

**The City of Lake Forest
Parks and Recreation Board
Meeting Minutes
April 20, 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. Shannon Maguire
Mr. Marc Silver
Ms. Kaci Spirito

Staff: 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 January 26, 2021 Park & Recreation Board Meeting were presented and approved.

Board member Silver motioned for approval of the minutes and Board member Maguire seconded. The Board meeting minutes of January 26, 2021 were then unanimously approved by roll call with 4 ayes and 0 nays.

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

None

IV. Approval to Purchase an Intelligent One Field Marking Paint Robot

Superintendent Chuck Myers talked about the Intelligent One Field Marking Paint Robot the Parks section would like to purchase for marking the ball fields. A demo of the robot was used last fall. Mr. Myers went over some of the features of the robot and the cost effectiveness of having this product. The robot is battery operated and has a 6 year full warranty. A bid opening was held on February 18, 2021 with three bids received. Turf Tank came in with the lowest bid at \$43,500. This purchase will be funded through the Sports Field Improvement Fund.

Company Name	Dollar Amount Bid
Turf Tank	\$43,500
Vans Enterprises	\$45,000
US Specialty Coatings	\$48,500

Requested Action: Approval to purchase an Intelligent One Field Marking Paint Robot for the Parks section from Turf Tank in the amount of \$43,500.

A motion was made by Board member Silver to approve the purchase of an Intelligent One Field Marking Paint Robot. Board member Maguire seconded. The motion was passed with 4 ayes and 0 nays.

V. Approval of South Park Parking Lot Design Services

Superintendent Chuck Myers talked about the next phase of improvements at South Park including a new parking lot on the southern part of the park. To move forward with the improvements the City will need to hire an engineering and landscaping architecture firm. Mr. Myers went over what the design services will include.

On March 9, 2021, the City issued a Request for Professional Design Services (RFP). Three proposals were received, as listed below.

Company Name	Dollar Amount Bid
Gewalt Hamilton	\$34,992
Hitchcock Design Group	\$38,105
Engineering Resource Associates	\$43,847

Requested Action: Approval to award South Park Parking Lot Design Services to Hitchcock Design Group in the amount of \$38,105, plus 10% contingency in the amount of \$3,895, for a total of \$42,000.

A motion was made by Board member Maguire to approve to award South Park Parking Lot Design Services to Hitchcock Design Group in the amount of \$38,105, plus 10% contingency in the amount of \$3,895, for a total of \$42,000. Board member Silver seconded. The motion was passed with 4 ayes and 0 nays.

VI. Forest Park Beach Evaluation and Monitoring & Maintenance Plan Update

Superintendent Chuck Myers, gave an informational update on a contract for the Forest Park Beach Evaluation and Monitoring and Maintenance Plan. Mr. Myers talked about the background of high water levels and erosion problems along Lake Michigan. A beach profile was recommended and Public Works committee approved a beach study proposal be done. City staff issued a Request for Proposals (RFP) on March 5, 2021 for an engineering firm to conduct the study. Mr. Myers went over the scope of work included in the study. Three (3) proposals were received, as listed below. SmithGroup came in with the lowest bid of \$95,067. Staff is recommending SmithGroup for the study. City Council approved the award of contract in the amount of \$125,000 on April 19, 2021 to SmithGroup. This study will begin in May 2021 and be completed by November 2021. Mr. Myers went over some of the engineering services that would be included in the study.

Recommended Bidder/Proposer is BOLDED

Company Name	Dollar Amount Bid
SmithGroup	\$95,067
AECOM Technical Services	\$94,699
Baird & Associates	\$169,188

VII. Soccer Goal Ownership Update

Athletics Program Manager Anthony Anaszewicz, updated the Board on the current process, policies and ownership of the soccer goals. Staff collaborated with Intergovernmental Risk Management Agency (IRMA) to change the application process. These changes were made to remove liability from the City. A Memorandum of Understanding (MOU) was created to distinguish roles of the City and the soccer organization. A Hold Harmless Agreement was created to transfer the risk/liability off the City.

VIII. Comments by Director

In Director Sally Swarthout's absence, Superintendent Joe Mobile talked about upcoming events, including the Annual Fred Jackson Golf Outing sponsored by the Lake Forest Parks and Recreation Friends Foundation. This outing will be on Friday, June 4th at the Deerpath Golf Course.

IX. Resolution for Board Member Shannon Maguire and Board Member Melanie Walsh

Chairman Best read the resolutions for Board member Shannon Maguire and Board member Melanie Walsh and thanked them both for their service to the community.

X. Board Member Comments

Board member Silver thanked Board member Shannon Maguire and Board member Melanie Walsh for their time on the board. Mr. Silver asked for an update on the turf fields. Superintendent Mobile answered, staff are still working on the process and looking at many options and will give the Board an update at the June Park Board meeting.

XI. Adjournment

Board member Silver motioned for adjournment and Board member Maguire seconded. The meeting was adjourned at 7:54p.m.

Respectfully Submitted
Dani Spann
Administrative Assistant