

**The City of Lake Forest
Parks and Recreation Board
Meeting Minutes
January 11, 2022
Zoom Remote 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
Mr. Marc Silver
Ms. Kaci Spirito
Mr. Patrick Marshall
Mr. Kevin Carden
Ms. Nancy Duffy

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. Aaron Dalzot, Lakefront Manager
Mr. John Eldridge, Program Manager
Ms. Dani Spann, Administrative Assistant

II. Approval of Minutes

Meeting minutes of the October 19, 2021 Park & Recreation Board Meeting were presented and approved.

Board member Duffy motioned for approval of the minutes and Board member Spirito seconded. The Board meeting minutes of October 19, 2021 were then unanimously approved by roll call with 6 yeas and 0 nays.

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

None

IV. Spotlight on Recreation Department Special Events

John Eldridge, Program Manager, along with Aaron Dalzot, Program Manager, spoke to the Board about special events held over the last year. Staff were able to offer fun, community events while still maintaining the safety guidelines of the CDC. All events over the last year were very successful with great feedback from participants. Mr. Dalzot touched on the summer concerts at the beach and noted that food trucks will now be allowed at events. A big thank you was given to the Parks and Forestry staff for helping with everything and to the Lake Forest College volunteers that helped with the popular Halloween Event. Staff is excited for new events coming up. Board members thanked Staff for doing a great job over the last year in light of Covid.

V. FY2023 Forest Park Grounds Maintenance Contract Approval

Chuck Myers, Superintendent of Parks, Forestry and Special Facilities, presented to the board a brief background of Forest Park. On December 1, 2021, staff conducted a bid opening process to include the mowing and extensive grounds maintenance services at Forest Park. One bid was received from Mariani Landscape Inc. in the amount of \$51,958. Staff recommends awarding the contract to Mariani Landscape Inc. for FY2023 with a three-year option in the bid process that provides the City the right to extend or rebid the contract after the first season. Brief discussion followed on the use of auto mowers at Forest Park.

Requested Action: *City Staff requests approval to enter into a contract with Mariani Landscape for Grounds Maintenance Services at Forest Park in the Parks FY2023 Budget, for an amount not to exceed \$51,958.*

A motion was made by Board member Silver to approve the Proposed FY23 Forest Park Grounds Maintenance Contract, and to proceed to City Council for approval. The motion was seconded by Board member Duffy. The motion passed with a roll call of 6 yeas and 0 nays.

VI. FY2023 City-wide Grounds Maintenance Contract Approval

Chuck Myers, Superintendent of Parks, Forestry and Special Facilities went over the City-wide Grounds Maintenance Contract and the areas included in the contract. Landscape Concepts Management was awarded the bid last year with the ability to be renewed each year for a total of 3 consecutive years. Staff is satisfied with their work and recommend renewing with Landscape Concepts Management for FY2023, for an amount not to exceed \$177,846.

Requested Action: *City Staff requests approval to enter into a contract with Landscape Concepts Management for City-wide Grounds Maintenance Services for FY2023, for an amount not to exceed \$177,846.*

A motion was made by Board member Duffy to authorize approval to enter into a contract with Landscape Concepts Management for City-wide Grounds Maintenance Services for FY2023, for an amount not to exceed \$177,846. The motion was seconded by Board member Marshall. The motion passed with a roll call of 6 yeas and 0 nays.

VII. Veteran's Park Update

Chuck Myers, Superintendent of Parks, Forestry and Special Facilities and Joe Mobile, Superintendent of Recreation gave a brief update on Veteran's Park. Superintendent Myers touched on the work that has been done to date. Underground work with draining has been completed. The construction plan began in September. An estimated completion date is May 2022 with a grand opening on Memorial Day 2022.

Superintendent Joe Mobile talked about working with the American Legion to design and build a memorial monument. The American Legion plans to have a project fundraising campaign with the goal to raise around \$300,000 to cover costs for the monument. Anticipated dedication of the monument is Memorial Day of 2023. Board member Duffy inquired about having brick pavers as a memorial option. Mr. Mobile replied it is difficult to maintain inscribed brick pavers. Discussion on the flagpole and lighting followed.

VIII. Comments by Director

Director Swarthout reminded the Board about the upcoming Athletic Fields Community Workshop on February 17th at Deerpath Middle School. Board member Duffy congratulated Director Swarthout and staff for the new building for NSSED. Ms. Swarthout also informed the Board of the upcoming programs and local events.

- Lake Forest Fitness Membership specials until January 31, 2022
- Merry Grinchmas 2- Silver Holiday Coin Treasure Hunt- January 15, 2022 start date
- Kinderhaven Preschool Academy Open House- January 15th from 2pm – 4pm
- Daddy & Daughter Princess Ball- February 5th at 6pm at Dickenson Hall Great Room

IX. Board Member Comments

Chairman Best thanked Director Swarthout for the reminder of the upcoming meetings.

X. Adjournment

Board member Duffy motioned for adjournment and Board member Carden seconded. The meeting was adjourned at 7:56p.m.

Respectfully Submitted
Dani Spann
Administrative Assistant