



*At the Heart of Community*

PARKS AND RECREATION DEPARTMENT

200 South Rand Road  
Lake Zurich, Illinois 60047

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**Park and Recreation Advisory Board**

Village Hall Board Room  
Tuesday, February 14, 2023- 4 PM

AGENDA

1. Call to Order
2. Roll Call: Chairperson Kevin Koch; Members: Vice-Chair Tim Andrews, Shawn Bergfalk, Allen Borg, Jeff Carey, Cathy Malloy and Sariah Quimby
3. Approval of Minutes: December 13, 2022
4. Public Comments: This is an opportunity for residents to comment briefly on matters included on the agenda and otherwise of interest to the Village of Lake Zurich's Park & Recreation Department and Advisory Board. Public Comment is limited to 30 minutes total and 5 minutes per speaker.
5. New Business
  - A. External Special Event Request- My Density Matters  
Summary: Staff is seeking a Park and Recreation Advisory Board recommendation for the My Density Matters 5K Walk special event proposed to be held at Paulus Park on Sunday, October 15, 2023 from 10am-12pm. The approximate number of attendees for the Breast Cancer Awareness event is approximately 100 to utilize the park grounds/Woodland Pavilion and route around the lake beginning/ending at Paulus Park. Request was reviewed with All Community Events who saw no conflicts with their Jack O Lantern World event as well as the Police Department who recommended two officers to assist with road crossings.
  - B. Internal Special Event Approvals  
Summary: Staff is seeking a Park and Recreation Advisory Board recommendation for the following internally run special event in FY23: Tween Egg Dash & Dessert, Annual Egg Hunt, Arbor Day, Food Truck Socials, Farmers Market, Movies in the Park, Family Fishing Derby, Groove Grove, July 4<sup>th</sup>, Rock the Block, and Miracle on Main Street
  - C. External Special Event Approvals  
Summary: Staff is seeking a Park and Recreation Advisory Board recommendation for the following externally run special events proposed to be held on Village park property in FY23: Purple Plunge, Unplugged Fest, Brazilian Festival, Alpine Races, Bushel of Apples Fest and Jack O Lantern World
  - D. Jonquil Playground Renovation  
The budget for FY23 includes the playground replacement at Jonquil Park located at 519 Carolan Drive. A request for proposals (RFP) was released from January 9<sup>th</sup>-February 9<sup>th</sup> for the removal of existing playground structure, footings, removal of fall protection surfacing and perimeter containment edging, design, procurement and installation of a playground system including fall zone material and perimeter edging at Jonquil Park. Results and designs from are to be reviewed and presented for recommendations to be forwarded to the Village of Lake Zurich Board.

6. Old Business
7. Treasurer's Report
8. Advisory Board Member Reports/Updates
  - A. Cathy Malloy/Tim Andrews- Miracle on Main Street
  - B. Shawn Bergfalk- Groove Grove
  - C. Kevin Koch-Farmers Market
  - D. Jeff Carey- Rock the Block
9. Director's Report
  - A. Event Updates- Purple Plunge (3/4), Annual Egg Hunt (4/1), Tween Egg Dash & Dessert (4/7), Arbor Day (4/29) & AOF Programs (page 9 of the Spring/Summer Brochure); Letters to Santa & Deck the Trees at Breeze Review
  - B. Park Highlights/Updates- FY23 OSLAD Grant Application status, Paulus Park Bandshell/Electronic Marquee, and Playground Reno (Jonquil)
  - C. Facility Highlights/Updates - Chalet deck/floor, status of Buffalo Creek Roof in A/B, Buffalo Creek Building B Dance Floor
  - D. Program Update- Spring Summer Highlights & Enrollment Updates, Nonmotorized craft dry storage and rentals
  - E. Staff Update- FY23 Special Events Supervisor Guest Service Associate position hiring status
10. Written Communications- Spring Summer 2023 Brochure, State of the Village Strategic Update, Local News, Event & Program Promotions
11. Adjournment

April 11, 2023

The Village of Lake Zurich is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations so that they can observe and participate in this meeting, or who have questions regarding the accessibility of the meeting or the Village's facilities, should contact the Village's ADA Coordinator at 847-438-5141 (TDD 847-438-2349) promptly to allow the Village to make reasonable accommodations for those individuals.