

The City of Lake Forest
CITY COUNCIL MEETING
Proceedings of the Monday, July 15, 2024 6:30 pm
Immediately following Finance Committee
City Council Meeting – City Council Chambers
220 E Deerpath, Lake Forest, IL 60045

CALL TO ORDER AND ROLL CALL: Honorable Mayor Tack called the meeting to order at 7:03 p.m., and City Clerk Margaret Boyer called the roll of Council members.

Present: Honorable Mayor Tack, Alderman Novit, Alderman Clemens, Alderman Notz, Alderman Powers, Alderman Goshgarian, Alderman LeVert, Alderman Weber, and Alderman Walther.

Absent: None

CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE was recited by all.

REPORTS OF CITY OFFICERS

COMMENTS BY MAYOR

Mayor Tack thanked City staff, Friends of Lake Forest, and the Recreation Department for hosting a wonderful festival and fireworks on July 4, he also thanked the community for their respectful use of the fields and for coming out to celebrate the holiday as a community.

Mayor Tack also made the following comments on the agenda item relating to 1925 Field Court.

The City has a long history of being pro-active in pursuing unique opportunities but not without careful due diligence. We have such an opportunity before us tonight.

Although we are still very early in this process, much time and effort has already gone into due diligence efforts to date.

This process to date began with a kernel of an idea and out of the box thinking to meet a community need, as most recently affirmed in last year's community survey where high quality public safety services were identified by residents as a top priority. Since that time, alternative sites and buildings were explored, discussions with the building owner began, and a Purchase and Sale Agreement was negotiated and ultimately considered in a public meeting by the City Council. That unanimously approved Purchase and Sale Agreement provided for an extended 90-day due diligence period, which was favorable to the City by industry standards. Later tonight, a summary of the results of the extensive investigation and study completed during that 90-day period will be presented.

Acquiring the building, if the Council decides to do so, is a very early step in this process. Determining how the building will be built out, a timeline for doing so, considering potential uses for portions of the building that are not needed to meet City needs, and options for financing the buildout and ongoing costs related to the building in a manner that is consistent with financially prudent decisions made by past City Councils, will all require further public discussions and Council action.

As is customary of Lake Forest City government, those future discussions will proceed in a thoughtful, transparent, and inclusive manner to ensure the best possible outcome is reached.

COMMENTS BY CITY MANAGER

OPPORTUNITY FOR CITIZENS TO ADDRESS THE CITY COUNCIL

COMMITTEE REPORTS

PUBLIC WORKS COMMITTEE

- 1. Overview of Lake Woodbine Bridge Project (on omnibus)**
 - **Byron Kutz, P.E., Superintendent of Engineering**

Byron Kutz, P.E., Superintendent of Engineering gave a brief overview of the Lake Woodbine Bridge project as it related to two items on the omnibus agenda, noting the planned use of federal funding. He shared the planned communications methods to be used.

- 2. Approval to Waive the Bid Process and Award Installation of Watermain at the Deerpath and Green Bay Roads Intersection to DiMeo Brothers, Inc., and Authorize the City Manager to Execute an Agreement in the Amount of \$234,800 to Include a 10% Contingency in the Amount of \$23,480 for a Total Cost of \$258,280**

Michael Thomas, Director of Public Works reported the City will undertake a streetscape project along Deerpath Road from Oakwood to Western Avenues in spring, 2025. Part of the overall project is a locally-funded watermain project to replace the deteriorating 8" watermain on Deerpath east of Green Bay to east of Western with a larger 12" watermain. This FY2026 budget did not originally include any watermain improvement work through the Green Bay Road Intersection. The professional engineering firm completing the watermain design recently confirmed that watermain improvements through the Green Bay Road intersection are necessary to ensure effective water pressure. The majority of the watermain project is planned for construction in advance of the streetscape, but during planning efforts, staff identified the magnitude of traffic impacts with the work specifically in the Green Bay intersection. Performing this work in the Green Bay intersection will logistically be extremely challenging and will require detours and the use of flaggers. Therefore, staff is recommending replacing the water main through the Green Bay intersection during the second week of August of this year.

City Council had discussion on signage, access points, communications, Fire Department accessibility and funding.

COUNCIL ACTION: Approval to Waive the Bid Process and Award Installation of Watermain at the Deerpath and Green Bay Roads Intersection to DiMeo Brothers, Inc., and Authorize the City Manager to Execute an Agreement in the Amount of \$234,800 to Include a 10% Contingency in the Amount of \$23,480 for a Total Cost of \$258,280

Alderman Notz made a motion to waive the Bid Process and Award Installation of Watermain at the Deerpath and Green Bay Roads Intersection to DiMeo Brothers, Inc., and Authorize the City Manager to Execute an Agreement in the Amount of \$234,800 to Include a 10% Contingency in the Amount of \$23,480 for a Total Cost of \$258,280, seconded by Alderman Walther. The following voted "Aye": Alderman Novit, Clemens, Notz, Powers, Goshgarian, LeVert, Weber, and Walther. The following voted "Nay": none. 8-Ayes, 0-Nays, motion carried.

FINANCE COMMITTEE

1. GFOA Certificate of Achievement for Excellence in Financial Reporting Award Presentation

Eileen Looby Weber, Finance Committee Chairman reported that The City has received notification that it has once again been awarded the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting for its FY23 Annual Comprehensive Financial Report. The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment is a significant accomplishment by a government and its management. The City has received this prestigious award for the 45th consecutive year.

In addition to the Certificate of Achievement, an Award of Financial Reporting Achievement is presented by the GFOA to the individual designated as instrumental in their government unit's achievement of the Certificate. I am pleased to present this award to Diane Hall, Assistant Finance Director. In Illinois, 329 organizations received the award – 4.7% of the total 6,963 units of government in the state.

*****PUBLIC HEARING ON THE CITY'S ANNUAL APPROPRIATION ORDINANCE*****

OPEN PUBLIC HEARING

Mayor Tack asked for a motion to open the Public Hearing.

Alderman Novit made a motion to open the Public Hearing, seconded by Alderman Weber. The following voted "Aye": Alderman Novit, Clemens, Notz, Powers, Goshgarian, LeVert, Weber, and Walther. The following voted "Nay": None. 8-Ayes, 0 Nays, motion carried.

Mayor Tack opened the Public hearing at 7:25

**1. Consideration of the Annual Appropriation Ordinance for FY2025 and Approval of Rollovers
(Final Reading – Public Hearing Required)**

Elizabeth Holleb, Finance Director, reported while the annual municipal budget represents the City's financial "plan" for expenditures over the course of the fiscal year, the annual Appropriation Ordinance is the formal legal mechanism by which the City Council authorizes the expenditure of public funds. It appropriates specific sums of money by object and purpose. State statutes require the passage of an Appropriation Ordinance by July 31 each year. Ms. Holleb stated that the rollovers are requested to eliminate under and over budgeting of funds in the new fiscal year. The Appropriations Ordinance provides for a 10% "contingency" above the budgeted expenditures for each fund, allowing to approve unbudgeted expenditures based on unanticipated events.

Mayor Tack asked the Council if there were any questions. Seeing none he offered the opportunity for public comment. Seeing none, he asked for a motion.

COUNCIL ACTION: Conduct a public hearing on the City's FY2025 Annual Appropriation Ordinance. Upon closing the public hearing, it is recommended that the City Council consider approval of the final reading of the Ordinance (page 33) and the rollovers. A copy of the ordinance is available for review by the public in the City Clerk's office.

CLOSE PUBLIC HEARING

Mayor Tack asked for a motion to close the Public Hearing.

Alderman Notz made a motion to close the Public Hearing, seconded by Alderman Clemens. The following voted "Aye": Alderman Novit, Clemens, Notz, Powers, Goshgarian, LeVert, Weber, and Walther. The following voted "Nay": None. 8-Ayes, 0 Nays, motion carried.

Mayor Tack closed the Public hearing at 7:30

2. Approval of an additional FY24 Transfer out of the General Fund as directed by the City Council in the Amount of \$1.1 Million to Fund One-Time Expenditures, to be determined at a later date.

Elizabeth Holleb, Finance Director reported that staff requests City Council approval of an additional transfer of \$1.1 million from the General Fund due to an operating surplus for Fiscal Year 2024 higher than projected. The July 15 meeting is the final meeting the City Council could authorize any change in the City's FY24 financials. Direction from the City Council as to the specific use of the funds would be determined at a later date, but direction is needed at this time related to the specific funds to receive the additional transfer.

With General Fund reserves healthy, the additional funds could be used for a variety of one-time purposes. Staff is recommending that the City Council transfer the additional surplus to the Capital Improvements Fund. The proposed transfer would make additional funds available for the City Council's consideration of future capital expenditures to be reviewed in November 2024.

The City Council asked for clarification regarding the Capital Fund.

Mayor Tack asked the public if there was anyone who would like to comment. Seeing none, he asked for a motion.

COUNCIL ACTION: Approval of an additional FY24 Transfer out of the General Fund as directed by the City Council in the Amount of \$1.1 Million to Fund One-Time Expenditures, to be determined at a later date

Alderman Weber made a motion to approve of an additional FY24 Transfer out of the General Fund as directed by the City Council in the Amount of \$1.1 Million to Fund One-Time Expenditures, to be determined at a later date, seconded by Alderman Clemens. The following voted "Aye": Alderman Novit, Clemens, Notz, Powers, Goshgarian, LeVert, Weber, and Walther. The following voted "Nay": None. 8-Ayes, 0 Nays, motion carried.

ITEMS FOR OMNIBUS VOTE CONSIDERATION

- 1. Approval of the June 17, 2024, City Council Meeting Minutes**
- 2. Approval of the July 1, 2024, City Council Workshop Meeting Minutes**
- 3. Approval of the Check Register for the Period of May 25 – June 28, 2024**
- 4. Approval of a Memorandum of Understanding between the City of Lake Forest and Lake Forest Library**

5. **Approve the Purchase of Starcom Radios, Equipment and Programming in the Amount of \$124,816 for the Fire Department from State Bid Vendor Motorola Solutions.**
6. **Approval to Award a Contract to Zenon Environmental Corporation to Purchase Replacement Membrane Modules Included in the FY '25 Budget, in the amount of \$124,000 and \$30,000 for Spare Membrane Train Parts, for a Total of \$154,000**
7. **Approval of Expenditures Related to the Deerpath Bridge Abutments and Rt.41 Ramps Landscaping Project in the Amount of \$45,884**
8. **Approval of a Purchase to Replace a Skid Steer Loader to Burris Equipment in the Amount of \$99,277**
9. **Approval of Phase I Design Engineering Services for the Westleigh Road Resurfacing Project to Strand Associates, Inc., and Authorize the City Manager to Execute an Agreement in the Amount of \$87,030 to Include a 5% Contingency in the Amount of \$4,352 for a Total Cost of \$91,382**
10. **Approval of Phase III Construction Engineering Services for the Lake Woodbine Bridge Project to Civiltech Engineering, Inc., and Authorize the City Manager to Execute an Agreement in the Amount of \$342,565 to Include a 5% Contingency in the Amount of \$17,128 for a Total Cost of \$359,693**
11. **Approval of a Resolution for a Joint Funding Agreement for Federally Funded Construction with the state of Illinois Department of Transportation for Construction of the Lake Woodbine Bridge Project, Section Number 12-00094-00-BR, for a Local Match Estimated at \$855,000, and Authorize the City Manager to Execute Required Agreements and Additional Paperwork as Required by IDOT Related to Work on This Project**
12. **Award of the Low Bid for the 2024 Inflow and Infiltration Repairs to Visu-Sewer, LLC., and Authorize the City Manager to Execute an Agreement in the Amount of \$351,421 as well as Approving a Contingency in the Amount of \$8,579 for a Total Cost of \$360,000**

COUNCIL ACTION: Approve the twelve (12) omnibus items as presented

Alderman Walther made a motion to approve the twelve (12) Omnibus items as presented, seconded by Alderman Novit. The following voted "Aye": Alderman Novit, Clemens, Notz, Powers, Goshgarian, LeVert, Weber, and Walther. The following voted "Nay": none. 8-Ayes, 0-Nays, motion carried.

Information such as Purpose and Action Requested, Background/Discussion, Budget/Fiscal Impact, Council Action and a Staff Contact as it relates to the Omnibus items can be found on the agenda.

OLD BUSINESS

1. **Continued Consideration of Acquisition of the Building and Property at 1925 Field Court as Provided for in the Previously Approved Purchase and Sale Agreement for Adaptive Reuse as a New City of Lake Forest Police Facility. (By Motion)**

Jason Wicha, City Manager shared a presentation agenda and reviewed why and how the Council arrived to today with the unique financial opportunity. Mr. Wicha went on to share potential project milestones

including beginning the request for proposals on design. The process for the building will follow the traditional methods, including an advisory group. Mike Lange, Interim Police Chief reviewed current operational challenges and opportunities. Justin Johnson of the Concord Group reviewed the facility condition assessment report to say that all areas are done to standard, and that the assessment results in approximately 35 million in assets. The City Council had discussion on 10-year replacement costs, useful life, deferred maintenance and how to better manage costs. Ray Leigh of FGM Architects gave a high-level summary of construction costs for 2025, did a comparison of need vs. nice to have, along with an overview of savings. The City Council had discussion on alternative sites, labor and material shortages. Other projects of FGM were reviewed. Elizabeth Holleb, Finance Director stated that all numbers are estimates and will be refined over the next year. Jim Lockefer, Assistant Public Works Director reviewed ongoing estimated operating costs. Ms. Holleb gave a review of operating budget impacts. The City Council had discussion on economies of scale, price per square foot, tenant costs and overall maintenance and operation costs for the building. Ms. Holleb went on to give a high-level overview of costs both long and short term, she stated that the 3.5 million cost is not budgeted, however funds are available. She reviewed the self-limiting ordinance that sets a cap on total funds levied. The City Council had discussion on bonding, amendment to the ordinance, debt service, cost per household, bond duration and other maturity dates for existing bonds, school District bond timing.

City Manager Wicha shared that the Conway Business Park Owners support the Police Department, he then reviewed the Council's choices of action for the item. The City Council had discussion on space needs assessments, other vacated spaces, Fire Department renovations, the generational decision for the City, the process, communications, surface costs, comparable projects, SRO's and tax bill impacts.

Mayor Tack asked if anyone from the public would like to comment.

Susan Daley offered her comments to the Council in opposition of the project.

John Turkla offered his comments to the Council in opposition of the project.

Tom Cranz offered his comments to the Council in opposition of the project.

Seeing no further public comments, Mayor Tack asked Council for final comments. The City Council noted the long-standing needs of both the Police and Fire Departments and this purchase is step one in a multi phased process. Future opportunities for public involvement, challenges and opportunities

Mayor Tack asked for a motion to direct the City Manager to take all necessary steps to facilitate the closing on the purchase of 1925 Field Court and authorize the expenditure of non-budgeted funds in an amount not to exceed \$3,500,000 plus associated closing in accordance with the previously approved Purchase and Sale Agreement

COUNCIL ACTION: By motion, direct the City Manager to take all necessary steps to facilitate the closing on the purchase of 1925 Field Court and authorize the expenditure of non-budgeted funds in an amount not to exceed \$3,500,000 plus associated closing in accordance with the previously approved Purchase and Sale Agreement.

Alderman Notz made a motion to direct the City Manager to take all necessary steps to facilitate the closing on the purchase of 1925 Field Court and authorize the expenditure of non-budgeted funds in an amount not to exceed \$3,500,000 plus associated closing in accordance with the previously approved Purchase and Sale Agreement., seconded by Alderman Clemens. The following voted "Aye": Alderman Novit, Clemens, Notz, Powers, Goshgarian, LeVert, Weber, and Walther. The following voted "Nay": none. 8-Ayes, 0-Nays, motion carried.

NEW BUSINESS

ADDITIONAL ITEMS FOR COUNCIL DISCUSSION/COMMENTS BY COUNCIL MEMBERS
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ADJOURNMENT

There being no further business Mayor Tack asked for a motion to adjourn. Alderman Weber made a motion to adjourn, seconded by Alderman Walther. Motion carried unanimously by voice vote at 9:17 p.m.

Respectfully Submitted,
Margaret Boyer, City Clerk

A video of the City Council meeting is available for viewing at the Lake Forest Library and on file in the Clerk's office at City Hall. You can also view it on the website by visiting www.cityoflakeforest.com. Click on I Want To, then click on View, then choose Archived Meetings Videos.