

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

Monday, February 5, 2024, 6:30 p.m.
220 E. Deerpath
Lake Forest, IL 60045

CALL TO ORDER AND ROLL CALL

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. Announcement of the Seventh Recipient of The Lawrence R. Temple
Distinguished Public Service Award
-Thomas P. Marks**

PRESENTED BY: Temple Award Committee Members

Catherine Waldeck, Chairman, Debbie Saran, Prue Beidler, Mike Adelman

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

BACKGROUND/DISCUSSION: This award is made annually in memory of Lawrence R. Temple, who was serving the City as Alderman representing the Third Ward when he suddenly died on August 12, 2000. A twenty-four year resident, Temple previously had served as a member of the Plan Commission and the Building Review Board. Temple chaired the Building Review Board from 1993 until 1998. At the time the award was established, at the urging of several of Temple's colleagues, then-Mayor Howard J. Kerr observed: "He loved Lake Forest and worked hard to protect its character and quality of life. He had the capacity to relate to and work with people to bring understanding, comprise, and solution of difficult issues."

In 2014 the City Council re-instated the Larry Temple Public Award Committee. Nominations were solicited from Lake Forest residents to honor a living volunteer in community organizations or local government in The City of Lake Forest for distinguished public service. This year, the Committee selected Thomas P. Marks as the recipient of the Service award for 2023.

While in his various roles, Tom Marks communicated thoughtfully and respectfully, led quietly and with dignity, offered insightful and astute observations, and put forth balanced and creative solutions that built upon the past, while looking forward to the future.

Residents interested in nominating a worthy candidate for 2025 can do so with nominations accepted through November 30, 2024. The Committee will meet, and the award winner selected for 2025 will be announced at a City Council meeting early in the year. To nominate a candidate for this award, residents should contact the City Clerk.

A copy of the award can be found on **page 22**

B. Resolution of Appreciation for Retiring Director of Parks & Recreation, Sally Swarthout

A copy of the resolution can be found beginning on **page 23**

COUNCIL ACTION: Approve the Resolution of Appreciation

C. 2024-2025 Board and Commission Appointments and Reappointments

BUILDING REVIEW BOARD

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Sarah Lamphere	APPOINT	1

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

COUNCIL ACTION: Approve the Mayors Appointments and Reappointments

2. COMMENTS BY CITY MANAGER

- A. Public Works - Work Order Management System**
-Jim Lockefer, Assistant Director of Public Works and
-Cameron Burrell, Business Analyst, Innovation and Technology

3. OPPORTUNITY FOR CITIZENS TO ADDRESS THE CITY COUNCIL

4. COMMITTEE REPORTS

FINANCE COMMITTEE

- 1. Consideration of an Ordinance approving a Fee Schedule Adjusting Water Rates for FY2025 (First Reading)**

PRESENTED BY: Elizabeth Holleb, Finance Director (847-810-3612)

PURPOSE AND ACTION REQUESTED: Staff requests that the City Council grant first reading of an Ordinance amending the City's Fee Schedule setting forth the rates for water service effective May 1, 2024.

BACKGROUND/DISCUSSION: The City's Water and Sanitary Sewer Fund is designated as an enterprise fund, thereby receiving no subsidy or property tax revenue to operate. Therefore, the user fees established for water and sanitary sewer services must be sufficient to pay all operating, capital and debt service costs associated with the utility. The long-term financial forecast for the Water and Sanitary Sewer Fund provides for an annual increase in revenue of 2.5% to support inflationary cost increases, largely driven by personnel expenses.

The City's current water rate methodology is to set rates based on a rolling five-year average of water consumption, a blended rate with both fixed and variable fees, and a goal to maintain overall revenue at 25% fixed/75% variable. Summer weather conditions dramatically impact the City's annual water revenue and budget variances as much as \$1million can occur in any given year, requiring the City to maintain a large fund balance to provide rate stability year to year.

The City Council Finance Committee reviewed water consumption, water rate methodology and staff recommended water rate adjustments at its January 16, 2024 meeting. The proposed rate adjustments would impact the quarterly fixed rate only, with variable rates remaining at current levels:

	Current	Proposed	Annual Increase
Small Meter	\$55/Quarter	\$57/Quarter	\$8.00
Medium Meter	\$210/Quarter	\$215/Quarter	\$20.00
Large Meter	\$925/Quarter	\$945/Quarter	\$80.00

Ninety-five percent (95%) of customers fall in the small meter category. It should be noted that FY25 rate adjustments are more modest due in part to an overall increase in water consumption.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Finance Committee	1/16/24	Discussion of FY25 Water Rates

BUDGET/FISCAL IMPACT: Annual revenue budget is projected to increase \$243,987, achieving a 2.5% increase in projected revenue for FY2025.

COUNCIL ACTION: Grant first reading of the proposed Ordinance (page 25).

5. ITEMS FOR OMNIBUS VOTE CONSIDERATION
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1. Approval of January 16, 2024, City Council Meeting Minutes

A copy of the minutes can be found beginning on **page 48**.

COUNCIL ACTION: Approval of January 16,2024, City Council Meeting Minutes

2. Approval of the Check Register for the Period of January 1-26, 2024

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 January 1 - January 26, 2024

	Fund	Invoice	Payroll	Total
101	General	1,105,841	1,789,091	2,894,932
501	Water & Sewer	105,557	203,260	308,818
220	Parks & Recreation	138,292	372,674	510,966
311	Capital Improvements	1,170,458		1,170,458
202	Motor Fuel Tax			0
230	Cemetery	72,831	41,228	114,060
210	Senior Resources	14,996	30,820	45,816
510	Deerpath Golf Course	11,709	2,593	14,302
601	Fleet	85,895	62,484	148,379
416 - 434	Debt Funds			0
248	Housing Trust			0
201	Park & Public Land	27,000		27,000
	All other Funds	1,145,909	198,235	1,344,144
		\$3,878,488	\$2,700,386	\$6,578,874

The amount denoted as "All other Funds" includes medical/dental plan expenses of \$916,688.

COUNCIL ACTION: Approval of the Check Register for the Period of January 1-26, 2024.

3. Approval of an Audit Committee Recommendation to Award a Two-Year Extension of the City's Contract with Baker Tilly Virchow Krause LLP to Provide Audit Services for FY24 and FY25

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

PURPOSE AND ACTION REQUESTED: Staff requests City Council approval of an Audit Committee recommendation to extend the contract with Baker Tilly Virchow Krause LLP (Baker Tilly) for financial audit services for the fiscal years ended April 30, 2024 and 2025, as provided for in the current contract.

BACKGROUND/DISCUSSION: In 2020, the City issued a Request for Proposals for audit services. Three (3) firms submitted proposals for the City's consideration. A requirement to provide an online secured portal for document management was included in the RFP. Utilizing the evaluation criteria outlined in the RFP, the Finance Department staff completed a thorough review of all proposals and recommended all three firms to interview by the Audit Committee. The Audit Committee was provided all three proposals, a summary of proposed fees and estimated hours to conduct the annual audit, as well as references for all three firms. At its January 21, 2021 meeting, the Committee conducted interviews of the three finalist firms. Based on all information received, the Audit Committee unanimously approved a recommendation for City Council consideration to appoint Baker Tilly as the City's audit firm.

On February 1, 2021, the City Council approved the Audit Committee recommendation and authorized a contract with Baker Tilly for three initial years and a two-year renewal option at the City's sole discretion.

Based on its satisfaction with the services provided by Baker Tilly for fiscal years 2021 through 2023, the Audit Committee has recommended that City Council approve the two-year renewal option.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Audit Committee	1/18/24	Recommend approval of 2-year renewal option with Baker Tilly for FY24 and FY25
City Council	2/1/21	Approve 3-year agreement with Baker Tilly and 2-year renewal option at City's sole discretion

BUDGET/FISCAL IMPACT: Responding firms were asked to provide fee quotations for each of the potential five fiscal years of the agreement. Baker Tilly proposed a 3.0% increase for FY24 over the FY23 audit costs. Audit services costs are allocated to a number of funds and the costs associated with the FY2024 audit will be included in the FY2025 operating budget.

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

Below is a summary of the project budget:

FY2025 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Various Funds/Accounts	\$75,190	\$75,190	Y

COUNCIL ACTION: Approval of an Audit Committee Recommendation to Award a Two-Year Extension of the City's Contract with Baker Tilly Virchow Krause LLP to Provide Audit Services

4. Approval to Renew Agreement for Enterprise Resource Management System Software Maintenance

STAFF CONTACT: *Jim Shaw, Director of Innovation and Technology (847-810-3590)*

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

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

BUDGET/FISCAL IMPACT: Per the initial agreement executed on 01/16/2018, annual license fees may be increased according to the Consumer Price Index (CPI-U). The proposed renewal is 9.5% higher than the renewal costs in FY2023. This service of support can only be provided by BS&A.

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

FY2024 Funding Source	Account Number	Amount Budgeted	Amount Requested*	Budgeted? Y/N
IT Operating	101-1315-415-43-37	\$37,206	\$40,488	Y

* The amount requested over budget can be absorbed through other budgetary savings

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

5. Approval of the Purchase of Replacement Computers for all City Departments, Not to Exceed the Amount of \$64,125

STAFF CONTACT: *Jim Shaw, Director of Innovation and Technology (847-810-3590)*

PURPOSE AND ACTION REQUESTED: Staff requests approval to purchase 30 computers based on a 5-year replacement cycle which includes workstations, laptops with docking stations, and ruggedized computers. As well as 24 cellular iPads based on a 3-year replacement cycle.

BACKGROUND/DISCUSSION: The City has 6 desktop computers, 15 laptops with docking stations, 9 rugged laptops, and 24 cellular iPads recommended for replacement in FY24. The

oldest computer of this proposed replacement is 7 years old, with the average being 5 years old. All desktops, laptops, and iPads are considered end of life (EOL) as they no longer have a warranty and are demonstrating reduced performance resulting in loss of productivity. The City's current inventory of computers consists of 99 desktops, 109 laptops, 15 Hybrid Laptops, 14 rugged Laptops, 20 rugged tablets, and 61 iPads.

The City standardized all desktops and laptops with Dell products 23 years ago. The standardizations help staff to efficiently deploy, troubleshoot, and maintain the systems. This year the staff received pricing from three vendors: Dell, CDW, and SHI. Dell provided a proposal based on the Midwestern Higher Education Compact Master Agreement MHEC-04152022. MHEC is an instrumentality of state government founded in 1991 serving Illinois and eleven other states. Contracts must adhere to the purchasing policies of the MHEC member states. Verizon also provided a proposal for the iPads based on the State of Illinois contract CMS793372P where they have been awarded for being the Primary Wireless Carrier for the State for more than 25 years.

BUDGET/FISCAL IMPACT: Staff received the following pricing for this project:

Vendor	Total Amount
Dell Direct	\$41,325
CDW	\$59,389
SHI	\$62,530

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

Vendor	Total Amount Apple Cellular iPads
Verizon	\$22,800

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

If no, indicate the specific exception or waiver requested: Administrative Directive 3-5, Section 6.1D – Government Joint Purchases

This joint purchase is utilized through a State Bid with Illinois where competitive bids have been obtained and decided upon by the State.

Below is an estimated summary of Project budget:

FY24 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
IT Operating 101-1303-466.66-11	\$65,000	\$64,125	Y

COUNCIL ACTION: Approval of the Purchase of Replacement Computers for all City Departments, Not to Exceed the Amount of \$64,125

6. Approval for Adobe Acrobat Licensing with SHI International in the amount of \$29,652.

STAFF CONTACT: Jim Shaw, Director of Innovation and Technology (847-810-3590)

PURPOSE AND ACTION REQUESTED: Staff requests approval for additional Adobe Acrobat licensing agreement with SHI which includes maintenance services and additional licensing for expanded staff support.

BACKGROUND/DISCUSSION: SHI has been providing our licensing for Adobe Acrobat and Adobe Creative Cloud products for the past several years. The Adobe suite of products which is used by city employees is an integral part of day-to-day operations including processing financial documents, building permitting and planning, as well as utilizing the suite of products to produce marketing material for programing and initiatives. Adobe facilitates collaboration by enabling users to annotate and comment on PDFs. Multiple stakeholders can review and provide feedback on documents, improving and maintaining consistent operational workflow. Additionally, continuing to use Adobe for our business operations is critical for maintaining our reduction of paper processes throughout the organization. Adobe Acrobat is a best of breed product and the industry leader for PDF management and creative software tools.

BUDGET/FISCAL IMPACT: Annual licensing for Adobe has increased by 8.1% which has been budgeted for. Additionally, we are seeing an increase in usage for Adobe Acrobat Pro across the organization and are requesting additional licensing be purchased to accommodate this.

In December of 2023 we entered into a one-year agreement with SHI for our Adobe Acrobat suite of licenses and products. At the time, this purchase amount was below the threshold for City Council approval.

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

If no, indicate the specific exception requested:

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

Sourcwell – Technology Catalog Solutions – Contract #: 081419-SHI

The purchase is being made via the national government joint purchase co-operative, Sourcwell (formerly NJPA). Per Section 6.1D of the City's Purchasing Directive, purchases can be made via a variety of governmental joint purchasing programs. Sourcwell, 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. Sourcwell follows the competitive contracting law process to solicit, evaluate, and award cooperative purchasing contracts for goods and services.

Below is an estimated summary of Project budget:

FY2024 Funding Source	Amount Budgeted	Amount Requested*	Budgeted? Y/N
101-1315-415-43-37 IT Operating	\$24,727	\$29,652	Y

* The amount requested over budget can be absorbed through other budgetary savings

COUNCIL ACTION: Approval for Adobe Acrobat Licensing with SHI International in the amount of \$29,652

7. Approval a 4-year maintenance agreement for the Body Worn Cameras (BWC), squad car Mobile Video System (MVS), Taser 7 tasers and a cloud based Digital Evidence Management Software (DEMS)

STAFF CONTACT: *Michael Lange, Deputy Chief of Police (847)810.3804*

PURPOSE AND ACTION REQUESTED: Staff requests approval for a four (4) year agreement with Axon which includes maintenance services and licensing for our state mandated body worn cameras, squad car cameras and Taser 7's.

BACKGROUND/DISCUSSION: In August of 2022, City Council approved the initial purchase of the equipment and licensing for body worn cameras, squad car cameras and Taser 7's. This was needed to ensure compliance with Public Act (P.A.) 101-0652, also known as the Safety, Accountability, Fairness and Equity - Today (SAFE-T) Act, which requires all law enforcement agencies to implement the use of body cameras. The use of body worn cameras and in-car cameras ensures incidents involving police and citizen contacts are recorded for clear transparency, enhance police accountability, protect officers from false complaints and provide valuable evidence for prosecutors. The proposal is to pay for the 4-year maintenance costs between AXON and the Lake Forest Police Department for 40 Axon BWC's, twelve Lake Forest squad cars with Axon in-squad mobile video systems (MVS), 13 Taser 7's and all required cartridges to ensure compliance with Taser certifications every year of the contract.

BUDGET/FISCAL IMPACT: Per the initial agreement executed in August of 2022, annual maintenance fees will be required for continued services.

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

Below is an estimated summary of the BWC, MVS, Taser 7 and DEMS Systems budget:

FY 24 - \$46,190

FY 25 - \$62,879

FY 26 - \$62,879

FY 27 - \$62,879

FY2024 Funding Source	Account Number	Amount Budgeted	Amount Requested*	Budgeted? Y/N
Police Operating	101-7672-443-43-10	\$50,000	\$46,190	Y

Amounts for FY25-27 will be included in the Police Department operating budget.

COUNCIL ACTION: Approval a 4-year maintenance agreement for the Body Worn Cameras (BWC), squad car Mobile Video System (MVS), Taser 7 tasers and a cloud based Digital Evidence Management Software (DEMS)

8. Approval of an Illinois Department of Transportation Resolution Appropriating \$1,000,000 in Motor Fuel Tax (MFT) Funds to be used for the 2024 Annual Pavement Resurfacing Program

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

PURPOSE AND ACTION REQUESTED: The Illinois Highway Code requires each municipality to submit a City Council Resolution appropriating MFT funds for local street maintenance projects. Staff requests approval of a resolution appropriating \$1,000,000 in MFT funds to be used for the 2024 Annual Pavement Resurfacing Program.

BACKGROUND/DISCUSSION: Typically, the City appropriates accumulated MFT funds for street maintenance projects every three years. The City utilized MFT funding for resurfacing last year, and typically the next MFT year would be FY2027. The reason that MFT is being utilized again for resurfacing this year is so that the McLennon Reed Bridge project which was originally proposed to utilize MFT funding this year, be switched to local funds, due to simplifying the design and review of the bridge project. While MFT projects are typically bid and managed in-house, the City is required to follow IDOT guidelines in terms of project contract specifications, documentation, and project close-out procedures.

The Illinois Motor Fuel Tax (MFT) Fund is derived from a tax on the privilege of operating motor vehicles upon public highways and of operating recreational watercraft upon the waters of this State, based on the consumption of motor fuel.

The motor fuel taxes that are deposited in the Illinois MFT Fund are: (a). 45.0 cents per gallon (b). 53 cents per gallon on diesel fuel.

The Department of Transportation allocates these monies according to the provisions outlined in the MFT fund distribution statute, 35 ILCS 505/8 and initiates the process for distribution of motor fuel tax to the counties, townships, and municipalities. Each month a warrant is issued to each municipal treasurer in the amount of the municipality's share of Motor Fuel Tax Fund collected for the preceding month. Monthly distributions are posted on the department's website.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Finance Committee	11/13/2023	Included in Capital Plan

BUDGET/FISCAL IMPACT: This resolution will initiate the process with IDOT to authorize the use of MFT funds for the City's 2024 Annual Pavement Resurfacing Program. Below is an estimated summary of the MFT dollars being requested:

FY 2025 Funding Source	Amount Budgeted	Amount Requested	Budgeted Y/N
202-3703-439.76-72	\$1,000,000	\$1,000,000	Y

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

The City will competitively bid the project in March after receiving approval appropriating the MFT funds. Award of the construction low-bid is tentatively scheduled for the April 15, 2024, City Council meeting.

COUNCIL ACTION: Approval of an Illinois Department of Transportation Resolution Appropriating \$1,000,000 in Motor Fuel Tax (MFT) Funds to be used for the 2024 Annual Pavement Resurfacing Program

9. Approval to Purchase and Install the Wood Decking for the Forest Park Boardwalk Project and Authorize the City Manager to Execute an Agreement with F.H. Paschen in an Amount of \$263,580

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

PURPOSE AND ACTION REQUESTED: Staff recommends City Council approval of purchasing the wood decking for the Forest Park Boardwalk Project and authorize the City Manager to execute an agreement with F.H. Paschen for the total amount of \$263,580. This cost also includes the labor to install the wood decking. Award of the wood decking was pending an IDNR Grant which City Staff received the signed IDNR grant dated December 29, 2023.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
City Council	12/4/2023	Forest Park Boardwalk Approval (excluding decking)
Public Works Committee	11/20/2023	Forest Park Boardwalk Approval (excluding decking)
City Council	11/20/2023	Authorization to Execute an Intergovernmental Agreement for Grant with IDNR
Finance Committee	11/13/2023	Forest Park Boardwalk bidding and fundraising update
City Council	4/3/2023	Approved construction and construction inspection agreements
Public Works Committee	3/20/2023	Reviewed & Recommended City Council Approval for construction
Finance Committee	11/14/2022	Project status update, and additional funding Included with FY '24 Capital Plan
Finance Committee	11/8/2021	FY2023 Budget for bluff approved
City Council	4/19/2021	Approved design with Hey & Associates
Public Works Committee	3/22/21	Reviewed and Recommended Award of Proposal to Hey and Associates
City Council	2/23/2021	Pre-Design Report and Options Reviewed

Finance Committee	11/9/2020	Brief Presentation on Pre-Design Reviewed, and approved design funding
City Council	5/4/2020	Approved bluff pre-design with Hey & Associates
Finance Committee	11/12/2019	Pre-design funding approved to further evaluate remaining bluff areas

BACKGROUND/DISCUSSION: On December 4, 2023, the City Council approved award of bid for the Forest Park Boardwalk project to F.H. Paschen. Approval at that time excluded the purchase and installation of the wood decking due to a pending grant. A fully executed IDNR grant agreement/ intergovernmental agreement by both parties was required prior to incurring any costs for the wood decking, therefore staff recommended separating the award of the project into two council items to ensure grant eligibility. On December 4, 2023, the City Council approved an agreement with F.H. Paschen for \$1,735,935 which included an overall 10% project contingency and lighting allowance. This allowed for the Contractor to start ordering materials for the boardwalk structure, while staff continued coordination with IDNR for the grant to purchase/install the wood decking. City Staff has now confirmed receipt of the signed IDNR grant dated December 29, 2023 (see the Budget/Fiscal Impact section for more information pertaining to the IDNR grant).

The project substantial completion date and opening to the public is currently anticipated for Memorial Day Weekend.

BUDGET/FISCAL IMPACT: Bids for the Boardwalk project were received and opened on September 7, 2023.

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

FY 2024 Funding Source	Total Amount Budgeted	Amount Requested	Budgeted Y/N
Capital Fund	\$0	\$263,580	N*

The IDNR Coastal Management Program grant is a reimbursement-type grant for an amount up to \$150,000 in which the City pays the costs upfront and then will invoice IDNR.

*While there are no allocated FY2024 funds to support purchase and installation of the wood decking, the FY2025 proposed Capital Fund budget reviewed at the November 13 capital budget workshop provided the necessary funding. Should City Council approve this request for FY24, the FY25 proposed budget will be reduced by \$263,580.

As noted previously, fundraising efforts will continue through the winter/spring to raise enough funds to cover the project cost. Should fundraising not be sufficient, the City would be responsible for any funding gap.

COUNCIL ACTION: Approval to Purchase and Install the Wood Decking for the Forest Park Boardwalk Project and Authorize the City Manager to Execute an Agreement with F.H. Paschen in an Amount of \$263,580

10. Approval to Waive the Bid Process and Approve Professional Engineering Services for the 2024 Dye Testing to RJN Group and Authorize the City Manager to Execute an Agreement in the Amount of \$131,800 to Include a Contingency in the Amount of \$8,200 for a Total Cost of \$140,000

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

PURPOSE AND ACTION REQUESTED: City staff is requesting City Council waive the bid process and approve an agreement with the RJN Group to perform dye testing for \$131,800 including an \$8,200 contingency for a total cost of \$140,000.

BACKGROUND/DISCUSSION: In recent years, portions of the City's sanitary sewer system have been overwhelmed with storm water and causes backups into residents' properties. In summer 2023, the City contracted with RJN to perform smoke testing at various locations throughout the City. The focus of that project was to test portions of the City's sanitary sewer system to look for instances of inflow and/or infiltration. Inflow occurs when storm water is being directed into the sanitary sewer system, while infiltration is when ground water leaks into the sanitary mains through faults in the pipe or manholes. During smoke testing, RJN identified areas where stormwater is leaking into the sanitary sewers. Additional investigation is required for some of these locations, in which dye flooding storm sewers is a technique used to pinpoint locations in the sanitary sewer that are receiving extraneous flows. Dyed water testing is performed by flooding pipes with non-toxic fluorescent dye to identify the location and magnitude of a defect. The testing focuses on areas tributary to the Spruce and Sheridan lift-station that have not been previously tested. During heavy storms, this lift-station capacity can be exceeded due to the amount of I&I in the area.

This proposed dye testing program addresses the locations that were identified in the 2023 report. The smoke testing identified 30 locations necessary for additional testing via dye testing. These locations exceeded the number of locations allocated in the FY24 budget, therefore additional funds are requested to complete the dye testing. 11 locations are included in the Central Business District, and 19 locations are outside of the Central Business District.

This information is useful for determining the most optimal time, both financially and operationally, to rehabilitate sanitary sewers in order to prevent I&I. The program will evaluate multiple rehabilitation alternatives for public repairs which can be budgeted for the future.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Finance Committee	11/13/2023	Dye Testing included in FY' 25 Capital Plan
City Council	5/1/2023	City Council Approval of I&I Testing
Public Works Committee	4/17/2023	Reviewed & Recommended City Council Approval of I&I Testing
Finance Committee	11/14/2022	Smoke Testing Included with FY '24 Capital Plan

BUDGET/FISCAL IMPACT: The Engineering Section previously solicited Request for Proposals (RFP) from professional engineering firms to perform smoke testing last year in which only one proposal from RJN was received. This is specialty work and only a few companies in the region perform these types of tasks. The RJN Group specializes in this type of work and also completed the I&I testing for the City in 2020.

If awarded, fieldwork on the Central Business District portion of this project is expected to begin in February/March so that a report can be completed by April 1; the importance of receiving the report by April 1 is so that any additional projects in the CBD that are needed can be budgeted, and ultimately coordinated with the Deerpath Streetscape construction which is tentatively scheduled for Summer 2025. The locations outside of the Central Business District will be performed in late spring or early summer.

Property owners living near the testing areas will be notified in advance of the dye testing. The City's Engineering staff will provide daily oversight of the testing, and work with the Communications Manager to ensure progress updates are provided weekly to the public.

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

RJN provided a cost for dye testing in last year's contract, and maintained the cost for this year as well.

Below is an estimated summary of project budget:

FY 2024 Funding Source	Amount Budgeted	Amount Requested	Budgeted Y/N
Water Capital Fund 508-3703-477.77-16	\$0	\$140,000	N*

Awarding the contract with contingency allows for adjustments to the dye testing locations as needed in the field.

*While there are no allocated FY2024 funds to support this dye testing, the FY2025 proposed capital improvements budget reviewed at the November 13 capital budget workshop provided the necessary funding. Should City Council approve this request for FY24, the FY25 proposed budget will be reduced by \$140,000.

The remaining \$360,000 in FY25 funds will be utilized for repairs using the information from the dye testing. Award of the construction low-bid for the repairs is tentatively scheduled for the May 20, 2024, City Council meeting.

COUNCIL ACTION: Approval to Waive the Bid Process and Approve Professional Engineering Services for the 2024 Dye Testing to RJN Group and Authorize the City Manager to Execute an Agreement in the Amount of \$131,800 to Include a Contingency in the Amount of \$8,200 for a Total Cost of \$140,000

11. Consideration of an Ordinance Approving a Recommendation from the Zoning Board of Appeals in Support of a Zoning Variance for Elawa Farm, 1401 Middlefork Drive. (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:

Elawa Farm, 1401 Middlefork Drive – The Zoning Board of Appeals recommended approval of a variance to allow small farm structures to encroach into the zoning setback along the south property line, adjacent to preserved open land. The farm buildings will provide shelter and protection for a limited number of goats, ducks, and chickens which will be brought to Elawa Farm, consistent with a recently approved update to the Special Use Permit. The farm animals and the associated structures will be located in the area west of the cottage where the Wildlife Discovery animals were previously housed. No public testimony was presented to the Board on this petition. (Board vote: 5-0, approved)

The Ordinance approving the variance from the zoning setbacks at Elawa Farm as recommended by the Zoning Board of Appeals, with key exhibits attached, is included in the Council packet beginning on **page 51**. 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 a variance from zoning setbacks for farm structures at Elawa Farm in accordance with the Zoning Board of Appeals' recommendation.

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

6. OLD BUSINESS

- 1. Approval of a Change Order for Additional Phase II Design Engineering Services to Thomas Engineering Group for the Deerpath Streetscape Project in the Amount of \$75,000**

PRESENTED BY: Jim Lockfeer, Assistant Director of Public Works (847-810-3542)

PURPOSE AND ACTION REQUESTED: City staff requests City Council approve a change order for additional Phase II design engineering services to Thomas Engineering Group for the Deerpath Streetscape Project in the amount of \$75,000.

BACKGROUND/DISCUSSION: The Deerpath Streetscape Project limits are Deerpath from Oakwood Avenue to the Metra right-of way just east of Western Avenue. This area serves as the entry way into the City's downtown and historic central business district.

Preliminary conceptual planning of this Deerpath Streetscape Project began in 2016. Over the course of two years, initial project concepts were developed by the City's Civic Beautification Committee. In 2018, these concepts were formally documented by the Civic Beautification Committee through a Project Conceptual Plan. Following the completion of the Conceptual

Plan, discussions transitioned to project funding of design and construction. In early 2019, the Public Works Committee discussed seeking and utilizing outside funding to support the overall cost of the project. Ultimately, the Public Works Committee supported submitting the project through the Illinois Department of Transportation's (IDOT) Illinois Transportation Enhancement Program (ITEP) to seek grant funds. ITEP requires that both federal and IDOT requirements be adhered to in moving forward with project design which includes a two phased design approach. In August of 2019, City Council approved of staff's recommended Phase I Design team of Gewalt Hamilton Associates and Craig Bergmann Landscape Design via a RFQ process. A few weeks later, the City Manager formed a Deerpath Streetscape Ad-Hoc Advisory Committee to guide the Phase I Design process comprised of representatives from City Council, four City Boards and Commissions, business and property owners, the Chamber of Commerce, and the Lake Forest Preservation Foundation. The Committee led a citywide public engagement effort. The committee also met numerous times to review all public comment received on the project to form a Committee Project Recommendation Report. In September of 2020, the Committee finalized their Recommendation Report.

The Deerpath Streetscape Committee Recommendation Report provided detailed information in regard to the Committee's purpose and process, existing project area conditions, concepts explored, action steps, and recommendations. Recommendations included renewal of infrastructure, increasing plantings and the planting of trees, improving pedestrian safety, maintaining and enhancing the pedestrian experience, retention of the parallel parking on both sides of the street, highlighting historic building architecture and storefront windows, maintaining Deerpath as a primary vehicle thoroughfare to and through the Central Business District, and adding seasonal color to the streetscape. All recommendations provided by the Committee were incorporated into the project consultant team's Phase I Design plan and illustrations. The design plan and all illustrations were included in the Committee's approved Recommendation Report. The full recommendation report can be found at www.cityoflakeforest.com/deerpathstreetscape.

At the end of October of 2020, the City's Phase I Design consultant team submitted required Phase I Design documentation to IDOT and City staff submitted a project ITEP application seeking Phase II Design and construction funding. In June of 2021, the City received notification from IDOT that the project was unsuccessful in receiving an ITEP award. To better understand the how the City's application was graded by ITEP representatives, City staff and the City's grant consulting firm, The Ferguson Group (TFG), met with the ITEP Program Manager. While the City's application was unsuccessful, the feedback received on how the application was scored was encouraging. The City's application was only a few points away from receiving funding. It was also understood that the City could have received additional points in ITEP's project readiness category had the City locally funded Phase II Design. Following this application review meeting with the ITEP Program Manager, City staff recommended moving forward with funding Phase II design locally and the submission of an ITEP project application for project construction during the *next* ITEP funding cycle to be announced during the Fall of 2022.

On January 18, 2022, City Council approved of a Phase II design services agreement with Thomas Engineering Group. Project Phase II engineering design and landscape design services include ensuring that the design, design process, and all project submittals are in accordance with IDOT required project phasing specifications. Specifically, services include project coordination with both internal and external stakeholders, utility verification, any land and/or easement acquisitions, grant application assistance, and the development of final

design, landscape plans, renderings, and cost estimates. Preliminary Phase II design efforts were focused on preparing the project to again apply for an ITEP grant in October 2022. After again submitting a project grant application, the City received notification from IDOT that the City had been awarded an ITEP grant in the amount of \$2,068,748 in April 2023. After receiving the award, which represents approximately 50% of the estimated construction costs, City staff and the Thomas Engineering design team focused on continuing Phase II design and building the anticipated construction schedule.

Currently, construction is scheduled to begin spring of 2025 and be completed by the end of fall of 2025. As part of this past Capital Improvement Program ("CIP") planning cycle and in preparation for the November 2023 CIP Finance Committee meeting, the Deerpath Streetscape Project scope was discussed. It was ultimately recommended that the original design scope (Oakwood Avenue to Western Avenue) be expanded west to Green Bay Road to include the replacement of the existing water main and to resurface the road. This recommendation was aligned with addressing future infrastructure needs under one project to avoid multiple construction impacts to residents and businesses over multiple years. Additionally, the design and ultimate construction of an irrigation system was also recommended to be added to the project scope to support the maintenance of newly constructed landscaped areas and plant material. The Thomas Engineering team prepared a proposal to provide these additional water main, road resurfacing, and irrigation system design services in the amount of \$75,000.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Finance Committee	11/13/23	Reviewed Brief Project Presentation
City Council	1/18/2022	Approval of Phase II Design Agreements
Public Works Committee	1/10/22	Reviewed and Recommended City Council Approval of Phase II Design Agreement
Finance Committee	11/8/21	Reviewed Staff Recommended Funding for Phase II Design
Historic Preservation Commission	9/14/20	Approved Certificate of Appropriateness
Deerpath Streetscape Committee	9/3/20	Approved Project Recommendation Report
City Council	8/5/19	Approval of Phase I Design Agreements
Public Works Committee	7/23/19	Reviewed and Recommended City Council Approval of Phase I Design Agreements
Public Works Committee	4/4/19	Discussion of Project Funding Approach
Civic Beautification Committee	11/14/18	Reviewed and Supported Deerpath Streetscape Conceptual Plan
Public Works Committee	6/15/17	Discussion of Project Need

BUDGET/FISCAL IMPACT: City staff worked closely with the Thomas Engineering design team in identifying these additional project scope items and the need for additional design services so that the items can be included with the overall streetscape project. After receiving the \$75,000 proposal, staff conducted an internal review of the proposal. Staff is comfortable with the proposal amount and recommends moving forward.

Has City staff obtained competitive pricing for proposed goods/services? **No**
Administrative Directive 3-5, Section 6.1I – Existing Relationship

As referenced above, the Thomas Engineering Group was awarded the current Phase II design service agreement for the project. To-date, Thomas Engineering has been effectively fulfilling their original Phase II design service agreement. Thomas Engineering has proven to be a great project partner and because they hold the existing service agreement, it would be extremely difficult to have another firm provide these additional project scope services. It would take any other engineering service firm a great deal of time to understand the project history and where design plans currently stand. Thomas Engineering is situated to best provide these services in the timeliest manner at a very competitive cost.

Below is an estimated summary of Project budget:

FY2024 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Capital Improvement Fund	\$0	\$25,000	N
Water Fund	\$0	\$50,000	N

While there are no allocated FY2024 funds to support the needed additional design services, the FY2025 proposed Capital Fund budget reviewed at the November 13 capital budget workshop provided for design services in the amount of \$75,000. Should City Council approve this request for FY24, the FY25 budget will be reduced by the \$75,000 to accommodate the needed design funding.

If awarded, the design services for the water main, road resurfacing, and irrigation system would begin immediately. This is necessary to ensure project design progresses and the required IDOT review stage can still be met all in a very timely manner. This will ensure that project construction schedule can stay on track. If necessary, a supplemental appropriation ordinance will be submitted for City Council approval at the end of the fiscal year.

COUNCIL ACTION: Approval of a Change Order for Additional Phase II Design Engineering Services to Thomas Engineering Group for the Deerpath Streetscape Project in the Amount of \$75,000

7. NEW BUSINESS

- 1. Authorization to Issue Grant Awarded Funds to Lake Forest Open Lands Association in an Amount not to Exceed \$50,000**

PRESENTED BY: *Jim Lockefeer, Assistant Director of Public Works (847-810-3542) and Ryan London, President, and CEO of Lake Forest Open Lands*

PURPOSE AND ACTION REQUESTED: City staff requests City Council grant authorization to issue grant awarded funds to Lake Forest Open Lands Association in an amount not to exceed \$50,000. These funds are related to an awarded grant from the Great Lakes Commission the City obtained by partnering with Lake Forest Open Lands Association. The City served as the lead applicant agency and Lake Forest Open Lands Association was identified as a grant applicant partner.

BACKGROUND/DISCUSSION: In April of 2022, the City submitted a grant application to the Great Lakes Commission for their Great Lakes Sediment and Nutrient Reduction Program. These were for funds to support the Fiscal Year 2024 Rockefeller / McCormick / Loch Ravine Improvement Project. As part of the application process, the City partnered with Lake Forest Open Lands Association (LFOLA) on the grant application. LFOLA was also completing and continuing construction work further downstream of the City's Rockefeller / McCormick / Loch Ravine project area in the McCormick ravine system. To submit a strong and competitive grant application, City and LFOLA staff worked together on one grant application. As required by the granting agency, only one applicant agency could be identified as a lead applicant for which The City of Lake Forest was selected. As part of the application process, it was agreed upon that The City of lake Forest would request \$150,000 to support its ravine project and LFOLA would request \$50,000 (\$200,000 was the max award amount) for their project work. On September 15, 2022, the City received notification that it had been awarded the full \$200,000 request.

BUDGET/FISCAL IMPACT: The full \$200,000 grant funds were awarded via the Great Lakes Commission. As outlined on the below project summary table, staff applied the full \$200,000 grant award to the Rockefeller / McCormick / Loch Ravine project budget. While the City will receive the full \$200,000 grant award, LFOLA was identified as a recipient of its \$50,000 portion. In distributing LFOLA grant award, it is denoted as a project expense.

Has City staff obtained competitive pricing for proposed goods/services? **No**
Administrative Directive 3-5, Section 6.1E – Matching Funds

Below is an estimated summary of Project budget:

FY2024 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Capital Fund 311-3703-467.67-26	\$800,000	\$50,000	Y

On May 15, 2023, City Council approved the construction bid for the Rockefeller / McCormick / Loch Ravine Project in the amount of \$693,500 and a 10% contingency in the amount of \$69,350 for a total of \$762,850. Project work is substantially complete, and staff anticipates a project contingency savings of at least \$25,000. As a result, the Rockefeller / McCormick / Loch Ravine Project budget combined with the \$50,000 LFOLA award will not exceed the \$800,000 budgeted amount total.

COUNCIL ACTION: Authorization to Issue Grant Awarded Funds to Lake Forest Open Lands Association in an Amount not to Exceed \$50,000

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 21** of this packet.

Office of the City Manager

January 31, 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 LAWRENCE R. TEMPLE DISTINGUISHED PUBLIC SERVICE AWARD

**Honoring a living volunteer for distinguished public service to local government
or community organizations in The City of Lake Forest**

WHEREAS, individuals selected for the Lawrence (Larry) R. Temple Distinguished Public Service Award must demonstrate leadership, responsiveness to the public and staff, an extended duration and scope of service in volunteerism, constructive participation in meetings, and the ability to represent the community's values; and

WHEREAS, Thomas P. Marks was nominated for the Lawrence R. Temple Distinguished Public Service Award; and

WHEREAS, the Award Committee was struck by the depth and breadth of his civic and community service to The City of Lake Forest; and

WHEREAS, Tom is a well-respected volunteer and community leader who is truly passionate about The City of Lake Forest; a civic minded individual whose values and commitment reflect his altruistic, honest and heart-felt love for Lake Forest; and

WHEREAS, Tom, a longtime resident of Lake Forest, has dedicated himself to many organizations, including the American Legion McKinlock Post 264, serving as its past Finance Officer and its past Commander a record four times in the Legions' 100 year history, he currently serves as the President of the McKinlock Post Foundation, as a Rotarian he has served in many leadership roles including his current role of Community Service Chairman, recently becoming a member of the Paul Harris Society, his continuous contributions to Lake Forest Day are significant, he has been a Guardian Volunteer for Lake County Honor Flight, and a UNICEF Board member to name a few; and

WHEREAS, Tom's vision for Veterans Park played a crucial role in enhancing the quality of life for others, contributing to the betterment of the community, and exemplifying a selfless spirit of service in the countless hours he spent working from the design to the dedication of the City's newest park; and

WHEREAS, Tom has improved character and quality of life by offering his time and talents when it comes to flags in the City, he, along with American Legion members alike have honored Military Service Members by planting flags at Veterans graves each Memorial Day, he along with other members of the American Legion continue to spend countless hours caring for American Flags used for special events in the City by clearing holes, placing and removing the flags; and

WHEREAS, Tom continues his service as a volunteer devoting time and passion throughout Lake Forest as a Dickinson Hall driver, a lone bugler playing Taps in the distance, and a good friend to those in need, he is someone who demonstrates an exceptional commitment to community service and civic engagement; and

WHEREAS, the Award Committee believes that Tom Marks, like Larry Temple, has distinguished himself with civic and volunteer contributions that benefit the citizens of Lake Forest.

NOW, THEREFORE, Thomas P. Marks is awarded the Lawrence R. Temple Distinguished Public Service Award on this 5th Day of February 2024.

Catherine A. Waldeck, Chairman
Lawrence R. Temple Distinguished Public Service Award Committee

Resolution of Appreciation

WHEREAS, SALLY A. SWARTHOUT, joined the City of Lake Forest as a part-time employee for what was then called an ice rink attendant when she was 16 years old, and

WHEREAS, Sally honorably retired from the City on January 26, 2024, after serving the residents of Lake Forest in various capacities within Parks & Recreation for over 30 years as she progressed through her career ultimately advancing to the position of the City's Director of Parks & Recreation in 2015; and

WHEREAS, Sally, early in her career, opened Everett Classroom and spearheaded many Early Childhood Education programs including establishing the Reggio Emilia philosophy at Kinderhaven Preschool Academy, all while consistently supporting her co-workers and teams by teaching, guiding, encouraging, and challenging them; and

WHEREAS, Sally has spent her career as a part of the North Suburban Special Recreation Association, NSSRA, she is the model of professionalism at the board room table serving on its Board of Directors for almost a decade, while setting the industry standard, and touching the lives of many; and

WHEREAS, Sally's life long love for the City of Lake Forest has been memorialized and demonstrated as she has participated in the planning, fundraising and successes of the 100th Anniversary of Lake Forest Day with the American Legion hosting the Lake Forest Beach Ball fundraiser, the City's 150th Celebration, Deerpath Golf Course renovation, numerous fourth of Julys, and many other treasured community celebrations; and

WHEREAS, Sally played a vital role in the expansion and improvements to Forest Park, both the North and South Beach access roads, the Boat Basin, Sailing, Beach Cells, all of the City parks as well as the City's Recreational Program offerings through her vast knowledge of the City's recreational needs and future by recognizing the unique character of Lake Forest, reaching the expected high quality of service to all, while recognizing each community member's individual circumstances; and

WHEREAS, Sally created and sustained decades-strong relationships and provided a positive impact on countless staff, community partners, participants, and residents alike; and

WHEREAS, Sally is truly valued and respected, she has provided strong leadership and direction to staff in a kind, caring and compassionate way, along with her willingness to problem solve collaboratively and creatively; and

WHEREAS, Sally has had many accomplishments throughout her tenure with the City, and it would be impossible to capture them all, however, they can be found throughout

the community from the patio on the Golf Course to the newly dedicated Veterans Park, or a stroll down the new Forest Park Beach Pathway, her legacy can be found most anywhere; and

WHEREAS, Sally has reached the hour in her career where it is time to play and we wish her safe travels and many wonderful adventures as she enjoys traveling inbetween beautiful sunsets.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE FOREST that the City Council, on behalf of the entire City organization and the residents of the community, hereby expresses its gratitude to **SALLY A. SWARTHOUT** for a public service faithfully, diligently, and honorably performed; and

BE IT FURTHER RESOLVED that this Resolution be appropriately inscribed and conveyed to **SALLY** with a copy to be included in the official minutes of the February 5, 2024, meeting of the Lake Forest City Council.

Stanford R. Tack, Mayor

THE CITY OF LAKE FOREST

ORDINANCE NO. 2024-_____

**AN ORDINANCE APPROVING A
FEE SCHEDULE FOR THE CITY OF LAKE FOREST**

WHEREAS, The City has established various fees and charges as part of its codes, ordinances, rules, regulations, and policies, which fees and charges are reviewed from time-to-time; and

WHEREAS, the City Council has reviewed such fees and charges, and hereby determines that it is necessary to adjust certain existing fees and charges, and/or to establish formally other fees and charges; and

WHEREAS, the City Council has determined that it is in the best interests of the City and its residents to adopt this Ordinance;

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 incorporated as the findings of the City Council and are hereby incorporated into and made a part of this Ordinance.

SECTION TWO: Approval of Fee Schedule. The City Council hereby approves the fee schedule set forth in Exhibit A ("***Fee Schedule***"). To the extent any provision of any code, ordinance, regulation, rule, or policy of the City is

contrary to the Fee Schedule, such provision is hereby deemed amended so that the Fee Schedule shall control. Any fee or charge not otherwise listed on the Fee Schedule shall remain unchanged and in full force and effect.

SECTION THREE: **Effective Date of Fee Schedule.** The fees and charges set forth on the Fee Schedule shall take effect as of the date noted on the Fee Schedule.

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

Passed this ____ day of _____, 2024

AYES:

NAYS:

ABSENT:

ABSTAIN:

Approved this __ day of _____, 2024

Mayor

ATTEST:

City Clerk

Exhibit A

Schedule of Fees and Charges

City of Lake Forest Fee Schedule - Exhibit A

Add prior approved fees

New Fee

Change to fee

New Fee Change to fee			PROPOSED FY2025 (\$)			City Code Section
	Fund	FY2024 (\$)	FEE (n/c if blank)	% CHANGE	Amount \$\$ Projected Revenue	
Public Works						
Water Fees:						
Water Utility Fees/Charges						
Turn Off Water Fee	Water	75				51.064
Turn Off Water Fee After Hours	Water	100				51.064
Turn On Water Fee	Water	75				51.064
Turn On Water Fee After Hours	Water	100				51.064
Water Main Taps	Water					
1 Inch	Water	500				51.030(b)
1-1/2 Inch	Water	1,000				51.030(b)
2 Inch	Water	1,300				51.030(b)
3,4,6 and 8 inch taps	Water	900				51.030(b)
Water Meter Fees	Water					
3/4 Inch	Water	470				51.045(e)
1 Inch	Water	540				51.045(e)
1-1/2 Inch	Water	910				51.045(e)
2 Inch	Water	1,165				51.045(e)
3 inch	Water	2,615				51.045(e)
4 inch	Water	3,950				51.045(e)
6 inch	Water	6,840				51.045(e)
Water Meter Contractor Bond - Temporary Meter	Water	1,500			0	51.015
Water Plant Investment Fee						
New Single Family Home - vacant lot	Water	2,900				52.15
Multi-Family Dwelling - new structure	Water	2,652				52.15
Residential pools, sprinkler systems	Water	459				52.15
Nonresidential buildings - new structures and additions	Water	1.02/sq ft of entire				52.15
	Water	interior area of the building				
Institutional buildings - new structure and additions	Water	.94/sq ft of entire				52.15
only if eligible for fed and state tax exempt status	Water	interior area of the building				
General Fees:						
Sticker for Leaf/Grass Bags	General	1.00 per sticker				50.016
Sanitation:						
Special Pickup	General	40 per 2 cubic yard				50.039 (c)
White Goods	General	65				50.015
White Goods W/CFC	General	90				50.015

Add prior approved fees

New Fee

Change to fee

	Fund	FY2024 (\$)	PROPOSED FY2025 (\$)			City Code Section
			FEE (n/c if blank)	% CHANGE	Amount \$\$ Projected Revenue	
Monthly refuse collection fee	General	12 Per Month				50.021
55 Gallon Recycle Cart/Fee for extra cart only	General	75				
35 Gallon Recycle Cart/Fee for extra cart only	General	55				
Earth Machine Back Yard Composter	General	55				
Licenses:						
Scavengers - collects and disposes of multi-family and commercial waste		1,500 per company				50.055
Scavengers - collects and disposes of residential and commercial roll -offs		750 per company				50.055
Scavengers - collection and cleaning of portable toilets		200 per company				50.055
Engineering						
Sewer System Connection Fee:						
Single Family Dwelling		825				N/A
Two - family Dwelling		825 per unit				N/A
Multi-family Dwelling		165 per population equiv				N/A
		1,650 min				
Non-Residential Buildings		165 per population equiv				N/A
		1,650 min				
Institutional buildings with Fed and State tax exempt status		825 per connection				N/A
Site Grading:						
Site Grading - New construction		640				N/A
If no grading, request may be submitted for a waiver of the requirement of grading plan		240				N/A
Resubmittal		165				N/A
Revisions to approved grading plans		125				N/A
Erosion and sediment control measures		240				N/A
Site grading security (financial guarantee - refundable)		3,000 per acre of development				N/A
Floodplain Development Permit						
1 & 2 FAMILY		355				
ALL OTHERS		530				
Water Shed Development Fee: Revised Fee Schedule:						
General Fees						
Sediment and Erosion Control Only						
Single Family Residential Lot (See site grading ordinance)		see ordinance				151.05
Single Family Residential Lot (within regulatory floodplain)		1,040				151.05

Add prior approved fees
New Fee
Change to fee

			PROPOSED FY2025 (\$)			
	Fund	FY2024 (\$)	FEE (n/c if blank)	% CHANGE	Amount \$\$ Projected Revenue	City Code Section
Development (<10 acres)		2,400				151.05
Development (≥ 10 acres)		3,560				151.05
Minor Development						
Without detention		2,120				151.05
With detention or Fee - in - lieu		3,120				151.05
Major Development						
With detention or Fee-in-lieu		5,400				151.05
Within regulatory floodplain (< 10 acres)		3,280				151.05
Within regulatory floodplain (≥ 10 acres)		8,640				151.05
Wetland Fees						
Category I Wetland impacts less than or equal to 1 acre		880				N/A
Category II Wetland impacts greater than 1 acre and less than 2 acres		3,640				N/A
Category III Wetland impacts greater or equal to 2 acres or impacts a HQAR		4,400				N/A
Category IV Wetland impacts involving either restoration, creation or enhancement		2,760				N/A
Resubmittal fee (1/3 of total watershed Dev. Fee + General + wetland fees)		347-2,880				N/A
Earth Change Approval		1,720				N/A
Securities - financial guarantee refundable		3,000 per acre of development				N/A
Variances		4,240				N/A
Appeals		1,920				N/A
Flood Plain Analysis and Report		35				N/A
Construction Engineering Standards Manual		35				N/A
Community Development						
Water Utility Fees/Charges:						
Water Service Inspection Fee	Water	50				N/A
Home Inspection Fee	Water	150				51.065
Home Inspection Fee - Re-Inspection	Water	50				51.065
Home Inspection Waiver	Water	25				51.065
General Fees:						
Zoning Analysis	General	100				159.052
Building & Development Fees:						
Service Contracts:						
Lake Bluff	General	Per Agreement				N/A
Bannockburn	General	5,000 min. & 50% over that				N/A

Add prior approved fees
New Fee
Change to fee

			PROPOSED FY2025 (\$)			
	Fund	FY2024 (\$)	FEE (n/c if blank)	% CHANGE	Amount \$\$ Projected Revenue	City Code Section
Plan Review :						
Remodeling up to \$12,000	General	55				150.145
\$12,001 to \$48,000 Remodeling	General	82				150.145
\$48,001 - \$120,000 Remodeling	General	138	145	5.07%	300	150.145
Over \$120,000 Remodeling	General	230	246	6.96%	500	150.145
Additional fee for plan reviews that require more than 2 hours	General	55 per additional hour				150.145
New Construction - SFD	General	400	428	7.00%	800	150.145
New Construction - 2FD	General	230/unit	246/unit	6.96%	80	150.145
New Const. - Com. & Multi. Fam.		572+50/	612+50/	6.99%	200	150.145
3 or more units		1,000 Sq. Ft.				150.145
Plan Re-Submittal Fee	General	140 per re-submittal				150.145
Alterations to Approved Plans	General	140 + 55 per hour fee for reviews requiring more than 2 hours				150.145
Contractor Change	General	\$50 (plu \$20 each Additional)				150.145
Building Scale Calculation Fees:						
Single Family residence - first review	General	400				150.148
With completed Building Scale worksheet/detailed plans	General	200				150.148
Two-family dwelling	General	189 per unit				150.148
With completed Building Scale worksheet/detailed plans	General	120				150.148
Additional reviews (for revised plans)	General	102				150.148
On-site inspection for an existing dwelling	General	102				150.148
Office meeting to discuss for building scale calculation	General	50				150.148
Building Scale Waiver Request	General	100				150.148
Building Review Board Fees:						
Signs/Awnings/Landscaping/Lighting/Fences	General	75				150.147
Two or more of above	General	125				150.147
Storefront Alterations	General	100				150.147
New Commercial building, school, hospital or multi-family building per building	General	700				150.147
Alterations or major additions to commercial buildings, schools, hospitals or multi-family buildings - per building	General	323				150.147
New multi-building projects - per building	General	850 + 175 for more than 4 buildings (per building)				150.147
Satellite Dish	General	100	0	-100.00%		150.147
Changes to approved building materials	General	60				150.147
Demolition with replacement structure	General	2,230				150.147

Add prior approved fees

New Fee

Change to fee

			PROPOSED FY2025 (\$)			
	Fund	FY2024 (\$)	FEE (n/c if blank)	% CHANGE	Amount \$\$ Projected Revenue	City Code Section
Demolition partial and replacement addition	General	1,310				150.147
Demolition w/o Replacement Structure	General	1,310				150.147
New Residence on Vacant Property (building scale fee also)	General	1,050				155.07
Additions & Alterations to Existing Residence (building scale fee also)	General	500				155.07
Replacement/new single family home/duplex structure	General	1,310				155.07
Variance from Building Scale Ordinance	General	374				155.07
Revisions to Approved Plans	General	229				155.07
Historic Preservation Commission Fees:						
Demolition (complete) and replacement structure	General	2,450				155.07
Demolition (partial) and replacement structure	General	1,529				155.07
Removal of less than 50%						155.07
Replacement Structure, prior demolition	General	1,310				155.07
Demolition w/o Replacement Structure	General	1,441				155.07
Changes to approved building materials	General	60				39.140
New Residence on Vacant Property (building scale fee also)	General	1,050				155.07
Additions & Alterations to Existing Residence (building scale fee also)	General	500				155.07
Variance from Building Scale Ordinance	General	374				155.07
Revisions to Approved Plans	General	229				155.07
Rescission of local landmark designation, amendment of						155.07
local landmark designation or historic map amendment	General	2,500				155.07
Signs/Awnings/Landscaping/						
Lighting/Fences	General	75				155.07
Two or more of above	General	125				155.07
Storefront Alterations	General	100				155.07
New Commercial building, school, hospital or multi-family building	General	700				155.07
per single building						
Alterations or major additions to commercial buildings, schools,	General	323				155.07
hospitals or multi-family buildings - per building						
New multi-building projects - per building	General	850 + 175 for more than				155.07
		4 buildings (per building)				
Project Fees:						
Red Tag , per violation, per day (minimum \$150 first offense)	General	300				150.005
Stop Work Order (Minimum \$250 first offense, limited scope)	General	750				150.005
Street Obstruction - per 30 lineal feet of public right-of-way	General	100				150.005
Re-Inspection all permits (failed/no show)	General	175				150.005
Additional Inspections	General	50				150.005
Off Hour Inspections	General	50 administration fee plus per hour cost of inspector				150.005

Add prior approved fees
New Fee
Change to fee

			PROPOSED FY2025 (\$)			
	Fund	FY2024 (\$)	FEE (n/c if blank)	% CHANGE	Amount \$\$ Projected Revenue	City Code Section
Tree fencing inspection fee		135				N/A
Recording of Right-of-Way agreement for sprinkler system, driveway apron	General	70 (up to 4 pages, 5 each addl page)				150.145
Construction Trailer Permit (Commercial Construction Sites only)	General	100 per month				150.145
Tree removal without permit	General	750 per inch				999.999
Vegetation removal in protected area without permit	General	750 per violation				999.999
Recording of Plat of Subdivision	General	75 plus Lake County Fee				
Const. Codes Comm. Fees:						
Variances from Construction Code	General	250				150.110
Administrative Appeals	General	150				150.110
Material/Product Evaluation	General	350				150.110
Demolition Tax	Cap Imp & Afford Housing	12,000				150.110
Zoning Board of Appeals:						
Variations from Zoning Code	General	301	310	2.99%	200	159.02
Administrative Appeals	General	150				159.02
Special Use Permit - Existing Developments	General	755				159.02
Legal Ad Publication (as required)	General	85				159.02
Plan Commission:						
Minor Subdivisions-Tentative Approval 2,3 or 4 lots payable at time of application	General	2,184				156.026(a)(3)
Minor Subdivisions-Final Approval	General	250+35/lot plus engineering and recording fees				156.026(a)(3)
Major Subdivisions-Tentative Approval 5 or more lots	General	3,822+35 for each lot over 5				156.026(a)(3)
Major Subdivisions-Final approval paid prior to recording of plat	General	400+35/ plus 5/lot				156.026(a)(3)
	General	over 10; + engineering and recording fees				156.026(a)(3)
Planned Preservation Subd Special Use Permit plus minor/major subdivision fee	General	2,500				156.026(a)(3)
Zoning Change	General	3,328				156.026(a)(3)
Filing fee for all other developments	General	788				156.026(a)(3)
Code Amendment	General	3,328				156.026(a)(3)
Extension of Tentative Subdivision Plat Approval	General	150				156.026(a)(3)
Administrative Property Line shift	General	250				156.026(a)(3)
Special Use Permit	General	1,035				156.026(a)(3)

Add prior approved fees
New Fee
Change to fee

			PROPOSED FY2025 (\$)			
	Fund	FY2024 (\$)	FEE (n/c if blank)	% CHANGE	Amount \$\$ Projected Revenue	City Code Section
Special Use Permit - Restaurant within 150' of Residential	General	500				156.026(a)(3)
Escrow Deposit - 3rd Party Review (Refundable)	General	5000				
Permits:						
Building Permits repair and maintenance under \$6,000	General	40				150.145
Building Permits - \$100,000 or less	General	1.5% of total construction 50 min				150.145
Building Permits - over \$100,000						
\$100,001 - \$200,000	General	2% of total construction				150.145
\$200,001 - \$500,000	General	4,000 + 1% of total cc in excess of 200,000				150.145
\$500,001 and above	General	7,000 + .5% of total cc in excess of 500,000				150.145
Solar installation/Geo Thermal/Wind/Electric Charging Stations	General	.05% of construction cost				150.145
Underground storage tank removal	General					
single family and duplex		150 per tank				150.145
All other properties	General	250 per tank				150.145
Permit Extensions - After Final Expiration	General	150 administration fee plus 20% of the original				150.145
		permit fee - 6 month extension				150.145
Sign	General	1.5% construction cost 50 min				150.145
Administration Demolition Approval - Life Safety/Nuisance	General	500				150.145
Driveway Permits:						
Driveway Resurfacing Permit (not required for sealcoating)	General	50				150.145
Driveway Bond	General	250				150.485
Satellite dish permit	General	1.5% of cost, 50 min	0	-100.00%		150.145
Plumbing /Electric/HVAC:						
Irrigation Systems	General	2.00 per head 60 min				150.145
Plumbing - base charge	General	60+5.50/fix.				150.145
Sanitary Sewer	General	50 min + 1.00/ft over 50 ft				150.145
Storm Sewer	General	50 min + 1.00/ft over 50 ft				150.145
Electrical	General	100, plus 1 per unit beyond 100 total units				150.145
Electrical Service	General	75				150.145
Electric - motors	General	75 + .50 per horsepower				150.145
HVAC						
Residential - New or replacement						
1 or 2 units	General	52				150.145

Add prior approved fees

New Fee

Change to fee

	Fund	FY2024 (\$)	PROPOSED FY2025 (\$)			City Code Section
			FEE (n/c if blank)	% CHANGE	Amount \$\$ Projected Revenue	
Each additional unit	General	45				150.145
Duct work	General	52				150.145
Commercial New	General	52 per 1,500 sq ft of floor area				150.145
Commercial - replacement of existing units	General	same as residential				150.145
Purchase of Parking						
Space per Zoning Code	General	to be set by City Council at the time of approval based on market costs				150.145
						150.145
Elevators:						
Elevator Inspection Fee	General	Variable				150.145
Elevator Permits - New elevators	General	65				150.145
Licenses - Annual:						
Health -Restaurant (20 or Less)	General	250				113.03(d)(1)
Health - Restaurant (21-99)	General	350				113.03(d)(2)
Health - Restaurant (100 + Seats)	General	600				113.03(d)(3)
Health - Itinerant Restaurant	General	250				113.03(d)(4)
Health - Food Store	General	100				113.21(d)
Health - Limited Food Store (selling candy)	General	50				113.21(d)
Health - Mobile Food/Beverage Vendor	General	100				113.21
Food Vendor (delivery)	General	150/Veh.				113.21(d)
Milk Vendor (delivery)	General	100/Veh.				113.21(d)
Ice Vending Machine per machine	General	110				95.061
Food Vending Machine per machine	General	55				113.21(d)
Candy Vending Machine per machine	General	55				113.21(d)
Pop/Soft drink Vending Machine per machine	General	55				113.21(d)
Milk Vending Machine per machine	General	55				113.21(d)
Tobacco vending machine per machine	General	50				135.136
Amusement Machine per machine	General	110				110.104
HVAC Contractor	General	60				150.145
Electrical Contractor	General	60				150.145
Juke Box	General	25				110.083
Pool Table	General	25				112.095(b)(1)
Tree and Vegetation Removal:						
Application Review Fee	General	40				99
Removal of Heritage Tree	General	40 per tree				99
Removal of tree 10" DBH or larger within the streetscape preservation area, the front yard or the corner side yard	General	40 per tree				99
						99
Removal of trees or vegetation from a Conservation Easement	General	35 per 1 1/2 acre site				99

Add prior approved fees
New Fee
Change to fee

			PROPOSED FY2025 (\$)			
	Fund	FY2024 (\$)	FEE (n/c if blank)	% CHANGE	Amount \$\$ Projected Revenue	City Code Section
Removal of trees from a Tree Preservation or No Disturbance area	General	40 per tree				99
Removal of trees or shrubs from any ravine or bluff	General	40 per 1 1/2 acre site				99
Removal of trees or shrubs from a public right of way	General	40 per 1 1/2 acre site				99
or other public property						99
Ash tree removals, dead or hazardous trees (application fee only)	General	No Fee				99
Bonds: Refundable Upon Timely/Satisfactory Completion						
Permit Renewal - for projects with estimated construction costs of \$200,000 or less refundable upon completion of project within one year	General	20% of permit fee			0	150.145
Permit Renewal - for projects with estimated construction costs of more than \$200,000 refundable upon completion of project within 20 months	General	22% of permit fee			0	150.145
Street Opening Bond	General	500				98.058
Public Sanitary/Storm Sewer or Water Main Bond/R.O.W. (each)	General	500				
New Curb Cut and Temporary Curb Crossing	General	500				
Fire Protection Fees:						
Life Safety Plan Review Fee - New Constr/Addition	General	500 min or .05 sf includes all floors				150.145
Life Safety Plan Review Fee - Remodel/Alteration	General	60 min or .05 sf includes all areas				150.145
Fire Suppression Systems (Plan review and 2 inspections)						
Single Family/Duplex Residential						
New	General	120 or .05 per sf whichever is greater				150.145
Addition/Alteration	General	60 or .05 per sf for scope of work area				150.145
		whichever is greater				150.145
Hot work	General	100				150.145
Commercial/Multi Family						
New	General	500 or .05 per s.f. whichever is greater				150.145
Addition/Alteration	General	250 or .05 s.f. for scope of work area whichever is greater				150.145
Specialized Suppression (FM 200, clean agent)	General	150 per system (in addition to above fees for the overall system)				150.145
Stand pipe riser	General	100				150.145
Hood and Duct Extinguishing System - New	General	300 per system				150.145
Hood and Duct Extinguishing System - Alteration	General	100 per system				150.145
Fire Alarms						
Single Family/Duplex Residential	General	75 or .05 per s.f. whichever is greater				150.145

Add prior approved fees
New Fee
Change to fee

			PROPOSED FY2025 (\$)			
	Fund	FY2024 (\$)	FEE (n/c if blank)	% CHANGE	Amount \$\$ Projected Revenue	City Code Section
Commercial/Multi Family - New	General	500 or .05 per s.f. whichever is greater				
Commercial/Multi Family - Addition/Alteration	General	75 or .05 per s.f. whichever is greater				150.145
Inspections/Tests						
Annual & New Underground Flush test	Water	75 + cost per gallon of water at current rate as approved by the City Council based on pipe size				150.145
Annual & New Fire Pump Test	Water	175 + cost per gallon of water at current rate as approved by the City Council based on pump size				150.145
						150.145
Small Wireless Facilities:						
Application for Collocation - Installation of facility	General	650				
Application for Collocation - Installation of multiple facilities	General	350 per facility				
Application for installation of new utility pole or support structure	General	1,000				
Annual recurring rate for collocations on a City utility pole located in the right-of-way. (* Or the City's actual, direct, and reasonable costs related to the wireless provider's use of space on the City utility pole)	General	200				
Other:						
Alternative Letter of Credit Review	General	100 per review				150.145
Conditional Certificate of Occupancy - Landscape only due to season (single family and duplex)	General	300 per unit				150.145
Conditional Certificate of Occupancy(single family and duplex)	General	550				150.145
Conditional Certificate of Occupancy(multi-family and commercial)	General	25 per square foot, whichever is greater, to a maximum of 2,000				150.145
Estate Sale - Non-Resident operator	General	50				
Finance						
Water Utility Fees/Charges:						
Water Sales/1,000 Gallons						
Effective with Water Bills mailed on or after May 1, 2024						
Lake Forest Residential - to 10,000 Gallons per Quarter	Water	4.50				51.061(a)
Lake Forest Residential - 10,001 to 60,000 Gallons per Quarter	Water	6.20				51.061(a)

Add prior approved fees
New Fee
Change to fee

			PROPOSED FY2025 (\$)			
	Fund	FY2024 (\$)	FEE (n/c if blank)	% CHANGE	Amount \$\$ Projected Revenue	City Code Section
Lake Forest Residential - over 60,000 Gallons per Quarter	Water	7.00				51.061(a)
Lake Forest All Other Users	Water	6.50				51.061(a)
Lake Forest - Billable City Accounts	Water	3.25				51.061(a)
Del Mar Woods	Water	9.15				51.061(a)
Other Non resident users	Water	9.15				51.061(a)
Sewer Charge/1,000 Gallons (winter usage)	Water	1.16				51.061(a)
Customer Charge - Water (Inside)						
5/8" to 1.5" meter	Water	55/quarter	57/quarter	3.64%	243,987	51.061(b)
2" to 4" meter	Water	210/quarter	215/quarter	2.38%		51.061(b)
6" and above meter	Water	925/quarter	945/quarter	2.16%		51.061(b)
Benefit Access Program Discount - must renew annually	Water					N\A
Customer Charge - Water (Outside)						
5/8" to 1.5" meter	Water	75/quarter				51.062(b)
2" to 4" meter	Water	240/quarter				51.062(b)
6" and above meter	Water	1000/quarter				51.062(b)
Customer Charge - Sewer						
5/8" to 1.5" meter	Water	5/quarter				52.15€(1)
2" to 4" meter	Water	20/quarter				52.15€(1)
6" and above meter	Water	100/quarter				52.15€(1)
Beach Parking Fee:						
Beach Parking						
Temporary (Resident)	General	85				73.45
Temporary (Non-Resident)	General	910				73.45
Parking Permits:						
Resident-Full Year	Parking	313				73.27(c)(7)
Resident-Monthly	Parking	30/Month				73.27(c)(7)
Resident - Unlimited	Parking	1,000				73.27(c)(7)
Employer Purchased-Full Yr.	Parking	180				73.27(c)(7)
Employer Purchased-Monthly	Parking	20/Month				73.27(c)(7)
Non-Resident-Full Year	Parking	700				73.27(c)(7)
Non-Resident - Monthly	Parking	60/Monthly				73.27(c)(7)
Daily Parking Fee-Telegraph	Parking	3				73.27(c)(7)
Daily Parking Fee-All Other	Parking	3				73.27(c)(7)
Licenses:						
Car and Lt Truck	General	85				74.179(b)
Heavy Truck (8,000+ lbs.)	General	110				74.179(b)
Motorcycles	General	45				74.179(b)

Add prior approved fees
New Fee
Change to fee

	Fund	FY2024 (\$)	PROPOSED FY2025 (\$)			City Code Section
			FEE (n/c if blank)	% CHANGE	Amount \$\$ Projected Revenue	
Senior Citizen 65 and over	General	no discount				N/A
Transfers	General	5				74.184 & 185
Penalties	General	50%				74.179(b)
Auto Dealer License	General	50+20/Veh				74.183
Disabled vehicle sticker (Benefit Access Program)	General	45				N/A
Real Estate Transfer Tax	Cap Imp	4.00 per 1,000				39.155(b)
Non-sufficient funds Fee	General	25				10.99
Credit Card Service Fees:						
Daily Parking	General	.25 per transaction				73.27(c)(7)
Development Related Fees	General	2.95% (Minimum 1.95)				N/A
Cemetery Related Fees	Cemetery	2.95% (Minimum 1.95)				N/A
Public Safety Pension Fee:						
Residential Utility Accounts	General	20 per Quarter				N/A
All Other Utility Accounts (exclude irrigation only services)	General	70 per Quarter				N/A
Parks and Recreation						
Golf Course Fees/Charges:						
Seasonal Fees-Resident: effective January 1, 2024						
Class A -Adult Single	DPG	1,550	1,650	6.45%	3,000	97.051
Class B -Adult Combo	DPG	2,800	2,900	3.57%	1,100	97.051
Class D -Junior	DPG	700	750	7.14%	50	97.051
Class F - Senior Citizen	DPG	1,100	1,200	9.09%	3,000	97.051
Seasonal Fees (Non-Resident) effective January 1, 2024						
Class A -Adult Single	DPG	2,000	2,200	10.00%	400	97.051
Class B -Adult Combo	DPG	2,800	2,900	3.57%	0	97.051
Class D -Junior	DPG	700	750	7.14%	50	97.051
Class F - Senior Citizen	DPG	1,300	1,400	7.69%	2,000	97.051
Daily Fees-Resident: effective January 1, 2024						
Weekday-9	DPG	38	41	7.89%	1,977	97.051
Weekday-18	DPG	51	54	5.88%	10,000	97.051
Weekend 9	DPG	43	46	6.98%	2,000	97.051
Weekend -18	DPG	64	67	4.69%	3,000	97.051

Add prior approved fees
New Fee
Change to fee

	Fund	FY2024 (\$)	PROPOSED FY2025 (\$)			City Code Section
			FEE (n/c if blank)	% CHANGE	Amount \$\$ Projected Revenue	
Electric Golf Carts: effective January 1, 2024						
9 Holes Single Rider	DPG	15	17	13.33%	2000	97.052
18 Holes Single Rider	DPG	20	22	10.00%	1380	97.052
Range Balls						
Small Bucket	DPG	10				97.051
Medium Bucket	DPG	12	15	25.00%	2,000	97.051
Large Bucket	DPG	20	22	10.00%	2,329	97.051
Pull cart						
9 holes	DPG	6	8	33.33%	248	97.051
18 hoes	DPG	8	10	25.00%	216	97.051
USGA Handicap Fees - Members	DPG	45				97.051
Permanent Tee Time - Weekend	DPG	400	500	25.00%	1,200	97.051
Lockers						
18 inch	DPG	160				97.051
12 inch	DPG	140				97.051
Park Fees						
Park Picnic Permits						
0 - 149 People	Parks/Rec	100				N/A
150 or more People	Parks/Rec	150				N/A
Picnic Tables	Parks/Rec	25 per table				
Grills	Parks/Rec	85 per grill				
Boating and Beach Fees - effective February 1, 2024						
Watercraft Ramp/Sailboat Permits-Recreation						
Watercraft Ramp (R)	Parks/Rec	549	565	2.91%	1056	97.066
Watercraft Ramp 2nd boat/ half season	Parks/Rec	275	283	2.91%	208	97.066
Watercraft Ramp (R) (Sen.)	Parks/Rec	438	451	2.97%	273	97.066
Watercraft Ramp (R) (Sen) 2nd boat/ half season	Parks/Rec	220	227	3.18%	21	97.066
Watercraft Ramp (NR)	Parks/Rec	1,097	1,130	3.01%	231	97.066
Watercraft Ramp (NR) (Sen) 2nd boat/ half season	Parks/Rec	550	565	2.73%	0	97.066
Year round compound storage Resident	Parks/Rec	2,410	2,482	2.99%	648	97.066
Year round compound storage Resident senior	Parks/Rec	1,944	2,002	2.98%	696	97.066
Year round compound storage non-resident	Parks/Rec	3,646	3,755	2.99%	0	97.066
Seasonal compound storage Resident	Parks/Rec	1,646	1,695	2.98%	0	97.066

Add prior approved fees

New Fee

Change to fee

	Fund	FY2024 (\$)	PROPOSED FY2025 (\$)			City Code Section
			FEE (n/c if blank)	% CHANGE	Amount \$\$ Projected Revenue	
Seasonal compound storage Resident Senior	Parks/Rec	1,316	1,355	2.96%	78	97.066
Seasonal compound storage Non-resident	Parks/Rec	2,466	2,540	3.00%	0	97.066
Year round watercraft rack storage resident	Parks/Rec	664	684	3.01%	140	97.066
Year round watercraft rack storage resident senior	Parks/Rec	533	549	3.00%	32	97.066
Year round watercraft rack storage non-resident	Parks/Rec	1,097	1,130	3.01%	0	97.066
Seasonal watercraft rack storage resident	Parks/Rec	388	400	3.09%	312	97.066
Seasonal watercraft rack storage resident senior	Parks/Rec	310	319	2.90%	54	97.066
Seasonal watercraft rack storage non-resident	Parks/Rec	732	757	3.42%	44	97.066
Year round watercraft sand storage resident	Parks/Rec	822	847	3.04%	25	97.066
Year round watercraft sand storage resident senior	Parks/Rec	658	678	3.04%	0	97.066
Year round watercraft sand storage non-resident	Parks/Rec	1,233	1,270	3.00%	0	97.066
Seasonal watercraft sand storage resident	Parks/Rec	504	519	2.98%	30	97.066
Seasonal watercraft sand storage resident senior	Parks/Rec	403	415	2.98%	12	97.066
Seasonal watercraft sand storage non-resident	Parks/Rec	756	779	3.04%	779	97.066
South Beach Parking Permit (R)	Parks/Rec	161	167	3.73%	654	97.066
South Beach Parking Permit (R) (Sen.)	Parks/Rec	127	131	3.15%	404	97.066
South Beach Parking Permit (NR)	Parks/Rec	910				97.066
South Beach Parking Permit Employee/Retiree	Parks/Rec	100				97.066
Daily Boat Launch resident	Parks/Rec	65				97.066
Daily Boat Launch nonresident	Parks/Rec	80				97.066
Resident Guest Daily Parking Pass, limit 5 per season	Parks/Rec	15				97.066
Nanny Parking Pass	Parks/Rec	85				97.066
Senior Caregiver Parking Pass	Parks/Rec	85				97.066
Non resident beach fee, weekends and holidays	Parks/Rec	25				97.069
Fitness Center Fees - effective May 1, 2024						
Individual resident rate	Parks/Rec	480	504	5.00%	2,856	
Individual resident rate - 1 months	Parks/Rec	48	50	4.17%	16	
Individual non-resident rate	Parks/Rec	600	636	6.00%	0	
Individual non-resident rate - 1 months	Parks/Rec	60	63	5.00%	0	
Couple resident rate	Parks/Rec	840	876	4.29%	1,152	
Couple resident rate - 1 month	Parks/Rec	84	87	3.57%	9	
Couple non-resident rate	Parks/Rec	1,008	1,056	4.76%	0	
Couple non-resident rate - 1 months	Parks/Rec	101	106	4.95%	0	
Family resident rate	Parks/Rec	1,116	1,176	5.38%	960	
Family resident rate - 1 months	Parks/Rec	112	117	4.46%	20	
Family non-resident rate	Parks/Rec	1,332	1,392	4.50%	0	
Family non-resident rate - 1 months	Parks/Rec	133	139	4.51%	0	
Senior resident rate	Parks/Rec	372	384	3.23%	648	
Senior resident rate - 1 months	Parks/Rec	37	38	2.70%	4	

Add prior approved fees

New Fee

Change to fee

	Fund	FY2024 (\$)	PROPOSED FY2025 (\$)			City Code Section
			FEE (n/c if blank)	% CHANGE	Amount \$\$ Projected Revenue	
Senior non-resident rate	Parks/Rec	444	456	2.70%	36	
Senior non-resident rate - 1 months	Parks/Rec	45	46	2.22%	0	
Senior couple resident rate	Parks/Rec	600	624	4.00%	408	
Senior couple resident rate - 1 months	Parks/Rec	60	62	3.33%	2	
Senior couple non-resident rate	Parks/Rec	744	780	4.84%	36	
Senior couple non-resident rate - 1 months	Parks/Rec	75	78	4.00%	0	
Student resident rate	Parks/Rec	372	384	3.23%	180	
Student resident rate - 1 month	Parks/Rec	37	38	2.70%	5	
Student non-resident rate	Parks/Rec	444	456	2.70%	0	
Student non-resident rate - 1 month	Parks/Rec	45	46	2.22%	0	
Matinee resident rate	Parks/Rec	276	288	4.35%	648	
Matinee resident rate - 1 month	Parks/Rec	28	29	3.57%	4	
Matinee non-resident rate	Parks/Rec	324	336	3.70%	12	
Matinee non-resident rate - 1 month	Parks/Rec	33	34	3.03%	0	
All-inclusive - member - effective December 6, 2012	Parks/Rec	384	408	6.25%	936	
All-inclusive - non-member - effective December 6, 2012	Parks/Rec	828	865	4.47%	0	
OCM						
General Fees & Charges:						
Birth certificates (January 1, 2010)	General	10 first/4 additional				5.36
Death certificates (January 1, 2013)	General	14 first/6 additional				5.36
On-line data entry fee by city staff (January 1, 2010)	General	10				N/A
Solicitor/Peddler Permit Original Application	General	55				117.01(b)
Solicitor/Peddler Permit Renewal	General	40				117.40
Electric Car	General	1 per Hour				N/A
Licenses:						
Raffle License	General	40				110.150
Tobacco License	General	500				135.138(f)
Landscape License (March 1 to Feb 28)	General	100				110.217
Penalties - Landscape License Applications after June 1	General	25				110.217
Auctioneers License	General	5 Daily & 1.00 per employee				110.026
Factories and Slaughterhouses	General	500				110.047
Mobile Auto Service	General	50 per unit				110.200
Athletic Contests	General	50 per day				112.0029B)
Bowling Alley	General	10 per lane per year				112.025
Circuses	General	100 per day circus conducted				112.041
Circuses - Side Show	General	50 per day circus conducted				112.042

Add prior approved fees

New Fee

Change to fee

	Fund	FY2024 (\$)	PROPOSED FY2025 (\$)			City Code Section
			FEE (n/c if blank)	% CHANGE	Amount \$\$ Projected Revenue	
Motion Pictures - Establishment capacity 500 or more persons	General	.50 per seat				112.075
Public Dances	General	500				112.112
Theatrical Performances - less than 500 persons	General	100				112.126
Theatrical Performances - more than 500 persons	General	150				112.126
Theatrical Performance not covered by 112.126	General	25 per day				112.127
Junk Yard or Junk Shop	General	75				114.22
Junk Dealer collected by vehicle	General	20 per vehicle				114.23
Pawnbroker	General	100				116.03
Expressmen and Draymen	General	25				118.156
Alcoholic and Beverages:						
Class A-1	General	2,700				111.036
Class A-2	General	1,500				111.036
Class A-3	General	275				111.036
Class B-1	General	2,500				111.036
Class C-1	General	2,600				111.036
Class C-2	General	3,000				111.036
Class D-1	General	2,500				111.036
Class E-1	General	3,000				111.036
Class F-2	General	100 for each 48 hour period or any part thereof: 50 not for profit with proof of 501 (c)3 status				111.036
Class F-3	General	75 for each 48 hour period or any part thereof: 50 not for profit with proof of 501 (c)3 status				111.036
Class F-4	General	500 per vendor for the duration of the sporting event				111.036
Class F-5	General	1,100				111.036
Class F-6	General	600				111.036
Class G-1	General	200				111.036
Class G-2	General	600				111.036
Class I-1	General	None				111.036
Class I-3	General	100				111.036
Class J	General	500				111.036
Class K	General	40/each 7 day license period				111.036
Annual Renewal	General	150 renewal existing or change in owners or officers				111.036
Application Fee	General	300 new license				111.043
Application for Change in Owners or Officers	General	100				111.043

Add prior approved fees
New Fee
Change to fee

			PROPOSED FY2025 (\$)			
	Fund	FY2024 (\$)	FEE (n/c if blank)	% CHANGE	Amount \$\$ Projected Revenue	City Code Section
Liquor License Penalty Fee	General	25				111.036
Impact Fees:						
Library	Library	see ordinance				150.023
Fire and Emergency Services	General	see ordinance				150.023
Park Site	PPL	see ordinance				150.023
Park Development	PPL	see ordinance				150.023
Police	General	see ordinance				150.023
Public Works	General	see ordinance				150.023
School District 67 (information only)	pay School	see ordinance				150.023
High School District 115 (information only)	pay School	see ordinance				150.023
Cemetery Fees:						
Issuance of Deeds	Cemetery	.50 per deed	0	-100.00%	0	93.45
Police						
Fines & Penalties:						
Overtime Parking - Lot (base fee - 1st Offense)	General	25/75/125				73.99
Improper Parking - Lot (base fee - 1st Offense)	General	25/75/125				73.99
Parking in Prohibited Area- Lot (base fee - 1st Offense)	General	25/75/125				73.99
Overtime Parking - Other (base fee - 1st Offense)	General	25/75/125				73.99
Improper Parking - Other (base fee - 1st Offense)	General	25/75/125				73.99
Parking in Prohibited Area- Other	General	25/75/125				73.99
Parking at Boat Ramp (base fee - 1st Offense)	General	125/250/350				73.46
No Vehicle License (base fee - 1st Offense)	General	75/100/125				74.179
No parking east of Sheridan Road (base fee - 1st Offense)	General	125/150/175				73.99
No Animal License (base fee - 1st Offense)	General	15/25/35				91.032
Dog-At-Large (base fee - 1st Offense)	General	40/50/100				91.050
Code Violations	General	variable				Variable
Motor Code Violations	General	variable				Variable
Recreational Powered Device Violation	General	100 - 300				79.11
Dog Barking (base fee - 1st Offense)	General	40/50/100				91.004
Dog Impound	General	25				91.014
Leaf Burning	General	100				94.2
Handicapped Parking	General	250				73.21
Dog Public Nuisance	General	100/500/750				91.053
Burglar Alarm Fees	General	0/50/100/250				110.125
Vehicle Immobilization fee	General	100				73.50

Add prior approved fees
New Fee
Change to fee

			PROPOSED FY2025 (\$)			
	Fund	FY2024 (\$)	FEE (n/c if blank)	% CHANGE	Amount \$\$ Projected Revenue	City Code Section
E-911 Surcharge	E911 Fund	0.65				39.181
Copies of Accident Reports	General	5				71.032
FOIA copy fees >50 pages	General	.15 per page				33.3
Transient Merchant License	General	100.00				117.20(f)
Fire						
General Fees & Charges:						
Ambulance-Resident ALS transport	General	1,300.00				94.51
Ambulance-Resident ALS2 transport	General	1,400.00				94.52
Ambulance-Resident BLS transport	General	1,200.00				94.53
Ambulance-Non Resident ALS transport	General	1,700.00				94.54
Ambulance- Non Resident ALS2 transport	General	1,800.00				94.55
Ambulance-Non Resident BLS transport	General	1,600.00				94.56
Ambulance - Mileage	General	11.00 per mile				94.58
Fireworks Permit	General	250				94.5
Open Burn Permit	General	100				94.5
Bonfire Permit	General	100				94.5
Fire Watch	General	Overtime hourly Rate				94.5
Annual Fire Pump Test	General/Water	10 Admin Fee + Water Usage				94.5
Annual Inspections - 4th re-inspection	General	100				94.5
Annual Inspections - 5th re-inspection	General	200				94.5
Annual Inspections - 6th re-inspection	General	400				94.5
Fire Alarm Fees	General	0/50/100/250				110.125
Hazardous Substance Incident						
Level I Hazardous Substance Incident	General	250 per day during hazard substance incident occurs or removal activities				41.01
Level II Hazardous Substance incident	General	500 per day during hazard substance incident occurs or removal activities				41.01
Level III Hazardous Substance incident	General	1,000 per day during hazard substance incident occurs or removal activities				41.01
Miscellaneous Materials Cost - Level I incident	General	50				41.01
Miscellaneous Materials Cost - Level II incident	General	100				41.01
Miscellaneous Materials Cost - Level III incident	General	500				41.01
Reimbursable Costs	General	100% of cost incurred				41.01
Senior Resources						

Add prior approved fees
New Fee
Change to fee

	Fund	FY2024 (\$)	FEE (n/c if blank)	PROPOSED FY2025 (\$) % CHANGE	Amount \$\$ Projected Revenue	City Code Section
Membership Dues:						
Residents of Lake Forest, Lake Bluff and unincorporated						
Lake Forest and Lake Bluff	Senior Resources	35 per person				97.087
		55 per family				97.087
Outside of Lake Forest and Lake Bluff	Senior Resources	45 per person				97.087
		75 per family				97.087
Circuit Breaker participants Lake Forest and Lake Bluff	Senior Resources	10 per person				97.087
residents only		15 per family				97.087
Car and Bus rides	Senior Resources	3/fee each direction				97.087
		6 round trip				97.087
Taxi subsidy- Lake Forest and Lake Bluff residents	Senior Resources	16 coupons/month				97.087
living within the Lake Forest High School District		for a value of 3/each				

Special Events						
Special Event Fees:						
Application Fee	General	50				10.13
Application Fee - Late Fee	General	50% of fee per 30 days				10.13
Escrow Deposit - Special Events	General	500				10.13
Police Officer hourly rate	General	93	99	6.45%	180	10.13
Firefighter/Paramedic hourly rate	General	91	96	5.49%	50	10.13
Police and Fire Vehicle	General	110				10.13
Public Works hourly rate	General	72	76	5.56%	60	10.13
Parks hourly rate	Parks/Rec.	72	76	5.56%	60	10.13
Special Event Inspection	General	100				94.5
Tent Permit	General	100 or .05 per sq ft				94.5
A-Frame Barricades	General	5				98.011
Barricades 1 - 10	General	40				98.011
Parking Cones	General	1				98.011
Bleacher keep in park	General	50				10.13
Bleacher move to another location	General	195				10.13
Litter Barrels 1—6	General	14				10.13
Picnic Tables 1 - 6	General	32				10.13
Grills	General	195				10.13
Inflatable amusement inspection	General	100				94.5
Carnival rides	General	200				94.5
Filming Class A - Application	General	150				
Filming Class B - Application	General	100				
Filming Class C - Application	General	50				
Filming Class A - Permit	General	475				

Add prior approved fees

New Fee

Change to fee

	Fund	FY2024 (\$)	PROPOSED FY2025 (\$)			City Code Section
			FEE (n/c if blank)	% CHANGE	Amount \$\$ Projected Revenue	
Filming Class B - Permit	General	375				
Filming Class C - Permit	General	125				
Filming Class A - Deposit (Refundable)	General	1000				
Filming Class B - Deposit (Refundable)	General	500				

The City of Lake Forest
CITY COUNCIL MEETING
Proceedings of the Tuesday, January 16, 2024
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 Waldeck, Alderman Notz, Alderman Powers, Alderman Preschlack, Alderman Goshgarian, Alderman Weber, and Alderman Walther

Absent: Alderman Novit

CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE was recited by all.

REPORTS OF CITY OFFICERS

COMMENTS BY MAYOR

On the issue of migrant buses arriving in Lake Forest, Mayor Tack stated that Lake Forests' policy is to act and enact ordinances only when we believe that our actions will address the problem with reasonable accuracy and withstand appropriate legal scrutiny. He then asked City Manager Wicha to provide his assessment on migrant buses potentially arriving in town. Mr. Wicha reported that there is a plan in place should said buses arrive, the City continues to observe this issue with surrounding communities. He stated that legislative action is not being recommended at this time noting the situation is fluid and the City will act appropriately if indicated.

A. 2024-2025 Board and Commission Appointments and Reappointments

LIBRARY BOARD

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Vince Sparrow	APPOINT	3

Mayor Tack read the appointment and asked for a motion.

COUNCIL ACTION: Approve the Mayor's Appointments and Reappointments

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

COMMENTS BY CITY MANAGER

OPPORTUNITY FOR CITIZENS TO ADDRESS THE CITY COUNCIL

COMMITTEE REPORTS

ITEMS FOR OMNIBUS VOTE CONSIDERATION

- 1. Approval of December 4, 2023, City Council Meeting Minutes**
- 2. 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**
- 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)**
- 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**
- 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**
- 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.**
- 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**
- 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)**
- 10. Consideration of an Ordinance Approving a Recommendation from the Building Review Board. (First Reading, and if Desired by the City Council, Final Approval)**
- 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)**

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 Powers made a motion to approve the eleven (11) Omnibus items as presented, seconded by Alderman Notz. The following voted “Aye”: Alderman Waldeck, Notz, Powers, Preschlack, Goshgarian, Weber, and Walther. The following voted “Nay”: none. 7-Ayes, 0-Nays, motion carried.

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

OLD BUSINESS

None this evening.

NEW BUSINESS

ADDITIONAL ITEMS FOR COUNCIL DISCUSSION/COMMENTS BY COUNCIL MEMBERS

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 Notz 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 Waldeck, Notz, Powers, Preschlack, Goshgarian, Weber, and Walther. The following voted "Nay": none. 7-Ayes, 0-Nays, motion carried.

Adjournment into Executive Session at 7:43 pm.

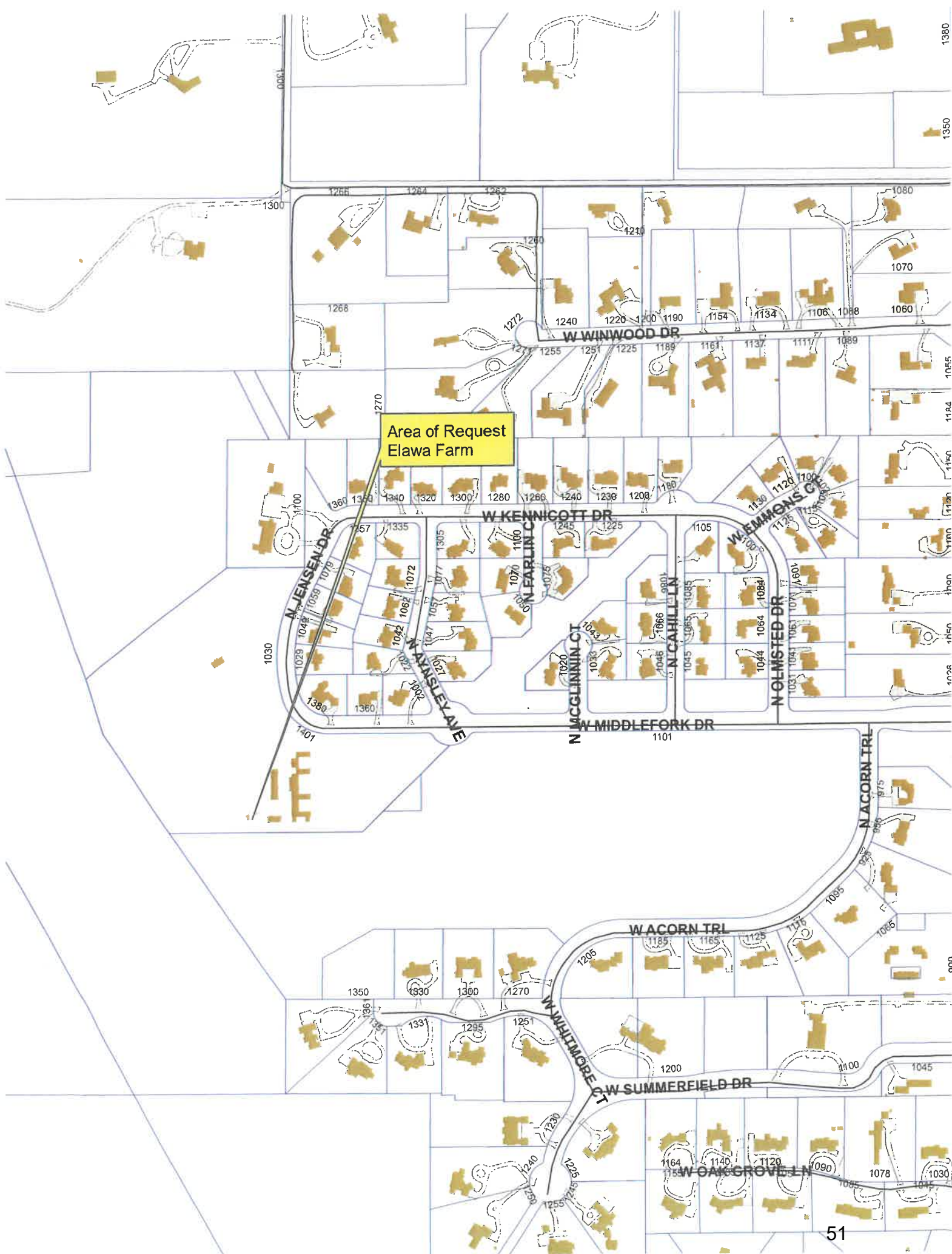
Reconvened into Regular Session at 8:50 pm.

ADJOURNMENT

There being no further business Mayor Tack asked for a motion to adjourn. Alderman Preschlack made a motion to adjourn, seconded by Alderman Notz. Motion carried unanimously by voice vote at 8:51 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.



THE CITY OF LAKE FOREST

ORDINANCE NO. 2024-__

AN ORDINANCE GRANTING A VARIANCE FROM THE SETBACK FOR FARM
STRUCTURES AT ELAWA FARM, 1401 MIDDLEFORK DRIVE

WHEREAS, The City of Lake Forest ("**Owner**") is the owner of Elawa Farm that certain real property commonly known as 1401 Middlefork Drive, Lake Forest, Illinois and legally described in **Exhibit A** ("**Property**"); and

WHEREAS, the Elawa Farm property is leased to the Elawa Farm Foundation ("**Tenant**"); and

WHEREAS, the Property is located in the R-5, Single Family Residence Zoning District and the operation of Elawa Farm, a community resource, is permitted through a duly approved Special Use Permit; and

WHEREAS, the Tenant desires to locate structures to shelter and protect a limited number of farm animals partially within the zoning setback required for farm structures which house animals ("**Improvements**") as depicted on the site plans attached hereto as **Group Exhibit B** ("**Plans**"); and

WHEREAS, the Owner, on behalf of the Tenant submitted an application ("**Application**") for variances from Section 159.081, R-5, Single Family Residence District, of the City of Lake Forest Code to allow construction of the Improvements as proposed; and

WHEREAS, pursuant to notice duly published, the ZBA reviewed and evaluated the Plans at a public hearing held on January 22, 2024; 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 variance is consistent with the intent of a recently approved amendment to the Elawa Farm Special Use Permit which allows farm animals to be housed at Elawa Farm to backfill the area previously used by the Wildlife Discovery Center for animal displays. Elawa Farm is a unique facility and use. Animals have previously been kept in this area with no issues.
2. The farm structures are small in size and low profile. Visibility from off of the site will be minimal.
3. The area where the farm animals are proposed is adjacent to preserved open land and there is a significant distance between the

- proposed farm animal structures and neighboring homes. The intent of the Code provision which requires a 200 foot separation from neighboring residential uses, is achieved. The proposed area formerly housed animal exhibits for the Wildlife Discovery Center.
4. Elawa Farm is a one of a kind community resource. There are no comparable conditions or uses on other properties in the same zoning district.
 5. The variance, if granted, will not create conditions that will be injurious to the use or enjoyment of surrounding properties because of the significant distance separating the animal structures from neighboring homes.
 6. No evidence has been submitted to suggest that allowing the structures necessary to protect and shelter a limited number of farm animals will diminish property values in the area.
 7. The hardship and practical difficulty in siting the new structures in conformance with the setback requirement is based on the layout of the original Gentleman's Farm long before current zoning provisions were adopted and before development of the surrounding area. The farm animals are proposed in the available area on the farm, the area where previous animal displays were located.

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

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

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

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

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

SECTION THREE: Zoning Setback Variance Granted. Based on the findings presented above, the City Council does hereby grant approval of the requested variance to allow the addition of a goat barn no closer than 53

feet to the south property line and duck and chicken coops no closer than 21 feet to the south property line.

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

- A. No Authorization of Work. This Ordinance does not authorize commencement of any work on the Property. Except as otherwise specifically provided in writing in advance by the City, no work of any kind shall be commenced on the Property pursuant to the approvals granted in this Ordinance except only after all permits, approvals, and other authorizations for such work have been properly applied for, paid for, and granted in accordance with applicable law.
- B. Compliance with Laws. Chapters, 150, regarding building and construction, 156, regarding subdivisions, and 159, regarding zoning, of the City Code, and all other applicable ordinances and regulations of the City shall continue to apply to the Property, and the development and use of the Property shall be in compliance with all laws and regulations of all other federal, state, and local governments and agencies having jurisdiction.
- C. Tree Preservation. The Owner 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.
- F. Fees and Costs. The Owner 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.

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 Owner and tenant 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: ()

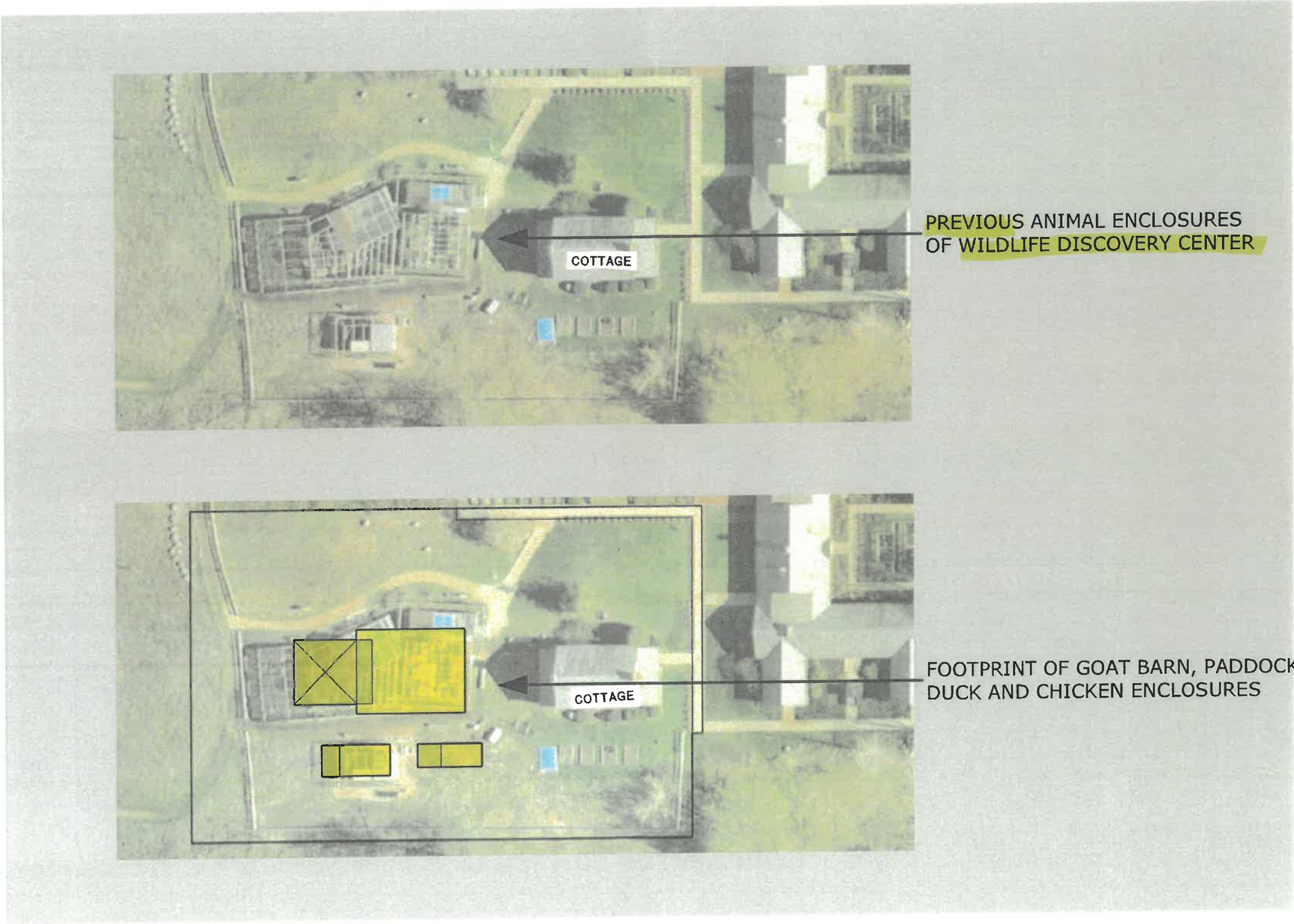
PASSED THIS __ DAY OF _____, 2024

Mayor

ATTEST:

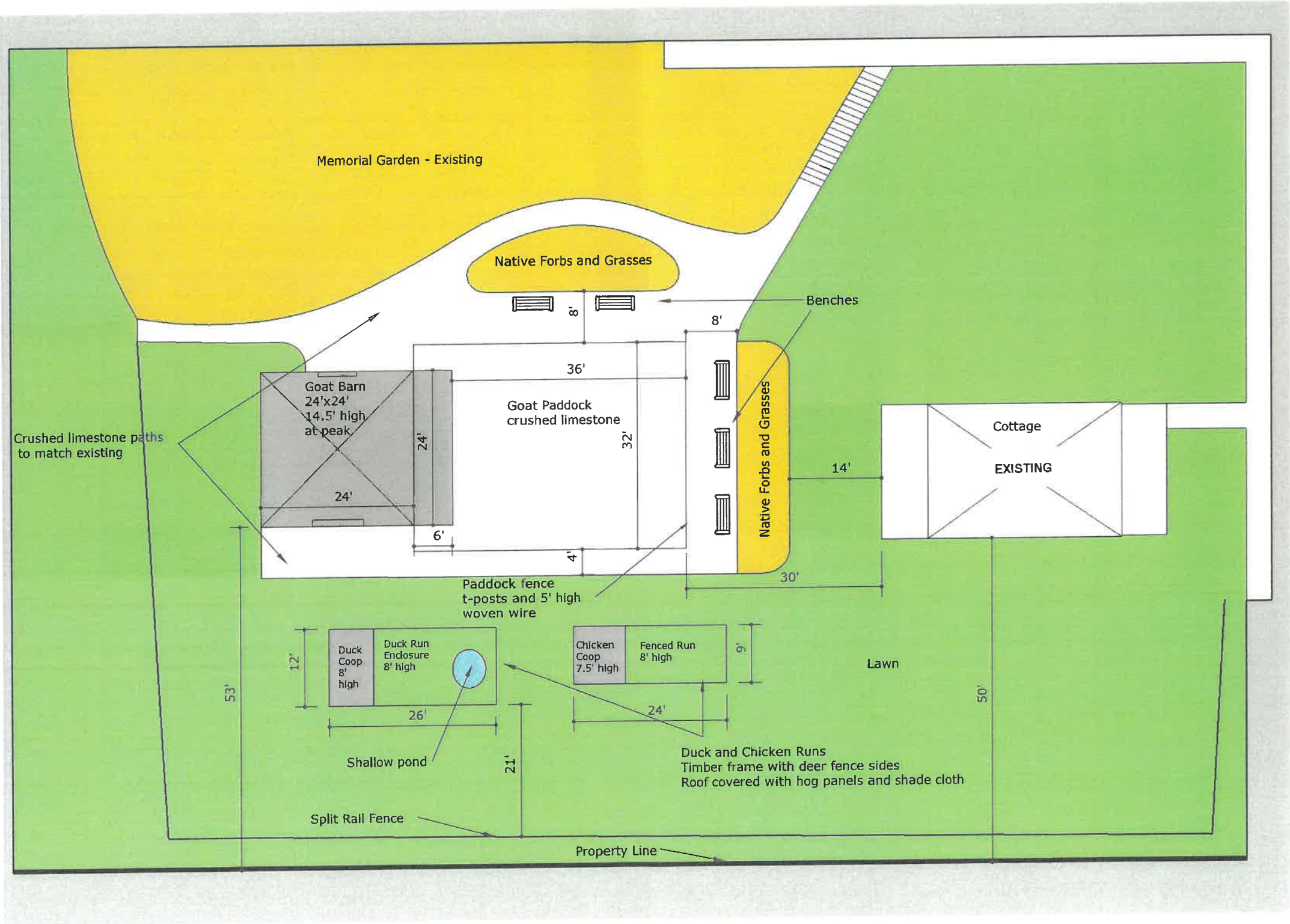
City Clerk

The Plans



ELAWA FARM - OVERLAY VIEW OF PROPOSED GOAT BARN, Paddock, CHICKEN AND DUCK ENCLOSURES

The Plans



ELAWA FARM - GOAT BARN AND DUCK/CHICKEN ENCLOSURES

January 16, 2024

A 01