

**THE CITY OF LAKE FOREST
CITY COUNCIL AGENDA**

*****Tuesday**, February 18, 2025
220 E. Deerpath
Lake Forest, IL 60045

CALL TO ORDER AND ROLL CALL

6:30pm

Honorable Mayor, Stanford R. Tack

Nancy Novit, Alderman First Ward

Ara Goshgarian, Alderman Third Ward

Peter Clemens, Alderman First Ward

Alice LeVert, Alderman Third Ward

Edward U. Notz, Jr., Alderman Second Ward

Eileen Looby Weber, Alderman Fourth Ward

John Powers, Alderman Second Ward

Richard Walther, Alderman Fourth Ward

PLEDGE OF ALLEGIANCE

REPORTS OF CITY OFFICERS

1. **COMMENTS BY MAYOR**

2. **COMMENTS BY CITY MANAGER**

3. **OPPORTUNITY FOR CITIZENS TO ADDRESS THE CITY COUNCIL**

4. **COMMITTEE REPORTS**

PUBLIC WORKS COMMITTEE

1. **Approval of a Recommendation from the Public Works Committee to Award a Phase III Professional Design Services Agreement for the Deerpath Streetscape Project to Thomas Engineering Group in the Amount of \$435,000 plus 5% Contingency in the Amount \$22,000 for a Total of \$457,000**

PRESENTED BY: *Jim Lockfeer, Assistant to the Director Public Works (810-3542) and
Byron Kutz, Superintendent of Engineering (810-3555)*

PURPOSE AND ACTION REQUESTED: The Public Works Committee and City staff requests City Council award a phase III professional design services agreement for the Deerpath Streetscape Project to Thomas Engineering Group in the Amount of \$435,000 plus 5% Contingency in the Amount \$22,000 for a Total of \$457,000.

BACKGROUND/DISCUSSION: The Deerpath Streetscape Project limits are Deerpath from Oakwood Avenue to the Metra right-of way just east of Western Avenue. This area serves as the entry way into the City's downtown and historic central business district.

In January 2025, the City began the first phase of construction of the Deerpath Streetscape Project. The first phase of the project includes a water main replacement under Deerpath

Road, east of Green Bay Road to west of Western Avenue. This work is anticipated to be completed by beginning of April 2025 (construction inspection is being completed by the City). Following the completion of the water main construction, North Shore Gas will be replacing a gas main on Deerpath from Oakwood Avenue to Western Avenue. This work is anticipated to be completed in April 2025. Following the completion of North Shore Gas's construction, the second phase of streetscape improvement will begin. These streetscape improvements will occur on Deerpath Road from Oakwood Avenue to Western Avenue. The second phase of construction is anticipated to begin in early May 2025 and all project construction is estimated to be completed in late October 2025. Currently, the project is posted on the Illinois Department of Transportation (IDOT) bidding website with a bid opening date of March 7, 2025. The project aims to improve pedestrian safety, update aging infrastructure, enhance plantings, and incorporate more decorative elements along Deerpath Road. Plans for the Deerpath Streetscape Project have been underway for years, dating back to preliminary conversations with the Civic Beautification Committee in 2016. More detailed project information can be found on the City's project webpage at www.cityoflakeforest.com/deerpathstreetscape.

Phase III design services include construction inspection and observation, construction documentation, extensive community outreach, and construction project closeout. All inspection, documentation, and reporting are required to be submitted to IDOT which is a requirement of the \$2 million ITEP grant award the City received for the project.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	2/3/2025	Reviewed Phase III Design Services Agreement Proposal and Recommended City Council Approval
Finance Committee	11/12/2024	Deerpath Streetscape Project Update and Review of Project Budget
City Council	9/3/2024	Project Presentation on Schedule & Communications

BUDGET/FISCAL IMPACT: In response to a Request for Proposal (RFP) opportunity and package issued in January, over ten firms initially expressed interest by downloading the RFP package. Proposals were due from qualified firms on January 30, 2025, and proposals were received from two firms. A staff team from the Public Works Department reviewed and evaluated the proposals. The proposals were evaluated based on specific criteria outlined within the RFP which included project understanding / familiarity with the City of Lake Forest and the Central Business District, experience and qualifications of the firm, experience in streetscape construction inspection (preferably IDOT experience, experience with municipal government projects / references / results achieved, and cost.

Has City staff obtained competitive pricing for proposed goods/services? **Yes**

Company Name	Proposal Amount
GSG Consultants	\$279,360
Thomas Engineering Group	\$435,000

Upon completion of a detailed review of responses received, the staff team unanimously recommended engaging Thomas Engineering Group (TEG) to provide Phase III Design Services for the Deerpath Streetscape Project. The basis for the recommendation is detailed below.

- TEG has worked successfully with City staff over the last two years completing Phase II Deerpath Streetscape Project design. Through this process TEG has developed a significant understanding of the project area. Additionally, on January 21, 2025, TEG was approved by City Council to provide design services for the Bank Lane Streetscape Enhancement Project.
- TEG’s Phase III staff team was found to be most qualified with numerous other project references in providing large streetscape project design services for community projects in Mount Prospect, Oak Park, La Grange, Chicago, and Schaumburg. TEG’s proposal and staff team demonstrated their significant understanding and commitment to providing extensive resident/business communications. The majority of TEG’s staff team included members that have IDOT project experience.
- TEG’s proposal included accurate total project staffing hours. TEG’s proposal identified a total of 2,500 total hours while the GSG proposal included a total of 1,800 hours. City staff previously anticipated proposals to include a minimum of 2,200 hours to meet the project schedule and project close-out. This significant difference in hours can also be attributed to the large proposal cost difference between the two firms.

Below is an estimated summary of Project budget:

FY2026 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Capital Improvement Fund 311-3703-478.78-94	\$475,000	\$457,000	Y

While there are no allocated FY2025 funds to support this Phase III design agreement, the FY2026 proposed Capital Fund budget provided for Deerpath Streetscape Project Phase III design services in the amount of \$475,000. Any costs incurred in FY25 related to this contract would reduce the amount budgeted for FY26. If necessary, a FY25 supplemental appropriation will be submitted for City Council approval at the close of the current fiscal year.

COUNCIL ACTION: Approval of a Recommendation from the Public Works Committee to Award a Phase III Professional Design Services Agreement for the Deerpath Streetscape Project to Thomas Engineering Group in the Amount of \$435,000 plus 5% Contingency in the Amount \$22,000 for a Total of \$457,000

5. ITEMS FOR OMNIBUS VOTE CONSIDERATION
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1. Approval of the February 3, 2025 City Council Meeting Minutes

A copy of the minutes can be found beginning on **page 13**

COUNCIL ACTION: Approval of the February 3, 2025, City Council Meeting Minutes

2. Approval of Resolution Required to Amend Authorized Signers for eConnectDirect Account through Multi-Bank Securities.

STAFF CONTACT: *Diane Hall, Interim Finance Director (847-810-3614)*

PURPOSE AND ACTION REQUESTED: Staff requests approval of changes to the authorized signers for eConnectDirect through Multi-Bank Securities, Inc.

BACKGROUND/DISCUSSION: The City is required to approve resolutions establishing authorized signers on each investment account. Due to the departed Finance Director, a new resolution is required for the City's online investment account. Following are the proposed signers for the account:

Authorized Signers:

Authorized signers are granted authority to conduct investment transactions on behalf of the City. As part of this approval, authorized signers for the City of Lake Forest are designated as follows:

Diane Hall, Interim Finance Director
Jason Wicha, City Manager
James Scott, Staff Accountant
Eileen Looby Weber, City Council Finance Committee Chair

In accordance with the City's Investment Procedures, an investment transaction must be approved by two (2) authorized signers. The Finance Committee Chair must approve any investment transaction exceeding \$500,000.

BUDGET/FISCAL IMPACT: N/A. No fees are paid to MBS for the eConnectDirect product or for custodial services provided by Pershing. Yields on purchased investments are shown net of all fees.

COUNCIL ACTION: Approval of Resolution Required to Amend Authorized Signers for eConnectDirect Account through Multi-Bank Securities

3. Approve a One-Year Extension to an Existing Contract with Vogue Printers for Dialogue Newsletter Printing Services in the amount of \$26,076 and a 5.0% contingency in the amount of \$1,304 for a grand total of \$27,380.

STAFF CONTACT: *Dana Olson, Director of Communications and Community Engagement, (847) 810-3672*

PURPOSE AND ACTION REQUESTED: Staff requests extending the contract for professional services related to the printing and mailing of the City's Dialogue newsletter to Vogue Printers, in the amount of \$26,076 and a 5.0% contingency in the amount of \$1,304 for a grand total of \$27,380.

BACKGROUND/DISCUSSION: The City of Lake Forest regularly contracts with outside service providers to perform professional printing services for various projects including the quarterly

Dialogue Newsletter and Recreation Seasonal Program Guide which are produced and delivered throughout the community. The Dialogue Newsletter is print publication that is produced quarterly and includes a winter, spring, summer and fall edition. The newsletter is printed and delivered to every home, office, business, and post office box within the corporate limits of Lake Forest. Approximately 8,500 newsletters are distributed each quarter and are also available to view online.

In spring 2023, the City issued a request for proposals (“RFP”) for professional printing and mailing services for Community Newsletter Printing. The City received five responses and selected Vogue Printers. In March 2023, City Council approved a one-year contract with Vogue Printers. The contract included an opportunity to renew for up to two one-year terms to lock in pricing and increase future cost savings. Since Vogue Printers was a new vendor, staff opted for a one-year contract with the option to renew after a satisfactory year of service.

After printing eight newsletters over the course of two years, Vogue Printers has proven to exceed expectations in quality, value, and responsiveness. While printing and paper costs continue to increase, Vogue Printers is willing to lock in the proposed rate for Fiscal Year 2026. City staff is recommending extending the contract with the firm for a third and final year.

BUDGET/FISCAL IMPACT: If approved, this will be an extension of an existing contract for printing services. The proposed 2025 pricing is the same amount of the 2023 original agreement.

The base proposal does not include additional fees or expenses that may be related to proof changes or edits needed prior to printing and delivery. For this reason, staff is requesting for an additional 5% of the total cost in contingency funding for any additional expenses occurred with printing and editing of the Dialogue issues.

Has competitive pricing been obtained for proposed goods/services? **Yes**

Below is an estimated summary of Project budget:

FY2026 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Communications – Printing/Stationary 101-1801-460.60-13	\$28,000	\$27,380	Yes

If awarded, this agreement extension would span May 2025 through April 2026.

COUNCIL ACTION: Approve a One-Year Extension to an Existing Contract with Vogue Printers for Dialogue Newsletter Printing Services in the amount of \$26,076 and a 5.0% contingency in the amount of \$1,304 for a grand total of \$27,380

- 4. Approval of Design Engineering Services for the Green Bay Road Watermain and the Basswood Road Watermain Replacement Projects to the Thomas Engineering Group, and Authorize the City Manager to Execute an Agreement in the Amount of \$50,016 to Include a 5% Contingency in the Amount of \$2,501 for a Total Cost of \$52,517**

STAFF CONTACT: *Byron Kutz, P.E., Superintendent of Engineering (810-3555)*

PURPOSE AND ACTION REQUESTED: The Public Works Committee and City staff are requesting approval of an agreement with Thomas Engineering Group (TEG) to provide civil engineering design services for the Green Bay Road Watermain as well as the Basswood Road Watermain replacement projects in an amount of \$50,016 with a 5% Contingency in the Amount of \$2,501 for a Total Cost of \$52,517. In addition, authorization for the City Manager to Execute the Agreement.

BACKGROUND/DISCUSSION: These watermain projects were identified by operations staff due to the frequency of watermain-breaks which causes disruptions to the neighborhood as well as being time-intensive for crews. The Basswood location was also identified in the 2020 Watermain Study as well. The Green Bay Road watermain is from the 1920’s while the Basswood watermain is from the 1970’s. A replaced Watermain lessens the risk associated with a main break and the need for Water & Sewer staff to make a repair or spend operating budget contractual dollars on a repair.

Proceeding with these designs now will allow for comprehensive cost-estimates in late September in time for the FY2027 budgeting process.

TEG will provide the civil engineering services which include survey, project design and specifications, preliminary and final cost estimates, and development of construction documents.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	2/3/2025	Reviewed & Recommended City Council Approval of Design Engineering Services
Finance Committee	11/11/2024	Included with FY '26 Capital Plan

BUDGET/FISCAL IMPACT: The Engineering Section solicited Request for Proposals (RFP) from professional engineering firms to perform civil engineering design services. 17 firms acquired the RFP package and 10 submitted proposals. The proposals were reviewed by a committee of staff members.

The proposal from TEG best fit the needs of the City for providing these design engineering services. TEG has recently completed the watermain design for the Deerpath Watermain Project.

Has City staff obtained competitive pricing for proposed goods/services? **Yes**

The following is a summary of the 10 proposals received:

Company Name	Proposal Amount
Thomas Engineering Group	\$50,016
Bleck	\$53,925
Clark Dietz	\$60,585
SpaceCo	\$63,197
CBBEL	\$67,526

BLA	\$74,282
Baxter and Woodman	\$78,300
GHA	\$82,600
Horner and Shifrin	\$111,600
HLR	\$132,985

Below is an estimated summary of the project budget:

FY 2026 Funding Source	Amount Budgeted	Amount Requested	Budgeted Y/N
Water and Sewer Fund 508-3703-477.77-07	\$180,000	\$52,517	Y

Staff investigated the reasons for the cost disparity from the budgeted amount and determined that economies-of-scale were achieved by designing both projects together as one single project as opposed to two separate projects, as well as the proposal timing being advantageous as consultants aggressively seek work for the rest of the year.

COUNCIL ACTION: Approval of Design Engineering Services for the Green Bay Road Watermain and the Basswood Road Watermain Replacement Projects to the Thomas Engineering Group, and Authorize the City Manager to Execute an Agreement in the Amount of \$50,016 to Include a 5% Contingency in the Amount of \$2,501 for a Total Cost of \$52,517

- 5. Award of the Low Bid for the 2025 Inflow and Infiltration Repairs to Visu-Sewer, LLC., and Authorize the City Manager to Execute an Agreement in the Amount of \$261,170 as well as Approving a 5% Contingency in the Amount of \$13,059 for a Total Cost of \$274,229**

STAFF CONTACT: *Byron Kutz, P.E., Superintendent of Engineering (810-3555)*

PURPOSE AND ACTION REQUESTED: In recent years, portions of the City’s sanitary sewer system have been overwhelmed with storm water and causes backups into residents’ properties. In order to reduce surcharges and backups in the City’s sanitary sewer mains, the City has had sections of its sanitary sewer system smoke and dye tested to look for the sources of storm water leaking into the sanitary mains (described further below). By performing the public repairs included in this project, the City will significantly reduce the amount of storm water leaking into the sanitary sewer system and thereby reduce the potential for sanitary sewer backups into resident’s homes.

BACKGROUND/DISCUSSION: In summer 2023, the City contracted with RJN to perform smoke testing at various locations throughout the City. The focus of that project was to test portions of the City’s sanitary sewer system to look for instances of inflow and infiltration(I&I). Inflow occurs when storm water is being directed into the sanitary sewer system, while infiltration is when ground water leaks into the sanitary mains through faults in the pipe or manholes. During smoke testing, RJN identified areas where stormwater is leaking into the sanitary sewers. The City then contracted with RJN again in 2024 to perform additional investigation at some of these locations that were suspected to be the largest contributors to I&I. The technique used to further pinpoint locations for repairs was dye flooding storm sewers, which identifies areas in the sanitary sewer that are receiving extraneous flows. The testing focused on areas tributary to the Spruce and Sheridan lift-station that have not been previously tested. Generally, this

area includes the CBD, just to the north of CBD, as well as to the east. During heavy storms, this lift-station capacity can be exceeded due to the amount of I&I in the area. The dye testing program evaluates multiple rehabilitation alternatives for public repairs. The proposed construction sequencing is generally in order of “worst first”. Repairs include such work as lining sewers, replacing leaking sewer lids, fixing leaky connections, and sealing manholes. The total estimated I&I flows identified in the 2023/2024 study for both public/private combined is approximately 915,000 gallons per day (gpd) during a theoretical heavy rain-storm. Roughly 453,000 gpd of this amount is the public-side in which last year’s project addressed approximately 260,000 gpd while this year’s project addresses the remaining 193,000 gpd. This accounts for all the identified public areas from the 2023/2024 RJN report. This year’s project also including lining both North Ave as well as Stone Ave from just west of Buena Road to Valley Road. These public repairs will significantly reduce the amount of storm water leaking into the sanitary sewer system and thereby reduce the potential for sanitary sewer backups into resident’s homes.

Upon confirming the start date of the project, a letter will be sent to residents and businesses as necessary within the limits of the project two weeks prior to start of construction. The lining part of this project is scheduled for May. The manhole lining/leak repairs portion of the work is north and East of the CBD which is scheduled for July through August. This work will be sequenced in a way to ensure it does not adversely affect traffic adjacent to the nearby Deerpath Streetscape project. The City’s website, under “Construction Updates”, will also provide details on the construction schedule. The City’s Engineering staff will provide daily oversight, and work with the Communications Department to ensure progress updates are provided weekly to the public.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	2/3/2025	Reviewed & Recommended City Council Approval of I&I Construction
Finance Committee	11/11/2024	Construction included in FY’ 26 Capital Plan
Public Works Committee	7/1/2024	Reviewed & Recommended City Council Approval of I&I Construction
City Council	2/5/2024	City Council Approval of Change Order to RJN to complete Dye Testing
Finance Committee	11/13/2023	Dye Testing and first year Construction included in FY’ 25 Capital Plan
City Council	5/1/2023	City Council Approval of I&I Testing
Public Works Committee	4/17/2023	Reviewed & Recommended City Council Approval of I&I Testing
Finance Committee	11/14/2022	Smoke Testing Included with FY ’24 Capital Plan

BUDGET/FISCAL IMPACT: The project was placed out to bid in mid-January with a subsequent bid opening on January 30, 2025. A total of five bids were received.

Has City staff obtained competitive pricing for proposed goods/services? **Yes**

The following is a summary of the five bids received:

Company Name	Bid Amount
Visu-Sewer	\$261,170
National Power Rodding	\$265,055
Performance Pipelining	\$314,955
Hoerr Construction, Inc.	\$460,060
Insituform Technologies LLC	\$497,455.20

The low bidder, Visu-Sewer, is well known for performing this type of work.

Below is an estimated summary of the project budget:

FY 2026 Funding Source	Amount Budgeted	Amount Requested	Budgeted Y/N
Water and Sewer Fund 508-3703-477.77-16	\$600,000	\$274,229	Y

Staff recommends that the remaining budget be utilized for similar I&I repairs in other areas of the City this year as part of the resurfacing program and the annual sanitary sewer lining program.

COUNCIL ACTION: Award of the Low Bid for the 2025 Inflow and Infiltration Repairs to Visu-Sewer, LLC., and Authorize the City Manager to Execute an Agreement in the Amount of \$261,170 as well as Approving a 5% Contingency in the Amount of \$13,059 for a Total Cost of \$274,229

COUNCIL ACTION: Approve the five (5) omnibus items as presented

6. OLD BUSINESS

1. Consideration of an Ordinance Amending the Lake Forest City Code Regarding Corkage Fees (Second reading and if appropriate final approval)

PRESENTED BY: Julie Tappendorf, City Attorney
STAFF CONTACT: *Margaret Boyer, City Clerk, (847-810-3674)*

PURPOSE AND ACTION REQUESTED: At the direction of the Mayor and City Council at its last meeting, staff was directed to work with the City Attorney to revise the language in the Class I-1 and Class I-2 Liquor code related to corkage fees.

BACKGROUND AND DISCUSSION: As a result of the City Council discussion, you can find the proposed edits to the current code as shown below.

(21) Class I-1 licenses, which shall authorize any A-4, B-1, C-1, C-2, C-3, D-1, E-1 or F-1 licensee to permit bring-your-own-beverages to be consumed on the licensed premises of the type permitted by the licensee’s license and **to authorize the licensee** to impose a corkage fee relating to ~~each container of bring-your-own-beverages~~ ~~of not to exceed \$10 per bring-your-own-beverage container.~~ **Corkage fees must be clearly disclosed to customers either by indicating the fee on the menu or by posting the fee in a prominent and visible manner in the licensed premises.**

(22) Class I-2 licenses, which shall authorize the service and consumption of bring-your-own-beverages on the licensed premises and shall **to authorize the licensee to impose a corkage fee relating to each container of bring-your-own-beverages not to exceed \$10 per bring-your-own-beverage container. Corkage fees must be clearly disclosed to customers either by indicating the fee on the menu or by posting the fee in a prominent and visible manner in the licensed premises.** I-2 licenses shall only authorize the service and consumption of beer and wine. Additionally, the service and consumption of bring-your-own-beverages for purposes of a Class I-2 license shall be deemed the sale of alcoholic liquor for purposes of § [111.043](#), and I-2 licenses shall only be available to those licensees who are otherwise compliant with the law.

The proposed ordinance can be found beginning on **page 17**.

BUDGET/FISCAL IMPACT: n/a.

COUNCIL ACTION: Consideration of an Ordinance Amending the Lake Forest City Code Regarding Corkage Fees (second reading and if appropriate final approval)

7. NEW BUSINESS

1. Consideration of a Naming Rights and Recognition Policy for City Owned Amenities and Public Spaces

PRESENTED BY: *George Issakoo, Assistant City Manager (847-810-3680)*

PURPOSE AND ACTION REQUESTED: City staff has developed a draft naming rights and recognition policy to establish a structured approach for acknowledging significant contributions, financial, personal, or otherwise, through the naming or renaming of City owned amenities or public spaces.

BACKGROUND/DISCUSSION: The city has a longstanding tradition of both significant citizen volunteerism and of private philanthropic contributions towards the construction of public amenities and city owned properties. In many cases, the City has worked through various processes to honor the generosity of the respective individual, families or organizations.

The proposed draft naming rights and recognition policy is intended to establish a structured and consistent approach for acknowledging significant contributions with subsequent approval frameworks for the types of donations received. Below are the three categories recommended. The draft policy can be found on **page 20**

Recognition Plaques: for smaller contributions, such as those supporting park benches, trees, and interior spaces.

Naming Rights: for significant financial donations that help fund the construction or improvement of larger public assets, including fields, playgrounds, and pavilions.

Extraordinary Gifts: for major contributions that enable large-scale community projects or facilities.

The policy includes a respective approval process for each category in addition to applicable restrictions to ensure that any recognition is in accordance with the City's history, visual character and strategic vision.

COUNCIL ACTION: Approval of Naming Rights and Recognition Policy for City Owned Amenities and Public Spaces

8. ADDITIONAL ITEMS FOR DISCUSSION/ COMMENTS BY COUNCIL MEMBERS
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9. ADJOURNMENT

A copy of the Decision Making Parameters is included with this agenda following this page.

Office of the City Manager

February 12, 2025

The City of Lake Forest is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are required to contact City Manager Jason Wicha, at (847) 234-2600 promptly to allow the City to make reasonable accommodations for those persons.



THE CITY OF LAKE FOREST

DECISION-MAKING PARAMETERS FOR CITY COUNCIL, AND APPOINTED BOARDS & COMMISSIONS

Adopted June 18, 2018

The City of Lake Forest Mission Statement:

“Be the best-managed, fiscally-responsible and appealing community and promote a community spirit of trust, respect and citizen involvement.”

The Lake Forest City Council, with the advice and recommendations of its appointed advisory Boards and Commissions, Lake Forest Citizens, and City Staff, is responsible for policy formulation and approval. Implementation of adopted strategy, policy, budgets, and other directives of Council is the responsibility of City Staff, led by the City Manager and Senior Staff. The Mayor and Aldermen, and appointed members of Boards and Commissions should address matters in a timely, deliberate, objective and process-driven manner, making decisions guided by the City of Lake Forest Strategic and Comprehensive Plans, the City’s Codes, policies and procedures, and the following parameters:

- Motions and votes should comprise what is in the best long-term interests of all Lake Forest citizens, measured in decades, being mindful of proven precedents and new precedents that may be created.
- All points of view should be listened to and considered in making decisions with the long-term benefit to Lake Forest’s general public welfare being the highest priority.
- Funding decisions should support effectiveness and economy in providing services and programs, while mindful of the number of citizens benefitting from such expenditures.
- New initiatives should be quantified, qualified, and evaluated for their long-term merit and overall fiscal impact and other consequences to the community.
- Decision makers should be proactive and timely in addressing strategic planning initiatives, external forces not under control of the City, and other opportunities and challenges to the community.

Community trust in, and support of, government is fostered by maintaining the integrity of these decision-making parameters.

The City of Lake Forest’s Decision-Making Parameters shall be reviewed by the City Council on an annual basis and shall be included on all agendas of the City Council and Boards and Commissions.

The City of Lake Forest
CITY COUNCIL MEETING
Proceedings of the Monday, February 3, 2025
City Council Meeting - City Council Chambers
220 E. Deerpath, Lake Forest, IL 60045

CALL TO ORDER AND ROLL CALL AT 6:30

Members

CALL TO ORDER AND ROLL CALL: Honorable Mayor Tack called the meeting to order at 6:30 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.

PLEDGE OF ALLEGIANCE

REPORTS OF CITY OFFICERS

COMMENTS BY MAYOR

1. Approval of a Resolution of Appreciation for Retired Fire Chief, Pete Siebert

Alderman Notz motioned to approve the resolution, seconded by Alderman Clemens. All in favor, the motion carried unanimously by voice vote.

2. **2025-2026 Board and Commission Appointments and Reappointments**

Alderman Clemens motioned to approve the Mayor's appointment, seconded by Alderman Walther.
All in favor, the motion carried unanimously by voice vote.

COMMENTS BY CITY MANAGER

1. **Deerpath Streetscape Project- Monthly Update** Byron Kutz, Engineering Superintendent

Mr. Kutz gave an overview of the work that has been done to date, noting that an update will be

done at the first meeting of each month on the project.

OPPORTUNITY FOR CITIZENS TO ADDRESS THE CITY COUNCIL

COMMITTEE REPORTS

ITEMS FOR OMNIBUS VOTE CONSIDERATION

1. **Approval of Tuesday, January 21, 2025 City Council Meeting Minutes**

2. **Approval of the Check Register for the Period of January 1st – January 17, 2025**

3. **Consideration of a Request to Waive the Fidelity Bond Requirement in Connection with Holding a Raffle in the City of Lake Forest for Lake Forest Country Day School (Approval by Motion)**

4. **Approval of the Purchase of Replacement Computers for all City Departments, Not to Exceed the Amount of \$66,719**

5. **Consideration of Amending Chapters 73 and 78 of the City Code, Prohibiting Parking on City Streets Between the Hours of 3:00 a.m. and 5:00 a.m. and removing Schedule XIV (First Reading and, if appropriate, final approval).**

6. **Approval of a Purchase of a Replacement Front-Load Sanitation Section Truck to Truck Center Companies (chassis) in the Amount of \$227,961 and Macqueen Group (body) in the Amount of \$200,870 for a Grand Total Cost of \$428,831**

7. **Consideration of an Ordinance Approving a Recommendation from the Historic Preservation Commission in Support of Granting a Building Scale Variance for an Addition at 600 N. Mayflower Road. (First Reading and if Desired by the City Council, Final Approval)**

8. **Consideration of an Ordinance Approving a Recommendation from the Zoning Board of Appeals in Support of Setback Variances at 600 N. Mayflower Road. (First Reading, and if Desired by the City Council, Final Approval)**

COUNCIL ACTION: Approve the eight (8) omnibus items as presented

Mayor Tack asked the Council if there were any items to be removed or taken separately. Seeing none, he asked for a motion.

Alderman Weber made a motion to approve the eight (8) Omnibus items as presented, seconded by Alderman Powers. 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

NEW BUSINESS

1. Consideration of an Ordinance Amending the Lake Forest City Code Regarding Corkage Fees (First reading and if appropriate final approval)

The City Council had discussion relating to corkage fees and asked the City Attorney to incorporate suggested changes and bring this item to the next City Council meeting.

ADDITIONAL ITEMS FOR DISCUSSION/COMMENTS BY COUNCIL MEMBERS

**1. EXECUTIVE SESSION
Adjournment into Executive Session**

Reconvene into Regular Session

Mayor Tack noted that there will be no further business following the executive session. He then asked for a motion to adjourn into executive session under 5 ILCS 120/2 (c) (1) the City Council will discuss personnel.

Alderman Novit motioned to adjourn into executive session under 5 ILCS 120/2 (c) (1) the City Council will discuss personnel, seconded by Alderman Goshgarian. 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.

The City Council adjourned into executive session at 7:10 pm
The City Council reconvened at 7:30 pm

ADJOURNMENT

There being no further business Mayor Tack asked for a motion to adjourn. Alderman Weber made a motion to adjourn, seconded by Alderman LeVert. The motion was carried unanimously by voice vote at 7:30 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.

THE CITY OF LAKE FOREST

ORDINANCE NO. 2025-_____

**AN ORDINANCE AMENDING THE LAKE FOREST CITY CODE
REGARDING CORKAGE FEES**

Adopted by the City Council
of the City of Lake Forest
this ____ day of _____ 2025

Published in pamphlet form by direction
and authority of The City of Lake Forest
Lake County, Illinois
this ____ day of _____ 2025

THE CITY OF LAKE FOREST
ORDINANCE NO. 2025 - _____

AN ORDINANCE AMENDING THE LAKE FOREST CITY CODE
REGARDING CORKAGE FEES

WHEREAS, the City of Lake Forest is a home rule, special charter municipal corporation;
and

WHEREAS, the City has adopted certain alcoholic beverage regulations designed to protect the health, safety and welfare, which regulations are codified in Chapter 111 of the City Code of Lake Forest, 2013 ("**Liquor Code**"); and

WHEREAS, the City desires to amend its Liquor Code to modify provisions relating to corkage fees for Class I-1 and Class I-2 liquor licenses, as set forth in this Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the City Council of The City of Lake Forest, County of Lake, and State of Illinois, as follows:

SECTION ONE: Recitals. The foregoing recitals are incorporated as the findings of the City Council and are hereby incorporated into and made a part of this Ordinance.

SECTION TWO: Amendment to Section 111.036. Paragraphs (21) and (22) of Subsection (A), entitled "General," of Section 111.036 of the City Code, entitled "Local Liquor Licenses and Fees," are amended as follows (deletions shown in ~~strikethrough text~~):

"* * *

(21) Class I-1 licenses, which shall authorize any A-4, B-1, C-1, C-2, C-3, D-1, E-1 or F-1 licensee to permit bring-your-own-beverages to be consumed on the licensed premises of the type permitted by the licensee's license and **to authorize the licensee** to impose a corkage fee relating to ~~each container of bring-your-own-beverages~~ of not to exceed \$10 per bring-your-own-beverage container. **Corkage fees must be clearly disclosed to customers either by indicating the fee on the menu or by posting the fee in a prominent and visible manner in the licensed premises.**

(22) Class I-2 licenses, which shall authorize the service and consumption of bring-your-own-beverages on the licensed premises and ~~shall~~ **to authorize the licensee to** impose a corkage fee relating to ~~each container of bring-your-own-beverages~~ not to exceed \$10 per bring-your-own-beverage container. **Corkage fees must be clearly disclosed to customers either by indicating the fee on the menu or by posting the fee in a prominent and visible manner in the licensed premises.** I-2 licenses shall only authorize the service and consumption

of beer and wine. Additionally, the service and consumption of bring-your-own-beverages for purposes of a Class I-2 license shall be deemed the sale of alcoholic liquor for purposes of § [111.043](#), and I-2 licenses shall only be available to those licensees who are otherwise compliant with the law.

* * *

SECTION THREE: Effective Date. This Ordinance shall be in full force and effect upon its passage, approval, and publication in pamphlet form in the manner provided by law.

Passed this ____ day of _____, 2025.

AYES:

NAYS:

ABSENT:

ABSTAIN:

Approved this __ day of _____, 2025.

Mayor

ATTEST:

City Clerk

NAMING RIGHTS AND RECOGNITION - CITY OWNED AMENITIES/PUBLIC SPACES

1.0 PURPOSE

To establish procedures, criteria, and limitations for recognizing significant contributions, financial, personal, or otherwise, through the naming or renaming of City owned amenities or public spaces. The intent of this Directive is to provide a means of honoring philanthropy while respecting the core values of the City organization and the traditions and character of the community. Further, the purpose is to establish a consistent process through which careful consideration is given to associating a name with a public asset in a manner that is determined to be in the best long-term interest of the entire community.

2.0 CATEGORIES

Naming opportunities range in type depending on the intent, magnitude of the contribution, and impact on the overall community. For purposes of this Directive, three categories are established.

- ❖ **Recognition** – A plaque affixed to an amenity or public space recognizing a donor or honoree.

Examples of locations where Recognition plaques may be appropriate include, but are not limited to, park benches, dugouts, trees, planting beds, flag poles, water fountains, small interior spaces in City facilities.

- ❖ **Naming Rights** – A sign affixed to an amenity or public space recognizing a significant contribution to support construction or improvement of a City owned amenity or public space and to establish an endowment for ongoing maintenance. The sign shall recognize the individual, family, foundation, or locally based business making the contribution. Depending on the location, the sign shall be in conformance with the signage regulations in the City Code if applicable.

Examples of amenities or public spaces for which Naming Rights may be granted include, but are not limited to, fields, playgrounds, pavilions, significant spaces/rooms/unique amenities in City owned facilities.

- ❖ **Extraordinary Gifts** – Appropriate recognition shall be determined by the City Council generally in keeping with the Purpose of this Directive.

Examples of extraordinary gifts include, but are not limited to, contributions of a magnitude that allows a major community goal or vision (such as a

new building or major(facility) to be achieved in whole or in large part because of the contribution.

3.0 APPROVAL PROCESS AND REVIEW CRITERIA

❖ Recognition – Administrative Review and Approval

1. Requests for approval of Recognition Plaques shall be made in writing to the Director of the City department responsible for the City asset on which a plaque is proposed.
2. The Director, or Director's designee, shall review the request based on the following criteria. If determined to be appropriate, the Director may refer a request to a Board or Commission for input.
 - a. The plaque is of a durable material with no more than two colors and proportionate in size to the amenity or space on which it is proposed and in no case shall exceed one square foot.
 - b. The plaque is proposed at an appropriate location.
 - c. The donation fully covers the cost of the amenity if new (*park benches, dugouts, trees, planting beds, flag poles, water fountains, buildout of small interior spaces in City facilities*) or if existing, provides funding for maintenance, enhancement, or replacement AND fully covers the cost of the plaque including installation, and replacement as necessary over a 20-year period.
 - d. The proposed plaque is consistent with the core values of the City organization and the traditions and character of the community.
3. The Director shall forward a recommendation on the request to the City Manager for review, and if appropriate, approval.
4. Any request can be forwarded to the City Council for review if determined to be appropriate by the City Manager.

❖ Naming Rights – City Council Approval

1. Requests for Naming Rights on a City asset shall be submitted in writing to the City Manager.
2. The City Manager shall direct review based on the following criteria by the appropriate City department and request a recommendation on the request. If determined to be appropriate, the Director may refer a request to a Board or Commission for input.

- a. The new asset or significant improvement is aligned with an adopted Master Plan, an ongoing project, a goal established by the City Council, or the City's Strategic Plan.
 - b. For a new asset or significant improvement of an existing asset, the donation comprises at least 51% of the total project cost or totals at least \$500,000 whichever is greater.
 - c. The naming rights signage is not visible from a public street and preserves the overall identify of the amenity or public space as a community space owned by the City of Lake Forest.
 - d. The signage is generally consistent with the Code provisions relating to signage size in relation to the structure, material, lighting, colors, and installation method.
 - e. The proposed plaque is consistent with the core values of the City organization and the traditions and character of the community.
3. The City Manager shall review the recommendation on the request for naming rights with the Mayor.
 4. If so directed by the Mayor, the City Council shall consider a Resolution approving naming rights in recognition of a specific contribution from an individual, family, foundation, or locally based business to support construction of a new City amenity or space or significant improvement of an existing amenity or space and provide an endowment for ongoing maintenance of said asset for a specified period of time, normally 20 years.

❖ **Extraordinary Gifts – City Council Approval**

1. A proposal for an Extraordinary Gift shall be submitted in writing to the City Manager to the attention of the Mayor for consideration. The proposal shall detail the proposed gift, the intended purpose, and the requested recognition if any.
 2. If so, directed by the Mayor, the City Council shall consider a Resolution accepting the Extraordinary Gift. The Resolution shall identify the community goal or vision that will be achieved as a result of the Gift, outline a general timeline for construction of the new building or facility, and detail how the donor shall be recognized.

4.0 RESTRICTIONS/LIMITATIONS

1. The association of names of City Officials, elected and appointed,

or City personnel with any City asset may not be considered until or unless the individual is no longer in office or associated with the City.

2. Naming rights are intended to recognize contributions and are not intended to serve as advertisements.
3. Granting naming rights for City owned buildings, facilities or parks are not permitted, however, spaces and assets within buildings' facilities, or parks is permitted subject to review consistent with this Directive.
4. If a Resolution is approved by the City Council granting naming rights subject to the terms stated within, a formal agreement between the City and donor must be executed to officially grant the naming rights. If a land donation is involved, granting of naming rights will be subject to the transfer of the deed to the property.
5. Once accepted, all donations become the sole property of the City to be administered by the City on behalf of the community.
6. The City Council may reconsider naming rights that have been granted if for any reason the associated name is, in the sole discretion of the City Council, determined to no longer represent the core values of the City of Lake Forest or to cause damage to the City's image or reputation.
7. The City reserves all rights regarding the City's continued use or ownership of its property.