

**THE CITY OF LAKE FOREST
CITY COUNCIL AGENDA**
Monday, August 4, 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

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

REPORTS OF CITY OFFICERS

1. COMMENTS BY MAYOR

A. Resolution of Appreciation for retiring Deputy Clerk, Joyce McAndrews

A copy of the resolution can be found on **page 13**

COUNCIL ACTION: Approve the resolution of Appreciation.

B. 2025-2026 Board and Commission Appointments and Reappointments

SENIOR RESOURCE COMMISSION

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Joanne Bluhm	APPOINT	4

PLAN COMMISSION

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Lisa Nehring	REAPPOINT	3

COUNCIL ACTION: Approve the Mayor's Appointments and Reappointments

2. COMMENTS BY CITY MANAGER

A. Community Spotlight

- Friends of Lake Forest Library

- Dr. Tanya Huang, President of the Friends of Lake Forest Library

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

- C. **Community Emergency Response Team Training Program**
 - **John Burke, Chief of Police**

3. OPPORTUNITY FOR CITIZENS TO ADDRESS THE CITY COUNCIL

4. COMMITTEE REPORTS

PUBLIC WORKS COMMITTEE

- 1. **Approval of a Resolution for a Joint Funding Agreement for Federally Funded Construction with the state of Illinois Department of Transportation for Construction of the Lake Woodbine Bridge Project, Section Number 12-00094-00-BR, for a Local Match Estimated at \$1,212,952, and Authorize the City Manager to Execute Required Agreements and Additional Paperwork as Required by IDOT Related to Work on This Project**

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

PURPOSE AND ACTION REQUESTED: The Public Works Committee and Staff request approval of an IDOT resolution for a Joint Funding Agreement necessary for federally funded construction for the Lake Woodbine Bridge. In addition, Staff requests authority to execute required IDOT agreements and any other paperwork for this project. Approval of the Joint funding agreement (which includes a completed and signed Appropriation Resolution and locally executed agreement) is required to proceed with the state bidding on September 19, 2025.

BACKGROUND/DISCUSSION: This project was originally scheduled for construction in 2025; however, it was delayed because the bids received on August 2, 2024, were significantly higher than anticipated. The funding agreement, initially approved on July 15, 2024, now requires re-approval since the bids were rejected last year. The City received federal funding for the replacement of the deteriorating Lake Woodbine Bridge. City staff presented an update to the City Council on June 16, 2025 and received direction to proceed with the current pre-cast bridge type as designed last year. Final coordination with IDOT is underway to allow the project to proceed to the State Letting, with construction anticipated to begin in January 2026. Execution of the Joint Funding Agreement is required to allow the State to bid out the project since the project is utilizing federal funds, as well as confirming the City's financial commitment to the City's local match.

The Lake Woodbine Bridge, built around 1912, is a three-span concrete arch bridge spanning a ravine, located on Lake Road near the Woodbine intersection. The 2021 sufficiency rating of the bridge was 25 (the IDOT Bridge Sufficiency Rating Scale is from 1 to 100 with 1 being the worst and greater than 50 considered satisfactory per Federal guidelines). The load rating of the bridge has been reduced over the past several years following findings from a thorough inspection performed as part of the City's bridge study. The project will remove the existing

bridge and replace it with a clear-span concrete thrust-arch structure and railings that will recognize and be compatible with the historic character of the surrounding historic district.

A summary of project milestones completed since 2021 can be found below:

- Resubmittal of Final Plans to IDOT in June of 2025
- Project-Update to the Finance Committee on November 12, 2024 (Staff received direction to pursue a second grant)
- IDOT Bid opening on August 2, 2024.
- Original final Plan Submittal to IDOT April of 2024
- Public Information Meeting #3 'Open House' on March 5, 2024
- Certificate of Appropriateness from the Historic Preservation Commission received on March 16, 2022
- Public Information/Input meeting #2 held on February 16, 2022
- Public Information/Input meeting #1 held on December 13, 2021

The design team is coordinating with IDOT on the remaining items needed to proceed with re-bidding the project on September 19, 2025 State Letting. Tentative construction plans call for demolition of the existing bridge to begin in early January 2026, with the bridge reopening in late September or early October 2026.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	7/7/2025	Reviewed & Recommended City Council Approval of Joint Funding Agreement
Finance Committee	11/12/24	Project Bidding Update
City Council	7/15/24	Approval of Joint Funding Agreement
City Council	7/15/24	Approval of Phase III Construction Engineering
Public Works Committee	6/17/2024	Reviewed & Recommended City Council Approval for Phase III Construction Engineering
Public Works Committee	6/3/2024	Reviewed & Recommended City Council Approval of Joint Funding Agreement
Finance Committee	11/13/2023	Construction Costs and Phase III Construction Engineering Included in Capital Plan
City Council	4/17/2023	Approval for Appropriating \$150,000 in additional RBI Funds, and Award of Design Engineering to H.W. Lochner
Public Works Committee	4/3/2023	Reviewed & Recommended City Council Approval for Appropriating \$150,000 in additional RBI Funds, and

		Award of Design Engineering to H.W. Lochner
City Council	3/20/2023	Approval for Appropriating \$250,000 in RBI Funds for Phase II Design
Public Works Committee	3/6/2023	Reviewed & Recommended City Council Approval for Appropriating \$250,000 in RBI Funds for Phase II Design
Finance Committee	11/08/2021	Phase II Design Included in Capital Plan

BUDGET/FISCAL IMPACT: Construction of this project will be partially funded by the Illinois Special Bridge Program (ISBP) and other IDOT State funds with the remaining balance to be funded by local capital funds. The City submitted for an ISBP grant on October 5, 2021; and was notified on August 17, 2022, of an award of \$1,945,000 for construction.

The City then applied for an additional grant and was notified April 17, 2025 of \$1,735,000 of State funds for a grand total of \$3,680,000 in grant funding.

The last accepted cost estimate by IDOT (prior to locking changes before the letting) is \$4,892,952. The \$1,212,952 requested below is the City's estimated local match of the construction costs, less the grant amount of \$3,680,000.

FY 2027 Funding Source	Amount Budgeted	Amount Requested	Budgeted Y/N
Capital Fund 311-3703-478.78-92	\$1,214,693	\$1,212,952	*N

*This will be included as part of the FY27 budget development process and will be adjusted accordingly following the September bid opening.

All cost estimates are general estimates based on recent bid tabs and available market-pricing; actual costs will not be known until after the September 19, 2025 State Bidding. The City is directly responsible for any additional local match needed above the available federal grant funds. The State will pay for the 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).

Phase III Construction Engineering Services for the project were awarded last year and, therefore, is not included in the budget.

Has City staff obtained competitive pricing for proposed goods/services? **No, this project will be bid by the IDOT on the September 19, 2025 State Letting.**

COUNCIL ACTION: Approval of a Resolution for a Joint Funding Agreement for Federally Funded Construction with the state of Illinois Department of Transportation for Construction of the Lake Woodbine Bridge Project, Section Number 12-00094-00-BR, for a Local Match Estimated at \$1,212,952, and Authorize the City Manager to Execute Required Agreements and Additional Paperwork as Required by IDOT Related to Work on This Project

5. ITEMS FOR OMNIBUS VOTE CONSIDERATION

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

A copy of the minutes can be found beginning on **page 14**

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

2. Consideration to Amend the Approved 2025 Regular Meeting Schedule for the Lake Forest City Council.

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

PURPOSE AND ACTION REQUESTED: Staff requests City Council consideration to amend its previously approved schedule of City Council meetings.

BACKGROUND: The approved 2025 City Council meeting schedule currently lists the Tuesday, September 2 meeting as a regular meeting and the Monday, September 15 meeting as a workshop. Staff recommends revising the schedule to designate the September 2 meeting as a **workshop** and the September 15 meeting as a **regular** meeting—essentially switching the two.

A copy of the proposed amended schedule can be found **on page 20**, the proposed changes are highlighted.

BUDGET/FISCAL IMPACT: N/A

COUNCIL ACTION: Consideration to Amend the Approved 2025 Regular Meeting Schedule for the Lake Forest City Council

3. Approval of a Resolution of Appreciation for Retiring Members of Boards and Commissions as follows:

BOARD, COMMISSION OR COMMITTEE	NAME OF MEMBERS(S)
LEGAL COMMITTEE	Arthur Mertes, David Michael, Elizabeth "Joy" Guscott-Mueller as Chair, and Paul Sundburg
ZONING BOARD OF APPEALS	Henry Kleeman

A sample of the resolution is included in the packet on **page 21**.

COUNCIL ACTION: Approve the Resolution of Appreciation for Retiring Members of Boards and Commissions

4. Approval of the Check Register for the Period of July 1 – July 18, 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 July 1st - July 18th, 2025

	Fund	Invoice	Payroll	Total
101	General	369,044	1,927,293	2,296,337
501	Water & Sewer	79,391	214,350	293,741
220	Parks & Recreation	121,738	682,528	804,267
311	Capital Improvements	738,934		738,934
202	Motor Fuel Tax			0
230	Cemetery	13,317	55,546	68,862
210	Senior Resources	8,681	42,834	51,515
510	Deerpath Golf Course	11,020	2,450	13,470
601	Fleet	108,792	63,067	171,859
416 - 434	Debt Funds			0
248	Housing Trust			0
201	Park & Public Land	45,000		45,000
	All other Funds	267,356	228,476	495,832
		\$1,763,273	\$3,216,543	\$4,979,816

Included in the subtotal denoted as "All other Funds" is \$150,527 in Special Recreation Fund expenditures.

COUNCIL ACTION: Approval of the Check Register for the Period of July 1– July 18, 2025.

5. Consideration of a Request to Waive the Fidelity Bond Requirement in Connection with Holding Two Proposed Raffles in the City of Lake Forest: the Lake Forest/Lake Bluff Lions Club and Northwestern Medicine Lake Forest Hospital. (Approval by Motion)

STAFF CONTACT: Margaret Boyer, City Clerk (847.810.3674)

PURPOSE AND ACTION REQUESTED: Staff requests City Council consideration of waiving the fidelity bond requirement in connection with two proposed raffles, Lake Forest/Lake Bluff Lions Club and Northwestern Medicine Lake Forest Hospital.

BACKGROUND: In January 2020, the City Council approved an Ordinance Amending Chapter 110, titled "Licenses and Miscellaneous" related to Raffles, to align these sections with recent State of Illinois Legislation. Section 110.0149, J, allows the raffle manager designated by the organization to seek a waiver of the bond requirement from the City Council.

At this time, the Lake Forest/Lake Bluff Lions Club and Northwestern Medicine Lake Forest Hospital are requesting a waiver of the bond requirement and have submitted a request. A copy of the requests can be found beginning on **page 22**

BUDGET/FISCAL IMPACT: N/A

COUNCIL ACTION: Consideration of a Request to Waive the Fidelity Bond Requirement in Connection with Holding Two Proposed Raffles in the City of Lake Forest: Lake Forest/Lake Bluff Lions Club and Northwestern Medicine Lake Forest Hospital. (Approval by Motion)

6. Approval to Waive the Bid Process and Approve the Purchase of a Replacement Streets Section Truck in the Amount of \$54,530 to Schepel Auto Group

STAFF CONTACT: *Matt Brugioni, Superintendent of Public Works (810-3561)*

PURPOSE AND ACTION REQUESTED: City staff requests City Council approval to waive the bid process and approve of a purchase of a replacement Streets Section truck (#404) in the amount of \$54,530 to Schepel Auto Group.

BACKGROUND/DISCUSSION: This specific Streets Section truck is a very important piece of equipment that is used throughout the year, most notably for special events and the asphalt repair program. This recommended purchase will replace the existing truck, which was originally placed into service by the Fire Department in 2003 before being reassigned to the Streets Section in 2021. The 2003 truck has accrued over 97,000 miles. After 22 years of in-service operation, the truck has exceeded its estimated useful life. The most significant concerns with the vehicle include rust and corrosion, rotting brake and fuel lines, and issues with suspension and steering components. With 22 years of service, this piece of equipment has gone above and beyond its expected lifespan and is in need of replacement.

PROJECT REVIEW/RECOMMENDATIONS:

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

BUDGET/FISCAL IMPACT: Staff recently discovered the opportunity to purchase this specific vehicle after reaching out to SPC and Sourcewell, learning that truck orders for this year ended in May and standard truck build time would be 10 to 12 months from the ordering date. The Streets and Fleet Department conducted a 300-mile radius search and identified three

trucks that meet all City vehicle specification requirements, directly off the Schepel dealer lot. This vehicle is turn-key and would not require any additional upfitting efforts by the Fleet Section to place the vehicle into service. The \$54,530 purchase price has been reviewed in detail by City staff, with multiple quotes received from other dealers within the 300-mile radius and was further compared to SPC and Sourcewell contract pricing. The price has been determined to be appropriately priced and fair. Over the last two years, City Council has approved similar bid waiver purchase processes for a replacement Parks Section truck, Senior Center bus, and Street Section dump truck. These approvals were all very similar off dealer lot purchases that were recommended after obtaining multiple quotes.

Dealer	Vehicle Bid
Schepel Auto Group	\$54,530
Raymond Chevy	\$55,045
Currie Motors	\$61,285

Has City staff obtained competitive pricing for proposed goods/services? **No**
 Administrative Directive 3-5, Section 9.2 –Waiver of Procedures (requires 2/3 vote).

Below is an estimated summary of Project budget:

FY2026 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Capital Fund 311-5003-475-75-02	\$65,000	\$54,530	Y

If approved by the City Council this evening will allow staff to immediately purchase the vehicle that is currently on the Schepel Auto Group lot.

COUNCIL ACTION: Approval to Waive the Bid Process and Approve a Purchase of a Replacement Streets Section Truck in the Amount of \$54,530 to Schepel Auto Group

COUNCIL ACTION: Approve the six (6) Omnibus items as presented

6. OLD BUSINESS

7. NEW BUSINESS

- 1. Consideration of a Recommendation from Staff to Authorize the City Manager to Enter into a Professional Services Contract with Wight & Company in the Amount of \$620,000, with a 5% Contingency for a Total of \$651,000 for Design, Construction Drawings, and Cost Estimating Services to Support the Renovation of the City’s Fire Station.**

STAFF CONTACTS: *Andy Rick, Fire Chief, & Jim Lockfefer, Assistant Director of Public Works*

PURPOSE AND ACTION REQUESTED: City Council action is requested as the next step in planning for the City’s Fire Station Renovation Project at the Public Safety Building. After a

comprehensive review of the proposals submitted for design, plan preparation, and cost estimating services, staff recommends engaging Wight & Company.

BACKGROUND: The need for an updated and expanded Fire Station has been known for many years. In 2024, City Council approved of new building purchase and adaptive reuse design of a new Police Station at 1925 Field Court. Subsequently, the opportunity arose to redevelop the existing Public Safety Building as a true Fire Station. The existing Public Safety Building location and available future space offers an ideal opportunity to continue operations for the Fire Department.

The current Public Safety Building opened in 1969 and is an approximately 34,000-square-foot facility that is shared with the Police Department. Over the years, minor building improvements have given way to infrastructure and other deficiencies.

- The Police side of the building is currently used for law enforcement purposes and will require significant redesign to accommodate Fire Department operations. This area is poorly located in relation to vehicles, and the layout prevents Fire Department staff from meeting benchmarks for emergency response times.
- The apparatus bay is undersized to adequately house the Fire Department fleet and equipment. Inadequate spacing results in equipment stacking, safety concerns when backing in vehicles, and impacts response times.
- The current bunk room was redesigned in 1997 and only has space for six personnel with half walls that separate each bunk.
- Other living area restrictions come with having three showers in a shared locker room. There is at least four Monday–Friday administrative staff and five shift personnel on a 24/48 duty rotation at this station. There is a need to rotate through the available showers. This causes an issue with personnel that need to quickly decontaminate after exposure to a fire.
- The current classroom can only seat 16 students. A larger capacity classroom would allow the Lake Forest Fire Department to host classes for the County as well as Office of the State Fire Marshall-sponsored classes.
- The current space in the building provides limited opportunities for hands-on training in both fire and EMS.

In February 2025, a Space Analysis and Conceptual Programming Study was completed confirming shortcomings which included:

- Inadequate health and safety measures such as decontamination areas, ventilation for carcinogens, and community locker and bunk quarters
- Lack of space for future growth
- Lack of dedicated spaces for in-house fire and EMS training
- Inadequate clearances, storage, and ADA accommodations
- Significant future infrastructure improvement/replacement needs

While the station has been maintained over the last 55 years, it is clear the systems and layout have extended past their useful life. Improvements to the station will take into consideration potential future growth and best practices for emergency Fire/EMS operations, as well as improvements in safety and quality of work experience for Fire Department employees.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
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Finance Committee	3/10/25	Reviewed Fire Department Needs Analysis Presentation
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BUDGET/FISCAL IMPACT: A Request for Proposal was issued publicly on May 9, 2025. Proposals were due from firms on May 28, 2025, and, in total, nine firm submittals were received. A staff team comprised of representatives from various City departments reviewed and evaluated the proposals. The proposals were evaluated based on experience, qualifications and expertise of the project team, experience with Fire Station projects, cost for services, timeline, and project approach and understanding.

Bid amounts submitted by all nine of the firms are provided below.

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

Company Name	Proposal Amount
Wight & Company	\$620,000
Larson & Darby Group	\$642,900
Cordogan Clark	\$718,500
Studio GC	\$735,000
BKV Group	\$905,000
Nurture	\$908,115
Shive-Hattery Architecture & Bancroft Architects	\$1,847,500
Williams Architects	7.5% of Construction Cost (fixed fee not provided)
FGM Architects	8.75 % of Construction Cost (fixed fee not provided)

The staff team identified four firms for interviews: Wight & Company, Cordogan Clark, Studio GC, and BKV Group. Upon completion of the interviews, the staff RFP review team unanimously recommended engaging Wight & Company to provide the expertise needed to move this project forward. The basis for the recommendation is detailed below.

- Wight & Company is a full service architectural, engineering, and construction firm with extensive experience with municipal projects including fire stations. Recent projects completed by the firm include: renovations and an addition to Coal City's Fire Station, facility assessments and conceptual design of 102 City of Chicago Fire Stations, and Tri-State Fire Protection District facility assessments, planning, and estimating at their four fire stations.
- Wight & Company's project team brings expertise in various planning, engineering, and building related disciplines. Each team member was well spoken and engaging in the interviews demonstrating a depth of knowledge, creativity, and the ability to look to the long term in designing spaces. Each team member has played key roles in successfully completing projects similar to the City's Fire Station Renovation Project. Wight & Company's lead Project Manager has significant design/planning experience with over ten Lake and Cook County Fire Stations. All team members were clearly passionate about their work.

- Wight & Company demonstrated a thorough understanding of the recently completed Fire Station Needs Analysis. The group offered numerous design strategies and plan options that impressed the RFP review team. Additionally, Wight & Company detailed an inclusive and comprehensive project approach with a particular focus on budget targets throughout the design development process.
- Wight & Company's cost proposal was the lowest proposal received overall.
- Wight & Company offers project construction management services. Those services are not included in the current proposal. As plans for renovating the space evolve, and the focus turns to construction, staff will return to the City Council for further discussion of how best to oversee construction activity.

FY2026 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Capital Fund 311-7503-475.75-42	\$750,000	\$651,000	Y

COUNCIL ACTION: Consideration of a Recommendation from Staff to Authorize the City Manager to Enter into a Professional Services Contract with Wight & Company in the Amount of \$620,000, with a 5% Contingency for a Total of \$651,000 for Design, Construction Drawings, and Cost Estimating Services to Support the Renovation of the City's Fire Station.

8. ADDITIONAL ITEMS FOR DISCUSSION/ COMMENTS BY COUNCIL MEMBERS

1. EXECUTIVE SESSION

Adjournment into Executive Session

Reconvene into Regular Session

9. ADJOURNMENT

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

Office of the City Manager

July 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.



Resolution of Appreciation

WHEREAS, JOYCE K. MCANDREWS has been a dedicated and valued employee of The City of Lake Forest since May 13, 2015; and

WHEREAS, JOYCE K. MCANDREWS honorably retired from the City on July 4, 2025, after more than a decade of loyal and distinguished service; and

WHEREAS, JOYCE K. MCANDREWS, who became affectionately known as “the face of the City”, served in the following positions during her tenure: Administrative Assistant, Deputy Clerk, Registrar, and, most importantly, a trusted colleague and friend to many; and

WHEREAS, throughout her career, **Joyce** was known for her outstanding customer service, kind spirit, and calm professionalism. She greeted every interaction—whether with residents, colleagues, or community partners—with grace, compassion, and a genuine desire to help. Her deep knowledge of City operations, attention to detail, and pride in her role ensured that the daily workings of City Hall remained seamless and welcoming; and

WHEREAS, Joyce’s dedication, warmth, and heartfelt love for the City of Lake Forest made a lasting impact on those around her and exemplified the highest ideals of public service.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE FOREST that the Council, on behalf of the administration and residents of the community, hereby expresses its deep appreciation and sincere gratitude to **JOYCE K. MCANDREWS** for her years of service and commitment to the City of Lake Forest; and

BE IT FURTHER RESOLVED that this Resolution be appropriately inscribed and conveyed to Joyce, and spread upon the permanent record of the Lake Forest City Council.

Stanford R. Tack, Mayor

The City of Lake Forest
CITY COUNCIL MEETING
Proceedings of Monday, July 7, 2025
City Council Meeting – City Council Chambers
220 E Deerpath, Lake Forest, IL 60045

CALL TO ORDER AND ROLL CALL: Mayor Tack called the meeting to order at 6:30 p.m., and City Clerk Margaret Boyer called the roll of Council members.

Present: Mayor Tack, Alderman Clemens, Alderman Notz, Alderman Powers, Alderman LeVert, Alderman Bothfeld, Alderman Weber, and Alderman Walther.

Absent: Alderman Novit

PLEDGE OF ALLEGIANCE was recited by all those present.

REPORTS OF CITY OFFICERS

COMMENTS BY MAYOR

Mayor Tack offered condolences to the Preschlack Family on the passing of former Mayor John E. “Jack” Preschlack

A. Resolution of Appreciation for Retiring Building Inspector Christine Teresi

Director of Community Development, Catherine Czerniak, read the Resolution, Mayor Tack presented it, and photos were taken.

COUNCIL ACTION: Approval of the Resolution of Appreciation

Alderman Weber made a motion to approve the Resolution of Appreciation, seconded by Alderman LeVert. The motion passed unanimously by voice vote.

COMMENTS BY CITY MANAGER

City Manager Wicha introduced the item, and Byron Kutz, Engineering Superintendent.

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

Byron Kutz, Engineering Superintendent, shared a video and reviewed recent work that has been completed. A review of upcoming work that included the continued Installation of the irrigation system, masonry wall pour, decorative mainline sidewalk pour (south side), sidewalk removal (north side), and a discussion on the tentative Western Ave closure: August 7- August 24. Mr. Kutz reported on the Bank Lane enhancements. The majority of work during the day, most disruptive work at night, clearly marked pedestrian path, the ATT utility relocation, storm sewer, and water main adjustments, along with concrete sidewalk base-course. The City Council had a discussion on the Western/Deerpath closure and crosswalks at the intersection.

City Manager Wicha introduced the item, and John Burke, Chief of Police

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

Chief Burke gave an update on the new Police Station that included the Range location and training room. He also updated the community on the following: a used generator was located, creating a cost savings in the project, a gas line will be run to the building, A fiber optic line will be used for (BDA'S) for radios in the building, furniture layout underway, landscape footprint-CPOA Building use and planned addition, and the Illinois Department of Corrections review underway, a timeline was shared, he noted that the budget was on target.

City Manager Wicha introduced the item, and Jim Lockefer, Assistant Public Works Director

C. Residential Lead Service Line Updates
- **Jim Lockefer, Assistant Public Works Director**

Jim Lockefer, Assistant Public Works Director, gave a brief overview of the Lead Service lines, noting that there are no lead pipes in the City's infrastructure. The City has 6,925 Service lines, of which 250 are still lead, with 26 unknowns at the time, and leaving 6,649 lines that have no lead. IEPA requires testing of 60 households that have lead service lines. Based on the percentage of positive testing, the City may be required to send a letter to the entire community, not just those whose properties are affected. The service line is owned by the homeowner. The city owns from the water main to the property. The City Council had a discussion that included treatment by the water plant to coat the interior of lead service lines to minimize any exposure to lead. The 250 homes are aware that they have a lead service line, and possible communications moving forward.

OPPORTUNITY FOR CITIZENS TO ADDRESS THE CITY COUNCIL

COMMITTEE REPORTS

ITEMS FOR OMNIBUS VOTE CONSIDERATION

1. **Approval of the Monday, June 16, 2025 City Council meeting minutes**
2. **Approval of FY26 Special Event Funding for Friends of Lake Forest Parks and Recreation in the amount of \$70,000**
3. **Consideration of Ordinances Approving Recommendations from the Building Review Board for 30 Washington Circle, 821 Northmoor Road, 772 Oak Knoll Drive, 1030 Oak Grove Lane, 663 Circle Lane, and 375 Deerpath Square. (First Reading and if Desired by the City Council, Final Approval)**
4. **Consideration of an Ordinance Approving a Recommendation from the Zoning Board of Appeals in Support of Setback Variances at 375 Deerpath Square. (First Reading, and if Desired by the City Council, Final Approval)**
5. **Consideration of an Ordinance Approving a Recommendation from the Historic Preservation Commission in Support of Granting a Building Scale Variance for a Pool Pavilion at 1460 Lake Road. (First Reading and if Desired by the City Council, Final Approval)**

Mayor Tack asked if anyone would like an item removed or taken separately. Seeing none, he asked for a motion.

Alderman Walther made a motion to approve the five (5) Omnibus items as presented, seconded by Alderman Clemens. The following voted "Aye": Alderman Clemens, Notz, Powers, LeVert, Bothfeld, 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. Presentation of a Report on Wireless Service in the City of Lake Forest.

Catherine Czerniak, Director of Community Development, gave a brief background on this item that included the consultant's charge: analyze wireless service in the City, identify options- technologies, types of infrastructure, and feasible locations, and detail the role of the City in the next steps. She then introduced Adam Parrish, Kimley-Horn and Associates, Inc.

Mr. Parrish reported that Kimley-Horn has completed the necessary research and the report summarizing the findings. In summary, the coverage study revealed a deficiency in wireless service for all three carriers in the vicinity of the intersection of Waukegan and Everett Roads. The report acknowledges that the lack of telecommunication infrastructure in this area is impacting the ability of wireless infrastructure in other areas of the community to provide the intended coverage and reliability in areas they are intended to serve.

Mr. Parrish stated that the report speaks about the technology available to address the deficiency and offers recommendations for steps the City can take to encourage wireless providers to invest in the community to provide enhanced service. He also reviewed Monopoles and Flagpole towers. The City can help to address the area lacking coverage by updating zoning requirements in the 4th Ward for the installation of a new tower that can support all three carriers. He highlighted that there is an existing need in the area, but a willing telecom business partner or tower owner will need to be found to build and rent the tower space from an existing landowner, and that the City should consider the use of city-owned parcels in the area for a tower site.

The City Council had a lengthy discussion on height, for comparison, what is 150', the flagpole tower, maximum height now permitted, the height of the tower at Woodlands, questions on the coverage maps, major area of focus, and the lake front, what is the radius of each tower, adding networks, and more.

Mayor Tack asked if there was anyone from the public who would like to comment. The following offer their comment/opinion to the Council, either in favor or against cell tower service.

Joe Weiss offered his comments in favor of a potential new cell tower service.

Nancy Mantynband offered her comments in favor of a potential new cell tower service.

Sandy Carson offered her comments in favor of a potential new cell tower service.

Dennis Meulelmans offered his comments against a potential new cell tower service.

Ford Campbell III offered his comments against a potential new cell tower service.

Hayley Cropper offered her comments against a potential new cell tower service.

Antoinette Hulata offered her comments against a potential new cell tower service.

Sam (unknown) offered his comments against a potential new cell tower service.

Tom V. offered his comments against a potential new cell tower service.

Annie (Unknown) offered her comments against a potential new cell tower service.

Katie May offered her comments against a potential new cell tower service.

Julia Saran offered her comments against a potential new cell tower service.

Diane Cassuto offered her comments against a potential new cell tower service.

Melissa (unknown) offered her comments against a potential new cell tower service.

Debbie Saran offered her comments against a potential new cell tower service.

(no name given) offered their comments against of potential new cell tower service.
Jane P. offered her comments against a potential new cell tower service.
Ms. Barlotta offered her comments against a potential new cell tower service.

Mayor tack asked for a motion.

COUNCIL ACTION: If determined to be appropriate by the City Council:

- 1) Accept the report as presented by Kimley-Horn and acknowledge the deficiency in wireless service coverage in the 4th Ward, specifically in the vicinity of Waukegan and Everett Roads.
AND**
- 2) Direct the Plan Commission to reconsider a Code amendment identifying one or more permitted locations for a telecommunications monopole or stealth tower within the search ring identified in the report with the full understanding that subsequent to any amendment, any proposal coming forward would be required to demonstrate completion of all required studies and compliance with all applicable regulations.**

Alderman Clemens made a motion to accept the report as presented by Kimley-Horn and acknowledge the deficiency in wireless service coverage in the 4th Ward, specifically in the vicinity of Waukegan and Everett Roads and Direct the Plan Commission to reconsider a Code amendment identifying one or more permitted locations for a telecommunications monopole or stealth tower within the search ring identified in the report with the full understanding that subsequent to any amendment, any proposal coming forward would be required to demonstrate completion of all required studies and compliance with all applicable regulations, seconded by Alderman Powers. The following voted "Aye": Alderman Clemens, Notz, Powers, Bothfeld, Weber, and Walther. The following voted "Nay": none. The following abstained: (noting employment conflict) Alderman LeVert. 6-Ayes, 0-Nays, 1-Abstention. Motion carried.

2. Consideration of a Recommendation from the Plan Commission of an amendment to Section 159.154, Personal Wireless Service Facilities Overlay District, of the City Code as it Pertains to the City's Compost Center at 1381 Kennedy Road.

Catherine Czerniak, Director of Community Development, reported that this is the second recommendation from the Plan Commission in support of adding a permitted tower location. With the City code, looking forward, this would designate a portion of the compost center site for a cell tower outside the floodway. She noted that designation does not guarantee a tower; instead, it indicates the City's interest. The water tower is currently at capacity and adding a third carrier to that location to relocate all carriers to a separate tower, achieving enhanced service, and we can create an updated coverage map and existing wireless facilities shared options. She reviewed the Council's options for action on this item to include Accept Plan Commission's Recommendation- Amend the Code – Allow Cell Tower on the Compost Center Site, or reject Plan Commission's Recommendation, or take no action.

The City Council had a discussion restating that this is moving facilities that are already on site, increasing capacity from 2 to 3, a new tower at the compost site, multiple providers, up-to-date equipment, water tower height of 160'.

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

Haley Cropper offered her opinion on adding carrier/coverage maps. Mayor Tack reported that we will study updated coverage maps should a third provider come in.
Antoinette Hulata noted that cell service should improve.

Mayor Tack asked for a motion

COUNCIL ACTION: If determined to be appropriate by the City Council waive first reading and grant final approval of an Ordinance amending Section 159.154, Personal Wireless Service Facilities Overlay District, of the City Code to Designate a Portion of the City’s Compost Center at 1381 Kennedy Road as a permitted location for a cell tower or monopole, antennas, and related ground equipment

Alderman Weber made a motion to waive first reading and grant final approval of an Ordinance amending Section 159.154, Personal Wireless Service Facilities Overlay District, of the City Code to Designate a Portion of the City’s Compost Center at 1381 Kennedy Road as a permitted location for a cell tower or monopole, antennas, and related ground equipment, seconded by Alderman Notz. The following voted “Aye”: Alderman Clemens, Notz, Powers, LeVert, Bothfeld, Weber and Walther. The following voted “Aye”: Alderman Clemens, Notz, Powers, Bothfeld, Weber, and Walther. The following voted “Nay”: none. The following abstained: (noting employment conflict) Alderman LeVert. 6-Ayes, 0-Nays, 1-Abstention. Motion carried.

NEW BUSINESS

1. Consideration of a Business Disruption Grant Program for Businesses Impacted by the Deerpath Streetscape and Bank Lane Projects

Keri Kaup, Assistant to the City Manager, reported that the City has heard from business owners in the Deerpath Streetscape project area that they are experiencing revenue loss as a direct result of the construction. Council is asked to consider approving a business disruption grant program for the businesses that are directly impacted by the Deerpath Streetscape and Bank Lane construction projects. At the direction of the Mayor, staff researched and evaluated the feasibility of a business disruption grant program for businesses directly impacted by the Deerpath Streetscape and Bank Lane construction projects. After reviewing how other municipalities have handled business assistance during similar streetscape projects, staff developed a grant program modeled off the previously developed COVID-19 business grant program offered by the City in 2020.

The City has funds available in the Deerpath Streetscape project budget due to the construction bids coming back lower than expected. After considering the ITEP grant, the grant non-eligible expenses, construction engineering, and the contingency funds, the City is expecting project savings that can fund the business disruption grant program.

Staff recommends capping the business disruption grant program at \$250,000. In order to be eligible, businesses must have street frontage or primary access on either Deerpath or Bank Lane within the project area that is closed to traffic and must be reporting sales tax to the Illinois Department of Revenue to the Lake Forest Location Code. Only taxable sales generated and reported to the Lake Forest location code is eligible for the grant (reported on ST-1 or ST-2).

The maximum grant amount will be 50% of the sales revenue lost between January 1 and October 31, 2025 compared to the same period in 2024. The grant will be capped at \$11,650 per business. If a Lake Forest business is otherwise eligible for the program but opened after January 1, 2025, the maximum grant amount will be the greater of 50% of sales or \$5,000. The grant amount will be determined based on the business’s eligibility and calculated sales data.

The City Council had a discussion on this once-in-a-generation project and the impact on business. The Council thanked staff for establishing a creative solution and encouraged all to support and shop local.

Mayor Tack asked if there was anyone from the public who would like to comment. Prue Beidler offered her support for this item.

Joanna Rolek, on behalf of the Chamber of Commerce, commended the City on its communications with local businesses and grant detail issues. The Mayor asked property owners for a temporary abatement on rates until construction is complete.

Mayor Tack asked for a motion

COUNCIL ACTION: Consideration of a Business Disruption Grant Program for Businesses Impacted by the Deerpath Streetscape and Bank Lane Projects

Alderman LeVert made a motion to approve a Business Disruption Grant Program for Businesses Impacted by the Deerpath Streetscape and Bank Lane Projects, seconded by Alderman Powers. The following voted "Aye": Alderman Clemens, Notz, Powers, LeVert, Bothfeld, Weber and Walther. The following voted "Nay": none. 7-Ayes, 0-Nays, motion carried.

ADDITIONAL ITEMS FOR COUNCIL DISCUSSION/COMMENTS BY COUNCIL MEMBERS

ADJOURNMENT

There being no further business, Mayor Tack asked for a motion to adjourn. Alderman Weber made a motion to adjourn, seconded by Alderman Powers. Motion carried unanimously by voice vote at 8:28 p.m.

Respectfully Submitted,
Margaret Boyer, City Clerk

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

2025 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 6, 2025	CANCELLED	6:30 Workshop Meeting
**January 21, 2025	COUNCIL CHAMBERS	FC 6:30- CC to immediately follow
February 3, 2025	COUNCIL CHAMBERS	6:30 City Council
**February 18, 2025	COUNCIL CHAMBERS	6:30 City Council
March 3, 2025	COUNCIL CHAMBERS	6:30 City Council
March 10, 2025	DICKINSON HALL	5:00 Operating Budget WS
March 17, 2025	COUNCIL CHAMBERS	6:30 City Council
April 7, 2025	COUNCIL CHAMBERS	6:30 City Council
April 21, 2025	COUNCIL CHAMBERS	FC 6:30- CC to immediately follow
May 5, 2025	COUNCIL CHAMBERS	6:30 City Council
May 19, 2025	COUNCIL CHAMBERS	6:30 City Council
June 2, 2025	COUNCIL CHAMBERS	6:30 City Council
June 16, 2025	COUNCIL CHAMBERS	6:30 City Council
July 7, 2025	DICKINSON HALL	6:30 City Council
July 21, 2025	COUNCIL CHAMBERS	FC 6:30- CC to immediately follow
August 4, 2025	COUNCIL CHAMBERS	6:30 City Council
August 18, 2025	NO MEETING	NO MEETING
**September 2, 2025	DICKINSON HALL	6:30 Workshop Meeting
September 15, 2025	COUNCIL CHAMBERS	6:30 City Council
October 6, 2025	COUNCIL CHAMBERS	6:30 City Council
October 20, 2025	COUNCIL CHAMBERS	FC 6:30- CC to immediately follow
November 3, 2025	COUNCIL CHAMBERS	6:30 City Council
November 10, 2025	DICKINSON HALL	5:00 Capital Budget WS
November 17, 2025	COUNCIL CHAMBERS	6:30 City Council
December 1, 2025	COUNCIL CHAMBERS	6:30 City Council
December 15, 2025	NO MEETING	NO MEETING

5/6/2024, 6/11/2025, 7/7/2025

RESOLUTION OF APPRECIATION

WHEREAS

has served The City of Lake Forest as a member of the

**BOARD OR COMMISSION
YYYY-YYYY**

WHEREAS, he/she has devoted much valuable time and personal attention to the work of this commission and, on behalf of the citizens of Lake Forest, continually met his/her responsibilities with purpose and dedication; and

WHEREAS, the citizens of Lake Forest recognize and are deeply appreciative of the valuable time and service she contributed to the preservation and improvement of the quality of life in our community by serving on this commission;

*NOW, THEREFORE, BE IT RESOLVED that the City Council of The City of Lake Forest, Illinois, hereby expresses the profound gratitude of the citizens of Lake Forest to **NAME** for the loyal and faithful public service he/she has given by means of this resolution, which shall be spread upon the permanent records of the City Council.*

*Adopted by the City Council of
The City of Lake Forest this
XX day of XXXX, 2023*

Mayor



Lake Forest / Lake Bluff Lions Club

July 24, 2025

Mayor Randy Tack
The City of Lake Forest
220 E. Deerpath
Lake Forest, IL 60045

Dear Mayor Tack,

The Lake Forest/Lake Bluff Lions Club is asking for the City Council's consideration of a waiver for the requirement of a fidelity bond, concerning the Lions Club's Scholarship raffle license application. Our annual college scholarship is awarded to one deserving graduating senior at Lake Forest High School. There will be 3 winning raffle prizes totaling \$2,000.00, and we anticipate 700 tickets will be sold.

Thank you in advance for your consideration.

Rick Young
Scholarship Committee Chairman, Lake Forest/Lake Bluff Lions Club

July 28, 2025

Mayor Tack
The City of Lake Forest
220 E. Deerpath
Lake Forest, IL 60045

Dear Mayor Tack,

Northwestern Medicine Lake Forest Hospital is asking for the City Council's consideration of a waiver for the requirements of the fidelity bond, with regards to our Nurses Basket Raffle license application. The Nurses Basket Raffle includes items with an estimated value of approximately \$3,000 and we anticipate the number of tickets sold to be at 3,300.

Please reach out to me if you have any questions,

Rosalyn Deigan
Administrative Coordinator
Dept. of Professional Practice and Development
847.535.6916