

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

Monday, May 6, 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

Joseph R. Waldeck, Alderman First Ward

Edward U. Notz, Jr., Alderman Second Ward

John Powers, Alderman Second Ward

Jim Preschlack, Alderman Third Ward

Ara Goshgarian, Alderman Third Ward

Eileen Looby Weber, Alderman Fourth Ward

Richard Walther, Alderman Fourth Ward

PLEDGE OF ALLEGIANCE

REPORTS OF CITY OFFICERS

1. COMMENTS BY MAYOR

2. COMMENTS BY CITY MANAGER

A. Deerpath Technology Review

- Jim Shaw, Director of Innovation and Technology

3. OPPORTUNITY FOR CITIZENS TO ADDRESS THE CITY COUNCIL

4. COMMITTEE REPORTS

5. ITEMS FOR OMNIBUS VOTE CONSIDERATION

1. Approval of the Check Register for the Period of March 23 – April 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 March 23 - April 26, 2024

	Fund	Invoice	Payroll	Total
101	General	1,105,417	2,475,825	3,581,242
501	Water & Sewer	88,448	296,743	385,191
220	Parks & Recreation	168,351	589,394	757,745
311	Capital Improvements	1,206,163		1,206,163
202	Motor Fuel Tax	29,907		29,907
230	Cemetery	7,858	58,998	66,856
210	Senior Resources	17,396	46,318	63,714
510	Deerpath Golf Course	28,531		28,531
601	Fleet	73,779	88,889	162,669
416 - 434	Debt Funds	475		475
248	Housing Trust			0
201	Park & Public Land	22,500		22,500
	All other Funds	1,423,920	276,595	1,700,514
		\$4,172,746	\$3,832,762	\$8,005,509

The amount denoted as "All other Funds" includes \$655,459 in Medical/Dental plan expenses in the Self Insurance Fund.

COUNCIL ACTION: Approval of the Check Register for the Period of March 23 – April 26, 2024

2. Approval of Ordinance Terminating Special Service Area 29 and Declaring Surplus to be Refunded to Impacted Property Owners (First Reading, and if Desired by the City Council, Final Approval)

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

PURPOSE AND ACTION REQUESTED: Staff requests City Council approval of the proposed Ordinance terminating Special Service Areas 29 and declaring surplus to be refunded to impacted property owners.

BACKGROUND/DISCUSSION: In November 2004, the City Council adopted an ordinance establishing Special Service Area (SSA) 29 entitled Sauders Road Sanitary Sewer System & Potable Water System, which provided for property tax assessments on benefiting properties within the SSA boundary. A special tax roll was approved setting forth the levies on individual properties through the funding period. A bank loan with Lake Forest Bank and Trust provided

the financing for the project, with the SSA property tax levies used to pay the annual loan debt service. The 2022 property tax levy collected in 2023 was the final levy for SSA 29 and the final debt service payment was made in December 2023. With a small balance of funds remaining in the SSA fund, the City can officially terminate the SSA by ordinance and declare a surplus allowing for the final monies remaining to be rebated to the property owners. A 5% administrative fee will be assessed to cover the City's administrative costs in terminating the SSA and refunding the surplus declared. On April 15, the City Council Finance Committee considered this matter and directed this matter to proceed for City Council approval.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
City Council Finance Committee	4/15/24	Review and discussion of proposed Ordinance

BUDGET/FISCAL IMPACT: SSA 29 has a final balance of \$16,101.31. A 5% administrative fee will be applied, with the remaining balance refunded to the impacted property owners based on each property's proportionate share of assessed valuation.

COUNCIL ACTION: If determined to be appropriate by the City Council, waive first reading and grant final approval of an Ordinance Terminating Special Service Area 29 (**page 14**) and Declaring Surplus to be Refunded to Impacted Property Owners

3. Consideration of an Ordinance Amending the City of Lake Forest City Code Regarding the Class I-1 Liquor License (First reading and if appropriate final approval)

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

PURPOSE AND ACTION REQUESTED: At the direction of the City's Liquor Commissioner, Staff is requesting consideration of an Ordinance amending the City's Liquor Code to increase the number of liquor licenses in the I-1 Liquor license categories.

BACKGROUND AND DISCUSSION: The Liquor Commissioner has received a request from LeColonial, located at 655 Forest Avenue who currently has a C-1 and C-3 liquor license and would like to add the I-1 license to offer the service and consumption of bring-your-own-beverages on the licensed premises and shall impose a corkage fee relating to each container. While this is not a service they will advertise, there is a demand from their guests, and they would like to accommodate those requests.

As the Council is aware, the issuance of liquor licenses is under the purview of the City's Liquor Commissioner and the Mayor serves in that role. However, the City Code only authorizes a specific number of liquor licenses and, historically, this number coincides with the current number of licenses issued.

When new requests for liquor licenses are submitted, and after review by the Liquor Commissioner and a determination that the Issuance of a license is appropriate, the City Council is asked to consider an amendment to the Liquor Code to increase the number of available licenses. In this case, the number of I-1 Liquor licenses will increase by one. The

proposed ordinance showing the number of Class I-1 Liquor licenses can be found beginning on **page 18**.

BUDGET/FISCAL IMPACT: The fiscal impact of adding additional licenses would have a positive impact on liquor license revenues.

COUNCIL ACTION: Consideration of an Ordinance Amending the City of Lake Forest City Code to increase the number of Licenses available in the Class I-1 Liquor license categories (First reading and if appropriate final approval).

4. Approval of a Recommendation from the Parks & Recreation Board and the Public Works Committee to Award the West Park Tennis Court Reconstruction Design Project to Kapur & Associates and Authorize the City Manager to Execute an Agreement in the Amount of \$22,650 to Include a 10% Contingency in the Amount of \$2,200 for a Total Cost of \$24,850

STAFF CONTACT: *Chuck Myers, Superintendent of Parks & Forestry (810-3565)*

PURPOSE AND ACTION REQUESTED: The Parks & Recreation Board, the Public Works Committee, and City staff requests City Council award the West Park Tennis Court Reconstruction Design Project to Kapur & Associates and authorize the City Manager to execute an agreement in the Amount of \$22,650 to include a 10% contingency in the amount of \$2,200 for a total cost of \$24,850.

BACKGROUND/DISCUSSION: West Park is an 8.5-acre neighborhood park located on Green Bay Road, northwest of the City's Central Business District. The park has many amenities including a historic pavilion/warming house, picnic area, playground, baseball diamond, ice skating rink and four tennis courts.

The tennis courts have been resurfaced with a top coating of acrylic material and crack filler numerous times over the years, but the courts were last paved with asphalt over 20 years ago and the base asphalt layer needs to be replaced. The courts are currently in poor condition, with many large structural cracks and an uneven surface. In addition, the dimensions of the courts and spaces around them are incorrect and do not meet USTA standards.

The design for reconstruction will include removal of asphalt surface, examination of the base materials for suitability, realignment of courts to meet USTA standards, application of a new surface, installation of new net posts, application of acrylic color surface and lines, and fence replacement. Once the design is complete, the City is planning to bid the courts construction with specifications that show an asphalt pavement base and an alternate that will have specifications that show a post-tension concrete base; therefore, design will need to include both specifications.

The replacement of the four tennis courts at West Park is a prudent investment that will yield numerous benefits for the community and aligns with our commitment to providing residents with high-quality parks and recreational facilities.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Parks & Recreation Board	04/16/2024	Reviewed and Recommended Approval
Public Works Committee	04/15/2024	Reviewed and Recommended Approval
Finance Committee Workshop	11/13/2023	Provided Staff Direction for Design

BUDGET/FISCAL IMPACT: On March 19, 2024, City staff initiated a public request for proposal (RFP) process for West Park tennis court reconstruction design services. On April 5, 2024, the RFP process closed and in total, six proposals were received as outlined below.

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

Firm Name	Proposal Dollar Amount
Kapur & Associates	\$22,650
GSG Consultants	\$33,860
Gewalt Hamilton Associates	\$43,900
Hitchcock Design Group	\$46,800
Context Design	\$116,500
Senga Architects	\$190,000

City staff formed an internal RFP Review Committee to score and rank each firm's qualifications, design approach, and detailed cost proposal. Based on this criterion, the RFP Review Committee unanimously recommended awarding this project to Kapur & Associates. In addition to submitting the overall lowest cost proposal, Kapur and Associates have successfully completed numerous other tennis court project designs.

Below is an estimated summary of Project budget:

FY2025 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Capital Improvement Fund 311-5703-476.76-05	\$40,000	\$24,850	Y

PARKS & RECREATION BOARD ACTION: Approval of a Recommendation from the Parks & Recreation Board and the Public Works Committee to Award the West Park Tennis Court Reconstruction Design Project to Kapur & Associates and Authorize the City Manager to Execute an Agreement in the Amount of \$22,650 to Include a 10% Contingency in the Amount of \$2,200 for a Total Cost of \$24,850

5. Award One Year Extension of the City's Contract with Wachs Water Services for Valve Exercising Service included in the Operating Capital Budget for the sum of \$22,438

STAFF CONTACT: Dan Martin, Superintendent of Public Works (810-3561)

PURPOSE AND ACTION REQUESTED: The Public Works Committee and Staff requests City Council approval of a one-year contract extension for Valve Exercising Contract to Wachs Water Services as provided for in the current contract. The current three-year agreement ends in July 2024.

BACKGROUND/DISCUSSION: The City's Water & Sewer Section for many years has provided valve exercising service for approximately 1,800 valves in the water distribution system. The Section transitioned from performing the program using in-house staff to contracting out the services to take advantage of efficiencies gained using contractors that specialize in valve exercising services. The valve exercising program is a preventative maintenance measure that prevents valve rust or debris build up that could render the valves inoperable or prevent tight shutoffs; this ensures reliability to immediately isolate water lines for main breaks and extends valves useful life. The 1,800 valves are divided into five service zones with approximately 375 valves in each zone. One zone per year will be operated. The Contractor will fully exercise each valve according to American Water Works Association (A.W.W.A.) standards and will verify and update the valve size, rotation and location in the GIS-database.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	7/1/2021	Reviewed and Recommended City Council Approval
City Council	7/19/2021	City Council Approved Three-Year Contract
Public Works Committee	4/1/2024	Reviewed and Recommended City Council Approval for One-Year Extension

BUDGET/FISCAL IMPACT: This Valve Exercising Program was bid as part of the Municipal Partnering Initiative (MPI) program with Glenview, Lake Forest, Niles and North Chicago. MPI is a program that takes advantage of economies of scale by securing low bid prices among neighboring municipalities who bid similar projects each year.

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

Based on a bid process conducted in 2021, the City Council approved a three-year agreement on July 19, 2021 that included an option for two additional one-year extensions upon agreement by both parties.

Below is an estimated summary of the Valve Turning budget:

FY2025 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Water Operating Capital 501-6078-475.75-02	\$ 25,000	\$ 22,438	Y

COUNCIL ACTION: Award One Year Extension of the City's Contract with Wachs Water Services for Valve Exercising Service included in the Operating Capital Budget for the sum of \$22,438.

6. Award One Year Extension of the City's Contract with Consulting Engineering, Inc. for Leak Detection Service included in the Operating Capital Budget for the Sum of \$22,508

STAFF CONTACT: Dan Martin, *Superintendent of Public Works (810-3561)*

PURPOSE AND ACTION REQUESTED: The Public Works Committee and Staff requests City Council approval for a one-year contract extension for Leak Detection Contract to Consulting Engineering, Inc. (CEI) as provided for in the current contract. The current three-year agreement ends in July 2024.

BACKGROUND/DISCUSSION: The City of Lake Forest water distribution system consists of approximately 6,800 private residential service connections, 170 miles of water main ranging in pipe sizes from 4" to 36", 1,500 fire hydrants and 1,800 valves throughout the system. Water lost through leaking pipe fittings, faulty valves, connectors, or cracked pipes are regarded as unaccounted water that is a revenue loss. Many leaks come to the surface and are immediately repaired, but some go undetected because they are smaller leaks that do not surface or drain directly into storm sewers, ravines or ditches. These types of leaks result in significant water loss over time. To address this The City over the last fifteen years has hired leak detection services to pinpoint these undetected leaks through an acoustic leak detection method. Technicians utilizing specialized listening devices that are placed on valves and hydrants work systematically to cover the entire distribution system listening and identifying leaks. The service includes a full report of the leak locations. Leaks that are discovered are immediately repaired and if the leak is on a resident's service line, they will be notified by the Water & Sewer Supervisor to have their service leak repaired.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	7/1/2021	Reviewed and Recommended City Council Approval
City Council	7/19/2021	City Council Approved Three-Year Contract

Public Works Committee	4/1/2024	Reviewed and Recommended City Council Approval for One-Year Extension
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BUDGET/FISCAL IMPACT: The leak detection services were bid as part of the Municipal Partnering Initiative (MPI) program with Arlington Heights, Lake Forest, Glenview, Niles, Northfield, and Winnetka. MPI is a program that takes advantage of economies of scale by securing low bid prices among neighboring municipalities who bid similar projects each year.

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

Based on a competitive bid process conducted in 2021, the City Council authorized a three-year agreement on July 19, 2021 with an option to renew for two additional one-year extensions upon agreement by both parties.

Below is an estimated summary of the Leak Detection budget:

FY2025 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Water Operating Capital 501-6078-435.35-15	\$ 30,000	\$ 22,508	Y

COUNCIL ACTION: Award One Year Extension of the City's Contract with Consulting Engineering, Inc. for Leak Detection Service included in the Operating Capital Budget for the Sum of \$22,508.

7. Approval of a Recommendation from the Public Works Committee to Award the Walden Ravine Design to Hey and Associates and Authorize the City Manager to Execute an Agreement in the Amount of \$119,000 to Include a 5% Contingency in the Amount of \$5,595 for a Total Cost of \$124,595

STAFF CONTACT: *Chuck Myers, Superintendent of Parks & Forestry (810-3565)*

PURPOSE AND ACTION REQUESTED: The Public Works Committee and City staff requests City Council award the Walden Ravine design to Hey and Associates and authorize the City Manager to execute an agreement in the amount of \$119,000 to include a 5% contingency in the amount of \$5,595 for a total cost of \$124,595.

BACKGROUND/DISCUSSION: The ravines of southern Lake Michigan play a critical role in protecting the water quality of the lake, preventing sediment runoff, protecting beaches and countless benefits to wildlife. The value of these ravines and the role they play in protecting Lake Michigan water quality has become increasingly well understood in just the past few decades. When restored and healthy, our ravines are beautiful assets, an integral part of our community's character, and part of what sets Lake Forest apart. This project is intended to improve water quality for Lake Michigan's beach and near shore areas as well as restore one of its ravines to improve the unique aquatic resource that the Lake Michigan ravines represent.

FIRST SESSION

This ravine design project includes City owned parcels beginning at Walden Lane and extending east (downstream) to approximately Circle Lane. In this portion of the reach, sections of aging stone and concrete structures remain, including two small bridges and an apparent dam. The age and intent of these structures is not known currently, but signs of undermining and failure is evident in several locations. While the failure of these structures does not seem to pose any inherent issue, and the infrastructure is not critical to any known City function, the condition may pose a risk to adjacent slope areas on both City and adjacent properties.

This portion of the ravine system shows signs of moderate to severe incision, which is also impacting side slope stability. The primary design concept for this reach is to establish grade control of the ravine bed for the purposes of arresting further incision. This may be accomplished through stone grade control riffles and or stone bed fill. Additional slope and toe stabilization will likely benefit system stability and overall water quality. This work would likely require coordination with and possible participation from adjacent private landowners. In addition, and as with any City ravine project design, this project will incorporate sustainability components that will include the installation of native plant material and the utilization of stone and rock riffles as a means of stormwater flow dissipation.

If awarded, project design efforts will begin immediately. In September of 2024, project design efforts will be substantially completed so that a strong engineered project estimate for construction will be available for the November 2024 Finance Committee Capital Budget Meeting.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	4/15/2024	Reviewed and Recommended Approval

BUDGET/FISCAL IMPACT: On March 15, 2024, City staff initiated a public request for proposal (RFP) process for the Walden Ravine design services. On April 3, 2024, the RFP process closed and in total, two proposals were received as outlined below.

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

Firm Name	Proposal Dollar Amount
Hey and Associates, Inc.	\$119,000
Gewalt Hamilton Associates	\$144,900

City staff formed an internal RFP Review Committee to score and rank each firm's qualifications, design approach, and detailed cost proposal. Based on these criteria, the RFP Review Committee unanimously recommended awarding this project to Hey and Associates. In addition to submitting the overall lowest cost proposal, Hey and Associates has successfully completed numerous other project designs for the City, including some prior City ravine design projects.

Below is an estimated summary of Project budget:

FY2025 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Capital Improvement Fund 311-3703-467.67-26	\$100,000	\$124,595	Y

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 Recommendation from the Public Works Committee to Award the Walden Ravine Design to Hey and Associates and Authorize the City Manager to Execute an Agreement in the Amount of \$119,000 to Include a 5% Contingency in the Amount of \$5,595 for a Total Cost of \$124,595

8. Approval of a Recommendation from the Public Works Committee to Award the Cemetery Ravine Design to Living Waters Consultants and Authorize the City Manager to Execute an Agreement in the Amount of \$49,750 to Include a 5% Contingency in the Amount of \$2,400 for a Total Cost of \$52,150

STAFF CONTACT: *Chuck Myers, Superintendent of Parks & Forestry (810-3565)*

PURPOSE AND ACTION REQUESTED: The Public Works Committee and City staff requests City Council award the Cemetery Ravine design to Living Waters Consultants and authorize the City Manager to execute an agreement in the amount of \$49,750 to include a 5% contingency in the amount of \$2,400 for a total cost of \$52,150.

BACKGROUND/DISCUSSION: The ravines of southern Lake Michigan play a critical role in protecting the water quality of the lake, preventing sediment runoff, protecting beaches and countless benefits to wildlife. The value of these ravines and the role they play in protecting Lake Michigan water quality has become increasingly well understood in just the past few decades. When restored and healthy, our ravines are beautiful assets, an integral part of our community's character, and part of what sets Lake Forest apart. This project is intended to improve water quality for Lake Michigan's beach and near shore areas as well as restore one of its ravines to improve the unique aquatic resource that the Lake Michigan ravines represent. It is also intended to provide stability for the adjacent cemetery tableland.

The ravine design includes the ravine reach within the Lake Forest Cemetery bounded by private property to the north, Lake Michigan to the east, and the Cemetery tableland to the south. Much of the reach has a concrete lined channel that is undermined by erosion due to water flows under the concrete. A portion of the ravine contains a storm sewer outfall from adjacent drainage to the south with a concrete headwall and additional stone and concrete. Erosion and undercutting have accelerated in recent years and design for ravine restoration and stabilization is now needed. In addition, and as with any City ravine project design, this project will incorporate sustainability components that will include the installation of native plant material and the utilization of stone and rock riffles as a means of stormwater flow dissipation.

If awarded, project design efforts will begin immediately. In September of 2024, project design efforts will be substantially completed so that a strong engineered project estimate for

construction will be available for the November 2024 Finance Committee Capital Budget Meeting.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	4/15/2024	Reviewed and Recommended Approval

BUDGET/FISCAL IMPACT: On March 15, 2024, City staff initiated a public request for proposal (RFP) process for the Cemetery Ravine design services. On April 3, 2024, the RFP process closed and in total, four proposals were received as outlined below.

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

Firm Name	Proposal Dollar Amount
Living Waters Consultants	\$49,750
Hey and Associates, Inc.	\$64,495
GZA GeoEnvironmental	\$69,955
Gewalt Hamilton Associates	\$78,400

City staff formed an internal RFP Review Committee to score and rank each firm's qualifications, design approach, and detailed cost proposal. Based on these criteria, the RFP Review Committee unanimously recommended awarding this project to Living Waters Consultants. In addition to submitting the overall lowest cost proposal, Living Water Consultants has successfully completed a previous ravine design for the City at the Cemetery.

Below is an estimated summary of Project budget:

FY2025 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Cemetery Fund 230-6407-476.77-14	\$75,000	\$52,150	Y

COUNCIL ACTION: Approval of a Recommendation from the Public Works Committee to Award the Cemetery Ravine Design to Living Waters Consultants and Authorize the City Manager to Execute an Agreement in the Amount of \$49,750 to Include a 5% Contingency in the Amount of \$2,400 for a Total Cost of \$52,150

COUNCIL ACTION: Approve the eight (8) omnibus items as presented

6. OLD BUSINESS**7. NEW BUSINESS**

8. ADDITIONAL ITEMS FOR DISCUSSION/ COMMENTS BY COUNCIL MEMBERS

With Thanks and Appreciation Presentation

-City Manager Jason Wicha

- 1. Final words for departing Council Members from remaining Council Members for Alderman Preschlack and Alderman Waldeck**
- 2. Final comments from Alderman Waldeck and Alderman Preschlack**

9. ADJOURNMENT

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

Office of the City Manager

May 1, 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. 2024 – _____

**AN ORDINANCE TERMINATING SPECIAL SERVICE AREA 29 AND DECLARING A
SURPLUS TO BE REFUNDED**

Adopted by the City Council
of the City of Lake Forest
this ____ day of _____ 2024

Published in pamphlet form by direction
and authority of The City of Lake Forest
Lake County, Illinois
this ____ day of _____ 2024

THE CITY OF LAKE FOREST

ORDINANCE NO. 2024 - _____

AN ORDINANCE TERMINATING SPECIAL SERVICE AREA 29 AND DECLARING A SURPLUS TO BE REFUNDED

WHEREAS, the City of Lake Forest ("**City**") is a home rule, special charter municipal corporation existing in accordance with the Illinois Constitution of 1970; and

WHEREAS, on November 1, 2004, the Corporate Authorities of the City established a special service area known as Special Service Area 29 (Saunders Road Sanitary Sewer System & Potable Water System) ("**SSA 29**") pursuant to Ordinance No. 04-75; and

WHEREAS, pursuant to Ordinance No. 04-80, a tax was to be levied on all properties within SSA 29 for a period not to exceed 19 years; and

WHEREAS, there are no remaining unpaid SSA 29 property taxes and all debt service payments for bonds issued under SSA 29 have been completed; and

WHEREAS, the Corporate Authorities of the City desire to terminate SSA 29; and

WHEREAS, after the payment of all special service area expenses for SSA 29, a balance in the amount of \$16,101.31 remains in the SSA 29 Fund; and

WHEREAS, pursuant to 35 ILCS 200/27-93, if the corporate authorities of a municipality determine that excess revenues exist in a special service area fund at the end of the life of the special service area and if the option to abate a portion of the final tax levy for the special service area is no longer available, then excess funds must be refunded to taxpayers of record for all parcels within the special service area, as of the date the refund is declared, on a pro rata basis based on each parcels proportion share of the total equalized assessed valuation of all parcels within the special service area; and

WHEREAS, the Corporate Authorities of the City have determined that there are excess revenues remaining in the SSA 29 Fund, and that the ability to abate a portion of the final tax levy for SSA 29 is no longer available; and

WHEREAS, the Corporate Authorities of the City hereby declare that the excess revenues in the SSA 29 Fund in the amount of \$16,101.31 be refunded to the taxpayers of record within SSA 29 in accordance with 35 ILCS 200/27-93.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAKE FOREST, COUNTY OF LAKE, AND STATE OF ILLINOIS, AS FOLLOWS:

SECTION ONE: Recitals. The foregoing recitals are hereby adopted by this reference as findings of the City Council and are hereby incorporated into this Section as if fully set forth.

SECTION TWO: Termination of SSA 29. SSA 29 is hereby terminated as of the effective date of this Ordinance. The County Clerk will terminate SSA 29 and no longer extend any taxes therefor.

SECTION THREE: Refund of Excess Revenues. The Corporate Authorities of the City hereby determine that the remaining amounts in the SSA 29 Fund of \$16,101.31 are excess revenues that are to be refunded in accordance with 35 ILCS 200/27-93.

SECTION FOUR: Administrative Fee. Pursuant to 35 ILCS 200/27-93, the City will deduct 5% of the total amount of the excess revenues to cover its costs and expenses relative to the declaring and making of the refund of the excess revenues in the SSA 29 Fund.

SECTION FIVE: Authorization. The Corporate Authorities of the City hereby direct the City Manager and the Finance Director to process and distribute the refund of the excess revenues in the SSA 29 Fund and authorize the City Manager and the Finance Director to execute all documents and take all actions necessary to terminate SSA 29 and distribute the refund of the excess revenues in the SSA 29 Fund in accordance with this Ordinance.

SECTION SIX: Superseder; Severability. In the event a conflict exists between the terms of this Ordinance and any other ordinance or resolution of the City, the terms of this Ordinance shall govern. If any section, paragraph, clause, phrase, provision or part of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or

unenforceability of such section, paragraph, clause, phrase, provision or part shall not affect the validity of any of the remaining provisions of this Ordinance.

SECTION SEVEN: 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

THE CITY OF LAKE FOREST

ORDINANCE NO. 2023-____

**AN ORDINANCE AMENDING THE LAKE FOREST CITY CODE REGARDING
THE CLASS I-2 LIQUOR LICENSES**

Adopted by the City Council
of the City of Lake Forest
this ____ day of _____ 2024

Published in pamphlet form by direction
and authority of The City of Lake Forest
Lake County, Illinois
this ____ day of _____ 2024

THE CITY OF LAKE FOREST
ORDINANCE NO. 2024 - _____

**AN ORDINANCE AMENDING THE LAKE FOREST CITY CODE REGARDING
THE CLASS I-1 LIQUOR LICENSES**

WHEREAS, the City of Lake Forest is a home rule, special charter municipal corporation;
and

WHEREAS, the City has adopted certain alcoholic beverage regulations designed to protect the health, safety and welfare, which regulations are codified in Chapter 111 of the City Code of Lake Forest, 2013 ("***Liquor Code***");

WHEREAS, The City of Lake Forest desires to amend its Liquor Code to increase the number of liquor licenses in the I-1 category to accommodate an application filed by a local entity for a new restaurant operation; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of The City of Lake Forest, County of Lake, and 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: Amendment to Section 111.037. Section 111.037 of the City Code, entitled "Number of Licenses," is amended as follows (deletions in ~~striketrough~~ and additions in **bold** and underline):

"§111.037 NUMBER OF LICENSES.

(A) The number of liquor licenses issued by the city shall be limited as follows:

<i>Class</i>	<i>Maximum Number of Licenses Authorized</i>
A-1	8
A-2	7
A-3	No more than the total number of Class A-1 licenses issued by the city
B-1	1
C-1	12

C-2	11
C-3	18
D-1	5
E-1	2
F-2	As many as determined reasonable by the Commissioner
F-3	As many as determined reasonable by the Commissioner
F-4	As many as determined reasonable by the Commissioner
F-5	1
F-6	3
G-1	3
G-2	2
I-1	No more than the total number of Class B-1, C-1, C-2, C-3, D-1, E-1 and F-1 licenses issued by the city
I-3	As many as determined reasonable by the Commissioner
J	1
K	1

- (B) Without further action of the City Council, the maximum number of licenses in any class shall be automatically reduced by one upon the expiration, revocation or non-renewal of an existing license in any such license class.”

SECTION FIVE: 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

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

Monday, May 6, 2024, immediately following the First Session
220 E. Deerpath
Lake Forest, IL 60045

CALL FOR ORGANIZATION OF THE 2024-2025 LAKE FOREST CITY COUNCIL

CITY CLERK ADMINISTERS THE OATH OF OFFICE TO:

First Ward Alderman-Elect - - Nancy P. Novit
First Ward Alderman 1 Year Unexpired Term – Peter Clemens
Second Ward Alderman-Elect - - Edward U. Notz Jr.
Third Ward Alderman-Elect - - Alice LeVert
Fourth Ward Alderman-Elect - - Eileen Looby Weber

CALL TO ORDER AND ROLL CALL

Honorable Mayor, Stanford R. Tack	
Nancy Novit, Alderman First Ward	Ara Goshgarian, Alderman Third Ward
Peter Clemens, Alderman First Ward	Alice LeVert, 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

ELECTION AND APPOINTMENT OF CITY OFFICERS

1. ELECTION BY THE CITY COUNCIL AND APPOINTMENTS BY THE MAYOR AS REQUIRED BY CHARTER AND CITY CODE

City Supervisor	Jason Wicha
City Treasurer	Elizabeth Holleb
City Clerk	Margaret Boyer
Interim City Marshal & Collector	Micheal Lange
City Attorney	Ancel Glink
City Surveyor and Engineer	Gewalt Hamilton Associates

COUNCIL ACTION: Approve the Mayors Appointments

REPORTS OF CITY OFFICERS

1. COMMENTS BY MAYOR

A. Resolution of Appreciation for Ward 1 Alderman Joseph R. Waldeck

A copy of the Resolution can be found on **page 6**

COUNCIL ACTION: Approve the Resolution of Appreciation

B. Resolution of Appreciation for Ward 3 Alderman Jim Preschlack

A copy of the Resolution can be found on **page 7**

COUNCIL ACTION: Approve the Resolution of Appreciation

C. State of The City

D. 2023-2024 Board and Commission Appointments and Reappointments

AUDIT

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Mark Dillon	Appoint as Chair	1
Fritz Hirsch	REAPPOINT	3
Robert Nowlin	APPOINT	4
Brian Durkin	APPPOINT to own term	2
Joy Larisey	APPPOINT to own term	4

BUILDING REVIEW BOARD

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Sally Downey	REAPPOINT	1
Sarah Lamphere	REAPPOINT	1

CEMETERY

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Robert Thornburgh	REAPPOINT	1
Robert Worobow	REAPPOINT	3

GORTON BOARD

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Andra O'Neill	REAPPOINT	N/A

HISTORIC PRESERVATION COMMISSION

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Robin Petit	REAPPOINT	3
Geoffrey Hanson	REAPPOINT	2
Elizabeth Dalieri	REAPPOINT	3
Lloyd Culbertson	REAPPOINT	4

LIBRARY

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Vince Sparrow	APPOINT to own term	3
Heather Strong	REAPPOINT	1
Jim Clifton	REAPPOINT	1

PARKS & RECREATION BOARD

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Marc Silver	REAPPOINT	2
Kaci Spirito	REAPPOINT	2
William Sheridan	REAPPOINT	2

PLAN COMMISSION

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Jamie Moorhead	REAPPOINT	1

SENIOR RESOURCE COMMISSION

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Jill Rosa	REAPPOINT	LB
Dennis Herrmann	REAPPOINT	4
Wendy McKernan	REAPPOINT	3
Mark Dewart	APPOINT as CHAIR	LB

ZONING BOARD OF APPEALS

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Henry Kleeman	REAPPOINT	1

Arthur Miller	REAPPOINT	3
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BOARD OF POLICE AND FIRE COMMISSIONERS

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Matt Davis	REAPPOINT as CHAIR	N/A

HOUSING TRUST FUND BOARD

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Chris Baker	REAPPOINT	N/A

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

COUNCIL ACTION: Approve the Mayors Appointments and Reappointments

E. Announcement of City Council Committee Appointments

2. COMMENTS BY CITY MANAGER

A. Welcome Newly Elected Members

3. OPPORTUNITY FOR CITIZENS TO ADDRESS THE CITY COUNCIL

4. COMMITTEE REPORTS

5. ITEMS FOR OMNIBUS VOTE CONSIDERATION

1. Approval of a Resolution of Appreciation for Retiring Members of Boards and Commissions as follows:

BOARD, COMMISSION OR COMMITTEE	NAME OF MEMBERS(S)
AUDIT	Tighe Magnuson as Chair
ZONING BOARD OF APPEALS	Peter Clemens
CROYA	Stephanie Mannarino, Megan Engelberg
SENIOR RESOURCES COMMISSION	Gale Strenger- Wayne as Chair
PUBLIC SERVICE AWARD	Catherine Waldeck as Chair, Deborah Saran, and Prue Beidler
PARKS & RECREATION	Timo Berger

A copy of the resolution can be found **on page 8**

COUNCIL ACTION: Approve the Resolution of Appreciation

2. Approval of the Regularly Scheduled Meetings of the Lake Forest City Council for the year 2025

A copy of the schedule can be found **on page 9**

COUNCIL ACTION: Approval of the Regularly Scheduled Meetings of the Lake Forest City Council for the year 2025

COUNCIL ACTION: Approve the two (2) omnibus items as presented

6. OLD BUSINESS

7. NEW BUSINESS

8. ADDITIONAL ITEMS FOR DISCUSSION/ COMMENTS BY COUNCIL MEMBERS

9. ADJOURNMENT

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

Office of the City Manager

May 1, 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.



RESOLUTION OF APPRECIATION

for

JOSEPH R. WALDECK FIRST WARD ALDERMAN

WHEREAS, Joseph R. Waldeck served as a member of the City Council as First Ward Alderman and as a member of the Finance Committee from May 2023 through May 2024; and

WHEREAS, Joe comes from a long line of dedicated civil servants and stepped forward without hesitation in the City's time of need; and

WHEREAS, during his tenure on the City Council, Joe served on the Personnel, Compensation and Administration Committee; and

WHEREAS, prior to his time on the City Council, Joe served on the Gorton Center Board of Directors and the Legal Committee; and

WHEREAS, Joe has been incredibly active within the Lake County Bar Association and the Illinois Judges Association and Foundation

WHEREAS, Joe took exceptional interest in upholding the City's highest standards of integrity, transparency, and accountability in all matters; and

WHEREAS, Joseph R. Waldeck devoted much time and careful attention to preserving the character of The City of Lake Forest and the quality of life that residents enjoy here; and

WHEREAS, the citizens of Lake Forest recognize and deeply appreciate Joe's dedication and willingness service to the community.

NOW, THEREFORE, BE IT RESOLVED that the City Council of The City of Lake Forest, Illinois, hereby expresses the profound gratitude of the citizens of Lake Forest to **Joseph R. Waldeck** for the loyal and faithful public service he has given by means of this Resolution, which shall be spread upon the permanent records of the City Council.

Adopted by the City Council of
The City of Lake Forest this
Sixth day of May 2024.

Stanford R. Tack, Mayor

RESOLUTION OF APPRECIATION

for

JIM PRESCHLACK THIRD WARD ALDERMAN

WHEREAS, Jim Preschlack served as a member of the City Council as Third Ward Alderman and as a member of the Finance Committee from May 2018 through May, 2024; and

WHEREAS, during his tenure on the City Council, Jim served as the City Council liaison to the Audit Committee, Planning and Preservation Committee, Environmental Sustainability Committee, served on the Personnel, Compensation and Administration Committee and as Chairman of the Public Works Committee, additionally, he was a member of the Pension sub-committee since May 2023, and he has served as the Finance Committee Chairman since 2023; and

WHEREAS, prior to his time on the City Council, Jim served on the Historical Sub-Committee for 150th Year Anniversary Celebration of The City of Lake Forest and the Historic Preservation Commission from 2010-2016 and as its Chairman in 2015; and

WHEREAS, Jim in addition to his technical business expertise, has provided strategic guidance and oversight, validating, and championing the City's ERP implementation, coming in on time and under budget; and

WHEREAS, Jim has used his exceptional leadership skills in fostering a collaborative and cohesive environment where the finance committee can come together to inspire each other to enhance its overall effectiveness; and

WHEREAS, Jim took special interest in upholding the City's highest standards of integrity, transparency, and accountability in all matters; and

WHEREAS, Jim Preschlack devoted much time and careful attention to preserving the character of The City of Lake Forest and the quality of life that residents enjoy here, and

WHEREAS, the citizens of Lake Forest recognize and deeply appreciate Jim's dedication and service to the community.

NOW, THEREFORE, BE IT RESOLVED that the City Council of The City of Lake Forest, Illinois, hereby expresses the profound gratitude of the citizens of Lake Forest to **Jim Preschlack** for the loyal and faithful public service he has given by means of this Resolution, which shall be spread upon the permanent records of the City Council.

Adopted by the City Council of
The City of Lake Forest this
Sixth day of May 2024.

Stanford R. Tack, Mayor

RESOLUTION OF APPRECIATION

WHEREAS

has served The City of Lake Forest as a member of the

**BOARD OR COMMISSION
YYYY-YYYY**

WHEREAS, he/she has devoted much valuable time and personal attention to the work of this commission and, on behalf of the citizens of Lake Forest, continually met his/her responsibilities with purpose and dedication; and

WHEREAS, the citizens of Lake Forest recognize and are deeply appreciative of the valuable time and service she contributed to the preservation and improvement of the quality of life in our community by serving on this commission;

*NOW, THEREFORE, BE IT RESOLVED that the City Council of The City of Lake Forest, Illinois, hereby expresses the profound gratitude of the citizens of Lake Forest to **NAME** for the loyal and faithful public service he/she has given by means of this resolution, which shall be spread upon the permanent records of the City Council.*

*Adopted by the City Council of
The City of Lake Forest this
XX day of XXXX, 2023*

Mayor

2025 City Council and Finance Committee Dates

** = This date represents a change from the traditional dates, due to holiday or other conflicts

Meeting dates highlighted in blue represent Workshops Meeting dates

BOLDED represent Finance Committee meetings (FC)

January 6, 2025	DICKINSON HALL	6:30 Workshop Meeting
**January 21, 2025	COUNCIL CHAMBERS	FC 6:30- CC to immediately follow
February 3, 2025	COUNCIL CHAMBERS	6:30 City Council
**February 18, 2025	COUNCIL CHAMBERS	6:30 City Council
March 3, 2025	COUNCIL CHAMBERS	6:30 City Council
March 10, 2025	DICKINSON HALL	5:00 Operating Budget WS
March 17, 2025	COUNCIL CHAMBERS	6:30 City Council
April 7, 2025	COUNCIL CHAMBERS	6:30 City Council
April 21, 2025	COUNCIL CHAMBERS	FC 6:30- CC to immediately follow
May 5, 2025	COUNCIL CHAMBERS	6:30 City Council
May 19, 2025	COUNCIL CHAMBERS	6:30 City Council
June 2, 2025	COUNCIL CHAMBERS	6:30 City Council
June 16, 2025	COUNCIL CHAMBERS	6:30 City Council
July 7, 2025	DICKINSON HALL	6:30 Workshop Meeting
July 21, 2025	COUNCIL CHAMBERS	FC 6:30- CC to immediately follow
August 4, 2025	COUNCIL CHAMBERS	6:30 City Council
August 18, 2025	NO MEETING	NO MEETING
**September 2, 2025	COUNCIL CHAMBERS	6:30 City Council
September 15, 2025	DICKINSON HALL	6:30 Workshop Meeting
October 6, 2025	COUNCIL CHAMBERS	6:30 City Council
October 20, 2025	COUNCIL CHAMBERS	FC 6:30- CC to immediately follow
November 3, 2025	COUNCIL CHAMBERS	6:30 City Council
**November 10, 2025	DICKINSON HALL	5:00 Capital Budget WS
November 17, 2025	COUNCIL CHAMBERS	6:30 City Council
December 1, 2025	COUNCIL CHAMBERS	6:30 City Council
December 15, 2025	NO MEETING	NO MEETING

5/6/2024