

**The City of Lake Forest  
Parks and Recreation Board  
Meeting Minutes  
March 19, 2024  
Municipal Services Bldg.  
800 N. Field Dr.  
Lake Forest, IL 60045**

**I. Call to Order**

The Parks and Recreation Board Meeting was called to order by Chairman Marc Silver at 6:32p.m. The following were present:

Board Members: Mr. Marc Silver  
Mr. Patrick Marshall  
Mr. Bill Sheridan  
Ms. Kaci Spirito

Staff: Mr. Joe Mobile, Interim Director of Recreation  
Mr. Chuck Myers, Superintendent of Parks & Forestry  
Ms. Dani Spann, Administrative Assistant  
Mr. Anthony Anaszewicz, Program Manager

**II. Approval of Minutes**

Meeting Minutes of the February 13, 2024, Parks & Recreation Board Meeting were presented and approved.

*Board member Sheridan motioned for approval of the minutes and Board member Spirito seconded. The Board meeting minutes of February 13, 2024, were then unanimously approved.*

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

No public were present.

**IV. Forest Park Boardwalk Project Update**

This item was moved to the April 16, 2024, Parks and Recreation Board Meeting.

**V. Approval of One-Year Contract for Recreation Department Program Bussing Services**

Anthony Anaszewicz, Athletics Program Manager, presented for the Board to approve and award a one-year contract to Safeway for the Recreation Department program bussing services. Mr. Anaszewicz explained why the bussing services were needed. Services will be used primarily for Lake Forest Recreation Department summer camp pick up and drop off, field trips and swim shuttles in addition to other programming the rest of the year. The Bussing Services bid notice was published February 21, 2024, with the bid opening on March 6, 2024.

Three separate bids were received from Olson Transportation, First Student and Safeway. Staff recommended Safeway who came in with the lowest bid of \$84,800.96, in addition to having used them the previous year and being satisfied with their service.

**Board member Spirito motioned for approval to award a one-year contract for Recreation Department Program Bussing Services to Safeway. Board member Sheridan seconded. The approval to award a one-year contract to Safeway for the Recreation Department Program Bussing Services was approved by roll call with 3 yeas and 1 abstention.**

**VI. Approval of Northcroft Park Master Plan**

Chuck Myers, Superintendent of Parks and Forestry, presented to the Board for approval of the Northcroft Park Master Plan. Two community engagement sessions were held at Northcroft Park to gather feedback and comments from residents on usage and improvement needs. Many comments from residents were on parking, new pavilion doors, and the placement of pickleball courts. Hitchcock Design Group met with city staff and went over the feedback received from the community engagement sessions on the two options. Mr. Myers noted they are working on design plans for handball courts. Discussion followed on field/green space, placement of pickleball courts and parking improvements. Superintendent Myers passed out cost estimates of the project amenities. CIP projects will be a timeline for improvements. Staff plan on applying next year for an OSLAD Grant. It is scheduled for the Northcroft Park Master Plan to go before City Council for approval in June. Mr. Myers reminded the Board that a Master Plan is not a commitment, it provides a planning tool for future improvements. Board member Marshall stated he is highly concerned with the costs and options.

**Chairman Silver motioned for approval of the Northcroft Park Master Plan and Board member Sheridan seconded. The approval of the Northcroft Park Master Plan was unanimously approved.**

Superintendent Myers gave a brief update on Deerpath Park Athletic Fields. The bathrooms are open, and cameras are up and running. There are a few small items to be finished. The Showcase will be May 4<sup>th</sup>. Interim Director of Parks and Recreation Joe Mobile stated Tier 1 and Tier 3 users have been renting and using the fields.

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

Chuck Myers, Superintendent of Parks and Forestry, presented to the Board the request to enter into a one-year contract with Sundance Lawncare for City-Wide grounds maintenance services totaling \$203,000. The Invitation to Bid was published in December 2023, with a bid opening held on January 4, 2024. Three bids were received as detailed below. This contract includes the grounds maintenance for fifteen city property areas, 167 cul-de-sacs and twenty rights-of-way.

Company Name	Dollar Amount Bid
<b>Sundance Lawncare, Inc.</b>	<b>\$203,000</b>
Green Acres Landscaping, Inc.	\$259,120
Gutierrez & Sons Landscaping, Inc.	\$1,425,849

**Board member Marshall motioned for approval to enter a one-year contract with Sundance Lawncare for the City-Wide Grounds Maintenance Services. Board member Sheridan seconded. The approval to award a one-year contract to Sundance Lawncare for City-Wide Grounds Maintenance Services was unanimously approved.**

**VIII. Forest Park Grounds Maintenance Services**

Chuck Myers, Superintendent of Parks and Forestry, talked about the Forest Park maintenance. This is the last year to renew with Mariani Landscape, however, City staff have decided to discontinue

the current contract. The Forest Park Board has decided to reduce and simplify the current landscaping beds. Staff will purchase their own auto mowers. The bed maintenance contract will be split with The Forest Park Board to make sure the level of perfection is met and maintained. The cost will be significantly less than the current contract costs.

**IX. Summer Camp Registration Update**

Interim Director of Parks and Recreation, Joe Mobile, updated Board members on summer programs and camp registrations for year 2019 and 2022-2024. 2019 had a total of 1538 registrations. 2020 and 2021 did not have numbers due to COVID. Year 2022 had 2366 registrations. 2023 had an increase to 2577 summer registrations. Currently, 2024 had 1336 registrations and 204 on the waitlist on the first day of registration. Staff are working on ways to get the waitlist numbers down. They will be looking at ways to expand camps, add additional sites, and hire more staff. A short discussion followed on the sailing program waitlist. Mr. Mobile will keep members updated on trending programs and start to look at other seasonal programs in future meetings.

**X. Chairman Comments**

Chairman Silver thanked Board members for being able to attend the meeting. He thanked the Board members and City staff for all their hard work on the project planning. He stated they are moving in a good direction and asked Board members to continue to stay ahead and anticipate the demands of the community.

**XI. Director Comments**

Interim Director of Parks and Recreation, Joe Mobile, informed Board members of the upcoming events in March and April. Small discussion on changing the date of the April 16, 2024, board meeting occurred. It was decided to keep the current date of April 16, 2024.

- Eggstravaganza Egg Hunt- March 23<sup>rd</sup> at 9:00am at Deerpath Middle School
- Bunny Baskets on March 27th
- You go Egged! – March 30th
- Safe Sitter Program-March 1<sup>st</sup> and March 2<sup>nd</sup>
- Hurray for Spring, Spring Break Camp- March 25-29 from 9:00am – 1:00pm at Everett Annex
- Go Lake Forest College Walk & Tour- April 10<sup>th</sup> at 10:00am at Patterson Lodge

**XII. Board Member Comments**

Board member Marshall wanted to reiterate that he was happy to approve the Northcroft Park Master Plan, but wanted to note he was concerned with the costs for the improvement options.

**XIII. Adjournment**

Board member Marshall motioned for adjournment and Board member Spirito seconded. The meeting was adjourned at 8:15p.m.

Respectfully Submitted  
Dani Spann  
Administrative Assistant