

The City of Lake Forest
Parks and Recreation Board
Meeting Minutes
April 16, 2019

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. 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. John Eldridge, Program Manager
Mr. Anthony Anaszewicz, Program Manager
Ms. Dani Spann, Administrative Assistant

II. Approval of Minutes

Meeting minutes of the March 19, 2019 Park & Recreation Board Meeting were presented and approved.

Board member Best motioned for approval of the minutes and Board member Maguire 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. Resolution of Appreciation

Chairman Kohlmeyer presented Student Board member Zordani with a Resolution of Appreciation for his dedication and service to the Parks and Recreation Board and the community of Lake Forest. Director Swarthout presented Chairman Kohlmeyer with a Resolution of Appreciation for his dedication and service to the Parks and Recreation Board and the community of Lake Forest. Board member Reimer motioned to accept the Resolutions and Board member Best seconded.

V. Special Events Spotlight

John Eldridge, Program Manager, presented the upcoming community events. He went over the list of annual events hosted by the Lake Forest Recreation Department in addition to the events hosted by the Friends of Lake Forest Parks and Recreation Foundation. He gave a brief overview of the upcoming events this summer, from April through July. They will be offering two concerts at the

beach this year. Mr. Eldridge talked about a new event for mothers and sons they would like to offer in the fall.

Program Manager Eldridge talked about his marketing initiative and the Easter Bunny videos he made to promote the annual Easter egg hunt hosted by the Lake Forest Recreation Department. They want to introduce more creative, comedic and fun marketing initiative's to promote events to the community. Mr. Eldridge touched on how they are currently in the process of developing a new sponsorship program. This would include the below tiered system:

Presenting Sponsor
Gold Sponsor
Silver Sponsor
Bronze Sponsor

Local businesses may also partner with the program to offer food, drinks and other materials. The program has currently teamed up with Left Bank and Lake Forest Flowers.

Program Manager Eldridge gave a big thank you to the great team of volunteers that have helped out with these community events.

VI. Approval of Tennis Court Usage Policy

Anthony Anaszewicz, Program Manager, gave an overview of the Athletic Field Usage Policy. He touched on the background of this policy. There have been more inquiries over the years requesting use of the tennis courts which has presented a need for the Policy. This new policy will provide additional revenue and offset any revenue lost from declining Tennis program offerings.

He went over the Fee Structure offered to the various organizations and schools. The fees are as follows:

For Profit Organizations- \$10/Court/Hour
Not for Profit Organizations- \$5/Court/Hour
Lake Forest Schools- \$75/Season (per park)

Board member Best motioned for approval of the new Tennis Court Usage Policy and Board member Adams seconded. The motion was then unanimously approved.

VII. Comments by Director

Director Swarthout talked about the City Council meeting on April 15th that approved the Lakefront operations for the upcoming season. Staff is looking into offering a flexible weekend fee depending on the parking available. The biggest push back on the change in operations is the upper lot parking being made available for staff. Board member Maguire suggested having the ability to purchase online reservations for a slot of hours and present a receipt. There will be a shuttle available for late night concerts. Families will be able to drive down to the lower lot and drop off guests. The Police Department is offering a bike officer to be present the first five weeks of the beach opening. Director Swarthout talked about the upcoming summer events that will be published in the Leader and available at all City buildings. Board member Adams inquired if Constant Contact can be used for current times on travel time to the beach. It was brought up to look into using an App called "Safe Stop" that updates schedules every 30 seconds to track the shuttle bus to the beach.

Director Swarthout reminded members of 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 and May:

1. RX for Health- Walking in Nature- April 27th from 4:00pm – 5:30pm at Middlefork Savanna Forest Preserve
2. Smelt-O-Rama - April 27th from Sundown – 10pm at Forest Park Beach Boating Pavilion
3. LFDA Preschool Recital “*Candy Land*” – May 4th at 11:00am and 1:00pm at Gorton Community Center
4. Family Drive In Movie Night – May 11th from 4:00pm – 6:00pm at Lake Forest Recreation Center Gymnasium
5. LFDA Annual Recital “*Peter Pan & When I Grow Up*”- May 18th at 12:00pm, 3:00pm and 6:00pm at Lake Forest High School

VIII. Comments by Board Members

Board member Best thanked Chairman Kohlmeyer for his contribution and all his help.

IX. Adjournment

Board member Maguire motioned for adjournment and Board member Reimer seconded. The meeting was adjourned at 7:11p.m.

Respectfully Submitted
Dani Spann
Administrative Assistant