

The City of Lake Forest  
CITY COUNCIL MEETING  
**Proceedings of the Monday, February 5, 2024**  
 City Council Meeting – City Council Chambers  
 220 E Deerpath, Lake Forest, IL 60045

**CALL TO ORDER AND ROLL CALL:** Honorable Mayor Tack called the meeting to order at 6:30 p.m., and City Clerk Margaret Boyer called the roll of Council members.

Present: Honorable Mayor Tack, Alderman Novit, Alderman Waldeck, Alderman Notz, Alderman Powers, Alderman Preschlack, Alderman Goshgarian, Alderman Weber, and Alderman Walther

Absent:

**CALL TO ORDER AND ROLL CALL**

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

**REPORTS OF CITY OFFICERS**

**COMMENTS BY MAYOR**

**A. Announcement of the Seventh Recipient of The Lawrence R. Temple Distinguished Public Service Award**

**-Thomas P. Marks**

Mayor Tack introduced Catherine Waldeck, Chairman of the Lawrence R. Temple Public Service Award Committee. Ms. Waldeck gave some background information on the award and then read the award into the record. Mr. Marks stated his gratitude in receiving this honor. Photos were taken.

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

Mayor Tack read the appointment and asked for a motion. Photos were taken. Fred Jackson, former Director of Parks and Recreation shared memories of Sally working in the City followed by her son Steven who also made comments.

**COUNCIL ACTION: Approve the Resolution of Appreciation**

Alderman Goshgarian made a motion to approve the resolution of appreciation, seconded by Alderman Waldeck. Motion carried unanimously by voice vote.

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

**BUILDING REVIEW BOARD**

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Sarah Lamphere	APPOINT	1

Mayor Tack read the appointment and asked for a motion.

**COUNCIL ACTION: Approve the Mayor’s Appointments and Reappointments**

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

**COMMENTS BY CITY MANAGER**

City Manager Jason Wicha noted an organization priority has been to leverage technology over the past few years and he introduced Cartegraph, an operations management system, along with Jim Lockefer, Assistant Director of Public Works and Cameron Burrell, Business Analyst, Innovation and Technology

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

Mr. Burrell reported that this Public Works system is designed to track work orders. He gave a brief overview of how Cartegraph and SeeClickFix were chosen to meet the City's needs. SeeClickFix is the report a problem function that residents can use both on the website and in the LFNOW app. And Cartegraph is the tracking function. Mr. Lockefer reported that the more data we enter the better. Next steps will be setting up preventative maintenance schedules, daily tasks, and annual programs for each Public Works section.

The City Council had discussion on Cartegraph ability to integrate with our current ERP system BSA, data analysis and how it can be utilized in the update to the Strategic Plan.

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

Ishwar Laxminarayan, Executive Director of the Lake Forest Library stated that PARMA conservation is currently restoring the Remisoff Murals that are in the Rotunda at the Library. The public is welcome to watch the process and progress.

**COMMITTEE REPORTS**

**FINANCE COMMITTEE**

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

Elizabeth Holleb, Finance Director gave an overview of the methodology. This included noting that this is an Enterprise Fund, that is self-supporting for the operational debt and capital needed. She added that annual rate adjustments are at 2.5% and that a five-year rolling average is used for consumption.

Mayor Tack asked members of the public if there were any comments. Seeing none, he asked for a motion.

**COUNCIL ACTION: Grant first reading of the proposed Ordinance.**

Alderman Weber made a motion to grant first reading of the proposed ordinance, seconded by Alderman Preschlack. The following voted "Aye": Alderman Novit, Waldeck, Notz, Powers, Preschlack, Goshgarian, Weber, and Walther. The following voted "Nay": none. 8-Ayes, 0-Nays, motion carried.

**ITEMS FOR OMNIBUS VOTE CONSIDERATION**

- 1. Approval of January 16, 2024, City Council Meeting Minutes**  
**2. Approval of the Check Register for the Period of January 1-26, 2024**

- 3. Approval of an Audit Committee Recommendation to Award a Two-Year Extension of the City's Contract with Baker Tilly Virchow Krause LLP to Provide Audit Services for FY24 and FY25**
- 4. Approval to Renew Agreement for Enterprise Resource Management System Software Maintenance**
- 5. Approval of the Purchase of Replacement Computers for all City Departments, Not to Exceed the Amount of \$64,125**
- 6. Approval for Adobe Acrobat Licensing with SHI International in the amount of \$29,652.**
- 7. Approval a 4-year maintenance agreement for the Body Worn Cameras (BWC), squad car Mobile Video System (MVS), Taser 7 tasers and a cloud based Digital Evidence Management Software (DEMS)**
- 8. Approval of an Illinois Department of Transportation Resolution Appropriating \$1,000,000 in Motor Fuel Tax (MFT) Funds to be used for the 2024 Annual Pavement Resurfacing Program**
- 9. Approval to Purchase and Install the Wood Decking for the Forest Park Boardwalk Project and Authorize the City Manager to Execute an Agreement with F.H. Paschen in an Amount of \$263,580**
- 10. Approval to Waive the Bid Process and Approve Professional Engineering Services for the 2024 Dye Testing to RJN Group and Authorize the City Manager to Execute an Agreement in the Amount of \$131,800 to Include a Contingency in the Amount of \$8,200 for a Total Cost of \$140,000**
- 11. Consideration of an Ordinance Approving a Recommendation from the Zoning Board of Appeals in Support of a Zoning Variance for Elawa Farm, 1401 Middlefork Drive. (First Reading, and if Desired by the City Council, Final Approval)**

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

Alderman Walther made a motion to approve the eleven (11) Omnibus items as presented, seconded by Alderman Novit. The following voted "Aye": Alderman Novit, Waldeck, Notz, Powers, Preschlack, Goshgarian, Weber, and Walther. The following voted "Nay": none. 8-Ayes, 0-Nays, motion carried.

*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.*

<b>OLD BUSINESS</b>
---------------------

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

Jim Lockefer, Assistant Director of Public Works gave an overview of the Deerpath Streetscape Project (Oakwood to Western). Additionally he reported on project background that included discussions and concept since 2016. He also noted the project scope in its original concept and the additional scope that includes a new water main, resurfacing and a base irrigation project. He reviewed the project schedule to include the anticipated completion date of November 2025.

The City Council had discussion on the process relating to Building review Bord and the Historical Preservation Commission. A certificate of appropriateness was granted with conditions. An advisory group is in place with good framework to move forward.

Mayor Tack asked members of the public if there were any comments. Seeing none, he asked for a motion.

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

Alderman Powers made a motion to approve of a Change Order for Additional Phase II Design Engineering Services to Thomas Engineering Group for the Deerpath Streetscape Project in the Amount of \$75,000, seconded by Alderman Walther. The following voted "Aye": Alderman Novit, Waldeck, Notz, Powers, Preschlack, Goshgarian, Weber, and Walther. The following voted "Nay": none. 8-Ayes, 0-Nays, motion carried.

**NEW BUSINESS**

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

Jim Lockefer, Assistant Director of Public Works introduced Ryan London, President and CEO of Open Lands, he reported that the City along with Open Lands submitted a grant application to the Great Lakes Commission, Sediment and Nutrient Reduction Program. Mr. London explained there is a rigorous review process that selects projects expected to generate the most impactful environmental and economic benefits for the Great Lakes region. Mr. Lockefer reported that Lake Forest & LFOLA received max award of \$200,000. That being said, \$150,000 for the Rockefeller/ McCormick / Loch Ravine Project (Lake Forest PW) and \$50,000 for the McCormick Ravine Project (LFOLA).

The City Council thanked both gentlemen for their work. This is a first in the State of Illinois grant partnership, granting the entire allotment of funds for the State to the partnership.

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

Alderman Weber made a motion for authorization to Issue Grant Awarded Funds to Lake Forest Open Lands Association in an Amount not to Exceed \$50,000, seconded by Alderman Goshgarian. The following voted "Aye": Alderman Novit, Waldeck, Notz, Powers, Preschlack, Goshgarian, Weber, and Walther. The following voted "Nay": none. 8-Ayes, 0-Nays, motion carried.

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

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

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

**Adjournment into Executive Session at 7:46 pm.**

**Reconvened into Regular Session at 9:06 pm.**

<b>ADJOURNMENT</b>
--------------------

There being no further business Mayor Tack asked for a motion to adjourn. Alderman Preschlack made a motion to adjourn, seconded by Alderman Notz. Motion carried unanimously by voice vote at 9:07 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.*