

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

** Tuesday, January 16, 2024, 6:30 p.m.
220 E. Deerpath
Lake Forest, IL 60045

CALL TO ORDER AND ROLL CALL immediately following the Finance Committee at 6:30 p.m.

Honorable Mayor, Stanford R. Tack

Nancy Novit, Alderman First Ward

Jim Preschlack, Alderman Third Ward

Joseph R. Waldeck, Alderman First Ward

Ara Goshgarian, 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. 2024-2025 Board and Commission Appointments and Reappointments

LIBRARY BOARD

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Vince Sparrow	APPOINT	3

A copy of Volunteer Profile sheets are available at City Hall.

COUNCIL ACTION: Approve the Mayors Appointments and Reappointments

B. Discussion of Potential Bus Regulations

2. COMMENTS BY CITY MANAGER

3. OPPORTUNITY FOR CITIZENS TO ADDRESS THE CITY COUNCIL

4. COMMITTEE REPORTS

5. ITEMS FOR OMNIBUS VOTE CONSIDERATION

1. Approval of December 4, 2023, City Council Meeting Minutes

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

COUNCIL ACTION: Approval of December 4, 2023, City Council Meeting Minutes

2. Approval of the Check Register for the Period of November 25 – December 31, 2023

STAFF CONTACT: *Elizabeth Holleb, Finance Director (847-810-3612)*

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 November 25 - December 31, 2023

	Fund	Invoice	Payroll	Total
101	General	872,911	1,856,785	2,729,696
501	Water & Sewer	1,908,172	221,882	2,130,054
220	Parks & Recreation	155,748	450,977	606,725
311	Capital Improvements	3,815,769		3,815,769
202	Motor Fuel Tax	312,337		312,337
230	Cemetery	162,835	43,737	206,572
210	Senior Resources	13,661	31,577	45,237
510	Deerpath Golf Course	111,582	2,814	114,396
601	Fleet	117,539	65,886	183,425
416 - 434	Debt Funds	3,811,191		3,811,191
248	Housing Trust			0
201	Park & Public Land	348,930		348,930
	All other Funds	1,021,631	193,308	1,214,939
		\$12,652,306	\$2,866,967	\$15,519,273

This month's check register total is higher than usual due to debt service principal and interest payments in December. The amount denoted as "All other Funds" includes \$303,351 in Water Capital Fund expenses and \$491,762 in medical and dental plan expenses.

COUNCIL ACTION: Approval of the Check Register for the Period of November 25 – December 31, 2023

3. Approval of a Resolution Amending the Authorized Signers for the Golf Course Operating Bank Account

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

PURPOSE AND ACTION REQUESTED: Staff requests approval of a resolution authorizing a change in signers for the golf course operating account.

BACKGROUND/DISCUSSION: Pursuant to the management agreement between the City and Kemper Sports Management (KSM) regarding operations of the Deerpath Golf Course, the City is required to open a separate bank account to be utilized by KSM to deposit golf revenues, pay operating expenses and transfer funds to support payroll obligations. The City Council approved the establishment of this bank account and authorized signers on January 5, 2015. Due to changes in staffing at Kemper, Lake Forest Bank and Trust Company requires a resolution be approved by the City Council to authorize a change in signers on the account.

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

COUNCIL ACTION: Approval of a Resolution Amending the Authorized Signers for the Golf Course Operating Bank Account **(page 21)**.

4. Consideration of a Request to Waive the Fidelity Bond Requirement in Connection with Holding a Raffle in the City of Lake Forest for the School of St. Mary (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 School of St. Mary.

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 School of St. Mary is requesting a waiver of the bond requirement and has submitted a request. A copy of the request can be found beginning on **page 24**

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 School of St. Mary. (Approval by Motion)

5. Award of a Design Service Agreement To 845 Design Group for Continued Improvements and Upgrades at the Public Safety Building in the Amount of \$34,400, to Include a Contingency in the Amount of \$2,600, for a Grand Total Amount of \$37,000

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

PURPOSE AND ACTION REQUESTED: To allow the City to take advantage of a grant opportunity, City staff requests that City Council authorize the City Manager to enter into a design service agreement with 845 Design Group as part of the ongoing work to maintain and complete modest upgrades to the City's Public Safety Building. The request is in the amount of \$34,400, to include a contingency in the amount of \$2,600, for a grand total amount of \$37,000.

BACKGROUND/DISCUSSION: The spaces now proposed for modest upgrades were last renovated in 1996 and due to age, high daily use, and high humidity require attention. Improvements to meet the requirements of the Americans with Disabilities Act (ADA), replace flooring, update restroom facilities, and HVAC and electrical improvements are included in the project. The design services will include the development of design options for staff consideration, development of final design and construction documents, preparation of bidding documents, bid process support, and project construction oversight. City staff from various departments will work closely with this design firm throughout the design process as well as eventual project construction once all of the necessary permits are in place.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Finance Committee	11/13/23	FY25 project construction budget identified and recommended as a priority 1 project

BUDGET/FISCAL IMPACT: In August of 2023, The City received an Illinois Department of Illinois Department of Commerce and Economic Opportunity (DCEO) grant allocation in the amount of \$250,000. After obtaining this award, staff recommended the award be used to support upgrades to the Public Safety Building. At the November 13, 2023, Finance Committee meeting, this project was identified as a priority 1 funded project with a FY25 construction budget of \$370,000. The \$370,000 total budget funding is comprised of the \$250,000 DCEO grant allocation and \$120,000 from the City's Capital fund.

As staff continued to work with the City's assigned DCEO Grant Manager, it was learned that the grant allocation had to be utilized for costs incurred by the City prior to June 30, 2024. After this timeline was learned, staff worked to quickly issue a request for proposal (RFP) and as a result of that process, recommends award of the contract to 845 Design Group. The RFP outlined a very specific required schedule to assure that design work can be completed by the end of February. The project design will then be placed out to bid for construction in March with the intent to seek construction bid approval at the April 1, 2024, City Council meeting. Construction would then begin May 1, 2024, with substantial completion occurring prior to June 30, 2024.

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

Firm Name	Proposal Total
845 Design Group	\$34,400
Larson & Darby Group	\$37,400
Senga Architects	\$46,500
Cordogan Clark	\$50,860
Valdes Architecture and Engineering	\$69,500

845 Design Group has considerable large municipal facilities project experience and all references checked came back very positive. 845 Design Group recently successfully designed major fire station renovations for Bartlett Fire Protection District and designed newly constructed fire stations for the Village of Wheeling. Additionally, 845 Design Group has DCEO grant experience and is currently working on two other projects that are funded with DCEO grant allocations.

Below is an estimated summary of Project budget:

FY2024 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Capital Fund 311-1503-467.67-10	\$0	\$37,000	N

While there are no allocated FY2024 funds to support this design, the FY2025 proposed Capital Fund budget reviewed at the November 13 capital budget workshop provided for design services in the amount of \$25,000 and construction in the amount of \$370,000. Should City Council approve this request for FY24, the FY25 budget will be reduced by the \$37,000 to accommodate the needed design funding.

City Council approval this evening will allow staff to formally begin the design process. The overall project timeline from design to construction is very aggressive. It will be very important to hit project design and construction milestones to ensure use of the DCEO grant. Staff is still working with its assigned project DCEO Grant Manager to complete all necessary grant forms. Staff anticipates returning to City Council to seek formal approval of the eventual DCEO grant agreement.

COUNCIL ACTION: Award of a Design Service Agreement To 845 Design Group for Continued Improvements and Upgrades at the Public Safety Building in the Amount of \$34,400, to Include a Contingency in the Amount of \$2,600, for a Grand Total Amount of \$37,000

6. Ratification of an Emergency Purchase of a Police Patrol Vehicle Approved by the City Manager, to D'Orazio Ford of Wilmington, Illinois in the Amount of \$46,959.26

STAFF CONTACTS: James Lockfeer, Assistant Director of Public Works (847-810-3542)
and Kevin Zelk, Deputy Police Chief (847-810-3816)

PURPOSE AND ACTION REQUESTED: Staff is requesting City Council ratify an emergency purchase of a police patrol vehicle that was approved by the City Manager on December 12, 2023. The purchase is from D'Orazio Ford of Wilmington, IL in the amount of \$46,959.26.

BACKGROUND/DISCUSSION: On October 27, 2023, police car # 2 (2021 Ford Police Interceptor) was involved in an accident. The City's police car was traveling southbound on Route 41 following a stolen vehicle that had just entered the highway from Deerpath. The stolen vehicle made an abrupt U-turn and started traveling northbound in the southbound lanes. While trying to follow the stolen vehicle, car 2 struck the center median causing several airbags to deploy. Car 2 was the only vehicle involved in the crash and the officer sustained minor injuries. Car 2 was later towed to Municipal Services. The City's insurance carrier (IRMA hereafter) evaluated the damage to the vehicle and determined it to be a total loss. IRMA will reimburse the City the sum of \$25,281.00 for the vehicle. The totaled 2021 Ford Police Interceptor had accrued approximately 75,600 miles.

Once staff learned IRMA had declared the vehicle a total loss, Deputy Police Chief Zelk began searching for a replacement police vehicle and discovered D'Orazio Ford in Wilmington, Illinois had a unit available. Due to the extremely high demand for police cars, D'Orazio Ford would not be able to hold the vehicle until the City's next Council Meeting on January 16, 2024. Recognizing not only the Department's need to have a sufficient fleet for their daily operations, but with an unknown timeline for delivery of a model year 2024 vehicle, staff requested approval from the City Manager for an emergency purchase of the 2023 Ford Interceptor. The purchase was granted with the understanding that staff would request the purchase be ratified at this evening's City Council meeting.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
City Manager	December 12, 2023	Reviewed & Approved Emergency Purchase Request

BUDGET/FISCAL IMPACT: The purchase was made from the FY '24 Capital Equipment line account in the City's Capital Fund. The totaled unit was stripped of all police equipment that will be repurposed on the new unit. After receiving payment from IRMA, the City will be responsible for the remaining \$21,678.26 which will be funded from Capital Fund reserves. A supplemental appropriation will be presented for City Council approval at the end of the fiscal year, if needed.

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

If no, indicate the specific waiver requested: Administrative Directive 3-5, Section 9.1A – Emergency Purchases Ratification

Below is an estimated summary of the Police Patrol Vehicle budget:

FY2024 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
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Capital Fund 311-5003-475-7502	\$0	\$ 46,959.26	N
Capital Fund Insurance Proceeds 311-0000-379.25-00		\$(25,281.00)	
Net Expenditure		\$21,678.26	

COUNCIL ACTION: Ratification of an Emergency Purchase of a Police Patrol Vehicle Approved by the City Manager, to D'Orazio Ford of Wilmington, Illinois in the Amount of \$46,959.26

7. Approval to Waive the Bid Process and Approve of a Purchase of a Replacement Senior Center 14 Passenger Bus to Midwest Transit Equipment Inc. in the Amount of \$111,625.

STAFF CONTACT: *Tricia Schwall, Senior Resources Manager (847-810-4676)*
and *James Lockefer, Assistant Director of Public Works (847-810-3542)*

PURPOSE AND ACTION REQUESTED: The Senior Resource Commission and City staff request City Council waive the bid process and approve of a purchase of a replacement Senior Center 14 passenger bus to Midwest Transit Equipment Inc. in the amount of \$111,625.

BACKGROUND/DISCUSSION: On June 1, 2023, the current Dickinson Hall bus was involved in an accident. The bus was being used to transport sixteen Dickinson Hall members and one staff member to downtown Chicago for an Architectural River Tour. On the way back to pick the group up from the dock, the driver was instructed to go to a different location due to a member unable to climb the stairs back up to meet the bus. The driver attempted to navigate to the new site and after several failed attempts, the driver found a parking garage that could be used as a pass through to get to the needed street. The bus was too tall for the clearance and the top of the bus got stuck under the spikes of the clearance bar. There were no injuries and it took several hours to get the bus unstuck causing even further damage to the bus. The driver was able to drive the vehicle back to Dickinson Hall and the members were shuttled to lunch and to the train station to return to Dickinson Hall. The City's insurance carrier (IRMA hereafter) evaluated the damage to the vehicle and determined it to be a total loss. IRMA will reimburse the City the sum of \$80,495 for the vehicle. The totaled 2019 bus had accrued approximately 2,444 miles.

This bus is an important Dickinson Hall asset as it gives flexibility to providing senior transportation options for excursion offerings. Currently, Dickinson Hall uses a bus 5-6 times per month. At this time, we have one 21-passenger bus that is used but only have one driver that has a CDL that can drive that vehicle. We have two other drivers that do not have a CDL license but can drive a 14-passenger bus. This also gives staff the opportunity to drive a group if we cannot get a driver.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
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LF/LB Senior Citizens Foundation	November 28, 2023	Reviewed & Approved Replacement Bus Purchase Request
Senior Resource Commission	November 9, 2023	Reviewed & Approved Replacement Bus Purchase Request

BUDGET/FISCAL IMPACT: Once staff learned IRMA had declared the vehicle a total loss, Dickinson Hall and Fleet Section staff worked to identify an available replacement bus. Recognizing the need to have a sufficient bus for Dickinson Hall operations, but also limited low floor cut away bus supply, it is recommended to proceed with its purchase by waiving the bid process. Staff is very comfortable with the price of this bus after researching different bus models and their manufacturer's suggested retail price. Additionally, the 2019 bus purchase approval was also approved to Midwest Transit Equipment Inc. by City Council on December 2, 2019. This approval by City Council also included waiver of the bidding process at that time. Midwest Transit Equipment Inc. currently holds numerous State of Illinois bus contracts and supplies the State with similar bus models. Midwest Transit Equipment Inc. has agreed to hold this replacement bus, that is currently in stock, until January 17, 2024, to allow for City Council consideration and potential approval.

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

Below is an estimated summary of the budget:

FY2024 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Capital Fund 311-5003-475.75-02	\$0	\$111,625	N

The purchase price of the replacement bus is \$111,625. This includes an applied Ford manufacturer discount for governmental agencies of \$3,800. After receiving payment from IRMA of \$80,495, the City will be responsible for the remaining \$31,130 which will be funded from Senior Resources Fund reserves transferred to the Capital Fund and the LF/LB Senior Citizen's Foundation via a 50/50 funding share (\$15,565 each). A supplemental appropriation will be presented for City Council approval at the end of the fiscal year, if needed.

COUNCIL ACTION: Approval to Waive the Bid Process and Approve of a Purchase of a Replacement Senior Center 14 Passenger Bus to Midwest Transit Equipment Inc. in the Amount of \$111,625

8. Approval of a Purchase of a Replacement Rear-Load Refuse Truck to Truck Center Companies (chassis) in the Amount of \$213,672 and McNeilus Truck Manufacturing (body) in the Amount of \$135,134 for a Grand Total Cost of \$348,806

STAFF CONTACT: Jim Lockfeer, Assistant Director of Public Works (847-810-3542)

PURPOSE AND ACTION REQUESTED: The Public Works Committee and City staff request City Council approve of a purchase to replace a Sanitation Section rear-load refuse truck to Truck Center Companies (chassis) in the amount of \$213,672 and McNeilus Truck Manufacturing (body) in the amount of \$135,134 for a grand total cost of \$348,806.

BACKGROUND/DISCUSSION: There are six total rear load refuse trucks included in the Sanitation Section fleet. This recommended purchase will replace an existing rear-load refuse truck that has been in service and utilized by the Sanitation Section since 2004. The accrued operating hours for the existing truck are over 33,000 hours. After 20 years of significant in-service operation hours, the truck has exceeded its estimated useful life.

The most significant concern with the current truck is the hydraulic system is worn out which results in difficulty creating enough pressure to operate the multiple functions of the collection and dump systems. The steel body and sub frame have been patched multiple times and the suspension and steering are worn, needing components replaced. The motors are tired, needing valve and ring replacements. The truck has been a very reliable Sanitation fleet asset, but like all the City's refuse trucks, the heavy use on a week-to-week basis takes its toll.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	11/20/23	Reviewed & Approved FY25 Capital Equipment List
Finance Committee	11/13/23	FY25 Capital Equipment Replacement List Included in Meeting Packet

BUDGET/FISCAL IMPACT: The purchase price provided by both Truck Center Companies and McNeilus Truck Manufacturing 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 the Truck Center Companies (Autocar) truck chassis and McNeilus refuse bodies for many years. The City has experienced excellent success with each of these products with their longstanding wear, responsive parts delivery, and service when needed.

Has City staff obtained competitive pricing for proposed goods/services? **No**
Administrative Directive 3-5, Section 6.1D – Government Joint Purchase.

Below is an estimated summary of Project budget:

FY2025 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Capital Fund 311-5003-475-75-02	\$350,000	\$348,806	Y

City Council approval this evening will allow staff to place the orders now with an anticipated delivery date for the chassis during the winter of 2025 with a completion date of summer of 2025. Once the new refuse truck is put into service, the City will place the existing truck up for sale via the competitive bidding process, and assuming 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 Rear-Load Refuse Truck to Truck Center Companies (chassis) in the Amount of \$213,672 and McNeilus Truck Manufacturing (body) in the Amount of \$135,134 for a Grand Total Cost of \$348,806.

9. Consideration of a Waiver of Permit Fees Related to the Renovations and Upgrades of the Barnhouse on the Ragdale Campus at 1260 N. Green Bay Road. (Approval by Motion)

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

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: The Ragdale Campus, an artist's retreat, is owned by the City and leased to, managed, maintained, and operated by the Ragdale Foundation. The Ragdale Foundation is undertaking much needed renovations and upgrades to the Barnhouse, a Howard Van Doren designed structure which is over 100 years old. This project was reviewed and approved by the City's Historic Preservation Commission. The work includes restoring windows, reworking and upgrading first and second floor interior spaces, upgrading plumbing, and replacement of the roof and gutters. The City routinely waives permit fees associated with construction projects on City owned property.

BUDGET/FISCAL IMPACT: The amount of the permit fees to be waived is noted below.

Construction Permit Fees	Permit Fees	Amount of Fee Waiver Requested
Ragdale Barnhouse	\$9,857.00	\$9,857.00

COUNCIL ACTION: If desired by the City Council, approve a motion waiving permit fees in the amount of \$9,857.00 for renovations and upgrades to the Barnhouse at Ragdale.

10. Consideration of an Ordinance Approving a Recommendation from the Building Review Board. (First Reading, and if Desired by the City Council, Final Approval)

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

PURPOSE AND ACTION REQUESTED: The following recommendation from the Building Review Board is presented to the City Council for consideration as part of the Omnibus Agenda along with the associated Ordinance.

BACKGROUND:

1055 Beverly Place – The Building Review Board considered a petition for a two story addition at the north end of the house to accommodate a new garage, storage space, and second floor living space and enclosure of a screen porch to create additional year round living space. The Zoning Board of Appeals also considered this petition and recommended approval of variances as detailed in the following agenda item. Two letters from neighboring property owners in support of the petition were presented to the Board. (Board vote: 6-0 recommending approval)

An Ordinance approving the petition as recommended by the Building Review Board with key exhibits attached is included in the Council packet beginning on **page 25**. The Ordinance, complete with all 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 the Ordinance approving the petition in accordance with the Building Review Board's recommendation.

11. Consideration of an Ordinance Approving a Recommendation from the Zoning Board of Appeals in Support of Setback Variances at 1055 Beverly Place. (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 Zoning Board of Appeals is presented to the City Council for consideration as part of the Omnibus Agenda along with the associated Ordinance.

BACKGROUND

1055 Beverly Place – The Zoning Board of Appeals recommended approval of an Ordinance granting variances from the front and side yard setbacks for a two story addition and modifications to the driveway. Two letters were submitted by neighbors in support of the petition. The Building Review Board also recommended approval of the petition as detailed in the previous agenda item. (Board vote: 7-0, recommendation for approval)

The Ordinance approving variances from the zoning setbacks for 1055 Beverly Place as recommended by the Zoning Board of Appeals with key exhibits attached is included in the Council packet beginning on **page 35**. The Ordinance, complete with all 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 the Ordinance approving variances from zoning setbacks for 1055 Beverly Place in accordance with the Zoning Board of Appeals' recommendation.

COUNCIL ACTION: Approve the (11) omnibus items as presented

6. OLD BUSINESS

7. NEW BUSINESS

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 beginning on **page 13** of this packet.

Office of the City Manager

January 10, 2024

The City of Lake Forest is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are required to contact City Manager Jason Wicha, at (847) 234-2600 promptly to allow the City to make reasonable accommodations for those persons.





THE CITY OF LAKE FOREST

DECISION-MAKING PARAMETERS FOR CITY COUNCIL, AND APPOINTED BOARDS & COMMISSIONS

Adopted June 18, 2018

The City of Lake Forest Mission Statement:

"Be the best-managed, fiscally-responsible and appealing community and promote a community spirit of trust, respect and citizen involvement."

The Lake Forest City Council, with the advice and recommendations of its appointed advisory Boards and Commissions, Lake Forest Citizens, and City Staff, is responsible for policy formulation and approval. Implementation of adopted strategy, policy, budgets, and other directives of Council is the responsibility of City Staff, led by the City Manager and Senior Staff. The Mayor and Aldermen, and appointed members of Boards and Commissions should address matters in a timely, deliberate, objective and process-driven manner, making decisions guided by the City of Lake Forest Strategic and Comprehensive Plans, the City's Codes, policies and procedures, and the following parameters:

- Motions and votes should comprise what is in the best long-term interests of all Lake Forest citizens, measured in decades, being mindful of proven precedents and new precedents that may be created.
- All points of view should be listened to and considered in making decisions with the long-term benefit to Lake Forest's general public welfare being the highest priority.
- Funding decisions should support effectiveness and economy in providing services and programs, while mindful of the number of citizens benefitting from such expenditures.
- New initiatives should be quantified, qualified, and evaluated for their long-term merit and overall fiscal impact and other consequences to the community.
- Decision makers should be proactive and timely in addressing strategic planning initiatives, external forces not under control of the City, and other opportunities and challenges to the community.

Community trust in, and support of, government is fostered by maintaining the integrity of these decision-making parameters.

The City of Lake Forest's Decision-Making Parameters shall be reviewed by the City Council on an annual basis and shall be included on all agendas of the City Council and Boards and Commissions.

The City of Lake Forest
CITY COUNCIL MEETING
Proceedings of the Monday, December 4, 2023
City Council Meeting – City Council Chambers
220 E Deerpath, 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 Waldeck, Alderman Notz, Alderman Powers, Alderman Preschlack, Alderman Goshgarian, Alderman Weber, and Alderman Walther

Absent: none

CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE was recited by all.

REPORTS OF CITY OFFICERS

COMMENTS BY MAYOR

Mayor Tack invited everyone to the Third Annual Saturday Market – with Celebrate the Holidays right around the corner, he asked everyone to mark their calendar and stop by the West Lake Forest Train Station (911 Telegraph Road) on Saturday, December 9 and 16 between 10 am to 2 pm to shop for unique gifts, enjoy specialty foods, and visit with friends and neighbors.

A. 2023-2024 Board and Commission Appointments and Reappointments

AUDIT

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Joy Larisey	APPOINT	4
Brian Durkin	APPOINT	2
Tighe Magnuson	APPOINT as CHAIR	2

PLAN COMMISSION

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Paul Thomas	APPOINT	3

Mayor Tack read the appointments and asked for a motion.

COUNCIL ACTION: Approve the Mayor's Appointments and Reappointments

Alderman Preschlack made a motion to Approve the Mayor's Appointments, seconded by Alderman Powers. Motion carried unanimously by voice vote.

COMMENTS BY CITY MANAGER

A. Strategic Plan Update

- **George Issakoo, Assistant City Manager**

City Manager Jason Wicha gave a high-level timeline for the strategic plan. Assistant City Manager George Issakoo gave a more detailed overview that included goal areas remaining largely the same and explaining that it is more of a reset than an overhaul. He also gave background on firm selection and reviewed a timeline that begins with a kickoff in February including in person, and on-line focus group sessions with next steps to be determined.

B. Replacement Fire Engine

- **Andy Rick, Deputy Fire Chief**

Deputy Fire Chief Andy Rick reviewed the lead time and the process of choosing vendors and mirroring the last engine purchase. He gave an overview of the highlights on the new Sutphen Engine, he thanked the Council for their support in obtaining the new apparatus.

OPPORTUNITY FOR CITIZENS TO ADDRESS THE CITY COUNCIL

Student at Lake Forest High School offered two ordinances to the Council that would limit the flavors and the number of sellers of flavored tobacco products.

Student at Lake Forest High School offered the Council the *LEAD* survey results and asked for the prohibition of flavored tobacco products.

Mayor Tack thanked the students for sharing their opinions. He noted that while regulatory action isn't likely at this time, there's an opportunity for an education campaign that could help encourage peers to avoid flavored tobacco products. He went on to say that if they students are interested, to please connect with City staff, perhaps the team at CROYA, regarding partnering on an educational campaign that can help encourage Lake Forest's youth to avoid flavored tobacco products.

COMMITTEE REPORTS

FINANCE COMMITTEE

*****PUBLIC HEARING ON THE CITY'S PROPOSED 2023 TAX LEVY ORDINANCE*****

OPEN PUBLIC HEARING

Mayor Tack asked for a motion to open the public hearing at 6:50 p.m.

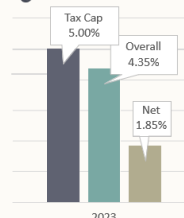
Alderman Preschlack made a motion to open the public hearing at 6:50 p.m. seconded by Alderman Novit. The following voted "Aye": Alderman Novit, Waldeck, Notz, Powers, Preschlack, Goshgarian, Weber, and Walther. The following voted "Nay": none. 8-Ayes, 0-Nays, motion carried.

1. Consideration of an Ordinance Establishing the 2023 Tax Levy (Final Reading – Public Hearing Required)

Elizabeth Holleb, Finance Director reported that this is the fifth time the City Council has seen this item. She went on to highlight the details on the proposed levy as shown in the graphs below.

2023 Property Tax Levy

- ☐ Overall, City EAV projected to increase **5.59%**
- ☐ PTELL (Tax Cap) applicable to 2023 Levies – **5.00%**
- ☐ City Proposed Levy Increase – **4.35%**
 - ☐ Includes 2023 Deerpath Park Bonds
 - ☐ Excluding Deerpath Park bonds, increase is **1.85%**
- ☐ City Levy Rate projected to decrease for 2023



FUND	2023 LEVY	2022 Extension	\$ CHANGE	% CHANGE	
General	\$15,905,862	15,304,045	601,817	3.93%	3% + new constr
Pension Funds					
IMRF/SS	1,380,300	1,340,097	40,203	3.00%	
Police Pension	3,284,422	3,284,422	0	0.00%	Pens Subcommittee
Fire Pension	2,403,239	2,403,239	0	0.00%	Pens Subcommittee
Sub-Total Pension Funds	7,067,961	7,027,758	40,203	0.57%	
Agency Funds					
Recreation and Parks	5,873,784	5,594,080	279,704	5.00%	
Recreation and Parks-IMRF/SS	653,295	622,186	31,109	5.00%	
Recreation and Parks-Specific Purpose	125,000	125,000	0	0.00%	
Special Recreation	553,413	527,060	26,353	5.00%	
Capital Improvements	1,542,169	1,891,019	(348,850)	-18.45%	5-year (+\$350k 22)
Library	4,502,942	4,268,960	233,982	5.48%	
Library-sites	479,639	456,799	22,840	5.00%	
Sub-Total Agency Funds	13,730,243	13,485,104	245,139	1.82%	
AGGREGATE LEVY	36,704,065	35,816,907	887,158	2.48%	
Bond Funds					
2010/2013/2021 GO Bonds MS/CIP	729,100	730,900	(1,800)	-0.25%	
2019 Refunding	827,463	832,712	(5,250)	-0.63%	
2023 Issue - Deerpath Park	942,256	0	942,256		
Extension Adjustment	0	18,258	(18,258)		
2015 GO Bonds - CIP	263,738	262,113	1,625		
Sub-Total Bond Funds	2,762,556	1,843,983	918,573	49.81%	
PTAB/CE Recapture	0	161,995	(161,995)	N/A	New Legislation
GRAND TOTAL TAX LEVY	39,466,621	37,822,885	1,643,736	4.35%	

Truth in Taxation Public Notice
– Lake Forester 11/23

2023 Property Tax Levy Average Household Impact

	2023 Forecast	2022 Actual		
City Equalized Assessed Value (EAV)	2,573,145,751	2,426,166,029	5.59%	EAV Incr
1/3 market value				
City Levy	39,466,621	37,822,885		
Tax Rate	1.5338	1.5590	levy divided by EAV X 100	
Average Home Market Value	\$ 844,726	\$ 800,000		
EAV	281,575	266,667		
EAV X Tax Rate/100	\$ 4,319	\$ 4,157	\$ 162	3.89%
This is the impact projected on an average existing home. This represents 23% (City) and 3% (Library) of the entire tax bill.				
(Impacts on individual properties may differ.)				

Mayor Tack asked if anyone would like to address the Council. Seeing none, he asked for a motion to close the public hearing at 6:56pm.

CLOSE PUBLIC HEARING

Alderman Walther made a motion to close the public hearing at 6:56 p.m. seconded by Alderman Powers. The following voted “Aye”: Alderman Novit, Waldeck, Notz, Powers, Preschlack, Goshgarian, Weber, and Walther. The following voted “Nay”: none. 8-Ayes, 0-Nays, motion carried. Seeing no additional comments, Mayor Tack asked for a motion.

COUNCIL ACTION: Conduct a public hearing on the City’s proposed 2023 Tax Levy Ordinance. Upon closing the public hearing, it is recommended that the City Council consider final approval of an Ordinance Establishing the 2023 Tax Levy

Alderman Notz made a motion to consider final reading of an Ordinance Establishing the 2023 Tax Levy, seconded by Alderman Weber. The following voted “Aye”: Alderman Novit, Waldeck, Notz, Powers, Preschlack, Goshgarian, Weber, and Walther. The following voted “Nay”: none. 8-Ayes, 0-Nays, motion carried.

1. Gorton Community Center 2024 Budget Presentation

Board Chair Andrew Trees thanked The City of Lake Forest for its support over the years while Gorton has experienced growth and continued outreach in the community. Amy Wagliardo, Executive Director spoke to Gorton’s Mission and Vision statements noting that Gorton is working with its 5-year strategic plan noting it will celebrate its 50th anniversary in 2024, and 2024 budget assumptions. Bob Scales, City Director on the Gorton Board reviewed goals that were given thoughtful and careful consideration, he also spoke to using the endowment in a conservative manner.

The City Council had a discussion on leadership, volunteers to grow the organization, fundraising, private gifts and the new Development Director goals. The Council remarked on the remarkable success of Gorton over the last decade.

Mayor Tack asked if anyone would like to address the Council. Seeing none, he asked for a motion.

COUNCIL ACTION: It is recommended that the City Council approve the Gorton Community Center 2024 Budget

Alderman Weber made a motion to approve the Gorton Community Center 2024 Budget, seconded by Alderman Novit. The following voted “Aye”: Alderman Novit, Waldeck, Notz, Powers, Preschlack, Goshgarian, Weber, and Walther. The following voted “Nay”: none. 8-Ayes, 0-Nays, motion carried.

PARKS & RECREATION BOARD

1. Approval of the proposed Athletic Field Usage Policy which includes an Athletic Field Usage Fee Schedule as recommended by the Parks and Recreation Board.

Anthony Anaszewicz, Athletics Program Manager gave an overview of the purpose and goals of the advisory Committee, he highlighted the milestones, and he reviewed the proposed changes to policy in relation to sport field improvement fund, insurance requirements, classification criteria, tiers, affiliate terminology, and nonresident percentages along with the proposed rental fee structures.

Elizabeth Holleb, Finance Director reviewed financial considerations including the philosophical change in the fee structure that it is currently maintenance driven, to what is proposed as rental fee driven- moving to a new fee structure using historical program data and anticipated impacts to each organization that will use the fields and a phased in cost recovery plan.

The City Council had lengthy discussion on the tier system, anticipated replacement of the turf, heavy to use areas, demand, community asset, investment of funds reserved, online booking capabilities, and pickleball courts. They also thanked all involved for the efforts on this project.

Mayor Tack asked if anyone would like to address the Council. Seeing none, he asked for a motion.

COUNCIL ACTION: Approval of the proposed Athletic Field Usage Policy including the proposed Athletic Field Usage Fee Schedule as recommended by the Parks and Recreation Board.

Alderman Weber made a motion to approve the proposed Athletic Field Usage Policy including the proposed Athletic Field Usage Fee Schedule as recommended by the Parks and Recreation Board, seconded by Alderman Preschlack. The following voted "Aye": Alderman Novit, Waldeck, Notz, Powers, Preschlack, Goshgarian, Weber, and Walther. The following voted "Nay": none. 8-Ayes, 0-Nays, motion carried.

ITEMS FOR OMNIBUS VOTE CONSIDERATION

1. **Approval of November 20, 2023, City Council Meeting Minutes**
2. **Approval of the Check Register for the Period of October 28 – November 24, 2023**
3. **Approval of a Resolution of Appreciation for Retiring Members of Boards and Commissions as follows:**

BOARD, COMMISSION OR COMMITTEE	NAME OF MEMBERS(S)
AUDIT	Tara Janos, Chairman
PLAN	Stephen Douglass

4. **Approval of Ordinances Abating 2023 Tax Levies for Various G.O. Alternate Revenue Bond Issues (Final Reading)**
5. **Grant Final Approval of an Ordinance approving a Fee Schedule (Final Reading)**
6. **Approval to Extend the City's Grant Services Agreement with The Ferguson Group for Grant Research/Writing Services for 2024**
7. **Authorize the Office of the City Manager to enter into a Contract with The Meiorando Group for Strategic Planning Services in the Amount of \$50,000**
8. **Approval of a Loan Agreement between the City of Lake Forest and Elawa Farm Foundation**
9. **Approval of an Advance of FY27 Capital Improvement Funding and a Request to Waive the City's Bidding Process and approve the Purchase of a Replacement Fire Engine by Sutphen, Not to Exceed Amount of \$1,200,000**

10. **Approval of an Advance of FY25 Capital Improvement Funding and Approval of Forest Park Boardwalk Project's Low Bid and Authorize the City Manager to Execute an Agreement with F.H. Paschen in an Amount of \$1,735,935; this Includes an Overall 10% Project Contingency.**
11. **Approval of a Purchase of Five Replacement Sanitation Section Scooters to EJ Equipment in the Amount of \$193,000**
12. **Approval of a Purchase of a Replacement Water & Sewer Section Televising Van to Standard Equipment in the Amount of \$250,000**
13. **Approval of an Advance of FY25 Capital Improvement Funding and Approval of Engineering Services for the Central Business District Infrastructure Evaluation to Kimley-Horn and Authorize the City Manager to Execute an Agreement in the Amount of \$293,790 Plus the Remaining \$6,210 for Contingency; Total Cost Not to Exceed \$300,000**
14. **Consideration of an Ordinance Approving a Recommendation from the Building Review Board. (First Reading, and if Desired by the City Council, Final Approval)**

Mayor Tack asked members of the City Council if there were any items that they would like removed or taken separately. Seeing none, he asked for a motion.

Alderman Notz made a motion to approve the fourteen (14) Omnibus items as presented, seconded by Alderman Goshgarian. The following voted "Aye": Alderman Novit, Waldeck, Notz, Powers, Preschlack, Goshgarian, 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.

OLD BUSINESS

None this evening.

NEW BUSINESS

ADDITIONAL ITEMS FOR COUNCIL DISCUSSION/COMMENTS BY COUNCIL MEMBERS
--

The City Council commended Director Sally Swarthout and Superintendent Chuck Myers for all the work on the Athletic Fields. Mayor Tack wished the community a safe Holiday season.

Mayor Tack noted there will be no further business following executive session, he then asked for a motion to adjourn into **EXECUTIVE SESSION pursuant to 5 ILCS 120/2 (c)(11), Pending litigation, and (5), Purchase or lease of real property for the use of the public body, and (6), Disposition of property and the consideration for the sale or lease of property owned by the Public Body.**

Alderman Powers made a motion to adjourn into executive session pursuant to 5 ILCS 120/2 (c)(11), Pending litigation, and (5), Purchase or lease of real property for the use of the public body, and (6), Disposition of property and the consideration for the sale or lease of property owned by the Public Body, seconded by Alderman Preschlack. The following voted "Aye": Alderman Novit, Waldeck, Notz, Powers, Preschlack, Goshgarian, Weber, and Walther. The following voted "Nay": none. 8-Ayes, 0-Nays, motion carried.

Adjournment into Executive Session at 7:50 pm.

Reconvened into Regular Session at 9:13 pm.

ADJOURNMENT

There being no further business Mayor Tack asked for a motion to adjourn. Alderman Walther made a motion to adjourn, seconded by Alderman Weber. Motion carried unanimously by voice vote at 9:14 p.m.

Respectfully Submitted,
Margaret Boyer, City Clerk

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

RESOLUTION OF ASSOCIATION OR ORGANIZATION

For Wintrust Financial Corporation and its affiliates, including Barrington Bank & Trust Company, N.A.; Beverly Bank & Trust Company, N.A.; Crystal Lake Bank & Trust Company, N.A.; Hinsdale Bank & Trust Company, N.A.; Lake Forest Bank & Trust Company, N.A.; Libertyville Bank & Trust Company, N.A.; Northbrook Bank & Trust Company, N.A.; Old Plank Trail Community Bank N.A.; St Charles Bank & Trust Company, N.A.; Schaumburg Bank & Trust Company, N.A.; State Bank of The Lakes N.A.; Town Bank N.A.; Village Bank & Trust N.A.; Wheaton Bank & Trust Company, N.A.; Wintrust Bank N.A.

DATE:

TO: NAME AND ADDRESS OF FINANCIAL INSTITUTION Lake Forest Bank & Trust Company, N.A. Lake Forest Office 727 North Bank Lane Lake Forest, IL 60045 (847) 234-2882	FROM: NAME AND ADDRESS OF ORGANIZATION The City Of Lake Forest 800 N Field Dr Lake Forest, IL 60045-4861
---	---

Use this Resolution of Association or Organization to open account(s), to deposit and withdraw funds, and to open and have access to Safe Deposit Boxes, as well as sign Agreements on behalf of the Association or Organization for ATM or Debit Cards, Night Depository services, Lock Box services and Cash Management.

I certify that I am duly and legally elected/appointed, qualified representative and keeper of the records ("Designated representative") of/for the legal Organization ("Organization") named above, that the following is a true and complete copy of a Resolution duly adopted by the officers of said Organization at a meeting, at which a quorum was present, and that such Resolution is still in full force and effect and has not been amended or rescinded.

IT IS RESOLVED THAT:

Pursuant to authority contained in the By-Laws of the Organization, the said officers of the Organization have duly designated Financial Institution as a depository of the funds of the Organization. By virtue of said election, the By-Laws and the afore-said designation, the following described officers referred to below as "Authorized Signer(s)" and whose names and signatures appear below, are authorized for and on behalf of the Organization to have the following indicated powers as contained in this Resolution:

- Open and maintain accounts (s);
- Make deposits to the account(s);
- Endorse for negotiation, negotiate, and receive the proceeds of any negotiable instrument, check, draft, or order for the payment of money payable or belonging to the Organization by writing, stamp, or other mean permitted by this Resolution without designation of the person endorsing;
- Make withdrawals from the account(s) in any manner permitted by the account(s);
- Transfer funds from the account(s) in Financial Institution to any account whether or not held at this Financial Institution and whether or not held by this Organization.
- Approve, endorse, guarantee and identify the endorsement of any payee or any endorser of any negotiable instrument, check, draft or order for the payment of money whether drawn by the Organization or anyone else and guarantee the payment of any negotiable instrument, check, draft or order for the payment of money.
- Delegate to others the authority to approve, endorse, guarantee and identify the endorsement of any payee or endorser on any negotiable instrument, check, draft or order for the payment of money and to guarantee the payment of any such negotiable instrument, check, draft or order for payment of money.
- Lease a Safe Deposit Box(es) with Financial Institution, make inspections of, deposits to and removals from box(es) and exercise all rights and be subject to all responsibilities under the Agreement.
- Enter into Night Depository Agreement with Financial Institution and exercise all rights and be subject to all responsibilities under the Agreement.
- Apply for, receive and utilize debit cards, or other access devices to exercise those powers authorized by this Resolution or other Resolutions then in effect.
- All Signers can may enter into a Treasury Management Agreement with Financial Institution, and exercise all rights and be subject to all responsibilities under the Agreement.

RESOLUTION APPLIES TO (check all that apply):

- ☐ ALL ACCOUNTS ☒ SPECIFIC ACCOUNTS: [REDACTED]
☐ SCHEDULE I ATTACHED ☐ ADDITIONAL SIGNER ADDENDUM ATTACHED

NAME	SIGNATURE	SIGNATURE STAMP (if applicable)
1. Diane M Hall	X	
2. Elizabeth Holleb	X	
3. Vincent A Juarez	X	
4. Bryan Howell	X	
5. Jason Wicha	X	
6. Jonathan A Grossman	X	
7.	X	
8.	X	

SIGNATURE CERTIFICATION

I certify that the foregoing are names, titles and genuine signature of the current Authorized Signers of the Organization authorized by the above Resolution.

IN WITNESS WHEREOF, I have subscribed my name as Designated Representative of the Organization on the date shown below.

X

DESIGNATED REPRESENTATIVE

DATE

Elizabeth Holleb

IT IS FURTHER RESOLVED AS FOLLOWS, the Organization certifies to the Financial Institution that:

- The Organization shall certify to the Financial Institution the names of the persons who are at present authorized to act on behalf of this Organization under this Resolution and shall from time to time hereafter, as changes in the personnel of said officers are made, immediately certify such changes to the Financial Institution. The Financial Institution shall be fully protected in relying on such certifications of the authorized officer and shall be indemnified and held harmless from any claims, demands, expenses, loss or damage resulting from, or growing out of, honoring the signature of any officer so certified, or refusing to honor any signature not so certified;
- Each of the Authorized Signers whose signature appears above may sign without the other(s);
- All items deposited with prior endorsements are guaranteed by the Organization;
- All items not clearly endorsed by the Organization may be returned to the Organization by the Financial Institution or, alternatively, the Financial Institution is granted a power of attorney in relation to any such item to endorse any such item on behalf of the Organization in order facilitate collection;
- Financial Institution shall have no liability for any delay in presentment or return of any negotiable instrument or other order for the payment of money, that is not properly endorsed;
- Financial Institution is directed and authorized to act upon and honor any withdrawal or transfer instructions issued and to honor, pay and charge to any depository account or accounts of the Organization, all checks or orders for the payment of money so drawn when signed consistent with this Resolution without inquiring as to the disposition of the proceeds or the circumstances surrounding the issuance of the check or the order for the payment of the money involved, whether such checks or orders for the payment of money payable to the order of, or endorsed or negotiated by any one or more of the Authorized Signers signing them or such party in their individual capacities or not, and whether they are deposited to the individual credit of or tendered in payment of the individual obligation of any one or more Authorized Signers signing them or of any other such party or not;
- Financial Institution shall be indemnified for any claims, expenses or losses resulting in honoring of any signature certified or refusing to honor any signature not so certified; and
- Notwithstanding any modification or termination of the power of any Authorized Signer of the Organization, this Resolution shall remain in full force and bind the Organization and its legal representatives, successors, assignees, receivers, trustees or assigns until written notice to the contrary signed by, or on behalf of, the Organization shall have been received by the Financial Institution, and that receipt of such notice shall not affect any action taken by the Financial Institution prior to receipt of such notice in reliance on this Resolution.



January 16, 2024

Lake Forest Bank and Trust
Attn.: Melisa Cuevas
727 N. Bank Lane
Lake Forest, IL 60045

Re.: Bank Resolution Golf Operating Account [REDACTED]

Dear Melisa,

The City previously restricted access to account functions via the Bank Resolution approved by the City Council. Per our communication, the Bank Resolution no longer provides the ability to restrict access by individual.

Per this letter, I am requesting the following account functions be restricted to Jason Wicha, City Manager; Elizabeth Holleb, Finance Director and Diane Hall, Assistant Finance Director.

- Open and Maintain Accounts
- Delegate to others the authority to approve, endorse, guarantee and identify the endorsement of any payee or endorser on any negotiable instrument, check, draft or order for the payment of money and to guarantee the payment of any such negotiable instrument, check, draft or order for payment of money.
- Night Depository – Enter into a Night Depository Agreement with the Financial Institution and exercise all rights and be subject to all responsibilities under the Agreement.
- Debt Card/ATM Card – Apply for, receive and utilize debit cards or other access devices to exercise those powers authorized by the Resolution or other Resolutions then in effect.
- Treasury Management – Enter into a Treasury Management Agreement with Financial Institution and exercise all rights and be subject to all responsibilities under the Agreement.

No signer should have access to establish a Safe Deposit Box with the Financial Institution.

This letter shall be attached to the City's Resolution of Association or Organization to confirm the restrictions by user to account functions.

If you have any questions, please contact Diane Hall at HallD@cityoflakeforest.com or (847)810-3614.

Sincerely,

Diane Hall
Assistant Finance Director



SCHOOL OF ST. MARY

To Learn, To Serve, To Lead

December 5, 2023

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

Dear Mayor Tack,

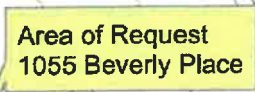
The Parents Association of the School of St. Mary is asking for the City's consideration of a waiver for the requirements of the fidelity bond regarding our Golden Ticket Raffle license application. The Raffle includes items with an estimated value of approximately \$2,000-8,000, and we anticipate the number of tickets to be sold at 100.

Thank you in advance for your consideration.

Sincerely,

Melissa Haak
Director of Development and Marketing
School of St. Mary, Lake Forest





THE CITY OF LAKE FOREST

ORDINANCE NO. 2024- ____

AN ORDINANCE APPROVING ARCHITECTURAL AND SITE DESIGN FOR THE
PROPERTY LOCATED AT 1055 BEVERLY PLACE

WHEREAS, Theodore Hadjis and Stephanie Poulos ("**Owners**") are the owners of that certain real property commonly known as 1055 Beverly Place, 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 add a two story addition, convert a screen porch to living space and make other associated alterations ("**Improvements**") as depicted on the site plan, landscape plan and architectural drawings that are attached hereto as Group Exhibit B ("**Plans**"); and

WHEREAS, the Owners submitted an application ("**Application**") to permit the construction of the Improvements and were required to present the Plans to the Building Review Board ("**BRB**") for its evaluation and recommendation; and

WHEREAS, pursuant to notice duly published, the BRB reviewed and evaluated the Plans at a public hearing held over the course of two meetings on September 6, 2023 and December 6, 2023; and

WHEREAS, the BRB, 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-2, Single Family Residence District under the City Code,

2. Owners propose to construct the Improvements as depicted on the Plans,
3. the evidence presented indicates that the construction of the Improvements, if undertaken in conformity with the recommended conditions and the Plans, will meet the design standards and requirements of Section 150.147 of the City Code,

and recommended that the City Council approve the Application and the Plans, 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 BRB, have determined that it is in the best interests of the City and its residents to grant approval to the Application, 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 150.147 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 approval of the Application to allow the construction of the Improvements on the Property, as more fully depicted on the Plans.

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 buildings 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. 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 Owner 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 Board's deliberations as reflected on Exhibit C, Notice of Action – Board Recommendation, 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 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 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.

PASSED THIS __ DAY OF _____, 2024

AYES: ()

ABSENT: ()

NAYS: ()

ABSTAIN: ()

PASSED THIS __ DAY OF _____, 2024

Mayor

ATTEST:

City Clerk

The Plans

PROPOSED SITE PLAN

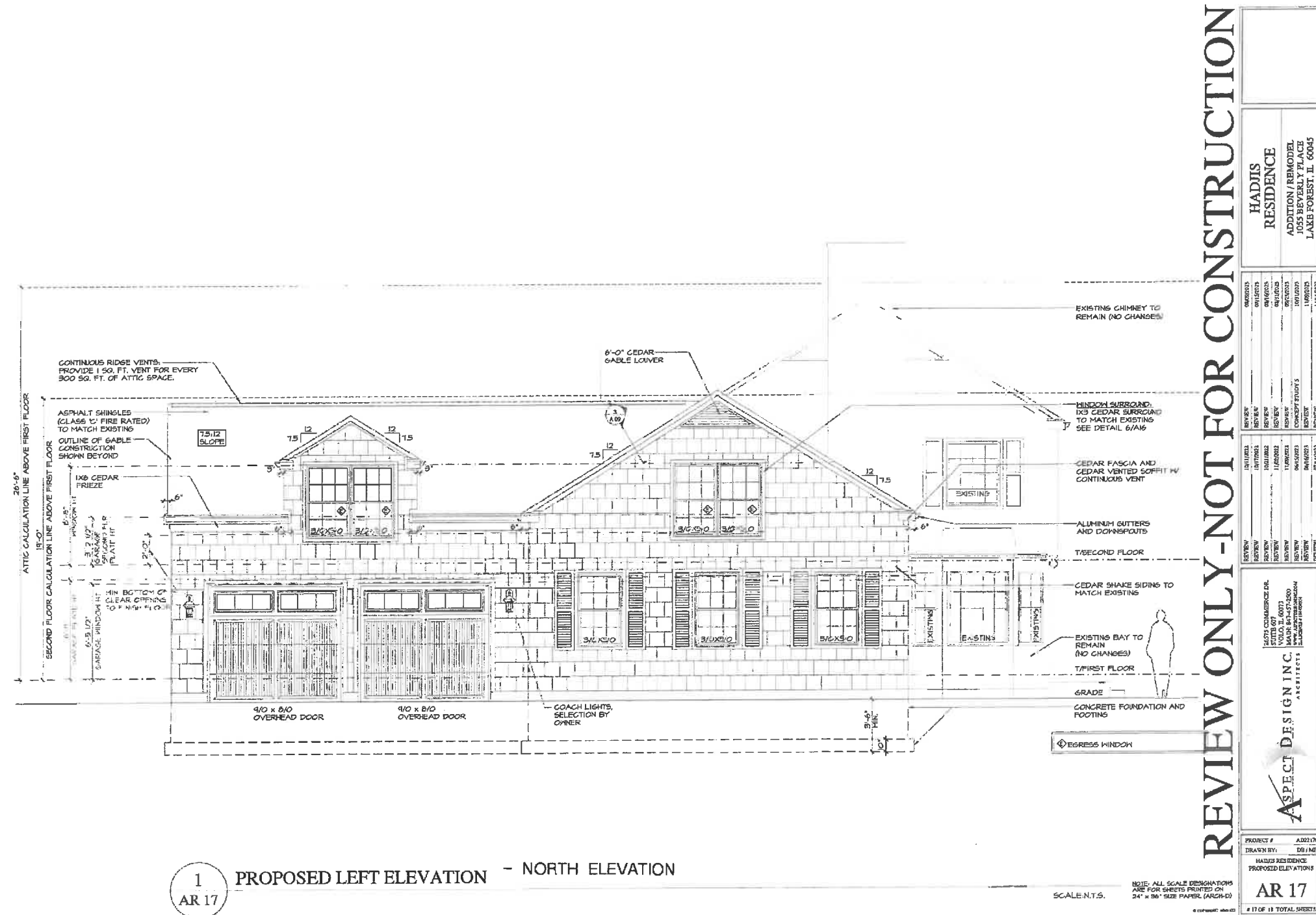
LONGWOOD DRIVE

BEVERLY PLACE



The Plans

PROPOSED ELEVATIONS



The Plans



PROPOSED REAR ELEVATION - EAST ELEVATION

SCALE IN T.S.

NOTE: ALL SCALE DESIGNATIONS ARE FOR SHEETS PRINTED ON 24" x 36" SIZE PAPER. (ARCH-D)

REVIEW ONLY-NOT FOR CONSTRUCTION

[illegible]

The Plans



PROPOSED FRONT ELEVATION - WEST ELEVATION

SCALE IN T.S.


NOTE: ALL SCALE DESIGNATIONS
ARE FOR SHEETS PRINTED ON
24" x 36" SIZE PAPER. (ARCH-D)

REVIEW ONLY-NOT FOR CONSTRUCTION

<div><div>ASPECT DESIGN INC.</div><div>ARCHITECTS</div></div> <div>28751 COMMERCE DR SUITE 100 VILLAGE BLVD MADISON, AL 35001 TEL: 205-938-1000 FAX: 205-938-1001 WWW.ASPECTDESIGN.COM</div>		REVIEW _____ REVISION _____ REVIEW _____ REVISION _____ REVIEW _____ REVISION _____ REVIEW _____ REVISION _____	10110012 10110012 10110012 10110012 10110012 10110012 10110012 10110012	REVIEW _____ REVISION _____ REVIEW _____ REVISION _____ REVIEW _____ REVISION _____ REVIEW _____ REVISION _____	04000003 04150003 04160003 04170003 04180003 04190003 04200003 04210003	<div>HADIS RESIDENCE</div> <div>ADDITION / REMODEL</div> <div>1035 BEVERLY PLACE</div> <div>LAKE FOREST, IL 60045</div>
PROJECT # AD2127						
DRAWN BY: DB / ME						
HADIS RESIDENCE						
PROPOSED ELEVATIONS						
AR 14						
© 14COP 14 TOTAL SHEETS						

The Plans



		26971 COMMANDER DR. VILLAGE IL 60077 PHONE 847-472000 FAX 847-472000 E-MAIL info@aspect.com WWW www.aspect.com	
PROJECT #	AD0217		
DRAWN BY	DB FMC		
HADIS RESIDENCE PROPOSED INTERIOR			
AR 15		* 150' IN TOTAL *	

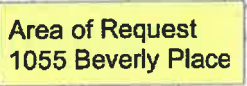
1
AR 15

PROPOSED RIGHT ELEVATION - SOUTH ELEVATION

SCALE: N.T.S.

NOTE: ALL SCALE DESIGNATIONS ARE FOR SHEETS PRINTED ON 24" x 36" SIZE PAPER. (ARCH-D)

© OTTUMBA 2000



THE CITY OF LAKE FOREST

ORDINANCE NO. 2024-__

AN ORDINANCE GRANTING VARIANCES FROM FRONT AND SIDE YARD SETBACKS
FOR PROPERTY LOCATED AT 1055 BEVERLY PLACE

WHEREAS, Theodore Hadjis and Stephanie Poulos ("**Owners**") are the owners of that certain real property commonly known as 1055 Beverly Place, 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 construct a two story addition and modify the driveway ("**Improvements**") as depicted on the site plan attached hereto as Group Exhibit B ("**Plans**"); 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 setbacks; and

WHEREAS, pursuant to notice duly published, the ZBA reviewed and evaluated the Plans at a public hearing held on December 11, 2023; 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, if granted, will not alter the essential character of the neighborhood. The curb cut and driveway will remain in the current location with a slight widening near the addition to facilitate movement in and out of the new garage. The addition will extend into the side yard setback in an area adjacent to the neighbor's driveway and garage.
2. The conditions upon which the variances are requested are generally unique to this property and are not generally applicable to other properties in the same zoning district throughout the City. This property is a corner lot, limiting the options for an addition to the home.
3. The hardship in conforming to the Code results from the fact that the lot was created prior to the current R-2 district requirements and the siting of the home at the north end of the lot.
4. The variances if granted, and the resulting addition and widened driveway will not impair light or ventilation to adjacent properties, increase

congestion or endanger public safety. No evidence has been submitted documenting that property values in the surrounding area will be diminished.

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 variances to allow the two story addition to encroach no closer than 5.5 feet to the east property line and the driveway to be widened to a maximum of 21 feet within the front yard setback, near the garage doors.

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 staging and storage of construction and demolition materials and a plan for parking construction vehicles 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 porch 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 _____, 2024.

AYES: ()

NAYS: ()

ABSENT: ()

ABSTAIN: ()

PASSED THIS __ DAY OF _____, 2024.

Mayor

ATTEST:

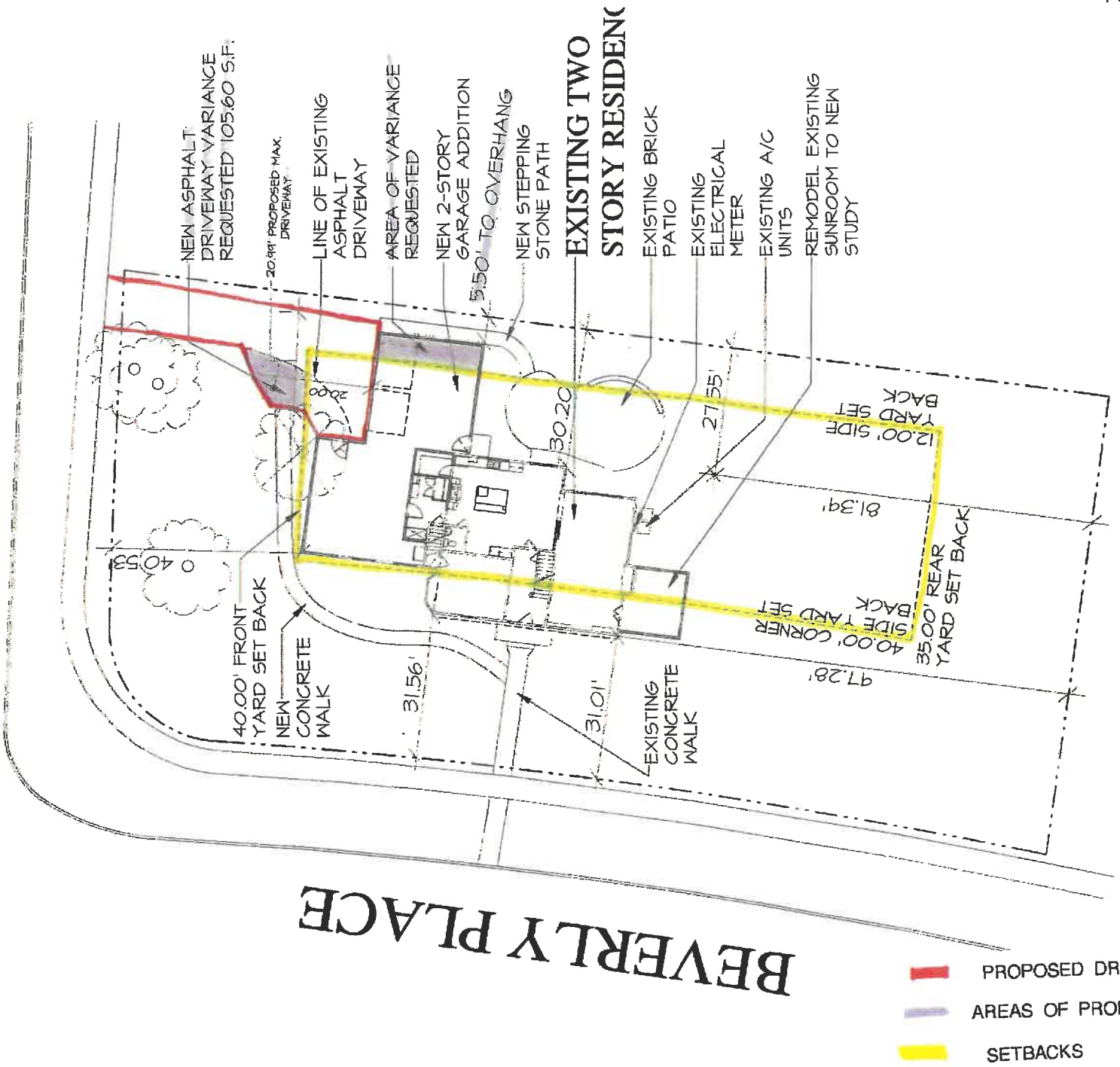
City Clerk

The Plans

PROPOSED SITE PLAN

LONGWOOD DRIVE

BEVERLY PLACE



- PROPOSED DRIVEWAY
- AREAS OF PROPOSED VARIANCES
- SETBACKS



2 PROPOSED SITE PLAN NORTH
AR 01 R-2 ZONING SCALE: 1/8" = 1'-0"