

**The City of Lake Forest
Parks and Recreation Board
Meeting Minutes
January 26, 2021
REMOTE ACCESS MEETING**

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 via Zoom meeting:

Board Members: Mr. Paul Best
Ms. Nancy Duffy
Ms. Shannon Maguire
Mr. Jared Rhoads
Mr. Marc Silver
Ms. Kaci Spirito
Ms. Melanie Walsh

Staff: Ms. Sally Swarthout, Director of Parks and Recreation
Mr. Joe Mobile, Superintendent of Recreation
Mr. Chuck Myers, Superintendent of Parks, Forestry & Special Facilities
Mr. Anthony Anaszewicz, Program Manager, Athletics
Ms. Dani Spann, Administrative Assistant

II. Approval of Minutes

Meeting minutes of the December 15, 2020 Park & Recreation Board Meeting were presented and approved.

Board member Duffy motioned for approval of the minutes and Board member Maguire seconded. The Board meeting minutes of December 15, 2020 were then unanimously approved by roll call with 7 ayes and 0 nays.

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

None

IV. Approval of FY2022 Forest Park Maintenance Contract

Superintendent Chuck Myers talked about the maintenance contract for Forest Park. The last two years the maintenance services have been done under contract with Mariani Landscape. The bed maintenance and mowing is maintained by Mariani Landscape. The Forest Park Preservation Board has a contract with Galen Gates who works with City Staff to coordinate some of the weed control. The City is very pleased with the work Mariani Landscape has done with the beds and would like to renew the current contract for one more year. Mariani Landscape will continue using the electric equipment and also introduced the use of auto mowers. They currently have four auto mowers in place at Forest Park. City staff are seeking approval to enter into a one year contract with Mariani Landscape to provide mowing and grounds maintenance to Forest Park.

Requested Action: City Staff requests approval to authorize the City Manager to enter into a one year contract with Mariani Landscape in the amount of \$41,911, to provide mowing and grounds maintenance services at Forest Park for FY2022.

A motion was made by Board member Rhoads to approve to enter into a one year contract with Mariani Landscape to provide mowing and grounds maintenance services at Forest Park, in the total of \$41,911.00 for FY2022. Board member Walsh seconded. The motion was passed with 7 ayes and 0 nays.

V. Approval of FY2022 City-Wide Grounds Maintenance Contract

Superintendent Chuck Myers gave a brief overview of the City-Wide Grounds Maintenance Contract. Tier 1 includes some of the City’s higher profile sites that require more extensive maintenance, Tier 2 includes City properties with lower maintenance requirements and includes the City’s 167 cul-de-sacs, and Tier 3 includes various City owned right-of-ways along roadways. The Invitation to Bid was published on November 16, 2020 and the bid opening occurred on December 4, 2020. Below are the five (5) bids that were received.

Recommended Bidder/Proposer is BOLDED

Tier 1 – Bids

Company Name	Dollar Amount Bid
Landscape Concepts Management, Inc.	\$35,280
Sundance <u>Lawn</u> care, Inc.	\$43,050
<u>Lizzette</u> Medina & Co.	\$69,000
Fleck’s Landscaping	\$92,538
<u>Mariani</u> Landscape	\$109,335

Tier 2 – Bids

Company Name	Dollar Amount Bid
Landscape Concepts Management, Inc.	\$90,695
Sundance <u>Lawn</u> care, Inc.	\$118,200
<u>Lizzette</u> Medina & Co.	\$113,000
Fleck’s Landscaping	\$220,805
<u>Mariani</u> Landscape	No Bid

Tier 3 – Bids

Company Name	Dollar Amount Bid
Landscape Concepts Management, Inc.	\$48,384
Sundance <u>Lawn</u> care, Inc.	\$75,000
<u>Lizzette</u> Medina & Co.	\$65,000
Fleck’s Landscaping	\$70,117
<u>Mariani</u> Landscape	No Bid

Landscape Concepts Management was the lowest bidder on all three tiers. After careful review of the bids by City staff, we are recommending the selection of Landscape Concepts Management for Tier 1, 2 and 3, at a total cost of \$174,359 for a one year contract. Landscape Concepts Management has had a very successful record of performing these services on other previous City projects.

Requested Action: City Staff requests approval to authorize the City Manager to enter into a one year contract with Landscape Concepts Management, in the amount of \$174,359 to provide mowing and grounds maintenance services city-wide.

A motion was made by Board member Silver to approve to enter into a one year contract with Landscape Concepts Management to provide mowing and grounds maintenance services City-wide in the total of \$174,359. Board member Duffy seconded. The motion was passed with 7 ayes and 0 nays.

VI. Approval of FY2022 Annual Tree Replacement Program Purchase

Superintendent Chuck Myers presented to the board the Annual Tree Purchasing Joint Bid with Highland Park. Staff received 12 bids with 62 varieties of trees and shrubs. City staff will go to multiple vendors and hand pick the needed trees. The Forestry section anticipates the planting of 300 trees this year with the \$80,000 requested.

Requested Action:

City Staff requests approval to purchase trees/plant material from multiple vendors, based on joint tree purchasing bid.

A motion was made by Board member Duffy to approve the purchase of trees/plant material from multiple vendors, based on joint tree purchasing bid. Board member Maguire seconded. The motion was passed with 7 ayes and 0 nays.

VII. Approval of Lake Forest Ordinance Regarding Commercial Activities in Parks

Program Manager Anthony Anaszewicz gave a brief update on the ordinance regarding commercial activities in parks. Per the discussion in the December meeting, City Staff came up with a set of Tennis Court Guidelines and a new ordinance amending Chapter 97 of the current guidelines that pertain to non-not for profit usage of all City Park amenities, properties and facilities. Discussion followed on the formal approval process to rent or use the park facilities along with fees and court time limits. There is no application fee, however, there is a cost of \$10.00 per hour per court to rent the tennis courts. The fees include a discount for local schools to use the courts. Mr. Anaszewicz shared the amended ordinance below with the Board.

(A) No person, group, or organization shall engage in the commercial sale, rental, exhibition, or distribution of goods or services, including providing instruction or lessons for a fee, in a City park unless the person, group, or organization has applied for and obtained a permit or license from the City or has entered into a contract with the City to engage in such commercial activities.

(B) No person, group, or organization shall obstruct or impede pedestrians or vehicles, harass park visitors with physical contact, misrepresent the affiliations of those engage in such commercial activities, misrepresent the cost of goods or services, or interfere, interrupt, or engage in commercial activities that are incompatible with the purpose of any program, activity, function, and/or special event conducted, sponsored, licensed, or otherwise permitted by the City.

Requested Action:

City Staff requests approval of an ordinance amending Chapter 97 of The Lake Forest City Code to add provisions regarding commercial activities at City parks, properties and facilities.

A motion was made by Board member Maguire to approve the ordinance amending Chapter 97 of The Lake Forest City Code to add provisions regarding commercial activities at City parks, properties and facilities. Board member Silver seconded. The motion was passed with 7 ayes and 0 nays.

VIII. Approval of Recreation Facility Usage Guidelines

Program Manager Anthony Anaszewicz presented the final usage guidelines for management of the amenities within the City of Lake Forest Parks and Recreation facilities. These guidelines included feedback from Staff, residents and Park Board members. The guidelines will be posted at all Lake Forest Parks and Recreation properties and facilities. Mr. Anaszewicz mentioned there will be contact information posted for anyone to report any concerns or issues.

Requested Action:

City Staff requests approval of the final usage guidelines for management of the amenities within the City of Lake Forest Parks and Recreation facilities.

A motion was made by Board member Duffy to approve the final usage guidelines for management of the amenities within the City of Lake Forest Parks and Recreation facilities. Board member Spirito seconded. The motion was passed with 7 ayes and 0 nays.

IX. Approval of Intergovernmental Agreement with Lake Bluff Park District

Superintendent Joe Mobile presented the Intergovernmental Agreement with Lake Bluff Park District and requested approval to renew the agreement for the next two years. Mr. Mobile explained the purpose and importance of the intergovernmental agreement. The agreement allows both communities to offer recreational facilities and programs while being fiscally responsible. This agreement allows program partnering to increase enrollment and share expenses. This partnering offers residency stipulation so residents of Lake Bluff will be eligible for resident rates when registering for eligible programs, and vice versa. This also helps to reduce duplication of programming.

Requested Action:

City Staff requests approval of the current Intergovernmental Agreement between the City of Lake Forest and the Lake Bluff Park District and renew for the next two years.

A motion was made by Board member Silver to approve the current Intergovernmental Agreement between the City of Lake Forest and the Lake Bluff Park District and renew for the next two years. Board member Walsh seconded. The motion was passed with 7 ayes and 0 nays.

X. Comments by Director

Director Swarthout asked Superintendent Joe Mobile to give an update on the turf fields. Superintendent Mobile explained after talking with City Manager Jason Wicha and Director Swarthout they are evaluating the costs of synthetic turf and doing research on other available options for the community. Concerns have come up regarding the environmental impact of turf fields. The athletic field study included looking at an expansion of the Recreation Center, therefore,

Staff will be looking for opportunities there as well. Staff is continuing to do the research on usage, possible partnerships and locations.

Director Swarthout talked about the events the Recreation Center held over the holiday season. Restrictions have been moved to Tier 1 which opens up more programming in the Recreation Center building and Fitness Center. Ms. Swarthout gave an update on some of the programs currently being offered.

Kinderhaven enrollment has been adjusted for next fall and has added a new full day class option. Yesterday's registration was extremely successful. After-school baseball clinics and dance classes are back. The hybrid fitness classes are very popular and will continue. Ms. Swarthout reported the West Park ice rink has been well used and extremely popular this year.

Director Swarthout talked about Virtual Reptile Rampage, the next event on March 7th from 10am to 2pm via Zoom. This event will have 25 presenters doing 15-20 minute presentations to registered participants. Ms. Swarthout mentioned the printed version of the summer and camp brochure will be mailed out mid- February.

XI. Board Member Comments

Board member Maguire mentioned the success of the West Park ice rink this season and some safety concerns she has.

Board member Silver mentioned there were some cracks on the Waveland Park tennis courts. Board member Walsh asked about the retention pond project. Superintendent Chuck Myers gave a brief update. Mr. Myers stated it is going well with the pipe going in to connect the ponds. The second pond will be started in the next two weeks with excavation done by April 1st. Mr. Myers talked about the upcoming work to be done along with the Golf Course restoration going out to bid soon. Overall the project is going very well.

Adjournment

Board member Duffy motioned for adjournment and Board member Silver seconded. The meeting was adjourned at 7:59p.m.

Respectfully Submitted
Dani Spann
Administrative Assistant