

**THE CITY OF LAKE FOREST  
CITY COUNCIL AGENDA**  
Monday, October 6, 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. Introduction of Mayor for a Day, Margot McCampbell**
- B. 2025-2026 Board & Commission Appointments and Reappointments**

**ZONING BOARD OF APPEALS**

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Jay Soave	APPOINT	2
Patrick Marshall	APPOINT	1

**CEMETERY COMMISSION**

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Debbie Saran	APPOINT	4

**AUDIT COMMITTEE**

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Josh Knauff	APPOINT	1

A copy of the volunteer profile sheet is available at City Hall upon request.

**COUNCIL ACTION: Approve the Mayor's Appointments and Reappointments**

**2. COMMENTS BY CITY MANAGER**

- A. Community Spotlight**
  - Lake Forest Library
  - Ishwar Laxminarayan, Director
  
- B. CBD Parking Evaluation Update**
  - Keri Kaup, Assistant to the City Manager

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

**4. COMMITTEE REPORTS**

**5. ITEMS FOR OMNIBUS VOTE CONSIDERATION**



**1. Approval of the Monday, September 15 City Council Meeting Minutes**

A copy of the minutes begins on **page 22**

COUNCIL ACTION: Approval of the Monday, September 15 City Council Meeting Minutes



**2. Approval of the Check Register for the Period of September 1 – September 19, 2025.**

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

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

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

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

**Check Register for September 1st - September 19th, 2025**

	Fund	Invoice	Payroll	Total
101	General	770,428	1,069,888	1,840,317
501	Water & Sewer	97,482	130,163	227,645
220	Parks & Recreation	197,757	265,676	463,433
311	Capital Improvements	720,582		720,582
202	Motor Fuel Tax			0
230	Cemetery	7,606	30,019	37,625
210	Senior Resources	13,559	24,612	38,171
510	Deerpath Golf Course	3,132	1,541	4,673
601	Fleet	32,775	37,061	69,836
416 - 434	Debt Funds	475		475
248	Housing Trust			0
201	Park & Public Land	234,644		234,644
	All other Funds	696,984	141,135	838,119
		<b>\$2,775,424</b>	<b>\$1,700,096</b>	<b>\$4,475,520</b>

Included in the subtotal denoted as "All other Funds" is \$288,909 in Water & Sewer Capital Improvement Fund expenditures.

COUNCIL ACTION: Approval of the Check Register for the Period of September 1 – September 19, 2025.



**3. Approval of Lake Forest Police Held Cash Bank Account and a Resolution Establishing Authorized Signers for the Account**

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

**PURPOSE AND ACTION REQUESTED:** Staff requests approval of the establishment of a new bank account for cash held by the Police Department and a resolution authorizing signers for the account.

**BACKGROUND/DISCUSSION:** Pursuant to a review of current police processes regarding cash held awaiting transfer to the Illinois State Police for processing or to be returned to the proper owner of the funds, it was identified that a separate bank account would create efficiencies for the process. To account for the funds, a separate bank account is required. Lake Forest Bank and Trust Company requires a resolution be approved by the City Council to establish the account and authorize signers on the account.

<b>Lake Forest Bank &amp; Trust – LF Police Held Cash</b>
<b>Jason Wicha</b>
<b>Katie Skibbe</b>

<b>Diane Hall</b>
<b>Mark Krygeris</b>
<b>James Scott</b>

**BUDGET/FISCAL IMPACT:** N/A. There is no fiscal impact of this action.

COUNCIL ACTION Approval of Lake Forest Police Held Cash Bank Account and a Resolution Establishing Authorized Signers for the Account



**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 Women's Board of Northwestern Medicine Lake Forest Hospital (Approval by Motion)**

*STAFF CONTACT: Margaret Boyer, City Clerk (847.810.3674)*

**PURPOSE AND ACTION REQUESTED:** Staff requests City Council consideration of waiving the fidelity bond requirement in connection with a proposed raffles from the Women's Board of Northwestern Medicine Lake Forest Hospital.

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

At this time the Women's Board of Northwestern Medicine Lake Forest Hospital is requesting a waiver of the bond requirement and has submitted a request. A copy of the request can be found beginning on **page 26**

**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 Women's Board of Northwestern Medicine Lake Forest Hospital (Approval by Motion).



**5. Consideration of a Waiver of Plan Review, Permit, and Inspection Fees for a Project on City Owned Property, the Gorton Center, 400 Illinois Road, in the Amount of \$6,270.00. (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:** A waiver of fees related to the terrace replacement project at Gorton Center is requested. This is a City initiated project to address deterioration of the existing terrace located at the northwest corner of the Gorton building. Drainage issues near the terrace will be addressed as part of the project. The new terrace is slightly larger than the existing terrace and was previously reviewed and approved by the Historic Preservation Commission at a public meeting.

**BUDGET/FISCAL IMPACT:** No impact. Permit fees are routinely waived for City projects.

Plan Review, Permit, Inspection Fees	Total City Assessed Fees	Waiver Requested
Gorton Center Terrace Replacement	\$6,270.00	\$6,270.00

**COUNCIL ACTION:** If desired by the City Council, by motion, approve a waiver of plan review, permit, and inspection fees for a project on City owned property, the Gorton Center, 400 Illinois Road, in the amount of \$6,270.00.



**6. Consideration of a Waiver of Plan Review, Permit, and Inspection Fees for Life Safety Upgrades at Lake Forest High School, 1285 McKinley Road, in the Amount of \$29,086.30. (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:** A waiver of fees related to planned upgrades to the life safety systems at Lake Forest High School is requested. The life safety upgrades will be school-wide, extending through the entire building, updating existing systems with new technology. These improvements will benefit students, teachers, and staff.

**BUDGET/FISCAL IMPACT:** Minimal impact. School District 115 serves the Lake Forest community and immediate neighbors. Fees related to development and upgrades to existing buildings are routinely waived for community partners.

Plan Review, Permit, Inspection Fees	Total City Assessed Fees	Waiver Requested
Lake Forest High School Fire Alarm Alterations Project	\$29,086.30	\$29,086.30

COUNCIL ACTION: If desired by the City Council, by motion, approve a waiver of plan review, permit, and inspection fees for life safety upgrades at Lake Forest High School, 1285 McKinley Road, in the amount of \$29,086.30.



**7. Approval of Veeam Backup and Recovery annual maintenance for fiscal year 2025 from Heartland Business Systems in the amount of \$55,750.**

*STAFF CONTACT: Cameron Burrell, Director of IT (847-810-3598)*

**PURPOSE AND ACTION REQUESTED:** Staff requests approval to expend budgeted funds and continue maintaining the backup and recovery hardware and software necessary to support the City's data infrastructure and security needs.

**BACKGROUND/DISCUSSION:** The City utilizes Veeam as its disaster recovery backup solution to safeguard critical data, systems, and applications across all departments. Veeam provides reliable and secure backup, replication, and recovery capabilities for both on-premise and cloud-based environments, ensuring business continuity in the event of hardware failure or cyber incidents.

This annual renewal covers licensing and support services that enable the Innovation & Technology Department to perform daily backups, conduct disaster recovery testing, and maintain compliance and insurance requirements. Veeam allows for rapid restoration of individual files, databases, or full servers, reducing potential downtime and operational impacts on City services. As part of our monthly charges related to the upkeep of Veeam, we are required to maintain proper disk space reservation, licensing for the servers, as well as proper resource allocation for replication.

**BUDGET/FISCAL IMPACT:** The initial implementation and agreement for Veeam via Heartland Business Systems was executed on 10/22/2024. Per the agreement, this maintenance can only be provided by Heartland Business Systems.

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	101-1303-466.66-11	\$81,000	\$55,750	Y

COUNCIL ACTION: Approval of Veeam Backup and Recovery annual maintenance for fiscal year 2025 from Heartland Business Systems in the amount of \$55,750.



**8. Approval of the Purchase of Twenty-Five Patrol Rifles and Associated Patrol Rifle Safety Equipment in the amount of \$48,040.00.**

STAFF CONTACT: *John Burke, Police Chief (810-3803)*

**PURPOSE AND ACTION REQUESTED:** City staff request City Council approval of the purchase of twenty-five Colt M4 Patrol Rifles and associated noise mitigation safety equipment, in the amount of \$48,040.00.

**BACKGROUND/DISCUSSION:** The Lake Forest Police Department is requesting authorization to purchase twenty-five (25) Colt patrol rifles to replace our aging inventory of duty rifles. The majority of our current rifles are over fifteen years old and have been in continuous service throughout that time. While these rifles have served our department well, their age and extensive use have created increasing concerns regarding reliability and officer safety.

This concern was recently underscored by two catastrophic rifle failures during routine training on the practice range. Fortunately, no serious injuries occurred; however, both rifles were deemed unsafe and irreparable following inspection by Precious Metals Gunsmithing of Two Rivers, Wisconsin. These failures highlight the urgency of replacing the existing inventory to ensure our officers are properly equipped to respond effectively to critical incidents.

The proposed replacement rifles are Colt patrol rifles, which are widely recognized in law enforcement for their durability, accuracy, and reliability. Equipping our officers with updated rifles will not only enhance officer safety but also strengthen the department's ability to protect our community in high-risk situations.

**BUDGET/FISCAL IMPACT:** The total cost of this replacement program is \$48,040.00. A large portion of this purchase will be partially offset by a generous \$24,000.00 donation from the Lake Forest Police Foundation. Their contribution demonstrates strong community support for this initiative and significantly reduces the financial impact on the City.

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

City staff sought and obtained competitive pricing from three authorized Colt Firearms Law Enforcement suppliers. Quotes beginning on **page 27**

Dealer	Vehicle Bid
Town Police Supply	\$52,470.00
SSD International Inc.	\$52,600.00
Arms Unlimited	\$50,589.50
<b>Lou's Police Distributors</b>	<b>\$48,040.00</b>

Below is an estimated summary of Project budget:

FY2026 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Police Equipment Fund 101-7603-475-75-49	\$50,000	\$48,040	Y

If approved, City Council approval this evening will allow staff to place the order now to replace all the police department's patrol rifles, utilizing both the Police Foundation and City

funds to cover the purchase. The actual delivery and subsequent payment of the equipment will be in the coming months.

COUNCIL ACTION: Approval of the Purchase of Twenty-Five Colt Patrol Rifles with associated safety equipment in the Amount of \$48,040.00 from Lou's Police Distributors, Inc.



**9. Approval of Design Engineering Services for the Walden Lane East Bridge Repairs Project to GSG Consultants, Inc., and Authorize the City Manager to Execute an Agreement in the Amount of \$85,910 to Include a Contingency in the Amount of \$4,090 for a Total Cost of \$90,000**

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

**PURPOSE AND ACTION REQUESTED:** The Public Works Committee and City staff are requesting approval of an agreement with GSG Consultants, Inc., (GSG) to provide civil and structural engineering design services for the Walden Lane East Bridge Repairs project in an amount of \$85,910 with a \$4,090 contingency for a total cost of \$90,000. In addition, authorization for the City Manager to execute the Agreement.

**BACKGROUND/DISCUSSION:** The City's Bridge Program Manager has identified structural and ravine issues with the Walden Lane East Bridge in southeast Lake Forest, which crosses the Walden Ravine. Key problems include stone loss and backfill erosion at the east abutment, vertical cracks and wall displacement at the west abutment. There are also ravine slope-repairs necessary adjacent to the abutments which are also included in the work. Construction is currently shown as Priority-1 nf for FY2027.

GSG will provide the civil and structural engineering services which include field visits and investigation, project design, the development of construction documents, and the procurement of all the necessary permits.

**PROJECT REVIEW/RECOMMENDATIONS:**

Reviewed	Date	Comments
Public Works Committee	9/15/2025	Reviewed & Recommended City Council Approval of Design Engineering Services
Finance Committee	11/12/2024	Included with FY '26 Capital Plan

**BUDGET/FISCAL IMPACT:** The Engineering Section solicited Request for Proposals (RFP) from professional engineering firms to perform civil and structural engineering design services. 19 firms acquired the RFP package and 4 submitted proposals. The proposals were reviewed by a committee of staff members.

Has City staff obtained competitive pricing for proposed goods/services? **Yes**  
The following is a summary of the 4 proposals received:

Company Name	Proposal Amount
<b>GSG</b>	<b>\$85,910</b>
WJE- Kimley Horn	\$174,100
BLA	\$203,090
Atlas	\$264,224

This is the first project that GSG will be performing for the City. Staff called several references for similar work and received positive responses.

Below is an estimated summary of the project budget:

FY 2026 Funding Source	Amount Budgeted	Amount Requested	Budgeted Y/N
Capital Improvements Fund 311-3703-478.78-76	\$90,000	\$90,000	Y

**COUNCIL ACTION:** Approval of Design Engineering Services for the Walden Lane East Bridge Repairs Project to GSG Consultants, Inc., and Authorize the City Manager to Execute an Agreement in the Amount of \$85,910 to Include a Contingency in the Amount of \$4,090 for a Total Cost of \$90,000



**10. Consideration of an Ordinance Approving a Recommendation from the Historic Preservation Commission in Support of a Building Scale Variance to Allow Conversion of an Open Porch to a Mudroom and Construction of a New Garage at 1235 Elm Tree 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:** 1235 Elm Tree Road – The Commission recommended approval of an Ordinance granting a building scale variance to allow modest improvements on a significant historic property. The proposed improvements, conversion of an open side porch into a mudroom and the addition of a two car detached garage, are intended to provide amenities that align with today's lifestyle.

The Historic Preservation 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. (Approved - 5 to 0)

An Ordinance approving a building scale variance for 1235 Elm Tree Road with key exhibits attached is included in the Council packet beginning on **page 33**. 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 to allow conversion of an open porch to a mudroom and construction of a new garage at 1235 Elm Tree Road as recommended by the Historic Preservation Commission.



**11. Consideration of an Ordinance Amending the Code Provisions Relating to Drainage of Swimming Pools and Spas. (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 Code amendment updating the regulations for draining swimming pools and spas to align with current processes.

**BACKGROUND/DISCUSSION:** Pools and spas are drained periodically, most often before or after the summer season. During the drainage process, large volumes of water are discharged in a short period of time. Current Code provisions direct drainage from swimming pools to the City's sanitary sewer system. This approach is no longer supported by the City because of the limited capacity of sanitary sewer pipes and to reduce the potential for basement flooding in downstream homes.

The proposed Code amendment requires water discharge from pools and spas to be directed to the closest storm sewer inlet, road drain, or drainage ditch through a hose with a diameter of no more than four inches. If an inlet, drain or ditch is not available, water may be discharged overland on the subject. Prior to draining a pool or spa, water must be dechlorinated. Dechlorination can occur over time as water is exposed to sunlight or can be achieved through the treatment of the water with chemicals. The proposed amendment prohibits drainage when temperatures are below freezing to avoid icing on roads or sidewalks and provides an opportunity for in season drainage if unanticipated pool repairs are necessary. The Ordinance is attached beginning on **page 41** of the Council packet; the proposed Code language is highlighted.

If approved, information detailing the process for draining pools and spas will be provided to residents with pools or spas, included with any permits issued for new pools or spas, and will be provided to pool maintenance contractors. Information will also be included in an upcoming Dialogue article and on the City's website.

COUNCIL ACTION: If desired by the City Council, waive first reading and grant final approval of an Ordinance amending Section 150.441, Pool Plumbing of the City Code.

**COUNCIL ACTION: Approve the eleven (11) Omnibus items as presented**

<b>6. OLD BUSINESS</b>
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## 1. Consideration to Approve Contracts and Bids for the New Police Station Project, and Consideration of Additional Project Options.

PRESENTED BY: *John Burke, Chief of Police, (847) 810-3803*

**PURPOSE AND ACTION REQUESTED:** City staff will present the contracts and bids for the New Police Station Project. As explained below, City Council will consider the costs for the base project and additional project options. Depending on if/what additional options are preferred, City Council will have the opportunity to consider the approval of contracts and bids for the New Police Station Project.

**BACKGROUND/DISCUSSION:** The Lake Forest Police Department currently operates out of the Public Safety Building on Deerpath, which was constructed in the 1960s as a combined facility for the Police and Fire Departments. As we look to the future, the current building is not adequate to meet the space needs of both departments.

As law enforcement has changed over the years, the City has taken creative measures to adapt and renovate the space to meet the police department's evolving needs. Despite several improvements over its 50+ year history, the current building can no longer be adapted to accommodate modern police practices, technology, training, and equipment. In order to maintain the highest level of public safety service, the police department needs a new police station designed to meet the current, and future, needs of police employees and the community.

The need for an updated and expanded Police Station has been known for many years. In November 2023, the Council recognized that there may be a unique and limited-time opportunity to address this need in a forward thinking and financially responsible manner.

As a first step, the Council directed staff to complete initial extensive due diligence.

- Options for sites for a new Police Station were inventoried and evaluated. Limited options were found due to the nearly built out nature of the City and the sensitivity to community character and potential off site impacts of a Police Station on surrounding development.
- Following the approach successfully taken by other communities, the focus turned to opportunities for adaptive reuse of existing buildings for primarily three reasons: 1) significant cost savings achieved by adaptively reusing an existing building as opposed to building new, and 2) the unprecedented availability of office buildings at below market prices due to the current office real estate market.
- The building at 1925 Field Court in Conway Park was identified as having strong potential for a future Police Station. Although the building exceeds the square footage needed for a Police Station, it provides flexibility and opportunities for the future.

In April 2024, the City Council voted unanimously to enter into a Purchase and Sale Agreement to acquire 1925 Field Court for \$3,500,000 (compared to purchase price of \$17.5 million in

2018) subject to a 90-day due diligence period. During the 90-day due diligence period the City engaged qualified consultants who completed the following work.

- An assessment of the entire building, all components, systems, and the overall site, was conducted by The Concord Group. Estimates were prepared forecasting repair and replacement costs over a ten year period for the building and property based on existing conditions.
- An in depth space needs analysis for the Police Department was conducted by FGM Architects identifying "need to have" and "nice to have" spaces. The directive was to envision a Police Station that will serve the community for the next 50 years. A range of cost estimates was prepared for build out of the space.
- A Phase 1 Environmental Assessment of the property was completed by Midwest Environmental Services, Inc.
- City staff prepared a high level estimate of annual operating costs for the building and property.
- Preliminary analysis of funding options was completed by the City's Finance Department based on the early estimates of the potential cost of improvements needed to accommodate a new police facility.

On July 15, 2024, the City Council voted unanimously to proceed with the acquisition of 1925 Field Court. In preparation for the closing the following work was completed by City staff in collaboration with the City Attorney. The City closed on the property on September 17, 2024.

- Due diligence was completed on the Title for the property and existing contracts for services to the property were reviewed and as appropriate, termination dates were established.
- The Conway Park Restrictive Covenants were amended to allow a Police Station use in the office park subject to the City's acquisition of the property.
- An updated legal survey of the property was completed by Bleck Engineering.

On September 16, 2024 the City Council voted unanimously to award a professional design services agreement to Cordogan Clark and Associates in the amount of \$1,506,660. This professional design services agreement included:

- Preparation of schematic design concepts
- Engagement of the Project's Resident Advisory Group appointed by the City Manager with Council representation
- Design development
- Comprehensive cost estimating services
- Preparation of construction plans and documents

➤ Preparation of bid documents

Over the course of the next 12 months, the full design process was completed.

*Previous Project Discussion and Reviews*

Reviewed	Date	Comments
City Council Workshop	9/2/2025	Review of Project Funding Options
City Council	7/7/2025	Project Status Update Presentation
City Council	4/7/2025	Project Status Update Presentation
City Council	3/3/2025	Project Status Update Presentation
City Council	9/16/2024	Reviewed and Approved Project Design Services Agreement with Cordogan Clark
City Council	7/15/2024	Reviewed and Approved Closing of the Purchase of the 1925 Field Court Purchase
City Council	4/15/2024	Reviewed and Approved the 1925 Field Court Purchase Sale Agreement, Space Needs Analysis Services, and Building & Site Assessment Services

*The New Police Station Project Resident Advisory Group*

The Project Advisory Group appointed by the City Manager met three times over the course of several months. The Group was charged with advising, challenging, and offering insights to City staff and the City's consultants as plans and designs for the Police Station were developed. Group members were selected to bring expertise in the areas of architecture, engineering, planning, sustainable design, and knowledge of the practical and operational aspects of the new station. The Advisory Group provided numerous recommendations to help achieve the best possible design outcome for the station.

*Base Project and Additional Options*

The base project includes components such as site excavation and grading and the renovation of the lower-level parking garage, first floor, and second floor. Additionally, the base project also includes the construction of the Sally Port addition on the northeast side of the building. This addition will also contain a newly constructed firing range below.

Throughout the design phase for the project, City staff considered the elements that make up the base project independently from additional project considerations that enrich the quality building and further supports Police Department operations. These additional items were bid as alternates and added to the base project, if directed by the Council:

- Complete parking lot resurfacing.
- Emergency Operations Center build out.
- Two additional rooftop HVAC unit replacements. Four total rooftop units, two units are included in the base project. This replaces the remaining two.
- Patio installation adjacent to lunch/break room.

#### *Construction Management Firm*

Given the complexity and the cost of the project, City staff determined it would be best to engage with a construction management firm to provide professional construction management services that include public bidding, contract management, and full-time onsite project managers and superintendents.

On April 2, 2025, a Request for Proposals (RFP) for Project bidding and construction management services was released by the City, published in the Lake County News Sun, and posted on the City's website. In addition, an RFP opportunity announcement was emailed directly to multiple firms who provide these services. On April 18, 2025, eight firm submittals were received and a selection committee, comprised of City staff, was formed to review and evaluate the written responses based on project approach and understanding, project experience and qualifications, references/project results, and proposed cost. The RFP outlined that submitted cost proposals were to be developed upon an anticipated \$25 million base construction budget. Further the RFP featured a specific cost proposal template that all firms had to use to outline their costs. This cost proposal sheet required firms to include their lump sum fee to complete bidding services, their percentage base fee to be applied to the total final cost of construction to provide construction management services, any fee adjustments based on change orders, their monthly general fixed condition costs associated with their needed project team staffing, and their percentage base fee that is applied to the total cost of construction to provide their general liability insurance coverage.

Following the evaluation of the written RFP responses, the staff selection team interviewed four candidate firms. Following the interview process, the staff team unanimously recommended Cordogan Clark to provide both project bidding and construction management services. Cordogan Clark has significant experience in successfully providing construction management services for large scale municipal, commercial, and educational projects. Additionally, all the fees Cordogan Clark included as part of their detailed cost proposal submittal were found by staff to be competitive in comparison to the other seven firm submittals.

#### *Bidding Process*

As per our agreement with Cordogan Clark, and following the completion of all design work, Cordogan Clark prepared the necessary bid packages for the various aspects of the project. Bids were reviewed and assembled for City staff to evaluate. Project bidding included 15 total bid packages for each major project trade (plumbing, electric, mechanical, etc.). Staff was also given all costs related to construction, including construction management fees, general liability insurance, general fixed conditions (Cordogan Clark supplied superintendents and

project managers) and general conditions (construction site expenses such as fencing, temporary power, etc.).

In addition to the pricing received through the bid process, staff was also given bid pricing for a few specific items through national government joint purchase co-operatives such as, Sourcewell. Per Section 6.1D of the City's Purchasing Directive, purchases can be made via a variety of governmental joint purchasing programs. Numerous pieces of equipment are bid nationally, and such bids conform to all requirements of the Illinois State bidding laws. Sourcewell follows the competitive contracting law process to solicit, evaluate, and award cooperative purchasing contracts for goods and services. Items that were included in the co-operative pricing include:

- Groupe Lacasse Furniture in the amount of \$731,855 for building furniture (TIPS Co-Op)
- Via Seating in the amount of \$29,404 for building furniture (TIPS Co-Op)
- ISCA Processing Solutions in the amount of \$6,895 for building furniture (TIPS Co-Op)
- KI Furniture in the amount of \$2,015 for building furniture (TIPS Co-Op)
- Bradford Systems in the amount of \$330,370 for building lockers, shelving, and lab equipment (Sourcewell Co-Op)
- Heartland Business Systems in the amount of \$180,000 for building IT infrastructure such as servers, switches, and wireless access points (TIPS Co-Op)

Additionally, City staff are seeking approval for gas main to be installed to support building assets and operations by North Shore Gas. Currently the building does not feature any gas utility (100% electric). Installation of a gas main would allow a gas service line to be installed for the building. Installation of the gas main and ultimately the gas service will allow for some current electric assets to transition to gas. This is extremely important in offloading a few assets that need the support of the larger, onsite, generator if a power outage occurs.

One cost item that is not included below is exercise equipment for the new fitness room. Police Department staff are currently working to fund this component of the project via private donations.

City staff evaluated all costs for the project have provided a summary chart below for City Council review.

*Summary of Costs*

The table below includes costs for the New Police Station (base project) and additional project options for City Council consideration. City Council could choose to implement some of the additional options as part of the initial project or could choose to phase work in over time.

<b><u>New Police Station – Base Costs</u></b>	<b><u>Dollar Amount</u></b>
Base Construction Cost	\$20,999,290
Construction Mgmt. Fees/General Conditions/Insurance	\$2,189,187
Furniture (Co-Op Purchases)	\$770,169
Lockers, Shelving, and Lab Equipment (Co-Op Purchase)	\$330,370

IT Infrastructure (Co-Op Purchase)	\$180,000
Generator Purchase (previously approved by City Council on June 16, 2025)	\$100,000
North Shore Gas Line Installation	\$20,000
<b>Total Base Cost:</b>	<b>\$24,589,016</b>
<b>Base Construction Contingency</b>	<b>\$1,000,000</b>
<b>Total Base Cost + Contingency</b>	<b>\$25,589,016</b>
<b><u>Menu of Project Options</u></b>	<b><u>Dollar Amount</u></b>
Complete Parking Lot Resurfacing	\$152,260
Ballistic Film for All First Floor Windows	\$267,802
Emergency Operations Center Build Out	\$200,752
Outdoor Deck Adjacent to Lunchroom	\$55,000
Two Additional HVAC Rooftop Unit Replacements	\$646,300

**BUDGET/FISCAL IMPACT:**

The FY26 Budget includes a \$6 million transfer from the General Fund to the Capital Fund to reduce the long-term financing required for this project. These funds represent a FY25 Operating Surplus of \$3.36 million and a drawdown of General Fund Reserves of \$2.64 million. The FY26 Budget also includes a \$19 million General Obligation bond issue to be funded from property taxes. The inclusion of \$1 million contingency increases total approval costs by \$589,016, so staff recommend increasing the bond issuance to \$19.5 million and funding the remaining \$89,016 out of reserves.

Several debt service models were reviewed at the September 2, 2025, City Council Workshop and previously at the December 2, 2024, City Council meeting, and November 18, 2024, City Council meeting. The debt service will have a maximum 15-year maturity to limit the overall cost of the issuance. Based on current interest rates, the impact to the average Lake Forest homeowner property tax bill will be \$183.86, phased in over three years (based on a \$1 million home value). The 2024 Property Tax levy was increased in anticipation of this issuance and homeowner's saw a \$55.56 increase in their 2024 Tax Bill. In 2025, the increase would be \$60.57 and in 2026, \$67.74.

The October 6, 2025 City Council meeting will include an Ordinance providing for the issuance of the General Obligation bonds. The proposed Ordinance sets the parameters for the bond sale and allows for reimbursement of any expenses incurred prior to bond issue closing. In the staff presentation at the meeting, staff will also present the financing structure of the bonds.

With approval of the proposed Ordinance, staff will begin work with the City's financial advisory firm and bond counsel to prepare for a bond auction tentatively scheduled for

January 20, 2026. Competitive bids will be presented to the Mayor and Finance Committee Chair prior to acceptance.

To date, City Council has approved \$1,506,660 for project design services and the purchase of a generator for the building in the amount of \$100,000.

Has competitive pricing been obtained for proposed goods/services? Yes, to include the Government Joint Purchasing as previously outlined.

Below is an estimated summary of Project budget:

FY2026 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Capital Fund 311-1503-479.79-26	6,000,000	\$6,089,016	Yes
Capital Improvements Fund (GO Bond Issue Proceeds) 311-1503-479.79-26	19,00,000	19,500,000	Yes

**COUNCIL ACTIONS:**

**Consideration to approve contracts and bids for the New Police Station Project. The contracts and bids presented below represent the full cost for the base project plus all additional options to show the full scope of the project. Council will consider what (if any) additional to include and the amounts will be adjusted to match that preference. The Council may decide to consider the approval of these items as an omnibus vote instead of taking separate votes on each item.**

**Project Base Approvals**

- 1. Award of Contract to Cordogan Clark for \$24,180,847**
- 2. Award of Bid to Groupe Lacasse Furniture in the Amount of \$731,855 (TIPS Co-Op)**
- 3. Award of Bid to Via Seating in the Amount of \$29,404 (TIPS Co-Op)**
- 4. Award of Bid to ISCA Processing Solutions in the Amount of \$6,895 (TIPS Co-Op)**
- 5. Award of Bid to KI Furniture in the Amount of \$2,015 (TIPS Co-Op)**
- 6. Award of Bid to Bradford Systems in the Amount of \$330,370 (Sourcewell Co-Op)**
- 7. Award of Bid to Heartland Business Systems in the Amount of \$180,000 (TIPS Co-Op)**
- 8. Approval of a North Shore Gas Main Installation Agreement in the Amount of \$20,000**

**Total Base Cost: \$25,489,016**

**Project Additional Option Approvals (All amounts to be awarded to Cordogan Clark if accepted)**

- 1. Complete Parking Lot Resurfacing in the Amount of \$152,260**
- 2. Ballistic Film for All First Floor Windows in the Amount of \$267,802**
- 3. Emergency Operations Center Build Out in the Amount of \$200,752**
- 4. Two Additional HVAC Rooftop Unit Replacements in the Amount of \$646,300**
- 5. Outdoor Deck Adjacent to Lunchroom in the Amount of \$55,000**

**7. NEW BUSINESS**



1. **Consideration of an Ordinance providing for the issuance of not to exceed \$19,850,000 General Obligation Bonds of the City of Lake Forest, Lake County, Illinois, for the purpose of financing capital improvements in and for the City including, but not limited to, renovation of a building for use as a public safety facility, including the site work, design and engineering related thereto, providing for the levy and collection of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof. (First Reading, page 43)**

PRESENTED BY: *Katie Skibbe, Finance Director (847-810-3612)*

**PURPOSE AND ACTION REQUESTED:** Staff requests that City Council grant approval of the ordinance authorizing issuance of the general obligation bonds.

**BACKGROUND/DISCUSSION:** At tonight's meeting, City Council was presented with the contracts and bids for the new Police Station. This Ordinance approves the debt financing required to fund this project.

The sale of the bonds is being approved through a parameters ordinance to provide flexibility in issuance. The ordinance authorizes the sale of bonds at a future date, as long as certain parameters are met. This includes the maximum par value, interest rate, and maturity date. The ordinance also designates certain elected and appointed officials to complete the sale on behalf of the City Council if the terms of the ordinance are met.

The bonds will have a maximum value of \$19,850,000 and a maximum rate of 5% with final maturity on December 15, 2040. The bonds will be repaid through the property tax levy. The parameters ordinance was prepared by the City's bond counsel, Chapman and Cutler, LLP, and reviewed by our financial advisor, Speer Financial, as well as the City Attorney, Ancel Glink.

With approval of the proposed Ordinance, staff will work with the City's financial advisory firm and bond counsel to prepare for a bond auction. The first draft of the Official Statement will be completed at the end of October in preparation for the sale, followed by a bond rating with Moody's Investor Services in November. The bond sale is tentatively scheduled for January 20, 2026. Competitive bids will be presented to the Mayor and Finance Committee Chair prior to acceptance.

**PROJECT REVIEW/RECOMMENDATIONS**

Reviewed	Date	Comments
City Council	10/6/25	Approval of various contracts and bids associated with the new Police Station project

City Council	9/6/25	Review of project financing options
City Council	12/2/24	Approval of the 2024 Tax Levy and review of 15-year maturity options
City Council	11/18/24	Review of maturity options and options for phasing in debt
City Council	11/12/24	Capital Budget Workshop — Review of 10 and 15-year maturity options and estimated tax impacts

**BUDGET/FISCAL IMPACT:** The interest rate on the bond issue will be determined at the online bid auction tentatively scheduled for January 20, 2026. Debt service on the bond issue is scheduled through December 2040 and will be paid from the City's debt service property tax levy. The bonds will be callable in whole or in part on or after December 15, 2033.

**COUNCIL ACTION: Approval of an Ordinance (page XX) providing for the issuance of not to exceed \$19,850,000 General Obligation Bonds of the City of Lake Forest, Lake County, Illinois, for the purpose of financing capital improvements in and for the City including, but not limited to, renovation of a building for use as a public safety facility, including the site work, design and engineering related thereto, providing for the levy and collection of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof. (First reading, page 43)**

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

**9. ADJOURNMENT**

A copy of the Decision Making Parameters, along with a guide to icons focusing on the Priority Areas in the Strategic Plan, is included with this agenda, starting on the following page.

Office of the City Manager

October 1, 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.