

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

Monday, April 21, 2025
220 E. Deerpath
Lake Forest, IL 60045

CALL TO ORDER AND ROLL CALL immediately following the Finance Committee meeting at 6:30pm

Honorable Mayor, Stanford R. Tack

Nancy Novit, Alderman First Ward

Peter Clemens, Alderman First Ward

Edward U. Notz, Jr., Alderman Second Ward

John Powers, Alderman Second Ward

Ara Goshgarian, Alderman Third Ward

Alice LeVert, Alderman Third Ward

Eileen Looby Weber, Alderman Fourth 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

ENVIRONMENTAL SUSTAINABILITY COMMITTEE

1. ESC Update

- Alderman Nancy Novit, Chairman

FINANCE COMMITTEE

1. Approval of the Comprehensive Fiscal Plan for FY2026

PRESENTED BY: Eileen Weber, Finance Committee Chairman
Staff Contact: Diane Hall, Interim Finance Director (847-810-3614)

PURPOSE AND ACTION REQUESTED: Staff requests approval of the Comprehensive Fiscal Plan for Fiscal Year 2026 (May 1, 2025 to April 30, 2026).

BACKGROUND/DISCUSSION: The City Council Finance Committee has reviewed various components of the Comprehensive Fiscal Plan for FY2026 at several public meetings over the past seven months. The Comprehensive Fiscal Plan includes the annual operating and capital budget for FY26 but also incorporates other financial related aspects including the Strategic

Plan, financial policies, Five-Year Capital Improvement Program, five-year financial forecasting, debt obligations, pay plan and personnel. The proposed Comprehensive Fiscal Plan is presented for final approval this evening. The document has been provided to the City Council under separate cover and was made available on the City's web site on April 14, 2025.

Minor changes have been made to the budget figures since the March 10 Finance Committee meeting, including the following:

- Compensation adjustments associated with the FY26 Pay Plan are now reflected within the operating department budgets for all funds,
- An additional \$150,000 has been added to the Fire Department/PSB Renovation project, and
- FY25 year-end estimates have been reviewed and revised.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
City Council Finance Committee	3/10/25	Operating Budget Workshop
City Council Finance Committee	1/21/25	Capital Budget Update
City Council	12/2/24	Adoption of Tax Levy; Fees
City Council	11/18/24	First Reading – Tax Levy; Fees
City Council Finance Committee	11/12/24	Capital Budget Workshop; Review of Tax Levy and Fees
City Council Finance Committee	10/21/24	Fiscal Policy; Tax Levy Estimate

BUDGET/FISCAL IMPACT: The proposed revenues for FY2026 total \$143.3 million compared to total expenditures for FY2026 of \$144.5 million. Total expenditures include a onetime transfer of excess FY25 General Fund balance to the Capital Improvement Fund. The proposed plan is balanced with all operating expenditures covered from current revenues. Capital expenditures are funded from current revenues and reserves in excess of the City Council's Fiscal Policy.

COUNCIL ACTION: Approval of the Comprehensive Fiscal Plan for Fiscal Year 2026

- 2. Consideration of an Ordinance making a Supplemental Appropriation for the Fiscal Year Beginning May 1, 2024 and Ending April 30, 2025 (First Reading, and if Desired by the City Council, Final Approval)**

PRESENTED BY: Alderman Eileen Weber, Finance Committee Chairman and Diane Hall, Interim Finance Director (847-810-3614)

PURPOSE AND ACTION REQUESTED: It is recommended that the City Council approve a supplemental appropriation at the end of each fiscal year for any fund that is anticipated to exceed the original appropriation. Staff requests first reading and if desired by the City Council, final approval of an Ordinance making a supplemental appropriation in Fiscal Year 2025.

BACKGROUND/DISCUSSION: Based on year-end estimates provided by operating departments during the FY2026 budget development, supplemental appropriations are anticipated to be required as follows:

Laurel/Western Redevelopment Fund - \$90,000

Current projections for expenses in this fund would exceed the FY25 appropriation ordinance. With TIF increment receipts in excess of budget and reduced school district impact distributions, additional funding will be transferred to the Capital Improvement Fund.

BUDGET/FISCAL IMPACT: The supplemental appropriation required to meet legal compliance as presented in the proposed Ordinance increases city-wide expenses for FY25 by \$90,000. The supplemental appropriation is funded from fund balance reserves.

COUNCIL ACTION: If determined to be appropriate by the City Council, waive first reading and grant final approval of the Ordinance (page 20) making a supplemental appropriation for the fiscal year beginning May 1, 2024 and ending April 30, 2025.

3. Consideration of an Ordinance amending Chapter 39 of the City Code of Ordinances regarding municipal grocery taxes with the adoption of a 1% grocery tax effective January 1, 2026 (First Reading)

PRESENTED BY: *Diane Hall, Interim Finance Director (847-810-3614)*

PURPOSE AND ACTION REQUESTED: Staff requests approving the first reading of the proposed ordinance on **page 23**.

BACKGROUND/DISCUSSION: In May 2024, the General Assembly passed the State's FY25 budget which included the elimination of the 1% statewide grocery tax effective January 1, 2026. Of the taxes collected by the state, 100% of grocery taxes collected is passed through to local governments with no impact on the State's budget. Staff is estimating this action will reduce the City's annual revenue in the General Fund by \$525,000. The State provided a provision allowing the ability for communities to implement a local grocery tax. In order for a local grocery tax to be implemented and effective January 1, 2026, an approved ordinance must be filed with the Illinois Department of Revenue no later than October 1, 2025. Per a survey of communities, 18 of 21 have implemented or are anticipating implementing a local 1% grocery tax.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
City Council Finance Committee	3/10/25	Discussion of proposed grocery tax

BUDGET/FISCAL IMPACT: Annual revenue for the new tax is estimated at \$525,000 to replace revenue eliminated by the State. The FY2026 budget assumes the grocery tax is eliminated.

COUNCIL ACTION: Grant first reading of an Ordinance amending Chapter 39 of the City Code of Ordinances regarding municipal grocery taxes with the adoption of a 1% local grocery tax effective January 1, 2026.

5. ITEMS FOR OMNIBUS VOTE CONSIDERATION
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1. Approval of the FY26 Personnel Policies and Practices, Administrative Directives, and Pay Plan Changes

STAFF CONTACT: *George Issakoo, Assistant City Manager (847-810-3680)*

PURPOSE AND ACTION REQUESTED: City staff is seeking City Council approval of the FY26 Personnel Policies, Administrative Directives, and Pay Plan.

BACKGROUND/DISCUSSION: The City's Personnel Policies and Administrative Directives are reviewed and updated as needed, then adopted by the City Council. The updates are designed to keep the City compliant with changing laws and reflect consistency with City Code and actual practice.

Noted below is a list of changes made to Personnel Policies and Administrative Directives dated May 1, 2025. All are available on the Employee Information Site, www.citylf.org, or request paper copies from the Human Resources Department. Direct any questions to the Human Resources Department.

Pay Plan	
The pay plan is shared with City Council as an informational part of the annual budget process in the budget book. The City Code authorizes the City Manager to fix all salaries or wages of City Employees not required to be fixed by City Council pursuant to ordinance. Subject to budgetary constraints, and pursuant to City Code, the City Manager may adjust the pay plan and create, consolidate, combine or eliminate offices, positions or units of the City organizational structure and shall apprise the City Council of such adjustments.	
Personnel Policies and Practices 2025 <i>(All changes noted in Italics in the document)</i>	Page #
3.5.0 b Compensation for Overtime – Added “eligible non-exempt” to Fire section	15
General	
1-7 Compliance with the Illinois "Freedom of Information Act" – Reviewed	
1-10 Establishment of a Middlefork Farm Coordinator – Reviewed	
1-12 Assigned Vehicle Use – Reviewed	
Personnel	

2-4 Computer and Electronic Communication System Policy – Updates to outdated language	
2-6 Limited Duty Policy – Reviewed	
2-11 Organizational Feedback/Information Sharing – Reviewed	
2-13 Anti-Harassment – Updates on IDHR Filing Time Period	
2-14 Additional Duty Pay Administration – Updates to longevity pay	
2-16 Cell Phone Usage Policy – Updates to clarification on ability to purchase and upgrade within the “carry-one-phone” option	
2-17 Online Publishing and Social Media Policy – Updates to social media guidelines & usage for City employees	
2-19 Disciplinary Procedures - Reviewed	
2-20 Continued Benefits for Retired Personnel – Updates to Compost Center Access	
2-30 Severance Pay - Reviewed	
Financial Management	
3-4 ID Theft - Reviewed	
3-7 City Manager Fee Authority – Reviewed	
3-10 Payroll Hours Type – Reviewed	
3-17 Police Clergy Fund Procedures - Reviewed	
NEW - 3-18 Fixed Assets	
American with Disabilities Act	
5-1 Grievance Procedure for Filing Complaints Under ADA – Updates on complaint forms and contact name	
5-2 Requests for Accommodation and Grievance Forms - Reviewed	
5-3 ADA Coordinator's Duties and Responsibilities - Reviewed	
Employee Safety Procedures	
6-5 Exposure to Hazardous Fluids - Updates to Hazard Communication Standards	
6-8 Hazardous Materials Awareness Training - Reviewed	
6-19 Fleet Pooled Vehicles – Updates to scheduling and pickup procedures	
7-2 Firewalls and Employee Access in Connection with Privacy Standards – Reviewed	

BUDGET/FISCAL IMPACT: Potential overtime impact of longevity pay is \$21,000.

COUNCIL ACTION: Approval of the FY26 Personnel Policies and Practices and Administrative Directives, and Pay Plan Changes

2. Consideration of an Ordinance Amending the City of Lake Forest City Code Regarding the Class C-2 and C-3 Liquor License (First reading and if appropriate final approval)

STAFF CONTACT: Margaret Boyer, City Clerk, (847-810-3674)

PURPOSE AND ACTION REQUESTED: At the direction of the City's Liquor Commissioner, Staff is requesting consideration of an Ordinance amending the City's Liquor Code to increase the number of liquor licenses in the C-2 and C-3 Liquor license categories.

BACKGROUND AND DISCUSSION: The Liquor Commissioner has received a request from Fabio Bello di Nonno-DBA, Follia with a location of 950 N. Western Ave., Suite 120. The C-2 license allows for the retail sale of alcoholic liquor for consumption on the premises of a restaurant only and served indoors, with or without a meal, or for consumption off-premises when sold sealed in its original package, and the C-3 provides for alcoholic liquor service outdoors at the licensed premises.

As the Council is aware, the issuance of liquor licenses is under the purview of the City's Liquor Commissioner and the Mayor serves in that role. However, the City Code only authorizes a specific number of liquor licenses and, historically, this number coincides with the current number of licenses issued.

When new requests for liquor licenses are submitted, and after review by the Liquor Commissioner and a determination that the issuance of a license is appropriate, the City Council is asked to consider an amendment to the Liquor Code to increase the number of available licenses. In this case, the number of C-2 and C-3 Liquor licenses will increase by one. The proposed ordinance showing the number of Class C-2 and C-3 -2 Liquor licenses can be found beginning on **page 27**.

BUDGET/FISCAL IMPACT: The fiscal impact of adding additional licenses would have a positive impact on liquor license revenues.

COUNCIL ACTION: Consideration of an Ordinance Amending the City of Lake Forest City Code to increase the number of Licenses available in the Class C-2 and C-3 Liquor license categories (First reading and if appropriate final approval).

3. Approval of a Professional Services Agreement for Plan Review and City Engineering Services with Gewalt Hamilton Associates, Inc. in an Amount Not to Exceed \$45,000, and Authorize the City Manager to Enter Into a One-Year Agreement with Two Additional One-Year Optional Renewals

STAFF CONTACT: Byron Kutz, Superintendent of Engineering (810-3555)

PURPOSE AND ACTION REQUESTED: Staff is recommending City Council award a one-year professional services agreement for plan review and part-time City engineering services to Gewalt Hamilton Associates, Inc., and to provide permit reviews when the full cost is reimbursable by the developer or property owner, and authorize the City Manager to execute the agreements, which includes two additional one-year optional renewals.

BACKGROUND/DISCUSSION: The Superintendent of Engineering manages and oversees the day-to-day operations of the Engineering Section with consultant assistance for plan reviews and part-time City Surveyor and Engineering to fulfill all statutory requirements particularly assisting with plan reviews for watershed development, commercial development, and IEPA / IDOT permits. Recent plan reviews have primarily focused on time-consuming applications that fall under the regulations of the Watershed Development Ordinance governed by the Lake County Stormwater Management Commission. In addition to the Superintendent of

Engineering, GHA will also review plans for all the City's large infrastructure projects including storm sewers, ravines, water mains, and bridges. The assigned engineers from GeWalt Hamilton have been extremely responsive and able to participate in a multitude of meetings requested. Staff were also pleased with the quality of work.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	4/7/25	Reviewed and Approved Request to Enter Into a 1-Year Professional Services Agreement, with two additional one-year optional renewals
City Council	4/3/23	Approved Request to Execute the Two Remaining Optional Renewals in the form of a two-year agreement
City Council	4/18/22	Approved Request to Enter Into a 1-Year Professional Services Agreement, with two additional one-year optional renewals
Public Works Committee	4/6/22	Reviewed and Approved Request to Enter Into a 1-Year Professional Services Agreement, with two additional one-year optional renewals
City Council	4/15/19	Approved 3-Year Professional Services Agreement
City Council	2/1/16	Approved 3-Year Professional Services Agreement
City Council	4/15/13	Approved 3-Year Professional Services Agreement

BUDGET/FISCAL IMPACT: On February 27, 2025, the City published a Request for Proposals (RFP hereafter) for plan review and as-needed City engineering services. The RFP required engineering firms to submit their proposals by March 13, 2025. A selection committee was formed of three staff members that reviewed the firms' qualifications.

12 engineering firms obtained the RFP document with one proposal received. In the past when City staff contacted engineering firms to inquire why they had not submitted a response, reasons provided ranged from the needed services not being in the firm's expertise, to the firms being too busy.

Gewalt Hamilton is the engineer for Lake Forest College, If at any point in the future, Lake Forest College proposes any development, expansion, or infrastructure modifications, such plans would be reviewed by the Superintendent of Engineering and staff or by another consultant. In addition, Gewalt Hamilton Associates has committed to not performing any engineering services for other private/commercial Lake Forest clients while working as the role of City Surveyor and Engineer.

The City budget recently has included \$45,000 annually for consultant services as they specifically pertain to City projects or issues requiring input from the statutory City Engineer

position. Any additional dollars expensed for permit reviews are reimbursed by the developer or property owner (separate from the agreement amount).

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

GHA utilizes numerous specialized staff depending on the type of review. As an organization, GHA hourly rates are only increasing 4.6% since last year.

Based on reliable and quality service that has been provided over the past ten+ years, the staff committee recommends that GeWalt Hamilton should be retained for plan-review and as-needed City Engineer services. The basis for the selection was as follows:

- Gewalt Hamilton Associates, Inc. met and surpassed all qualifications outlined in the RFP.
- Gewalt Hamilton Associates, Inc. has extensive experience in providing municipal engineering services and has provided plan-review and as-needed City Engineer services successfully for the City since 2013.
- Gewalt Hamilton Associates, Inc. has presented a reasonable fee schedule associated with their proposed teams (4.6% organization-wide hourly-rate increase since last year).

Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
FY 2026 General Fund Operating Budget 101-3747-435.35-10	\$45,000	\$45,000	Y

In addition to these services, reimbursable permit review expenses are authorized and tracked in a separate account (101-3748-435.35-52).

COUNCIL ACTION: Approval of a Professional Services Agreement for Plan Review and City Engineering Services with Gewalt Hamilton Associates, Inc. in an Amount Not to Exceed \$45,000, and Authorize the City Manager to Enter Into a One-Year Agreement with Two Additional One-Year Optional Renewals

4. Approval of Structural Engineering Services for 2025 Supplemental Bridge Inspections to Wiss, Janney, Elstner Associates, Inc., and Authorize the City Manager to Enter Into an Agreement in an Amount Not to Exceed \$59,686

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 Wiss, Janney, Elstner Associates, Inc., (WJE hereafter) to provide structural engineering and bridge inspection services not to exceed \$59,686.

BACKGROUND/DISCUSSION: The city owns and maintains 14 vehicular and 11 pedestrian bridges throughout the City. The last comprehensive Bridge Inspection Report was completed in September 2020 by WJE. WJE is also the City's IDOT Bridge Program Manager and completes the annual required vehicle bridge inspections that are required by IDOT (Vendor-Approval approved by City Council in amount of \$30,000 to WJE). The annual IDOT bridge

inspections focus on specific elements required by IDOT. Additional in-depth scope analysis above that from the annual IDOT inspection reports help provide staff with the needed information for budget decision-making, identifying repairs, and prioritizing maintenance. Summary reports will be produced which will include recommendations for maintenance or repairs to each bridge along with a cost estimate for those repairs. Estimates of repair and/or replacement costs will be used to develop capital budgets for future planning.

Tasks of these in-depth supplemental inspections include:

- Climbing inspections for the Walden Lane East and Walden Lane West vehicular bridges.
- Climbing inspections for the Elm Tree and Bluff's Edge pedestrian bridges.
- Inspection of the North Shore Line, Laurel Avenue, and Old Mill Road pedestrian bridges.
- Recent IDOT mandates such as load rating of the Ferry Hall Bridge.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	4/7/2025	Reviewed & Recommended City Council Approval of Supplemental Bridge Inspections
City Council	3/17/2025	City Council Approved \$30,000 Vendor Approval for WJE to Perform the Required Annual IDOT Inspections
Finance Committee	11/12/2024	Included with FY '26 Capital Plan

BUDGET/FISCAL IMPACT: The City uses WJE as its IDOT Bridge Program Manager in which they inspect, inventory, and provide recommendations to staff for bridge maintenance and replacement projects. WJE has the institutional knowledge of the city's bridge inventory as they also completed the 2020 Comprehensive Bridge Inspection Report.

Has City staff obtained competitive pricing for proposed goods/services? **No**
 Administrative Directive 3-5, Section 6.11 – Existing Relationship

Below is an estimated summary of the project budget:

FY 2026 Funding Source	Amount Budgeted	Amount Requested	Budgeted Y/N
Capital Improvements Fund 311-3703-478.78-76	\$60,000	\$59,686	Y

There is also tentatively \$60,000 shown in the FY2027 budget to complete this supplemental bridge inspection.

If awarded, fieldwork on this project is expected to begin in early-May and completed mid to late-Summer. The results and recommendations will be used during the October Budget submittal.

COUNCIL ACTION: Approval of Structural Engineering Services for 2025 Supplemental Bridge Inspections to Wiss, Janney, Elstner Associates, Inc., and Authorize the City Manager to Enter Into an Agreement in an Amount Not to Exceed \$59,686

5. Approval of a Public Works Committee Recommendation to Purchase of 1,500 Tons of Road Salt from Morton Salt in the Amount of \$133,035 for the FY '26 Winter

STAFF CONTACTS: *Jim Lockfeer, Assistant Director of Public Works (810-3542) & Matt Brugioni, Streets Section Supervisor (810-3572)*

PURPOSE AND ACTION REQUESTED: The Public Works Committee and City staff requests City Council approve a purchase of 1,500 tons of road salt from Morton Salt in the amount of \$133,035 for the FY '26 winter. If the salt is not used in the upcoming winter, it will be stored and used the following winter.

BACKGROUND/DISCUSSION: The Municipal Services Building two salt bays allow the City to store 2,400 tons of road salt, equating to 83% of the City's average annual usage of 2,900 tons. Since 2016, the City has participated in the annual Lake County's joint salt bid and purchase.

The following chart provides a summary of the current inventory, tonnages requested for winter 2025/2026, and a reserve for the FY '26 winter. As the City is contractually obligated with IDOT to plow and salt both Rte. 43 and Rte. 60, staff again included 1,000 tons in its total estimate for these two State roads. If the total amount is not used this upcoming winter, it will be purchased next spring to lessen the amount requested next year at this time.

End of Season Salt Inventory Total	2,400 Tons
Total Salt for Start of 2024/2025 Winter	2,400 Tons
Tons to be Purchased for 2025/2026 Winter Reserve	<u>+1,500 Tons</u>
Total Tons Available for Winter 2025/2026	3,900 Tons

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	4/7/2025	Reviewed and Recommended FY '26 Salt Purchase

BUDGET/FISCAL IMPACT: Lake County's Department of Transportation held its bid opening on April 16, 2024. Two companies submitted bids with Morton Salt being the lowest bid. Under the current contract, next winter's price increase per ton *cannot* exceed 5%.

Has City staff obtained competitive pricing for proposed goods/services? **Yes**
Below is an estimated summary of the salt purchase budget:

FY2026 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
General Fund – Streets Section Acct. #: 101-5136-465-65-11	\$169,260	\$133,035	Y

COUNCIL ACTION: Approval of a Public Works Committee Recommendation to Purchase of 1,920 Tons of Road Salt from Morton Salt in the Amount of \$133,035 for the FY '26 Winter.

6. Approval of a Purchase for Three Parks Section Mowers in the Amount of \$48,326 to Grower Equipment & Supply Co

STAFF CONTACT: *Jim Lockfeer, Assistant Director of Public Works (810-3542)*

PURPOSE AND ACTION REQUESTED: City staff request City Council approve of a purchase for three Parks Section mowers to Grower Equipment & Supply Co in the amount of \$48,326.

BACKGROUND/DISCUSSION: During preliminary Capital Equipment planning discussions in September 2024, a 2006 Parks Section Toro Groundskeeper Mower was identified as a replacement piece to be included on the FY26 Capital Equipment Replacement Program. The 2006 mower has been in service and utilized by the Parks Section for over 19 years and has accumulated over 4,500 operating hours. This piece of equipment has gone above and beyond its estimated useful life and needs to be replaced.

As discussions progressed related to replacing the 2006 Toro Groundskeeper Mower, it was recommended that three Turf Tiger Mowers be purchased instead of a direct replacement of a Toro Groundskeeper. Not only could the three mowers be purchased within the same budgeted amount for a new Toro Groundskeeper, but the Tiger Mowers are also preferred equipment by the Parks Section for more efficient mowing. The Parks Section currently has three Tiger Mowers and the oldest mower has been in service for over 18 years. The Tiger Mowers have proven to be successful equipment for Parks mowing operations.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	12/2/24	Reviewed & Approved FY26 Capital Equipment List
Finance Committee	11/12/24	FY26 Capital Equipment Replacement List Included in Meeting Packet

BUDGET/FISCAL IMPACT: The purchase price provided for the three mowers is Sourcewell pricing. Sourcewell, formerly National Joint Powers Alliance, was created by State law as a service cooperative to provide programs and services to members in education and government. Sourcewell follows the competitive contracting law process to solicit, evaluate, and award cooperative purchasing contracts for goods and services. Sourcewell is a public agency governed by an eight-member board. The City has previously utilized national bids to include Sourcewell, Omnia Partners, State bid, and the Suburban Purchasing Cooperative for equipment and services.

Has City staff obtained competitive pricing for proposed goods/services? **No**
Administrative Directive 3-5, Section 6.1D – Government Joint Purchase.

Below is an estimated summary of Project budget:

FY2026 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Capital Fund 311-5003-475-75-02	\$60,000	\$48,326	Y

If approved, City staff anticipates taking delivery of the new mowers in approximately one month.

COUNCIL ACTION: Approval of a Purchase of Three Parks Section Mowers in the Amount of \$48,326 to Grower Equipment & Supply Co

7. Approval of a Recommendation from the Public Works Committee to Award a Bid Extension for the FY26 Longline Striping Program to High Star Traffic in the Amount of \$85,000

STAFF CONTACTS: *Jim Lockfeer, Assistant Director of Public Works (810-3542) & Matt Brugioni, Streets Section Supervisor (810-3572)*

PURPOSE AND ACTION REQUESTED: The Public Works Committee and City staff requests award a bid extension for the FY26 Longline Striping Program to High Star Traffic in the amount not to exceed \$85,000.

BACKGROUND/DISCUSSION: The City of Lake Forest, as a member of the Northwest Municipal Conference (NWMC) can participate in NWMC's Suburban Purchasing Cooperative (SPC). The SPC is made up of 134 communities in the Northwest Municipal Conference, the South Suburban Mayors and Managers Association, the DuPage Mayors Conference, and the Will County Government League.

One of SPC's annual joint purchasing initiatives is the thermoplastic lane marking bid for member agencies. The City has been participating in the thermoplastic lane marking for the last 24 years. SPC's lane marking specifications meet Illinois Department of Transportation (IDOT) standards. Bids and selection of the lowest responsible and responsive bidder are approved by IDOT.

The 2024 SPC/IDOT thermoplastic lane marking bid was awarded to Superior Road Striping, Inc. of Melrose Park, Illinois. Recently, High Star Traffic acquired Superior Road Striping. High Star traffic is honoring its 2024 contract. The current bid pricing is effective from April 2024 through April 2025. This current bid includes two potential, one-year contract extensions. High Star Traffic via the SPC contract, is offering municipalities the same contractual pricing that was received last year if approved by April 2025.

Under this contract, High Star Traffic agrees to all terms and conditions as set forth in the specifications contained within the contract and High Star Traffic must comply with all IDOT rules and regulations.

PROJECT REVIEW/RECOMMENDATIONS:

Milestone	Date	Comments
Public Works Committee	4/7/25	Reviewed and Recommended Approval

BUDGET/FISCAL IMPACT: The table below shows the unit price cost of the contract that City Council approved in 2024 compared to the recently obtained 2025 bid pricing. There is no price increase proposed from last year's pricing.

Description	UOM	2024 Cost per Unit	2025 Cost per Unit
4" Line	LF	\$0.70	\$0.70
6" Line	LF	\$0.90	\$0.90
12" Line	LF	\$2.00	\$2.00
24" Line	LF	\$4.75	\$4.75
Letters & Symbols	SF	\$4.75	\$4.75

The City of Lake Forest's thermoplastic lane marking zones are split into four areas. Each zone includes all City streets, parking lots and crosswalks. Zone 2 (east of Route 41 and west of Sheridan/Western/Mckinley) was completed in 2024. This year, staff is seeking to complete approximately 90,000 linear feet of thermoplastic pavement marking within Zone 3 (east of Waukegan Road of and west of Route 41) which includes 4", 6", 12", and 24" wide lines, as well as various letters and symbols. Over 80% of the pavement markings in Zone 3 consist of 4" white and yellow lines.

Has competitive pricing been obtained for proposed goods/services? **No**
 Administrative Directive 3-5, Section 6.1D – Government Joint Purchases

FY2026 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Streets Operating Capital Fund 101-5103-467.67-22	\$85,000	\$85,000	Y

The total proposed cost for the Fiscal Year 2026 contract for striping and marking will not exceed \$85,000.

COUNCIL ACTION: Approval of a Recommendation from the Public Works Committee to Award a Bid Extension for the FY26 Longline Striping Program to High Star Traffic in the Amount of \$85,000

8. Authorization of a Contractual Agreement for Recreation Department Pickleball Instruction to JAM PB LLC not to exceed \$125,000 for FY26.

STAFF CONTACT: *Jason Busdeker, Program Manager 847-810-3934*

PURPOSE AND ACTION REQUESTED: Staff requests City Council approval of a contractual agreement for the Recreation Department Pickleball Instruction to JAM PB LLC not to exceed \$125,000 for FY26

BACKGROUND/DISCUSSION: The Recreation Department utilizes contractual instructors as part of the program offerings to the community. The instructors are paid on a percentage basis of the total revenue collected. As participation increases and revenue exceeds expectations, the expenses will be paid to the instructor which may extend beyond the budgeted amount for the program.

The Recreation Department currently offers instructional Pickleball Classes utilizing a contractual instructor. Since the opening of the Pickleball Courts at Deerpath Community Park, participation in programs and utilization of the courts has shown a significant increase. Staff are anticipating a continuation in the growth of programs being offered including instructional classes, tournaments and leagues in FY26. Therefore, staff are requesting the authorization to enter into a contractual agreement with the contractual instructor not to exceed the amount of \$125,000 in FY26.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Park and Recreation Board	04/15/2025	Approved

BUDGET/FISCAL IMPACT: The increase in expense for the contractual Pickleball Instructor will be paid through registration fees collected by the Recreation Department for the Pickleball Classes.

Has City staff obtained competitive pricing for proposed goods/services? **No**
 City Code Section 38.37 grants the City Manager authority to enter into contractual instructional services as part of fee-based recreation programs to \$75,000. City Council approval is requested to exceed the City Manager's authority with the current contractual instructor for FY26.

Below is an estimated summary of Project budget:

FY2026 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
220-8088-435.35-10	\$98,470.00	\$125,000.00	N

The additional expenses will be offset by the increase in revenue from registration fees collected for the Pickleball Classes.

CITY COUNCIL ACTION: Authorization of a contractual agreement for Recreation Department Pickleball Instruction not to exceed the amount of \$125,000 in FY26.

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

6. OLD BUSINESS

1. City Council Consideration and Selection of Operational Year 2 Athletic Field Rental Fees from the Range Approved at the City Council Meeting on December 3, 2023

PRESENTED BY: *Michael Wick, Director of Park and Recreation (847) 810-3942*
Anthony Anaszewicz, Athletics Program Manager (847) 810-3945

PURPOSE AND ACTION REQUESTED: City Council consideration and selection of operational Year 2 athletic field rental fees, based on the fee range approved at the December 3, 2023 City Council meeting. Three options are proposed: Option 1 - Maintain Year 1 fees (bottom of the range), Option 2 – Increase fees by \$5 per tier, and Option 3 – Set fees at the top of the approved range.

BACKGROUND/DISCUSSION: The City of Lake Forest provides athletic field space at multiple park locations, including Deerpath Community Park, Everett Park, West Park, Waveland Park, Townline Community Park, Northcroft Park, and South Park. Use of these fields is managed under the Athletic Field Usage Policy approved by the City Council in 2023.

On December 3, 2023, the City Council approved a three-year, phased-in rental fee recovery plan as part of the newly adopted usage policy. As directed by City Council, the new usage policy and fee schedule is designed to generate annual revenue to fund future Deerpath Community Park turf replacement and maintenance needs. The phased-in plan included:

- **Year 0 (October 2023 – July 2024):** Introductory discounted rates
- **Year 1 (August 2024 – July 2025):** Initial increase for Tier 1 and Tier 2 user groups
- **Year 2 (August 2025 – July 2026):** Pre-approved range from which final rates are to be selected

The detailed rates for each year are included in the table below.

Year 0 October 2023 - July, 2024			Year 1 August 2024 - July 2025			Year 2 August 2025 - July 2026		
Classification	Synthetic	Natural	Classification	Synthetic	Natural	Classification	Synthetic	Natural
Tier 1 (Affiliates)	25	25	Tier 1 (Affiliates)	50	40	Tier 1 (Affiliates)	50-70	40-60
Tier 2	70	70	Tier 2	85	75	Tier 2	85-105	75-95
Tier 3	125	125	Tier 3	125	125	Tier 3	125-150	125-150
Lights (Tier 1 & 2)	0	0	Lights (Tier 1 & 2)	0-20	0	Lights (Tier 1 & 2)	0-20	0
Lights (Tier 3)	30	0	Lights (Tier 3)	30	0	Lights (Tier 3)	30	0

The City is currently on track to meet the long-term financial goals outlined by City Council. Staff remains optimistic based on strong early performance, actual field usage data, and positive engagement from user groups.

As part of Year 2 implementation, three options are under consideration:

- **Option 1:** Maintain Year 1 rates (bottom of approved range)
- **Option 2:** Increase hourly rental fees by \$5 per tier
- **Option 3:** Set rates at the top of the approved range

All options fall within the original framework approved by Council and are supported by usage trends to date.

Moving forward, staff will reconvene a subcommittee to develop a follow-up 3-5 year athletic field use and pricing plan. This next phase will incorporate updated field usage trends and a review and assessment of dynamic pricing models, Deerpath Community Park light fees and Sport Field Improvement Fun contributions.

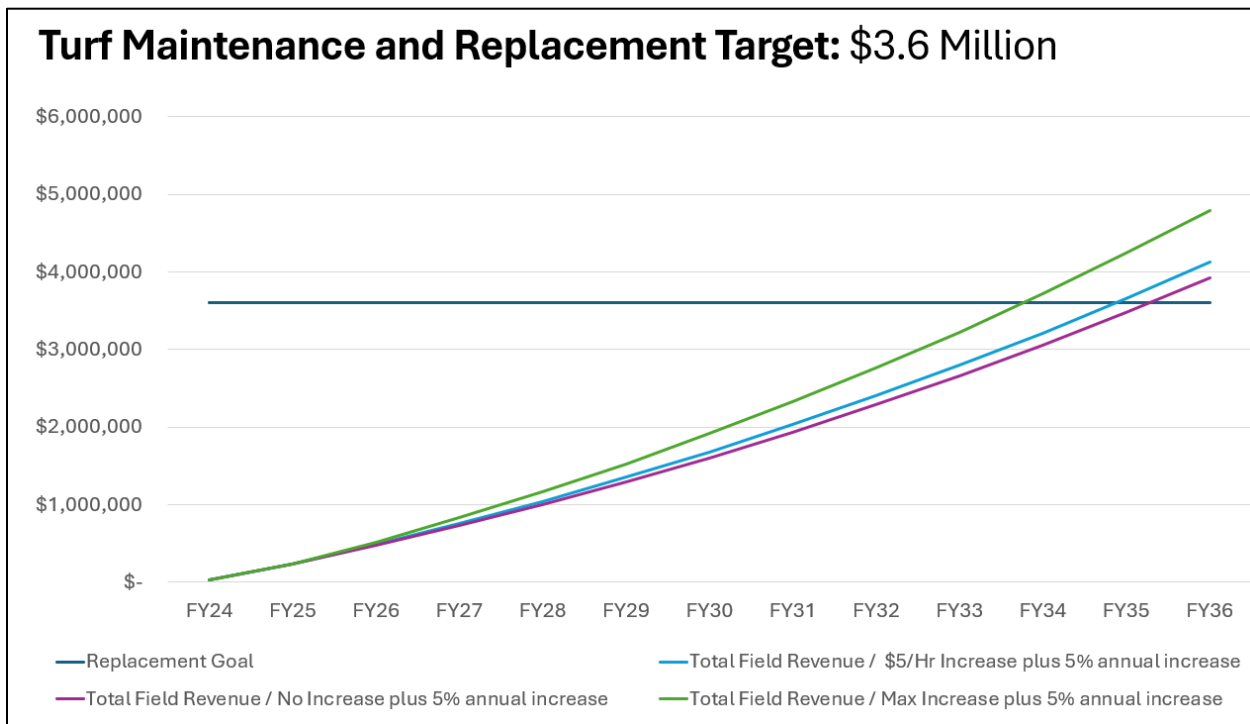
BUDGET/FISCAL IMPACT:

Using actual and projected field usage data from Years 0 and 1, staff prepared revenue estimates for both synthetic and natural field uses. The table below summarizes anticipated annual revenue by organization under each fee scenario.

Revenue Summary	Type of Increase		
	No Increase	\$5/hour	Max Proposed
Organization			
Existing City sport field improvement contribution	\$ 12,040	\$ 12,040	\$ 12,040
Bandits Lacrosse	\$ 10,670	\$ 11,425	\$ 13,690
Lake Forest Lacrosse	\$ 29,300	\$ 31,935	\$ 39,840
Lake Forest Soccer Assoc.	\$ 35,480	\$ 38,775	\$ 48,660
AYSO (Soccer)	\$ 43,480	\$ 47,495	\$ 59,540
Lake Forest College	\$ 1,300	\$ 1,370	\$ 1,580
3StepSports/SMP	\$ 48,750	\$ 50,580	\$ 57,900
TOTALS	\$ 181,020	\$ 193,620	\$ 233,250

Miscellaneous Tier 2 and Tier 3 users are excluded due to irregular usage patterns.

Staff anticipates that under the current trajectory – factoring in outside rental revenue referenced in the table above, the additional annual Rec Department programming contribution of \$72,000, sport field improvement funds, and reserve replacement fund interest earnings – the City will reach the \$3.6 million goal for turf replacement and maintenance within the projected 12-year useful life of the new turf fields.



CITY COUNCIL ACTION: From the Field Rental Usage Range Approved on December 3, 2023, Select one of Three Options for Field Rental Fees:

- Option 1 – Maintain Year 1 fees (bottom of the range)
- Option 2 – Increase fees by \$5 per tier
- Option 3 – Set fees at the top of the approved range

7. NEW BUSINESS

- 1. Consideration of ordinances amending the City of Lake Forest Code Sections 97.020, 97.021, and 97.022 pertaining to the Park and Recreation Board and Section 32.095 pertaining to the Legal Committee. (First Reading by Motion)**

PRESENTED BY: *Mayor Tack*

PURPOSE AND ACTION REQUESTED: The Council is asked to consider amending the Code as it relates to the Park and Recreation Board and the Legal Committee for the purpose of clarifying roles and ensuring that the time and talent of volunteers is utilized efficiently and effectively.

BACKGROUND/DISCUSSION: Both the Park and Recreation Board and the Legal Committee are advisory bodies to the City Council and as such are not authorized to take any final action. Unlike other Boards and Commissions which have more clearly defined responsibilities and in some cases, respond to petitions filed by residents, the role and relevance of these two bodies has diminished as day to day City operations have evolved and as the involvement of the members of the City Council has been elevated through existing and planned City Council subcommittees.

On a periodic basis, the need for and value of the various appointed City Boards and Commissions is reviewed to ensure that those who offer their time and talent through service on Boards and Commissions have the opportunity to engage in meaningful discussions, discussions that are relevant, impactful, and not duplicative of the work of other Boards, Commissions, the City Council, or City staff.

It is important to note that in recent years, the City has effectively utilized adhoc groups appointed on a time limited basis, rather than for years' long terms, with the charge to focus on a specific project or issue. These groups have proven to attract highly qualified community members who are willing to serve on a short term basis but may not be able to make a long term commitment. The short term appointments respect the time limitations so common for Lake Forest residents today, which perhaps were less of a factor in past decades and offer the opportunity for more residents to be involved in community discussions over time. The intent going forward is to use this approach to take advantage of the extraordinary expertise available in the community.

The Ordinances are included in the Council packet beginning on **page 30**.

COUNCIL ACTIONS:

If desired by the Council, approve a motion granting first reading of an Ordinance dissolving the Park and Recreation Board.

And

If desired by the Council, approve a motion granting first reading of an Ordinance dissolving the Legal Committee.

8. ADDITIONAL ITEMS FOR DISCUSSION/ COMMENTS BY COUNCIL MEMBERS

1. EXECUTIVE SESSION

Adjournment into Executive Session

Reconvene into Regular Session

9. ADJOURNMENT

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

Office of the City Manager

April 16, 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

ORDINANCE NO. _____

**AN ORDINANCE MAKING A SUPPLEMENTAL APPROPRIATION FOR
THE FISCAL YEAR BEGINNING MAY 1, 2024
AND ENDING APRIL 30, 2025**

WHEREAS, on July 15, 2024, The City of Lake Forest adopted Ordinance No. 2024-020 entitled *“An Ordinance Making Appropriation for Corporate Purposes and for the Public Schools of the City of Lake Forest, County of Lake and State of Illinois, for the Fiscal Year Commencing May 1, 2024 and Ending April 30, 2025”* (*“Appropriation Ordinance”*); and

WHEREAS, there is either additional revenue available to the City or estimated to be received by the City, which additional revenue became available or was estimated to be received subsequent to the adoption of the Appropriation Ordinance, or there is revenue available to the City from fund balances available when the Appropriation Ordinance was adopted but that were not appropriated at that time; and

WHEREAS, pursuant to 65 ILCS 5/8-2-9, the Mayor and City Council have determined that it is proper and necessary to appropriate such revenue through the adoption of this Ordinance;

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF LAKE FOREST, COUNTY OF LAKE, 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: Supplemental Appropriation. The City Council hereby approves a supplemental appropriation for the objects and purposes as set forth in the schedule attached hereto as Exhibit A.

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

EXHIBIT A:

Supplemental Appropriation Schedule

Laurel/Western Redevelopment Fund \$90,000

THE CITY OF LAKE FOREST
ORDINANCE NO. 2025 – _____

**AN ORDINANCE AMENDING CHAPTER 39 OF THE
CITY OF LAKE FOREST CODE OF ORDINANCES REGARDING MUNICIPAL GROCERY
TAXES**

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 CHAPTER 39 OF THE
CITY OF LAKE FOREST CODE OF ORDINANCES REGARDING MUNICIPAL GROCERY
TAXES**

WHEREAS, the City of Lake Forest ("**City**") is a home rule, special charter municipal corporation existing in accordance with the Illinois Constitution of 1970; and

WHEREAS, the City has the authority to adopt ordinances, to promulgate rules and regulations that pertain to its government and affairs, and to protect the public health, safety, and welfare of its citizens; and

WHEREAS, Section 8-11-24 of the Illinois Municipal Code (65 ILCS 5/8-11-24) provides that, beginning on January 1, 2026, all Illinois municipalities may impose a tax "upon all persons engaged in the business of selling groceries at retail in the municipality" (the "*Municipal Grocery Retailers' Tax*"); and

WHEREAS, the Municipal Grocery Retailers' Tax may be imposed "at the rate of 1% of the gross receipts from these sales" (65 ILCS 5/8-11-24); and

WHEREAS, Section 8-11-24 of the Illinois Municipal Code (65 ILCS 5/8-11-24) requires any municipality imposing a Municipal Grocery Retailers' Tax under Section 8-11-24 to also impose a service occupation tax at the same rate, "upon all persons engaged, in the municipality, in the business of making sales of service, who, as an incident to making those sales of service, transfer groceries" (the "*Municipal Grocery Service Occupation Tax*") (65 ILCS 5/8-11-24); and

WHEREAS, any Municipal Grocery Retailers' Tax and any Municipal Grocery Service Occupation Tax shall be administered, collected, and enforced by the Illinois Department of Revenue; and

WHEREAS, the City Council has determined that amending Chapter 39 of the City Code of Ordinances to impose the Municipality Grocery Service Occupation Tax and the Municipal

Grocery Retailers' Tax is in the best interests of the public health, safety and welfare of the City and its residents.

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 hereby adopted by this reference as findings of the City Council and are hereby incorporated into this Section as if fully set forth.

SECTION TWO: Amendment to Chapter 39 of the City Code. Chapter 39, titled "Taxation," of Title III, titled "Administration," of the City Code of Ordinances is hereby amended to add a new Section 39.300 as follows:

"§ 39.300. MUNICIPAL GROCERY TAXES:

- A. Tax Imposed. A tax is hereby imposed upon all persons engaged in the business of selling groceries, as defined in the Municipal Grocery Occupation Tax Law, at retail in this municipality at the rate of 1% of the gross receipts from such sales made in the course of such business while this Ordinance is in effect; and a tax is hereby imposed upon all persons engaged in this municipality in the business of making sales of service, at a rate of 1% of the selling price of all groceries, as defined in the Municipal Grocery Occupation Tax Law, transferred by such serviceman as an incident to a sale of service. The imposition of these taxes is in accordance with and subject to the provisions of the Municipal Grocery Occupation Tax Law (65 ILCS 5/8-11-24).
- B. Illinois Department of Revenue to Administer. The taxes hereby imposed, and all civil penalties that may be assessed as an incident thereto, shall be collected and enforced by the Department of Revenue of the State of Illinois. The Illinois Department of Revenue shall have full power to administer and enforce the provisions of this Ordinance."

SECTION THREE: Clerk to File Ordinance with IDOR. The City Clerk is hereby directed to file a certified copy of this Ordinance with the Illinois Department of Revenue on or before October 1, 2025.

SECTION FOUR: Effective Date. The taxes imposed by this Ordinance shall take effect on January 1, 2026.

SECTION FIVE: Repeal of Conflicting Provisions. All ordinances and resolutions, or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of the conflict, expressly repealed on the effective date of this Ordinance.

Passed this ____ day of _____, 2025.

AYES:

NAYS:

ABSENT:

ABSTAIN:

Approved this __ day of _____, 2025.

Mayor

ATTEST:

City Clerk

THE CITY OF LAKE FOREST

ORDINANCE NO. 2023-____

**AN ORDINANCE AMENDING THE LAKE FOREST CITY CODE REGARDING
THE CLASS C-2 and C-3 LIQUOR LICENSES**

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
THE CLASS C-2 and C-3 LIQUOR LICENSES**

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**");

WHEREAS, The City of Lake Forest desires to amend its Liquor Code to increase the number of liquor licenses in the C-2 and C-3 categories to accommodate an application filed by a local entity for a restaurant operation; and

NOW, THEREFORE, BE IT RESOLVED 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 111.037. Section 111.037 of the City Code, entitled "Number of Licenses," is amended as follows (deletions in ~~strikethrough~~ and additions in **bold** and underline):

"§111.037 NUMBER OF LICENSES.

(A) The number of liquor licenses issued by the city shall be limited as follows:

<i>Class</i>	<i>Maximum Number of Licenses Authorized</i>
A-1	8
A-2	7
A-3	No more than the total number of Class A-1 licenses issued by the city
B-1	1
C-1	42 13

C-2	44-12
C-3	49-20
D-1	5
E-1	2
F-2	As many as determined reasonable by the Commissioner
F-3	As many as determined reasonable by the Commissioner
F-4	As many as determined reasonable by the Commissioner
F-5	1
F-6	3
G-1	3
G-2	2
I-1 & I-2	No more than the total number of Class B-1, C-1, C-2, C-3, D-1, E-1 and F-1 licenses issued by the city
I-3	As many as determined reasonable by the Commissioner
J	1
K	1

(B) Without further action of the City Council, the maximum number of licenses in any class shall be automatically reduced by one upon the expiration, revocation or non-renewal of an existing license in any such license class.”

SECTION FIVE: 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

THE CITY OF LAKE FOREST

ORDINANCE NO. 2025 – _____

**AN ORDINANCE APPROVING AMENDMENTS TO THE CITY CODE
REGARDING THE PARK AND RECREATION BOARD**

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 APPROVING AMENDMENTS TO THE CITY CODE REGARDING THE PARK AND RECREATION BOARD

WHEREAS, the City of Lake Forest ("City") is a home rule, special charter municipal corporation organized and operating pursuant to the Constitution and laws of the State of Illinois; and

WHEREAS, the City is authorized to establish and dissolve certain advisory committees, commissions, and boards pursuant to its home-rule and charter powers; and

WHEREAS, the City Council has determined that it is in the best interests of the City to dissolve the park and recreation board, 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, IN THE EXERCISE OF ITS HOME RULE AUTHORITY, AS FOLLOWS:

SECTION ONE: Recitals. The foregoing recitals are hereby adopted by this reference as findings of the City Council and are hereby incorporated into this Section as if fully set forth.

SECTION TWO: Amendment to Chapter 97. Sections 97.020, 97.021, and 97.022 of Chapter 97 of the Lake Forest City Code are hereby entirely deleted in their entirety: (added text is shown as bold, double-underlined text and deleted text is shown as stricken text):

~~"PARK AND RECREATION BOARD~~

~~§ 97.020 ESTABLISHMENT; TERM OF OFFICE.~~

~~—(A) (1) There is hereby established a Lake Forest Park and Recreation Board, which shall consist of seven members, to be appointed by the Mayor with the consent of the City Council.~~

~~—(2) The term of office for each member shall be two years, or until their successors are appointed and have qualified, except that the members of the Board first appointed shall be appointed for such terms that the term of one member shall expire annually thereafter.~~

~~—(B) One of the members of the Board shall be named Chairperson of the Board by the Mayor and confirmed by the City Council at the time of their appointment and shall hold their office as such Chairperson until their successor is appointed.~~

~~—(C) If a vacancy occurs in the office of any Board member, the Mayor, with the consent of the City Council, shall appoint a successor to serve for the unexpired term.~~

~~—(D) It is the sense of the City Council that the members of the boards and commissions whose terms are fixed shall serve a maximum of six years, and shall not be eligible for reappointment to the same position for three years thereafter.~~

~~—(E) The members shall serve without compensation.~~

~~§ 97.021 POWERS AND DUTIES.~~

~~—The Park and Recreation Board shall have such powers and duties as are now or may hereafter be given to it by law or the City Council, which shall include the following powers and duties.~~

~~—(A) The Board shall serve as an advisory body in regard to all matters concerning the development, finances, operation and overall policies of recreation programs, forestry services, playgrounds, recreation center, golf course, beach and all other city-owned park and recreation facilities, and make recommendations thereon to the City Council, City Manager and to others as may be appropriate.~~

~~—(B) The Board shall act as a liaison between the residents and City Council in park and recreation~~

~~matters and investigate and make recommendations to the City Council concerning any and all matters related to division (A) above.~~

~~—(C) (1) The Board shall advise the Director of Parks and Recreation with respect to policy issues in the preparation of the annual operating budget and program plan for consideration by the City Council.~~

~~—(2) The Board shall work with the Director of Parks and Recreation to implement the annual budget and program plan following adoption by the City Council.~~

~~—(D) (1) The Board shall have the power to adopt by laws, rules and regulations not inconsistent with the provisions hereof or with the law.~~

~~—(2) Any by-laws, rules and regulations in effect at the time of adoption of this chapter will be deemed to be in effect unless otherwise modified by the City Council.~~

~~§ 97.022 CHARTER APPLICATION.~~

~~—In all other respects, the provisions of the Charter and 65 ILCS 5/11-95-1 et seq. shall govern.”~~

SECTION THREE: Dissolution of the Park and Recreation Board. The City Council of

the City of Lake Forest hereby dissolves the park and recreation board.

SECTION FOUR: Superseder; Severability. In the event a conflict exists between the terms of this Ordinance and any other ordinance or resolution of the City, the terms of this Ordinance shall govern. If any section, paragraph, clause, phrase, provision, or part of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause, phrase, provision, or part shall not affect the validity of any of the remaining provisions of this Ordinance.

SECTION FIVE: 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

THE CITY OF LAKE FOREST

ORDINANCE NO. 2025 – _____

**AN ORDINANCE APPROVING AMENDMENTS TO THE CITY CODE
REGARDING THE LEGAL COMMITTEE**

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 APPROVING AMENDMENTS TO THE CITY CODE REGARDING THE LEGAL COMMITTEE

WHEREAS, the City of Lake Forest (“City”) is a home rule, special charter municipal corporation existing in accordance with the Illinois Constitution of 1970 and the laws of the State of Illinois; and

WHEREAS, the City is authorized to establish and dissolve certain advisory committees, commissions, and boards pursuant to its home-rule and charter powers; and

WHEREAS, the City Council has determined that it is in the best interests of the City to dissolve the legal committee, 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, IN THE EXERCISE OF ITS HOME RULE AND CHARTER POWERS, AS FOLLOWS:

SECTION ONE: Recitals. The foregoing recitals are hereby adopted by this reference as findings of the City Council and are hereby incorporated into this Section as if fully set forth.

SECTION TWO: Amendment to Section 32.095. Section 32.095, entitled “Legal Committee,” of the Lake Forest City Code is hereby deleted in its entirety (added text is shown as bold, double-underlined text and deleted text is shown as stricken text):

“LEGAL COMMITTEE

§ 32.095 LEGAL COMMITTEE.

~~(A) Membership, action, and compliance.~~

~~(1) The Legal Committee shall consist of six members, five of whom shall be appointed by the Mayor with the consent of the City Council, plus one ex officio member. The Mayor shall serve as the ex officio member (or an alderman appointed by the Mayor to serve as the alternate). The Mayor and alternate ex officio member are entitled to attend all Committee meetings, but the alternate may only vote on Committee matters in the absence of the Mayor. Each member as of the date of adoption of this section is deemed to have been appointed as provided herein.~~

~~—(2) Each member may serve a maximum of three consecutive, two-year terms. Each member shall continue in office after expiration of the term until a successor shall have been duly appointed. The first term of each member as of the date of adoption of this section shall be deemed to be the date of his or her appointment to the Legal Committee prior to such adoption date.~~

~~—(3) Vacancies on the Legal Committee shall be filled by the Mayor with the advice and consent of Council for the unexpired term of the former member.~~

~~—(4) Each Committee member shall be subject to removal by the City Council.~~

~~—(5) Three members shall constitute a quorum. Action taken by the majority of members present at a meeting at which a quorum is present shall be action of the Legal Committee.~~

~~—(6) A Chair of the Legal Committee shall be appointed by the Mayor, with the advice and consent of the City Council. The Chair shall serve a term of two years (or, if earlier, until no longer serving as a member) and shall be eligible for reappointment. The Chair shall continue in office as Chair after expiration of the term as Chair until a successor Chair shall have been duly appointed. The duties of the Chair shall be to preside at meetings of the Committee, and in conjunction with the City Manager and the City Attorney, facilitate and coordinate the functions of the Committee. In the absence of the Chair (until, in the case of a vacancy in the office of the Chair, the appointment of a successor Chair as provided below), a member selected by vote of the other members shall act as Chair and shall have all the powers of the Chair. A vacancy in the office of the Chair shall be filled by the Mayor with the advice and consent of the City Council for the unexpired term of the former Chair.~~

~~—(7) Members shall be subject to the provisions of all rules, regulations, ordinances, and statutes governing conduct of members of the boards and commissions of the city, including, but not limited to, Chapter 40 of this code, the Illinois Open Meetings Act, state statutes regarding gifts to public officials, filing of statements of economic interest, and the like.~~

~~—(8) Members shall serve without compensation.~~

~~—(B) *Purpose.* The purpose of the Legal Committee is as follows:~~

~~—(1) Upon referral by the Mayor, the City Council, or the City Manager, review reports and documentation provided by the Mayor, City Manager, or City Attorney concerning legal claims or litigation threatened or filed against the city in order to promote compliance with the city's litigation management guidelines; offer initial evaluations and further assessments (as well as other comments) to the City Council on legal defense strategies of the city's legal counsel; and otherwise discuss and provide comments on legal matters concerning the city, including, without limitation, judicial actions in which the city may be interested.~~

~~—(2) As requested by the Mayor, the City Council, or the City Manager, review the litigation management guidelines, legal developments, city ordinances and contracts, and other relevant materials on an as-needed basis to enhance legal compliance; promote avoidance or reduction of claims and litigation; promote the efficient and effective management of claims and litigation against the city,~~

~~including consideration of alternative dispute resolution; and provide guidance on other legal matters.~~

~~—(3) As determined by the Committee from time to time, suggest improvements to the city's ordinances, practices, procedures, and decision making on an as-needed basis.~~

~~—(4) As requested by the Mayor, the City Council, or the City Manager, review and evaluate city budgets and payments in respect of avoiding, resolving, and defending claims and litigation.~~

~~—(5) As requested by the Mayor, the City Council, or the City Manager, evaluate the engagement of legal counsel and payment arrangements for said services, and the appropriateness of legal fees and litigation costs.~~

~~—(6) To engage in such other activity as directed by the Mayor, the City Council, or the City Manager, affecting the legal interests of the city.~~

~~—(C) *Nature of Committee activity.* The City Council hereby confirms that members of the Legal Committee in the course of Legal Committee activity serve solely as volunteer citizens of the city and do not serve as attorneys and do not provide legal representations or advice to the Mayor, City Council, the City Manager, or city. In their service on the Legal Committee, the members of the Legal Committee are persons normally and regularly consulted by the city in respect of such matters.~~

~~—(D) *Reports.* The Legal Committee may communicate to the Mayor, City Council, and City Manager on such matters within the scope of the Committee's functions, which communications shall be in the form reasonably determined by the Committee."~~

SECTION THREE: Dissolution of the Legal Committee. The City Council of the City of Lake Forest hereby dissolves the legal committee.

SECTION FOUR: Superseder; Severability. In the event a conflict exists between the terms of this Ordinance and any other ordinance or resolution of the City, the terms of this Ordinance shall govern. If any section, paragraph, clause, phrase, provision or part of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause, phrase, provision or part shall not affect the validity of any of the remaining provisions of this Ordinance.

SECTION FIVE: 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