

**The City of Lake Forest
Parks and Recreation Board
Meeting Minutes
May 15, 2018**

I. Call to Order

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

Board Members: Mr. Charlie Kohlmeyer
Mr. Paul Best
Mr. Rich Adams
Ms. Nancy Duffy
Ms. Melanie Walsh
Mr. Steve Reimer
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. Rob Carmichael, Program Manager
Ms. Dani Spann, Administrative Assistant

II. Comments By Chairman

Chairman Kohlmeyer introduced the new Board members, Rich Adams and William Zordani. Mr. Adams and Mr. Zordani talked a little about themselves and their history with Lake Forest.

III. Approval of Minutes

Meeting minutes of the April 17, 2018 Park & Recreation Board meeting were presented and approved.

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

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

No comments

V. Wildlife Discovery Center Spotlight

Rob Carmichael, Program Manager, gave an update on the Wildlife Discovery Center (WDC), the current facilities and staff, along with its goal, mission and many accomplishments. He brought a special guest, Henry the Sloth.

The indoor areas consist of four different public viewing areas that double as classrooms, administrative areas and meeting space. The facilities house the Caretaker Cottage and off exhibit space for other animals. Each year there are approximately 52 staff including full and part-time staff, volunteers and college interns. This is a great opportunity for interns to gain hands on experience. The budget consists of program fees, donations and grants.

The WDC is an award winning nature center that celebrated their 20-year anniversary last year. They have expanded their offerings to include camps, outreach, field trips and special events. The WDC has been recognized as an Accredited Biological Field Station. Two of their community special events are Croctoberfest and Reptile Rampage. These events are a great way to promote awareness while bringing in revenue. Mr. Carmichael talked about several of the special programs they participate in such as special sloth visits for children with special needs and overnight camping at the beach.

The newest animal member of the WDC is Shrimp, a Komodo dragon. This nature center is the only one in the Nation approved to have a Komodo dragon. Mr. Carmichael talked a little about the intern program. The WDC has recently teamed up with National Geographic and has participated in several photo shoots. Mr. Carmichael touched on one of the longest programs offered, the annual Beaver Island trip held at the Central Michigan University Biological Station. This a great experience for the kids to learn about nature in a low structured environment. A newer program the WDC participates in to engage the community is the Animals in the Park. Mr. Carmichael visits the morning news crew at WGN several times a year to help promote the Wildlife Discovery Center.

Board member Best inquired on the status of the WDC facility. Director Swarthout replied the zoning board is still working on the Master Plan and the possibility of a new building. Parking is still an issue.

NSSRA UPDATE

Director Swarthout gave an update on the NSSRA Facilities Plan. NSSRA has been able to find a space large enough to accommodate their needs. Ms. Swarthout talked about the services of NSSRA and why NSSRA is important to Lake Forest. In 2017, Participants from Lake Forest registered for 217 programs. The strategic goal for the facility plan was to find the most suitable permanent location for NSSRA with a partner agency. It is beneficial to be part of a park and recreation setting. Currently, NSSRA uses various Lake Forest Parks and Recreation areas for programming. Ms. Swarthout went over the facility plan process timeline that started in 2010. Last October, Northbrook Park District presented the opportunity to share space with NSSRA. This is the perfect location and setting to help develop and grow this program.

Director Swarthout presented slides of the current facilities and noted the lack of space, programming area and privacy for parents and staff. This current facility does not meet ADA compliance. The funding process will consist of partner agencies fund balance and a very generous family donation. The projected total cost is around \$3.2 million. The projected contribution for Lake Forest will be around \$362,000. The community contribution is based on the Equalized Assessed Value on population and assessed value of property. Director Swarthout went over the next steps in the process of approvals for this project. Discussion followed on the funding from Lake Forest and the special recreation tax levy.

VI. Everett Park Tennis Court Resurfacing

Superintendent Chuck Myers is seeking approval to enter into a contract for the resurfacing of the Everett Park tennis court. The last time the court was resurfaced was in 2009. After going out to bid in April, there were six bids received. The lowest bid came in at \$21,000, which was lower than expected. Superintendent Myers is recommending and requesting we reject the low bid based on unsatisfactory prior experience with the contractor on previous City projects. Some discussion followed on how long the project will take. Mr. Myers replied it would take approximately 2 weeks.

Superintendent Myers is requesting approval of a contract with American Seal Coating of Indiana for the resurfacing of five tennis courts at Everett Park, for a total of \$30,200 with an additional \$1,500 (5%) contingency requested, for a grand total of \$31,700.

Business	Total Bid
10-S Court Solutions	\$21,990
American Seal Coating of Indiana	\$30,200
First Impression	\$30,900
MTJ Sports	\$30,920
U.S. Tennis Court	\$38,700
Pro Track and Tennis	\$75,858

Board member Best motioned for approval of

a contract with American Seal Coating of Indiana for the resurfacing of five tennis courts at Everett Park, totaling \$31,700. Board member Duffy seconded. The motion was then unanimously approved.

VII. Comments by Director

Director Swarthout talked about the Ethics Code/Gift Ban Ordinance in addition to the Open Meetings Act and the training that all members of the Board have to complete once.

The next meeting will be a joint workshop with the Friends of Lake Forest Parks and Recreation Foundation. It will be held at the Municipal Services Building on June 19th at 6:00pm. The beach will be opening on Memorial Day weekend with lifeguards on duty. Kemper Sports will be providing the food this season.

Some of the exciting upcoming events scheduled for May thru July.

1. GO Lake Forest Community Walk – May 19th at 9:00am at the East Lake Forest Train Station
2. Fred Jackson Golf Classic- June 1st starting at 11:30am at Deerpath Golf Course
3. Open Mic Night- June 11th, July 9th, August 13th from 7:00pm – 8:00pm at Forest Park Beach
4. Concerts in the Square - Thursdays, June – July from 6:30pm - 8:30pm at Market Square
5. July 4th Festival & Fireworks- July 4th from 6:00pm – 10:00pm at Deerpath Community Park

VIII. Comments by Board Members

IX. Adjournment

Board member Reimer motioned for adjournment and Board member Walsh seconded. The meeting was adjourned at 7:52pm.

Respectfully Submitted
 Dani Spann
 Administrative Assistant