

## ESTABLISHMENT OF MIDDLEFORK FARM COORDINATOR

### 1.0 Purpose.

- 1.1 The purpose of the Middlefork Farm Activity Coordinator role (the “**Coordinator**”) is to promote communication and coordination on an ongoing basis among all parties conducting or impacted by events in the vicinity of the Middlefork Farm Subdivision: the Elawa Farm Foundation, the Wildlife Discovery Center, any future tenants of Elawa Farm, the Lake County Forest Preserves District, Lake Forest Open Lands Association, the Middlefork Farm Subdivision Homeowners’ Association and The City of Lake Forest Parks, Recreation and Forestry Department.

### 2.0 Scope.

- 2.1 As part of the original approval of the Middlefork Farm Subdivision, there exists a need for continued monitoring of the use of Elawa Farm and adherence to the conditions of the Special Use Permit to ensure the long-term vision of Elawa Farm, which serves as a unique community resource and amenity for the surrounding area.
- 2.2 The City Manager shall assign a City staff member to serve as Middlefork Farm Coordinator and shall authorize the Coordinator to perform the duties necessary to carry out this policy.

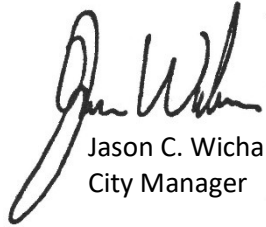
### 3.0 Policy.

- 3.1 The City Manager shall assign the role of Middlefork Farm Coordinator to a City staff member.
- 3.2 The Coordinator shall be responsible for facilitating advance planning among all parties with the goal of avoiding scheduling conflicts, congestion and overuse of the area as a whole, with the intent of reasonably preserving the quiet residential character of the surrounding neighborhood while recognizing that residents in the area benefit from proximity to the many unique amenities.
- 3.3 Although the City cannot compel participation by non-City entities, as community partners, with active sites in the vicinity of the Middlefork Farm Subdivision, representatives from all of the following entities should be included in ongoing communication and coordination efforts and encouraged to attend meetings and share activity and programming schedules.
  - (i) Elawa Farm Foundation
  - (ii) Wildlife Discovery Center
  - (iii) Middlefork Farm Home Owners' Association
  - (iv) Lake Forest Open Lands’ Association
  - (v) Lake County Forest Preserves District
  - (vi) City of Lake Forest Park, Recreation & Forestry Department
  - (vii) Others as determined to be appropriate by the Coordinator

- 3.4 At a minimum, the Coordinator shall convene a meeting of the parties annually; and
- 3.5 The Coordinator is responsible for communicating with the various parties at least once per quarter in some manner.

#### 4.0 Distribution

- 4.1 Published on Employee Information Site and provided to all parties listed in Section 3.3.



Jason C. Wicha  
City Manager

Created 5/19  
Reviewed 5/25