



At the Heart of Community

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 4th, 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.

**Unapproved
VILLAGE OF LAKE ZURICH
PARK AND RECREATION
ADVISORY BOARD MEETING**

In Person Meeting- Village Hall 70 E. Main St.
Tuesday, November 12th, 2024

AGENDA

1. Call to Order

The meeting was called to order at 6:30pm by Chairperson Kevin Koch.

- 2. Roll Call:** Chairperson Kevin Koch; Members: Vice Chair Tim Andrews, Shawn Bergfalk, Cathy Malloy, Jeff Carey, Sariah Quimby, and Allen Borg. Staff present: Recreation Director Bonnie Caputo, Recreation Supervisors Jenna Stanonik, Elke Kadzielawski, and Marisa Boynton and Trustee Greg Weider

- 3. Approval of Minutes:** February 13th, 2024
MOTION made by Sariah Quimby, seconded by Vice-Chair Time Andrews to approve the minutes of the February 13th, 2024 Park Advisory Board meetings as presented. Roll call vote, all yes. MOTION CARRIED

- 4. Public Comments:**
None

5. New Business

A. Affiliate Agreements

Summary: Director Caputo read the summary of our affiliate agreements with Ela Soccer, Lake Zurich Baseball and Softball Association and Lake Zurich Flames Football organization. Director Caputo stressed that in addition to the service and expertise these organizations provide to the community, they also put in a lot of financial contributions towards the improvements of the fields and green spaces that they use. The only change to note was under Ela Soccer's agreements in regards to double signatures cashing checks. Sariah Quimby asked in regards to the Flames field usage is it their responsibility to make improvements on the fields? Director Caputo shared that yes with the proper permits it is their responsibility. Director Caputo shared that Lake Zurich Baseball and Softball Association wanted to put batting cages in and they were asked to hold as the Village is looking to invest in a mini parks Master Plan, long term plans for the parks and Staples is one of the targeted parks. There are a lot of tournaments held at Staples that bring in outside organizations and it is a very visible property. Chairperson Koch noted that 51% of participants are required to be residents and asked not just anyone can participate, it has to be a majority of residents? Director Caputo shared that yes it is required at least 51% are residents. Vice-Chair Andrews asked if there was a penalty if that dips below. There is not as they are required to send us percentages of participants residents vs. non-residents. Jeff Carey made a motion and Vice-Chair Tim Andrews made a second. Voice vote, all yes. MOTION CARRIED

B. LZ Youth Rugby Affiliate Agreement

Director Caputo read the summary for the proposed LZ Youth Rugby league. There were two presenters, local residents Roger Comins and James Peters. They made a presentation on the program and offerings to the Park Board. The goal of this program is to improve social and physical well-being of the youth in the Lake Zurich area. For year 1 of the program they are looking to keep it casual. Roger and James already have a roster of interested kids. The professional Rugby team in Chicago has interest in doing an event with Lake Zurich. Year 2 and beyond they would look to expand the offerings. Rookie Rugby is ages 5-10yrs. old and is open to all, girls and boys. It is focused on the social before the physical aspects. One of the unique things about Rugby is that after every match both teams come together and share a meal. This helps to foster a rugby community. The goal is to keep the cost low, less than \$50. They have already raised \$7,000 to help cover equipment costs. The season is end of March through June. There are festivals, which are small tournaments. They are hoping to host some scrimmages in Lake Zurich. There are already 31 participants interested which would make 3 teams and the teams play themselves. The training regimen is about having fun, ball handlings skills by playing games such as sharks and minnows. They will teach the game as well but the fundamentals are important. Roger and James believe you get the most out of the kids when they are having fun. James is a current coach for the Lake Zurich Flames and is an I-9 coach in Elgin. They have gone through thorough trainings, concussion trainings and background checks. Vice-Chair Tim Andrews asked if it was possible to schedule in the parks. Director Caputo shared that the hope is to be in Zurites, Paulus by the sled hill and Oak Ridge. Vice-Chair Tim Andrews asked about prices again and uniforms. The uniforms will be Athletic type shirts. James shared they hope to continue to raise funds so that parents do not have to pay as much. Vice-Chair Andrews asked if it was contact or not. James shared that it would be touch, no blocking in Rugby, the contact level would be very low. Cathy Malloy asked how it is played. James shared that the ball is thrown sideways or behind to the end zone but the ball has to be touched to the ground to actually score. Rugby is not a game of inches and is not as violent as it seems. Chair-person Koch stated that he appreciates that Roger and James are looking to walk it up and go into it slowly to test the waters. He feels it is a fantastic program. Shawn Bergfalk asked about the structure of the organization. Roger shared that it is a non-profit. Shawn Bergfalk asked how they already got such good funding. James shared that his current employer has donated and parents who really want this to run. Cathy Malloy asked if there will be cuts for the team. Roger said the more the merrier. James shared they do have coaches lined up and realistically they would like teams of 10. Allen Borg made a motion to carry and Vice-Chair Tim Andrews was the second. It was a voice vote, all yes. MOTION CARRIED.

C. Pet Waste Stations

Director Caputo read the summary of this new exciting offering. There was an e-mail included with a concerned resident in regards to the amount of feces that has been in the parks. The old ordinance that did not allow dogs in the park was updated in 2020 and there has been an increase in fecal matter in the parks as a result. This has forced the department to take a greater look at what can be done to help mitigate this. The department is proposing a donation program for individuals, organizations and businesses

to support the installation of pet waste stations throughout the parks, helping to maintain cleanliness and cover the initial costs of the units and installation. There are 30 parks total that would be included with 2 at the larger parcels. The cost is \$350 per unit. The post, bags and signage are placed next to a garbage can so that it is not an extra unit for Public Works to have to manage and maintain. This program goes hand in hand with the Give Where you Live program. Chair-person Koch asked if you sign up do you sign up for life? Director Caputo shared that the life expectancy for the units is about 5 years. When purchased the people sign off on the rules and guidelines. Sariah Quimby asked after the 5yrs does the donor get the signage? Director Caputo shared that it is the property of the Village but she has been known to give back signage. Cathy Malloy asked if there will be bags provided. Director Caputo shared that the Village will handle the replacement of the bags. Jeff Carey shared that he feels it is a great idea. Vice-Chair Time Andrews made a motion and Sariah was the second. This was a voice vote, all yes. MOTION CARRIED.

D.OSLAD Presentation

This is for discussion only and not a voting item. Lacey and Abby from Hitchcock Design Group attended the meeting to present the Open Space Land Acquisition Development Grant plans for Paulus Park. Lacey had a full slideshow presentation explaining all of the improvements that are taking place with the grant. The highlights are the expanded footprint of the Splashpad, the gatehouse/mechanical room being rebuilt and resituated, an amphitheater, permanent baggos/cornhole units to be placed in the park, and in the upper corner of the park by the Woodland Trails pavilion there is going to be an overlook with updated shoreline restoration. There will be seating and a retaining wall over there as well. Lacey gave a further breakdown of the slides with pictures to show what the scope of the projects are going to look like. One of the highlights with the renovated splash pad area is that there will be an ADA water table included and a gathering space for groups like SRACLC. There will be game tables in the area as well for passive recreation. Lacey went through the budget showing the IDNR has a match of up to \$600,000 and the Village of Lake Zurich is contributing about \$2.3 million. Construction is set to begin in April. The splash pad will not be in use for the 2025 season. Vice-Chair Tim Andrews asked how much of the park will be closed. Director Caputo shared that pockets will be blocked off depending on what work is being done. Chair-person Kevin Koch asked when the amphitheater would be done and Lacey shared in the Spring at some point. Shawn Bergfalk asked if there was fencing around the splashpad. Lacey shared that it was just the perimeter and seating would also be a natural barrier. Director Caputo shared that the department really utilized the ADA parks survey results and the most wanted item was seating and shade. If you have a 2-5 year old and 5-12 you will be able to see both. Shawn Bergfalk asked what the baggo cost is and Lacey was not sure the exact specific cost for the boards themselves but for 2 units it is about \$4,000. Chair-person Andrews asked if they could be made so that it could be moved. Lacey shared that per the OSLAD specifications it has to be permanent and you cannot move the concrete. Jeff Carey asked about the specifics for the designs for the bandshell and buildings, who was involved. Director Caputo shared that it was internal staff, Director Brown, Adam Hartman, Mayor Poynton, Manager Keller and Director Duebner. It was recommended for a full back amphitheater. Cathy Malloy asked if we know how noisy the water pumps are. Lacey stated they are divided by a wall so it should not be that noisy. Cathy Malloy asked about the giant umbrella that is on the beach

and if that can be incorporated into the grant. Director Caputo shared that we have already exceeded the match for the grant. That item is on an internal list for purchase outside of the grant. Jeff Carey stated he finds the plans impressive. The board clapped for Lacy and Abby's presentation.

6. **Old Business** – None

7. **Treasurers report** – Director Caputo reviewed operations and shared that program revenue is looking really strong. Dance is already \$83,000 ahead. Cathy Malloy asked if there were just not enough people coming in to utilize the beach for the Aquatics Department. Director Caputo shared we held on pricing to stay reasonable within the field. The WIBITS were back in the water but the department did not see the numbers for attendees. Allen Borg asked how the department felt construction might effect the numbers for the 2025 Summer season. Director Caputo does not believe it will be terrible but we do not know what we are in for.

8. **Advisory Board Member Reports/Update**

A. **Cathy Malloy/Tim Andrews- Miracle on Main Street 12/7 & Merry & Bright Breezewald at Night/Express**

Vice Chairperson Andrews said that the meetings have been going well and things are pretty much set. Muir Insurance has given the department use of the lost as of 10:00am. Supervisor Boynton gave some updates on placement/location of attractions on the street. Cathy Malloy shared that the D95 choir will be on the stage this year as one giant choir from all the Elementary Schools.

B. **Shawn Bergfalk/Sariah Quimby**

none

C. **Kevin Koch-Farmers Market**

Chairperson Kevin Koch stated that the Farmer's Market went well- better than ever. The committee was going to have a wrap up meeting soon to discuss.

D. **Rock the Block-** Jeff Carey shared that it was a great event in year 11.

Everything ran smoothly. The clean up was fantastic. He felt the surveys all came back favorable and it is a result of how the vendors and volunteers are treated which is impressive. One of the main complaints on the survey is that the music cannot be heard on the other end of the street. Chair-person Kevin Koch asked why there was a price increase on the beverages. Supervisor Boynton shared it is easier if there is one price. Director Caputo shared it was moved to 16 ounces and our costs internally have gone up significantly. The last price increase for beverages was in 2016. Jeff Carey stated that one ticket was awesome and he felt the prices were too high. Director Caputo shared she would send along the feedback to Village Hall. Jeff Carey asked about flipping the stage. Director Caputo shared that due to the bend in the street we could not accommodate the vendors as we are able right now.

Chair-person Kevin Koch asked about Jack-O-Lantern World and their containers in the parking lot. He said the event itself was fantastic but there is junk in the parking lot that takes away from the look of the event.



At the Heart of Community

PARKS AND RECREATION DEPARTMENT

200 South Rand Road
Lake Zurich, Illinois 60047

(847) 438-5146
LakeZurich.org

MEMORANDUM

Date: December 10, 2024
To: Park and Recreation Advisory Board
From: Bonnie Caputo, Recreation Director
Subject: 2024 Scout Public Property Enhancement Projects Recognition

Issue:

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.

Analysis:

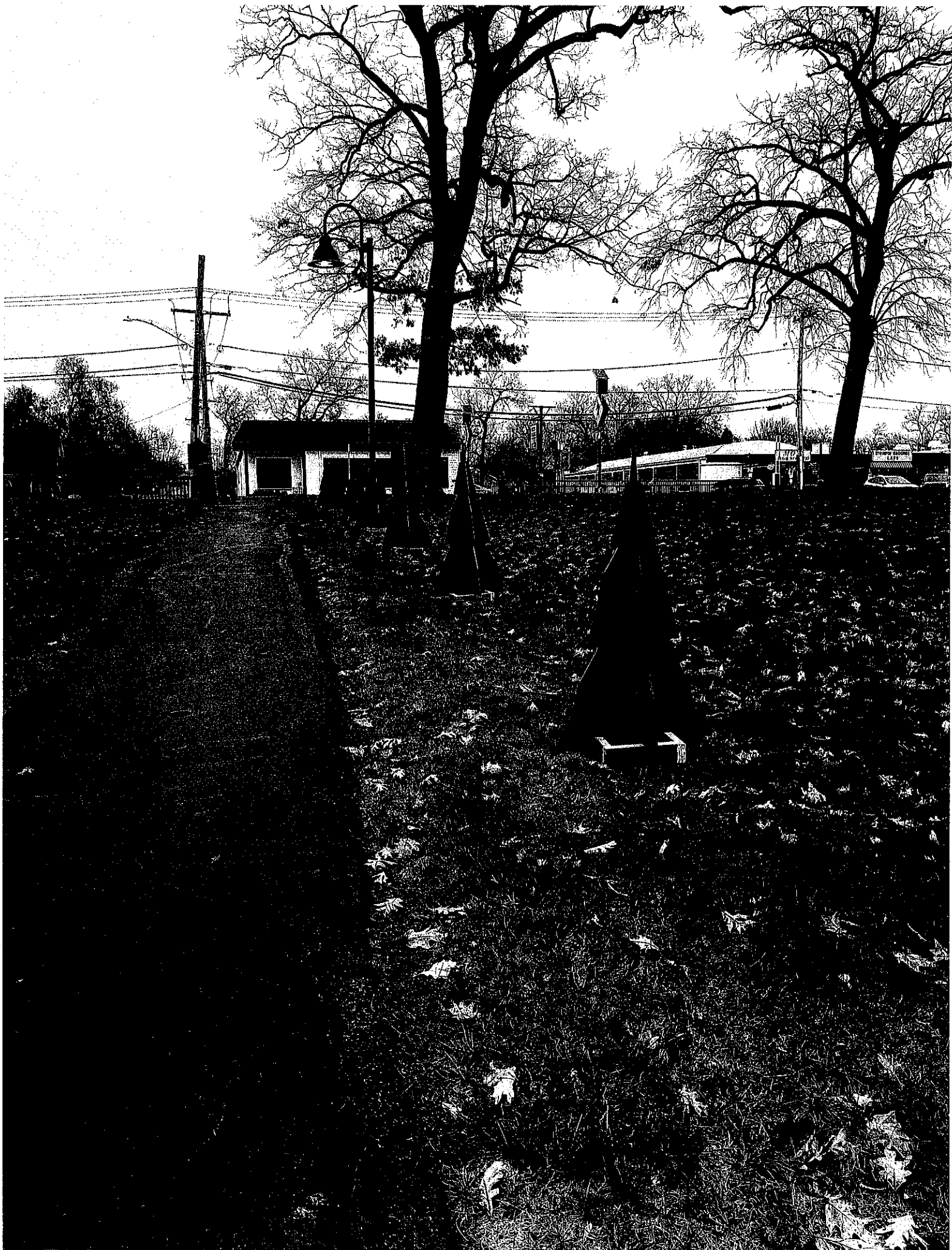
Jack Rogers fundraised and constructed 15 beautiful stands to hold 4-foot wooden trees, which now line the pathways of the Breezewald Park trails. In addition, Jack partnered with local community members to adopt and decorate a tree, lighting it up for the holiday season, creating a festive experience for all visitors to enjoy during the "Merry & Bright Breezewald at Night" event. Jack's efforts have left a lasting impact on the community, bringing joy and holiday cheer to all who visit the park.

In July 2023, Charlie Groner reached out to the Village of Lake Zurich to propose an Eagle Scout project. His plan, which was reviewed by Mike Cernock, the Public Works General Services Superintendent, involved constructing five benches for Paulus Park. Charlie took the lead in fundraising for the materials, as well as overseeing the construction, transportation, and installation of the benches. These benches were successfully placed along the park pathways in August, providing much-needed additional seating for park visitors.

Recommendation:

None

w/ Attachments; Public Property Enhancement Applications and project photos





Public Works Department

505 Telsler Road
Lake Zurich, IL 60047
P: (847) 540-1696
www.LakeZurich.org

Special Projects Application

Date of Application: 8/07/2024

Project Information

Special Project Proposed Address: 125 N. Old Rand Rd., Lake Zurich, IL, 60047

Type of Special Project: Eagle Project Organization/Business Name: Boy Scout Troop 93

Applicant's Address: 990 Cedar Creek Dr

Value of proposed special project: \$ \$40/tree x ~25 Applicant's Phone#: tl (224) 358-7284

&
\$1,000

Applicant's Email: rogersjw060@gmail.com

Description of Proposed Special Project

Build miniature trees to be decorated by local community orgs and install them
at Breezewald Park for Trees at Breez

Contractor Information (if applicable)

Contractors are required to be registered with the Village of Lake Zurich. Please refer to the Contractor Registration Application.

General Contractor: _____

Phone: _____

Address: _____

E-mail: _____

Other Contractor: _____ Type: _____

Phone: _____

Address: _____

E-mail: _____

Printed Name of Applicant: John W. Rogers

Date: 8/07/2024

Authorized Signature: John W. Rogers

Date: 8/07/2024

Marisa Boynton

From: Jack Rogers <rogersjw060@gmail.com>
Sent: Monday, August 5, 2024 1:21 PM
To: Marisa Boynton
Cc: Bonnie Caputo
Subject: Re: [External Sender] Eagle Project Proposal
Attachments: image001.png

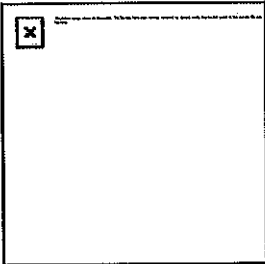
Yes, Wednesday before noon would be great. Does around 10:00 work for you?

Jack

On Mon, Aug 5, 2024, 12:17 PM Marisa Boynton <marisa.boynton@lakezurich.org> wrote:

Hi Jack-Thanks for reaching out. Would you be able to meet this week-perhaps Wednesday morning before 12 or Wednesday afternoon after 4pm?

Thanks!



Marisa Boynton

Special Events Recreation Supervisor

Village of Lake Zurich | Office of Park and Recreation

[847-438-5146](tel:847-438-5146)

marisa.boynton@lakezurich.org

www.lakezurich.org

[200 S. Rand Rd. Lake Zurich,](http://www.lakezurich.org)

Stay engaged with Lake Zurich news and updates by clicking <http://www.lakezurich.org/>



From: Bonnie Caputo <bonnie.caputo@lakezurich.org>
Sent: Monday, August 5, 2024 12:13 PM
To: Jack Rogers <rogersjw060@gmail.com>
Cc: Marisa Boynton <marisa.boynton@lakezurich.org>
Subject: RE: [External Sender] Eagle Project Proposal

Marisa Boynton

From: Marisa Boynton
Sent: Friday, August 9, 2024 12:53 PM
To: Marisa Boynton
Subject: FW: [External Sender] Eagle Project Proposal
Attachments: image001.png

From: Jack Rogers <rogersjw060@gmail.com>
Sent: Monday, August 5, 2024 11:43 AM
To: Bonnie Caputo <bonnie.caputo@lakezurich.org>
Subject: [External Sender] Eagle Project Proposal

Good morning Ms. Caputo,

I'm a Boy Scout looking to complete my Eagle Project, and I had an idea that would both help local organizations and schools become more involved in the community and enhance the decorations on Main Street come December. Similar to the Girl Scouts' annual scarecrow decoration project, I'd like to play into Lake Zurich's "Alpine Village" theme by constructing miniature wood evergreen tree frames and having local organizations, especially those that work with children, decorate them. These decorated trees could then be affixed to lampposts on Main Street (in town or by the lake) or installed in local parks.

I understand this project requires Village approval, and I'd love to work with Parks and Recreation Department to incorporate this idea into the winter celebrations. If you're available for a meeting I'd love to show you a project plan I've drafted, including a few different tree designs, a promotional campaign idea and list of organizations that may be interested.

Thank you for your consideration,

Jack Rogers

This message contains information which may be confidential and privileged. Unless you are the intended addressee (or authorized to receive for the intended addressee), you may not use, copy or disclose to anyone the message or any information contained in the message. If you have received the message in error, please advise the sender by reply at domainadmin@lakezurich.org and delete the message. -050513-

Who Would Decorate The Trees?

- Youth Sports
 - LZBSA
 - ELA Soccer
 - LZ Flames
 - Bears Basketball
 - YMCA
 - LZ Family Martial Arts
- School/Art Classes/Clubs
 - All seven D95 Schools
 - Preschools/Pre-K
- Other Community Organizations
 - Rotary Club
 - Lions Club
 - American Legion/MEW
 - ELA Library
 - LZ Parks & Recreation
- Religious Institutions
 - Heritage Church
 - Peace Lutheran
 - St. Francis De Sales
 - St. Peter UCC
 - St. Matthew's
 - The Chapel
 - Boy/Girl Scouts
 - BSA Troop 309
 - BSA Troop 964
 - BSA Troop 93
 - Cub Scout Pack 237
 - Girl Scout SU 646 (30+ Troopps)

Project Summary

- **Design and construct miniature alpine trees**
- **Advertise the opportunity for various organizations to decorate the trees**
- **Setup trees in downtown LZ to go with Miracle on Main activities**
- **Facilitate organizations decorating trees**

COMMUNITY TREE DECORATIONS

In collaboration with the Village of Lake Zurich I invite nonprofits, community organizations and local youth groups to decorate a community tree at Breezewald Park to show off their organization during Breezewald at Night!

For more
Information:



Sign Up



Dates

Sign up (first come first served)
by Nov. 15th

Decorate Nov 30th- Dec 5th

On Display Dec 6th- Jan 5th

During Breezewald at Night

Acceptable Decorations

Decorations must include wire hooks to attach to trees

- Styrofoam balls
- Strung Beads
- Fabric/Yarn
- Wood Items/ Clothespins/ Popsicle Sticks
- Plastic Containers
- Laminated Paper
- Plastic Needlepoint
- Foil-Wrapped Objects
- Soda Cans

Unacceptable Decorations

- Perishable food/Dough/Birdseed/Candy
- Ceramics or Porcelain Glass
- Tinsel/Straw/Pins
- Strung Packing Peanuts
- Jagged/Sharp objects
- Unlaminated Paper
- Anything with Religious/Adult/Political themes

All decorations must be removed between Jan 6th a Jan 10th. Any decor left after will be disposed.

Jack Rogers, Troop 93 Eagle Project

When choosing an Eagle Scout project I wanted to give back to Lake Zurich and celebrate my community by showcasing the organizations that make it great. I constructed the 15 4 ft. tall wooden trees that will be used to display decorations using funds rais from community members and help from friends and troop members.





VILLAGE OF LAKE ZURICH PUBLIC WORKS

505 Tesler Road, Lake Zurich Illinois 60047 Ph# 847-540-1696 x8150 Fax# 847-726-2182

PUBLIC PROPERTY ENHANCEMENT

Issued: 07/19/2023

Permit #:

Expires:

Permit Type: PUBLIC WORKS

LOCATION	APPLICANT
200 S RAND RD 1419200004 Plat/Sub: Lot: OS	BOY SCOUT TROOP 93 Phone:

Work Description: FOUR PARK BENCHES WILL BE CONSTRUCTED & INSTALLED BY BOY SCOUT TROOP 93.

*NO ASSISTANCE HAS BEEN REQUESTED OR REQUIRED BY PUBLIC WORKS STAFF.

Mike Cernock

General Services Superintendent

PLEASE CALL FOR AN INSPECTION UPON COMPLETION.

YOU MUST HAVE YOUR PERMIT NUMBER TO SCHEDULE INSPECTIONS.

PLEASE CALL BY 1PM 847-540-1755 FOR ALL INSPECTIONS.



Public Property Enhancement Permit

At the Heart of Community



Thank you for choosing the Village of Lake Zurich as a potential location to complete your community project. Please carefully review and complete the proposal packet.

Submissions may be emailed to: Permits@LakeZurich.org or dropped off at 505 Telsor Rd., Lake Zurich.

Expect to meet with Village Staff to further discuss your project and application. You may be required to present your project to a commission/ advisory board and/or to the Village Board for approval.

Rules & Restrictions

A Certificate of Insurance (listing the Village of Lake Zurich as additionally insured) for construction is required for all contactors and sub-contractors. (Project Dependent)

Projects are required to meet current Village standards and codes, along with Building/Zoning, Land Development, and ADA Accessibility/Illinois Accessibility Code 2018

Restoration of any areas disturbed by the project must be completed and an inspection must be arranged by the applicant upon completion of the project.

A construction site protection plan must be in place (barricades, fencing, barriers, etc.)

All volunteers must sign a "hold harmless" waiver.

J.U.L.I.E (800-892-0123) must be called before digging.

The Village of Lake Zurich will review the proposal to ensure it meets the needs of the Village, is consistent with the strategic goals of the organization and follows all required criteria. Please note that this initial process may take up to 30 days.

Special projects become the property of the Village of Lake Zurich upon completion. The Village of Lake Zurich reserves the right to remove any amenity from public property at any time for any reason.

What to Submit

A completed application, including project description.

A plat of survey or aerial photo depicting the location of the proposed amenity.

A full set of plans which include:

- Proposed project including application (attached to this form), photos or sketches of the project and how the project will benefit both the Village and community.
- Proposed location map including pictures and details on existing site conditions.
- A detailed materials list
- Detailed scope of work
- A contractors list (if applicable)
- A copy of the restoration plan
- Projected timelines
- ADA requirements (if necessary)

Will you need to use the assistance of Village staff and/or equipment during this project. If yes, please provide specific details.

Costs

Plan review and permit fees are determined by the type of project and a refundable construction deposit may be required.

Inspections

Inspections are scheduled for A.M. or P.M. Monday through Friday 7am-3pm.

In most cases a rough inspection and a final inspection will be required.

A list of all necessary inspections will be provided.

I have read and reviewed these requirements.

Charles Grover
Signature of Applicant

7/17/23
Date



Public Works Department
 505 Telsler Road
 Lake Zurich, IL 60047
 P: (847) 540-1696
 www.LakeZurich.org

*Received
6/30*

Special Projects Application

Date of Application: June 24, 2023

Special Project Proposed Address: 200 S Rand Road, Lake Zurich, IL 60047 (Paudus Park)
 Type of Special Project: Park Benches Organization/Business Name: Boy Scout Troop 93
 Applicant's Address: 770 Warwick Ct, Lake Zurich, IL 60047 Applicant's Phone#: 847-707-4588
 Value of proposed special project: \$ ≈ 200 Applicant's Email: Charlie.groner@gmail.com

I will build and install four park benches made mostly out of weather treated 2x4s and screws. This is for my Eagle Project.

Contractors are required to be registered with the Village of Lake Zurich. Please refer to the Contractor Registration Application.

General Contractor: _____ Phone: _____
 Address: _____ E-mail: _____

Other Contractor: _____ Type: _____ Phone: _____
 Address: _____ E-mail: _____

Printed Name of Applicant: Charles Groner Date: 6/24/23

Authorized Signature: Charles Groner Date: 6/24/23



At the Heart of Community

PUBLIC WORKS DEPARTMENT
Building and Zoning Division

505 Telsler Road
Lake Zurich, Illinois 60047

(847) 540-1696
Fax (847) 726-2182
LakeZurich.org

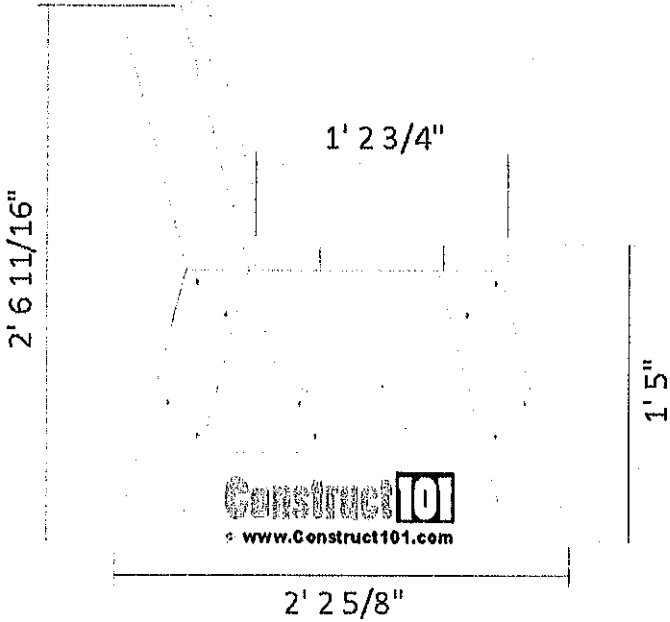
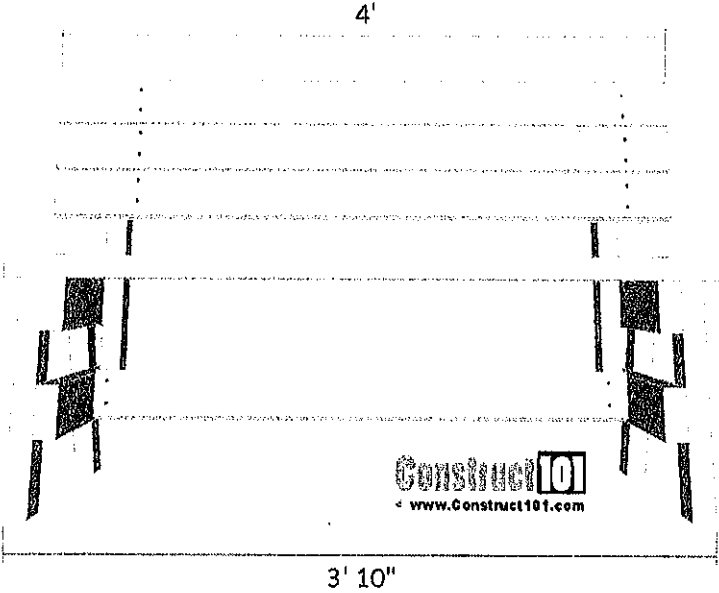
Public Works Department
Plan Review

Date: July 19, 2023
Address: 200 S RAND RD (Paulus Park)
Project: PUBLIC PROPERTY ENHANCEMENT
Review by: Public Works Department

A Public Works review of the above noted project has been completed. The plans are APPROVED.

Please call the Public Works Department at the completion of the project for Final Inspection 847-540-1755.

Permit Application



This project will benefit the village by providing more seating for the community at the park it's installed in while not costing them any money.

This project will benefit the community by providing them with more seating.
Materials List:

Per Bench:

5 – 2×4 – 10' pressure treated wood

2 1/2" deck screws

Wood Stain

Scope of Work:

- Stain wood at home
- Construct benches at home
- Transport benches to park
- Install benches in the park

Projected Timeline

July: Permit application

August: Eagle Coordinator (Gain approval for Boy Scouts)

September: Construction

Early October: Installation

Location:

Benches could be located along the path running through Paulus Park, but if you prefer, could be in any of the parks. Below are four potential locations along the paths.



**WAIVER OF LIABILITY
HOLD HARMLESS AGREEMENT
ADULT AND/OR MINOR**

Description of Activity:

Billing Beaches

Please read this form carefully and be aware in signing up and registering yourself and/or your minor child/ward for participation in the above described Activity and any activities associated therewith you will be waiving your rights to all claims for injuries you might sustain arising out of this Activity; and you will be indemnifying, holding harmless and defending the Village of Lake Zurich for any claims arising out of the participation of your minor child/ward in the Activity.

In consideration of myself and/or my minor child/ward under 18 years of age being allowed to participate in the Activity, I recognize and acknowledge that there are certain risks of physical injury associated with the Activity. I agree to assume the full risk of injuries that I or my minor child/ward may sustain, as a result of participating in the Activity and all activities connected or associated therewith. I agree to indemnify, hold harmless and defend the Village of Lake Zurich for any and all claims injuries, damage or loss on behalf of myself and/or my minor child/ward may have against the Village of Lake Zurich as a result of my participation and/or my minor child/ward's participation in the Activity.

The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Agreement.

I have read and fully understand the above Waiver and Release of all claims.

Charles Groner

Name(s) of Minor

Stacy Groner

Printed Name of Parent/Legal Guardian

Stacy Groner

of Parent/Legal Guardian

7/17/23

Date

Signature

Nothing set forth in this Agreement shall be deemed a waiver by the Village/City of any defenses or immunities relating to any person or entity or their property, that are or would be otherwise available to the Village/City or its Representatives under the provisions of the Illinois Local Government and Governmental Employees Tort Immunity Act, or that are otherwise available to local governments and their corporate authorities, officers, employees, agents and volunteers under the common law of the State of Illinois or the United States of America.



200 South Rand Road
Lake Zurich, Illinois 60047

(847) 438-5146
LakeZurich.org

At the Heart of Community

MEMORANDUM

Date: December 10, 2024
To: Park and Recreation Advisory Board
From: Bonnie Caputo, Recreation Director
Subject: Village of Lake Zurich FY25 Internal Special Event Requests

Issue:

According to Special Events guidelines, events requiring only Park/Facility use with attendance over 100 must be reviewed and approved by the Village Board of Trustees.

Analysis:

Below is a summary of the internal special events the Park and Recreation Department is requesting approval for in FY25:

Event	Date(s) and Time(s)	Location	Estimated Attendance
Annual Egg Hunt	4/12/25 11:30am-12pm	Paulus Park	1,500+
Arbor Day	4/26/25 9am-12pm	Paulus Park	100+
Farmers Market	6/6/25-9/12/25 3-7pm	Paulus Park	1,000+ each market

Family Fishing Derby	June 15, 2025 9am-12pm	Paulus Park	100+
July 4th	7/4/25 10am-approx. 10pm	Paulus Park	10,000+
Live at the Lake	August 7, 2025 7-8:30pm	Paulus Park	500+
Rock the Block	9/13/25 5pm-11pm	Downtown Lake Zurich Main Street	8,000+
Miracle on Main Street	12/6/25 3-6:30pm	Downtown Lake Zurich Main Street	3,000+
Merry & Bright Express	12/12/25 5-8pm	Breezewald Park	100+

Certain events listed above require local street closures for event set up and operations. Rock the Block requires Main Street (from Church to Old Rand Road) to be closed from 9am through event clean up (approximately 3am on 9/14/25). The Miracle on Main Street event requires Main Street (from Church Street to Old Rand Road) to be closed from 9am through event clean up (approximately 11pm on 12/6/25).

Recommendation:

To be discussed by the Park and Recreation Advisory Board with a recommendation to be made for Village Board.



At the Heart of Community

MEMORANDUM

Date: December 10, 2024
To: Park and Recreation Advisory Board
From: Bonnie Caputo, Recreation Director
Subject: External Special Event Application

Issue:

With continued focus on enhancing our collaborative efforts and streamlining our processes, the Department updated administrative procedures and the application for our external special event partners.

Analysis:

Effective for 2025, the Village will implement a revised set of guidelines designed to improve communication, expectations and coordination for all externally operated events. These updates include:

- **Simplified Application Process:** We have enhanced our event proposal form to make it more user-friendly, enabling our partners to share additional event details for a clearer understanding of their needs and requirements.
- **Clearer Timeline Expectations:** We will now provide a detailed timeline for each phase of the event planning process, ensuring all partners are aware of key milestones.
- **Summarized Event Fees:** The inclusion of event fees aims to provide greater transparency and assist in budget planning ensuring our external partners have a clear understanding of the financial commitments involved.
- **Consolidation of all policies and procedures into a single resource:** This central source allows for access to all necessary information regarding event planning, requirements, and guidelines in one place, improving our partners experience and ensuring clarity.
- **Enhanced Support Resources:** Our team is committed to supporting our partners throughout the planning process and, if desired, with aspects of the event operations. We have compiled additional resources to be included in the application to assist with planning.

The Department believes the updates will foster a more effective partnership and contribute to the success of our external partners' events. As of the new year, the department plans to expand this

document to include the opportunity for external special event partners to use of the band shell in 2026.

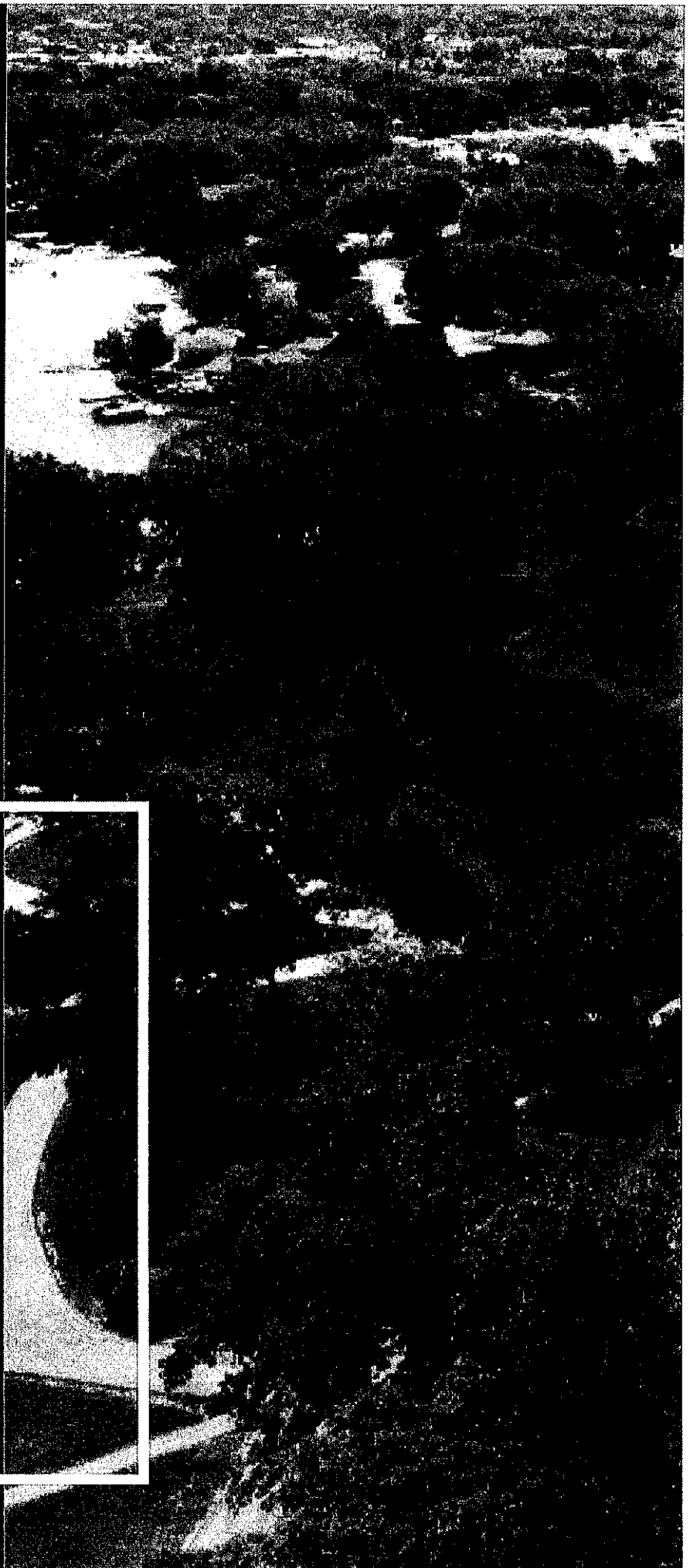
Recommendation:
Discussion Only

w/ Attachments; Village of Lake Zurich External Special Event Application



At the Heart of Community

**VILLAGE OF
LAKE ZURICH
EXTERNAL
SPECIAL
EVENT
APPLICATION**



EXTERNAL SPECIAL EVENTS

Village of Lake Zurich External Special Events

An External Special Event Application is required for any public or private event held on Village property. There are several Village departments involved in the special event process; this policy centralizes the administration of External Special Events with the Village of Lake Zurich's Park & Recreation Department. Events held on private property that do not utilize any Village services do not require an External Special Event Application. Block party application requests must be obtained and processed through Village Hall.

External Special Event Application Process

Application Submission: The Park and Recreation Department handles External Special Event Applications, distributing them to relevant Village staff for review.

Returning Events: Events held annually have priority if their application is submitted by December 21st of the preceding year.

Application Timeline: Applications must be submitted at least 90 days before the event. All necessary permits must be obtained 30 days before the event, or the Village reserves the right to modify or cancel the event.

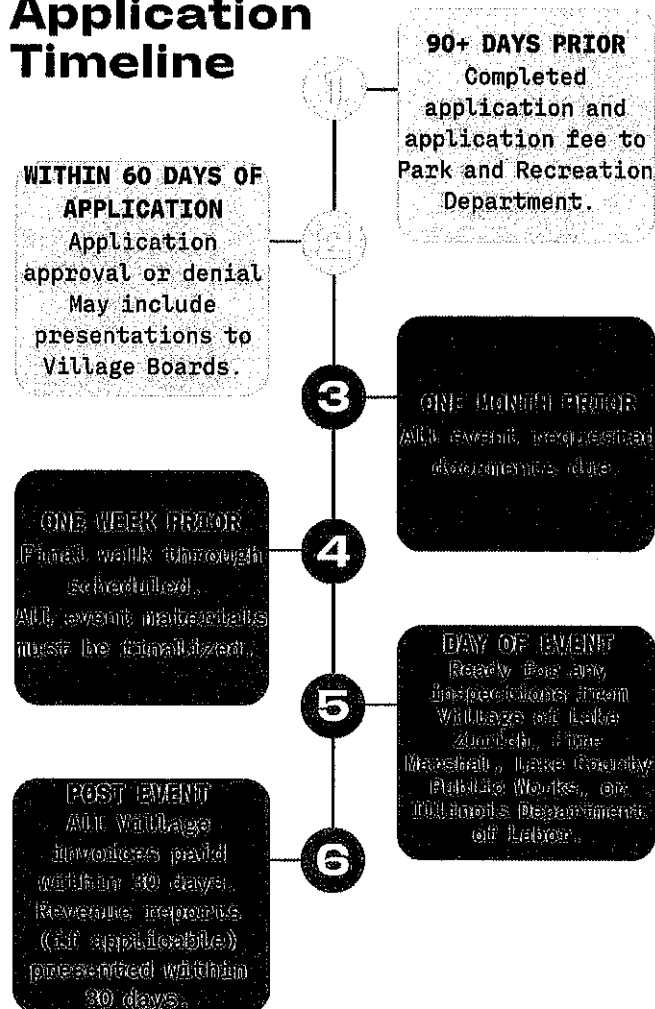
Approval Process: The Village will approve or deny applications within 60 days of receipt of the application. New event applicants will need to present to the Park and Recreation Advisory Board and the Village Board.

Denial of Application: If an application is denied, the reasons will be provided in writing. Appeals can be made to the Village Manager, whose decision is final.

Site Plan: A site plan showing the event layout is required. Failure to provide this may result in application denial.

References: For new event applications, please provide three (3) professional references along with your submission.

Application Timeline



EXTERNAL SPECIAL EVENTS

Policies and Procedures

Park Usage: The Village does not grant exclusive use of their parks or outdoor facilities.

Park Usage Fees: Park usage fees include administration services prior to the event by Park and Recreation staff, as well as general event setup, and post event clean up handled by the Village of Lake Zurich Public Works. (See External Special Event Fees)

Scheduling Runs/Walks: Runs/walks with road closures are limited to Sunday mornings and must be completed by 12 PM.

- Only one (1) run/walk is permitted per month unless an exception is approved.
- Only one (1) triathlon will be permitted to operate per year, and must be in July. Street closures require organizers to notify residents and businesses within two (2) weeks of event day.
- Races with street closures may require IDOT approval. Event organizers may need to submit supporting documents. Races that extend outside of Lake Zurich require event organizers to obtain proper approvals and supporting forms from outside cities or villages. (See *Resources*)
- The required number of safety and police personnel for races will vary depending on the type of race, participant count, and location. A meeting with the Traffic Division Sergeant is mandatory to assess needs, and all recommendations regarding staffing must be adhered to. (See *Fees*)

Public Safety Costs: Applicants are responsible for any public safety costs related to event including staff and equipment. The need for public safety personnel or equipment at events is determined by the Village of Lake Zurich. All fees are based on actual costs. The Village will invoice after the event. If an event is cancelled with less than 72 hours notice, the applicant/organization will be responsible for paying two hours pay per safety personnel per contract requirements. This includes cancellations due to weather. Applicants are not allowed to provide their own public safety staff (police/fire/medical) without prior approval of the Village of Lake Zurich (See External Special Event Fees)

Revenue Reports: For ticketed events with paid entry, post-event financial reports must be submitted within 30 days.

Liability Insurance/COI: The contractor will maintain a general liability policy with \$1,000,000 combined single limits with a \$2,000,000 aggregate, naming the Village as an additional insured must be submitted one month before the event. (See *Resources*)

Liquor Licenses: Events serving alcohol require a separate permit and liquor liability insurance. Applications must be submitted at least 30 days before the event. (See *Resources*)

Meetings: The Village staff may require meetings leading up to your event to discuss details.

Agreement Termination: The Village can cancel the agreement at any time and is not liable for expenses incurred due to termination.

Regulation Compliance: Applicants must comply with all relevant laws and ordinances, or future event requests may be denied. (See *Park Rules*)

Emergency Procedures: Organizers must submit an Emergency and Crisis Management Plan and provide contacts using either the provided templates or their own. (See *Resources*)

Parking: Parking is only allowed in designated parking spaces. Parking on the grass is not allowed. For events with over 500 attendees, external parking approval is required from Garden Homes Commercial Properties. COI required. (See *Resources*)

Additional Handicap Parking: Any additional handicap parking is to be provided by the event organizer. The Village recommends a designated handicap drop off area. (See *Resources*)

Event Equipment: Applicants must provide all necessary equipment.

EXTERNAL SPECIAL EVENTS

Restroom Facilities: Event organizers must provide adequate restroom facilities, including ADA-compliant and must provide adequate cleaning services for facilities during the event. The Paulus Park restrooms have four standard toilets and two accessible stalls in both the men's and women's facilities and are open from May 1st to October 1st. (See *Resources*)

Site Cleanup & Trash Disposal: Organizers are responsible for event trash maintenance and post-event cleanup and trash removal. Failure to comply may result in additional charges or denial of future permits.

Digging & Staking: Digging or staking is prohibited in paved areas. Non-paved areas require clearance through JULIE. The Applicant Organization is responsible for contacting JULIE (1-800-892-0123, or dial 811) prior to event set-up. The date and time that you are legally allowed to begin your digging/staking will be 48 hours/2 business days from the time that JULIE processes your request but no more than 14 days after receipt of confirmation. The applicant will be responsible for the cost of any damages to underground utilities, including irrigation lines. (See *Resources*)

Electrical: Applicants can use on-site power or provide their own generators. (See *Park Map*)

On Site Food Vendors: All food vendors on-site require a temporary food service permit and inspection is required for outdoor events where food is served to the public on a temporary basis. Permits can be obtained by Lake County Health Department. Vendor list must be present to the Park and Recreation Department and are subject to inspection on the day of event by Lake County Health Department and Fire Marshal. Final list of vendors due one week prior to event. (See *Resources*)

Park Concessionaire: Paulus Park does have an on-site concessionaire operating from April 15-September 15. (See *Resources*)

Vendors: All outside vendors must be approved by the Park and Recreation Department. Final list of vendors due one week prior to event. Unapproved vendors found on-site will be removed at the Village's discretion.

Attractions: Organizers planning to include amusement rides, carnival attractions and inflatables must provide details in their application. All attractions must be approved by the Park and Recreation Department, and may need to be inspected by Illinois State officials. Illinois Department of Labor Inspection Reports are due 30 days prior to event day. Unapproved attractions will be removed or shut down. Attractions must be relocated after three days to limit park grounds damage.

Inspections: Event locations must comply with all relevant codes. Applicants are responsible for scheduling inspections and paying associated fees. The Village of Lake Zurich's building and zoning department requires an inspection of assembly tents as well as fire retardant certificates (tents larger than 10x10).

Raffles: As per Village Ordinance 3-2-12, raffles are only available for non-profit organizations. A Raffle Permit must be submitted to the Police Department at least 30 days in advance of the event. (See *Resources*)

Merchandise Sales: Sales require prior approval and must be out of the public right-of-way unless otherwise authorized.

Amplified Sound: All sound must be approved before the event. Speakers must face away from the lake to minimize noise pollution and protect wildlife and event organizers must be mindful on the impacts of sound on the surrounding residents.

Outside Security: Any external security hired for an event must be reviewed and approved by the Village Police Department.

Filming: Filming on private property is unregulated, but filming on public sidewalks must not block access. Only event attendees may be filmed, and organizers must display signage indicating that filming is in progress.

Tree Usage: Any tree decorations require Village Arborist approval, along with a pre-event and post-event walk-through for placement and clean-up.

Fireworks/Pyrotechnics: Fireworks and pyrotechnics are not allowed on Village property.

Scaffolding: Any scaffolding brought on to the property will require additional inspections and approvals from the Village of Lake Zurich.

Set Up: Set-up must begin at the approved date and time designated by the event organizer and park authorities. Any changes to the set-up schedule must be communicated and approved ahead of time. Setup on public roadways is only allowed after 5 AM on the event day.

EXTERNAL SPECIAL EVENTS

Event Signage: For event signage outside of event dates, a sign permit is required. (See *Resources*)

Deliveries: Event staff must be present for the delivery of all event amenities, such as portable restrooms, event equipment, and other materials. The event staff is responsible for guiding delivery vehicles to ensure they follow approved paths and procedures. Any set up that restricts areas of the park to the public outside of specified event days may incur an additional Set Up Fee. (See *External Special Event Fees*)

Vehicles: All vehicles entering the park must be approved in advance and adhere strictly to the designated driving paths for safety and protection of park grounds. (See *Park Map*)

- No vehicles are allowed to enter the park once the event has started.
- Vehicles are permitted to exit the park only after the event has concluded. If the event concludes during park opening hours, approval must be sought for vehicular traffic, and all vehicles must be led out by an event staff member to ensure safety.
- Any exceptions for vehicle movement during park opening hours must be granted by park authorities.

Tear Down: Cleanup must be completed immediately after the event unless otherwise authorized.

External Parking Lot: If external parking has been secured for the event, organizers are responsible for site maintenance during event, and post event trash removal. Specific trash bags must be used. (See *Resources*)

General Compliance: All event staff and vendors are required to comply with park rules and event guidelines to ensure the safety of attendees and the preservation of park facilities. (See *Park Rules*)

Cancellation Policy

Event Cancellation by the Organizer

Organizers must provide written notice of cancellation at least 30 days prior to the event date. Cancellations made within 30 days will result in loss of security deposit.

Event Cancellation by Village of Lake Zurich

The Village reserves the right to cancel or reschedule events due to unforeseen circumstances, including but not limited to severe weather, safety concerns, or public health emergencies. In such cases:

- Organizers will have the option to reschedule the event at no additional cost, or receive a refund a security deposit.
- The Village will make every effort to notify organizers as soon as possible of any such cancellations.

Weather-Related Cancellations

- Outdoor events are subject to weather conditions. The Village and the event organizer will coordinate on decisions regarding postponement or cancellation in case of severe weather.
- Refunds for weather-related cancellations will follow the same terms as cancellations by the Village of Lake Zurich.

No-Show Policy

- If the event organizer fails to hold the event without providing notice, organizers will lose their security deposit, and future applications for events will be denied.
- If an event is cancelled with less than 72 hours notice, the applicant/ organization will be responsible for paying two hours' pay per safety personnel per contract requirements. This includes cancellations due to weather.

Special Considerations

- Any requests for exceptions to this policy must be made in writing and will be reviewed on a case-by-case basis.

EXTERNAL SPECIAL EVENTS

VIOLATION	PENALTY
Damage to park property.	Loss of security deposit and recover costs of repair.
Unauthorized vehicles in park.	Loss of security deposit.
Failure to Pay Service Fees: Not paying Village service or public safety fees within 30 days post-event.	Loss of security deposit and denial of future requests.
Non-compliance with Laws and Ordinances	Loss of security deposit and denial of future requests.
Use of Unapproved Vendors	Removal of vendor by Village staff, and denial of future requests.
Unauthorized Attractions: Including unapproved attractions or failing to relocate attractions after three days.	Removal/shutdown of attraction by Village staff, and denial of future requests.
Non-compliance with Park Rules: Event staff or vendors not following park rules, endangering safety, or damaging park facilities.	Loss of security deposit and denial of future requests.
Misrepresentation of Non-Profit Status	Loss of security deposit and denial of future requests.
Misrepresentation of Event	Loss of security deposit and denial of future requests.
Failure to provide appropriate quantity/ratio of toilets and/or accessible toilets.	Loss of security deposit.
Failure to observe approved route.	Loss of security deposit and denial of future requests.
Failure to obtain required permits by deadline.	Cancellation of event, and loss of security deposit and denial of future events.

EXTERNAL SPECIAL EVENTS

EVENT INFORMATION	
Event Name	
New or Returning Event	
Organization Name	
Event Type/Purpose <i>Check all that apply</i>	<input type="checkbox"/> Ticketed <input type="checkbox"/> Fundraiser <input type="checkbox"/> Private <input type="checkbox"/> Public
Event Date(s) and Time(s)	
Set Up Date(s) and Time(s)	
Event Location	
Approximate Attendance	
Are you charging an admission or suggested donation fee? Price?	
Applicant's Name/Responsible Party	
Organization/Applicant Address/City/State/Zip	
Is your Organization a Non-Profit? <i>Include 501(c)(3) EIN #</i>	
Applicant Phone Numbers	
Applicant E-Mail Address	
Event Day Contact Name and Phone <i>*Representative must be on site and available during event hours</i>	

DETAILED DESCRIPTION OF EVENT:

EXTERNAL SPECIAL EVENTS

VILLAGE OF LAKE ZURICH DEPARTMENTS	✓	OFFICE USE ONLY
Do you require any street closures? <i>Street closures require Police, Fire, Park Advisory, Village Board and/or IDOT approval and may incur additional fees</i>		
Will there be food vendors at the event?		
Will there be other vendors showcased at your event? <i>Local Businesses, artisans, etc.</i>		
Will there be attractions at your event? <i>Inflatables, Carnival Rides etc.</i>		
Do you require Safety Personnel assistance? <i>Police, Fire, First Aid</i>		
Will you be Serving Alcohol?		
Number & Location of Porta Potties <i>For events over 500, additional porta potties are needed.</i>		
Will there be live music at your event?		
Will there be tents/canopies? <i>Tent Permit will be required for larger than 10x10.</i>		
Will there be raffle items? <i>Raffle Permit will be required.</i>		
Will you be using electric provided or bringing in generators?		
Will you be bringing in large decorations, and/or decorating the trees?		
Does the applicant/organization owe any outstanding invoices to the Village?		
Will you be bringing in outside security?		

EXTERNAL SPECIAL EVENTS

EVENT DOCUMENTATION/FORMS/PERMITS REQUIRED FOR ALL EXTERNAL SPECIAL EVENTS <i>Please keep a copy for your reference</i>	<input type="checkbox"/>	OFFICE USE ONLY
Event COI		
Event Map/Site Plan <i>Please attach to application</i>		
Final Walk Through Scheduled		
Emergency and Crisis Management Plan Submitted		

ADDITIONAL DOCUMENTATION/FORMS/PERMITS <i>If applicable to event</i>	<input type="checkbox"/>	
Lake County Health Department contacted <i>Please forward all Food Permits to Park and Recreation Team</i>		
JULIE contacted <i>For any stakes longer than 6 inches</i>		
Property and Business owners along route notified <i>Events with street closures</i>		
Liquor License		
External Parking Agreement <i>For Events Over 500 attendees</i>		
External Vendor List		
Tent Permit		
Sign Permit		
Raffle Permit		
Emergency and Crisis Management Plan		
IDOT Approval		
Revenue Reports		

EXTERNAL SPECIAL EVENTS

HOLD HARMLESS AGREEMENT

Event organizers shall indemnify and hold harmless the Village of Lake Zurich and assume all risk arising from or in any way related to the event. This agreement is included within the External Special Event Application. If submitting a separate agreement, please do so on company letterhead. This document is required in order to accept an External Special Event Application.

The undersigned participant agrees to obey all Village of Lake Zurich rules and regulations. As a user of the park, I recognize and acknowledge that there are certain risks of physical injury and I agree to assume the full risk of any injury, including death, damages or loss which I, or any of my guests may sustain as a result of participating in any activities connected with or associated with the use of Village parks. I agree to waive and relinquish all claims I may have against the Village of Lake Zurich and its officers, agents, servants, employees and volunteers. I further agree to indemnify and hold harmless and defend the Village of Lake Zurich and its officers, agents, servants, employees and volunteers from any and all claims sustained by me and/or my guests. I have read and fully understand the above details and waive and release all claims.

It will be my responsibility to assure our group follow all External Special Event policies outlined in the policy/application including the Village of Lake Zurich park rules.

SIGNATURE: _____ **DATE:** _____

APPLICATION FEE

Payment can be made online:

- Go to <http://lakezurich.org/349/Pay-Online>
- Click **EVENT BOOTH FEES** Box (Brown Box)
- Click **GENERAL PURPOSE**
- Fill in your information
- In "Payment Type" Choose **OTHER**
- In "Payment Description" Type 20767607

Payment can also be mailed to:

200 S. Rand Rd. Lake Zurich, IL 60047 Attn: Marisa Boynton-External Special Events

REFERENCES

For new events, please provide three (3) professional references.

NAME	ORGANIZATION	PHONE	EMAIL

EXTERNAL SPECIAL EVENTS

Lake Zurich Park & Recreation External Special Event Fees

General Fees

Item	Price	Notes
Application Fee	\$25.00	New events only
Security Deposit	50%	of Park Usage Fee
Lake Zurich Based Non Profit	50%	Discount on Park Usage Fees

Paid Entry/Ticketed Events Park Usage Fee Add On

For Races see below

Duration	Price	Notes
1-3 consecutive days	2.5%	Gross Sales Revenue
4+ Days	5%	Gross Sales Revenue

Free Entry Events Park Usage Fee

For Races see below

Attendance	Price	Notes
Under 500	\$500.00	Per Day
501-1000	\$750.00	Per Day
1001-3000	\$1,000.00	Per Day, requires External Parking Support Add On
3001-5000	\$1,500.00	Per Day, requires External Parking Support Add On

Race Park Usage Fee-Standard 5K

Extended race routes may incur additional fees

Race Participants	Price	Notes
Under 250	\$500.00	Per Day, may require Race Road Support and First Aid Fees
251-500	\$500.00	Per Day, plus Race Road Support and First Aid Fees
501-1000	\$750.00	Per Day, plus Race Road Support and First Aid Fees
1001-3000	\$1,000.00	Per Day, plus Race Road Support and First Aid Fees
3001-5000	\$1,500.00	Per Day, plus Race Road Support and First Aid Fees

Add On Fees

Officer/Safety Personnel requirements vary by event parameters..2 Hour Minimum per Officer/Personnel.

Item	Price	Notes
External Parking Support		
1000-3000 ppl	\$90/hr	Per Officer, 3 Officers
3001-5000 ppl	\$90/hr	Per Officer, 4 Officers
Race Road Support		
5K Under 250 ppl	\$90/hr	Per Officer, # Officers varies per type of race
5K 250+ ppl	\$90/hr	Per Officer, 10 Officers
Other Races	\$90/hr	Per Officer, # per Traffic Sergeant Guidelines
First Aid		
	\$90/hr	Per Medic, 2 Medics Minimum

Miscellaneous Fees

Item	Price	Notes
Public Works: Day of Event	\$50.00	Per Hour
Park and Recreation Staff	\$50.00	Per Hour
Lifeguards	\$18.00	Per Hour
Liquor License	\$100-\$300	Varies on type of event, number of days
Tent Permit	\$170.00	
Sign Permit	\$115.00	
Raffle Permit	\$0.00	Available to Non Profit organizations only

EXTERNAL SPECIAL EVENTS

RESOURCES

Liability Insurance Requirements/COI

By signing or submitting a proposal the firm certifies that if awarded the contract, they will have the following insurance coverages at the time the contract is awarded. If any subcontractors are involved, the subcontractor will have the same insurance. The contractor further certifies that they or any subcontractor will maintain these coverages during the entire term of the contract.

- The contractor will maintain a general liability policy with \$1,000,000 combined single limits with a \$2,000,000 aggregate. Coverage is to be on an occurrence basis with an insurer licensed to conduct business in the State of Illinois. The insurer must have an A. M. Best rating of A- or better. The insurer must list the Village of Lake Zurich as an additional insured. The endorsement must be issued by the insurance company. A notation on the certificate of insurance is not sufficient.
- The firm will maintain automobile liability insurance with limits of at least \$1,000,000. The coverage is to be written with a symbol "1". The insurer must be licensed to conduct business in the State of Illinois. The insurer must have an A. M. Best rating of A- or better.
- The contractor will maintain workers' compensation coverage in compliance with the laws of the State of Illinois. The coverage must have statutory limits and be with an insurer licensed to conduct business in the State of Illinois. The insurer must have an A. M. Best rating of A- or better. As an alternative, it is acceptable for the firm to be insured by a group self-insurance association that is licensed by the Illinois Bureau of Insurance. The contractor will also carry employers' liability insurance with a limit of at least \$100,000 bodily injury by accident/\$500,000 bodily injury by disease policy limit/\$100,000 bodily injury by disease each employee.

You may contact an insurance agent of your choice to obtain liability insurance coverage. (Check out irmarisk.org, click on TULIP, for coverage limits.) Please inform your insurance agent that the wording on the certificate must read:

"The Village of Lake Zurich, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof; it is understood and agreed that by naming the Village of Lake Zurich as additional insured, coverage afforded is considered to be primary and any other insurance the Village of Lake Zurich may have in effect shall be considered secondary and/or excess."

If you would like to take out proper insurance policy from the Village of Lake Zurich's Risk Management Agency, IRMA, please follow these instructions:

1. Go to irmarisk.org (Intergovernmental Risk Management Agency)
2. Click on TULIP on the left-hand side of the screen (Tennant User Liability Insurance Program)
3. Click on 'Click here To Obtain a Quote for a Non-Sports Event'
4. Fill out quote application
5. An automated quote will generate.
6. Continue to fill out information for the application
7. Address information of the Village venue needs to be provided.
8. Application will be e-mailed to you – a copy must accompany your application one month prior to the event. (Deliver to The Paulus Park Barn, Attn. Marisa Boynton, 200 S. Rand Road, Lake Zurich, IL 60047).

EXTERNAL SPECIAL EVENTS

RESOURCES

Village of Lake Zurich Permits:

<https://www.lakezurich.org/>

Liquor License: [Liquor & Gaming Licenses | Lake Zurich, IL - Official Website](#)

Tent Permit: [Temporary-UseSpecial-Event-Application \(lakezurich.org\)](#)

Sign Permit: [Sign-Permit-Application \(lakezurich.org\)](#)

Raffles

Raffle Permit: [Raffle Permit Application-2020_202005220942327940.doc \(live.com\)](#)

Raffle Proceeds Report: [Raffle License Proceeds Report.docx \(live.com\)](#)

Lake County Health Department

<https://www.lakecountyil.gov/2319/Forms-and-Applications>

Event Coordinator Information: [Lake County Event Coordinator](#)

USPS Every Door Direct Mail

Every Door Direct Mail | USPS

Paulus Park: 60047-C009, 60047-C002

Breezewald Park: 60047-C009, 60047-C0010

For other locations-please contact Park and Recreation Office

JULIE Locates

[JULIE Before You Dig | JULIE 811 Utility Locating Services \(illinois1call.com\)](#)

External Parking-225 S. Rand Rd. Parking Lot

Garden Commercial Properties

Maggie Landry

820 Morris Turnpike

Short Hills, NJ 07078

973-467-5000 ext 6981

321-288-0873 (cell)

For COI

US Realty 87

820 Morris Turnpike

Short Hills, NJ 07078

Trash Bags: [Amazon.com: Plasticplace Contractor Trash Bags 55-60 gallon | 3.0 Mil | Clear Heavy Duty Garbage Bag | 38" x 58" \(50 Count\) : Health & Household](#)

Paulus Park Concessionaire

Kiki's Cotton Candy: Onsite April 15-September 15

Bob and Maria Colson: kikiscottoncandy@gmail.com

EXTERNAL SPECIAL EVENTS

RESOURCES

Toilet Requirements for Special Events

American Restroom Association: [FEMA Special Events Contingency Planning Toilets - American Restroom Association \(ARA\)](#)

The Paulus Park restrooms have four standard toilets and two accessible stalls in both the men's and women's facilities and are open from May 1st to October 1st.

ADA Accessibility

[A Planning Guide for Making Temporary Events Accessible to People With Disabilities | ADA National Network \(adata.org\)](#)

Amusement Ride and Attractions Safety

[Amusement Ride And Attractions Safety - Amusement Ride and Attraction Safety Division](#)

Emergency Action Plan Template

Contact the Park and Recreation Office if you are in need of a template.

EXTERNAL SPECIAL EVENTS

PARK RULES

Open Fires: Bonfires are not allowed in the park or on the beach.

Grilling: Charcoal is only to be used in the grills provided at our pavilions. Gas and propane grills are allowed. The grills base must be at least 24 inches from the surface on which it rests; grills are not permitted on picnic tables. Coals must be thoroughly extinguished, cooled and disposed of in disposal receptacles NOT garbage cans. All fires must be carefully supervised and extinguished before the group leaves the site.

Fireworks: No fireworks allowed at any time.

Pets: Pets are not allowed on property for External Special Events other than Service Animals.

Vehicles: No vehicles are allowed in any of our parks (park pathways, grass, etc.) except for the parking lots. Driving through the park is prohibited. Motor vehicles left in the parking lot after the park closes will be towed.

Swimming: For parks near the water, swimming is only allowed in the designated beach areas when a lifeguard is on duty. Beach admission is by a pass or daily fee at Paulus Park only. (Breezewald Park is open to residents with proof of residency or pass holders). Please contact the Park & Recreation Department for further information.

Fishing: Fishing is allowed on Lake Zurich. Anyone over 15 years old requires an Illinois fishing license and must have it on their person when fishing. Fishing in the swimming area is prohibited.

Sound: Loudspeakers, public address systems, musical instruments, bands or amplified equipment are not allowed without the permission of the Park and Recreation Department (certificate of insurance required).

Firearms or other weapons: It is unlawful for any person to bring or possess any gun, firearm, knife, explosive device or any other weapons of any kind in any Village park at any time. It shall be unlawful for any person to throw, cast or shoot any stone, arrow or other projectile or missile in any Village park at any time.

Catering: No caterers are allowed to stay on site in our parks without permission of the Park and Recreation Department (certificate of insurance/permits are required).

Vendors and Peddlers: All vendors and peddlers are prohibited in all Village parks at all times except only with the specific prior written approval from the Village.

Aircrafts: It is prohibited to operate any aircraft of any type in Village parks.

Signs: It shall be unlawful for any person to place or maintain any signs in any Village park without the proper approved Village permit.

Boating: The Village of Lake Zurich is only permitted to sell non-motorized boat permits to Lake Zurich residents during the boating season. Watercrafts include but are not limited to: Kayaks, Canoes, Paddle Boats, Row Boats, and Long Boards. All crafts must stay in the No Wake area of Lake Zurich, wear a PFD, carry a whistle for emergencies, and review the rules of the lake. Daily usage permits (\$5) and seasonal permits (\$50 per craft) for non-power watercraft access may be purchased and are available at the Paulus Park Barn during normal business hours, Monday-Friday, 8:30am-4pm, or at Paulus Park Beach during the listed hours of operation. Permits are required and boating violators are subject to fines.

Non-Motorized Pier: Only non-motorized watercraft is allowed to dock on Paulus Park pier. No watercraft is allowed to pull up to public beach areas.

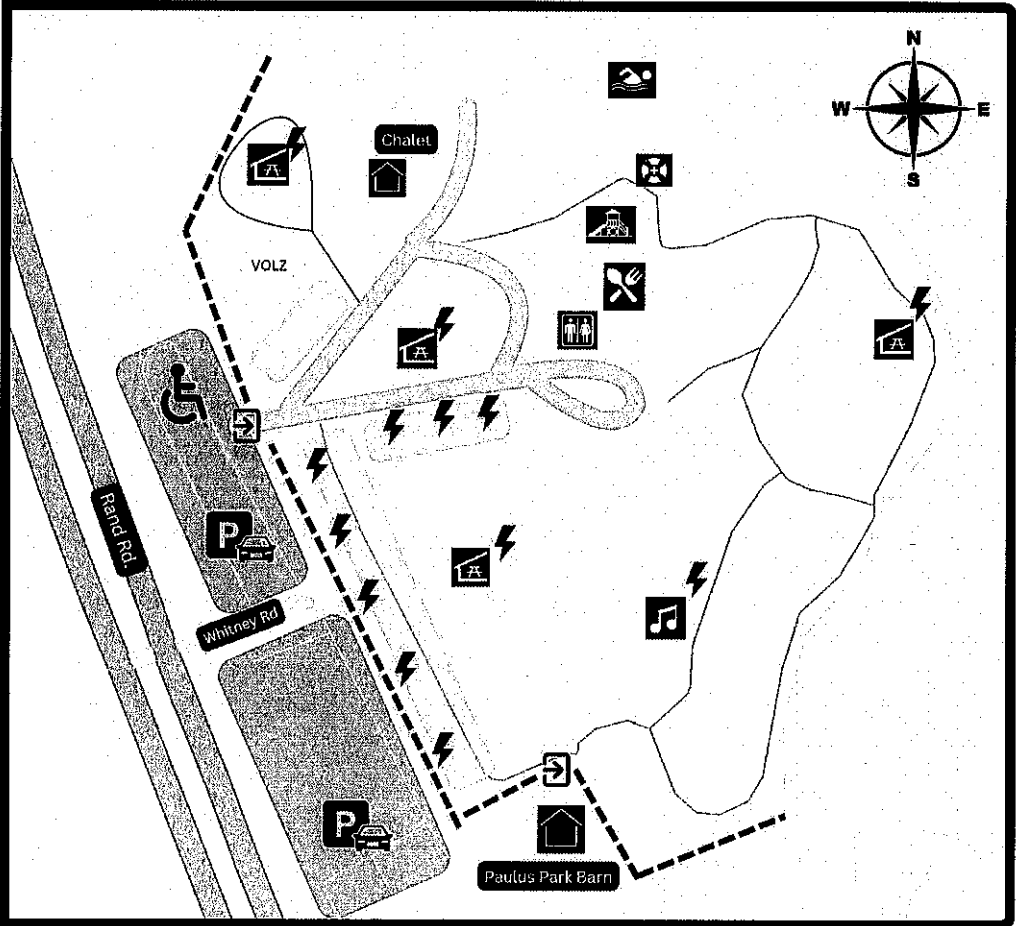
EXTERNAL SPECIAL EVENTS

PARK MAP

Henry J. Paulus Park

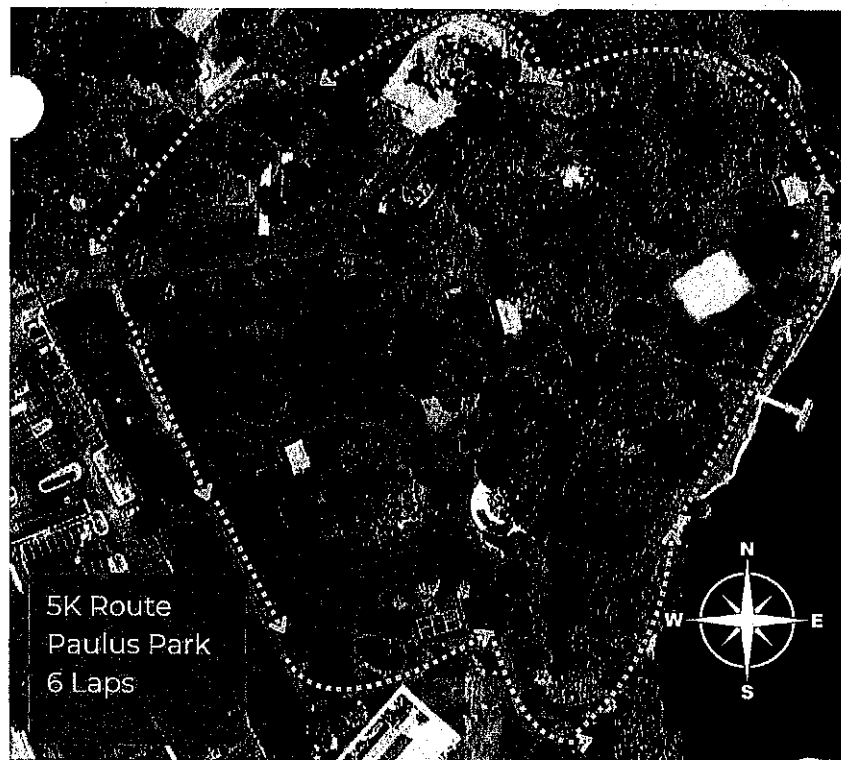
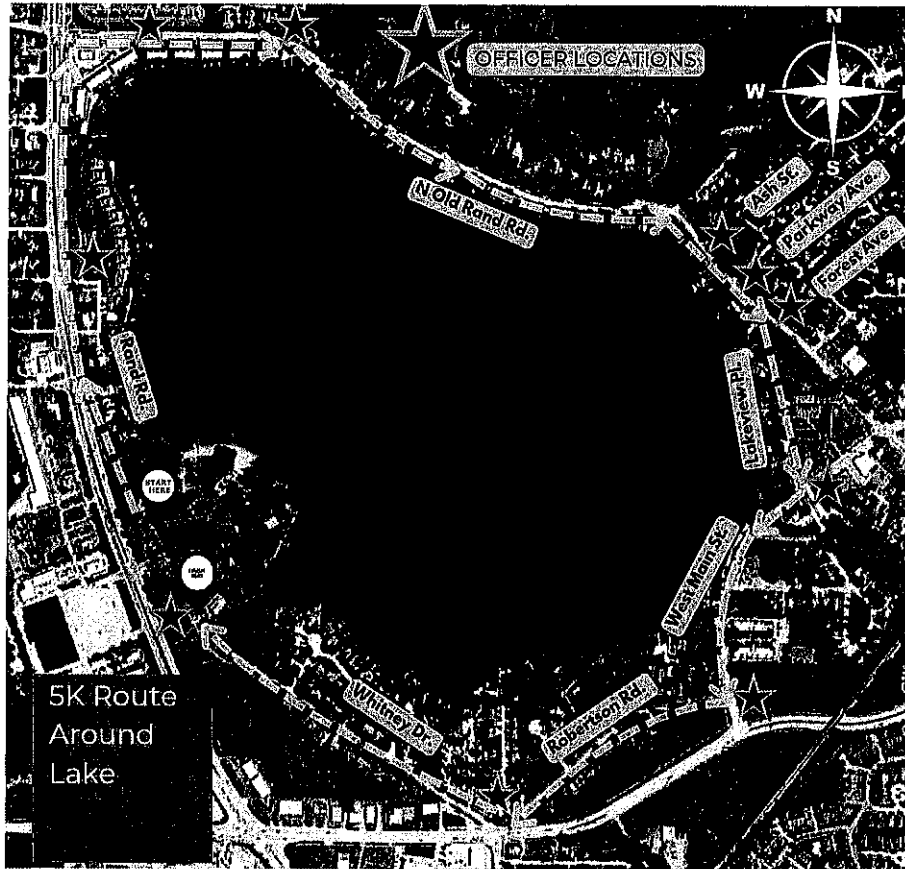
200 S. Rand Rd. Lake Zurich, IL

-  Entrance Gate
-  Paved Pathway
-  Vehicle Road
-  Food Truck/Vendor Area
-  Public Parking
-  Parking Available with External Approval
-  Picnic Pavilion
-  Restrooms: May 1
October 1
-  Concessions: Kiki's
Cotton Candy
-  Playground
-  Lifeguard Station
-  Beach (Seasonal)
-  Performance Stage
-  Electrical Outlet
-  VOLZ
Water Tower
-  Park Fence
-  Handicap Drop Off



EXTERNAL SPECIAL EVENTS

5K ROUTES



EXTERNAL SPECIAL EVENTS



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance Agency	CONTACT NAME: PHONE (Incl. No. Ext): E-MAIL: ADDRESS: (INSURER(S) AFFORDING COVERAGE) NAIC # INSURER A: INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED 4543992 Name of Insured	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED DURING THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE COVERAGE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. ANY CHANGES SHOWN MAY HAVE BEEN MADE BY THE POLICY CLAIMS.

INSUR LTR	TYPE OF INSURANCE	ADDL. INFO	POLICY NUMBER	POLICY DATE	POLICY EFF. DATE	LIMITS
A	GENERAL LIABILITY		Policy Number	DATE	DATE	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					BODILY INJURY (Per occurrence) \$ 1,000,000 MEDICAL EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PROP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> LOC					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY					WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER VILLAGE OF LAKE ZURICH 200 S. RAND ROAD LAKE ZURICH, IL 60047	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--



At the Heart of Community

PARKS AND RECREATION DEPARTMENT

200 South Rand Road
Lake Zurich, Illinois 60047

(847) 438-5146
LakeZurich.org

MEMORANDUM

Date: December 10, 2024
To: Park and Recreation Advisory Board
From: Bonnie Caputo, Recreation Director
Subject: Optimizing Green Space: A Master Plan for Keys Parks

Issue:

The last Park and Recreation Open Space Master Plan for the Village of Lake Zurich was completed in 2009. The shelf life of this tool is approximately 5-10 years due to evolving community needs, environmental changes, technology advances, and regulatory and legal changes. 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.

Analysis:

A master plan for key parks will provide a comprehensive, organized, and strategic approach to creating well-maintained, sustainable, and enjoyable parks that benefit the community, environment, and future generations.

The master plan will provide the Village with a guide for phased development, prioritizing immediate needs while providing a framework for future improvements. This ensures that resources are used wisely and that the park develops in a logical, manageable sequence. By planning ahead, a master plan helps avoid costly mistakes, reduces redundancy, and ensures that resources are used efficiently.

The Department aims to finalize a request for proposals early next year to select a consultant to help develop the master plan. Consultants will offer technical expertise, creative solutions, and a comprehensive understanding of planning processes, regulatory standards, and community engagement.

In selecting parks for inclusion, the Department assessed our 32 park properties considering factors such as size, location, current usage, existing infrastructure, accessibility, and recent

community feedback from the ADA Park Improvement Survey, all while factoring in future development plans for the Village of Lake Zurich.

Five parks were identified as suitable for inclusion based on the factors mentioned above: Paulus, Breezewald, and Staples Parks. Additionally, Oak Ridge Park is recommended for inclusion due to the planned demolition of the former public works facility at 351 Lions. Kuechmann Arboretum is also recommended due to its unique site offerings and natural benefits to our community.

Other potential parks for inclusion are: Manor, Chestnut Corners/Hunters Creek, Buffalo Creek, Zurites, and Braemar Parks

Recommendation:

Discussion Only

w/ Attachments; Placer AI Village Park Properties Report and Park Amenities Listing & Map, ADA Park Improvement Survey results



VILLAGE MANAGER'S OFFICER

70 East Main Street
Lake Zurich, Illinois 60047

Phone (847) 540-1684
LakeZurich.org

At the Heart of Community

Placer AI Reports

Village Park Properties

*Data does not include any individuals under the age of 18.

*Data only captures those who stayed in zone for at least 7 minutes.

*Data captures visitors to parks from April – October.

PAULUS PARK	200 SOUTH RAND ROAD
--------------------	----------------------------

- | | |
|------------------------------|--|
| ○ April 1 – October 31, 2024 | 148,000 visitors w/ avg dwell time of 44 mins |
| ○ April 1 - October 31, 2023 | 117,700 visitors w/ avg dwell time of 44 mins |
| ○ April 1 – October 31, 2022 | 122,500 visitors w/ avg dwell time of 44 mins |

BREEZEWALD PARK	125 NORTH RAND ROAD
------------------------	----------------------------

- | | |
|------------------------------|---|
| ○ April 1 – October 31, 2024 | 77,800 visitors w/ avg dwell time of 83 mins |
| ○ April 1 - October 31, 2023 | 71,100 visitors w/ avg dwell time of 83 mins |
| ○ April 1 – October 31, 2022 | 71,500 visitors w/ avg dwell time of 75 mins |

CHESTNUT CORNERS PARK	1234 PHEASANT RIDGE
------------------------------	----------------------------

- | | |
|------------------------------|---|
| ○ April 1 – October 31, 2024 | 16,200 visitors w/ avg dwell time of 95 mins |
| ○ April 1 - October 31, 2023 | 21,400 visitors w/ avg dwell time of 82 mins |
| ○ April 1 – October 31, 2022 | 20,100 visitors w/ avg dwell time of 82 mins |

STAPLES PARK	510 RED BRIDGE ROAD
---------------------	----------------------------

- | | |
|------------------------------|---|
| ○ April 1 – October 31, 2024 | 14,800 visitors w/ avg dwell time of 83 mins |
| ○ April 1 - October 31, 2023 | 15,300 visitors w/ avg dwell time of 92 mins |
| ○ April 1 – October 31, 2022 | 15,700 visitors w/ avg dwell time of 88 mins |

KUECHMANN ARBORETUM	626 NORTH OLD RAND ROAD
----------------------------	--------------------------------

- | | |
|------------------------------|--|
| ○ April 1 – October 31, 2024 | 1,900 visitors w/ avg dwell time of 36 mins |
| ○ April 1 - October 31, 2023 | <i>Insufficient data.</i> |
| ○ April 1 – October 31, 2022 | 3,700 visitors w/ avg dwell time of 44 mins |

OAK RIDGE PARK	351 LIONS DRIVE
-----------------------	------------------------

- | | |
|------------------------------|--|
| ○ April 1 – October 31, 2024 | 2,900 visitors w/ avg dwell time of 60 mins |
| ○ April 1 - October 31, 2023 | 4,400 visitors w/ avg dwell time of 50 mins |

- April 1 – October 31, 2022 **5,900** visitors w/ avg dwell time of 54 mins

OLD MILL GROVE PARK **285 OLD MILL GROVE ROAD**

- April 1 – October 31, 2024 **3,600** visitors w/ avg dwell time of 23 mins
- April 1 - October 31, 2023 **3,200** visitors w/ avg dwell time of 31 mins
- April 1 – October 31, 2022 **3,700** visitors w/ avg dwell time of 28 mins

BUFFALO CREEK PARK **675 OLD MILL GROVE ROAD**

- April 1 – October 31, 2024 **2,200** visitors w/ avg dwell time of 41 mins
- April 1 - October 31, 2023 **2,700** visitors w/ avg dwell time of 42 mins
- April 1 – October 31, 2022 **2,500** visitors w/ avg dwell time of 44 mins

BRAEMAR PARK **608 CHESTERFIELD LANE**

- April 1 – October 31, 2024 **5,500** visitors w/ avg dwell time of 59 mins
- April 1 - October 31, 2023 **4,600** visitors w/ avg dwell time of 55 mins
- April 1 – October 31, 2022 **3,400** visitors w/ avg dwell time of 59 mins

BRISTOL TRAILS PARK **1130 BRISTOL TRAILS**

- April 1 – October 31, 2024 **5,000** visitors w/ avg dwell time of 53 mins
- April 1 - October 31, 2023 **4,600** visitors w/ avg dwell time of 50 mins
- April 1 – October 31, 2022 **5,500** visitors w/ avg dwell time of 50 mins

MANOR PARK **5 MILLER ROAD**

- April 1 – October 31, 2024 **4,600** visitors w/ avg dwell time of 43 mins
- April 1 - October 31, 2023 **7,400** visitors w/ avg dwell time of 54 mins
- April 1 – October 31, 2022 **5,900** visitors w/ avg dwell time of 42 mins

COUNTRYSIDE EAST PARK **935 SANDLEWOOD COURT**

- April 1 – October 31, 2024 Insufficient data.
- April 1 - October 31, 2023 Insufficient data.
- April 1 – October 31, 2022 Insufficient data.

ZURITES PARK **71 NORTH PLEASANT ROAD**

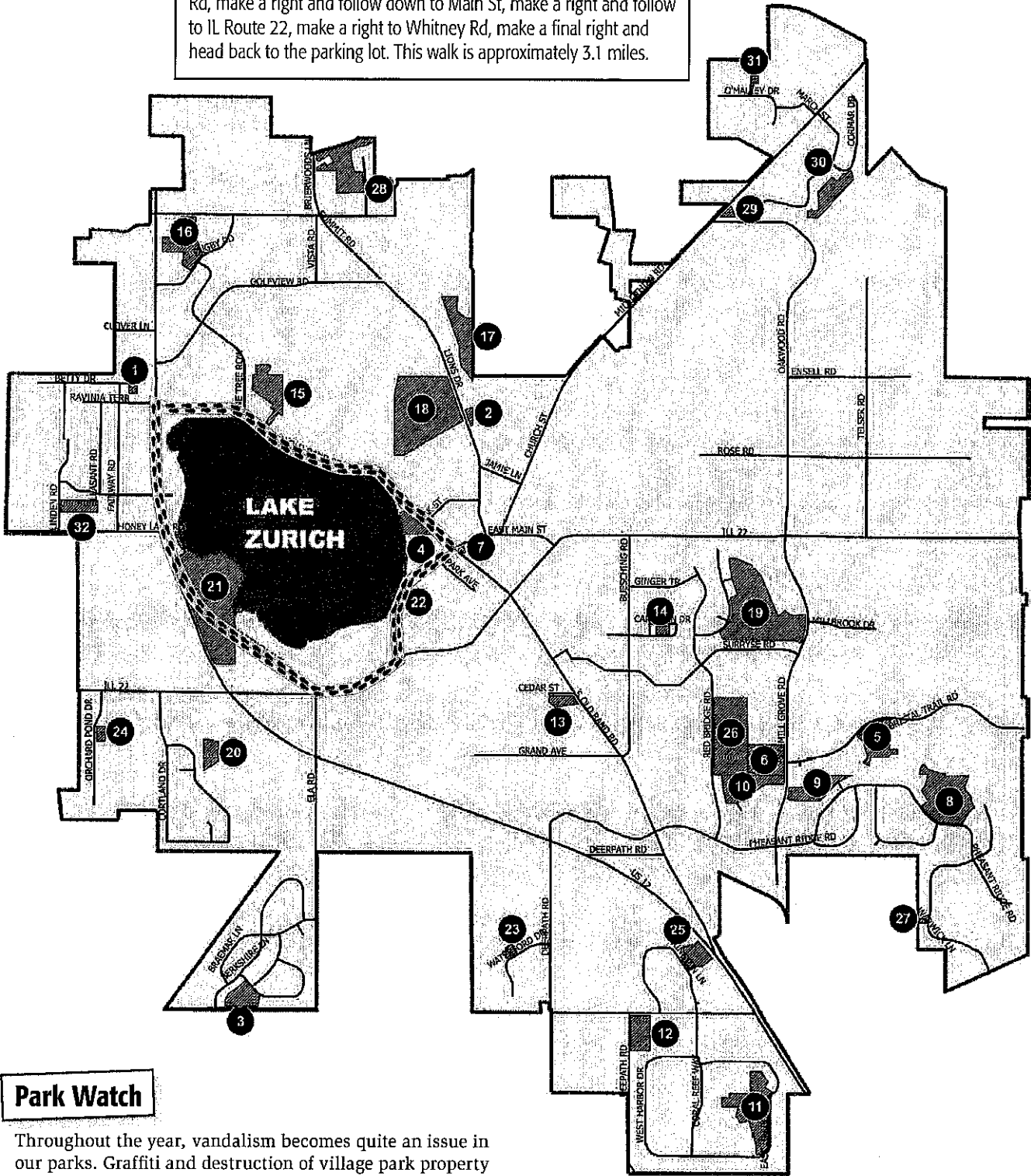
- April 1 – October 31, 2024 Insufficient data.
- April 1 - October 31, 2023 Insufficient data.
- April 1 – October 31, 2022 Insufficient data.

Village of Lake Zurich Park Amenities

Village of Lake Zurich Park Amenities		Baseball	Basketball	Pickleball	Soccer	Tennis	Volleyball	Beach	Swimming	Fishing	Picnic Tables	Shelter	Playground	Parking	Nature Area	Walking	Acres
1	Betty Park 949 Betty Dr.																.3
2	Bird Observation Area 40 Lions Dr.											1			Y		1.5
3	Braemar Park 608 Chesterfield Ln.	1	Y		1		1				Y	1	Y	15			7
4	Breezewald Park 125 N. Old Rand Rd.							Y	Y	Y	Y	1	Y	20	Y	Y	5.5
5	Bristol Trails Park 1130 Bristol Trails Rd.		Y		1						Y	1	Y	10		Y	7.6
6	Buffalo Creek Park 675 Old Mill Grove Rd.				1								Y	60		Y	7.6
7	Celebration Park 7 E. Main St.										Y						
8	Chestnut Corner/Hunters Creek Park 1234 Pheasant Ridge Rd.	2					1				Y	1	Y	25	Y		10.1
9	Countryside East Park 935 Sandlewood Ct.										Y		Y				1.5
10	Countryside East Soccer 683 Old Mill Grove Rd.				1										Y		10.1
11	Countryside West Park 1650 Bayview Dr.						1			Y	Y		Y		Y		18.3
12	Countryside West Soccer 1200 Deerpath Rd.				1									20			4.8
13	Heatherleigh Park 435 Cedar St.			Y		1					Y		Y	8	Y	Y	1.6
14	Jonquil Park 519 Carolian Dr.										Y		Y				.7
15	Kuechmann Arboretum 626 N. Old Rand Rd.										Y			5	Y	Y	8.3
16	Manor Park 5 Miller Rd.				1						Y	1	Y	25	Y	Y	2
17	Oak Ridge Marsh Nature Park 500 Lions Dr.													4	Y	Y	18.1
18	Oak Ridge Park 351 Lions Dr.		Y				1			Y	Y	1	Y	11	Y	Y	26.25
19	Old Mill Grove Park 285 Old Mill Grove Rd.				1		1				Y	1	Y		Y	Y	21
20	Orchards Park 567 Lawrence				1						Y		Y		Y		2.5
21	Paulus Park 200 S. Rand Rd.			Y			1	Y	Y	Y	Y	3	Y	150	Y	Y	41
22	Promenade 150 W. Main St.									Y					Y	Y	.5
23	Quail Run Park 270 Waterford Dr.										Y		Y		Y		3.3
24	Sonoma Park 560 Orchard Pond Dr.					2					Y		Y	4			1.2
25	Sparrow Ridge Park 1200 Lexington Ln.										Y		Y				3.1
26	Staples Park 510 Red Bridge Rd.	6	Y			2					Y	1	Y	150			10.8
27	Warwick Park 858 Warwick Ln.										Y		Y			Y	.5
28	Whispering Creek Trail 935 Lorie Ln.														Y	Y	9.5
29	Wicklow Ball Field 815 March St.	1												20			3.4
30	Wicklow East Park 998 Cormar St.				1						Y		Y	15			15.6
31	Wicklow West Park 1154 O'Malley Drive										Y		Y		Y		.3
32	Zurites Park 71 N. Pleasant Rd.				1						Y		Y	20			2.7

Please Note

*If you wish to walk around the lake see the highlighted area on the map below. Start out at Paulus Park parking lot and follow the sidewalks around the lake. Walk Northwest on Rand Rd to Old Rand Rd, make a right and follow down to Main St, make a right and follow to IL Route 22, make a right to Whitney Rd, make a final right and head back to the parking lot. This walk is approximately 3.1 miles.



Park Watch

Throughout the year, vandalism becomes quite an issue in our parks. Graffiti and destruction of village park property costs everyone.

While walking our trails, driving by or using our parks, we strongly encourage anyone that witnesses an act of vandalism being committed to call the Lake Zurich Police Department non-emergency number at 847-438-2349 immediately and report it.

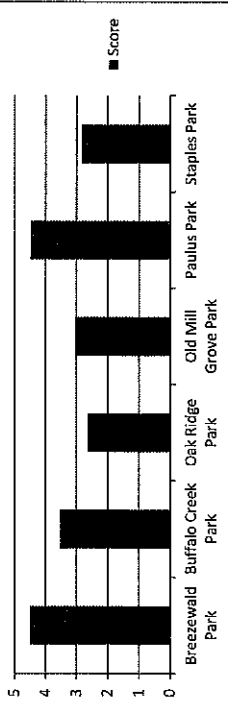
If you notice vandalism already committed or park equipment in need of repair, please feel free to call us at 847-438-5146 and let us know. We want our parks to be clean, safe, and appealing. Thank you for your cooperation and support.

Equitable Use of Park Facilities

Consider our existing facilities and parks, please rank your top three priorities where in the next 5 years we should direct improvement funds to. Please rank the parks in order of priority

	1	2	3	4	5	6	Total	Score			
Breezewald Park	26.96%	62	10.00%	23	8.28%	19	15	7.83%	18	230	4.5
Buffalo Creek Park	6.96%	16	14.78%	34	25.65%	59	74	16.96%	39	230	3.52
Oak Ridge Park	7.39%	17	3.48%	8	13.04%	30	52	29.57%	68	230	2.95
Old Mill Grove Park	8.26%	19	9.57%	22	18.70%	43	49	28.96%	62	230	3.05
Paulus Park	38.70%	89	24.35%	56	11.30%	26	13	10.43%	24	230	4.47
Staples Park	11.74%	27	7.39%	17	21.30%	49	23	9.57%	22	230	2.82
								40.00%	92	230	2.82
							Answered				230
							Skipped				2

Consider our existing facilities and parks, please rank your top three priorities where in the next 5 years we should direct improvement funds to. Please rank the parks in order of priority.



Equitable Use of Park Facilities

Is there another park we should consider, but was not included above?

Answered 62
Skipped 170

Respondent ID	Response Date	Responses	Tags
114535067998	Feb 20 2024	1 Quail Run Park	
114534874405	Feb 20 2024	C Countryside west park-	
114534461297	Feb 20 2024	1 Anderson Park	
114532016610	Feb 16 2024	1 Chestnut Corner Park	
114527387850	Feb 09 2024	C Countryside East on Sandlewood	
114527369358	Feb 09 2024	C Bristol Trails Brittany	
114527357821	Feb 09 2024	C Braemar Park, volleyball and baseball field needs work	
114527319545	Feb 09 2024	C Lion's Park	
114527312571	Feb 09 2024	C No	
114526397320	Feb 08 2024	C Chestnut Corners Hunters Creek	
114526258131	Feb 08 2024	C Knigge Park	
114525731174	Feb 07 2024	1 No	
114525584585	Feb 07 2024	C Zurite	
114525558549	Feb 07 2024	C Sandlewood Park	
114525461628	Feb 07 2024	C Bramar	
114525417004	Feb 07 2024	C Manor Park	
114525404452	Feb 07 2024	C Hunter's Creek Park, and Warwick Park	
114525369873	Feb 07 2024	C Countryside West Park	
114525363308	Feb 07 2024	1 Warwick Park	
114525330001	Feb 07 2024	1 Sandlewood Park	
114525322326	Feb 07 2024	1 Countryside West Park	
114525321704	Feb 07 2024	1 Braemar Park	
114525308043	Feb 07 2024	1 Knox Park	
114525280189	Feb 07 2024	1 Benches need to be put alllll around at Paulus park	
114525266574	Feb 07 2024	1 Countryside West Park	
114524626798	Feb 06 2024	C Braemar Park - turn the volleyball court into pickleball	
114523800155	Feb 05 2024	C Sonoma Park	
114522937347	Feb 04 2024	C Manor Park	
114522801168	Feb 04 2024	C Manor Park	
114522580485	Feb 03 2024	C No	
114522392232	Feb 03 2024	C Wicklow (soccer and baseball), and any other with sports facilities	
114522390861	Feb 03 2024	C Red bridge	
114522253452	Feb 02 2024	1 Countryside West! That park is terrible!	
11452223213	Feb 02 2024	C Honestly only know breezwald and paulus	
114522200933	Feb 02 2024	C No More water front amenities especially things for kids to play on at beaches such as permanent amenities. Even more things such as	
114522174181	Feb 02 2024	C pavillion maybe in Paulus or in breezwald still	
114522161874	Feb 02 2024	C Chestnut corners/Hunters Creek	
114522160115	Feb 02 2024	C Countryside West Park	
114522145952	Feb 02 2024	C Sonoma Park	
114522106467	Feb 02 2024	C Lions park	
114522075331	Feb 02 2024	C Knox Park	
114522062477	Feb 02 2024	C Oak ridge marsh park	
114521995631	Feb 02 2024	C n0	
114521976906	Feb 02 2024	C Braemar Park	
114521975930	Feb 02 2024	C Kuechmann Kove	
114521936177	Feb 02 2024	1 Braemar	
114521936143	Feb 02 2024	1 Chestnut Corners	
114521913999	Feb 02 2024	1 Manor park	
114521879527	Feb 02 2024	1 Quail run park.	
114521877870	Feb 02 2024	1 Countryside West	
114521845300	Feb 02 2024	1 No	

114521843378	Feb 02 2024 1 Braemar park
114521439366	Feb 01 2024 C Countryside West Park
114521358329	Feb 01 2024 C Countryside West Park
114521300274	Feb 01 2024 C Braemar Park
114518291626	Jan 29 2024 1 Consider a dog park! :)
114517699426	Jan 28 2024 1 Zurites— for basketball hoops
114517691063	Jan 28 2024 1 Zurites park
114517688057	Jan 28 2024 1 Wicklow Parks
114470482202	Nov 22 2023 C No
114469258426	Nov 21 2023 1 No
114469211412	Nov 21 2023 C Kuechmann

Totals

Braemar Park	8
Bristol Trails Park	1
Chestnut Corners	6
Countryside East (Sandlewood)	3
Countryside West	9
Kuechman	2
Manor Park	4
Oak Ridge Park	1
Quail Run Park	1
Sonoma Park	2
Staples Park	1
Warwick Park	2
Wicklow Parks	2
Zurites Park	3

Non Village Park Totals

Knigge Park	1
Knox Park	2
Lions Park	2

Summary of Operations
Current Year and Prior Year

Park & Rec	Current Month				Current Month		2024 FY Actual vs Budget	Comments
	Current Year Actual	Current Year Budget	Actual vs Budget	Prior Year Actual	2024 vs 2023 Actual			
NOVEMBER								
Dance	459,597	368,040	91,557	415,253	44,344	Increased enrollment	Increased enrollment in both classes and Impulse competitions and conventions; also Increase of dancer fee year over year	
Preschool	168,370	177,851	(9,481)	152,958	15,412	Still have a month of tuition to receive; anticipated to make budget	Increased enrollment year over year, specifically in our 3s program	
Youth	32,847	12,750	20,097	25,817	7,030	Revenue better to budget due to Cricket contractual program. Cricket will be moving to a rental as opposed to independent partner in the upcoming year.	See FY2024 note.	
Camp	274,057	267,188	6,869	245,440	28,617		Increase in camper fee year over year	
Athletics	50,299	42,500	7,799	55,607	(5,308)			
Aquatics- Park Fees	90,449	100,030	(9,581)	88,248	2,201			
Aquatics- Park Permits	26,350	30,000	(3,650)	24,243	2,107			
Special Programs Fees	3,348	4,750	(1,402)	5,058	(1,710)			
Park Fees	12,608	6,000	6,608	40,040	(27,432)		Jack o Lantern World external event rev was collected; still waiting on receiving the check	
Operating Revenue	1,117,925	1,009,109	108,816	1,052,664	65,261		Addition of Special Events Rec Sup	
Personnel- Full Time	123,143	146,191	23,048	128,738	5,595		Savings associated with vacancies earlier in the year	
Personnel- Part Time	34,835	52,634	17,799	34,141	(694)			
Personnel- Seasonal	458,316	514,223	55,907	380,180	(78,136)		Increases associated with minimum wage increases and COLAs; additionally brought back the Wifit inflatable this Summer requiring 5 more lifeguards daily, Monday-Friday during regular beach season as well as additional camp staff to assist with monitoring of participants on the units.	
Social Security	38,012	44,231	6,219	33,530	(4,482)			
Medicare	8,890	10,345	1,455	7,842	(1,048)			
IMRF	6,425	7,431	1,006	7,916	1,491			
Health Ins	28,666	31,272	2,606	26,598	(2,068)			
Licensing/Certification	4,362	5,500	1,138	4,532	170			
Memberships & Subscriptions	2,139	3,592	1,453	2,910	771			
Program Services	86,746	79,212	(7,534)	73,486	(13,260)	Offset by the increase in program revenue received vs. budgeted associated contracted programs (youth and athletics)	Increase in costs associated with dance (\$2K to refinish flooring and \$8K in new contractual recital DVDs offset by rev) and Camp Cedar field trips (\$5K increase in bussing and field trip fees)	
Postage & Shipping	4,143	5,000	857	3,745	(398)			
Printing Stationery/Forms	22,985	23,000	15	22,643	(342)			
Office Supplies	3,782	3,500	(282)	4,094	312			
Uniforms	6,463	6,500	37	4,966	(1,497)		Increase in costs year over year; was budgeted for	
Other Supplies	56,398	64,900	8,502	53,771	(2,627)		Increase was budgeted for dance costume expense increase year over year due to additional enrollment and increase in costs	
Program Supplies	24,190	26,116	1,926	19,324	(4,866)		Additional costs associated with equipment for the Brezewald aquatics facility, concessionaire, etc. Was included in budget.	
Bank & Credit Card Fees	27,816	31,000	3,184	29,953	2,137			
Rentals	8,283	8,000	(283)	5,017	(3,266)		Increase in facility rentals for dance recital; increased usage as higher enrollment necessitated an increase of shows for Spring recital	
Liability Ins	59,473	64,880	5,407	53,581	(5,892)			
Operating Expense	1,005,067	1,127,527	122,460	896,967	(108,100)			



PARKS & RECREATION DEPARTMENT

MONTHLY INFORMATION REPORT

October 2024

HIGHLIGHTING DATA METRICS
TO IDENTIFY OPERATIONAL TRENDS
AND
FACILITATE INFORMED DECISION MAKING

70 E. MAIN STREET
LAKE ZURICH, IL 60047

Departmental Narrative

Save the Date for this year's Miracle on Main Street to be held in downtown Lake Zurich on Saturday, December 7th from 3-6:30pm featuring a visit from Santa and Mrs. Claus, photo op with Santa's reindeer, sleigh rides, crafts, local artisans, food vendors, adult beverages and more! We are always looking for great volunteers to assist with a variety of event functions so please visit <https://lakezurich.org/571/Event-Volunteer-Opportunities> for a listing of all opportunities. Thank you to our event sponsors, Lake Zurich Area Chamber of Commerce, Lake Zurich Lions Club, Moore Orthodontics, Lake Zurich Tire & Auto Inc., Baird & Warner, Bright Horizons and LRS. Also the Lions Club will continue to offer their free holiday Candy Cane Hunt prior to the opening of Miracle on Main Street in Lions Park. Please visit lzlions.com for further information. The department is also planning for the return of the Mistletoe Moment and Letters to Santa throughout the holiday season in Rotary Park. The Village has also purchased two additional layers for the Main Street holiday tree, originally purchased and donated by a local community family and partially sponsored by Treetime in Barrington. This year the holiday tree will stand 24 feet tall for all to enjoy the whole season long. Join us in spreading holiday cheer at Breezewald Park for the 2nd annual Merry & Bright, Breezewald at Night! From December 1st early January, our park will be aglow with festive lights. These charming Holiday displays (which include 16 trees wrapped in lights, 20 inflatables and lit up structures, holiday tunnels and tree up lighting) are free for all to enjoy, every evening, illuminates at dusk until 10pm.

A new event addition for this year will be Merry & Bright Holiday Express. Join us on Friday, December 13th from 5-8pm at Breezewald Park for a dazzling ride on the Merry Express trackless train bound for the North Pole. Families will get a ride to enjoy the lights in the park and even may spot Santa along the way. Refreshments of hot cocoa and cookies will be provided after the train ride. The event is free to the community due to the train station and trackless train is fully sponsored by Bouncing Buckaroos.

All other internal event committees such as the Farmers Market and Rock the Block are continuing to meet in the upcoming months to update event forms, marketing pieces and discuss logistics for 2023. Event dates and details coming soon.

The department is finalizing all Spring Summer 2025 brochure offerings which is set to be released to the residents early February. New program independent contracts for the new year include *Little Medical School*, which introduces young participants to medical and veterinary concepts through imaginative play, Skyward Fencing offering beginner and intermediate fencing classes for ages 6+ and *Battle House Combat Laser Tag* and *Skyward Fencing* will join our program lineup. The department is working on obtaining all necessary annual documentations from our contractors such as COIs, agreements, background checks, etc. as well as two new evaluation tools to assist with vetting new contractor inquiries and also a year-end evaluation.

The department will begin hiring for our seasonal camp and aquatic positions as of January. The department has reviewed the new provisions for the 2025 Child Labor Laws and have decided that we will no longer be hiring employees under the age of 16. Two new provisions call for the direct onsite supervision of an employee under the age of 16 by a supervisor aged 21 or older at all times as well as no exposure to first aid situations. These new provisions would not align

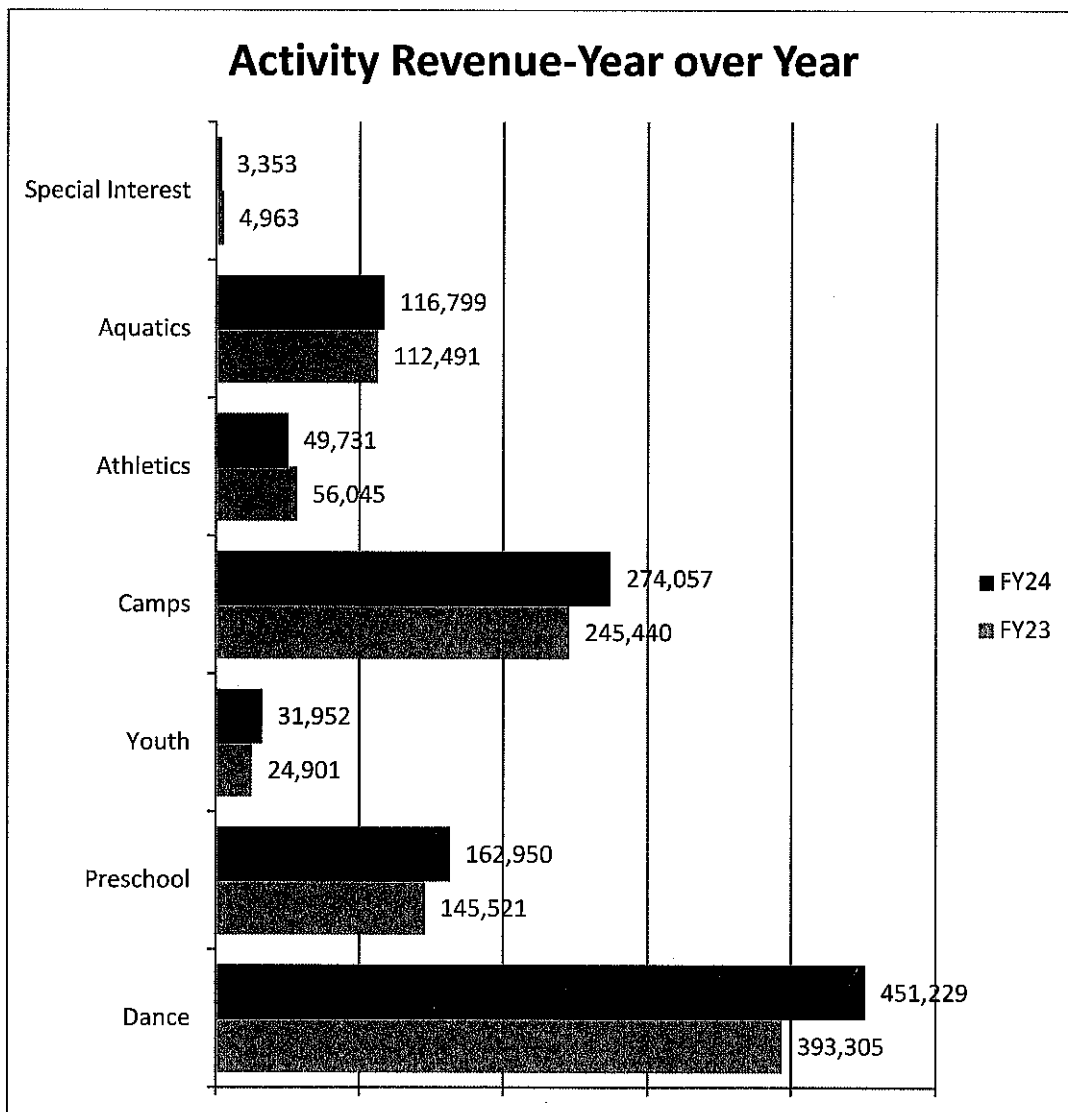
with our current operations and job descriptions. Other items the department is continuing to work on is reworking seasonal staff manuals for aquatics, dance, and day camp, updating all affiliate agreements for continued use of our park field spaces, updating all other general forms as well as all special event applications, marketing materials and the Village's Special Events Policies and Procedures for 2025 to be released to the Village Board for their review later mid-November.

The department will be holding a special Park and Recreation Advisory Board meeting on Tuesday, November 12th specifically to review the design concepts for the OSLAD grant. The state's Open Space Land Acquisition and Development (OSLAD) program, administered by the Illinois Department of Natural Resources (IDNR), assists communities in acquiring open space and developing recreational facilities throughout Illinois. The Village has contracted with Hitchcock Design Group, a landscape planning and architecture firm, to expand previous plans for improvements at Paulus Park. The Village of Lake Zurich was awarded a grant to complete several projects, including the renovation of the splash pad, the addition of a bandshell, shoreline restoration, outlook cropping, baggo courts, and landscaping. In early Fall, the Village met with Hitchcock Design Group to discuss the project designs. The Department would like to present these designs to the Park Advisory Board for their review and feedback. Other items to be vetted by the Advisory Board include the park affiliate agreements and a new potential affiliate, Lake Zurich Rugby. The department was approached by local residents Roger Comins and James Peters, who expressed their interest in developing a youth rugby program in Lake Zurich, affiliated with USA Rugby and Rugby Illinois. Mr. Comins and Mr. Peters plan to present their program concept to the Park and Recreation Advisory Board, seeking an affiliate agreement to access Village property for their upcoming Spring programs.

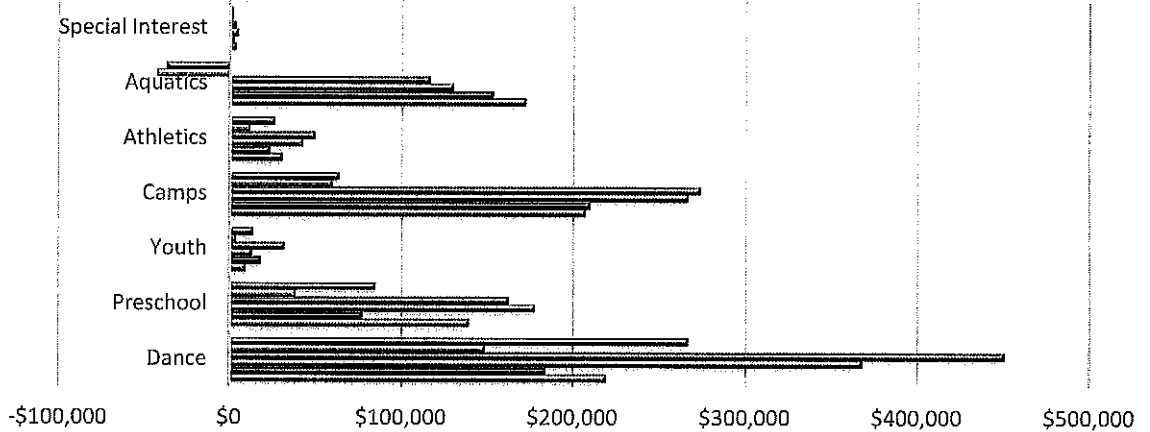
The department is also excited to present to the Advisory Board a new park initiative of pet waste station donor program. In 2020, the Village of Lake Zurich updated the park rule ordinance to permit leashed pets on park pathways. At that time, the Department explored the costs for updating signage and installing pet waste stations. Due to the high expense of updating signage across our 32 properties, the Village decided to postpone the discussion on pet waste stations to assess their necessity. The Department now proposes a donation program for individuals, organizations, and businesses to support the installation of pet waste stations throughout our parks, helping to maintain cleanliness and cover the initial costs of the units and installation. Further details on the program will be communicated after the presentation to the Advisory Board.

All Community Events wrapped up their 4th Annual Jack O 'Lantern World event series at Paulus Park on Sunday, October 27th. The Village has a wrap up meeting planned for mid-November with the organizers to discuss operations, conduct a final walk thru of the grounds and hopefully receive attendance numbers to reconcile the park usage fee for the month. The Village continued to work with CERT to provide traffic and pedestrian assistance at the park intersection on Route 12 on Fridays and Saturdays during high traffic times. For the use of their equipment and staffing, the Village donated \$6,000 to CERT. All Community Events has conveyed that they are looking forward to returning to Paulus Park next October and does plan to continue to invest in the growth of the event with new attractions/amenities for 2025.

The department will continue their collaboration with Ancient Oaks Foundation quarterly community events. External special event partners for the remainder of the year include the Rotary Fireman 5k at Paulus Park in December. All external partner event applications are due by mid- December in hopes to be presented to the Village Board in January or February for consideration. Further details on both Village sponsored, external and internal events can be found in our seasonal program brochure, online or by contacting the department.



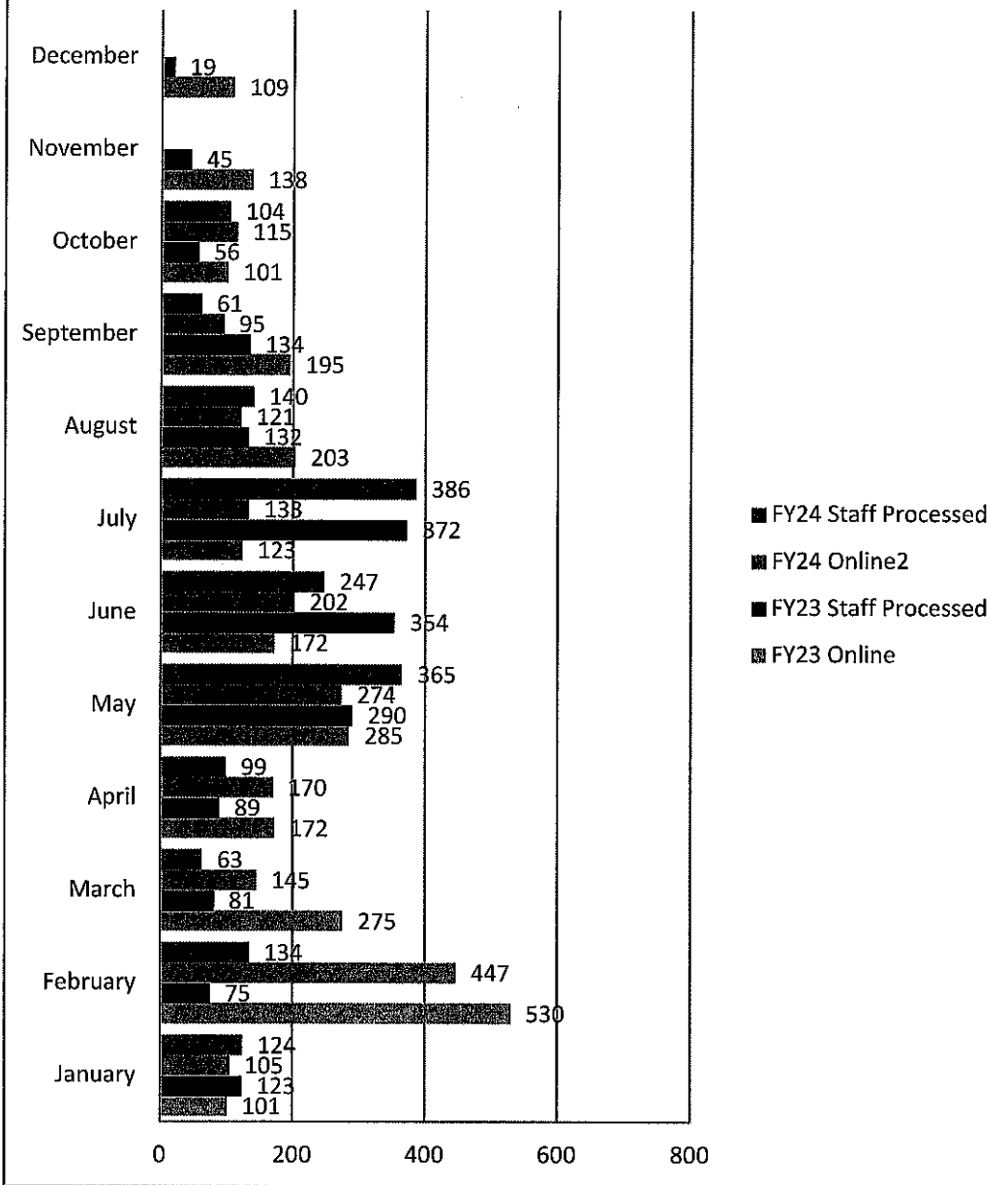
Program Cost Recovery Fiscal Y-T-D



	Dance	Preschool	Youth	Camps	Athletics	Aquatics	Special Interest
Actual Net	\$266,933	\$85,376	\$13,794	\$63,731	\$26,305	-\$36,872	\$1,274
Budgeted Net	\$148,573	\$38,502	\$3,500	\$59,796	\$11,900	-\$42,580	\$1,238
Actual Rev	\$451,229	\$162,950	\$31,952	\$274,057	\$49,731	\$116,799	\$3,353
Budgeted Rev	\$368,040	\$177,851	\$12,750	\$267,188	\$42,500	\$130,030	\$4,750
Actual Exp	\$184,296	\$77,574	\$18,158	\$210,326	\$23,426	\$153,671	\$2,079
Budgeted Exp	\$219,467	\$139,349	\$9,250	\$207,392	\$30,600	\$172,610	\$3,512

*2024 marks the first year that the expenses exceeded revenue at the beach (which was reflected in the budget). Negative net is better than the anticipated budget as the department saw savings associated with bad weather days and sending staff home early when the beach was slow. Factors that contribute to the negative budgeted include staffing costs (minimum wage increases over the past few years) and expenses associated with Wibit operations (approximately \$20K). Other contributing factors to the negative net was the unexpected lake treatment expense (\$6K) and revenue associated with daily visits coming in lower than budgeted.

Registrations Year over Year

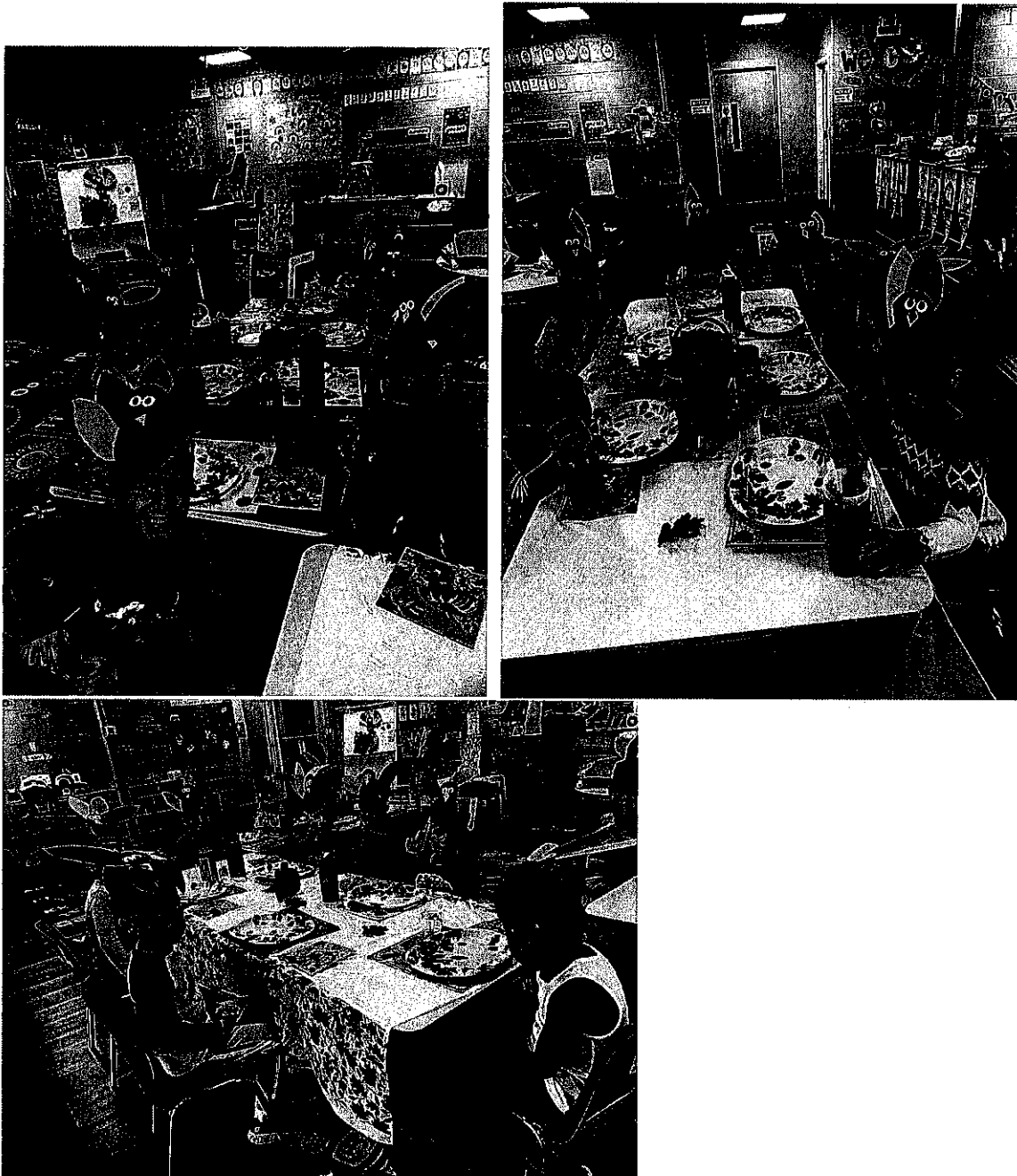


Online registration is available to all residents and non-residents enrolling in programs. Beach membership and facility rentals must be made in person at the Paulus Park Barn. Payments made at the beach are NOT included in these numbers. February registrations reflect the priority resident registration period for camp deposits/payments.

Yellow Brick Road Preschool Update- November

Preschool is continuing to go well as we gear up for the holidays. We had a Thanksgiving feast in our 4yr. old programs. They were practicing manners and put them to use with a feast of nuggets, muffins, pirate booty and apples. Please see pictures below.

We have our Winter Open Houses in December for Preschool where the students can show case all of their hard work from the first half of the school year before we go on holiday break. The teachers have also worked very hard this first half of the year and are excited to share all that has been accomplished with our families.



PAB Updates for December 10, 2024

Current dance updates:

Dance Payments: We are in the process of collecting all dance payments for this year.

Fundraising Update: Our fundraising for the Impulse Dance Company has just wrapped up. We are awaiting final figures, but the team collected almost 5,000 pairs of shoes. Funds2orgs will weigh them and pay us per pound. These funds help offset competition costs.

Competitions: Impulse will compete in three national events:

- Dance Idol in Des Plaines (Jan 31-Feb 2)
- Inferno Dance in Aurora (March 14-16)
- Amp Dance in Frankfort (April 11-13)

Impulse Showcase: Our Impulse showcase will be held on April 4th at the Buffalo Grove Community Center. Let me know if you'd like to attend.

Dance Recital: On May 3rd, we will have our annual dance recital at Wheeling High School for all our dancers. Please let me know if you'd like to attend.

Aquatics updates: None

Independent Contractors: All contractors have received their contracts for 2025. This year, a new two-way evaluation tool has been introduced to gather feedback from contractors about their classes and offerings. The tool serves as a way to identify areas for improvement, both from the contractors' perspective and for us to provide feedback on how they can enhance their performance and better engage with the community.

Approved on 12-2-24

VILLAGE OF LAKE ZURICH, ILLINOIS
Annual Schedule of Meetings for 2025

All meetings are held at the Village of Lake Zurich, 70 East Main Street unless otherwise noted below. Village Board and Planning & Zoning Commission meetings are webcast live at LakeZurich.org and Facebook Live.

BOARD OF TRUSTEES meets the 1st and 3rd Monday each month at 7:00 PM at Village Hall except for Tuesdays on: January 21, 2025, February 18, 2025, and September 2, 2025.

COMMUNITY & POLICE ADVISORY COMMITTEE meets the 3rd Wednesday of every 3rd month at 6:30 pm (Training Room at Police Station).

March 19 June 18 September 17 December 17

FIRE & POLICE COMMISSION meets the 3rd Tuesday each month at 5:30 pm at the Police Dept, 200 Mohawk Trail.

January 21 February 18 March 19 April 15 May 20 June 17
July 15 August 19 September 16 October 21 November 18 December 16

FIRE PENSION BOARD meets the 3rd Wednesday of every 3rd month at 8:00 a.m. at Village Hall.

January 15 April 16 July 16 October 15

PARK & RECREATION ADVISORY BOARD meets the 2nd Tuesday of every 2nd month at 6:30 pm at Village Hall.

February 11 April 8 June 10 August 12 October 14 December 9

PLANNING & ZONING COMMISSION meets the 3rd Wednesday each month at 7:00 pm at Village Hall.

January 15 February 19 March 19 April 16 May 21 June 18
July 16 August 20 September 17 October 15 November 19 December 17

POLICE PENSION BOARD meets the 2nd Tuesday of every 3rd month at 8:00 am at the Police Dept., 200 Mohawk Trail.

January 14 April 8 July 8 October 14

TREE COMMISSION meets the first Tuesday of every month at 6:30 pm at Community Services, 505 Telser Road.

January 7 February 4 March 4 April 1 May 6 June 3
July 1 August 5 September 2 October 7 November 4 December 2

ADMINISTRATIVE ADJUDICATION meets the fourth Tuesday of every month at 9:00 am at Village Hall.

January 24 February 14 March 14 April 25 May 23 June 27
July 25 August 22 September 26 October 24 November 14 December 12

FOREIGN FIRE TAX BOARD meets the following dates at Fire Station #1, 321 South Buesching Road.

January 8 at 7:15 am April 9 at 7:30 am July 9 at 7:30 am October 8 at 7:30 am