

**THE CITY OF LAKE FOREST  
CITY COUNCIL AGENDA**  
Monday, September 15, 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 Honoring the 150<sup>th</sup> Anniversary of the Church of St. Mary**

A copy of the resolution can be found on **page 20**

COUNCIL ACTION: Approve the resolution.

**2. COMMENTS BY CITY MANAGER**

**A. Community Spotlight**

- Open Lands
- Ryan London, President & CEO

**B. Deerpath Streetscape Project- Monthly Update**

- Byron Kutz, Engineering Superintendent

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

**4. COMMITTEE REPORTS**

**5. ITEMS FOR OMNIBUS VOTE CONSIDERATION**

1. Approval of the July 21, August 4, 2025, City Council Meeting Minutes and Tuesday, September 2, 2025, City Council Workshop Minutes

A copy of the minutes begins on **page 21**

COUNCIL ACTION: Approval of the July 21 and August 4, 2025, City Council Meeting Minutes and Tuesday, September 2 City Council Workshop Minutes

**2. Approval of the Check Register for the Period of July 19 – August 31, 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 19th - August 31st, 2025**

	Fund	Invoice	Payroll	Total
101	General	773,448	2,863,304	3,636,752
501	Water & Sewer	196,104	306,458	502,562
220	Parks & Recreation	394,752	879,606	1,274,358
311	Capital Improvements	1,847,982		1,847,982
202	Motor Fuel Tax	38,321		38,321
230	Cemetery	52,745	75,695	128,440
210	Senior Resources	26,488	60,086	86,574
510	Deerpath Golf Course	28,313	4,292	32,605
601	Fleet	167,184	98,656	265,840
416 - 434	Debt Funds	1,000		1,000
248	Housing Trust			0
201	Park & Public Land	27,100		27,100
	All other Funds	897,795	325,303	1,223,099
		<b>\$4,451,234</b>	<b>\$4,613,401</b>	<b>\$9,064,635</b>

Included in the subtotal denoted as "All other Funds" is \$685,903 in Water & Sewer Capital Improvement Fund expenditures.

COUNCIL ACTION: Approval of the Check Register for the Period of July 19 – August 31, 2025.

**3. Appointment of an Authorized Agent for the Illinois Municipal Retirement Fund (IMRF)**

STAFF CONTACT: *Jason Wicha (847-810-3670)*

**PURPOSE AND ACTION REQUESTED:** Staff requests approval of the appointment of an Authorized Agent for the Illinois Municipal Retirement Fund (IMRF).

**BACKGROUND/DISCUSSION:** IMRF requires all governing bodies appoint an authorized agent who signs paperwork on behalf of the City's IMRF account and authorizes other users on the account. The City Manager recommends appointment of Ben Roesler, Lake Forest's new Director of Human Resources, as the next IMRF Authorized Agent.

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

Beginning on **page 36** of your packet is a copy of the IMRF form, which serves as the resolution needed for IMRF.

COUNCIL ACTION: Appointment of an Authorized Agent for the Illinois Municipal Retirement Fund.

**4. Consideration of a Request to Waive the Fidelity Bond Requirement in Connection with Holding the Raffles in the City of Lake Forest for the Northwestern Medicine Lake Forest Health & Fitness (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 a proposed raffle from the Northwestern Medicine Lake Forest Health & Fitness.

**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 Northwestern Medicine Lake Forest Health & Fitness is requesting a waiver of the bond requirement and has submitted a request. A copy of the request can be found beginning on **page 35**

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

COUNCIL ACTION: Consideration of a Request to Waive the Fidelity Bond Requirement in Connection with Holding a Raffle in the City of Lake Forest for the Northwestern Medicine Lake Forest Health & Fitness (Approval by Motion).

**5. Consideration of an Ordinance Extending a Food Scrap Curbside Composting Service Franchise Agreement Between the City of Lake Forest and WasteNot Composting, Inc. (First Reading and if Desired by the City Council, Final Approval)**

*STAFF CONTACT: Keri Kaup, Assistant to the City Manager (847-810-3677)*

**PURPOSE AND ACTION REQUESTED:** Staff requests approval of an ordinance renewing the food scrap composting service franchise agreement between the City of Lake Forest and WasteNot Compost, Inc. for an additional five-year term. A copy of the ordinance can be found on **page 38**.

**BACKGROUND/DISCUSSION:** In June 2023, the City entered into a franchise agreement with WasteNot, Inc. for professional curbside food scrap composting services. Per the agreement, WasteNot handles all operations regarding the program, including registration, billing, reporting, and customer service. Participation in the program is voluntary and is available to both residents and businesses. As of the end of June 2025, WasteNot reported 248 residential customers and 7 commercial customers registered to date. The City is also a participant in the program with City Hall currently participating and additional facilities anticipated to be added in FY26.

The food scrap composting service in general mirrors a traditional sanitation service, where a provided container (i.e. 5-gallon bucket), is dropped off at the customer’s home or business and is then emptied on a weekly or scheduled date. WasteNot uses a “container swap” strategy which includes replacing a used container with a new, clean and sanitized container for each pickup.

In the two years since establishing a franchise agreement with WasteNot, Inc., the City has received positive feedback from residents who utilize the service. Residents note the WasteNot team is professional, courteous, and reliable. Additionally, customers appreciate the ability to place their bucket in a convenient pick-up location (i.e., front porch, driveway, etc.) and the ability to compost materials that cannot be composted in a home-compost system, such as meat, bones, and pizza boxes.

**BUDGET/FISCAL IMPACT:** The budget impact for food scrap composting services is minimal as all program operations are run through the private vendor. As the City is a participant at City owned facilities for employee use, the City pays service fees in line with the resident rate.

Has competitive pricing been obtained for proposed goods/services? **No**

In recognition of the strong partnership established over the past two years, WasteNot has agreed to the following fee structure during the term of the five-year agreement:

<b>Service Details</b>	<b>Current</b>	<b>2026 Pricing</b>	<b>2029 Pricing</b>
<b><i>Residential Service</i></b>			
5-gallon Weekly	\$22.00	\$24.00	\$26.50
5-gallon Bi-Weekly (every other week)	\$14.00	\$15.50	\$17.00
32-gallon Bi-Weekly	\$60.00	\$65.00	\$72.00
<b><i>Multi-Family/Commercial Service</i></b>			
32-gallon Weekly	\$95.00	\$102.00	\$110.00
32-gallon Bi-Weekly (every other week)	\$60.00	\$65.00	\$72.00

64-gallon Weekly	\$195.00	\$209.00	\$222.00
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It should be noted that the prices offered by WasteNot in this five-year agreement continue to be less than the prices that were offered by competing vendors when the original RFP was issued in 2023. Based on the strong partnership, exemplary customer service, and competitive rates offered by WasteNot, staff recommends extending the franchise agreement for an additional five-year term.

**COUNCIL ACTION:** If determined to be appropriate by the City Council, waive first reading and grant final approval of an ordinance extending a nonexclusive curbside food scrap composting services franchise agreement between The City of Lake Forest and WasteNot Compost, Inc.

**6. Authorize the Office of the City Manager to Enter into a Two-Year Extended Term Power Supply Agreement with MC-Squared Energy Services, LLC.**

STAFF CONTACT: *Keri Kaup, Assistant to the City Manager (847-810-3677)*

**PURPOSE AND ACTION REQUESTED:** Staff is requesting the City Council authorize the Office of the City Manager to enter into a two-year extended term agreement with MC-Squared Energy Services, LLC for the Electric Aggregation Program.

**BACKGROUND/DISCUSSION:** State statute allows units of local government to negotiate electricity supply contracts on behalf of the residential and small commercial electricity accounts served by investor-owned utilities like ComEd. The residential and small commercial electricity account owners then have the option to accept or reject the contract offered through the municipality. In March 2012, voters approved a referendum to allow The City of Lake Forest to participate in municipal aggregation.

To increase the potential value of municipal aggregation for their residents, the Cities of Lake Forest, Highland Park, and Park Ridge, and the Villages of Deerfield, Glencoe, Lake Bluff, Northbrook, and Skokie formed the North Shore Electricity Aggregation Consortium (Consortium). The Consortium was created to act as a collective body of Municipalities to create and manage municipal electric aggregation services on behalf of their residents and eligible businesses.

Since 2012, the Consortium has executed multi-year contracts with different retail energy suppliers to supply power to the eligible residential and small commercial accounts located within the NSEAC communities. The current contract with MC-Squared was initially executed in 2021 and was renewed in 2024 for a one-year extension that will expire in October 2025. Based on responses received from bidders, the Consortium recommends that the member communities approve a new Power Supply Agreement extension with MC Squared.

**Program Benefits:**

In the early years of municipal aggregation, market conditions allowed the Consortium to save participating customers more than \$36 million while purchasing Renewable Energy Credits (RECs), which represent increased clean energy content in the power supply. Since then, market conditions have changed and significant cost savings against the ComEd default supply rate are no longer achievable. In response, the Consortium adjusted the aggregation

program from a “fixed price” structure (where the electricity supply rate stayed constant throughout the contract term) to a “price match” structure (where the electricity supply rate changes every month to exactly match ComEd’s variable monthly electricity rate from ComEd).

Additionally, the Consortium and its aggregation program have been a key factor in establishing a partnership with the Metropolitan Mayors Caucus to create the state’s largest municipally sponsored community solar program. Operating in parallel with the aggregation program, the Consortium’s community solar program delivers over 4 megawatts of community solar credits to residents throughout the six participating communities. Five of the six communities purchase community solar credits for their own facilities from the state’s first community solar facility, Rainy Solar, a 1.18 megawatt, 3,700-panel rooftop solar array in Elgin. Lastly, in addition to providing eligible residential and small customers with the exact same rate that they would pay under ComEd’s default service, the retail electricity supplier also provides a Civic Contribution to each Consortium member community. For The City of Lake Forest, the Civic Contribution is set aside to be utilized for the funding of initiatives that enhance the sustainability goals of the City.

### **New Power Supply Agreement:**

The proposal to enter into a new Power Supply Agreement extension with MC-Squared results from a competitive bidding process. Under the Power Supply Agreement, MC-Squared will continue to be responsible for: i) communicating the aggregation program offer to eligible residential and small commercial customers; ii) enrolling eligible customers that elect to participate in the program into an approved energy supply agreement that meets the terms and conditions approved by the Consortium; iii) charge a rate that is exactly equal to the ComEd variable monthly price for electricity supply; iv) providing consistent and high-quality customer service and support system through a local call center; v) providing reporting to the Consortium members regarding program performance metrics; and vi) providing a Civic Contribution to each Consortium community.

The proposed Power Supply Agreement extension is initially set for a two (2) year term with MC-Squared and expires in October 2027. The proposed Power Supply Agreement will provide the following:

1. **Continued ComEd Price Match.** Participating accounts will continue to pay a rate equal to the ComEd variable monthly price.
2. **Ongoing Customer Services.** All customer-facing service requirements will remain the same. Participating customers need to take no action to continue in the program, will continue to receive a single bill from ComEd, and will not be charged any separate enrollment or termination fees.
3. **Additional Civic Contribution.** The amount of the Civic Contribution is a function of wholesale market prices for electricity. Under current market conditions, the Civic Contribution during the proposed contract term will be \$90,000 per year, for a total of \$180,000 for the term of agreement.

### **Recommendation:**

In light of the continued benefits of the program, staff recommends that City Council approve the attached Power Supply Agreement Amendment with MC-Squared Energy Services. If

approved, the Consortium members and their energy consultant will continue working with MC-Squared Energy Services to continue the program seamlessly for our residents.

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

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

**Civic Contribution:** \$90,000 per year

**COUNCIL ACTION:** Authorize the Office of the City Manager to enter into a two-year extended term Power Supply Agreement with MC-Squared Energy Services, LLC.

**7. Consideration of Approval to Renew Agreement for Enterprise Resource Management System Software Maintenance**

STAFF CONTACT: *Cameron Burrell, Director of Innovation and Technology (847-810-3598)*

**PURPOSE AND ACTION REQUESTED:** Staff requests approval to renew a one (1) year agreement with Bellefeuil Szur & Associates (BS&A) software which includes maintenance services and licensing.

**BACKGROUND/DISCUSSION:** BS&A has been providing The City of Lake Forest services for a financial and land parcel management system since initial implementation in 2019. This system is one of the largest software systems to support City operations. It encompasses payroll, purchasing, general ledger, budget, utility billing, online utility billing payments, accounts receivable, fixed assets, code enforcement, building permits, business licensing and land management planning and zoning.

**BUDGET/FISCAL IMPACT:** Per the initial agreement executed on 01/16/2018, annual license fees may be increased according to the Consumer Price Index (CPI-U). The proposed renewal includes a 5.1% CPI increase. This service of support can only be provided by BS&A.

In addition, the new annual cost includes the removal of licensing and support for the CRA (Citizen Request) module, this functionality is now provided via Cartegraph.

Has City staff obtained competitive pricing for proposed goods/services? **No**  
Administrative Directive 3-5, Section 6.1B – Sole Source

FY2025 Funding Source	Account Number	Amount Budgeted	Amount Requested	Budgeted? Y/N
IT Operating	101-1315-415-43-37	\$44,272	\$41,367	Y

**COUNCIL ACTION:** Consideration of Approval to Renew Agreement for Enterprise Resource Management System Software Maintenance and Licensing

**8. Consideration of a Resolution of Authorization for an OSLAD Grant Program project at South Park.**

STAFF CONTACT: *Corey Wierema, Superintendent of Public Works (847-810-3565)*

**PURPOSE AND ACTION REQUESTED:** Staff requests ratification of a Resolution of Authorization for the Open Space Land Acquisition and Development (OSLAD) Grant Program for the second phase of improvements at South Park.

**BACKGROUND/DISCUSSION:** The Illinois Department of Natural Resources (IDNR) is accepting applications for projects to be included in its OSLAD Grant Program. On June 19, 2017, the City Council approved the master plan for South Park, which is meant to guide future decisions on park capital improvements. In 2019, the City was awarded grant funding through the OSLAD program for the first phase of improvements at South Park. City staff is now preparing to apply for another OSLAD grant application that includes several additional improvements to South Park, as identified in the master plan. The IDNR requires that a Resolution of Authorization be included with the application submittal due on September 30.

The grant funding from Phase 1 was combined with City funds to complete improvements throughout the park. These improvements included the replacement of some of the worst amenities in the park and provided new recreation opportunities for our residents. The tennis courts and batting cage were replaced, and a fitness station, basketball court, and bocce court were added. A new path system connects these amenities to each other, to parking lots, and to existing neighborhood sidewalks, making the park accessible for the first time. Several trees were planted within the park and woodland management occurred along the southern portion of the property to remove invasive vegetation and reestablish native species. Phase 1 work was completed in the spring of 2021.

The improvements identified in Phase 2 will include a new splash pad, an additional fitness station, ball field improvements, a batting cage, a small picnic shelter, two bag toss games, two game tables, a hammock grove, bike racks with a bike repair station, and a woodland trail. If a grant is awarded, improvements would be anticipated to begin in FY28.

**PROJECT REVIEW/RECOMMENDATIONS:**

Reviewed	Date	Comments
Public Meeting	08/27/2025	Neighborhood informational session
Park and Recreation Subcommittee	08/14/2025	Informational Only
City Council	04/06/20	Approval of Phase I Project
City Council	05/20/19	Approval to Execute Grant Agreement
City Council	10/01/18	Approval of a Resolution for OSLAD Grant Application
Park & Recreation Board	05/16/17	Recommended Approval
Public Meeting	03/15/17	Received feedback on design options
Public Meeting	01/24/17	Neighborhood visioning session

**BUDGET/FISCAL IMPACT:** This request for approval of the Resolution of Authorization is for the purpose of applying for grant funding only. If the grant is awarded to the City, funding would be allocated to this project from the Capitol Fund.

Below is an estimated summary of proposed Project budget:

FY2028 Funding Source (identified as a grant dependent project)	Amount Budgeted (If grant is awarded)	Amount Requested	Budgeted? Y/N
Capital Fund	\$900,000	Not requested at this time	N
Special Recreation Fund	\$100,000	Not requested at this time	N

**PROSPECTIVE GRANT FUNDING ASSESSMENTS**

Estimated Project Cost	Estimate OSLAD Grant Funding 50%	Estimate of Local Share 50%
\$1,600,000	\$600,000	\$1,000,000

**COUNCIL ACTION:** Consideration of a Resolution of Authorization for an OSLAD Grant Program project at South Park.

**9. Approval of a Purchase of Two Replacement Police Department Vehicles to Karl Chevrolet in the Amount of \$111,000**

STAFF CONTACT: *Matt Brugioni, Superintendent of Public Works (810-3561) & John Burke, Police Chief (810-3803)*

**PURPOSE AND ACTION REQUESTED:** The Public Works Committee and City staff request City Council approve of a purchase for two replacement Police Department vehicles to Chevrolet Tahoe to Karl Chevrolet, in the amount of \$111,000.

**BACKGROUND/DISCUSSION:** This recommended purchase will replace two existing, in-service Polic Department vehicles with Chevy Tahoes. The Police Department’s 2020 Tahoe will be replaced as this vehicle has accrued over 114,000 miles. This is the Department’s only Shift Supervisor vehicle. A 2022 Ford Interceptor used for patrol operations will also be replaced with a Chevy Tahoe. This Interceptor has accrued over 68,000 miles. Both new Chevy Tahoe’s will be used by shift supervisors for patrol operations. Replacement of this Ford Interceptor with a Chevy Tahoe better aligns the Departments current and future needs as utilizing two shift supervisor vehicles as opposed to only one will prolong the life of each vehicle.

The 2022 Ford Interceptor will be transferred within the Police Department to replace the Chief’s vehicle with over 100,000 miles. The existing Chief’s vehicle that will be replaced and the 2020 Tahoe will then move into the Community Development Department and the Engineering Section as replacement vehicles. The vehicles will generally accrue a total of 125,000 - 150,000 miles before they are placed out to bid and sold to the highest bidder.

**PROJECT REVIEW/RECOMMENDATIONS:**

Reviewed	Date	Comments
Public Works Committee	3/17/25	Reviewed & Approved Water Fund Updates to the FY26 Capital Equipment List
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:** Typically, at their November or December meeting, the Public Works Committee reviews and recommends City Council approval of each piece of equipment included in the upcoming fiscal year capital equipment budget. There are currently no known Illinois joint bid contracts specific to the purchase Chevrolet Police Package Tahoes that are offered through governmental joint purchasing programs for the purchase of these vehicles.

City staff learned of an opportunity to purchase Chevrolet Tahoes via Karl Chevrolet of Iowa. Karl Chevrolet is the State of Iowa’s bid contract holder, and they have agreed to offer the City the same pricing. City staff completed further research and obtained additional pricing from other dealerships to ensure that competitive pricing has been received. Karl Chevrolet also has recently sold Tahoe vehicles to Libertyville, Rosemont, Tinley Park, and Galena.

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

Dealer	Vehicle Bid
<b>Karl Chevrolet</b>	<b>\$55,500</b>
Utilitac Equipment	\$56,999
Miles Chevrolet	\$58,146

On April 7, 2025, the City Council approved the purchase of a Chevy Tahoe replacement vehicle for the Fire Department with Karl Chevrolet. That purchase process went well and City staff had no issues in finalizing the purchase and delivery. All warranty work will be completed by a local Chevrolet authorized dealer.

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	\$120,000	\$111,000	Y

If approved, City Council approval this evening will allow staff to place the order now to secure and hold this vehicle. Actual delivery and subsequent payment of the vehicle will be in the coming months.

**COUNCIL ACTION:** Approval of a Purchase of Two Replacement Police Department Vehicles to Karl Chevrolet in the Amount of \$111,000

**10. Approval of a Purchase of a Replacement Water and Sewer Section, Medium-Sized Utility Truck to CIT Trucks (Chassis) in the Amount of \$61,878 and Lindco Equipment Sales (Hook Lift and Crane) in the Amount of \$84,722 for a Grand Total Cost of \$146,600**

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

**PURPOSE AND ACTION REQUESTED:** The Public Works Committee and City staff request City Council approval of a purchase to replace a Water and Sewer Section medium-sized utility truck to CIT Trucks (chassis) in the amount of \$61,878 and Lindco Equipment Sales (hook lift and crane) in the amount of \$84,722 for a grand total cost of \$146,600.

**BACKGROUND/DISCUSSION:** The Water and Sewer Section uses its medium-sized truck daily to complete many different core tasks and activities. These tasks include, but are not limited to, basin repairs, main breaks, hauling, sewer lid adjustments, and other special projects. This recommended purchase will replace their existing medium-sized utility truck that has been in service and utilized by the Water and Sewer Section since 2004. The accrued operating miles for the existing truck are over 58,000 miles. After 21 years of in-service operation, miles and hours, the truck has exceeded its estimated useful life.

The most significant concern with the current truck is severe rust and corrosion to the frame, body, and mechanical components. Additionally, the brake, fuel, and hydraulic lines are corroding and have created maintenance challenges and failures. Going on 21 years of service, the truck has gone above and beyond its estimated useful life and needs to be replaced.

**PROJECT REVIEW/RECOMMENDATIONS:**

Reviewed	Date	Comments
Public Works Committee	3/17/25	Reviewed & Approved Water Fund Updates to the FY26 Capital Equipment List
Public Works Committee	12/2/24	Reviewed & Approved FY26 Capital Equipment List
Finance Committee	11/12/24	FY26 Capital Equipment Replacement List Included in Meeting Packet

**BUDGET/FISCAL IMPACT:** The purchase price provided for the body of the truck by Lindco Equipment Sales is Sourcewell pricing. Sourcewell, formerly National Joint Powers Alliance, was created by State law as a service cooperative to provide programs and services to members in education and government. Sourcewell follows the competitive contracting law process to solicit, evaluate, and award cooperative purchasing contracts for goods and services.

Sourcewell is a public agency governed by an eight-member board. The City has previously utilized national bids to include Sourcewell, Omnia Partners, State bid, and the Suburban Purchasing Cooperative for equipment and services.

The City has been utilizing Lindco Equipment Sales for many years and Lindco has successfully provided these services with no issues.

Has City staff obtained competitive pricing for proposed goods/services (truck body)? **Yes**

Administrative Directive 3-5, Section 6.1D – Government Joint Purchase.

The pricing provided by CIT Trucks for the chassis was obtained via a public bid process. On August 21, 2025, the bid process opened and subsequently closed on August 21, 2025. In total, two bids were received as outlined below.

Firm Name	Bid Total
<b>CIT Trucks</b>	<b>\$61,878</b>
Raymond Chevy	\$62,321

The City has previously utilized CIT Trucks for past equipment purchases. CIT Trucks has successfully provided new equipment with no issues.

Has City staff obtained competitive pricing for proposed goods/services (truck chassis)? **Yes**

Below is an estimated summary of Project budget:

FY2026 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Water Fund 508-6003-475-75-02	\$145,000	\$146,600	Y

The budget overage of **\$1,600** will be covered using savings from the Water & Sewer Section’s valve turner purchase, which cost **\$94,356** against a budgeted amount of **\$100,000**, resulting in total savings of **\$5,644**. Once the new truck is put into service, the City will place the existing truck up for sale via the competitive bidding process, and if a bid of \$4,000 or higher is received, staff will return to City Council to approve its official sale.

COUNCIL ACTION: Approval of a Purchase of a Replacement Water and Sewer Section Medium-Sized Utility Truck to CIT Trucks (Chassis) in the Amount of \$61,878 and Lindco Equipment Sales (Hook Lift and crane) in the Amount of \$84,722 for a Grand Total Cost of \$146,600

**11. Consideration of an Ordinance Approving a Recommendation from the Historic Preservation Commission in Support of Granting a Building Scale Variance for a Mudroom Addition and Covered Walkway at 920 Church Road. (First Reading and if Desired by the City Council, Final Approval)**

*STAFF CONTACT: Catherine Czerniak,  
Director of Community Development (810-3504)*

**PURPOSE AND ACTION REQUESTED:** The following recommendation from the Historic Preservation Commission is presented to the City Council for consideration as part of the Omnibus Agenda.

**BACKGROUND:** 920 Church Road – The Commission recommended approval of an Ordinance granting a building scale variance for a mudroom addition and covered walkway between the mudroom and detached garage. The Commission has final authority over design related decisions however City Council action is required when a variance is requested. Public testimony was presented by the Lake Forest Preservation Foundation in support of the project. This petition was also considered by the Zoning Board of Appeals as detailed in the following agenda item. (Approved - 5 to 0)

An Ordinance approving a building scale variance for 920 Church Road with key exhibits attached is included in the Council packet beginning on **page 42**. The Ordinance with complete exhibits is available for review in the Community Development Department.

COUNCIL ACTION: If determined to be appropriate by the City Council, waive first reading and grant final approval of an Ordinance granting a building scale variance for a mudroom addition and covered

**12. Consideration of Ordinances Approving Recommendations from the Zoning Board of Appeals for 920 Church Road, 927 Cherokee Road and 375 E. Westminster. (First Reading, and if Desired by the City Council, Final Approval)**

STAFF CONTACT: *Catherine Czerniak,*  
*Director of Community Development (810-3504)*

**PURPOSE AND ACTION REQUESTED:** The following recommendations from the Zoning Board of Appeals are presented to the City Council for consideration as part of the Omnibus Agenda along with the associated Ordinances.

**BACKGROUND**

920 Church Road – The Zoning Board of Appeals recommended approval of an Ordinance granting a rear yard setback variance to allow a mudroom addition and covered walkway. No public testimony was presented on this petition. This petition was also considered by the Historic Preservation Commission as detailed in the previous agenda item.  
(Approved – 6 to 0)

927 Cherokee Road – The Zoning Board of Appeals recommended approval of an Ordinance granting variances to allow expansion of the driveway within the front and side yard setbacks. Four letters in support of the petition were submitted by neighbors. (Approved – 6 to 0)

375 E. Westminster – The Zoning Board of Appeals recommended approval of an Ordinance granting a variance to allow the eave, gutter and an open pergola to encroach into the lot in depth setback on the east side of the property. One letter in support of the variance was submitted by a neighbor. The Historic Preservation Commission granted a Certificate of Appropriateness approving the design aspects of this project. (Approved – 5 to 0)

Ordinances approving the variances as recommended by the Zoning Board of Appeals, with key exhibits attached, are included in the Council packet beginning on **page 51**. The Ordinances, complete with all exhibits, are available for review in the Community Development Department.

COUNCIL ACTION: If determined to be appropriate by the City Council, waive first reading and grant final approval of Ordinances approving variances from zoning setbacks for 920 Church Road, 927 Cherokee Road and 375 E. Westminster in accordance with the Zoning Board of Appeals' recommendations.

**13. Consideration of a Waiver of Fees for Plan Review and Permits for the Lake Forest Library Courtyard Restoration Project at 360 E. Deerpath, in the Amount of \$13,580.00. (Approval by Motion)**

STAFF CONTACT: *Catherine Czerniak*  
*Director of Community Development (810-3504)*

**PURPOSE AND ACTION REQUESTED:** As provided for in the City's Administrative Directives, 3 – 7, City Council approval is required for the waiver of fees in excess of \$5,000.

**BACKGROUND/DISCUSSION:** Permits were issued to Lake Forest Library authorizing restoration of the two courtyards in front of the building. A recommendation in support of waiving the City fees for this project is presented for Council action.

**BUDGET/FISCAL IMPACT:** Minimal impact. The project benefits a community institution and will serve to preserve and protect an important historic structure and property in the Historic District.

Plan Review, Permit, Connection Fees	Total City Assessed Fees	Waiver Requested
Lake Forest Library Courtyard Restoration	\$13,580.00	\$13,580.00

**COUNCIL ACTION:** If desired by the City Council, by motion, approve the waiver of fees for plan review and permits for the Lake Forest Library Courtyard Restoration Project at 360 E. Deerpath in the amount of \$13,580.00.

**14. Consideration of an Ordinance Amending the Code Provisions Relating to Utility Facilities in the Public Rights of Way. (Waive First Reading and Grant Final Approval)**

STAFF CONTACT: *Catherine Czerniak, Director of Community Development*  
*(847-810-3504)*

**PURPOSE AND ACTION REQUESTED:** Consideration of a minor Code amendment to require utility companies, those installing fiber in particular, to size facilities to accommodate multiple providers and limit ongoing disruption of the City rights-of-way.

**BACKGROUND/DISCUSSION:** City staff is receiving inquiries from multiple companies interested in installing conduit underground in the City rights-of-way for fiber network cables. The City is required to allow these installations in the community and residents and businesses desire enhanced fiber availability. The City has the ability to manage these installations to some extent and the City Code already provides detailed procedures and standards for managing these installations.

The proposed amendment was identified by the City Attorney as an additional tool to help the City to manage construction in the rights-of-way. The proposed language has been adopted by other municipalities. The proposed amendment allows the City, as a condition of a permit, to require a fiber provider to oversize the conduit installed underground, in the City rights of way to accommodate additional fiber cables to provide increased capacity in the

future. The conduit would be accessible to all fiber providers. The size of the conduit would be determined based on the conditions specific to each proposed installation.

The purpose of this amendment, as stated above, is to avoid ongoing disruption in the City rights of way. As part of the current Deerpath and Bank Lane Streetscape improvement projects, oversized conduit was installed with credit going to Public Works staff for looking forward to accommodating future needs.

A copy of the Ordinance is included in the Council's packet beginning on **page 74**. The proposed amendment is highlighted.

COUNCIL ACTION: If desired by the City Council, waive first reading and grant final approval of an Ordinance amending Section 98.119 Location of Facilities of the City Code

**COUNCIL ACTION: Approve the fourteen (14) Omnibus items as presented**

<b>6. OLD BUSINESS</b>
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<b>7. NEW BUSINESS</b>
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**1. Consideration of an Administrative Directive Establishing Parameters for Temporary Installations by Private Parties on the Greensward in Market Square. (By Motion)**

PRESENTED BY: *Catherine J. Czerniak, Director of Community Development 847-810-3504*

**PURPOSE AND ACTION REQUESTED:** The Council is asked to consider an Administrative Directive for the purpose of establishing parameters for temporary installations of structures by private individuals or groups in the Greensward, the public space, in Market Square.

**BACKGROUND/DISCUSSION**

The Greensward in Market Square, the open area in the center of the Square, is owned by the City of Lake Forest and is a public space. The Greensward includes the lawn, landscape beds, benches, fountain and surrounding hardscape and is intended for passive use by residents and visitors on an ongoing basis.

From time to time, The City receives requests from private individuals or groups to install small, temporary structures on the Greensward for instance, open canopy tents, flags, banners, tables, and other similar temporary elements. With the goals of 1) ensuring that the Greensward remains welcoming, unobstructed, and safe for public use; 2) that the vegetation and hardscape in the Greensward are protected and preserved; and 3) that all requests are evaluated based on a consistent set of parameters, a draft Administrative Directive is included in the Council packet on **page 73** for consideration.

In summary, the parameters establish a review process and place limitations on size, installation methods, and duration.

**COUNCIL ACTION:** If desired by the Council, approve a motion in support of the Administrative Directive Establishing Parameters for Temporary Installations by Private Parties on the Greensward in Market Square as presented.

2. **Award of Bid to Efraim Carlson Construction Inc. for the Waveland Park Pavilion Project in the Amount of \$1,277,500 to Include a 5% Contingency in the amount of \$65,000, for a Grand Total Cost of \$1,342,500**

PRESENTED BY: *Jim Lockefeer, Assistant Director of Public Works (810-3542)*

**PURPOSE AND ACTION REQUESTED:** City staff requests City Council award a bid to Efraim Carlson Construction Inc. to replace the Waveland Park Pavilion in the amount of \$1,277,500 to Include a 5% contingency in the amount of \$65,000, for a grand total cost of \$1,342,500.

**BACKGROUND/DISCUSSION:** The existing Waveland Park Pavilion was constructed in 1975. The building is entirely enclosed and features bathrooms and an interior utility room on the west side of the building, a maintenance garage area on the east side of the building, and a central open space area. The space is extremely dated, and its use in recent years has been very limited. Additionally, the existing bathrooms are not ADA compliant. The facility was used for an occasional Parks & Recreation Department class/program and storage space.

For many years, updating and converting the structure to an open-air pavilion has been considered. In fall 2023, residents attending the Ward 2 "Coffee in the Park" event confirmed support for converting the existing enclosed building into an open-air pavilion. This is similar and aligns with many other open-air pavilions within the City's park system. As part of the Fiscal Year 2025 Capital Improvement Program, funds were allocated to complete a design process that would result in construction plans to demolish the existing building and build a new open-air pavilion.

City staff from the Public Works, Parks & Recreation, and Community Development Departments collaborated closely with the selected design firm throughout the process. Community engagement was also a key component, including an open house meeting and a public survey that gathered feedback on multiple conceptual design options. The final design incorporates several priorities raised during community engagement, including: the pavilion's orientation opening towards the playground, an arched roof design, ADA compliant bathrooms with changing tables, a wood-burning fireplace, a water bottle fill station, and barbeque grills. The final design and construction documents also outlined project construction occurring in the fall 2025 with construction completion occurring before December, 2025.

**PROJECT REVIEW/RECOMMENDATIONS:**

Reviewed	Date	Comments
City Council	9/2/2025	Reviewed Project Bids and Project Budget Overage
City Council	6/17/2024	Reviewed and Approved Design Services Proposal
Public Works Committee	6/3/2024	Reviewed and Recommended Design Services Approval to City Council

**BUDGET/FISCAL IMPACT:** On May 14, 2025, City staff initiated the public bid process for project construction. On May 29, 2025, the public bid process closed and in total, four bids were received as outlined below.

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

Firm Name	May 2025 Original Bid	September 2025 Bid Increase	Final Bid
MAG Construction	\$1,240,602	\$136,898	\$1,377,500
<b>Efraim Carlson Construction</b>	<b>\$1,277,501</b>	<b>No Increase</b>	<b>\$1,277,501</b>
Boller Construction	\$1,402,402	N/A	\$1,402,402
John Keno & Co	\$1,536,109	N/A	\$1,536,109

Generally, contractors hold bid pricing for 60 to 90 days. To avoid potential project change orders, City staff first engaged with MAG Construction, the apparent low-bid firm. While MAG Construction expressed strong interest in completing the project, they were unable to honor their original bid pricing, as noted in the table above. MAG Construction also indicated they would not be able to begin construction until spring 2026.

City staff then engaged with Efraim Carlson Construction, the subsequent and apparent low-bid firm. Efraim Carlson Construction confirmed they could honor their bid pricing with no cost increases and are available to begin construction immediately this fall.

Efraim Carlson Construction has extensive experience with municipal building projects, including both renovations and new construction of park district, public safety, and library facilities. Their client list includes the Cities and Villages of Arlington Heights, Glenview, and Libertyville. Additionally, Efraim Carlson Construction is currently under contract with the City for the Gorton Patio and Learning Center Entrance Project. They also successfully completed the City's 2023 Public Safety Break Room Renovation Project.

Below is an estimated summary of Project budget:

FY2026 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Capital Fund 311-5703-476.76-04	\$950,000	\$1,342,500	Y

The requested amount of \$1,342,500 reflects a budget overage of \$392,500. City staff and the project architect thoroughly reviewed all bids and determined that no single unique item or special material caused the overage. Instead, every professional trade associated with the project exceeded the architect's original estimate. The narrow bid range confirmed that contractors clearly understood the project design and scope.

City staff collaborated with the architect to identify value-engineered options to reduce costs. Areas such as roof type and materials were reviewed, however, all proposed alternates resulted in only minimal savings.

Staff also reviewed available savings from current FY26 Capital Projects. To date, the Deerpath Streetscape Project has generated \$603,159 in budget savings. Additionally, the McClory Bike

Path Resurfacing Project, Bank Lane Streetscape Project, and Fire Station Renovation Design together account for another \$236,441 in savings. It is recommended that these Capital Fund savings be used to offset the Waveland Pavilion Project overage. If necessary, a FY26 supplemental appropriation will be submitted for City Council approval at the close of the current fiscal year.

**COUNCIL ACTION: Award of Bid to Efraim Carlson Construction Inc. for the Waveland Park Pavilion Project in the Amount of \$1,277,500 to Include a 5% Contingency in the amount of \$65,000, for a Grand Total Cost of \$1,342,500.**

**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

September 10, 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*

**WHEREAS**, the clergy and parishioners of the Church of St. Mary – a Catholic evangelizing parish of the Archdiocese of Chicago, are celebrating 150 Years of Grace in 2025; and

**WHEREAS**, since its humble beginnings as a mission in a little log church in western Lake Forest in 1844, and by 1875, when a small group of families formed the new Parish of St. Mary, a white frame church was built at the corner of Illinois and Green Bay Roads, to the impressive structures that stand today as the flourishing parish and clergy have contributed continually and substantially to spiritually enriching the needs of many residents of Lake Forest and beyond; and

**WHEREAS**, the Church of St. Mary has always been an integral part of the community by its faith and ecumenical spirit; and

**WHEREAS**, we rejoice with the Church of St. Mary as they celebrate with gratitude and grace, and we urge the citizens across our community to join in the celebration and activities.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE FOREST**, that the City Council, on behalf of all the residents of The City of Lake Forest, congratulate and extend all good wishes to the clergy and members of the Church of St. Mary parish on the joyful occasion of the 150<sup>th</sup> anniversary of the founding of the parish.

**BE IT FURTHER RESOLVED THAT** this Resolution be appropriately inscribed and conveyed to the **Church of St. Mary**, and spread upon the permanent record of the Lake Forest City Council, this 15<sup>th</sup> day of September 2025.

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Mayor

The City of Lake Forest  
CITY COUNCIL MEETING  
***Proceedings of Monday, July 21, 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 6:58 p.m. immediately following the Finance Committee meeting, and City Clerk Margaret Boyer called the roll of Council members.

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

Absent: Alderman Clemens

**PLEDGE OF ALLEGIANCE** was recited by all those present.

**REPORTS OF CITY OFFICERS**

**COMMENTS BY MAYOR**

Mayor Tack read the resolution of sympathy.

**A. Resolution of Sympathy for former Mayor John E. “Jack” Preschlack**

**COUNCIL ACTION: Approval of the Resolution of Sympathy**

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

**COMMENTS BY CITY MANAGER**

City Manager Wicha introduced the item, and Tricia Schwall, Manager of Dickinson Hall

- A. Community Spotlight**
- Dickinson Hall-Lake Forest- Lake Bluff Senior Center
  - Tricia Schwall, Manager

Ms. Schwall reviewed past and current programming, shared what social services are available and community partnerships.

City Manager Wicha introduced Chief of Police John Burke, who reviewed the recent grant that the Police Department received related to the retention of Police Officers.

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

Ray Buschmann offered his opinion to the Council regarding the cell tower meeting discussion deliberations. Romy Lopat offered her opinion to the City Council on lead service lines and costs. Diane offered her opinion to the City Council, thanking Public Safety for their work. Art Mertes offered his opinion to the City Council on procedural issues, standards, and practices.

**COMMITTEE REPORTS**

**FINANCE COMMITTEE**

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

Eileen Looby Weber, Finance Committee Chairman reported that The City has received notification that it has once again been awarded the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting for its FY24 Annual Comprehensive Financial Report. The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment is a significant accomplishment by a government and its management. The City has received this prestigious award for the 46<sup>th</sup> consecutive year.

In addition to the Certificate of Achievement, an Award of Financial Reporting Achievement is presented by the GFOA to the individual designated as instrumental in their government unit's achievement of the Certificate. I am pleased to present this award to Diane Hall, Assistant Finance Director. In Illinois, 354 organizations received the award – 5% of the total 6,963 units of government in the state.

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

**OPEN PUBLIC HEARING**

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

Alderman Walther made a motion to open the Public Hearing, seconded by Alderman Weber. The following voted "Aye": Aldermen Novit, Notz, Powers, LeVert, Bothfeld, Weber, and Walther. The following voted "Nay": None. 7 Ayes, 0 Nays, motion carried

**Mayor Tack opened the Public Hearing at 7:45 pm**

**2. Consideration of the Annual Appropriation Ordinance for FY2026 and Approval of Rollovers (Final Reading – Public Hearing Required)**

Katie Skibbe, Finance Director, reported while the annual municipal budget represents the City's financial "plan" for expenditures over the course of the fiscal year, the annual Appropriation Ordinance is the formal legal mechanism by which the City Council authorizes the expenditure of public funds. There are some differences between the Budget and the Appropriation Ordinance. The Appropriation Ordinance includes the Library, which was not included in the budget approved at the April 21, 2025, City Council meeting. The Library expenses are approved by the Library Board. Debt service payments are included in the budget, but are excluded from the Appropriation Ordinance. The ordinances approving the debt issues serve as the legal authorization for these annual expenditures. It appropriates specific sums of money by object and purpose. Ms. Skibbe stated that the rollovers are requested to eliminate under and over budgeting of funds in the new fiscal year. The Appropriations Ordinance provides for a 10% "contingency" above the budgeted expenditures for each fund, allowing the approval of unbudgeted expenditures based on unanticipated events.

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

**CLOSE PUBLIC HEARING**

Alderman LeVert made a motion to close the Public Hearing, seconded by Alderman Novit. The following voted "Aye": Aldermen Novit, Notz, Powers, LeVert, Bothfeld, Weber, and Walther. The following voted "Nay": None. 7 Ayes, 0 Nays, motion carried

**Mayor Tack closed the Public hearing at 7:54 pm**

**COUNCIL ACTION: Conduct a public hearing on the City’s FY2026 Annual Appropriation Ordinance. Upon closing the public hearing, it is recommended that the City Council consider approval of the final reading of the Ordinance and the rollovers. A copy of the ordinance is available for review by the public in the City Clerk’s office.**

Alderman Walther made a motion to approve the final reading of the Ordinance and the Rollovers, seconded by Alderman Powers. The following voted “Aye”: Aldermen Novit, Notz, Powers, LeVert, Bothfeld, Weber, and Walther. The following voted “Nay”: None. 7 Ayes, 0 Nays, motion carried

<b>ITEMS FOR OMNIBUS VOTE CONSIDERATION</b>
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- 1. Approval of the Check Register for the Period of May 18 – June 30, 2025**
- 2. Approval of an additional One-Year Professional Services Agreement with Core/Automated Merchant Systems (AMS) to provide credit card processing services with the option for early termination.**
- 3. Authorize the Police Department to utilize ILETSB grant funds to award each Police Officer, Sergeant and Commander a one-time lump sum retention bonus of 3.5% of their FY2025 salary.**
- 4. Approval of a Recommendation from the Public Works Committee to Award of Bid to Wunderlich Malec for Spruce & Sheridan Lift Station Control Panel Replacement Project in the Amount of \$54,800, to Include a 5% or \$2,740 Contingency for a Total Cost of \$57,540**
- 5. Approval of a Purchase to Replace a Water & Sewer Section Valve Turner to E.H. Wachs in the Amount of \$94,306**
- 6. Approval of a Purchase of Two Replacement Sanitation Section Scooters to Russo Equipment for \$74,950**
- 7. Approval of a Purchase of a Replacement Senior Center Passenger Vehicle to Olathe Ford Sales in the Amount of \$78,043**
- 8. Consideration of Ordinances Approving Recommendations from the Building Review Board for 1925 Field Court, 799 Everett Road, 315 Stable Lane, 1196 Sir William Lane. (First Reading and if Desired by the City Council, Final Approval)**

The City Council had a brief discussion about item # 6 and a typo. Mayor Tack asked if anyone would like an item removed or taken separately. Seeing none, he asked for a motion.

Alderman Notz made a motion to approve the eight (8) Omnibus items as presented, seconded by Alderman Bothfeld. The following voted “Aye”: Alderman Novit, 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. Consideration of an Ordinance Amending the City of Lake Forest Code Section 32.095 pertaining to the Legal Committee. (Final Approval)**

Mayor Tack reported that tonight is the third time the City Council has discussed this item, and thanked the members of the Legal Committee for their service. He made clear and confirmed with the City Attorney that the Legal Committee has no role in ethics oversight. A few Aldermen offered their insight on the discussion that included the history and duty of the committee, risk mitigation, and ethical standards. Mayor Tack then opened the opportunity for public comment.

Joanne Desmond offered her opinion opposing the amendment of the code.  
Former Mayor Mike Rummel offered his opinion opposing the amendment of the code.  
Joy Guscott-Mueller offered her opinion opposing the amendment of the code.  
Prue Beidler offered her opinion opposing the amendment of the code.  
Art Mertes offered his opinion opposing the amendment of the code.  
Lori Thuente offered her opinion opposing the amendment of the code.  
Susan Garrett offered her opinion opposing the amendment of the code.  
Ray Buschmann offered his opinion opposing the amendment of the code.  
Joe Waldeck offered his opinion opposing the amendment of the code.  
Diane offered her opinion opposing the amendment of the code.  
Cobe Stein offered his opinion opposing the amendment of the code.

City Council then resumed a lengthy discussion that included volunteers, decision-making, whose role it is, transparency, due diligence, policies, and procedures. Mayor Tack concluded by stating that the legal expertise of Ancel Glink and IRMA makes this committee obsolete, and that times have changed and the world as we knew it during the tenure of former Mayor Rummel has changed.

City Council members on both sides of the issue thanked residents for their contributions on this issue.

**COUNCIL ACTION Consideration of an Ordinance Amending the City of Lake Forest Code Section 32.095 pertaining to the Legal Committee. (Final Approval)**

Mayor Tack asked for a motion.

Alderman Walther made a motion to approve an Ordinance Amending the City of Lake Forest Code Section 32.095 pertaining to the Legal Committee, seconded by Alderman Notz. The following voted "Aye": Aldermen Notz, Powers, LeVert, Bothfeld, Weber, and Walther. The following voted "Nay": Alderman Novit. 6-Ayes, 1-Nays, motion carried.

**2. Consideration of a Recommendation from Staff to Authorize the City Manager to Enter into a Professional Services Contract with Teska Associates, Inc. for the Final Phase of the Update to the Comprehensive Land Use Plan in an Amount not to Exceed \$55,000.**

Catherine Czerniak, Director of Community Development, gave a brief overview of Teska Associates previous engagement with the City to provide support for the second and third phases of the Comprehensive Land Use Plan update. She reported that work along with the update to the plan as it relates to the Waukegan Road/Settler's Square Business District is complete. The consultant's guidance has proved to be valuable in moving the update process forward and creating what will ultimately be an electronic, easily accessible, updated Plan.

The final phase of the Plan update will build on the work completed to date and will look at the City broadly to identify and plan for areas that may still have development potential and, importantly, focus on areas previously identified as likely areas that may provide redevelopment opportunities in the future. The goal is for the City to be proactive in planning for future development, to set realistic expectations for property owners, real estate professionals, and developers.

The City Manager's Working Group will provide direction throughout the research and draft development process. A continuation of Teska's professional services contract is requested to build upon the momentum established to date and to provide continuity as the update moves into the final phase.

Mayor Tack offered the opportunity for public comments. Seeing none, he asked for a motion.

**COUNCIL ACTION:** Authorize the City Manager to enter into a professional services contract with Teska Associates, Inc. for completion of the Comprehensive Land Use Plan update in an amount not to exceed \$55,000.

Alderman LeVert made a motion to authorize the City Manager to enter into a professional services contract with Teska Associates, Inc. for completion of the Comprehensive Land Use Plan update in an amount not to exceed \$55,000, seconded by Alderman Powers. The following voted "Aye": Aldermen Novit, Notz, Powers, LeVert, Bothfeld, Weber, and Walther. The following voted "Nay": Alderman Novit. 7-Ayes, 0-Nays, motion carried.

<b>NEW BUSINESS</b>
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<b>ADDITIONAL ITEMS FOR COUNCIL DISCUSSION/COMMENTS BY COUNCIL MEMBERS</b>
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<b>ADJOURNMENT</b>
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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 9:18 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 Monday, August 4, 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 6:58 p.m., and City Clerk Margaret Boyer called the roll of Council members.

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

**PLEDGE OF ALLEGIANCE** was recited by all those present.

**REPORTS OF CITY OFFICERS**

**COMMENTS BY MAYOR**

Mayor Tack reminded the community of Lake Forest Day. He announced the Dialogue winner, Meredith Peper.

Mayor Tack read the Resolution of Appreciation. Photos were taken.

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

COUNCIL ACTION: Approve the resolution of Appreciation.

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

**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

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

**COMMENTS BY CITY MANAGER**

City Manager Wicha introduced Dr. Tanya Huang, President of Friends of the Lake Forest Library.

- A. Community Spotlight**
  - **Friends of Lake Forest Library**
  - **Dr. Tanya Huang, President of the Friends of Lake Forest Library**

Dr. Huang gave a brief history of the annual book sale. She reported that over 3 million dollars has been raised. She went on to share the restoration projects that have been funded. She also stated that the book Sale will be Friday- Sunday at the Rec Center. The Friends of Lake Forest Library will be celebrating 50 years in 2026.

City Manager Wicha then introduced Byron Kutz, Engineering Superintendent, to provide the monthly Streetscape Project update and the Bank Lane Construction Project update.

- B. 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 granite curb installation, shifting pedestrian traffic to the south sidewalk, and sidewalk removal on the north side. The Western Avenue closure is from August 7-24, and 3 business grant applications have been received. He stated that the project was still on track. Mr. Kutz reported on the construction communication series, Meet the Engineer, on Thursday, August 6, from 6-7 pm. He then reported on the Bank Lane enhancements, noting that the majority of work is during the day and the most disruptive work will happen at night, the masonry wall installation is ongoing, and later this week or the next the remaining concrete sidewalk base course will be put in, and lastly, pedestrians will shift back to sidewalks and the pavement will be removed.

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

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

Chief Burke highlighted the success of the City First Community Emergency Response Team, which is a national program that trains residents to assist in emergencies. Their training includes first aid, fire safety, search and rescue, disaster preparedness, and traffic direction. The 11 recent graduates will form Lake Forest's first official CERTS Team.

<b>OPPORTUNITY FOR CITIZENS TO ADDRESS THE CITY COUNCIL</b>
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<b>COMMITTEE REPORTS</b>
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**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**

Byron Kutz, P.E., Superintendent of Engineering, reported that this item was last seen in June to proceed with the standard arch bridge. One of the last steps is to complete the funding agreement to get on the September letting schedule with IDOT. The City received two construction grants for a total of \$3,680,000 with a local

match of \$1,212,952 (excluding construction engineering and contingency). IDOT requires funding agreements to be executed by the City before the bid opening. The bid opening is September 19, 2025.

The City Council had a discussion on the total cost of the project, the total number of cars on the bridge per day (500), and the ability to pay for this is only because of the grants the City can get.

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

**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**

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

**ITEMS FOR OMNIBUS VOTE CONSIDERATION**

1. **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.**
3. **Approval of a Resolution of Appreciation for Retiring Members of Boards and Commissions as follows:**

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

4. **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)**
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**

**CITY COUNCIL ACTION Approve the six (6) omnibus items as presented.**

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 Powers. The following voted "Aye": Aldermen Novit, Clemens, Notz, Powers, LeVert, Bothfeld, Weber and Walther. The following voted "Nay": none. 8-Ayes, 0-Nays, motion carried.

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

<b>OLD BUSINESS</b>
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<b>NEW BUSINESS</b>
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- 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.**

Andy Rick, Fire Chief, reviewed the project needs. While the Police Department is relocating, there is an opportunity to address long-standing issues of outdated and cramped facilities and inadequate living and working quarters. Stating that the facilities don't support the current staffing models or wellness needs. He reviewed the RFP process that produced nine responses, four of which came in for interviews. This resulted in the recommendation of Wight and Company. He said they are experienced and a fully integrated architectural and engineering firm, they have extensive past project knowledge, and their expertise in long-term planning and creative design with a focus on meeting budget targets. Chief Rick went on to share the proposed project timeline, which is about 15-8 months.

The City Council requested a guideline of what's happening financially in Capitol for FYs 27, 28, and 29 on debt service at the next workshop.

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

**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.**

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

<b>ADDITIONAL ITEMS FOR COUNCIL DISCUSSION/COMMENTS BY COUNCIL MEMBERS</b>
--

Mayor Tack stated that there will be no further business following the executive session.

- 1. 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, and (c) (2) collective bargaining.

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

**Adjournment into Executive Session at 7:20 pm**

**Reconvene into Regular Session 9:17 pm**

<b>ADJOURNMENT</b>
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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 9:18 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 WORKSHOP MEETING  
*Proceedings of Tuesday, September 2, 2025*  
Dickinson Hall  
100 E Old Mill Road, Lake Forest, IL 60045

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

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

Absent: Alderman Weber.

**CALL TO ORDER AND ROLL CALL**

**1. Police Station Financing Overview**

Katie Skibbe, Finance Director, reported that the bid opening has been extended to September 17. She reviewed the project financing recommendation of assuming \$25 million in construction costs with \$6 million in cash that is made up from FY25 Operating surplus of 3.6m and FY26 drawdown of reserves of 2.4m, along with issuing General Obligation bonds for the remaining \$19 million. Current debt service capacity was reviewed along with goals of issuing debt that included providing funding for the renovated Police Station, the lowest cost debt structure, the lowest increase to taxpayers, and using a phase-in approach when increasing obligation to taxpayers. Financing models were shared along with overlapping debt projections for the 2025 Bonds. She also shared a bid pricing sensitivity analysis that ranged from +5%, +10%, and +15% along with -5% and -10%. A potential Bond issue timeline was shared to include the following: September-October -Review Potential Bond Financing Model, Parameters Ordinance, and Distribute Preliminary Official Statement. October–November - Moody’s Rating Call and receive Moody’s Rating. And November – December- Bond Sale and Closing. Looking forward to future Capital needs, the City would have no debt capacity until the 2033 Levy. There are healthy reserves for unforeseen expenses. The renovation of the Fire Station is included in the Capital Budget \$8m. Any additional funds needed could come from the General Fund surplus or reserves. The next large project tentatively may begin in Winter 2027.

The City Council discussed interest rates, the self-imposed tax cap, timing issues of when money is needed, the drawdown schedule, Federal interest rates, and potentially tying future City Councils’ hands. Additional discussion on Fund Balance reserves requirements, grants, the City’s healthy reserves, looking to an updated 5-year forecast after bonds are issued, future discussions at the November capital workshop, comfort level with 2 large transformative projects, the other being a Recreation Center, and lastly, the reasonable and prudent financing in comparison to other communities that are doing a similar project at more than twice the cost.

Mayor Tack asked if there was anyone from the public who would like to comment. Seeing none, he moved to the next item on the agenda.

## **2. Temporary Private Installations in the Market Square Greensward**

Catherine Czerniak, Director of Community Development, reported that over the last year, we have had requests for temporary installations on the Greensward, and a lack of clarity has caused confusion. She noted that the City of Lake Forest owns the middle of Market Square. After speaking with the City Attorney and considering the option to say no to any installations, it's suggested that putting parameters in an Administrative Directive would give staff and potential users parameters. At the Attorney's suggestion, the directive should be Content Neutral, utilize the already existing Special Event Permit, speak to Duration of the installation, be limited to a Single User, and define Installation Limitations and Size. She went on to say that the City cannot regulate the content the user plans on displaying.

The City Council discussed what the decision-making process would look like if two parties wanted it for the same day, and how far in advance it can be booked. 30,60, 90 days or years in advance. Duration to be 4 hours to include setup and tear down, the ability to say no overall, event creep, insurance requirements security guarantee, access to electric, impact to the Deer Path Art League, should the City become a partner in that event, there would be no parameters since it would be a City event, The benign uses of the Greensward, public property use in the courts, not a perfect solution, protests. This directive won't affect freedom of speech on public property to include the use of streets and sidewalks. The City's ability to regulate the impact of the Greensward by utilizing the Special Event Permit. What are the time constraints? Can a user have more than one event per year? Daylight to dusk hours and creating clear expectations for both the City and the user. Ms. Czerniak stated that we can try this directive for a year and see what may need to be changed.

Mayor Tack asked if there was anyone from the public who would like to comment. The question of a 4-hour event was asked, and whether we have any existing parameters. Seeing no additional comments, he moved to the next item on the agenda.

## **3. July 4, 2026 - 250<sup>th</sup> Celebration Planning**

Mike Wick, Director of Parks & Recreation, reported that 2026 marks America's 250th Birthday, and to enhance the 4th of July celebration, we need to start planning now. He noted that Friends of Lake Forest Parks and Recreation currently runs the fireworks event (and the Holiday Tree Lighting). He gave a background and an overview of the fireworks event that included history of it being a long standing event in the community, Friends took over in 2007 after the folding of the Lake Forest Symphony, the Event has been used as a fundraiser for the Friends, the City provided in-kind donation of labor \$30,000 for day of operations and in FY26, the City allocated \$70,000 to the Friends of Lake Forest Park and Recreation to run the fireworks and tree lighting events. He stated that rather than subsidize those events for the Friends, the Staff proposes allocating the funds to the Recreation Department to enhance the celebration, and if that occurs, the City should also take back running the Holiday Tree Lighting Event. Efforts would then be focused on community partnerships by creating an interdisciplinary staff team to lead the effort, along with convening a resident volunteer City Manager Advisory Group and creating partnerships with community groups and businesses. Mr. Wick asked Council to direct staff to begin planning and support redirecting funds for the future FY 27 budget from Friends Foundation to the Recreation Department.

The City Council discussed past Fourth of July events and how it has transformed through the years. Also, the Friends Foundation was discussed as a 501 3c as a venue for donations to Recreation. The City Council asked that the Friends share core costs for the event so that they can make an informed decision on the topic and not include all the added extras. Names for community members would be solicited for a City Manager Ad Hoc group that may only meet 3 to 4 times with staff executing the plan. Looking for an affordable community event. City Council asked Mr. Wick to come back with additional information after hearing from the Friends.

Mayor Tack asked if there was anyone from the public who would like to comment. Seeing none, he moved to the next item on the agenda.

#### **4. Waveland Park Pavilion**

Jim Lockefer, Assistant Public Works Director, gave background information that included project design beginning in June 2024, which was then opened up to public input on design, which occurred in late summer 2024. The cost estimate of \$950,000 was developed by the architect in the fall of 2024 for inclusion on the CIP. The design was completed, and the project bid opening was in May 2025. All bids came in over the estimate. The low bid represents a \$415,000 overage, including the 10% contingency. Staff did a thorough review to understand the significant budget overage. There were no unique items that drove the cost in any trade, and the tight bid range confirmed that contractors understood the project. They also looked at value engineering project options to reduce the cost. He explained that there are options for the Council to consider: Move forward with project construction in Spring 2026, utilizing FY26 project savings to cover overage, or Re-budget and reprioritize the project in a future Fiscal Year.

The City Council discussed replacement vs. renovation, prevailing wage, the cost at length, other parks, and the standard of the building at them. The footprint, value engineering, commercial construction, and bringing this to the full City Council for a decision.

Mayor Tack asked if there was anyone from the public who would like to comment. Diane agreed with the Council's comments and appreciated all of them. Seeing no additional comments, he moved to the next item on the agenda

#### **5. Ringwood Bridge Design**

Byron Kutz, Superintendent of Engineering, gave an overview of the project's need and scope. The bridge was constructed circa 1913 and rehabilitated in 1989. It is located within a historic district. The sufficiency rating is lower than federal guidelines, and the Bridge Report recommends full removal and replacement.

Mr. Kutz went over options for the Project approach. Phase I Design to replicate the existing historic bridge design (IDOT standards for grant). *Note: Phase I design doesn't include final structural decisions; final design is in Phase II. And apply for the Construction Grant upon Phase I Completion.* If the grant is successful, continue with Phase II Design, replicating the current structure. If the grant is not successful, revise the design as needed and construct a locally funded bridge. Project Timelines were shared for Phase I design. Concurrence among the Council was sought for proceeding with Phase I Design to replicate the existing historic bridge design in pursuit of an IDOT grant.

The City Council discussed public input and cost differentials, residents not being aware of the delta and what is at stake, closing the bridge, other cost-effective options that may be available, number of cars per day, what is included in phase one as it relates to the span of the bridge, public feedback, and updated standards. There was consensus among the Council to proceed.

Mayor Tack asked if there was anyone from the public who would like to comment. Seeing none, he moved to the next item on the agenda.

**6. Opportunity for Public Comment**

None this evening

**7. Adjournment**

There being no further business, Mayor Tack asked for a motion to adjourn. Alderman Walther made a motion to adjourn, seconded by Alderman Novit. Motion carried unanimously by voice vote at 8:36 p.m.

Respectfully Submitted,  
Margaret Boyer, City Clerk



Lake Forest  
Health & Fitness Center

1200 North Westmoreland Road  
Lake Forest, Illinois 60045-1601  
847.535.7000  
nm.org

September 9, 2025

Mayor Tack  
The City of Lake Forest  
220 East Deerpath  
Lake Forest, Illinois 60045

Dear Mayor Tack,

Northwestern Medicine Lake Forest Health & Fitness Center is asking for the City Council's consideration of a waiver for the requirements of the fidelity bond, with regards to our NM 5k Race to Impact 2025 license application. NM 5k Race to Impact 2025 includes items with an estimated value of approximately \$3,500.00 , and we anticipate the number of tickets to be sold at 2,500.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads 'Roberta Duguid'.

Roberta Duguid  
Center Director



# Notice of Appointment of Authorized Agent

Revised August 2023  
Questions? Call 1-800-728-7971.

## Upload this form through Employer Access

Please print in capital letters, using black ink.

0	3	3	6	2	City Of Lake Forest
Employer Number					Employer Name

### AUTHORIZED AGENT INFORMATION

Benjamin	L	Roesler	
First Name	M.I.	Last Name	Jr., Sr., II, etc.

Municipality
Type of Governing Body

09	15	2025	09	15	2025	Director of Human Resources
Date Appointment Made (MM/DD/YYYY)			Effective Date of Appointment (MM/DD/YYYY)			Position Title

Do you give the Authorized Agent the authority to:

- File a Petition for Nominations of an Executive Trustee of IMRF  Yes  No
- Cast the Ballot for Election of an Executive Trustee of IMRF  Yes  No

The Authorized Agent does not need to participate in IMRF to file a petition or cast a ballot. If you do not give the Authorized Agent the authority to petition and/or vote, the governing body must perform these duties.

Authorized Agent Signature (write; do not print or type)	Date (MM/DD/YYYY)
--	-------------------

**IMPORTANT NOTE: By law, all new Authorized Agents must attend Authorized Agent training within three months of appointment. Visit the IMRF website at <https://www.imrf.org> to register for Authorized Agent training.**

### CERTIFICATION

I, Margaret Boyer, do hereby certify that I am Clerk

Name Clerk or Secretary

of the City of Lake Forest, IL

Name of Employer

and the keeper of its books and records and the foregoing appointment and delegation were made by resolution duly adopted on the date indicated.

Signature of Clerk or Secretary of the Board (write; do not print or type)
--



FOR5J00-000BJC9

0	3	3	6	2
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Employer Number

### BUSINESS MAILING ADDRESS

Benjamin	L	Roesler	
First Name	M.I.	Last Name	Jr., Sr., II, etc.
800 N. Field Drive		Lake	
Mailing Address		County	
Lake Forest	I	L	60045
City	State	Zip Code (zip+4 if known)	
847-810-3532			
Daytime Telephone (with Area Code)	Alternate Telephone (with Area Code)		
847-234-3675	roeslerb@cityoflakeforest.com		
Fax Number (with Area Code)	Email		

### INSTRUCTIONS

- The governing body of an IMRF employer (including townships) can appoint any qualified party as the employer's IMRF Authorized Agent.
- The governing body makes the appointment by adopting a resolution.
- The clerk or secretary of the governing body must certify the appointment (see Certification on previous page).

**IMRF**, 2211 York Road, Suite 500, Oak Brook, Illinois 60523-2337  
 Employer Services: 1-800-728-7971 FAX: 630-706-4289  
[www.imrf.org](http://www.imrf.org)

**THE CITY OF LAKE FOREST**

**ORDINANCE NO. 2025 – \_\_\_\_\_**

**AN ORDINANCE APPROVING A FRANCHISE AGREEMENT FOR  
FOOD SCRAP COMPOSTING**

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 A FRANCHISE AGREEMENT FOR  
FOOD SCRAP COMPOSTING**

**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 is authorized to enter into a franchise agreement with a single waste hauler to provide for residential and commercial solid waste, recycling and landscape waste removal; and

**WHEREAS**, the City previously provided notice and solicited responses to a Request for Proposals for a franchise to provide for food scrap composting collection services; and

**WHEREAS**, the City entered into a one (1) year Franchise Agreement with WasteNot, Inc., the lowest responsible and responsive bidder, that provided for three (3) renewal terms; and

**WHEREAS**, the City has determined that it is in the best interests of the health, safety, and welfare of the City and its residents to approve an extended Franchise Agreement with WasteNot, Inc., for a period of five (5) years.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAKE FOREST, COUNTY OF LAKE, AND STATE OF ILLINOIS, PURSUANT TO ITS HOME RULE AUTHORITY, AS FOLLOWS:**

**SECTION ONE: Recitals.** The recitals set forth above are hereby incorporated into and made a part of this Ordinance as if fully set forth in this Section 1.

**SECTION TWO: Grant of Franchise.** The City Council hereby approves the Food Scrap Composting Franchise Agreement with WasteNot Inc., in the form attached as Exhibit A.

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

Passed this \_\_\_\_ day of \_\_\_\_\_, 2025.

AYES:

NAYS:

ABSENT:

ABSTAIN:

Approved this \_\_ day of \_\_\_\_\_, 2025.

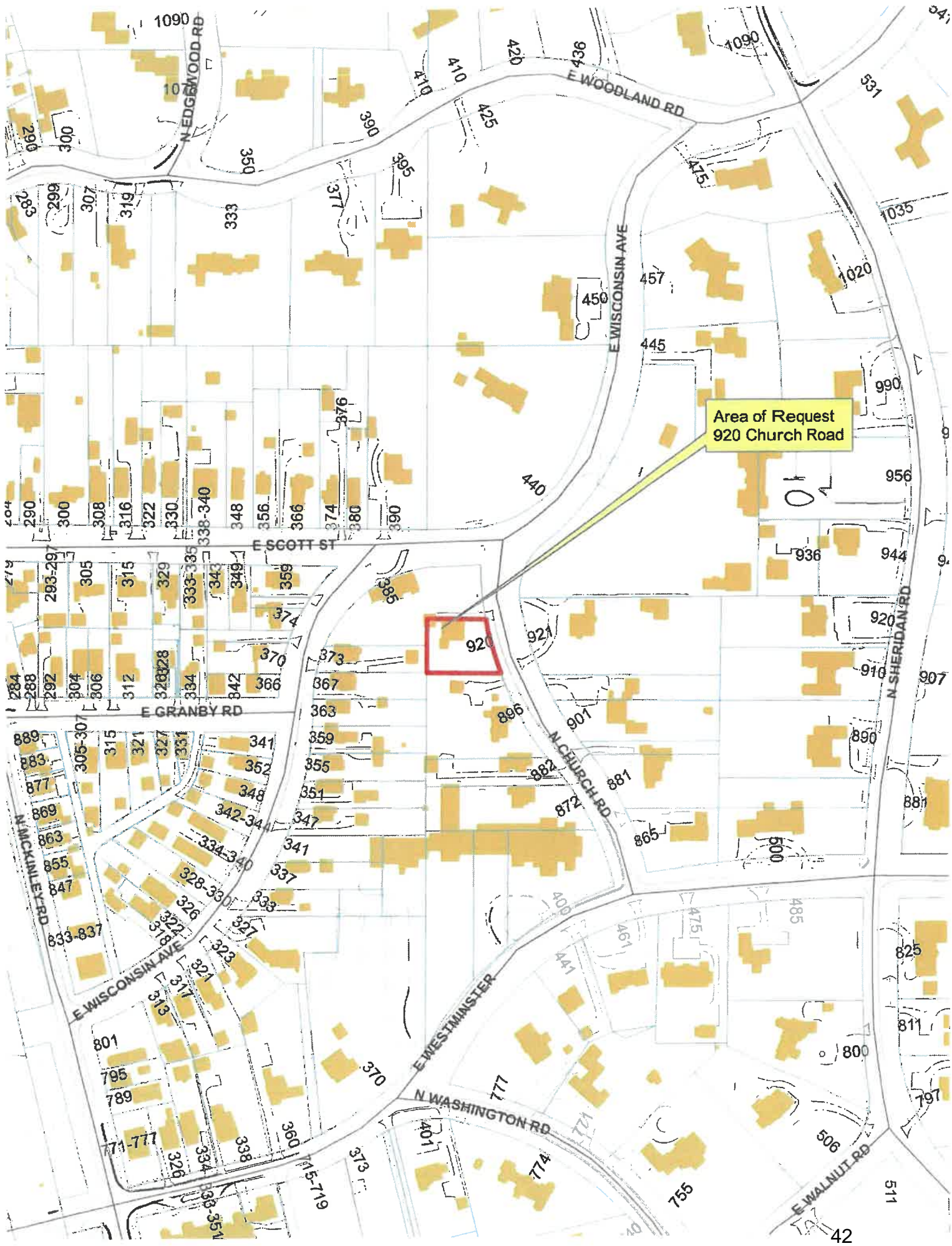
\_\_\_\_\_  
Mayor

ATTEST:

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

**EXHIBIT A**

**FOOD SCRAP COMPOSTING FRANCHISE AGREEMENT**



Area of Request  
920 Church Road

920

THE CITY OF LAKE FOREST

ORDINANCE NO. 2025 - \_\_\_\_

AN ORDINANCE GRANTING A FLOOR AREA EXCEPTION FOR  
THE PROPERTY LOCATED AT 920 CHURCH ROAD

**WHEREAS**, Jason and Jessica Wicha (“*Owners*”) are the owners of that certain real property commonly known as 920 Church Road, Lake Forest, Illinois and legally described in Exhibit A, attached hereto (“*Property*”); and

**WHEREAS**, the Property has been designated as a Local Landmark or included in a Local Historic District pursuant to Chapter 155 of the City Code; and

**WHEREAS**, the Property is in the R-1, Single Family Residence Zoning District; and

**WHEREAS**, the Owners desire to construct improvements including a mudroom addition and covered walkway (“*Improvements*”) as depicted on the site plan and architectural drawings that are attached hereto as Group Exhibit B (“*Plans*”); and

**WHEREAS**, in order to construct the Improvements, Section 155.07 of the City Code requires the Owners to obtain a Certificate of Appropriateness (“*CoA*”) from the Historic Preservation Commission (“*HPC*”);

**WHEREAS**, some of the Improvements as depicted on the Plans would exceed the maximum floor area allowances set forth in Section 150.148(D), which apply to new construction on, or additions and alterations to existing construction on, residential property; and

**WHEREAS**, pursuant to notice duly published, the HPC reviewed and evaluated the Plans at a public hearing held on July 23, 2025; and

**WHEREAS**, the HPC, having fully heard and having considered the evidence and testimony by all those attending the public hearing who wished to testify, made the following findings:

1. the Property is located within the R-1 District under the City Code,
2. Owners propose to construct the Improvements as depicted on the Plans,

3. as depicted on the Plans, the Improvements exceed the maximum floor area allowances set forth in Section 150-148(D) of the City Code,
4. the Improvements are consistent with the design standards in Section 150.147 of the City Code,
5. the Property is in a local historic district or is designated as a Local Landmark and the Improvements are consistent with the standards in the Historic Preservation Ordinance, and approval of the Improvements as depicted on the Plans would further the purpose of the Historic Preservation Ordinance,
6. the HPC has determined that the Plans qualify for a Certificate of Appropriateness under the standards set forth in Section 155.08 of the City Code;
7. the location, massing and architectural detailing of the Improvements will mitigate any view of the Improvements from off of the property and as a result, the proposed development of the Improvements as set forth on the Plans is in keeping with the streetscape and overall neighborhood,
8. the Improvements are sited in a manner that minimizes the appearance of mass from the streetscape and neighboring residences due to the location, existing fencing and vegetation. In addition, the proposed Improvements will not have a significant negative impact on the light to or views from neighboring homes.
9. the height and mass of the Improvements will generally be compatible with the existing improvements on the site and with neighboring homes, will be subordinate to the existing structure and to structures on adjacent lots, buildings on the street and on adjacent streets, and other residences and garages in the same subdivision,
10. the evidence presented indicates that the construction of the Improvements, if undertaken in conformity with this Ordinance, the recommended conditions, and the Plans, will meet the standards and requirements of Sections 150.147 and 150.148 of the City Code,

and recommended that the City Council approve the Application and the Plans and grant an exception to the maximum allowable floor area consistent with the Plans, subject to the terms and conditions hereinafter set forth; and

**WHEREAS**, the Mayor and City Council, having considered Owners' request for an exception to the maximum floor area requirements set forth in Section 150.148 of the City Code and the findings and recommendations of the HPC, have determined that it is in the best interests of the City and its residents to grant such exceptions, subject to the terms and conditions hereinafter set forth; and

**WHEREAS**, the Mayor and City Council further determine in the exercise of the City's home rule powers that it is in the best interests of the City and its residents to grant Owners' request for exceptions to the otherwise applicable maximum floor area requirements, subject to the terms and conditions hereinafter set forth;

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF LAKE FOREST, COUNTY OF LAKE, STATE OF ILLINOIS**, as follows:

**SECTION ONE: Recitals.** The foregoing recitals are hereby incorporated into and made a part of this Ordinance as if fully set forth.

**SECTION TWO: Maximum Floor Area Exception Granted.** Pursuant to Section 155.08 of the City Code, and subject to the limitations therein and the conditions set forth in Section Three of this Ordinance, the City Council does hereby grant an exception to the maximum floor area requirements set forth in Section 150.148(D) of the City Code, as more fully depicted on the Plans, by allowing the Improvements which together with other structures on the Property will have a maximum square footage not to exceed 3,683 square feet, 27% over the allowable square footage.

**SECTION THREE: Conditions on Approval.** The approval granted pursuant to Section Two of this Ordinance shall be, and is hereby, conditioned upon and limited by the following conditions, the violation of any of which shall, in the discretion of the Mayor and City Council, render void the approvals granted by this Ordinance:

- A. **No Authorization of Work.** This Ordinance does not authorize commencement of any work on the Property. Except as otherwise specifically provided in writing in advance by the City, no work of any kind shall be commenced on the Property pursuant to the approvals

granted in this Ordinance except only after all permits, approvals, and other authorizations for such work have been properly applied for, paid for, and granted in accordance with applicable law.

- B. Compliance with Laws. Chapters 150, regarding building, 156, regarding subdivisions, 159, regarding zoning, and 155, regarding historic preservation, of the City Code, and all other applicable ordinances and regulations of the City shall continue to apply to the Property, and the development and use of the Property shall be in compliance with all laws and regulations of all other federal, state, and local governments and agencies having jurisdiction.
- C. Tree Preservation. The Owners will fully comply with Chapter 99 of the City Code, regarding trees, as it relates to the construction of the Improvements.
- D. Compliance with the Plans. The Improvements must be developed on the Property in substantial compliance with the Plans.
- E. Fees and Costs. The Owners shall be responsible for paying all applicable fees relating to the granting of the approvals set forth herein in accordance with the City Code. In addition, the Owners shall reimburse the City for all of its costs (including without limitation engineering, planning, and legal expenses) incurred in connection with the review, consideration, approval, implementation, or successful enforcement of this Ordinance. Any amount not paid within 30 days after delivery of a demand in writing for such payment shall, along with interest and the costs of collection, become a lien upon the Property, and the City shall have the right to foreclose such lien in the name of the City as in the case of foreclosure of liens against real estate.
- F. Other Conditions. The improvements shall be substantially in conformance with the Commission's deliberations as reflected on Exhibit C, Certification of Appropriateness, attached hereto.

**SECTION FOUR: Effective Date.** This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner provided by law; provided, however, that this Ordinance shall, in the discretion of the City Council, be of no force or effect if Owner has not (i) executed and (ii) thereafter filed with the City Clerk, within 90 days following the passage of this Ordinance, the unconditional agreement and consent, in the form attached hereto as Exhibit D and by this reference made a part hereof, to accept and abide by each and all of the terms, conditions, and limitations set forth herein. The City Clerk is hereby directed to record this Ordinance and such agreement and consent with the Recorder of Deeds of Lake County.

PASSED THIS \_\_ DAY OF \_\_\_\_\_, 2025.

AYES: ( )

NAYS: ( )

ABSENT: ( )

ABSTAIN: ( )

PASSED THIS \_\_ DAY OF \_\_\_\_\_, 2025.

---

Mayor

ATTEST:

---

City Clerk



GROUP EXHIBIT B

The Plans

WEST ELEVATION - PROPOSED



PROPOSED PARTIAL WEST ELEVATION  
SCALE: 3/8"=1'-0"

**AKL** architectural services  
WWW.AKLARCH.COM  
34121 N. U.S. RT. 45, SUITE 209, GRAYS LAKE, ILLINOIS 60008 847.356.8025

NEW ADDITION FOR THE WICHA FAMILY  
320 CHURCH RD., LAKE FOREST, IL 60045

PROPOSED WEST ELEVATION  
SCALE: AS NOTED

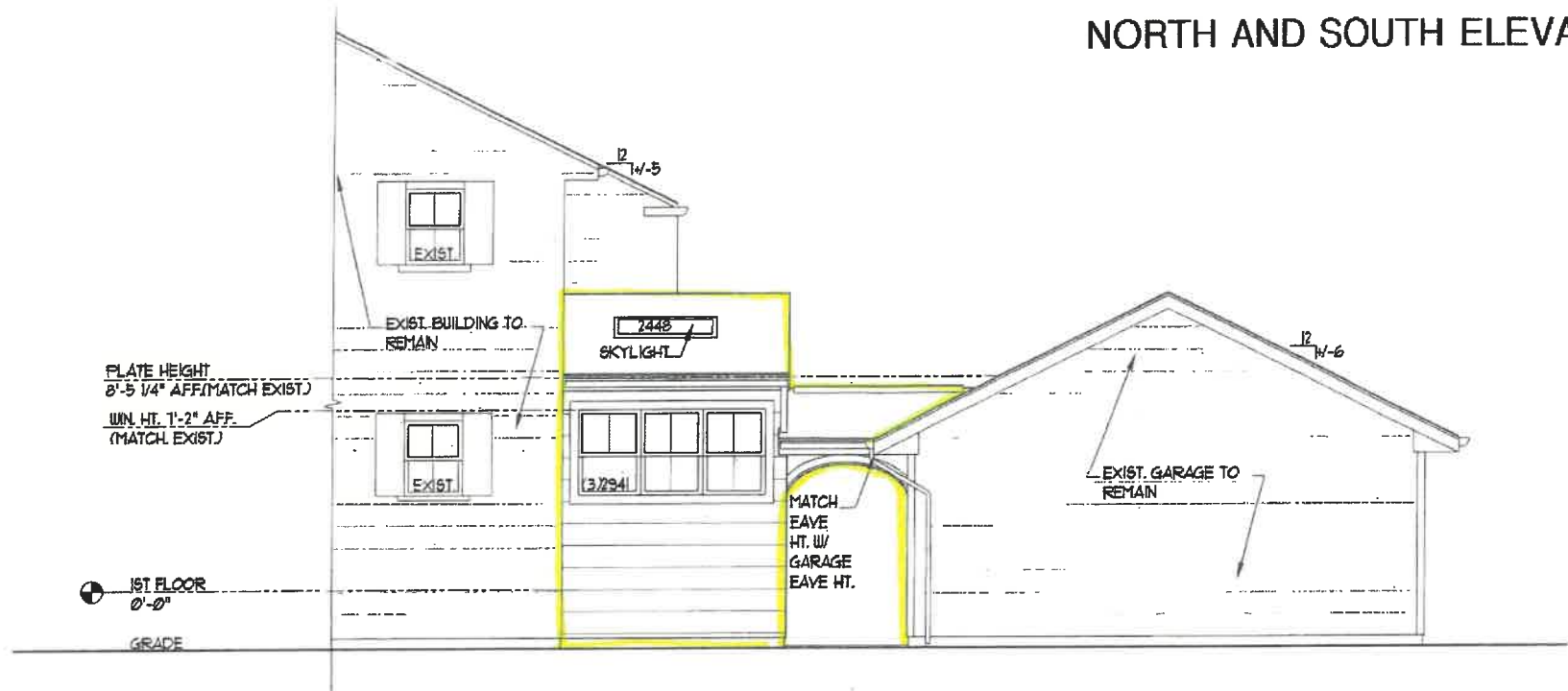
NO.	REVISION	DESCRIPTION	INITIAL	DATE

DATE: 4/16/2025  
DRAWN: HBA  
CHECKED: DED  
PROJ. NO.: 24099  
SHEET NO.: 5

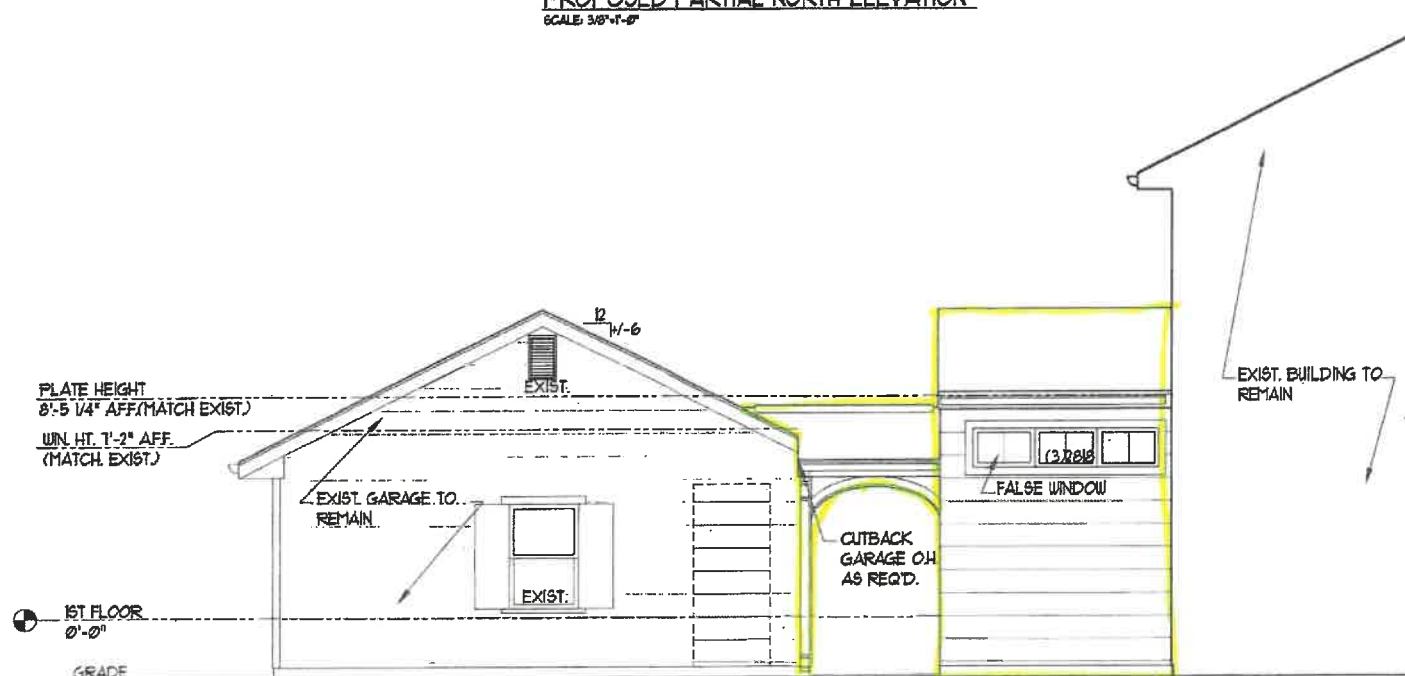
**GROUP EXHIBIT B**

**The Plans**

**NORTH AND SOUTH ELEVATION - PROPOSED**



**PROPOSED PARTIAL NORTH ELEVATION**  
SCALE: 3/8\"/>



**PROPOSED PARTIAL SOUTH ELEVATION**  
SCALE: 3/8\"/>

**AKL architectural services**  
WWW.AKLARCH.COM  
34121 N. U.S. RT. 45, SUITE 209, GRAYS LAKE, ILLINOIS 60130 847.356.8025

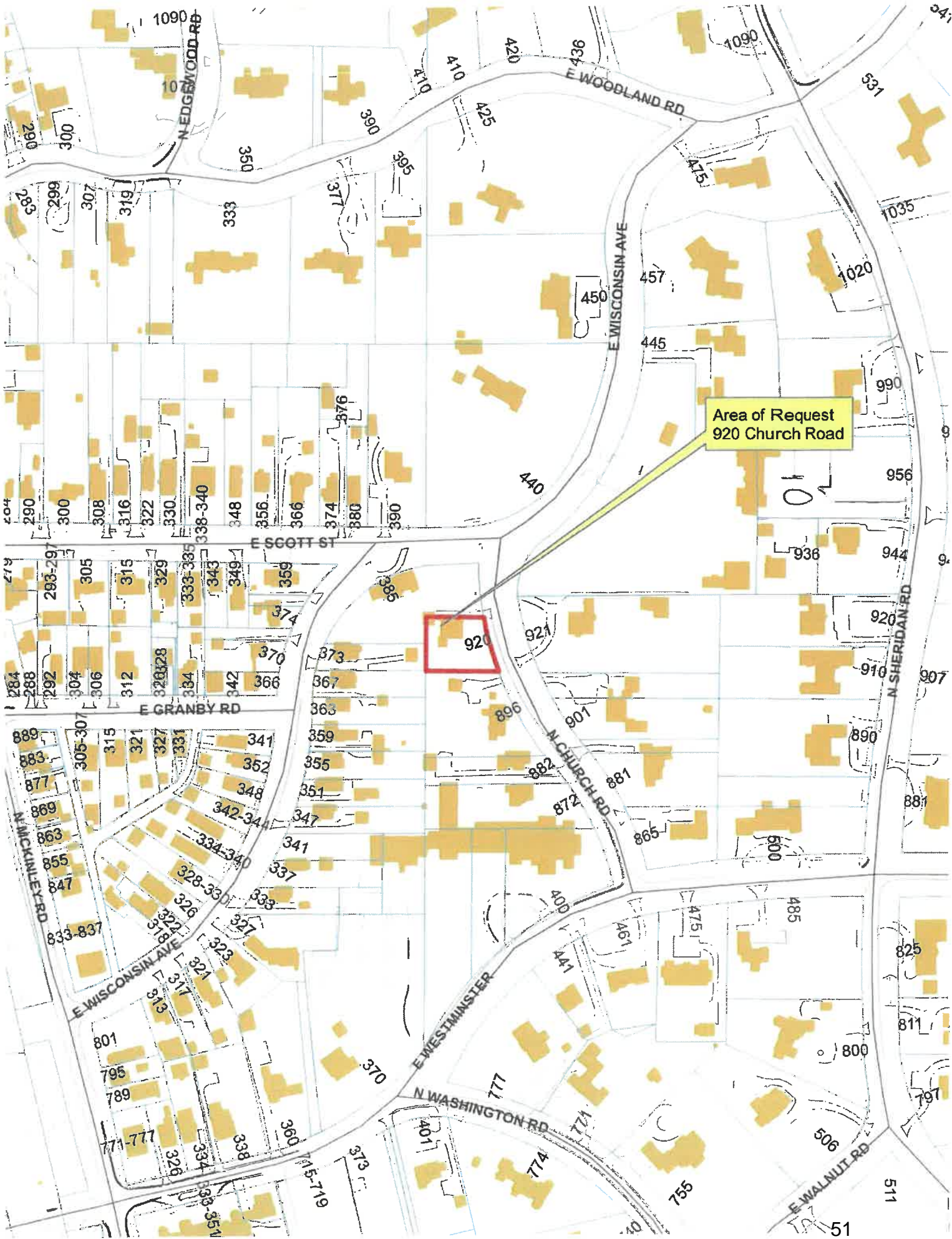
**NEW ADDITION FOR THE WICHA FAMILY**  
930 CHURCH RD.  
LAKE FOREST, IL 60045

PROPOSED NORTH ELEVATION  
PROPOSED SOUTH ELEVATION  
SCALE: AS NOTED

NO.	REVISION DESCRIPTION	DATE

DATE: 4/16/2015  
DRAWN: HSA  
CHECKED: DHD  
PROJ. NO.: 24099

4



Area of Request  
920 Church Road

920

N EDGEWOOD RD

E WOODLAND RD

E WISCONSIN AVE

E SCOTT ST

E GRANBY RD

N CHURCH RD

E WESTMINSTER

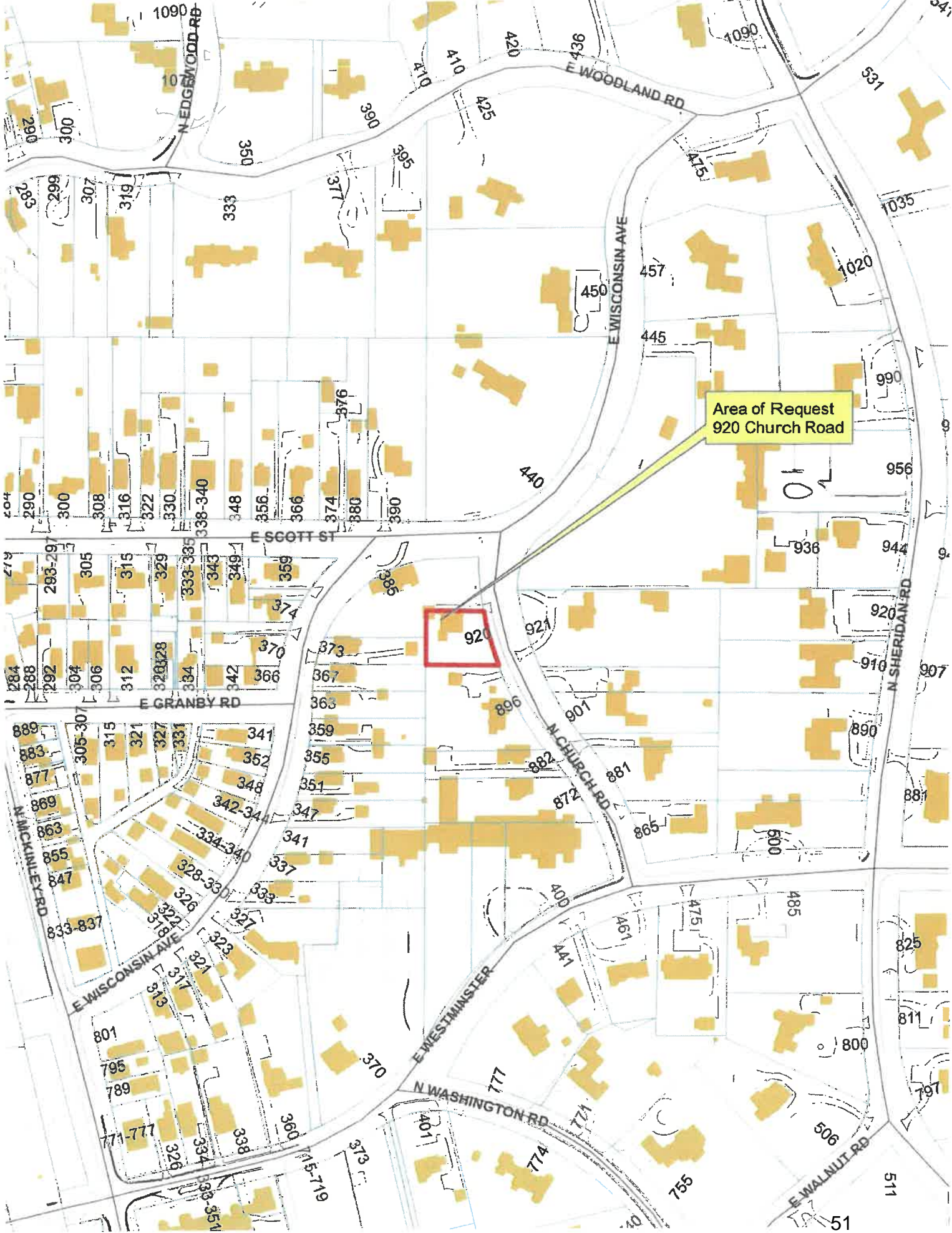
N WASHINGTON RD

E WALNUT RD

N MCKINLEY RD

N SHERIDAN RD

E WISCONSIN AVE



Area of Request  
920 Church Road

920

N EDGEWOOD RD

E WOODLAND RD

E WISCONSIN AVE

E SCOTT ST

E GRANBY RD

N CHURCH RD

E WESTMINSTER

N WASHINGTON RD

E WALNUT RD

N MCKINLEY RD

N SHERIDAN RD

E WISCONSIN AVE

**THE CITY OF LAKE FOREST**  
**ORDINANCE NO. 2025-\_\_\_**

**AN ORDINANCE GRANTING A VARIANCE FROM THE REAR YARD SETBACK FOR  
PROPERTY LOCATED AT 920 CHURCH ROAD**

**WHEREAS**, Jason and Jessica Wicha ("**Owners**") are the owners of that certain real property commonly known as 920 Church Road, Lake Forest, Illinois and legally described in **Exhibit A**, attached hereto ("**Property**"); and

**WHEREAS**, the Property is located in the R-1, Single Family Residence Zoning District; and

**WHEREAS**, the Owners desire to add a mudroom and covered walkway within the rear yard setback ("**Improvements**") as depicted on the site plan attached hereto as **Group Exhibit B** ("**Plans**"); and

**WHEREAS**, the Owners submitted an application ("**Application**") for a variance from Section 159.084, R-1, Single Family Residence District, of the City of Lake Forest Code to allow construction of the Improvements, within the front and side yard setbacks; and

**WHEREAS**, pursuant to notice duly published, the ZBA reviewed and evaluated the Plans at a public hearing held on July 28, 2025; and

**WHEREAS**, the ZBA, having fully heard and having considered the evidence and testimony by all those attending the public hearing who wished to testify, made the following findings:

1. The proposed addition is modest in scale and well screened from the streetscape and adjacent neighbors. The Historic Preservation Commission reviewed the project and recommended approval of a building scale variance for the addition. The addition will not alter the essential character of the neighborhood.
2. The historic nature of the property, the original siting of the home and garage prior to current zoning regulations, and the later approval of a variance to allow replacement of a pre-existing garage in 1989, create unique conditions upon which the variance is requested.
3. The hardship on which the request for a variance is based is the creation of the lot and the construction of the home prior to the adoption of the current zoning regulations.
4. No evidence has been submitted indicating that the variance if approved, will increase congestion, endanger public safety, or diminish property values in the neighborhood.

and recommended that the City Council approve the variance subject to the terms and conditions hereinafter set forth; and

**WHEREAS**, the Mayor and City Council, having considered Owners' Application to construct the Improvements on the Property, and the findings and recommendations of the ZBA, have determined that it is in the best interests of the City and its residents to grant approval of the requested variance subject to the terms and conditions hereinafter set forth;

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF LAKE FOREST, COUNTY OF LAKE, STATE OF ILLINOIS**, as follows:

**SECTION ONE: Recitals.** The foregoing recitals are hereby incorporated into and made a part of this Ordinance as if fully set forth.

**SECTION TWO: Approval of Application.** Pursuant to Section 159.042 of the City Code, and subject to the limitations therein and the conditions set forth in Section Four of this Ordinance, the City Council does hereby grant approval of the Application to allow the construction of the Improvements on the Property, as more fully depicted on the Plans.

**SECTION THREE: Zoning Setback Variances Granted.** Based on the findings presented above, the City Council does hereby grant approval of the requested variance to allow a covered walkway extending no further west than the east wall of the existing garage, a distance of 13'7" from the house and encroaching 11'-6" into the rear yard setback, and a mudroom no closer than 23.5 feet to the rear property line.

**SECTION FOUR: Conditions on Approval.** The approval granted pursuant to Sections Two and Three of this Ordinance shall be, and is hereby, conditioned upon and limited by the following conditions, the violation of any of which shall, in the discretion of the Mayor and City Council, render void the approvals granted by this Ordinance:

- A. No Authorization of Work. This Ordinance does not authorize commencement of any work on the Property. Except as otherwise specifically provided in writing in advance by the City, no work of any kind shall be commenced on the Property pursuant to the approvals granted in this Ordinance except only after all permits, approvals, and other authorizations for such work have been properly applied for, paid for, and granted in accordance with applicable law.

- B. Compliance with Laws. Chapters , 150, regarding building and construction, 156, regarding subdivisions, and 159, regarding zoning, of the City Code, and all other applicable ordinances and regulations of the City shall continue to apply to the Property, and the development and use of the Property shall be in compliance with all laws and regulations of all other federal, state, and local governments and agencies having jurisdiction.
- C. Tree Preservation. The Owners will fully comply with Chapter 99 of the City Code, regarding trees, as it relates to the construction of the Improvements.
- D. Staging, Parking and Storage. Prior to the issuance of building permits, a plan for contractor parking, staging and storage of construction materials and equipment shall be submitted and will be subject to City review and approval.
- E. Compliance with the Plans. The Improvements must be developed on the Property in substantial compliance with the Plans.
- F. Fees and Costs. The Owners shall be responsible for paying all applicable fees relating to the granting of the approvals set forth herein in accordance with the City Code. In addition, the Owners shall reimburse the City for all of its costs (including without limitation engineering, planning, and legal expenses) incurred in connection with the review, consideration, approval, implementation, or successful enforcement of this Ordinance. Any amount not paid within 30 days after delivery of a demand in writing for such payment shall, along with interest and the costs of collection, become a lien upon the Property, and the City shall have the right to foreclose such lien in the name of the City as in the case of foreclosure of liens against real estate.

**SECTION FIVE: Effective Date.** This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner provided by law; provided, however, that this Ordinance shall, in the discretion of the City Council, be of no force or effect if the Owners have not (i) executed and (ii) thereafter filed with the City Clerk, within 90 days following the passage of this Ordinance, the unconditional agreement and consent, in the form attached hereto as **Exhibit C** and by this reference made a part hereof, to accept and abide by each and all of the terms, conditions, and limitations set

forth herein. The City Clerk is hereby directed to record this Ordinance and such agreement and consent with the Recorder of Deeds of Lake County.

PASSED THIS \_\_ DAY OF \_\_\_\_\_, 2025.

AYES: ( )

NAYS: ( )

ABSENT: ( )

ABSTAIN: ( )

PASSED THIS \_\_ DAY OF \_\_\_\_\_, 2025.

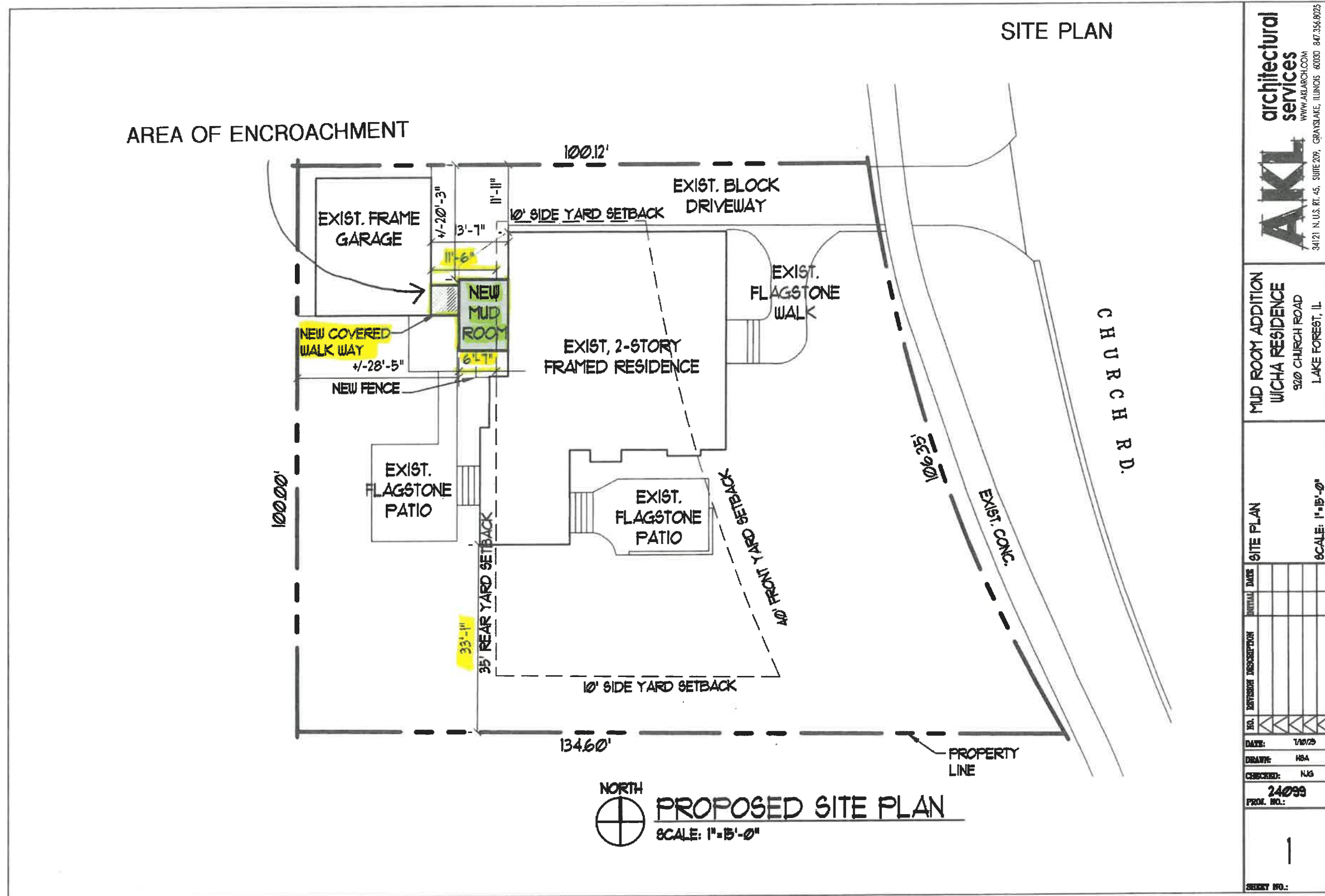
\_\_\_\_\_  
Mayor

ATTEST:

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

GROUP EXHIBIT B

The Plans



SITE PLAN

AREA OF ENCROACHMENT

**AKL** architectural services  
 WWW.AKLARCH.COM  
 34121 N. U.S. RT. 45, SUITE 209, GRAYSLAKE, ILLINOIS 60030 847.356.8923

MUD ROOM ADDITION  
 WICHA RESIDENCE  
 920 CHURCH ROAD  
 LAKE FOREST, IL

SITE PLAN  
 SCALE: 1"=15'-0"

NO.	REVISION DESCRIPTION	INITIALS	DATE

DATE: 1/10/25  
 DRAWN: NSA  
 CHECKED: NJS  
 PROJ. NO.: 24099  
 SHEET NO.: 1

NORTH  
 PROPOSED SITE PLAN  
 SCALE: 1"=15'-0"

Area of Request  
927 Cherokee Road



THE CITY OF LAKE FOREST

ORDINANCE NO. 2025-\_\_

AN ORDINANCE GRANTING VARIANCES FROM THE FRONT AND SIDE YARD  
SETBACKS FOR PROPERTY LOCATED AT 927 CHEROKEE ROAD

**WHEREAS**, James and Amy Mynhier ("**Owners**") are the owners of that certain real property commonly known as 927 Cherokee Road, Lake Forest, Illinois and legally described in **Exhibit A**, attached hereto ("**Property**"); and

**WHEREAS**, the Property is located in the R-2, Single Family Residence Zoning District; and

**WHEREAS**, the Owners desire to expand the existing driveway within the front and side yard setbacks ("**Improvements**") as depicted on the site plan attached hereto as **Exhibit B** ("**Plan**"); and

**WHEREAS**, the Owners submitted an application ("**Application**") requesting approval of variances from Section 159.084, R-2, Single Family Residence District, of the City of Lake Forest Code to allow construction of the Improvements within the front and side yard setback areas; and

**WHEREAS**, pursuant to notice duly published, the ZBA reviewed and evaluated the Plans at a public hearing held on July 28, 2025; and

**WHEREAS**, the ZBA, having fully heard and having considered the evidence and testimony by all those attending the public hearing who wished to testify, made the following findings:

1. The variances will not alter the essential character of the neighborhood. Similar driveway configurations are found on nearby properties.
2. The conditions upon which the variances are requested are generally unique to this neighborhood and to this property and are not generally applicable to other properties in the same zoning district throughout the City. There are similar driveways in this neighborhood.
3. This house is sited nearly at the front and side yard setbacks, in compliance with the setbacks in effect at the time of construction, limiting the available area to modify the driveway.
4. The hardship in conforming to the required setbacks is a result of a change in the setback requirements since the original construction.
5. The variances and the resulting driveway modifications will not impair light or ventilation to adjacent properties, increase congestion, endanger public safety, or diminish property values. Drainage can be accommodated in

the 4.5 foot space between the expanded driveway and the property line and the existing landscape screening will remain. The expanded driveway will allow access to a parking space that complies with the Code, behind the front yard setback.

and recommended that the City Council approve the variances subject to the terms and conditions hereinafter set forth; and

**WHEREAS**, the Mayor and City Council, having considered Owners' Application to construct the Improvements on the Property and the findings and recommendations of the ZBA, have determined that it is in the best interests of the City and its residents to grant approval of the requested variances subject to the terms and conditions hereinafter set forth;

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF LAKE FOREST, COUNTY OF LAKE, STATE OF ILLINOIS**, as follows:

**SECTION ONE: Recitals.** The foregoing recitals are hereby incorporated into and made a part of this Ordinance as if fully set forth.

**SECTION TWO: Approval of Application.** Pursuant to Section 159.042 of the City Code, and subject to the limitations therein and the conditions set forth in Section Four of this Ordinance, the City Council does hereby grant approval of the Application to allow the construction of the Improvements on the Property, as more fully depicted on the Plans.

**SECTION THREE: Zoning Setback Variances Granted.** Based on the findings presented above, the City Council does hereby grant approval of the requested variance to allow expansion of the driveway to a maximum of 29.5 feet in width, no closer than 4.5 feet to the side (south) property line as depicted on the proposed site plan.

**SECTION FOUR: Conditions on Approval.** The approval granted pursuant to Sections Two and Three of this Ordinance shall be, and is hereby, conditioned upon and limited by the following conditions, the violation of any of which shall, in the discretion of the Mayor and City Council, render void the approvals granted by this Ordinance:

- A. No Authorization of Work. This Ordinance does not authorize commencement of any work on the Property. Except as otherwise specifically provided in writing in advance by the City, no work of any kind shall be commenced on the Property pursuant to the approvals granted in this Ordinance except only after all permits, approvals, and other authorizations for such work have been properly

applied for, paid for, and granted in accordance with applicable law.

- B. Compliance with Laws. Chapters, 150, regarding building and construction, 156, regarding subdivisions, and 159, regarding zoning, of the City Code, and all other applicable ordinances and regulations of the City shall continue to apply to the Property, and the development and use of the Property shall be in compliance with all laws and regulations of all other federal, state, and local governments and agencies having jurisdiction.
- C. Tree Preservation. The Owners will fully comply with Chapter 99 of the City Code, regarding trees, as it relates to the construction of the Improvements.
- D. Staging, Parking and Storage. Prior to the issuance of building permits, a plan for contractor parking and staging and storage of materials and equipment shall be submitted and will be subject to City review and approval.
- E. Compliance with the Plans. The Improvements must be developed on the Property in substantial compliance with the Plans as presented.
- F. Fees and Costs. The Owners shall be responsible for paying all applicable fees relating to the granting of the approvals set forth herein in accordance with the City Code. In addition, the Owners shall reimburse the City for all of its costs (including without limitation engineering, planning, and legal expenses) incurred in connection with the review, consideration, approval, implementation, or successful enforcement of this Ordinance. Any amount not paid within 30 days after delivery of a demand in writing for such payment shall, along with interest and the costs of collection, become a lien upon the Property, and the City shall have the right to foreclose such lien in the name of the City as in the case of foreclosure of liens against real estate.

**SECTION FIVE: Effective Date.** This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner provided by law; provided, however, that this Ordinance shall, in the discretion of the City Council, be of no force or effect if the Owners have not (i) executed and (ii) thereafter filed with the City Clerk, within 90 days following the passage of this Ordinance, the unconditional agreement and consent, in the form attached hereto as **Exhibit C** and by this reference made a part hereof, to

accept and abide by each and all of the terms, conditions, and limitations set forth herein. The City Clerk is hereby directed to record this Ordinance and such agreement and consent with the Recorder of Deeds of Lake County.

PASSED THIS \_\_ DAY OF \_\_\_\_\_, 2025.

AYES: ( )

NAYS: ( )

ABSENT: ( )

ABSTAIN: ( )

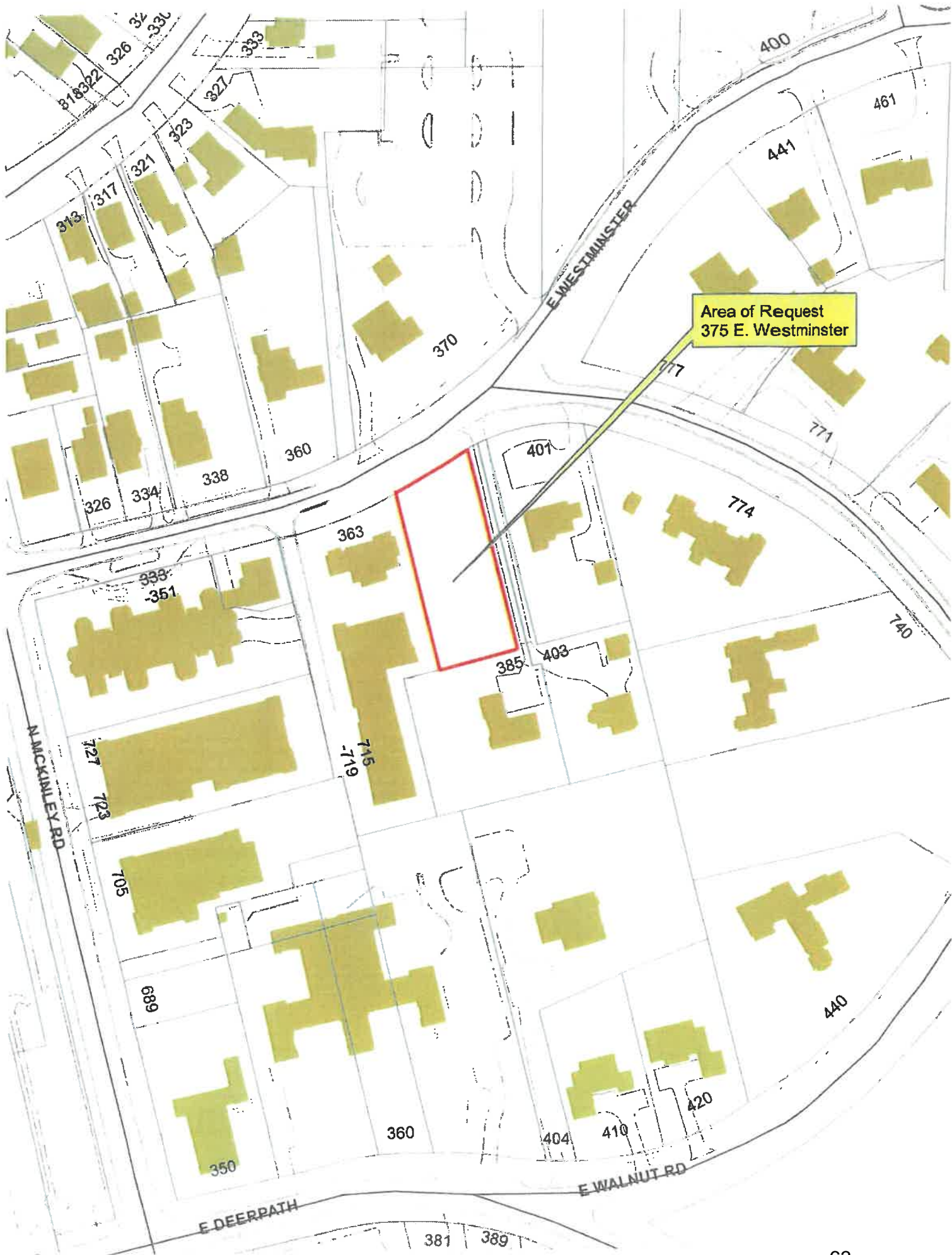
PASSED THIS \_\_ DAY OF \_\_\_\_\_, 2025.

\_\_\_\_\_  
Mayor

ATTEST:

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





THE CITY OF LAKE FOREST

ORDINANCE NO. 2025-\_\_

AN ORDINANCE GRANTING A VARIANCE FROM THE LOT IN DEPTH SIDE YARD  
SETBACK FOR PROPERTY LOCATED AT 375 E. WESTMINSTER

**WHEREAS**, Christopher and Anne Policinski ("**Owners**") are the owners of that certain real property commonly known as 375 E. Westminster, Lake Forest, Illinois and legally described in **Exhibit A**, attached hereto ("**Property**"); and

**WHEREAS**, the Property is located in the R-1, Single Family Residence Zoning District; and

**WHEREAS**, the Owners desire to construct a new residence for which the eave and gutters and an open pergola will encroach into the lot in depth side yard setback ("**Improvements**") as depicted on the site plan attached hereto as **Group Exhibit B ("Plans")**; and

**WHEREAS**, the Owners submitted an application ("**Application**") for a variance from Section 159.008(D), Lot in Depth – Yard Requirements, of the City of Lake Forest Code to allow construction of the Improvements, within the lot in depth side yard setback; and

**WHEREAS**, pursuant to notice duly published, the ZBA reviewed and evaluated the Plans at a public hearing held on August 25, 2025; and

**WHEREAS**, the ZBA, having fully heard and having considered the evidence and testimony by all those attending the public hearing who wished to testify, made the following findings:

1. The siting of the proposed residence, attached garage, and pergola are generally consistent with the pattern of development along Westminster to the west and east. Granting the requested variance to allow an encroachment of the eave and gutter of the house and the open pergola into the lot-in-depth side yard setback on the east side of the house will not alter the essential character of the neighborhood. The proposed landscaping will allow the new home to, over time, settle into the neighborhood and the streetscape.
2. The Historic Preservation Commission reviewed the design aspects of the proposed residence and granted a Certificate of Appropriateness finding that the plans comply with the applicable standards for the Historic District and the surrounding neighborhood.

3. The conditions upon which the variance is requested are generally unique to this property and not commonly found on other properties in the R-1 District.
4. The hardship or practical difficulties on which the request for a variance is based is the location of the garage at the rear of the home, away from views from the streetscape, which disconnects the house from the rear yard and, the application of the 40 foot lot-in-depth side yard setback to the east side of the property creates a narrow and limited buildable area.
5. No evidence has been submitted that asserts that the variance, if approved, will increase congestion, endanger public safety, or diminish property values in the neighborhood.

and recommended that the City Council approve the variance subject to the terms and conditions hereinafter set forth; and

**WHEREAS**, the Mayor and City Council, having considered Owners' Application to construct the Improvements on the Property, and the findings and recommendations of the ZBA, have determined that it is in the best interests of the City and its residents to grant approval of the requested variance subject to the terms and conditions hereinafter set forth;

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF LAKE FOREST, COUNTY OF LAKE, STATE OF ILLINOIS**, as follows:

**SECTION ONE: Recitals.** The foregoing recitals are hereby incorporated into and made a part of this Ordinance as if fully set forth.

**SECTION TWO: Approval of Application.** Pursuant to Section 159.042 of the City Code, and subject to the limitations therein and the conditions set forth in Section Four of this Ordinance, the City Council does hereby grant approval of the Application to allow the construction of the Improvements on the Property, as more fully depicted on the Plans.

**SECTION THREE: Zoning Setback Variance Granted.** Based on the findings presented above, the City Council does hereby grant approval of the requested variance to allow the eave and gutter to encroach no further than 18 inches into the setback and an open pergola to encroach no closer than 26.5 feet to the side (east) property line.

**SECTION FOUR: Conditions on Approval.** The approval granted pursuant to Sections Two and Three of this Ordinance shall be, and is hereby, conditioned upon and limited by the following conditions, the violation of any of which shall, in the discretion of the Mayor and City Council, render void the approvals granted by this Ordinance:

- A. No Authorization of Work. This Ordinance does not authorize commencement of any work on the Property. Except as otherwise specifically provided in writing in advance by the City, no work of any kind shall be commenced on the Property pursuant to the approvals granted in this Ordinance except only after all permits, approvals, and other authorizations for such work have been properly applied for, paid for, and granted in accordance with applicable law.
- B. Compliance with Laws. Chapters , 150, regarding building and construction, 156, regarding subdivisions, and 159, regarding zoning, of the City Code, and all other applicable ordinances and regulations of the City shall continue to apply to the Property, and the development and use of the Property shall be in compliance with all laws and regulations of all other federal, state, and local governments and agencies having jurisdiction.
- C. Tree Preservation. The Owners will fully comply with Chapter 99 of the City Code, regarding trees, as it relates to the construction of the Improvements.
- D. Staging, Parking and Storage. Prior to the issuance of building permits, a plan for contractor parking and staging and storage of construction materials and equipment shall be submitted and will be subject to City review and approval.
- E. Compliance with the Plans. The Improvements must be developed on the Property in substantial compliance with the Plans which detail the pergola as an open, rather than an enclosed, element.
- F. Fees and Costs. The Owners shall be responsible for paying all applicable fees relating to the granting of the approvals set forth herein in accordance with the City Code. In addition, the Owners shall reimburse the City for all of its costs (including without limitation engineering, planning, and legal expenses) incurred in connection with the review, consideration, approval, implementation, or successful enforcement of this Ordinance. Any amount not paid within 30 days after delivery of a demand in writing for such payment shall, along with interest and the costs of collection, become a lien upon the Property, and the City

shall have the right to foreclose such lien in the name of the City as in the case of foreclosure of liens against real estate.

**SECTION FIVE: Effective Date.** This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner provided by law; provided, however, that this Ordinance shall, in the discretion of the City Council, be of no force or effect if the Owners have not (i) executed and (ii) thereafter filed with the City Clerk, within 90 days following the passage of this Ordinance, the unconditional agreement and consent, in the form attached hereto as **Exhibit C** and by this reference made a part hereof, to accept and abide by each and all of the terms, conditions, and limitations set forth herein. The City Clerk is hereby directed to record this Ordinance and such agreement and consent with the Recorder of Deeds of Lake County.

PASSED THIS \_\_ DAY OF \_\_\_\_\_, 2025.

AYES: ( )

NAYS: ( )

ABSENT: ( )

ABSTAIN: ( )

PASSED THIS \_\_ DAY OF \_\_\_\_\_, 2025.

\_\_\_\_\_  
Mayor

ATTEST:

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

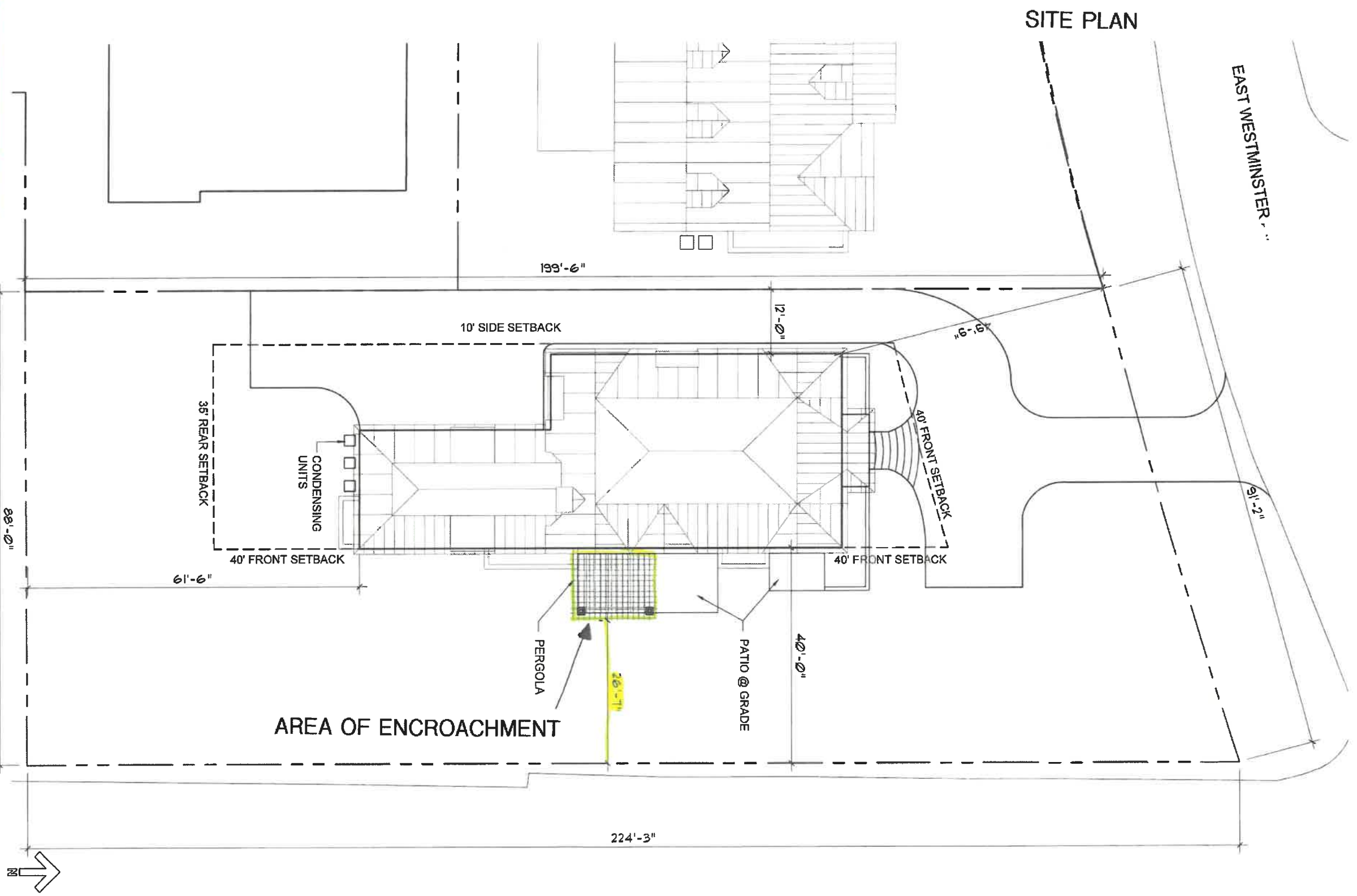
GROUP EXHIBIT B

The Plans



Witmer & Associates  
Architecture and Interior Design  
witmerandassoc.com

375 E WESTMINSTER AVE  
PROPOSED SITE PLAN  
July 29, 2025  
SCALE: 1/16" = 1'-0"



SITE PLAN

EAST WESTMINSTER...

**GROUP EXHIBIT B**

**The Plans**

**NORTH ELEVATION**



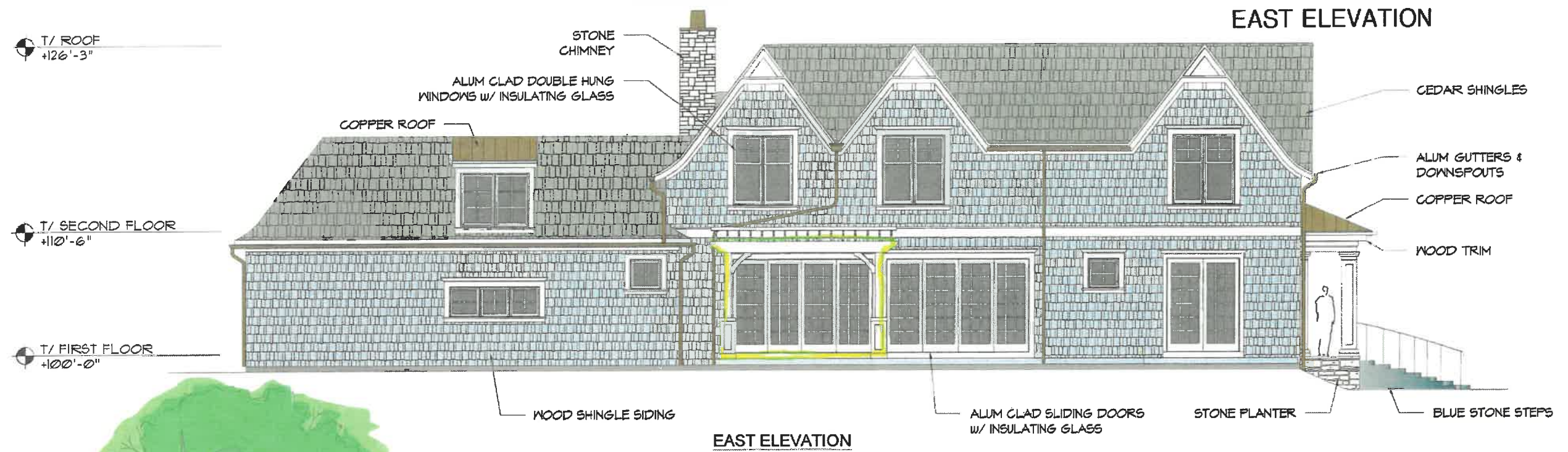
**NORTH ELEVATION**



**NORTH ELEVATION - WITH LANDSCAPE**

**GROUP EXHIBIT B**

**The Plans**



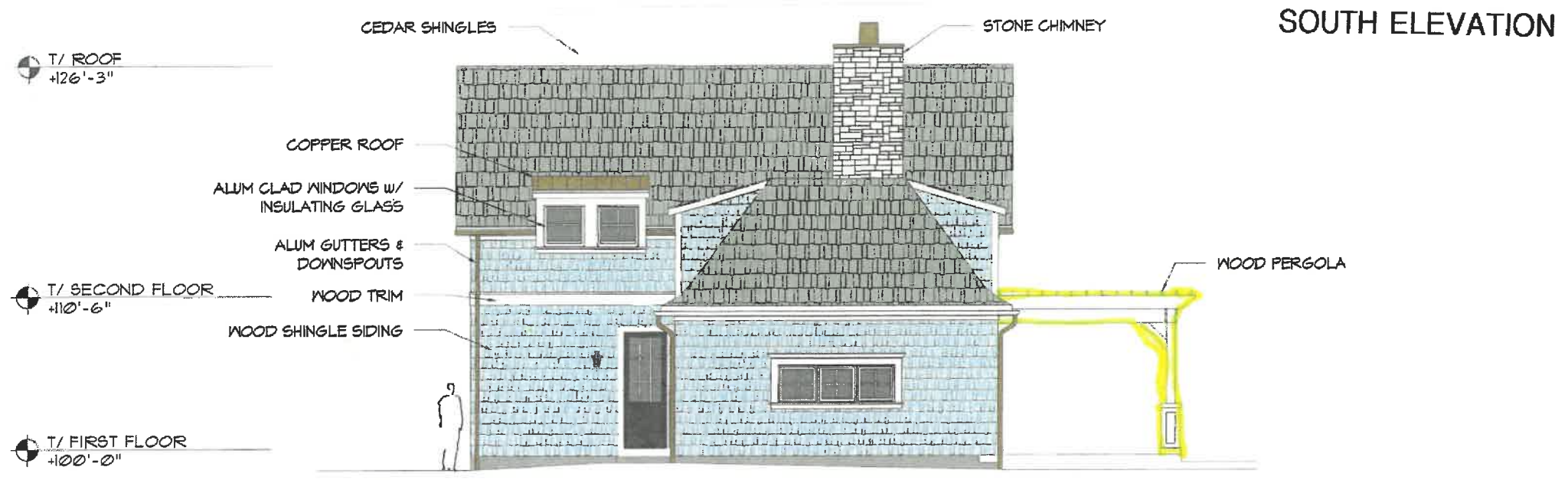
**EAST ELEVATION - WITH LANDSCAPE**

**W A**  
 Witmer & Associates  
 Architecture and Interior Design  
 witmerandassoc.com

0 1' 2' 4' 8'  
 SCALE: 1/8" = 1'-0"  
**375 E WESTMINSTER ELEVATIONS**  
 July 18, 2025 SCALE: 1/8" = 1'-0"

**GROUP EXHIBIT B**

**The Plans**



**SOUTH ELEVATION**

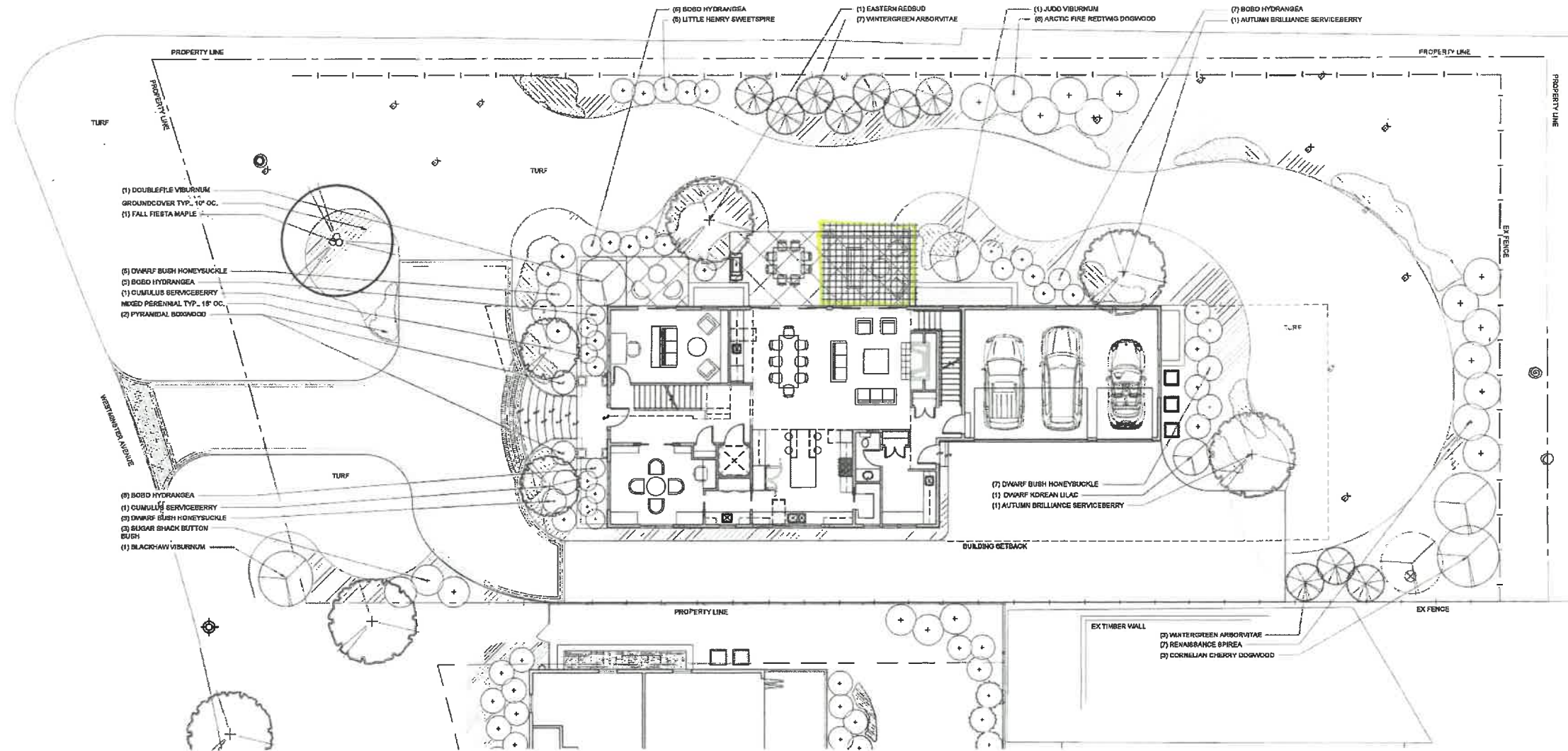


**GROUP EXHIBIT B**

**The Plans**

**LANDSCAPE PLAN**

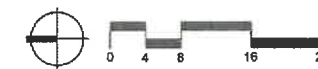
This plan is conceptual. All dimensions are to be verified. Dimensions represented on this plan are based on a survey which was performed by the design professional. The design professional is not responsible for any errors or omissions in this plan. The design professional is not responsible for any errors or omissions in this plan. The design professional is not responsible for any errors or omissions in this plan.



**375 Westminster - Landscape Plan**

375 E Westminster Ave., Lake Forest, IL

Project No: 375\_Westminster\_25022  
20250812



**MARIANI**  
300 Rockland Road | Lake Bluff, Illinois 80045  
Phone: 847.234.2172 | Fax: 847.234.2754  
www.marianilandscape.com

THE CITY OF LAKE FOREST

ORDINANCE NO. 2023 - \_\_\_\_

AN ORDINANCE AMENDING SECTION 98.119 LOCATION OF FACILITIES OF THE CITY CODE RELATING TO CONSTRUCTION OF UTILITY FACILITIES IN THE PUBLIC RIGHTS OF WAY

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

**WHEREAS**, the City has, in the past, adopted various Code provisions for the purpose of protecting and preserving the health, life safety, welfare, property, quality of life, and property values in the community; and

**WHEREAS**, from time to time it is appropriate for the City to review and amend the Code to update, provide clarification, and address current issues, and

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF LAKE FOREST, COUNTY OF LAKE, STATE OF ILLINOIS, AS FOLLOWS:**

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

**SECTION TWO:**     **Amendment to Section 98.119 entitled "Location of Facilities";**

§ 98.119 LOCATION OF FACILITIES.

(A) General requirements. In addition to location requirements applicable to specific types of utility facilities, all utility facilities, regardless

of type, shall be subject to the general location requirements of this division (A).

(1) No interference with city facilities. No utility facilities shall be placed in any location if the Director of Public Works determines that the proposed location will require the relocation or displacement of any of the city's utility facilities or will otherwise interfere with the operation or maintenance of any of the city's utility facilities.

(2) Minimum interference and impact. The proposed location shall cause only the minimum possible interference with the use of the right-of-way

and shall cause only the minimum possible impact upon, and interference with the rights and reasonable convenience of property owners who adjoin said right-of-way.

(3) No interference with travel. No utility facility shall be placed in any location that interferes with the usual travel on such right-of-way.

(4) No limitations on visibility. No utility facility shall be placed in any location so as to limit visibility of or by users of the right-of-way.

(5) Size of utility facilities. The proposed installation shall use the smallest suitable vaults, boxes, equipment enclosures, power pedestals and/or cabinets then in use by the facility owner, regardless of location, for the particular application.

(6) Facilities to be located underground. All new facilities shall be located underground unless not technically practicable.

(7) New telecommunication facilities, including conduit placed underground, shall be sized to reasonably accommodate future facilities and access to said facilities shall be provided on a non-discriminatory basis.

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

Passed this \_\_\_\_ day of \_\_\_\_\_, 2025

AYES:

NAYS:

ABSENT:

ABSTAIN:

Approved this \_\_\_\_ day of \_\_\_\_, 2025

---

Mayor

ATTEST:

---

City Clerk

**Regulations Pertaining to Temporary Private Installations in the Market Square Greensward**

**1.0 Purpose and Scope**

- 1.1 To preserve and protect the Greensward in Market Square and to ensure that it remains accessible and safe for passive public use. The Greensward is owned by The City of Lake Forest and is located in the center of Market Square and is inclusive of the lawn area, landscaped borders, hardscape paths, the fountain and the area surrounding the fountain.
- 1.2 The City allows the Greensward to be used for temporary installations by residents, civic groups, local governments, and local businesses as a limited public forum pursuant to the provisions of this Directive. By allowing private temporary installations in the Greensward pursuant to this Directive, the City is not creating a traditional public forum for public discourse or free expression.

**3.0 Policy**

- 2.1 The Greensward shall be available for use by the general public as a passive, non-programmed open space.
- 2.2 Temporary private installations (“installations”) by individuals or groups may be permitted on the Greensward subject to the procedure and based solely on the regulations as set forth in this Administrative Directive.
- 2.3 Given the limited space available in the Greensward, permits for temporary private installations will only be issued to (1) organizations that own property or maintain an office or operation within the City; (2) residents of the City; or (3) governmental entities whose boundaries include all or a portion of the City.

**4.0 Procedure and Regulations**

- 3.1 Requests for approval of a temporary private installation in the Market Square Greensward shall be applied for through the City’s Special Event process.
- 3.2 Requests for installations must be submitted to the City a minimum of forty-five (45) days in advance of the proposed installation date.
- 3.3 Installations are permitted to remain in place *for the lesser of* the duration of the approved Special Event including half an hour before and after the event for setup and removal, or a total of five (5) hours.
- 3.4 Installations may not penetrate the ground including the lawn, landscape beds, or bricks and must be stabilized with sandbags or other means on the ground surface.
- 3.5 Installations may not exceed ten (10) feet in height or a 100 square foot footprint.
- 3.6 The organizer of the event or the organizer’s designee must remain in the Greensward to monitor the installation from the time of setup until removal.
- 3.7 Only one temporary private installation per day is permitted in the Market Square Greensward.
- 3.8 Approval will be granted based on the timing of applications with approval granted to the first complete application received that complies with all regulations as outlined in this Directive.
- 3.9 Individuals or groups are limited to one installation in a calendar year.

3.9 A hold harmless and release and a Certificate of Insurance naming The City as additional insured shall be submitted consistent with the requirements for Special Events.

**5.0 Distribution**

4.1 Employee Information Site, [www.citylf.org](http://www.citylf.org).

Jason Wicha  
City Manager

Created.