

**THE CITY OF LAKE FOREST  
CITY COUNCIL AGENDA**  
Monday, June 17, 2024  
220 E. Deerpath  
Lake Forest, IL 60045

**CALL TO ORDER AND ROLL CALL**

**6:30 pm**

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**

**REPORTS OF CITY OFFICERS**

**1. COMMENTS BY MAYOR**

**A. Introduction of Mayor for a Day, Tucker Devisetty**

**B. Swear in Patrol Officer Sarahi Rivera-Martinez**

**C. 2024-2025 Board & Commission Appointments and Reappointments**

**CROYA**

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Katie Donovan	APPOINT	1
Ann Kiesling	APPOINT	2

**LIBRARY**

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Garth Pearson	APPOINT	2

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

**COUNCIL ACTION: Approve the Mayors Appointments and Reappointments**

**2. COMMENTS BY CITY MANAGER**

A. **“Spirit of CROYA” Margot Martino Essay Contest Winner**  
- Todd Nahigian, CROYA Manager

B. **Lake Forest-Lake Bluff Senior Citizens Foundation Memorandum of Understanding Overview**

<b>3. OPPORTUNITY FOR CITIZENS TO ADDRESS THE CITY COUNCIL</b>
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<b>4. COMMITTEE REPORTS</b>
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## **FINANCE COMMITTEE**

### **1. Consideration of the Annual Appropriation Ordinance for FY2025 and Approval of Rollovers (*First Reading*)**

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

**PURPOSE AND ACTION REQUESTED:** Staff requests approving the first reading of the FY2025 appropriation ordinance. Rollovers will be included in the appropriation ordinance for final reading.

**BACKGROUND/DISCUSSION:** While the annual municipal budget represents the City's financial plan for expenditures over the course of the fiscal year, the annual Appropriation Ordinance is the formal legal mechanism by which the City Council authorizes the actual expenditures of funds budgeted in the annual budget. It appropriates specific sums of money by object and purpose of expenditures. State statutes require the passage of an Appropriation Ordinance by the end of July, which must be filed with the County Clerk within 30 days of approval.

There are some differences between the budget and Appropriation Ordinance. The Appropriation Ordinance includes the Library, which was not included in the budget approved at the April 15, 2024 City Council meeting. The Library expenses are approved by the Library Board. Debt service payments are included in the budget but are excluded from the Appropriation Ordinance. The ordinances approving the bond issues serve as the legal authorization for these annual expenditures.

The Appropriation Ordinance provides for a 10% “contingency” above the budgeted expenditures. Each separate fund includes an item labeled “contingency” with an appropriate sum equivalent to 10% of the total funds budgeted. This practice has been followed for many years and has worked very efficiently, while still providing for City Council control over budgeted expenditures. It is important to note that the City Council and City staff follow the adopted budget as its spending guideline, not the Appropriation Ordinance. Without the contingency, the City Council would have to pass further modifications to the Appropriation Ordinance to cover any unforeseen expenditures exceeding the budget throughout the year.

In order to provide more accurate and efficient accounting and budgeting of City funds, an annual rollover of funds is requested as part of the Appropriation Ordinance. This eliminates both under and over budgeting of funds in the new fiscal year. Rollovers consist of projects that were appropriated in FY2024 and will not be completed until FY2025. Since the City is still paying invoices attributable to FY2024, the rollovers will be added to the Appropriation Ordinance for final approval in July.

School District 67 does not recognize the Appropriation Ordinance in their budgeting or auditing standards. However, due to the fact they are a special charter district, their budget must be included in the City's Appropriation Ordinance. School District 67 numbers are estimates and subject to change, but they are not available until second and final reading of the Ordinance.

Exhibit A of the Appropriations Ordinance is included to address requirements of the Illinois Pension Code and Illinois Administrative Code.

**PROJECT REVIEW/RECOMMENDATIONS:**

Reviewed	Date	Comments
City Council	April 15, 2024	Adoption of FY25 Comprehensive Fiscal Plan

**BUDGET/FISCAL IMPACT:** The attached Appropriation Ordinance Worksheet (**page 15**) demonstrates the reconciliation of the FY2025 Adopted Budget to the Appropriation Ordinance by fund.

**COUNCIL ACTION:** Approve first reading of the FY2025 Appropriation Ordinance (**page 16**). A copy of the ordinance is available for review by the public in the City Clerk's office. A public hearing will be conducted on July 15, 2024 in conjunction with second reading of the ordinance.

<b>5. ITEMS FOR OMNIBUS VOTE CONSIDERATION</b>
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**1. Approval of the June 3, 2024, City Council Meeting Minutes**

A copy of the minutes can be found beginning on **page 29**.

**COUNCIL ACTION:** Approval of the June 3, 2024, City Council Meeting Minutes

**2. Approval of a Memorandum of Understanding between the City of Lake Forest and the Lake Forest-Lake Bluff Senior Citizens Foundation**

STAFF CONTACT: *Jason Wicha, City Manager (847-810-3676)*

**PURPOSE AND ACTION REQUESTED:** Staff recommends City Council approval of the proposed Memorandum of Understanding (MOU) outlining the partnership between the City of Lake Forest and the Lake Forest-Lake Bluff Senior Citizens Foundation in meeting the needs of seniors in the community.

**BACKGROUND/DISCUSSION:** The Lake Forest-Lake Bluff Senior Citizens Foundation (Foundation) was created in December 1997 to create awareness of the interests and needs of seniors in Lake Forest and Lake Bluff. Since that time, the Foundation has made significant contributions to support the City's senior center activities, including fund raising for improvements to Dickinson Hall.

The Foundation also supplements annual funding for Dickinson Hall activities provided by the City of Lake Forest. Specifically, the Foundation helps to fund programming and services at Dickinson Hall and the Transportation Program.

In previous years, the Foundation directly funded a Senior Advocate position through an outside agency. As part of the FY25 Budget development, the City and Foundation discussed the creation of a full-time City employee Senior Advocate that would be funded by the Foundation. This additional position was included in the FY25 Budget approved by City Council on April 15, 2024, contingent upon development of an MOU outlining the funding arrangement. The Proposed MOU has been approved by the Foundation and reviewed by the City Attorney; it is attached **(page 32)** for City Council consideration.

**BUDGET/FISCAL IMPACT:** The Proposed MOU sets forth the generous funding provided by the Foundation to supplement senior services. This funding includes a minimum of \$70,000 per year for programming and services, a minimum of \$34,000 per year for the Transportation program and a projected \$104,769 in FY25 for the Senior Advocate position. As noted in the MOU, the Foundation will be billed actual expenses incurred by the City for the Senior Advocate.

**COUNCIL ACTION:** Approval of a Memorandum of Understanding between the City of Lake Forest and the Lake Forest-Lake Bluff Senior Citizens Foundation.

### **3. Approval of Metropolitan Alliance of Police (MAP) Collective Bargaining Agreement between the City and the Lake Forest Police Officers**

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

**PURPOSE AND ACTION REQUESTED:** The PCA Committee and staff request approval of the renewal collective bargaining agreement (CBA) between the City and the Police Officers. The PCA Committee reviewed the proposed terms of the CBA at their May 3, 2024 meeting.

**BACKGROUND/DISCUSSION:** The City and the Police Officers negotiated a successor contract without utilizing attorneys for the negotiating process and came to tentative agreement on April 29. The benefit of being able to do this is two-fold. First, it saves the City money by not paying attorney fees. Second and more importantly, it maintains a harmonious labor-management relationship which benefits all parties in the long run. The union ratified the tentative agreement on April 30, and it is now before the City Council for ratification. The duration of the contract is four years, from May 1, 2024, through April 30, 2028. Some of the items discussed as part of this new agreement were non-monetary issues requested by the City's management negotiating team and some dealt with bringing the contract into compliance with actual practice.

**BUDGET/FISCAL IMPACT:** Listed are the sections of the proposed contract that deal with economic items and other issues of interest:

**Pay increases:**

Position	FY25	FY26	FY27	FY28
Police Officer	4.25%	3.75%	3.75%	3.50%

With other non-negotiated positions, the City Council has periodically allowed the Human Resources Director extra funds in order to adjust positions that have dropped below the 50<sup>th</sup> percentile among comparable communities. The adopted FY2025 budget includes a 3.0% increase for salaries. With this additional 1.25% increase, the total estimated FY25 budget impact for the proposed wage adjustment is **\$150,461**.

**Longevity Pay:** In addition to regular compensation and in recognition of continued service to the City, employees are eligible for longevity pay, as set forth below. This is paid as a one-time bonus in December of each year and is not added into the base salary. The estimated FY25 budget impact is **\$1,151**.

Years of Service	Current	FY25	FY26	FY27	FY28
5-9	\$35	\$40	\$45	\$50	\$55
10-14	\$40	\$45	\$50	\$55	\$60
15-19	\$55	\$60	\$65	\$70	\$75
20+	\$95	\$100	\$105	\$110	\$115

**Field Training Officer (FTO) Pay:** This increase is in recognition of the number of new employees who will need training in the upcoming year. There are currently two openings, with at least two more anticipated in the near future. There are four (4) FTO's who assume a significant amount of extra responsibility to train our new police officers. The estimated budget impact is **\$1,015**.

FTO	Pay
Current	\$ 3,750
FY25	\$ 4,000
FY26	\$ 4,100
FY27	\$ 4,200
FY28	\$ 4,300

**Evidence Technician Pay:** There are nine (9) police officers assigned the added duties of Evidence Technician. The estimated budget impact is **\$457**.

ET	Pay
Current	\$ 1,500
FY25	\$ 1,550
FY26	\$ 1,600
FY27	\$ 1,650

FY28	\$ 1,700
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**Officer in Charge:** There are three (3) police officers assigned the added duties of Officer in Charge. The estimated budget impact is **\$1,522.**

OIC	Pay
Current	\$ 1,500
FY25	\$ 2,000
FY26	\$ 2,200
FY27	\$ 2,400
FY28	\$ 2,600

**Night Shift Differential:** There are twelve (12) police officers that will be assigned to night shift. The estimated budget impact is **\$17,044.**

Nights	Pay
FY25	\$ 1,400
FY26	\$ 1,500
FY27	\$ 1,600
FY28	\$ 1,700

**Instructor Certification:** There are 10 police officers that will be certified by the state to train officer in house which reduces the cost and time loss to send officers out for training. The recent state mandates heavily increased the training requirement for officers. The estimated budget impact is **\$14,203.**

Instructor	Pay
FY25	\$ 1,400
FY26	\$ 1,500
FY27	\$ 1,600
FY28	\$ 1,700

**Holiday Compensation:** Police officers will now receive overtime on the nine designated holidays in lieu of current holiday bonus. If officers were not scheduled to work on a designated holiday and were forced back for overtime, they will receive double time. The estimated budget impact is **\$4,543.**

**Uniforms and Equipment:** Youth officers and investigators currently receive \$250 uniform stipend every six months. For the duration of the agreement, they will receive \$375 every six months. If watches, eyeglasses or contact lenses are damaged in the line of duty, officers currently receive \$50 for replacement. For the duration of the agreement, they will receive \$250. The estimated budget impact is **\$1,450.**

The FY25 budget included \$146,200 for wage adjustments. The total estimate over the FY25 budgeted amount is **\$45,644**. The additional impact can be absorbed within the approved FY25 budget.

COUNCIL ACTION: Approval of Metropolitan Alliance of Police (MAP) Collective Bargaining Agreement between the City and the Lake Forest Police Officers

**4. Approval of a Recommendation from the Public Works Committee to Award a Design Services Agreement to Larson & Darby Group for the Waveland Park Pavilion Project in the Amount of \$69,300, to Include a 5% Contingency in the Amount of \$3,465, for a Grand Total Amount of \$72,765**

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 award a design services agreement to Larson & Darby Group for the Waveland Park Pavilion Project in the amount of \$69,300, to include a 5% contingency in the amount of \$3,465, for a grand total amount of \$72,765.

**BACKGROUND/DISCUSSION:** The existing Waveland Park Pavilion was constructed in 1975. The building is entirely enclosed and features bathrooms and an interior utility room on the west side of the building, a maintenance garage area on the east side of the building, and a central open space area. The space is extremely dated, and its use in recent years has been very limited. Additionally, the existing bathrooms are not ADA compliant. Prior facility use was mostly for an occasional Parks & Recreation Department class/program and storage space.

Updating and converting the existing space to an open-air pavilion has long been considered. This past fall, comments from residents were obtained at the Ward 2 "Coffee in the Park" event that confirmed a desire to have the existing structure converted to an open-air pavilion, like other City park pavilions. As part of the Fiscal Year 2025 Capital Improvement Program budget, funds were approved to complete a design process that would result in the development of construction plans to convert the existing building to an open-air pavilion via a renovation or reconstruction process.

Specifically, design services will include the development of conceptual design options that will inform the renovation versus reconstruction process, cost estimating, final design and construction documents, bidding documents and bid process support, and project construction oversight. City staff from the Public Works, Parks & Recreation, and Community Development Departments will work closely with this design firm throughout the entire design process as well as during the eventual project construction phase.

**PROJECT REVIEW/RECOMMENDATIONS:**

Reviewed	Date	Comments
Public Works Committee	6/3/2024	Reviewed and Recommended Approval to City Council

**BUDGET/FISCAL IMPACT:** On May 9, 2024, City staff initiated a Request for Proposal (RFP) process seeking proposals from qualified firms for project design services. On May 23, 2024, the public 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 Total
<b>Larson &amp; Darby Group</b>	<b>\$69,300</b>
Nurture Architects	\$116,100

The Larson and Darby Group has considerable experience in providing various municipal design services. Additionally, the Larson and Darby Group has provided previous favorable and successful design services for the City for the Beach Crane Replacement Project and the Public Safety Break Room Renovation Project.

Below is an estimated summary of Project budget:

FY2025 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Capital Fund 311-5703-476.76-04	\$75,000	\$72,765	Y

If approved, the conceptual design process to determine a renovation or reconstruction process would begin immediately to understand the cost-benefit of both approaches. City staff will also coordinate with the Larson and Darby Group to host a public engagement event at the park to obtain resident feedback. After the conceptual design process is completed, efforts will transition to final design and construction cost estimating. A final construction cost estimate will be prepared for the upcoming fall Capital Improvement Program budget entry.

**COUNCIL ACTION:** Approval of a Recommendation from the Public Works Committee to Award a Design Services Agreement to Larson & Darby Group for the Waveland Park Pavilion Project in the Amount of \$69,300, to Include a 5% Contingency in the Amount of \$3,465, for a Grand Total Amount of \$72,765

**5. Approval of a Recommendation from the Public Works Committee to Award the Thermoplastic Lane Marking Bid to Superior Road Striping, Inc. in the Amount of \$85,000**

STAFF CONTACT: *Jim Lockfeer, Assistant Director of Public Works (810-3542) and Matt Brugioni, Streets Section Supervisor (810-3572)*

**PURPOSE AND ACTION REQUESTED:** The Public Works Committee and City staff requests approval of a bid for thermoplastic lane marking to Superior Road Striping in an amount not-to-exceed \$85,000.

**BACKGROUND/DISCUSSION:** The City of Lake Forest, as a member of the Northwest Municipal Conference (NWMC) can participate in NWMC's Suburban Purchasing Cooperative (SPC). The SPC is made up of 134 communities in the Northwest Municipal Conference, the South Suburban Mayors and Managers Association, the DuPage Mayors Conference, and the Will County Government League.



One of SPC's annual joint purchasing initiatives is the thermoplastic lane marking bid for member agencies. The City has been participating in the thermoplastic lane marking for the last 23 years. SPC's lane marking specifications meet Illinois Department of Transportation (IDOT) standards. Bids and selection of the lowest responsible and responsive bidder are approved by IDOT.

The 2024 SPC/IDOT thermoplastic lane marking bid was awarded to Superior Road Striping, Inc. of Melrose Park, Illinois. The current bid pricing is effective from April 2024 through April 2025. This current bid includes three potential, one-year contract extensions.

Under this contract, Superior Road Striping agrees to all terms and conditions as set forth in the specifications contained within the contract and Superior Road Striping must comply with all IDOT rules and regulations.

**PROJECT REVIEW/RECOMMENDATIONS:**

Milestone	Date	Comments
Public Works Committee	6/3/24	Reviewed and Recommended Approval

**BUDGET/FISCAL IMPACT:** The table below shows the unit price cost of the contract that City Council approved in 2023 compared to the recently obtained 2024 bid pricing.

Description	UOM	2023 Cost per Unit	2024 Cost per Unit
4" Line	LF	\$0.73	\$0.70
6" Line	LF	\$1.19	\$0.90
12" Line	LF	\$2.11	\$2.00
24" Line	LF	\$5.25	\$4.75
Letters & Symbols	SF	\$5.25	\$4.75

The City of Lake Forest's thermoplastic lane marking zones are split into four areas. Each zone includes all City streets, parking lots and crosswalks. Zone 1 (east of McKinley Road) was completed in 2023.

This year, staff is seeking to complete approximately 120,000 linear feet of thermoplastic pavement marking within Zone 2 (east of Route 41 and west of McKinley Road) which includes 4", 6", 12", and 24" wide lines, as well as various letters and symbols. Over 80% of the pavement markings in Zone 2 consist of 4" white and yellow lines.

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

**Exception or Waiver requested: Administrative Directive 3-5, Section 6.1D – Government Joint Purchases**

FY2025 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
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Streets Operating Capital Fund 101-5103-467.67-22	\$85,000	\$85,000	Y
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The total proposed cost for the Fiscal Year 2025 contract for striping and marking will not exceed \$85,000.

**COUNCIL ACTION:** Approval of a Recommendation from the Public Works Committee to Award the Thermoplastic Lane Marking Bid to Superior Road Striping, Inc. in the Amount of \$85,000

**6. Approval of a Recommendation from the Public Works Committee to Award of Bid for the Recreation Center Rooftop HVAC Unit Replacements Project to Cahill Heating & Air Conditioning, in the Amount of \$66,100, to Include a 10% Contingency in the amount of \$6,610, for a Total Cost of \$72,710**

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

**PURPOSE AND ACTION REQUESTED:** The Public Works Committee and City staff requests City Council award of bid to Cahill Heating & Air Conditioning for Recreation Center Rooftop HVAC Unit Replacements Project in the amount of \$66,100, to include a 10% contingency in the amount of \$6,610, for a total cost of \$72,710.

**BACKGROUND/DISCUSSION:** The City's Recreation Center features approximately 20 rooftop HVAC units that are key components of the facility's cooling and heating systems. All rooftop units are serviced twice on an annual basis via the City's Building Maintenance Section HVAC maintenance contractual program. These rooftop units have an estimated useful life of 15 years. There are four units that are currently at their end of estimated useful life, ranging from 15 – 20 years old. All four units have been identified and planned for replacement to avoid future costly repairs or a needed emergency replacement.

**PROJECT REVIEW/RECOMMENDATIONS:**

Reviewed	Date	Comments
Public Works Committee	6/3/24	Reviewed and Recommended Approval to City Council

**BUDGET/FISCAL IMPACT:** On May 9, 2024, City staff initiated a public bidding process for the Recreation Center Rooftop HVAC Unit Replacements Project. On May 23, 2024, the public bid process closed and in total, seven bids were received as outlined below.

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

Firm	Total Bid Amount
<b>Cahill Heating &amp; Air Conditioning</b>	<b>\$66,100</b>
Oak Brook Mechanical Services	\$82,200
MK Industries	\$89,914
MG Mechanical Service	\$95,000

Amber Mechanical Contractors	\$97,370
McDonough Mechanical Service	\$97,415
R.J. O'Neil	\$103,300

Cahill Heating & Air Conditioning has considerable HVAC system maintenance, repair, and replacement experience for residential and commercial clients. Cahill Heating & Air Conditioning also has completed favorable HVAC work for the City at Elawa Farms and the Recreation Center. City staff met with Cahil Heating & Air Conditioning and reviewed their bid submittal in detail to ensure their price accompanied everything included within the bid posting.

Below is an estimated summary of Project budget:

FY2025 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Capital Fund 311-8003-476.76-09	\$80,000	\$72,710	Y

If approved, this replacement work is tentatively scheduled to occur late summer or fall of 2024.

**COUNCIL ACTION:** Approval of a Recommendation from the Public Works Committee to Award of Bid for the Recreation Center Rooftop HVAC Unit Replacements Project to Cahill Heating & Air Conditioning, in the Amount of \$66,100, to Include a 10% Contingency in the amount of \$6,610, for a Total Cost of \$72,710

**7. Approval to Authorize the City Manager to enter into a contract with Sports Surface Pros for Everett Park Tennis Court Resurfacing Services, in the Amount of \$55,000 to include a Contingency in the Amount of \$5,000 for a Total Cost of \$60,000**

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

**PURPOSE AND ACTION REQUESTED:** City Staff requests approval to award a contract with Sports Surface Pros for Everett Park tennis court resurfacing services, in the amount of \$55,000 to include a contingency in the amount of \$5,000 for a total cost of \$60,000.

**BACKGROUND/DISCUSSION:** On May 28, 2024, City staff conducted a bid opening for the resurfacing of the five tennis courts at Everett Park. These courts, last resurfaced in 2018, are exhibiting signs of normal wear and tear due to weather effects, water pooling and frequent use. The repair and resurfacing process will include power washing all courts, filling cracks with crack filler or larger cracks with Armor Crack patching material, grinding of surface to level, filling all low spots that hold water, and multiple applications of acrylic court surfacing filler and color coating surfacing compound.

**BUDGET/FISCAL IMPACT:** Funding for the Everett Park tennis court resurfacing project is budgeted in the FY2025 CIP (Parks & Public Land Fund). Staff received three bids for the tennis court resurfacing as detailed below. If this contract is awarded, the work will be completed by September 30, 2024.

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

**Recommended Bidder/Proposer is BOLDED**

Company Name	Dollar Amount Bid
<b>Sports Surface Pros</b>	<b>\$55,000</b>
American Sealcoating of Indiana	\$57,700
Tennis Courts Unlimited	\$94,150

City staff is recommending that the project be awarded to Sports Surface Pros, LLC, based on qualifications and reference checks.

Below is an estimated summary of Project budget:

FY2025 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
201-8457-467.67-37 Park & Public Land Fund	\$50,000	\$60,000	Y

The \$10,000 budget overage will be addressed by deferring the resurfacing of the Waveland Park tennis courts, originally budgeted at \$40,000 for FY2025, to FY2026.

COUNCIL ACTION: Approval to Authorize the City Manager to enter into a contract with Sports Surface Pros for Everett Park Tennis Court Resurfacing Services, in the Amount of \$55,000 to include a Contingency in the Amount of \$5,000 for a Total Cost of \$60,000

**8. Consideration of a Waiver of Permit Fees Related to the Addition of Farm Buildings and a Commercial Kitchen at Elawa Farm, 1401 Middlefork Drive. (Approval by Motion)**

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

**PURPOSE AND ACTION REQUESTED:** As provided for in the City's Administrative Directives, 3 – 7, City Council approval is required for the waiver of fees in excess of \$5,000.

**BACKGROUND/DISCUSSION:** Elawa Farm, is owned by the City and leased to and managed, partially maintained, and operated by the Elawa Farm Foundation. The Elawa Farm Foundation is in the process of making changes to the property to backfill some of the areas vacated when the Wildlife Discovery Center ceased operations and to provide an expanded kitchen to accommodate the expanded food offerings and events authorized through the recently amended Special Use Permit.

The City Council routinely waives permit fees associated with construction projects on City owned property.

**BUDGET/FISCAL IMPACT:** A waiver of the following permit fees for projects underway at Elawa Farm is requested.

Construction Permit Fees	Permit Fees	Amount of Fee Waiver Requested
New Kitchen	\$7,482.50	\$7,482.50

Farm Animal Structures	\$5,051.00	\$5,051.00
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COUNCIL ACTION: If desired by the City Council, approve a motion waiving permit fees for projects at Elawa Farm, a City owned property, in the total amount of \$12,533.50

**9. Consideration of Ordinances Approving Recommendations from the Building Review Board for 890 Oak Knoll Drive 1129 Griffith Road (First Reading, and if Desired by the City Council, Final Approval)**

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

**PURPOSE AND ACTION REQUESTED:** The following recommendations from the Building Review Board are presented to the City Council for consideration as part of the Omnibus Agenda.

**BACKGROUND**

890 Oak Knoll Drive – The Building Review Board recommended approval of the demolition of the existing residence and attached garage, and approval of a replacement residence, attached garage, and related site improvements. No public testimony was presented on this petition. (Board vote - 7 to 0)

1129 Griffith Road – The Building Review Board recommended approval of the demolition of the existing residence and detached garage, and approval of a replacement residence, detached garage, and related site improvements. Two neighboring residents stated support for the project. This petition was also presented to the Zoning Board of Appeals as detailed in the following agenda item. (Board vote - 7 to 0)

Ordinances approving the petitions as recommended by the Building Review Board with key exhibits attached are included in the Council packet beginning on **page 37**. The Ordinances, complete with all exhibits, are available for review in the Community Development Department.

COUNCIL ACTION: If determined to be appropriate by the City Council, waive first reading and grant final approval of the Ordinances approving the petitions for 890 Oak Knoll Drive and 1129 Griffith Road in accordance with the Building Review Board's recommendations.

**10. Consideration of an Ordinance Approving a Recommendation from the Zoning Board of Appeals in Support of Zoning Variances for 1129 Griffith Road. (First Reading, and if Desired by the City Council, Final Approval)**

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

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

**BACKGROUND:**

1129 Griffith Road – The Zoning Board of Appeals recommended approval of variances to allow a replacement residence to encroach into the front yard setback to align with the established pattern of homes in the neighborhood and a detached garage to encroach into the side and rear yard accessory structure setbacks similar to the siting of the existing deteriorating garage which will be demolished. No public testimony was presented to the Board on this petition. This petition was also presented to the Building Review Board as detailed in the previous agenda item. (Board vote: 6-0, approved)

The Ordinance approving the variances from the zoning setbacks as recommended by the Zoning Board of Appeals, with key exhibits attached, is included in the Council packet beginning on **page 57**. The Ordinance, complete with all exhibits, is available for review in the Community Development Department.

COUNCIL ACTION: If determined to be appropriate by the City Council, waive first reading and grant final approval of the Ordinance approving variances from zoning setbacks for 1129 Griffith Road in accordance with the Zoning Board of Appeals' recommendation.

**COUNCIL ACTION: Approve the ten (10) 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

June 12, 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**  
**Appropriation Ordinance Worksheet**

	Budget Expenditures FY2025	Debt Payments	Rollovers	Library	Subtotal	Contingency	Approp Ord
<b>101 General Fund</b>	42,832,963				42,832,963	4,283,296	47,116,259
120 Flex	7,875				7,875	788	8,663
122 LF Hospital Project	100,000				100,000	10,000	110,000
<b>Special Revenue Funds</b>							
201 Park & Public Land	110,000				110,000	11,000	121,000
202 MFT	1,150,000				1,150,000	115,000	1,265,000
205 Emergency Telephone	446,236				446,236	44,624	490,860
210 Senior Resources	736,890				736,890	73,689	810,579
220 Parks and Recreation	10,528,100				10,528,100	1,052,810	11,580,910
224 Special Recreation	585,083				585,083	58,508	643,591
230 Cemetery	1,347,472				1,347,472	134,747	1,482,219
245 Foreign Fire Insurance	250,000				n/a		0
247 Police Restricted Funds	145,000				145,000	14,500	159,500
248 Housing Trust	175,000				175,000	17,500	192,500
<b>Capital Project Funds</b>							
311 Capital Improvement	17,364,058				17,364,058	1,736,406	19,100,464
322 Laurel/Western Redevelopment TIF	1,509,051				1,509,051	150,905	1,659,956
<b>Debt Service Funds</b>							
428 2009 G.O. Bonds - Western Avenue	259,050	(259,050)			0		0
429 2010 G.O. Bonds	568,913	(568,913)			0		0
432 2013 Refunding 2010A	729,575	(729,575)			0		0
433 2015 G.O. Bonds	628,800	(628,800)			0		0
434 2023 G.O. Bonds	1,271,750	(1,271,750)			0		0
<b>Enterprise Funds</b>							
501 Water & Sewer	10,495,933				10,495,933	1,049,593	11,545,526
508 Water and Sewer Capital	4,250,000				4,250,000	425,000	4,675,000
510 Deerpath Golf Course	2,115,258				2,115,258	211,526	2,326,784
<b>Internal Service Funds</b>							
601 Fleet	2,263,564				2,263,564	226,356	2,489,920
605 Liability Insurance	1,404,324				1,404,324	140,432	1,544,756
610 Self Insurance	6,510,000				6,510,000	651,000	7,161,000
<b>Pension/Trust Funds</b>							
701 Fire Pension	3,725,830				3,725,830	372,583	4,098,413
702 Police Pension	4,220,830				4,220,830	422,083	4,642,913
709 Trust Care Funds							
Total All Funds	115,731,555	(3,458,088)	0	0	112,023,467	11,202,347	123,225,814
Library				7,244,157	7,244,157	724,416	7,968,573
						<i>Rounding Adj</i>	
					7,244,157	119,267,624	11,926,762
							131,194,386
SD 67					N/A		0
<b>Appropriation Ordinance Total</b>							<b>131,194,386</b>

**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, 2024 AND ENDING APRIL 30, 2025**

**BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF LAKE FOREST,  
an Illinois special charter and home rule municipal corporation  
located in Lake County, Illinois, as follows:**

**Section 1:** That the following sums, or so much thereof as may be authorized by law, be and the same are hereby appropriated from the respective fund designated in this ordinance for the corporate purposes of The City of Lake Forest and for the objects and purposes stated herein according to departments and other separate agencies, and for the Public Schools of The City of Lake Forest, County of Lake and State of Illinois, to defray the necessary expenses of the City and its Public Schools for the fiscal year commencing May 1, 2024 and ending April 30, 2025.

**GENERAL FUND**

<b><u>General Government</u></b>	<b><u>Appropriation</u></b>
Salaries and Benefits	\$ 3,946,998
Supplies/Other Services and Charges	5,047,494
Capital Equipment	200,000
Contingency - to meet expenses of emergencies and optional expenses not otherwise provided for	4,283,296
<b>TOTAL GENERAL GOVERNMENT</b>	<b><u>\$ 13,477,788</u></b>

<b><u>Law</u></b>	
Contractual Services	\$ 450,000
<b>TOTAL LAW</b>	<b><u>\$ 450,000</u></b>

<b><u>Community Development</u></b>	
Salaries and Benefits	\$ 2,121,450
Supplies/Other Services and Charges	521,657
Capital Equipment	-
<b>TOTAL COMMUNITY DEVELOPMENT</b>	<b><u>\$ 2,643,107</u></b>

<b><u>Public Works Administration</u></b>	
Salaries and Benefits	\$ 615,383
Supplies/Other Services and Charges	129,894
<b>TOTAL PUBLIC WORKS ADMINISTRATION</b>	<b><u>\$ 745,277</u></b>



**Appropriation**

**Public Buildings**

Building Maintenance

Salaries and Benefits	\$ 994,705
Supplies/Other Services and Charges	737,241
Capital Improvements	150,000
<b>TOTAL PUBLIC BUILDINGS</b>	<b>\$ 1,881,946</b>

**Streets**

Salaries and Benefits	\$ 1,332,139
Supplies/ Other Service and Charges	766,913
Capital Improvements	545,000
<b>TOTAL STREETS</b>	<b>\$ 2,644,052</b>

**Sanitation**

Salaries and Benefits	\$ 1,629,998
Supplies/ Other Service and Charges	1,205,996
<b>TOTAL SANITATION</b>	<b>\$ 2,835,994</b>

**Storm Sewers**

Salaries and Benefits	\$ 150,721
Supplies/ Other Service and Charges	40,929
Capital Improvements	50,000
<b>TOTAL STORM SEWERS</b>	<b>\$ 241,650</b>

**Engineering**

Salaries and Benefits	\$ 669,213
Supplies/ Other Service and Charges	253,160
<b>TOTAL ENGINEERING</b>	<b>\$ 922,373</b>

**Fire**

Administration

Salaries and Benefits (see Exhibit A)	\$ 5,403,785
Supplies/ Other Service and Charges	3,020,057
Capital Improvements	50,000
Sub-Total	<b>\$ 8,473,842</b>

Emergency Medical Services

Supplies/ Other Service and Charges	\$ 39,800
Sub-Total	<b>\$ 39,800</b>

**Appropriation**

Fire Suppression

Supplies/ Other Service and Charges	\$ 136,250
Sub-Total	<u>\$ 136,250</u>

**TOTAL FIRE**

**\$ 8,649,892**

**Police**

Salaries and Benefits (see Exhibit A)	\$ 7,426,731
Supplies/ Other Service and Charges	5,125,849
Capital Improvements	71,600
<b>TOTAL POLICE</b>	<b><u>\$ 12,624,180</u></b>

**TOTAL AMOUNT APPROPRIATED FROM THE GENERAL FUND**

**\$ 47,116,259**

**FLEX FUND**

Supplies/Other Services and Charges	\$ 7,875
Contingency to meet expenses of emergencies and expenses not otherwise provided for	788
<b>TOTAL AMOUNT APPROPRIATED FROM FLEX FUND</b>	<b><u>\$ 8,663</u></b>

**LF Hospital Project**

Supplies/Other Services and Charges	\$ 100,000
Contingency to meet expenses of emergencies and expenses not otherwise provided for	10,000
<b>TOTAL AMOUNT APPROPRIATED FROM FLEX FUND</b>	<b><u>\$ 110,000</u></b>

**PARK AND PUBLIC LAND FUND**

Park Improvements	\$ 110,000
Contingency to meet expenses for emergencies and expenses not otherwise provided for	11,000
<b>TOTAL AMOUNT APPROPRIATED FROM THE PARK AND PUBLIC LAND FUND</b>	<b><u>\$ 121,000</u></b>

**MOTOR FUEL TAX FUND**

Capital Improvements	\$ 1,150,000
Contingency to meet expenses for emergencies and capital	

improvements not otherwise provided for	<b>Appropriation</b>
	115,000
<b>TOTAL AMOUNT APPROPRIATED FROM THE</b>	
<b>MOTOR FUEL TAX FUND</b>	<b>\$ 1,265,000</b>

### **EMERGENCY TELEPHONE FUND**

#### **Police**

Salaries and Benefits	\$ -
Supplies/ Other Service and Charges	321,236
Capital Equipment	125,000
Contingency to meet expenses for emergencies and expenses not otherwise provided for	44,624
<b>TOTAL POLICE</b>	<b>\$ 490,860</b>
<b>TOTAL AMOUNT APPROPRIATED FROM THE</b>	
<b>EMERGENCY TELEPHONE FUND</b>	<b>\$ 490,860</b>

### **SENIOR RESOURCES COMMISSION FUND**

Salaries and Benefits	\$ 553,708
Supplies/Other Services and Charges	183,182
Contingency to meet expenses for emergencies and capital improvements not otherwise provided for	73,689
<b>TOTAL AMOUNT APPROPRIATED FROM THE</b>	
<b>SENIOR RESOURCES COMMISSION FUND</b>	<b>\$ 810,579</b>

### **PARKS AND RECREATION FUND**

#### **Recreation**

##### **Recreation Programs**

Salaries and Benefits	\$ 3,827,248
Supplies/ Other Service and Charges	2,141,836
Capital Equipment	50,000
Sub-Total	\$ 6,019,084
Contingency to meet expenses of emergencies and expenses not otherwise provided for	1,052,810
<b>TOTAL RECREATION SECTION</b>	<b>\$ 7,071,894</b>

#### **Parks and Forestry**

##### **Administration**

Salaries and Benefits	\$ 2,831,535
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	<b><u>Appropriation</u></b>
Supplies/ Other Service and Charges	711,083
Capital Improvement	182,000
Capital Equipment	-
Sub-Total	<u>\$ 3,724,618</u>
 <b><u>Grounds Maintenance</u></b>	
Supplies/ Other Service and Charges	\$ 434,124
Sub-Total	<u>\$ 434,124</u>
 <b><u>Athletic Field Plg/Tennis</u></b>	
Supplies/ Other Service and Charges	\$ 111,500
Sub-Total	<u>\$ 111,500</u>
 <b><u>Lakefront Facilities</u></b>	
Supplies/ Other Service and Charges	\$ 36,500
Sub-Total	<u>\$ 36,500</u>
 <b><u>Tree Trimming</u></b>	
Supplies/ Other Service and Charges	\$ 82,318
Sub-Total	<u>\$ 82,318</u>
 <b><u>Tree Removal</u></b>	
Supplies/ Other Service and Charges	\$ 43,956
Sub-Total	<u>\$ 43,956</u>
 <b><u>Insect &amp; Disease</u></b>	
Supplies/ Other Service and Charges	\$ 23,500
Sub-Total	<u>\$ 23,500</u>
 <b><u>Tree &amp; Shrub Planting/Care</u></b>	
Supplies/ Other Service and Charges	\$ 12,500
Sub-Total	<u>\$ 12,500</u>
 <b><u>Natural Areas Management</u></b>	
Supplies/ Other Service and Charges	\$ 40,000
Sub-Total	<u>\$ 40,000</u>
 <b>TOTAL PARKS AND FORESTRY SECTION</b>	 <b><u>\$ 4,509,016</u></b>
 <b>TOTAL AMOUNT APPROPRIATED FROM THE PARKS AND RECREATION FUND</b>	 <b><u>\$ 11,580,910</u></b>

**Appropriation**

**SPECIAL RECREATION FUND**

Salaries and Benefits	\$ 98,077
Supplies/Other Services and Charges	316,798
Capital Improvements	170,208
Contingency to meet expenses for emergencies and capital improvements not otherwise provided for	58,508
<b>TOTAL AMOUNT APPROPRIATED FROM THE SPECIAL RECREATION FUND</b>	<b>\$ 643,591</b>

**CEMETERY COMMISSION FUND**

Salaries and Benefits	\$ 654,331
Supplies/Other Services and Charges	443,141
Capital Improvements	250,000
Contingency to meet expenses of emergencies and operational expenses not otherwise provided for	134,747
<b>TOTAL AMOUNT APPROPRIATED FROM THE CEMETERY COMMISSION FUND</b>	<b>\$ 1,482,219</b>

**PUBLIC LIBRARY FUND**

**Library Services**

Salaries and Benefits	\$ 3,122,927
Supplies/Other Services and Charges	1,627,280
Building Maintenance - Supplies/Other Services and Charges	\$ 393,950
Contingency to meet expenses of emergencies and operational expenses not otherwise provided for	724,416
Sub-Total	\$ 5,868,573
Capital Equipment	\$ -
Capital Improvements	2,100,000
Sub-Total	\$ 2,100,000
<b>TOTAL AMOUNT APPROPRIATED FROM THE PUBLIC LIBRARY FUND</b>	<b>\$ 7,968,573</b>

**POLICE RESTRICTED FUND**

Supplies/Other Services and Charges	\$ 145,000
Contingency to meet expenses of emergencies and expenses not otherwise provided for	14,500
<b>TOTAL AMOUNT APPROPRIATED FROM POLICE RESTRICTED FUND</b>	<b>\$ 159,500</b>

**Appropriation**

**HOUSING TRUST FUND**

Supplies/Other Services and Charges	\$ 175,000
Capital Improvements	-
Contingency to meet expenses for emergencies and capital improvements not otherwise provided for	17,500
<b>TOTAL AMOUNT APPROPRIATED FROM THE HOUSING TRUST FUND</b>	<b><u>\$ 192,500</u></b>

**CAPITAL IMPROVEMENTS FUND**

Salaries and Benefits	\$ -
Supplies/Other Services and Charges	3,715
Capital Equipment	1,565,076
Capital Improvements	15,795,267
Contingency to meet expenses for emergencies and capital improvements not otherwise provided for	1,736,406
<b>TOTAL AMOUNT APPROPRIATED FROM THE CAPITAL IMPROVEMENTS FUND</b>	<b><u>\$ 19,100,464</u></b>

**LAUREL/WESTERN REDEVELOPMENT FUND**

Supplies/Other Services and Charges	1,409,051
Capital Improvements	\$ 100,000
Contingency to meet expenses for emergencies and capital improvements not otherwise provided for	150,905
<b>TOTAL AMOUNT APPROPRIATED FROM THE LAUREL/WESTERN REDEVELOPMENT FUND</b>	<b><u>\$ 1,659,956</u></b>

**WATER AND SEWER FUND**

**General Government**

Salaries and Benefits	\$ 275,290
Supplies/Other Services and Charges	5,306,060
Debt retirement	786,055
Contingency to meet expenses for emergencies and capital improvements not otherwise provided for	1,049,593
<b>TOTAL GENERAL GOVERNMENT</b>	<b><u>\$ 7,416,998</u></b>

**Public Works**

Salaries and Benefits	\$ 2,545,316
Supplies/Other Services and Charges	1,323,212
Capital Improvements	260,000

	<u>Appropriation</u>
<b>TOTAL PUBLIC WORKS ADMINISTRATION</b>	<b>\$ 4,128,528</b>

<b>TOTAL AMOUNT APPROPRIATED FROM THE WATER AND SEWER FUND</b>	<b>\$ 11,545,526</b>
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**WATER AND SEWER CAPITAL FUND**

Capital Equipment	\$ -
Capital Improvements	4,060,000
Contingency to meet expenses for emergencies and capital improvements not otherwise provided for	\$ 190,000
	425,000
<b>TOTAL AMOUNT APPROPRIATED FROM THE WATER AND SEWER CAPITAL FUND</b>	<b>\$ 4,675,000</b>

**DEERPATH GOLF COURSE FUND**

**Administration**

Salaries and Benefits	\$ 567,906
Supplies/Other Services and Charges	349,950
Capital Equipment	40,000
Capital Improvements	125,000
Contingency to meet expenses for emergencies and capital improvements not otherwise provided for	211,526
<b>TOTAL ADMINISTRATION</b>	<b>\$ 1,294,382</b>

**Course Maintenance**

Salaries and Benefits	\$ -
Supplies/Other Services and Charges	123,710
<b>TOTAL COURSE MAINTENANCE</b>	<b>\$ 123,710</b>

**Clubhouse**

Salaries and Benefits	\$ 243,328
Supplies/Other Services and Charges	665,364
<b>TOTAL CLUBHOUSE</b>	<b>\$ 908,692</b>

<b>TOTAL AMOUNT APPROPRIATED FROM THE DEERPATH GOLF COURSE FUND</b>	<b>\$ 2,326,784</b>
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**FLEET FUND**

Salaries and Benefits	\$ 878,356
Supplies/Other Services and Charges	1,385,208

**Appropriation**

Contingency to meet expenses for emergencies and capital  
improvements not otherwise provided for  
**TOTAL AMOUNT APPROPRIATED FROM THE FLEET FUND**

226,356  
**\$ 2,489,920**

**LIABILITY INSURANCE FUND**

Supplies/Other Services and Charges  
Contingency to meet expenses for emergencies and capital  
improvements not otherwise provided for  
**TOTAL AMOUNT APPROPRIATED FROM THE  
LIABILITY INSURANCE FUND**

\$ 1,404,324  
140,432  
**\$ 1,544,756**

**SELF INSURANCE FUND**

Supplies/Other Services and Charges  
Contingency to meet expenses for emergencies and capital  
improvements not otherwise provided for  
**TOTAL AMOUNT APPROPRIATED FROM THE  
SELF INSURANCE FUND**

\$ 6,510,000  
651,000  
**\$ 7,161,000**

**FIREFIGHTERS' PENSION FUND**

Other Services and Charges  
Contingency to meet expenses for emergencies and expenses  
not otherwise provided for  
**TOTAL AMOUNT APPROPRIATED FROM THE  
FIREFIGHTERS' PENSION FUND**

\$ 3,725,830  
372,583  
**\$ 4,098,413**

**POLICE PENSION FUND**

Other Services and Charges  
Contingency to meet expenses for emergencies and expenses  
not otherwise provided for  
**TOTAL AMOUNT APPROPRIATED FROM THE  
POLICE PENSION FUND**

\$ 4,220,830  
422,083  
**\$ 4,642,913**

**Public Schools THE CITY OF LAKE FOREST**

**School District No. 67**

From the Education Fund  
From the Operations, Building and Maintenance Fund

\$ -  
\$ -



	<u><b>Appropriation</b></u>
From the Capital Projects Fund	\$ -
From the Illinois Municipal Retirement/Social Security Fund	\$ -
From the Transportation Fund	\$ -
<b>TOTAL AMOUNT APPROPRIATED FOR PUBLIC SCHOOLS OF THE CITY OF LAKE FOREST (School District No. 67)</b>	<b>\$ -</b>

**Summary of the Amounts Appropriated From the Several Funds**

<u><b>Fund</b></u>	<u><b>Appropriation</b></u>
General	\$ 47,116,259
Flex	8,663
LF Hospital Project	110,000
Park and Public Land	121,000
Motor Fuel Tax	1,265,000
Emergency Telephone	490,860
Senior Resources Commission	810,579
Parks and Recreation	11,580,910
Special Recreation	643,591
Cemetery Commission	1,482,219
Public Library	7,968,573
Alcohol Asset Forfeiture	159,500
Affordable Housing	192,500
Capital Improvements	19,100,464
Laurel/Western Redevelopment	1,659,956
Water and Sewer	11,545,526
Water and Sewer Capital Fund	4,675,000
Deerpath Golf Course	2,326,784
Fleet	2,489,920
Liability Insurance	1,544,756
Self Insurance	7,161,000
Firefighters' Pension	4,098,413
Police Pension	4,642,913
Sub-Total	<u>\$ 131,194,386</u>

**The City of Lake Forest School District No. 67**

Education	\$ -
Operations, Building and Maintenance	\$ -
Capital Projects	\$ -

Illinois Municipal Retirement/Social Security	\$ -
Transportation	\$ -
Sub-Total	<u>\$ -</u>

<b>GRAND TOTAL</b>	<b><u>\$ 131,194,386</u></b>
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**Section 2:** That any sum of money heretofore appropriated and not expended now in the Treasury of The City of Lake Forest, or that hereafter may come into the Treasury of The City of Lake Forest, is hereby reappropriated by this Ordinance.

**Section 3:** That the funds derived from sources other than the 2023 tax levy and other revenue pledged for specific purposes may be allotted by the Mayor and City Council to such appropriations and in such amounts respectively, as said Corporate Authorities may determine within the limits of said appropriations, respectively, insofar as doing same does not conflict with the law.

**Section 4:** That any unexpended balances of any items of any general appropriation made by this Ordinance may be expended in making up any deficiency in any other item in the same general appropriation made by this Ordinance and is hereby appropriated therefore.

**Section 5:** That any sum of money received for a specific purpose or category of expenditure from any source other than real estate taxes (including without limitation grants and donations) that is not specifically authorized by this appropriation ordinance shall be authorized for expenditure upon acceptance of such sum of money by the City, provided that such expenditure is approved in accordance with applicable City ordinances and procedures.

**Section 6:** That the sum of money that the Corporate Authorities of the City (or such subordinate body of the City empowered to authorize the expenditure of funds) have approved, or will approve, to satisfy a lawful debt of the City, and for which money is available in the Treasury (or in the specific fund over which a subordinate body may have authority) at the time of such approval, is hereby appropriated by this ordinance.

**Section 7:** That if any item or portion thereof of this Appropriation Ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of such item or the remaining portions of this Ordinance.

**Section 8:** The City Council shall at any time have the power, to make transfers of sums of money appropriated for one corporate object or purpose, but no appropriation for any object or purposes shall thereby be reduced below any amount sufficient to cover all obligations incurred or to be incurred against such appropriation.

**Section 9:** At any time during the fiscal year when an expenditure shall exceed the amounts set forth in this ordinance and there are funds available in the City's Treasury, the City Council may approve such expenditure and grant a supplemental appropriation for such purpose contemporaneously.

**Section 10:** This ordinance shall be in force ten (10) days from and after its passage, approval and publication.

**PASSED THIS \_\_\_\_ day of \_\_\_\_\_, 2024**

\_\_\_\_\_

**APPROVED THIS \_\_\_\_ day of \_\_\_\_\_, 2024**

\_\_\_\_\_

**ATTEST:**

\_\_\_\_\_

**City Clerk**

That this ordinance be published in pamphlet form and be made available to the public at the City Hall service counter.

**CITY OF LAKE FOREST, ILLINOIS**  
**APPROPRIATIONS ORDINANCE**  
**FISCAL YEAR 2025 (May 1, 2024 – April 30, 2025)**

**EXHIBIT A**

In accordance with §3-125.1 of the Pension Code and §4402.30 of the Administrative Code, the City shall annually establish pensionable salary for all City employees covered by Article 3 of the Pension Code in the City's Appropriations Ordinance. **Salary attached to rank** for officers covered by Article 3 of the Pension Code are as follows:

<b>POSITION</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Police Officer	\$76,488	\$81,649	\$86,810	\$91,517	\$96,652	\$101,788	\$114,272
Police Sergeant	\$123,422	\$126,025	\$128,629	\$131,233	\$133,836	\$136,440	\$139,044
Police Commander	Salary Range \$149,668 - \$161,321						
Deputy Police Chief	Salary Range \$163,099 – 177,276						
Police Chief	Base Salary \$194,415						

In accordance with §4-118.1 of the Pension Code and §4402.30 of the Administrative Code, the City shall annually establish pensionable salary for all City employees covered by Article 4 of the Pension Code in the City's Appropriations Ordinance. **Salary attached to rank** for officers covered by Article 4 of the Pension Code are as follows:

<b>POSITION</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Firefighter	\$72,693	\$78,679	\$80,757	\$88,162			
Firefighter Paramedic	\$78,938	\$83,525	\$88,753	\$95,249	\$100,210	\$106,493	\$114,161
Fire Lieut. Paramedic	\$117,679	\$121,907	\$123,790	\$125,676	\$127,560	\$129,446	\$131,330
Fire Battalion Chief	Salary Range \$140,968 - \$151,942						
Fire Division Chief	Salary Range \$140,968 - \$151,942						
Deputy Fire Chief	Salary Range \$163,099 – 177,276						
Fire Chief	Base Salary \$194,415						

The City of Lake Forest  
CITY COUNCIL MEETING  
***Proceedings of the Monday, June 3, 2024***  
City Council Meeting – City Council Chambers  
220 E Deerpath, Lake Forest, IL 60045

City Clerk Margaret Boyer asked the Council for a motion to appointment Alderman Goshgarian as Mayor ProTem for the meeting.

Alderman Notz made a motion to appointment Alderman Goshgarian as Mayor ProTem for the meeting, seconded by Alderman Weber. Motion carried unanimously by voice vote.

**CALL TO ORDER AND ROLL CALL:** Mayor Pro Tem Goshgarian called the meeting to order at 6:31 p.m., and City Clerk Margaret Boyer called the roll of Council members.

Present: Mayor Pro Tem Goshgarian, Alderman Novit, Alderman Clemens, Alderman Notz, Alderman Powers, Alderman LeVert, Alderman Weber, and Alderman Walther.

Absent: Honorable Mayor Tack.

**CALL TO ORDER AND ROLL CALL**

**PLEDGE OF ALLEGIANCE** was recited by all.

**REPORTS OF CITY OFFICERS**

**COMMENTS BY MAYOR**

Mayor Pro Tem Goshgarian congratulated the Lake Forest High School Lacrosse Team on winning the State Championship and congratulated all those who are graduating this year. He encouraged all to attend the Meet the Fleet event on June 7. Mayor Pro Tem Goshgarian commented on the amount of recent rainfall that Lake Forest has experienced. He noted that via the community survey stormwater management ranks highest among residents. He reviewed recent stormwater and ravine projects.

**A. Lake Forest Preservation Foundation Annual Preservation Awards**  
- Marcy Kerr, Executive Director

Mayor Pro Tem Goshgarian introduced Marcy Kerr, Executive Director of the Lake Forest Preservation Foundation. Ms. Kerr reported that the Foundation has been in existence since 1991. Ms. Kerr highlighted the award categories to include *Preservation*: Maintaining the historical integrity and character of a structure or landscape through conservation, maintenance and repair. *Heritage*: The Heritage Award is for an older historic building that has changed character over its long history, such as the 1887 Presbyterian Church. *Rehabilitation*: Continuing the use of a historic structure through repair, alterations and additions while protecting its historical, cultural and architectural character. Includes adaptive reuse. *Restoration*: Recovering, revealing or representing the state of a historic structure or landscape as it appeared at a particular time in history. *Reconstruction*: Recreating the form, features and details of a historic structure or landscape through new construction. *Infill*: Building new construction that demonstrates exemplary contextual compatibility in an established neighborhood. Photos of the award winners were shared.

**COMMENTS BY CITY MANAGER**

**A. Community Spotlight**  
- Northwestern Lake Forest Hospital

- **Seamus Collins, President, Northwestern Lake Forest Hospital and Jeffrey Kopin, MD, Senior Vice President & Chief Medical Officer, Northwestern Lake Forest Hospital**

City Manager Wicha introduced Seamus Collins, President, Northwestern Lake Forest Hospital and Jeffrey Kopin, MD, Chief Medical Officer, Northwestern Lake Forest Hospital. Mr. Collins shared the rankings that the quality of care at Northwestern Medicine Lake Forest has, recognized as #10 in Illinois and #10 in Chicago 3 Nationally Ranked Specialties: #34 Neurology and Neurosurgery #43 Geriatrics #49 Pulmonology and Lung Surgery. Mr. Collins went on to say the expansion project is well-underway and ahead of schedule in execution, now due to open the two new pavilions in 2026. He went on to explain the details of the expansion: over 100 additional beds, Four inpatient floors, two in each of the new pavilions, total 96 inpatient beds plus 18 bed observation unit. He offered the same for the Emergency Department all while delivering on a promise of emphasize on highest quality of care and excellent while never losing sight to be a stellar community hospital. Dr Kopin spoke to the professionals that make NMLFH their home to include incredible talent working at the leading-edge of their fields while being compassionate, patient-centered physicians.

The City Council had discussion on the continued excellence in community hospital care in a state of the art facility.

City Manager Wicha gave an update on the potential Police Station. He reported that since April, the City has begun conducting its due diligence on the property at 1925 Field Court, which includes conducting a whole building and site assessment, a space needs analysis, and a Phase 1 environmental site assessment. He went on to say that the Workshop on July 1, City Council will review the initial reports. And depending on results, will be discussed at the City Council Meeting on July 15, City Council will decide whether to proceed with acquiring the property at 1925 Field Court for a new police station. City Manager Wicha gave an additional update on the Strategic Plan, noting that the Ad-Hoc Working Group is using the feedback gathered through various engagement opportunities to refine the Strategic Plan focus areas and objectives and those are going to be shared soon with the community for feedback, and the draft is expected to be seen at the Councils August 5 meeting with final approve in September.

#### **OPPORTUNITY FOR CITIZENS TO ADDRESS THE CITY COUNCIL**

Diane thanked the City Staff for the recent Lake Forest 101 course, and the fire and Police academies.

#### **COMMITTEE REPORTS**

#### **ITEMS FOR OMNIBUS VOTE CONSIDERATION**

1. **Approval of the May 20, 2024, City Council Meeting Minutes**
2. **Approval of the Check Register for the Period of April 27 – May 24, 2024**
3. **Approval to extend the City's Office Supplies Contract with Warehouse Direct through May 31, 2025 as determined by the Suburban Purchasing Cooperative of the Northwest Municipal Conference.**
4. **Approval of a Recommendation from the Public Works Committee to Award a Three-Year Professional Services Agreement to Eco Clean Maintenance to Provide Janitorial Services at City Facilities in the Amount of \$665,562**
5. **Award of a Three-Year Contract to Patriot Pavement Maintenance, Inc., for the Crack Sealing Project and Authorize the City Manager to Execute an Agreement**

**in an Amount Not to Exceed \$35,000 per Year**

- 6. Approval of Amendments to the February 5, 2024 Illinois Department of Transportation Resolution Appropriating \$266,487 in Motor Fuel Tax (MFT) Funds and \$752,516 in Rebuild Illinois (RBI) Funds to be used for the 2024 Annual Pavement Resurfacing Program**
- 7. Approval of a Resolution adopting the North Branch Chicago River & Lake Michigan Watershed-Based Plans**
- 8. Award of Proposal to Alpha Paintworks, Inc. for Fire Hydrant Painting Services Contract included in the FY2025-2027 Operating Capital Budget for the sum of \$55,800.**

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

Alderman Novit made a motion to approve the eight (8) Omnibus items as presented, seconded by Alderman Walther. The following voted "Aye": Alderman Novit, Clemens, Notz, Powers, Goshgarian, LeVert, Weber, and Walther. The following voted "Nay": none. 8-Ayes, 0-Nays, motion carried.

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

**OLD BUSINESS**

**NEW BUSINESS**

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

**ADJOURNMENT**

There being no further business Mayor Pro Tem Goshgarian asked for a motion to adjourn. Alderman Powers made a motion to adjourn, seconded by Alderman Notz. Motion carried unanimously by voice vote at 7:26 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](http://www.cityoflakeforest.com). Click on I Want To, then click on View, then choose Archived Meetings Videos.*

## MEMORANDUM OF UNDERSTANDING

**THIS MEMORANDUM OF UNDERSTANDING** (this “Agreement”) is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2024 by and between THE CITY OF LAKE FOREST (the City), an Illinois home rule and special charter municipal corporation, and the LAKE FOREST-LAKE BLUFF SENIOR CITIZENS’ FOUNDATION (“the Foundation”), a non-profit corporation organized exclusively for the charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986.

### RECITALS

- A. The Foundation was established in December 1997 to create an awareness of the interests and needs of seniors in Lake Forest and Lake Bluff and to provide financial support to the Lake Forest-Lake Bluff Senior Center (the Senior Center) and Senior Resources Commission (the SRC).
- B. The mission of the Lake Forest-Lake Bluff Senior Center is to provide a Center for older adults that is welcoming and respectful and to develop high quality and fiscally responsible programs and services which foster independence and involvement and respond to the diversity and dynamics of the older population.
- C. The City values and appreciates the significant contributions the Foundation has made over the years to support Lake Forest and Lake Bluff seniors, including fund raising for renovations to Dickinson Hall.
- D. This agreement is set forth to clarify the understanding of the parties as it pertains to the financing of the Senior Center activities.

**NOW, THEREFORE**, in consideration of the mutual promises herein stated and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the City and the Foundation hereby agree as follows:

- 1) The City has established a Senior Resources Fund to account for revenues and expenditures associated with Senior Center activities. Reserves held in the Senior Resources Fund are to be used exclusively for Senior Center activities as approved by the City, subject to the terms of this Agreement. The City’s annual budget and annual comprehensive financial report will reflect the financials of the Senior Resources Fund.
- 2) The City has entered into an Intergovernmental Agreement (IGA) with the Village of Lake Bluff that allows Lake Bluff residents to participate in Senior Center activities. The IGA sets forth a formula to determine the annual funding to be provided by the Village of Lake Bluff to partially offset the costs of specified personnel.



- 3) The City-owned property at 100 East Old Mill Road (Dickinson Hall) has served as the Lake Forest-Lake Bluff Senior Center since June of 2001. The City is responsible for the maintenance of the building and parking lot. Improvements to the building are subject to the City's capital budget processes.
- 4) The City and Village of Lake Bluff jointly fund three full-time positions: the Senior Resources Manager, Program Supervisor and Administrative Assistant II. The City annually budgets a transfer of funds from the General Fund to the Senior Resources Fund sufficient to cover the salaries and benefits of the three personnel, less the anticipated contribution from the Village of Lake Bluff. If the City fails to fulfill its obligations provided for under Sections 1, 3, 4 and 7, then the Foundation will not be obligated to make the financial donations provided for under Sections 5, 6, and 7 of this Agreement.
- 5) The Foundation will make an annual donation of at least \$70,000 to the City for the purpose of supplementing the Senior Resources budget for programming and services at the Senior Center. The donation will be deposited directly to the Senior Resources Fund and will only be used for Senior Center activities.
- 6) The Foundation will make an annual donation of at least \$34,000 to the City for the purpose of supporting the Transportation Program at the Senior Center. The donation will be deposited directly to the Senior Resources Fund and will only be used for Senior Center transportation programming.
- 7) The Foundation has previously funded a contracted Senior Advocate through an outside agency. The funding of the contracted position did not run through the City's budget as it was directly funded by the Foundation to the agency. As recommended by the Foundation and the Senior Resources Commission, the City has agreed to establish a full-time City employee position of Senior Advocate in its FY2025 operating budget. The current position description provided by the City is attached as Exhibit A. The City will, in good faith, consult with the Foundation prior to making any substantive changes to the Senior Advocate position, and will take into account the Foundation's recommendations regarding any such changes to the Senior Advocate position. The salary and benefits associated with the Senior Advocate position will be funded by the Foundation, and the City will bill the Foundation quarterly for actual incurred costs associated with this position. The City acknowledges that the Senior Advocate will be supervised by the Senior Resources Manager and that Senior Advocate's office is in the Senior Center with the occasional need to make home visits and other outside meetings to enhance services to seniors. It is understood that the Senior Advocate receives referrals for assistance for seniors from several sources including other City departments. If the supervision and/or office location changes for other than brief periods, the Foundation will only be billed for the time that the Senior Advocate is supervised

by the Senior Center Manager, is based at the Senior Center and fulfills the tasks in the position description, Exhibit A.

- 8) The City acknowledges that the increased cost of the Senior Advocate position as a City employee and the Foundation's inability to control or cap future salary and benefits costs places a significant financial burden on the Foundation. As such, the City agrees that it will in good faith meet annually with the Foundation during the City's budget preparation process to discuss the proposed salary and benefits of the Senior Advocate position.
- 9) The City and the Foundation may jointly fund mutually agreed upon improvements to Dickinson Hall or other expenditures related to Senior Center activities.
- 10) Financial Reporting: The City shall provide financial reports of the Senior Resources Fund on a quarterly basis. The Foundation shall provide an annual financial presentation to the City's Audit Committee.
- 11) The City's annual adopted budget of the Senior Resources Fund will include projected revenues pursuant to Sections 5, 6 and 7 of this agreement. If the Foundation fails to make the full donation provided under Sections 5 and 6 of this Agreement or fails to pay a quarterly bill for the costs of the Senior Advocate position as provided in Section 7 of this Agreement, then the City may in its sole discretion (1) draw on the reserves held in the Senior Resources Fund and use them for any lawful public purpose; (2) eliminate the Senior Advocate position; and/or (3) reduce service levels at the Senior Center to offset the reduction in projected revenues.
- 12) The City agrees to make its annual budgeted General Fund contribution to fund personnel costs in the Senior Resources Fund. At the end of each fiscal year, any unspent amounts from the General Fund transfer will remain in the Senior Resources Fund and be used only for Senior Center activities pursuant to Section 1 of this Agreement.
- 13) The term of this Agreement shall be for a period of five (5) years. Following the initial five-year term, this Agreement will automatically renew for additional one (1) year terms unless either party provides notice of its intent not to renew this Agreement at least ninety (90) days prior to the end of the then-existing term.
- 14) Nothing in this Agreement shall be construed to constitute any party to this Agreement as an agent, representative or employee of any of the other party hereto. Nor shall anything contained in this Agreement be construed in any manner to create any relationship between the City and the Foundation other than what is expressly specified herein, and the City and the Foundation shall not be considered

partners or co-ventures for any purpose on account of this Agreement. No claim as a third-party beneficiary under this Agreement by any person, firm, or corporation shall be made or be valid against the City or the Foundation. Nothing contained herein shall be construed to provide the Foundation with any property interest or control over Dickinson Hall or the Senior Center activities.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed by their respective and duly authorized representatives and caused their respective corporate seals to be affixed hereunto.

**THE CITY OF LAKE FOREST**

**LAKE FOREST-LAKE BLUFF SENIOR  
CITIZENS' FOUNDATION**

By: \_\_\_\_\_

Jason Wicha, City Manager

By: \_\_\_\_\_

Its: \_\_\_\_\_

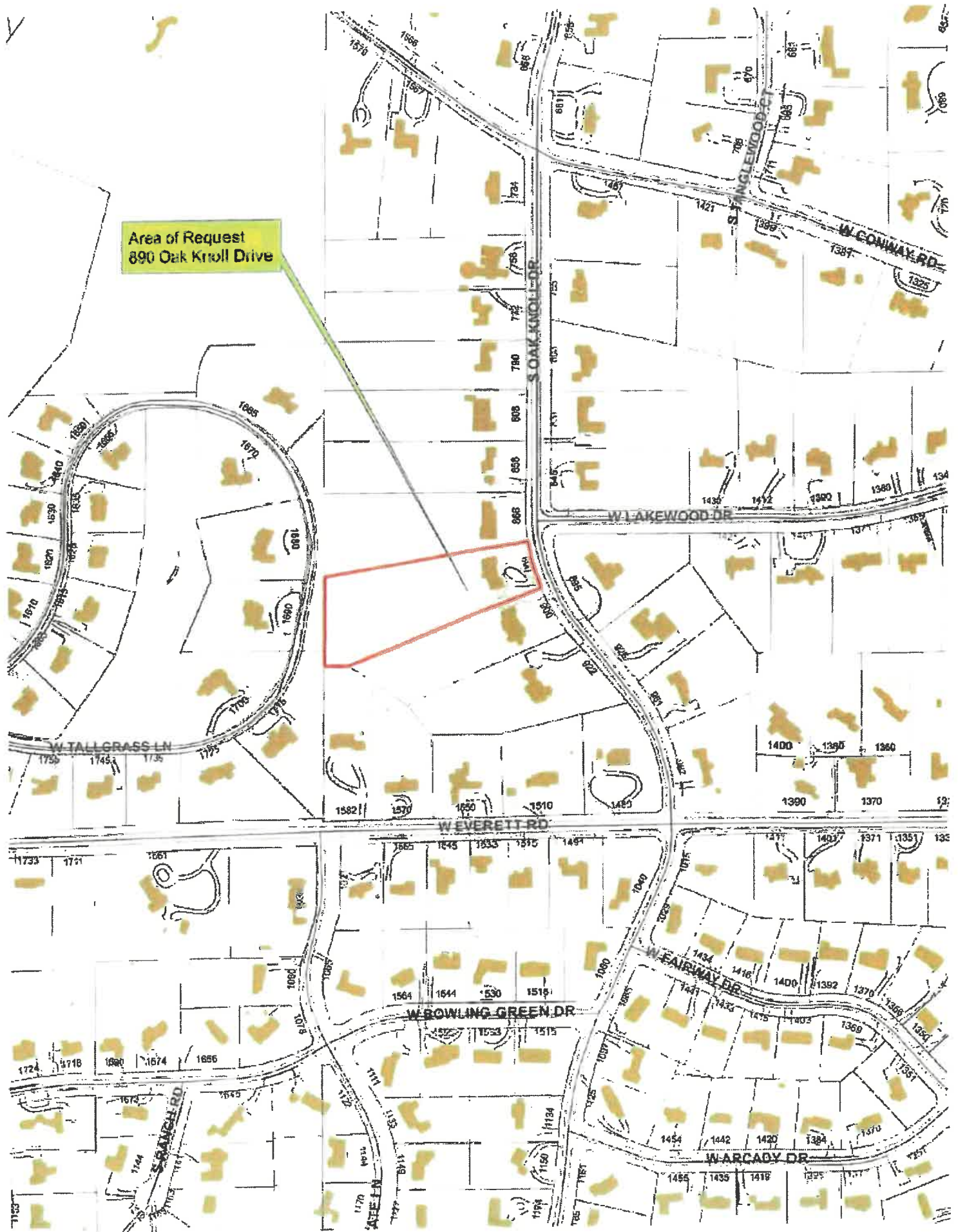
Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**EXHIBIT A**

**Senior Advocate Position Description**

DRAFT



THE CITY OF LAKE FOREST  
ORDINANCE NO. 2024- \_\_\_\_

**AN ORDINANCE APPROVING ARCHITECTURAL AND SITE DESIGN FOR THE  
PROPERTY LOCATED AT 890 OAK KNOLL DRIVE**

**WHEREAS**, Charles T. Pick Trust (Charles T. Pick, trustee 100%) ("**Owner**") is the owner of that certain real property commonly known as 890 Oak Knoll Drive, Lake Forest, Illinois and legally described in Exhibit A, attached hereto ("**Property**"); and

**WHEREAS**, the Property is located in the R-4, Single Family Residence Zoning District; and

**WHEREAS**, the Owner desires to demolish the existing residence and garage and construct a replacement residence and garage ("**Improvements**") as depicted on the plans and architectural drawings that are attached hereto as Group Exhibit B ("**Plans**"); and

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

**WHEREAS**, pursuant to notice duly published, the BRB reviewed and evaluated the Plans at a public hearing held on May 1, 2024; and

**WHEREAS**, the BRB, having fully heard and having considered the evidence and testimony by all those attending the public hearing who wished to testify, made the following findings:

1. the Property is located within the R-4, Single Family Residence District under the City Code,

2. the existing structure is not architecturally or historically significant,
3. Owner proposes to construct the Improvements as depicted on the plans,
4. the evidence presented indicates that the construction of the Improvements, if undertaken in conformity with the recommended conditions and the Plans, will meet the design standards and requirements of Section 150.147 of the City Code,

and recommended that the City Council approve the Application and the Plans, subject to the terms and conditions hereinafter set forth; and

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

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

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

**SECTION TWO: Approval of Application.** Pursuant to Sections 150.147 and 150.148 of the City Code, and subject to the limitations therein and the conditions set forth in Section Three of this Ordinance, the City Council does hereby grant approval of the Application to allow the demolition of the existing structures and construction of the Improvements on the Property, as more fully depicted on the Plans.

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

- A. No Authorization of Work. This Ordinance does not authorize commencement of any work on the Property. Except as otherwise specifically provided in writing in advance by the City, no work of any kind shall be commenced on the Property pursuant to the approvals granted in this Ordinance except only after all permits, approvals, and other authorizations for such work have been properly applied for, paid for, and granted in accordance with applicable law.
- B. Compliance with Laws. Chapters 150, regarding buildings and construction, 156, regarding subdivisions, and 159, regarding zoning, of the City Code, and all other applicable ordinances and regulations of the City shall continue to apply to the Property, and the development and use of the Property shall be in compliance with all laws and regulations of all other federal, state, and local governments and agencies having jurisdiction.
- C. Tree Preservation. The Owner will fully comply with Chapter 99 of the City Code, regarding trees, as it relates to the construction of the Improvements.
- D. Compliance with the Plans. The Improvements must be developed on the Property in substantial compliance with the Plans.
- E. Fees and Costs. The Owner shall be responsible for paying all applicable fees relating to the granting of the approvals set forth herein in accordance with the City Code. In addition, the Owner shall reimburse the City for all of its costs (including without limitation engineering, planning, and legal expenses) incurred in connection with the review, consideration, approval, implementation, or successful enforcement of this Ordinance. Any amount not paid within



30 days after delivery of a demand in writing for such payment shall, along with interest and the costs of collection, become a lien upon the Property, and the City shall have the right to foreclose such lien in the name of the City as in the case of foreclosure of liens against real estate.

- F. Other conditions. The improvements shall be substantially in conformance with the Board's deliberations as reflected on Exhibit C, Notice of Action – Board Recommendation, attached hereto.

**SECTION FOUR: Effective Date.** This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner provided by law; provided, however, that this Ordinance shall, in the discretion of the City Council, be of no force or effect if the Owner has not (i) executed and (ii) thereafter filed with the City Clerk, within 90 days following the passage of this Ordinance, the unconditional agreement and consent, in the form attached hereto as Exhibit D and by this reference made a part hereof, to accept and abide by each and all of the terms, conditions, and limitations set forth herein.

PASSED THIS \_\_ DAY OF \_\_\_\_\_, 2024.

AYES: (    )  
NAYS: (    )  
ABSENT: (    )  
ABSTAIN: (    )

PASSED THIS \_\_ DAY OF \_\_\_\_\_, 2024.

\_\_\_\_\_

Mayor

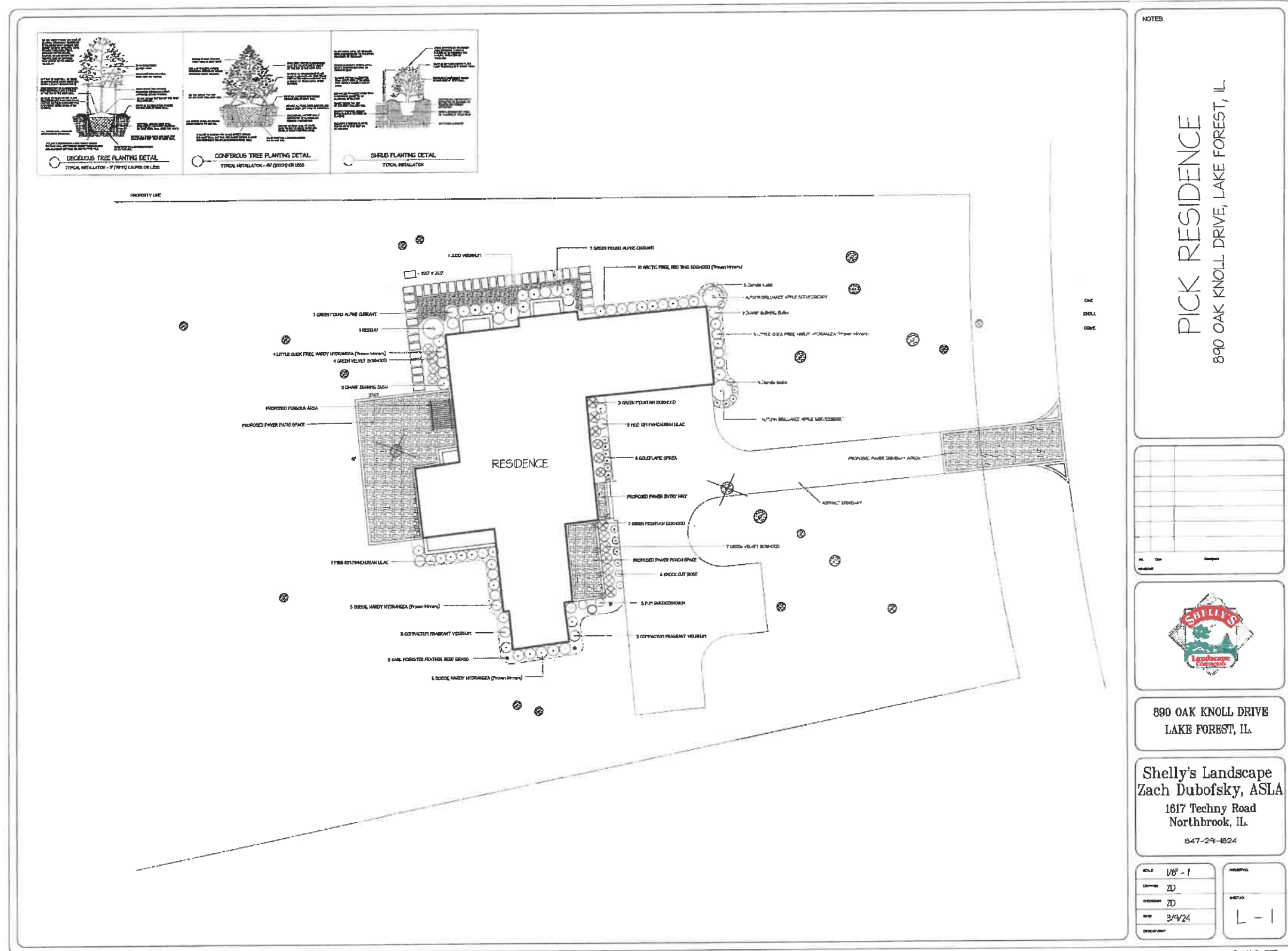
ATTEST:

\_\_\_\_\_  
City Clerk

# GROUP EXHIBIT B

## The Plans

### CONCEPTUAL LANDSCAPE PLAN





**GROUP EXHIBIT B**

**The Plans**

CONCEPTUAL RENDERING - FRONT

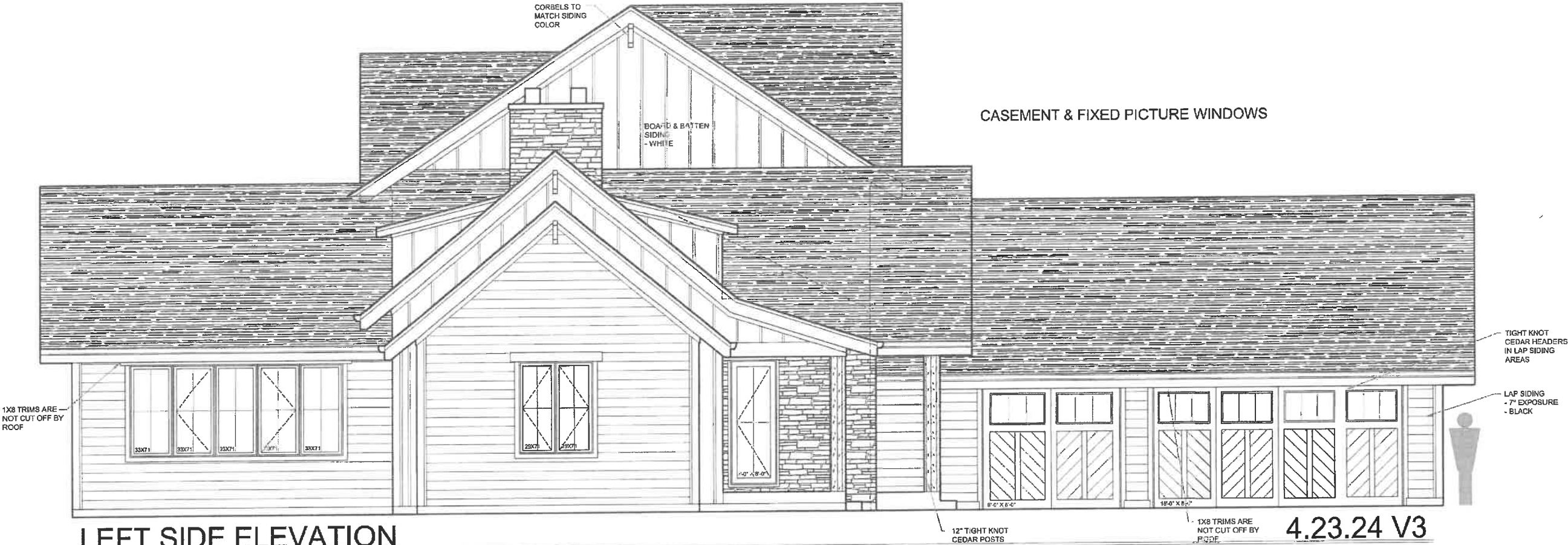




GROUP EXHIBIT B

The Plans

SOUTH ELEVATION - PROPOSED



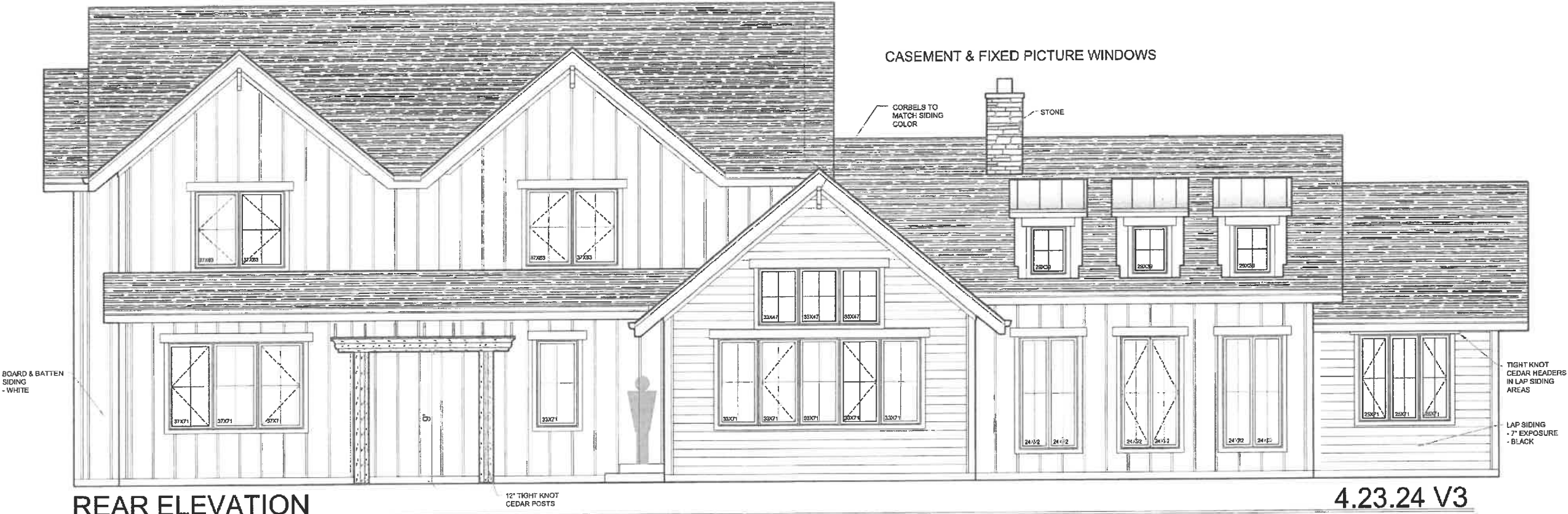
LEFT SIDE ELEVATION

890 OAK KNOLL DRIVE, LAKE FOREST

**GROUP EXHIBIT B**

**The Plans**

WEST ELEVATION - PROPOSED



**REAR ELEVATION**

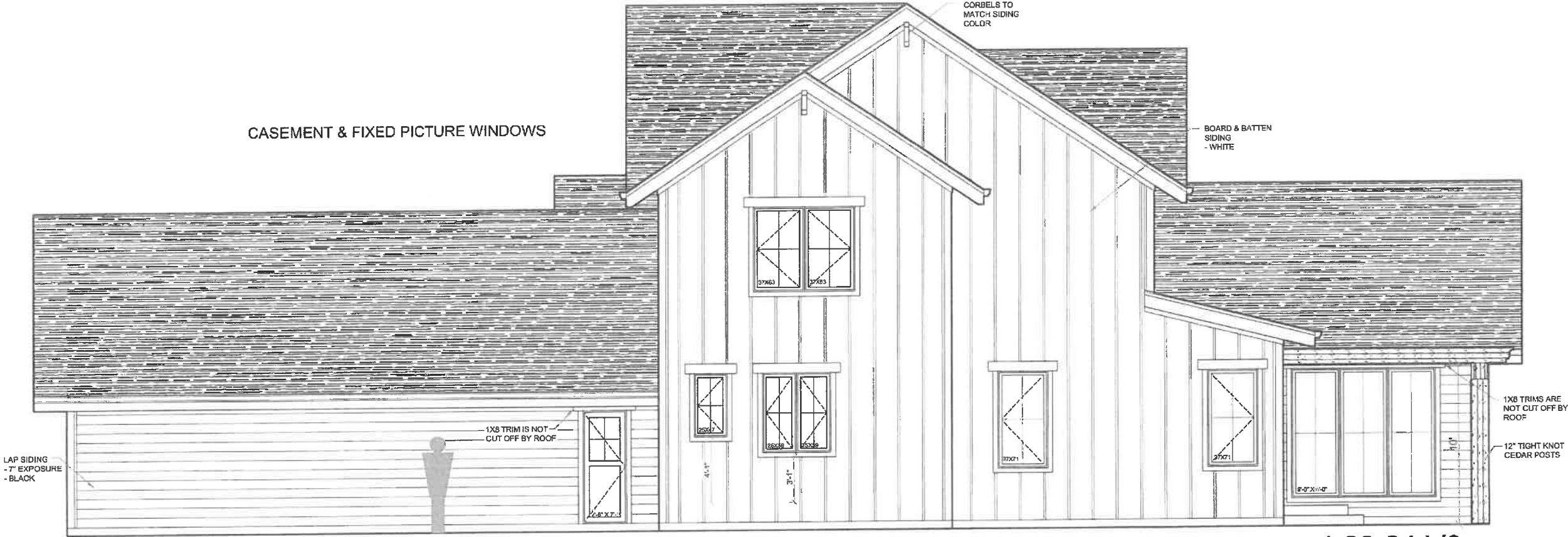
890 OAK KNOLL DRIVE, LAKE FOREST

4.23.24 V3

GROUP EXHIBIT B

The Plans

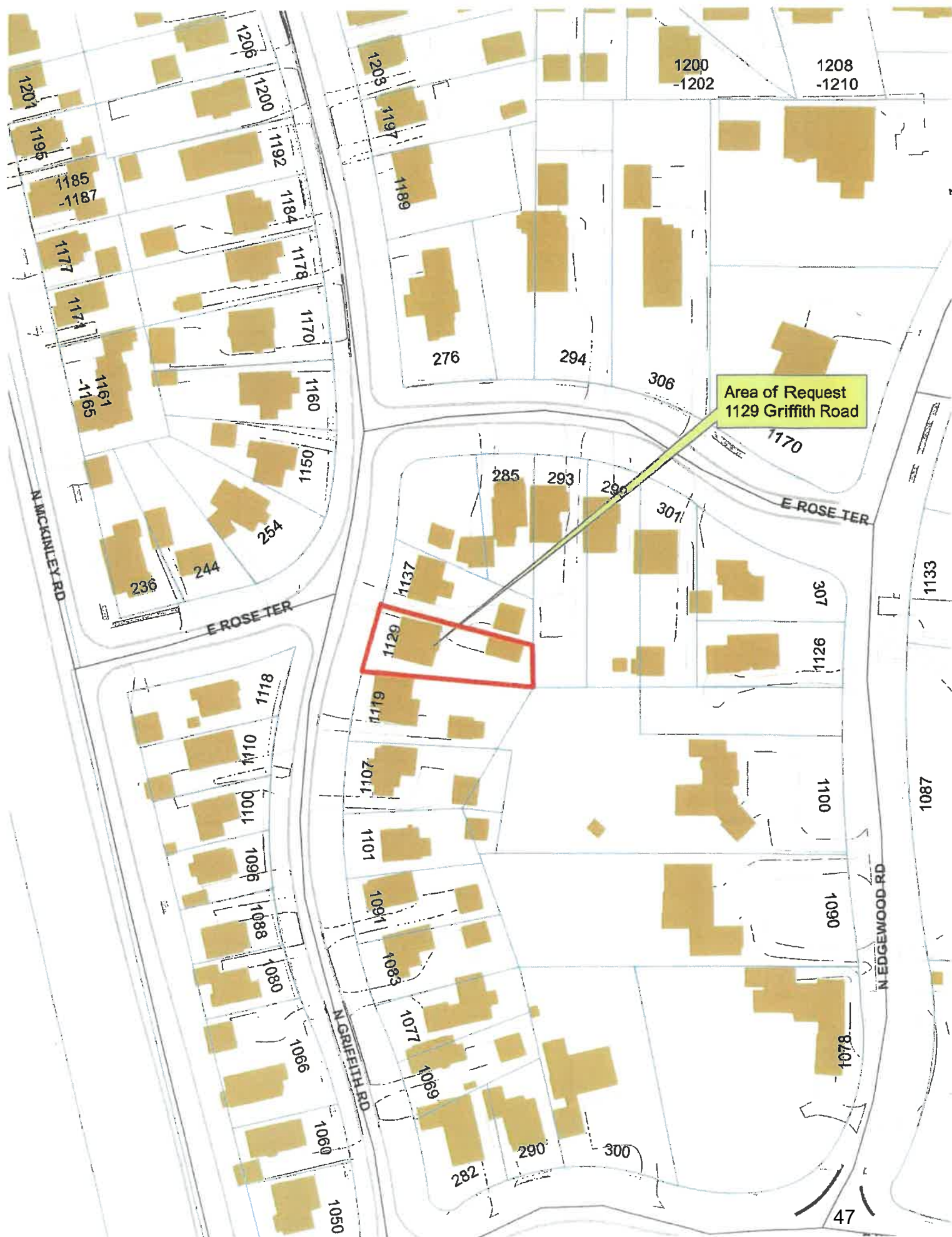
NORTH ELEVATION - PROPOSED



RIGHT SIDE ELEVATION

890 OAK KNOLL DRIVE, LAKE FOREST

4.23.24 V3



THE CITY OF LAKE FOREST

ORDINANCE NO. 2024- \_\_\_\_

AN ORDINANCE APPROVING ARCHITECTURAL AND SITE DESIGN FOR THE  
PROPERTY LOCATED AT 1129 GRIFFITH ROAD

**WHEREAS**, Andres Merits Trust ("**Owner**") is the owner of that certain real property commonly known as 1129 Griffith Road, Lake Forest, Illinois and legally described in Exhibit A, attached hereto ("**Property**"); and

**WHEREAS**, the Property is located in the GR-3, General Residence Zoning District; and

**WHEREAS**, the Owner desires to demolish the existing residence and detached garage and construct a replacement residence and detached garage ("**Improvements**") as depicted on the plans and architectural drawings that are attached hereto as Group Exhibit B ("**Plans**"); and

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

**WHEREAS**, pursuant to notice duly published, the BRB reviewed and evaluated the Plans at a public hearing held on May 1, 2024; and

**WHEREAS**, the BRB, having fully heard and having considered the evidence and testimony by all those attending the public hearing who wished to testify, made the following findings:

1. the Property is located within the GR-3 General Residence District under the City Code,



2. the existing structure is not architecturally or historically significant,
3. Owner proposes to construct the Improvements as depicted on the plans,
4. the evidence presented indicates that the construction of the Improvements, if undertaken in conformity with the recommended conditions and the Plans, will meet the design standards and requirements of Section 150.147 of the City Code,

and recommended that the City Council approve the Application and the Plans, subject to the terms and conditions hereinafter set forth; and

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

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

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

**SECTION TWO: Approval of Application.** Pursuant to Sections 150.147 and 150.148 of the City Code, and subject to the limitations therein and the conditions set forth in Section Three of this Ordinance, the City Council does hereby grant approval of the Application to allow the demolition of the existing structures and construction of the Improvements on the Property, as more fully depicted on the Plans.

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

- A. No Authorization of Work. This Ordinance does not authorize commencement of any work on the Property. Except as otherwise specifically provided in writing in advance by the City, no work of any kind shall be commenced on the Property pursuant to the approvals granted in this Ordinance except only after all permits, approvals, and other authorizations for such work have been properly applied for, paid for, and granted in accordance with applicable law.
- B. Compliance with Laws. Chapters 150, regarding buildings and construction, 156, regarding subdivisions, and 159, regarding zoning, of the City Code, and all other applicable ordinances and regulations of the City shall continue to apply to the Property, and the development and use of the Property shall be in compliance with all laws and regulations of all other federal, state, and local governments and agencies having jurisdiction.
- C. Tree Preservation. The Owner will fully comply with Chapter 99 of the City Code, regarding trees, as it relates to the construction of the Improvements.
- D. Compliance with the Plans. The Improvements must be developed on the Property in substantial compliance with the Plans.
- E. Fees and Costs. The Owner shall be responsible for paying all applicable fees relating to the granting of the approvals set forth herein in accordance with the City Code. In addition, the Owner shall reimburse the City for all of its costs (including without limitation engineering, planning, and legal expenses) incurred in connection with the review, consideration, approval, implementation, or successful enforcement of this Ordinance. Any amount not paid within

30 days after delivery of a demand in writing for such payment shall, along with interest and the costs of collection, become a lien upon the Property, and the City shall have the right to foreclose such lien in the name of the City as in the case of foreclosure of liens against real estate.

- F. Other conditions. The improvements shall be substantially in conformance with the Board's deliberations as reflected on Exhibit C, Notice of Action – Board Recommendation, attached hereto.

**SECTION FOUR: Effective Date.** This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner provided by law; provided, however, that this Ordinance shall, in the discretion of the City Council, be of no force or effect if the Owner has not (i) executed and (ii) thereafter filed with the City Clerk, within 90 days following the passage of this Ordinance, the unconditional agreement and consent, in the form attached hereto as Exhibit D and by this reference made a part hereof, to accept and abide by each and all of the terms, conditions, and limitations set forth herein.

PASSED THIS \_\_ DAY OF \_\_\_\_\_, 2024.

AYES: (    )

NAYS: (    )

ABSENT: (    )

ABSTAIN: (    )

PASSED THIS \_\_ DAY OF \_\_\_\_\_, 2024.

\_\_\_\_\_  
Mayor

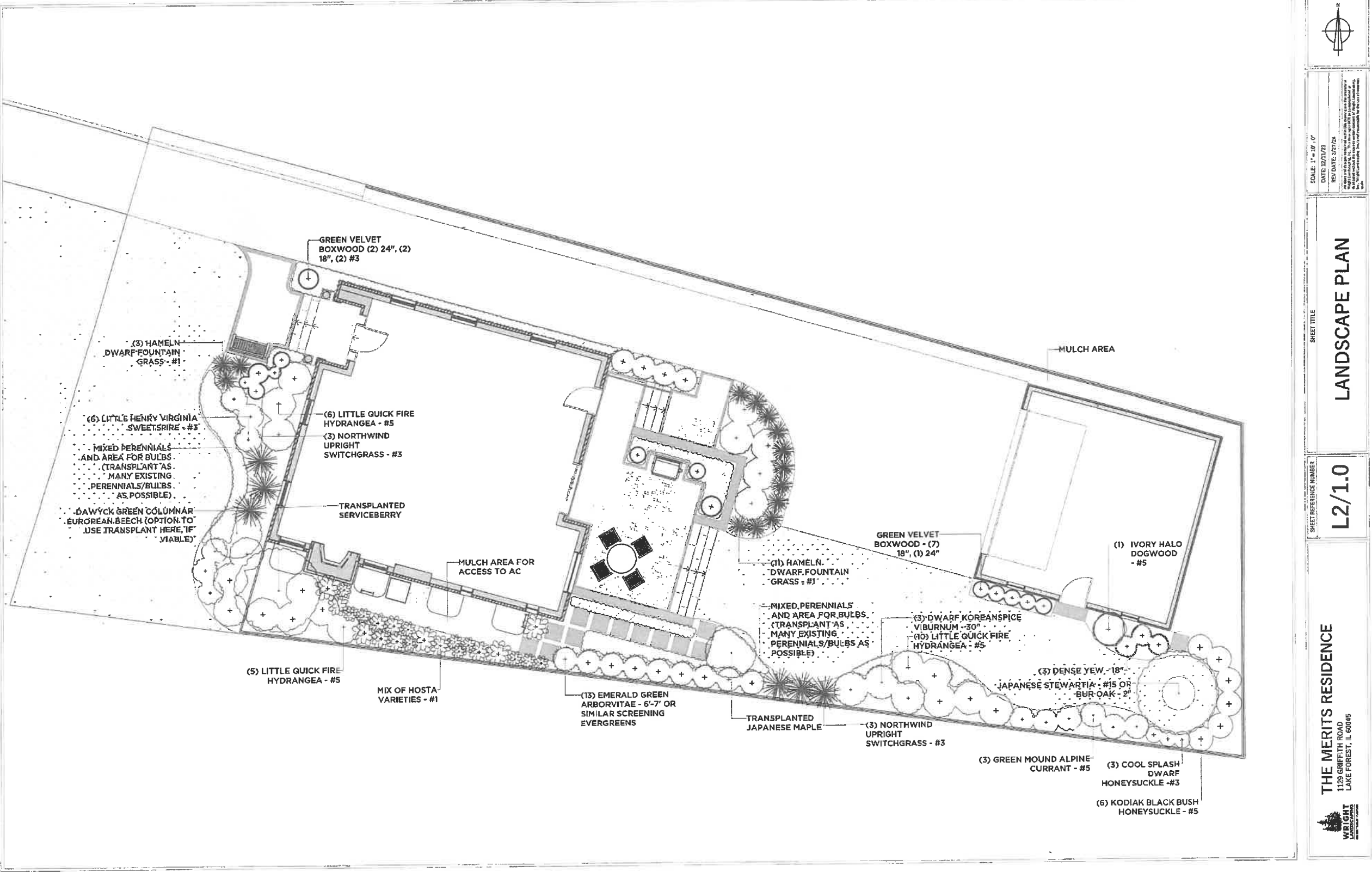
ATTEST:

\_\_\_\_\_  
City Clerk

GROUP EXHIBIT B

The Plans

LANDSCAPE PLAN - PROPOSED



**GROUP EXHIBIT B**

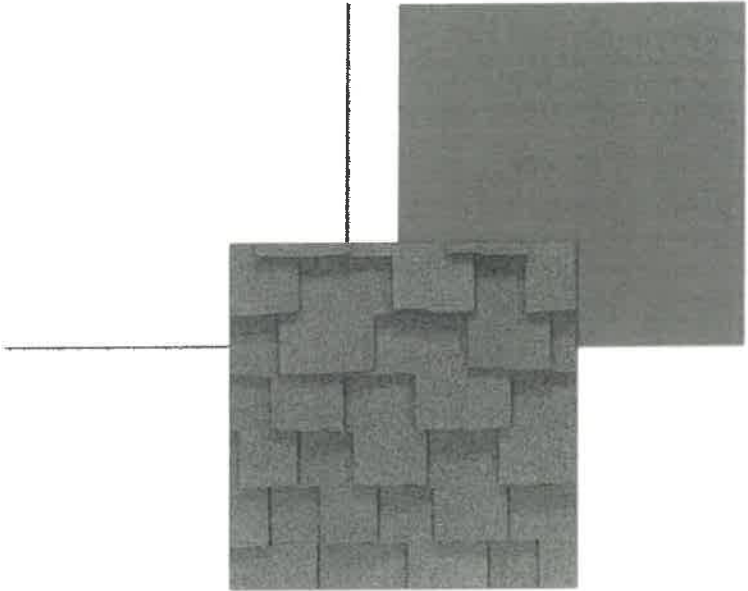
**The Plans**



CONCEPTUAL RENDERING - PROPOSED

TRIM COLOR  
FRONT ENTRY TRIM COLOR  
PORTICO COLOR

FRONT DOOR  
SHUTTERS  
STAIR RAIL



ROOF SHINGLES



EXISTING BRICK



**MELICHAR ARCHITECTS**  
THE PRACTICE OF FINE ARCHITECTURE

207 EAST WESTMINSTER LAKE FOREST, ILLINOIS 60045  
P 847-295-2440 F 847-295-2451 © 2024 MELICHAR ARCHITECTS

FRONT ELEVATION RENDERING  
PROPOSED COLORS AND MATERIALS

**MERITS RESIDENCE**  
1129 Griffith Road  
Lake Forest, IL 60045

JOB NO.: 2030

BRB SUBMISSION  
05-01-2024 Meeting



GROUP EXHIBIT B

The Plans

ELEVATIONS - PROPOSED



A FRONT ELEVATION (West)  
Scale: 1/8"=1'-0"



B SIDE ELEVATION (North)  
Scale: 1/8"=1'-0"



MELICHAR ARCHITECTS  
THE PRACTICE OF FINE ARCHITECTURE

207 EAST WESTMINSTER LAKE FOREST, ILLINOIS 60045  
P 847-295-2440 F 847-295-2451 © 2024 MELICHAR ARCHITECTS

PROPOSED ELEVATIONS

MERITS RESIDENCE  
1129 Griffith Road  
Lake Forest, IL 60045

JOB NO.: 2030

ZBA SUBMISSION  
04-22-2024 Meeting



C REAR ELEVATION (East)  
Scale: 1/8"=1'-0"



D SIDE ELEVATION (South)  
Scale: 1/8"=1'-0"



MELICHAR ARCHITECTS  
THE PRACTICE OF FINE ARCHITECTURE

207 EAST WESTMINSTER LAKE FOREST, ILLINOIS 60045  
P 847-295-2440 F 847-295-2451 © 2024 MELICHAR ARCHITECTS

PROPOSED ELEVATIONS

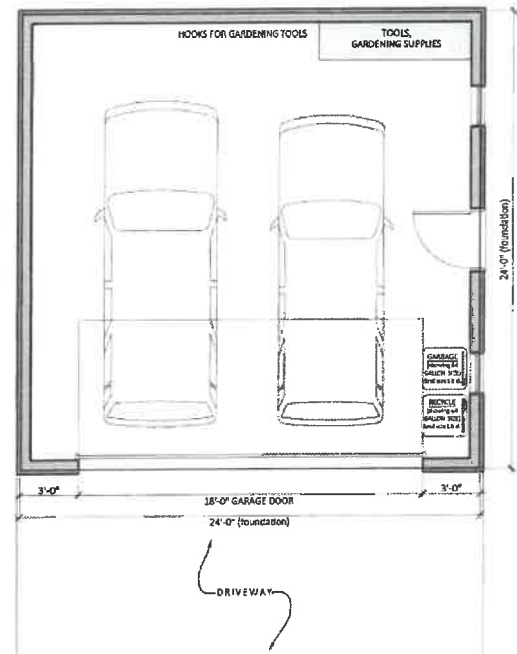
MERITS RESIDENCE  
1129 Griffith Road  
Lake Forest, IL 60045

JOB NO.: 2030  
ZBA SUBMISSION  
04-22-2024 Meeting

GROUP EXHIBIT B

The Plans

GARAGE – PROPOSED



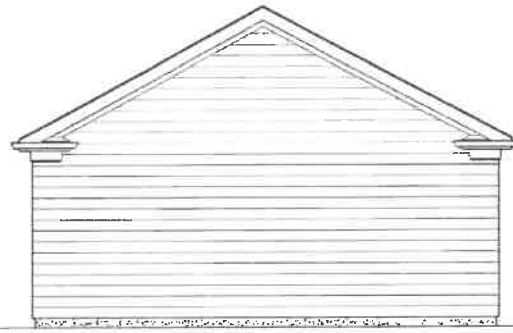
1 FLOOR PLAN  
Scale: 1/8"=1'-0"



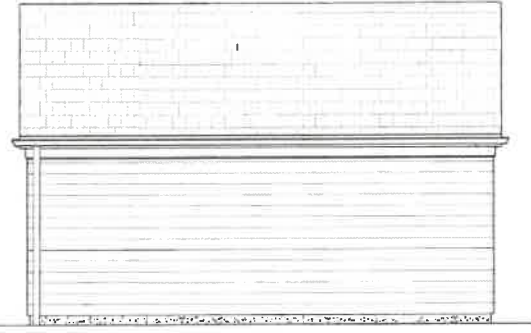
2 WEST ELEVATION  
Scale: 1/8"=1'-0"



3 SOUTH ELEVATION  
Scale: 1/8"=1'-0"



4 EAST ELEVATION  
Scale: 1/8"=1'-0"



5 NORTH ELEVATION  
Scale: 1/8"=1'-0"



MELICHAR ARCHITECTS  
THE PRACTICE OF FINE ARCHITECTURE

207 EAST WESTMINSTER LAKE FOREST, ILLINOIS 60045  
P 847-295-2440 F 847-295-2451 © 2024 MELICHAR ARCHITECTS

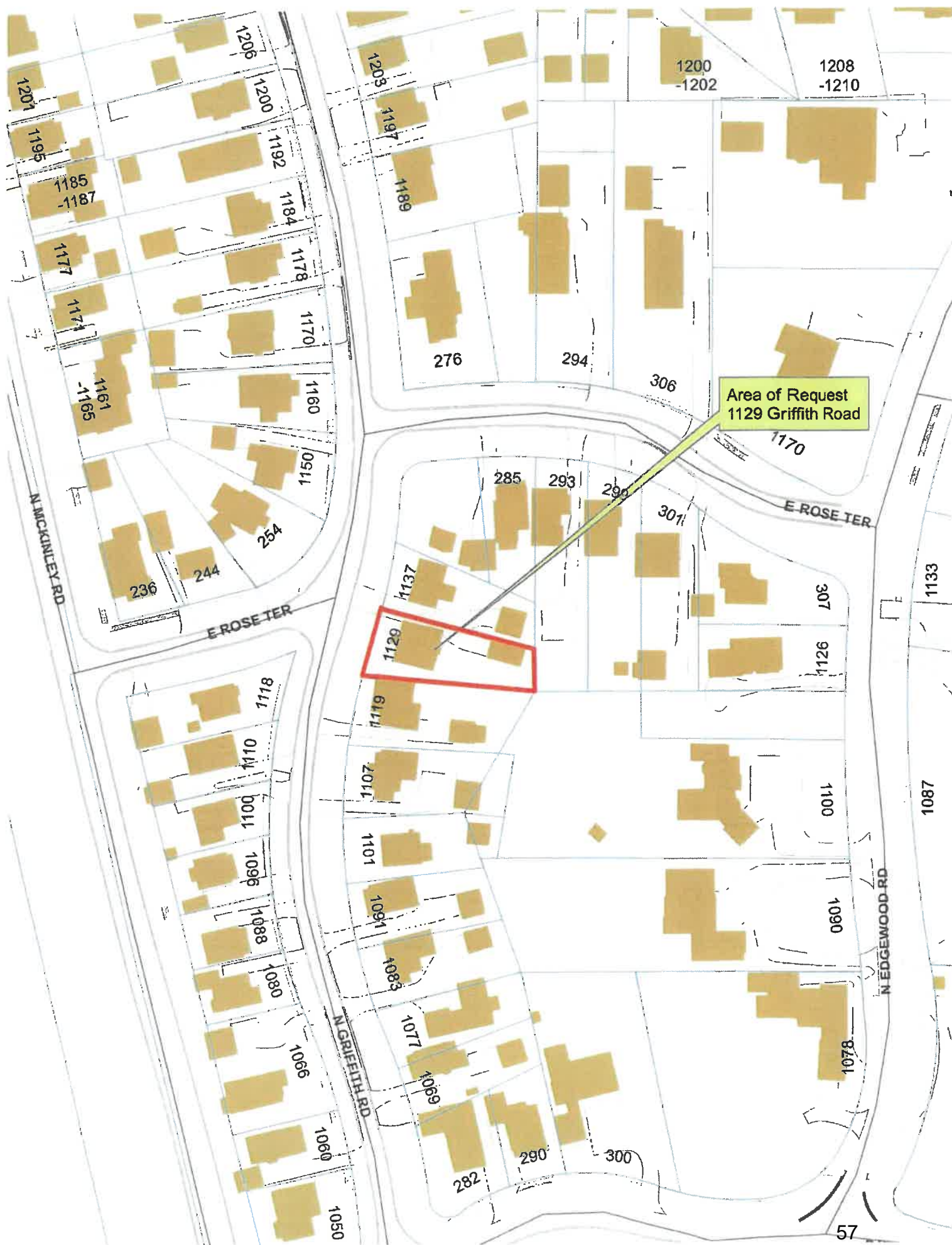
PROPOSED GARAGE

MERITS RESIDENCE  
1129 Griffith Road  
Lake Forest, IL 60045

JOB NO.: 2030

BRB SUBMISSION  
05-01-2024 Meeting





THE CITY OF LAKE FOREST

ORDINANCE NO. 2024-\_\_

AN ORDINANCE GRANTING VARIANCES FROM THE FRONT YARD SETBACK  
AND FROM THE ACCESSORY STRUCTURE SETBACKS FOR PROPERTY LOCATED  
AT 1129 GRIFFITH ROAD

**WHEREAS**, Andres Merits Trust ("**Owner**") is the owner of that certain real property commonly known as 1129 Griffith Road, Lake Forest, Illinois and legally described in **Exhibit A**, attached hereto ("**Property**"); and

**WHEREAS**, the Property is located in the GR-3, General Residence Zoning District; and

**WHEREAS**, the Owner desires to demolish the existing residence and detached garage and construct replacement structures, a new residence and detached garage generally in the same location as the existing structures; the residence within the front yard setback, and the detached garage within the side and rear yard setbacks for accessory structures ("**Improvements**") as depicted on the site plans attached hereto as **Group Exhibit B** ("**Plans**"); and

**WHEREAS**, the Owner submitted an application ("**Application**") for variances from Section 159.087, GR-3, General Residence District, of the City of Lake Forest Code to allow construction of the Improvements, within the required setbacks; and

**WHEREAS**, pursuant to notice duly published, the ZBA reviewed and evaluated the Plans at a public hearing held on April 22, 2024; and

**WHEREAS**, the ZBA, having fully heard and having considered the evidence and testimony by all those attending the public hearing who wished to testify, made the following findings:

1. Siting the replacement house generally in the same location as the existing house, partially within the front yard setback, is consistent with the established pattern of homes in the neighborhood and siting the replacement detached garage generally in the same location as the existing garage partially encroaching into the rear and side yard setbacks for accessory structures will not alter the essential character of the neighborhood.
2. The conditions upon which the variances are requested are generally unique to this property and this neighborhood and are not generally

applicable to other properties in the same zoning district in other areas of the community.

3. The subdivision which created this property was approved prior to the City's adoption of a Zoning Code. The existing house and garage were constructed prior to the adoption of the City's Zoning Code and consistent with requirements in place at that time. This condition was not created by any current or former owner of the property.
4. If constructed consistent with the plans presented and the variances requested, the replacement residence and garage will not impair light or ventilation to adjacent properties, increase congestion on nearby streets, endanger public safety or substantially diminish property values. The new structures and improvement of the property will not diminish values in the neighborhood.

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

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

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

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

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

**SECTION THREE: Zoning Setback Variances Granted.** Based on the findings presented above, the City Council does hereby grant approval of the requested variances to allow construction of a new residence no closer than 25 feet to the front property line and a new detached garage no closer than two feet to the north property line and no closer than three feet to the rear property line.

**SECTION FOUR: Conditions on Approval.** The approval granted pursuant to Sections Two and Three of this Ordinance shall be, and is hereby, conditioned upon and limited by the following conditions, the violation of

any of which shall, in the discretion of the Mayor and City Council, render void the approvals granted by this Ordinance:

- A. No Authorization of Work. This Ordinance does not authorize commencement of any work on the Property. Except as otherwise specifically provided in writing in advance by the City, no work of any kind shall be commenced on the Property pursuant to the approvals granted in this Ordinance except only after all permits, approvals, and other authorizations for such work have been properly applied for, paid for, and granted in accordance with applicable law.
- B. Compliance with Laws. Chapters, 150, regarding building and construction, 156, regarding subdivisions, and 159, regarding zoning, of the City Code, and all other applicable ordinances and regulations of the City shall continue to apply to the Property, and the development and use of the Property shall be in compliance with all laws and regulations of all other federal, state, and local governments and agencies having jurisdiction.
- C. Tree Preservation. The Owner will fully comply with Chapter 99 of the City Code, regarding trees, as it relates to the construction of the Improvements.
- D. Staging, Parking and Storage. Prior to the issuance of building permits, a plan for staging and storage of construction and demolition materials and a plan for parking construction vehicles shall be submitted and will be subject to City review and approval.
- E. Compliance with the Plans. The Improvements must be developed on the Property in substantial compliance with the Plans. Prior to the issuance of a building permit, a detailed, landscape plan shall be submitted and will be subject to review and approval by the City's Certified Arborist. The landscape plan shall reflect the existing plantings and identify any plantings proposed for removal and plantings intended to remain. If trees are removed, replacement inches may be required depending on the species and condition of the tree(s) removed.
- F. Fees and Costs. The Owner shall be responsible for paying all applicable fees relating to the granting of

the approvals set forth herein in accordance with the City Code. In addition, the Owner shall reimburse the City for all of its costs (including without limitation engineering, planning, and legal expenses) incurred in connection with the review, consideration, approval, implementation, or successful enforcement of this Ordinance. Any amount not paid within 30 days after delivery of a demand in writing for such payment shall, along with interest and the costs of collection, become a lien upon the Property, and the City shall have the right to foreclose such lien in the name of the City as in the case of foreclosure of liens against real estate.

**SECTION FIVE: Effective Date.** This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner provided by law; provided, however, that this Ordinance shall, in the discretion of the City Council, be of no force or effect if the Owner has not (i) executed and (ii) thereafter filed with the City Clerk, within 90 days following the passage of this Ordinance, the unconditional agreement and consent, in the form attached hereto as **Exhibit C** and by this reference made a part hereof, to accept and abide by each and all of the terms, conditions, and limitations set forth herein. The City Clerk is hereby directed to record this Ordinance and such agreement and consent with the Recorder of Deeds of Lake County.

PASSED THIS \_\_ DAY OF \_\_\_\_\_, 2024.

AYES: (    )

NAYS: (    )

ABSENT: (    )

ABSTAIN: (    )

PASSED THIS \_\_ DAY OF \_\_\_\_\_, 2024

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk



## The Plans

## SITE PLAN



MELICHAR ARCHITECTS  
THE PRACTICE OF FINE ARCHITECTURE

207 EAST WESTMINSTER LAKE FOREST, ILLINOIS 60045  
P 847-295-2440 847-295-2451 © 2024 MELICHAR ARCHITECTS

### Site Plan of Proposed Improvements

DRAWING SCALE:  $\frac{3}{32}'' = 1'-0''$

MERITS RESIDENCE

1129 Griffith Road  
Lake Forest, IL 60045

JOB NO.: 2030

BRB SUBMISSION  
05-01-2024 Meeting