



*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, December 10, 2024- 6:30 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 10, 2024
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. 2024 Scout Public Property Enhancement Projects Recognition  
Summary: Over the years, the Village of Lake Zurich has worked with numerous Boy Scouts, Girl Scouts and Eagle Scouts to complete projects throughout our parks that positively impact our community. This year the Village accepted two Public Property Enhancement Permit Projects submitted by local Eagle Scouts. The Department would like to recognize each of the scouts for their incredible dedication and hard work in choosing projects project that greatly benefited the community.
  - B. Village of Lake Zurich FY25 Internal Special Event Request  
Summary: Staff is seeking a Park and Recreation Advisory Board recommendation for the following internally run special events in FY25: Annual Egg Hunt, Arbor Day, Farmers Market, Family Fishing Derby, July 4<sup>th</sup>, Live at the Lake, Rock the Block, Merry & Bright Breezewald at Night/Express and Miracle on Main Street
  - C. External Special Event Application  
Summary: Effective for 2025 externally operated events, the Village will be implementing a revised set of guidelines designed to improve communication, expectations and coordination for all externally operated events. These updates include simplified application process, clearer timeline expectations, summarized event fees, consolidation of all policies and procedures into a single resource and enhanced support resources. The Department would like to present the application to the Park Advisory Board for their review and feedback.
  - D. Optimizing Green Space: A Master Plan for Keys Parks  
Summary: The 2025 budget includes \$100,000 for contracting a consultant to develop a master plan for 5-7 park properties. The Department is seeking input and feedback on which park properties should be included in the master plan and would like to engage the community in this discussion.

6. Old Business
7. Treasurer's Report
8. Advisory Board Member Reports/Updates
  - A. Cathy Malloy/Tim Andrews- Miracle on Main Street- Event Recap
9. Staff Report
  - A. Park Highlights/Updates- Parks Mini Master Plan (\$100K), Breezewald Park -beach retaining wall/maintenance entrance and parking lot (\$850K), Bristol Trails Basketball Court Resurfacing (\$60K)
  - B. Facility Highlights/Updates – Barn Exterior Signage (Barn & BC)
  - C. Program Update- Spring Summer Registration, APA Competitions and Recitals, Yellow Brick Road Open Houses, New Contractors
  - D. Event Updates- Merry & Bright Breezewald at Night/Express (12/13 from 5-8pm) & Letters to Santa; 2025 Spring event planning for Arbor Day & Egg Hunt
  - E. Staff Update- Hiring for Yellow Brick Road Preschool & APA Dance Instructor; Seasonal positions to be posted as of January
10. Written Communications- 2025 Schedule of Meetings, Event & Program Promotions & Local News
11. Adjournment

February 11, 2025

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.