



**LEGAL COMMITTEE MEETING**  
**Thursday, May 22, 2025 – 3:00 P.M.**  
**City Hall, 220 E. Deerpath**

**AGENDA**

- I. CALL TO ORDER AND ROLL CALL**
- II. UPDATE FROM CITY MANAGER**
- III. ACTION ITEMS**
  - a. APPROVAL OF FEBRUARY 13, 2025, MEETING MINUTES**
- IV. OPPORTUNITY FOR PUBLIC COMMENT**
- V. ADJOURNMENT INTO EXECUTIVE SESSION**

**\*\*\*\*\*Executive Session\*\*\*\*\***
- VI. RECONVENE INTO REGULAR SESSION**
- VII. ACTION ON ITEMS DISCUSSED DURING EXECUTIVE SESSION**
- VIII. OTHER MATTERS**
  - a. REVIEW OF QUARTERLY LEGAL SERVICES FINANCIAL REPORT (Q4 FY2025)**
  - b. NEXT MEETING – AUGUST 2025**
- IX. ADJOURNMENT**

*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 Keri Kaup, at (847) 810-3677 promptly to allow the City to make reasonable accommodations for those persons.*

## THE CITY OF LAKE FOREST

### **DRAFT Regular Meeting Minutes** **City of Lake Forest Legal Committee** **February 13, 2025 – 3:00 p.m.**

#### **1. Call to Order and Roll Call**

The Open Session of the Legal Committee meeting was called to order at 3:00 p.m. In attendance were Madam Chair Joy Guscott-Mueller, Members Arthur Mertes, David Michael, and Paul Sundberg. Alderman Nancy Novit was absent. Also in attendance were Director of Community Development Catherine Czerniak, City Attorney Julie Tappendorf, Assistant City Manager George Issakou and Assistant to the City Manager Keri Kaup.

#### **2. Approval of Minutes of the Legal Committee**

##### **a. Minutes from the November 14, 2024, Regular Meeting**

The Committee discussed the minutes and did not seek any changes or modifications. Member Mertes made a motion to approve the minutes, seconded by Member Michael. The motion was approved unanimously by voice vote.

#### **3. Opportunity for Public Comment**

There were no members from the public present.

#### **4. Adjourn into Executive Session to discuss executive session minutes and matters relating to pending or threatened litigation.**

Member Michael made a motion to enter into Executive Session, subject to 5 ILCS 120/2 (11) (21), for the purposes of discussing matters of litigation that are probable, imminent or pending and to review executive session minutes as authorized by the Open Meetings Act. The motion was seconded by Member Sundberg. The following voted "Aye": Madam Chair Guscott-Mueller, Members Sundberg, Mertes and Michael. The following voted "Nay": none. 4-Ayes, 0-Nays, motion carried.

*The Committee entered into Executive Session at 3:02 p.m.*

*The Committee Reconvened into Open Session at 3:27 p.m.*

#### **5. Action items discussed during Executive Session**

##### **a. Approval of Minutes from the November 14, 2024, Meeting (Executive Session)**

Member Michael made a motion to approve the minutes, seconded by Member Sundberg. The motion was approved unanimously by voice vote.

## **6. Other Matters**

### **a. Review of Quarterly Legal Services Financial Report (Q3 FY2025)**

Assistant City Manager George Issakoo provided an overview of the Quarterly Financial Reports from the third quarter of FY2025. There were no questions from the Committee.

### **b. Next Meeting Date**

The Committee discussed when the next meeting date would occur and made a consensus to meet on Thursday, May 22, 2025, at 3:00 p.m.

## **7. Adjournment**

There being no further business at this time, Member Sundberg moved, seconded by Member Michael to adjourn, which motion passed unanimously in a voice vote at 3:32 p.m.

Respectfully Submitted,

Keri Kaup  
Assistant to the City Manager

**Legal Committee Quarterly Report  
FY2024 4th Quarter (Feb 1 - Apr 30)  
(100% of Budget Year Complete)**

4	FY2024 Approved Budget	FY2024 Actuals	FY2025 Approved Budget	FY2025 YTD Budget	FY2025 Payments YTD	YTD # Bills Paid	YTD % of Budget Spent	Comments
Ancel Glink Litigation	\$ 120,000	23,839	\$ 120,000	\$ 120,000	10,991		9%	
Ancel Glink City Attorney	\$ 185,000	168,973	\$ 185,000	\$ 185,000	192,262	11	104%	
City Prosecutor LaLuzerne & Smith	\$ 60,000	84,678	\$ 60,000	\$ 60,000	74,005	11	123%	
Labor Law Clark Baird Smith	\$ 70,000	36,473	\$ 70,000	\$ 70,000	82,470	12	118%	
Miscellaneous	\$ 15,000	\$ 1,078	\$ 15,000	\$ 15,000	\$ 211		1%	
<b>Total Legal Account General Fund</b>	<b><u>\$ 450,000</u></b>	<b><u>\$ 315,041</u></b>	<b><u>\$ 450,000</u></b>	<b><u>\$ 450,000</u></b>	<b><u>\$ 359,939</u></b>			
<b>Total Over/(Under) Budget</b>		<b>\$ 134,959</b>			<b>(90,061.07)</b>			
<b>Total Variance (%)</b>		<b>-29.99%</b>			<b>-20.01%</b>			

\*City transitioned from Filippini Law Firm to Ancel Glink June 2018 (FY2019).

**Legal Committee Quarterly Report  
FY2024 4th Quarter (Feb 1 - Apr 30)  
(100% of Budget Year Complete)**

4	FY2024 Approved Budget	FY2024 Actuals	FY2025 Approved Budget	FY2025 YTD Budget	FY2025 Payments YTD	YTD # Bills Paid	YTD % of Budget Spent	Comments
<b>Legal Costs Charged to Other Accounts/Funds</b>								
Contingency General Fund	\$ -	\$ -	\$ -	\$ -	\$ -			
Capital Fund - Land Acquisitions/Sales	\$ 70,000	\$ -	\$ 70,000	\$ 70,000	\$ -			
LF Hospital Fund	\$ -	\$ -	\$ -	\$ -	\$ -			
Parks and Recreation Fund	\$ 8,400	\$ 115	\$ 8,400	\$ 8,400	\$ 3,220			
Cemetery	\$ 2,000	\$ 2,065	\$ 2,000	\$ 2,000	\$ 1,391			
Laurel/Western TIF	\$ 10,000	\$ 14,468	\$ 10,000	\$ 10,000	\$ 500			
Water Fund	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ 390			
Library Fund	\$ 20,000	\$ 118	\$ 20,000	\$ 20,000	\$ 2,138			
<b>Total Other Accounts/Funds</b>	<b>\$ 115,400</b>	<b>\$ 16,765</b>	<b>\$ 115,400</b>	<b>\$ 115,400</b>	<b>\$ 7,639</b>			
<b>Total Over/(Under) Budget</b>		<b>\$ (98,635)</b>			<b>\$ (107,761)</b>			
<b>Total Variance (%)</b>		<b>-85.47%</b>			<b>-93.38%</b>			
<b>TOTAL ALL FUNDS</b>	<b>\$ 565,400</b>	<b>\$ 331,806</b>	<b>\$ 565,400</b>	<b>\$ 565,400</b>	<b>\$ 367,578</b>			
<b>TOTAL OVER/(UNDER)</b>		<b>\$ (233,594)</b>			<b>\$ (197,822)</b>			
<b>TOTAL VARIANCE (%) - YTD</b>		<b>-41.31%</b>			<b>-34.99%</b>			

Note: Bond Counsel legal charges are not included in the information provided.