

**THE CITY OF LAKE FOREST
CITY COUNCIL AGENDA**
Monday, May 7, 2018 at 6:30 pm
City Hall Council Chambers
First Session

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

A. Resolution of Appreciation for Retiring Fire Fighter/Paramedic David A. Andersen

A copy of the resolution can be found beginning on **page 16**

COUNCIL ACTION: Approve the Resolution

2. COMMENTS BY CITY MANAGER

3. COMMENTS BY COUNCIL MEMBERS

FINANCE COMMITTEE

A. Approval of the Comprehensive Fiscal Plan for FY2019

PRESENTED BY: James Morris, Finance Committee Chairman

PURPOSE AND ACTION REQUESTED: Staff requests approval of the Comprehensive Fiscal Plan for Fiscal Year 2019 (May 1, 2018 to April 30, 2019).

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
City Council Finance Committee	3/5/18	Operating Budget
City Council Finance Committee	1/16/18	Capital Budget Follow-up

City Council	12/18/17	Adoption of Tax Levy, Fees
City Council Finance Committee	11/13/17	Capital Budget/Revenues
City Council Finance Committee	10/16/17	Fiscal Policy
City Council Workshop	9/18/17	Public Safety Pension Funding and Fiscal Stress Parameters

BACKGROUND/DISCUSSION: The Finance Committee has reviewed various components of the Comprehensive Fiscal Plan for FY2019 at several public meetings over the past six months. The proposed Comprehensive Fiscal Plan is presented for final approval this evening. The document has been provided to the City Council under separate cover and will be made available on the City’s web site upon approval.

The following changes have been made to the budget figures since the March 5 Finance Committee meeting:

- Compensation adjustments are now reflected within the operating department budgets of the General Fund
- Historical Society contribution of \$50,000 added per Finance Committee direction
- Remaining discretionary dollars have been eliminated
- Transfer from Lake Forest Hospital Fund to the Capital Improvements Fund has been added to close the Lake Forest Hospital Fund
- 2017 GO Bond Issue debt service added to Water Utility Fund

BUDGET/FISCAL IMPACT: The proposed expenditures for FY2019 total \$84,160,533. The proposed plan is balanced with all operating expenditures covered from current revenues and capital expenditures funded from current revenues and reserves in excess of the City Council’s Fiscal Policy. Fund balance deficits projected for the Laurel/Western TIF Fund and the Deerpath Golf Course would be funded from temporary inter-fund loans.

COUNCIL ACTION: Approval of the Comprehensive Fiscal Plan for Fiscal Year 2019

B. Annual Vendor Approval

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

PURPOSE AND ACTION REQUESTED: Staff requests approval of the vendors listed on **page 17** for FY2019.

BACKGROUND/DISCUSSION: On September 19, 2011, the City Council approved Code amendments revising the method for approving vendors. Consistent with the revised policy, payments for services provided on an unspecified ongoing basis exceeding \$20,000 annually in aggregate are to be approved by the City Council as part of the budget process. The attached list provides the vendors approved for FY2012-FY2018 as well as the recommendations submitted for City Council approval for FY2019.

The City Council will continue to approve any single purchase over \$20,000 as established by the purchasing code.

BUDGET/FISCAL IMPACT: Approval of the attached vendor list does not have an immediate fiscal impact. The amounts designated for each vendor for FY2019 have been included in the annual budget.

COUNCIL ACTION: Approval of the attached list of vendors (page 17) for Fiscal Year 2019

PERSONNEL COMPENSATION ADMINISTRATION COMMITTEE

A. Approval of the FY19 Personnel Policies, Administrative Directives and Pay Plan

PRESENTED BY: DeSha Kalmar, Director of Human Resources (847-810-3530)

PURPOSE AND ACTION REQUESTED: The Personnel Compensation Administration (PCA) Committee is seeking City Council approval of the FY19 Personnel Policies, Administrative Directives and Pay Plan

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
PCA Committee	5/7/18	Reviewed and recommended for City Council approval.

BACKGROUND/DISCUSSION: Each year the City's Personnel Policies and Administrative Directives are reviewed and updated as needed, then adopted by the City Council as part of the budget process. Noted below is a list of key changes made to the Personnel Policies and various Directives dated May 1, 2018. Complete copies of all documents can be obtained by contacting Director Kalmar.

General	
1-1 Admin Directives Manual – Reviewed	
1-3 Traffic Safety Coordinating Comm. – Reviewed	
1-4 Sidewalk Inspection Program – Reviewed	
1-11 Reimbursement of Authorized Expenses – Includes added definitions and clarifies that the policy applies to members of the City Council, Boards and Commissions or anyone traveling on behalf of the City as well as employees; prohibits the reimbursement of alcohol. (<i>Redline version attached</i>)	
1-18 Civic Organization Funding Request Policy – New policy establishing guidelines for civic organizations requesting funding from the City	
Personnel	Page #
Personnel Policies and Practices 2018 (All changes noted in <i>Italics</i> in the document)	46
<ul style="list-style-type: none"> Core Values section has been changed to include a Code of Conduct. The former Section 7.5.0, Ethics Hotline, moved to this section and non-retaliation language has been included. (<i>Carved-out section attached</i>) 	2
<ul style="list-style-type: none"> Section 8.6.0, Flexible Spending, the number of payroll periods over which withholdings are made has changed from 26 to 24 in anticipation of our new financial system. Explained to participants during open enrollment. 	39

2-7 Child Labor Policy – Reviewed	
2-18 Social Media - Sec. 3.2 replaced <i>MySpace</i> with <i>Instagram</i> ; removed former Sec. 4.2 on IT monitoring; removed Sec. 5.1(E)(vii); updated language on public comments in Sec. 5.1(F); updated language in 5.2(B) on public comments; updated list of City websites	
2-20 Retiree Benefits – Updated language on Medicare-eligible retirees	
2-23 Duty-issued Firearms – Updated language to reference job-required firearms	
Financial Management	Page #
3-5 Purchasing Procedures (approved by Council on 4/16/18)	
• Sec. 3.0 added “Third Party Payee” to definitions;	2
• Sec. 5.7(iv)(a) added language on reporting to Finance Comm. Chair;	5
• new Sec. 5.14 and 5.15; Sec. 9.0E \$20,000+ must have CC approval;	7-8
• Sec. 10.2 language on authorization prior to incurring expenses;	14
• New Sec. 11.0 (Contingency Acct)	16-17
• New Attachment B – Vendor Approval Form	
3-15 Police Restricted Funds Procedures – New policy establishing procedures to be used in recording revenues, expenditures and fund balances for police restricted funds	
3-16 Amazon Business Account Policy – New policy establishing procedures for utilizing an Amazon business account	
Employee Safety Procedures	
6-3 Accident and Injury Investigation – Updated section on OSHA 8-hour standard for reporting	
6-12 Line of Duty Injury/Death – Updated section on OSHA 8-hour standard for reporting	
Privacy Policies	
7-1 Protecting Privacy of Health Information – Reviewed	
7-2 Firewalls with Privacy Standards - Reviewed	

The FY2019 Pay Plan has been adjusted to include range adjustments of 2.5% per City Council discussion at the March budget meeting. Some positions received a slightly larger adjustment as agreed to by the City Council at the budget meeting in order to maintain competitiveness.

The policies are included in your Council packet beginning on **page 19** and the Pay Plan is in your budget packet.

COUNCIL ACTION: Approval of the FY19 Personnel Policies and Practices, Administrative Directives and FY19 Pay Plan.

B. Report and Recommendation from the Personnel, Compensation and Administration Committee on the Employment Agreement with the City Manager

PRESENTED BY: Mayor Robert Lansing
 STAFF CONTACT: Robert Kiely, City Manager 847-810-3675

BACKGROUND/DISCUSSION: The City Council annually reviews the performance of the City Manager and his employment agreement. The Mayor has met with the City Manager to review the evaluation comments of City Council members. The Personnel, Compensation and Administration Committee (PCA) has met to review the employment agreement. The City Manager employment agreement will be sent out under separate cover.

COUNCIL ACTION: Approve the Employment Agreement with the City Manager

PUBLIC WORKS COMMITTEE

A. Consideration of an Ordinance Amending Section 135.108(C), titled “Noise, Generally” of the City Code (First Reading)

PRESENTED BY: *Randy Tack, Chairman Public Works Committee*
 STAFF CONTACT: *Chuck Myers, Superintendent of Parks, Forestry and Special Facilities*
 (810-3565)

PURPOSE AND ACTION REQUESTED: On April 11, 2018, the Public Works Committee considered amendments relating to the use of gasoline powered leaf blowers and other types of lawn maintenance equipment. The Committee’s recommendation is presented to the City Council for consideration and, if desired by the City Council, approval of first reading of an ordinance amending Section 135.108(C).

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	4/11/18	Discussed and Recommendation forwarded to City Council
City Council	1/16/18	Discussion on use of leaf blowers and related noise ordinance, with options for changes
City Council	2015	Discussion on lawn maintenance equipment hours of operation and noise generated by leaf blowers, with no action
City Council	2002	A draft ordinance was brought before Council that would ban leaf blowers, the Council did not support the draft ordinance, no action
City Council	2001	City Code was revised by combining the hours of operation for leaf blowers with those of lawn maintenance equipment
City Council	1995	City Code was revised to draw a distinction between leaf blowers and other types of lawn maintenance equipment
City Council	1991	City Council passed an ordinance restricting the hours of operation of lawn maintenance equipment.

BACKGROUND/DISCUSSION: Last fall, Mayor Lansing requested that the City’s current regulations regarding noise control, specifically gasoline-powered leaf blowers, be re-examined. City staff reviewed the sections in the City Code, which pertain to the operation of lawn maintenance equipment and leaf blowers, and presented City Council with various options for revisions to the City Code.

The City Code does allow the operation and use of gas powered lawn maintenance equipment, including leaf blowers. However, under section 135.108 of the City’s Code, “It is unlawful to cause or make loud noise through the operation of lawn maintenance equipment including, but not limited to, lawn mowers, tractors and gasoline-powered leaf blower equipment before 7:30 a.m. on weekdays, 8:00 a.m. on Saturdays and 10:00 a.m. on Sundays and holidays after, 7:30 p.m. on all days, except as authorized by City Manager”. This restriction does not apply to golf course maintenance operations.

The City of Lake Forest first passed an ordinance in 1991 that restricted the hours of operation of lawn maintenance equipment following several months of review and discussion by landscapers, City Staff, and City Council. In 1995 City Council modified the noise ordinance to draw a distinction between leaf blowers and other types of lawn maintenance equipment. During the summer of 2000 noise generated by leaf blowers was once again reviewed and discussed by City Council and City Staff, with no changes occurring to the City’s Code. On March 15, 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 have caused with residents and police officers alike. In 2002 a draft of the City’s Contractor Licensing Ordinance was brought before City Council. In this draft a ban on leaf blowers was incorporated. After a discussion by City Council, there was a consensus that the Council could not support the draft ordinance as presented with that leaf blower ban in place.

On April 11, 2018, City staff met with the Public Works Committee to consider options for amendments relating to the use of gasoline powered leaf blowers and other types of lawn maintenance equipment. **At this time, the Public Works Committee is recommending that we amend the hours of operation for gasoline powered leaf blowers only. Leaf blower operation would be allowed Monday through Saturday from 9:00 a.m. until 5:00 p.m. Gasoline powered leaf blower operation would be prohibited on Sundays and Holidays.** The new restrictions would apply year-round and would apply to gasoline powered leaf blowers only, not mowers and other lawn maintenance equipment. In addition, the restriction would not apply to municipal and golf course operations.

The Ordinance, with a blackline version of the Code Section reflecting amendments as recommended by the Public Works Committee is included in the Council packet beginning on **page 25**. A clean copy of the Code Section incorporating all of the amendments as recommended by the Committee is also included in the packet.

COUNCIL ACTION: Grant first reading of an Ordinance amending Section 135.108(C), titled “Noise, Generally” of the City Code

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

5. ITEMS FOR OMNIBUS VOTE CONSIDERATION

1. Approval of the April 2, 2018 City Council meeting Minutes

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

COUNCIL ACTION: Approval of the City Council Minutes

2. Consideration of Approval Only of Executive Session Minutes with the dates of 3/20/17, 7/17/17, 8/7/17, 9/18/17, 10/2/17, 10/16/17, 11/6/17, 12/4/17, 12/18/17, 1/16/18, 2/5/18, 2/20/18 and 4/2/18

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

PURPOSE AND ACTION REQUESTED: Staff requests approval only of reviewed Executive Session Minutes reviewed at the April 16, 2018 City Council meeting. These include the minutes of 3/20/17, 7/17/17, 8/7/17, 9/18/17, 10/2/17, 10/16/17, 11/6/17, 12/4/17, 12/18/17, 1/16/18, 2/5/18, 2/20/18 and 4/2/18 meetings, as mandated by Section 2.06 of the Open Meeting Act. These executive session minutes will remain confidential until the need for confidentiality no longer exists and are approved for release by the City Council.

COUNCIL ACTION: Approval only of Executive Session minutes of the 3/20/17, 7/17/17, 8/7/17, 9/18/17, 10/2/17, 10/16/17, 11/6/17, 12/4/17, 12/18/17, 1/16/18, 2/5/18, 2/20/18 and 4/2/18 meetings.

3. Approval of the Check Register for Period of March 24-April 20, 2018

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

BACKGROUND/DISCUSSION: City Code Section 38.02 sets forth payment procedures of the City. The Director of Finance is to prepare a monthly summary of all warrants to be drawn on the City treasury for the payment of all sums due from the City (including all warrants relating to payroll and invoice payments) by fund and shall prepare a detailed list of invoice payments which denotes the person to whom the warrant is payable. The warrant list detail of invoice payments shall be presented for review to the Chairperson of the City Council Finance Committee for review and recommendation. All items on the warrant list detail recommended for payment by the Finance Committee Chairperson shall be presented in summary form to the City Council for approval or ratification. Any member of the City Council shall, upon request to the City Manager or Director of Finance, receive a copy of the warrant list detail as recommended by the Finance Committee Chairperson. The City Council may approve the warrant list as so recommended by the Finance Committee Chairperson by a concurrence of the majority of the City Council as recorded through a roll call vote.

The Council action requested is to ratify the payments as summarized below. The associated payroll and invoice payments have been released during the check register period noted.

Following is the summary of warrants as recommended by the Finance Committee Chairperson:

Check Register For Period March 24 - April 20, 2018

	Fund	Invoice	Payroll	Total
101	General	596,448	1,088,480	1,684,928
501	Water & Sewer	68,259	122,339	190,598
220	Parks & Recreation	92,689	296,101	388,790
311	Capital Improvements	41,939	0	41,939
202	Motor Fuel Tax	0	0	0
230	Cemetery	7,527	15,240	22,766
210	Senior Resources	10,883	20,508	31,392
510	Deerpath Golf Course	49,921	1,997	51,918
601	Fleet	58,574	44,815	103,388
416 - 433	Debt Funds	0	0	0
248	Housing Trust	0	0	0
201	Park & Public Land	30,000	0	30,000
	All other Funds	1,172,931	138,905	1,311,836
		\$2,129,171	\$1,728,386	\$3,857,556

Included under "All Other Funds" is \$994,000 in Water and Sewer capital expenses, primarily related to the Water Treatment Plant improvements.

COUNCIL ACTION: Approval of the Check Register for March 24-April 20, 2018

4. Approval to Establish an Account with Amazon Business

STAFF CONTACT: *Diane Hall, Assistant Finance Director (847-810-3614)*

PURPOSE AND ACTION REQUESTED: Staff requests City Council approve the establishment of an account with Amazon Business to procure items for City use.

BACKGROUND/DISCUSSION: The City has been approached by Amazon Business to establish a new centralized account. Currently departments are purchasing items through the consumer side of Amazon using City credit cards to process the order. A business account would provide added benefits to the City as well as additional controls over purchases. The City will have the ability to add purchasing approval levels to each individual with an established login, as well as an organizational approval level prior to orders being placed. The number of authorized purchasers would be limited by Department to reduce the number of those able to place orders. The City would be invoiced for purchases made, reducing amounts charged on City credit cards. The City's tax exempt number would be applied to all purchases, as outlined in the City's Purchasing Directive section 5.15. Additionally, reporting capabilities are available to analyze purchases made.

Amazon Business has partnered with U.S. Communities Government Purchasing Alliance to provide price matching from different vendors to meet additional bid or pricing requirements. A copy of multiple pricing would be required for any purchases over \$5,000 as outlined in the City's Purchasing Directive section 5.3. Any single purchase of \$20,000 or more would require City Council approval prior to placing an order.

BUDGET/FISCAL IMPACT: These purchases are paid directly from department operating budgets and this action has no immediate fiscal impact. As this is a new program, estimated

expenses are not available but are anticipated to exceed \$20,000 in aggregate for the fiscal year.

COUNCIL ACTION: Staff recommends City Council approve the establishment of an account with Amazon Business to procure items for City use

5. Approval of Benefit Consulting Services to be provided in Fiscal Year 2019 by Wright Benefit Strategies

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

PURPOSE AND ACTION REQUESTED: The Personnel Compensation Administration (PCA) Committee is seeking City Council approval of benefit consulting services by Wright Benefit Strategies.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
PCA Committee	5/7/18	Reviewed and recommended for City Council approval.

BACKGROUND/DISCUSSION: Since 2004, the City has contracted with Wright Benefit Strategies to provide consulting and support services for the City’s medical, dental, and life insurance, including providing guidance to our Employee Benefit and Wellness Committees. Wright Benefit Strategies has also consulted with the City on special projects in the areas of liability insurance and Federal and State legislation issues involving employee benefits. This item reflects the Wright Benefit Strategies contract for FY19, including special projects.

Beginning on **page 33** of your packet is a detailed scope of service.

BUDGET/FISCAL IMPACT: The total cost for the recommended services is \$30,000 which has remained the same since FY15 and which has been included in the FY19 budget:

FY2019 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
General Fund – HR	\$30,000	\$30,000	Y

COUNCIL ACTION: Approval of Benefit Consulting Services by Wright Benefit Strategies in the amount of \$30,000 for Fiscal Year 2019.

6. Award of the Lake Forest Share of the Joint 2018 Annual Pavement Patching Program Contract to Chicagoland Paving Contractor, Inc. for a not-to-exceed amount of \$175,000

STAFF CONTACT: Robert Ells, Superintendent of Engineering (810-3555)

PURPOSE AND ACTION REQUESTED: Staff requests awarding the Lake Forest share of the joint 2018 Annual Pavement Patching Program contract to Chicagoland Paving Contractors Inc.

BACKGROUND/DISCUSSION: On April 16, 2018, City Council approved this contract for a not to exceed amount of \$150,000. There was a typing error in the previous request for approval that indicated the FY2018 budget amount instead of the FY2019 budget amount of \$175,000. The intent, as discussed with the Public Works Committee on April 11, 2018, is to spend the full budgeted amount of \$175,000 during the 2019 fiscal year.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	3/8/18	Reviewed FY19 Asphalt Repair Program
Finance / Public Works Committee	11/13/17	Reviewed FY19 CIP Projects

BUDGET/FISCAL IMPACT: The project was bid in early March with the bid opened on March 22, 2018. A total of four bids for the joint project were received. The bid prices consist of bid quantities that are to be completed by all the municipalities as part of their respective asphalt patching program.

BIDDERS	TOTAL BID PRICE
Chicagoland Paving Contractors, Inc	\$239,449.00
Schroeder Asphalt Services, Inc.	\$271,563.50
Peter Baker & Son, Co.	\$325,722.50
J.A. JOHNSON PAVING CO	\$345,905.20

The breakdown of the bid specific to Lake Forest bid items is summarized below:

BIDDER	TOTAL
Chicagoland Paving Contractors, Inc	\$129,000.00
Schroeder Asphalt Services, Inc.	\$143,975.00
Peter Baker & Son, Co.	\$165,800.00
J.A. JOHNSON PAVING CO	\$179,220.00
<i>Engineer's Estimate</i>	\$150,000.00

Chicagoland Paving Contractors, Inc., has experience working in Lake Forest and has been performing projects in a satisfactory manner.

City Engineering staff will provide daily inspectional services for the Lake Forest portion of the contract.

If awarded, work on this project is expected to begin in May and be substantially completed in early June. Upon award of the contract, the municipalities will meet with the contractor to obtain a tentative schedule for each community. The City’s website, under “Construction Updates”, will also provide the details the construction schedule.

Below is an estimated summary of the Project budget:

FY2019 Funding Source	Account Budget	Amount Requested	Budgeted? Y/N
Capital Fund	\$175,000	\$175,000	Y

COUNCIL ACTION: Award of the Lake Forest Share of the Joint 2018 Annual Pavement Patching Program Contract to Chicagoland Paving Contractor, Inc. for a not-to-exceed amount of \$175,000

7. Award of the 2018 Sanitary Sewer Inflow/Infiltration Testing Project to RJN Group in the total not-to-exceed amount of \$102,330

STAFF CONTACT: *Robert W. Ells, Superintendent of Engineering (810-3555)*

PURPOSE AND ACTION REQUESTED: Staff recommends awarding the 2018 Sanitary Sewer Inflow/Infiltration Testing Project to RJN Group.

BACKGROUND/DISCUSSION: In recent years, the City has had portions of the sanitary sewer system get overwhelmed with storm water and cause backups into residents’ properties. The focus of this project will be to test portions of the City’s sanitary sewer system to look for instances of inflow and/or infiltration. Inflow is when storm water is being directed into the sanitary sewer system; infiltration is when ground water leaks into the sanitary mains through faults in the pipe or manholes.

If testing shows inflow from private property into the City’s sanitary sewer, the City will require residents disconnect the illegal connection. If infiltration is shown, the City will line such sanitary sewers in the summer, 2019. Additionally, any repairs needed on storm sewers will also be made.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Finance Committee	3/5/18	Staff Reviewed Project with Committee
Finance Committee	11/13/17	Item Included in Proposed FY ‘19 C.I.P.

BUDGET/FISCAL IMPACT: Bids for the 2018 Sanitary Sewer Inflow/Infiltration Testing Project contract were received and opened on April 12, 2018. A total of two firms bid the project.

The following is a summary of the bids received:

Company Name	Dollar Amount Bid
RJN Group	\$88,982.70
Sewer Assessment Services, LLC	\$90,686.80

RJN Group is a well-respected consultant in the sewer inflow and infiltration testing field and has done this work for a number of municipalities in the Chicago area including Lake Forest.

If awarded, field work on this project is expected to begin in July and be completed by the end of August. Property owners living near the testing areas will be notified in advance of the smoke testing. The City's Engineering staff will provide daily oversight of the testing.

With extremely favorable bid pricing received, staff is requesting a 15% contingency to test any additional problem areas that may appear during the spring and summer rains. This brings the total requested amount to \$102,330.

Below is an estimated summary of Project budget:

FY2019 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Capital Fund	\$162,000	\$102,330	Y

COUNCIL ACTION: Award of the 2018 Sanitary Sewer Inflow/Infiltration Testing Project to RJN Group in the total not-to-exceed amount of \$102,330

8. Consideration of Ordinances Approving Recommendations 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 recommendations from the Building Review Board are presented to the City Council for consideration as part of the Omnibus Agenda.

635 Buena Road - The Building Review Board recommended approval of the addition of a third garage bay, reorientation of the garage, expansion of the driveway and a landscape plan to provide some screening of the garage and driveway from the streetscape. One comment was received in support of the project. (Board vote: 7-0, approved)

1192 Griffith Road - The Building Review Board recommended approval of removal of a rear one story element, a second floor addition and modifications to the front porch. Testimony in support of the project was received from the Preservation Foundation. (Board vote: 6-0, approved)

The Ordinances approving the petitions as recommended by the Building Review Board, with key exhibits attached, are included in the Council packet beginning on **page 36**. The Ordinances, complete with all exhibits, are available for review in the Community Development Department.

COUNCIL ACTION: If determined to be appropriate by the City Council, waive first reading and grant final approval of the Ordinances in accordance with the Building Review Board's recommendations.

9. Consideration of Ordinances Approving Recommendations from the Zoning Board of Appeals. (First Reading, and if Desired by the City Council, Final Approval)

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

The following recommendations from the Zoning Board of Appeals are presented to the City Council for consideration as part of the Omnibus Agenda.

1192 Griffith Road – The Zoning Board of Appeals recommends approval of a variance from the front yard setback to allow a second floor addition to be constructed over an existing non-conforming one-story house. Approval of modifications to the front porch within the front yard setback are also recommended. This petition was also considered by the Building Review Board as detailed in the previous agenda item. No public testimony was presented to the Zoning Board of Appeals on this petition. (Board vote: 5 - 0, approved)

635 Buena Road – The Zoning Board of Appeals recommends approval of a variance from the front yard setback to allow expansion of a driveway in excess of the width permitted by the Code to accommodate parking and an adequate apron for an expanded garage. This petition was also considered by the Building Review Board as detailed in the previous agenda item. No public testimony was presented to the Zoning Board of Appeals on this petition. (Board vote: 5 - 0, approved)

81 W. Laurel Avenue – The Zoning Board of Appeals recommended approval of variances from the front and side yard setbacks to allow replacement garages, attached and detached, and the associated driveway reconfiguration. Public testimony was presented in favor of the petition and a neighboring property owner noted that need for careful consideration of drainage and the need for adequate landscaping. This petition was also considered by the Historic Preservation Commission as detailed in the following agenda item. (Board vote: 7-0, approved)

The Ordinances approving the petitions as recommended by the Zoning Board of Appeals, with key exhibits attached, are included in the Council packet beginning on **page 55**. The Ordinances, complete with all exhibits, are available for review in the Community Development Department.

COUNCIL ACTION: If determined to be appropriate by the City Council, waive first reading and grant final approval of the Ordinances approving the petitions in accordance with the Zoning Board of Appeals' recommendations.

10. 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.

81 W. Laurel Avenue - The Historic Preservation Commission recommended approval of a building scale variance to accommodate replacement garages, enclosure of an open service porch and a linking element between the house and garage. One letter of support was received from the Preservation Foundation. A neighboring property owner spoke at the meeting and requested careful consideration of drainage and landscaping. An extensive landscape plan was presented to the Commission. (Commission vote: 7 - 0, approved)

The ordinance approving the petition, with key exhibits attached, is included in the Council's packet beginning on **page 78**. 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.

COUNCIL ACTION: Approval of the ten (10) Omnibus items as presented

6. ORDINANCES

1. Approval of an Ordinance amending City Code Section 38.37 Relating to Purchasing (Waive First Reading and Grant Final Approval)

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

PURPOSE AND ACTION REQUESTED: Staff recommends approval of the proposed Ordinance amending City Code related to the authority to approve other purchases and contracts. Based on direction of the City Council Finance Committee on April 16, 2018, a revision is required to be consistent with the City's Purchasing Policies and Procedures.

BACKGROUND/DISCUSSION: At meetings on December 18, 2017, January 16, 2018 and April 16, 2018, the City Council Finance Committee has considered revisions to the City's contingency accounting procedures and to Administrative Directive 3-5, Purchasing Policies and Procedures. One change to Administrative Directive 3-5 requires a Code revision to ensure consistency.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
City Council Finance Committee	4/16/18	Approval of revised purchasing policies and procedures.

City Council Finance Committee	1/16/18	Discussion of proposed revisions to City's purchasing policies and procedures.
City Council Finance Committee	12/18/17	Discussion of proposed revisions to City's contingency accounting procedures.

BUDGET/FISCAL IMPACT: Approval of this item would have no fiscal impact.

COUNCIL ACTION: If determined to be appropriate by the City Council, waive first reading and grant final approval of an Ordinance amending City Code relating to Purchasing (Ordinance can be found on page 91).

7. NEW BUSINESS

8. ADDITIONAL ITEMS FOR COUNCIL DISCUSSION

1. Presentation of Fabulous Gifts and Prizes
-Robert Kiely, City Manager
2. Final words for departing Aldermen Tack from the remaining Council Members
3. Final comments from Alderman Tack

9. ADJOURNMENT

Office of the City Manager

May 2, 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.





RESOLUTION OF APPRECIATION

WHEREAS, DAVID A. ANDERSEN has been a dedicated employee of The City of Lake Forest since August 12, 1996; and

WHEREAS, DAVID A. ANDERSEN will honorably retire from the City on **May 18, 2018**; and

WHEREAS, DAVID A. ANDERSEN served in the following positions during his dedicated career: Firefighter Paramedic, Pension Board member, Shift Training Officer, Safety Committee and Lake County SRT Team member. In addition, **DAVID A. ANDERSEN** received numerous accommodations and letters of gratitude for outstanding service throughout his career.

WHEREAS, DAVID A. ANDERSEN will be sincerely missed by his friends and coworkers.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE FOREST that the Council, on behalf of the administration and residents of the community, hereby expresses its appreciation and gratitude to **DAVID A. ANDERSEN** for a public service faithfully performed; and

BE IT FURTHER RESOLVED that this Resolution be appropriately inscribed and conveyed to **DAVID A. ANDERSEN**, with a copy to be included in the official minutes of the May 7, 2018 meeting of the Lake Forest City Council.

Mayor Robert T.E. Lansing

**The City of Lake Forest
FY2019 Vendor Approvals - May 7, 2018**

<u>Department</u>	<u>Vendor</u>	<u>Approved FY2012</u>	<u>Approved FY2013</u>	<u>Approved FY2014</u>	<u>Approved FY2015</u>	<u>Approved FY2016</u>	<u>Approved FY2017</u>	<u>Approved FY2018</u>	<u>Proposed FY2019</u>	<u>Description:</u>
PW-Streets	Peter Baker & Son	30,000	55,000	55,000						Asphalt patching
City Manager	Susan Kelsey	31,800	31,800	50,000	50,000	50,000	50,000			Professional Services - economic development
Human Resources	Wright Benefit Strategies, Inc.	33,000	33,000	30,000	30,000	30,000				Professional Services - employee benefits
Human Resources	Clark Baird Smith	30,000	40,000	50,000		50,000	50,000	50,000	50,000	Professional Services - legal
Police	Smith & LaLuzerne	46,000	46,000	55,000	55,000	50,000	50,000	50,000	50,000	Professional Services - City Prosecutor
Finance-IT	ClientFirst Consulting	90,000	155,500	65,360	65,000	90,000	65,000			Professional Services - IT Consulting
Finance-IT	Katten Muchin Zavis Rosenman				25,000					Bond Counsel Services
Finance-IT	Speer Financial				25,000	25,000	35,000	35,000	35,000	Financial Advisory Services
City Manager	Municipal GIS Partners, Inc.	177,034	206,583	164,000	184,066	190,379	198,616	198,816	180,000	Professional Services - GIS Consortium
City Manager	Whipple Consulting	36,000	36,000	36,000	36,000	36,000	20,000	20,000		Professional Services - public relations
PW-Engineering	Gewalt-Hamilton Assoc			24,000	44,000	40,000	160,000	235,000		Professional Services - engineering consulting
City Manager	Filippini Law Firm					340,000	290,000	290,000	100,000	Professional Services - legal
City Manager	Lake County Press					25,000	26,000		35,000	Printing services
Community Dev.	Thompson Elevator Inspection			24,700	25,000					Professional Services - elevator inspections
PW-Engineering	T. Y. Lin International, Inc.			80,000	80,000					Professional Services - engineering consulting
Non-Department	North Shore Gas Company			40,000	45,000	45,000	45,000	45,000	45,000	Utility Services
Non-Department	ComEd			52,000	60,000	75,000	75,000	75,000	75,000	Utility Services
PW-Fleet	Bell Fuels Inc.			50,000	50,000			50,000		Fuel supplier
PW-Sanitation	Zion Landfill			300,000	300,000					Refuse disposal
Non-Department	AT&T			54,000	60,000	55,000	55,000	55,000	55,000	Utility Services
Human Resources	IL Dept of Employment Security			60,000	60,000	60,000	75,000	75,000	75,000	Unemployment insurance
Non-Department	Constellation Energy Services			423,000	450,000	425,000	380,000	380,000	380,000	Utility Services
PW-Engineering	H W Lochner Inc.			88,000	88,000					Professional Services - engineering consulting
Miscellaneous	Conserv FS			117,000	90,000					Fuel, fertilizer, herbicide, pesticide
PW-Fleet	World Fuel Services, Inc.			124,000	124,000					Fuel supplier
PW-Engineering	HDR Engineering, Inc.			550,000						Professional Services - engineering consulting
PW-Engineering	Ayres Associates, Inc.				75,433	42,883	53,737	60,000	45,000	GIS Data Provider
PW-Engineering	Baxter & Woodman				20,000					Engineering Consulting
PW-Engineering	ESRI				36,610					Software licensing
Human Resources	IRMA			1,050,000	1,300,000	1,300,000	1,200,000	1,200,000	1,250,000	Member Contribution and Deductibles
Human Resources	Morrison Associates				20,000				21,000	Employee Development/Training
Parks/Recreation	NSSRA			225,000	235,000	245,000	249,633	262,728	275,000	Membership and inclusion services
Parks/Recreation	Richard Franklin			125,000	210,000	210,000				Independent contractor - golf instruction
PW-Fleet	Al Warren Oil Company, Inc			233,000	300,000	250,000				Fuel supplier
Finance-IT	HTE Sungard			65,000	65,000					Software maintenance/licensing - sole source
Finance-IT	Siemens/Unify Inc.			32,000	30,000					Phone system support
Community Dev.	Lynch Construction				30,000					Community entrance signs
Finance-IT	InterDev				40,000					IT Consulting Services
PW-Fleet	Gas Depot, Inc					150,000	200,000	100,000		Fuel supplier
Finance-IT	Call One						60,000			Telecommunication Services
Parks/Public Wks	Mariani Landscape						60,000			Grounds Maintenance/Snow Removal
Parks/Recreation	Friends of LF Parks and Rec							35,000	35,000	Special Event Contributions

**The City of Lake Forest
FY2019 Vendor Approvals - May 7, 2018**

<u>Department</u>	<u>Vendor</u>	<u>Approved FY2012</u>	<u>Approved FY2013</u>	<u>Approved FY2014</u>	<u>Approved FY2015</u>	<u>Approved FY2016</u>	<u>Approved FY2017</u>	<u>Approved FY2018</u>	<u>Proposed FY2019</u>	<u>Description:</u>
Cemetery	William Blair & Company							40,000	30,000	Cemetery investment services
Finance-IT	Chapman and Cutler							20,000	20,000	Bond Counsel Services
Public Works	A&A Sprinkler Company								30,000	Fire sprinkler inspections and repairs
Public Works	All Crane and Hoist, LLC								40,000	Crane and hoist inspections and repairs
Public Works	American Backflow Prevention								25,000	Backflow preventer inspections and repairs
Fire	Andres Medical Billing								30,000	Ambulance billing services
Public Works	Bleck Engineering								50,000	Engineering design
Finance-IT	Comcast of Chicago								24,000	Internet and television services
Parks/Recreation	Craig Bergmann Landscape Design								60,000	Landscape design services
Parks/Recreation	Elawa Farm Foundation								50,000	Wildlife Discovery Center rent
Public Works	Enspect, Inc								30,000	Structural engineer
Public Works	First Point Mechanical Service								40,000	HVAC Maintenance/Repairs
Public Works	Flolo Corporation								30,000	Water plant control system - Sole Vendor
Human Resources	Health Endeavors								20,000	Professional medical services
Public Works	Henry Frerk Sons Inc								25,000	Historical mortar matching, testing & supply
Public Works	Illinois Dept of Transportation								20,000	State road and light repairs - Sole Vendor
Public Works	Illinois Roof Consulting Assoc								25,000	Roof inspections
Public Works	Lakeland HVAC Automation								40,000	HVAC Maintenance/Repairs
Police	Linda Porter								21,000	Licensed clinical professional counselor
Parks/Recreation	Lohman Golf Designs								20,000	Golf consulting services
Public Works	Lyons Electric Company								25,000	Street Stop Light Repairs
Public Works	Martin Petersen Co Inc								40,000	HVAC Maintenance/Repairs
Human Resources	Mass Medical (Lake Forest Acute Care)								25,000	Medical professional services
Police	MSI								35,000	Municipal Adjudication System
Public Works	Northern Divers USA, Inc								50,000	Welding and diving services
Police	Quicket Solutions								30,000	Cloud based ticketing/records management
Public Works	Strand Associates, Inc								30,000	Consulting engineer/water plant design
Public Works	TEC Electric Inc								40,000	Electrical and fire alarm installation
Public Works	Thyssenkrupp Elevator Corp								25,000	Elevator inspections and repairs
Submitted for City Council consideration: May 7, 2018									3,636,000	

REIMBURSEMENT OR APPROVAL OF AUTHORIZED EXPENSES

1.0 Purpose:

- 1.1 To define authorized conditions and limits for which expenses incurred in the performance of City business may be reimbursed and to describe procedural matters concerning travel authorization, documentation and accounting. Limits within this policy are to be applied to charges incurred on City issued credit cards as well as any other reimbursable expenses.

2.0 Scope:

- 2.1 In order to effectively conduct official business and advance the abilities and professionalism of employees and officers of the City, attendance at certain schools, conferences and meetings is recognized, and the reimbursement of travel expenses for employees is authorized by the City Manager in accordance with the guidelines and procedures outlined herein. Approval of expenses for the City Council is defined under Section 5.1 of this directive. The City's objectives are to allow arrangements that (1) authorize reasonable reimbursement for authorized official business, (2) provide uniform and equitable handling of all employee expenses, and (3) allow the employee-individual to carry out duties in a manner that is dignified and reflects credit on the City.

3.0 Definitions:

For the purposes of this Directive, the following terms are defined as follows:

"City Officer" means members of the City Council, Boards and Commissions or anyone traveling on behalf of the City.

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Travel" means any expenditure directly incident to official travel by employees and officers of the City involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

4.0 Policy:

- 4.1 General Guidelines: An employee is expected to show good judgment and proper regard for economy in traveling at City expense. Expense levels established by this directive are guidelines and are not flat allowances or authorizations to spend a given sum if less would be adequate. Requests for reimbursement must be authorized and approved by the department head and further reviewed by the Finance Department. Requested expenses may be revised or eliminated if deemed outside this directive.
- 4.2 Attendance at Conferences or Training Programs: Department heads and staff assistants are encouraged to budget and to attend conferences and training programs. Except under unusual circumstances, no officer or employee will be authorized to attend any conference or training program at City expense unless such expense has been provided for in the annual budget.

Final approval for travel and appropriate expenses will be contingent on the current availability of funds.

- 4.3 Traveling with Family: An employee's spouse or other family member may accompany an employee on an official trip, provided that their presence does not detract from the performance of duty; however, no expenses attributable to the spouse or other family member, including a conference registration fee or special events charge, shall be reimbursed by the City. If an employee's spouse or other family member shares lodging, reimbursement shall be limited to the single rate for the lodging occupied.
- 4.4 Reimbursement Procedures: Incurred travel expenses must be itemized on a travel expense accounting form and forwarded to the Accountant within one week after returning from the trip. Receipts for all but routine expenditures, unless required by the department should be attached thereto. Expenses of \$25 or more must be accompanied by receipts. Paid bills for lodging and receipts for air fares are required. However, no lodging expense shall be reimbursed for meetings or conferences held in the Chicago Metropolitan area unless specifically authorized by the department head. Specifically prohibited are reimbursements for the purchase of personal items or gifts.
- 4.5 Allowable Expense: Reasonable expenses incurred during attendance at conferences or training programs shall be reimbursed as authorized in the following classifications:
- 4.5.1 Authorized Modes of Transportation: An employee may request use of the preferred mode of transportation; however, this choice should be guided by the accommodations that are most expedient and advantageous to City operations. Ordinarily, round trip tickets should be purchased, but going by one mode and returning by another is allowed if schedules so dictate or if there is some other advantage to the City.
- a. Air: Allowance for air travel will be authorized for round trip fare on an air coach price basis to the city of destination. All upgrades will be at the expense of the employee. In securing air accommodations, an effort should be made to take advantage of seasonal or "special rate" savings in ticket costs.
 - b. Private Automobile: An amount equivalent to air coach fare may be allowed for use of private cars in long distance travel on City business. Lodging, meals and other expenses en route that would not be paid if public transportation were used are not reimbursable.
 - c. City Vehicles: City vehicles shall be used in all practicable cases. All out-of-pocket expenses for operating City vehicles will be allowed, providing receipts are furnished.
 - d. Garage and Parking: Reasonable charges at point of destination for parking and storage of private or City vehicles will be allowed. Receipts for such expenses should be furnished.
 - e. Taxi, Bus and Commuter Rail Fare: Expenses for local transportation will be allowed for transportation to and from rail or air terminals. The least expensive acceptable mode of travel should be utilized.

f. Automobile Rental: Automobile rental expenses shall be reimbursable only in exceptional, well-justified circumstances as approved in advance by the department head. Under normal conditions, public transportation or taxi service should be sufficient means of transportation. Maximum allowed reimbursement is for a mid-sized vehicle.

4.5.2 Lodging: Expense reimbursement will be allowed for actual hotel or motel accommodations and shall be limited to the minimum number of nights required to conduct assigned City business. Detailed receipts for lodging must be provided. Maximum allowed reimbursement shall be at the single rate. Personal entertainment will not be reimbursed.

4.5.3 Registration Fees: Registration fees are reimbursable for actual cost of registration. A receipt should be provided with the expense report.

4.5.4 Meals: Breakfast, lunch and dinner meals purchased during the inclusive dates of the trip will be allowed. Meals provided as part of the conference/meeting will not be reimbursed as part of the per diem. Conference schedule must be provided with reimbursement request. Meals will be reimbursed on a per diem basis as noted and receipts will not be required. Meal reimbursements on date of travel are contingent on conference start and end times and mode of transportation:

Breakfast:	\$12.00
Lunch:	\$18.00
Dinner/incidentals:	<u>\$41.00</u>
Total Per Diem	\$71.00

If a group of City employees goes out together at a conference or meeting and one of the employees pays on a City credit card, those names must be provided through the credit card receipt payment and they will not be eligible for per diem reimbursement for that meal.

For local meeting meal reimbursements, see section 4.6.

4.5.5 Tips and Gratuities: Reasonable amounts for tips will be allowed for meals, not to normally exceed 15% to 20% of the meal cost, should be reported as a part of the meal cost.

4.5.6 Miscellaneous Expense: Other items of reasonable expense otherwise unclassified and necessary in the course of conducting City business shall be reimbursed. Specific itemization and receipts, if applicable, for such expenses shall be furnished.

4.5.7 Entertainment Expenses: No employee or officer of the City shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business. Ancillary eligible expenses to be approved by Supervisor and/or Department Head prior to the event. Under no circumstances will expenses for alcohol be reimbursed.

4.6 Local Professional Meetings/Trainings: City officers, staff members and selected employees are encouraged to attend and participate in professional meetings and other meetings relating to City business and operations. These will normally be held in the Chicago Metropolitan area. Reasonable expenses incurred in connection with such meetings are reimbursable.

Meals will be reimbursed up to the maximum per meal as outlined in Section 4.5.4. Receipts will be required for reimbursement.

- 4.7 Private Automobile Reimbursement: The use of privately owned vehicles for City business may be authorized in those instances where it is determined to be preferable as compared to use of a City vehicle or public transportation, or when no other reasonable alternative is available. Department heads shall strictly review and evaluate the need in all instances calling for use of private vehicles.
- 4.7.1 When authorized, use of private automobiles shall normally include only use within the City and travel within the Chicago Metropolitan area. When other use is authorized, an amount equivalent to airline coach fare may be authorized for reimbursement. In those instances where airline accommodations are available, a mileage reimbursement described in Section 4.7.2 shall be authorized.
- 4.7.2 The occasional use of private vehicles by City employees for City business purposes and for attendance at training sessions, business meetings and professional meetings around Chicago and the collar counties may be authorized by the department head with the approval of the Director of Finance or designee. The costs associated with use of private vehicles for these purposes shall be reimbursed to a maximum of the IRS standard rate. Mileage for travel within the City limits of Lake Forest will not be reimbursed for the Managerial, Administrative and Executive classifications as outlined in the City's official Pay Plan.
- 4.7.3 Individuals using personal cars for City business are responsible for carrying private auto insurance. Should they be involved in an accident while in their private vehicle on bona fide City business, coverage will be through their private insurance. The City's liability carrier provides \$10 million in excess coverage for the employee operating a vehicle on bona fide City business, and this coverage becomes effective after the first \$100,000 has been met by the employee.
- 4.7.4 Use of a private vehicle for City business or professional travel outside of the Chicago Metropolitan area may be authorized by the department head. The automobile expenses associated with such travel shall be reimbursed in accordance with Sections 4.7.1 and 4.7.2 of this directive.
- 4.7.5 Mileage reports requesting reimbursement shall be certified to correctness by the employee and approved by the department head. A copy of the report form is attached to this directive.
- 4.7.6 Department heads shall strictly review and evaluate the need in all instances calling for use of private automobiles.

5.0 Approval of Expenses

- 5.1 ~~Expenses~~ Travel expenses for members of the City Council: ~~Travel~~ Transportation, meals, and lodging expenses incurred by any member of the City Council must be approved by roll call vote at an open meeting of the City Council. The maximum allowable reimbursement for travel is as outlined in the policy.
- 5.2 Expenses for ~~Officials~~ City Officers or Employees Other than Members of the City Council: Travel, meal, and lodging expenses incurred by any City official-officer or employee, who is

not a member of the City Council, in excess of the maximum allowable reimbursement for travel as outlined in the policy, must be previously approved in an open meeting by a majority roll-call vote of the City Council.

5.3 Advanced Expenses: Travel expenses will not be advanced as a per diem.

All documents and information submitted in connection with this Policy are public records subject to disclosure under Freedom of Information Act.

6.0 Distribution:

6.1 Employee Information Site, www.citylf.org, under HR/Administrative Directives/General Policies.



Robert R. Kiely, Jr.
City Manager

Revised: 5/96, 5/97, 5/02, 5/07, 5/08,
5/11, 5/12, 5/16, 5/17, 5/18

CORE VALUES AND CODE OF CONDUCT

Values Statement: *The core values of the City are important to the philosophy of the organization. These values shape our expectations of each other in the workplace. They are the basis of our individual and collective conduct.*



Integrity:	Unconditional adherence to our moral and ethical values.
Respect:	Being considerate and accepting of others.
Trust:	Being dependable, demonstrating confidence and faith in others and being willing to let go and to empower others.
Excellence:	Commitment to professional growth, teamwork, optimum community service, and doing what is right.

How We Work: *We work collaboratively in teams, where everyone is valued and accountable to one another. We strive to be ethical, respectful, and promote excellence in the delivery of service to the residents.*

Code of Conduct

1. *We work ethically and collaboratively, in an environment where everyone is valued and accountable.*
2. *We follow our policies and procedures consistently and professionally.*
3. *We follow the policies and operating guidelines for the areas in which we operate.*
4. *We speak up and report if we see something that isn't right, and we are protected from retaliation when we do speak up.*

Ethics Hotline

The City has created an Ethics Hotline to provide an anonymous reporting system to bring concerns to the attention of City administration. Access the Hotline in one of two ways:

Telephone (866-529-2445) or

The Internet (www.citylf.org) and click on the Ethics Hotline logo)

Accountability in government, financial responsibility and delivery of quality services are key components to preserving the public's trust. Based on our core values, all employees share the responsibility to ensure that the City demonstrates this accountability, as well as the proper stewardship of the financial resources and property entrusted to us. The City is committed to creating a working environment in which ethical behavior is central. The obligation to report the misuse of funds, misconduct or violations of City policy resides with all employees. Use the ethics hotline system to express concerns, raise complaints and ask questions. Employees may voice their concerns, complaints and questions anonymously, although doing so may make it difficult for the City to properly investigate if insufficient information is provided. *Anyone named in a report will not receive a copy, even if they normally would be routed on a report.*

Our policy requires reporting. We do not tolerate any form of retaliation for reports made in good faith, even if the claims are unfounded. Retaliation includes blatant actions, such as firing, transferring, demoting, or refusing to promote someone, as well as more subtle retaliation, such as avoiding someone, leaving him or her out of work activities, and so on. It includes actions taken by managers and employees alike. Any such retaliation would be a serious violation of this Code and grounds for immediate corrective action. Allegations of retaliation will be investigated immediately and, if substantiated, will result in appropriate disciplinary action. If you observe behaviors that are retaliatory or otherwise in violation of our Code, speak up. You will be protected from retaliation.

THE CITY OF LAKE FOREST

ORDINANCE NO. 2018 - ____

**AN ORDINANCE AMENDING SECTION 135.108 (C) – “NOISE; GENERALLY”
OF THE CITY CODE**

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

WHEREAS, from time to time it is appropriate to review, update and modify the City Code of Lake Forest (the “**City Code**”) to assure that it appropriately reflects current practices and trends, is clear, and addresses new issues that may arise; and

WHEREAS, at the direction of the City Council, the Public Works Committee reviewed Section 135.108 (C) of the City Code and considered updates and clarifications; and

WHEREAS, new technology, methods and equipment are available as alternatives to frequent use of gasoline-powered leaf blowers; and

WHEREAS, the preservation of quiet enjoyment of residential properties throughout the City is valued as part of the community’s character; and

WHEREAS, the City has determined that limiting the use of gasoline-powered leaf blowers benefits the health, environment and general welfare of the community; and

WHEREAS, the Mayor and City Council, having considered the recommendation of the Public Works Committee, have determined that adopting this Ordinance and amending Chapter 135.108 (C) of the City Code relating to gasoline-powered leaf blowers as hereinafter set forth, will be in the best interests of the City and its residents;

**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 adopted by this reference as the findings of the City Council and are hereby incorporated into this Section as if fully set forth.

SECTION TWO: **Amendment to Section 135.108 (C).** Section 135.108(C), entitled "Noise; Generally," of the City Code is hereby amended as follows:

- Section 135.108(C) is hereby amended in part and shall hereafter be and read as reflected in Exhibit A which is attached hereto and made a part hereof.

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

Passed this ____ day of _____, 2018

AYES:

NAYS:

ABSENT:

ABSTAIN:

Approved this ____ day of _____, 2018

Mayor

ATTEST:

City Clerk

Exhibit A

Amended Section 135.108(C) (with blackline amendments)

- (C) (1) It shall be unlawful to cause or make loud noise through the operation of lawn maintenance equipment including, but not limited to, lawn mowers, tractors and electric leaf blowers, and excluding gasoline-powered leaf blowers, and gasoline-powered leaf blower equipment before 7:30 a.m. on weekdays, 8:00 a.m. on Saturdays and 10:00 a.m. on Sundays and holidays, and after 7:30 p.m. on all days, except as authorized by the City Manager.

(2) The use of gasoline-powered leaf blowers is prohibited before 9:00 a.m. and after 5:00 p.m. Monday through Saturday and at all times on Sundays and holidays, except as authorized by the City Manager.

(23) This~~The above~~ restrictions shall not apply to golf course maintenance operations or municipal operations.

Exhibit A

Amended Section 135.108(C) (clean version)

- (C) (1) It shall be unlawful to cause or make loud noise through the operation of lawn maintenance equipment including, but not limited to, lawn mowers, tractors and electric leaf blowers, and excluding gasoline-powered leaf blowers, before 7:30 a.m. on weekdays, 8:00 a.m. on Saturdays and 10:00 a.m. on Sundays and holidays; and after 7:30 p.m. on all days, except as authorized by the City Manager.
- (2) The use of gasoline-powered leaf blowers is prohibited before 9:00 a.m. and after 5:00 p.m. Monday through Saturday and at all times on Sundays and holidays, except as authorized by the City Manager.
- (3) The above restrictions shall not apply to golf course maintenance operations or municipal operations.

The City of Lake Forest
CITY COUNCIL
Proceedings of the Monday, April 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 6:55pm, and the City Clerk, Margaret Boyer called the roll of Council members.

Present: Alderman Morris, Alderman Newman, Alderman Rummel, Alderman Tack, Alderman Moreno and Alderman Buschmann.

Absent: Alderman Beidler and Alderman Reisenberg.

Also present were: Robert Kiely, Jr., City Manager; Robert Pickrell, City Attorney; Catherine Czerniak, Director of Community Development; Elizabeth Holleb, Director of Finance; Michael Thomas, Director of Public Works; Pete Siebert, Fire Chief; Manager; Karl Walldorf, Chief of Police; Susan Banks, Communications Manager; Mike Strong, Assistant to the City Manager, along with other members of City Staff.

There were approximately 20 persons present in the Council Chamber.

CALL TO ORDER AND ROLL CALL 6:55pm

RECONVENE INTO REGULAR SESSION the City Council reconvened at 7:00pm

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

REPORTS OF CITY OFFICERS

COMMENTS BY MAYOR

Mayor Lansing reported that he and the City Manager, along with Lake County Partners, will be meeting with Metra on April 18 to discuss commuter service. This meeting has nothing to do with the proposed third track.

COMMENTS BY CITY MANAGER

City Manager Kiely reported that the Ward meetings begin starting on May 3. Below is a list of dates, times and locations.

Ward 2	May 3	7-8:30	CROYA, 400 Hastings Road
Ward 1	May 16	7-8:30	Gorton, 400 E. Illinois Road
Ward 4	May 24	7-8:30	Fire Station 2, 1111 S. Telegraph Road
Ward 3	June 7	7-8:30	Gorton, 400 E. Illinois

COMMENTS BY CITY COUNCIL MEMBERS

FINANCE COMMITTEE

1. Consideration of an Ordinance making a Supplemental Appropriation for the Fiscal Year Beginning May 1, 2017 and Ending April 30, 2018 (First Reading, and if Desired by the City Council, Final Approval)

Finance Committee Chairman Jed Morris reported that this item had been discussed at the Finance Committee meeting. He asked the City Council if there were any additional questions. 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 the Ordinance (page 17) making a supplemental appropriation for the fiscal year beginning May 1, 2017 and ending April 30, 2018.

Alderman Morris made a motion to waive first reading and grant final approval of the Ordinance making a supplemental appropriation for the fiscal year beginning May 1, 2017 and ending April 30, 2018, seconded by Alderman Moreno. The following voted "Aye": Aldermen Morris, Newman, Rummel, Tack, Moreno and Buschmann. The following voted "Nay": None. 6- Ayes, 0 Nays, motion carried.

2. Approval of Revisions to City's Pension Funding Policy

Finance Committee Chairman Jed Morris reported that this item was also reviewed at the Finance Committee, and will be back multiple times as the pension forecast changes. He asked the City Council if there were any additional questions. Mayor Lansing asked if there was anyone from the public who would like to comment. Seeing none, he asked for a motion.

COUNCIL ACTION: Approval of revisions to the City's Pension Funding Policy

Alderman Newman made a motion granting approval of revisions to the City's Pension Funding Policy, seconded by Alderman Rummel. The following voted "Aye": Aldermen Morris, Newman, Rummel, Tack, Moreno and Buschmann. The following voted "Nay": None. 6- Ayes, 0 Nays, motion carried.

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

ITEMS FOR OMNIBUS VOTE CONSIDERATION

1. Approval of the April 2, 2018 City Council meeting Minutes
2. Approval to Renew Agreement for Financial and Land Parcel Management System Software Maintenance and Licensing for FY2019
3. Approval of a Resolution Reallocating 2018 Volume Cap to the Village of Buffalo Grove, Illinois
4. Approval of Contract with Linebarger Goggan Blair & Sampson, LLP for Collection Services
5. Approval of Contract for Annual Mowing Services Contract in the Parks FY2019 Budget
6. Award of contract for The City of Lake Forest to join the MPI Tree and Stump Removal Services for FY2019.

- 7. Approval of Forest Park Grounds Maintenance Services Contract for FY2019**
- 8. Award the Recreation Center Replacement Window Procurement bid for 31 window units to TDS Door Company in the amount of \$58,712.45**
- 9. Award of the Lake Forest Share of the Joint 2018 Annual Pavement Patching Program Contract.**
- 10. Award of the Lake Forest Share of the Joint 2018 Annual Street Resurfacing Program Peter Baker & Sons in the amount of \$913,341.14 to include Authorization to expend the remaining \$86,658.86 for the resurfacing of additional Streets.**

COUNCIL ACTION: Approval of the ten (10) Omnibus items as presented

Mayor Lansing asked members of the Council if they would like to remove any item or take it separately. The City Council had discussion on items # 7 and # 4. After discussion, Mayor Lansing asked members of the Council if they would like to remove any item or take any other item separately. Seeing none, Mayor Lansing asked for a motion to approve the ten (10) Omnibus items as presented.

Alderman Tack made a motion to approve the ten (10) Omnibus items as presented, seconded by Alderman Newman. The following voted "Aye": Aldermen Morris, Newman, Rummel, Tack, Moreno and Buschmann. The following voted "Nay": None. 6- 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

NEW BUSINESS

ADDITIONAL ITEMS FOR COUNCIL DISCUSSION

Mayor Lansing stated there will be no further business following executive session, he then asked for a motion to adjourn into executive session.

EXECUTIVE SESSION

- 1. EXECUTIVE SESSION pursuant to 5ILCS 120/2, (21), The City Council will be discussing, annual review of the minutes mandated by Section 2.06 of the Open Meetings Act and 5ILCS 120/2 (c), (6), The City Council will be discussing the disposition of property and the consideration for the sale or lease of property owned by the Public Body.**

Adjournment into Executive Session 7:20pm

Alderman Tack made a motion to adjourn into executive session pursuant to 5ILCS 120/2, (21), The City Council will be discussing, annual review of the minutes mandated by Section 2.06 of the Open Meetings Act and 5ILCS 120/2 (c), (6), The City Council will be discussing the disposition of property and the consideration

for the sale or lease of property owned by the Public Body, seconded by Alderman Newman. The following voted "Aye": Aldermen Morris, Newman, Rummel, Tack, Moreno and Buschmann. The following voted "Nay": None. 6- Ayes, 0 Nays, motion carried.

RECONVENE INTO REGULAR SESSION 7:40pm

ADJOURNMENT

There being no further business Mayor Lansing asked for a motion. Alderman Tack made a motion to adjourn, seconded by Alderman Buschmann. Motion carried unanimously by voice vote at 7:41p.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.



Scope of Services for The City of Lake Forest May 1, 2018 to April 30, 2019

The following summary of services will update our fee and service agreement for The City of Lake Forest effective May 1, 2018. **The fees and commissions are updated to reflect estimated commissions for 2018 (May, 2018 to April, 2019).**

We are prepared to provide our integrated services as outlined in the Service Agreement for these areas of the clients benefit and risk management programs:

1. Group Life Plans, Medical and Dental Plans
2. Personal Health Care Benefit Advisory Services
3. Voluntary Benefit Programs
4. Disability/Paid Time Off Programs
5. Executive Benefit Plans
6. Business Life and Annuity applications
7. Defined Contribution Retirement Plans
8. Management/Council Advisory Committees
9. Benefit Committee
10. Legislative consulting
11. Labor negotiation assistance
12. Risk Management Program Consulting

Our services are delivered to meet your needs as required by your organization. Our services will be based on the following approach, which can be modified as needed:

1. Review and update Operating Plans for our engagement
2. Meet with key management staff regularly to address needs and decision parameters related to strategy
3. Review and recommend strategies to comply with applicable benefit requirements, including long term forecasting
4. Provide annual review and report on benefit plans under management
5. Maintain schedule of working meetings with staff members to support plans
6. Develop and present plan reviews at committee meetings
7. Develop and communicate renewal summaries, Request for Proposal outcomes, bid analyses and results of other work, as needed
8. Present results of research, studies and project work as needed
9. Provide compliance support services for Regulatory reform, including outsourcing as needed

We will perform these services on a coordinated and efficient schedule, which anticipates the needs of your business. We will continually revise our plans as needed to meet your changing needs.



Compensation for Services

We base our fees on the estimated work involved in your engagement with us, and include commissions and/or service allowances authorized by the Client. We do not accept any other compensation that is not authorized by a client.

Our services are based on the following fee arrangement:

1. Total Fees, Special Projects and Commissions Estimate:	\$ 108,679
2. Commissions from Insurance Contracts	10% Life Insurance \$5,000 per month Stop Loss 10% Transplant \$1.50 per employee Asset Health 7.5%/4% Retiree Medical
• Asset Health Wellness Total	\$ 3,996
• Benistar Retiree Insurance Total	\$ 4,350
• Total Life Commission	\$ 7,452
• Total Stop Loss Commission	\$ 60,000
• Total Transplant Commission	<u>\$ 2,881</u>
Total Estimated Commissions (Included in Premiums)	\$ 78,679
3. Net Annual Group Benefit Consulting Fee	\$ 22,500
4. Project Fees for Legislative, IRMA Risk Program	\$ 7,500

Our firm does not accept special payments, commission overrides, or other special compensation related to insurance and consulting agreements. All fees paid to us out of client payments, are disclosed annually and taken into consideration in setting our compensation. Wright Benefit Strategies does not receive any special payments related to the City of Lake Forest benefit or risk management programs.



Time Period of Services and Agreement Effective May 1, 2018

Our services are to be performed on an annual basis effective the date acceptance of fee agreement. Effective May, 2018, and thereafter, this agreement shall be automatically extended for successive one (1) year periods unless modified or cancelled for any reason with ninety days' notice to either party. Our services may be cancelled for any reason with ninety days' notice to either party. Should the scope of services change for any reason, the client and Wright Benefit Strategies agree to modify the scope, fees, and duration of the agreement as needed.

Payment in the event of cancellation: The client and Wright Benefit Strategies understand that the fee agreement is based on annual fees. In the event of termination, the client agrees pay any outstanding portion of the annual fee, plus a portion of fees not currently due to cover costs for services performed through the termination date. In no event will this amount exceed the annual fee amount.

In the absence of a newly executed fee agreement, this agreement will continue unless modified by mutual consent.

Proposal Acceptance

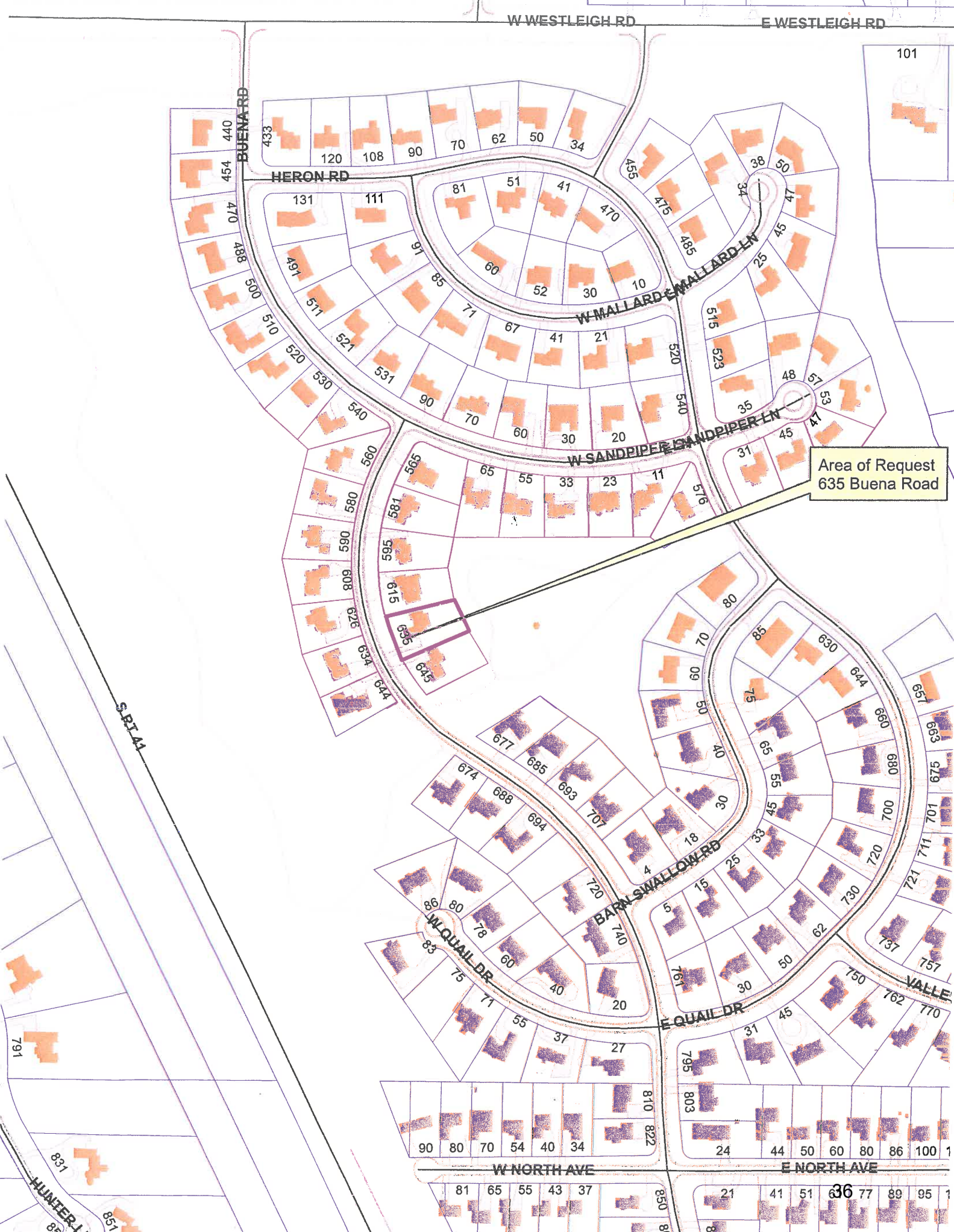
4/25/18

The City of Lake Forest
Authorized Signature

Date

Wright Benefit Strategies
Authorized Signature

Date



Area of Request
635 Buena Road

101

W WESTLEIGH RD

E WESTLEIGH RD

BUENA RD

HERON RD

W MALLARD LN

W SANDPIPER LN

BARN SWALLOW RD

W QUAIL DR

EQUAIL DR

VALLE

W NORTH AVE

E NORTH AVE

S.P.I.A.

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850 86

850 86

THE CITY OF LAKE FOREST

ORDINANCE NO. 2018- ____

AN ORDINANCE APPROVING ARCHITECTURAL AND SITE DESIGN FOR THE
PROPERTY LOCATED AT 635 BUENA ROAD

WHEREAS, David and Debra Moore ("**Owners**") are the owners of that certain real property commonly known as 635 Buena Road, Lake Forest, Illinois and legally described in Exhibit A, attached hereto ("**Property**"); and

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

WHEREAS, the Owners desire to expand and reorient the existing garage and make associated changes to the driveway ("**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 May 2, 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 R-4, 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: ()

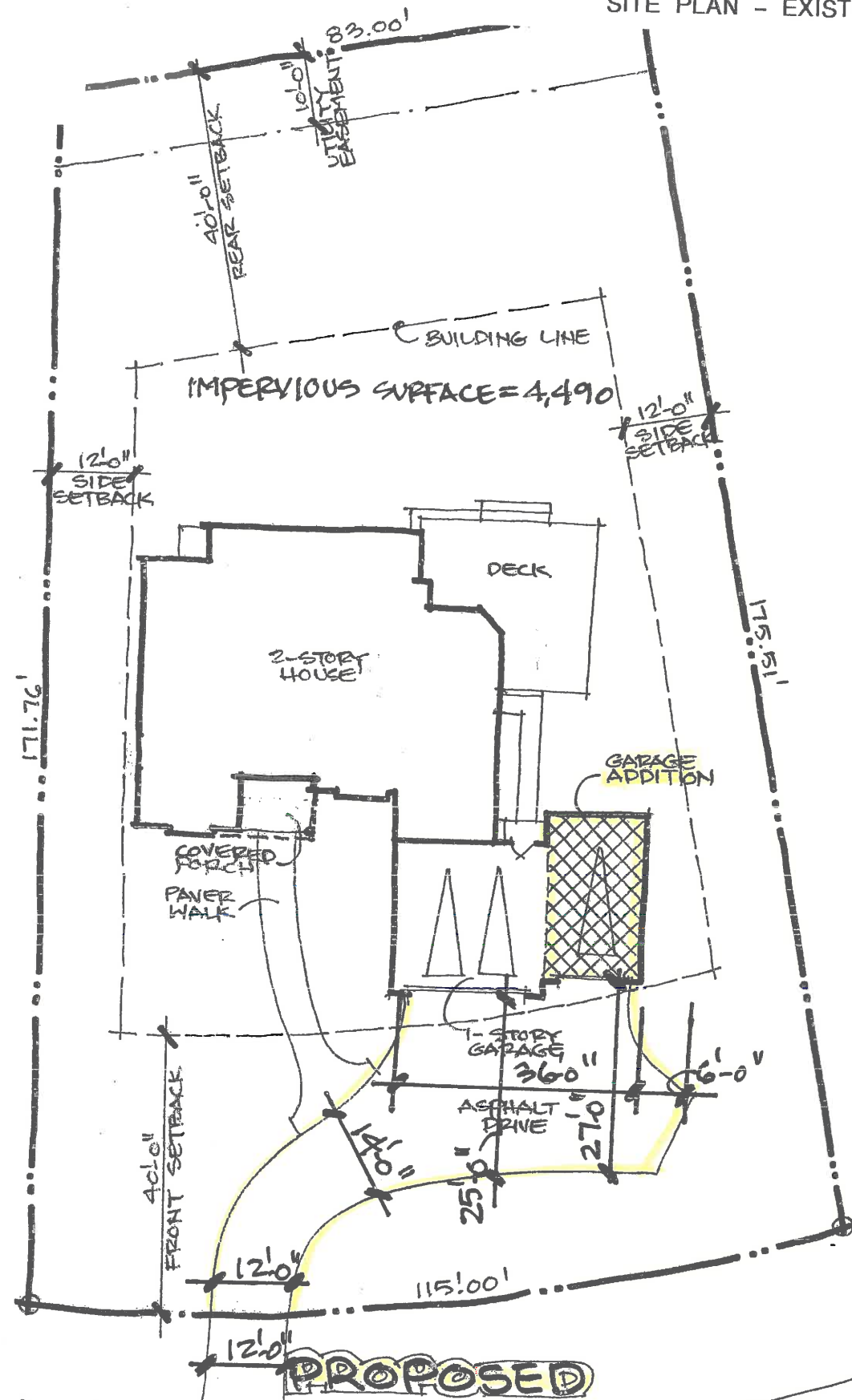
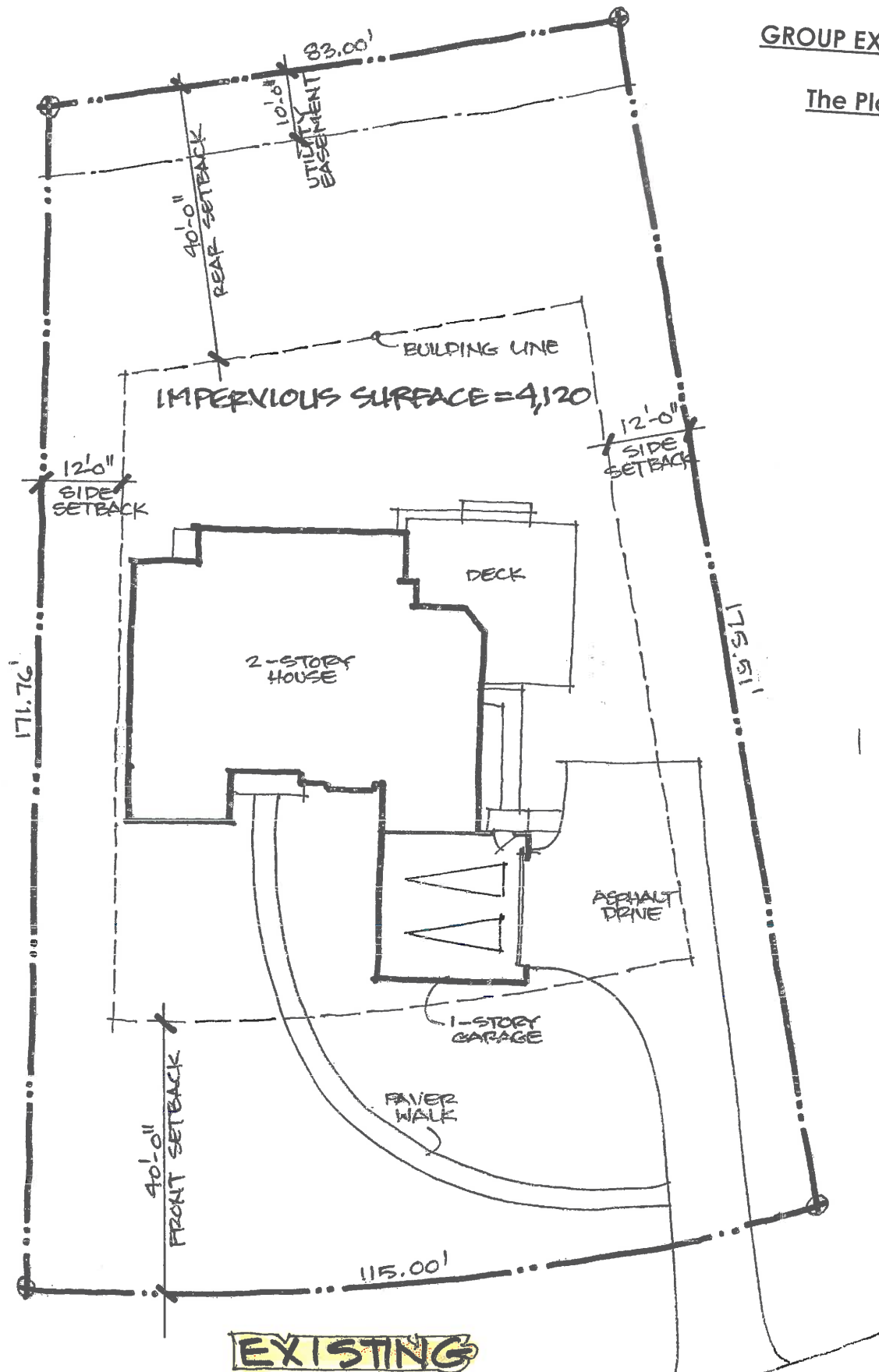
PASSED THIS __ DAY OF _____, 2018.

Mayor

ATTEST:

City Clerk

The Plans



SITE PLAN

MOORE RESIDENCE: GARAGE ADDITION / ELEVATION REMODEL
 635 BUENA RD, LAKE FOREST, IL ~ JONATHAN CLAIR: ARCHITECT

GROUP EXHIBIT B

The Plans



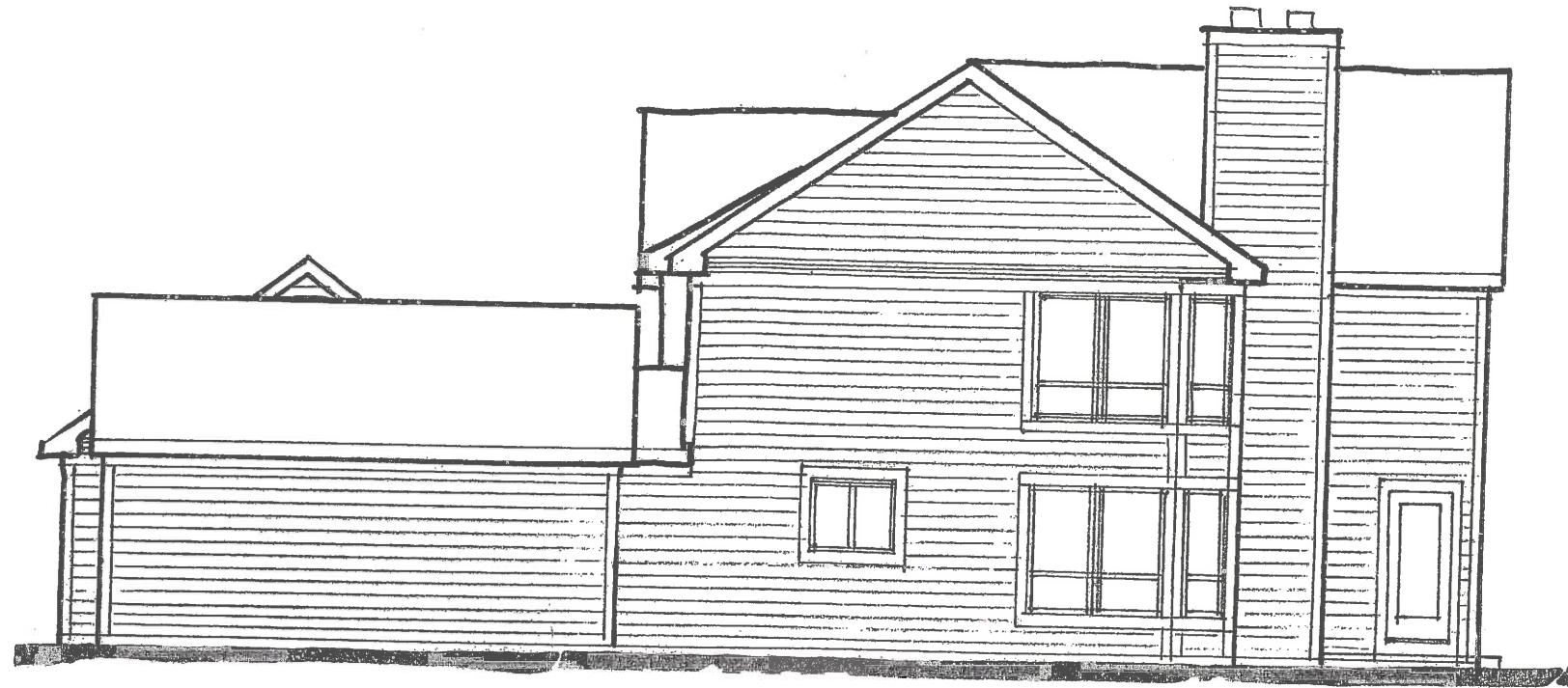
PROPOSED



EXISTING

MOORE RESIDENCE & GARAGE ADDITION / ELEVATION REMODEL
 635 BUENA RD, LAKE FOREST, IL ~ JONATHAN/CLAIRE ARCHITECT © 10-17 ~ 1/4" = 1'-0"

The Plans

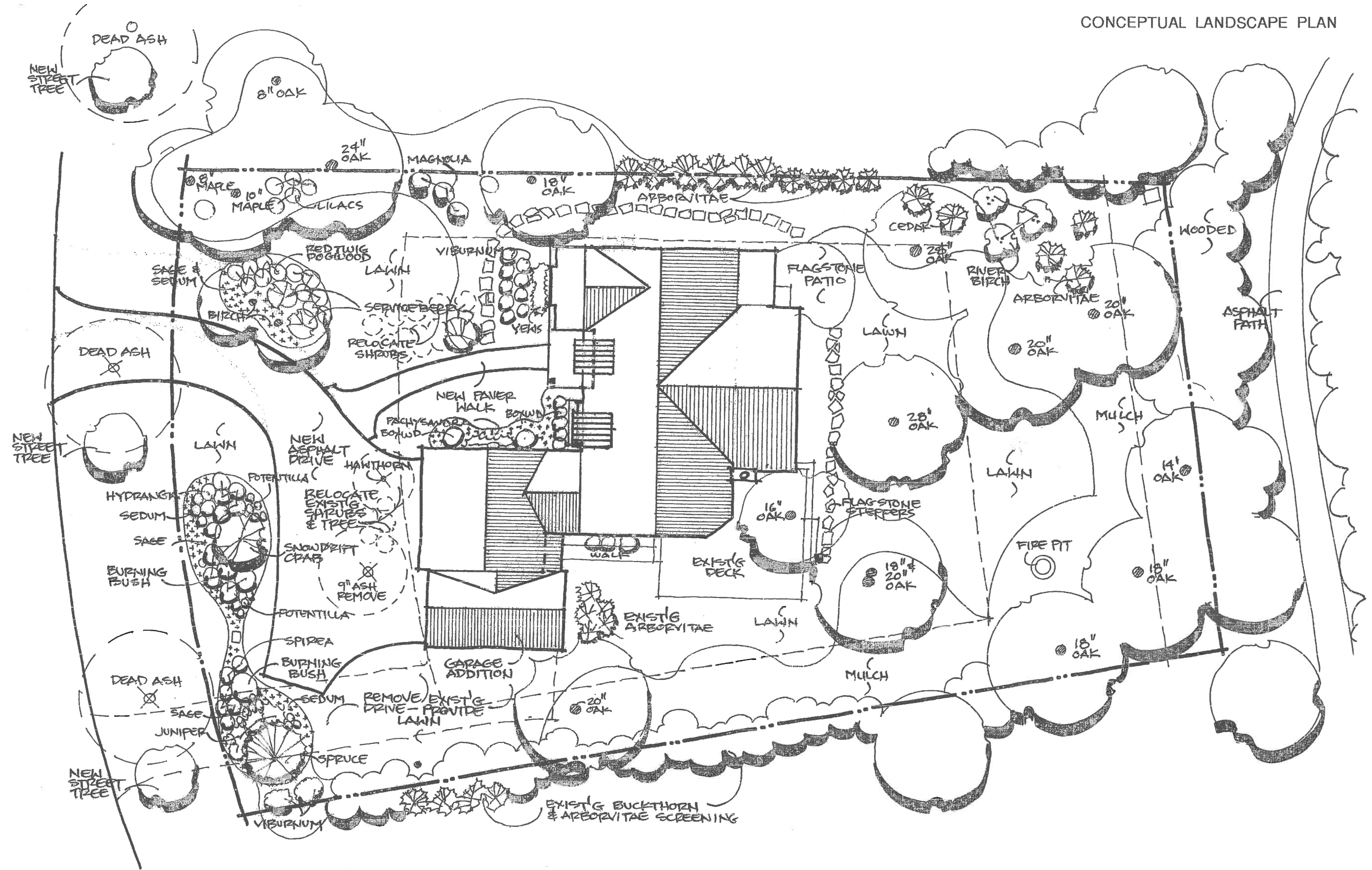


RIGHT SIDE PROPOSED



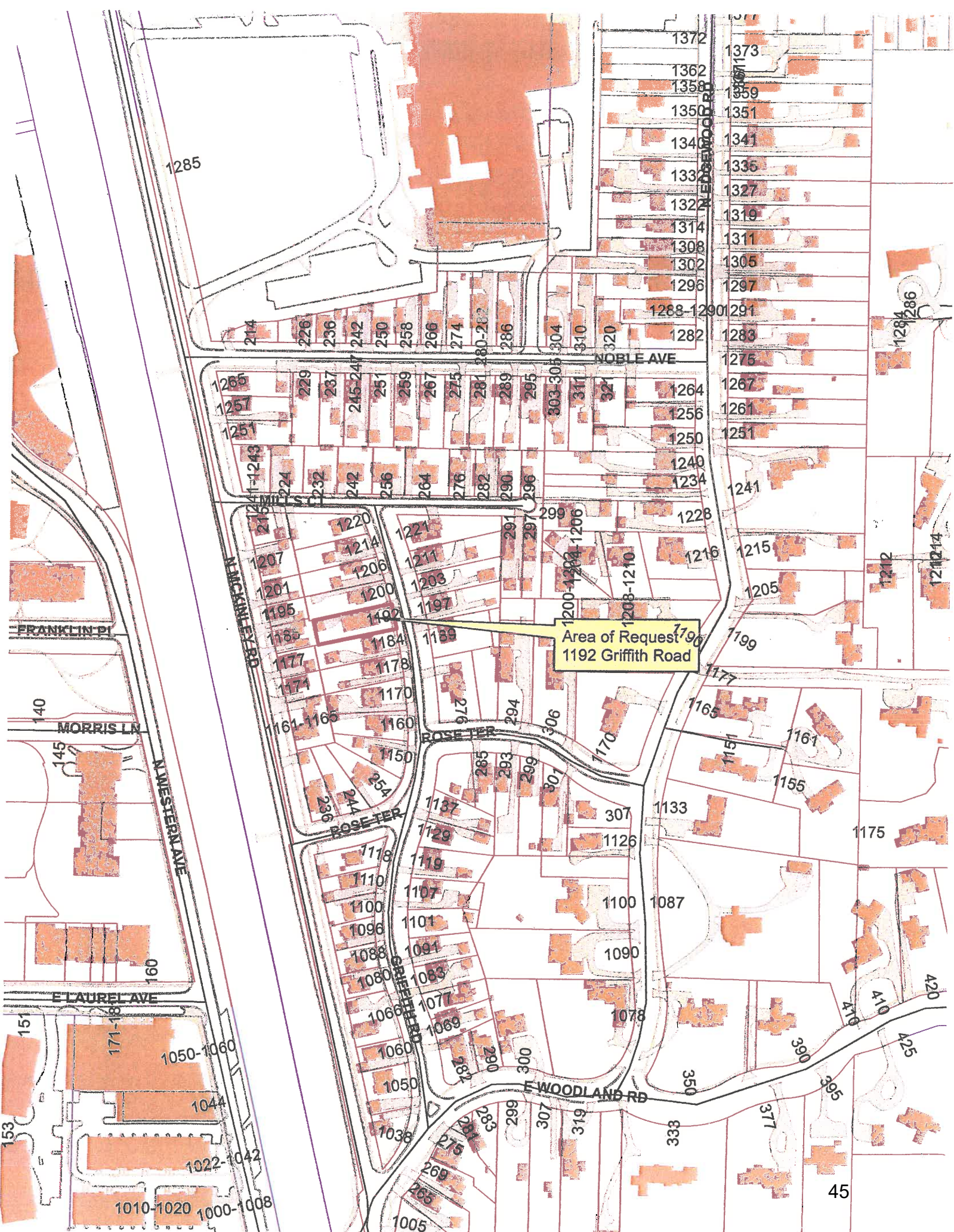
REAR PROPOSED

MOORE RESIDENCE & GARAGE ADDITION / ELEVATION REMODEL
635 BUENA RD, LAKE FOREST, IL ~ JONATHAN CLAIR ARCHITECT 1/16/10



LANDSCAPE PLAN

MOORE RESIDENCE: GARAGE ADDITION/ELEVATION REMODEL
635 BUENA RD, LAKE FOREST, IL ~ JONATHAN CLAIR: ARCHITECT
 6/1/10



Area of Request
1192 Griffith Road

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THE CITY OF LAKE FOREST
ORDINANCE NO. 2018- ____

AN ORDINANCE APPROVING ARCHITECTURAL AND SITE DESIGN FOR THE
PROPERTY LOCATED AT 1192 GRIFFITH ROAD

WHEREAS, Matthew and Amy Cicero ("**Owners**") are the owners of that certain real property commonly known as 1192 Griffith Road, Lake Forest, Illinois and legally described in Exhibit A, attached hereto ("**Property**"); and

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

WHEREAS, the Owners desire to demolish a rear one-story addition, construct a second floor addition, modify the front entrance and make overall alterations to the residence and garage ("**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 May 2, 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 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 Owner will fully comply with Chapter 99 of the City Code, regarding trees, as it relates to the construction of the Improvements.
- D. Compliance with the Plans. The Improvements must be developed on the Property in substantial compliance with the Plans.
- E. Fees and Costs. The Owner shall be responsible for paying all applicable fees relating to the granting of the approvals set forth herein in accordance with the City Code. In addition, the Owner shall reimburse the City for all of its costs (including without limitation engineering, planning, and legal expenses) incurred in connection with the review, consideration, approval, implementation, or successful enforcement of this Ordinance. Any amount not paid within 30 days after delivery of a demand in writing for such payment shall, along with interest and the costs of collection, become a lien upon the Property, and the City

shall have the right to foreclose such lien in the name of the City as in the case of foreclosure of liens against real estate.

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

SECTION FOUR: Effective Date. This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner provided by law; provided, however, that this Ordinance shall, in the discretion of the City Council, be of no force or effect if 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

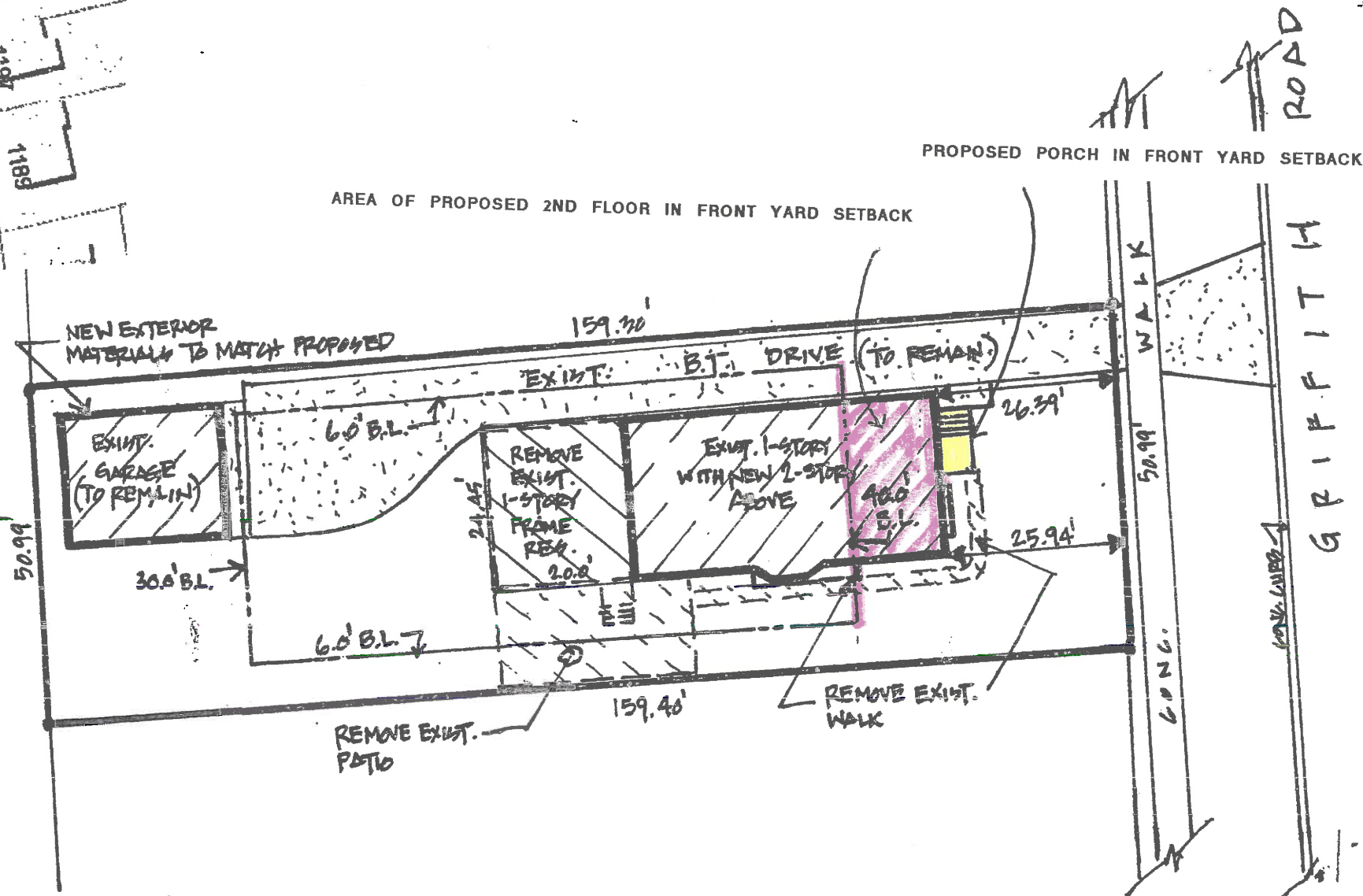
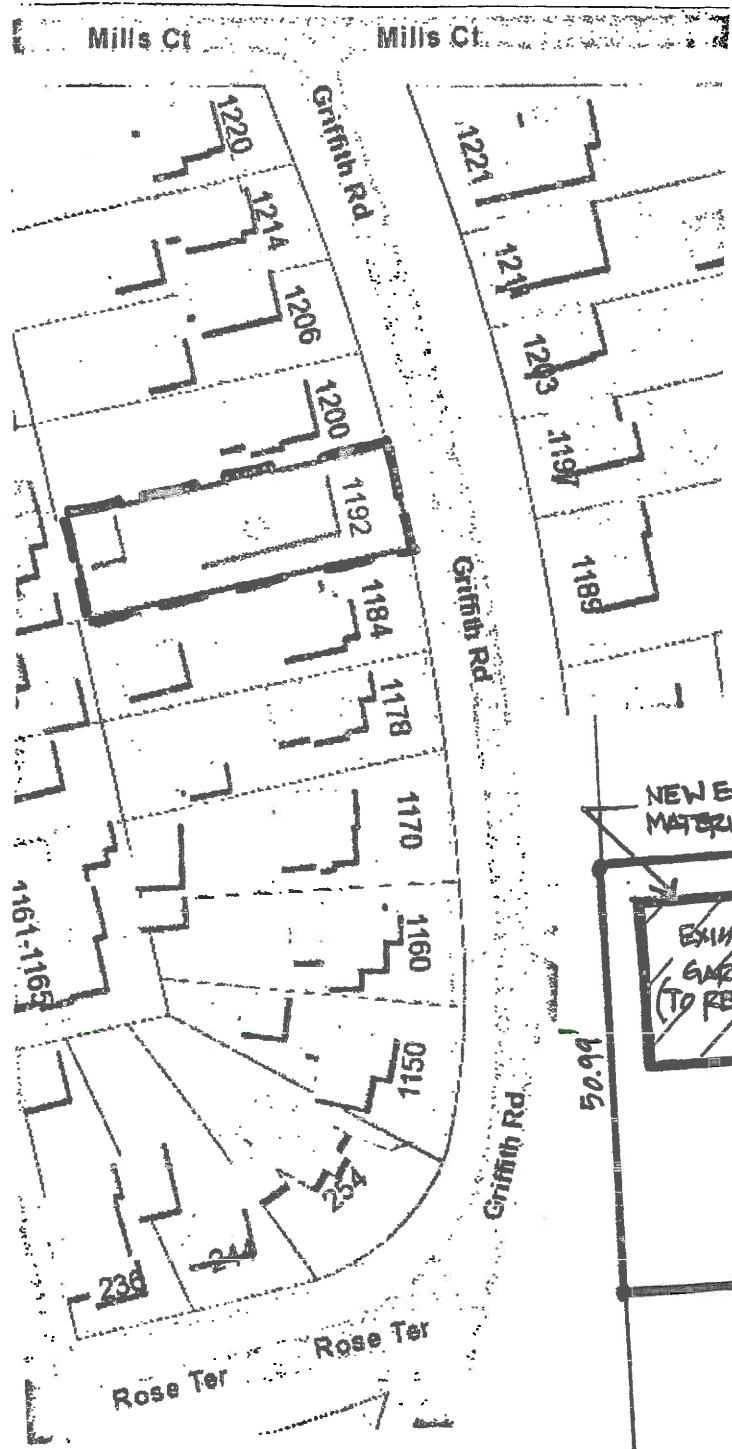
ATTEST:

City Clerk

GROUP EXHIBIT B

The Plans

SITE PLAN - PROPOSED



SITE LOCATION



PROPOSED SITE PLAN

GR-3 ZONING

SCALE

1" = 20.0'

LOT AREA 8,125.26 S.F.

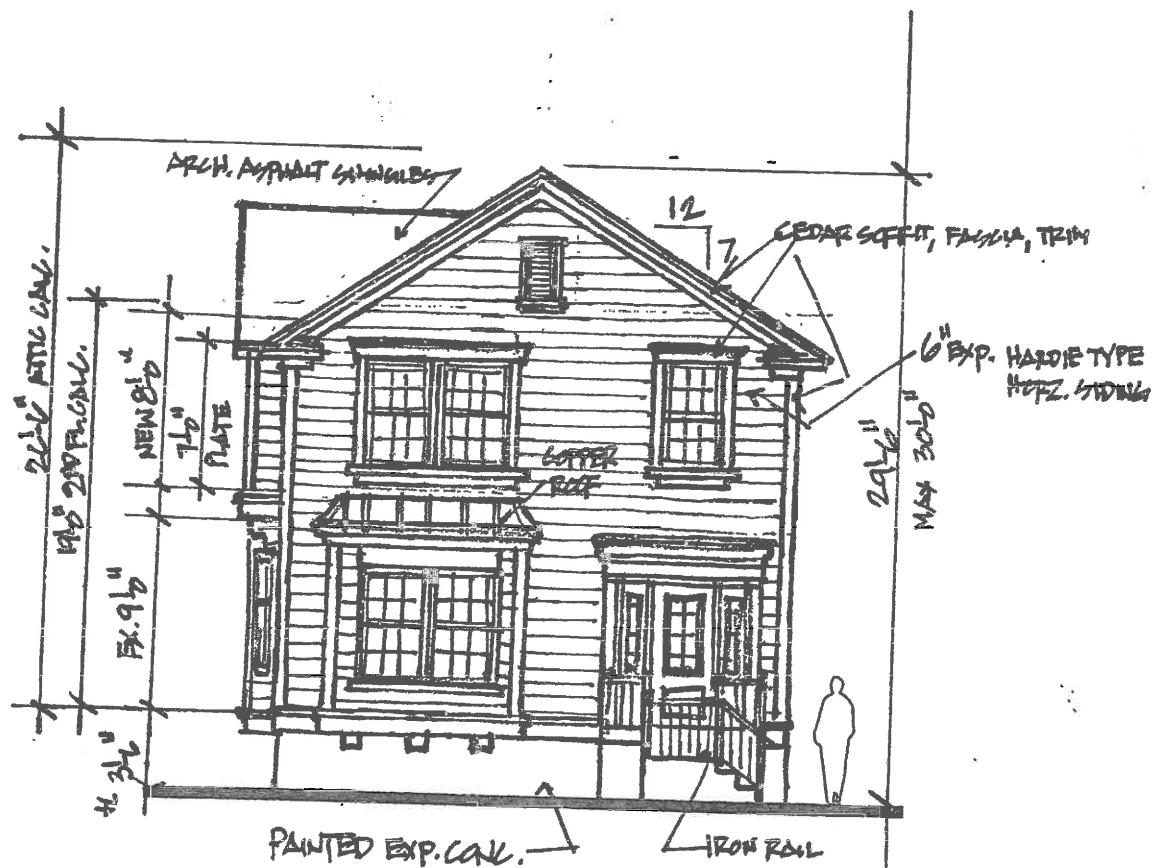
70% MAX AREA FOR DWELLING & ACCESSORY USE = 2,487.58 S.F.

PROPOSED DWELLING & ACCESSORY USE = 1,613 S.F.

REVIEW ONLY - NOT FOR CONSTRUCTION

<p>ASPECT DESIGN INC. ARCHITECTS</p> <p>2675 COMMERCE DR. SUITE 607 Volo, IL 60073 PHONE: 847-457-2500 FAX: 847-457-2502</p>		<p>CHILD DEVELOPMENT</p>
<p>PROJECT: 1192 GRIFITH ROAD</p> <p>DRAWN BY: JEL</p>		<p>CICERO REARDEZE 1192 GRIFITH ROAD LAKE FOREST, IL</p>
<p>ZONING: GR-3-Z-18</p>		
<p>50</p>		

The Plans



PROPOSED FRONT ELEVATION (EAST)

SCALE

1/8" = 1'-0"

REVIEW ONLY-NOT FOR CONSTRUCTION

PROJECT # 201010

CICERO BEARDEN
1192 GRIFFITH ROAD
LAKE FOREST, IL

CHILD DEVELOPMENT

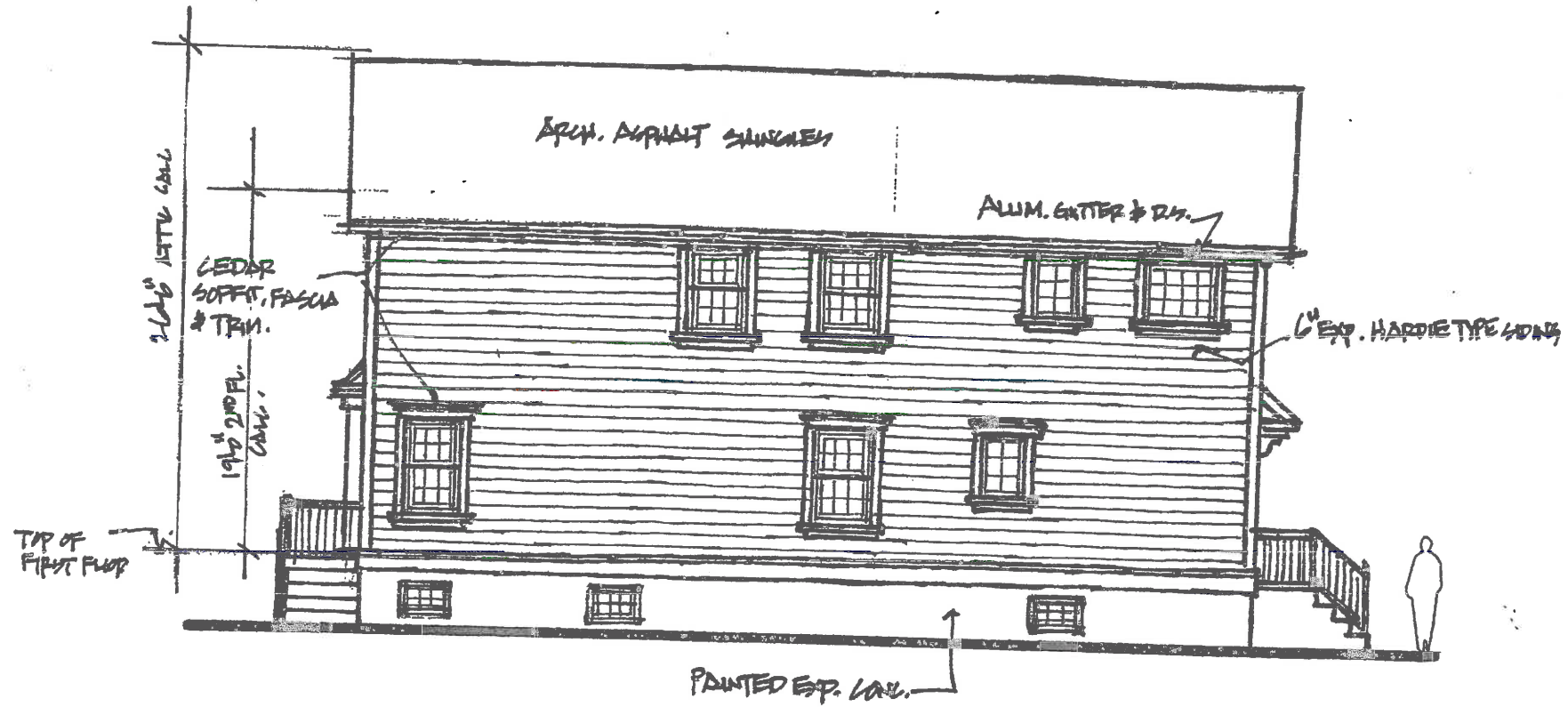
2010/08/03 3-9-10

2675 COMMERCE DR.
SUITE 607
Volo, IL 60073
MAIN: 847-457-2500
WWW.ASPECTDESIGN.COM
IL LICENSE # 14-0000

ASPECT DESIGN INC.
ARCHITECTS

PROJECT # 201010
DRAWN BY: JEL

The Plans



PROPOSED RIGHT SIDE ELEVATION

(NORTH)

SCALE

1/8" = 1'-0"

REVIEW ONLY - NOT FOR CONSTRUCTION

PROJECT # 10-0073

CICERO REDEVELOPMENT
1192 GRIFFITH ROAD
LAKE FOREST, IL

CHILD DEVELOPMENT

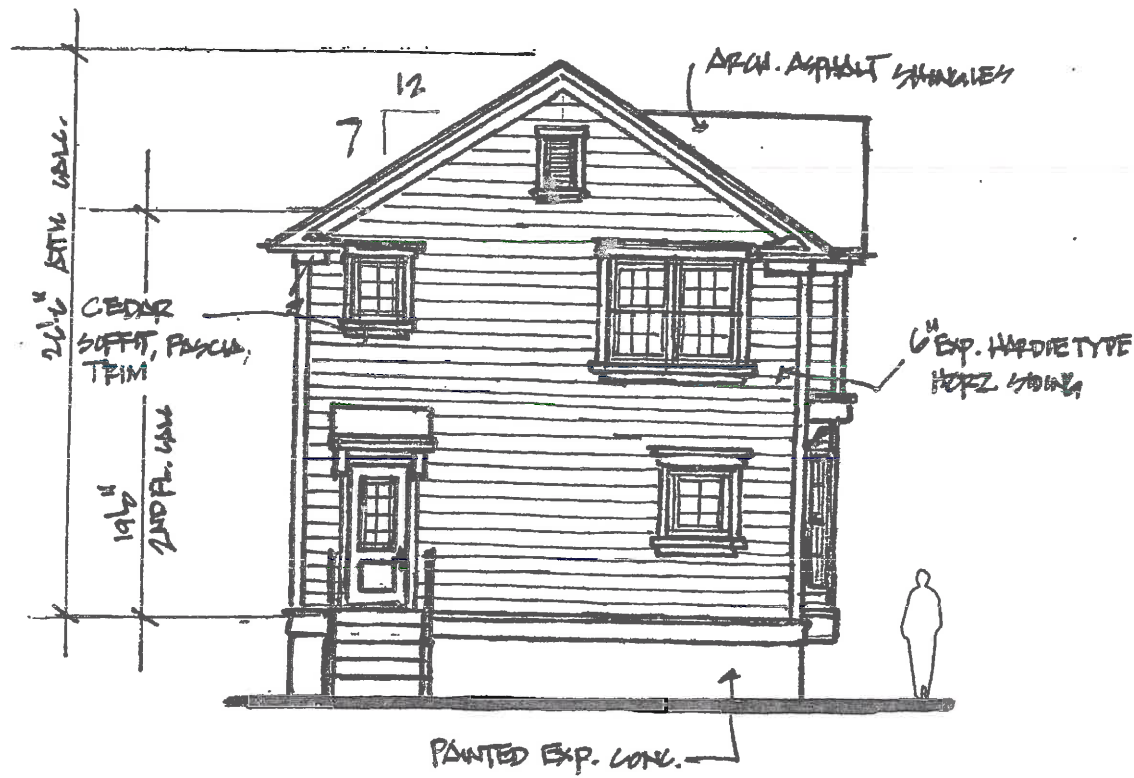
DATE: 10/24/13

2675 COMMERCE DR.
SUITE 607
VILLAGE OF LAKE FOREST
LAKE FOREST, IL 60073
PHONE: 847-457-2500
WWW.ASPECTDESIGN.COM
IL LICENSE # 134-08004

ASPECT DESIGN INC.
ARCHITECTS

PROJECT # 10-0073
DRAWN BY: JIL

The Plans



PROPOSED REAR ELEVATION (WEST)

SCALE

$\pm 1/8" = 1/4"$

REVIEW ONLY - NOT FOR CONSTRUCTION

2657E CONMERCE DR.
SUITE 607
VOLA, IL 60073
MAIN: 815-457-1500
WWW.ASPECTDESIGNINC.COM
IL LICENSE # 184-04081

ASPECT DESIGN INC.
ARCHITECTS

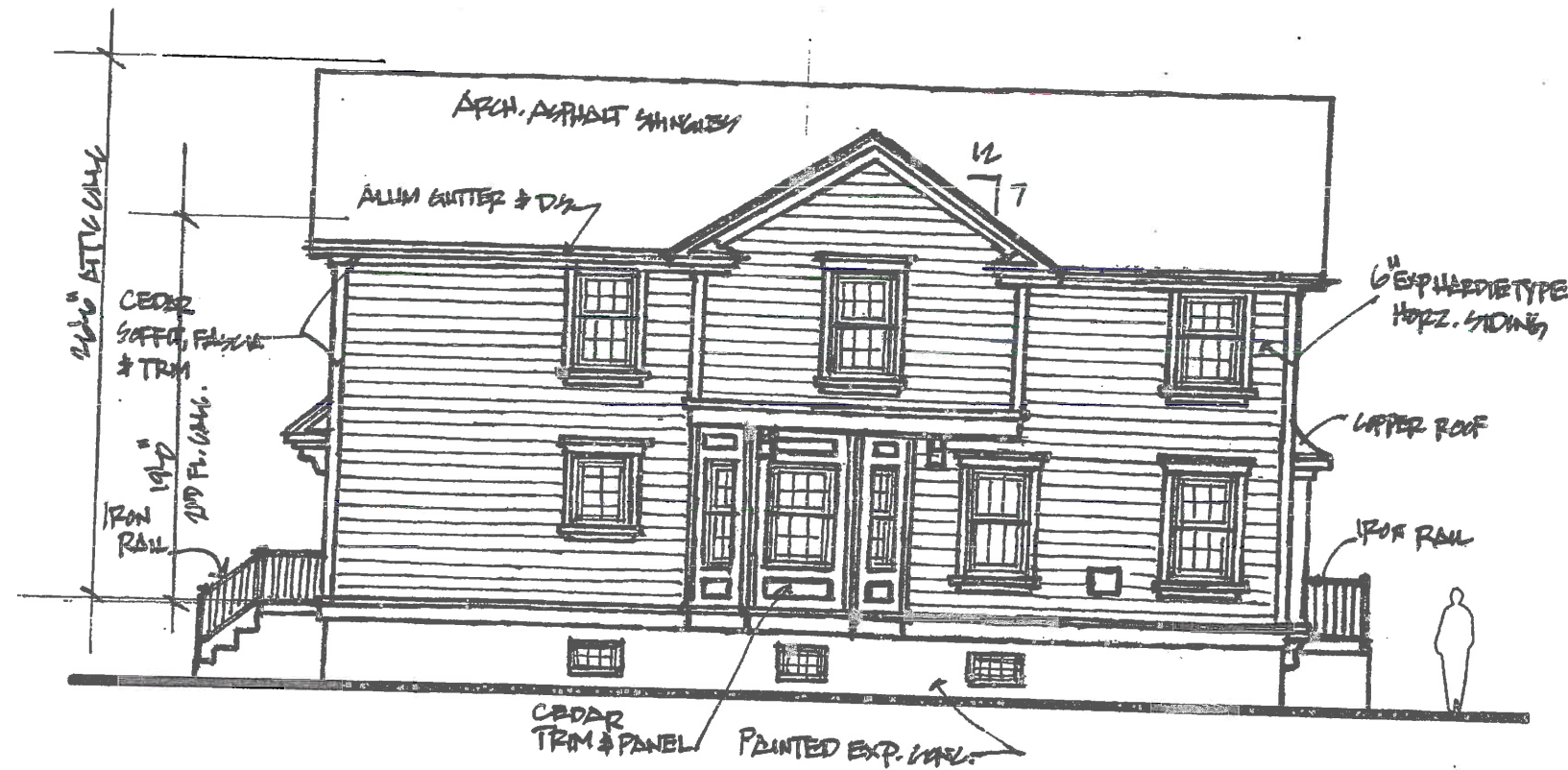
PROJECT # 181229
DRAWN BY: JIL

CICERO RESIDENCE
1192 BRIFFITH ROAD
LAKE FOREST, IL

CHILDS DEVELOPMENT

ZONING MAP 29-10

The Plans



PROPOSED LEFT SIDE ELEVATION

(SOUTH)

SCALE

1/8" = 1'-0"

REVIEW ONLY - NOT FOR CONSTRUCTION

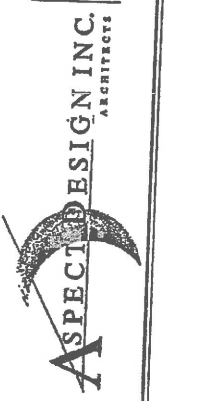
PROJECT # 1192

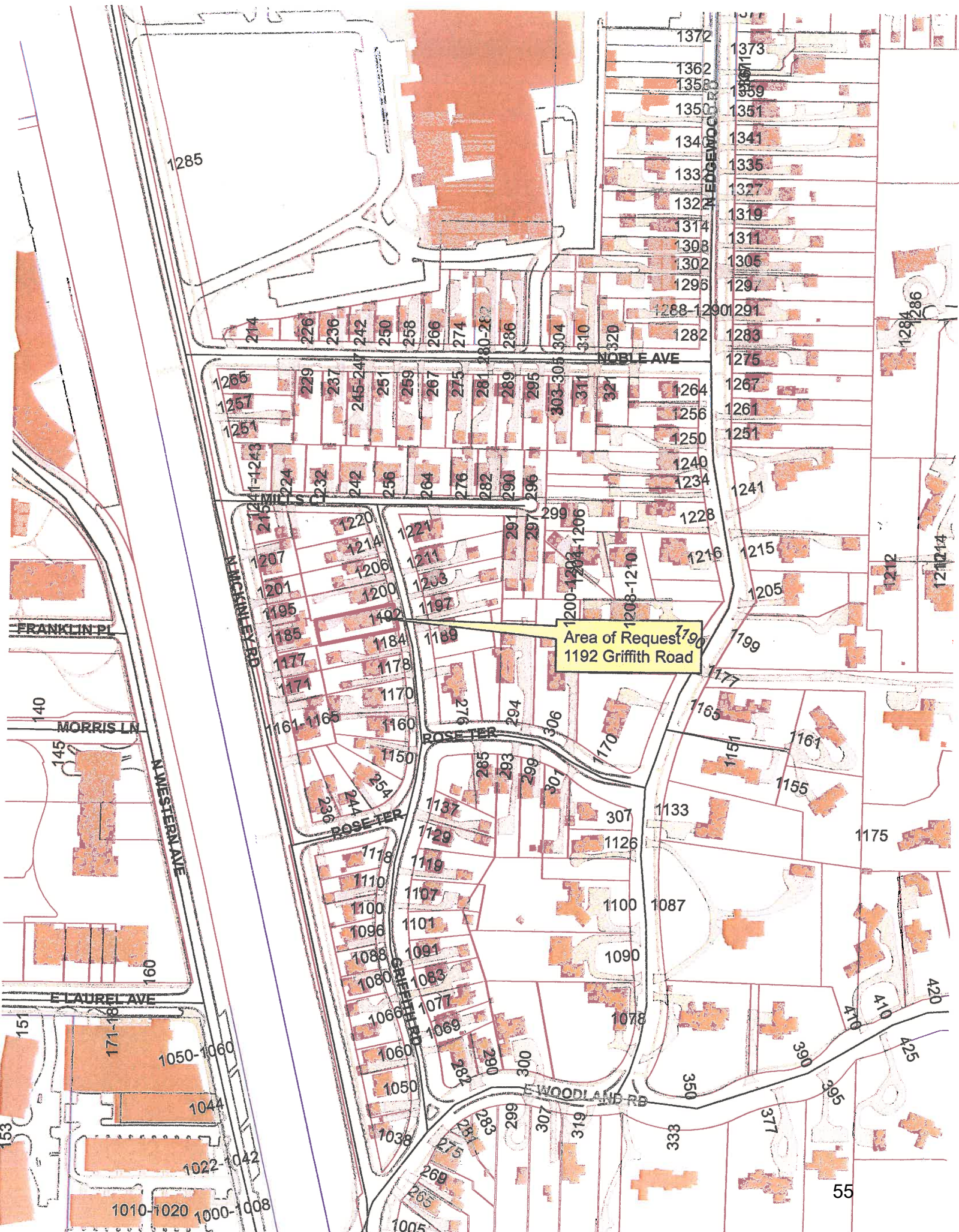
CHUCK DEVELOPMENT
CICERO, ILLINOIS
1192 GRIFFITH ROAD
LAKE FOREST, IL

ASPECT DESIGN INC.
ARCHITECTS

12175 COMMERCIAL DR.
SUITE 607
YOUNG, ILLINOIS 60772
WWW.ASPECTDESIGN.COM
TEL: 815.238.1100

PROJECT # 1192
DRAWN BY: JIL





Area of Request
1192 Griffith Road

1285

1372
1362
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280-282
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NOBLE AVE

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1200-1204-1206
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FRANKLIN PL

N MCKINLEY RD

140 MORRIS LN

N WESTERN AVE

145

160

E LAUREL AVE

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171-18

1050-1060

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THE CITY OF LAKE FOREST

ORDINANCE NO. 2018-___

AN ORDINANCE GRANTING A VARIANCEs FROM THE FRONT YARD SETBACK FOR
PROPERTY LOCATED AT 1137 GRIFFITH ROAD

WHEREAS, Matthew and Amy Cicero ("**Owners**") are the owners of that certain real property commonly known as 1192 Griffith Road, Lake Forest, Illinois and legally described in Exhibit A, attached hereto ("**Property**"); and

WHEREAS, the Property is located in the GR-3, Single Family Residence Zoning District; and

WHEREAS, the Owner desires to construct improvements, including a second floor addition and modified front porch within the foot print of the existing non-conforming 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**") requesting approval of a variance from Section 159.087, GR-3, General Residence District, of the City of Lake Forest Code, to allow construction of a portion of the Improvements, within the front yard setbacks; and

WHEREAS, pursuant to notice duly published, the ZBA reviewed and evaluated the Plans at a public hearing held on April 3, 2018; and

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

1. The variance will not alter the essential character of the subject property, the surrounding area or the larger neighborhood in which the property is located. Many of the homes in the neighborhood are two story structures and the proposed second story addition is similar in mass and height to nearby homes.
2. The conditions upon which the variance is requested, the existing character of the streetscape and the pre-existing pattern of front yard setbacks due to the construction of the houses in this neighborhood prior to current setback regulations, are generally unique to this property and this neighborhood and are not universally applicable to other properties in the same zoning district in other areas of the community.
3. The existing residence is nonconforming due to the fact that it was constructed prior to current zoning regulations. This hardship was not

created by any current or former owner of the property but instead, results from a change to the zoning regulations after the home was built.

4. The variances will not impair light or ventilation to adjacent properties, increase congestion, endanger public safety, or substantially diminish property values. The proposed improvements will enhance the value of the property and will be an improvement to the neighborhood.

and recommended that the City Council approve the variance 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 ZBA, have determined that it is in the best interests of the City and its residents to grant approval of the requested variance subject to the terms and conditions hereinafter set forth;

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

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

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

SECTION THREE: Zoning Setback Variance Granted. Based on the findings presented above, the City Council does hereby grant approval of the requested variance to allow a second story addition and the modified front porch to encroach into the front yard setback no more than 19 feet.

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

- A. **No Authorization of Work.** This Ordinance does not authorize commencement of any work on the Property. Except as otherwise specifically provided in writing in advance by the City, no work of any kind shall be commenced on the Property pursuant to the approvals granted in this Ordinance except only after all permits, approvals, and

other authorizations for such work have been properly applied for, paid for, and granted in accordance with applicable law.

- B. Compliance with Laws. Chapters , 150, regarding building and construction, 156, regarding subdivisions, and 159, regarding zoning, of the City Code, and all other applicable ordinances and regulations of the City shall continue to apply to the Property, and the development and use of the Property shall be in compliance with all laws and regulations of all other federal, state, and local governments and agencies having jurisdiction.
- C. Tree Preservation. The Owners will fully comply with Chapter 99 of the City Code, regarding trees, as it relates to the construction of the Improvements.
- D. Staging, Parking and Storage. Prior to the issuance of building permits, a plan for staging and storage of construction and demolition materials and a plan for parking construction vehicles shall be submitted and will be subject to City review and approval.
- E. Compliance with the Plans. The Improvements must be developed on the Property in substantial compliance with the Plans which detail the porch as an open, rather than an enclosed, element.
- F. 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 Owner shall reimburse the City for all of its costs (including without limitation engineering, planning, and legal expenses) incurred in connection with the review, consideration, approval, implementation, or successful enforcement of this Ordinance. Any amount not paid within 30 days after delivery of a demand in writing for such payment shall, along with interest and the costs of collection, become a lien upon the Property, and the City shall have the right to foreclose such lien in the name of the City as in the case of foreclosure of liens against real estate.

SECTION FIVE: Effective Date. This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner provided by law; provided, however, that this Ordinance shall, in the discretion of the City Council, be of no force or effect if the 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 C and by this reference made a part hereof, to accept and abide by each and all of the terms, conditions, and limitations set forth herein. The City Clerk is hereby directed to record this Ordinance and such agreement and consent with the Recorder of Deeds of Lake County.

PASSED THIS __ DAY OF _____, 2018.

AYES: ()

NAYS: ()

ABSENT: ()

ABSTAIN: ()

PASSED THIS __ DAY OF _____, 2018.

Mayor

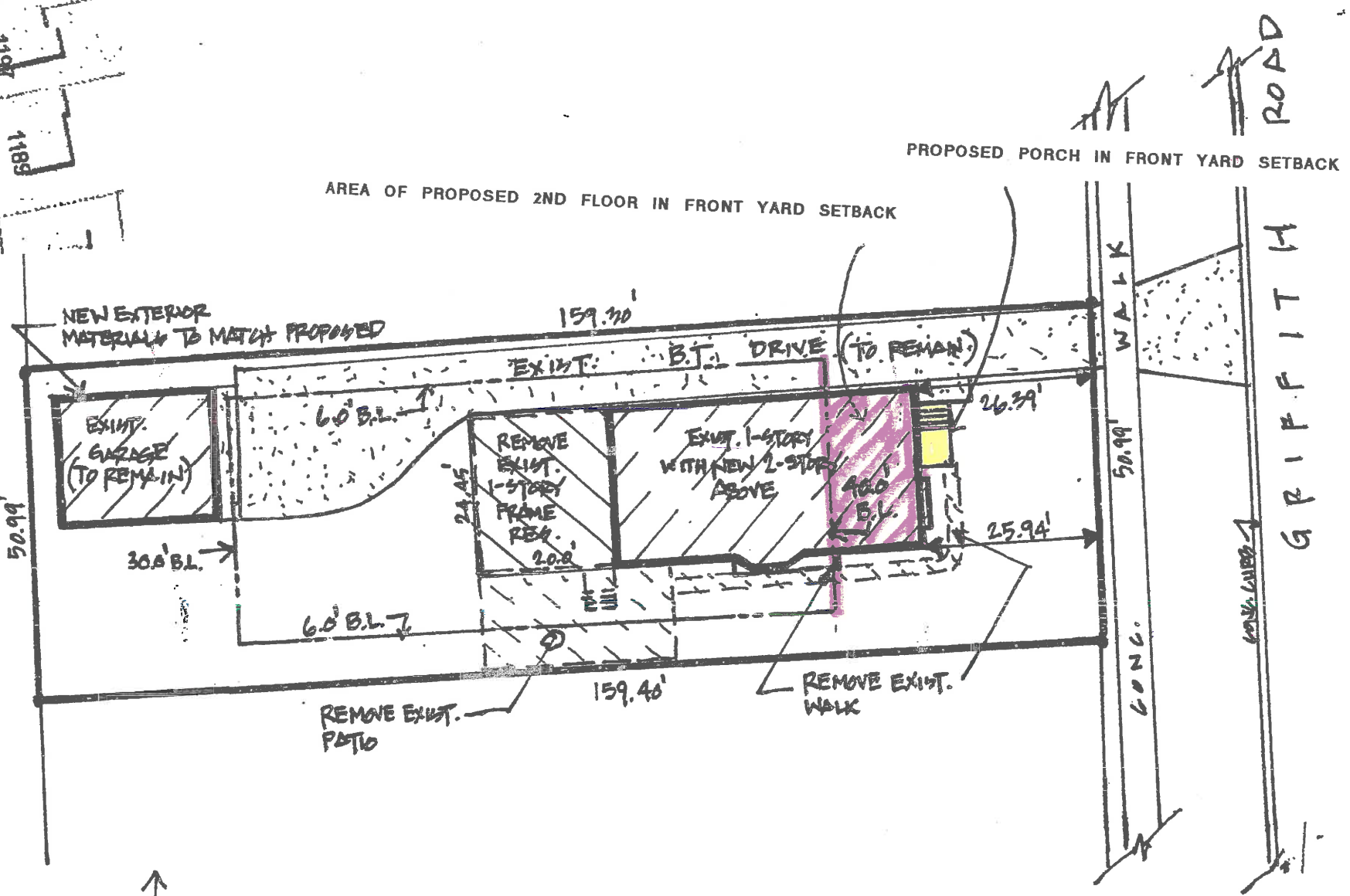
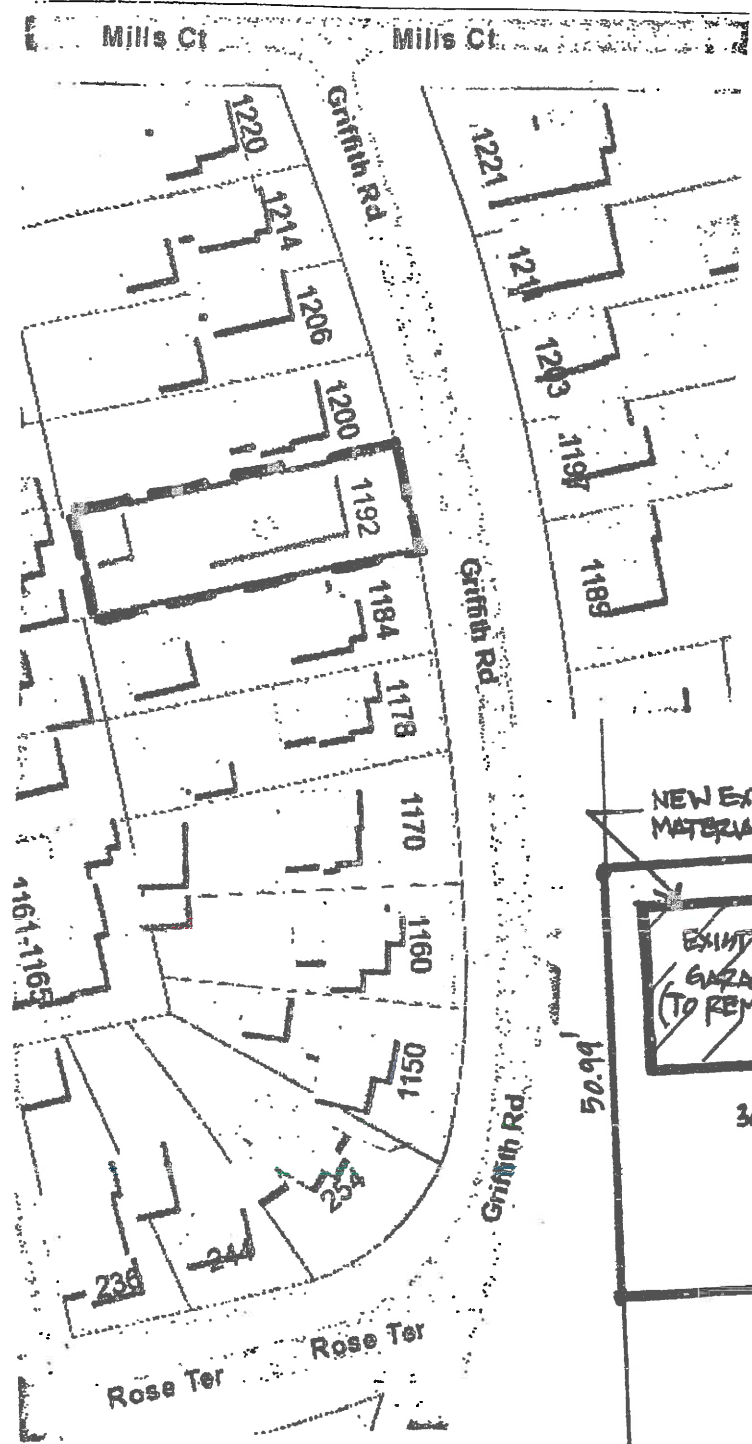
ATTEST:

City Clerk

GROUP EXHIBIT B

The Plans

SITE PLAN - PROPOSED



SITE LOCATION

HEAVEN

PROPOSED SITE PLAN

SCALE

LOT AREA 8,125.26 S.F.
 70% MAX AREA FOR DWELLING & ACCESSORY USE = 2,437.58 S.F.
 PROPOSED DWELLING & ACCESSORY USE = 1,613 S.F.

GR-3 ZONING

1" = 20.0'

NORTH

REVIEW ONLY-NOT FOR CONSTRUCTION

2675 COMMERCE DR.
 SUITE 607
 Volo, IL 60073
 MAIN: 847-457-2500
 FAX: 847-457-2501
 IL ARCHITECT # 12-0051

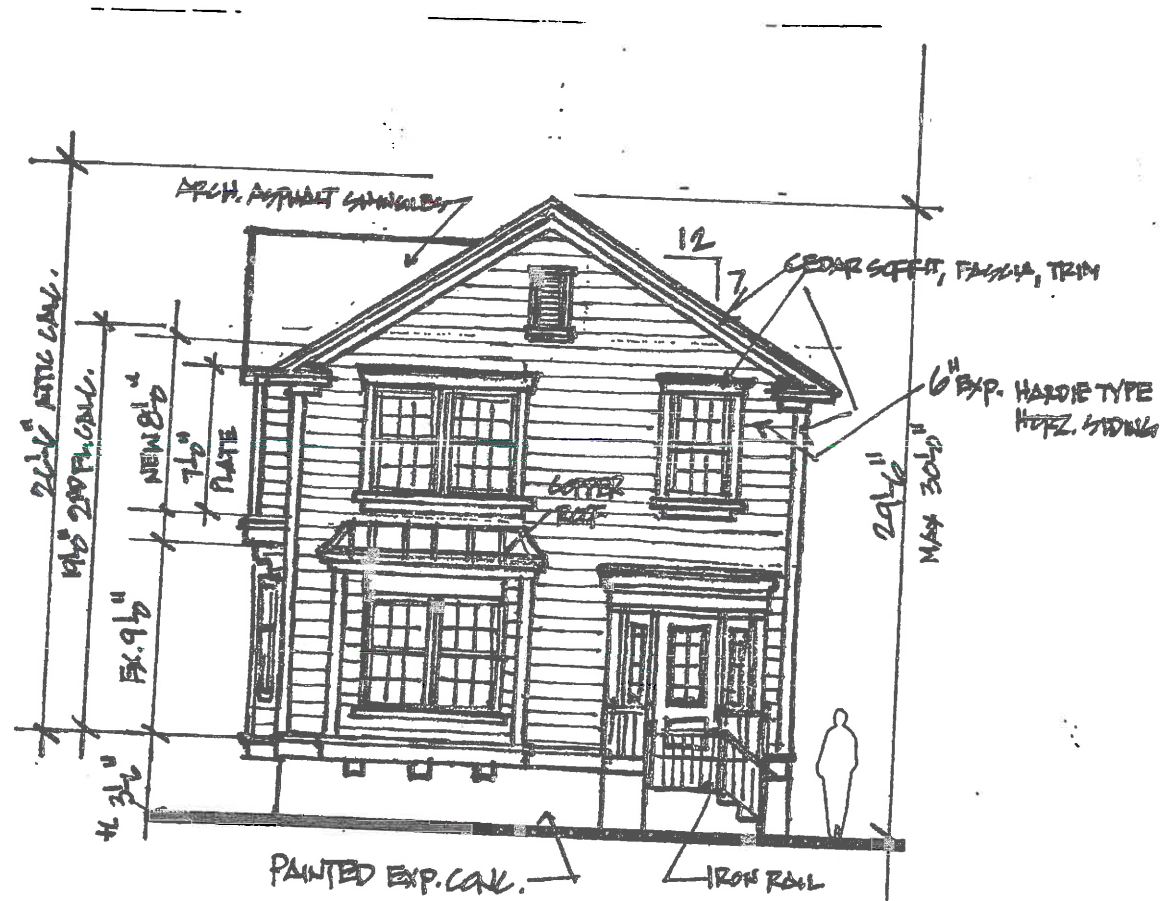
ASPECT DESIGN INC.
 ARCHITECTS

PROJECT # 2011077
 DRAWN BY: JTL

CICERO RESIDENCE
 1192 GRIFFITH ROAD
 LAKE FOREST, IL

CHILD DEVELOPMENT

The Plans



PROPOSED FRONT ELEVATION (EAST)

SCALE

1/8" = 1'-0"

REVIEW ONLY - NOT FOR CONSTRUCTION

PROJECT #

CICERO RESIDENCE
1192 GRIFFITH ROAD
LAKE FOREST, IL

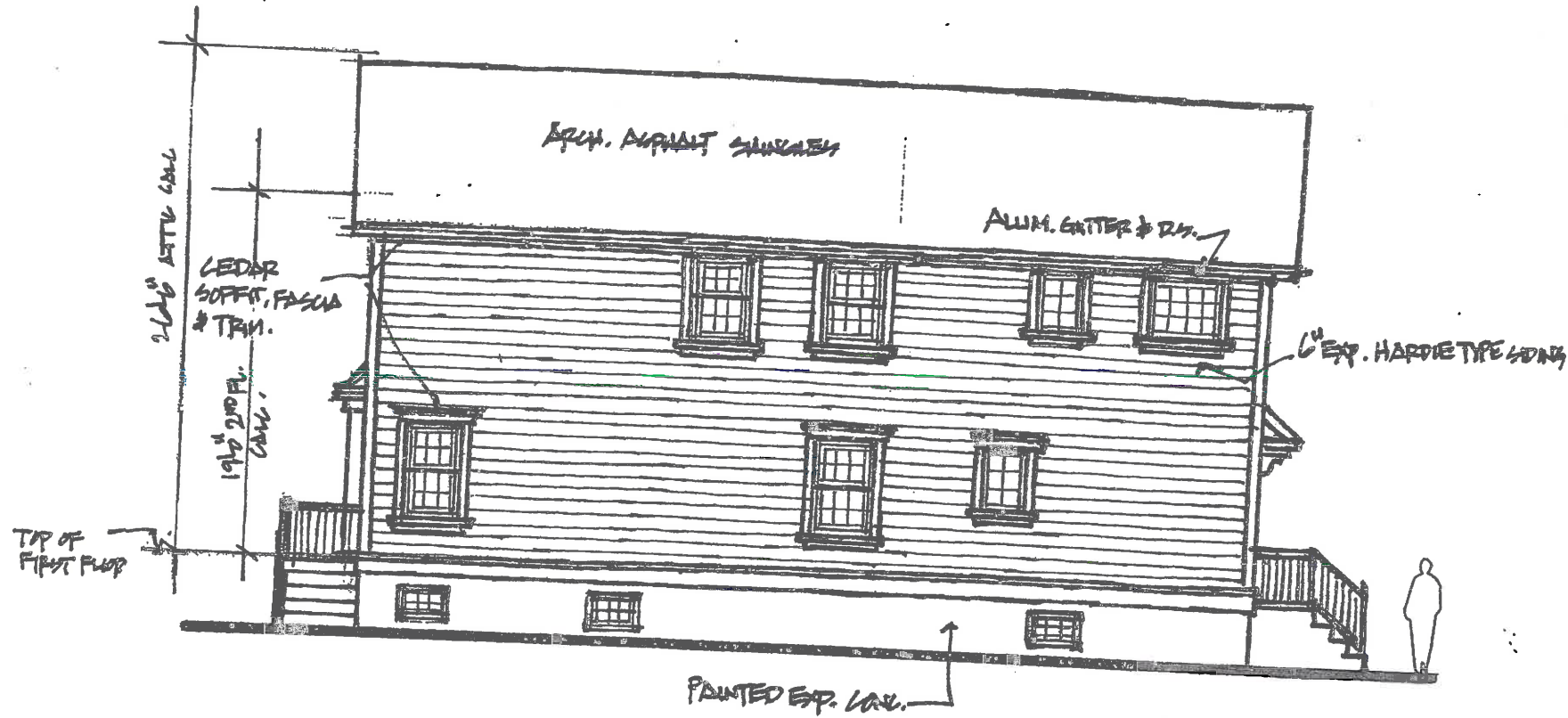
CHILD DEVELOPMENT

ZONING 180 3-9-18

2675 COMMERCE DR.
SUITE 607
CHICAGO, IL 60679
PHONE: 847-437-2500
WWW.ASPECTDESIGN.COM
E. LICENSE # 154-0000

ASPECT DESIGN INC.
ARCHITECTS

PROJECT #
DRAWN BY: JIL



PROPOSED RIGHT SIDE ELEVATION

(NORTH)

SCALE

1/8" = 1'-0"

REVIEW ONLY - NOT FOR CONSTRUCTION

2675 COMMERCE DR.
 SUITE 607
 Volo, IL 60073
 MAIN: 847-497-2500
 IL ARCHITECT REG. NO. 0180021

ASPECT DESIGN INC.
 ARCHITECTS

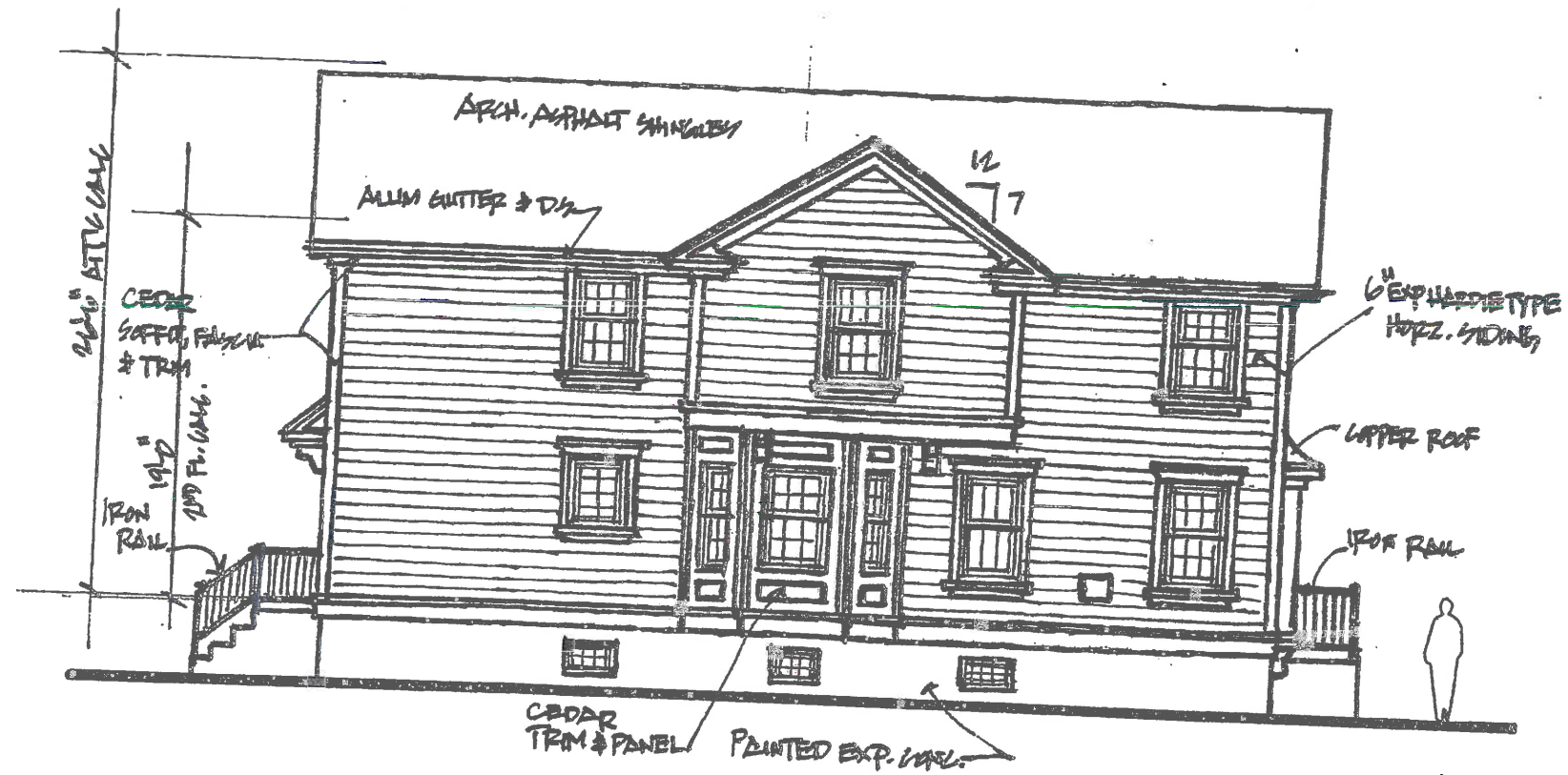
PROJECT # 2016-107
 DRAWN BY: JIL

CICERO RESIDENCE
 1192 GRIFFITH ROAD
 LAKE FOREST, IL

CHILD DEVELOPMENT

ZONING ORD. 24-18

The Plans



PROPOSED LEFT SIDE ELEVATION

(SOUTH)

SCALE

1/8" = 1'-0"

REVIEW ONLY - NOT FOR CONSTRUCTION

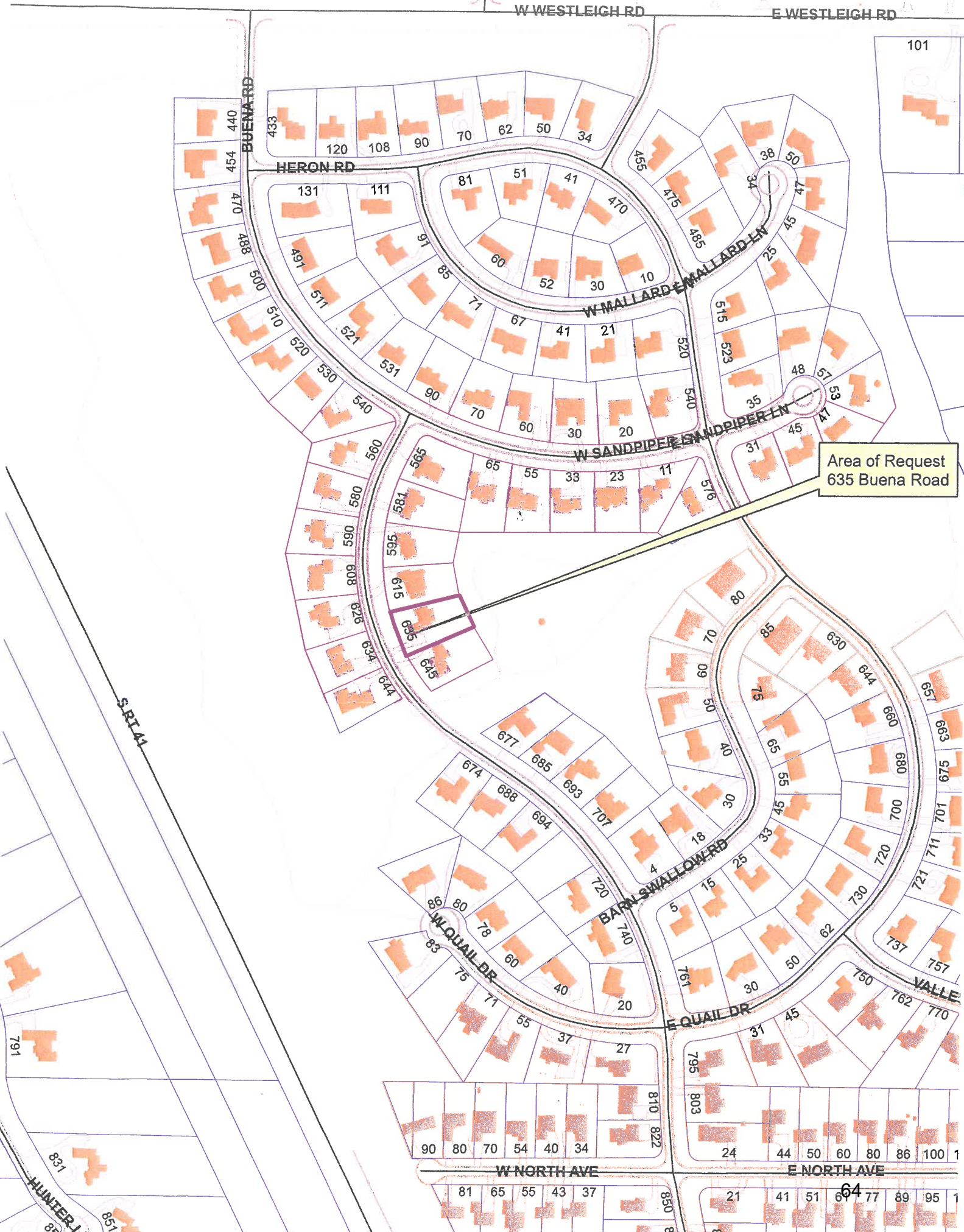
CICERO RESIDENCE
1192 GRIFFITH ROAD
LAKE FOREST, IL

CHILD DEVELOPMENT

2675 COMMERCE DR.
SUITE 607
Volo, IL 60073
PHONE: 847-457-2500
WWW.ASPECTDESIGN.COM

ASPECT DESIGN INC.
ARCHITECTS

PROJECT #
DRAWN BY: JIL



Area of Request
635 Buena Road

W WESTLEIGH RD

E WESTLEIGH RD

BUENA RD

HERON RD

W MALLARD LN

W SANDPIPER LN

BARN SWALLOW RD

W QUAIL DR

E QUAIL DR

W NORTH AVE

E NORTH AVE

SRIA

HUNTER L

101

791

831

851

433

120

108

90

70

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1

THE CITY OF LAKE FOREST

ORDINANCE NO. 2018-___

AN ORDINANCE GRANTING A VARIANCE FROM THE PERMITTED DRIVEWAY WIDTH
WITHIN THE FRONT YARD SETBACK AREA FOR PROPERTY LOCATED AT
635 BUENA ROAD

WHEREAS, David and Debra Moore ("**Owners**") are the owners of that certain real property commonly known as 635 Buena Road, Lake Forest, Illinois and legally described in Exhibit A, attached hereto ("**Property**"); and

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

WHEREAS, the Owners desire to construct improvements, including an expanded and reconfigured garage and an expanded driveway and parking area ("**Improvements**") as depicted on the site plans attached hereto as Group Exhibit B ("**Plans**"); and

WHEREAS, the Owners submitted an application ("**Application**") requesting approval of a variance from Section 159.082, R-4, Single Family Residence District, of the City of Lake Forest Code to allow construction of a portion of the Improvements, in a manner that is not consistent with the limitations for driveways located within the front yard setback area; and

WHEREAS, pursuant to notice duly published, the ZBA reviewed and evaluated the Plans at a public hearing held on April 3, 2018; and

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

1. The requested variance for the width of a driveway within the front yard setback will not alter the essential character of the neighborhood. The proposed modifications to the driveway are generally in keeping with other driveways in the Ponds neighborhood.
2. The conditions upon which the variance is requested are generally unique to this neighborhood and to this property and are not generally applicable to other properties in the same zoning district throughout the City. This house is sited nearly at the front yard setback line, consistent with other homes along the street, limiting the options for a larger garage and expanded driveway.

3. The existing residence and attached garage conforms to the applicable 40-foot front yard setback on the plat of subdivision. The hardship in conforming to the required setback is a result of the original construction of the home just behind the setback line, limiting the area available for a driveway that meets the reasonable needs of the current homeowners.
4. The variance to allow the driveway as proposed will not impair light or ventilation to adjacent properties, increase congestion, endanger public safety, or diminish property values. A significant tree that provides a buffer for the neighboring home will remain and will be protected during construction. Landscaping will be added to the front of the property to provide some screening of the driveway, the garage entrance and parked cars from views from the streetscape.

and recommended that the City Council approve the variance 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 ZBA, have determined that it is in the best interests of the City and its residents to grant approval of the requested variance subject to the terms and conditions hereinafter set forth;

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

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

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

SECTION THREE: Zoning Setback Variances Granted. Based on the findings presented above, the City Council does hereby grant approval of the requested variance to allow a driveway no wider than 27 feet within the front yard setback.

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

- A. No Authorization of Work. This Ordinance does not authorize commencement of any work on the Property. Except as otherwise specifically provided in writing in advance by the City, no work of any kind shall be commenced on the Property pursuant to the approvals granted in this Ordinance except only after all permits, approvals, and other authorizations for such work have been properly applied for, paid for, and granted in accordance with applicable law.
- B. Compliance with Laws. Chapters , 150, regarding building and construction, 156, regarding subdivisions, and 159, regarding zoning, of the City Code, and all other applicable ordinances and regulations of the City shall continue to apply to the Property, and the development and use of the Property shall be in compliance with all laws and regulations of all other federal, state, and local governments and agencies having jurisdiction.
- C. Tree Preservation. The Owners will fully comply with Chapter 99 of the City Code, regarding trees, as it relates to the construction of the Improvements.
- D. Staging, Parking and Storage. Prior to the issuance of building permits, a plan for staging and storage of construction and demolition materials and a plan for parking construction vehicles shall be submitted and will be subject to City review and approval.
- E. Compliance with the Plans. The Improvements must be developed on the Property in substantial compliance with the Plans which detail the porch as an open, rather than an enclosed, element.
- F. 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.

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

PASSED THIS __ DAY OF _____, 2018.

AYES: ()

NAYS: ()

ABSENT: ()

ABSTAIN: ()

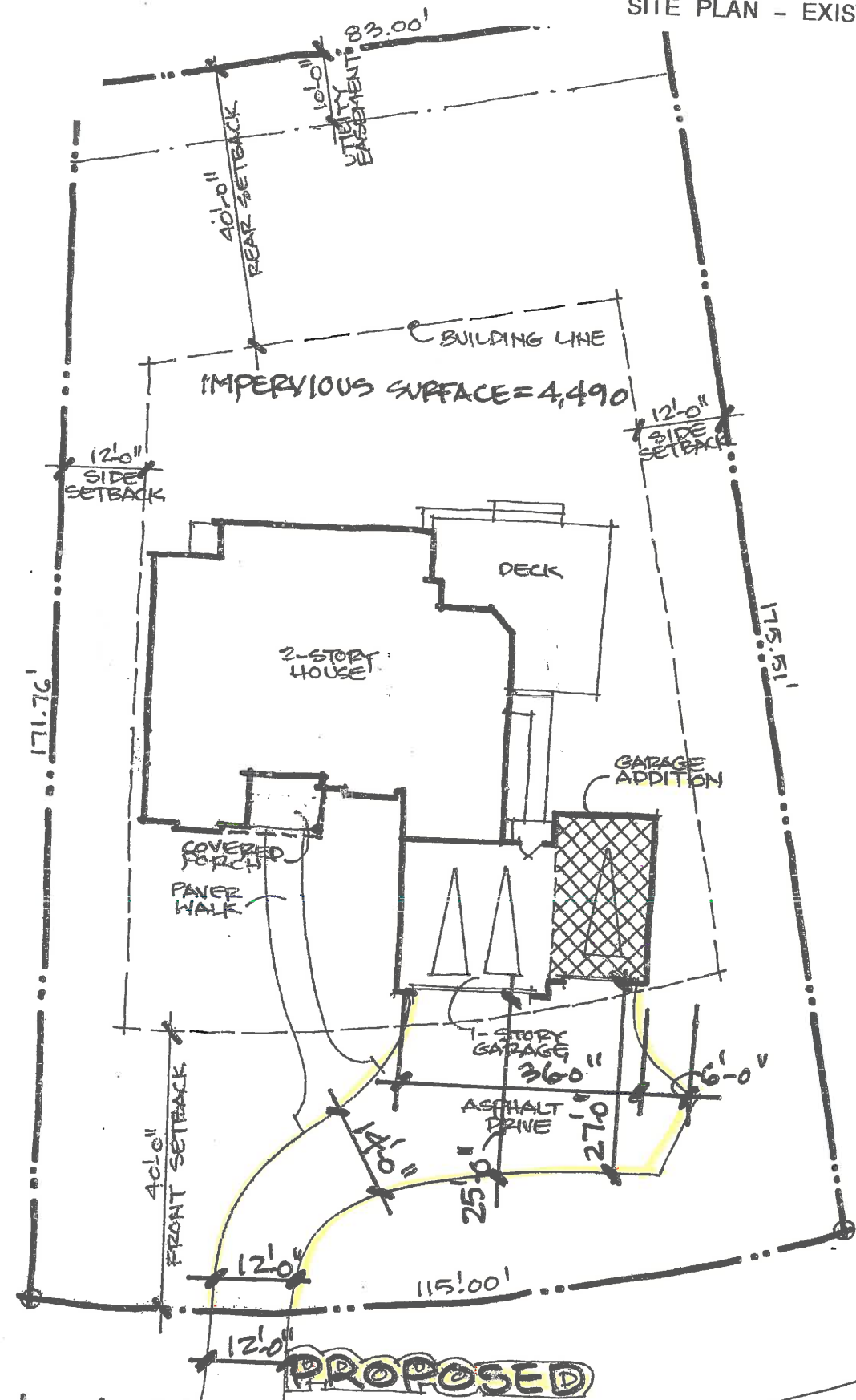
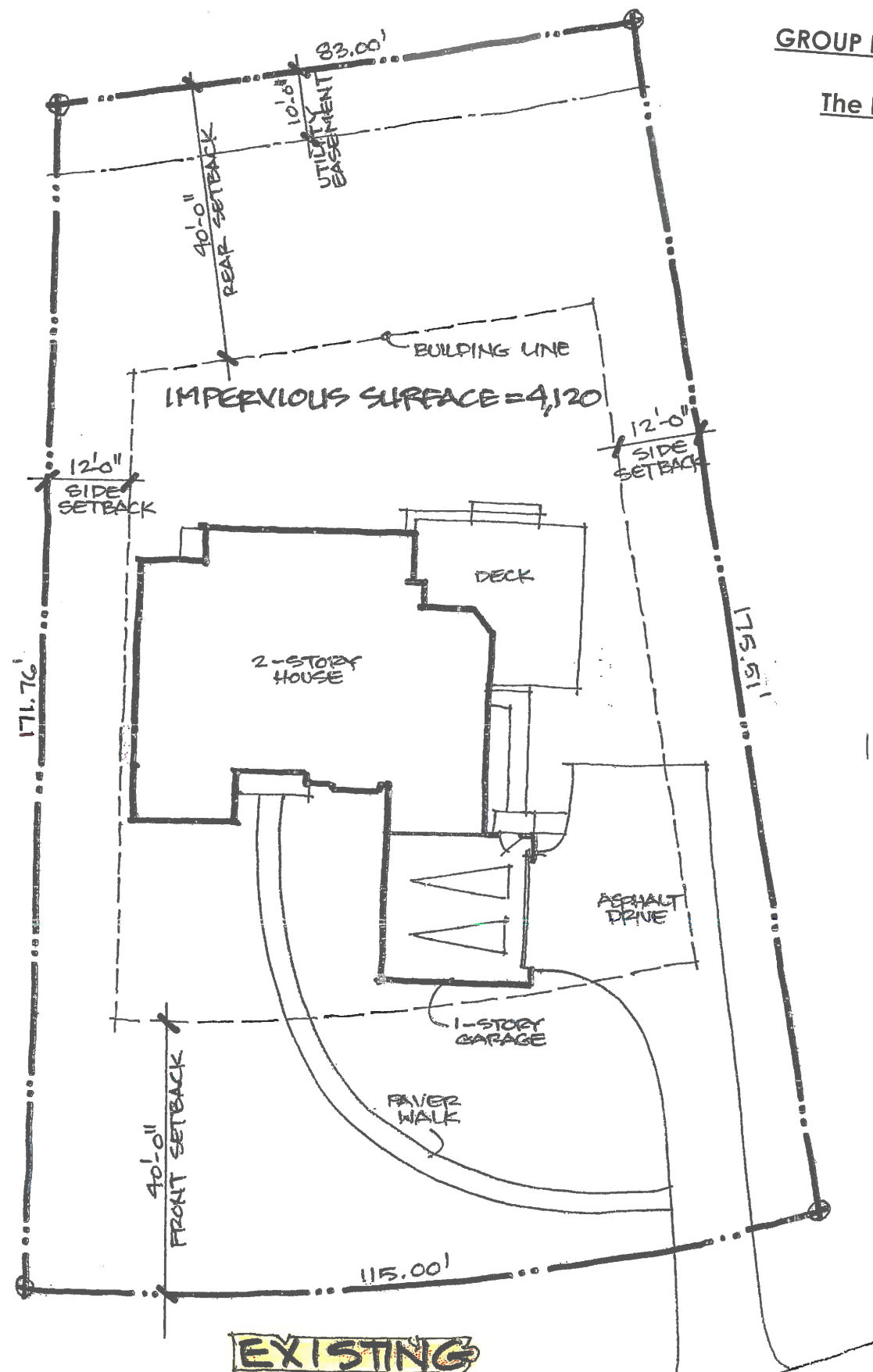
PASSED THIS __ DAY OF _____, 2018.

Mayor

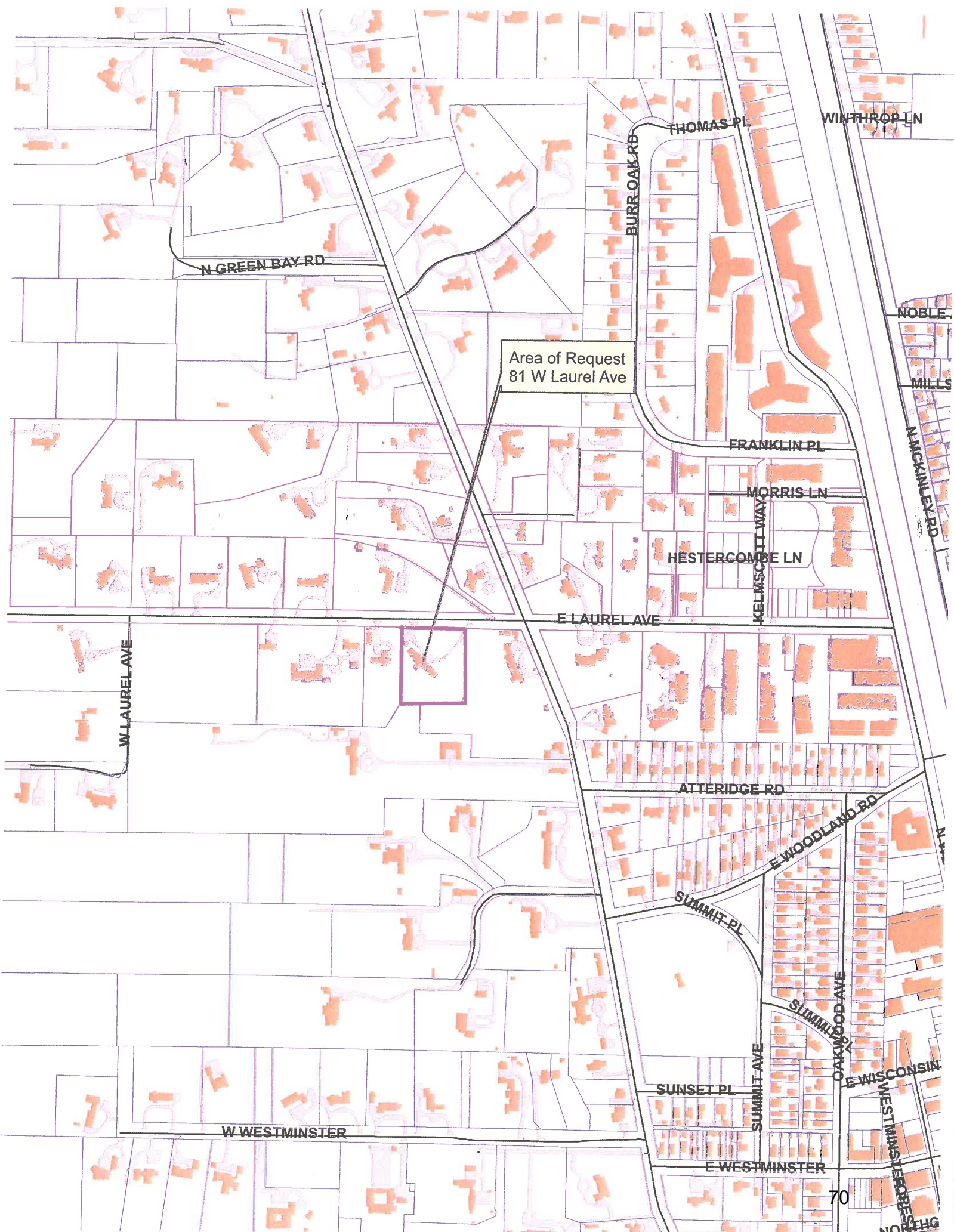
ATTEST:

City Clerk

The Plans



MOORE RESIDENCE: GARAGE ADDITION/ELEVATION REMODEL
 635 BUENA RD, LAKE FOREST, IL ~ JONATHAN CLAIR, ARCHITECT



Area of Request
81 W Laurel Ave

W LAUREL AVE

N GREEN BAY RD

BURR OAK RD

THOMAS PL

WINTHROP LN

NOBLE

MILLS

N MCKINLEY EX RD

FRANKLIN PL

MORRIS LN

HESTERCOMBE LN

KELMSCOTT WAY

E LAUREL AVE

ATTERIDGE RD

E WOODLAND RD

SUMMIT PL

SUNSET PL

W WESTMINSTER

SUMMIT AVE

OAKWOOD AVE

E WISCONSIN

WESTMINSTER FOREST

E WESTMINSTER

70

NORTHG

THE CITY OF LAKE FOREST

ORDINANCE NO. 2018-___

AN ORDINANCE GRANTING VARIANCES FROM THE FRONT YARD AND SIDE YARD SETBACK REQUIREMENTS FOR PROPERTY LOCATED AT 81 W. LAUREL AVENUE

WHEREAS, James and Linda Estes ("**Owners**") are the owners of that certain real property commonly known as 81 W. Laurel Avenue, Lake Forest, Illinois and legally described in Exhibit A, attached hereto ("**Property**"); and

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

WHEREAS, the Owners desire to construct improvements, including an attached garage, a detached garage and modifications to the driveway ("**Improvements**") as depicted on the site plans attached hereto as Group Exhibit B ("**Plans**"); and

WHEREAS, the Owners submitted an application ("**Application**") requesting approval of a variance from Section 159.082, R-4, Single Family Residence District, of the City of Lake Forest Code to allow construction of the Improvements, within the front and side yard setback areas; and

WHEREAS, pursuant to notice duly published, the ZBA reviewed and evaluated the Plans at a public hearing held on April 30, 2018; and

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

1. The requested setback variances will not alter the essential character of the neighborhood since the garages are generally in the location of the existing garage and driveway, which will be removed. The massing of the proposed garages is compatible and secondary to the historic residence and the existing and proposed vegetation provide screening consistent with the character of the streetscape and overall neighborhood.
2. The conditions upon which the variances are requested are not applicable to other properties in the same zoning district due to the uniqueness of this historic property, the history of the property as a former estate and the construction of the home predating the City's Zoning Code.

3. The hardship in conforming to the setbacks include the application of the R-4 zoning district and the related setback requirements after the house was constructed and after the property was subdivided.
4. The variances and the resulting additions will not impair light or ventilation to adjacent properties, increase congestion, endanger public safety, or substantially diminish property values in the area.
5. The proposed garages generally encroach into the side yard and front yard setbacks to a similar extent as the existing garage.

and recommended that the City Council approve the variance 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 ZBA, have determined that it is in the best interests of the City and its residents to grant approval of the requested variances subject to the terms and conditions hereinafter set forth;

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

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

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

SECTION THREE: Zoning Setback Variances Granted. Based on the findings presented above, the City Council does hereby grant approval of the requested variances to allow 1) the attached garage to be located no closer than 1'3" to the side yard property line, 2) the detached garage to be located no closer than 2'3" to the side yard property line and no closer than 17'2" to the front yard property line and 3) a driveway no wider than 32 feet within the front yard setback.

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

- A. No Authorization of Work. This Ordinance does not authorize commencement of any work on the Property. Except as otherwise specifically provided in writing in advance by the City, no work of any kind shall be commenced on the Property pursuant to the approvals granted in this Ordinance except only after all permits, approvals, and other authorizations for such work have been properly applied for, paid for, and granted in accordance with applicable law.
- B. Compliance with Laws. Chapters , 150, regarding building and construction, 156, regarding subdivisions, and 159, regarding zoning, of the City Code, and all other applicable ordinances and regulations of the City shall continue to apply to the Property, and the development and use of the Property shall be in compliance with all laws and regulations of all other federal, state, and local governments and agencies having jurisdiction.
- C. Tree Preservation. The Owners will fully comply with Chapter 99 of the City Code, regarding trees, as it relates to the construction of the Improvements.
- D. Staging, Parking and Storage. Prior to the issuance of building permits, a plan for staging and storage of construction and demolition materials and a plan for parking construction vehicles shall be submitted and will be subject to City review and approval.
- E. Compliance with the Plans. The Improvements must be developed on the Property in substantial compliance with the Plans which detail the porch as an open, rather than an enclosed, element.
- F. 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.

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

PASSED THIS __ DAY OF _____, 2018.

AYES: ()

NAYS: ()

ABSENT: ()

ABSTAIN: ()

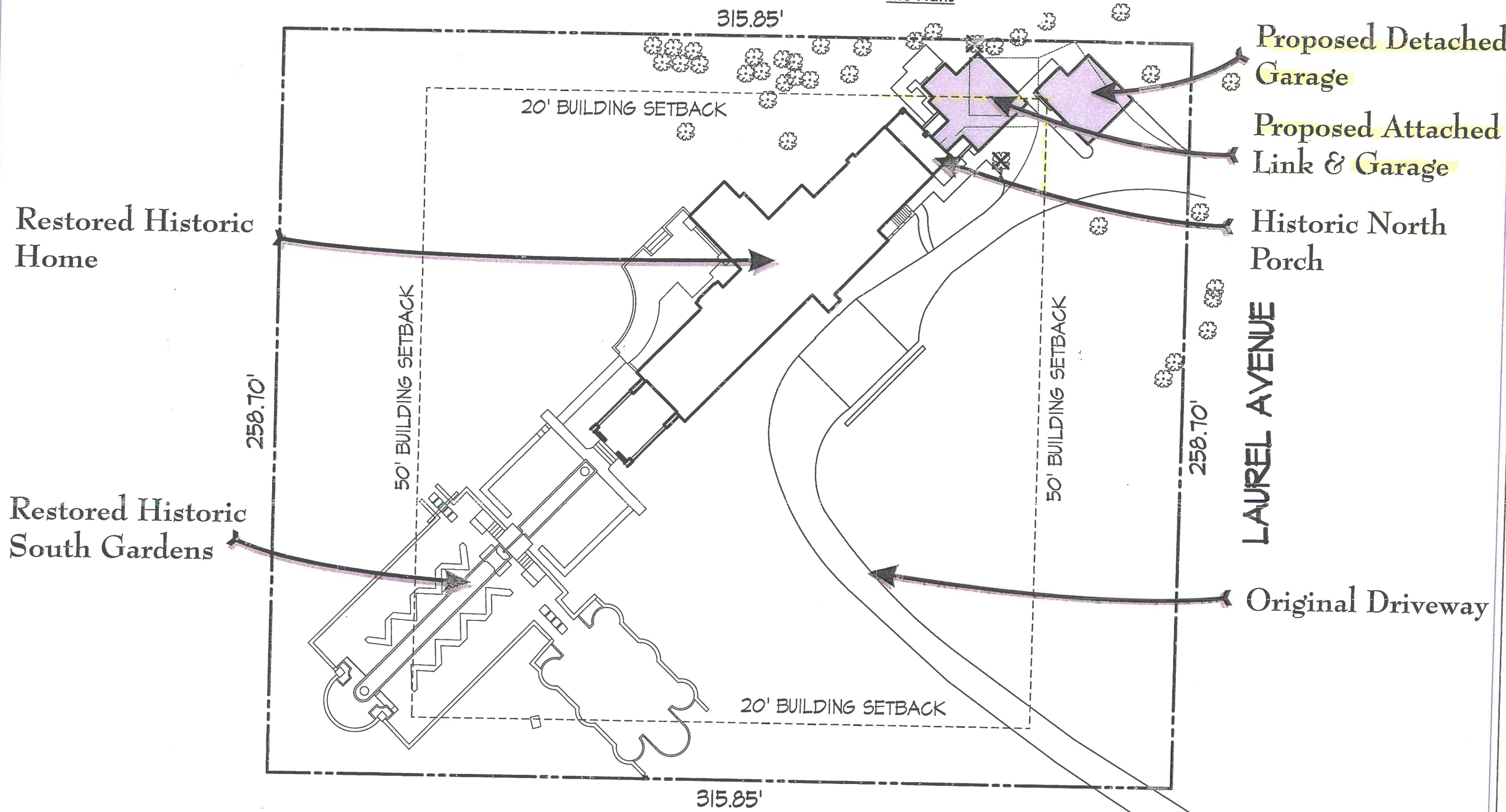
PASSED THIS __ DAY OF _____, 2018.

Mayor

ATTEST:

City Clerk

The Plans



Restored Historic Home

Restored Historic South Gardens

Proposed Detached Garage

Proposed Attached Link & Garage

Historic North Porch

LAUREL AVENUE

Original Driveway



Proposed Site Plan

Estes Residence - 81 W. Laurel Avenue

Michael E. Breseman Architects Ltd

EXISTING BREAKFAST
10'11" x 13'3"

EXISTING KITCHEN
12' x 22'

EXISTING PANTRY
6' x 7'

ENCLOSE
EXIST. PORCH
8' x 22'

PROPOSED BATH
5' x 5'

SHADED IS
NEWLY ENCLOSED
OR NEW

20' SIDE YARD SETBACK

PROPERTY LINE

The Plans

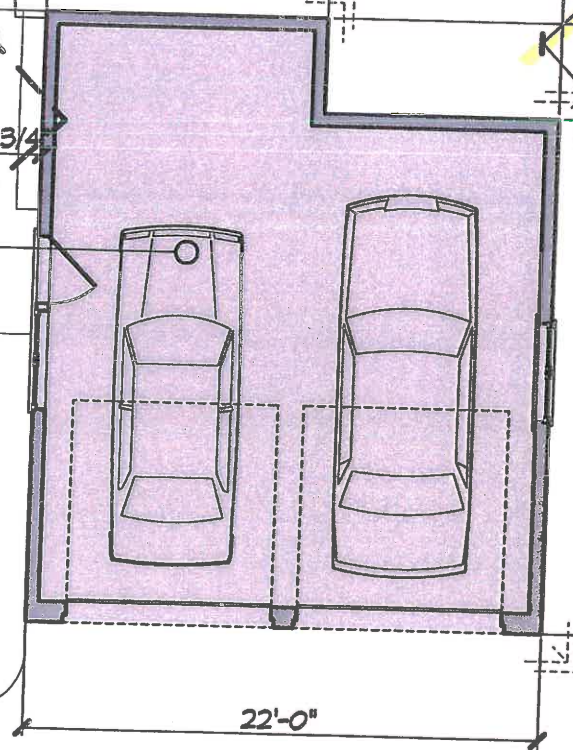
PROPOSED
POTTING SHED
5' x 9'

LINE OF
GUTTER
DASHED

PROPOSED
ATTACHED
GARAGE
22' x 22'

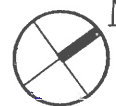
PROPOSED
LINK
6' x 8'

PROPOSED
DETACHED
GARAGE
20' x 20'



Proposed Partial First Floor Plan

SCALE 3/16" = 1'-0"
0 1 2 4 8



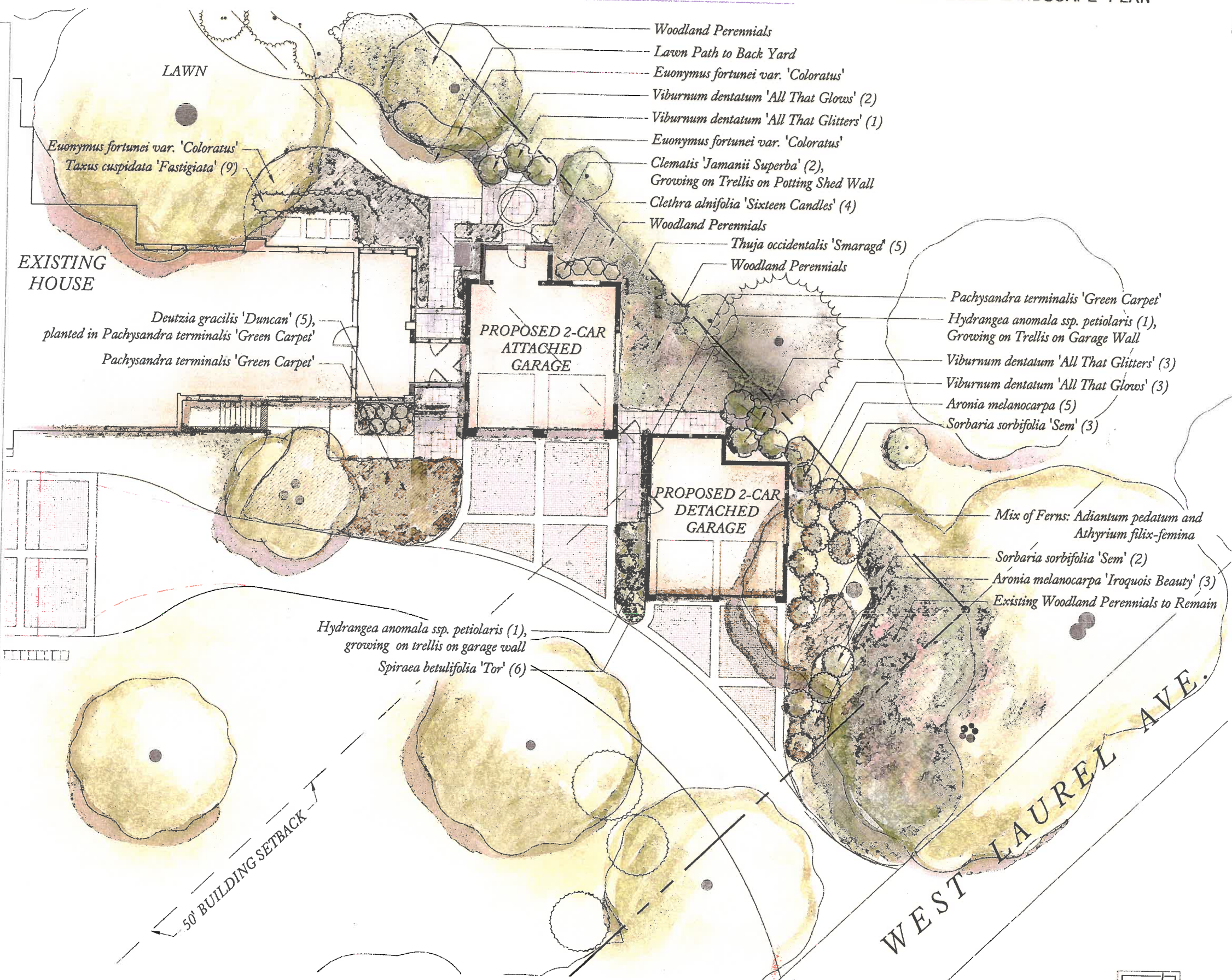
Estes Residence - 81 W. Laurel Ave

Michael E. Breseman Architects Ltd

ARCHITECTS, Ltd

PLANT SCHEDULE

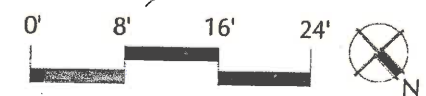
TREES	QTY	BOTANICAL NAME	SIZE	
	1	Ulmus x 'Frontier' Pioneer Elm	8' cal.	
EVERGREEN TREES	QTY	BOTANICAL NAME	SIZE	
	5	Thuja occidentalis 'Smaragd' Emerald Green Arborvitae	8' B / 5' Ht.	
SHRUBS	QTY	BOTANICAL NAME	SIZE	
	8	Aronia melanocarpa 'Iroquois Beauty' TM Black Chokeberry	5 gal / 36"	
	4	Clethra alnifolia 'Sixteen Candles' Summersweet: Clethra	5 gal / 24"	
	5	Deutzia gracilis 'Chardonnay Pearls' TM Chardonnay Pearls Deutzia	5 gal / 20"	
	5	Sorbaria sorbifolia 'Sem' Sem Ash Leaf Spirea	5 gal / 30"	
	6	Spiraea betulifolia 'Tor' Branchal Spirea	5 gal / 24"	
	4	Viburnum dentatum 'All That Glitters' All That Glitters Arrowood Viburnum	5 gal / 36"	
	5	Viburnum dentatum 'All That Glows' All That Glows Arrowood Viburnum	5 gal / 36"	
GROUND COVERS	QTY	BOTANICAL NAME	CONT.	SPACING
	312	Euonymus fortunei 'Coloratus' Coloratus Purple Wintercreeper	Flat	2' o.c.
	455	Pachysandra terminalis 'Green Carpet' Japanese Spurge	2.25' Flat	2' o.c.
FERN MIX	QTY	BOTANICAL NAME	CONT.	SPACING
	40	Adiantum pedatum Northern Maidenhair Fern	1 gal	2' o.c.
	40	Athyrium filix-femina Common Lady Fern	1 gal	2' o.c.
WOODLAND PERENNIALS	QTY	BOTANICAL NAME	CONT.	SPACING



ESTES RESIDENCE - PLANTING PLAN - L-3

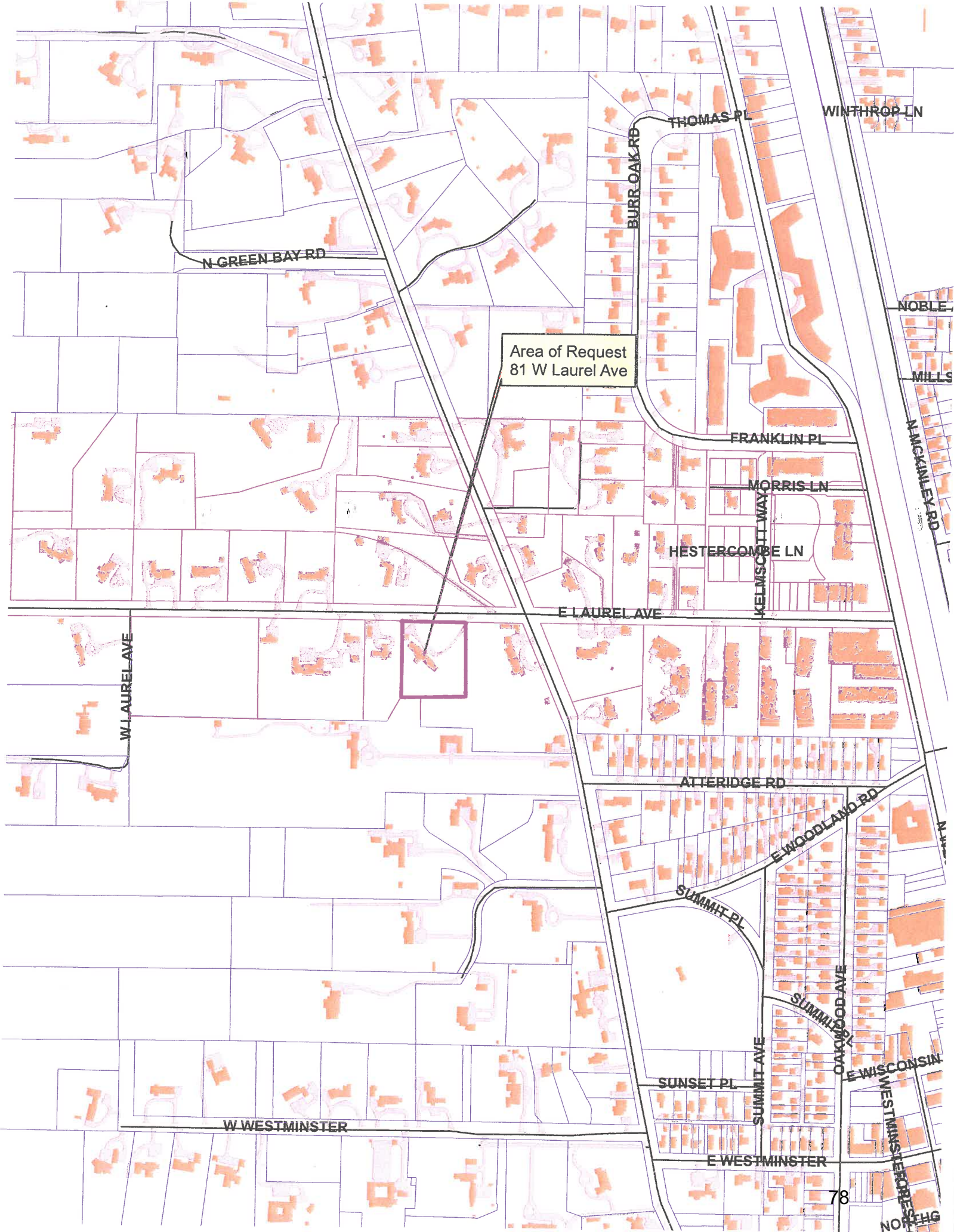
81 W. Laurel Avenue, Lake Forest, IL

SCALE: 1"=8'-0"



APRIL 18, 2018





Area of Request
81 W Laurel Ave

W LAUREL AVE

N GREEN BAY RD

BURR OAK RD

THOMAS PL

WINTHROP LN

NOBLE

MILLS

N MCKINLEY RD

FRANKLIN PL

MORRIS LN

HESTERCOMBE LN

E LAUREL AVE

KELMSCOTT WAY

ATTERIDGE RD

E WOODLAND RD

SUMMIT PL

SUNSET PL

SUMMIT AVE

OAKWOOD AVE

E WISCONSIN

W WESTMINSTER

E WESTMINSTER

WESTMINSTER FOREST

78

NORTHG

THE CITY OF LAKE FOREST

ORDINANCE NO. 2018-__

AN ORDINANCE GRANTING A FLOOR AREA EXCEPTION FOR
THE PROPERTY LOCATED AT 81 W. LAUREL AVENUE

WHEREAS, James and Linda Estes ("**Owners**") are the owners of that certain real property commonly known as 81 W. Laurel Avenue, 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 Owners desire to construct various improvements, including two garages; one attached and one detached, a linking element between the garage and house and enclosure of an existing open service porch, ("**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 April 25, 2018; 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 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 and proposed 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 Owners' 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 Owners' 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 10,409 square feet, 15% 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, Certificate 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: ()

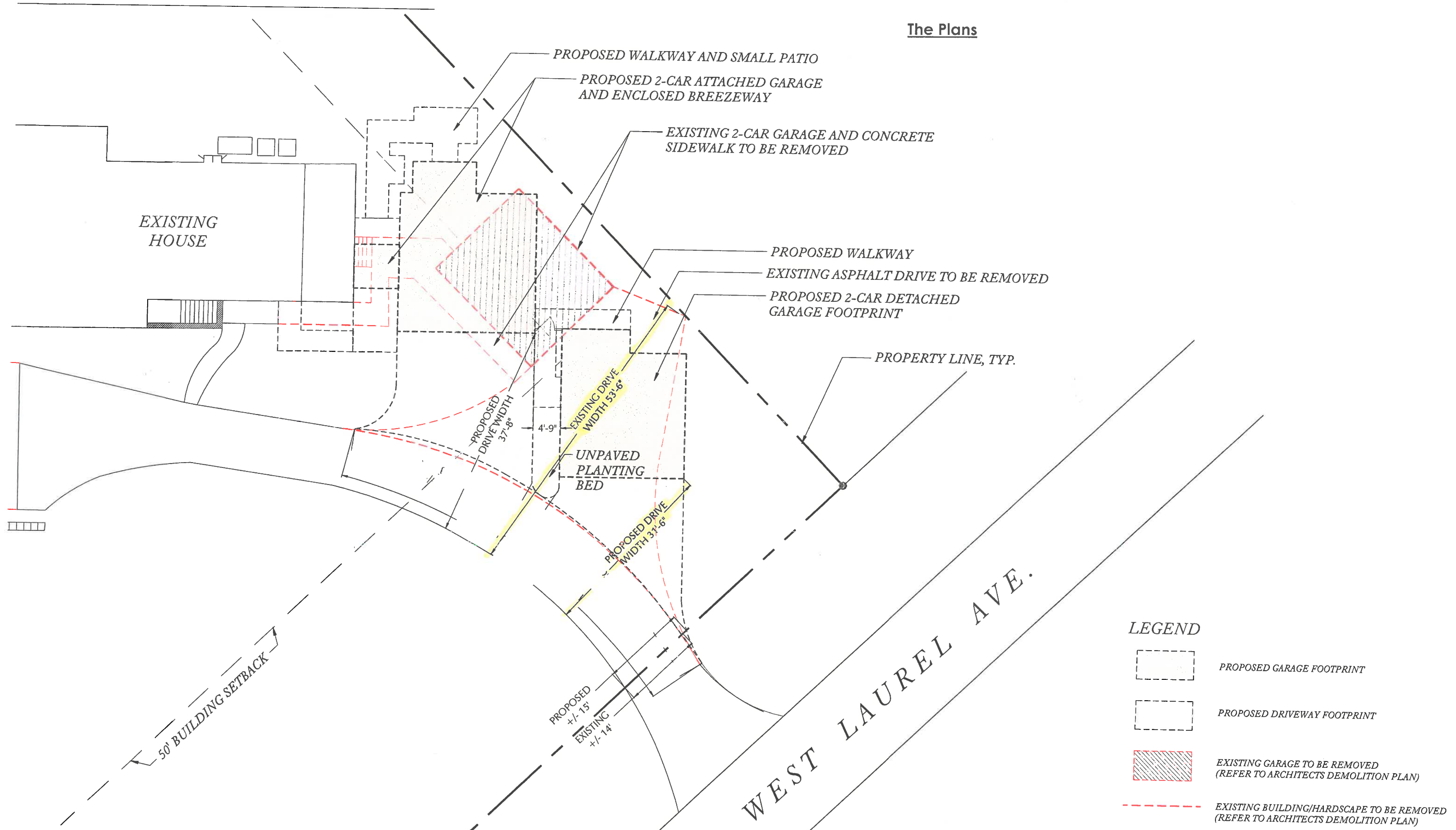
PASSED THIS __ DAY OF _____, 2018.

Mayor

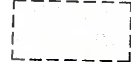
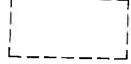
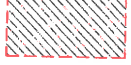

ATTEST:

City Clerk

The Plans



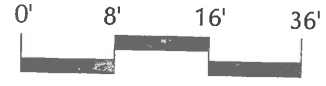

LEGEND

-  PROPOSED GARAGE FOOTPRINT
-  PROPOSED DRIVEWAY FOOTPRINT
-  EXISTING GARAGE TO BE REMOVED (REFER TO ARCHITECTS DEMOLITION PLAN)
-  EXISTING BUILDING/HARDSCAPE TO BE REMOVED (REFER TO ARCHITECTS DEMOLITION PLAN)

ESTES RESIDENCE - COMPARISON OVERLAY -
 EXISTING & PROPOSED DRIVEWAY & GARAGE - SP-1

81 W. Laurel Avenue, Lake Forest, IL

SCALE: 1"=8'-0"

The Plans



Front Elevation @ Garages

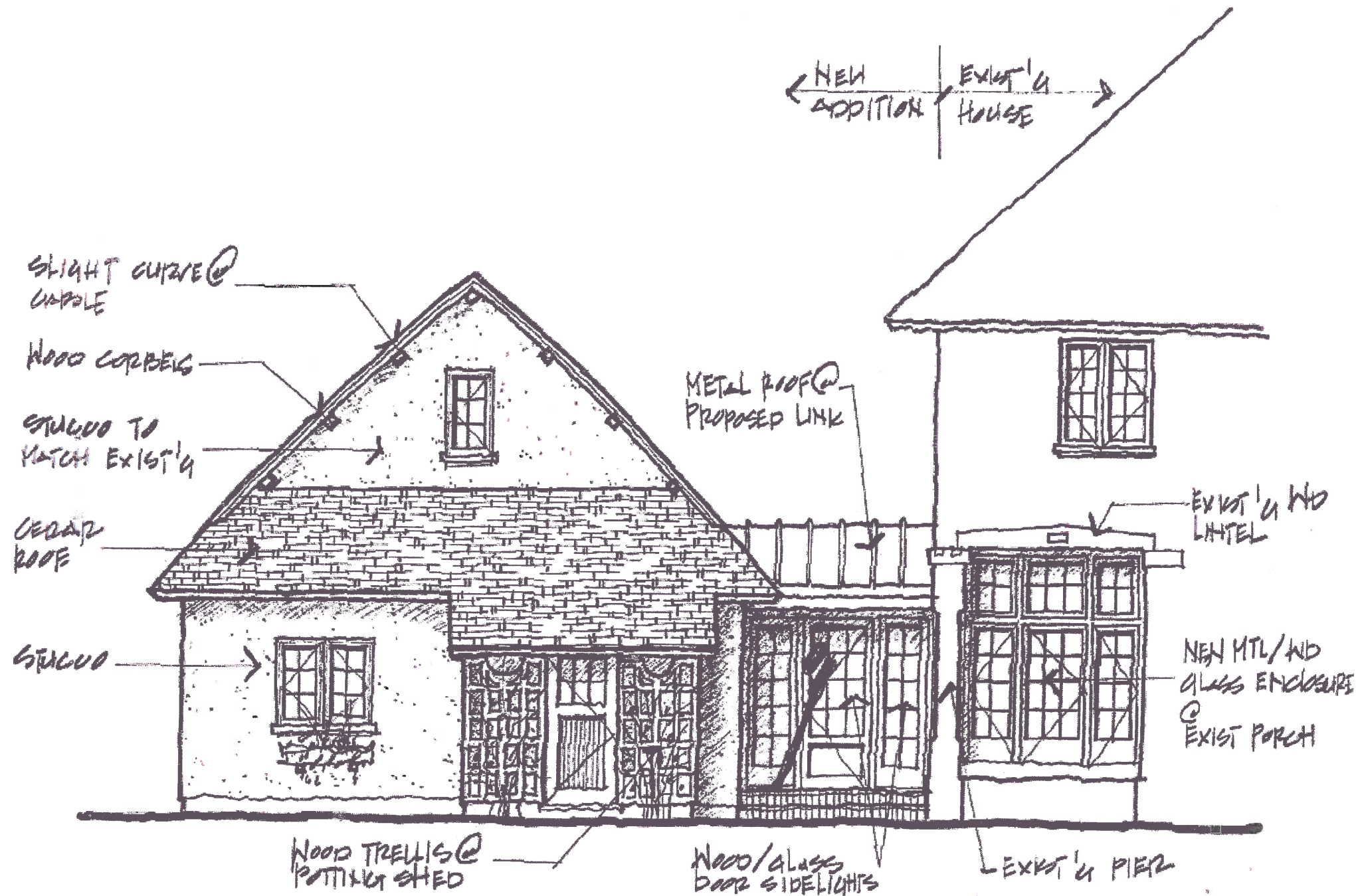
SCALE 3/16" = 1'-0"
0 1 2 4 8

Estes Residence - 81 W. Laurel Ave

Michael E. Breseman Architects Ltd

ARCHITECTS, Ltd. 85

The Plans



Rear Elevation Sketch - Attached Garage

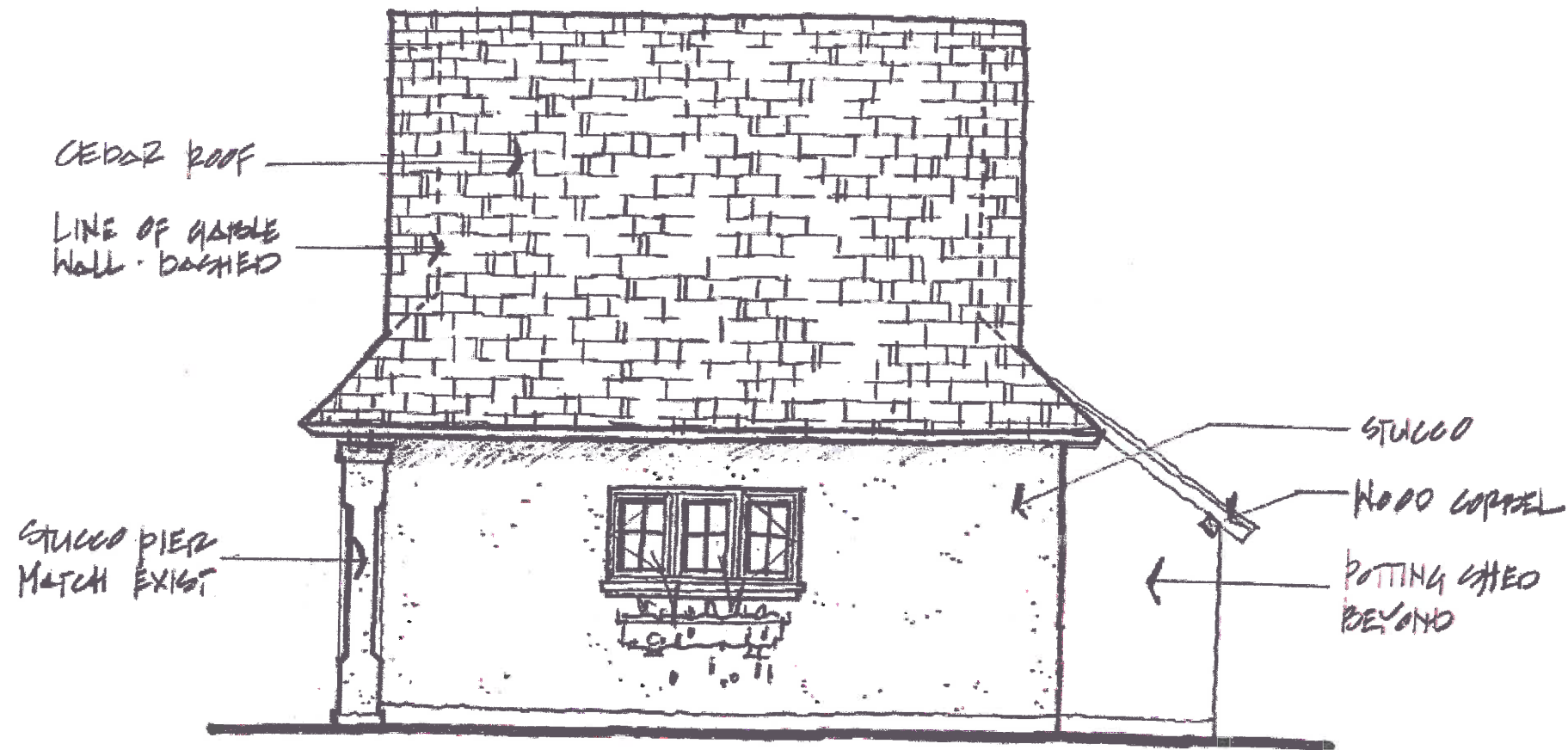
SCALE 3/16" = 1'-0"

Estes Residence - 81 W. Laurel Ave

Michael E. Breseman Architects Ltd

ARCHITECTS, Ltd. 86

The Plans



Right Elevation Sketch - Attached Garage

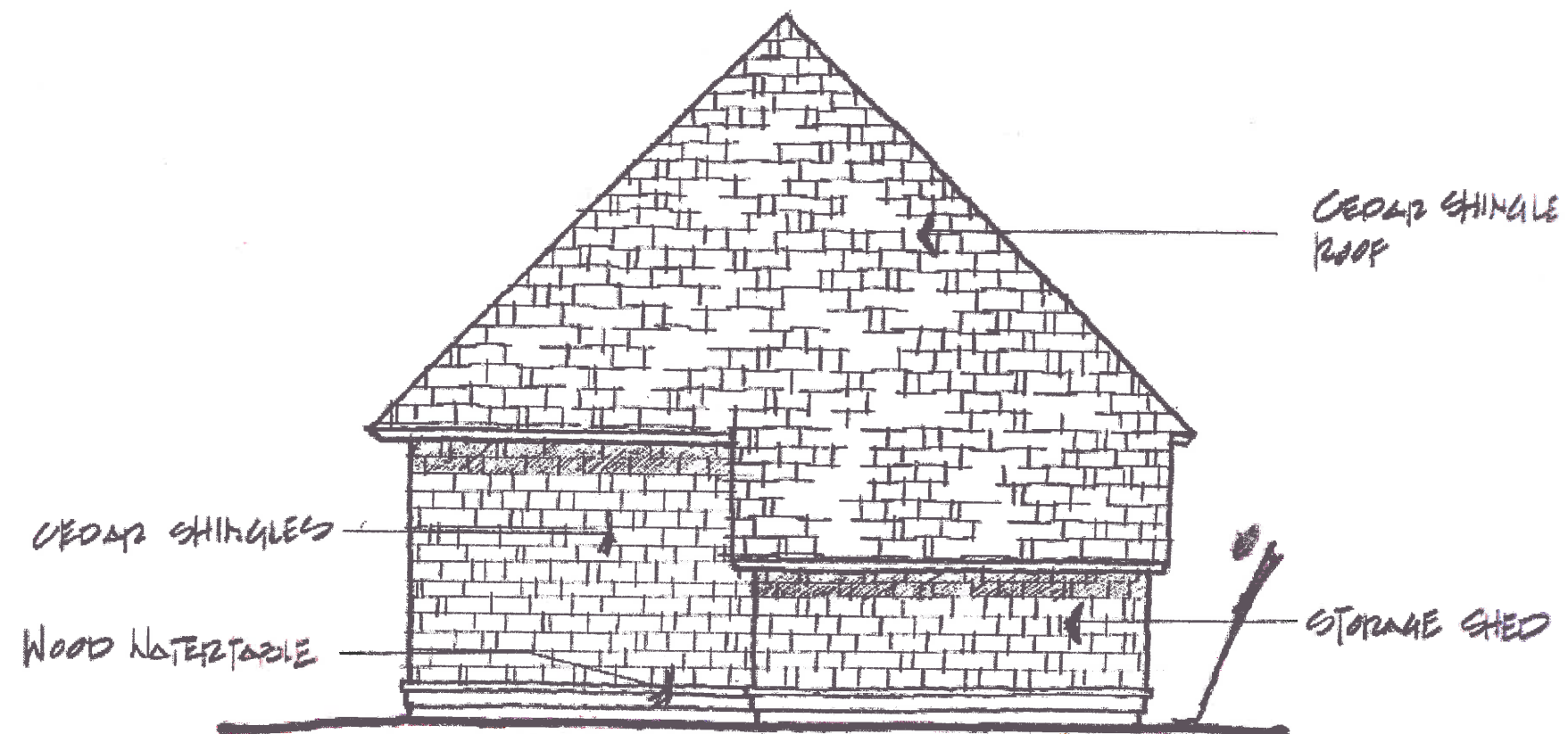
SCALE 3/16" = 1'-0" 0 1 2 4 8

Estes Residence - 81 W. Laurel Ave

Michael E. Breseman Architects Ltd

ARCHITECTS, Ltd.

The Plans



Rear Elevation Sketch - Detached Garage

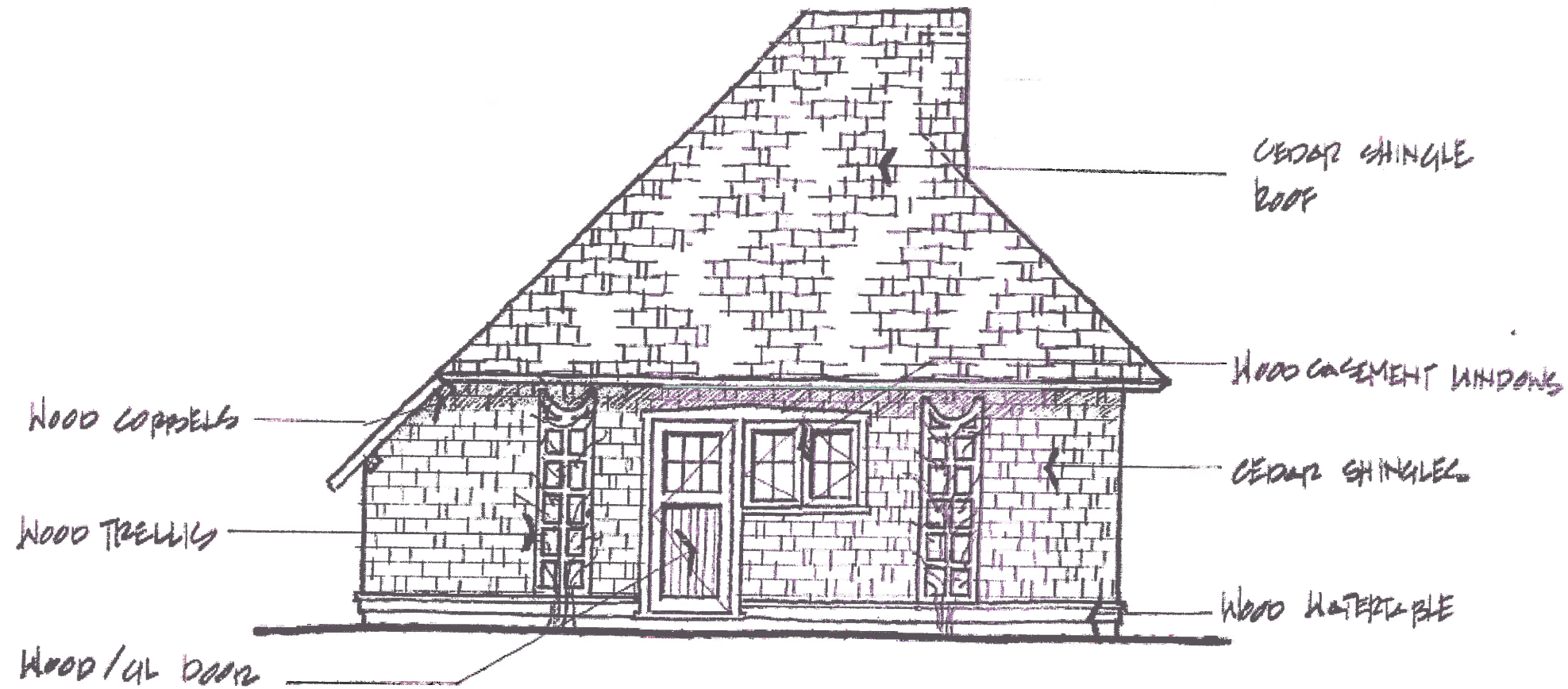
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Estes Residence - 81 W. Laurel Ave

Michael E. Breseman Architects Ltd

ARCHITECTS, Ltd.

The Plans



Left Elevation Sketch - Detached Garage

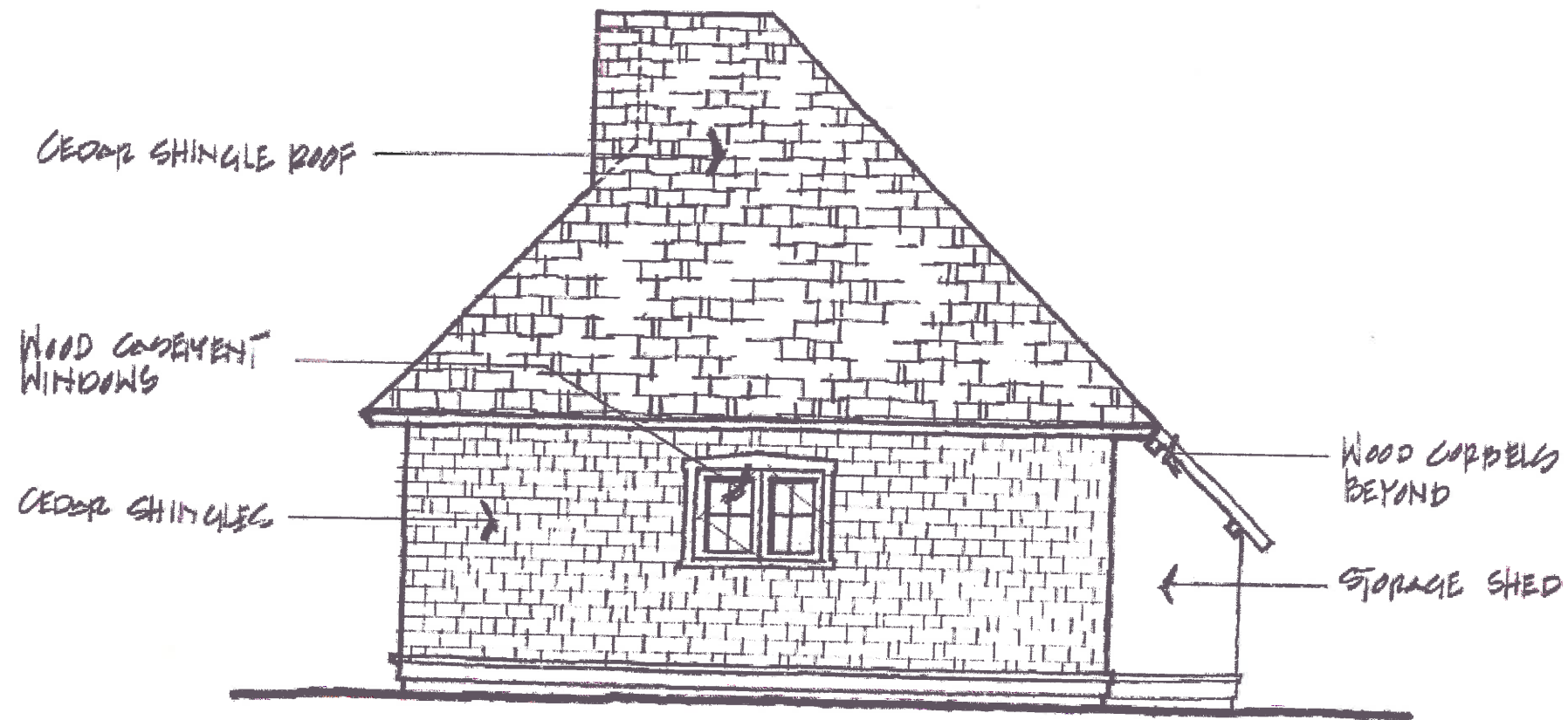
SCALE 3/16" = 1'-0"
0 1 2 4 8

Estes Residence - 81 W. Laurel Ave

Michael E. Breseman Architects Ltd

ARCHITECTS, Ltd.

The Plans



Right Elevation Sketch - Detached Garage

SCALE 3/16" = 1'-0"

Estes Residence - 81 W. Laurel Ave

Michael E. Breseman Architects Ltd

90 ARCHITECTS, Ltd.

THE CITY OF LAKE FOREST

ORDINANCE NO. 18-_____

**AN ORDINANCE AMENDING THE LAKE FOREST
CITY CODE RELATING TO PURCHASING**

WHEREAS, The City of Lake Forest (the “City”) is a home rule, special charter municipality existing in accordance with the Illinois Constitution of 1970; and

WHEREAS, the City Council has determined that it is in the best interests of the City and its residents to update and clarify the provisions related to the authority to approve other purchases and contracts;

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

SECTION ONE: Recitals. The foregoing recitals are incorporated as the findings of the City Council and are hereby incorporated into and made a part of this Ordinance.

SECTION TWO: Amendment to Sections 38.37 of the City Code. Section 38.37 entitled “Authority to Approve Other Purchases and Contracts,” of the City Code are hereby amended as set forth in Exhibit A to this Ordinance, which Exhibit A is attached to and made a part of this Ordinance.

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

Passed this ____ day of _____, 2018.

AYES:

NAYS:

ABSENT:

ABSTAIN:

Approved this ___ day of _____, 2018.

Mayor

ATTEST:

City Clerk

EXHIBIT A

§ 38.37 AUTHORITY TO APPROVE OTHER PURCHASES AND CONTRACTS.

For any purchase or contract not otherwise authorized for approval by the City Manager pursuant to §§ 38.30 through 38.37, such purchases and contracts shall be approved in one of the following manners.

(A) Except as provided in division (B) below, for contracts with vendors or other providers delivering services on an unspecified but ongoing basis in annual amounts anticipated to be more than \$20,000, such contracts or similar authorizations shall be presented to the City Council for consideration as part of the review and approval of the city's annual budget.

(B) For contracts relating to insurance-related services from vendors or other providers delivering services on an unspecified but ongoing basis in annual amounts anticipated to be more than \$20,000 but whose costs for services are established on a calendar year basis, such contracts or similar authorizations shall be presented to the City Council for consideration prior to the beginning of the calendar year for which services are to be provided.

(C) For contracts relating to services of a regular but routine nature for which savings might be attained through multi-year arrangements in which the annualized amount of the contract is expected to exceed \$20,000, such contracts or similar authorizations shall be competitively bid and presented to the City Council for consideration and approval as directed by the City Council.

(D) For contracts with vendors or other providers:

(1) Delivering supplies or parts on an as-needed basis in individual amounts under \$20,000 but in annual amounts anticipated to be more than \$20,000 **shall be reported to the Finance Committee Chairman for his/her approval**; or

(2) Delivering instructional services as part of fee-based recreational programs such contracts or similar authorizations may be approved by the City Manager; provided that: (a) the total amount approved for such contracts or other authorizations by the City Manager do not exceed the amounts set forth in the city's annual budget; and (b) the budgeted amount for such contracts or similar authorizations does not exceed \$75,000.

(E) For all other contracts, by presentation to, and approval or ratification by, the City Council as a specific matter for consideration.

(Ord. 2011-20, passed 9-19-2011; Ord. 2016-02, passed 1-19-2016)

Second Session

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

Monday, May 7, 2018, Immediately Following the First Session
City Hall Council Chambers

CALL FOR ORGANIZATION OF THE 2018-2019 LAKE FOREST CITY COUNCIL

CITY CLERK MARGARET BOYER ADMINISTERS THE OATH OF OFFICE TO:

First Ward Alderman-Elect - - Prudence R. Beidler
Second Ward Alderman-Elect - - Timothy P. Newman
Third Ward Alderman-Elect - - James S. Preschlack
Fourth Ward Alderman-Elect - - Michelle Moreno

CALL TO ORDER AND ROLL CALL

Honorable Mayor, Robert Lansing
Prudence R. Beidler, Alderman First Ward Jack Reisenberg, Alderman Third Ward
James E. Morris, Alderman First Ward Jim Preschlack, Alderman Third Ward
Timothy Newman, Alderman Second Ward Michelle Moreno, Alderman Fourth Ward
Melanie Rummel, Alderman Second Ward Raymond Buschmann, Alderman Fourth Ward

ELECTION AND APPOINTMENT OF CITY OFFICERS

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

City Treasurer	Elizabeth A. Holleb
City Supervisor	Robert R. Kiely, Jr.
City Marshal & Collector	Karl Walldorf
City Clerk	Margaret Boyer
City Surveyor and Engineer	Gewalt Hamilton Associates

COUNCIL ACTION: Approve the Mayors Appointments

1. COMMENTS BY MAYOR

A. RESOLUTION OF APPRECIATION FOR WARD 1 ALDERMAN STANFORD TACK

A copy of the Resolution can be found on **page 10**.

COUNCIL ACTION: Approve the Resolution

B. 2018-2019 Board and Commission Appointments/Reappointments

AUDIT

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Tighe Magnuson	Appoint	2
Dean Steiber	Reappoint	4
William Smith	Reappoint	1
Bill McFadden	Reappoint	3
Vince Sparrow	Appoint as Chair	3

BUILDING REVIEW BOARD

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Fred Moyer	Reappoint	1
Richard Walther	Appoint	4

CEMETERY

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
John Dick	Reappoint	1
Dr. Dan Kelly	Reappoint	1

ELAWA FARM COMMISSION

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Diane FitzSimons	Reappoint	LB
Alex Hodges	Appoint	4
Barry Hollingsworth	Appoint as Chair	2

GORTON

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Nick Bothfield	Appoint	3
Joe Waldeck	Appoint	1
Karen Rode	Reappoint	4

HISTORIC PRESERVATION COMMISSION

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Bill Redfield	Reappoint	3
Wells Wheeler	Reappoint	3
Elizabeth Sperry	Reappoint	2
Bruce Grieve	Reappoint as Chair	3

HOUSING TRUST FUND

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Chris Baker	Reappoint	1

LEGAL COMMITTEE

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Tim Franzen	Reappoint	1
Anthony Mancini	Reappoint	4
Jason Maxwell	Reappoint	1

LIBRARY

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Carrie Travers	Reappoint	2
Wendy Darling	Reappoint	1
David Rose	Reappoint	4

PARKS & RECREATION BOARD

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Steve Reimer	Reappoint	4
Paul Best	Reappoint	2
Nancy Duffy	Appoint	2
Richard Adams	Appoint	3
William Zordani (Student on Board)	Appoint	N/A

PUBLIC SERVICE AWARD

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Tom Swarthout	Reappoint	N/A
Madeline Dugan	Appoint as Chair	N/A
Debra Saran	Appoint	N/A
Catherine Waldeck	Appoint	N/A

SENIOR RESOURCES COMMISSION

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Sally Kelly	Reappoint	2
Mark Dillon	Reappoint	1
Carol Champ	Appoint	1
Gale Strenger Wayne	Appoint	3

ZONING BOARD OF APPEALS

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Mark Pasquesi	Reappoint	4
Mike Sieman	Reappoint	3
Kevin Lewis	Reappoint	3
Nancy Novit	Reappoint	1
Louis Pickus	Reappoint as Chair	2

A copy of Volunteer Profile sheets for new appointments begins on **page 11**.

COUNCIL ACTION: Approve the Mayors Appointments and Reappointments

C. Announcement of City Council Committee Appointments.

A copy of the appointments can be found on **page 18**.

COUNCIL ACTION: For information only

D. Lake Forest Day Proclamation

A copy of the Proclamation can be found on **page 19**.

COUNCIL ACTION: Approval of the Mayors Proclamation

2. COMMENTS BY CITY MANAGER

- A. GO Lake Forest**
-Jason Busdeker, Facility Manager

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 a Schedule of Regular Meetings of the Lake Forest City Council for the Fiscal Year 2019**

A copy of the schedule can be found beginning on **page 20**.

COUNCIL ACTION: Approval of a Schedule of Regular Meetings of the Lake Forest City Council for the Fiscal Year 2019

- 2. Approval of a Resolution of Appreciation for Retiring Members of Boards and Commissions**

BOARD, COMMISSION OR COMMITTEE	NAME OF MEMBER(S)
AUDIT	Andrew Logan
BUILDING REVIEW BOARD	Peter Dunne
GORTON	Sarah Lamphere
PARKS & RECREATION BOARD	Paul "Skoo" Walker

PUBLIC SERVICE AWARD	Jim Cowhey and Scott Helton
SENIOR RESOURCES COMMISSION	James Blanda and Kathy Ottensmeyer

A copy of the Resolution can be found on **page 21**.

COUNCIL ACTION: Approval of a Resolution of Appreciation for Retiring Members of Boards and Commissions

3. Approval of A Proclamation Marking May as National Historic Preservation Month.

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

COUNCIL ACTION: Approve the Proclamation.

4. Approval of Awarding a Contract with Brandstorm For Community Marketing Plan Continuation in FY19

STAFF CONTACT: *Susan Banks, Communication Director (847-810-3672)*

PURPOSE AND ACTION REQUESTED: Staff requests approval of a one-year agreement with Brandstorm.

BACKGROUND/DISCUSSION: Since the Marketing Plan launched in December of 2016, the Marketing Team, led by Alderman Prue Beidler and with the assistance of Phil Gayter and Brandstorm, has created and developed the following deliverables:

- The "Welcome Home" theme and logo
- 6 films
- 12 print ads
- Online Marketing Brochure
- Corporate, Retailer, Realtor and Community Education and Advocacy
- A "Community Spirit Movement" launched by the marketing plan
- An online community-wide calendar on the City's website, available at no cost to all Lake Forest non-profit organizations
- Press coverage
- Approx. 80,000 measurable social media reaches (June-October 2017)
- An increase of 46.5% in Lake Forest home sales from June-October (June-October 2017) per Real Estate Transfer Tax
- An increase of 46.9% in the number of houses sold from January-March 2017 (Midwest Real Estate Data – March 18, 2018)

The "Welcome Home" campaign officially launched with City Council approval in December of 2016. To date, much work has been done with impressive and measurable results. The original goals set forth in the mission were to promote the City and its assets to attract new residents, young families, students, businesses, visitors, shoppers and diners; and to encourage residents and business owners/employers to advocate for Lake Forest. The Marketing Team, of which Phil Gayter of Brandstorm is an integral part, feels strongly that these goals are well on their way to being met.

“Welcome Home” marketing strategy for 2018-2019 includes strong social media push, community event co-sponsorship with other City-sponsored events and community organizations, as well as continuing marketing tools development.

BUDGET/FISCAL IMPACT: On April 11, 2018, Staff received the following quote from Brandstorm:

FY2019 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
OCM - City Council	\$35,000	\$24,000	Y

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

If no, indicate the specific waiver requested: Administrative Directive 3-5, Section 9.0K – Existing Relationship.

COUNCIL ACTION: If determined to be appropriate, award a one-year contract for professional services to Brandstorm in an amount not to exceed \$24,000 to continue providing marketing consultation services for the City of Lake Forest Marketing Plan.

5. Request City Council Approval to Waive the Bid Process and Award a Contract for the architectural plans for the registration & fitness offices relocation project at the Lake Forest Recreation Department.

STAFF CONTACT: *Joe Mobile, Superintendent of Recreation (810-3941)*

PURPOSE AND ACTION REQUESTED: Staff is recommending City Council authorization to waive the bid process and award a contract for architectural plans for the registration & fitness offices relocation project at the Recreation Department to Lake Forest Landmark Development Company. Lake Forest Landmark Development Company is the architect of record for the project based on low quote for the original redesign of the registration area in its original location. Since the inception, Staff has changed the scope of the project to include relocation of two registration desks, providing operational efficiencies and safety measures for the southern portion of the complex. The new scope will provide additional staff offices where the old registration area was located, add a gathering area for youth residents, giving them a place to gather and work as desired, and move and enlarge our conference room, providing opportunities for additional revenue should an outside organization wish to utilize the room. If approved by City Council, the project will move forward with the plans and Staff will devise a schedule for buildout in the spring or summer of 2019.

BACKGROUND/DISCUSSION: In 2016, Staff began the process of the registration office redesign project. At that time, the goal of the project was to redesign the main registration office at the Recreation Department making it more user friendly and incorporating ADA standards into the design. Staff solicited open market quotes from several companies and Lake Forest Landmark Development Company was chosen based on the low quoted price of \$4,655.00 for plans for the project.

During initial meetings with staff from Lake Forest Landmark Development Company, the desired outcomes for the redesign project were discussed and goals were established. However, the project was delayed into 2017 due to prior commitments on other projects by Lake Forest Landmark Development Company.

During this delay, Staff began the budgeting process for FY2019. While preparing the Department's budgets, Staff was faced with cutting expenses and were brainstorming ideas for operational efficiencies. During discussions, an idea to change the scope of the redesign project to a bigger office relocation project surfaced. After investigation by staff, combining both the main registration office and the fitness center registration desk into one welcoming area better met the criteria of both operational and financial efficiencies moving forward.

Staff and Lake Forest Landmark Development Company re-engaged the process and discussions began for the new project scope and the project became what it is today. During that time, work progressed and grew into a larger project including the office relocation, adding staff offices where the old registration area was located, adding a gathering area for our youth residents, and moving and enlarging the conference room to a more usable space. As discussions progressed staff was excited with the possibilities and continued to work with Lake Forest Landmark Development Company on the project and asked for a quote for developing plans.

A quote for the plans was submitted by Lake Forest Landmark Development Company on March 1, 2018. The amount for the four areas was quoted at \$19,299.14 which when combined with the earlier amount of \$4,655.00, totaled a sum exceeding the \$20,000 threshold. Staff is seeking City Council approval to waive the bid process and award the contract to Lake Forest Landmark Development Company, the architect on record for the project, to provide the consistency in planning and design for the project moving forward based on the previous work completed.

BUDGET/FISCAL IMPACT: Lake Forest Landmark Development Company's proposal to provide detailed construction plans for the office relocation project is \$19,299.14. The funds were budgeted in FY2018 for the project plans and will be requested for rollover to FY2019. The plans will be phased for construction based on the four components of the designs and the office relocation phase will begin in 2019. If approved Staff will meet with members of our Building Maintenance team and craft a budget for the build phase of the office relocation portion included in the FY2019 Department budgets.

FY2019 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Special Recreation Fund	\$9,000.00*	\$9,000.00	N*
Recreation Operating Budget	\$12,000.00*	\$10,299.14	N*

*Amounts were included in the FY2018 Budget and will be requested for rollover to FY2019

Has competitive pricing been obtained for proposed goods/services? No
 If no, indicate the specific waiver requested: Administrative Directive 3-5, Section 9.0A – specially authorized waiver (2/3 vote).

COUNCIL ACTION: City Council waive the competitive bid process and award the contract for architectural plans for the registration & fitness offices relocation project at the Lake Forest Recreation Department, to Lake Forest Landmark Development Company in the amount of \$19,299.14.

6. Authorization for the City Manager to enter into an Agreement with William Schelhas Media Services, LLC In an Amount not to exceed \$30,550 for Professional Services Related to the Operation of the City’s Public, Educational and Government Access Cable Services.

STAFF CONTACT: *Mike Strong, Assistant to the City Manager (847-810-3680)*

PURPOSE AND ACTION REQUESTED: City staff is requesting that the City Council authorize the City Manager to enter into an agreement (“Contract”) with William Schelhas Media Services, LLC (“Contractor”) in an amount not to exceed \$30,550 to provide public, educational and governmental (“PEG”) cable access television support services. The agreement is for a term of one-year, and serves as a renewal for the existing agreement with the Contractor.

BACKGROUND/DISCUSSION: In FY2018, the City underwent a restructuring of Lake Forest Television (“LFTV”) which resulted in the elimination of two (2) full-time equivalent positions. A Contract with the Contractor was approved on May 1, 2017, to support the ongoing maintenance of the City’s PEG cable channels, and provide video broadcast services for the City Council and Plan Commission meetings.

The proposed Contract, requires that the Contractor continue to both support the PEG channel, as well as, broadcast and record these public meetings. Based on the terms of the Contract, and rate sheet provided by the Contractor, additional office hours will be available for video editing, and miscellaneous projects to support LFTV operations. Importantly, support for special events, photography, or other department-specific initiatives, such as audio-visual support or projects are not covered by this Contract.

A copy of the Contract, along with a revised rate card for FY2019, can be found beginning on **page 30**.

BUDGET/FISCAL IMPACT: On April 17, 2018, Staff received a revised rate sheet for contractual services and is requesting budget authorization in an amount not to exceed \$30,550 based on a conservative estimate of hours needed for FY2019.

FY2019 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
OCM - Cable TV	\$30,550	\$30,550	Y

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

If no, indicate the specific waiver requested: Administrative Directive 3-5, Section 9.0K – Existing Relationship

COUNCIL ACTION: If determined to be appropriate by City Council, Authorization for the City Manager to enter into an Agreement with William Schelhas Media Services, LLC In an Amount

not to exceed \$30,550 for Professional Services Related to the Operation of the City's Public, Educational and Government Access Cable Services.

COUNCIL ACTION: Approval of the six (6) Omnibus items as presented

6. ORDINANCES

7. NEW BUSINESS

8. ADDITIONAL ITEMS FOR COUNCIL DISCUSSION

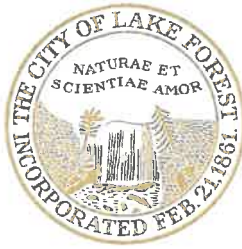
9. ADJOURNMENT

Office of the City Manager

May 2, 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.





RESOLUTION OF APPRECIATION

STANFORD "RANDY" TACK

THIRD WARD ALDERMAN

May 2012 to May 2018

WHEREAS, during his term of office, he served as a member of the City Council and Finance Committee, served as Chairman of the Public Works Committee; served on the Property and Public Lands Committee, was liaison to the Parks and Recreation Department and CROYA;

WHEREAS, as Public Works Chairman, Randy Tack steadily dealt with many important issues, including the "Sprinkler Free Mondays" program, stormwater management and flooding, the City's historic gas lights, beach access road and ravine erosion; and

WHEREAS, Randy Tack served on the Fire Vision 2020 Committee, where a comprehensive assessment and appraisal of the city's fire suppression and emergency medical services was undertaken with the goal of developing a sustainable and innovative framework for providing service levels that commensurate with resident expectations; and

WHEREAS, during the time he spent on the Fire Vision 2020 Committee, he was instrumental in analyzing the City's public safety pension funding obligations; and

WHEREAS, in an effort to enhance residents' enjoyment of the beautiful lakefront during summer evening hours, advocated for the service of adult beverages at Lake Forest Beach; and

WHEREAS, no matter the subject, Randy Tack always chose his words carefully, expressed his viewpoints wisely, and often offered a unique and innovative perspective which had yet not been considered by others; and

WHEREAS, he has devoted much valuable time and personal attention to the work of these committees and the duties of the City Council and, on behalf of the citizens of Lake Forest, continually met his responsibilities with purpose and dedication; and

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

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

*Adopted by the City Council of
The City of Lake Forest this
Seventh Day of May, 2018.*

Contact Info

First Name:	Tighe
Last Name:	Magnuson
E-mail:	magtighe2324@gmail.com
Title:	Retired
Organization:	
Address:	619 Timber
Address Line 2:	
City:	Lake Forest
State:	IL
Zip:	60045
Mobile Phone:	(847) 530-4608
Home Phone:	(847) 295-6927
Notes:	Ward 2

Resident Data/Stats

Ward:	Ward 2
Precinct:	W. Deerfield
US Citizen:	Yes
Registered Voter:	Yes
Lake Forest Resident since(YYYY):	1986
Business Name:	N/A Retired (formerly Wrigley Company)
Type of Business:	Confections--Gum, Mints, etc.
Business Phone:	
Position:	supply chain finance (total tenure 31+ yrs.)
Date of Birth (Optional):	
Education:	Denison University '74 BA History Northwestern Kellogg Graduate School of Management '76 MBA Finance/Accounting CPA '79
Spouse's Name:	Margaret
Children's Birth Years:	1985, 1987, 1990

Interest in Community Positions

Mayor:	No Interest at this time
Alderman:	No Interest at this time
#67 School Board:	No Interest at this time
#115 School Board:	No Interest at this time
Caucus Committee:	No Interest at this time
Audit Committee:	I am currently applying / Consider me for this position in the future
Board of Fire & Police Commissioners:	No Interest at this time
Building Review Board (BRB):	No Interest at this time
Cemetery Commission:	No Interest at this time
Committee Representing Our Young Adults (CROYA):	No Interest at this time
Construction Codes Commission:	No Interest at this time
Elawa Farm Commission:	No Interest at this time
Fireman's Pension Fund - Board of Trustees:	No Interest at this time
Gorton Community Center Board of Directors:	No Interest at this time
Historic Preservation Commission:	No Interest at this time
Legal Committee:	No Interest at this time
Library Board:	No Interest at this time
Park & Recreation Board:	No Interest at this time
Planning Commission Labels:	No Interest at this time
Police Pension Fund - Board of Trustees:	No Interest at this time
Senior Resources Commission:	No Interest at this time
Zoning Board of Appeals (ZBA):	No Interest at this time
Other Positions:	Knowledgeable operations finance person Capital budgeting and project evaluation

Other Considerations

Please list any regular commitments or travel that would interfere with your attendance at scheduled meetings:

Quarterly meetings for National Louis University (trustee)

Please list any current or previous community service activities, interests, directorships, etc. -- public or private. For each activity please indicate years served and positions held:

Denison University Career Counselor
National Louis University Board of Trustees (since 2010)--Member of Exec, Finance and Audit (Chair) Committees
Advisory Board Member of a Start Up Food Product
Lake Forest Caucus 2nd Ward (2014-2017, Ward Chair 2 years)
Lake Forest Lake Bluff Parks & Rec Task Force (late 2013-mid 2015)--co-chair of team from both communities to provide recommendations on improvements and synergies of the two programs for the communities

Please list other activities, specialized skills, knowledge, or professional experience that would contribute to your effectiveness in the position(s) for which you are applying or expressing possible future interest:

Knowledgeable operations finance person
Capital budgeting and project evaluation

References (Optional):

Please state briefly why you are volunteering to serve The City of Lake Forest:

As I am retired, I have the time and I believe it is important to be involved in the community and serve as needed.

Please list any interests or activities that could lead to, or BE PERCEIVED as, a conflict of interest if you become a candidate or appointee.:

N/A

Contact Info

First Name:	William
Last Name:	Smith
E-mail:	smithwmp@gmail.com
Title:	Capital Partner
Organization:	
Address:	747 East Deerpath
Address Line 2:	
City:	Lake Forest
State:	Illinois
Zip:	60045
Mobile Phone:	(312) 848-2141
Home Phone:	(847) 234-8006
Notes:	

Resident Data/Stats

Ward:	Ward 1
Precinct:	
US Citizen:	Yes
Registered Voter:	Yes
Lake Forest Resident since(YYYY):	1995
Business Name:	
Type of Business:	
Business Phone:	(312) 984-7588
Position:	
Date of Birth (Optional):	
Education:	Cornell University B. A. English, 1974 University of Cincinnati J. D., 1977
Spouse's Name:	Kiki K. Smith
Children's Birth Years:	1984, 1988, 1990, 1993

Interest in Community Positions

Mayor:	No Interest at this time
Alderman:	No Interest at this time
#67 School Board:	No Interest at this time
#115 School Board:	No Interest at this time
Caucus Committee:	I am currently applying / Consider me for this position in the future
Audit Committee:	I am currently applying / Consider me for this position in the future
Board of Fire & Police Commissioners:	No Interest at this time
Building Review Board (BRB):	I am currently applying / Consider me for this position in the future
Cemetery Commission:	No Interest at this time
Committee Representing Our Young Adults (CROYA):	No Interest at this time
Construction Codes Commission:	No Interest at this time
Elawa Farm Commission:	No Interest at this time
Fireman's Pension Fund - Board of Trustees:	No Interest at this time
Gorton Community Center Board of Directors:	No Interest at this time
Historic Preservation Commission:	I am currently applying / Consider me for this position in the future
Legal Committee:	No Interest at this time
Library Board:	No Interest at this time
Park & Recreation Board:	No Interest at this time
Planning Commission Labels:	I am currently applying / Consider me for this position in the future
Police Pension Fund - Board of Trustees:	No Interest at this time
Senior Resources Commission:	No Interest at this time
Zoning Board of Appeals (ZBA):	I am currently applying / Consider me for this position in the future
Other Positions:	

Other Considerations

Please list any regular commitments or travel that would interfere with your attendance at scheduled meetings:

Currently am embroiled in the Puerto Rico debt mediation, which is expected to occupy a considerable amount of midweek travel Fall 2017 and Winter and Spring 2018.

Please list any current or previous community service activities, interests, directorships, etc. -- public or private. For each activity please indicate years served and positions held:

Board, United Way of Lake Forest/Lake Bluff 1998 - 2003

Please list other activities, specialized skills, knowledge, or professional experience that would contribute to your effectiveness in the position(s) for which you are applying or expressing possible future interest:

While not necessarily relevant to Lake Forest, I have an extensive background in the issues involved in restructuring and workout of distressed cities (Chicago, Chicago Public Schools, Detroit, Jefferson County, Puerto Rico), as well as municipal finance generally and troubled hospital finance.

References (Optional):

Please state briefly why you are volunteering to serve The City of Lake Forest:

After forty years of serving clients, it is time to give back a bit.

Please list any interests or activities that could lead to, or BE PERCEIVED as, a conflict of interest if you become a candidate or appointee:

Contact Info

First Name:	Richard
Last Name:	Walther
E-mail:	rwalther@wje.com
Title:	Principal
Organization:	
Address:	1296 Oak Knoll Drive
Address Line 2:	
City:	Lake Forest
State:	Illinois
Zip:	60045
Mobile Phone:	(847) 306-0510
Home Phone:	(847) 234-1962
Notes:	

Resident Data/Stats

Ward:	Ward 4
Precinct:	
US Citizen:	Yes
Registered Voter:	Yes
Lake Forest Resident since(YYYY):	2005
Business Name:	
Type of Business:	
Business Phone:	(847) 753-6549
Position:	
Date of Birth (Optional):	
Education:	Bachelor of Science Civil Engineering (Structural Engineering); 1986; Purdue University Master of Science Civil Engineering (Structural Engineering); 1989; Purdue University Licensed Professional Engineer, Illinois Licensed Structural Engineer, Illinois
Spouse's Name:	Leanna Walther
Children's Birth Years:	1996 & 1999

Interest in Community Positions

Mayor:	No Interest at this time
Alderman:	No Interest at this time
#67 School Board:	No Interest at this time
#115 School Board:	No Interest at this time
Caucus Committee:	No Interest at this time
Audit Committee:	No Interest at this time
Board of Fire & Police Commissioners:	No Interest at this time
Building Review Board (BRB):	I am currently applying / Consider me for this position in the future
Cemetery Commission:	No Interest at this time
Committee Representing Our Young Adults (CROYA):	No Interest at this time
Construction Codes Commission:	No Interest at this time
Elawa Farm Commission:	No Interest at this time
Fireman's Pension Fund - Board of Trustees:	No Interest at this time
Gorton Community Center Board of Directors:	No Interest at this time
Historic Preservation Commission:	No Interest at this time
Legal Committee:	No Interest at this time
Library Board:	No Interest at this time
Park & Recreation Board:	No Interest at this time
Planning Commission Labels:	No Interest at this time
Police Pension Fund - Board of Trustees:	No Interest at this time
Senior Resources Commission:	No Interest at this time
Zoning Board of Appeals (ZBA):	I am currently applying / Consider me for this position in the future
Other Positions:	

Other Considerations

Please list any regular commitments or travel that would interfere with your attendance at scheduled meetings:

Travel for work is minimal, and I do not expect it to interfere with my ability to attend board meetings.

Please list any current or previous community service activities, interests, directorships, etc. -- public or private. For each activity please indicate years served and positions held:

Boy Scouts of America; Troop 46 (First Presbyterian Church) 2009-2017; Assistant Scoutmaster (3 yrs); Scoutmaster (6 yrs)

Boy Scouts of America; Pack 148 (Everett School) 2006-2011; Popcorn/Fundraising Chair (3 yrs); Cubmaster (5 yrs)

Lake Forest Strategic Planning Retreat (2017); Participated in both the plenary session and focus group meeting, serving on the Fiscal Stewardship Group.

Please list other activities, specialized skills, knowledge, or professional experience that would contribute to your effectiveness in the position(s) for which you are applying or expressing possible future interest:

I am a licensed Professional Engineer and licensed Structural Engineer in the State of Illinois, and have practiced in these fields continuously since 1989. I joined Wiss, Janney, Elstner Associates, Inc. (WJE) following graduation from Purdue University, and am currently a Principal with the firm. My 28-years of professional experience has focused on solving problems in existing building and infrastructure projects and problem avoidance in new construction. WJE specializes in the assessment, evaluation, and repair of building and infrastructure projects. As such, we possess an intimate understanding of performance issues that can compromise the service life of these facilities. I have investigated and solved problems or contributed to problem avoidance in a wide variety of facilities, including single family residences, high rise buildings, transportation structures, industrial complexes, professional sports stadiums, and more.

I understand design and construction practices, and am competent in reading and evaluating plans and code provisions. I have applied this knowledge to execute Do-it-Yourself projects in every home

Contact Info

First Name:	Joseph
Last Name:	Waldeck
E-mail:	
Title:	Attorney at Law
Organization:	
Address:	
Address Line 2:	
City:	Lake Forest
State:	Illinois
Zip:	60045
Mobile Phone:	
Home Phone:	
Notes:	

Resident Data/Stats

Ward:	Ward 1
Precinct:	
US Citizen:	Yes
Registered Voter:	Yes
Lake Forest Resident since(YYYY):	2003
Business Name:	
Type of Business:	
Business Phone:	
Position:	
Date of Birth (Optional):	
Education:	School of St. Mary's (1966), Loyola Academy (1970), B.A. Marquette University (1974), Northern Illinois University (Lewis University College of Law), J.D. (1979).
Spouse's Name:	Catherine A. Waldeck
Children's Birth Years:	1982, 1985, 1990, 1996

Interest in Community Positions

Mayor:	No Interest at this time
Alderman:	No Interest at this time
#67 School Board:	No Interest at this time
#115 School Board:	No Interest at this time
Caucus Committee:	No Interest at this time
Audit Committee:	No Interest at this time
Board of Fire & Police Commissioners:	No Interest at this time
Building Review Board (BRB):	No Interest at this time
Cemetery Commission:	No Interest at this time
Committee Representing Our Young Adults (CROYA):	No Interest at this time
Construction Codes Commission:	No Interest at this time
Elawa Farm Commission:	No Interest at this time
Fireman's Pension Fund - Board of Trustees:	No Interest at this time
Gorton Community Center Board of Directors:	I am currently applying / Consider me for this position in the future
Historic Preservation Commission:	No Interest at this time
Legal Committee:	No Interest at this time
Library Board:	No Interest at this time
Park & Recreation Board:	No Interest at this time
Planning Commission Labels:	No Interest at this time
Police Pension Fund - Board of Trustees:	No Interest at this time
Senior Resources Commission:	No Interest at this time
Zoning Board of Appeals (ZBA):	No Interest at this time
Other Positions:	

Other Considerations

Please list any regular commitments or travel that would interfere with your attendance at scheduled meetings:

None

Please list any current or previous community service activities, interests, directorships, etc. -- public or private. For each activity please indicate years served and positions held:

Member: Lake County Bar Association (Judicial Selection and Retention Committee, 2016-present); Lake County Bar Foundation , Trustee, 2016-present; Illinois Judges Association, Illinois Judges Foundation, A Safe Place (Board of Directors, 2005-2009, 2nd Vice-President,2007-2008.

Please list other activities, specialized skills, knowledge, or professional experience that would contribute to your effectiveness in the position(s) for which you are applying or expressing possible future interest:

References (Optional):

Please state briefly why you are volunteering to serve The City of Lake Forest:

The recent retirement of my Judicial Position (Associate Judge) from the Circuit Court of Lake County, Illinois allows me the ability and time to devote to the community where I grew up and where I proudly call home.

Please list any interests or activities that could lead to, or BE PERCEIVED as, a conflict of interest if you become a candidate or appointee.:

None

Contact Info

First Name: **Richard**
 Last Name: **Adams**
 E-mail: **richadams18@comcast.net**
 Title: **Midwest Sales Manger**
 Organization:
 Address: **460 Exeter Place**
 Address Line 2:
 City: **Lake Forest**
 State: **Illinois**
 Zip: **60045**
 Mobile Phone: **(847) 987-3055**
 Home Phone: **(847) 295-2335**
 Notes:

Resident Data/Stats

Ward: **Ward 3**
 Precinct:
 US Citizen: **Yes**
 Registered Voter: **Yes**
 Lake Forest Resident since(YYYY): **1973-1991, then
again from 2007-present**
 Business Name:
 Type of Business:
 Business Phone: **(847) 987-3055**
 Position:
 Date of Birth (Optional):
 Education: **Bowdoin College, BA in Economics with
and Environmental Studies minor**
 Spouse's Name: **Kristine**
 Children's Birth Years: **1995,1998,2001**

Interest in Community Positions

Mayor: **No Interest at this time**
 Alderman: **No Interest at this time**
 #67 School Board: **No Interest at this time**
 #115 School Board: **No Interest at this time**
 Caucus Committee: **No Interest at this time**
 Audit Committee: **No Interest at this time**
 Board of Fire & Police Commissioners: **No Interest at this time**
 Building Review Board (BRB): **No Interest at this time**
 Cemetery Commission: **No Interest at this time**
 Committee Representing Our Young Adults (CROYA): **No Interest at this time**
 Construction Codes Commission: **No Interest at this time**
 Elawa Farm Commission: **No Interest at this time**
 Fireman's Pension Fund - Board of Trustees: **No Interest at this time**
 Gorton Community Center Board of Directors: **No Interest at this time**
 Historic Preservation Commission: **No Interest at this time**
 Legal Committee: **No Interest at this time**
 Library Board: **No Interest at this time**
 Park & Recreation Board: **I am currently applying / Consider me for this position in the future**
 Planning Commission Labels: **No Interest at this time**
 Police Pension Fund - Board of Trustees: **No Interest at this time**
 Senior Resources Commission: **No Interest at this time**
 Zoning Board of Appeals (ZBA): **No Interest at this time**
 Other Positions:

Other Considerations

Please list any regular commitments or travel that would interfere with your attendance at scheduled meetings:

I do travel 8-10 days a month, particularly in the summer, however, with appropriate planning on my part, most posted meeting dates should not be a problem.

Please list any current or previous community service activities, interests, directorships, etc. -- public or private. For each activity please indicate years served and positions held:

Volunteer at North Chicago Community Partners After School Program and Academic Lunch Bunch from 2008-2017. Served on the LF Winter Club board from 2008-2011 as the Rinks Committee Chair. I currently serve on the LFHS Booster Board (since 2016). Focus on Alumni Relations and many other general projects.

Please list other activities, specialized skills, knowledge, or professional experience that would contribute to your effectiveness in the position(s) for which you are applying or expressing possible future interest:

I have spent roughly 25 years of my life in Lake Forest. As a child, I was very active in many LF sports programs and spent many many hours of time on all of the LF playing fields, etc. I also put my three children through many of the same programs. My wife and I have been Open Lands members over the past several years as well. I have spent over 30 years in Sales and Marketing and feel like I can bring these skills to this position.

References (Optional):

Please state briefly why you are volunteering to serve The City of Lake Forest:

As noted above, as a long time member of this community, I feel willing and able to give my time and efforts back to the city of LF.

Please list any interests or activities that could lead to, or BE PERCEIVED as, a conflict of interest if you become a candidate or appointee.:

Contact Info

First Name:	Carol
Last Name:	Champ
E-mail:	achamp@hotmail.com
Title:	
Organization:	
Address:	1546 Willow Street
Address Line 2:	
City:	Lake Forest
State:	IL
Zip:	
Mobile Phone:	
Home Phone:	847-295-6523
Notes:	initial appointment to Library 5/10 reappt 5/13 term limit 2016

Resident Data/Stats

Ward:	Ward 1
Precinct:	251
US Citizen:	
Registered Voter:	
Lake Forest Resident since(YYYY):	29
Business Name:	
Type of Business:	
Business Phone:	
Position:	
Date of Birth (Optional):	5-Dec-40
Education:	Skidmore College, BS Saratoga Springs, NY
Spouse's Name:	Alan
Children's Birth Years:	41 & 44

Interest in Community Positions

Mayor:	No Interest at this time
Alderman:	No Interest at this time
#67 School Board:	No Interest at this time
#115 School Board:	No Interest at this time
Caucus Committee:	No Interest at this time
Audit Committee:	No Interest at this time
Board of Fire & Police Commissioners:	No Interest at this time
Building Review Board (BRB):	No Interest at this time
Cemetery Commission:	No Interest at this time
Committee Representing Our Young Adults (CROYA):	No Interest at this time
Construction Codes Commission:	No Interest at this time
Elawa Farm Commission:	I am currently applying / Consider me for this position in the future
Fireman's Pension Fund - Board of Trustees:	No Interest at this time
Gorton Community Center Board of Directors:	No Interest at this time
Historic Preservation Commission:	No Interest at this time
Legal Committee:	No Interest at this time
Library Board:	I am currently applying / Consider me for this position in the future
Park & Recreation Board:	No Interest at this time
Planning Commission Labels:	No Interest at this time
Police Pension Fund - Board of Trustees:	No Interest at this time
Senior Resources Commission:	No Interest at this time
Zoning Board of Appeals (ZBA):	No Interest at this time
Other Positions:	Worked for the US Government for 20 yrs in US, Europe (Germany) and Middle East (Turkey) in jobs ranging from teacher, to graphics designer, to Protocol Chief for General Officers (Army)

Other Considerations

Please list any regular commitments or travel that would interfere with your attendance at scheduled meetings:

None

Please list any current or previous community service activities, interests, directorships, etc. -- public or private. For each activity please indicate years served and positions held:

**Current: President of the Friends of the LF Library (2 terms as President, current term ends in April 2010) Sorting/Pricing/Packing Cmte Chair for 10 years, Board member for 10 years
LF Preservation Foundation: VP, Programs; Secretary (each position for 2 years)**

Please list other activities, specialized skills, knowledge, or professional experience that would contribute to your effectiveness in the position(s) for which you are applying or expressing possible future interest:

Worked for the US Government for 20 yrs in US, Europe (Germany) and Middle East (Turkey) in jobs ranging from teacher, to graphics designer, to Protocol Chief for General Officers (Army)

References (Optional):

Janet Gibson 827-615-8530

Please state briefly why you are volunteering to serve The City of Lake Forest:

After moving 28 times in my adult life...my husband and I settled in LF...and never wanted to move again...delightful city, beautiful architecture and landscape design, the library, excellent schools, devoted public servants...and 30 miles from Chicago...a world-class city!

Please list any interests or activities that could lead to, or BE PERCEIVED as, a conflict of interest if you become a candidate or appointee.:

None

Contact Info

First Name: **Gale**
 Last Name: **Strenger Wayne**
 E-mail: **gswayne@comcast.net**
 Title: **Retired**
 Organization:
 Address: **340 N. Western Ave.**
 Address Line 2:
 City: **Lake Forest**
 State: **IL**
 Zip: **60045**
 Mobile Phone: **(847) 525-0079**
 Home Phone: **(847) 234-3446**
 Notes:

Resident Data/Stats

Ward: **Ward 3**
 Precinct: **245**
 US Citizen: **Yes**
 Registered Voter: **Yes**
 Lake Forest Resident since(YYYY): **Born in LF ; lived in Lake Bluff 24 yrs. ; returned to LF 2016**
 Business Name:
 Type of Business:
 Business Phone:
 Position:
 Date of Birth (Optional):
 Education: **B.A., Nursing, Illinois Wesleyan University**
 Spouse's Name: **Robert Wayne**
 Children's Birth Years:

Interest in Community Positions

Mayor: **No Interest at this time**
 Alderman: **No Interest at this time**
 #67 School Board: **No Interest at this time**
 #115 School Board: **No Interest at this time**
 Caucus Committee: **No Interest at this time**
 Audit Committee: **No Interest at this time**
 Board of Fire & Police Commissioners: **No Interest at this time**
 Building Review Board (BRB): **No Interest at this time**
 Cemetery Commission: **No Interest at this time**
 Committee Representing Our Young Adults (CROYA): **No Interest at this time**
 Construction Codes Commission: **No Interest at this time**
 Elawa Farm Commission: **No Interest at this time**
 Fireman's Pension Fund - Board of Trustees: **No Interest at this time**
 Gorton Community Center Board of Directors: **No Interest at this time**
 Historic Preservation Commission: **No Interest at this time**
 Legal Committee: **No Interest at this time**
 Library Board: **No Interest at this time**
 Park & Recreation Board: **No Interest at this time**
 Planning Commission Labels: **No Interest at this time**
 Police Pension Fund - Board of Trustees: **No Interest at this time**
 Senior Resources Commission: **I am currently applying / Consider me for this position in the future**
 Zoning Board of Appeals (ZBA): **No Interest at this time**
 Other Positions:

Other Considerations

Please list any regular commitments or travel that would interfere with your attendance at scheduled meetings:

Please list any current or previous community service activities, interests, directorships, etc. -- public or private. For each activity please indicate years served and positions held:

Currently:

Lake County Community Foundation (since 2015): Vice Chairman
Chairman, Grants Committee
Lake Forest/Lake Bluff Senior Citizens Foundation, Board Member (2017)
First Presbyterian Church of Lake Forest, Deacon

Please list other activities, specialized skills, knowledge, or professional experience that would contribute to your effectiveness in the position(s) for which you are applying or expressing possible future interest:

Shields Township Supervisor, 2009-2013

References (Optional):

Steve Potsic, Chairman Senior Resources Commission
Jill Becker, Manager, Dickinson Hall

Please state briefly why you are volunteering to serve The City of Lake Forest:

I'm a 5th generation Lake Forester whose family legacy is public service (great grandfather, grandfather, father, mother, uncle). This community has flourished under citizen volunteers and leadership.
Specifically, I have always had a passion for elder care and senior resource access.

Please list any interests or activities that could lead to, or BE PERCEIVED as, a conflict of interest if you become a candidate or appointee.:

None that I am aware of.

LAKE FOREST CITY COUNCIL
Committee and Liase Appointments
 May 2018 - April 2019

Standing Committees	Rob Lansing	Prudence Beidler	Ray Buschmann	Michelle Moreno	Jed Morris	Tim Newman	Jim Preschlack	Jack Reisenberg	Melanie Rummel
Ward		1	4	4	1	2	3	3	2
Finance		X	X	X	Chair	X	X	X	X
Personnel, Comp & Admin	Chair					X		X	
Property & Public Lands					X		X	Chair	
Public Works			Chair	X					X
Ad Hoc Committees									
Golf Advisory		X				Chair			
Marketing of LF		Chair							
City Council Liaisons									
Audit Committee					X				
Business & Commerce						X			
Civic Beautification Committee		Chair							
Community Communications									
Founders Council (LF College)	X				X				
Governments: Federal, State & Local	X								
Legal Services									X
LF Open Lands			X						
Parks & Recreation			X						
Planning & Preservation							X		
Public Safety	X								
Senior Services		X							
Shared Fire Services	X								
Youth Services				X					
Term Limit May of:	2021	2020	2023	2020	2023	2022	2024	2019	2023

4/28/2018



PROCLAMATION

WHEREAS, the McKinlock Post 264 of the American Legion has undertaken to provide appropriate exercises and entertainment in celebration of **LAKE FOREST DAY** on **WEDNESDAY, AUGUST 1, 2018** with a view to bringing together the people of our City in the furtherance of civic interest and advancement of community fellowship; and

WHEREAS, the McKinlock Post 264 of the American Legion honors Lake Forest residents, employees, neighbors and friends by adopting the theme *“Lake Forest American Legion Salutes Northwestern Medicine Lake Forest Hospital, the Lake Forest-Lake Bluff Historical Society and Reading Power, Inc.”*

THEREFORE, be it hereby proclaimed that said **LAKE FOREST DAY** celebration is declared to be a City Fair and in pursuance thereof, and **Tuesday, July 31, 2018**, and **Wednesday, August 1, 2018**, shall be observed as a holiday in The City of Lake Forest and our people are urged to forsake their ordinary pursuits and gather in West Park in a spirit of comradeship and good will in support of the ideals of our City.

Robert T.E. Lansing, Mayor

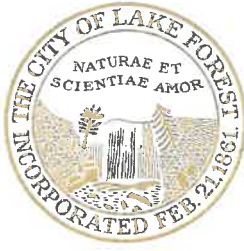
2019 City Council and Finance Committee Dates

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

Meeting dates highlighted in blue represent Workshops

Meeting dates **BOLDED** represent Finance Committee meetings (FC)

**January 7, 2019	MUNICIPAL SERVICES BUILDING	6:30 Workshop Meeting
**January 22, 2019	COUNCIL CHAMBERS	FC 6:30- CC to immediately follow
February 4, 2019	COUNCIL CHAMBERS	6:30 City Council
**February 19, 2019	COUNCIL CHAMBERS	6:30 City Council
March 4, 2019	COUNCIL CHAMBERS	6:30 City Council
March 11, 2019	MUNICIPAL SERVICES BUILDING	5:00 Operating Budget WS
March 18, 2019	COUNCIL CHAMBERS	6:30 City Council
April 1, 2019	COUNCIL CHAMBERS	6:30 City Council
April 15, 2019	COUNCIL CHAMBERS	FC 6:30- CC to immediately follow
May 6, 2019	COUNCIL CHAMBERS	6:30 City Council
May 20, 2019	COUNCIL CHAMBERS	6:30 City Council
June 3, 2019	COUNCIL CHAMBERS	6:30 City Council
June 17, 2019	COUNCIL CHAMBERS	6:30 City Council
July 1, 2019	MUNICIPAL SERVICES BUILDING	6:30 Workshop Meeting
July 15, 2019	MUNICIPAL SERVICES BUILDING	FC 6:30- CC to immediately follow
August 5, 2019	COUNCIL CHAMBERS	6:30 City Council
August 19, 2019	NO MEETING	NO MEETING
**September 3, 2019	COUNCIL CHAMBERS	6:30 City Council
September 16, 2019	MUNICIPAL SERVICES BUILDING	6:30 Workshop Meeting
October 7, 2019	COUNCIL CHAMBERS	6:30 City Council
October 21, 2019	COUNCIL CHAMBERS	FC 6:30- CC to immediately follow
November 4, 2019	COUNCIL CHAMBERS	6:30 City Council
**November 12, 2019	MUNICIPAL SERVICES BUILDING	5:00 Capital Budget WS
November 18, 2019	COUNCIL CHAMBERS	6:30 City Council
December 2, 2019	COUNCIL CHAMBERS	6:30 City Council
December 16, 2019	NO MEETING	NO MEETING



RESOLUTION OF APPRECIATION

WHEREAS

ANDREW LOGAN

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

**AUDIT COMMITTEE
2012-2018**

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

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

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

*To be adopted by the City Council of
The City of Lake Forest on the
7th day of May, 2018*

Mayor



RESOLUTION OF APPRECIATION

WHEREAS

PETER DUNNE

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

**BUILDING REVIEW BOARD
2016-2018**

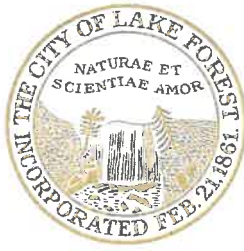
WHEREAS, he has devoted much valuable time and personal attention to the work of this Board and, on behalf of the citizens of Lake Forest, continually met his responsibilities with purpose and dedication; and

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

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

*To be adopted by the City Council of
The City of Lake Forest on the
7th day of May, 2018*

Mayor



RESOLUTION OF APPRECIATION

WHEREAS

SARAH LAMPHERE

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

**GORTON COMMUNITY CENTER BOARD
2014-2018**

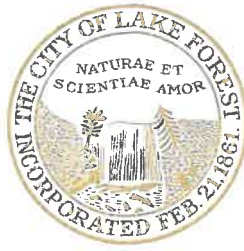
WHEREAS, she has devoted much valuable time and personal attention to the work of this commission and, on behalf of the citizens of Lake Forest, continually met her responsibilities with purpose and dedication; and

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

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

*Adopted by the City Council of
The City of Lake Forest this
7th day of May, 2018*

Mayor



RESOLUTION OF APPRECIATION

WHEREAS

PAUL "SKOO" WALKER

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

**PARKS AND RECREATION BOARD
2012-2018**

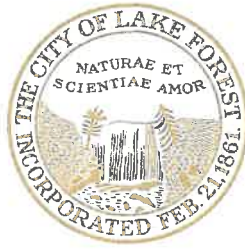
WHEREAS, he has devoted much valuable time and personal attention to the work of this Board and, on behalf of the citizens of Lake Forest, continually met his responsibilities with purpose and dedication; and

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

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

*To be adopted by the City Council of
The City of Lake Forest on the
7th day of May, 2018*

Mayor



RESOLUTION OF APPRECIATION

WHEREAS

JIM COWHEY

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

**PUBLIC SERVICE AWARD COMMITTEE
2014-2018
AS CHAIRMAN
2014-2018**

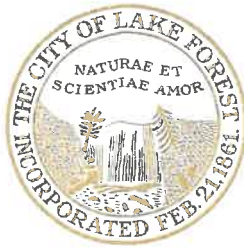
WHEREAS, he has devoted much valuable time and personal attention to the work of this Board and, on behalf of the citizens of Lake Forest, continually met his responsibilities with purpose and dedication; and

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

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

*To be adopted by the City Council of
The City of Lake Forest on the
7th day of May, 2018*

Mayor



RESOLUTION OF APPRECIATION

WHEREAS

SCOTT HELTON

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

**PUBLIC SERVICE AWARD COMMITTEE
2014-2018**

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

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

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

*To be adopted by the City Council of
The City of Lake Forest on the
7th day of May, 2018*

Mayor



RESOLUTION OF APPRECIATION

WHEREAS

JAMES BLANDA

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

**SENIOR RESOURCES COMMISSION
2014-2018**

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

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

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

*To be adopted by the City Council of
The City of Lake Forest on the
7th day of May, 2018*

Mayor



RESOLUTION OF APPRECIATION

WHEREAS

KATHLEEN OTTENSMEYER

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

**SENIOR RESOURCES COMMISSION
2016-2018**

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

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

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

*To be adopted by the City Council of
The City of Lake Forest on the
7th day of May, 2018*

Mayor

PROCLAMATION OF NATIONAL HISTORIC PRESERVATION MONTH

WHEREAS, since 1971, the National Trust for Historic Preservation has been celebrating a month-long observance of historic preservation, recognizing grassroots efforts across America to protect and preserve historic structures, places, and landscapes;

WHEREAS, The City of Lake Forest was one of the first communities in the Chicago region to take a progressive role in historic preservation initiatives, including:

- 1975, Ragdale led the way when it became a National Landmark.
- 1976, the area of the 1857 Plan of Lake Forest became the Lake Forest National Register Historic District.
- 1980, the Vine-Oakwood-Green Bay Road National Register Historic District was designated
- 1995, the Green Bay Road National Register Historic District was designated.
- 2013, the West Park National Register Historic District was designated.

Since 1976, numerous individual properties have been designed as National Register Historic Properties. Today, well over 1,200 structures and open spaces in Lake Forest are recorded in the City's inventory as being historically significant, and at least 35 areas and individual properties have received the City's Landmark Designation.

WHEREAS, in the mid-1990's, The City of Lake Forest officially recognized that its ability to safeguard its distinctive historic character and resources was being tested by development incompatible with the existing character of historic districts and homes, and therefore determined that public awareness of the importance of historic preservation was to be a high priority.

WHEREAS, in 1998 The City of Lake Forest, in response to this challenge, adopted a Comprehensive Plan that included strengthening its historic preservation efforts. The City Council:

- created a Historic Preservation Commission independent of the Building Review Board,
- attached a rider to all real estate transactions informing buyers of the importance of its ordinances and Comprehensive Plan in maintaining compatibility with community character, historic structures and streetscapes, and undertook revision of its zoning and demolition processes, including amending its Zoning Chapter Historic Preservation.

NOW, THEREFORE, BE IT RESOLVED THAT I, Robert Lansing, Mayor of Lake Forest, do proclaim May 2018 to be National Historic Preservation Month and call upon all residents to honor the importance of historic preservation throughout our community. We look forward to continued coordination with the Lake Forest Preservation Foundation as it works with our City officials and residents to protect and preserve the historic visual character of this remarkable city.

ADOPTED THIS 7th DAY OF MAY, 2018

Robert T.E. Lansing, Mayor

INDEPENDENT CONTRACTOR AGREEMENT

This Independent Contractor Agreement (the "Agreement") is made and entered into this _____ day of _____, 20____ (the "Commencement Date"), by and between The City of Lake Forest (the "City"), an Illinois local government in the County of Lake, Illinois, and the undersigned Contractor, William A. Schelhas, d/b/a William Schelhas Media Services, LLC. ("Contractor"), a sole-proprietor, and collectively known as (the "Parties"). In consideration of the mutual covenants and promises contained in this Agreement, the City and Contractor hereby agree as follows:

1. **RETENTION OF CONTRACTOR.** The City agrees to retain Contractor to perform the services described on Exhibit A, attached hereto and made a part hereof (the "Services"). Contractor accepts such appointment and agrees to provide the Services in a professional and appropriate manner on an independent contractor basis. Within 60 days of retention the City Manager or his/her designee and Contractor will confer to establish goals that shall be completed during the term of this Agreement (the "Contract Objectives"). In the event that the Parties are unable to establish mutually acceptable Contract Objectives within such 60-day period (or such longer period as the Parties may mutually agree in writing), then either Party may terminate this Agreement upon thirty (30) days' written notice. The Contractor shall provide monthly updates to the City Manager or his/her designee relating to the Services and Contract Objectives. This Agreement shall not create an employment, partnership, agent, or joint venture relationship.
2. **CONTRACTOR DUTIES.**
 - (a) Contractor will personally provide and continue to provide the Services during the term hereof. The City and Contractor agree that Contractor retains the sole right to determine the manner and means by which services will be performed for the City, pursuant to this Agreement. Notwithstanding the foregoing, Contractor is expected, at all times, to act in a professional manner while performing services for the City pursuant to this Agreement, and the City retains the right to review and inspect the Contractor's performance of the Services to ensure that Contractor is providing the highest quality services to the City and its residents.
 - (b) The City may, for convenience and ease of identification, refer to Contractor and/or William Schelhas as the City's "Cable TV Media Coordinator." Notwithstanding such reference, the Contractor shall not be, nor hold himself out as, an officer, official, or employee of the City. Nor shall Contractor have actual or apparent authority to bind the City in any manner whatsoever.
3. **TERM.** The term of this Agreement shall commence on the Commencement Date, or a date agreed to between the Parties, and end April 30, 2019,

provided, however, this Agreement may be terminated at any time by either party upon ninety (90) days prior written notice.

4. **COMPENSATION.** Contractor will be compensated for the services performed under this Agreement at rates for services set in Contractor Proposal in Exhibit B, and will receive payment no more than twice per month, only after submitting an invoice to the City for services rendered. The City shall issue a 1099 or equivalent form as required by Federal and State regulations, and Contractor shall be fully and solely responsible for all costs and expenses incident to the services furnished to the City under this Agreement.

As an independent contractor, Contractor shall not be entitled to overtime premiums or to benefits of any kind, including without limitation, deferred compensation, 457, pension contributions, health insurance, life insurance, workers' compensation benefits, and short-term or long-term disability benefits offered by the City to its employees.

5. **WORK SCHEDULE.** Contractor shall devote as much time as may be reasonably necessary to perform the Services in accordance with this Agreement. Notwithstanding the foregoing, it is expected that Contractor will at times be required to perform services during evenings and weekends in order to meet the needs of the City and the identified goals. The Contractor shall attend various meetings as directed by the City Manager or his/her designee.

6. **CONFIDENTIAL INFORMATION.** Contractor recognizes that certain confidential knowledge or information (Confidential Information) might be obtained by Contractor in the course of performing the Services hereunder including, but not limited to, personal information concerning the City's residents. Contractor does hereby agree that all such Confidential Information will be forever held confidential by Contractor, and not be disclosed to any party whatsoever during the term hereof and at all times thereafter. Upon termination of this Agreement, Contractor shall return to the City all documents, notes, or other tangible property that contain Confidential Information that is in the possession of Contractor.

7. **INDEMNITY; INSURANCE.**
 - a. Contractor agrees to indemnify and hold harmless the City, and its Mayor, Aldermen, Appointed Officials, Employees, Agents, Representatives, and Attorneys, in both their official and individual capacities (the "Indemnitees"), from and against any and all liability, losses, payments, expenses, and tax claims (including, without limitation, attorneys' fees and costs, interest and penalties) incurred by or imposed against the City or its Mayor, Aldermen, Appointed Officials, Employees, Agents, Representatives, and Attorneys, arising out of or in any way related to any

act or failure to act by Contractor (or any of Contractor's agents, employees, or partners), including, but not limited to, all claims relating to the injury or death of any person or damage to any property.

- b. Contractor agrees to maintain a comprehensive general liability insurance policy (with contractual liability coverage) at all times during the term of this Agreement, which policy shall identify the Indemnitees as additional insureds. ***[Fifty percent of the cost of such policy of insurance shall be an expense for which the City reimburses Contractor within 35 days after delivery to the City of a paid receipt therefor.]***

- 8. **NOTICES.** All notices under this Agreement shall be in writing and shall be delivered in person or sent by registered or certified mail, postage prepaid, return receipt requested, to the parties at their addresses listed below or to such address as any party hereto, by written notice to the other party may designate from time to time. Notices and communications to each Party shall be addressed to, and delivered at, the following addresses:

Lake Forest:	The City of Lake Forest 220 E. Deerpath Lake Forest, IL 60045 Attn: City Manager	Contractor:	William A. Schelhas c/o William Schelhas Media Services, LLC. P.O. Box 5225 Vernon Hills, IL 60061
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- 9. **MISCELLANEOUS.** No waiver, modification or amendment of this Agreement shall be valid and enforceable unless it is in writing and signed by Contractor and the City Manager. This Agreement supersedes all other oral and written agreements, understandings or communications between the City and Contractor. This Agreement and any amendments hereto shall be governed by and construed in accordance with the laws of the State of Illinois without regard to choice of law principles. Waiver by either party to this Agreement of any breach or default by the other party of any of the terms and conditions of this Agreement shall not operate as a waiver of any other breach or default, whether similar to or different from the breach or default waived.

[Signature page to follow.]

William A. Schelhas

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year appearing in their respective notary acknowledgements.

Accepted and approved this
___ day of _____, 2018

Accepted and approved this
___ day of _____, 2018

William A. Schelhas
c/o William Schelhas Media Services LLC.
P.O. Box 5225
Vernon Hills, IL 60061

The City of Lake Forest
220 E. Deerpath
Lake Forest IL 60045

By:

By:

William A. Schelhas

Robert R. Kiely, Jr.
City Manager

SUBSCRIBED AND SWORN to
before me this ___ day of
_____, 2018.

SUBSCRIBED AND SWORN to
before me this ___ day of
_____, 2018.

Notary Public

Notary Public

EXHIBIT A

Contractor Services and Schedule of Performance

SUMMARY: Contractor shall manage Lake Forest TV, a public access facility operated by The City of Lake Forest.

ESSENTIAL DUTIES AND RESPONSIBILITIES SHALL INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- Serving as Cable Access Television Media Coordinator, which includes, but is not limited to, the following duties:
 - Oversight of City governmental or “on-site” public meeting broadcasting, equipment usage and completing program scheduling of programs related to local government information and community activities;
 - Assist with municipal cable communication efforts, including publicizing of cable programs and activities, developing a programming guide for the channel, or uploading and managing web service streaming services (e.g. YouTube, Vimeo, etc.); and
 - Oversight of non-City governmental, or “off-site” public meeting recording and scheduling of playback on City authorized media platforms; and
 - General Photography support (i.e. taking photos, minor editing, etc.) during “on-site” public meetings.
- All work hours and leave requests will be conditional on workload being completed and will be coordinated and approved by the Office of the City Manager;
- Performs routine maintenance and troubleshooting on all video, audio and computer equipment, and maintains orderly records and files for the video tape library; and
- Coordinates the following: video equipment maintenance and repair; automated playback system operations; management of uploading meetings for playback on streaming service or website server (e.g. YouTube, Vimeo, etc.).

Contractor Services shall be further identified in the Contract Objectives and the Contractor Proposal of Services included as Exhibit B to this Agreement. In the event of a conflict among this Exhibit A, Exhibit B, or the Contract Objectives, (i) Exhibit A prevails over Exhibit B, and (ii) Contract Objective prevail over Exhibit A.

EXHIBIT B

Contractor Proposal of Services

WILLIAM A. SCHELHAS
1120 Edington Ln.
Mundelein, IL 60060

847.650.8770

wmas1960@aol.com

RATE CARD

Basic Rates	Hourly	\$75.00
	Meeting or event @ City Hall or Village Hall	\$225.00
	Meeting or Similar Event on Remote	\$300.00

Meeting or event at city hall is comprised of basic shooting with installed equipment and with no editing or additional titles needed. Rate will include 3 DVD Copies and the transfer of the meeting video to Youtube or Upload to Dropbox and to the broadcasting system. The cost will be flat rate for any meeting. Rate is figured on arrival approx. 1hr before a meeting and an average meeting length of 2 hours. Rate will be the same if The Meeting is Less than 1 hour or over 2. Max meeting time 5 hours. Long meetings, over 2 hours May incur minor extra costs due to difficulty with duplications and need for special discs and processing.

Remote Meeting Rates include simple taping of a meetng or event with a single camera for up to 4 hours, as stated above. Minimal Editing to add an open and closing title and simple Lower 3rd Graphics or Titles. Editing will be limited to an hour. Any further editing will be considered extra and will be billed at the Hourly Rate, listed above. Additional Personnel or Equipment will be added as an extra expense.

Slide Show (Simple)	A simple compilation of photos, edited to Music and including a narrated voice over. Time of about 3-5 minutes. Apprx. 60 slides. Digital images in Landscape or Horizontal Orientation, .jpg format, free. Scanning from photos \$1.50 each. Time included will be 3 hours Editing and 1 hour planning. Additional time will be billed hourly.	\$300.00
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Multi-Episode Long Form Program	<p>15 to 30 minute programs. Programs like Wild Weird and Wonderful and Inside Lake Forest. Generally about 1 to 2 hours of shooting and 8 hours of editing. Costs could run to \$750 but I will try to go with \$500 due to the multiple episode nature and repeat business. With Inside Lake Forest, In the past, producing or planning and scheduling would be done by an intern or volunteer. If that can continue it would save some of the time and thus cost. Wild Weird and Wonderful is, for the most part, 2 episodes a year. Croctoberfest and Reptile Rampage. We can also discuss more episodes if a topic should arise. Again, any WDC staff or volunteer assistance is always appreciated and can save some cost.</p>	\$500.00
Short Video Program	<p>Finished time length about 30-60 seconds. Project time of about 8 hours including Shooting Editing and Pre-Production Planning. Personnel, 1 Video Person.</p>	\$500.00
Special Event Coverage	<p>Video Coverage of a special event like Tree Lighting, Parade, Carnival or Festival or Concert. Cost covers one person and about 8 hours of Shooting Editing and Planning time. Additional manpower or special equipment will be billed extra at cost.</p>	\$500.00
Long Form Video Project	<p>Video of apprx. 8-10 minutes in length. Cost includes up to 13 hours of Videotaping, Editing and Pre-Production Planning. Additional time will be billed at Hourly Rate and additional personnel or equipment will be billed extra.</p>	\$1,000.00
Technical Support or Consultation	<p>Billed at hourly rate with a minimum of 1 hour. Service includes assistance with projectors or video or sound systems.</p>	\$75.00/hr

Projects of only a few photos taking less than an hour will be billed at the Hourly Rate of \$75/hr.

Simple Photo Assignments Events of 2 - 3 hours will be billed at the Event Rate of \$200.00. Over 3 hours will add the hourly cost for additional hours. \$75/hr - \$200/Event +

Depending on the availability of equipment to make a copy, Duplication to DVD will be \$25 for each original for duplication including 1 DVD copy. Additional copies will be \$5 ea. Copies can be saved on Flash Drives or USB Drives or Hard Drives but will add the cost of the media to which the copies are made. Batch duplications of DVDs or VHS Tapes, made to a Digital Computer File for \$10 per original, saved to a single Hard Drive or USB drive. Cost of the Hard Drive or other media is NOT included and will be extra, unless provided.

Video Duplications