

MOTION made by Dawn Brazier, seconded by Mary Mihelic, to recommend to the Board of Trustees that the Village of Lake Zurich enter into a contract with Norris Design to revise the 2004 Open Space Master Plan.

Upon roll call vote:

AYES: 6 Dawn Brazier, Jeff Carey, Michael Karija, Kevin Koch, Mary Mihelic, and Jan Papa.

NAYS: 1 Judi Thode

MOTION CARRIED

**ADJOURNMENT:**

MOTION made by Jeff Carey, seconded by Jan Papa, to adjourn the meeting.

Voice vote, all in favor. MOTION CARRIED.

The meeting was adjourned at 9:55 p.m.

Submitted by: *Michael Perkins, Park & Recreation Director*

Approved by: */s/ Chairperson Judi Thode*      1/11/11