

**The City of Lake Forest
Parks and Recreation Board
Meeting Minutes
September 17, 2019**

I. Call to Order

The Parks and Recreation Board Meeting was called to order by Chairman Paul Best at 6:30p.m. The following were present:

Board Members: Mr. Paul Best
Mr. Jared Rhoads
Ms. Shannon Maguire
Mr. Nancy Duffy
Mr. Steve Reimer
Mr. Will Elliott, Student

Staff: Ms. Sally Swarthout, Director of Parks and Recreation
Mr. Joe Mobile, Superintendent of Recreation
Mr. Anthony Anaszewicz, Program Manager
Mr. Jason Busdeker, Facilities Manager
Mr. Aaron Dalzot, Lakefront Manager
Ms. Dani Spann, Administrative Assistant

II. Approval of Minutes

Meeting minutes of the August 20, 2019 Park & Recreation Board Meeting were presented and approved.

Board member Reimer motioned for approval of the minutes and Board member Rhoads 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. Youth Athletics Head Injury Prevention

Anthony Anaszewicz, Program Manager started out giving a brief history from 1991 until present of concussion training within the Recreation programs. All Junior Scouts Tackle Football coaches have to complete concussion training and become certified through USA Football and all Junior Scouts Boys Lacrosse coaches through US Lacrosse. Mr. Anaszewicz went over how the Recreation Department incorporates these values and training into their Recreation programs.

Anthony Anaszewicz went over the Recreation Department's programming and training for specific programs. Parents are able to research this information as well through the website. About two years ago, the tackle football league joined a new league by the name of The Chicagoland Youth Football League (TCYFL). The new league takes all precautions to ensure concussion protocol is followed. Each program has different organizations with the same concussion protocols followed. Mr. Anaszewicz went over the coaching requirements and the training required for each coach. Nancy Duffy asked how many parent coaches per team. Mr. Anaszewicz answered there are up to

four parent coaches with one certified paid coach. Each player has mandatory testing at the beginning of the year. He went over the Return to Play process for each concussed player. The external organizations use the same concussion protocols as the lacrosse and tackle football leagues. Board member Reimer asked if organizations renting our fields have this certification. Mr. Anaszewicz answered we have not done that yet, but can look into adding this to the current policy. Parent coaching for the tackle football program are put through the same training as the head coaches. Discussion followed on the requirements for parent coaches.

V. IDOT 41 Pump Station Update

Superintendent Chuck Myers gave an update on the IDOT 41 pump station. He talked about the impact this will have on the Deerpath Golf Course. He presented a project overview. The new pump station will be located at Ahwanhee Lane and Deerpath Road. The current pump station is over 50 years old. The plan includes creating two detention ponds on Deerpath Golf Course. The Deerpath east and west bound lanes will be widened by 6' under Rte. 41 with four lanes total, two through lanes and two dedicated left turn lanes. He went over the estimated project schedule. Currently it has a construction start date of March/April 2020 and a construction completion date of October 2021. The engineers estimated the cost at \$11 million. Currently they are developing a City Project Agreement with IDOT. The agreement includes:

- Deerpath Golf Course landscape plan and restoration
- Pump station landscape plan and restoration
- Relocation of City utilities

The City has submitted a restoration plan to IDOT costing \$650,000. Upon completion of the project, the City will own and maintain all project items. The City is requesting the Deerpath Golf Course pond excavation and storm sewer work to occur in off season times to have minimal impact on golf play. Discussion followed on the communication plan to residents and signage for the project.

VI. South Park Update

Chuck Myers gave an update on South Park and some of the upcoming changes. In 2016, a Master Plan was created and approved by City Council in 2017. The OSLAD Grant was awarded in 2019 in the amount of \$280,000. Superintendent Myers talked about the upcoming Phase 1 improvements. The park and public land funds have already been approved for FY19 and FY20. The City will be requesting to have the parking lot funded to provide 14 parking spots. Mr. Myers touched on the construction timeline of the project.

VII. Brochure Print Bid Approval

Jason Busdeker, Facility Manager, gave a brief history of the brochure printing. There are three brochures sent out during the year for Fall, Winter/Spring and Summer/Camp programs. These brochures are mailed to all Lake Forest residents. The Rec Center is currently working on updating their website. Mr. Busdeker went over the bid process. The bid opening was on September 5, 2019 and they received 6 bids. The lowest bid was Swift Printing at \$38,964.00 for two years. The Recreation Department is currently using Swift Printing for their brochure printing.

A motion was made by Board member Rhoads to award a two year contract for Recreation Department seasonal brochure printing to Swift Printing. The motion was seconded by Board member Maguire. The motion was passed.

VIII. FY21 Fitness Fees

Jason Busdeker, Facility Manager, went over the recommended FY21 fees. Staff recommends increasing the resident and non-resident membership fees by 4%. They will continue to offer the month to month option, the 3 month summer promotion membership option, and the one month option over the holiday season. As of September 10, 2019 there are currently 636 memberships. Using the membership numbers from FY20, they are projecting a FY21 revenue increase of \$12,792. The revenue does not reflect Silver Sneakers and AARP/Renew active programs. Board member Rhoads asked about the future of the fitness center and what direction staff wants to go. Mr. Busdeker answered they would like to replace 8 or 9 pieces of equipment, and in the next 2-3 years hope to replace about 90% of the cardio equipment.

IX. FY21 Lakefront Fees

Aaron Dalzot, Lakefront Manager, went over staff recommendation of no increase for FY21. The rates will remain the same as the approved FY20 rates. Mr. Dalzot mentioned the sailing program numbers are increasing. There was a suggestion to have a celebration at the beach. Paddleboard usage was down slightly due to the damp weather. Discussion followed on the projected revenue.

X. FY21 Permit Fees

There is no fee raised recommended at this time for FY21.

XI. Comments by Director

Director Swarthout talked about the upcoming events in September and October:

- Fall Festival- September 21st from 3pm – 10pm at parking lot behind City Hall
- Glow Ball at Deerpath Golf Course- September 28th starting at 6:30pm
- Art Bash- October 5th from 10am – 3pm at Stirling Hall Art Center
- Haunted Trail Walk- October 5th from 7pm – 9pm at Northcroft Park
- Go Lake Forest- Lake Forest Cemetery Walk & Tour- October 10th at 1pm
- Go Lake Forest-Forest Park Nature Walk- October 24th at 10am at Forest Park
- Croctoberfest- October 6, 13, 20 & 27 from 10am – 4pm at the Wildlife Discovery Center

XII. Comments by Board Members

Board member Maguire commented on the North Beach Access Road and how great it looks and thanked the City for their hard work. Board member Rhoads complimented the ceremony also. Members asked about recognizing the Forestry crew for their hard work. Chairman Best let the Board know if the members have any topics they want to discuss to please bring them up so they can be added to the agenda. Board member Maguire requested looking into more sustainable maintenance of the parks with less chemicals. It was mentioned the November board meeting be held at Stirling Hall.

XIII. Adjournment

Board member Duffy motioned for adjournment and Board member Maguire seconded. The meeting was adjourned at 8:36p.m.

Respectfully Submitted
Dani Spann
Administrative Assistant