

The City of Lake Forest
Parks and Recreation Board
Meeting Minutes
March 19, 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
Mr. Aaron Dalzot, Program Manager, Lakefront
Mr. Will Howard, Program Supervisor, Lakefront
Ms. Dani Spann, Administrative Assistant

Special Guest: Mr. Craig Culp, Executive Director-NSSRA

II. Approval of Minutes

Meeting minutes of the February 26, 2019 Park & Recreation Board Meeting were presented and approved with corrections.

Board member Best motioned for approval of the minutes and Board member Duffy 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. Adjourn to Executive Session

A motion was made by Board member Adams to move into Executive Session and Board member Best seconded. The motion was passed.

V. Approval of NSSRA Resolution

A motion was made by Board member Duffy to authorize the Acquisition of Certain Property and approval to move NSSRA Resolution forward to City Council. Board member Best seconded. The motion was passed.

VI. Approval of Lakefront Operational Procedures

Aaron Dalzot, Lakefront Program Manager went over the requested changes to the lakefront operational procedures for this upcoming beach season. He showed an aerial map of the beach to indicate where the upcoming road closures will be. Board member Maguire inquired about the setup of a hut.

Mr. Dalzot went over the operational goals. Staff wants to continue to be able to provide excellent customer service and manage resident expectations. With the loss of 104 parking spots from the north end of the beach, staff still seeks to balance the resident use vs. permit use. Mr. Dalzot went over the 2018 south lot usage on weekend and holidays. There were 9757 vehicles and 16,947 guests last season. Staffing on a normal day is around 20 employees. After much consideration, Staff recommended the following:

1. Monday-Friday the south beach parking lot will be used by all residents. There will be 88 regular parking spots, 5 handicapped spots and 36 truck and trailer spaces. The middle row will be reserved for compound/watercraft permits. If necessary we will be able to accommodate more handicap spots.
2. Weekends and holidays- South beach lot will be for permit holders only. Deerpath lot will be used for shuttle use. Board member Maguire mentioned having Spring Ln. become a one way. It was answered this would need to be approved by City Council. The ID system was brought up to help control anyone dropping off guests.
3. Shuttle hours will be from 9am- 7pm. The top south lot will be used as Staff parking. There will be golf cart shuttles from the south lot to the north beach. These shuttles will include 1 cart on weekdays and 2 carts on weekends and holidays. Board member Duffy suggested using the staff parking lot for resident use and shuttling the staff. Discussion on top south lot parking followed. Board Maguire inquired about July 5th being considered a holiday for shuttling.
4. Pavilion rental services will be suspended this season. These recommended operations were discussed by many sections within the City. We will be coordinating with the Fire department to plan regular safety practice drills. The Police department will be providing additional support on the weekends. The Streets section will be providing any additional signage needed. In order to keep residents informed of these changes there will be plenty of signage posted, social media blasts, City website postings, Constant Contact email blasts along with reminders in the Summer Dialogue mailed to residents.

The proposed Lakefront Operations Costs this season will be:

- School bus service \$18,840.00
- Golf Carts \$5,400.00
- Additional Staff \$2,970.00

The total estimated costs to maintain the shuttle bussing will be \$26,850.00.

Director Swarthout mentioned the weekend lot will be for permit holders only. Board member Maguire suggested making signage for the lower lot parking spots indicating for "Permit Holders

Only". It was suggested using a valet service. Storage lockers are being considered for residents to use while at the beach. Non-residents using the shuttle service will pay the fee at the Recreation Center Fitness Center and receive a wrist band. Board member Best stressed it is important to support the staff and it is a good idea to allow staff to park onsite. Director Swarthout said they are anticipating a target completion date of September 15th with a celebration kickoff in the 2020 season.

A motion was made by Board Reimer member to approve the Lakefront Operational Procedures with investigation into valet service parking and to amend the verbiage to say "truck and trailer parking". Board member Maguire seconded. The motion was passed.

VII. Comments by Director

Director Swarthout offered an invitation to the upcoming Fred Jackson Annual Golf Classic on June 7th and the NSSRA Shining Stars on May 10th. The Fred Jackson Annual Golf Classic is a fundraiser by the Friends of Lake Forest Parks and Recreation Foundation.

Director Swarthout talked about the following upcoming events in April:

1. Easter Eggstravaganza- April 13th from 9:30am – 11:30am at Deerpath Middle School
2. Easter Bunny Baskets- April 17th from 3:00pm – 6:00pm
3. Smelt-O-Rama- April 27th from Sundown – 10pm at Forest Park Beach Boating Pavilion

Comments by Board Members

Board member Duffy commended Director Swarthout and staff on the great job they are doing and providing the best service to the residents.

VIII. Adjournment

Board member Reimer motioned for adjournment and Board member Maguire seconded. The meeting was adjourned at 8:22p.m.

Respectfully Submitted
Dani Spann
Administrative Assistant