

**The City of Lake Forest  
Parks and Recreation Board  
Meeting Minutes  
May 19, 2020  
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  
Ms. Dani Spann, Administrative Assistant

**II. Welcome to New Board Members**

Chairman Best introduced new Board members Kaci Spirito and Marc Silver and asked each of them to share a little bit about themselves.

**III. Approval of Minutes**

Meeting minutes of the February 20, 2020 Park & Recreation Board Meeting were presented and approved.

***Board member Duffy motioned for approval of the minutes and Board member Rhoads seconded. The minutes were then unanimously approved by roll call with 5 ayes and 0 nays.***

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

No comments

**V. Athletic Fields Feasibility Study Update**

Superintendent Joe Mobile gave a brief background and update on the study. The Parks and Recreation Board partnered with the Friends of Lake Forest Parks and Recreation Foundation. A comprehensive plan was conducted by Hitchcock Design Group with athletic fields being one of the top needs. Hitchcock Design Group is using base map expansion needs to put a report together from focus group sessions with stakeholders. A walk through of the parks with athletic fields is scheduled with City Staff and Hitchcock Design Group. Hitchcock Design Group will put together a final report with a site plan exhibit and ranking of each site's conditions. A meeting will be held with City staff and the Friends Foundation to go over the needs from the report. Once completed a joint meeting

will be held in June with the Park Board and Friends Foundation and a presentation from Hitchcock Design Group. The goal of this study is to develop a maintenance plan to aid staff to recognize resources needed to improve quality of play on the athletic fields.

Board member Maguire inquired about the timeline being adjusted due to the pandemic. Mr. Mobile answered with spring sports being cancelled this has given staff time to focus on field maintenance in the spring with the goal of the fields being ready for play in the fall.

The subject of the field drainage issue was mentioned and turf fields as an option. Superintendent Chuck Myers mentioned Staff has been using this time to aerate at Townline Park and will be using the Sandmaster soon. Short discussion followed on keeping the public aware of the maintenance being done on the fields by using the website, constant contact and other marketing resources to make sure people are staying off the fields.

**VI. Waveland Park Tennis/Basketball Court Resurfacing Contract Approval**

Superintendent Chuck Myers is requesting approval for the Waveland Park Tennis/Basketball Court resurfacing contract to U.S. Tennis Court. He gave a background on the current courts and their condition. They are 9 years old and in poor condition, resurfacing should be done on a five to six year cycle. Mr. Myers briefly went over the resurfacing process. Once approved, the project will start late June and be completed by August 30<sup>th</sup>.

Board member Duffy asked about painting for Pickle ball on the courts. Mr. Myers said he will look into adding this.

The contract went out to bid on April 22, 2020 and received the following two bids.

Company Name	Dollar Amount Bid
<b>U.S. Tennis Court Construction Co.</b>	<b>\$33,100</b>
American Seal Coating of Indiana	\$35,300

City staff is recommending that the project be awarded to U.S. Tennis Court Construction Co., based on qualifications and excellent reference checks.

The cost for the resurfacing is \$33,100 and we are also requesting an additional \$1,900 for contingency (6%), for a total request of \$35,000.

**A motion was made by Board member Rhoads to approve to enter into a contract with U.S. Tennis Court Construction Co. for the resurfacing of four tennis/basketball courts at Waveland Park, for a total of \$33,100 with an additional \$1900 (6%) contingency, for a grand total of \$35,000. Board member Walsh seconded. A roll call was made with 7 ayes and 0 nays. The motion was passed.**

**VII. Comments by Director**

Director Swarthout gave updates on upcoming items. Recreation Staff is working on options for summer programs. Summer camps will hopefully be available once we start moving into Phase 4 of the reopening. A survey was sent out asking residents for their input in offering summer camps. There were over 400 responses. A decision on the direction of camps will be made next week. A

decision is still being discussed as to whether or not the 4<sup>th</sup> of July Festival and Fireworks will be cancelled. The Friends Foundation is currently looking at alternative options. Ms. Swarthout gave an update on the Deerpath Golf Course. Overall, they are doing great. Tee times are being booked, still receiving memberships and there is an increase in Jr. Clinic programming. Currently, the course is walking only with twosomes allowed. The kitchen is open for curbside pickup of food and beverages.

Superintendent Joe Mobile gave an update on the beach opening on May 23<sup>rd</sup> and the updated Policies and Procedures. He gave a big thank you to Chuck Myers and City staff for all their hard work to get it ready for opening day. He went over the goals of staff for a safe summer. Some updates include the following.

- Change to non-resident daily fee to \$25.00 per person. Credit Card payment only.
- New credit card payment system set up with the iPad's
- Payments for boat permits and south beach access can now be made online at RecTrac
- Sanitizers will be provided and masks will be used

Mr. Mobile talked about the North beach and the expectations and precautions for staff and guests to ensure safety and social distancing. City marketing staff are making sure to keep everyone updated on the beach operations with a full marketing push of information.

Currently, there is no swimming allowed at this time in addition to playgrounds being closed. Paddle boards will be allowed and can be stored with permit or launch sticker. Some concerns about nonresidents were discussed. Nonresidents will enter via the stairs. Alcohol purchase will be available starting June 6<sup>th</sup>.

Superintendent Chuck Myers presented pictures of the weather damage done at the beach and the hard work that was done to have it completed and ready for the opening day.

Director Swarthout talked about some of the ongoing virtual classes being offered through the Recreation Center. The Concerts in the Square will be cancelled in June and Beach Concerts will be cancelled for the summer.

**VIII. Comments by Board Members**

Board member Maguire mentioned opening the tennis courts.

**IX. Other Comments**

**X. Adjournment**

Board member Duffy motioned for adjournment and Board member Walsh seconded. There was a roll call of 7 ayes and 0 nays. The meeting was adjourned at 8:28p.m.

Respectfully Submitted  
Dani Spann  
Administrative Assistant