

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

Monday, May 5, 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**

- A. McClory Bike Path Update  
- Byron Kutz, Superintendent of Engineering**
- B. Deerpath Streetscape Project – Monthly Update  
- Byron Kutz, Superintendent of Engineering**

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

**4. COMMITTEE REPORTS**

**PUBLIC WORKS COMMITTEE**

- 1. Consideration to Approve Agreements and Contingencies for the Deerpath Streetscape Project as follows:**
  - a. Approval of Temporary Traffic Signal Services to John Thomas Inc., and Authorize the City Manager to Execute an Agreement in the Amount Not to Exceed \$52,200; and**
  - b. Approval of a Construction Contingency in the Amount of \$150,000 for Invoices to the State of Illinois Department of Transportation; and**

**c. Approval of a Construction Contingency and Miscellaneous Services Related to the Project in the Amount of \$150,000 to D'Land Construction, LLC.**

STAFF CONTACT: *Byron Kutz, P.E., Superintendent of Engineering (810-3555) and Jim Lockfeer, Assistant Director of Public Works (810-3542)*

**PURPOSE AND ACTION REQUESTED:** The Public Works Committee and Staff request approval to extend the duration of the temporary traffic signals (Green Bay and Westminster) in the amount of \$52,200 to John Thomas Inc.

The Public Works Committee and Staff also request approval of a construction contingency in a total amount of 10% for the Deerpath Streetscape Project. Splitting the \$300,000 contingency 50/50 between IDOT (\$150,000) and work payable directly to D'Land (\$150,000). In addition, Staff requests authority to execute required IDOT paperwork for this project.

**BACKGROUND/DISCUSSION:** The City received federal funding for the Deerpath Streetscape project (Oakwood to Western) via Illinois Transportation Enhancement Project (ITEP) funding in the amount of \$2,068,748.

The first phase of the project is locally-funded watermain replacement from just east of Green Bay to Western, which was completed in early April. The second phase of streetscape improvements (federally funded grant) will begin in late April or early May. These streetscape improvements will occur on Deerpath Road from Oakwood Avenue to Western Avenue. The project aims to improve pedestrian safety, update aging infrastructure, enhance plantings and greenery, 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.

*In terms of the temporary traffic signal services at Green Bay and Westminster:* This intersection has experienced significantly more traffic since road closures began in mid-January as part of the watermain project therefore requiring a temporary signal to improve traffic flow. This intersection does not have a permanent signal thus a temporary signal on all legs of the intersection was implemented during and paid for by the watermain project. This signal contract expires in early May and needs to be extended in order for the signal to remain through project completion in October. Staff attempted to include this temporary signal as part of the streetscape project, but IDOT rejected it as this intersection is not part of the formal, signed detour route shown on the plans. Currently the temporary signals are paid directly to Campanella as part of the watermain project. Staff recommends waiving the bid process and contract directly with the equipment-owner (John Thomas) of the temporary signals currently onsite, therefore there is no disruption to service. Staff does not recommend swapping out equipment with a new signal provider due to the several weeks it took at implementation to optimize the timing and get the signals working properly. Staff did still seek two other quotes for the signals and confirmed the price with John Thomas is competitive.

*In terms of the contingency request:* IDOT agreements do not include local contingency above the award amount therefore staff is requesting award of an overall 10% contingency which is consistent with the City's local construction practices. Splitting the \$300,000 contingency 50/50 between IDOT (\$150,000) and work payable directly to D'Land (\$150,000). Contingency is for any unforeseen items, or small scope changes in which any unused contingency remains in the Capital Fund.

More detailed project information can be found on the City's project webpage at [www.cityoflakeforest.com/deerpathstreetscape](http://www.cityoflakeforest.com/deerpathstreetscape). The anticipated schedule is for construction to begin late April/ early May and be completed by the end of October with only punch list work and cleanup remaining in early November.

**PROJECT REVIEW/RECOMMENDATIONS:**

Reviewed	Date	Comments
Public Works Committee	4/21/2025	Reviewed & Recommended City Council Approval of Construction Contingencies, and Traffic Signal Extension
City Council	2/18/2024	Approval of Construction Engineering Agreements
Public Works Committee	2/3/2024	Reviewed and Recommended Approval of Construction Engineering Agreements
City Council	11/18/2024	Approval of IDOT Agreements
Finance Committee	11/12/2024	Deerpath Streetscape Project Update and Review of Project Budget
Public Works Committee	10/21/2024	Reviewed and Recommended Approval of Funding Agreements (this item)
Public Works Committee	10/21/2024	Reviewed and Recommended Approval of Phase II Change Order
City Council	10/21/2024	Approval of Easements

**BUDGET/FISCAL IMPACT:** Construction of this project will be partially funded by the Illinois Transportation Enhancement Project (ITEP) funding with the remaining balance to be funded by local capital funds (the completed watermain was funded by the local water-sewer fund).

The City submitted for an ITEP grant and was notified in April 2023 of an award of \$2,068,748. Any costs above the available federal funds in general are always local capital funds. The State will pay for the grant-eligible construction work and will invoice the City for the City's share of the project (with the final invoice sometimes not being paid for several years after project completion due to the extensive amount of closeout paperwork).

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

The current available total streetscape construction budget excluding watermain and construction engineering (as awarded separately locally) is shown at \$4,400,000 (\$2,331,252 Local Capital Funds available). The project was bid by the State of Illinois Department of Transportation on the March 7, 2025 Letting (bid opening). The lowest bidder was D'Land Construction in the amount of \$2,990,058. This is significantly below the available budget with substantial funds remaining for contingency. The federal funding 80/20 split (federal pays 80%, local pays 20%) only applies to eligible items. In terms of grant-eligibility, only certain items for

ITEP are considered germane to an ITEP streetscape project such as safety, pedestrian, and landscaping related items; while other items such as removals, and resurfacing are not considered germane to an ITEP streetscape project therefore not an eligible grant expense. Eligible items for the project as currently shown is \$2,356,772 which would amount to an 80% Federal Share of \$1,885,417, and a 20% local match of \$471,355. On top of that the City is also responsible fully for non-eligible items which for the project as currently shown is \$633,286. This amounts to a total project cost of \$2,990,058 (Federal Share + Local Match + Ineligible Items). The City amount is less the federal share and therefore is \$1,104,641 (Local Match + Ineligible Items).

As customary with local construction projects, Staff is requesting 10% construction contingency of the total project cost of \$2,990,058. This amounts to a total contingency of \$300,000. Fifty-percent of the contingency will be payable directly to IDOT for any grant-eligible change-orders while the other fifty-percent of the contingency payable directly to D'Land for grant-ineligible change-orders or for any other miscellaneous services related to the project.

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

The temporary traffic signals at Green Bay- Westminster was installed in January as part of the Watermain replacement project. This agreement accounted for the signals to be in place until early May. It was Staff's intention to include this item as part of the Streetscape project, but IDOT did not allow this to be included as part of the project due to the sole fact that this traffic signal is not along the marked detour route shown in the IDOT plans. These temporary signals have been working well. Waiving the bid process via existing relationship will allow for this specific signal equipment to remain onsite throughout the project duration with no disruption to service.

Below is an estimated summary of the project budget:

FY 2026 Funding Source	Local Amount Budgeted	Local Amount Requested	Budgeted Y/N
Capital Fund 311-3703-478.78-94	\$2,331,252	\$352,200*	Y

\* Amount Requested in the above table is for the total contingency requests of \$300,000 plus the \$52,200 for temporary traffic signal services. The base construction costs were previously approved by City Council on November 18, 2024.

**COUNCIL ACTION: Consideration to Approve Agreements and Contingencies for the Deerpath Streetscape Project:**

- a. Approval of Temporary Traffic Signal Services to John Thomas Inc., and Authorize the City Manager to Execute an Agreement in the Amount Not to Exceed \$52,200; and**
- b. Approval of a Construction Contingency in the Amount of \$150,000 for Invoices to the State of Illinois Department of Transportation; and**
- c. Approval of a Construction Contingency and Miscellaneous Services Related to the Project in the Amount of \$150,000 to D'Land Construction, LLC.**

**5. ITEMS FOR OMNIBUS VOTE CONSIDERATION**

**1. Approval of the April 7, 2025 City Council Meeting Minutes**

A copy of the minutes can be found beginning on **page 19**

COUNCIL ACTION: Approval of the April 7, 2025, City Council Meeting Minutes

**2. Approval of the April 21, 2025 City Council Meeting Minutes**

A copy of the minutes can be found beginning on **page 24**

COUNCIL ACTION: Approval of the April 21, 2025, City Council Meeting Minutes

**3. Approval of the Check Register for the Period of March 22–April 19, 2025**

STAFF CONTACT: *James Scott, Staff Accountant (847-810-3618)*

**BACKGROUND/DISCUSSION:** City Code Section 38.02 sets forth payment procedures of the City. The Director of Finance is to prepare a monthly summary of all warrants to be drawn on the City treasury for the payment of all sums due from the City (including all warrants relating to payroll and invoice payments) by fund and shall prepare a detailed list of invoice payments which denotes the person to whom the warrant is payable. The warrant list detail of invoice payments shall be presented for review to the Chairperson of the City Council Finance Committee for review and recommendation. All items on the warrant list detail recommended for payment by the Finance Committee Chairperson shall be presented in summary form to the City Council for approval or ratification. Any member of the City Council shall, upon request to the City Manager or Director of Finance, receive a copy of the warrant list detail as recommended by the Finance Committee Chairperson. The City Council may approve the warrant list as so recommended by the Finance Committee Chairperson by a concurrence of the majority of the City Council as recorded through a roll call vote.

The Council action requested is to ratify the payments as summarized below. The associated payroll and invoice payments have been released during the check register period noted.

Following is the summary of warrants as recommended by the Finance Committee Chairperson:

**Check Register for March 22 - April 19, 2025**

	Fund	Invoice	Payroll	Total
101	General	548,906	1,741,899	2,290,805
501	Water & Sewer	61,648	202,122	263,769
220	Parks & Recreation	150,408	422,136	572,544
311	Capital Improvements	1,221,370		1,221,370
202	Motor Fuel Tax			0
230	Cemetery	35,353	44,642	79,996
210	Senior Resources	12,843	39,219	52,063
510	Deerpath Golf Course	55,568	2,631	58,199
601	Fleet	120,016	64,619	184,634
416 - 434	Debt Funds	475		475
248	Housing Trust			0
201	Park & Public Land			0
	All other Funds	404,396	221,797	626,193
		<b>\$2,610,983</b>	<b>\$2,739,066</b>	<b>\$5,350,049</b>

Included in the subtotal denoted as "All other Funds" is \$174,834 in Water and Sewer Capital Improvement Fund expenditures.

COUNCIL ACTION: Approval of the Check Register for the Period of March 22– April 19, 2025.

**4. 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. (Final Approval)**

CONTACT: *Mayor Randy Tack*

**PURPOSE AND ACTION REQUESTED:** The Council is asked to consider the final reading of ordinances amending the Code as it relates to the Park and Recreation Board and the Legal Committee.

**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.

**REVIEW/RECOMMENDATIONS:**

Reviewed	Date	Comments
City Council	04/21/2025	Granted first reading of the ordinances dissolving the Parks and Recreation Board and the Legal Committee

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

**COUNCIL ACTIONS:** 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. (Final Approval)

**5. 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 (Final Reading)**

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

**PURPOSE AND ACTION REQUESTED:** Staff requests approving the final reading of the proposed ordinance.

**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	4/21/25	First reading of proposed ordinance
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 final reading of an Ordinance (**page 39**) 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.

**6. Approval of a Public Works Committee Recommendation to Award a Bid Extension to Midwest Power Industries, Inc., for a One-Year Generator Maintenance Contract in the amount of \$26,925.**

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

**PURPOSE AND ACTION REQUESTED:** The Public Works Committee and City staff request City Council award a bid extension to Midwest Power Industries, Inc. for a one-year Generator Maintenance Contract in the amount of \$26,925.

**BACKGROUND/DISCUSSION:** Currently, the City has fifteen emergency generators that provide backup power in the event of a power outage to critical City facilities. Since 2016, the City has entered three consecutive three-year contracts with a generator maintenance service firm via a Municipal Partnership Initiative bid process. The existing three-year contract will soon end by the end of April 2025. The City has the option for two, one-year additional agreements based on performance and cost. This contract includes biannual maintenance and annual load bank testing for all units. Also included in the contract are set prices for repair work.

**PROJECT REVIEW/RECOMMENDATIONS:**

Reviewed	Date	Comments
Public Works Committee	5/5/25	Reviewed and Recommended Contract Approval
City Council	12/5/22	Approval of the Current Three-Year (FY23 – FY 25) Generator Maintenance Contract

**BUDGET/FISCAL IMPACT:** The current three-year agreement was originally bid competitively via Municipal Partnership Initiative (MPI) in 2022. The MPI is a program that takes advantage of economies of scale by securing low bid prices among neighboring municipalities who bid similar projects each year. Participating municipalities for this generator maintenance bid included the Villages of Buffalo Grove, Glenview, Kenilworth, Highland Park, Mount Prospect, Northbrook, and Palatine. Midwest Power Industries was the low bid firm via the 2022 competitive process. Subsequently, Midwest Power Industries was awarded by City Council, a three-year contract with the City of Lake Forest.

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

As outlined above, the current three-year agreement will end at the start of fiscal year 2026. Midwest Power Industries has agreed to hold their fiscal year 2025 pricing of \$26,975 and is not proposing any price increase for fiscal year 2026. Midwest Power Industries has performed very favorable work for the City throughout the current three-year agreement.

Below is an estimated summary of Project budget:

FY2026 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Building Maintenance Operating Budget	\$26,975	\$26,975	Y

**COUNCIL ACTION:** Approval of a Public Works Committee Recommendation to Award a Bid Extension to Midwest Power Industries, Inc., for a One-Year Generator Maintenance Contract in the amount of \$26,925.

**7. Approval of Design Engineering Services for the Cherokee Road Storm Sewer Improvements Project to Christopher B. Burke Engineering, Ltd., and Authorize the City Manager to Execute an Agreement in the Amount of \$59,876 to Include a 5% Contingency in the Amount of \$2,994 for a Total Cost of \$62,870**

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 Christopher B. Burke Engineering, Ltd., (CBBEL) to provide civil engineering design services for the Cherokee Road Storm Sewer Improvements project in an amount of \$59,876 with a \$2,994 contingency for a total cost of \$62,870. In addition, authorization for the City Manager to Execute the Agreement.

**BACKGROUND/DISCUSSION:** Small storm sewer projects were identified by operations staff due to the frequency and severity of flooding. This project location floods during moderate to heavy rains making vehicle and school-bus travel and emergency-access along the street difficult, as well as ponding encroaching onto adjacent private property. The existing storm sewers need to be upsized to meet the minimum requirements of the Lake County Watershed Development Ordinance in order to handle approximately a 10-year storm event.

Replacement of the aging and undersized storm sewers to properly convey stormwater and alleviate flooding consistent with the minimum level of design. Construction is currently shown as Priority-1 FY2027. Proceeding with the design now will allow for comprehensive cost-estimates in late September in time for the budgeting process. CBBEL will provide the civil engineering services which include project modeling, design and specifications, preliminary and final cost estimates, and development of construction documents.

**PROJECT REVIEW/RECOMMENDATIONS:**

Reviewed	Date	Comments
Public Works Committee	4/7/2025	Reviewed & Recommended City Council Approval of Design Engineering Services
Finance Committee	11/12/2024	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. 16 firms acquired the RFP package and 11 submitted proposals. The proposals were reviewed by a committee of staff members.

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

The following is a summary of the 11 proposals received:

Company Name	Proposal Amount
Bleck	\$57,625
<b>Christopher B. Burke Engineering</b>	<b>\$59,876</b>
GSG	\$72,450
Clark Dietz	\$84,521
BLA INC.	\$84,858
Hey and Associates	\$88,945
GHA	\$90,900
Baxter and Woodman	\$92,425
Kimley-Horn	\$99,455
Horner and Shifrin	\$101,900
Thomas Engineering	\$104,975

The proposal from CBBEL best fit the needs of the City for providing these design engineering services. CBBEL has a strong presence in the Chicago area for modeling and designing complex storm sewer projects. The CBBEL proposal offered two additional proposed-condition alternatives to be modeled for a total of three. This was appealing as the design of this project will be complex due to the road being a low-lying area which may require multiple scenarios to be modeled to achieve flood reduction benefits.

Below is an estimated summary of the project budget:

FY 2026 Funding Source	Amount Budgeted	Amount Requested	Budgeted Y/N
Capital Improvements Fund 311-3703-478.78-06	\$85,000	\$62,870	Y

**COUNCIL ACTION:** Approval of Design Engineering Services for the Cherokee Road Storm Sewer Improvements Project to Christopher B. Burke Engineering, Ltd., and Authorize the City Manager to Execute an Agreement in the Amount of \$59,876 to Include a 5% Contingency in the Amount of \$2,994 for a Total Cost of \$62,870

- 8. Award of the Low Bid for the 2025 McClory Bike Path Resurfacing project to Maneval Construction, and Authorize the City Manager to Execute an Agreement in the Amount of \$236,664 as well as Approving a 10% Contingency in the Amount of \$23,666 for a Total Cost of \$260,330**

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

**PURPOSE AND ACTION REQUESTED:** The Public Works Committee and staff request City Council approval of the 2025 McClory Bike Path Resurfacing Project (Westleigh to Old Elm) to Maneval Construction for \$236,664 and a contingency in the amount of \$23,666 for a total cost of \$260,330.

**BACKGROUND/DISCUSSION:** The community-wide survey a few years back consisted of several comments from residents emphasizing the importance of bike paths in the City. Last year, the City resurfaced the city-owned McClory bike path from Illinois to Westleigh. This year the remaining stretch of the McClory bike path, Westleigh to Old Elm, will be resurfaced with the use of IDNR grant funds. This stretch of deteriorated bike-path surface is rough and hazardous for bicyclists and pedestrians. The scope also includes widening the path to 10' wide.

Engineering staff applied for a grant up to \$200,000 for resurfacing the McClory Bike Path from the Illinois Department of Natural Resources (IDNR) Bicycle Path Grant Program in May 2024. On October 24, 2024, IDNR announced that the City of Lake Forest would receive \$200,000 for this project. This is a reimbursement-type grant in which the City will pay the costs upfront and then will invoice IDNR for eligible resurfacing costs up to \$200,000. Staff has and continues to coordinate with IDNR regarding timing, and other requirements. Full documentation of all grant and match expenses is required for reimbursement.

The primary purpose of the Illinois Bicycle Path grant program is to provide financial assistance to eligible, local units of government to assist them with the acquisition, construction, and rehabilitation of public off-road, non-motorized bicycle paths and directly related support facilities. Funding for the program is derived from revenue generated from fees collected pursuant to Section 3-821(f) of the Illinois Vehicle Code (625 ILCS 5/2-119). The City Council approved the IDNR grant agreement on January 21, 2025. Staff received the executed IDNR agreement dated March 6, 2025. This grant agreement expires on October 31, 2026.

The tentative schedule is work starting after school is out for the summer approximately July 7 with an anticipated completion date prior to Lake Forest Day, August 1. The bike path will be completely closed during construction for safety, with a signed detour via Beverly. This detour route does cross through some other construction projects this summer, staff will monitor the impacts and adjust the bike detour route as needed. A letter will be sent to residents and businesses within the limits of the project two weeks prior to the start of construction. The City's website, under "Construction Updates", will also provide details on the construction schedule.

**PROJECT REVIEW/RECOMMENDATIONS:**

Reviewed	Date	Comments
Public Works Committee	3/17/2025	Reviewed & Recommended City Council Approval of Construction Agreement
City Council	1/21/2025	Authorization of a Grant Agreement with IDNR for The McClory Bike Path Resurfacing Project
Finance Committee	11/12/2024	*Included with FY '26 Capital Plan

\*Originally included with the FY27 Capital Plan. As the IDNR grant award was announced sooner than expected, staff requested the local funding be moved forward to the FY26 Capital Plan which was included as part of the City's approved FY26 budget.

**BUDGET/FISCAL IMPACT:** The project was placed out to bid in late-February with a subsequent bid opening on March 13, 2025. Five contractors picked up plans, with a total of four bids received. City engineering staff will oversee the contractor, and work with the Communications Director to ensure progress updates are provided weekly to the public.

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

The following is a summary of the four bids received:

Company Name	Bid Amount
<b>Maneval Construction</b>	<b>\$236,664</b>
Everlast Blacktop Inc	\$281,739
Peter Baker & Son Co	\$292,422
Schroeder Asphalt Services, Inc.	\$294,448

The low bidder, Maneval Construction, recently completed the Elawa Parking Lot project to the satisfaction of City staff, as well as last year's McClory resurfacing project from Illinois to Westleigh.

Below is an estimated summary of the project budget:

FY 2026 Funding Source	Total Amount Budgeted	Amount Requested	Budgeted Y/N
Capital Fund 311-5103-478.78-09	\$450,000	\$260,330	Y

This is a reimbursement type grant meaning that the City would pay the full costs of the \$260,330 upfront then invoice IDNR (similar to the boardwalk IDNR grant last year). The total amount budgeted of \$450,000 consisted of IDNR 50/50 grant-funding up to \$200,000; and \$250,000 of local capital funds. Utilizing the grant reimbursement, it is estimated of the \$260,330 that the City ultimately would be responsible for \$130,165 and IDNR would also be responsible for up to \$130,165.

**COUNCIL ACTION:** Award of the Low Bid for the 2025 McClory Bike Path Resurfacing project to Maneval Construction, and Authorize the City Manager to Execute an Agreement in the Amount of \$236,664 as well as Approving a 10% Contingency in the Amount of \$23,666 for a Total Cost of \$260,330

**9. Approval of a 10% Construction Contingency for the Cherokee School Sidewalk Connection Project in the Amount of \$24,614 for Invoices to the State of Illinois Department of Transportation**

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

**PURPOSE AND ACTION REQUESTED:** The Public Works Committee and Staff request approval of a construction contingency in the amount of 10% for the Cherokee School Sidewalk

Connection Project (also referred to as the Safe Routes to School program). In addition, Staff requests authority to execute required IDOT paperwork for this project.

**BACKGROUND/DISCUSSION:** The City applied for a Safe Routes to School (SRTS) grant and received \$140,000 dated April 28, 2022, for construction of sidewalk improvements in the Whispering Oaks Subdivision which is just southeast of Cherokee School. Whispering Oaks Subdivision is a well-established neighborhood with mainline sidewalks throughout; however, the sidewalks are missing defined roadway pedestrian crossings with striped crosswalks and ADA detectable ramps. The scope includes six specific intersections for the pedestrian safety improvements. The roadways include Longwood Drive and Morningside Drive that intersect Grandview Lane, Beverly Place and Western Avenue. As this project will be partially funded through the federal Safe Routes to School program, the State will pay for the construction work and will invoice the City directly for the City's share of the project (with the final invoice sometimes not being paid for several years after project completion due to the extensive amount of closeout paperwork). City Payment is to IDOT and not to the contractor directly.

IDOT agreements do not include local contingency above the award amount therefore staff is requesting award of a 10% contingency which is consistent with the City's local construction practices. Contingency is for any unforeseen items, or small scope changes in which any unused contingency remains in the Capital Fund.

The anticipated schedule is to complete all construction work during the summer months (June and July) so not to impact the pedestrian traffic during the school year.

**PROJECT REVIEW/RECOMMENDATIONS:**

Reviewed	Date	Comments
Public Works Committee	4/21/2025	Reviewed & Recommended City Council Approval of Construction Contingency
City Council	4/7/2025	Approval of Phase III Engineering Agreement
Public Works Committee	3/17/2025	Reviewed & Recommended City Council Approval of Phase III Engineering Agreement
City Council	12/2/2024	Approval of IDOT Funding Agreements
Public Works Committee	11/18/2024	Reviewed & Recommended City Council Approval of IDOT Funding Agreements
Finance Committee	11/12/2024	Construction Included with FY '26 Capital Plan
City Council	3/4/2024	Approval of Design Engineering Services
Public Works Committee	2/20/2024	Reviewed & Recommended City Council Approval of Design Engineering Services
Finance Committee	11/14/2022	Design Included with FY '24 Capital Plan

**BUDGET/FISCAL IMPACT:** Construction of this project will be partially funded by SRTS funding with the remaining balance to be funded by local capital funds. Any costs above the available federal funds in general would be local capital funds (discussed below).

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

The project was bid by the State of Illinois Department of Transportation on the March 7, 2025 Letting (bid opening). The low bidder was D'Land Construction in the amount of \$246,136 which is \$6,136 over the combined available \$240,000 budget (\$140,000 grant; and \$100,000 local capital funds). The \$6,136 overage is to be funded from Phase III construction engineering savings.

Below is an estimated summary of the project budget:

FY2026 Funding Source	Local Amount Budgeted	Local Amount Requested	Budgeted Y/N
Capital Fund 311-3703-467.67-12	\$106,136*	\$24,614 **	N

\* The Local Amount includes the budgeted \$100,000 plus an additional \$6,136 from Phase III construction engineering savings which is being utilized for the base construction costs. The City Budget amount of \$43,100 previously awarded to Clark Dietz for Phase III engineering on April 7, 2025 is excluded from this table.

\*\*The amount requested in the above table only includes the \$24,614 to be used for a 10% construction contingency. The contingency request is unfunded and will be offset by realized savings on other PW Capital Fund CIP projects. If necessary, a FY26 supplemental appropriation will be submitted for City Council approval. The base construction costs were previously approved by the City Council on December 2, 2024.

**COUNCIL ACTION:** Approval of a 10% Construction Contingency for the Cherokee School Sidewalk Connection Project in the Amount of \$24,614 for Invoices to the State of Illinois Department of Transportation

**10. Approval to Authorize the City Manager to enter into a contract with American Sealcoating of Indiana for South Park Tennis and Basketball Court Resurfacing Services, in the Amount of \$27,100 to include a Contingency in the Amount of \$2,900 for a Total Cost of \$30,000.**

STAFF CONTACT: *Chuck Myers, Superintendent of Parks & Forestry, 810-3565*

**PURPOSE AND ACTION REQUESTED:** City Staff requests approval to award a contract with American Sealcoating of Indiana for South Park tennis and basketball court resurfacing services, in the amount of \$27,100 to include a contingency in the amount of \$2,900 for a total cost of \$30,000.

**BACKGROUND/DISCUSSION:** On March 19, 2025, City staff conducted a bid opening for the resurfacing of the two tennis courts and one basketball court at South Park. These courts, last surfaced in 2020, are exhibiting signs of normal wear and tear due to weather effects, water pooling and frequent use. The repair and resurfacing process will include power washing all courts, filling cracks with crack filler or larger cracks with Armor Crack patching material,

grinding of surface to level, filling all low spots that hold water, and multiple applications of acrylic court surfacing filler and color coating surfacing compound.

**BUDGET/FISCAL IMPACT:** Funding for the South Park tennis/basketball court resurfacing project is budgeted in the FY2026 CIP (Parks & Public Land Fund). Staff received six bids for the court resurfacing as detailed below. If this contract is awarded, the work will be completed by October 3, 2025.

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

Company Name	Dollar Amount Bid
<b>American Sealcoating of Indiana, Inc.</b>	<b>\$27,100</b>
MCH Sports Surface, Inc.	\$27,470
Perm-A-Seal Sports Surfaces	\$30,476
Sports Surface Pros, LLC	\$35,000
Provantage Systems, Inc.	\$36,995
McConnell's of St. Louis, Inc.	\$68,520

City staff is recommending that the project be awarded to American Sealcoating of Indiana, based on qualifications, reference checks and previous successful work on other City tennis court resurfacing projects.

Below is an estimated summary of Project budget:

FY2026 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
201-8457-467.67-74 Park & Public Land Fund	\$30,000	\$30,000	Y

**COUNCIL ACTION:** Approval to Authorize the City Manager to enter into a contract with American Sealcoating of Indiana for South Park Tennis and Basketball Court Resurfacing Services, in the Amount of \$27,100 to include a Contingency in the Amount of \$2,900 for a Total Cost of \$30,000.

**COUNCIL ACTION: Approve the ten (10) omnibus items as presented**

**6. OLD BUSINESS**

**7. NEW BUSINESS**

**1. Consideration of a Request for Naming Rights for the Baseball Field at Everett Park in Memory of Steven Malin Jr. (By Motion)**

PRESENTED BY: Alderman Ara Goshgarian

**PURPOSE AND ACTION REQUESTED:** Consistent with the recently adopted Administrative Directive, "Naming Rights and Recognition – City Owned Amenities/Public Spaces"; the Council is asked to consider a request for naming rights for the baseball field at Everett Park.

**BACKGROUND/DISCUSSION** :On April 19, 2003, Steven Malin, Jr. was tragically taken from the community and more importantly, from the Malin Family. His memory lives on, his vibrancy, zest for life, and love of baseball were memorialized through enhancements to the baseball field at Everett Park. The enhancements were made possible through the efforts of his family and through generous in kind and monetary contributions from many totaling \$329,700. The improvements included, but were not limited to, fencing and screening for dugouts, home run fencing and padding, installation of a score board, a landscaped memorial area, and hardscape improvements. The improvements remain today and have elevated this neighborhood ball field above standard ball fields found throughout the community.

At the time the improvements to the ball field were made, in 2004, the City did not have a naming rights policy. Now that a policy is in place, the Malin Family is requesting approval to officially name the ball field in memory of Steven and the joy he found in playing baseball there. Preliminary concepts for signage at the field have been discussed, a final signage proposal has not yet been developed pending consideration of the Malin family's request by the City Council.

This request is consistent with the Naming Rights Policy as follows:

- ❖ The enhancement of the baseball field that occurred in 2004 through the efforts and contributions of the Malin Family and friends of Steven, improved upon an existing feature within the larger Everett Park.
- ❖ The naming of the field does not supersede or change the established name of the park, the larger City asset.
- ❖ The improvements made to the park provide amenities at the field beyond those planned or budgeted for by the City, enhancing the playability of the field and enhancing the experience of residents playing on or watching play on the field.
- ❖ Any signage installed will not be visible from public streets.
- ❖ The signage will be reviewed for consistency with Code requirements and the character of the park.

**COUNCIL ACTION: If desired by the Council, approve a motion granting naming rights for the baseball field at Everett Park to the Malin Family in memory of Steven Malin, Jr. and direct that signage be finalized and a Resolution documenting the Council's approval be presented at a future meeting.**

<b>8. ADDITIONAL ITEMS FOR DISCUSSION/ COMMENTS BY COUNCIL MEMBERS</b>
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**With Thanks and Appreciation**

**-City Manager Jason Wicha**

- 1. Final words for departing Council Member from remaining Council Members for Alderman Goshgarian**
- 2. Final comments from Alderman Goshgarian**

<b>9. ADJOURNMENT</b>
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A copy of the Decision Making Parameters is included with this agenda following this page.

Office of the City Manager

April 30, 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, April 7, 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 Pro-Tem Goshgarian 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 Notz, Alderman Powers, Alderman Goshgarian, Alderman LeVert, Alderman Weber, and Alderman Walther.

Absent: Alderman Clemens

**PLEDGE OF ALLEGIANCE**

**REPORTS OF CITY OFFICERS**

**COMMENTS BY MAYOR**

**1. Arbor Day Proclamation**

Mayor Tack read the Arbor Day Proclamation, inviting all to celebrate on April 25, 2025.

**COMMENTS BY CITY MANAGER**

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

Byron Kutz, Engineering Superintendent, gave the monthly update to the City Council, noting that the water main project is now complete. He reviewed what was accomplished and what could be expected moving forward with Deerpath being closed from Oakwood to Western Ave. He reported on the Bank Lane Enhancements, noting that we received the final plans. The City Council discussed 15-minute parking options and parking for 3 hours for free.

**2. New Police Station Status Update-John Burke, Chief of Police**

Chief of police John Burke gave kudos to Alderman Walther, who identified the opportunity to shift the range to a different location. Chief Burke shared that Corrigan Clark delivered a proposed range into the plan. A rendition of the proposed range was shared, showing that parking was retained. The City Council discussed entrances, the Mayor reported that the City Manager's Advisory group felt the group didn't need to meet again, that their work was finished. Mayor Tack thanked all members who volunteered and brought skill sets and expertise to complete this project.

**3. Forest Park Beach Playground Replacement-Chuck Myers, Superintendent of Parks, Forestry, & Natural Resources**

City Manager Wicha shared that while this item is on omnibus, this playground at Forest Park

Beach represents a final selection at the end of a community process, and was picked by the public.

He introduced Chuck Myers, Superintendent of Parks and Forestry. He gave an overview of the community engagement timeline, along with a review of each community-driven design. With the goal of universal access. Mr. Myers reported that one of the positives from this is that repurposed playgrounds for underserved communities will be receiving two large structures from this project, bringing a cost reduction of almost \$4000. He reviewed a timeline of purchasing material in May, with demolition in September and playground completion in October 2025.

## **OPPORTUNITY FOR CITIZENS TO ADDRESS THE CITY COUNCIL**

### **COMMITTEE REPORTS**

#### **1. Public Works Committee**

##### **1. Ahwahnee Lane Watermain Replacement-Byron Kutz, Engineering Superintendent**

Byron Kutz, Engineering Superintendent, recapped how the water main was replaced with a detailed overview of timing with adjacent Stormwater main projects.

##### **2. Gorton Community Center Patio & Drop-In Center- Jim Lockefer, Assistant Director of Public Works**

Jim Lockefer, Assistant Public Works Director, gave a high-level overview of the project that has had long-standing stormwater issues. Noting that the cost has substantially increased. He noted that the HPC issued a certificate of appropriateness. He reviewed design changes to include offsetting the stairs, fixing the vestibule at the Drop-In Center by installing footings and restoring the floor. Recent other public works projects' savings should be able to cover the overage.

### **ITEMS FOR OMNIBUS VOTE CONSIDERATION**

- 1. Approval of March 17, 2025, City Council Meeting Minutes**
- 2. Approval of the Check Register for the Period of February 15 – March 21, 2025**
- 3. Approval of a Resolution Reallocating 2025 Volume Cap to the Village of Buffalo Grove, Illinois**
- 4. Approval to authorize the City Manager to enter into a contract with Landscape Structures for the purchase and installation of playground equipment and surfacing at Forest Park Beach, in the Amount of \$544,754 to Include a 10% Contingency in the Amount of \$55,246, for a Total Cost of \$600,000**
- 5. Approval of the Annual Tree Purchasing for FY2026**
- 6. Approval of an Athletic Field Rental Fee Waiver to Lake Forest Baseball Association for a Total Amount of \$13,862.50**
- 7. Approval to Award a One-Year Contract for Recreation Department Program Bussing Services to North Shore Transit in the amount of \$107,545.00**
- 8. Approval to award a contract to Life Fitness for purchase of cardio equipment in the amount of**

\$36,497.00

9. **Authorization to Dispose of City Property to the Highest Bidder, via GovDeals.com, for the Sale of the 2010 Cat Skid Steer in the Amount of \$21,200**
10. **Approval of a Purchase of a Replacement Fire Department Vehicle to Karl Chevrolet in the Amount of \$53,500**
11. **Approval of a Public Works Committee Recommendation of an Award of Bid to Efraim Carlson Construction Inc. for the Elawa Door Improvement Project in the Amount of \$38,000, to Include a 10% Contingency in the amount of \$4,000, for a Grand Total Cost of \$42,000**
12. **Approval of a Purchase to Replace a Backhoe to West Side Tractor Sales in the Amount of \$224,004**
13. **Approval of a Public Works Committee Recommendation of an Award of Bid to Efraim Carlson Construction Inc. for the Gorton Community Center Patio & Drop-In Center Projects in the Amount of \$385,000, to Include a 10% Contingency in the amount of \$38,000, for a Grand Total Cost of \$423,000**
14. **Approval of a Second-Year Renewal with Schroeder & Schroeder, Inc., for the 2025 Concrete Streets, Curb, and Sidewalk Replacement Project, and Authorize the City Manager to Execute an Agreement in the Amount Not to Exceed \$215,000**
15. **Award the Low Responsible Bid for the Ahwahnee Lane Watermain Replacement Project and Valve Repairs Project to DiMeo Brothers., Inc., and Authorize the City Manager to Execute an Agreement in the Amount of \$579,800 and a 10% Contingency in the Amount of \$57,980 for a Total Project Cost of \$637,780**
16. **Approval of Phase III Construction Engineering Services for the Safe Routes to School Project to Clark Dietz, Inc., and Authorize the City Manager to Execute an Agreement in an Amount Not to Exceed \$43,100**
17. **Approval to Purchase the Next Phase of Verkada Security Cameras for Existing Security Camera System from Modern Media Technologies in the Amount of \$70,970**
18. **Approval to Purchase the Verkada Access Control System for the Lake Forest Recreation Center from Modern Media Technologies in the Amount of \$90,530**

**COUNCIL ACTION: Approve the eighteen (18) 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 Walther made a motion to approve the eighteen (18) Omnibus items as presented, seconded by Alderman Powers. The following voted "Aye": Alderman Novit, Notz, Powers, Goshgarian, LeVert, Weber and Walther. The following voted "Nay": none. 7-Ayes, 0-Nays, motion carried.

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

## **OLD BUSINESS**

**1. Consideration of a Recommendation from Staff to Authorize the City Manager to Enter into a Contract with Kimley-Horn Engineering Consultants in the Amount of \$18,497 with a Provision for Unforeseen Supplemental Work for a Total not to Exceed \$24,999, the City Manager's Spending Authority.**

Catherine Czerniak, Director of Community Development, gave the City Council the history of this item. She stated that the goal of the Wireless Consultant Contract is to optimize coverage and quality while having a minimal visual impact. She shared a map showing existing wireless infrastructure on rooftops and pole locations. In November, the City Council directed staff to issue an RFP. The first and second time, we received tower builders or tower companies. In the third issue of the RFP, the City received responses that were geared towards identifying problems instead of offering a solution. The Consultant's charge is to •Analyze wireless service •Identify options - technologies, types of infrastructure, feasible locations•Detail role for The City – Next Steps. While the City Manager's spending authority allows up to \$24,999, we are seeking flexibility for minor changes without bringing it back to the Council for an amount not to exceed \$24,999. A report is expected in June to the City Council with next steps.

The City Council discussed the content of the proposal, the scope initially in the 4th Ward, deficiencies outside the 4th Ward, City Code limiting it to certain locations, private property, or other property being identified, and challenges faced with poor service citywide.

## **NEW BUSINESS**

### **ADDITIONAL ITEMS FOR DISCUSSION/COMMENTS BY COUNCIL MEMBERS**

Alderman Notz asked for the enforcement of no dogs at the Beach. City Manager Wicha stated that all pets are prohibited by City Code at Lake Forest Beach. The City Council had a lengthy discussion on signage, enforcement, safety, the boardwalk, and an education campaign. In addition, e-scooter education and enforcement were also discussed.

### **ADJOURNMENT**

There being no further business, Mayor Tack asked for a motion to adjourn. Alderman Notz made a motion to adjourn, seconded by Alderman Walther. The motion was carried unanimously by voice vote at 7:46 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](http://www.cityoflakeforest.com). Click on I Want To, then click on View, then choose Archived Meetings Videos.

The City of Lake Forest  
CITY COUNCIL MEETING  
Proceedings of the Monday, April 21, 2025  
City Council Meeting - City Council Chambers  
**220 E. Deerpath, Lake Forest, IL 60045**

**CALL TO ORDER AND ROLL CALL AT 6:30**

**Members**

**PLEDGE OF ALLEGIANCE**

**REPORTS OF CITY OFFICERS**

**COMMENTS BY MAYOR**

Mayor Tack announced that Maddie Dugan is the Spring Dialogue winner in the Match the Storefront: Then and Now.

**COMMENTS BY CITY MANAGER**

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

**COMMITTEE REPORTS**

**1. Environmental Sustainability Committee**

**ESC Update**

**- Alderman Nancy Novit, Chairman**

Chairman Novit wished everyone a happy Earth Day! She gave an overview of some initiatives that the ESC has promoted and undertaken, including Waste Not Compost, Hefty orange bag recycling, SWALCO, and bottle filling stations at some parks. She also noted that Lake County ranks #7 in textile recycling. Fellow Alderman asked to keep the momentum going.

**2. Finance Committee**

**1. Approval of the Comprehensive Fiscal Plan for FY2026**

Diane Hall, Interim Finance Director, reviewed the 7-month operating and capital budget process. She noted minor changes- compensation adjustment for 2026 is now reflected, \$150,000 to Fire Station renovation, and the fiscal year-end estimate was revised. She reported that it is more than a budget; it is long-term planning, goal setting, service levels, and integration with the City's Strategic Plan. She reviewed Fund estimates, with revenue and expenses for each fund. Also reviewed was the Capital Improvement Plan for 2026-2030, highlighting 2026 with 46 million in projects. Grant funding was also reviewed.

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

Alderman Notz made a motion to approve the Comprehensive Fiscal Plan for FY2026, seconded by Alderman Weber. The following voted "Aye": Alderman Novit, Clemens, Notz, Powers, Goshgarian, LeVert, Weber, and Walther. The following voted "Nay": none. 8-Ayes, 0-Nays, motion carried.

**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)**

Diane Hall, Interim Finance Director, reported that the City reviews all estimates. There were \$90,000 in TIF receipts that were over budget, this ordinance legally allows expenditure with approval.

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

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

**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)**

Diane Hall, Interim Finance Director, gave an overview of the impact of the 1% grocery tax. May 2024 – General Assembly passed the State’s FY25 Budget and eliminated the 1% statewide grocery tax effective January 1, 2026. 100% of grocery tax collected is passed through to local governments, with no impact on the State’s budget. Staff estimates this action will reduce the City’s annual revenue by \$525,000. FY2026 budget assumes the grocery tax is eliminated. She noted that the State provided home rule and non-home rule communities the ability to implement a local grocery tax. The timing of the effectiveness of this ordinance was also reviewed.

The City Council had a discussion about what constitutes groceries, maintaining an existing tax, and that the tax collected is still run through the State of Illinois. Alderman Goshgarian offered his advice to all City Councils moving forward- to keep the City of Lake Forest the best fiscally managed City. He stated that Lake Forest change is measured in decades. He asked the future Council to be mindful of projects moving forward, he stated that there is nothing wrong with the mundane, and asked for fiscal temperance.

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

Alderman Walther made a motion to approve 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), 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.

**ITEMS FOR OMNIBUS VOTE CONSIDERATION**

**1. Approval of the FY26 Personnel Policies and Practices, 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)**
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**
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**
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**
6. **Approval of a Purchase for 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**
8. **Authorization of a contractual agreement for Recreation Department Pickleball Instruction to JAM PB LLC not to exceed \$125,000 for FY26.**

**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. #8 was removed for further discussion.

Mayor Tack then asked for a motion on the remaining seven omnibus items as presented. Alderman Weber made a motion to approve the seven (7) Omnibus items as presented, seconded by Alderman Notz. 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.

**ITEM # 8 REMOVED**

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

Mayor Tack asked for comment on this item. Mike Wick, Director of Parks & Recreation, reported that the pickleball world in Lake Forest has had explosive growth. He explained further that this is an 80/20 split contract, and there is no liability to the City. City Manager Jason Wicha stated that the purchasing policy states that anything over \$75,000 needs City Council approval. With the total number of participants in the program, the contract will exceed that amount.

The City Council had discussions on not hiring a coach, youth options, age range of players, program fees, guaranteed rate, fees paid out when received.

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

Alderman Weber made a motion to authorize a contractual agreement for Recreation Department Pickleball Instruction to JAM PB LLC, not to exceed \$125,000 for FY26, 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.

## 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**

Anthony Anaszewicz, Athletics Program Manager, gave an overview of how we arrived at this discussion and shared with the Council various park configurations based on schedules. Mike Wick, Director of Parks & Recreation, reviewed metrics from 2024 based on Tier 1 Affiliate Groups, Tier 2 Residential Groups, and Tier 3 Non-Resident, Non-Affiliate Groups, each one with a fund projection, noting no market analysis for affiliates. OF the three models presented, the staff recommended option 2.

The City Council had a discussion about evaluating the pricing annually, tournaments, the good partnerships we have with organizations, accruing enough fees for future necessary maintenance, cost escalators, and housing tournaments on a small scale on a trial basis.

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

Alderman Weber made a motion to amend the Athletic Field Rental Fees to Option 2- increase fees by \$5.00 per Tier, 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.

## 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)**

Mayor Tack stated that citizen volunteers are the lifeblood of our community. As a Council, it is our responsibility to ensure that the talents and time of those in our community who step forward to serve are used in a meaningful way. The volunteer pool is limited, it is important that all who step forward to serve feel they are making a difference. Periodically, the value and role of all City Boards and Commissions are reviewed, and on occasion, it is determined that one or more are less necessary. Based on current community issues, topics that are under discussion, and operational efficiencies, the Mayor recommended to the Council that the City Code be amended to discontinue the Park and Recreation Board and the Legal Committee and, on an ongoing basis, the City Council, both through the creation of a new Council subcommittee and the Council acting as a whole, will continue to provide direction on Park, Recreation, and Legal matters as appropriate.

Mayor Tack went on to say he is asking the City Council to disband the Parks and Recreation Board and the Legal Committee using similar logic. Parks and Recreation Board - we do not have a park district, we do not raise our own funds or issue debt. The Parks & Recreation Board is advisory. The Legal Committee was created to review legal fees based on a legal representation change. There is

not a lot of oversight on this committee; most claims are managed through IRMA. Mayor Tack asked for a discussion on disbanding these committees and allocating caucus volunteers to other boards and commissions where their work will be meaningful.

The City Council discussed appreciation for all those who serve on a Board or Commission, cautioning against closing an opportunity to serve, the City's history of special committees, using the recent committee for the Police Station was discussed, and the AdHoc structure's previous successes and that those opportunities will remain.

Mayor Tack asked if there was anyone who would like to comment on this item. Seeing none, he asked for the following motions.

Alderman Clemens made a motion to approve a motion granting first reading of an Ordinance dissolving the Park and Recreation Board (First Reading), seconded by Alderman Walther. The following voted "Aye": Alderman Novit, Notz, Powers, Goshgarian, LeVert, Weber, and Walther. The following voted "Nay": none. 7-Ayes, 0-Nays, motion carried.

Alderman Weber made a motion to approve a motion granting first reading of an Ordinance dissolving the Legal Committee (First Reading), 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.

#### **ADDITIONAL ITEMS FOR DISCUSSION/COMMENTS BY COUNCIL MEMBERS**

Alderman Weber reminded everyone that the Deerpath Streetscape card is in the mail with parking reminders.

#### **1. EXECUTIVE SESSION**

##### **Adjournment into Executive Session**

##### **Reconvene into Regular Session**

Mayor Tack reported there will be no further business following the Executive Session.

Mayor Tack asked for a motion to adjourn into EXECUTIVE SESSION pursuant to 5 ILCS 120/2 (c) (1) The City Council will be discussing specific personnel.

Alderman Clemens made a motion to adjourn into executive session pursuant to 5 ILCS 120/2 (c) (1). The City Council will be discussing specific personnel, seconded by Alderman Weber. The following voted "Aye": Alderman Novit, Clemens, Notz, Powers, Goshgarian, LeVert, Weber, and Walther. The following voted "Nay": none. 8-Ayes, 0-Nays, motion carried.

Adjourn at 8:16 pm

Reconvened at 9:15 pm

#### **ADJOURNMENT**

There being no further business, Mayor Tack asked for a motion to adjourn. Alderman Powers made a motion to adjourn, seconded by Alderman LeVert. The motion was carried

unanimously by voice vote at 9:16 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](http://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 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

**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  
CITY COUNCIL AGENDA  
SECOND SESSION**

Monday, May 5, 2025, immediately following the First Session  
220 E. Deerpath  
Lake Forest, IL 60045

**CALL FOR ORGANIZATION OF THE 2025-2026 LAKE FOREST CITY COUNCIL**

**CITY CLERK ADMINISTERS THE OATH OF OFFICE TO:**

First Ward Alderman-Elect - - Pete Clemens  
Second Ward Alderman-Elect - - John Powers  
Third Ward Alderman-Elect - - Nick Bothfeld  
Fourth Ward Alderman-Elect - - Richard Walther

**CITY CLERK ADMINISTERS THE OATH OF OFFICE TO:**

Mayor-Elect - - Stanford R. Tack

**CALL TO ORDER AND ROLL CALL**

Honorable Mayor, Stanford R. Tack

Nancy Novit, Alderman First Ward	Alice LeVert, Alderman Third Ward
Peter Clemens, Alderman First Ward	Nick Bothfeld, 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**

**ELECTION AND APPOINTMENT OF CITY OFFICERS**

**1. ELECTION BY THE CITY COUNCIL AND APPOINTMENTS BY THE MAYOR AS REQUIRED BY CHARTER AND CITY CODE**

City Supervisor	Jason Wicha
City Treasurer	Katie Skibbe
City Clerk	Margaret Boyer
City Marshal & Collector	John Burke
City Attorney	Ancel Glink
City Surveyor and Engineer	Gewalt Hamilton Associates

**COUNCIL ACTION: Approve the Mayors Appointments**

**REPORTS OF CITY OFFICERS**

**1. COMMENTS BY MAYOR**

**A. Resolution of Appreciation for Ward 3 Alderman Ara Goshgarian**

A copy of the Resolution can be found on **page 5**

**COUNCIL ACTION:** Approve the Resolution of Appreciation

**2. COMMENTS BY CITY MANAGER**

**A. Welcome Newly Elected Member**

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

**4. COMMITTEE REPORTS**

**5. ITEMS FOR OMNIBUS VOTE CONSIDERATION**

**1. Approval of the Regularly Scheduled Meetings of the Lake Forest City Council for the year 2026**

A copy of the schedule can be found **on page 6**

**COUNCIL ACTION:** Approval of the Regularly Scheduled Meetings of the Lake Forest City Council for the year 2026

**2. Approval of Resolutions Required for Bank Purposes to Amend Authorized Signers on City bank accounts.**

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

**PURPOSE AND ACTION REQUESTED:** Staff requests approval of changes to the authorized signers on City bank.

**BACKGROUND/DISCUSSION:** The City is required to approve resolutions establishing authorized signers on each bank account. Due to the change in Finance Director effective May 5, 2025, new resolutions are required for City bank accounts. Following are the proposed signers by account:

Lake Forest Bank & Trust – Operating & Transfer Accounts	Lake Forest Bank & Trust – Flex Benefit Plan	Lake Forest Bank & Trust – Medical and Dental	Lake Forest Bank & Trust – Golf Operating Account
Jason Wicha	Jason Wicha	Jason Wicha	Jason Wicha
Diane Hall	Diane Hall	Diane Hall	Diane Hall
James Scott	James Scott	James Scott	Bryan Howard

Mark Krygeris	Mark Krygeris	Mark Krygeris	Jonathan Grossman
<b>Katie Skibbe</b>	<b>Katie Skibbe</b>	<b>Katie Skibbe</b>	Vince Juarez
			<b>Katie Skibbe</b>

Illinois Funds	Lake Forest Bank & Trust – Market Square
Jason Wicha	Jason Wicha
Diane Hall	Diane Hall
<b>Katie Skibbe</b>	<b>Katie Skibbe</b>

**BUDGET/FISCAL IMPACT:** None

COUNCIL ACTION: Approval of Resolutions Required for Bank Purposes to Amend Authorized Signers on City bank accounts.

**3. Approval of a Resolution Appointing a Delegate and Alternate Delegate to the Intergovernmental Risk Management Agency (IRMA).**

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

**PURPOSE AND ACTION REQUESTED:** Staff requests approval of the resolution to appoint delegates to IRMA.

**BACKGROUND/DISCUSSION:** Due to the change in Finance Director, who serves as the Alternate Delegate to IRMA, it is necessary to appoint a new Alternate Delegate. It is recommended that City Manager Jason Wicha continue to serve as the Delegate, and that Finance Director Katie Skibbe be appointed as the City's Alternate Delegate. A copy of the Resolution is included in the packet on **page 7**.

**PROJECT REVIEW/RECOMMENDATIONS:**

Reviewed	Date	Comments
City Council	5/5/2025	
City Council	1/21/25	Resolution approved appointing Jason Wicha as Delegate and Diane Hall as Alternate Delegate.
City Council	2/19/19	Resolution approved appointing Jason Wicha as Delegate and Elizabeth Holleb as Alternate Delegate.
City Council	7/1/13	Resolution approved appointing Robert Kiely as Delegate and Elizabeth Holleb as Alternate Delegate.

**BUDGET/FISCAL IMPACT:** N/A

**COUNCIL ACTION:** Approval of a Resolution Appointing Delegate and Alternate Delegate to the Intergovernmental Risk Management Agency (IRMA).

**COUNCIL ACTION:** Approve the three (3) omnibus items as presented

**6. OLD BUSINESS**

**7. NEW BUSINESS**

**8. ADDITIONAL ITEMS FOR DISCUSSION/ COMMENTS BY COUNCIL MEMBERS**

**9. ADJOURNMENT**

Office of the City Manager

April 30, 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.

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## 2026 City Council and Finance Committee Dates

\*\* = This date represents a change from the traditional dates, due to holiday or other conflicts

Meeting dates highlighted in blue represent Workshops Meeting dates

**BOLDED** represent Finance Committee meetings (FC)

January 5, 2026	<b>CANCELLED</b>	6:30 Workshop Meeting
<b>**January 19, 2026</b>	<b>COUNCIL CHAMBERS</b>	<b>FC 6:30- CC to immediately follow</b>
February 2, 2026	COUNCIL CHAMBERS	6:30 City Council
<b>**February 17, 2026</b>	COUNCIL CHAMBERS	6:30 City Council
March 2, 2026	COUNCIL CHAMBERS	6:30 City Council
<b>March 9, 2026</b>	DICKINSON HALL	<b>5:00 Operating Budget WS</b>
March 16, 2026	COUNCIL CHAMBERS	6:30 City Council
April 6, 2026	COUNCIL CHAMBERS	6:30 City Council
<b>April 20, 2026</b>	<b>COUNCIL CHAMBERS</b>	<b>FC 6:30- CC to immediately follow</b>
May 4, 2026	COUNCIL CHAMBERS	6:30 City Council
May 18, 2026	COUNCIL CHAMBERS	6:30 City Council
June 1, 2026	COUNCIL CHAMBERS	6:30 City Council
June 15, 2026	COUNCIL CHAMBERS	6:30 City Council
July 6, 2026	DICKINSON HALL	6:30 Workshop Meeting
<b>July 20, 2026</b>	COUNCIL CHAMBERS	<b>FC 6:30- CC to immediately follow</b>
August 3, 2026	COUNCIL CHAMBERS	6:30 City Council
August 17, 2026	<b>NO MEETING</b>	<b>NO MEETING</b>
<b>**September 8, 2026</b>	COUNCIL CHAMBERS	6:30 City Council
September 21, 2026	DICKINSON HALL	6:30 Workshop Meeting
October 5, 2026	COUNCIL CHAMBERS	6:30 City Council
<b>October 19, 2026</b>	<b>COUNCIL CHAMBERS</b>	<b>FC 6:30- CC to immediately follow</b>
November 2, 2026	COUNCIL CHAMBERS	6:30 City Council
<b>November 9, 2026</b>	<b>DICKINSON HALL</b>	<b>5:00 Capital Budget WS</b>
November 16, 2026	COUNCIL CHAMBERS	6:30 City Council
December 7, 2025	COUNCIL CHAMBERS	6:30 City Council
December 21, 2025	<b>NO MEETING</b>	<b>NO MEETING</b>

4/30/2025

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION APPOINTING  
A DELEGATE AND ALTERNATE DELEGATE  
TO THE INTERGOVERNMENTAL RISK MANAGEMENT AGENCY (IRMA)**

**WHEREAS**, the City of Lake Forest is a member of the Intergovernmental Risk Management Agency (IRMA); and

**WHEREAS**, the Contract and Bylaws of IRMA provides that member units of local government shall by majority vote of its corporate authorities select a Delegate and an Alternate to represent the City on the Board of Directors of said Intergovernmental Agency;

BE IT RESOLVED by the City Council of the City of Lake Forest, Lake County, Illinois, as follows:

**Section 1.** Jason Wicha, City Manager of the City of Lake Forest, is hereby appointed as delegate to represent the City on the Board of Directors of said Intergovernmental Risk Management Agency.

**Section 2.** Katie Skibbe, Finance Director of the City of Lake Forest, is hereby appointed as the alternate delegate to serve if Jason Wicha is unable to carry out his aforesaid duties as the representative of the City of Lake Forest to said Intergovernmental Risk Management Agency.

PASSED by the City Council of the City of Lake Forest, Illinois, this \_\_\_<sup>th</sup> day of \_\_\_\_\_, 2025.

AYES: \_\_\_\_\_  
\_\_\_\_\_

NAYES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**APPROVED** by me this \_\_\_<sup>th</sup> day of \_\_\_\_\_, 2025.

\_\_\_\_\_, Mayor

**ATTEST:**

\_\_\_\_\_, City Clerk