

**THE CITY OF LAKE FOREST
CITY COUNCIL AGENDA**
Monday, April 15, 2024, 6:30 p.m.
220 E. Deerpath
Lake Forest, IL 60045

CALL TO ORDER AND ROLL CALL IMMEDIATELY FOLLOWING FINANCE COMMITTEE AT 6:30 p.m.

Honorable Mayor, Stanford R. Tack	
Nancy Novit, Alderman First Ward	Jim Preschlack, Alderman Third Ward
Joseph R. Waldeck, Alderman First Ward	Ara Goshgarian, Alderman Third Ward
Edward U. Notz, Jr., Alderman Second Ward	Eileen Looby Weber, Alderman Fourth Ward
John Powers, Alderman Second Ward	Richard Walther, Alderman Fourth Ward

PLEDGE OF ALLEGIANCE

REPORTS OF CITY OFFICERS

1. COMMENTS BY MAYOR

2. COMMENTS BY CITY MANAGER

3. OPPORTUNITY FOR CITIZENS TO ADDRESS THE CITY COUNCIL
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4. COMMITTEE REPORTS

FINANCE COMMITTEE

1. Approval of the Comprehensive Fiscal Plan for FY2025

PRESENTED BY: *Jim Preschlack, Finance Committee Chairman*
STAFF CONTACT: *Elizabeth Holleb, Finance Director (847-810-3612)*

PURPOSE AND ACTION REQUESTED: Staff requests approval of the Comprehensive Fiscal Plan for Fiscal Year 2025 (May 1, 2024 to April 30, 2025).

BACKGROUND/DISCUSSION: The City Council Finance Committee has reviewed various components of the Comprehensive Fiscal Plan for FY2025 at several public meetings over the past seven months. The Comprehensive Fiscal Plan includes the annual operating and capital budget for FY25, but also incorporates other financial related aspects including the Strategic Plan, financial policies, Five-Year Capital Improvement Program, five-year financial forecasting, debt obligations, pay plan and personnel. The proposed Comprehensive Fiscal Plan is presented for final approval this evening. The document has been provided to the City Council under separate cover and was made available on the City's web site on April 8, 2024.

Minor changes have been made to the budget figures since the March 11 Finance Committee meeting, including the following:

- Compensation adjustments associated with the FY25 Pay Plan are now reflected within the operating department budgets for all funds, and
- FY24 year-end estimates have been reviewed and revised.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
City Council Finance Committee	3/11/24	Operating Budget Workshop
City Council	2/20/24	Approval of FY25 Water Rates
City Council Finance Committee	1/16/24	Capital Budget Update
City Council	12/4/23	Adoption of Tax Levy; Fees
City Council	11/20/23	First Reading – Tax Levy; Fees
City Council Finance Committee	11/13/23	Capital Budget Workshop; Review of Tax Levy and Fees
City Council Finance Committee	10/16/23	Fiscal Policy; Tax Levy Estimate

BUDGET/FISCAL IMPACT: The proposed revenues for FY2025 total \$116.8 million compared to total expenditures for FY2025 of \$115.7 million. The proposed plan is balanced with all operating expenditures covered from current revenues. Capital expenditures are funded from current revenues and reserves in excess of the City Council’s Fiscal Policy.

COUNCIL ACTION: Approval of the Comprehensive Fiscal Plan for Fiscal Year 2025

2. **Consideration of an Ordinance making a Supplemental Appropriation for the Fiscal Year Beginning May 1, 2023 and Ending April 30, 2024 (First Reading, and if Desired by the City Council, Final Approval)**

PRESENTED BY: *Alderman Jim Preschlack, Finance Committee Chairman and Elizabeth Holleb, Finance Director (847-810-3612)*

PURPOSE AND ACTION REQUESTED: It is recommended that the City Council approve a supplemental appropriation at the end of each fiscal year for any fund that is anticipated to exceed the original appropriation. Staff requests first reading and if desired by the City Council, final approval of an Ordinance making a supplemental appropriation in Fiscal Year 2024.

BACKGROUND/DISCUSSION: Based on year-end estimates provided by operating departments during the FY2025 budget development, supplemental appropriations are anticipated to be required as follows:

Lake Forest Hospital Project Fund - \$650,000

Current projections for expenses in this fund would exceed the FY24 appropriation ordinance. With the completion of the Lake Forest Hospital parking garage project, the associated permit fees are no longer needed for potential additional costs to the City. Therefore, in FY24, the permit fee paid of \$715,225 can be transferred to the Capital Improvements Fund (\$356,700) and the Water Operating Fund (\$358,525). These transfers were not anticipated in the original FY24 Budget.

Park and Public Land Fund - \$350,000

Current projections for expenses in this fund would exceed the FY24 appropriation ordinance. On December 4, 2023, the City Council approved a contract to construct the Forest Park Boardwalk. This capital project was not anticipated in the original FY24 budget. A portion of the project cost is funded from the Park and Public Land Fund, necessitating the supplemental appropriation.

Emergency Telephone Fund - \$35,000

Current projections for expenses in this fund would exceed the FY24 appropriation ordinance. On July 17, 2023, the City Council approved the purchase of three dual band portable radios and update of twenty-six existing radios for the fire department. The total purchase of \$124,617 exceeded the FY24 budget allocation of \$50,000, necessitating the supplemental appropriation.

BUDGET/FISCAL IMPACT: The supplemental appropriation required to meet legal compliance as presented in the proposed Ordinance increases city-wide expenses for FY24 by \$1,035,000. The supplemental appropriation is funded from fund balance reserves in each applicable fund.

COUNCIL ACTION: If determined to be appropriate by the City Council, waive first reading and grant final approval of the Ordinance (page 20) making a supplemental appropriation for the fiscal year beginning May 1, 2023 and ending April 30, 2024.

PUBLIC WORKS COMMITTEE REPORT

1. 2024 Patching & Resurfacing Project Overview (for omnibus vote consideration)
 - Chairman Ara Goshgarian

ENVIRONMENTAL SUSTAINABILITY COMMITTEE REPORT

1. Earth Month Activities, Sustainability Initiatives and Committee Updates
 - Chairman Eileen Looby Weber

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

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

COUNCIL ACTION: Approval of April 1, 2024, City Council Meeting Minutes

2. Approval of the FY25 Personnel Policies and Practices, Administrative Directives, and Pay Plan Changes

STAFF CONTACT: *Amber Campbell, Director of Human Resources (847-810-3532)*

PURPOSE AND ACTION REQUESTED: City staff is seeking City Council approval of the FY25 Personnel Policies, Administrative Directives, and Pay Plan.

BACKGROUND/DISCUSSION: The City’s Personnel Policies and Administrative Directives are reviewed and updated as needed, then adopted by the City Council. The updates are designed to keep the City compliant with changing laws and reflect consistency with City Code and actual practice.

Noted below is a list of key changes made to the Personnel Policies and various Directives. Complete copies of all documents can be obtained by contacting Director Campbell.

Pay Plan	
The pay plan is shared with City Council as an informational part of the annual budget process in the budget book. The City Code authorizes the City Manager to fix all salaries or wages of City Employees not required to be fixed by City Council pursuant to ordinance. Subject to budgetary constraints, and pursuant to City Code, the City Manager may adjust the pay plan and create, consolidate, combine or eliminate offices, positions or units of the City organizational structure and shall apprise the City Council of such adjustments.	
Personnel Policies and Practices	Page #
Section 2: Official Pay Plan – Updated to ensure consistency with the City Code.	18
4.1.0 Holidays with Pay – Current personal days in lieu of holidays now considered floating holidays. One additional floating holiday added, and will accrue on May 1, June 1, July 1, and August 1. Upon hire, new the appropriate pro rata share of floating holiday time will be front-loaded for regular and temporary fulltime and regular part-time employees.	20
4.3.0 Holiday Bonus – Updated to include temporary fulltime employees.	21
5.1.0 Vacation Schedule – Updated vacation schedule. Upon initial hire, 40 hours of vacation time will be front loaded for new regular and temporary fulltime employees. Regular part-time employees will receive the appropriate pro-rata share. Language for vacation payout upon separations updated to be consistent with employment law.	22
5.2.0 Sick Leave with Pay – Upon initial hire, 48 hours of sick leave will be front loaded for new regular and temporary fulltime employees. Regular part-time employees will receive the appropriate pro-rata share. Minimum accrual eligible for 40% sick leave buyout will be 921 hours.	24

<p>5.2.1 Sick Leave Donation Program – Add ability for employees to donate vacation time.</p> <p>5.3.0 Parental Leave – Add 80 hours of paid leave for birth or adoption of a child.</p> <p>9.12.0 Education Reimbursement Program – Language updated to separate education reimbursement and training programs.</p> <p>9.12.1 Training Programs – Language moved from Admin. Dir. 2-9 to personnel policies.</p>	<p>25</p> <p>43-44</p> <p>44</p>
<p>Temporary Personnel Policies and Practices</p>	
<p>2.2.0 Positions – pay ranges moved to pay plan.</p> <p>3.5.0 Overtime for Designated Holidays – policy updated to reflect past practice of overtime pay for work on designated holidays which cover special events.</p> <p>4.1.0 Vacation Time – language added to reflect new paid leave benefit for temporary employees, seasonal employees, and regular year-round temporary employees.</p> <p>4.2.0 Sick Leave with Pay – language added to reflect new paid sick leave benefit for regular year-round temporary employees.</p>	<p>7</p> <p>8</p>
<p>Administrative Directives</p>	
<p>2-9 Education Reimbursement Program</p> <ul style="list-style-type: none"> • 3.1.6 Satisfactory Education Course Completion – course types consolidated to graded courses. • 3.2 Training Programs – moved to personnel policies 9.12.1. • 3.2.1 Request to Participate in Education Reimbursement Programs – language adjusted to allow requests throughout the year and added degree programs, certificate programs and individual classes. 	

BUDGET/FISCAL IMPACT: Potential overtime impact of full-time vacation and holiday is \$34,370. Potential impact of part-time paid leave is \$84,207.

COUNCIL ACTION: Approval of the FY25 Personnel Policies and Practices and Administrative Directives, and Pay Plan Changes

3. Approval to authorize the City Manager to Execute a two-year Professional Services Agreement in a form acceptable to the City Attorney for Concession Services at Deerpath Community Park with Kemper Sports Management

STAFF CONTACT: *Joe Mobile, Interim Director of Parks & Recreation (847-810-3941)*
Jim Lockfeer, Assistant Director of Public Works (847-810-3542)

PURPOSE AND ACTION REQUESTED: Staff requests City Council approval to authorize the City Manager to enter into a two-year contract for the concession services at Deerpath Community Park with Kemper Sports Management.

BACKGROUND/DISCUSSION: The Deerpath Park Athletic Field project was officially opened in the Fall of 2023. As the park buzzed with activity following its inauguration, the finishing touches were being completed for the commencement of the spring athletic seasons in April 2024. Among these final arrangements was the selection of a vendor to manage and equip the concession area within the north pavilion.

BUDGET/FISCAL IMPACT: On January 30, 2024 a Request for Proposals (RFP) was released by the City, published in the Lake County News Sun, and posted on the City’s website. In addition, an RFP opportunity announcement was emailed directly to multiple vendors who provide food and beverage services. On February 13, 2024, three submittals were received and a selection committee, comprised of City staff, was formed to review and evaluate the written responses based on the vendor’s approach and understanding of services requested, local experience, qualifications & experience of the vendor & team members, and references / results achieved with similar services offered. Additionally, all three firms completed in-person interviews with the selection committee.

Vendor Name
Kemper Sports Management
Left Bank Restaurant
Mamma Mia Pizza

While this RFP process was extremely competitive and all three firms were viewed as qualified vendors, Kemper Sports was selected by the selection committee as the successful candidate vendor. The basis for the selection was as follows:

- Kemper Sports met and surpassed all qualifications outlined in the RFP.
- Kemper Sports has extensive experience within Lake Forest (Deerpath Golf Course & Forest Park Beach) and in multiple other local municipal settings in successfully providing a wide range of food and beverage service delivery.
- Kemper Sports shared a thoughtful and flexible approach in meeting the anticipated dynamic Deerpath Park schedule as well as a marketing plan that would be supported by the KemperSports team.
- Kemper Sports presented a reasonable management fee and budget projection associated with their proposed food service delivery at Deerpath Park.

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

The posted RFP stated that the City is not seeking to generate major revenue via this concession services agreement. Instead, the City is focused on selecting a vendor to provide the highest quality of concession products and services for patrons of the park. Additionally, the goal of the RFP was also to not create any significant operating expenses that would result in a net cost to the City. The RFP did propose a lease type agreement for which the approved vendor would operate the Deerpath Park concession space during active park months (April – October) via a lease agreement in the amount of \$200 per month. Rather than a lease agreement, Kemper Sports Management is proposing the same management fee structure used in the current Deerpath Golf Course and Lake Forest Beach Concession contracts for the Deerpath Park Concession agreement. Effective as of the Deerpath Community Park

Concession Commencement Date, the City shall pay Kemper Sports Management an annual fee of \$15,000 in consideration of Services related to the Deerpath Community Park Concession. In addition to the management fee, the City will also pay an incentive management fee, provided Kemper Sports Management complies with the terms of the agreement, of an amount of 20% by which the gross revenues exceed the operating expenses during that fiscal year. Staff considered the management fee concept and are comfortable with this arrangement based on the proposed revenues generated under this model. The RFP also did acknowledge that the City would be willing to work collaboratively with the recommended vendor in developing a final agreement.

Recommended Bidder/Proposer is BOLDED

Company Name	Annual Projected Revenue
Kemper Sports Management	\$ 1,607
Left Bank Restaurant	\$ 1,400
Mamma Mia Pizza	\$ 1,400

The annual projected revenue is assumed on a seven month operating season from April – October. The two proposals submitted on a lease agreement is calculated by the \$200 per month lease payment over the seven month period. The Kemper Sports proposal is calculated as the projected net profit after payment of the management and incentive fee as expenses.

Below is an estimated summary of Project budget:

FY2025 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
220-8089-346.14-02 (revenue)	\$150,000	\$151,607	Y
220-8089-435.35-10 (expense)	\$150,000	\$150,000	Y

COUNCIL ACTION: Approval to authorize the City Manager to Execute a two-year Professional Services Agreement in a form acceptable to the City Attorney for Concession Services at Deerpath Community Park with Kemper Sports Management

4. Authorization to Dispose of City Property to the Highest Bidder, Kevin Hill, for the Sale of the 2003 Freightliner Union City Building Maintenance Section Van in the Amount of \$6,631

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

PURPOSE AND ACTION REQUESTED: City staff is requesting City Council authorization to dispose of surplus equipment. Per Administrative Directive 3-2, any item that has a current value of \$4,000 or more requires City Council approval to sell. The items are sold via the public bidding process with the required fulfilment of posting, public viewing, and sealed bid submittal. The invitation to bid was placed on the City’s website and was printed in the Lake County News-Sun. Anyone is allowed to submit a sealed bid and all items must be paid via cash or cashier’s check.

BACKGROUND/DISCUSSION: On March 22, 2024, City staff initiated a surplus/used equipment bid sale for items no longer needed by the City. The only piece of equipment that is being sold via this bid sale with a value of \$4,000 or more is a 2003 Freightliner Union City work van that

had been previously utilized by the Building Maintenance Section for the past 20 years. The van has since been replaced after City Council approved of a replacement purchase occurred at the July 17, 2023, City Council meeting. The new replacement van was recently placed into operating service which led staff to seek sale of 2003 van via the competitive public bid process.

BUDGET/FISCAL IMPACT: On April 5, 2024, the bid process closed, and staff received the below bids for the 2003 Freightliner Union City van:

Firm Name	Bid Total
Kevin Hill	\$6,631.00
Rob January	\$4,700.01
Dustin Spence	3,762.00
Rigo Coria	3,002.00
Ron Gramer	1,200.00

Per Section 3.10 of Administrative Directive 3-2, all revenues received from the sale of this van will be credited to the Capital Fund from which the van was purchased and carried in inventory.

COUNCIL ACTION: Authorization to Dispose of City Property to the Highest Bidder, Kevin Hill, for the Sale of the 2003 Freightliner Union City Building Maintenance Section Van in the Amount of \$6,631

5. Approval of a Purchase of a Replacement Cemetery Section, Medium Sized Utility Truck, to CIT Trucks (chassis) in the Amount of \$54,886 and Lindco Equipment Sales (body) in the Amount of \$28,299 for a Grand Total Cost of \$83,185

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

PURPOSE AND ACTION REQUESTED: The Public Works Committee and City staff request City Council approve of a purchase to replace a Cemetery Section medium sized utility truck to CIT Trucks (chassis) in the amount of \$54,886 and Lindco Equipment Sales (body) in the amount of \$28,299 for a grand total cost of \$83,185.

BACKGROUND/DISCUSSION: The Cemetery uses their one, medium sized truck daily to complete many different core tasks and activities. These tasks include but are not limited to landscaping, burial services, hauling, and other special projects. This recommended purchase will replace their existing medium sized utility truck that has been in service and utilized by the Cemetery Section since 2002. The accrued operating miles for the existing truck are over 60,000 miles. After 22 years of in-service operation miles and hours, the truck has exceeded its estimated useful life.

The most significant concern with the current truck is severe rust and corrosion to the frame, body, and mechanical components. Additionally, the brake, fuel, and hydraulic lines are corroding and have created maintenance challenges and failures. Going on 22 years of

service at the Cemetery, the truck has gone above and beyond its estimate useful life and needs to be replaced.

PROJECT REVIEW/RECOMMENDATIONS:

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

BUDGET/FISCAL IMPACT: The purchase price provided for the body of the truck by Lindco Equipment Sales is Sourcewell pricing. Sourcewell, formerly National Joint Powers Alliance, was created by State law as a service cooperative to provide programs and services to members in education and government. Sourcewell follows the competitive contracting law process to solicit, evaluate, and award cooperative purchasing contracts for goods and services. Sourcewell is a public agency governed by an eight-member board. The City has previously utilized national bids to include Sourcewell, Omnia Partners, State bid, and the Suburban Purchasing Cooperative for equipment and services.

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

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

The pricing provided by CIT Trucks for the chassis was obtained via a public bid process. On March 15, 2024, the bid process opened and closed March 29, 2024. In total, two bids were received as outlined below.

Firm Name	Bid Total
CIT Trucks	\$54,886
Coffman Truck Sales	\$55,676

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

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

Below is an estimated summary of Project budget:

FY2025 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Cemetery Fund 230-6403-475.75-02	\$100,000	\$83,185	Y

City Council approval this evening will allow staff to place the order now with an anticipated delivery dates to occur post May 1, 2024. Once the new truck is put into service, the City will

place the existing truck up for sale via the competitive bidding process and if a bid of \$4,000 or higher is received, staff will return to City Council to approve its official sale.

COUNCIL ACTION: Approval of a Purchase of a Replacement Cemetery Section Medium Sized Utility Truck to CIT Trucks (chassis) in the Amount of \$54,886 and Lindco Equipment Sales (body) in the Amount of \$28,299 for a Grand Total Cost of \$83,185.

6. Award of the Low Bid for the 2024 Patching & Resurfacing Project to Schroeder Asphalt Services, Inc., and Authorize the City Manager to Execute an Agreement in the Amount Not to Exceed \$1,085,000

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

PURPOSE AND ACTION REQUESTED: The Public Works Committee and staff request City Council approval of the Lake Forest share of the Joint 2024 Annual Patching & Resurfacing to Schroeder Asphalt in the not to exceed amount of \$1,085,000.

BACKGROUND/DISCUSSION: Each year engineering staff develops the resurfacing program based on visual inspections, pavement testing, and input from Staff and Council. The results culminate into an annual pavement rehabilitation program identifying the streets to be resurfaced each year.

City staff has previously briefed the City Council on Municipal Partnership Initiative (MPI), a program that takes advantage of economies of scale by securing low bid prices among neighboring municipalities who bid similar projects each year. This year, the City joined forces again with Lake Bluff to have a joint bid for the Annual Street Resurfacing & Asphalt Patching Program.

In 2024, the City plans to resurface approximately 2 center-lane miles of streets and 2,500 square-yard of patches. The streets to be resurfaced are:

Street	From	To
S Mar Lane Drive	W Everett Rd	S Franz Drive
S Franz Drive	Waukegan Rd	S Mar Lane Drive
West Westminster	Green Bay Rd	West End
E McCormick Drive	Sheridan Rd	E Westleigh Rd
McKinley Rd	Wisconsin	Scott St

Upon approval of the contract, Lake Forest and Lake Bluff will meet with the contractor separately to obtain tentative schedules for each community. The schedule this year for Lake Forest is work starting any time after May 1 with final completion prior to August 3; McKinley will start after June 12 due to the adjacency to the High School.

Upon confirming the start date of the project, a letter will be sent to residents and businesses within the limits of the project two weeks prior to start of construction. The City's website, under "Construction Updates", will also provide details on the construction schedule.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	4/1/2024	Reviewed & Recommended City Council Approval
City Council	2/5/2024	Approved an MFT resolution
Finance Committee	11/13/2023	Included with FY '25 Capital Plan

BUDGET/FISCAL IMPACT: The project was placed out to bid in early-March with a subsequent bid opening on March 28, 2024. Seven contractors picked up plans, with a total of three bids received. The bid prices consist of bid quantities that are to be completed by both municipalities, Lake Forest, and Lake Bluff as part of their respective resurfacing and patching programs. Both municipalities are scheduled to award their respective contracts in Spring 2024. City engineering staff will oversee the contractor in Lake Forest, and work with the Communications Manager to ensure progress updates are provided weekly to the public. MFT funds will be utilized for the resurfacing while local capital funds will be utilized for patching.

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.

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

The following is a summary of the three bids received (Combined amount for Lake Forest and Lake Bluff):

Company Name	Bid Amount
Schroeder Asphalt Services, Inc.	\$1,784,660.30
Peter Baker & Son Co.	\$1,817,662.24
J.A. Johnson Paving Co.	\$2,062,543.07

The low bidder, Schroeder Asphalt Services, Inc., performs a lot of work for IDOT and their work is deemed satisfactory to City staff. Staff recommends awarding the Lake Forest contract at the full budgeted amount of \$1,085,000. This is a unit-price contract in which the contractor is only paid for the actual quantity of work performed.

Below is an estimated summary of the project budget:

FY 2025 Funding Source	Total Amount Budgeted	Amount Requested	Budgeted Y/N
Motor Fuel Tax Fund	\$1,000,000	\$1,000,000	Y

202-3703-439.76-72			
Capital Fund 311-3703-467.67-32	\$85,000	\$85,000	Y

COUNCIL ACTION: Award of the Low Bid for the 2024 Patching & Resurfacing Project to Schroeder Asphalt Services, Inc., and Authorize the City Manager to Execute an Agreement in the Amount Not to Exceed \$1,085,000

7. Approval of Design Engineering Services for the Scott-Wisconsin and Griffith-Woodland Storm Sewer Improvements to Gewalt Hamilton Associates Company, Inc., and Authorize the City Manager to Execute an Agreement in the Amount of \$40,400 to Include a 5% Contingency in the Amount of \$2,020 for a Total Cost of \$42,420

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

PURPOSE AND ACTION REQUESTED: The Public Works Committee and City staff are requesting approval of an agreement with Gewalt Hamilton Associates (GHA) to provide civil engineering design services for the Scott-Wisconsin and Griffith-Woodland Storm Sewer Improvement projects in an amount of \$40,400 with a 5% Contingency in the Amount of \$2,020 for a Total Cost of \$42,420. In addition, authorization for the City Manager to Execute the Agreement.

BACKGROUND/DISCUSSION: Small storm sewer projects were identified by operations staff due to the frequency and severity of flooding. Both of these intersections (Scott-Wisconsin, and Griffith-Woodland) flood during moderate to heavy rains making vehicle travel along the streets difficult, as well as ponding encroaching onto adjacent private property. The existing storm sewers need to be upsized to meet the minimum requirements of the Lake County Watershed Development Ordinance in order to handle approximately a 10-year storm event. Replacement of the aging and undersized storm sewers to properly convey stormwater and alleviate flooding consistent with the minimum level of design.

The Scott-Wisconsin project location is currently shown as Priority-1 FY2026 while the Griffith-Woodland project location is currently shown as Priority-1 FY2027. Proceeding with these designs now will allow for comprehensive cost-estimates in late September in time for the budgeting process.

GHA will provide the civil engineering services which include project design and specifications, preliminary and final cost estimates, and development of construction documents.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	4/1/2024	Reviewed & Recommended City Council Approval of Design Engineering Services

Finance Committee	11/13/2023	Included with FY '25 Capital Plan
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BUDGET/FISCAL IMPACT: The Engineering Section solicited Request for Proposals (RFP) from professional engineering firms to perform civil engineering design services. 16 firms acquired the RFP package and four submitted proposals. The proposals were reviewed by a committee of staff members.

The proposal from GHA best fit the needs of the City for providing these design engineering services. GHA has been consulted previously for storm sewer design services.

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

The following is a summary of the four proposals received:

Company Name	Proposal Amount
*James Anderson Company	\$14,400
Gewalt Hamilton Associates, Inc.	\$40,400
Valdes Architecture & Engineering	\$61,800
SE3, LLC	\$110,440

*Note: Staff reached out to James Anderson Company and determined that their proposal does not include sufficient hours to complete the proposed scope. Therefore, staff is recommending GHA due to the sufficient number of hours included in their proposal.

Below is an estimated summary of the project budget:

FY 2025 Funding Source	Amount Budgeted	Amount Requested	Budgeted Y/N
Capital Improvements Fund 311-3703-478.78-06	\$45,000	\$42,420	Y

COUNCIL ACTION: Approval of Design Engineering Services for the Scott-Wisconsin and Griffith-Woodland Storm Sewer Improvements to Gewalt Hamilton Associates Company, Inc., and Authorize the City Manager to Execute an Agreement in the Amount of \$40,400 to Include a 5% Contingency in the Amount of \$2,020 for a Total Cost of \$42,420

COUNCIL ACTION: Approve the seven (7) omnibus items as presented

6. OLD BUSINESS

7. NEW BUSINESS

- 1. Consideration of a Resolution Approving a Purchase and Sale Agreement for the Acquisition of the Building and Property Located at 1925 Field Court for Adaptive Reuse as a New City of Lake Forest Police Facility, and approval of Contracts for Building and Site Assessments and a Space Needs Analysis. (Approval of a Resolution and Approval of Contracts Motion)**

PRESENTED BY:

Jason Wicha, City Manager (847-810-3676)
Mike Lange, Deputy Police Chief (847-810-3804)
Kevin Zelk, Deputy Police Chief (847-810-3816)

PURPOSE AND ACTION REQUESTED

City Council is asked to consider the following:

- 1) A Resolution approving and authorizing the execution of a Purchase and Sale Agreement with DP West Lake at Conway to acquire the Real Property at 1925 Field Court for the purchase price of \$3,500,000 with a 90 day due diligence period.
- 2) A contract approving and authorizing the City Manager to enter into a contract with Concord Group for a whole building and site assessment of 1925 Field Court.
- 3) A contract approving and authorizing the City Manager to enter into a contract with FGM Architects for a Space Needs Analysis to identify essential and desirable components and unique features necessary in a quality Police Facility to position the Police Department to continue to provide a high level of service to the community for the next 40 years or more.

The Resolution is included in the Council packet beginning on **page 31**.

BACKGROUND/DISCUSSION

➤ *Current Conditions and Need*

The Lake Forest Police Department currently operates out of the Public Safety Building located at 255 W. Deerpath. The building was constructed in the 1960's as a combined facility for the Police and Fire Departments and continues to house personnel, vehicles and equipment for both departments today. Through the years, the building and site have been adapted numerous times in an effort to meet the changing needs of both departments with limited success. Looking to the future, the existing building and site are not adequate to accommodate *both* departments in a manner that will allow efficient and effective operations and the ability to respond to take advantage of modern trends in public safety.

It is critical for Fire Stations to be centrally located near residential neighborhoods and commercial areas to allow emergency vehicles, fire trucks and ambulances, to respond from the station, quickly. Due to the nature of policing operations, police officers are routinely patrolling throughout the community, and as a result, a centralized location is not necessary. Once a new Police Facility is available, the Fire Department will have the benefit of additional space in the existing public safety building to better support the department's needs and operations.

Exploration Process to Date

Earlier this year, the City Council identified a new police station as a priority and staff began identifying and evaluating possible locations for a new facility. Available land for a new building with the necessary on site parking is limited. The search focused on sites that could accommodate the specialized needs of a Police Facility without conflicting with existing uses

or development in the surrounding area, and without negatively impacting the community's character. Studies were conducted of police facilities recently constructed in other nearby communities. The costs associated with land acquisition, new construction, and adaptive reuse of existing buildings was researched. Following the approach successfully taken by other communities, the focus turned to considering opportunities for adaptive reuse of existing buildings for primarily three reasons: 1) significant cost savings can be achieved by adaptively reusing an existing building as opposed to building new, 2) the unprecedented availability of office buildings due to the current depressed state of the office real estate market, and 3) reuse of existing buildings is more sustainable than building new.

During the exploration process, the criteria for strategic properties as detailed in the City's Policy for Acquisition, Inventory, Sale, Lease, and Retention of Public Property were considered for each of the available properties. As stated in the City's Policy, a "strategic property" in summary, is one that offers a unique economic opportunity for the community, meets an identified public need, is appropriate for the intended public use, is in a location that is beneficial, and is available.

➤ *Description of Building and Site – 1925 Field Court*

Focus of the search quickly turned to available office buildings in Conway Park. City staff walked through and researched available buildings. The three story, 98,304 square foot building at 1925 Field Court was determined to provide the greatest opportunity for adaptive reuse to meet the City's needs. Although the building exceeds the currently anticipated square footage needed for a Police Facility, it provides flexibility for the future and opens the door for discussions with other public safety agencies that may be interested in available office space. A vicinity map highlighting the location of the property is included in the Council packet on **page 28**.

The building, built in 2008, lends itself to configuring both publicly accessible and secured areas both inside the building and outside, on the site. The building has a full underground garage with 66 parking spaces which is optimum for police vehicles and provides for secure and safe passage into the building. The underground garage could also accommodate some specialized needs of a Police Facility. An added benefit to the location is the proximity of the building to the City's Municipal Services Facility where police vehicles are maintained and fueled. In addition, a Police Facility is a compatible and complimentary use to the established offices uses in Conway Park and is permitted by the current zoning. Both single tenant corporate headquarters and multi-tenant office buildings are located in the park. The presence of the Police Facility will be low key but could be significant in attracting new tenants to the park due to an increased sense of security.

➤ *Purchase Sale Agreement*

Negotiations with representatives of the seller, DP West Lake at Conway, proceeded quickly resulting in the Purchase and Sale Agreement that is presented to the City Council for consideration. The negotiated purchase price is \$3,500,000. In 2022, an appraisal determined the value of the property to be \$12,500,000. The opportunity to acquire this property at a reduced value, as noted above, is the direct result of current market conditions.

Interior buildout of the space would follow acquisition of the property and completion of the Space Needs Analysis. The Analysis will identify essential elements of a modern Police Facility, "should haves", and "nice to have" spaces and components. Planning for the buildout of the interior would occur as a next step in this process, over the course of several months. The

planning process will engage residents with relevant expertise and invite opinions, ideas, and questions from the community as has traditionally occurred with significant projects such as the Water Treatment Plant expansion project and most recently, the Deerpath Park Athletic Fields.

A summary of the key terms in the Purchase and Sale Agreement was prepared by the City Attorney and is included in the Council packet beginning on **page 29**.

➤ *Whole Building and Site Assessment and Space Needs Analysis*

In anticipation of possible Council action to enter into a Purchase Sale Agreement, the City issued Requests for Proposals (RFP). The RFPs were issued recognizing that the Purchase Sale Agreement would require the City to move quickly to comprehensively assess the condition and suitability of the building and site for a new Police Facility and gain an understanding of the estimated short and long term costs associated with the site and building. The specific building being considered was not disclosed in the RFPs.

The first RFP invited qualified firms to submit proposals to conduct a whole building and site assessment. The assessment includes, but is not limited to, evaluating the structure of the building, the various mechanical systems, elevators, life safety components, and environmental conditions. The second RFP requested proposals from firms with expertise in conducting space needs analyses specifically for Police Departments. This analysis will involve working closely with Police Department personnel to understand operations, needs, and the deficiencies of the current space. The outcome of the analysis will provide the framework for developing plans for buildout of the interior space identifying essential spaces and facilities, desirable, "should haves", and "nice to haves".

Both RFPs were issued using the standard City processes for soliciting proposals and were posted through online databases as well as sent directly to firms known to have expertise in the topic areas. Importantly, both RFPs highlighted the importance of an expedited process to assure that comprehensive information is provided to the City Council within the due diligence period provided to allow an informed decision to be made on whether to proceed with the purchase of the property.

Four firms responded to each RFP. A team of City staff from various departments reviewed the proposals based on qualifications of team members, experience, understanding of the scope of the project, expertise in the topic areas, and cost. Team members also contacted references. The selection team was unanimous in the decision to recommend the lowest bidder in both cases.

Building and Site Assessment Proposals	
Firm Name	Cost of Study
Concord Group	\$19,950
Cordogan Clark	\$22,000
CTLGroup	\$25,000
Dewberry Architects	\$67,140

The Concord Group is comprised of an experienced and skilled group of engineers. Recent projects include buildings assessments for the City of Chicago, City of Racine, WI, and the Village of Elmwood Park. These assessments included evaluation of structural elements, mechanical systems, life safety systems, ADA compliance and more with a focus on current conditions and life expectancy of the various building components as well as evaluation of the outdoor elements of the site. Of note, The Concord Group has a professional cost estimator in house to provide valuable information on anticipated short term repair, replacement, and maintenance costs as well as longer costs as building components reach the end of life.

Police Headquarters - Space Needs Analysis	
Firm Name	Cost of Study
FGM Architects	\$24,400
Dewberry Architects	\$36,360
Larson & Darby Group	\$40,450
Cordogan Clark	\$66,000

FGM Architects is a leader in the planning and design of police facilities. Members of the FGM firm regularly participate in public safety conferences leading discussions and educating others on this topic. Lake Forest Police Department personnel have benefited from these sessions and have seen members of the firm in action and have been impressed. Current and recent projects, in a long list of FGM projects, include a space needs analysis for the Village of Wilmette Police Department and leading the Village of Rosemont in adapting a large office building for the Police Department. In 2020, FGM designed the award-winning Mount Prospect Police Facility which was an adaptive reuse of an existing building.

If authorized by the City Council, the work of both consultants would proceed concurrently and quickly. The RFPs clearly indicated the expedited time frame within which the work must be completed. Given the expedited time frame and the fact that the RFPs did not disclose the specific site but only generally described the property and building, a larger than normal contingency amount, 25 percent, is recommended.

BUDGET/FISCAL IMPACT

➤ *Purchase of 1925 Field Court*

The City has available cash reserves on hand for the purchase price of \$3,500,000. An earnest money deposit of \$100,000 is required within two business days after execution of the Purchase and Sale Agreement.

➤ *Award of Contracts for Consultants*

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

FY 2025 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Capital Fund 311-1503-467.67-10	\$200,000	\$155,450	Y

The Fiscal Year 2025 Capital Fund includes an allocation of \$200,000 for professional services for due diligence related to a new Police Facility. Given the tight timeline, once contracts are executed with the consulting firms, work will begin immediately and possibly prior to the start of the 2025 fiscal year. To allow work to commence prior to May 1, 2024, Council authorization is needed to advance 2025 funding to cover work, if any, completed prior May 1, 2024.

COUNCIL ACTION

By motion:

- 1) Approve a Resolution approving and authorizing the execution of a Purchase and Sale Agreement with DP West Lake at Conway to acquire the Real Property at 1925 Field Court for the purchase price of \$3,500,000 with a 90 day due diligence period and authorizing payment of an earnest money deposit in the amount \$100,000.
- 2) Authorize the City Manager to enter into a contract with FGM Architects for a Space Needs Analysis for the Police Department in the amount of \$24,400 plus a \$6,100 contingency for a total of \$30,500.
- 3) Authorize the City Manager to enter into a contract with Concord Group for a whole building and site assessment at 1925 Field Court Department in the amount of \$19,950 plus a \$5,000 contingency for a total of \$24,950.
- 4) Authorize an advance from 2025 funding to cover work completed, if any, prior to May 1, 2024.

8. ADDITIONAL ITEMS FOR DISCUSSION/ COMMENTS BY COUNCIL MEMBERS
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9. ADJOURNMENT

A copy of the Decision Making Parameters is included with this agenda following this page.

Office of the City Manager

April 10, 2024

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



THE CITY OF LAKE FOREST

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

Adopted June 18, 2018

The City of Lake Forest Mission Statement:

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

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

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

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

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

THE CITY OF LAKE FOREST

ORDINANCE NO. _____

**AN ORDINANCE MAKING A SUPPLEMENTAL APPROPRIATION FOR
THE FISCAL YEAR BEGINNING MAY 1, 2023
AND ENDING APRIL 30, 2024**

WHEREAS, on July 17, 2023, The City of Lake Forest adopted Ordinance No. 2023-025 entitled *“An Ordinance Making Appropriation for Corporate Purposes and for the Public Schools of the City of Lake Forest, County of Lake and State of Illinois, for the Fiscal Year Commencing May 1, 2023 and Ending April 30, 2024”* (*“Appropriation Ordinance”*); and

WHEREAS, there is either additional revenue available to the City or estimated to be received by the City, which additional revenue became available or was estimated to be received subsequent to the adoption of the Appropriation Ordinance, or there is revenue available to the City from fund balances available when the Appropriation Ordinance was adopted but that were not appropriated at that time; and

WHEREAS, pursuant to 65 ILCS 5/8-2-9, the Mayor and City Council have determined that it is proper and necessary to appropriate such revenue through the adoption of 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: Supplemental Appropriation. The City Council hereby approves a supplemental appropriation for the objects and purposes as set forth in the schedule attached hereto as Exhibit A.

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

Passed this ____ day of _____, 2024

AYES:

NAYS:

ABSENT:

ABSTAIN:

Approved this __ day of _____, 2024

Mayor

ATTEST:

City Clerk

EXHIBIT A:

Supplemental Appropriation Schedule

Lake Forest Hospital Project Fund \$650,000

Park and Public Land Fund \$350,000

Emergency Telephone Fund \$35,000

The City of Lake Forest
CITY COUNCIL MEETING
Proceedings of the Monday, April 1, 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 Novit, Alderman Powers, Alderman Notz, Alderman Preschlack, Alderman Goshgarin, Alderman Weber, and Alderman Walther.

Absent: Alderman Waldeck.

CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE was recited by all.

REPORTS OF CITY OFFICERS

COMMENTS BY MAYOR

Mayor Tack reminded residents about upcoming Ward meeting dates, time, and locations.

A. Arbor Day Proclamation

Mayor Tack read the Proclamation declaring Friday, April 26 as Arbor Day and urged all citizens to support efforts to protect our trees and woodlands, to support our City’s forestry program, to plant trees on this day, and to join in the celebration ceremonies.

COMMENTS BY CITY MANAGER

A. Forest Park Boardwalk Construction Update
- **Byron Kutz, P.E., Superintendent of Engineering**

Byron Kutz, P.E., Superintendent of Engineering gave a detailed update on the Forest Park Board Walk project, including reasons for schedule changes. These schedule changes give the City Council two options and considerations for staff direction. Option one is to start late May and work through beach season with a ribbon cutting late summer. Option two is to wait and start the work after Lake Forest Day to include Saturdays with a ribbon cutting in October.

The City Council had lengthy discussion of both options, preferences of the programming at the beach, kayak rentals, the work area, and boating in general. Cost of adding Saturday work to option one.

City Manager Wicha summarized the discussion stating there was clear concurrence of the Council to begin the work sooner than later (option 1) and agreed to Saturday work.

OPPORTUNITY FOR CITIZENS TO ADDRESS THE CITY COUNCIL

None this evening

COMMITTEE REPORTS

ITEMS FOR OMNIBUS VOTE CONSIDERATION

1. **Approval of March 18, 2024, City Council Meeting Minutes**
2. **Approval of the Check Register for the Period of February 24 – March 22, 2024**
3. **Approval of a Resolution Reallocating 2024 Volume Cap to the Village of Buffalo Grove, Illinois**
4. **Request to Waive Bid Process and Consider Approval to Purchase a Replacement Core Data Switch, Installation Services, and Maintenance from Heartland Business Systems in the amount of \$38,897.43**
5. **Request to Waive Bid Process and Consider Approval of a Three-Year Agreement with GovernmentJobs.com for NeoGov Human Resources Management System Software Maintenance in the amount of \$105,804.65.**
6. **Request to Waive Bid Process and Consider Approval of the purchase of new Cisco UCS Blades for Virtual Machine Computing from Heartland Business Systems in the amount of \$34,938.90.**
7. **Approval to Award a One-Year Contract for Recreation Department Program Bussing Services to Safeway.**
8. **Approval of the Annual Tree Purchasing for FY2025 for an Amount Not to Exceed \$100,000.**
9. **Approval of a Recommendation from the Parks & Recreation Board to authorize the City Manager to enter into a contract with Sundance Lawncare for City-Wide Grounds Maintenance Services in the Parks FY2025 Budget, for an Amount Not to Exceed \$203,000.**
10. **Consideration of a Waiver of Permit Fees Associated with the Deerpath Park Athletic Turf Fields Project at 115 W. Deerpath in the Amount of \$34,081.64. (Approval by Motion)**
11. **Consideration of an Ordinance Approving a Recommendation from the Building Review Board for 766 Highview Terrace. (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 Goshgarian made a motion to approve the eleven (11) Omnibus items as presented, seconded by Alderman Powers. The following voted "Aye": Alderman Novit, 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

NEW BUSINESS

1. Consideration of an Appeal of a Decision of the Historic Preservation Commission Granting a Certificate of Appropriateness Approving the Design Aspects of a Replacement Outdoor Terrace at the Northwest Corner of the Gorton Center at 400 Illinois Road. (Action by Motion)

Mayor Tack reported that the Council will be considering an appeal of a decision of the Historic Preservation Commission to approve a certificate of appropriateness for a replacement outdoor terrace at the Gorton Center building. Since the Council does not often hear appeals, he wanted to be sure that all on the Council as well as the residents who filed this Appeal, and all other interested parties understand what is before the Council for consideration and importantly, what is not before the City Council. Additionally, Council is not conducting a public hearing on this appeal, that work has already been done by the HPC. The City Council is not receiving new evidence in this matter, as explained in the City's Guidelines for Appeals which are included in the City Council packet for tonight's meeting. Mayor Tack went on to say Council will be considering whether to uphold or overturn the HPC's approval of a certificate of appropriateness for the replacement outdoor terrace at the Gorton Center based on the standards contained in the City Code as those standards are applied in the context of the Council's other duties and responsibilities to the City. Alternatively, the Council could remand the matter back to the HPC for further proceedings.

City Attorney, Julie Tappendorf gave a summary of the City Code related to the City Council authority in the matter and the appeal guidelines. She recapped the role of the HPC in conducting a public hearing and stated it is a decision-making body. She reiterated that the guideline prohibiting the introduction of new evidence. And she reviewed the Councils' motion options.

Mayor Tack invited the appellant, Mary Sanders, to step forward, asking her to adhere to the allotted time. Ms. Sanders began her presentation and noted it was April Fool's day, she compared it to Thanksgiving time to reflect what we're thankful for. She asked the question, on days like this, April Fool's day - how fallible are we? She stated they were not infallible in their appeal for the HPC's approval. She stated that they are asking for a remand, not to show that HPC is wrong, or they failed or they made a mistake, but to note this situation is unique. She went on to say that the developer is not an ordinary private developer or an ordinary citizen. The developer is the owner, is the landlord, is the petitioner, is the approver of the ordinances, the provider of the findings, and in support of this is an unusual situation, and the developer in and of itself, all in this chamber this is the developers chamber. Ms. Sanders went on to speak about two books, the story line and how they relate to Lake Forest in her perception. Ms. Sanders noted the proximity of the terrace to the homes, streetscapes and ravine location.

Chris Draska offered additional comments in support of the appeal based on liquor consumption and noise being issues. Mayor Tack offered clarity to Ms. Sanders by the Mayor for no "proxy vote" i.e., reading a letter from Ms. Winnett. Lana Winnett also offered comments in support of the appeal noting she moved to Lake Forest for the peace and she was not looking for all that noise outside her window.

Mayor Tack reported that the HPC will be represented by Catherine Czerniak, Director of Community Development.

Ms. Czerniak reviewed the HPC considerations that included design aspects that included Visual Compatibility to Historic Gorton Building, Architectural Detailing, Materials, that there are no variances involved and compliance with 17 Standards. She went on to detail the twelve conditions that were established. Those included height, directional expression, proportions, scale, solids to voids, walls of continuity spacing on street rhythm, materials, compatibility, textures, and preservation.

Ms. Czerniak stated that the Historic Preservation Commission's decision voted 6 to 0 to grant a Certificate of Appropriateness. She reviewed the Councils' motion options.

Mayor Tack offered the opportunity for public comment.
There was none.

Mayor Tack stated, at this point, we will bring this matter back to Council for any questions Council members might have of the Appellants, the HPC Designee or any other parties before the Council discusses and takes action on the appeal.

The City Council had lengthy discussion on the use of the terrace including furniture, seasonal use, music, alcohol. Gorton's recent update to its Special Use Permit was discussed and noted that takes into consideration for passive use, not active use and the conditions of the approval such as the doors remaining closed from the Stuart and Nagel rooms and onsite monitoring.

Based on no further discussion, Mayor Tack asked the Council for a motion to uphold, remand or reject the matter.

COUNCIL ACTION: Options for Council motions are offered below.

1. Deny the appeal and **uphold** the Historic Preservation Commission's decision to grant a Certificate of Appropriateness approving a replacement terrace at the northwest corner of the Gorton Center.

OR

2. Grant the appeal and **overturn** the Historic Preservation Commission's decision and direct that written findings in support of the City Council's decision be prepared and presented to the Council for final action at the next meeting.

OR

3. **Remand** the matter to the Historic Preservation Commission for further consideration, public testimony, and action. If the City Council desires to remand the matter back to the HPC, it should provide direction to the HPC on specific issues it should consider on remand.

Alderman Goshgarian made a motion to deny the appeal and uphold the Historic Preservation Commission's decision to grant a Certificate of Appropriateness approving a replacement terrace at the northwest corner of the Gorton Center, seconded by Alderman Powers. The following voted "Aye": Alderman Novit, Notz, Powers, Preschlack, Goshgarian, Weber, and Walther. The following voted "Nay": none. 7-Ayes, 0-Nays, motion carried.

ADDITIONAL ITEMS FOR COUNCIL DISCUSSION/COMMENTS BY COUNCIL MEMBERS
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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)(1), Personnel, 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 Weber made a motion to adjourn into executive session pursuant to 5 ILCS 120/2 (c)(1), Personnel, 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 Novit. The following voted "Aye": Alderman Novit, Notz, Powers, Preschlack, Goshgarian, Weber, and Walther. The following voted "Nay": none. 7-Ayes, 0-Nays, motion carried.

Adjournment into Executive Session at 7:35 pm.

Reconvened into Regular Session at 8:10 pm.

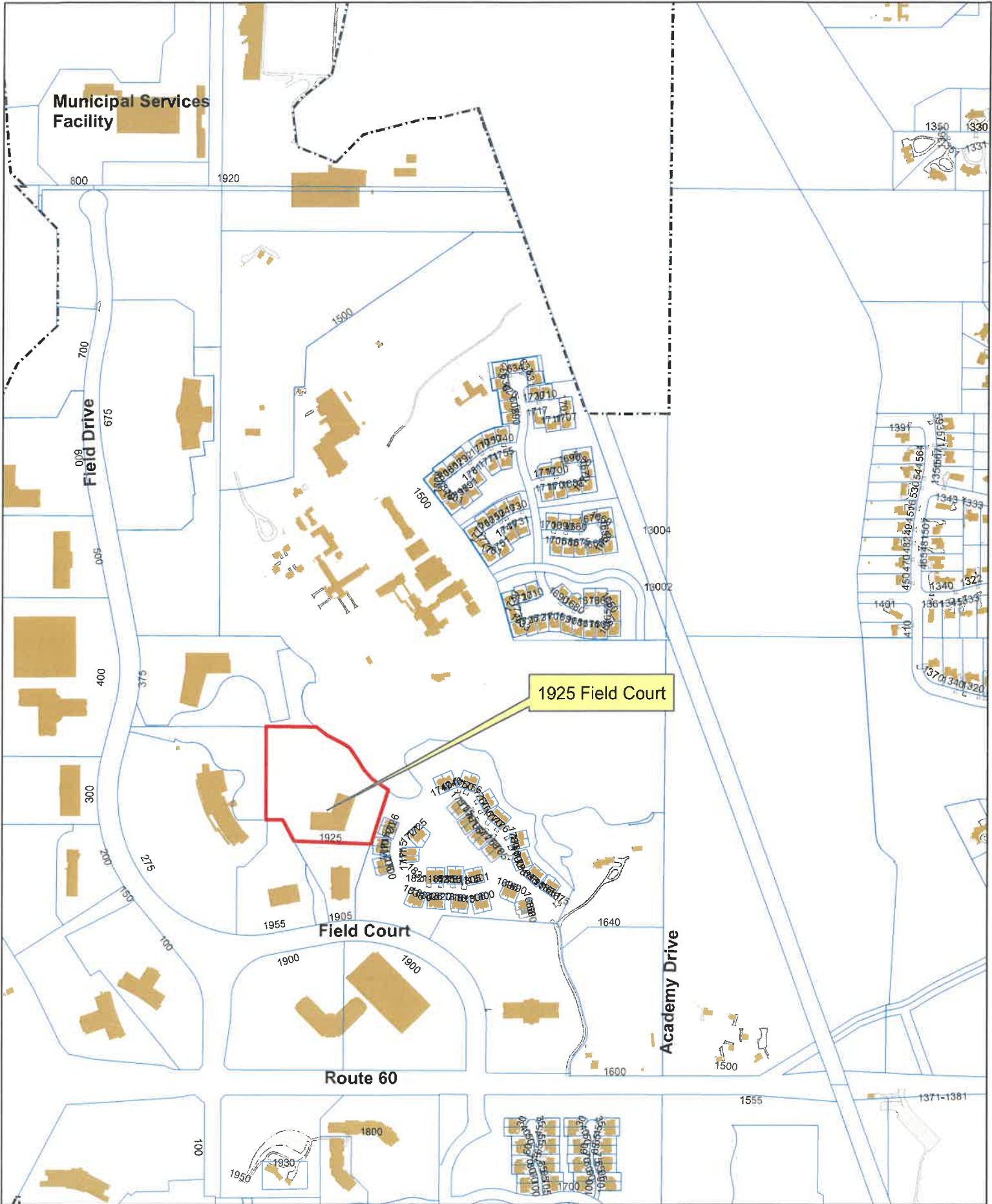
ADJOURNMENT

*Proceedings of the Monday, April 1, 2024
City Council Meeting*

There being no further business Mayor Tack asked for a motion to adjourn. Alderman Weber made a motion to adjourn, seconded by Alderman Preschlack. Motion carried unanimously by voice vote at 8:11 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.



VICINITY MAP - 1925 FIELD COURT

Summary of Key Terms of the Proposed Agreement for Purchase and Sale of Real Property of 1925 West Field Court (PSA)

Property Address: 1925 West Field Court, Lake Forest Illinois.

Seller: DP West Lake at Conway (“Seller”)

Buyer: City of Lake Forest (“City”)

Purchase Price: \$3,500,000 due at closing.

Closing Date: 60 days after the examination period has expired.

Initial Earnest Money Deposit: \$100,000 delivered to the Escrow Agent within 2 business days after execution and delivery of a signed PSA by both parties.

Examination Period:

- Begins upon execution of the PSA by both parties (effective date of PSA) and expires 90 days from the effective date of PSA (July 17, 2024).
- The City can, in its discretion, extend the due diligence period for an additional 30 days upon payment of an additional earnest money deposit of \$100,000 (\$50,000 of which is non-refundable).
- Seller is required to provide access to due diligence records to the City within one day of the effective date of the PSA.
- During the examination period, the City will review the survey, title, and other due diligence records and raise objections with Seller.

City Access to Property During Examination Period:

- During the examination period, the City and its employees, agents, and representatives have the right to enter the property and building to conduct inspections and assessments as described in the PSA, including structural, roof, health, security, mechanical, garage CO fan system, plumbing, electrical, data and technology, generator, fire pump/sprinkler, fire alarm, elevator, etc.
- City agrees to provide 48 hours-notice to Seller by email before accessing the property/building.
- City agrees that its inspection activities will not damage the property and to maintain insurance during the examination period.

Right to Terminate:

- The City has the right to terminate the PSA for any reason or no reason prior to the expiration of the examination period and receive a refund of its earnest money deposit (except for the non-refundable portion of any extended earnest money, if applicable).

Proration of Costs at Closing:

- Seller will pay 105% of the prorated real estate taxes at closing.
- Water and sewer charges will be prorated and paid at closing.

Closing Costs

- Seller is responsible for state and county transfer taxes, the title policy, and 50% of escrow costs.
- City is responsible for the municipal transfer tax, recording fees, 50% of escrow costs, title policy endorsements, and an updated survey.

Closing Documentation

- Seller is responsible for delivering an updated title commitment, special warranty deed, general assignment, settlement statement, transfer tax statements, FIRPTA affidavit, and owner's affidavit.
- City is responsible for delivering an updated survey, earnest money instructions, and purchase price.

THE CITY OF LAKE FOREST

RESOLUTION No. 2024-_____

**RESOLUTION APPROVING A PURCHASE AND SALE AGREEMENT FOR 1925 FIELD COURT
FOR THE PURPOSE OF ADAPTIVELY REUSING THE BUILDING AND PROPERTY FOR A
POLICE FACILITY**

WHEREAS, The City of Lake Forest (the "**City**") has undertaken a process to explore opportunities for a new City of Lake Forest Police Facility including consideration of available land and buildings, and

WHEREAS, through the exploration, the building and site at 1925 Field Court, Lake Forest, Illinois (the "**Property**"), legally described in **Exhibit A**, was identified as being available and appropriate for consideration as a future Police Facility; and

WHEREAS, in accordance with the City of Lake Forest Policy for Acquisition, Inventory, Sale, Lease, and Retention of Public Property as set forth in Resolution 2016-02, the City has determined that the Property satisfies the Strategic Property criteria including, but not limited to, presenting a unique economic opportunity and meeting a public need; and

WHEREAS, the Property totals approximately nine acres and is developed with a three story office building of approximately 98,000 square feet; and

WHEREAS, the Property is zoned OR-2, Office Research District, and the proposed Police Facility, which will be comprised of administrative offices and related uses, is a permitted use under said district; and

WHEREAS, the City, as potential buyer, has negotiated a Purchase and Sale Agreement ("**PSA**") with the seller, DP West Lake at Conway, LLC, which, subject to the terms of the PSA and a 90-day due diligence period, allows the City to close on the property for the purchase price of \$3,500,000; and

WHEREAS, the City intends to conduct the necessary due diligence including, but not limited to, a Property assessment and a Space Needs Analysis within the permitted due diligence period and access provisions detailed in the PSA prior to proceeding with the purchase of the Property; and

WHEREAS, the City has the authority to acquire real property for public purposes pursuant to the Illinois Municipal Code as well as its home rule and charter powers; and

WHEREAS, pursuant to its home rule, charter, and other powers, the City has determined that approving and entering into a Purchase and Sale Agreement to acquire the Property is in the best interests of the City of Lake Forest and its residents.

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

Section 1. Recitals. The foregoing recitals are incorporated in, and made a part of, this Resolution by this reference as findings of the City Council of The City of Lake Forest.

Section 2. Approval and Authorizations.

a. The City Council hereby approves the Purchase and Sale Agreement and authorizes the Mayor and City Clerk to execute and attest the Agreement on behalf of the City and further authorizes payment of an earnest money deposit in the amount of \$100,000.

b. The City Council authorizes and directs the City Manager and City Attorney to take all steps and actions necessary to implement and enforce the Agreement's terms, including but not limited to conducting due diligence, preparing, executing, and filing any necessary documentation to effect the acquisition of the Property, and to close on the purchase of the Property.

Section 3. Effective Date. This Resolution shall be in full force and effect upon the passage and approval.

PASSED THIS ____ day of _____, 2024.

AYES:

NAYS:

ABSENT:

APPROVED THIS ____ day of _____, 2024.

Mayor

ATTEST:

City Clerk

EXHIBIT A

Legal Description of 1925 Field Court

Lot 1 in the Final Plat of Conway Park of Lake Forest-Phase III Second Resubdivision, being a Resubdivision of Lot 1 in Conway Park of Lake Forest Subdivision-Phase III First Resubdivision, being a Subdivision of Lot 1 in Conway Park of Lake Forest Subdivision-Phase III of Parts of the Northwest $\frac{1}{4}$, Southwest $\frac{1}{4}$ and Southeast $\frac{1}{4}$, together with part of Lot 3 in Conway Park at Lake Forest Subdivision-Phase II, all in Section 36, Township 44 North, Range 11 East of the Third Principal Meridian, According to the Plat Recorded June 4, 2007 as Document Number 6192408, in Lake County, Illinois

P.I.N. 11-36-401-020