

**The City of Lake Forest  
Parks and Recreation Board  
Meeting Minutes  
September 28, 2021  
Zoom Remote Meeting**

**I. Call to Order**

The Parks and Recreation Board Meeting was called to order by Chairman Paul Best at 6:31p.m. The following were present via Zoom meeting:

Board Members: Mr. Paul Best  
Mr. Marc Silver  
Ms. Kaci Spirito  
Mr. Patrick Marshall  
Mr. Kevin Carden

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. Jason Busdeker, Facilities Manager  
Mr. Aaron Dalzot, Lakefront Manager  
Mr. Patrick O'Donoghue, KemperSports Management  
Ms. Dani Spann, Administrative Assistant

**II. Approval of Minutes**

Meeting minutes of the July 20, 2021 Park & Recreation Board Meeting were presented and approved.

***Board member Marshall motioned for approval of the minutes and Board member Silver seconded. The Board meeting minutes of July 20, 2021 were then unanimously approved by roll call with 5 ayes and 0 nays.***

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

None

**IV. Fitness Center Fees Discussion**

Jason Busdeker, Facility Manager, brought to the Board for discussion, the Staff recommended FY23 fees with an increase of 3%. This revenue projection increase is based on current memberships.

The numbers increased slightly over the summer, however, some members are still not comfortable to return. Board member Marshall inquired about freezing memberships. Jason Busdeker responded requested memberships have been placed on hold. Any members that cancelled have unused credit placed on their account to use towards a future membership. To help cut down on labor costs, fitness supervisors have been helping by filling in at the front desk and floor supervisor shifts. Mr. Busdeker talked about the promotions currently running. One is Silver Sneakers, and the renewing of senior active memberships in the insurance based program. Currently, there are about

75 members between these programs. The fitness center is continuing to offer one, two and three month membership options. Members seem more comfortable with these short term options. Drop in child care is still available with a limited number of children allowed due to staff/child ratio.

Discussion followed on the 3% fee increase and the factors behind it. Mr. Busdeker talked about ideas staff will be using to promote memberships in January. A letter is scheduled to go out in January as a membership drive to past members highlighting new pieces of equipment and changes to the fitness center. Board member Carden asked how the fitness center rates are compared to local competitive centers. Mr. Busdeker replied our rates are lower in most levels and compared to private sectors our rates are quite a bit lower.

**V. Lakefront Fees Discussion**

Aaron Dalzot, Lakefront Manager, presented for discussion the staff recommendations of a 3% increase in the majority of resident and non-resident permit fee categories. Staff recommends the fees remain constant for FY23 in the following categories: Nanny and Caregiver Parking Pass, Resident Guest Daily Parking Pass, Non-resident Beach Access Fee, and the Non-resident Daily Boat Launch. Discussion followed on the fee increase and attendance numbers.

**VI. Pavilion Rental Permit Fees Discussion**

Aaron Dalzot, Lakefront Manager presented for discussion the Park and Lakefront Pavilion Permit Fees for FY23. Staff is recommending fees remain the same for FY23 Park Pavilion Permits. Mr. Dalzot went over the recommended fee changes for the Lakefront Pavilion Permits. Staff is recommending two options for renting a lakefront pavilion.

Option A: Raising the pavilion rental fee to \$150.00 for a 4 hour block and including 10 parking passes.

Option B: Pavilion rental fee remains the same of \$100.00, but allowing only 6 parking passes.

Because parking at the beach is in high demand, Staff hopes this will alleviate the current issue of people renting a pavilion in order to get the 10 parking passes for \$100.00, instead of paying the fee of \$15.00 for an individual guest parking pass. Option A will generate an increase in revenue by \$1350.00 while Option B would not have a fiscal impact. Discussion followed on the two options presented.

**VII. Golf Course Fees Discussion**

Patrick O'Donoghue, KemperSports Management, presented to the Board the recommended FY23 fees. Mr. O'Donoghue talked briefly about the current construction at the Golf Course and the 30,000 square foot putting facility that is expected to be completed around Memorial Day next year.

Mr. O'Donoghue went over the FY23 fees and explained how staff analyzed several factors, including utilization and surrounding course fees when determining the new fees. Staff is recommending a 1% increase for all the classifications and memberships. A discount is offered for adult single members to all residents of Lake Forest and Lake Bluff. Staff is expecting a slight decrease in play as more people are returning back to work. Mr. O'Donoghue went over some line items and the slight increases. A Loyalty program was started with 160 members over the last year. Discussion followed on the increase in the range ball bucket fees.

**VIII. Comments by Director**

Director Swarthout informed the Board of the upcoming local events.

- Haunted Trail Walk, October 9<sup>th</sup> at 7pm at Northcroft Park
- Croctoberfest, October 17<sup>th</sup> from 10am – 3pm at the Wildlife Discovery Center
- Go Lake Forest- Forest Park Nature Walk, October 27<sup>th</sup> at 10am at Forest Park
- Halloween Tricks & Treats, October 29<sup>th</sup> from 5pm – 7pm at Lake Forest Recreation Ctr Gym

**IX. Board Member Comments**

Board member Silver brought up the topic of a meeting at Gorton regarding funding for the turf fields at Deerpath Park. Board member Marshall commented it was a community sponsored event held to generate interest and excitement for the Masterplan and what's coming up. It was a nice event to get the community excited and generate support. There will be a turf field update by Superintendent Joe Mobile at the next meeting. There is a link to the Feasibility Study on the website for anyone to access.

**X. Adjournment**

Board member Spirito motioned for adjournment and Board member Silver seconded. The meeting was adjourned at 8:00p.m.

Respectfully Submitted  
Dani Spann  
Administrative Assistant