

**The City of Lake Forest**  
**Parks and Recreation Board**  
**Meeting Minutes**  
**March 21, 2023**  
**Municipal Services Building**

**I. Call to Order**

The Parks and Recreation Board Meeting was called to order by Chairman Marc Silver at 6:34p.m. The following were present:

Board Members: Mr. Marc Silver, Chairman  
Mr. Timo Berger-via Zoom  
Mr. Kevin Carden  
Mr. Mark Gorman  
Mr. Patrick Marshall  
Mr. Bill Sheridan  
Ms. Kaci Spirito

Staff: Ms. Sally Swarthout, Director of Parks and Recreation  
Mr. Joe Mobile, Superintendent of Recreation  
Mr. Chuck Myers, Superintendent of Parks & Forestry  
Ms. Elizabeth Holleb, Director of Finance  
Mr. Michael Thomas, Director of Public Works  
Ms. Dani Spann, Administrative Assistant  
Mr. Anthony Anaszewicz, Program Manager, Athletics  
Mr. Ken Pierini, Program Supervisor, Athletics

**II. Comments by City Manager**

Jason Wicha, City Manager, updated the Board members on upcoming structural department changes in Parks, Forestry and Cemetery. Effective May 1<sup>st</sup>, the Parks and Forestry sections will fall under Public Works and the Cemetery section will be overseen by George Issakoo, Assistant City Manager. Director Sally Swarthout will continue to oversee the Recreation Center, Deerpath Golf Course, CROYA, and Dickinson Hall.

**III. Approval of Minutes**

Meeting minutes of the January 18, 2023 Parks & Recreation Board Meeting were presented and approved.

***Board member Spirito motioned for approval of the minutes and Board member Sheridan seconded. The Board meeting minutes of January 18, 2023 were then unanimously approved.***

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

No public in attendance

**V. Approval of Recreation Center Busing Services Contract**

Ken Pierini, Athletics Program Supervisor, presented for the Board to approve and award a one-year contract to Safeway for the Recreation Department program busing services. Three separate bids were received from Olson Transportation, First Student and Safeway. Staff recommended Safeway who came in with the lowest bid of \$71,864.

COMPANY	Camp Routes	Camp Field Trips/Shuttles	Miscellaneous Recreation Programming	TOTAL
Olson Transportation	\$ 250 / bus / day	\$ 90 / hr.	\$ 90 / hr.	<b>\$86,570</b>
First Student	\$ 425 / bus / day	\$ 70 / hr.	\$ 70 / hr.	<b>\$109,985</b>
Safeway	\$ 248 / bus / day	\$ 58 / hr.	\$ 64 / hr.	<b>\$71,864</b>

***Board member Marshall motioned for approval to award a one-year contract for Recreation Department Program Busing Services to Safeway. Board member Carden seconded. The approval to award a one-year contract to Safeway for the Recreation Department Program Busing Services was approved by roll call with 6 yeas and 1 abstention.***

**VI. Approval of FY2023 Forest Park Grounds Maintenance Contract**

Superintendent Chuck Myers came before the Board to seek approval of a one-year contract with Mariani Landscape for the Forest Park grounds maintenance totaling \$53,517.07. Each year staff will evaluate and if satisfied, will renew the contract. Most of the contract includes bed maintenance. Mariani Landscape practices sustainability with the use of electric and automatic mowers. A short discussion followed on the automatic mowers and the species of plantings.

***Board member Gorman motioned for approval to award a one-year contract to Mariani Landscape for the Forest Park Grounds Maintenance. Board member Spirito seconded. The approval to award a one-year contract to Mariani Landscape for the Forest Park Grounds Maintenance was unanimously approved.***

**VII. Approval of City-Wide Grounds Maintenance Contract**

Superintendent Chuck Myers presented to the Board the request to enter into a one-year contract with Landscape Concepts Management for City-Wide grounds maintenance services totaling \$181,402. This was bid out in December of 2020 requesting a 3-year bid. This will be the third and final year of the contract with Landscape Concepts Management. This contract includes the grounds maintenance for 15 city properties, 167 cul-de-sacs and 20 City rights-of-way.

***Chairman Silver motioned for approval to enter a one-year contract with Landscape Concepts Management for the City-Wide Grounds Maintenance Services. Board member Carden seconded. The approval to award a one-year contract to Landscape Concepts Management for City-Wide Grounds Maintenance Services was unanimously approved.***

**VIII. Approval of Townline Park Splash Pad Surfacing**

Superintendent Chuck Myers went before the Board to request approval for an advancement of Fiscal Year 2024 Capital funding for Landscape Structures, Inc. to install AquaFlex Water Play Surfacing on the Splashpad at Townline Park in the amount of \$56,000. The resurfacing should take 2 weeks. The Aquaflex surfacing is safer, slip resistant and able to withstand winter conditions.

***Board member Sheridan motioned for approval for an advancement of FY2024 Capital funding in the amount of \$56,000 to Landscape Structures, Inc. for the installation of AquaFlex Water Play Surfacing on the Splashpad at Townline Park. Board member Carden seconded. The approval for an advancement of FY2024 Capital funding in the amount of \$56,000 to Landscape Structures, Inc. for the installation of AquaFlex Water Play Surfacing on the Splashpad at Townline Park, was unanimously approved.***

**IX. Deerpath Park Athletic Field Improvements-Programming Overview and Revenue Projections**

Anthony Anaszewicz, Athletics Program Manager presented to the Board the goals of the Programming Focus Group, which included seven city staff. He went over the sports played each season and the parks they utilize along with the current field usage at Deerpath Park. Mr. Anaszewicz highlighted the programming and maintenance benefits with the field improvements. Discussion with Board members and city staff followed regarding upcoming programming needs.

Elizabeth Holleb, Director of Finance, presented to the Board the revenue analysis and the goals going into the revenue analysis process. She went over the estimated life of the turf field and the projected replacement costs in the future. Staff are using a conservative assumption estimating the replacement of the turf in 10 years at a cost of \$3.6 million dollars. The goal is to regain revenue through programming to cover the costs of turf replacement. Ms. Holleb talked about the cost impact on current programming. Discussion with the Board and city staff followed on future programming fees and potential additional field rental revenues. It was recommended to consider Banner Day Camp when comparing local communities' synthetic field rental rates. The main focal points were Neighborhood vs. Community Parks, Reduced Maintenance Costs and Conservative Revenue Projections.

**X. Committee Assignment Discussions**

Chairman Silver talked about creating three committees that city staff and Board members will be involved in together. The three committees are:

1. The Field Usage Committee- Staff contact will be Anthony Anaszewicz,
2. Foundation Board Committee- Staff contact will be Joe Mobile
3. Northcroft Master Plan Committee - Staff contact will be Chuck Myers

Superintendent Chuck Myers presented slides about the Northcroft Park Master Plan along with the Plan goals and a high-level timeline of the Plan schedule. Discussion on the Committees and Master Plan followed.

### **Director Comments**

Superintendent Chuck Myers updated the Board members on the progress of Deerpath Park. Preconstruction will begin March 27-31<sup>st</sup>. Phase 1 will start in April with Phase 2 beginning in May, this is when the excavation and soil work will be done. June and July will be the peak months of heavy truck traffic. August will be the beginning installation of artificial turf and amenities started. Final installation of turf will be in October. There will be a lot of communication pushed out to the community on the project.

Director Swarthout informed the Board members of the invitation to NSSRA Shining Starts banquet in April. She encouraged Board members to attend and to RSVP to Joe Mobile by March 28<sup>th</sup>.

Director Swarthout informed Board members of upcoming programs and events.

- You Got Egged!- March 25<sup>th</sup>
- Lake Forest Fitness Center Promotion-Buy a package of 6 sessions and get 1 free personal training session- Purchase by March 31st
- Eggstravaganza- April 1<sup>st</sup> at Deerpath Middle School at 9am
- Bunny Baskets- April 5<sup>th</sup>
- GO Lake Forest- Lake Forest College Walk on April 6<sup>th</sup> at 10am and Waveland Park Walk on April 28<sup>th</sup> at 10am
- LFDA Performance Company Casting- April 30<sup>th</sup>

### **XI. Board Member Comments**

Chairman Silver suggested using Deerpath Middle School gyms to increase Open Gym capacity. Director Swarthout said Staff is currently in conversation with Deerpath Middle School about this.

### **XII. Adjournment**

Board member Sheridan motioned for adjournment and Board member Carden seconded. The meeting was adjourned at 9:05p.m.

Respectfully Submitted  
Dani Spann  
Administrative Assistant