

**The City of Lake Forest
Parks and Recreation Board
Meeting Minutes
February 26, 2019**

I. Call to Order

The Parks and Recreation Board Meeting was called to order by Chairman Charlie Kohlmeyer at 6:00p.m. The following were present:

Board Members: Mr. Charlie Kohlmeyer
Mr. Paul Best
Ms. Nancy Duffy
Mr. Steve Reimer
Ms. Shannon Maguire
Mr. Rich Adams
Mr. William Zordani, Student

Staff: Ms. Sally Swarthout, Director of Parks and Recreation
Mr. Joe Mobile, Superintendent of Recreation
Mr. Chuck Myers, Superintendent of Recreation
Ms. Dani Spann, Administrative Assistant

II. Approval of Minutes

Meeting minutes of the December 4, 2018 Park & Recreation Board Meeting were presented and approved.

Meeting minutes of the January 15, 2019 Park & Recreation Board Meeting were presented and approved.

Board member Best motioned for approval of the minutes and Board member Duffy seconded. The minutes were then unanimously approved.

Board member Duffy motioned for approval of the minutes and Board member Reimer seconded. The minutes were then unanimously approved.

III. Opportunities for the Public to Address the Board on Items not listed on the Agenda

No comments

IV. Comprehensive Park Master Plan Approval

Joe Mobile, Superintendent of Recreation is requesting approval of the Comprehensive Master Plan. He presented a brief overview of the purpose and goals of this plan. Mr. Mobile went over the main goals accomplished in the process. The action plan was designed to target the highest priority items determined in the process. Board member Duffy asked about amendments made to the plan.

Staff believe the 10 year plan is a clear and accurate presentation of the City's direction of where they want to be. The plan is still in draft form until final approval and has been amended to reflect the feedback received. On March 11th Director Swarthout will provide the Finance Committee with this document before final approval from City Council. Director Swarthout mentioned the final

Master Plan will be available on the website and a summary page was requested to be used for fundraising purposes.

A motion was made by Board member Best to approve the Comprehensive Park Master Plan. Board member Adams seconded. The motion was passed.

V. Forest Park Maintenance Contract

Chuck Myers, Superintendent of Parks and Forestry, is requesting approval of the Forest Park maintenance contract. The bid process was completed in November with Mariani Landscape having the lowest bid at \$39,923.33 each year for three years. They have agreed to use the non-emissions equipment. The Forest Park Preservation Board is very committed to the park and have helped by providing financial assistance in the sum of \$8000 for maintenance and a consultant, Galen Gates. Galen has been working with staff to build their knowledge level on maintaining the property.

Mr. Myers explained the involvement of in house crews to help maintain this area. Board member Kohlmeier asked what is included in the contract with Mariani Landscape. Mr. Myers answered the biggest part of the contract is the beds and paths. Board member Maguire inquired that more information on eco-friendly products and chemicals be included in the next bid process.

A motion was made by Board member Duffy to enter into a one year contract with Mariani Landscape to provide mowing and grounds maintenance services at Forest Park, with the ability to extend the contract for an additional two, one-year terms, in the total amount of \$39,932.33 for FY2020. Board member Reimer seconded. The motion was passed.

VI. Annual Grounds Maintenance Contract

Chuck Myers, Superintendent of Parks and Forestry is seeking approval for a one year contract with Landscape Concepts Management in the amount of \$101,540 for the grounds maintenance of City properties. This is a continuation from last year. We will go out to bid again next year. A small amount of money was added for the small area on Western Avenue.

A motion was made by Board member Best to award a one year contract to Landscape Concepts Management in the amount of \$101,540 for FY20 for the mowing and grounds maintenance of City properties, cul-de-sacs, and right-of-ways. Board member Maguire seconded. The motion was passed.

VII. Annual Tree Purchasing Contract

Chuck Myers, Superintendent of Parks and Forestry went over the annual joint bid process with Highland Park and Highland Park Park District. We anticipate the planting of 400 trees in spring and Fall. Every year we do a joint bid with the City of Highland Park and the Highland Park Park District. This will help with acquiring the 66 different species and quality of trees desired by the City. He briefly went over the process of staff choosing the trees and managing our list. This tree purchasing program was designed to replace the trees affected by Dutch Elm Disease. Last year we spent \$80,000 on the purchase of trees and \$20,000 on the removal.

A motion was made by Board member Duffy to approve the annual tree purchasing contract for FY2020. Board member Best seconded. The motion was passed.

VIII. Comments by Director

Director Swarthout gave an update on the North Beach Access Road. A bid from Keno for over \$2 million will go before City Council for approval on March 4th. The contractor informed us they would have to push back the end date into September. The Recreation Center staff is coming up with a plan for operations during this time and will bring a plan before the Board in March. They are looking at a bussing service to bring patrons to the beach. They will be closing parts of Lake Rd. from Deerpath to Westminster. Also, due to safety issues, Ring Rd. will be closed as well. The subject of locker rentals came up. There will be advertising of these upcoming changes through Constant Contact, the City Website, posted at City buildings.

Director Swarthout talked about the following upcoming events in February and early March.

1. Reptile Rampage- March 10th from 10:00am – 4:00pm at Lake Forest Recreation Center
2. Passion to Dance- March 16th at 5:00pm at Lake Forest Academy

Director Swarthout gave a reminder the Fred Jackson Golf Outing is coming up on June 7th. This is a fundraiser hosted by the Friends of Lake Forest Parks and Recreation Foundation. Board member Maguire thanked the crew that works on the ice pond. They are doing a great job. She also mentioned having solar options at some of the City buildings. Progress on the Veterans Park was mentioned.

Comments by Board Members

IX. Adjournment

Board member Maguire motioned for adjournment and Board member Reimer seconded. The meeting was adjourned at 7:25p.m.

Respectfully Submitted
Dani Spann
Administrative Assistant