

**THE CITY OF LAKE FOREST
CITY COUNCIL AGENDA**
Monday, February 5, 2018 at 6:30 pm
City Hall Council Chambers

Honorable Mayor, Robert Lansing

Prudence R. Beidler, Alderman First Ward
James E. Morris, Alderman First Ward
Timothy Newman, Alderman Second Ward
Melanie Rummel, Alderman Second Ward

Stanford Tack, Alderman Third Ward
Jack Reisenberg, Alderman Third Ward
Michelle Moreno, Alderman Fourth Ward
Raymond Buschmann, Alderman Fourth Ward

CALL TO ORDER AND ROLL CALL

6:30pm

PLEDGE OF ALLEGIANCE

REPORTS OF CITY OFFICERS

1. COMMENTS BY MAYOR

2. COMMENTS BY CITY MANAGER

A. A Peak Under the Dome (Tarp)- An Update from the Lake Forest Library
-Catherine Lemmer, Library Director and Todd Puch, Library Board Member

3. COMMENTS BY COUNCIL MEMBERS

4. OPPORTUNITY FOR CITIZENS TO ADDRESS THE CITY COUNCIL ON NON-AGENDA ITEMS

5. ITEMS FOR OMNIBUS VOTE CONSIDERATION

1. Approval of the January 16, 2018 City Council Meeting Minutes

A copy of the minutes can be found on **page 13**

COUNCIL ACTION: Approval of the Minutes

2. Check register for period of January 6- 26, 2018

Fund	Invoice	Payroll	Total
General	439,541	1,129,815	1,569,356
Water & Sewer	53,165	133,788	186,953
Parks & Recreation	69,926	286,636	356,562
Capital Improvements	149,091	0	149,091
Motor Fuel Tax	0	0	0
Cemetery	5,445	19,464	24,910
Senior Resources	12,408	20,078	32,486
Deerpath Golf Course	13,594	1,997	15,591
Fleet	59,133	43,228	102,361
Debt Funds	0	0	0
Housing Trust	0	0	0
Park & Public Land	0	0	0
All other Funds	1,568,363	155,031	1,723,395
	\$2,370,667	\$1,790,037	\$4,160,703

3. Approval to extend the City's Office Supplies Contract

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

PURPOSE AND ACTION REQUESTED: Staff recommends City Council authorization to extend the current contract with Warehouse Direct for City office supply purchases pursuant to an extension granted by the Suburban Purchasing Cooperative of the Northwest Municipal Conference.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
City Council	9/6/13	Awarded contract for office supplies to Warehouse Direct.
City Council	2/6/16	Approved extension through 12/31/16 consistent with the SPC extension.
City Council	1/17/17	Approved extension through 2/28/18 consistent with the SPC extension.

BACKGROUND/DISCUSSION: In September 2013, the City Council approved a contract with Warehouse Direct for City office supply purchases. This contract was approved pursuant to a contract awarded by the Suburban Purchasing Cooperative (SPC) of the Northwest Municipal Conference. The SPC extended its contract through February 28, 2018 and the City Council approved a similar extension on January 17, 2017. The SPC has again extended its contract through February 28, 2019. As an active SPC participant, staff is seeking authorization to extend the contract through February 28, 2019 consistent with the SPC. Please find the SPC announcement on **page 22**.

This joint purchasing initiative allows the City to benefit from competitive bid and discounted pricing without having to designate Warehouse Direct as an exclusive provider. Should departments find more advantageous savings through another source for a particular item, they may purchase from other suppliers.

BUDGET/FISCAL IMPACT: Office supplies are paid directly from department operating budgets and this action has no immediate fiscal impact. Office supply costs are included within individual operating budgets. The estimated total of purchases for FY2018 is \$45,000.
COUNCIL ACTION: Staff recommends City Council approval to extend the existing contract for office supplies with Warehouse Direct through February 28, 2019, with the option for additional extension as determined by the Suburban Purchasing Cooperative of the Northwest Municipal Conference.

4. Approval of a Resolution Adopting a Policy Prohibiting Sexual Harassment for The City of Lake Forest

STAFF CONTACT: *DeSha Kalmar, Director of Human Resources, 847-810-3530*

PURPOSE AND ACTION REQUESTED: The Illinois General Assembly has recently enacted Public Act 100-0554 ("**Act**"), which became effective November 16, 2017. The Act requires governmental units to adopt an ordinance or resolution establishing a policy prohibiting sexual harassment.

BACKGROUND/DISCUSSION: The City takes all forms of harassment seriously. To be proactive in this area, since 1995 the City has had a policy prohibiting all forms of harassment, not just sexual harassment. This policy is regularly reviewed by staff and legal counsel to insure compliance with all laws and best practices. It is then referenced in the Personnel Policies that are approved annually by the City Council.

The State's passage of the Act covers only sexual harassment, so the City's policy is more encompassing than the State's requirement. To ensure compliance with the Act, the City's policy was reviewed. All elements required by the Act are included in the City's policy and have been for a number of years, so no changes were necessary. We will continue to regularly review this policy to ensure legal compliance and best practices.

Beginning on **page 23** of your packet is a copy of the Resolution and the City's Administrative Directive 2-13, Anti-Harassment.

COUNCIL ACTION: Approval of a Resolution Adopting a Policy Prohibiting Sexual Harassment for the City of Lake Forest.

5. Consideration of an Ordinance Approving a Recommendation from the Building Review Board. (First Reading and if Desired by the City Council, Final Approval)

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

The following recommendation from the Building Review Board is presented to the City Council for consideration as part of the Omnibus Agenda.

91 Washington Circle - The Building Review Board recommended approval of a two-story addition including an attached garage and demolition of the existing detached garage. Two neighbors presented testimony in support of the petition. (Board vote: 6-0, approved)

The Ordinance approving the petition as recommended by the Building Review Board, with key exhibits attached, is included in the Council packet beginning on **page 28**. 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 in accordance with the Building Review Board's recommendation.

6. Consideration of an Ordinance Approving a Recommendation from the Historic Preservation Commission. (First Reading and if Desired by the City Council, Final Approval)

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

The following recommendation from the Historic Preservation Commission is presented to the City Council for consideration as part of the Omnibus Agenda.

1291 N. Green Bay Road - The Historic Preservation Commission recommended approval of a building scale variance to accommodate an enlarged screen porch, related roof modifications and an elevated terrace. Two letters were submitted in support of the petition. (Commission vote: 7 - 0, approved)

The ordinance approving the petition, with key exhibits attached, is included in the Council's packet beginning on **page 38**. The Ordinance with complete 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 the petition in accordance with the Historic Preservation Commission's recommendation.

7. Award of Bid for the Replacement of Two Public Works Track Loaders Included in the F.Y. 2019 Capital Equipment Budget

STAFF CONTACT: Michael Thomas, Director of Public Works (810-3540)

PURPOSE AND ACTION REQUESTED: The Public Works Committee and Staff are recommending City Council authorization to purchase two replacement track loaders for various Public Works maintenance operations included in the F.Y. 2019 capital equipment budget. The two units will reduce the size of the City's fleet by replacing two Toolcats and three Bombardiers no longer needed by the Department.

BACKGROUND/DISCUSSION: The Department of Public Works uses various pieces of equipment each day to accomplish multiple maintenance activities. This request is to

replace five pieces of equipment with two small track loaders. The track loaders would be used daily by multiple Sections for the excavation and loading of various materials (stone, mulch, black dirt, trees, snow, etc.). In addition, with the track loaders only being 56" wide, they also serve as the sidewalk snow removal equipment having the ability to plow, snow blow, or broom depending on the storm's severity. The proposed replacement track loaders will accomplish all of these tasks, be utilized year-round, and will increase the Department's productivity in hard-to-reach and significantly wet areas.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	December 13, 2017	Reviewed & Approved
Finance Committee	November 13, 2017	Reviewed with Capital Plan

BUDGET/FISCAL IMPACT: The proposed trade in equipment include a 2004 and a 2008 Bobcat Toolcat. Their average life-to-date maintenance costs including parts, labor, and outside services, have each exceeded \$67,000. Both units have significant rust throughout their cabs, under-carriage, hydraulic lines, dump body, and frames. The front lifting arms have been replaced three times on the 2008 unit and the cab of the 2004 unit has multiple holes in the floor. The three 1970s era Bombardiers are only operated in the winter months and acquiring replacement parts has become extremely difficult. The track's wheel bearings require repair on a regular basis and the units overheat each time they are used. The units have been unreliable to work through a complete snow event as their starters and/or alternators require repair each time they are used.

Similar to other National purchasing agencies, staff is requesting approval to purchase the replacements loaders through the National Joint Powers Alliance's vendor, Atlas Bobcat. NJPA is a public agency that was statutorily created to provide purchasing assistance to only governmental, education, and non-profit agencies. NJPA purchases are included in the City's purchasing directive under section 9.0-F, government joint purchases. All items offered through NJPA are competitively bid nationally and are sold through specific local vendors.

Atlas Bobcat provided a total trade-in value of \$34,500 for all units and their accompanying attachments. This amount will be deducted from the purchase price of \$92,236. If approved by City Council, the replacement track loaders will be ordered and received in early fall; in time to assist with the season's maintenance activities and before the winter snowfall.

Below is a summary of the track loaders' budget:

FY2019 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Capital Fund	\$84,000	\$57,736	Y

COUNCIL ACTION: Award of bid for replacement two track loaders to Atlas Bobcat in the amount of \$57,736

**8. Award of Bid for the Purchase of a Compact Loader for the Forestry Section
Included in the F.Y. 2019 Capital Equipment Budget**

STAFF CONTACT: *Michael Thomas, Director of Public Works (810-3540)*

PURPOSE AND ACTION REQUESTED: The Public Works Committee and Staff are recommending City Council authorization to purchase a compact loader for the Forestry Section included in the F.Y. 2019 capital equipment budget. Acquiring the unit will reduce the size of the City's fleet by replacing three pic-up trucks no longer needed by the Forestry Section.

BACKGROUND/DISCUSSION: The Forestry Section utilizes multiple pieces of equipment each day to accomplish their maintenance activities. Over recent years with the reduction in both full-time and seasonal personnel, staff continues to investigate ways to become more efficient in all of its operations. In fall, 2017, both the Fleet Maintenance and Forestry Supervisors evaluated the needs of the Section, the total number of personnel available, and compared that with the Section's existing equipment. With fewer employees and the need to become more efficient in its tasks, it was determined that there was a strong need to acquire a compact loader in exchange for three existing pick-up trucks.

The Parks Section currently utilizes an identical loader and it is one of the most highly used pieces of equipment in the City's operation. As all equipment is shared between Public Works and Parks & Forestry, the new compact loader would assist with new tree loading/unloading, stump clean-up and backfill, tree/brush/log removal on City-owned properties, material loading, West Park Ice Rink set-up, and pier installation at the boat launch. Public Works will use it for snow hauling, snow plowing of the new diagonal parking spaces along north Western Avenue, and loading of stone and salt.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	December 13, 2017	Reviewed & Approved
Finance Committee	November 13, 2017	Reviewed with Capital Plan

BUDGET/FISCAL IMPACT: The proposed pick-up trucks that will be traded-in on a separate FY '19 Parks capital equipment purchase include a 2001, 2002, and 2006 pick-up trucks. Their accrued mileage ranges from 105,000 – 135,000 miles. They each currently have various mechanical issues ranging from exhaust system items, motor mounts, water pumps, radiators, and radiator cooling fans that need to be replaced.

Similar to other National purchasing agencies, staff is requesting approval to purchase the replacement unit through the National Joint Powers Alliance's vendor, Patten CAT. NJPA is a public agency that was statutorily created to provide purchasing assistance to only governmental, education, and non-profit agencies. NJPA purchases are included in the City's purchasing directive under section 9.0-F, government joint purchases. All items offered through NJPA are competitively bid nationally and are sold through specific local vendors.

Patten CAT does not take pick-up trucks as trade-ins. Therefore the trucks will be traded-in with the other Parks & Recreation Fund capital equipment item for FY '19. If approved by City Council, the replacement compact loader will be ordered and received in early fall; in time to assist with the fall planting season and the 2018/2019 snow removal operation.

Below is a summary of the compact loader's budget:

FY2019 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Parks & Rec. Fund	\$120,000	\$119,755	Y

COUNCIL ACTION: Award of bid for the purchase of a compact loader to Patten CAT in the amount of \$119,755.

9. Capital Award of Bid for the Replacement of Three Marked Police Vehicles Included in the FY2019 Capital Equipment Budget

STAFF CONTACT: *Michael Thomas, Director of Public Works (810-3540)*

PURPOSE AND ACTION REQUESTED: The Public Works Committee and Staff are recommending City Council award a bid for the replacement of three marked police vehicles as proposed in the F.Y. 2019 capital equipment budget. It is recommended that the purchase of the replacement vehicles be made via the Suburban Purchasing Cooperative administered by the Northwest Municipal Conference. The City has utilized the Cooperative's bid to purchase police vehicles over the past five years. If the bid is awarded by City Council, staff anticipates receiving the replacement vehicles in June, 2018. The three Ford Interceptors being replaced will reach their 100,000 mile mark by the time the new units are delivered.

BACKGROUND/DISCUSSION: The replacement Ford Interceptor is an all-wheel drive vehicle with sufficient space for the officer and his/her accompanying gear. The vehicle itself sits up higher and provides the officer improved visibility when driving amongst many large SUV's. The vehicle has been designed specifically for police operations and offers many factory installed police options. It has evolved into the most popular police vehicle on the market today and is assembled in Chicago.

Fleet Maintenance has determined that once the Ford Interceptors have accrued 100,000 miles, they begin to have costly mechanical issues. Therefore once the new vehicles are put into service, the used vehicles will be placed out to bid and sold to the highest bidder.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	December 13, 2017	Reviewed & Approved
Finance Committee	November 13, 2017	Included with Capital Plan

BUDGET/FISCAL IMPACT: Information regarding the F.Y. 2019 capital equipment purchases was included in the November 13, 2017 Finance Budget packet. At its December 13, 2017 meeting, the Public Works Committee also reviewed and recommended approval of each piece to be included in the F.Y. '19 capital budget.

The City has purchased police vehicles from the Suburban Purchasing Cooperative's low bidder Currie Motors in the past and has not had any problems with the dealership nor the delivered vehicles. All warranty work is completed by a local Ford authorized dealer.

Below is an estimated summary of squad car budget:

FY2019 Funding Source	Amount Budgeted	Amount Requested	Budgeted?
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			Y/N
Capital Fund	\$96,000	\$94,374	Y

COUNCIL ACTION: Award of bid for three Ford Utility Interceptors to Suburban Purchasing Cooperative's low bidder, Currie Motors, in the amount of \$94,374

COUNCIL ACTION: Approval of the nine (9) Omnibus items as presented

6. ORDINANCES

7. NEW BUSINESS

1. Consideration of a Resolution Approving and Authorizing the City Manager to finalize and execute the Friends of Lake Forest Parks and Recreation Foundation Demonstration Project Agreement

PRESENTED BY: *Tim Newman, Golf Fundraising Committee and Sally Swarthout, Director Parks, Recreation, and Forestry (847-810-3942)*

PURPOSE AND ACTION REQUESTED: The Deerpath Golf Course Fundraising Committee and Staff is seeking approval of a Resolution approving an Agreement in substantial form between the City of Lake Forest (the '**City**') and the Friends of Lake Forest Parks and Recreation Foundation (the '**Foundation**') to enhance certain added-value amenity elements at Deerpath Golf Course.

BACKGROUND/DISCUSSION: The City of Lake Forest has committed \$1.2 million to support certain improvements that are necessary for the financial viability of the golf course operations identified in the Deerpath Golf Course Master Plan (the '**Pending Project**'). City Council has determined that it is necessary and appropriate for the City to invest public resources (including revenues from the Deerpath Golf Course) for the Property Improvements, but the City Council also determined that the City was unable to commit public resources for the Course Enhancements as described in the Master Plan.

In the spring of 2017 City improvements included extensive club house renovations, an expanded terrace and landscaping, and tree removal. In fall 2017, the City completed the drainage and continuous cart path portion of the project.

In an effort to complete the scope of the Pending Project, the City has explored a public-private partnership with the Foundation to assist in raising additional funds necessary to complete the enhancement amenities. While the Pending Project is the City's top priority, the Foundation has expressed interest in continuing the development of other certain elements of the Master Enhancement Plan outside of the scope of the City's defined work including the installation of a halfway house/comfort station, cart barn, driving range expansion, new short game practice area, and the additional greens and approaches drainage (collectively, '**the Demonstration Project**').

The estimated cost of the Demonstration Project is \$2 million and the Foundation is the designated steward for these dollars. In an effort to forward the Foundation's mission to assist

with the development of Parks and Recreation programs and facilities in addition to providing a philanthropic vehicle to encourage enriching capital improvements for Parks and Recreation, the City and the Foundation are proposing to engage in a formal partnership to complete these enhancements. Some examples of capital improvements to facilities already completed by the Foundation can be seen at Deerpath Park, Waveland Park, and Everett Park.

To formalize this arrangement, an Agreement has been prepared that is similar to the public-private cost-sharing agreements used for the restoration of Market Square in 2000, Elawa Farm in 2002 and 2007, Forest Park in 2012, and most recently for the East Side Train Station in 2017. As proposed, the City will be responsible for its portion of the Pending Project and the Foundation will manage and fund the Demonstration Project enhancement amenities. In all cases and since improvements will become public assets, City staff will review and approve all applicable plans and specifications prior to commencement of any work.

Copies of a Resolution and the Agreement in substantial form are included beginning on **page 47**. They authorize and permit the phasing of the Pending Project and Demonstration Project subject to various terms and conditions.

BUDGET/FISCAL IMPACT: Included below is a summary of the completed City scope of work, the scope of the Demonstration Project and estimated costs by funding source based on the terms of the Agreement.

SUMMARY OF PROPOSED SCOPE AND ESTIMATED COST ALLOCATION

Description of Work	Current Estimate	City of Lake Forest	Foundation
<i>Completed City Scope</i>			
Patio and Clubhouse Renovations	\$125,000	\$125,000	
Drainage and Cart Paths	\$1,100,000	\$1,100,000	
<i>Demonstration Project</i>			
Halfway House/Comfort Station	\$200,000		\$200,000
Cart Barn/Training Academy	\$450,000		\$450,000
Waterless Restroom Improvement	\$100,000		\$100,000
Driving Range Expansion	\$350,000		\$350,000
Short Game Practice Area	\$300,000		\$300,000
Greens and Approaches Drainage	\$600,000		\$600,000
Total	\$3,225,000	\$1,225,000	\$2,000,000

COUNCIL ACTION: If determined to be appropriate by the City Council,

1. Approval of the Agreement in substantially the form attached as Exhibit 1 to the Resolution; and
 2. Authorize and direct the City Manager, in consultation with the City Attorney, to finalize the terms and exhibits to the Agreement; and
 3. Authorize and direct the Mayor to execute the Agreement on behalf of the City, consistent with the terms of this Resolution
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2. Consideration of a Professional Services Contract to Provide Consulting Services Related to Evaluation of Financial Incentive Requests for Prospective Hotels in the Route 60 Corridor.

PRESENTED BY: Catherine J. Czerniak,
Director of Community Development (810-3504)

PURPOSE AND ACTION REQUESTED: Council consideration of a contract with Michael Tobin, Managing Director – Development Services, CBRE, Inc., for professional services related to reviewing, evaluating and advising the City Council on requests from prospective hotel developers for financial incentives.

BACKGROUND/DISCUSSION: More than 20 years ago, when the property along the Route 60 Corridor near the Tollway was annexed, a framework was put in place to support development of the area with a first class corporate office park and supporting ancillary uses. Today, Conway Park, along with the office buildings located on the south side of Route 60, is home to many corporate headquarters reflecting that early vision. However, the anticipated ancillary uses; hotels, restaurants and limited service businesses, have not yet been established in the area to support and attract corporate users, employees of the office park, residents of the community and visitors.

A vibrant Route 60 Corridor is consistent with the community goals identified in the City's recently updated Strategic Plan. The Business and Economic Vitality Chapter of the Plan states that the City "will use economic development tools" to engage property owners, take advantage of opportunities and overcome challenges in achieving desired development. The Plan specifically speaks to working with entrepreneurs and employers who complement the City's long-term economic vision in order to establish and maintain an appropriate balance between the residential and commercial tax bases in the community. The Plan also directs that the City will engage in proactive economic development efforts to attract key businesses in commercial corridors. Council consideration of incentive packages, in order to achieve development of one or more hotels in the Route 60 Corridor, is consistent with the directives in the Strategic Plan.

Present Requests

Various hotel proposals in the Route 60 Corridor have been contemplated over the years, but none have yet progressed to the formal review process. Currently, two potential hotel projects are being actively pursued by owners of properties in Conway Park and Amberley Woods. One of the prospective projects, initiated by the Janko Group, will be introduced to the Building Review Board in February for consideration of design aspects of the project. Hotels are permitted uses in Conway Park. The other project is being contemplated by Smith Capital Management, Inc. for the northwestern quadrant of the Amberley Woods property,

on the south side of Route 60. An amendment to the existing Special Use Permit will be required for the Amberley parcel. Both developers have emphasized that a financial incentive package will be critical to any successful effort to bring a hotel to the area and that some indication from the City with respect to the potential for incentives is an essential part of the early planning stages for these projects.

Separate from the Council's consideration of requested incentives, the projects referenced above will be considered through the required Board and Commission public review processes and ultimately, recommendations on the projects will be presented to the City Council for consideration. Concurrently, the developers have asked for feedback on whether the City is willing to consider financial incentives and if so, what the components of an incentive package might look like. It is in response to these requests and in furtherance of the City's Strategic Plan, that staff is recommending engaging Mr. Tobin to assist the City to assure that the right questions are asked of the developers, complete information is obtained and a thorough analysis is conducted of both the short term and long term benefits of the proposed development to the City.

Consultant Engagement

Due to the confidential nature of pro formas and detailed cost and projected revenue estimates the developers will be asked to submit to allow a thorough analysis of the requests, staff recommends that the contract with CBRE, Inc. be through a third party, the City Attorney's office. This contractual arrangement would assure developers that the confidentiality of the information shared to allow a full evaluation of the request for incentives would be protected. Council consideration and action on any proposed incentive package would occur in public session with the benefit of the consultant's analysis and recommendation.

The City previously engaged Mr. Tobin to work with the Property and Public Lands Committee and the City Council during the negotiations with Focus Development on the sale of the Laurel and Western Avenue property. As proposed above, the consultant's contract was administered through the City Attorney's office to provide for confidentiality during the evaluation and negotiation process.

A copy of the contract is included in the Council packet beginning on **page 62**.

BUDGET/FISCAL IMPACT: The opportunity for one or more hotel developments, and the need to engage a consultant to assist in an analysis of requested incentives, was not anticipated in the current budget and is proposed to be supported by the City Council Contingency Fund.

FY2018 Funding Source	Amount Budgeted	Amount Requested	Budgeted Y/N
Council Contingency Account #101-1101-411-8495	\$100,000	Not to Exceed \$30,000	Yes

COUNCIL ACTION: Authorize the City Attorney to engage CBRE, Inc. on behalf of the City for an amount not to exceed \$30,000 and approve payment of costs related to this engagement to Filippini Law Firm.

8. ADDITIONAL ITEMS FOR COUNCIL DISCUSSION

EXECUTIVE SESSION

1. EXECUTIVE SESSION pursuant to 5 ILCS 120/2 (c), (1), The City Council will be discussing personnel.

Adjournment into Executive Session

RECONVENE INTO REGULAR SESSION

9. ADJOURNMENT

Office of the City Manager

January 31, 2018

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 Robert R. Kiely, Jr., at (847) 234-2600 promptly to allow the City to make reasonable accommodations for those persons.



The City of Lake Forest
CITY COUNCIL
Proceedings of the Tuesday, January 16, 2018
City Council Meeting - City Council Chambers

CALL TO ORDER AND ROLL CALL: Honorable Mayor Lansing called the meeting to order immediately following the Finance Committee Meeting at 7:18pm, and the City Clerk, Margaret Boyer called the roll of Council members.

Present: Honorable Mayor Lansing, Alderman Beidler, Alderman Morris, Alderman Newman, Alderman Rummel, Alderman Tack, Alderman Reisenberg, and Alderman Moreno.

Absent: Alderman Buschmann

Also present were: Robert Kiely, Jr., City Manager; Victor Filippini, City Attorney; Catherine Czerniak, Director of Community Development; Elizabeth Holleb, Director of Finance; Michael Thomas, Director of Public Works; Pete Siebert, Fire Chief; Sally Swarthout, Director of Parks & Recreation; Susan Banks, Communication Manager; Karl Walldorf, Chief of Police; DeSha Kalmar, Director of Human Resources; Mike Strong, Assistant to the City Manager, along with other members of City Staff.

There were approximately 80 persons present in the Council Chamber.

CALL TO ORDER AND ROLL CALL 7:25pm

PLEDGE OF ALLEGIANCE was recited by all those present in the Chamber.

REPORTS OF CITY OFFICERS

COMMENTS BY MAYOR

Mayor Lansing said he spoke for all reporting that we are saddened by the recent lives lost in Lake Forest and offered sincere and heartfelt sympathies to the Families. He thanked the Lake County Major Crimes Task Force and the Lake Forest Police Department for their responses and work on the case.

A. Decision Making Parameters

Mayor Lansing reported that he and Alderman Beidler had updated and shared their thoughts on the current Decision Making Parameters. This item is open to suggestion and will be brought to the City Council at a future date.

B. Proclamation to Declare January 23, 2018 as "The City of Lake Forest Poverty Awareness Day"

Mayor Lansing reported The City of Lake Forest is in support of declaring January 23, 2018 as The City of Lake Forest Poverty Awareness Day. The Lake County Community Foundation welcomes nationally renowned researcher, Dr. Scott W Allard to discuss his book Places in Need; The Changing Geography of Poverty at the new Northwestern Lake Forest Hospital on January 23.

COMMENTS BY CITY MANAGER

City Manager Robert Kiely asked Police Chief Karl Walldorf to report on the recent burglaries in Lake Forest. The City Council had discussion on use of social media and the use and capabilities when using a code RED.

A. Annual Community Goals and Priorities

- Robert Kiely Jr., City Manager

City Manager Robert Kiely gave an overview of the 2018 Community Goals that include Spirit of Community, Clarity of Expectations, Deliberate Mindfulness and Financial Acumen. The 2018 Priorities include Community Campaign, Fire Service, Commuter Rail Service, Deerpath Golf Course, Internal Processes and Budget Awareness. The City Council had discussion on community outreach, the City's website and financial documents and ways to communicate with residents.

B. Report on Deerpath Golf Course/Concessions

- **Vince Juarez, Kemper Sports Management General Manager, DPCG**

Director of Parks & Recreation Sally Swarthout gave a report on the pilot program that took place at the Forest Park Beach last summer with Kemper Sports Management to serve beer and wine. Ms. Swarthout reported that there were no incidents and that Staff will seek modification of the Class K licenses later in the evening. She then introduced Vince Juarez who gave a detailed overview of renovations to date, programing changes and anticipated growth revenues at Deerpath Golf Course. The City Council had discussion on investing in the Course, maximizing membership and potential 2018 developments.

C. Approval of an Ordinance modifying the Class K Liquor License for the Lake Forest Beach from a one week renewable Liquor License to an annual license (Waive first reading and Grant Final Approval)

Director of Parks & Recreation Sally Swarthout stated that staff is requesting approval of an Ordinance that modifies the Class K Liquor License to an annual liquor license and changes the fee. The City Council approved a pilot program for the provisional sale and consumption of beer and wine at Forest Park Beach in approved containers from 4:00pm to 9:00pm, July 1 through October 1, 2017 in a designated area. The modifications of the Class K liquor license are being proposed include year-round service when the beach is operational to help to ensure the success of the concessions program and other programs offered by Parks & Recreation. This modification would allow for an annual license with restrictions which meet obligations with the City and the Parks, Recreation and Forestry section consistent with other beach operations. The other restrictions applicable to Class K licenses would remain in place, including that beer and wine may only be sold and consumed in the designated beach area, the signage requirements, and the restrictions on the type containers in which beer and wine may be served. The second modification is to change the current fee from \$40.00 weekly to an annual fee of \$1500.00 for the license

The City Council had discussion on event possibilities at the beach.

Mayor Lansing asked if there was anyone from the public who would like to comment. Seeing none, he asked for a motion.

COUNCIL ACTION: If determined to be appropriate by the City Council, waive first reading and grant final approval of an Ordinance modifying the Class K Liquor License from a one week renewable license to an annual license, and modify the current fee associated with the License.

Alderman Beidler made a motion to waive first reading and grant final approval of an Ordinance modifying the Class K Liquor License from a one week renewable license to an annual license, and modify the current fee associated with the License, seconded by Alderman Reisenberg. The following voted "Aye": Aldermen Beidler, Morris, Newman, Rummel, Tack, Reisenberg, and Moreno. The following voted "Nay": None. 7-Ayes, 0 Nays, motion carried.

COMMENTS BY CITY CCOUNCIL MEMBERS
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1. Ratification of Engagement of Special Counsel regarding Practices and Procedures

Alderman Reisenberg thanked residents who voiced their concerns regarding payments to the lobbying firm in relation to the pedestrian underpass and Amtrak stop at the Everett/Telegraph Road Train Station. Alderman Reisenberg felt it important to note the City Council actions since its last meeting. He outlined several initial recommendations heard earlier in the evening at the Finance Committee meeting. In addition to the actions of the Finance Committee, the City Council met in executive session on two occasions to interview many present and former officials individually, as part its fact finding. As a result of those discussions and the confines of the Open Meeting Act, Council decided to engage outside counsel to provide an independent and comprehensive review of the matter. Alderman Reisenberg stated that the City Council will be asked to ratify an agreement with Leigh Jeter. In executive session, Ms. Jeter will be providing the Council with an update regarding the investigation. Ms. Jeter will continue to collect all relevant data, schedule and conduct interviews and upon conclusion will report her findings.

Mayor Lansing and Alderman Reisenberg added that anyone who would like to submit information to Ms. Jeter may do so and that the Council anticipates a full report in February when the review is completed. He again thanked the residents for their time and patience and ensured a thorough, independent review of all pertinent information.

COUNCIL ACTION: Ratification of Engagement of Special Counsel regarding Practices and Procedures

Alderman Rummel made a motion to ratifying the Engagement of Special Counsel regarding Practices and Procedures, seconded by Alderman Reisenberg. The following voted "Aye": Aldermen Beidler, Morris, Newman, Rummel, Tack, Reisenberg, and Moreno. The following voted "Nay": None. 7- Ayes, 0 Nays, motion carried.

OPPORTUNITY FOR CITIZENS TO ADDRESS THE CITY COUNCIL ON NON-AGENDA ITEMS

The following persons offered their opinions to the City Council:

Amy Francetic, 1322 W Deerpath, Lake Forest
Carla Ojha, 1401 W Deerpath, Lake Forest
Frank Nimesheim, 1111 Pine Oaks Circle, Lake Forest
Rick Dahl, 1660 Cornell Ct, Lake Forest
Nancy Cooley, 1751 Stanford Ct, Lake Forest
Emily Houlihan 170 N Savanna Court, Lake Forest
David Tanaka, 1142 Pine Oaks Circle, Lake Forest
Tom Sarsfield, 1808 Princeton Ct, Lake Forest
Renee Settels, 544 Lexington Dr, Lake Forest
Ron Puszynski, 1810 Princeton, Lake Forest
JoAnn Desmond, 1681 Yale Ct, Lake Forest
Richard Sugar, 1059 Mar Lane, Lake Forest
Rick Cusack, 1126 Pine Oak Circle, Lake Forest
Dennis Meulemans, 1100 Sir William Lane, Lake Forest
Lexis & Mark Blitstein, 620 Academy Dr, Lake Forest- passed as the topic has already been covered.

Mayor Lansing then offered the following:

"Lake Forest City Council has a long history of problem solving and decision-making utilizing a thorough process that includes public input and engagement. I would like to thank all who have offered their opinions and information to the City Council over the past few months on West Lake Forest rail matters. By working together, we always make better decisions."

At all times, it is imperative the City Council's position on an Amtrak stop at Telegraph Road be clear to all, as well as matters affecting the Milwaukee District Northline, including a possible third track. Lest there be confusion in the community about these matters, I would like to state the following:

This City Council, as with past City Councils, supports an Amtrak stop at the Telegraph Road station. **Of utmost importance to Lake Forest is the impact the stop has on public safety.** This stop will slow and stop all Amtrak trains traversing our community thereby providing safety enhancement, including traffic intersections. An additional benefit to adding a stop is that it will provide an important transportation service to many Lake Forest citizens and commuters as well as large employers and small businesses within the area. This new stop will provide easy and efficient access for residents and employee traveling to and from Chicago and to ever-growing Milwaukee and Southeast Wisconsin business opportunities. The Council is pleased that after eight years of pursuing such a stop that Amtrak, IDOT, Metra and WisDOT all have agreed to the City's long pursued request.

This City Council, as with past City Councils, also supports the construction of a pedestrian underpass at the Telegraph Road station. Once again, for the public health and safety of our residents, we need to see this project become a reality. Lake Forest has experienced far too many track-crossing deaths over the years, and we need to take steps to make the Station safer. In 2018, we will work hard to finalize the engineering and raise the necessary external funding to complete this project. We are working to secure federal funding and are pursuing other outside sources of funding to support this important community safety enhancement that Amtrak also requires.

This City Council, as with past City Council's, supports the general enhancement of commuter rail service within our community. Many residents rely on Metra service to get to and from work, visit Chicago and travel to other communities. The availability of convenient and timely commuter rail service is vital to Lake Forest's long-term well-being.

These initiatives have been goals for the City since 2010 and have been part of the Lake Forest Strategic Plan. Obviously, for these goals to be achieved, the City has and will continue to work with Metra, Amtrak, IDOT and WisDOT. Let us not forget that Metra alone owns the Milwaukee District North line and must authorize any new stops, construction, or passenger service within their right-of-way.

Now- on an entirely separate matter, that has never been connected to the foregoing:

With regard to the Milwaukee District third track – **this City Council has not supported** the construction of a third track as proposed in the draft Environmental Assessment. Following the release of the draft Environmental Assessment in late 2016, the City Council **did** approve a Resolution raising many questions, which prompted more analysis of potential noise and vibration impacts on surrounding properties. The Council is concerned about the impact to our community and residents. **I do not believe that any member of the City Council believes a third track through our community enhances the quality of life.**

To that end, City representatives have met with Metra Officials to persuade them to explore alternative steps to achieve their desired operational flexibility. This work and direction is evidenced in Metra's recent TIGER grant application, **which does not include a funding request for a third track.**

As frustrating as it may be for some, City officials and residents must wait until the **final Environmental Assessment is released** to decide the City Council's next course of action. These actions could include engaging outside consultants, but that cannot happen until the report is released and we know the conditions, and a reasonable course of action is decided upon. We anticipate the report to be released in the next few months. Be assured, this City Council will share the report and hold a public meeting to discuss it and the defined recommendations. Only with specific data of the Environmental Assessment in hand can we explore **the next best steps.**

*Once again, I thank our residents for their interest and patience and working through this complex issue. To make this community effort successful **we must work together patiently to be effective**. By following our long-standing tradition of thoughtful problem solving and community collaboration, I am confident we will reach the best solution. This tradition has served Lake Forest well for many decades and will continue to be a hallmark of the Lake Forest City Government."*

ITEMS FOR OMNIBUS VOTE CONSIDERATION

1. **Approval of the December 18, 2017 City Council Meeting Minutes**
2. **Check register for period of December 2, 2017-January 5, 2018**
3. **Special Event Approval of the Recurring "Class A" Special Event Permits Proposed for 2018**
4. **Approval of Additional Funding to GeWalt Hamilton Associates, Inc. for engineering services related to the Central Business District Train Station Renovation Project in an amount of \$4,711.70**
5. **Consideration of a Recommendation from the Zoning Board of Appeals in Support of an Amendment to a Special Use Permit for the Knollwood Club Approving Modifications to the Previously Approved Site Plan. (First Reading, and if Desired by the City Council, Final Approval)**

COUNCIL ACTION: Approval of the five (5) Omnibus items as presented

Mayor Lansing asked members of the Council if they would like to remove any item or take it separately. Seeing none, Mayor Lansing asked for a motion to approve the five Omnibus items as presented.

Alderman Newman made a motion to approve the five (5) Omnibus items as presented, seconded by Alderman Reisenberg. The following voted "Aye": Aldermen Beidler, Morris, Newman, Rummel, Tack, Reisenberg, and Moreno. The following voted "Nay": None. 7- Ayes, 0 Nays, motion carried.

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

ORDINANCES

1. **Consideration of a Recommendation from the Plan Commission in Support of a Special Use Permit Authorizing a Bank and Drive Thru Facility for Chase Bank and Consideration of a Recommendation from the Building Review Board in Support of Design Aspects of the Development Proposed at 884 S. Waukegan Road. (Waive First Reading, and if Desired by the Council, Grant Final Approval of the Ordinances)**

Director of Community Development Catherine Czerniak reported that based on recommendations from the Plan Commission and Building Review Board, the City Council is asked to consider two ordinances. The first approving a Special Use Permit to authorize a bank and drive thru facility in the B-1 District and the second, approving architectural and site design for the proposed development.

Ms. Czerniak reported that a new bank branch is proposed to be constructed at 884 S. Waukegan Road, which until recently, was the site of a McDonald's restaurant and that demolition of the existing building is proposed. The new building is proposed generally in the same foot print as the existing building. No changes are proposed to the existing curb cuts and the parking lot will also remain generally in the existing configuration with minor changes. Enhanced pedestrian connections on the site and to points off the site are proposed.

Ms. Czerniak gave detailed overview of the background on the property that included key concerns from 2003, the series of Standards, features of the project related to design and the overall features of the project. She then reviewed the recommendations from the Plan Commission to approve the Special Use Permit and the recommendation from the Building Review Board to approve Design aspects.

She stated that the Plan Commission heard testimony both in opposition to and in support of the petition and that several residents voiced a preference for retaining McDonald's at the site and opposition to another bank in the area. Owners of neighboring commercial properties testified in support of the petition noting that Chase Bank, a National Bank, will be making a substantial investment in the area and may attract customers into the area who will support existing businesses in the area.

The Building Review Board heard testimony from residents supporting the design of the site, the architecture of the building and the enhanced pedestrian walkways and requests were made to provide bike racks on the property and to maintain a low light level on the site. The petitioner agreed to accommodate both requests.

Ms. Czerniak also addressed the fact that a bank at this location, rather than a restaurant or retail use, will result in the loss of an opportunity for the City to receive sales tax revenues. The property owner proposes a one-time payment to the City to support maintenance of infrastructure, landscaping and amenities in the area and that the proposed payment is set forth in a recent letter to the Mayor and referenced in the Special Use Permit Ordinance.

The City Council had discussion on potential litigation, previous and current zoning of the business districts, Mayor Lansing asked the City Attorney if there are any material differences at the time this was going on with McDonalds and now in the legal framework of the City's processes. City Attorney Victor Filippini reported that zoning the procedures are essentially the same, but in subsequent years the Illinois Supreme Court made a couple of decisions in which resulted in the change to character in the Special Use permits nature from a legislative decision to a quasi-judicial decision, Mr. Filippini then read the following quote. "[A] 'special use' is a type of property use that is expressly permitted within a zoning district by the controlling zoning ordinance so long as the use meets certain criteria or conditions." In short a Special Use Permit is allowed in zoning code if it is recognized as a Special Use Permit, except that it has to meet special criteria, and that criteria has been reviewed by the Plan Commission. City Council had discussion on first reading only of the item, the attendance of City Council members, and when this item may come back to the Council for further action, the City's Comprehensive Plan, the size of the building, adaptive reuse of the proposed building, the previous TIF District that was in the area. Alderman Moreno read Alderman Buschmann's comments. Again the City Council had discussion on more desirable business in the area, compatibility of bank in relation to the district and to attempt to bring this item back when everyone is present.

Alderman Morris asked for a motion to only hear this item with first reading. City Attorney Filippini reported that this will be a voice vote and it simply allows the item to be continued, and noted that however the Council votes tonight has no bearing on subsequent votes. City Manager Robert Kiely recommended that the City Council engage the Legal Committee to review this item. Alderman Rummel and the Mayor are Liaisons to the Committee. In the interim, the Legal Committee can be asked to review this and provide guidance to the Council on permitted use. Alderman Rummel seconded Alderman Morris's amended

motion to hear this item as first reading only pending the Legal Committees review. Mayor Lansing then asked if there was anyone from the public who would like to comment on this matter. Seeing none, Mayor Lansing asked, all in favor say "Aye", those opposed say "Nay". Motion passes with a 6-1 voice vote.

COUNCIL ACTION: If determined to be appropriate by the City Council, waive first reading of an Ordinance granting a Special Use Permit authorizing Chase Bank and an associated ATM drive thru and approving the overall redevelopment plan for property located at 884 S. Waukegan Road.

AND

If determined to be appropriate by the City Council, waive first reading of an ordinance granting final approval of the Ordinance approving the Chase Bank petition in accordance with the Building Review Board's recommendation.

Mayor Lansing then asked for a motion to continue the BRB Ordinance consideration until the Special Use Permit comes back to the Council for second reading.

Alderman Newman made a motion to continue the BRB Ordinance consideration until the Special Use Permit comes back to the Council for second reading, seconded by Alderman Rummel, motion carried unanimously by voice vote.

NEW BUSINESS

- 1. Report on the Waukegan Road/Everett Intersection Improvement Project (information only)**
-Robert Ells, Engineering Superintendent

Engineering Superintendent Robert Ells reported that the planning for this project began in 2009 when The City of Lake Forest retained Kenig, Lindgren, O'Hara, Aboona, Inc. (KLOA) to conduct a traffic study on Everett Road. This study was requested to evaluate existing traffic conditions in the area along with possible impacts of a proposed residential development at the northwest corner of Everett Road and Telegraph Road.

Consideration was given to the traffic effects of the Lake Forest Metra Station parking lots, Everett Elementary School and Deerpath Middle School, as well as passenger and freight train activity on the Metra MD-N Line railroad.

Although plans for the proposed residential development did not progress, the City continued to look at the traffic issues in the area based on public comment and City Public Works Committee and Council feedback.

The plan calls for the addition of a dedicated right turn lane from southbound Waukegan Road to westbound Everett Road; lengthening the right turn lane, left turn lane and through lane from eastbound Everett Road to west of the Metra tracks and an enhanced left turn lane from westbound Everett road to southbound Waukegan Road.

This work, valued at about \$2.5M, would reduce traffic congestion at the intersection by adding additional vehicle stacking and creating dedicated turn lanes. The Phase I preliminary engineering design has been approved by both IDOT and Metra.

He stated that the City is now eligible for Federal Surface Transportation Program (STP) funding through the Lake County Council of Mayors. This funding would reimburse the City for 80% of eligible Phase II design, construction and Phase III construction engineering costs. City staff has recently concluded a Request for Qualifications process and has selected Civiltech Engineering, Inc. as the Phase II engineering design consultant. Staff is now in the process of submitting the agreements and required documents to the Lake

County planning staff so they may coordinate with IDOT/FHWA and update the project programming documents so that the federal dollars can be authorized for this project.

The tentative schedule is:

Date	Milestone
1/31/2018	IDOT/FHWA Project Programming database update/agreements submitted to IDOT
5/1/2018	Agreements approved by IDOT/FHWA/City Council
6/1/2018	Phase II design/easement and ROW acquisition by Civiltech
4/15/2019	IDOT/Metra/ICC final design approvals
6/20/2019	Project bid opening
12/15/2019	Project construction complete

Preliminary Cost Estimate:

Phase	STP Funds	City Funds	Total
Phase II Design	\$260,000	\$65,000	\$325,000
Construction	\$2,000,000	\$500,000	\$2,500,000
Phase III Eng.	\$160,000	\$40,000	\$200,000
<u>Project Totals</u>	<u>\$2,420,000</u>	<u>\$605,000</u>	<u>\$3,025,000</u>

Mayor Lansing thanked Mr. Ells for the update.

2. Discussion on use of Leaf Blowers within the City and related Noise Ordinance (information only)
- **Chuck Myers, Superintendent of Parks & Forestry**

Superintendent of Parks & Forestry Chuck Myers gave an update to the Council on the current City Code in relation to noise through the operation of lawn maintenance equipment including, but not limited to, lawn mowers, tractors and gasoline-powered leaf blower equipment. He also gave background information on this topic to include:

- 1991 - City Council passed first ordinance that restricted the hours of operation of lawn maintenance.
- 1995 - City Council modified the noise ordinance to draw a distinction between leaf blowers and other types of lawn maintenance equipment.
- 2000 - City Council and City Staff reviewed and discussed noise generated by leaf blowers, with no changes occurring to the City's code.
- 2001 - City Council revised the ordinance by combining the hours of operation for gasoline-powered leaf blowers with those of lawn maintenance equipment, in an effort to address the confusion the different hours of operation caused with residents and police officers alike.
- 2002 - A draft Ordinance was brought before City Council that would put a ban on leaf blowers if incorporated. After a discussion by City Council, there was a consensus that the Council could not support the draft ordinance.
- 2015 – City Council given presentation by City Staff on Lawn Maintenance Equipment Hours of Operation and Noise Generated from Leaf Blowers, with no actions taken.

Mr. Myers also addressed noise and air pollution and offered a sound level chart with OSHA limits for comparison. He reviewed the City and College initiatives, and the possible actions that include:

- Adjust allowable days/hours of operation
- Regulate decibel level allowed (65/70)
- Prohibit the use of gasoline-powered leaf blowers for a portion of the year (typically summer)

- Education/Training initiatives
- No action at this time.

Mayor Lansing thanked Mr. Myers for the update and stated that he and the Council are looking forward to future research and proposals. The City Council had discussion on enforcement issues.

ADDITIONAL ITEMS FOR COUNCIL DISCUSSION
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EXECUTIVE SESSION

Mayor Lansing asked for a motion to adjourn into executive session.

1. EXECUTIVE SESSION pursuant to 5 ILCS 120/2 (c), (1), The City Council will be discussing personnel.

Alderman Reisenberg made a motion to adjourn into EXECUTIVE SESSION pursuant to 5ILCS 120/2 (c), (1), The City Council will be discussing personnel, seconded by Alderman Newman. The following voted "Aye": Aldermen Beidler, Morris, Newman, Rummel, Tack, Reisenberg, and Moreno. The following voted "Nay": None. 7- Ayes, 0 Nays, motion carried.

Mayor Lansing noted there will be no further business following executive session.

Adjournment into Executive Session at 10:41 pm

RECONVENE INTO REGULAR SESSION at 11:59 pm

ADJOURNMENT

There being no further business. Alderman Moreno made a motion to adjourn, seconded by Alderman Beidler. Motion carried unanimously by voice vote at 11:59 p.m.

Respectfully Submitted
Margaret Boyer, City Clerk

A video of the City Council meeting is available for viewing at the Lake Forest Library and on file in the Clerk's office at City Hall. You can also view it on the website by visiting www.cityoflakeforest.com. Click on I Want To, then click on View, then choose Archived Meetings Videos.

OFFICE SUPPLIES

Warehouse Direct - Contract #R141701

The Suburban Purchasing Cooperative (SPC) Governing Board has awarded a contract extension to Office Supplies Program via Warehouse Direct through Independent Stationers that piggybacks onto The Cooperative Purchasing Network (TCPN) Contract R141701 solicited by lead agency, Texas Region 4 Education Service Center (ESC).

All TCPN contracts are competitively bid, evaluated, approved and awarded by a governmental entity serving in the lead agency role. The Cooperative Purchasing Network ("TCPN") assists the lead public agency, Region 4 ESC, in helping other public agencies and non-profits reap the benefits of national leveraged pricing, with no additional costs to the participants.

The SPC contract extension shall be in force through February 28, 2019. The SPC reserves the right to extend the contract for the duration of the Region 4 ESC/TCPN contract, upon mutual agreement of both the vendor and the Conference on a negotiated basis.

Ordering Information - Office Supplies

Please contact either Spencer Touchie or Rick Schackle, or their respective customer service contacts, Kathy Johnson 847-631-7194 or Margaret Dawson 847-631-7177.

Warehouse Direct Workplace Solutions

2001 S. Mount Prospect Rd.
Des Plaines, IL 60018

Spencer Touchie, Account Executive, 847-631-7188

stouchie@warehousedirect.com

Rick Schackle, Account Executive, 847-631-7428

rickschackle@warehousedirect.com

Orders placed today will be delivered next day. There is no minimum order requirement and standard delivery is free.

THE CITY OF LAKE FOREST

RESOLUTION NO. 2018-__

**A RESOLUTION ADOPTING A POLICY PROHIBITING SEXUAL
HARASSMENT FOR THE CITY OF LAKE FOREST**

WHEREAS, the Illinois General Assembly has recently enacted Public Act 100-0554 ("**Act**"), which became effective November 16, 2017;

WHEREAS, pursuant to the Act, each governmental unit shall adopt an ordinance or resolution establishing a policy to prohibit sexual harassment;

WHEREAS, The City of Lake Forest (the "**City**") already has a policy addressing allegations of sexual harassment, but that policy has not been formally adopted by ordinance in accordance with the requirements of the Act;

WHEREAS, consistent with the Act, the City Council desires to adopt formally the City's sexual harassment policy;

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

Section 1. The Policy Prohibiting Sexual Harassment, included as **Exhibit A** to this Resolution, is hereby adopted.

Section 2. To the extent that this Resolution conflicts with any other ordinance, resolution, or policy of the City, the terms of this Resolution shall supersede the terms of other ordinance, resolution, or policy, except where the terms of the other ordinance, resolution, or policy are stricter than the terms of the Resolution.

Section 3. This Resolution shall be in full force and effect upon its passage, approval, and publication in the manner provided by law.

Passed this ____ day of ____, 2018

AYES:

NAYS:

ABSENT:

ABSTAIN:

Approved this ____ day of ____, 2018

Mayor

EXHIBIT A

THE CITY OF LAKE FOREST
Office of the City Manager

ADMINISTRATIVE DIRECTIVE 2-13
Revised May 2016

ANTI-HARASSMENT

1.0 Introduction

It is the policy and practice of the City to provide a professional working environment for its employees so that they may carry out their duties in productive and positive surroundings. A professional work environment includes, at a minimum, a workplace that is free of unlawful harassment. But the City's policy goes further. Any conduct of a harassing nature that adversely effects the work environment is unacceptable, even if that conduct does not rise to the level of being unlawful.

Actions, words, jokes or comments based on an individual's race, color, religion, sex, sexual orientation, national origin, citizenship, ancestry, age, marital status, military status, veteran status, disability, genetic information or other legally protected characteristic will not be tolerated. Harassment of the City's employees by non-employees, such as residents, public officials, suppliers and vendors, contractors and other third parties with whom our employees interact while performing their job duties, also is strictly prohibited.

Harassment does not include the reasonable statements and actions of supervisors and other managerial level employees intended to provide performance feed or corrective action, such as performance evaluations, deficiency notices, warnings, counselings, reprimands, performance improvement plans and other actions intended to promote desired work performance.

2.0 Scope

This policy applies to conduct in or connected to the workplace, whether it is physical or verbal, and whether public officials, managers, supervisors, fellow employees, or other non-employees (such as vendors, suppliers, business invitees, contractors or residents of the City) commit it. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, discharge, leaves of absence, and access to benefits and training.

All employees are responsible for cooperating in any investigation of alleged harassment, and for participating in periodic training regarding this policy.

The City is committed to vigorously enforcing its policy against harassment at all levels. All employees must conduct themselves in a way that ensures they do not engage in acts of harassment. All supervisors and managers are responsible for making sure that the employees who report to them are aware of this policy, ensuring that their personnel decisions comply with this policy, and taking corrective actions (after consultation with the Director of Human Resources) when inappropriate behavior occurs.

3.0 Forms of Harassment

3.1 Sexual Harassment

"Sexual harassment" means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or

(3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment is unlawful and prohibited regardless of whether it is between or among members of the same sex or opposite sexes.

The following *non-exclusive* list sets forth examples of the conduct that violate the City's policy against sexual harassment:

- Physical assaults of a sexual nature, such as rape, sexual battery, molestation or other unwelcome physical contact (*e.g.*, touching, pinching, patting, grabbing, rubbing or brushing against another employee's body);
- Unwelcome sexual advances, propositions or other sexual comments, such as sexually-oriented gestures, sounds, remarks, jokes or comments about a person's sex, sexuality or sexual experiences;
- Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct; or subjecting or threatening to subject an employee to more onerous terms or conditions of employment because of that employee's sex or rejection of sexual advances, propositions or comments; and
- Sexual or discriminatory displays or publications anywhere in the workplace, such as displays of pictures, posters, calendars, graffiti, objects, books or other materials that are sexually suggestive, demeaning or pornographic.
- Sexually explicit letters, memos, poems, instant messages, texts, e-mail or voice-mail messages.
- Repeated requests for dates.

3.2 Other Forms of Harassment

The City prohibits slurs or other verbal or physical conduct, relating to an individual's race, color, religion, sex, sexual orientation, national origin, citizenship, ancestry, age, marital status, military status, veteran status, disability, genetic information or other legally protected characteristic when

1. such conduct may have the purpose or effect of unreasonably interfering with an individual's work performance; or
2. such conduct may have the purpose or effect of creating an intimidating, hostile, or offensive working environment.

4.0 Reporting and Investigating Alleged Harassment

4.1 Harassment Complaints

If an employee observes or experiences any job-related harassment or believes that he or she has been treated in an unlawful or discriminatory manner, the employee should promptly report the incident, preferably in writing. Such incident should be reported either:

1. to his or her supervisor or anyone higher in the chain-of-command, who shall promptly report the matter to the Director of Human Resources; or
2. the employee report it directly to the Director of Human Resources; or
3. if the Director of Human Resources is the subject of the complaint or the employee believes that it would be inappropriate to communicate with the Director of Human Resources, the employee should report the incident to the City Manager. (In this event, each step of this policy that would involve the Director of Human Resources will be instead performed by the City Manager or by a person designated by the City Manager); or
4. if the City Manager is the subject of the complaint, the employee should report the incident to the Mayor.

The Director of Human Resources shall conduct or shall designate a qualified person to conduct an objective and impartial investigation of the allegations of a complaint, which investigation will be made as soon as practicable. Consistent with the need to conduct a thorough and complete investigation, to the extent practicable, confidentiality will be maintained. If the investigation leads to a determination that a complaint is well-grounded and true, appropriate corrective action shall be taken. This may include discharge or other discipline of the guilty employee. In the case of unlawful harassment by a non-employee, the company will notify the person of the company's policy against harassment and take such other action as may be appropriate under the circumstances. If the complaint is not substantiated, the matter will be closed. In either case, however, the complaining employee will be advised of the results of the investigation and the decision reached by the City.

4.2 Retaliation Complaints

It is City policy that no adverse action shall be taken against any employee for resisting or making a good faith report of harassment, filing a complaint or charge, or participating in any related investigation or proceeding. If an employee believes that he or she has been retaliated against for resisting or reporting harassment, the employee should report such retaliation in the same manner as set forth above for employees who have complaints of harassment. The same procedures will be followed in investigating and responding to such reports.

5.0 Malicious Accusations

Malicious accusations of harassment can have serious effects on innocent persons. Malicious accusations are accusations of harassment that were known by the accuser to be false. Malicious accusations of harassment do not refer to charges made in good faith that cannot be proven or are deemed unfounded. If an investigation results in a finding that a person who has accused another of harassment has maliciously made the accusations, the accuser will be subject to discipline, up to and including immediate termination.

6.0 Discipline

Any employee who is determined, after an investigation, to have engaged in conduct that violates this policy will be subject to disciplinary action up to and including termination. If any public official engages in conduct that violates this policy, appropriate remedial and corrective action shall be taken with respect to that individual. In the case of unlawful harassment by any other non-employee, the City will notify the person of the City's policy against harassment and take such other action as may be appropriate under the circumstances.

7.0 External Procedures

The City is committed to promptly responding to and resolving sexual or other harassment complaints in a prompt and fair manner. It is hoped that such complaints of sexual or other harassment can be resolved within the City through the internal procedures outlined above. All City employees, however, have the right to file formal harassment charges with the Illinois Department of Human Rights (“IDHR”) and/or the United States Equal Employment Opportunity Commission (“EEOC”). Such charges must be filed within a certain time period, usually within 180 days of the alleged harassing incident, if filed with the IDHR, or within 300 days, if filed with the EEOC. Under certain circumstances, these deadlines may be extended for continuing offenses under applicable law.

It is unlawful for an employer to retaliate against an employee for filing a charge of harassment with the IDHR or the EEOC. An employee who feels that she or he has been retaliated against after filing a charge with the IDHR or EEOC has 180 days (IDHR) or 300 days (EEOC) from the alleged retaliation to file a retaliation charge. To contact the IDHR write or call its Chicago or Springfield office. To contact the EEOC, write or call its Chicago office.

Illinois Department of Human Rights

217/785-5100 Springfield
312/814-6200 Chicago

Illinois Human Rights Commission

217/785-4350 Springfield
312/814-6269 Chicago

Equal Employment Opportunity Commission

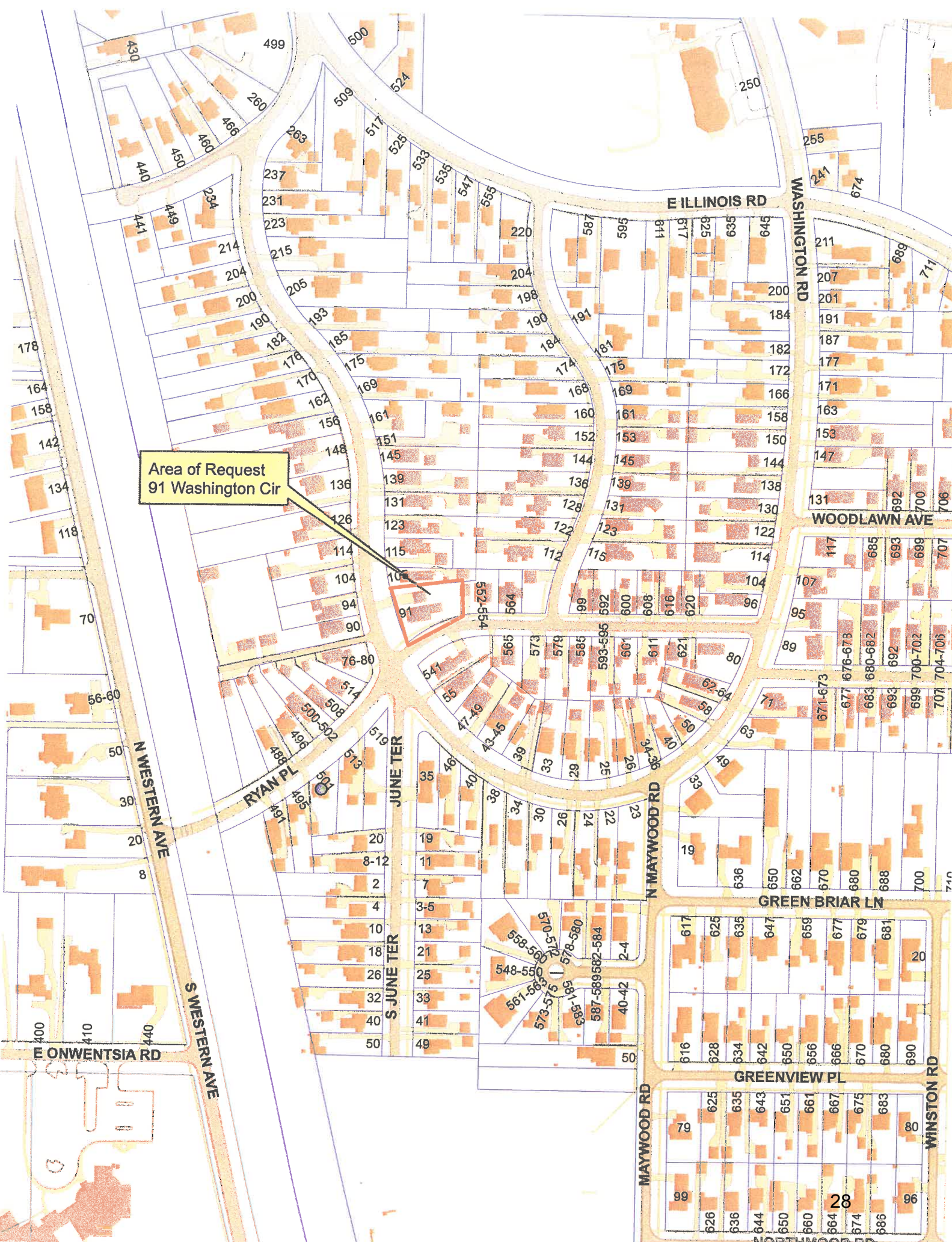
800/669-4000

8.0 Distribution

Employee Information Site, www.citylf.org.



Robert R. Kiely, Jr.
City Manager



THE CITY OF LAKE FOREST

ORDINANCE NO. 2018- ____

AN ORDINANCE APPROVING ARCHITECTURAL AND SITE DESIGN FOR THE
PROPERTY LOCATED AT 91 WASHINGTON CIRCLE

WHEREAS, H. Carl and Nanette Jenkins ("**Owners**") are the owners of that certain real property commonly known as 91 Washington Circle, 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 R-1, Single Family Resident District; and

WHEREAS, the Owners desire to construct a two-story addition, demolish an existing detached garage and make overall alterations to the residence ("**Improvements**") as depicted on the site plan and architectural drawings that are attached hereto as Group Exhibit B ("**Plans**"); and

WHEREAS, the Owners submitted an application ("**Application**") to permit the construction of the Improvements and were 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 December 6, 2017 and January 3, 2018; 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 Resident District and R-1, Single Family Residence District under the City Code,
2. Owners propose to construct the Improvements as depicted on the Plans,
3. 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 Owners' 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 Section 150.147 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 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 Owners 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 Owners 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 Owners 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 Owners have not (i) executed and (ii) thereafter filed with the City Clerk, within 60 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 _____, 2018.

AYES: ()

NAYS: ()

ABSENT: ()

ABSTAIN: ()

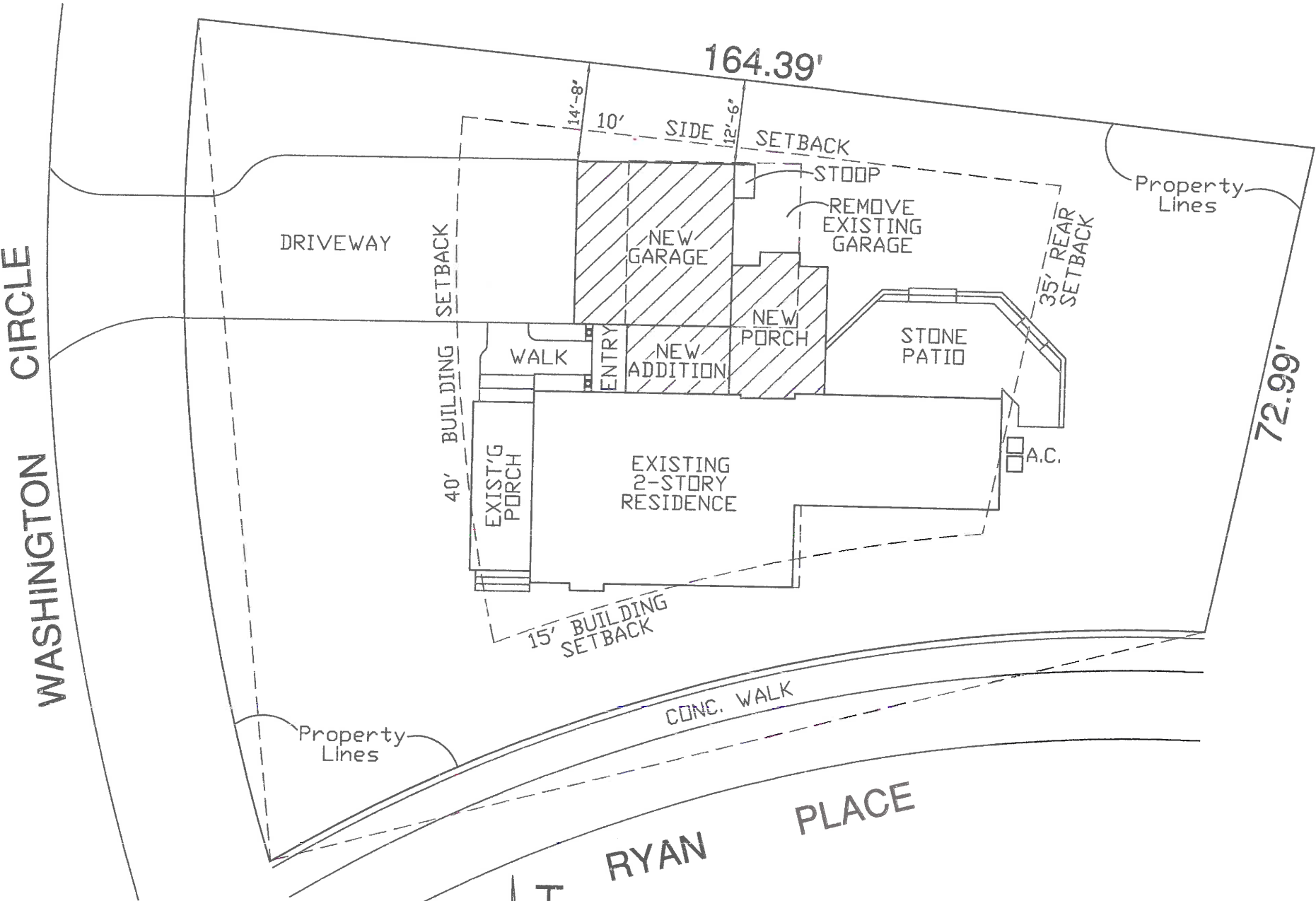
PASSED THIS __ DAY OF _____, 2018.

Mayor

ATTEST:

City Clerk

The Plans



PROPOSED
Plot Plan

Scale: 1" = 20'-0"

91 WASHINGTON CIRCLE
LAKE FOREST, ILLINOIS

see site engineering & landscape
plan for more information & details

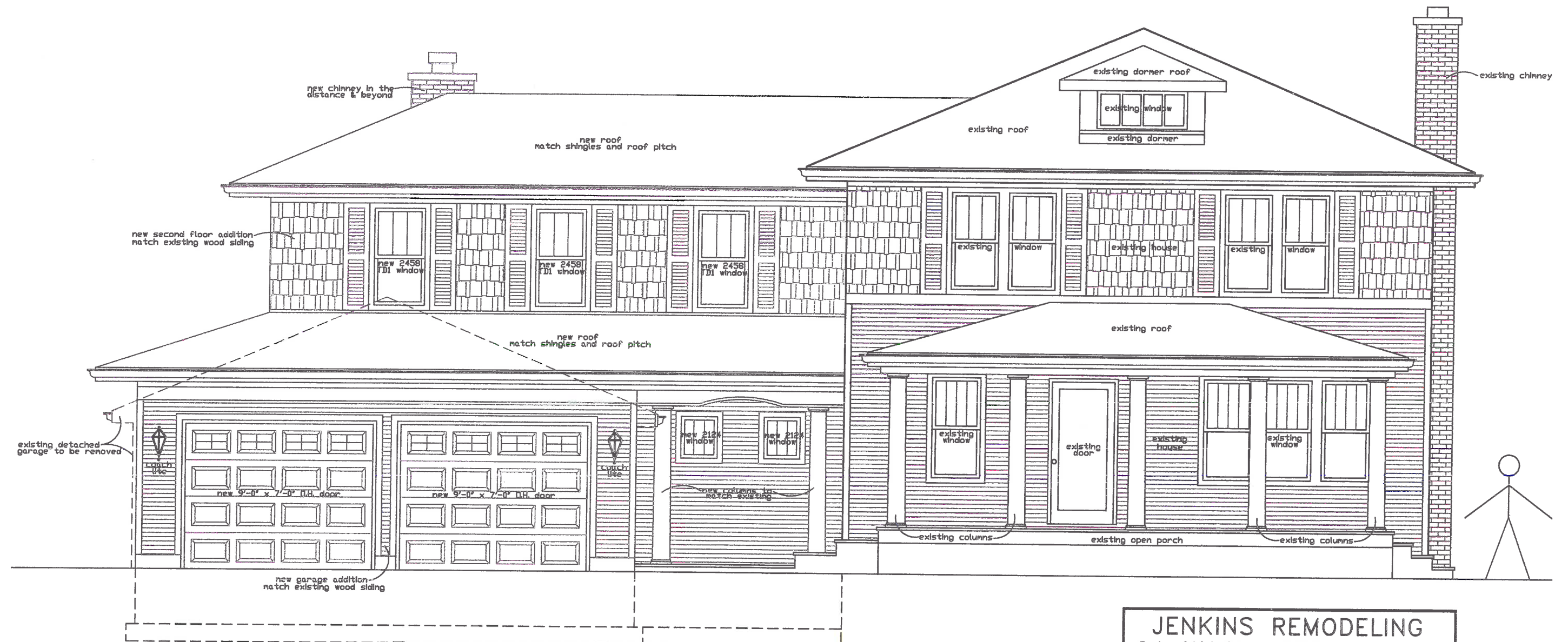
JENKINS REMODELING
91 WASHINGTON CIRCLE
LAKE FOREST, ILLINOIS

M.A.R.S. DESIGN
& CONSTRUCTION

3105 WISHING WELL LANE ISLAND LAKE, IL 60042 (847) 526-4955

RECEIVED
NOV 17 2017 33
BY:

The Plans



PROPOSED
WEST ELEVATION

Scale: 1/4" = 1'-0"

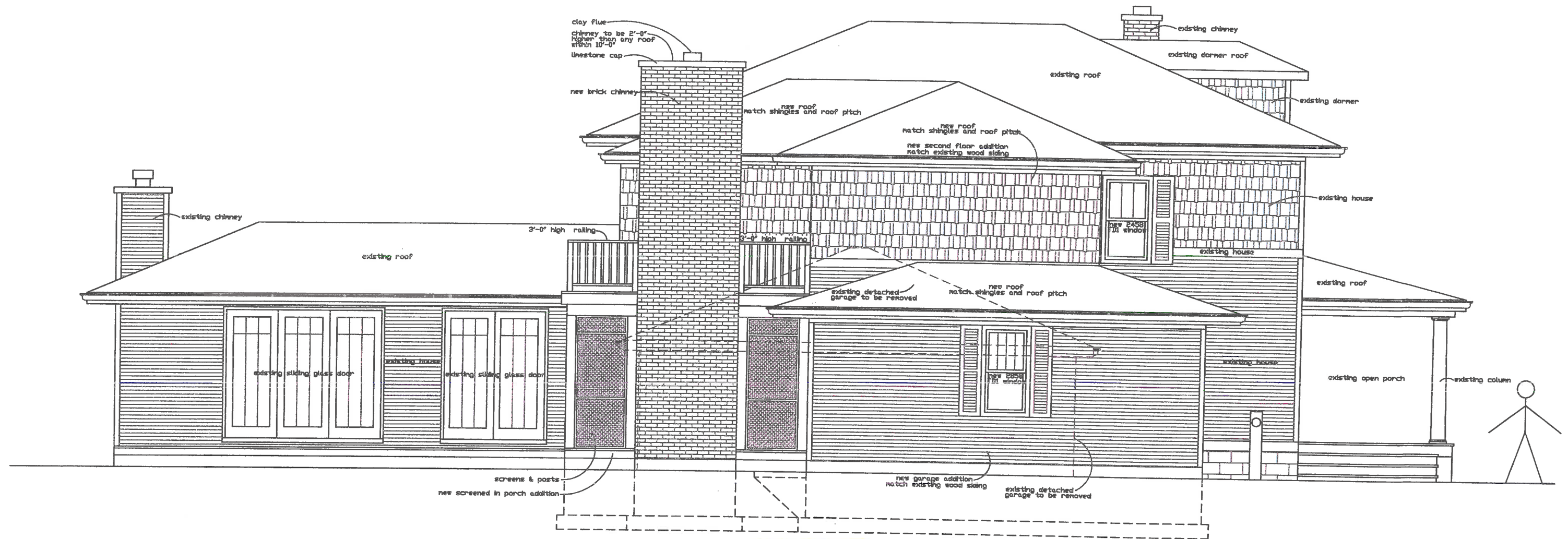
JENKINS REMODELING
91 WASHINGTON CIRCLE
LAKE FOREST, ILLINOIS

M.A.R.S. DESIGN
& CONSTRUCTION

3105 WISHING WELL LANE ISLAND LAKE, IL 60042 (847) 526-4855

GROUP EXHIBIT B

The Plans



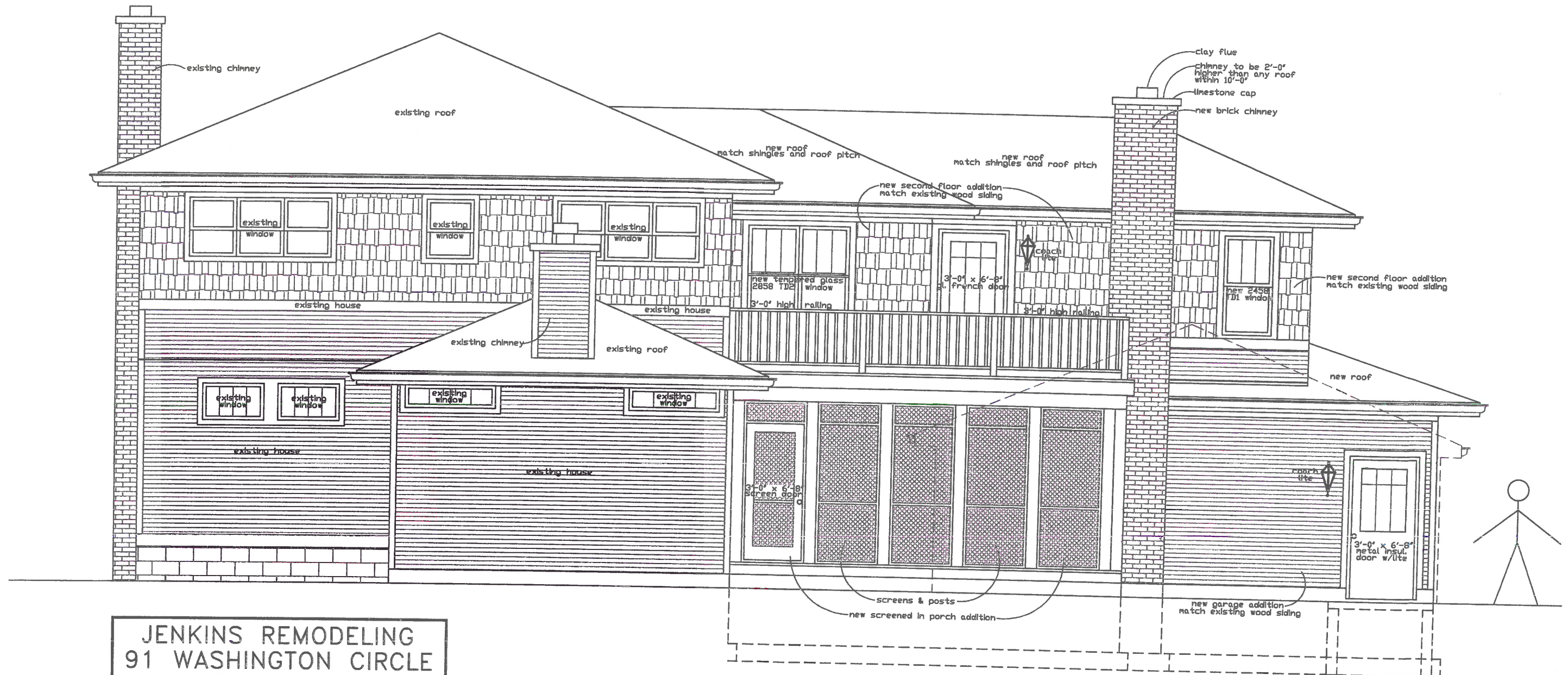
PROPOSED
NORTH ELEVATION
Scale: 1/4" = 1'-0"

JENKINS REMODELING
91 WASHINGTON CIRCLE
LAKE FOREST, ILLINOIS
M.A.R.S. DESIGN
& CONSTRUCTION
3105 WISHING WELL LANE ISLAND LAKE, IL 60042 (847) 520-4955

RECEIVED
NOV 17 2017
BY: _____

GROUP EXHIBIT B

The Plans



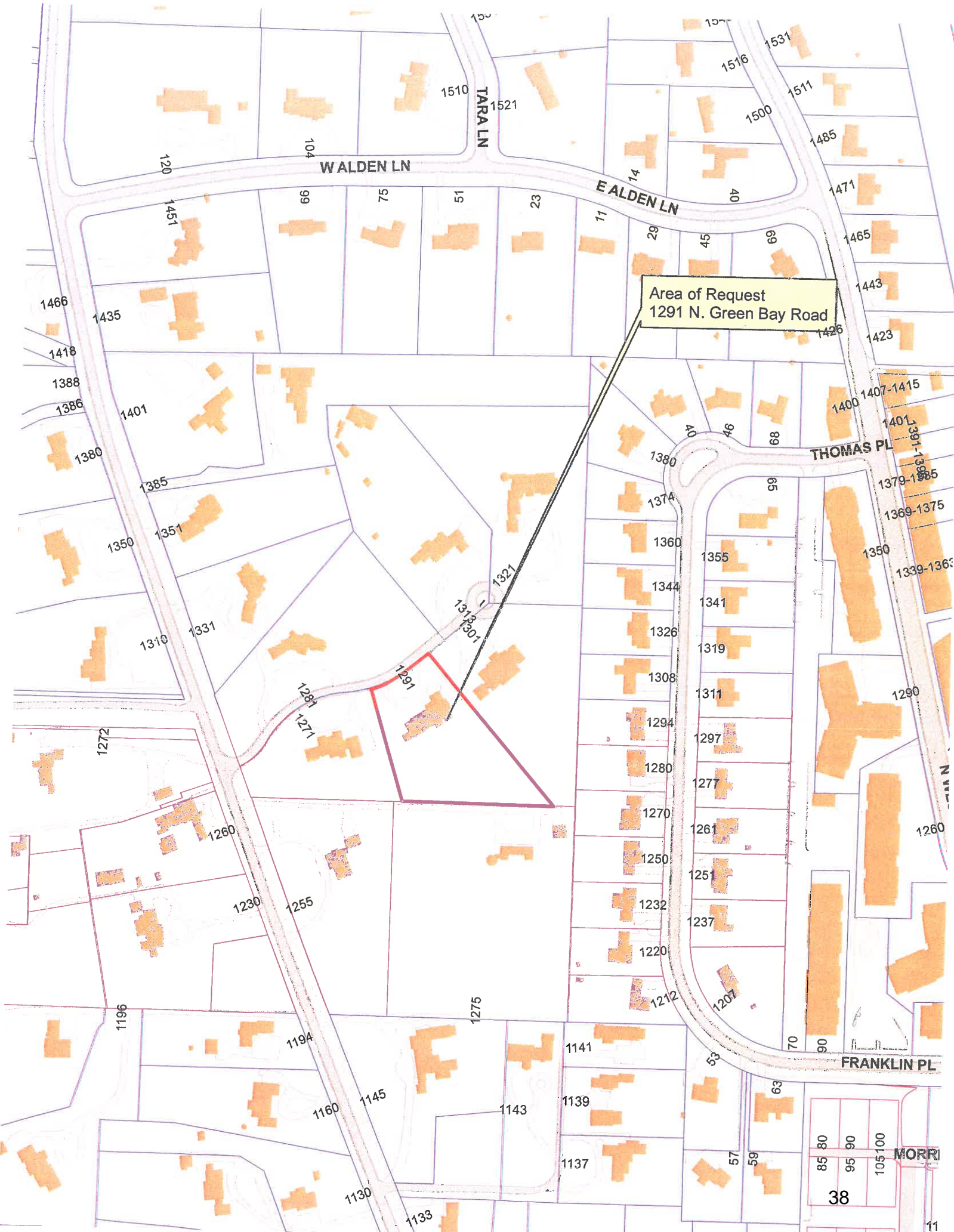
JENKINS REMODELING
91 WASHINGTON CIRCLE
LAKE FOREST, ILLINOIS
M.A.R.S. DESIGN & CONSTRUCTION
3105 WISHING WELL LANE ISLAND LAKE, IL 60042 (847) 526-4955

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

GROUP EXHIBIT B

The Plans





Area of Request
1291 N. Green Bay Road

FRANKLIN PL

MORRI

38

11

THE CITY OF LAKE FOREST

ORDINANCE NO. 2018-___

AN ORDINANCE GRANTING A FLOOR AREA EXCEPTION FOR
THE PROPERTY LOCATED AT 1291 N. GREEN BAY ROAD

WHEREAS, Robin Zafirovski ("**Owner**") is the owner of that certain real property commonly known as 251 King Muir Road, Lake Forest, Illinois and legally described in Exhibit A, attached hereto ("**Property**"); and

WHEREAS, the Property has been designated as a Local Landmark or included in a Local Historic District pursuant to Chapter 155 of the City Code; and

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

WHEREAS, the Owner desires to construct various improvements, including a rear screen porch addition and an elevated terrace ("**Improvements**") as depicted on the site plan and architectural drawings that are attached hereto as Group Exhibit B ("**Plans**"); and

WHEREAS, in order to construct the Improvements, Section 155.07 of the City Code requires the Owners to obtain a Certificate of Appropriateness ("**CoA**") from the Historic Preservation Commission ("**HPC**");

WHEREAS, the Improvements as depicted on the Plans would exceed the maximum floor area allowances set forth in Section 150.148(D), which apply to new construction on, or additions and alterations to existing construction on, residential property; and

WHEREAS, pursuant to notice duly published, the HPC reviewed and evaluated the Plans at a public hearing held on June 28, 2017; and

WHEREAS, the HPC, 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 District under the City Code,

2. Owner proposes to construct the Improvements as depicted on the Plans,
3. as depicted on the Plans, the Improvements exceed the maximum floor area allowances set forth in Section 150-148(D) of the City Code,
4. the Improvements are consistent with the design standards in Section 150.147 of the City Code,
5. the Property is located in a local historic district or is designated as a Local Landmark and the Improvements are consistent with the standards in the Historic Preservation Ordinance, and approval of the Improvements as depicted on the Plans would further the purpose of the Historic Preservation Ordinance,
6. the HPC has determined that the Plans qualify for a CoA under the standards set forth in Section 155.08 of the City Code;
7. the location, massing and architectural detailing of the Improvements will mitigate the appearance of excessive height and mass of the structures and as a result, the proposed development of the Improvements as set forth on the Plans is in keeping with the streetscape and overall neighborhood,
8. the Improvements are sited in a manner that minimizes the appearance of mass from the streetscape or neighboring residences due to the placement of the existing vegetation. In addition, the proposed Improvements will not have a significant negative impact on the light to and views from neighboring homes.
9. the height and mass of the Improvements will generally be compatible with the height and mass of structures on adjacent lots, buildings on the street and on adjacent streets, and other residences and garages in the same subdivision,
10. the evidence presented indicates that the construction of the Improvements, if undertaken in conformity with this Ordinance, the recommended conditions, and the Plans, will meet the standards and requirements of Sections 150.147 and 150.148 of the City Code,

and recommended that the City Council approve the Application and the Plans and grant an exception to the maximum allowable floor area consistent with the Plans, subject to the terms and conditions hereinafter set forth; and

WHEREAS, the Mayor and City Council, having considered Owner's request for exceptions to the maximum floor area requirements set forth in Section 150.148 of the City Code and the findings and recommendations of the HPC, have determined that it is in the best interests of the City and its residents to grant such exceptions, subject to the terms and conditions hereinafter set forth; and

WHEREAS, the Mayor and City Council further determine in the exercise of the City's home rule powers that it is in the best interests of the City and its residents to grant Owner's request for exceptions to the otherwise applicable maximum floor area requirements, 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: Maximum Floor Area Exception Granted. Pursuant to Section 155.08 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 an exception to the maximum floor area requirements set forth in Section 150.148(D) of the City Code, as more fully depicted on the Plans, by allowing the Improvements which together with other structures on the Property will have a maximum square footage not to exceed 7,810 square feet, 4% over the allowable square footage.

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 building, 156, regarding subdivisions, 159, regarding zoning, and 155, regarding historic preservation, 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 Commission's deliberations as reflected on Exhibit C, Certification of Appropriateness, 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 Owner has not (i) executed and (ii) thereafter filed with the City Clerk, within 60 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. 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 _____, 2018.

AYES: ()

NAYS: ()

ABSENT: ()

ABSTAIN: ()

PASSED THIS __ DAY OF _____, 2018.

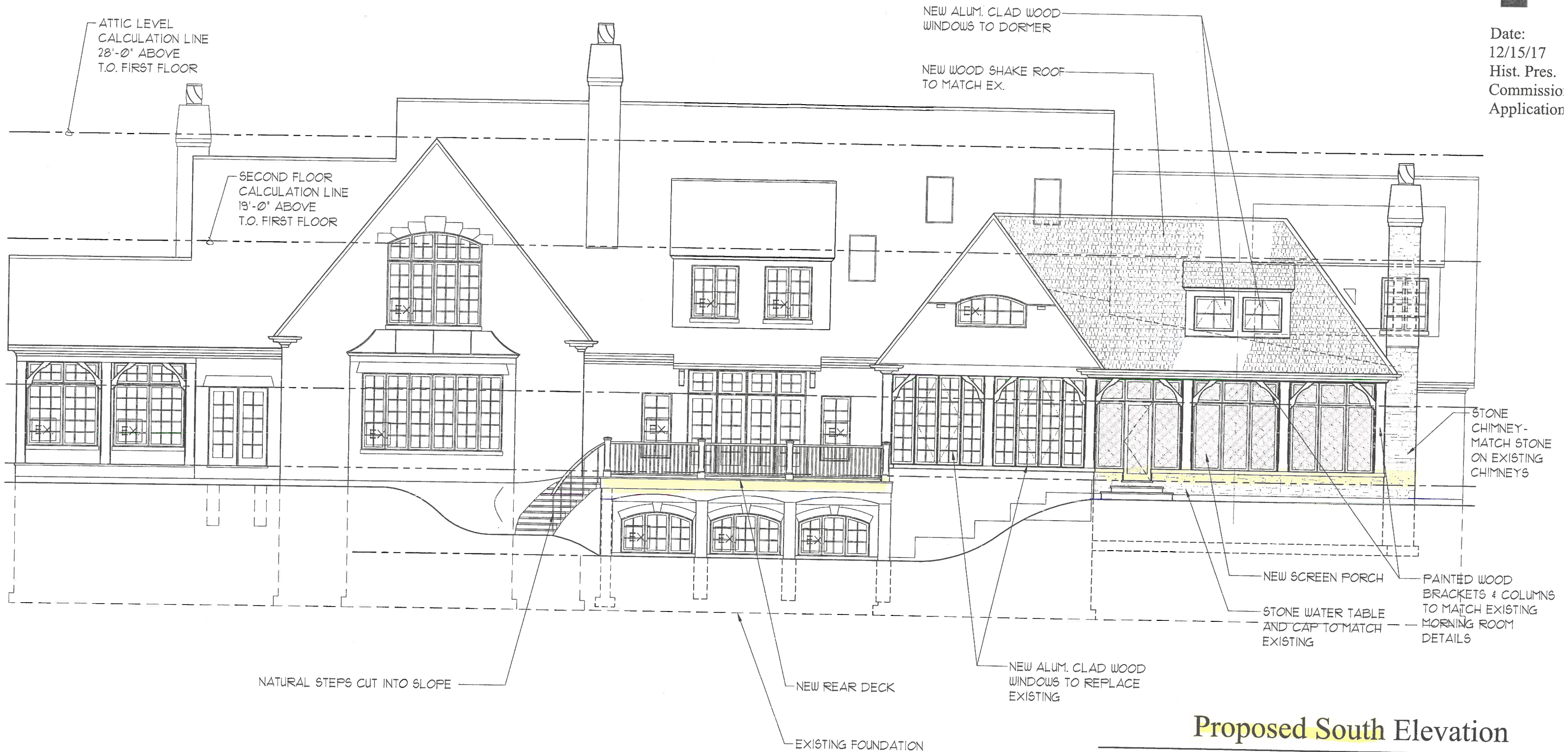
ATTEST:

Mayor

City Clerk

The Plans

Date:
12/15/17
Hist. Pres.
Commissio
Application



Konstant Architecture Planning
5300 Golf Road Skokie Illinois 60077 847-967-6115-INC.

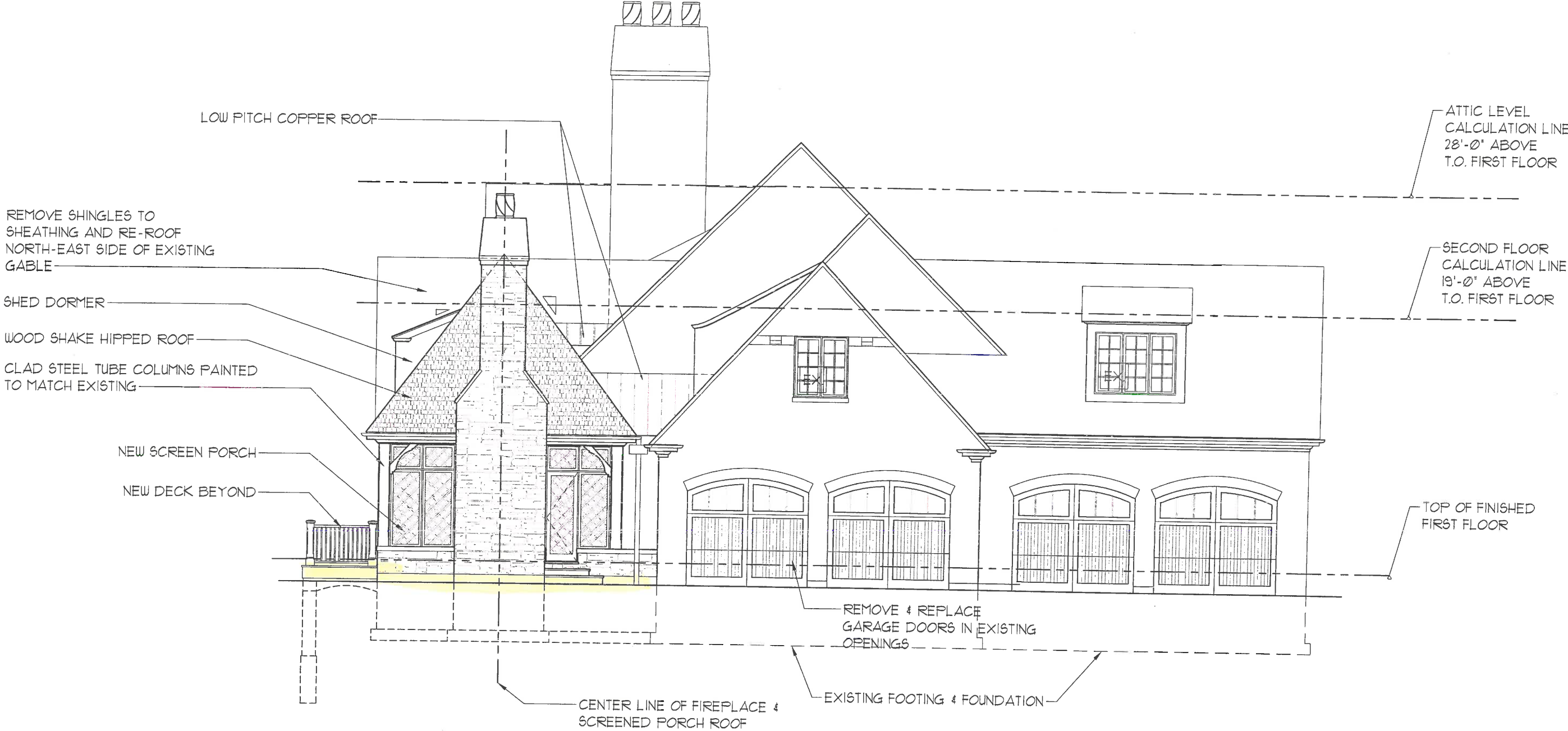
Zafirovski Residence
1291 N. Green Bay Road, Lake Forest, IL

A2.0

45
Job No: 1702

The Plans

Date:
12/15/17
Hist. Pres.
Commission
Application



Proposed East Elevation

1/8"=1'-0"

Konstant Architecture Planning
5300 Golf Road Skokie Illinois 60077 847-967-6115 Inc.

Zafirovski Residence
1291 N. Green Bay Road, Lake Forest, IL

A2.1

THE CITY OF LAKE FOREST

RESOLUTION NO. 2018-

A RESOLUTION APPROVING AN AGREEMENT
WITH THE FRIENDS OF LAKE FOREST PARKS
AND RECREATION FOUNDATION REGARDING
IMPROVEMENTS TO DEERPATH GOLF COURSE

WHEREAS, The City of Lake Forest (the "*City*") owns certain property located at 500 West Deerpath that is comprised of approximately 134 acres of land (the "***Property***") commonly known as "*Deerpath Golf Course*," and

WHEREAS, the Property was donated to the City by multiple civic-minded residents from January of 1923 to January of 1931 for the use of residents for public park and recreational purposes, with the first nine-holes (south) constructed in 1924 and the second nine-holes (north) and clubhouse completed in 1930, and

WHEREAS, in November, 2015 the City Council reaffirmed its commitment to maintaining the Property as the Deerpath Golf Course within the City; and

WHEREAS, as part of such commitment, the City Council established a Golf Advisory Committee and directed the Golf Advisory Committee to work with golf course consultants to prepare a long-range master plan for improving the course conditions and enhancing the financial picture at Deerpath Golf Course, which activities resulted in the 2016 Master Enhancement Plan prepared by Lohmann Golf Design, Inc. (the "***Master Plan***"), and

WHEREAS, the Master Plan identified (i) certain improvements to the Property that were necessary for the financial viability of the Deerpath Golf Course as a competitive and cost-effective golf course facility to serve the City and its residents (the "***Property Improvements***"), as well as (ii) other enhancements to the Property that would not impact the functionality of the course operations but would be perceived by the golfing community as "added-value" amenities (the "***Course Enhancements***"); and

WHEREAS, the City Council has determined that it is necessary and appropriate for the City to invest public resources (including revenues from the Deerpath Golf Course) for the

{00018058 2}

Property Improvements, but the City Council also determined that the City was unable to commit public resources for the Course Enhancements as described in the Master Plan; and

WHEREAS, beginning in 2016 and continuing into 2017 the City undertook improvements to the Clubhouse and locker room facilities, outdoor patio, course drainage and the installation of a continuous cart-path to implement the Property Improvement elements of the Master Plan; and

WHEREAS, the Friends of Lake Forest Parks and Recreation Foundation, an Illinois not-for-profit corporation organized pursuant to Illinois law (the "**Corporation**"), was established to provide, among other things, recreational opportunities and experiences for residents of the Lake Forest in order to foster the sense of community among residents of Lake Forest; and

WHEREAS, the Corporation believes that implementing the Course Enhancements described in the Master Plan will further its goals and mission; and

WHEREAS, although the City Council has determined that the Course Enhancements for the Deerpath Golf Course were not necessary and proper public works activities for the City to undertake and commit City resources, the City Council has no objection to permitting the Corporation to undertake the Course Enhancements in furtherance of its goals and mission; and

WHEREAS, the City Council acknowledges that having the Corporation secure and utilize private donations or other non-city resources to undertake the Course Enhancements is reflective of a true public-private partnership that will foster an increased sense of community while providing amenities to attract more golfers to Deerpath Golf Course, thereby increasing the recreational opportunities and experiences for residents as desired by the Corporation; and

WHEREAS, in order to allow the Corporation to pursue its goals and mission, the City and Corporation have negotiated the Friends of Lake Forest Parks and Recreation Foundation Demonstration Project Agreement (the "**Agreement**"), a copy of which is attached in substantially the form attached hereto as Exhibit 1; and

WHEREAS, the Agreement establishes the terms under which the City will permit the Corporation to undertake the Course Enhancements on the Property; and

WHEREAS, the City Council acknowledges that permitting the Corporation to undertake the Course Enhancements in accordance with the Agreement coincides with the City's objective

of further strengthening its financial operations of Deerpath Golf Course; and

WHEREAS, the City Council has determined that entering into the Agreement with the Corporation would be in the best interest of the City and its residents;

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

SECTION ONE: RECITALS. The foregoing recitals are incorporated into, and made a part of, this Resolution by this reference as findings of the City Council of The City of Lake Forest.

SECTION TWO: APPROVAL; AUTHORIZATION. The City Council hereby (a) approves the Agreement in substantially the form attached as Exhibit 1 to this Resolution, (b) authorizes and directs the City Manager, in consultation with the City Attorney, to finalize the terms and exhibits to the Agreement, and (c) authorizes and directs the Mayor and City Clerk to thereafter execute and attest the Agreement on behalf of the City, consistent with the terms of this Resolution.

SECTION THREE: EFFECTIVE DATE. This Resolution shall be in full force and effect upon the passage and approval of this Resolution.

PASSED THIS 5th DAY OF February, 2018.

AYES:

NAYS:

ABSENT:

APPROVED THIS 5th DAY OF February, 2018.

Mayor

ATTEST:

City Clerk

EXHIBIT 1

Friends of Lake Forest Parks and Recreation Foundation Demonstration Project Agreement

**FRIENDS OF LAKE FOREST PARKS AND RECREATION FOUNDATION
DEMONSTRATION PROJECT AGREEMENT**

This **FRIENDS OF LAKE FOREST PARKS AND RECREATION FOUNDATION DEMONSTRATION PROJECT AGREEMENT** (the “**Agreement**”) is entered into by and between **THE CITY OF LAKE FOREST**, an Illinois home rule and special charter municipal corporation (the “**City**”), and the **FRIENDS OF LAKE FOREST PARKS AND RECREATION FOUNDATION**, an Illinois not-for-profit corporation (the “**Corporation**”)(collectively, the City and Corporation shall hereinafter be referred to as the “**Parties**”), and for and in consideration of the promises and agreements herein set forth, the receipt and sufficiency of which are hereby mutually acknowledged, agree on this _____ day of _____, 201__ as follows:

SECTION 1: Background.

A. The City is the owner (the “**Owner**”) of certain property located at 510 Deerpath Rd, Lake Forest, Illinois (the “**City Property**”).

B. The City Property is comprised of certain land that has been improved with a public golf course commonly known as “**Deerpath Golf Course.**” Deerpath Golf Course is depicted on Exhibit A to this Agreement.

C. The City undertook a long-range master plan for improving the course conditions and enhancing the financial picture at Deerpath Golf Course, which activities resulted in the 2016 Master Enhancement Plan prepared by Lohmann Golf Design, Inc. (the “**Master Plan**”).

D. The Master Plan identified (i) certain improvements to the Property that were necessary for the financial viability of the Deerpath Golf Course as a competitive and cost-effective golf course facility to serve the City and its residents (the “**Property Improvements**”), as well as (ii) other enhancements to the Property that would not impact the functionality of the course operations but would be perceived by the golfing community as “added-value” amenities (the “**Course Enhancements**”).

E. The City Council of the City has determined that it is necessary and appropriate for the City to invest public resources (including revenues from the Deerpath Golf Course) for the Property Improvements, but the City Council also determined that the City was unable to commit public resources for the Course Enhancements as described in the Master Plan.

F. The City has undertaken improvements to the Clubhouse and locker room facilities, outdoor patio, course drainage and the installation of a continuous cart-path to implement the Property Improvement elements of the Master Plan.

G. The Corporation was established to provide, among other things, recreational opportunities and experiences for residents of the Lake Forest in order to foster the sense of community and philanthropy among residents of Lake Forest.

H. The Corporation believes that implementing the Course Enhancements described in the Master Plan will further its goals and mission.

I. Although the City Council has determined that the Course Enhancements for the Deerpath Golf Course were not necessary and proper public works activities for the City to undertake and commit City resources, the City Council has no objection to permitting the Corporation to undertake the Course Enhancements in furtherance of its goals and mission as hereinafter provided.

J. The City Council acknowledges that having the Corporation secure and utilize private donations or other non-city resources to undertake the Course Enhancements is reflective of a true public-private partnership that will foster an increased sense of community and philanthropy while providing amenities to attract more golfers to Deerpath Golf Course, thereby increasing the recreational opportunities and experiences for residents as desired by the Corporation.

K. The Corporation, in furtherance of its goals and mission, desires to undertake certain Course Enhancements as generally described in Exhibit B to this Agreement as a "**Demonstration Project**" that will provide an example for other individuals and organizations who seek to promote the sense of community and philanthropy in Lake Forest and elsewhere.

L. The City does not consider the Demonstration Project as being a matter of public necessity nor as a requirement for the functionality of the Golf Course.

M. The City has no objection to allowing the Corporation to implement its Demonstration Project at Deerpath Golf Course, subject to the terms and conditions of this Agreement.

SECTION 2: Preparation and Approval of Demonstration Project Plans.

Preparation of Plans. The Corporation will cause to be prepared at its sole cost all plans, specifications, and related documents for purposes of undertaking and completing the Demonstration Project (the "**Demonstration Project Plans**"). The Demonstration Project Plans shall also include an engineer's estimate of probable costs or equivalent (the "**Cost Estimate**") and an implementation schedule with designated phases (a "**Schedule**"); provided, however, that the first phase of the Demonstration Project shall be completed on or before 15 May 2018, unless a later date approved in writing by the City Manager and the complete Demonstration Project shall be completed on or before 31 December 2021

B. Review of Demonstration Project Plans; Permitting.

1. Following preparation of the Demonstration Project Plans, the Corporation shall submit the Demonstration Project Plans to the City for review by the City staff. The City staff shall identify any deficiencies in the Demonstration Project Plans, under the standards set forth in the immediately following sentence, and cooperate with the Corporation in addressing such deficiencies. Upon the City staff being satisfied that the Demonstration Project Plans satisfy all applicable codes and regulations and are otherwise consistent with the City Code, and upon (i) concurrence of the City staff that the Cost Estimate is a reasonable calculation of the cost to implement the Demonstration Project Plans, and (ii) the delivery by the Corporation of evidence reasonably satisfactory to the City Manager that the Corporation has the funds available to pay in full all costs associated with the Demonstration Project, the City staff shall issue the necessary permits to the Corporation for the Demonstration Project. Alternatively, the Corporation may submit evidence of satisfactory financial security in the form of a performance and payment bond, letter of credit, cash escrow, or such other similar security that may be

reasonably satisfactory to the City to ensure the completion of the Demonstration Project Work (as hereinafter defined) (the "**Security**").

2. In the event that the Demonstration Project Plans and Security are not approved by the City, or approved subject to conditions unacceptable to the Corporation, the Corporation may notify the City in writing of the Corporation's intent to proceed no further with the implementation of the Demonstration Project, in which case this Agreement shall be terminated as provided in this Agreement.

3. In light of the not-for-profit status of the Corporation and the fact that the Demonstration Project is in furtherance of enhancing the Property, the City agrees to waive all permit and inspection fees relating to the Demonstration Project Work, provided that the approved Security is posted.

C. Coordination of Work. Nothing herein shall prevent the City from requiring the Corporation to modify the Schedule and defer commencement of work to implement the approved Demonstration Project Plans (the "**Demonstration Project Work**") if the City determines in its reasonable judgment that the Demonstration Project Work will interfere with the progress of the Property Improvements. In order to ensure proper coordination of the Property Improvements and the Demonstration Project Work, the Corporation and any Demonstration Project Contractor (as hereinafter defined) shall meet with City representatives at least bi-monthly at a time and place as designated by the City.

SECTION 3: Permits.

A. City Permits. Following approval of the Demonstration Project Plans by the City Council and approval of the Security as provided in Section 2.B of this Agreement, the City shall issue such permits as are necessary and warranted based upon the approved Demonstration Project Plans.

B. Other Permits and Approvals. In addition to the permits to be issued by the City, the Corporation shall be responsible for securing all other applicable permits and approvals necessary in connection with the Demonstration Project Work.

SECTION 4: Contractors. In light of the City's ownership of, the City has an interest in assuring that qualified workers and entities perform the Demonstration Project Work. Accordingly, following the approvals described in Sections 2 and 3 of this Agreement, the Corporation shall enter into an appropriate contract or contracts to undertake the Demonstration Project Work; provided, however, before entering into such contract(s), the Corporation shall submit the names and qualifications of the contractor(s) (the "**Demonstration Project Contractor**") and the terms of the proposed contract (the "**Demonstration Project Contract**") to the City Manager (or the Manager's designee) for approval, which approval shall not be unreasonably withheld. Nothing in this Agreement shall prevent the Corporation from (a) seeking the City's approval of the Demonstration Project Contractor through a pre-qualification process of prospective contractors, or (b) seeking the City's approval of the form of the Demonstration Project Contract prior to final selection of a Demonstration Project Contractor. Subject to the City's ultimate authority to approve the Demonstration Project Contractor and Demonstration Project Contract, the City shall promptly notify the Corporation of any objections to such contractor or contract and the bases therefor, and the parties agree to meet and confer to address or resolve such objections. The Demonstration Project Contract shall include a

provision allowing the City, in its discretion, to assume such contract in the event that the Corporation seeks to abandon the Demonstration Project Work.

SECTION 5: Contractor and Subcontractor Security. The Corporation shall cause the Demonstration Project Contractor or Contractors to provide to the Corporation with a Security in the amount of 110% of the value of the contract for the Demonstration Project Work. Such Security shall name the City as a co-beneficiary along with the Corporation. The Security provided to the City pursuant to this Section 5 may be provided by one or more Demonstration Project Contractors in proportion to the amount of the Demonstration Project Work to be performed by each such Demonstration Project Contractor.

SECTION 6: Insurance. Before commencing any Demonstration Project Work, the Corporation will obtain and maintain throughout the course of such work adequate insurance, as set forth in Exhibit C, with the City as an additional insured. All policies of insurance shall be in a form approved by the City Attorney, and certificates of those policies shall be deposited with the City prior to the commencement of any such work. Upon request, the City may request the Corporation to provide current evidence of insurance as herein provided. The Corporation may satisfy the requirements of this Section 6 by causing one or more Demonstration Project Contractor to provide the required insurance on behalf of the Corporation, provided that the standards set forth in this Section and Exhibit C are satisfied.

SECTION 7: Indemnifications.

A. The Corporation shall indemnify, save harmless, and defend the City [including its officers, officials, employees, agents, attorneys, consultants, and representatives (the “**City Indemnitees**”)] against all damages, liability, claims, losses, penalties, fines, and expenses (including attorneys' fee) that may arise, or be alleged to have arisen, out of or in connection with the Corporation's performance of, or failure to perform, the Demonstration Project Work, or any part thereof, in accordance with the terms of this Agreement; provided, however, that, to the extent that a Demonstration Project Contractor executes an agreement with the Corporation that provides for the Demonstration Project Contractor to indemnify the City Indemnitees in the manner set forth in this Section 7, the Corporation's indemnification obligations herein will be satisfied.

B. The City shall indemnify, save harmless, and defend the Corporation (including its officers, officials, employees, agents, attorneys, consultants, and representatives) against all damages, liability, claims, losses, and expenses (including attorneys' fee) that may arise, or be alleged to have arisen, out of or in connection with the conditions of the City Property, or any part thereof, or the negligent acts or omissions of the City or its employees.

SECTION 8: Compliance with Laws. The Corporation agrees that it shall be required to comply (and to cause any of its Demonstration Project Contractors to comply) with all applicable federal, state, and local laws in connection with the Demonstration Project Work.

SECTION 9: Completion and Acceptance of Work. The City shall have the right to inspect all or any part of the Demonstration Project Work and to reject all or any part of any of such work that is, in the City's judgment, defective or damaged or that in any way fails to conform strictly to the approved plans and the requirements of this Agreement. The City, without limiting its other rights or remedies, may require correction or replacement at the Corporation's cost, may perform or have performed all actions necessary to complete or correct all or any part of the Demonstration Project Work that is defective, damaged, or nonconforming and charge the

Corporation with any excess cost incurred thereby, or cancel all or any part of any order or this Agreement (which cancellation is subject to the provisions of Section 11 of this Agreement). Demonstration Project Work so rejected may be returned or held at the Corporation's expense and risk.

SECTION 10: Ownership of Demonstration Project Work; License.

A. Ownership. The parties acknowledge and agree that the Corporation desires to undertake the Demonstration Project Work for the purposes of promoting its mission and goals as hereinabove described. As such, the Parties:

- i. acknowledges that the Corporation shall be the owner of Demonstration Project Work; and
- ii. acknowledge and agree that the Demonstration Project Work shall, upon satisfactory completion, be fixtures of the Deerpath Golf Course and therefore will be incorporated into the City Property.

B. License. The City grants to the Corporation and the Demonstration Project Contractor a license to enter upon the City Property for purposes of undertaking the Demonstration Project Work in accordance with the approvals granted by the City therefor and in compliance with all applicable City ordinances, codes, regulations, and approvals.

SECTION 11: Termination.

A. Termination for Failure to Perform Satisfactorily. In the event that the City determines that the Corporation is not performing the Demonstration Project Work in a manner consistent with the requirements of this Agreement, the City shall notify the Corporation in writing of such deficiency or deficiencies (a "**Deficiency Notice**"). Upon issuance of such Deficiency Notice, (i) the Parties shall meet and confer in an effort to resolve any disagreement regarding the requirements of this Agreement and the performance of the Corporation; and (ii) the Corporation shall make efforts to cure each such deficiency. If, within 30 days after the issuance of the Deficiency Notice (or such longer period of time as the City may permit), the Parties fail to resolve any disagreement and the Corporation fails to cure such deficiency or deficiencies, the City (i) may terminate this Agreement and all of the Corporation's interests arising from this Agreement, (ii) may assume any contract relating to the Demonstration Project Work, and (iii) shall have the right to assume ownership and control of all Security, work, equipment, and materials relating to the Demonstration Project Work.

B. Termination Upon Completion. Upon satisfactory completion of all Demonstration Project Work, the Corporation's license rights under this Agreement shall expire, and all interests that the Corporation might have in the Demonstration Project Work shall be deemed conveyed to the Owner as a gift.

SECTION 12: No Third-Party Beneficiaries. There are no third-party beneficiaries to this Agreement and the City is not to be deemed a subcontractor, partner, or agent of the Corporation.

SECTION 13: Notices. All notices herein required shall be in writing and shall be served on the parties at the following addresses:

The City:

The City of Lake Forest
 220 E. Deerpath
 Lake Forest IL 60045
 Attn: Robert R. Kiely, Jr., City Manager
 E-mail: kielyr@cityoflakeforest.com

The Corporation:

 E-mail: _____

All notices and other communications in connection with this Agreement shall be deemed delivered to the addressee thereof when delivered in person or by express mail or messenger at the address set forth below or three business days after deposit thereof in any main or branch United States post office, certified or registered mail, return receipt requested, postage prepaid, properly addressed to the parties, respectively. Notices or communications may also be e-mailed and shall be deemed delivered either (i) when received and documented by a receipt successful transmission, or (ii) when sent provided that a copy is also mailed or delivered in person or by express mail.

By notice complying with the foregoing requirements of this Section 13, each party shall have the right to change the addressees or addresses or both for all future notices and communications to such party, but no notice of a change of address shall be effective until actually received.

SECTION 14: Remedies. The Parties shall have all rights and remedies available under law to cause the performance of this Agreement.

SECTION 15: Entire Agreement. This Contract sets forth the entire agreement of the City and the Corporation with respect to the accomplishment of the Demonstration Project Work, and the payment and requirements relating thereto, and there are no other understandings or agreements, oral or written, between the City and the Corporation with respect to the Demonstration Project Work and the compensation therefor.

[Signature page to follow.]

In witness whereof, the parties have executed this agreement the day and the year first above written.

THE CITY OF LAKE FOREST, a municipal
corporation of Illinois

By: _____

ATTEST: _____

**FRIENDS OF LAKE FOREST PARKS AND
RECREATION FOUNDATION**, an Illinois not-for-
profit corporation

By: _____

ATTEST: _____

EXHIBIT A

Depiction of Deerpath Golf Course/City Property

EXHIBIT B

General Description of the Demonstration Project

Greens and Approaches Drainage

Halfway House /Comfort Station

Cart Barn/Fleet

Waterless Restroom

Driving Range Expansion

New Short Game Practice Area

EXHIBIT C
Required Insurance

1. Worker's Compensation and Employer's Liability with limits not less than:

- (a) Worker's Compensation: Statutory;
- (b) Employer's Liability:
 - \$1,000,000 injury - per occurrence
 - \$ 500,000 disease - per employee
 - \$1,000,000 disease - policy limit

Such insurance shall evidence that coverage applies in the State of Illinois.

2. Comprehensive Motor Vehicle Liability, with a combined single limit of liability for bodily injury and property damage of not less \$1,000,000 for vehicles owned, non-owned, or rented. All employees shall be included as insureds.
3. Commercial General Liability with coverage written on an "occurrence" basis and with limits no less than \$1,000,000 Bodily Injury and Property Damage Combined Single Limit.

Coverage is to be written on an "occurrence" basis.

Coverages shall include:

- Broad Form Property Damage Endorsement
- Products/Completed Operations (to be maintained for two years following final payment).
- Independent Contractors
- Personal Injury (with Employment Exclusion deleted)
- "X," "C," and "U" exclusions shall be limited
- Contractual Liability
- Railroad exclusions shall be deleted.

All employees shall be included as insureds. Contractual Liability shall specifically include the indemnification set forth in the Contract

4. Umbrella Policy. The required coverages may be in any combination of primary, excess and umbrella policies. Any excess or umbrella policy must provide excess coverage over underlying insurance on a following-form basis such that when any loss covered by the primary policy exceeds the limits under the primary policy, the excess or umbrella policy becomes effective to cover such loss.
5. Deductible. Each policy shall have a deductible or self-insured retention of not more than \$2,000.
6. City as Additional Insured. The City and its officers, officials, employees, agents, attorneys, consultants, and representatives shall be named as an Additional Insureds on all policies except for Worker's Compensation, and Comprehensive

Motor Vehicle Liability. Additional insured coverage shall be provided on endorsements at least as broad as ISO form CG2010 or CG2026 (pre-2004 editions).

7. Notice of Termination. Each of the required policies shall all provide that the City shall receive notice at least 30 days prior to termination of such policy or policies.



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Michael Tobin
Managing Director

CBRE, Inc.
Development Management Services

January 26, 2018

Catherine Czerniak
Director of Community Development
800 Field Drive
City of Lake Forest, Illinois 60045

Re: City of Lake Forest Request for Consulting Services to Review Hotel Developers' Requests for Economic Incentives

Dear Cathy,

Is it always nice to hear from you. I am flattered that my name came up in your recent discussions with Bob. We are, of course, happy to assist you and Lake Forest in evaluating the requests for economic incentives for the two proposed hotel developments. Our goal will be to provide you with an analysis that will help you present the requests to the City Council for its review and action.

Based upon our discussion the other day, our work will consist of the following general activities:

1. Analyze the two projects
 - a. overall development pro formas,
 - b. the costs of the development components,
 - c. the economic return projections to the developers,
 - d. and the reasonableness of the amount of the economic assistance in the form of various tax rebates that have been requested by the developers.
2. We will also compile a market summary showing economic assistance provided by nearby communities for hotel developments within their jurisdictions. This should assist Lake Forest by providing additional context for the requests and assist us in developing appropriate benchmarks for the economic incentive requests.

3. Preliminary meetings with the development teams to fully understand their projects and economic drivers for the successful completion of each project.
4. Meetings/ phone calls with the City staff and/ or elected officials to explore concepts and devise a framework plan for economic assistance
5. Provide recommendations regarding an appropriate economic assistance proposal for negotiations with the two developers.
6. Preliminary discussions with the development teams regarding economic assistance plans.
7. If requested, not more than two meetings with the City Council in executive session to review our findings and recommendations.

For both the Janko Group and Pendulum Lake Forest Partners projects, we will need copies of the site and development plans for the projects, the detailed economic pro formas that have been prepared by the developers and the construction cost estimates with back-ups for the budgets.

If ultimately needed, the full breadth of resources of CBRE, can be made available as additional services.

I will be the primary point of contact for this assignment. Nicholas Epstein, who is a part of our Advisory Services division, will also be working with me providing market research investigation and other services as needed. Depending upon the final scope of work you may need, I have also included Marty Stern and Jim Hurst as possible additional team members to assist us. We will bill for our work on an hourly basis as shown in the chart below. Providing a budget estimate for this project is more difficult than for our previous assignments for Lake Forest, in that, accomplishing the task at hand is a more opaque, open-ended assignment. Our best estimate is that it will cost at most in the range of \$25,000 - \$30,000 to complete the scope described above. As always, since we are billing for time spent, only, you will have the ability to assess how much time you need, and want, us to spend on the project. We have not included in our initial scope of work negotiations with the two development teams on behalf of the City, but can certainly do so if you wish. I believe we have included in our estimate of cost enough time to have preliminary discussions with the development teams regarding the business structure of a deal that would be beneficial to both you and the developers, but any extended or protracted negotiations would, obviously, require more time than we have included in this estimate.

The chart below sets the rate we anticipate being utilized for this assignment, and we will send itemized invoices that identify the people, hours and tasks performed for this project.

Consulting Services Proposal for Hotel Development Incentives Advisory
January 26, 2018

Member of Project Team	2014 Standard Hourly Rates	Discounted Rates
Martin Stern	\$475.00	\$427.50
Michael Tobin	\$350.00	\$315.00
Nick Epstein	\$250.00	\$225.00
James Hurst	\$100.00	\$90.00

We thank you, Bob Kiely and the City of Lake Forest for the opportunity to work with you on this assignment.

Please sign a copy of this letter and return to me as authorization for us to proceed with the work. Please let me know if you have any questions.

Very truly yours,

CBRE, Inc.

Accepted:



Michael Tobin
Managing Director – Development Services
(312) 456-7067
michael.tobin@cbre.com

By: _____
Date: _____

Cc: Robert Kiely – City of Lake Forest
Nicholas Epstein - CBRE