

**THE CITY OF LAKE FOREST
CITY COUNCIL AGENDA**
Monday, July 16, 2018
City Hall Council Chambers
220 E Deerpath, Lake Forest

Honorable Mayor, Robert Lansing

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

CALL TO ORDER AND ROLL CALL immediately following the Finance Committee Meeting

PLEDGE OF ALLEGIANCE

REPORTS OF CITY OFFICERS

1. COMMENTS BY MAYOR

**A. Approval of a Contract with GovHR USA to Perform City Manager
Recruitment Search**

PRESENTED BY: *Mayor Lansing*

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

PURPOSE AND ACTION REQUESTED: In the July 2, 2018, Executive Session of the PCA Committee meeting, City Manager Robert Kiely informed the Committee of his intent to retire effective January 30, 2019. At that time, Heidi Voorhees, President of executive recruitment firm GovHR USA, presented a proposal to conduct the search for the City Manager's replacement.

The PCA Committee recommended GovHR USA to the full City Council in their July 2, 2018 Executive Session. Ms. Voorhees attended to present her proposal and to respond to questions from the City Council.

BACKGROUND/DISCUSSION: GovHR USA is a premiere executive search firm that focuses solely on the public sector and is located locally in Northbrook. Ms. Voorhees has been involved with a number of department head searches for The City of Lake Forest through the years.

The proposal includes a thorough and customized process for developing the job profile and recruitment brochure, includes active recruitment and candidate screening, and assistance with the interview and hiring process. An anticipated timeline for the City's search is noted:

- **July 16 – August 17: Prepare Recruitment Profile**
- **August 20 – September 28: Solicit Applications**

- September 24 – October 19: GovHR reviews applications
- Week of October 22: PCA/Selection Committee narrows list to 4-6 candidates
- **Week of November 12: City Council Interviews and Staff assessments with 4-6 candidates**
- **Week of December 3: City Council second round of interviews with Finalists**
- **December 17: Special City Council meeting to appoint new City Manager**
- January 28, 2019: New City Manager First Day
- January 30: Bob Kiely Retires

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
City Council	7/2/18	Executive Session
PCA committee	7/2/18	Executive Session

BUDGET/FISCAL IMPACT: 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).

Summary of Costs	Price
Recruitment Fee	\$14,000
Recruitment Expenses: (not to exceed) <ul style="list-style-type: none"> • Expenses include consultant travel, postage/shipping, telephone, support services, candidate due diligence efforts, copying, etc. 	\$2,500
Advertising: <p>*Advertising costs over \$2,500 will be placed only with client approval. If less than \$2,500, client is billed only for actual cost.</p>	\$2,500*
Total: <p>**This fee does not include travel and accommodations for candidates interviewed. Recruitment brochures are produced as electronic files. Printed brochures can be provided, if requested, for an additional cost of \$900.</p>	\$19,000**

Beginning on **page 26** of your packet is the GovHR USA proposal.

Below is an estimated summary of Project budget:

FY2019 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
City Council Contingency Account 101-1101-411-84-95	\$ 110,000	\$ 19,000**	Y

COUNCIL ACTION: Approval of a Contract with GovHR USA to Perform City Manager Search.

B. 2018-2019 Board and Commission Appointments/Reappointments

ZONING BOARD OF APPEALS

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Mark Pasquesi	Appoint as Chair	4

A copy of the volunteer profile sheet can be found on **page 36**.

COUNCIL ACTION: Approve the Mayors Appointment

2. COMMENTS BY CITY MANAGER

- A. Request for Approval of a Special Event Permit for “Lake Forest Uncorked – A Celebration of Sips, Nibbles, Music and Community”, a Fundraising Event to be Hosted by the Lake Forest/Lake Bluff Chamber of Commerce on Friday, September 14, 2018**

*PRESENTED BY: Joanna Rolek, Executive Director,
Lake Forest Lake Bluff Chamber of Commerce*

PURPOSE AND ACTION REQUESTED: The Lake Forest/Lake Bluff Chamber of Commerce, (the “Chamber”) requests a Special Event Permit and liquor license for a fund raising event to benefit the Chamber.

BACKGROUND AND DISCUSSION: The event, titled, “Lake Forest Uncorked - A Celebration of Sips, Nibbles, Music & Community” will offer wine tasting and the opportunity for community members and visitors to socialize in one of the community’s newest gathering spaces, the North Alley at Market Square. The event is planned for Friday, September 14, 2018, from 5:30 p.m. to 7:30 p.m. As noted above, the event is being planned and hosted by the Chamber of Commerce, in collaboration with the owners and management of Market Square. Proceeds from the event will benefit the Chamber whose mission is to support the vitality of our local businesses and the City’s business districts.

The event is a ticketed event with tickets available in advance on the Chamber website. Attendance will be capped at 250 people. Proof of legal age will be required when attendees enter the event area and wrist bands and souvenir glasses will be issued to attendees. Attendees will have the opportunity to enjoy 2 ounce tastings of a variety of wines and sample food offered by local businesses at a series of open canopies that will be set up within the event area. Small scale entertainment will be staged within the event area.

The event will primarily take place on private property, the North Alley of Market Square and in the parking lot of Lake Forest Bank and Trust. As proposed, a portion of Bank Lane, near the North Alley, will be closed for safety and to allow for overflow from the event. City Public Works crews will provide the barricades. Market Square will remain open and businesses in the area will be accessible. A copy of the preliminary site plan is included in the Council

packet on **page 37**. No additional City services are requested to support the event, other than the barricades.

Based on the scale of the event and anticipated attendance, the event is considered a "Class A" Special Event, per Administrative Directive 1-17. City Council approval of the event and liquor license is required.

In conjunction with discussions about this event, the Chamber, with encouragement from City staff, is working to plan community events, of various types, in other areas in the City's business districts including events in or near the Settlers' Square Business District and on Western Avenue, at the north end of the Central Business District. As details of those events become available, the Chamber will share information with the City Council and community.

BUDGET/FISCAL IMPACT: The Chamber, as a not for profit entity, is requesting a waiver of all associated fees including the special event permit fee, liquor license and cost of Public Works support for the event. The estimated amount of the fees waived is \$140.00.

COUNCIL ACTION: Approve a Special Event Permit and Liquor License as requested by the Chamber to support "*Lake Forest Uncorked- A Celebration of Sips, Nibbles, Music & Community*", to be held on Friday, September 14, 2018.

3. COMMITTEE REPORTS

FINANCE COMMITTEE

1. GFOA Award Presentation

PRESENTED BY: Alderman Jed Morris, Chairman of the Finance Committee

The City recently received notification that it has once again been awarded the Government Finance Officers Association **Certificate of Achievement for Excellence in Financial Reporting** for its FY17 comprehensive annual financial report. The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment is a significant accomplishment by a government and its management.

In a GFOA news release, it is noted that "The City's CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive spirit of full disclosure to clearly communicate its financial story and motivate potential users and user groups to read the CAFR."

The GFOA is a nonprofit professional association serving more than 19,000 government finance professionals in the United States and Canada. The City has received this prestigious award for the 39th consecutive year.

In addition to the Certificate of Achievement, an **Award of Financial Reporting Achievement** is presented by the GFOA to the individual designated as instrumental in their government unit's achievement of the Certificate. I am pleased to present this award to Diane Hall,

Assistant Finance Director, who serves as the primary liaison to the City's independent audit firm, coordinating the annual audit process and preparation of the City's CAFR.

*****PUBLIC HEARING ON THE CITY'S ANNUAL APPROPRIATION ORDINANCE*****

Open Public Hearing

Mayor Lansing

Close Public Hearing

2. Consideration of the Annual Appropriation Ordinance for FY2019 and Approval of Rollovers (*Final Reading – Public Hearing Required*)

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

PURPOSE AND ACTION REQUESTED: Staff requests conducting a public hearing and approving the final reading of the ordinance and the rollovers.

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

There are some differences between the budget and Appropriation Ordinance. The Appropriation Ordinance includes the Library, which was not included in the budget approved at the May 7, 2018 City Council meeting. The Library expenses are approved by the Library Board. Debt service payments are included in the budget, but are excluded from the Appropriation Ordinance. The ordinances approving the debt issues serve as the legal authorization for these annual expenditures.

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

In addition, in order to provide more accurate and efficient accounting and budgeting of City funds, an annual rollover of funds is required. This eliminates both under and over budgeting of funds in the new fiscal year and is a widely used standard practice for most municipal

governments. The items on the attached rollover list **(page 38)** consist of projects that were appropriated in FY2018 and will not be completed until FY2019.

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

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
City Council	6/18/18	First Reading of the appropriations ordinance and rollovers granted
City Council	5/7/18	Adoption of the FY19 Comprehensive Fiscal Plan.

BUDGET/FISCAL IMPACT: The attached Appropriation Ordinance Worksheet **(page 40)** demonstrates the reconciliation of the Adopted Budget to the Appropriation Ordinance by fund.

COUNCIL ACTION: Conduct a public hearing on the City's FY2019 Annual Appropriation Ordinance. Upon closing the public hearing, it is recommended that the City Council consider approval of the final reading of the Ordinance (page 41) and the rollovers. A copy of the ordinance is available for review by the public in the City Clerk's office.

PUBLIC WORKS

1. Approval of Agreements for a Design / Build Approach to Repair the Ravine and Bluff Failure Adjacent to the North Beach Access Road

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

PURPOSE AND ACTION REQUESTED: Staff is requesting City Council's approval of agreements for a design / build approach to repair both the ravine and bluff adjacent to the North Beach Access Road (NBAR hereafter). The ravine repair has a design completed and is budgeted in the current fiscal year's capital plan. The bluff failure, which occurred on June 27th, does not have a design nor is budgeted in FY 2019.

BACKGROUND/DISCUSSION: During fiscal year 2019, City staff had planned to perform repairs in the ravine adjacent to the NBAR. On March 20, 2017, City Council approved an agreement with AECOM to provide a final design and specifications for the ravine's repair. Heavy rains in July, 2017 caused additional damage to the ravine and began to undermine the roadway's curb and gutter. For the additional design services and modifications that were needed for the final plans, City Council approved a change order for AECOM on August 7, 2017. The design progressed over the winter and spring months and permit

applications were submitted to both Lake County Storm Water Management Commission (LCSWMC hereafter) and the Army Corps. of Engineers. To date, the City has received LCSWMC's permit and is anticipating receiving Army Corps. of Engineer's permit by late July.

At approximately 5:45 p.m. on Wednesday, June 27th, staff was notified by both the Police and Fire Departments that a significant bluff failure had occurred adjacent to the NBAR. Thankfully no one was injured and no private property (e.g. cars) were damaged. The total failure removed an area approximately sixty feet wide from Forest Park's table land down to the roadway below. The failure was due to over saturation from the rains in May and June and a very heavy rainfall the night before.

At the July 2, 2018 City Council meeting, staff requested City Council's approval to request from the engineering firm AECOM and the construction firm John Keno & Company, a total cost for design / build services for the repair of both the ravine and bluff failures. As defined by the Design / Build Institute of America, a design/build approach is "the designer and contractor working together from the beginning, as a team, providing unified project recommendations to fit the City's schedule and budget. Any changes are addressed by the entire team, leading to collaborative problem-solving and innovation, not excuses or blame-shifting. While single-source contracting is the fundamental difference between design-build and the traditional design-bid, equally important is the culture of collaboration and value engineering inherent in the design-build process". Not knowing if and when additional bluff failures could occur in the immediate area, addressing the problem in a timely manner is crucial.

As was noted at the July 2, 2018 City Council meeting, staff recommended the use of both AECOM and John Keno & Company for their expertise in ravine and bluff repairs. Both have completed significant projects together (both private and public) from Lake Bluff to Hammond, Indiana. Staff from both AECOM and John Keno & Company have been working since the morning of July 3rd to develop a cost to repair both areas. City staff have been working with both companies on a regular basis and site visits have occurred almost daily since July 3rd. The collaboration to address constructability issues, development of creative approaches, and value engineering from both companies has been significant.

Staff and representatives from both AECOM and John Keno & Company met with members of the Forest Park Preservation Board on the morning of July 10th to view both the ravine and bluff and to discuss the proposed solutions. As was noted previously, the ravine project, although large in scope, has been approved by the regulatory agencies and has minimal impact on Forest Park itself. The solution however for the bluff failure has a dramatic impact on the most northerly area of Forest Park's table land; an area with a large and significant oak and hickory woodland. To adequately re-grade the bluff failure so that it remains stable, a 2:1 slope needs to be created (similar to what was performed at the South Beach Access Road). In order to achieve a 2:1 slope, 25+ feet of table land from the edge of the failure needs to be removed. In addition to the 25+ feet, an area needs to be created for the backhoe and bulldozer to re-grade and load the multiple semi-trucks to haul away material. The Forest Park Preservation Board asked if an alternate design was available to reduce impact on the table land. AECOM and John Keno & Company investigated the installation of a thirteen foot tall soldier pile wall. Installing such a wall with its required tiebacks would cost in excess of an additional \$500,000 and possibly save 20+ feet of table land. Recognizing that addressing time and safety concerns are the basis for the design/build approach, staff directed both companies to continue to pursue the original plan of re-

grading the bluff to a 2:1 slope. Minimizing any impact to the table land has been stressed to both companies as the repair solution continues to be refined. If approved by City Council this evening, staff will continue to work with AECOM, John Keno & Company, and members of the Forest Park Preservation Board to develop any and all solutions for transplanting trees and minimizing removals.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
City Council	7/2/2018	Recommend Pursuing Design/Build Approach for Ravine & Bluff Repairs
Public Works Committee	12/13/2017	NBAR Design Update Provided to Committee
City Council	8/7/2017	Approval of NBAR Design Change Order
City Council	7/17/2017	Staff Provided Review of July 12 th Storm & Impacts on NBAR
City Council	3/20/2017	Approval of NBAR Design Agreement and Forest Park Monitoring Services with AECOM
Public Works Committee	3/15/2017	Approval of Forest Park Monitoring Services
Finance Committee	3/13/2017	Provided 3/1/2017 Forest Park Bluff Stability Evaluation

BUDGET/FISCAL IMPACT: As previously noted, the design/build concept encompasses services from both an engineering and construction firm. Similar to all construction projects brought forth for City Council approval, a 10% contingency is being requested for any unforeseen engineering or construction issues. The following is a breakdown of the individual cost for each of the two company's services.

AECOM's design services include mobilization, data collection, land surveying, geotechnical analysis, meetings, and quality assurance and control. AECOM's construction services include pre-construction support, submittal reviews, field observations, project management, and on-site meetings. Beginning on **page 52** of this agenda packet are AECOM's three engineering proposals. The cost breakdown is as follows:

Ravine Repair Construction Services	\$ 42,000
Bluff Failure Design Services	\$ 68,000
Bluff Failure Construction Services	\$ 42,000
AECOM TOTAL:	\$152,000

John Keno & Company's construction services include all items on the ravine's design and specifications. Additionally the bluff repair includes all equipment and material necessary to re-grade the slope. Both items include landscaping that was provided on the ravine drawings and basic seed and blanket for the bluff. Any additional landscape work to be noted by Clifford P. Miller, Inc. will need to be budgeted and planted in FY '20. Beginning on **page 63** of this agenda packet is John Keno & Company's repair proposal. The cost breakdown is as follows:

Ravine Repair	\$ 788,900
Bluff Failure Repair	\$ 371,200
JOHN KENO & COMPANY TOTAL:	\$1,160,100

The total lump sum project cost is therefore as follows:

AECOM	\$ 152,000
John Keno & Company, Inc.	\$1,160,100
Sub-Total	\$1,312,100
10% Contingency	\$ 131,210
PROJECT TOTAL	\$1,443,310

Broken down separately by the ravine and bluff repair, the totals are:

Ravine Engineering & Construction	\$ 830,900
Bluff Engineering & Construction	\$ 481,200
10% Contingency	\$ 131,210
PROJECT TOTAL	\$1,443,310

For fiscal year 2019, \$750,000 is budgeted for the repair of the ravine adjacent to the NBAR. As staff has previously noted, savings equating to \$116,796 from both the FY '18 South Beach Access Road and Ferry Hall Bridge projects have been requested to supplement the ravine project's budget. Combining the budget and savings amount totals \$866,796.

To address the bluff failure, \$576,514 is being recommended from fund balance reserves. This non-budgeted item would require a supplemental appropriation at the end of FY 2019 if needed.

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

If no, indicate the specific waiver requested:

Administrative Directive 3-5, Section 9.0C – Emergency Purchase ratification

FY2019 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Capital Fund	\$750,000	\$750,000	Y
FY 2018 Roll-Over	\$116,796	\$116,796	Y
Fund Balance Reserves	\$0	\$576,514	N

COUNCIL ACTION: Approval of agreements for a design / build approach to repair the ravine and bluff failure adjacent to the North Beach Access Road as follows:

1. Per Section 9.0C of the City's Purchasing Directive (Emergency Purchase) approve an agreement with AECOM in the amount of \$152,000 for design and construction services.
2. Per Section 9.0C of the City's Purchasing Directive (Emergency Purchase) approve an agreement with John Keno & Company in the amount of \$1,160,100 to repair the ravine and bluff adjacent to the North Beach Access Road.

3. **Approval of a 10% contingency (\$131,210) of the total project cost to be used for any unforeseen construction and/or additional engineering services during the project.**

4. OPPORTUNITY FOR CITIZENS TO ADDRESS THE CITY COUNCIL ON NON-AGENDA ITEMS
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5. ITEMS FOR OMNIBUS VOTE CONSIDERATION
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1. **Approval of the July 2, 2018 City Council Meeting Minutes**

A copy of the minutes can be found beginning on **page 66**.

COUNCIL ACTION: Approval of the July 2, 2018 City Council Meeting Minutes.

2. **Approval of the Check Register for Period of May 26 to July 6, 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 May 26 - July 6, 2018

Fund	Invoice	Payroll	Total
General	705,594	1,723,224	2,428,818
Water & Sewer	242,464	205,794	448,258
Parks & Recreation	302,134	561,753	863,887
Capital Improvements	1,085,031	0	1,085,031
Motor Fuel Tax	0	0	0
Cemetery	37,249	36,003	73,252
Senior Resources	15,593	31,827	47,419
Deerpath Golf Course	103,139	3,101	106,241
Fleet	153,978	50,781	204,759
Debt Funds	602,506	0	602,506
Housing Trust	0	0	0
Park & Public Land	0	0	0
All other Funds	1,674,236	201,319	1,875,555
	\$4,921,925	\$2,813,802	\$7,735,727

The invoice total designated "All other Funds" includes \$889,255 for water and sewer capital improvements, \$243,424 in the Laurel and Western Redevelopment Fund, and \$150,000 from parks equipment reserve.

COUNCIL ACTION: Approval of the Check Register for May 26 to July 6, 2018

3. Approval of a Resolution of Appreciation for Retiring Members of Boards and Commissions

BOARD, COMMISSION OR COMMITTEE	NAME OF MEMBER(S)
Zoning Board of Appeals	Chairman Louis Pickus

A copy of the Resolution can be found on **page 74**.

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

4. Approval of the purchase of computer workstations, laptops, hybrid tablets, and rugged tablets for all City departments as budgeted in FY2019 Capital Plan

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

PURPOSE AND ACTION REQUESTED: Staff requests approval to purchase 32 desktop computers, 7 laptops, 10 hybrid tablets, and 3 rugged tablets. The project is to replace computers based on a 5-year replacement cycle for workstations, laptops, and hybrid computers and a 3-year replacement cycle for iPads.

BACKGROUND/DISCUSSION: The City has 32 desktop computers, 7 laptops, 10 hybrid and 3 rugged tablets recommended for replacement in FY2019. All desktops, laptops, and tablets are considered end of life (EOL) as they no longer have a warranty and most are starting to

report reduced performance when performing common tasks. The oldest computers of this proposed replacement are 7 years old, with the average being 5 years old. The City's current inventory of computers consists of 161 desktops, 57 laptops, 16 Toughbooks, 48 iPads, 4 hybrid tablets, and 15 rugged tablets.

Replacement computers for the Police Toughbooks are also budgeted for this fiscal year. Police and IT staff are currently evaluating options for replacement and purchasing approval will be requested at a later date.

Performance increases of 20% can be realized in processing speeds based on independent benchmark studies between the proposed computing platform and the oldest proposed replaced workstation.

In FY2017, an evaluation committee comprised of staff from the City Manager's Office, Community Development, Engineering, and IT conducted a pilot program to evaluate replacing multiple computing devices with a hybrid tablet. The goal was to increase departmental efficiencies and reduce computer fleet counts. The hybrid tablet maintains the functionality of a laptop along with some of the functions of an iPad including ease of email retrieval and touch screen capability. The committee evaluated six (6) manufacturer's models of hybrid tablets and unanimously recommended the Dell model. After our initial purchase of three (3) hybrid tablets in FY2018, staff has recommended purchasing ten (10) hybrid tablets in order to transition users that have a computer and iPad to a single device. The hybrid tablet has the same functionality as a laptop and iPad combined.

The City standardized all desktops and laptops with Dell products 18 years ago. The standardizations help staff to efficiently deploy, troubleshoot, and maintain the systems. Dell provides the City with government contract pricing based on the Midwestern Higher Education Compact (MHEC) contract pricing, Contract MHEC-07012015. This year the City received pricing from four vendors: CDW, Dell MHEC, SHI, and MNJ.

BUDGET/FISCAL IMPACT: Staff received the following pricing for this project:

Vendor	Total Amount Dell Workstations, Laptops, Hybrid and Rugged Tablets
CDW	\$59,620
DELL (MHEC)	\$59,839
SHI	\$57,576
MNJ	\$53,688

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

Below is an estimated summary of Project budget:

FY2019 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
IT Capital	\$56,000	\$53,688	Y

COUNCIL ACTION: Approval of the purchase of computer workstations, laptops, hybrid tablets, and rugged tablets for all City departments as budgeted in FY2019 Capital Plan

5. **Approval of an agreement with Heartland Business Systems for hardware, implementation, configuration, training and year one maintenance for virtual server hardware necessary to support the City's Enterprise Resource Planning (ERP) software**

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

PURPOSE AND ACTION REQUESTED: Staff requests approval to expend capital funds and award a contract to Heartland Business Systems for services to review, purchase, install, and configure virtual server hardware necessary to support the City's new BS&A ERP software system.

BACKGROUND/DISCUSSION: The City Council approved the purchase of a new ERP system in December 2017. Part of this project included review of our current infrastructure to determine what additional virtual server expansion was needed to support the new system. It was determined additional virtual infrastructure hardware was necessary to ensure maximum efficiency of the software.

The City issued a Request for Proposals on 03/16/2018 for services to recommend, install and configure the required virtual server equipment. Three vendors responded to the request for proposal, with one vendor proposing a cloud solution. The following is a summary of the RFP proposals' costs to install and configure the hardware and the scoring results for these services. Quotes were also solicited for recommended hardware to support the selected BS&A ERP software.

RFP Responses for services to install, configure and train on the new hardware:

Proposer	Round 1 Accepted	Round 2 & 3 Scoring	Overall Proposed Cost
Navisite	Yes	109	\$6,565 monthly cost
SHI	Yes	120	\$3,370 one-time cost
Heartland Business Systems	Yes	165	\$3,650 one-time cost

Hardware costs to support the BS&A ERP software, including one year of maintenance:

Hardware	Extended Cost
CDW	\$72,816.38
MNJ Technologies	\$50,784.74
Heartland Business Systems	\$35,277.09

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Vendor Reviews & Scoring	05/22/2018 – 06/12/2018	Review & Recommendation by City IT's Selection Committee
Vendor Proposals Submitted	05/04/2018	Three Vendors Submitted Proposals. Received & Reviewed
RFP Issuance	3/16/2018	
City Council	12/18/2017	Approval of ERP software license and service agreement

BUDGET/FISCAL IMPACT: The total expense reflects services to assist with equipment confirmation, installation, configuration, training, plus purchase of required hardware to expand the server infrastructure and ensure a successful ERP implementation:

Services and Hardware	Total Cost
Heartland - Total installation and configuration	\$3,650.00
Heartland - Total virtual server hardware cost	\$35,277.09
5% Contingency	\$1,946.00
Grand Total	\$40,873.09

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

Below is a summary of the project budget:

FY2019 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Capital Improvements Fund	\$50,000	\$40,873	Y

COUNCIL ACTION: Approval of an agreement with Heartland Business Systems for hardware, implementation, configuration, training and year one maintenance for virtual server hardware necessary to support the City's Enterprise Resource Planning (ERP) software

6. Approval of a Two-Year Renewal Option on a Professional Services Agreement with Automated Merchant Systems (AMS) for credit card processing services

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

PURPOSE AND ACTION REQUESTED: Staff requests approval of a two-year renewal option associated with an existing professional services agreement for credit card processing services.

BACKGROUND/DISCUSSION: In September 2014, the Finance Department issued a Request for Proposals (RFP) for Banking, Credit Card Processing and Investment Services. Respondents had the option to submit proposals for any one or all services solicited.

The City received seven (7) credit card processing proposals. A review of the proposals was conducted and four (4) credit card finalists were invited to participate in interviews. As a result of the RFP process, an agreement was approved by the City Council on June 15, 2015 with AMS for an initial three-year period and two-year optional renewal.

As the City's ERP implementation proceeds, it may be necessary to change the credit card processing vendor for some of the City's merchant accounts. AMS has been advised that the two-year renewal option may not extend to all existing merchant accounts.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
City Council	6/15/15	Approval of 3-year credit card processing services agreement (including a two-year renewal option) with AMS

BUDGET/FISCAL IMPACT: Credit card processing fees are assessed to various funds based on the point of sale location and have been included in the FY2019 budget.

Has competitive pricing been obtained for proposed services? YES, pursuant to an RFP process conducted in 2014-2015.

COUNCIL ACTION: Approval of a Two-Year Renewal Option on a Professional Services Agreement with Automated Merchant Systems (AMS) for credit card processing services

7. Consideration of a Recommendation from the Plan Commission in Support of Amendments to Section 159.154 and Sections 98.130 thru 98.137 of the City of Lake Forest Code Relating to Small Wireless Facilities and Consideration of an Ordinance Establishing Related Fees

*STAFF CONTACT: Catherine Czerniak, Director of Community Development
847-810-3504*

PURPOSE AND ACTION REQUESTED: The Council is asked to consider a recommendation from the Plan Commission in support of amendments to the City Code establishing a review and permitting process for small wireless facilities. These facilities include antennae and related equipment of limited size which are collocated on existing telecommunication structures, utility poles in the right-of-way, or on structures located on properties zoned for non-residential use.

The Council is also asked to consider an ordinance establishing fees related to the review and permitting of small wireless facilities.

BACKGROUND AND DISCUSSION: On June 4, 2018, the City Council passed a Resolution directing the Plan Commission to consider amendments to the City Code in response to Senate Bill 1451 which was recently passed by the General Assembly and signed into law as Public Act 100-585. The Act restricts the power of municipalities to regulate small wireless facilities that are collocated on certain existing structures. However, the Act allows municipalities to establish administrative permitting procedures, subject to various limitations. The proposed amendments establish procedures to the extent allowed by the recent legislation.

The City Code currently includes provisions relating to wireless facilities generally, primarily focusing on larger, stand-alone telecommunication towers and monopoles. Importantly, the City's Code provisions are already directed at encouraging collocation of smaller telecommunications facilities on existing structures, as opposed to the construction of new telecommunication towers. The new regulations support that goal.

The Code amendments, as recommended by the Plan Commission: 1) align the City's Code provisions with the recently adopted State law; 2) assure that submittal requirements and review procedures for small wireless facilities are clearly detailed; 3) protect City infrastructure located within the right-of-way; and 4) require that abandoned facilities are removed. Model Code language was prepared by the Illinois Municipal League in response to the recently passed legislation with input from various municipalities. The model language was used as a framework for the amendments recommended by the Plan Commission. There was no need for the City to reinvent the wheel on this matter.

No testimony was presented to the Commission on the proposed amendments. During deliberations, the Commission noted that in Historic Districts, the Public Act does not limit the enforcement of the City's Historic Preservation Ordinance and pointed out that if the standards of that ordinance are not met with any particular proposal, the matter may be referred to the Historic Preservation Commission for review. The Commission also expressed interest in hearing a report on small wireless installations from staff 12 months after the adoption of the ordinance for the purpose of understanding the effectiveness of these provisions, or lack thereof, in encouraging the buildout of small wireless systems and any issues that may have arisen from such installations.

Consistent with the approved legislation, the permitting process for small wireless facilities is proposed for inclusion in Chapter 98 of the City Code relating generally to rights-of-way. An amendment is also proposed to Chapter 159, the Zoning Code, to provide a reference to the small wireless facility provisions in Chapter 98. The amendments as recommended are detailed in the ordinance beginning on **page 75** of the Council packet. The new language as recommended by the Plan Commission is highlighted in City Ordinance.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Plan Commission	7/11/2018	Conducted Public Hearing. Voted 6 to 0 to recommend approval of the amendments.

BUDGET/FISCAL IMPACT: In conjunction with considering the amendments as recommended by the Plan Commission, staff recommends that the Council approve an ordinance

establishing fees associated with the review, permitting and authorization of small wireless facilities.

Application for Collocation	
Installation of facility	\$ 650.00
Installation of multiple facilities	\$ 350.00 per facility
Application for installation of new utility pole or support structure	\$1,000.00
Annual recurring rate for collocation on a City utility pole located in the right-of-way	\$ 200.00*
(* Or the City's actual, direct, and reasonable costs related to the wireless provider's use of space on the City utility pole.)	

The ordinance establishing fees is included in the Council packet beginning on **page 97**.

If approved, the fees will be incorporated into the Annual Fee Schedule when it is considered by the Council as part of the next budget cycle and will be reviewed on an annual basis.

COUNCIL ACTION: Waive first reading and grant final approval of an ordinance amending the City Code as it relates to small wireless facilities as recommended by the Plan Commission and in accordance with recently passed legislation.

AND

Waive first reading and grant final approval of an ordinance establishing fees related to the review, permitting and authorization of small wireless facilities.

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

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

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

690 Oakwood Avenue - The Building Review Board recommended approval of a building scale variance to allow construction of a three season room at the rear of the home. Two letters from neighboring property owners were submitted to the Board one, in support of the petition, the other raising a question about whether a variance is warranted. The Board noted that the small addition, 16' by 21', is not visible from the street frontage, does not significantly add to the appearance of mass of the house and is reasonable. (Board vote: 6-0, approved)

The Ordinance approving the petition as recommended by the Building Review Board, with key exhibits attached, is included in the Council packet beginning on **page 100**. The Ordinance, complete with all exhibits, is available for review in the Community Development Department.

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

9. Approval to Purchase a Replacement Utility Vehicle for the Cemetery Section Included in the F.Y. 2019 Capital Equipment Budget via Approval of disposition by trade-in of an existing unit and to Purchase a Replacement Utility Vehicle for the Cemetery Section to Reinders, Inc. in the amount of \$28,447.

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

PURPOSE AND ACTION REQUESTED: Staff is requesting City Council approval to purchase a replacement utility vehicle for the Cemetery Section included in the F.Y. 2019 capital equipment budget.

BACKGROUND/DISCUSSION: The Cemetery Section uses a myriad of equipment for maintenance of the Cemetery grounds. Utility equipment, mowers, excavators, and dump trucks are all used in the Cemetery's day-to-day operations.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	December 3, 2017	Reviewed & Approved
Finance Committee	November 13, 2017	Reviewed with Capital Plan

BUDGET/FISCAL IMPACT: The Cemetery Section uses its utility vehicle on a daily basis for almost of its operations. It transports personnel throughout the Cemetery, pulls the landscape maintenance trailer, burial equipment trailer, and equipment needed for cremation services. It also hauls the Section's chemical sprayers, water tank, and granite markers without leaving any ruts in the turf. With a payload of over 3,300 lbs., it carries many different materials to include soil, sand, concrete, fertilizer, plants, and sod on a daily basis.

The 1996 Toro Workman has been an extremely reliable unit for over twenty years. However with its age and heavy use, the machine's frame is completely rotted through and parts are very difficult to secure. With over 4,700 hours of use, it is time for the Workman to be replaced.

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

If no, the specific waiver requested: Administrative Directive 3-5, Section 9.0F – Government Joint Purchases

Unlike the City's pick-up trucks and police vehicles, all other City equipment is sold territorial. In this case, Toro products are sold by Reinders, Inc. who represents the northern Illinois and southern Wisconsin area. The City has been purchasing Toro equipment through Reinders for over twenty years. The City belongs to a national purchasing group entitled, "National IPA". National IPA is a cooperative purchasing organization serving only government agencies, public and private educational institutions, and non-profit organizations. All items offered

through National IPA are competitively bid nationally and are sold through specific local vendors.

With being over twenty years old and in extremely poor condition, Reinders, Inc. provided a trade-in value of \$500 for the Workman. This amount will be deducted from the purchase price of \$28,947. If approved by City Council, the replacement Workman will be received by early September.

Below is a summary of the utility vehicle's budget:

FY2019 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Cemetery Fund	\$30,000	\$28,447	Y

COUNCIL ACTION: Approval to Purchase a Replacement Utility Vehicle for the Cemetery Section Included in the F.Y. 2019 Capital Equipment Budget via Approval of disposition by trade-in of an existing unit and to Purchase a Replacement Utility Vehicle for the Cemetery Section to Reinders, Inc. in the amount of \$28,447

10. Approval of an agreement for enforcement of the Illinois Vehicle Code and the City Ordinances in designated parking areas between The City of Lake Forest and Lake Forest College.

STAFF CONTACT: Sally Swarthout, Director- Parks,
Recreation and Forestry (847-810-3942)

PURPOSE AND ACTION REQUESTED: Staff requests the approval of an agreement between The City of Lake Forest and Lake Forest College for the use of a section of the parking lot located on the North Campus of Lake Forest College. The agreement, beginning on **page 111** of your packet, allows for The City's police department to regulate and control motor vehicle traffic and motor vehicle parking in the designated area shown in Exhibit A.

BACKGROUND/DISCUSSION: On June 27, 2018 the North Beach Access Road suffered a bluff slippage that caused the road to be unsafe for vehicular traffic and forced its closure. The North Beach Access Road is the main access for residential use of the lakefront and its facilities. City staff met on June 28, 2018 to determine the best course of action for beach logistics and operational efficiency. Discussions led to a request to utilize the North Campus parking lot at Lake Forest College for additional parking for resident beach users. Lake Forest College agreed to the City's request and in turn asked for aid by The City's police department in the regulation of this motor vehicle traffic and parking.

BUDGET/FISCAL IMPACT: N/A.

COUNCIL ACTION: Approval of an agreement for enforcement of the Illinois Vehicle Code and the City Ordinances in designated parking areas between The City of Lake Forest and Lake Forest College.

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

6. ORDINANCES

- 1. Consideration of Recommendations from the Plan Commission and Building Review Board Pertaining to a Request for Approval of a Special Use Permit to Authorize Redevelopment of Property Located on the Southeast Corner of Everett and Waukegan Roads with Waterway Car Wash, Gas Station and Convenience Store; and Related Design Approvals. (Final Consideration of Ordinances)**

*Presented by: Catherine Czerniak, Director of Community Development
(810-3504)*

PURPOSE AND ACTION REQUESTED: The Plan Commission and Building Review Board have completed the required public review and public hearing processes on this petition. The recommendations of the Board and Commission, which include numerous conditions, are presented to the Council for final consideration.

BACKGROUND AND DISCUSSION: In December, 2017, the Council granted first reading of the ordinance relating to the Special Use Permit based on the Plan Commission's recommendation for the purpose of allowing the Building Review Board process to proceed. The Council acknowledged that discussion of design aspects of the proposed development by the Building Review Board could help to answer questions about whether or not off site impacts of the proposed could be mitigated to a satisfactory level.

The property proposed for redevelopment is 1-1/2 acres in size and is configured in an L-shape with the narrower portion of the site extending toward the corner of Everett and Waukegan Roads. Redevelopment of this site, including landscaping of the streetscape, has long been anticipated to improve the appearance of the southern entrance to the business district along Waukegan Road and to provide increased services to residents in the surrounding area.

History

For many years, this property was the site of a gas station, near the corner, and a garden supply store; both of which vacated the site more than ten years ago. The site has remained unused since then. In 2008, the City approved a plan for redevelopment of the site with two buildings which included 18,400 square feet of retail and service business space, 75 parking spaces and a drive-thru associated with a drug store. Due to the economic downturn, the redevelopment of the site did not proceed. In 2011, the property was acquired by IP Properties, the local Stuart family, as a long term investment. Structures remaining from the gas station were removed. Under the current proposal, IP Properties intends to retain ownership of the site. Waterway Carwash would redevelop the property and operate on the site under a long term lease.

Overview of Current Proposal

Waterway Carwash proposes to redevelop the site with a high quality car wash, gas station and convenience store. A single 7,800 square foot building is proposed to house the car wash and retail space. Five islands, with gas pumps and ten fueling stations are proposed on the southern portion of the site.

The car wash tunnel is oriented south to north through the site with the exit located at the north end of the site, near Everett Road. Finishing stations are located beyond the exit from the car wash tunnel and direct traffic away from Everett Road. The convenience store faces Waukegan Road. Thirty-five parking spaces are proposed on the site for employees and customers.

Currently, there are six access points to the site, two from Everett Road and four from Waukegan Road. As directed by IDOT during the review of preliminary plans for the site, three of the existing access points will be eliminated, of the three remaining access points, two curb cuts will be located on Waukegan Road and one on Everett Road. At this time, final engineering plans have not yet been prepared or submitted to IDOT pending completion of the zoning entitlement process. IDOT's review and approval of the final plans will be required prior to the issuance of any building permits for work on the site.

REVIEW TO DATE

Reviewed	Date	Comments
Building Review Board	6/6/2018	Board concluded the review and voted 3 to 1 to recommend approval of the designs aspects of the petition subject to numerous conditions.
Building Review Board	1/3/2018	Board heard a presentation from the petitioner and public testimony. Continued consideration with direction to mitigate lighting, signage and other off site impacts through design modifications.
City Council	12/4/2017	Approved of First Reading of Special Use Permit Ordinance, 5 to 3, with direction to BRB to review design aspects of the petition.
Plan Commission	11/8/2017	<i>Public Hearing Closed.</i> Recommendation, on a 4 to 2 vote, forwarded to the City Council subject to conditions.
Plan Commission	3/8/2017	Public Hearing Continued Commission voiced conceptual support for the petition subject to further due diligence.
Plan Commission	10/22/2015	<i>Public Hearing Opened.</i> Commission directed revisions to the site plan to mitigate impacts on surrounding properties, further due diligence on various issues and directed the petitioner to seek input from IDOT on ingress/egress.

The minutes from all of the Plan Commission and Building Review Board meetings are included in the materials provided to the Council as background for this petition.

At each meeting, the Plan Commission and Building Review Board heard a significant amount of public testimony in addition, written testimony and petitions were received and reviewed by the Board and Commission members as well. With few exceptions, the testimony was in opposition to the proposed use; primarily the carwash. Concerns included, but were not limited to, noise and light impacts, traffic congestion, traffic and pedestrian safety, and the appropriateness of the development and the resulting activity levels at the proposed location. All correspondence received throughout the process, including e-mails and letters received since the final Building Review Board meeting, are included in the background materials made available to the City Council.

The Ordinances detailing the conditions of approval as recommended by the Plan Commission and Building Review Board are included in the Council packet beginning on **page 117**. To date, modified plans in response to the conditions have not been received and no confirmation has been received from the petitioner on whether or not all of the conditions as proposed are acceptable and workable.

BUDGET/FISCAL IMPACT: A preliminary estimate of annual revenues that the City would anticipate receiving as a result of the proposed development is provided below.

- | | |
|---------------------------|----------|
| ▪ Property tax | \$21,000 |
| ▪ Sales tax – fuel sales | \$37,500 |
| ▪ Sales tax – store sales | \$ 3,500 |
| ▪ Water/Sewer | \$28,000 |

COUNCIL ACTION: If determined to be appropriate by the City Council, approve an ordinance granting a Special Use Permit authorizing Waterway Car Wash, in conjunction with a gas station and convenience store, on property located on the southeast corner of Everett and Waukegan Roads and approving the overall redevelopment plan all subject to conditions, as recommended by the Plan Commission, and as detailed in the ordinance, limiting and regulating the site development and the operations of the business on the site.

AND

If determined to be appropriate by the City Council, waive first reading and grant final approval of an ordinance approving the design aspects of the Waterway development subject to conditions, as recommended by the Building Review Board, and as detailed in the ordinance, relating to building and site design, landscaping, perimeter treatment, lighting and signage.

7. NEW BUSINESS

1. Approval of a Resolution in Support of Senate Resolution 1746

PRESENTED BY: Robert Kiely Jr., City Manager 847-810-3675

PURPOSE AND ACTION REQUESTED: At the July 2 City Council meeting, State Senator Julie Morrison discussed Senate Resolution 1746. Following her presentation, the Council asked that the resolution be placed on tonight's agenda for consideration and possible support of Senate Resolution 1746 (SR 1746). The focus of SR 1746 is addressing the potential significant impacts of rail holding tracks next to residential areas in Illinois. Specifically the proposed resolution urges Illinois railway projects with new freight train holding track adjacent to residential areas to have a full Environmental Impact Statement, and asks IDOT to eliminate or minimize the routing of bypass freight traffic through the Chicago Metropolitan Area.

At the July 2 City Council meeting, State Senator Julie Morris reported that the bill was filed on May 16, 2018 and assigned to the Environment and Conservation Committee at the State legislature on May 21, 2018. The legislative schedule will resume in late Fall 2018, for veto session.

BUDGET/FISCAL IMPACT: N/A. A resolution in support of SR 1746 does not obligate The City of Lake Forest to expend funds nor does it extend or propose an expectation of expenditure of funds in the future.

Beginning on **page 149** of your packet is the Resolution.

COUNCIL ACTION: Approval of a Resolution in Support of Senate Resolution 1746

8. ADDITIONAL ITEMS FOR DISCUSSION/ COMMENTS BY COUNCIL MEMBERS
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9. ADJOURNMENT

A copy of the Decision Making Parameters can be found beginning on **page 25** of this packet.

Office of the City Manager

July 11, 2018

The City of Lake Forest is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are required to contact City Manager Robert R. Kiely, Jr., at (847) 234-2600 promptly to allow the City to make reasonable accommodations for those persons.





THE CITY OF LAKE FOREST

DECISION-MAKING PARAMETERS FOR CITY COUNCIL, AND APPOINTED BOARDS & COMMISSIONS

Adopted June 18, 2018

The City of Lake Forest Mission Statement:

“Be the best-managed, fiscally-responsible and appealing community and promote a community spirit of trust, respect and citizen involvement.”

The Lake Forest City Council, with the advice and recommendations of its appointed advisory Boards and Commissions, Lake Forest Citizens, and City Staff, is responsible for policy formulation and approval. Implementation of adopted strategy, policy, budgets, and other directives of Council is the responsibility of City Staff, led by the City Manager and Senior Staff. The Mayor and Aldermen, and appointed members of Boards and Commissions should address matters in a timely, deliberate, objective and process-driven manner, making decisions guided by the City of Lake Forest Strategic and Comprehensive Plans, the City’s Codes, policies and procedures, and the following parameters:

- Motions and votes should comprise what is in the best long-term interests of all Lake Forest citizens, measured in decades, being mindful of proven precedents and new precedents that may be created.
- All points of view should be listened to and considered in making decisions with the long-term benefit to Lake Forest’s general public welfare being the highest priority.
- Funding decisions should support effectiveness and economy in providing services and programs, while mindful of the number of citizens benefitting from such expenditures.
- New initiatives should be quantified, qualified, and evaluated for their long-term merit and overall fiscal impact and other consequences to the community.
- Decision makers should be proactive and timely in addressing strategic planning initiatives, external forces not under control of the City, and other opportunities and challenges to the community.

Community trust in, and support of, government is fostered by maintaining the integrity of these decision-making parameters.

The City of Lake Forest’s Decision-Making Parameters shall be reviewed by the City Council on an annual basis and shall be included on all agendas of the City Council and Boards and Commissions.

June 12, 2018

Mayor Robert Lansing
City of Lake Forest
220 E. Deerpath
Lake Forest, IL 60045

Dear Mayor Lansing:

Thank you for the opportunity to provide you with a proposal for the City Manager recruitment and selection process for the City of Lake Forest. GovHR USA ("GovHR") prides itself on a tailored, personal approach to executive recruitment and selection, able to adapt to your specific requirements for the position.

Qualifications and Experience

GovHR is a public management consulting firm serving municipal clients and other public-sector entities on a national basis. Our headquarters offices are in Northbrook, Illinois. We are a certified Female Business Enterprise in the State of Illinois and work exclusively in the public sector. GovHR offers customized executive recruitment services and completes other management studies and consulting projects for communities. Please note the following key qualifications of our firm:

- Since our establishment in 2009, our consultants have conducted hundreds of recruitments in 29 states, with an increase in business of at least 30% each year. Twenty-eight (28%) of our clients are repeat clients, the best indicator of satisfaction with our services.
- Surveys of our clients show that 94% rate their overall experience with our firm as *Outstanding and* indicate that they plan to use our services or highly recommend us in the future.
- Our state of the art processes, including extensive use of social media for candidate outreach and skype interviews with potential finalist candidates, ensure a successful recruitment for your organization.
- Our high quality, thorough Recruitment Brochure reflects the knowledge we will have about your community and your organization and will provide important information to potential candidates.
- We provide a two-year guarantee for our recruitments. Less than 1% of our clients have had to invoke the guarantee.
- The firm has a total of twenty-seven consultants, both generalists and specialists (public safety, public works, finance, parks, etc.), who are based in Arizona, Florida, Illinois, Indiana, Michigan, and Wisconsin, as well as five reference specialists and eight support staff.

Our consultants are experienced executive recruiters who have conducted over 600 recruitments, working with cities, counties, special districts and other governmental entities of all sizes throughout the country. In addition, we have held leadership positions within local government, giving us an understanding of the complexities and challenges facing today's public-sector leaders.

GovHR is led by Heidi Voorhees, President, and Joellen Earl, Chief Executive Officer. Ms. Voorhees previously spent 8 years with the nationally recognized public-sector consulting firm, The PAR Group, and was President of The PAR Group from 2006 – 2009. Ms. Voorhees has conducted more than 250

630 Dundee Road, Suite 130, Northbrook, Illinois 60062
Local: 847.380.3240 Fax: 866.401.3100 GovHRUSA.com

recruitments in her management consulting career, with many of her clients repeat clients, attesting to the high quality of work performed for them. In addition to her 12 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service, with ten years as the Village Manager for the Village of Wilmette. Ms. Earl is a seasoned manager, with expertise in public sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Earl has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services.

Consultant Assigned

GovHR President Heidi Voorhees will be responsible for your recruitment and selection process. Her biography is attached to this Proposal and her contact information is:

Heidi Voorhees
President
GovHR USA LLC
Telephone: 847-380-3243
HVoorhees@GovHRusa.com

A complete list of GovHR's clients is available on our website at www.govhrusa.com

References

The following references can speak to the quality of service provided by GovHR:

Highland Park, IL
(Chief of Police, 2017) - Heidi Voorhees
(Finance Director, 2014)
(Director of Community & Economic Development, 2013)
(Director of Public Works, 2012)
(City Manager, 2011)
(Fire Chief, 2009)
Ghida Neukirch
City Manager
1707 St. Johns Ave.
Highland Park, IL 60035
847-926-1000
gneukirch@cityhpil.com

Lake Bluff, IL
(Assistant to the Village Administrator, 2016)
(Village Engineer, 2015)
(Chief of Police, 2013)
Drew Irvin, Village Administrator
40 East Center Ave.
Lake Bluff, IL 60044
847-234-0774
dirvin@lakebluff.org

Normal, IL (City Manager, 2017) - Heidi Voorhees

Mayor Chris Coos
Town of Normal
11 Uptown Circle
Normal, IL 61761
309-454-9503
mayor@normal.org

Scope of Work

A typical recruitment and selection process takes approximately 175 hours to conduct. At least 50 hours of this time is administrative, including advertisement placement, reference interviews, and due diligence on candidates. We believe our experience and ability to professionally administer your recruitment will provide you with a diverse pool of highly qualified candidates for your City Manager search. GovHR clients are informed of the progress of a recruitment throughout the entire process. We are always available by mobile phone or email should you have a question or need information about the recruitment.

GovHR suggests the following approach to your recruitment, subject to your requests for modification:

Phase I – Position Assessment, Position Announcement and Brochure Development

Phase I will include the following steps:

- One-on-one or group interviews will be conducted with elected officials, appointed officials, staff, business community representatives and any other stakeholders identified by the client to develop our Recruitment Brochure. The Proposal assumes up to two full days and one night depending upon the client's needs. We can also utilize dedicated email and surveys to obtain feedback from stakeholder groups. Previous clients have invited community leaders to meetings with our consultants; other clients have developed surveys for the community or organization; and some clients request we use a combination of these methods to fully understand community and organizational needs and expectations for the next City Manager. We will work closely with you on the format that best meets your needs.
- Development of a **Position Announcement**.
- Development of a detailed **Recruitment Brochure** for your review and approval.
- Agreement on a detailed **Recruitment Timetable** – a typical recruitment takes 90 days from the time you sign the contract until you are ready to appoint the finalist candidate.

Phase II – Advertising, Candidate Recruitment and Outreach

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. In addition, our website is well known in the local government industry – we typically have 5,000 visits to our website each month. Finally, we develop a database customized to your recruitment and can do an email blast to thousands of potential candidates.

Phase II will include the following steps:

- Placement of the Position Announcement in appropriate professional online publications. In addition to public sector publications and websites, outreach will include LinkedIn and other private sector resources. We can provide the Council with a list of where we intend to place the position announcement, if requested.

- The development of a database of potential candidates from across the country unique to the position and to the City of Lake Forest, focusing on the leadership and management skills identified in Phase I as well as size of organization, and experience in addressing challenges and opportunities also outlined in Phase I. This database can range from several hundred to thousands of names depending on the parameters established for the outreach. Outreach will be done in person, and through e-mail and telephone contacts. GovHR consultants have extensive knowledge of the municipal government industry and will personally identify and contact potential candidates. With more than 600 collective years of municipal and consulting experience among our consultants, we often have inside knowledge about candidates.

Phase III – Candidate Evaluation and Screening

Phase III will include the following steps:

- Review and evaluation of candidates' credentials considering the criteria outlined in the Recruitment Brochure.

Candidates will be interviewed by skype or facetime to fully grasp their qualifications, experience and interpersonal skills. The interviews include asking specific questions about their experiences and skill sets as well as asking questions specific to the City Manager. We will ask follow up questions and probe specific areas. By utilizing skype or facetime we will have an assessment of their verbal skills and their level of energy for and interest in the position.

- Formal and informal references and an internet/social media search of each candidate will be conducted to further verify candidates' abilities, work ethic, management and leadership skills, analytical skills, interpersonal skills, ability to interact with the media, and any areas identified for improvement.
- All résumés will be acknowledged and contacts and inquiries from candidates will be personally handled by GovHR, ensuring that the City of Lake Forest's process is professional and well regarded by all who participate.

Phase IV – Presentation of Recommended Candidates

Phase IV will include the following steps:

- GovHR will prepare a Recruitment Report that presents the credentials of those candidates most qualified for the position. You will advise us of the number of reports you will need for the individuals involved in this phase of the recruitment and selection process. We provide a binder which contains the candidate's cover letter and résumé. In addition, we prepare a "mini" résumé for each candidate, so that each candidate's credentials are presented in a uniform way. GovHR will provide you with a log of all candidates who applied. You may also review all the résumés, if requested.
- GovHR will meet with you on-site to review the Recruitment Report and expand upon the information provided. The report will arrive two to three days in advance of the meeting, giving you the opportunity to fully review it. In addition to the written report, we will spend 2 to 3 hours discussing the candidates by reviewing their skype interviews and providing excerpts from the references we will have conducted on the individuals.

Phase V –Interviewing Process

Phase V will include the following steps:

- After the Recruitment Report is presented, the Interviewing Process will be finalized including the discussion of any specific components you deem appropriate, such as a writing sample or oral presentation.
- GovHR will develop the first and second round interview questions for your review and comment. GovHR will provide you with interview books that include the credentials each candidate submits, a set of questions with room for interviewers to make notes, and evaluation sheets to assist interviewers in assessing the candidate's skills and abilities.
- GovHR will work with you to develop an interview schedule for the candidates, coordinating travel and accommodations. In addition to a structured interview with the City, the schedule will incorporate a tour of the City of Lake Forest's facilities and interviews with senior staff, if the City so desires.
- Once candidates for interview are selected, additional references will be contacted, along with verification of educational credentials, criminal court, credit, and motor vehicle and records checks.
- GovHR recommends a two-step interviewing process with (typically) five or six candidates interviewed in the first round. Following this round, we strongly suggest that two or three candidates are selected for second round interviews. Again, we will prepare a second round of interview questions and an evaluation sheet.
- GovHR consultants will be present for all the interviews, serving as a resource and facilitator.

Phase VI – Appointment of Candidate

- GovHR will assist you as much as you request with the salary and benefit negotiations and drafting of an employment agreement, if appropriate.
- GovHR will notify all applicants of the final appointment, providing professional background information on the successful candidate.

Leadership/Personality Assessments

GovHR has experience working with a wide variety of leadership and personality assessment tools, depending on the qualities and experiences the client is seeking in their candidates. These include but are not limited to Luminaspark, Caliper, DISC and others. Typically these tools cost \$300 per candidate to administer. This fee is not included in our proposal.

Optional 360° Evaluation

As a service to the City of Lake Forest, we offer the option to provide you with a proposal for a 360° performance evaluation for the appointed City Manager at about six months into his or her employment. This evaluation will include seeking feedback from both Elected Officials and Department Directors, along with any other constituent the City feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, GovHR USA will prepare a proposal for this service.

Recruitment Schedule

A detailed recruitment schedule will be provided in Phase I. The recruitment and selection process typically takes 90 days from the time the contract is signed until the candidate is appointed. We can work with you on a shorter process, should you so desire.

Our typical recruitment process includes the following milestones and deliverables:

➤ Weeks 1 - 2	On-site interviews of City officials and staff, development and approval of recruitment brochure Deliverable: recruitment brochure
➤ Weeks 3 - 8	Placement of professional announcements; candidate identification, screening, interview and evaluation by consultant
➤ Week 9	Consultant recommendation to the Council of qualified candidates Deliverable: recruitment report
➤ Week 10	Selection of candidate finalists by the Council; additional background and reference checks, report preparation and presentation Deliverable: interview reports including suggested questions and evaluation sheets
➤ Weeks 11-12	Interviews of selected finalist candidates; Council recommendation of final candidate; negotiation, offer, acceptance and appointment

Summary of Costs	Price
Recruitment Fee:	\$14,000
Recruitment Expenses: (not to exceed) ➤ Expenses include consultant travel, postage/shipping, telephone, support services, candidate due diligence efforts. copying etc.	2,500
Advertising: *Advertising costs over \$2,500 will be placed only with client approval. If less than \$2,500, Client is billed only for actual cost.	2,500*
Total:	\$19,000**

**This fee does not include travel and accommodations for candidates interviewed. Recruitment brochures are produced as electronic files. Printed brochures can be provided, if requested, for an additional cost of \$900.

The above cost proposal is predicated on four consultant visits to the City; the first for the recruitment brochure interview process (up to two full days and one night, depending upon the client's needs; if additional days are needed they will be billed at \$500 per half day and \$950 for a full day, plus additional hotel charges, if required); the second to present recommended candidates; and the third and fourth for the candidate interview process (second round interviews are often scheduled a week or so following the first round interviews). Any additional consultant visits requested by the City will be billed at \$125/hour; \$500

for a half day and \$950 for a full day. The additional visits may also result in an increase in the travel expenses and those expenses will be billed to the client.

Payment for Fees and Services

Professional fees and expenses will be invoiced as follows:

1st Payment: 1/3 of the Recruitment Fee (invoice sent upon acceptance of our proposal).

2nd Payment: 1/3 of the Recruitment Fee and expenses incurred to date (invoice sent following the recommendation of candidates).

Final Payment: 1/3 of the Recruitment Fee and all remaining expenses (invoice sent after recruitment is completed).

Recruitment expenses and the costs for printing the Recruitment Brochure will be itemized in detail. Payment of invoices is due within thirty (30) days of receipt (unless the client advises that its normal payment procedures require 60 days.)

Philosophy

Executive search is an important decision-making process for an organization and our primary goal is to provide our client with the information to make the best hiring decision. Our firm's executive recruitment philosophy embraces a professional process of integrity, trust, and respect toward all parties involved, and complete commitment toward meeting the expressed needs and desires of our client. All of our services are handled by principals of the firm who have established and well-regarded reputations in the search field, as well as actual operating experience in the public management fields in which they now consult. Each has impeccable professional credentials and unblemished personal reputations. Keeping both our client and prospective candidates informed on the status of the recruitment on a regular basis is also an important part of our recruitment process. Our work is carried out in an open manner with particular attention given toward seeking out critical factors of a client's organization and governance, and utilizing such information respectfully and discreetly in seeking out candidates who truly have the ability to meet the expectations and needs of the client—working strenuously in developing a fully qualified, “best match” candidate pool for client consideration. Our process includes assistance in the critical final interview and selection phases of the recruitment, and availability to both client and candidate for months following the appointment. Our process was developed and refined over the years to meet the special, and often unique, needs and circumstances facing our local government, public management, and related not-for-profit clients.

GovHR Guarantee

It is the policy of GovHR to assist our clients until an acceptable candidate is appointed to the position. Therefore, no additional professional fee would be incurred should the City not make a selection from the initial group of recommended candidates and request additional candidates be developed for interview consideration. Additional reimbursable expenses may be incurred should the situation require consultant travel to the City of Lake Forest beyond the planned four visits.

Upon appointment of a candidate, GovHR provides the following guarantee: should the selected and appointed candidate, at the request of the City or the employee's own determination, leave the employ of the City within the first 24 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses and announcements only, if requested to do so within six months of the employee's departure.

In addition, in accordance with the policy of our firm as well as established ethics in the executive search industry, we will not actively recruit the placed employees for a period of five years.

Why Choose GovHR?

We ask you to consider the following as you deliberate:

- We are a leader in the field of local government recruitment and selection with experience in more than 24 states, in communities ranging in population from 1,000 to 1,000,000. More than 28% of our clients are repeat clients showing a high level of satisfaction with our work. We encourage you to call any of our previous clients.
- We are committed to bringing a diverse pool of candidates to your recruitment process. We network extensively with state, city and county management associations, attending more than 20 state and national conferences each year. In addition, we support and attend the meetings of Women Leading Government, the International Hispanic Network, the California Network of Asian Public Administrators, and the National Forum for Black Public Administrators.
- We conduct comprehensive due diligence on candidates. Before we recommend a candidate to you, we will have interviewed them via Skype, conducted reference calls, and media and social media searches. Our knowledge of local government ensures that we can ask probing questions that will verify their expertise.
- We are your partners in this important process. You are welcome to review all the resumes we receive, and we will share our honest assessment of the candidates.
- Our goal is your complete satisfaction. We are committed to working with you until you find the candidate that is the best fit for your position.

We believe we have provided you with a comprehensive proposal; however, if you would like a service that you do not see in our proposal, please let us know. We can most likely accommodate your request.

This proposal will remain in effect for a period of six months from the date of the proposal. We look forward to working with you on this recruitment and selection process!

Sincerely,



Heidi J. Voorhees
President
GovHR USA

Attachment: Consultant Biography

ACCEPTED BY THE CITY OF LAKE FOREST, ILLINOIS

BY: _____

TITLE: _____

CONSULTANT BIOGRAPHY

HEIDI J. VOORHEES **President**

Heidi Voorhees is the president and co-owner of GovHR USA, and possesses more than 30 years of collective experience working in local government. She has served as both a municipal leader and partner with local governments and nonprofits, handling executive search and management consulting. Heidi's exceptional communication style and lasting relationships have positioned her as a widely-respected leader in her field across the U.S. She is deeply focused on understanding the culture of each organization that GovHR USA serves.

Executive searches conducted by Heidi for GovHR USA are uniquely tailored around clients, and achieved through consensus-building and decision making with a wide range of community leaders. This in-depth and thorough consulting method sets Heidi apart from others in her industry; she leads executive talent searches that expertly identify imperative skill-sets, and provide a robust match for core values and professional environment.

The crucial ability to understand the needs, challenges and perspectives within clients' organizations are ingrained in Heidi's fundamental strengths; she works in a highly-effective manner with elected and appointed officials to assist them in making critical personnel decisions. Through this exemplary approach, she understands the intricacies that exist within organizations and communities. Realizing the importance of her clients' human resource and executive management needs, Heidi works tirelessly to advise and consult, so that she can strategically connect the best talent available with her clients.

Heidi is extremely passionate about her commitment to advancing women and minorities in local government, which is also a strong emphasis of GovHR USA. She believes in conducting extensive outreach in the search for talented individuals which results in highly qualified candidates from all backgrounds.

Professional Education, Training and Instruction

- Bachelor of Science degree in Political Science, Illinois State University, IL
- Master's degree in Public Affairs from the School of Public and Environmental Affairs, Indiana University, IN
 - Fellow at Eli Lilly State and Local Government Fellowship Program
 - Distinguished Alumnus

Professional Development and Speaking Engagements

- Trainer/Speaker on Recruitment Selection: Legacy Project Annual Conference, International City and County Management Association annual conference, Illinois City and County Management Association (ILCMA) conference, Wisconsin City and County Management Association conference, Michigan Municipal Executives, Ohio City and County Management Association, American Public Works Association—Chicago Metro Chapter, Illinois Association of Municipal Management Assistants, Northern Illinois University Civic Leadership Program, and Great Lakes Leadership Academy
- Former Adjunct Instructor: Center for Public Safety, Northwestern University Campus
- Former Instructor: Master's Degree Program in Public Policy and Administration, Northwestern University
- Former Trainer: Executive Management Program on Management, Community Relations, and Organizational Culture for Law Enforcement

Memberships and Affiliations

- Co-founder of The Legacy Project, an organization dedicated to advancing women in Illinois local government
- Chicago Metropolitan Managers' Association, Past Board Member
- Illinois City and County Management Association (ILCMA), Past Board Member
- International City and County Management Association (ICMA), Member
- Leadership Greater Chicago Program, Past Participant
- Active Rotarian for 26 years, Charter Member for Wilmette Harbor Rotary

Local Government Professional Background:**19 Years of Local Government Leadership and Management**

- | | |
|---|-----------|
| • Village Manager, Village of Wilmette, IL | 1990-2001 |
| • Assistant Village Manager, Village of Wilmette, IL | 1986-1990 |
| • Assistant to the Village Manager, Village of Schaumburg, IL | 1984-1986 |
| • Budget Analyst, City of Kansas City, MO | 1983-1984 |
| • Cookingham-Noll Fellow, City of Kansas City, MO | 1982-1983 |

Contact Info

First Name: **Mark**
 Last Name: **Pasquesi**
 E-mail: **mpasquesi@koenigrubloff.com**
 Title:
 Organization:
 Address: **1073 Old Colony Road**
 Address Line 2:
 City: **Lake Forest**
 State: **IL**
 Zip: **60045**
 Mobile Phone:
 Home Phone: **847-234-6747**
 Notes:

Resident Data/Stats

Ward: **Ward 4**
 Precinct:
 US Citizen:
 Registered Voter:
 Lake Forest Resident since(YYYY): **7**
 Business Name: **Berkshire Hathaway HomeServices
KoenigRubloff Realty Group**
 Type of Business: **Real Estate**
 Business Phone: **847-400-7115**
 Position: **VP Managing Broker**
 Date of Birth (Optional):
 Education: **-Bachelor of Arts, Northwestern University, '93
-Juris Doctorate, John Marshall Law School, '97
-Managing Broker Real Estate License, '00**
 Spouse's Name: **Amy**
 Children's Birth Years: **2008, 2010**

Interest in Community Positions

Mayor: **No Interest at this time**
 Alderman: **I am currently applying / Consider me for this position in the future**
 #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: **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: **-Chick Evans Scholarship Recipient -Board of Directors, North Shore-Barrington Association of Realtors (NSBAR) 2012-2013**

Other Considerations

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

I have no travel that interferes.

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:

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:

-Chick Evans Scholarship Recipient

-Board of Directors, North Shore-Barrington Association of Realtors (NSBAR) 2012-2013

References (Optional):

-Tom Swarthout

-Bruce Jorgensen

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

I truly believe that Lake Forest is the greatest place to live and I would love to give back to this community in any way.

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.:

I am the managing broker of a local real estate company.

UNCORKED Lake Forest *(proposed event for city approval)*

Friday, September 14, 2018

Set-up time: Thursday, September 13, 2018 at 10 AM

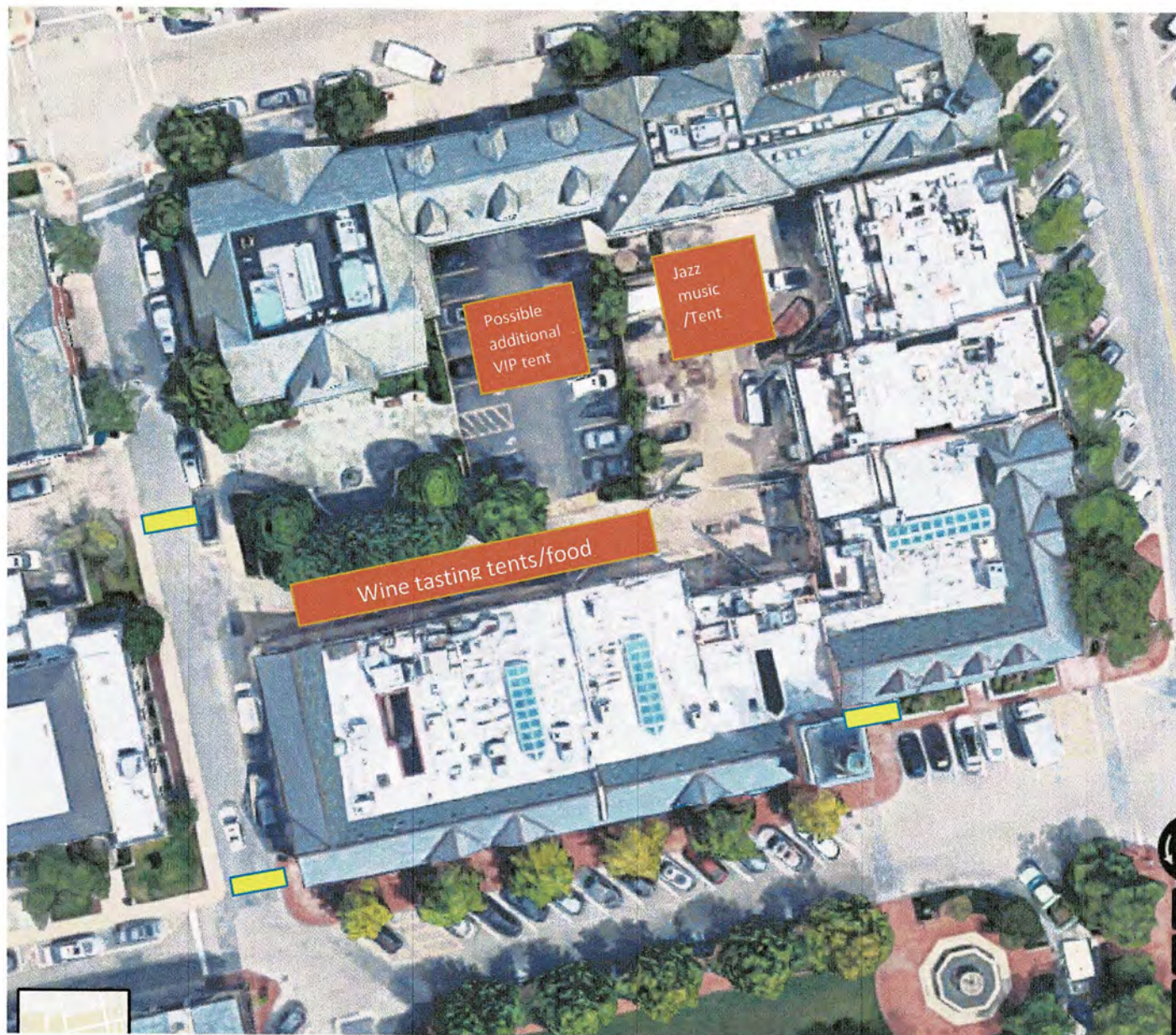
Set-up time: Friday, September 14, 2018 at 3:30 PM

Start time: 5:30 PM

End time: 8:00 PM

Finish clean-up end time: 8:30 PM

Tent tear-down: Saturday, September 15, 2018, 10 AM



CITY OF LAKE FOREST
FY19 ROLLOVERS

VENDOR	ACCOUNT NO.	DESCRIPTION	AMOUNT
5501 AECOM USA, INC.	101-1101-411-8495	Engineering Services Bluff Restoration	20,334.47
7521 FILIPPINI LAW FIRM LLP	101-1101-411-8495	CBRE Consulting Services for Rt. 60 Hotels	30,000.00
6077 CLIENTFIRST CONSULTING GROUP	101-1315-415-3510	Office 365 File Migration Assistance	6,145.00
1856 VERIZON WIRELESS MESSAGING SER	101-1532-431-6020	Ipads for New Work Order Program	4,511.96
1855 VERIZON WIRELESS MESSAGING SER	101-1540-419-6020	Ipads for New Work Order Program	4,511.96
38158 GEWALT-HAMILTON ASSOC INC	101-2501-499-8495	Engineering Services Waukegan Rd. Sidewalk	39,880.00
2115 ACOUSTIC ASSOCIATES LTD	101-3401-414-3510	Sound Report Evaluation - Reimbursable	8,423.00
67750 MORTON SALT CO	101-5136-431-6511	Road Salt Per the Lake County Salt Bid	32,649.14
7780 ATLAS BOBCAT INC	101-5137-431-6020	Equipment Attachment	7,702.00
7668 NEPTUN LIGHT, INC	101-5138-431-3510	South Beach Light Fixture Replacement	7,368.00
6786 AMERICAN GAS LAMP WORKS, LLC	101-5138-431-6112	Gas Light Material	5,000.50
8264 QUICKET SOLUTIONS, INC.	101-7672-421-3510	Quicket E-Ticket Program	5,560.00
8264 QUICKET SOLUTIONS, INC.	101-7672-421-4310	Quicket E-Ticket Program	3,300.00
930 GRAINGER	101-7672-421-6020	Ceiling Tile for PSB Renovation	19,285.00
8458 FRANK COONEY CO., INC.	101-7672-421-6020	Furniture for PSB Remodel	19,131.48
GENERAL FUND			213,802.51
6739 H W LOCHNER, INC.	202-0001-439-7692	Lake Woodbine Bridge Project	32,533.43
1592 SUPERIOR ROAD STRIPING INC	202-0001-439-6722	Thermoplastic Lane Marking	5,028.80
MOTOR FUEL TAX			37,562.23
N/A	201-8401-456-3511	Park Master Plans Deerpath Golf Course	10,145.00
N/A	201-8401-456-6737	Everett Park Tennis Surface Maintenance	35,000.00
PARKS & PUBLIC LAND MAINTENANCE PROJECT			45,145.00
			0.00
7938 OLSON RUG & FLOORING	210-8506-457-4335	Senior Center Carpeting	7,344.50
SENIOR CENTER - RERPAIR & MAINTENANCE SVC. / BUILDING MAINTENANCE			7,344.50
8312 WOODWARD PRINTING SERVICES	220-8048-451-6013	Rec Brochure Printing	6,214.86
5215 LAKE FOREST LANDMARK DEVELOPMENT	220-8065-451-3510	Rec. Office Redesign	10,299.14
7612 VERMONT SYSTEMS, INC	220-8065-451-7501	Software Purchase, Installation, and Hardware	47,872.89
5239 PLANTE & MORAN, PLLC	220-8065-451-7501	Services for Implementation of Rectrac	13,893.75
8448 KIEFER USA	220-8065-451-8405	Mondo Flooring Install	33,620.00
PARKS & RECREATION			111,900.64
N/A	224-8026-451-7501	PSB Lobby Renovations	25,000.00
5215 LAKE FOREST LANDMARK DEVELOPMENT	224-8026-451-7501	Rec. Office Redesign	9,000.00
SPECIAL RECREATION - CAPITAL OUTLAY			34,000.00
7393 ALARM SECURITY INC	230-6401-436-6729	Fire Alarm Replacement	6,665.14
7378 JOHN KENO AND COMPANY, INC	230-6407-436-7714	Cemetery Ravine Restoration	5,344.56
N/A	230-6407-436-7720	Memorial Garden Niches Planning and Design	50,000.00
N/A	230-6407-436-7721	Entry Yellin Gate Restoration	108,200.00
CEMETERY			170,209.70
6748 COMMUNITY PARTNERS AFFORD HOUS	248-3401-414-3510	CPAH Contract for Affordable Housing	167,500.00
HOUSING TRUST - MISC. PURCHASED SERVICES / CONTRACTUAL - MISC			167,500.00
7654 JACOB & HEFNER ASSOCIATES, INC	311-0050-413-3511	McCormick Ravine Consulting	12,571.42
8395 BS&A SOFTWARE	311-0050-415-6613	ERP Software License, Implementation, Data Conv	369,905.00
NA	311-0050-415-6613	ERP Project	697,605.00
NA	311-0050-417-3511	Preliminary Engineering Services	50,000.00
9316 PETER BAKER & SON	311-0050-417-6711	FY 2017 Street Resurfacing	8,135.90
9316 PETER BAKER & SON	311-0050-417-6723	FY 18 Annual Pavement Patching Program	6,472.02
9940 BAXTER AND WOODMAN INC	311-0050-417-6742	Design Services Old Elm - Timber to Green Bay St	5,923.48
6545 R A MANCINI, INC.	311-0050-417-7606	West Fork Dr / Hackberry Ln Drainage Improvemen	132,809.99
NA	311-0050-417-7686	South Beach Access Road - Contingency Savings t	42,152.00
5501 AECOM USA, INC.	311-0050-417-7686	Design Change Order for North Beach Acess Road	45,300.00
65980 P CLIFFORD MILLER INC	311-0050-417-7686	Landscape Restoration Plan for NBAR	7,460.00
95797 WISS JANNEY ELSTNER ASSOC	311-0050-417-7699	Ferry Hall Bridge Viaduct Reconstruction - Inspect	22,059.21
NA	311-0050-417-7699	Ferry Hall Bridge Savings to North Beach Road	74,644.00
31130 FGM ARCHITECTS ENGINEERS	311-0050-419-6710	Public Safety Building Remodel	32,000.00
N/A	311-0050-419-6710	PBS Lobby Renovations	195,403.00
27491 DIVINCI PAINTERS INC	311-0050-431-6723	Steel Superstructure Painting	14,500.00

CITY OF LAKE FOREST
FY19 ROLLOVERS

7668 NEPTUN LIGHT, INC	311-0050-431-6741	LED Square Light Fixtures Throughout Town	5,260.00
5913 BRUCE BRUGIONI CONSTRUCTION	311-0060-419-7658	Gorton Tuckpointing	9,075.00
8085 JNL CLIMATE CONTROL, INC.	311-0060-419-7658	Replacement of 3 Furnaces and A/C units	15,591.00
94045 WAUKEGAN SAFE & LOCK LTD	311-0060-419-7658	Replacement of Exterior Door Lockset Hardware	14,400.00
2763 TDS DOOR COMPANY	311-0060-452-7609	Rec Center Window Replacement	58,712.45
3201 LINDCO EQUIPMENT SALES, INC.	311-5001-450-7549	Cabinet Body and Ladder Rack	11,768.00
8264 QUICKET SOLUTIONS, INC.	311-7672-421-7549	Quicket E-Ticket Program	17,808.00

CAPITAL IMPROVEMENTS FUND			1,849,555.47
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8394 KELMSCOTT PARK REALTY LLC	322-2501-499-7705	Off Site Improvements Per Redevelopment Agreeem	287,500.00
7654 JACOB & HEFNER ASSOCIATES, INC	322-2501-499-3535	Laurel Ave Clean-Up Supervision	15,726.37

LAUREL/WESTERN REVELOPMENT			303,226.37
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41637 HYDROAIRE SERVICE	501-6071-434-3510	Pump Repair and Installation	12,315.00
5383 MARTELLE WATER TREATMENT, INC.	501-6071-434-6511	Clean in Place (CIP) Chemicals, Aquamag Polypho	9,294.95
5492 ALEXANDER CHEMICAL CORPORATION	501-6071-434-6511	Sodium Hypochlorite and Sodium Hydrofluorosilicic	12,000.00
41637 HYDROAIRE SERVICE	501-6072-434-3510	Water Pump Impeller	8,420.00
1856 VERIZON WIRELESS MESSAGING SER	501-6072-434-6020	Ipads for New Work Order Program	4,000.00
2741 HERKY'S TRUCKING INC	501-6073-433-4210	Excavating	9,460.00
7931 WACHS WATER SERVICES	501-6078-433-6221	Valve Turning	19,900.00
26234 DELL MARKETING L.P	501-6078-433-6621	Rugged Tablets	5,407.96
7401 NORTHERN DIVERS USA, INC	501-6078-433-6621	Chemical Feed Line Inside the Intake Suction Pipe	13,800.00
1857 VERIZON WIRELESS MESSAGING SER	501-6190-433-6020	Ipads for New Work Order Program	1,000.00

WATER & SEWER FUND			95,597.91
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7401 NORTHERN DIVERS USA, INC	508-0001-434-6755	Water Plant Intake Cleaning Project	109,150.00
2237 JOSEPH J HENDERSON & SON INC	508-0001-434-7501	2017 Water Plant Improvements	294,930.40
7009 STRAND ASSOCIATES, INC	508-0001-434-7501	Water Plant Contingency	24,918.27
2237 JOSEPH J HENDERSON & SON INC	508-0001-434-7501	Water Plant Contingency	71,000.00
26244 DEMUTH INC	508-0001-441-7501	Force Main Excavation	19,900.00

WATER & SEWER CAPITAL IMPROVEMENT FUND			519,898.67
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8308 XGD SYSTEMS, LLC	510-2501-454-7755	Deerpath Golf Course Renovations	27,682.93
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CAPITAL IMPROVMENTS FOR GOLF COURSE			27,682.93
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64798 MCNEILUS TRUCK & MFG CO	601-5901-437-4311	New Floor - Vehicle #184	9,000.00
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FLEET			9,000.00
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GRAND TOTAL OF ALL FUNDS			3,592,425.93
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THE CITY OF LAKE FOREST
Appropriation Ordinance Worksheet

	Expenditures FY2019	Debt Payments	Rollovers	Library	Subtotal	Contingency	Approp Ord
101 General Fund	34,570,568		213,803		34,784,371	3,478,437	38,262,808
120 Flex	7,000				7,000	700	7,700
122 LF Hospital Project	299,482				299,482	29,948	329,430
124 MS Site Project	99,368				99,368	9,937	109,305
Special Revenue Funds							
201 Park & Public Land	400,000		45,145		445,145	44,515	489,660
202 MFT	0		37,562		37,562	3,756	41,318
205 Emergency Telephone	369,604				369,604	36,960	406,564
210 Senior Resources	625,970		7,345		633,315	63,332	696,647
220 Parks and Recreation (incl Rec Dev)	8,921,778		111,901		9,033,679	903,368	9,937,047
223 Parks Equip Reserve	150,000				150,000	15,000	165,000
224 Special Recreation	470,040		34,000		504,040	50,404	554,444
230 Cemetery	802,968		170,210		973,178	97,318	1,070,496
245 Foreign Fire Insurance	200,000				n/a		0
247 Police Restricted Funds	126,000				126,000	12,600	138,600
248 Housing Trust	167,500		167,500		335,000	33,500	368,500
							0
Capital Project Funds							
311 Capital Improvement	4,951,365		1,849,555		6,800,920	680,092	7,481,012
322 Laurel/Western Redevelopment TIF	1,025,334		303,226		1,328,560	132,856	1,461,416
Debt Service Funds							
422 SSA 25 - Knollwood Sewer	74,535	(74,535)			0		0
423 SSA 26 - Waukegan Sewer	20,298	(20,298)			0		0
424 SSA 29 - Saunders Road	146,278	(146,278)			0		0
425 2004B - Storm Sewer	521,355	(521,355)			0		0
428 2009 G.O. Bonds - Western Avenue	279,245	(279,245)			0		0
429 2010 G.O. Bonds	634,599	(634,599)			0		0
432 2013 Refunding 2010A	534,513	(534,513)			0		0
433 2015 G.O. Bonds	465,050	(465,050)			0		0
Enterprise Funds							
501 Water & Sewer	8,193,126		95,598		8,288,724	828,872	9,117,596
508 Water and Sewer Capital	3,765,000		519,899		4,284,899	428,490	4,713,389
510 Deerpath Golf Course	1,809,983		27,683		1,837,666	183,767	2,021,433
Internal Service Funds							
601 Fleet	1,864,814		9,000		1,873,814	187,381	2,061,195
605 Liability Insurance	1,250,000				1,250,000	125,000	1,375,000
610 Self Insurance	5,785,000				5,785,000	578,500	6,363,500
Pension/Trust Funds							
701 Fire Pension	2,759,880				2,759,880	275,988	3,035,868
702 Police Pension	2,869,880				2,869,880	286,988	3,156,868
709 Trust Care Funds							
Total All Funds	84,160,533	(2,675,873)	3,592,427	0	84,877,087	8,487,709	93,364,796
Library				4,207,165	4,207,165	420,717	4,627,882
				4,207,165	89,084,252	8,908,425	97,992,677
SD 67					40,952,024		40,952,024
Appropriation Ordinance Total							138,944,701

**AN ORDINANCE MAKING APPROPRIATION FOR CORPORATE PURPOSES AND
FOR THE PUBLIC SCHOOLS OF THE CITY OF LAKE FOREST, COUNTY OF
LAKE AND STATE OF ILLINOIS, FOR THE FISCAL YEAR COMMENCING
MAY 1, 2018 AND ENDING APRIL 30, 2019**

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

Section 1: That the following sums, or so much thereof as may be authorized by law, be and the same are hereby appropriated from the respective fund designated in this ordinance for the corporate purposes of The City of Lake Forest and for the objects and purposes stated herein according to departments and other separate agencies, and for the Public Schools of The City of Lake Forest, County of Lake and State of Illinois, to defray the necessary expenses of the City and its Public Schools for the fiscal year commencing May 1, 2018 and ending April 30, 2019.

GENERAL FUND

<u>General Government</u>	<u>Appropriation</u>
Salaries and Benefits	\$ 2,859,554
Supplies/Other Services and Charges	5,363,341
Capital Equipment	
Contingency - to meet expenses of emergencies and optional expenses not otherwise provided for	3,478,437
TOTAL GENERAL GOVERNMENT	\$ 11,701,332
 <u>Law</u>	
Contractual Services	\$ 450,000
TOTAL LAW	\$ 450,000
 <u>Community Development</u>	
Salaries and Benefits	\$ 1,754,118
Supplies/Other Services and Charges	247,851
Capital Equipment	-
TOTAL COMMUNITY DEVELOPMENT	\$ 2,001,969
 <u>Public Works Administration</u>	
Salaries and Benefits	\$ 426,251
Supplies/Other Services and Charges	85,655
TOTAL PUBLIC WORKS ADMINISTRATION	\$ 511,906
 <u>Public Buildings</u>	
<u>Building Maintenance</u>	
Salaries and Benefits	\$ 899,988
Supplies/Other Services and Charges	714,263
TOTAL PUBLIC BUILDINGS	\$ 1,614,251

Appropriation

Streets

Salaries and Benefits	\$ 1,099,116
Supplies/ Other Service and Charges	740,391
TOTAL STREETS	\$ 1,839,507

Sanitation

Salaries and Benefits	\$ 1,386,797
Supplies/ Other Service and Charges	1,055,173
TOTAL SANITATION	\$ 2,441,970

Storm Sewers

Salaries and Benefits	\$ 151,166
Supplies/ Other Service and Charges	36,668
TOTAL STORM SEWERS	\$ 187,834

Engineering

Salaries and Benefits	\$ 593,692
Supplies/ Other Service and Charges	99,302
TOTAL ENGINEERING	\$ 692,994

Fire

Administration

Salaries and Benefits	\$ 4,588,839
Supplies/ Other Service and Charges	2,008,454
Sub-Total	\$ 6,597,293

Emergency Medical Services

Supplies/ Other Service and Charges	\$ 35,300
Sub-Total	\$ 35,300

Fire Suppression

Supplies/ Other Service and Charges	\$ 108,231
Sub-Total	\$ 108,231

TOTAL FIRE

\$ 6,740,824

Police

Salaries and Benefits	\$ 6,387,206
Supplies/ Other Service and Charges	3,693,015
TOTAL POLICE	\$ 10,080,221

TOTAL AMOUNT APPROPRIATED FROM THE GENERAL FUND

\$ 38,262,808

Appropriation

Flex Fund

Supplies/Other Services and Charges	\$	7,000
Contingency to meet expenses of emergencies and expenses not otherwise provided for		700
TOTAL AMOUNT APPROPRIATED FROM Flex Fund	\$	7,700

Lake Forest Hospital Project

Supplies/Other Services and Charges	\$	299,482
Contingency to meet expenses of emergencies and expenses not otherwise provided for		29,948
TOTAL AMOUNT APPROPRIATED FROM Lake Forest Hospital Project Fund	\$	329,430

MS Site Project

Supplies/Other Services and Charges	\$	99,368
Contingency to meet expenses of emergencies and expenses not otherwise provided for		9,937
TOTAL AMOUNT APPROPRIATED FROM MS SITE PROJECT	\$	109,305

PARK AND PUBLIC LAND FUND

Park Improvements	\$	445,145
Contingency to meet expenses for emergencies and expenses not otherwise provided for		44,515
TOTAL AMOUNT APPROPRIATED FROM THE PARK AND PUBLIC LAND FUND	\$	489,660

MOTOR FUEL TAX FUND

Capital Improvements	\$	37,562
Contingency to meet expenses for emergencies and capital improvements not otherwise provided for		3,756
TOTAL AMOUNT APPROPRIATED FROM THE MOTOR FUEL TAX FUND	\$	41,318

EMERGENCY TELEPHONE FUND

Police

Salaries and Benefits	\$	-
Supplies/ Other Service and Charges		369,604
Capital Equipment		-
Contingency to meet expenses for emergencies and expenses not otherwise provided for		36,960
TOTAL POLICE	\$	406,564

**TOTAL AMOUNT APPROPRIATED FROM THE
EMERGENCY TELEPHONE FUND**

Appropriation

\$	406,564
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SENIOR RESOURCES COMMISSION FUND

Salaries and Benefits	\$	390,442
Supplies/Other Services and Charges		242,873
Contingency to meet expenses for emergencies and capital improvements not otherwise provided for		63,332
TOTAL AMOUNT APPROPRIATED FROM THE SENIOR RESOURCES COMMISSION FUND	\$	696,647

PARKS AND RECREATION FUND

Recreation

Recreation Programs

Salaries and Benefits	\$	3,371,072
Supplies/ Other Service and Charges		1,891,356
Capital Equipment		-
Sub-Total	\$	5,262,428

Parks Equipment Reserve		150,000
Contingency to meet expenses of emergencies and expenses not otherwise provided for		918,368
TOTAL RECREATION SECTION	\$	6,330,796

Parks and Forestry

Administration

Salaries and Benefits	\$	2,536,123
Supplies/ Other Service and Charges		595,378
Capital Equipment		150,000
Sub-Total	\$	3,281,501

Grounds Maintenance

Supplies/ Other Service and Charges	\$	300,000
Sub-Total	\$	300,000

Athletic Field Plg/Tennis

Supplies/ Other Service and Charges	\$	72,500
Sub-Total	\$	72,500

Lakefront Facilities

Supplies/ Other Service and Charges	\$	30,000
Capital Equipment		-
Sub-Total	\$	30,000

Appropriation

Tree Trimming

Supplies/ Other Service and Charges	\$ 41,250
Sub-Total	<u>\$ 41,250</u>

Tree Removal

Supplies/ Other Service and Charges	\$ 16,500
Sub-Total	<u>\$ 16,500</u>

Insect & Disease

Supplies/ Other Service and Charges	\$ 19,000
Sub-Total	<u>\$ 19,000</u>

Tree & Shrub Planting/Care

Supplies/ Other Service and Charges	\$ 10,500
Sub-Total	<u>\$ 10,500</u>

TOTAL PARKS AND FORESTRY SECTION	<u>\$ 3,771,251</u>
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TOTAL AMOUNT APPROPRIATED FROM THE PARKS AND RECREATION FUND	<u>\$ 10,102,047</u>
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SPECIAL RECREATION FUND

Salaries and Benefits	\$ 39,867
Supplies/Other Services and Charges	286,202
Capital Improvements	177,971
Contingency to meet expenses for emergencies and capital improvements not otherwise provided for	<u>50,404</u>
TOTAL AMOUNT APPROPRIATED FROM THE SPECIAL RECREATION FUND	<u>\$ 554,444</u>

CEMETERY COMMISSION FUND

Salaries and Benefits	\$ 402,877
Supplies/Other Services and Charges	266,756
Capital Improvements	303,545
Contingency to meet expenses of emergencies and operational expenses not otherwise provided for	<u>97,318</u>
TOTAL AMOUNT APPROPRIATED FROM THE CEMETERY COMMISSION FUND	<u>\$ 1,070,496</u>

PUBLIC LIBRARY FUND

Appropriation

Library Services

Salaries and Benefits	\$	2,657,390
Supplies/Other Services and Charges		1,148,775
Building Maintenance - Supplies/Other Services and Charges	\$	196,000
Contingency to meet expenses of emergencies and operational expenses not otherwise provided for		420,717
Sub-Total	\$	4,422,882

Capital Equipment	\$	100,000
Capital Improvements		105,000
Sub-Total	\$	205,000

**TOTAL AMOUNT APPROPRIATED FROM THE
PUBLIC LIBRARY FUND**

\$ 4,627,882

Police Restricted Fund

Supplies/Other Services and Charges	\$	126,000
Contingency to meet expenses of emergencies and expenses not otherwise provided for		12,600

TOTAL AMOUNT APPROPRIATED FROM ALCOHOL ASSET FORFEITURE FUND

\$ 138,600

HOUSING TRUST FUND

Supplies/Other Services and Charges	\$	335,000
Capital Improvements		-
Contingency to meet expenses for emergencies and capital improvements not otherwise provided for		33,500

TOTAL AMOUNT APPROPRIATED FROM THE HOUSING TRUST FUND

\$ 368,500

CAPITAL IMPROVEMENTS FUND

Salaries and Benefits	\$	-
Supplies/Other Services and Charges		6,365
Capital Equipment		615,000
Capital Improvements		6,179,555
Contingency to meet expenses for emergencies and capital improvements not otherwise provided for		680,092

**TOTAL AMOUNT APPROPRIATED FROM THE
CAPITAL IMPROVEMENTS FUND**

\$ 7,481,012

Laurel/Western Redevelopment

Supplies/Other Services and Charges		325,334
Capital Improvements	\$	1,003,226

Appropriation

Contingency to meet expenses for emergencies and capital improvements not otherwise provided for	132,856
TOTAL AMOUNT APPROPRIATED FROM THE RT 60 INTERSECTION FUND	\$ 1,461,416

2011B Bond Storm Sewer

Capital Improvements	\$ -
Contingency to meet expenses for emergencies and capital improvements not otherwise provided for	-
TOTAL AMOUNT APPROPRIATED FROM THE 2011B BOND STORM SEWER FUND	\$ -

WATER AND SEWER FUND

General Government

Salaries and Benefits	\$ 246,299
Supplies/Other Services and Charges	2,023,228
Debt retirement	2,477,055
Contingency to meet expenses for emergencies and capital improvements not otherwise provided for	828,872
TOTAL GENERAL GOVERNMENT	\$ 5,575,454

Public Works

Salaries and Benefits	\$ 2,136,246
Supplies/Other Services and Charges	1,405,896
TOTAL PUBLIC WORKS ADMINISTRATION	\$ 3,542,142

TOTAL AMOUNT APPROPRIATED FROM THE WATER AND SEWER FUND	\$ 9,117,596
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WATER AND SEWER CAPITAL FUND

Capital Equipment	\$ 35,000
Capital Improvements	4,249,899
Contingency to meet expenses for emergencies and capital improvements not otherwise provided for	428,490
TOTAL AMOUNT APPROPRIATED FROM THE WATER AND SEWER CAPITAL FUND	\$ 4,713,389

DEERPATH GOLF COURSE FUND

Administration

Salaries and Benefits	\$ 503,164
Supplies/Other Services and Charges	371,910

	<u>Appropriation</u>
Capital Equipment	50,000
Capital Improvements	68,997
Contingency to meet expenses for emergencies and capital improvements not otherwise provided for	183,767
TOTAL ADMINISTRATION	\$ 1,177,838

Course Maintenance

Salaries and Benefits	\$ -
Supplies/Other Services and Charges	141,160
TOTAL COURSE MAINTENANCE	\$ 141,160

Clubhouse

Salaries and Benefits	\$ 151,418
Supplies/Other Services and Charges	551,017
TOTAL CLUBHOUSE	\$ 702,435

**TOTAL AMOUNT APPROPRIATED FROM THE
DEERPATH GOLF COURSE FUND**

\$ 2,021,433

FLEET FUND

Salaries and Benefits	\$ 754,991
Supplies/Other Services and Charges	1,118,823
Contingency to meet expenses for emergencies and capital improvements not otherwise provided for	187,381
TOTAL AMOUNT APPROPRIATED FROM THE FLEET FUND	\$ 2,061,195

LIABILITY INSURANCE FUND

Supplies/Other Services and Charges	\$ 1,250,000
Contingency to meet expenses for emergencies and capital improvements not otherwise provided for	125,000
TOTAL AMOUNT APPROPRIATED FROM THE LIABILITY INSURANCE FUND	\$ 1,375,000

SELF INSURANCE FUND

Supplies/Other Services and Charges	\$ 5,785,000
Contingency to meet expenses for emergencies and capital improvements not otherwise provided for	578,500
TOTAL AMOUNT APPROPRIATED FROM THE SELF INSURANCE FUND	\$ 6,363,500

FIREFIGHTERS' PENSION FUND**Appropriation**

Other Services and Charges	\$ 2,759,880
Contingency to meet expenses for emergencies and expenses not otherwise provided for	275,988
TOTAL AMOUNT APPROPRIATED FROM THE FIREFIGHTERS' PENSION FUND	\$ 3,035,868

POLICE PENSION FUND

Other Services and Charges	\$ 2,869,880
Contingency to meet expenses for emergencies and expenses not otherwise provided for	286,988
TOTAL AMOUNT APPROPRIATED FROM THE POLICE PENSION FUND	\$ 3,156,868

Public Schools THE CITY OF LAKE FOREST

Not available until second reading of the ordinance

School District No. 67

From the Education Fund	\$ 29,533,785
From the Operations, Building and Maintenance Fund	2,664,589
From the Capital Projects Fund	6,798,749
From the Illinois Municipal Retirement/Social Security Fund	777,370
From the Transportation Fund	1,177,531
TOTAL AMOUNT APPROPRIATED FOR PUBLIC SCHOOLS OF THE CITY OF LAKE FOREST (School District No. 67)	\$ 40,952,024

Summary of the Amounts Appropriated From the Several Funds

<u>Fund</u>	<u>Appropriation</u>
General	\$ 38,262,808
Flex	7,700
Lake Forest Hospital Project	329,430
MS Site Project	109,305
Park and Public Land	489,660
Motor Fuel Tax	41,318
Emergency Telephone	406,564
Senior Resources Commission	696,647
Parks and Recreation	10,102,047
Special Recreation	554,444
Cemetery Commission	1,070,496
Public Library	4,627,882
Police Restricted Fund	138,600

Affordable Housing	368,500
Capital Improvements	7,481,012
Laurel/Western Redevelopment	1,461,416
2011B Bond Storm Sewer	-
Water and Sewer	9,117,596
Water and Sewer Capital Fund	4,713,389
Deerpath Golf Course	2,021,433
Fleet	2,061,195
Liability Insurance	1,375,000
Self Insurance	6,363,500
Firefighters' Pension	3,035,868
Police Pension	3,156,868
Sub-Total	<u>\$ 97,992,678</u>

The City of Lake Forest School District No. 67

Not available until second reading of the ordinance

Education	\$ 29,533,785
Operations, Building and Maintenance	\$ 2,664,589
Capital Projects	\$ 6,798,749
Illinois Municipal Retirement/Social Security	\$ 777,370
Transportation	\$ 1,177,531
Sub-Total	<u>\$ 40,952,024</u>

GRAND TOTAL	<u>\$ 138,944,702</u>
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Section 2: That any sum of money heretofore appropriated and not expended now in the Treasury of The City of Lake Forest, or that hereafter may come into the Treasury of The City of Lake Forest, is hereby reappropriated by this Ordinance.

Section 3: That the funds derived from sources other than the 2017 tax levy and other revenue pledged for specific purposes may be allotted by the Mayor and City Council to such appropriations and in such amounts respectively, as said Corporate Authorities may determine within the limits of said appropriations, respectively, insofar as doing same does not conflict with the law.

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

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

applicable City ordinances and procedures.

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

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

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

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

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

PASSED THIS ____ day of _____, 2018

APPROVED THIS ____ day of _____, 2018

ATTEST:

City Clerk

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

July 11, 2018

Mr. Michael Thomas
City of Lake Forest
800 N. Field Drive
Lake Forest, Illinois 60045

(ThomasM@cityoflakeforest.com)

RE: Proposal for Engineering Services – North Access Road Ravine Construction Engineering Support
Lake Forest, IL --- Change Order

Dear Mike:

AECOM is pleased to provide you with this Change Order to provide construction engineering support for the Ravine Restoration on the north side of the North Beach Access Road. AECOM will provide part time engineering services to support the City of Lake Forest staff who will serve in the full time construction oversight role.

Scope of Services

AECOM will review Contractor submittals, respond to Requests for Information (RFI), issue Supplemental Engineers Instructions, and perform part-time on-site observations. We will prepare reports and photo logs following our site visits. Independently document and report on Contractor compliance with the project plans and specifications in accordance with the plans and specifications by AECOM. Assess and report Contractor deficiencies and provide input regarding acceptance or rejection of work. Provide review support for contractor payment requests.

As the project nears completion, we will provide input to the City's compilation of a punch list for the Contractor. When construction is completed, input to the City's final completion report.

The following tasks summarize activities for which we will provide engineering support:

Preconstruction Activities

Following is a summary of AECOM activities leading up to construction:

- Assist the City with the Contractor bid review.
- Provide response to regulatory agency comments that may arise.
- Pre-construction meeting

Coordination, Meetings and AECOM Team Management

This effort will include liaison between our construction engineering team and the City Team. We will attend meetings when requested. This task includes coordination and management of our team, contract and communications with the city.

Design Engineer Services during Construction

The scope of this task will be limited to the review of contractor submittals and information requests. We assume that AECOM will be responsible for review of the following Contractor submittals:

- Utilities
- Culvert and headwall
- Construction materials

- Fill material
- Geotechnical issues
- Shop drawings

The AECOM level of effort for submittal review is dependent on the degree to which the City requires our support and on the quality of the Contractor's submittals. During the course of construction, we anticipate the contractor will submit RFI's that may require AECOM input. We will respond to requests as directed by the City.

Construction Observation

This task will include on call part-time construction observation. We plan to visit the site periodically each week and as requested by the City to support your construction engineering needs. While on-site, the AECOM field observations will be documented in a project logbook, in daily reports, and with photographs.

Project Team and Schedule

We will staff the construction engineering support with the same personnel that supported the design effort. Our design team continues to be available to support this project during construction.

Estimated Fee

AECOM proposes to complete the scope of services described above on a time-and-expense basis. The rates to be charged will be computed as direct labor costs times a multiplier of 2.8. Our estimated fee and level of effort to complete the Scope of Services is summarized as follows:

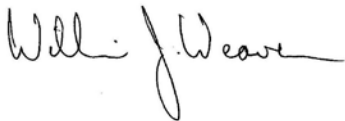
TASK	DESCRIPTION	BUDGET (\$)
Preconstruction Support		\$2,000
Construction Submittal Reviews		\$8,000
Request For Information Reviews		\$8,000
Construction Field Observations:		
	Sr. Project Engineer	\$9,000
	Principal Structural Engineer	\$4,000
	Project Engineer	\$6,000
Project Management, Meetings and Coordination		\$5,000
TOTAL COST		\$42,000

Contract Terms and Conditions

We propose to perform this project on a time and materials basis with a recommended budget limit of \$42,000. We will provide budget updates with our monthly invoices so you can gage our efforts. The budget limit will not be exceeded without your prior approval. The fee schedule will be a direct labor multiplier of 2.80. The same Terms and Conditions of Service that apply to the first phase study as provided in our May 18, 2016 contract will apply to this Change Order and are an integral part of this proposal.

If acceptable, please return one signed original to the attention of William J. Weaver. Should you have any questions with regard to this proposal, please call Bill at (847) 323-2171 or contact him by email at bill.weaver@aecon.com . We thank you for the opportunity to submit this change order proposal and look forward to continuing to work with you on this important assignment.

Sincerely,



William J. Weaver, P.E., D.WRE
Vice President – Senior Project Engineer

Patrick Clifford, P.E.
Vice President

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Responsible for Payment and Accepted by:

Signature: _____

Name: (please print) _____

Title: (please print) _____

Firm: _____

Date: _____

July 12, 2018

Sent via email (thomasm@cityoflakeforest.com)

Mr. Michael Thomas
City of Lake Forest
800 N. Field Drive
Lake Forest, Illinois 60045

RE: Proposal for Engineering Services – North Beach Access Road Bluff Failure Design
Lake Forest, IL --- Change Order

Dear Mike:

AECOM is pleased to provide you with this Change Order that includes final design and preparation of construction documents for bluff restoration for the failure that occurred along the east side of the North Beach Access Road. The project includes the design of a slope without structural walls.

1.0 Project Understanding

The Bluff slope along the east side of the North Beach Access Road located just south of the north ravine, experienced a significant landslide extending for a width of about 80 feet and affected the entire slope. A portion of the road is closed to keep vehicular traffic away and to keep pedestrians from being too close to the area.

The proposed slope restoration will include the reconstruction of the slope to a stable slope configuration by regrading the slope, incorporating a mid-slope bench, and construction of drainage systems to control water from the sand seam that carries water to the bluff face. We will assess the lateral limits of the repair that are needed and will provide information on residual risk for future failures that could occur and should be monitored in adjacent areas.

2.0 Scope of Services

This Section summarizes the work scope that will be completed for this project.

2.1 TASK 1 – MOBILIZATION, DATA COLLECTION & REVIEW

Objectives: Obtain and review data and reports that may supplement the data collected during preparation of the planning study, and that may pertain to the design of the project.

Approach: Mobilize the design team to establish project goals and final design approach and requirements. A team mobilization meeting will be held with the key project principals to establish design and coordination protocols, procedures, goals and technical issues. Meet with City of Lake Forest staff to kick off the design effort and discuss project design approach and goals, schedule, and a summary of deliverables. Meet with stakeholders to discuss potential solutions.

2.2 TASK 2 – LAND SURVEY

Objectives: Complete a survey of the failed slope and adjacent areas as needed for final design.

Approach: Complete a survey of the slope and adjacent areas to supplement the available base maps. This survey is needed to add information at the failure site as well as adjacent areas that are to be affected by construction.

- Recover previously established horizontal and vertical control and extend control as needed.
- Existing work limits survey – Survey to extend for a horizontal slope distance of approximately 300 feet. As well, survey the top of slope in areas to the south of the restoration zone.
- Utility Survey – Based on utility information provided by the City of Lake Forest, develop utility map of utilities in the project area based on field survey depicting location, rim, invert, pipe size, direction and material.

Develop integrated base mapping incorporating all information above. The new topography developed from the new survey will be clipped in with prior survey contours.

Deliverables:

- Final topographic and utility base map drawing
- Cross section survey data and drawings
- Manhole and utility structure below rim details
- Survey Books

2.3 TASK 3 – GEOTECHNICAL INVESTIGATIONS AND DESIGN

Objectives: Obtain geotechnical information required for the project design and prepare a geotechnical design memorandum.

Approach: This task is focused on developing data and recommendations for final design. The geotechnical engineering work scope for the final design phase will include interpretation of subsurface explorations and laboratory testing obtained previously in the area. Following is a summary of the work scope for this task.

Geotechnical Design

AECOM geotechnical engineers will evaluate the soil boring and laboratory testing data to design the stabilization measures. We understand that the stabilization will consist of a reconstruction and regrading of the slope for a lateral distance of approximately 200 feet. We will perform geotechnical stability analyses for the proposed restoration concept and use this analysis to instruct the final design configuration. Soil strength parameters will be developed from a combination of lab testing results and empirical correlations to soil index properties and SPT-N values. The analysis will be performed using the Slope/W stability modelling software to evaluate that the slope is stable and capable of supporting the proposed retaining wall system.

The geotechnical analysis will also include the development of a slope drainage system to manage water from the sand seam that exists throughout the repair area.

AECOM will prepare a design summary report prepared under the supervision of a registered Professional Engineer in the State of Illinois. The report will include boring logs and a description of the soil boring activities and conditions documented in the studies that we will rely upon as well as a summary of the design approach and calculation results.

We will provide geotechnical input to the drawings and specifications necessary for the construction of the proposed project.

Deliverables:

- Geotechnical investigations design basis memorandum including boring logs and geotechnical analyses, and recommendations for slope stability.
- Specifications for excavation, backfill soils, placement and compaction of backfill fill soils, and drainage system materials and installation.
- Geotechnical plan notes.

2.4 TASK 4 – REGULATORY PERMIT APPLICATIONS AND COORDINATION

Objective: Satisfy City of Lake Forest permit requirements

Approach: We assume that the project will need to follow City of Lake Forest building permit requirements. We assume that no significant coordination or permits will be required with outside agencies. We will include consideration of regulatory rules that apply with respect to erosion and sediment control and building department rules.

Deliverables:

- Erosion and Sediment Management Plans
- Coordination with the City of Lake Forest with respect to their applicable rules

2.5 TASK 5 – STAKEHOLDER COORDINATION AND MEETINGS

Objectives: Participate in City and Stakeholder Meetings. This includes field meetings with key stakeholders and providing support to the City in presenting the project to these groups.

2.6 TASK 6 – FINAL PLANS AND SPECIFICATIONS (BID SET)

Objective: Develop Plans and Specifications

Approach: Prepare plans and specifications and coordinate closely with Keno & Company

Deliverables:

- Stamped Plans
- Stamped Specifications
- Bound Autocadd files and .dwf files
- Bid Set Plans and Specifications (50 copies bound – plans at 11x17)

2.7 TASK 7 – FINAL DESIGN PHASE QA / QC

Objective: Completion of the Quality Assurance / Quality Control Review for the Plans and Specifications, design calculations and cost estimates.

2.8 TASK 8 – PROJECT MANAGEMENT

Objective: Overall management to provide a quality product within the established budget and schedule.

Approach: AECOM will provide reasonable project management functions to monitor adherence to project budget and schedule against contract requirements. Progress meetings will be held with the City

of Lake Forest to exchange information, receive feedback, and to reach consensus. AECOM shall coordinate all services/subcontractors.

3.0 Proposed Budget

The proposed budget is summarized on Table 1. We propose to perform the above referenced work scope on a time and materials basis with a recommended not to exceed budget cap of \$68,000. This budget limit will not be exceeded without your prior approval.

4.0 Contract Terms and Conditions

The same Terms and Conditions of Service that apply to the first phase study, as provided in our May 18, 2016 contract, will apply to this Change Order and are an integral part of this proposal. The fee schedule will be a direct labor multiplier of 2.8. If acceptable, please return one signed original to the attention of William J. Weaver. Should you have any questions with regard to this proposal, please call Bill at (847) 323-2171 or contact him by email at bill.weaver@aecom.com. We thank you for the opportunity to submit this change order proposal and look forward to continuing to work with you on this important assignment.

Sincerely,



William J. Weaver, P.E., D.WRE
Vice President – Senior Project Engineer

Patrick Clifford, P.E.

Vice President

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Responsible for Payment and Accepted by:

Signature: _____

Name: (please print) _____

Title: (please print) _____

Firm: _____

Date: _____

Table 1
Project Budget Estimate

Task No.	Description	Budget	
		Task	Subtotal
1	Mob, DC & Review		\$4,000
2	Land Survey		\$6,000
3	Geotechnical:		\$17,000
3.2	Design Input Specifications	\$11,000	
3.3		\$6,000	
4	Regulatory Issues		\$2,000
5	Meetings		\$6,000
6	Plans and Specs:		\$24,000
6.2	Plans Specifications	\$20,000	
6.3		\$4,000	
7	QA/QC		\$4,000
8	Project Management		\$5,000
Grand Total			\$68,000

July 11, 2018

Mr. Michael Thomas
City of Lake Forest
800 N. Field Drive
Lake Forest, Illinois 60045

(ThomasM@cityoflakeforest.com)

RE: Proposal for Engineering Services – Landslide Construction Engineering Support
Lake Forest, IL --- Change Order

Dear Mike:

AECOM is pleased to provide you with this Change Order to provide construction engineering support for the landslide restoration located along the lower portion of the North Beach Access Road. AECOM will provide part time engineering services to support the City of Lake Forest staff who will serve in the full time construction oversight role.

Scope of Services

AECOM will review Contractor submittals, respond to Requests for Information (RFI), issue Supplemental Engineers Instructions, and perform part-time on-site observations. We will prepare reports and photo logs following our site visits. Independently document and report on Contractor compliance with the project plans and specifications in accordance with the plans and specifications by AECOM. Assess and report Contractor deficiencies and provide input regarding acceptance or rejection of work. Provide review support for contractor payment requests.

As the project nears completion, we will provide input to the City's compilation of a punch list for the Contractor. When construction is completed, input to the City's final completion report. The following tasks summarize activities for which we will provide engineering support:

Preconstruction Activities

Following is a summary of AECOM activities leading up to construction:

- Preliminary field meetings with stakeholders
- Pre-construction meeting

Coordination, Meetings and AECOM Team Management

This effort will include liaison between our construction engineering team and the City Team. We will attend meetings when requested. This task includes coordination and management of our team, contract and communications with the city.

Design Engineer Services during Construction

The scope of this task will be limited to the review of contractor submittals and information requests. We assume that AECOM will be responsible for review of the following Contractor submittals:

- Construction materials
- Drainage systems
- Fill material
- Geotechnical issues
- Shop drawings

The AECOM level of effort for submittal review is dependent on the degree to which the City requires our support and on the quality of the Contractor's submittals. During the course of construction, the contractor will submit RFI's that will require AECOM input. We will respond to requests as directed by the City construction administrator.

Construction Observation

This task will include on call part-time construction observation. We plan to visit the site periodically each week and as requested by the City to support construction engineering needs. While on-site, the AECOM field observations will be documented in a project logbook, in daily reports, and with photographs.

Project Team and Schedule

We will staff the construction engineering support with the same personnel that supported the design effort. Our design team continues to be available to support this project during construction.

Estimated Fee

AECOM proposes to complete the scope of services described above on a time-and-expense basis. The rates to be charged will be computed as direct labor costs times a multiplier of 2.8. Our estimated fee and level of effort to complete the Scope of Services is summarized as follows:

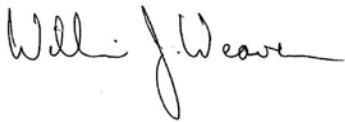
TASK	DESCRIPTION	BUDGET (\$)
Preconstruction Support		\$2,000
Construction Submittal Reviews		\$8,000
Request For Information Reviews		\$8,000
Construction Field Observations:		
	Sr. Project Engineer	\$9,000
	Principal Structural Engineer	\$4,000
	Project Engineer	\$6,000
Project Management, Meetings and Coordination		\$5,000
TOTAL COST		\$42,000

Contract Terms and Conditions

We propose to perform this project on a time and materials basis with a recommended budget limit of \$42,000. We will provide budget updates with our monthly invoices so you can gauge our efforts. The budget limit will not be exceeded without your prior approval. The fee schedule will be a direct labor multiplier of 2.80. The same Terms and Conditions of Service that apply to the first phase study as provided in our May 18, 2016 contract will apply to this Change Order and are an integral part of this proposal.

If acceptable, please return one signed original to the attention of William J. Weaver. Should you have any questions with regard to this proposal, please call Bill at (847) 323-2171 or contact him by email at bill.weaver@aecom.com . We thank you for the opportunity to submit this change order proposal and look forward to continuing to work with you on this important assignment.

Sincerely,



William J. Weaver, P.E., D.WRE
Vice President – Senior Project Engineer

Patrick Clifford, P.E.
Vice President
© AECOM 2018, ALL RIGHTS RESERVED

Responsible for Payment and Accepted by:

Signature: _____

Name: (please print) _____

Title: (please print) _____

Firm: _____

Date: _____



JOHN KENO & COMPANY, INC.

8608 WEST CATALPA AVENUE, SUITE 808
CHICAGO, ILLINOIS 60656

TEL: 773.380.0700
FAX: 773.380.0706
www.johnkeno.com

July 19, 2018

To: City of Lake Forest

Re: North Access Road Ravine Restoration
Repair of Emergency Bluff Failure

To Whom It May Concern:

JKC offers the following proposal for the above referenced combined projects. Proposal is based upon plans prepared by AECOM dated 2018-06-XX and 2018-01-08. Sheets 1-14 and all information contained. We propose to furnish all labor, equipment, materials, and subcontractors to specifically perform the following scope of work: Please note that JKC has not included a bond. If one is required please add \$11,600.00. JKC is available to mobilize at the convenience of the City or the day after Labor Day to begin the work

North Access Road Ravine Restoration

1. Install erosion control as required
2. Install construction entrances and ground protection mats both in forested area of bluff and north access street.
3. Provide necessary DECI inspection and report findings to SMC as required
4. Identify and remove all brush and tress shown on the drawings
5. Provide by-pass dewatering to perform work
6. Clean existing channel of debris
7. Perform all necessary demolition and dispose of same as shown n drawings
8. Furnish and install PGE crushed concrete base to stabilize bottom of ravine
9. Furnish and install all necessary concrete storm water control structures including HDPE and box 4*3 culverts
10. Furnish and install pipe liner in identified pipes.
11. Furnish and install cobble stone where designated on drawings
12. Furnish and install riffles where shown on drawings
13. Restore areas around new head wall
14. Furnish and install rip rap and geogrid on south bank
15. Seed and blanket all disturbed surfaces

Note: JKC has provided for seeding only. The plan from the COR is not available and therefore plants are not included.

Lump Sum **\$777,300.00**

Repair of Emergency Bluff Failure

1. Install erosion control as required
2. Install construction entrances and ground protection mats both in forested area of bluff and north access street.
3. Provide necessary DECI inspection and report findings to SMC as required
4. Identify and remove all brush and tress shown on the drawings
5. Excavate bluff slope to elevation and contours shown on drawings
6. Remove all excess soil
7. Grade slope
8. Furnish and install manhole and drain tile where directed
9. Furnish and install black dirt on slope
10. Furnish and install seed and erosion blanket

In accordance with our meeting with Friends of the Park all transplanting and salvage of plants will be done by others.

LUMP SUM PRICE \$371,200.00

Clarifications:

- This proposal is contingent upon the acceptance of all clarifications, assumptions, and exclusions as listed herein.
- We will make standard modifications, exclusions, etc. to any proposed subcontract.
- We take exception to any bidding and/or construction documents which we do not have.
- All tolerances are to be +/- 0.1'. Fine grading is to be performed by others.
- All excavated and surplus materials are suitable for onsite fill and acceptable as "Clean Fill" at local sites governed by IEPA TACO Tier 1 regulatory guidelines or City of Chicago Department of Environment regulatory guidelines. The cost of testing is by others. Information must be provided prior to the start of any excavation.
- All excavation is considered classified. Any rock, unstable, or otherwise unsuitable material will be removed and replaced at additional cost. If soil borings are provided, they shall become part of the contract documents.
- Hand labor is included for our work.
- Abatement is specifically excluded.

JKC Standard Exclusions (unless noted otherwise above):

Engineering; Sheet piling, shoring, and/or underpinning; Exploratory excavation/Potholing; Structural demolition and/or removal of any foundations (if applicable this work is to be handled on a time and materials basis only); Tank and/or well removal and/or capping; Purchasing or installation of topsoil; Soil amendment; Covering of stockpiles; Dewatering or pumping of any water; Moisture control and/or scarifying, discing, or drying of materials; Temporary protection, removal, maintaining, relocation, and/or re-routing of any utilities; Temporary protection, maintaining, removal, or relocation of any trees or shrubbery; Removal of unforeseen obstructions; Furnishing or installation of materials above and/or on top of any proposed vapor and/or moisture barrier; Saw cutting and/or coring; Liquidated damages; Permits and/or fees; Removal and/or handling of other trades surplus materials; Special and/or hazardous waste handling and/or removal; Cleaning of materials from within reinforcing steel at caisson caps; Undercut and replacement of unsuitable materials; Winter conditions and/or frost/snow removal, protection, and/or disposal; Noise and/or dust control; Concrete wash out; Truck wash and/or rumble grids; Street cleaning; Layout; Perimeter and/or safety fencing; Furnishing and installing stone base for asphalt paving or proposed concrete sidewalks, curbs, and/or gutters; Patching and/or restoration of asphalt and/or concrete paving; Work in the Public Way; Automobile and/or pedestrian traffic control, protection, and/or flagmen; Testing; Secondary/Private locates; Utility Earthwork; Erosion control; Silt fence inspections; Cleaning of

utility structures; Televising of sewers; Rip Rap; Flowable fill/CLSM; Seeding and/or landscaping; Removal and/or installation of fencing, poles, bollards, and signs; Temporary roads and/or pavements; Premium Time; Sales Tax; Payment and/or Performance bond.

All prices are valid for 10 days.

John Keno and Company, Inc. is a Veteran Owned Small Business (VOSB/SBE), a State of Illinois certified PBE, and a City of Chicago certified BEPD. We appreciate the opportunity to provide you with this proposal. Please do not hesitate to call with any questions or if we can be of further assistance.

Very truly yours,
JOHN KENO & COMPANY, INC.

John K. Vignocchi
President

The City of Lake Forest
CITY COUNCIL
Proceedings of the Monday, July 2, 2018
City Council Meeting - City Council Chambers

CALL TO ORDER AND ROLL CALL: Honorable Mayor Lansing called the meeting to order at 6:31pm, and the City Clerk, Margaret Boyer called the roll of Council members.

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

Absent: None.

Also present were: Robert Kiely, Jr., City Manager; Julie Tappendorf, 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 6:30pm

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

REPORTS OF CITY OFFICERS

COMMENTS BY MAYOR

Mayor Lansing invited all to the Friends of Lake Forest and Recreation Foundation 12th Annual Festival and Fireworks.

Mayor Lansing reported that Lake Forest Day festivities will begin with the carnival on Tuesday, July 31 and the Parade will begin at 10 am Wednesday, August 1, honoring Lake Forest Hospital, the Lake Forest Lake Bluff Historical Society and Reading Power Inc.

COMMENTS BY CITY MANAGER

A. Special Guest of the City Council, State Senator Julie Morrison

➤ **Update on**

- **Senate Resolution 1746, attached page 11.**
- **State Budget**
- **State Sales Tax**
- **Capital Bill**

City Manager Robert Kiely introduced State Senator Julie Morrison. Senator Morrison reported that Senate Resolution 1746 supported by her and Senator Daniel Biss has not been acted on yet. She stated that Glenview has passed a resolution in support of the SR1746 and urged the Lake Forest City Council to do the same. Senator Morrison also reported that the State Budget that was passed on time. The City Council had discussion on State Revenue increases and State sales tax on internet sales. The City Council had discussion on how many resolutions appear before the senate and what happens to them. Senator Morrison reported that the possible Capital Bill would be anticipation for infrastructure repair. City Manager Kiely asked

Senator Morrison to explain what a property tax freeze means and its impact on education. The City Council had lengthy discussion as to there being no benefit to the State if there is a property tax freeze, pooling pensions, infrastructure, and keeping The City of Lake Forest informed on upcoming capital opportunities. Mayor Lansing, on behalf of the Council thanked Senator Morrison for her time.

B. Update on Forest Park Beach Bluff Activity

- **Michael Thomas, Director of Public Works**
- **Sally Swarthout, Director of Parks & Recreation**

Michael Thomas, Director of Public Works, reported on the Forest Park Ravine & Bluff erosion/failure due to excessive rainfall. On June 27 at about 5:45pm, there was a north bluff failure, fortunately, there were no injuries.

- By 11 pm material removed and road open
- City Staff & Engineers onsite investigation
- June 28 material hauled off site
- Road closed indefinitely to vehicle and pedestrian traffic
- AECOM engineers onsite investigation
- June 28 staff meeting to review beach access and parking options

Mr. Thomas also reported on separate area of concern that has been closed, which is the Boardwalk. Drone footage was shown. Emergency meetings funding was addressed with the following cost estimates:

- Ravine ≈ \$850,000
 - Ravine Project budgeted
 - FY19 CIP: \$750,000
 - Savings from SBAR Project: \$75,000
 - Savings From Ferry Hall Bridge Project: \$35,000
 - LCSMC - Lake Michigan Watershed Grant: \$25,780
- Bluff Failure ≈ \$550,000
 - Option 1: Defer a current budgeted project
 - Option 2: City Council approve additional funds from fund balance
 - Capital Improvement Fund
 - General Fund
 - Option 3: Pursue grants
 - Eligibility ("Underserved Community")
 - Timeliness
 - Guarantee

Mr. Thomas reported that at this time, due to significant erosion concerns and additional bluff failures, staff proposes to waive the bid process (per 9.0B and 9.0C of the Purchasing Directive) to proceed with a design-build process with AECOM and John Keno & Company. Mr. Thomas offered the following viewpoints:

- **Pros**
 - Begin repair of both ravine and bluff mid to late July
 - Minimize ravine erosion / roadway undermining & additional bluff failures
 - Some fill material from the bluff can be used in re-grading and stabilization of the ravine
 - Mobilization & construction efficiencies by completing the projects simultaneously
 - Road open by late fall, avoid road closed for 12+ months if design, bid, award, and construction process used

- Utilizing selected firms brings high degree of engineering knowledge base and specialized grading
- **Cons**
 - Waiving the bidding process

Mr. Thomas reported that AECOM will continue to monitor the Boardwalk bluff area, and should the Council approve the design build agreements, begin to work with John Keno & Company. Mr. Thomas reviewed potential schedules:

- If design-build agreements are approved at July 16th City Council Meeting
 - Both projects completed in fall of 2018
 - Roadway open in late fall 2018
- If both projects competitively bid
 - Projects would be completed within 12+ months
 - Roadway open early summer

Sally Swarthout, Director of Parks & Recreation, reported that The City of Lake Forest hosted the US Junior Olympics Regatta Festival on June 30. Ms. Swarthout also reported on staff meetings that addressed and defined needs with:

- Public Works, Parks, Forestry, Public Safety, and Recreation.

Ms. Swarthout reported on supplies and transportation:

- Fencing, locks, buses, shuttles, golf carts, parking alternatives
- Notifications - Social Media, Constant Contact, Email
- Team Implements Action Plan

Priority Resident Beach Parking was established at the lower south parking lot, upper south parking lot and the west side of ring road in designated areas. On site accommodations included Van Service for pedestrians with strollers, golf carts and pull wagons. Ms. Swarthout reviewed the weekend statistics.

- **Saturday**
 - Cars-233
 - Belvedere Stairs (Residents Only) -555
 - Non-Resident Stairs
 - Non-Resident- 183
 - Resident- 66
- **Sunday**
 - Cars- 312
 - Belvedere Stairs (Residents Only) -411
 - Non-Resident Stairs
 - Non-Resident- 83
 - Resident- 72

*Note- these statistics do not reflect the Regatta participant numbers

The City Council commended City Staff for all effort's to keep Forest Park open. The City Council had discussion on the following:

- The length of time for the bidding process
- South beach access inspection
- The Boardwalk monitor/closure
- AECOM's awareness of concern
- City insurance
- Risk to the Water Plant
- Ravine design
- Bluff repair
- Parking

- Additional shifting of the bluff and/or Boardwalk
- Grant funding
- Number of loads of material removed
- Education of residents

At the end of the discussion the City Council had consensus to move ahead with the design build with AECOM and John Keno and Company with an expectation that a more conclusive cost would be available at the July 16 City Council meeting.

COMMENTS BY CITY COUNCIL MEMBERS

A. Adoption of the Principles, Conduct and Procedures for Meetings and Activities of the Members of the City Council and Staff

Finance Chairman Jed Morris reviewed the review process to date, reporting that he and Alderman Preschlack have met with staff to create the document available today. The City Council had discussion that included redline versioning. Mayor Lansing reported that this item will be tabled and discussed at a special City Council workshop in the near future. Similar to the Decision Making Parameters, Council members are asked to submit any final thoughts to the City Manager who will pass them to the subcommittee so that a final draft can be constructed and heard at a future City Council meeting for approval.

The City Council had continued discussion on the Ethics Ordinance, City Manager Kiely reported that the Ethics Ordinance is in review with the Legal Committee.

COUNCIL ACTION: Approval of the proposed Principles, Conduct and Procedures for Meetings and Activities of the Members of the City Council and Staff

This item is continued to a future city Council date.

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

JoAnn Desmond, offered her thanks to City Staff for keeping Forest Park open and working together with residents. She offered her opinion on SR1746 and offered to share recent FOIA information from WisDot with the Council.

ITEMS FOR OMNIBUS VOTE CONSIDERATION

1. **Approval of the June 18, 2018 City Council Meeting Minutes**
2. **Consideration of an Ordinance Amending Sections 94.15 through 94.21, titled "Open Fires" of the City Code (Final Approval)**
3. **Approval of a recommendation from the Public Works Committee in awarding the contract for the Southwest Lift Station Forcemain Replacement Project to IHC Construction Company in the amount of \$345,560.00 plus authorization to expend, if necessary, an additional 10% for unforeseen change orders that may occur during the administration of this project.**

COUNCIL ACTION: Approval of the three (3) Omnibus items as presented

Mayor Lansing asked members of the Council if they would like to remove any item or take it separately. Seeing none, Mayor Lansing asked for a motion to approve the three (3) Omnibus items as presented.

Alderman Preschlack made a motion to approve the three (3) Omnibus items as presented, seconded by Alderman Moreno. The following voted "Aye": Aldermen Beidler, Morris, Newman, Rummel, Reisenberg, Preschlack, Moreno and Buschmann. The following voted "Nay": None. 8- 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

- 1. Approval of the Local Agency Consultant Agreement with Civiltech, Inc., the Local Public Agency Agreement for Federal Participation with the State of Illinois Department of Transportation for the Everett Road/Waukegan Road Intersection Improvement Project, and Authorization to Allocate Non-Budgeted funds for the City's 20% share.**

Michael Thomas, Director of Public Works, reported that the Public Works Committee requests approval to enter into an agreement for professional design services with Civiltech for the Phase II design of the Everett Road/Waukegan Road Intersection Improvement Project and authorization to allocate non-budgeted funds for the City's 20% share.

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

The City Council had discussion on the following:

- The original proposal in 2009
- The City's inability to modify the project at this time
- Other types of projects where this approach was used; Old Elm, various bridge projects, Westleigh and Sheridan Roads
- Whether or not this will impact current pending decisions coming before the Council
- Additional grant funding from other sources

Mr. Thomas explained this work will reduce traffic congestion at the intersection by adding additional vehicle stacking and creating dedicated turn lanes.

Mayor Lansing asked if there was anyone from the public who wanted to address the Council on this matter. Dennis offered his opinion to the Council in regards to access to Waterway Carwash in Northbrook, and asked the Council if this would impact the pending decision on Waterway. Michael Thomas, Director of Public Works, clarified that this project has no bearing on the pending project.

COUNCIL ACTION: Approval of the Local Agency Consultant Agreement with Civiltech, Inc. and the Local Public Agency Agreement for Federal Participation with the State of Illinois Department of Transportation for the Everett Road/Waukegan Road Intersection Improvement Project. Additionally, approve \$328,726 in non-budgeted expenses, with 80% to be reimbursed from STP grant funds.

Alderman Reisenberg made a motion for approval of the Local Agency Consultant Agreement with Civiltech, Inc. and the Local Public Agency Agreement for Federal Participation with the State of Illinois Department of Transportation for the Everett Road/Waukegan Road Intersection Improvement Project. Additionally,

approve \$328,726 in non-budgeted expenses, with 80% to be reimbursed from STP grant funds, seconded by Alderman Rummel. The following voted "Aye": Aldermen Beidler, Morris, Newman, Rummel, Reisenberg, Preschlack, Moreno and Buschmann. The following voted "Nay": None. 8- Ayes, 0 Nays, motion carried.

2. Consideration of Two Recommendations Related to Construction of a Hyatt Place Hotel, in Conway Park. (Grant Final Approval of an Ordinance and Approve a Resolution by Motion)

Catherine Czerniak, Director of Community Development reported that at its June 18 meeting, the Council approved first reading of the ordinance approving the design aspects of the petition as recommended by the Building Review Board. Ms. Czerniak gave an overview of the 9+ acre site for the proposed development. She reported the office park was annexed by the City over 20 years ago and today, the park is nearly built out with 13 office buildings of various sizes and the Lake Forest Graduate School of Management. A hotel is a permitted use in Conway Park and a hotel was always envisioned along the Route 60 Corridor to serve businesses, residents and visitors.

Ms. Czerniak reported as part of the review of the incentives request, in February, 2018, with the approval of the City Council, Michael Tobin, CBRE, was engaged to assist the City in considering the request for financial incentives. Mr. Tobin and his colleagues worked with the Mayor, Finance Committee Chairman, City Attorney and City staff to assure that the right questions were asked of the developer, complete information obtained, and a thorough analysis conducted of both the short-term and long-term benefits of the proposed hotel development to the overall community.

Ms. Czerniak reviewed the details of the building design that included materials to be used and overall building height. Ms. Czerniak reported that independently, members of the City Council had been in communication in regards specifically to the incentive moratorium in section 7.

She explained the purpose of the moratorium is to provide an opportunity for the hotel to get stabilized and would prohibit The City of Lake Forest to offer incentives to another hotel and include:

- Limited Time Period – 4 Years from Effective Date
- Effective Date Set – September 30, 2018 (or earlier)
- No Incentive *Payments* to Competitor for 4 Years
- Ability to Consider Merits of Specific Proposals *During* 4 Years
- Ability to Negotiate an Incentive Agreement *During* 4 Years
- Ability to Schedule Payments *After* 4 Years in an Escalating Manner

Alderman Morris reported that he and Alderman Rummel, at the invitation of the Janko group, visited the new Hyatt Hotel in Milwaukee. He reported that the Hyatt model is to be collaborative with local restaurants and caterers for the meeting spaces while offering a limited menu. Alderman Beidler shared concern over setting a precedent and an assumed obligation to future projects. Alderman Preschlack asked why there had not been a hotel in the space for the last 20 years, Ms. Czerniak reported this is the first time there has been conversation and interest, the Janko group brought in the quality hotel that the Conway Office Park wanted and it fits architecturally in the Park. Mayor Lansing reported that Conway Office Park has the formal right of approval. Members of the Council asked if there are any current applications for the Amberley Woods project, and Ms. Czerniak reported there are not any current applications submitted for the Amberley property.

The City Council continued lengthy discussion with Ms. Czerniak, City Manager Robert Kiely and Michael Tobin of CBRE, Inc. in relation to the purpose of the moratorium, future development on the site, site lines for other buildings, occupancy using the "Star Report", pent up demand, parking, force majeure, projected revenue rates, possible failure, adaptive reuse, the Hyatt franchise, local owners, additional hotels, setting a precedent, tax revenues, lack of incentives in neighboring Mettawa, and precluding other projects from coming forward.

Mayor Lansing asked if there was anyone from the public who wanted to address the Council on this matter. Debra Fisher offered her opinion to the Council reporting she is in support of the project but is against the moratorium as a second hotel project could boost development in the community.

Mayor Lansing asked each Council member for their view. Mayor Lansing asked again if there was anyone from the public who wanted to address the Council on this matter. Seeing none he asked for a motion.

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

- 1. Grant final approval of the Ordinance in accordance with the Building Review Board's recommendation.**

Alderman Reisenberg made a motion to grant final approval of the Ordinance in accordance with the Building Review Board's recommendation, seconded by Alderman Newman. The following voted "Aye": Aldermen Beidler, Morris, Newman, Rummel, Reisenberg, Preschlack, Moreno and Buschmann. The following voted "Nay": None. 8- Ayes, 0 Nays, motion carried.

Mayor Lansing then asked for a motion for the resolution.

- 2. Approve a Resolution by Motion, directing the City Manager and Attorney Victor Filippini to finalize an Agreement with Janko LLC, substantially in conformance with the Term Sheet presented to the City Council, and authorize the Mayor to enter into the Agreement on behalf of the City.**

Alderman Morris made a motion to approve a Resolution by Motion, directing the City Manager and Attorney Victor Filippini to finalize an Agreement with Janko LLC, substantially in conformance with the Term Sheet presented to the City Council, and authorize the Mayor to enter into the Agreement on behalf of the City seconded by Alderman Reisenberg. The following voted "Aye": Aldermen Morris, Newman, Reisenberg, Preschlack, Moreno and Buschmann. The following voted "Nay": Alderman Beidler and Rummel. 6 Ayes, 2 Nays, motion carried.

8. ADDITIONAL ITEMS FOR COUNCIL DISCUSSION

Mayor Lansing reported there will be no further business following executive session. Mayor Lansing asked for a motion.

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

Alderman Rummel made a motion to adjourn into executive session pursuant to 5 ILCS 120/2 (c), (1), The City Council will be discussing personnel, seconded by Alderman Beidler. The following voted "Aye": Aldermen Beidler, Morris, Newman, Rummel, Reisenberg, Preschlack, Moreno and Buschmann. The following voted "Nay": None. 8- Ayes, 0 Nays, motion carried.

Adjournment into Executive Session at 9:48pm

Reconvene into Regular Session at 10:48pm

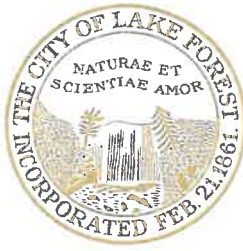
ADDITIONAL ITEMS FOR COUNCIL DISCUSSION
--

ADJOURNMENT

There being no further business Mayor Lansing asked for a motion. Alderman Newman made a motion to adjourn, seconded by Alderman. Motion carried unanimously by voice vote at 10:49 pm

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.



RESOLUTION OF APPRECIATION

WHEREAS

LOUIS PICKUS

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

**ZONING BOARD OF APPEALS
2014-2018
AS CHAIRMAN
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 **Louis** 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
16th day of July, 2018*

Mayor

THE CITY OF LAKE FOREST

ORDINANCE NO. 2018-____

**AN ORDINANCE AMENDING THE CITY CODE REGARDING
REGULATION AND PERMITTING OF SMALL WIRELESS FACILITIES**

WHEREAS, the Illinois General Assembly has recently enacted Public Act 100-585, known as the Small Wireless Facilities Deployment Act, which became effective on June 1, 2018; and

WHEREAS, The City of Lake Forest (the "City") is an Illinois home rule municipality operating in accordance with the Illinois Constitution of 1970; and

WHEREAS, the City is authorized pursuant to its home rule authority and other applicable law, including Public Act 100-585, to enact appropriate regulations and restrictions relative to small wireless facility installations in the City rights-of-way and on private property within the City, subject to the limitations set forth in Public Act 100-585; and

WHEREAS, the corporate authorities of the City have determined that it is in the best interests of the City and its residents to amend the City Code of the City of Lake Forest ("**City Code**") enact regulations governing small wireless facilities within the City as set forth in this ordinance;

NOW, THEREFORE, be it ordained by the corporate authorities 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. Amendment to Chapter 159, Section 154 of the City Code.
The City Code is hereby amended and shall hereafter be and read to include the following:

§ 159.154 PERSONAL WIRELESS SERVICE FACILITIES OVERLAY DISTRICT.

(A) Wireless telecommunications facilities that meet the definition of personal wireless service facilities, as referenced in § 159.151, shall be considered a permitted use in the Personal Wireless Service Facilities Overlay District, provided that the proposed facilities meet the requirements of this subchapter, as well as the requirements of the individual district in which the facility is proposed to be located.

(B) Micro Wireless Facilities and Small Wireless Facilities as defined in § 98.152 of the City of Lake Forest Code, shall be considered a permitted use provided that the proposed facilities meet the requirements of §98-153, "Regulation of Small Wireless Facilities".

(BC) New personal wireless service facilities will not be permitted in any area other than those areas contained within the overlay district, which are as follows:

Overlay District A	Portions of OR-2 as highlighted on Attachment A-1
	Portions of B-1 as highlighted on Attachment A-2
	Portions of R-4 as highlighted on Attachment A-3
	Portions of OA as highlighted on Attachment A-4
Overlay District B	Portions of R-4 as highlighted on Attachment B
Overlay District C	Portions of R-4 as highlighted on Attachment C
Overlay District D	Portions of R-1 and GR-3 as highlighted on Attachment D-1
	Portions of R-4 as highlighted on Attachment D-2
	Portions of R-5 as highlighted on Attachment D-3
Overlay District E	Portions of R-4 as highlighted on Attachment E
Overlay District F	Portions of R-1, R-2, and B-2 as highlighted on Attachment F
Overlay District G	A portion of B-2 as highlighted on Attachment G

SECTION THREE. Amendment to Chapter 98 of the City Code. The City Code is hereby amended in part to add Sections 98-151 through 98-158 as follows:

Chapter 98: STREETS AND SIDEWALKS

* * *

Rights-of-Way, Construction of Small Wireless Facilities; Construction of Small Wireless Facilities on Commercial and Industrial Property

§ 98-130 Purpose and Scope.

A. Purpose. To establish regulations, standards, and procedures for the siting and collocation of small wireless facilities on rights-of-way within the City's jurisdiction and outside such rights-of-way on property

zoned by the City exclusively for commercial or industrial use, in a manner that is consistent the Small Wireless Facilities Deployment Act, Public Act 100-0585.

B. Conflicts with Other Ordinances. This Ordinance supersedes all Ordinances or parts of Ordinances adopted prior hereto that are in conflict herewith, to the extent of such conflict. Notwithstanding the preceding sentence, to the extent that other ordinances can be applied in conformity with Public Act 100-0585 that are more restrictive or demanding than the provisions of this Chapter, the requirements of such other must also be satisfied.

C. Conflicts with State and Federal Laws. In the event that applicable federal or State laws or regulations conflict with the requirements of this Ordinance, the wireless provider shall comply with the requirements of this Ordinance to the maximum extent possible without violating federal or State laws or regulations.

§ 98-131 Definitions.

For purposes of this Chapter, the following terms shall have the following meanings:

Antenna – communications equipment that transmits or receives electromagnetic radio frequency signals used in the provision of wireless services.

Applicable codes – uniform building, fire, electrical, plumbing, or mechanical codes adopted by a recognized national code organization or local amendments to those codes, including the National Electric Safety Code.

Applicant – any person who submits an application and is a wireless provider.

Application – a request submitted by an applicant to the City for a permit to collocate small wireless facilities, or a request that includes the installation of a new utility pole for such collocation, as well as any applicable fee for the review of such application.

City utility pole – a utility pole owned by the City in public rights-of-way.

Collocate or collocation – to install, mount, maintain, modify, operate, or replace wireless facilities on or adjacent to a wireless support structure or utility pole.

Communications service – cable service, as defined in 47 U.S.C. 522(6), as amended; information service, as defined in 47 U.S.C. 153(24), as amended; telecommunications service, as defined in 47 U.S.C. 153(53), as amended; mobile service, as defined in 47 U.S.C. 153(53), as amended; or wireless service other than mobile service.

Communications service provider – a cable operator, as defined in 47 U.S.C. 522(5), as amended; a provider of information service, as defined in 47 U.S.C. 153(24), as amended; a telecommunications carrier, as defined in 47 U.S.C. 153(51), as amended; or a wireless provider.

Covered facility – a small wireless facility that is collocated (i) in a right-of-way in any zoning district, or (ii) outside rights-of-way in property zoned exclusively for commercial or industrial use.

FCC – the Federal Communications Commission of the United States.

Fee – a one-time charge.

Historic district or historic landmark – a building, property, or site, or group of buildings, properties, or sites that are either (i) listed in the National Register of Historic Places or formally determined eligible for listing by the Keeper of the National Register, the individual who has been delegated the authority by the federal agency to list properties and determine their eligibility for the National Register, in accordance with Section VI.D.1.a.i through Section VI.D.1.a.v of the Nationwide Programmatic Agreement codified at 47 CFR Part 1, Appendix C; or (ii) designated as a locally landmarked building, property, site, or historic district by an ordinance adopted by the City pursuant to a preservation program that meets the requirements of the Certified Local Government Program of the Illinois State Historic Preservation Office or where such certification of the preservation program by the Illinois State Historic Preservation Office is pending.

Law – a federal or State statute, common law, code, rule, regulation, order, or local ordinance or resolution.

Micro wireless facility – a small wireless facility that is not larger in dimension than 24 inches in length, 15 inches in width, and 12 inches in

height and that has an exterior antenna, if any, no longer than 11 inches.

Person – an individual, corporation, limited liability company, partnership, association, trust, or other entity or organization, including a governmental agency or authority.

Public safety agency – the functional division of the federal government, the State, a unit of local government, or a special purpose district located in whole or in part within this State, that provides or has authority to provide firefighting, police, ambulance, medical, or other emergency services to respond to and manage emergency incidents.

Rate – a recurring charge.

Right-of-way – the area on, below, or above a public roadway, highway, street, public sidewalk, alley, or utility easement dedicated for compatible use that is within the City's jurisdiction. Right-of-way does not include City-owned aerial lines.

Small wireless facility – a wireless facility that meets both of the following qualifications: (i) each antenna is located inside an enclosure of no more than 6 cubic feet in volume or, in the case of an antenna that has exposed elements, the antenna and all of its exposed elements could fit within an imaginary enclosure of no more than 6 cubic feet; and (ii) all other wireless equipment attached directly to a utility pole associated with the facility is cumulatively no more than 25 cubic feet in volume. The following types of associated ancillary equipment are not included in the calculation of equipment volume: electric meter, concealment elements, telecommunications demarcation box, ground-based enclosures, grounding equipment, power transfer switch, cut-off switch, and vertical cable runs for the connection of power and other services.

Utility pole – a pole or similar structure that is used in whole or in part by a communications service provider or for electric distribution, lighting, traffic control, or a similar function.

Wireless facility – equipment at a fixed location that enables wireless communications between user equipment and a communications network, including: (i) equipment associated with wireless communications; and (ii) radio transceivers, antennas, coaxial or fiber-optic cable, regular and backup power supplies, and comparable equipment, regardless of technological configuration. Wireless facility

includes small wireless facilities. Wireless facility does not include: (i) the structure or improvements on, under, or within which the equipment is collocated; or (ii) wireline backhaul facilities, coaxial or fiber optic cable that is between wireless support structures or utility poles or coaxial, or fiber optic cable that is otherwise not immediately adjacent to or directly associated with an antenna.

Wireless infrastructure provider – any person authorized to provide telecommunications service in the State that builds or installs wireless communication transmission equipment, wireless facilities, wireless support structures, or utility poles and that is not a wireless services provider but is acting as an agent or a contractor for a wireless services provider for the application submitted to the City.

Wireless provider – a wireless infrastructure provider or a wireless services provider.

Wireless services – any services provided to the general public, including a particular class of customers, and made available on a nondiscriminatory basis using licensed or unlicensed spectrum, whether at a fixed location or mobile, provided using wireless facilities.

Wireless services provider or Wireless provider – a person who provides wireless services.

Wireless support structure – a freestanding structure, such as a monopole; tower, either guyed or self-supporting; billboard; or other existing or proposed structure designed to support or capable of supporting wireless facilities. Wireless support structure does not include a utility pole.

§ 98-132 Regulation of small wireless facilities.

A. Use. Covered Facilities shall be deemed permitted uses subject to administrative review (except as otherwise provided with respect to variances and appeals) and not subject to zoning review or approval. Any small wireless facilities other than a Covered Facility shall be subject to the zoning regulations set forth in the City's Zoning Ordinance, the regulations regarding construction of facilities in rights-of-way set forth in this Chapter 98 of the City Code, and all other applicable City ordinances and other local, state, and federal laws.

B. Permit Required. No person shall install, or cause to be installed, a Covered Facility within the City without first obtaining a City small wireless facility permit (a "**Permit**"). Permits and applications for Permits shall be subject to the following standards, procedures, and requirements:

(1) Requirements and Conditions.

a. Height Limitations.

- i. No portion of a Covered Facility shall extend more than 10 feet above the utility pole or wireless support structure to which it is attached.
- ii. Any new utility pole or wireless support structure within a right-of-way shall not exceed the higher of:
 1. 10 feet in height above the tallest utility pole in existence as of June 1, 2018 (other than a utility pole supporting only wireless facilities) that is located within 300 feet of the new or replacement utility pole or wireless support structure and that is in the same right-of-way within the jurisdictional boundary of the City, provided the City may designate which intersecting right-of-way within 300 feet of the proposed utility pole or wireless support structures shall control the height limitation for such facility; or
 2. 45 feet above ground level.
- iii. Any new utility pole or wireless support structure located on a property outside the right-of-way shall not exceed 45 feet in height.

- b. Space Reservation. The City may reserve space on City utility poles for future public safety uses and City utility uses. No Permit shall be issued for such poles unless the City determines, in its reasonable discretion that the pole can accommodate both the proposed Covered Facility and

the City or public safety uses for which space is used or reserved.

- c. No Public Safety Interference. A wireless provider's operation of Covered Facilities shall not interfere with the frequencies used by a public safety agency for public safety communications. Unacceptable interference will be determined by and measured in accordance with industry standards and the FCC's regulations addressing unacceptable interference to public safety spectrum or any other spectrum licensed by a public safety agency.

If a small wireless facility causes such interference, and the wireless provider has been given written notice of the interference by the public safety agency, the wireless provider, at its own expense, shall remedy the interference in a manner consistent with the abatement and resolution procedures for interference with public safety spectrum established by the FCC including 47 CFR 22.970 through 47 CFR 22.973 and 47 CFR 90.672 through 47 CFR 90.675.

The City may terminate a permit for a small wireless facility based on such interference if the wireless provider is not in compliance with the Code of Federal Regulations cited in the previous paragraph. Failure to remedy the interference as required herein shall constitute a public nuisance.

- d. Contract Requirements. The wireless provider shall comply with requirements that are imposed by any contract between the City and a private property owner that concern design or construction standards applicable to utility poles and ground-mounted equipment located in the right-of-way.
- e. Spacing. No new utility pole, wireless support structure, or ground-mounted equipment associated with one or more Covered Facilities located in the public right-of-way may be installed within 600 feet of another utility pole, wireless support structure, or ground-mounted equipment.
- f. Undergrounding. No new utility poles or wireless support structures may be installed in a right-of-way in violation of

any undergrounding requirements established by City ordinance.

- g. Construction and Public Safety Standards For installation of Covered Facilities in rights-of-way, the wireless provider shall comply with all applicable City ordinances establishing construction, location, and public safety standards for work within the right-of-way, including, but not limited to Chapter 98 of the City Code. For Covered Facility installations on private commercial or industrial property, the wireless provider shall comply with all applicable City ordinances establishing construction and safety standards for building improvements, including, but not limited to, Chapter 150 of the City Code.
- h. Signs. No signs (as defined in the City Code) may be erected on any Covered Facility or utility pole except for signs required by law, ordinance, or regulation. The content and size of any such sign shall not exceed the requirements of the law, ordinance, or regulation pursuant to which such sign is erected.
- i. Electric Transmission Poles. The wireless provider shall not collocate small wireless facilities on City utility poles that are part of an electric distribution or transmission system within the communication worker safety zone of the pole or the electric supply zone of the pole. Small wireless facility antennae and support equipment may be located only in the communications space on the City utility pole and on the top of the pole to the extent that such space is available and subject to compliance with all applicable laws.

For purposes of this subparagraph (i), the terms "communications space", "communication worker safety zone", and "electric supply zone" have the meanings given to those terms in the National Electric Safety Code as published by the Institute of Electrical and Electronics Engineers.

- j. Public Safety. The wireless provider shall comply with all applicable federal, state, and local codes and other laws that concern public safety.
- k. Design Standards. The wireless provider shall comply with the following design standards:
 - i. No Covered Facility shall be installed or maintained on a wireless support structure or utility pole at a height less than 15 feet above the adjacent grade.
 - ii. The orientation of Covered Facilities shall be consistent with the orientation of existing utility equipment installed on the same utility pole and other utility poles in the nearby area. Such Covered Facilities shall be painted, textured, and designed in a manner consistent with the utility pole's style, color, texture and materials and otherwise camouflaged and designed to blend in with the existing utility pole such that the attached Covered Facility is no more readily apparent or plainly visible (as reasonably determined by the City's Director of Community Development) than the existing utility equipment located on the utility pole. Further, if the utility pole is visible (at ground level) from and within 50 feet of any residential structure, Covered Facilities shall be concealed or screened by means of canisters, radomes, shrouds or other similar concealment enclosures, which shall be flush-mounted to the utility pole and painted, textured, and designed in a manner consistent with the utility pole's style, color, texture and materials and otherwise camouflaged and designed to blend in with the existing utility pole.
 - iii. Cables and other wiring serving a Covered Facility located on a wireless support structure or utility pole shall be enclosed in conduit flush mounted to the support structure or utility pole. Conduit shall be finished to match the materials, texture, and color of the subject support structure or utility pole.

- iv. Ground-based enclosures for equipment to be utilized in connection with Covered Facilities shall be located no closer than five feet (5') from the edge of any pavement on a street with curbing, and no closer than ten feet (10') feet from the edge of any pavement on a street without curbing. In no event shall such ground-based enclosures be located within a drainage ditch, swale or overland flow route. Additionally, a ground-based enclosure shall not be located closer than three feet (3') from a constructed pedestrian walk.
- v. No Covered Facility shall be located on a wireless support structure or utility pole in a manner that interferes with the operation or functionality of such utility pole or pre-existing uses of such support structure or utility pole. For any utility pole providing lighting, the installation of the Covered Facility cannot impair the distribution of light from such pole.
- l. Historic Districts and Landmarks. Except for facilities excluded from evaluation for effects on historic properties under 47 CFR 1.1307(a)(4), Covered Facilities in a historic district or on historic landmark shall comply with all applicable design and concealment requirements established for such historic district or historic landmark.

Such design and concealment measures shall not be considered a part of the Covered Facility for purposes of the size restrictions of a small wireless facility. This paragraph may not be construed to limit the City's enforcement of historic preservation in conformance with the requirements adopted pursuant to the Illinois State Agency Historic Resources Preservation Act or the National Historic Preservation Act of 1966, 54 U.S.C. Section 300101 et seq., and the regulations adopted to implement those laws.

(2) Application. An application for a Permit must be submitted in the form designated by the City Manager (or the Manager's designee) and shall include the following information:

- a. Site specific structural integrity analysis and, for a City utility pole, a make-ready analysis prepared by a structural engineer, as that term is defined in Section 4 of the Structural Engineering Practice Act of 1989;
- b. The location where each proposed small wireless facility or utility pole would be installed and photographs of the location and its immediate surroundings depicting the utility poles or structures on which each proposed small wireless facility would be mounted, the location where any new utility poles or structures would be installed, and a rendering of the proposed small wireless facility and/or utility pole in the proposed location;
- c. Specifications and drawings prepared by a structural engineer, as that term is defined in Section 4 of the Structural Engineering Practice Act of 1989, for each proposed small wireless facility covered by the application as it is proposed to be installed;
- d. The equipment type and model numbers for the antennas and all other wireless equipment associated with the small wireless facility;
- e. A proposed schedule for the installation and completion of each small wireless facility covered by the application, if approved;
- f. Evidence of the applicant's right to utilize the structure on which the small wireless facilities are to be collocated;
- g. All applicable fees and rates related to such application; and
- h. Certification that the collocation complies with all requirements of this Chapter.

(3) Completeness of Application. Within 30 days after receiving an application, the City shall determine whether the

application is complete and notify the applicant. If an application is incomplete, the City's notice to the applicant shall identify the missing information. Processing deadlines shall be tolled from the time the City sends the notice of incompleteness to the time the applicant provides the missing information.

(4) Application Process. The City shall process applications as follows:

- a. Applications for Collocation of Covered Facilities on Existing Utility Poles or Structures. An application to collocate a Covered Facility on an existing utility pole or wireless support structure shall be processed within 90 days after the delivery of a completed application. No such application shall be deemed approved unless the applicant has provided notice of intent to proceed on a "deemed approved" basis in accordance with state law.
- b. Applications for Collocation of Covered Facilities on New Utility Poles or Structures. An application to collocate a Covered Facility that includes the installation of a new utility pole shall be processed within 120 days after the delivery of a completed application. No such application shall be deemed approved unless the applicant has provided notice of intent to proceed on a "deemed approved" basis in accordance with state law.
- c. Review and Approval or Denial; Alternate Placements. The City shall approve a Permit application if the application meets all requirements of this Ordinance and all other applicable local, state, and federal laws; provided, however, that the City may impose reasonable conditions (which conditions shall be final unless the applicant appeals pursuant to Section 98-157); provided further that with respect to an application for the collocation of a Covered Facility on a new utility pole, the City may propose that the Covered Facility be collocated on an existing utility pole or existing wireless support structure within 100 feet of the location proposed by the applicant.

The applicant shall accept such alternate location if it has the right to use the alternate structure on reasonable terms and conditions, and the alternate location and structure does not impose technical limits or additional material costs. If the applicant does not accept the alternate location, then it shall provide to the City a written certification describing the property rights, technical limits, or material cost or other reasons why the alternate location does not satisfy the criteria in this paragraph.

If an applicant proposes to collocate a Covered Facility on an existing utility pole or wireless support structure, and the City determines that such utility pole or wireless support structure must be replaced to accommodate the proposed collocation, then approval may be conditioned on replacement of such utility pole or wireless support structure at the applicant's cost.

If a Permit application is denied, then the City shall provide the applicant with notice that specifies the basis for the denial, including the specific code provisions or application conditions on which the denial was based, and send such notice to the applicant on or before the day the City denies the application; provided, however, that an applicant shall have the right to appeal any denial pursuant to Section 98-136.

The applicant may cure the deficiencies identified by the City and resubmit the revised application once within 30 days after notice of denial is sent to the applicant without paying an additional application fee if the cure does not require review of a new location, new or different structure to be collocated upon, new antennas, or other wireless equipment associated with the small wireless facility. The City shall approve or deny the revised application within 30 days after the applicant resubmits the application in accordance with the provisions of this Subsection (c). No such application shall be deemed approved unless the applicant has provided notice of intent to proceed on a "deemed approved" basis in accordance with state law.

(5) Tolling. The time period for applications may be further tolled by:

- a. The express agreement in writing by both the applicant and the City; or
- b. A local, State or federal disaster declaration or similar emergency that causes the delay.

(6) Consolidated Applications. An applicant seeking to collocate multiple Covered Facilities within the City's jurisdiction may file a consolidated application and receive a single permit for the collocation of up to 25 small wireless facilities if the collocations each involve substantially the same type of small wireless facility and substantially the same type of structure.

The City may remove Covered Facility collocations from the application and treat separately small wireless facility collocations for which incomplete information has been provided or that do not qualify for consolidated treatment or that are denied. The City may issue separate permits for each collocation that is approved in a consolidated application.

Consolidated applications shall be reviewed in accordance with Section 98-132.B(4).

(7) Collocation Completion Deadline. Collocation for which a permit is granted shall be completed within 180 days after issuance of the permit, unless the City and the wireless provider agree to extend this period or a delay is caused by make-ready work for a City utility pole or by the lack of commercial power or backhaul availability at the site, provided the wireless provider has made a timely request within 60 days after the issuance of the permit for commercial power or backhaul services, and the additional time to complete installation does not exceed 360 days after issuance of the permit. Otherwise, the permit shall be void unless the City grants an extension in writing to the applicant.

- (8) Duration of Permits. The duration of a permit shall be for a period of 5 years, and the permit may be renewed for equivalent durations unless the City makes a finding that the Covered Facilities or the new or modified utility pole do not comply with the applicable codes or local code provisions or regulations in this Chapter.

If PA 100-0585 is repealed as provided in Section 90 of the Act, renewals of permits shall be subject to the applicable City Code provisions or regulations in effect at the time of renewal.

- (9) Means of Submitting Applications. Applicants shall be deemed to have submitted applications if presented on City-designated forms, along with all necessary and appropriate supporting information, by personal delivery or five days after postmarked if sent by regular mail, all addressed at the Municipal Services Facility, 800 Field Drive, Lake Forest, IL. All other notices may be sent by personal delivery or postmarked on the date due, or by any other commonly used means, including electronic mail, as required or permitted by the City.

C. Application Fees. Fees as adopted annually by the City Council as part of the Fee Schedule shall apply to all Permit applications, and no Permit application shall be deemed complete unless it is accompanied by the applicable fee:

- (1) Applicant shall pay the established fee for an application to collocate a single Covered Facility on an existing utility pole or wireless support structure and the established fee for each small wireless facility addressed in a consolidated application to collocate more than one Covered Facility on existing utility poles or wireless support structures.
- (2) Applicant shall pay the established fee for each Covered Facility addressed in an application that includes the installation of a new utility pole or wireless support structure.

D. Exceptions; Limitations; Additional Provisions.

(1) The City shall not require an application, approval, or permit, or require any fees or other charges, from a communications service provider authorized to occupy the rights-of-way, for:

- a. routine maintenance;
- b. the replacement of Covered Facilities with Covered Facilities that are substantially similar, the same size, or smaller if the wireless provider notifies the City at least 10 days prior to the planned replacement and includes equipment specifications for the replacement of equipment consistent with the requirements of (2)d under the subsection titled Application Requirements; or
- c. the installation, placement, maintenance, operation, or replacement of micro wireless facilities that are suspended on cables that are strung between existing utility poles in compliance with applicable safety codes.

However, the City may require a permit to work within rights-of-way for activities that affect traffic patterns or require lane closures.

(2) Nothing in this Ordinance authorizes a person to collocate small wireless facilities on:

- a. property owned by a private party or property owned or controlled by the City or another unit of local government that is not located within rights-of-way, or a privately-owned utility pole or wireless support structure without the consent of the property owner;
- b. property owned, leased, or controlled by a forest preserve district, or conservation district for public park, recreation, or conservation purposes without the consent of the affected district or facilities on rights-of-way that are under the jurisdiction and control of a different unit of local government as provided by the Illinois Highway Code; or

- c. property owned by a rail carrier registered under Section 18c-7201 of the Illinois Vehicle Code, Metra Commuter Rail or any other public commuter rail service, or an electric utility as defined in Section 16-102 of the Public Utilities Act, without the consent of the rail carrier, public commuter rail service, or electric utility. The provisions of this Ordinance do not apply to an electric or gas public utility or such utility's wireless facilities if the facilities are being used, developed, and maintained consistent with the provisions of subsection (i) of Section 16-108.5 of the Public Utilities Act.

For the purposes of this subsection, "public utility" has the meaning given to that term in Section 3-105 of the Public Utilities Act. Nothing in this Ordinance shall be construed to relieve any person from any requirement (a) to obtain a franchise or a State-issued authorization to offer cable service or video service or (b) to obtain any required permission to install, place, maintain, or operate communications facilities, other than small wireless facilities subject to this Ordinance.

(3) Existing Agreements Grandfathered for Existing Locations.

Agreements between the City and wireless providers that relate to the collocation of small wireless facilities in the right-of-way, including the collocation of small wireless facilities on City utility poles, that are in effect on June 1, 2018, shall remain in effect for small wireless facilities collocated on City utility poles pursuant to applications submitted to the City before June 1, 2018, subject to applicable termination provisions.

- (4) Annual Recurring Rate.** Provided that an application for a Covered Facility is accompanied by a supplemental application as designated by the City Manager for collocating such Covered Facilities on a City utility pole, a wireless provider shall pay an annual recurring rate to collocate a Covered Facility on a City utility pole located in a right-of-way equal to (i) a minimum annual fee as established in the Fee Schedule adopted by the City Council or (ii) the actual, direct, and reasonable costs related to the wireless provider's use of space on the City utility pole.

Rates for collocation on City utility poles or wireless support structures located outside of a right-of-way are not subject to these limitations.

- (5) **Aerial Facilities.** For City utility poles that support aerial facilities used to provide communications services or electric service, wireless providers shall comply with the process for make-ready work under 47 U.S.C. 224 and its implementing regulations.
- (6) **Abandonment.** A small wireless facility that is not operated for a continuous period of 12 months shall be considered abandoned and the owner of the facility must remove the small wireless facility within 90 days after receipt of written notice from the City notifying the owner of the abandonment. The notice shall be sent by certified or registered mail, return receipt requested, by the City to the owner at the last known address of the owner. If the small wireless facility is not removed within 90 days of such notice, the City may remove or cause the removal of such facility pursuant to the terms of any pole attachment agreement for City utility poles or through whatever actions are provided for abatement of nuisances or by other law for removal and cost recovery.
- (7) **Sale or Transfer.** A wireless provider shall provide written notice to the City if it sells or transfers small wireless facilities within the jurisdictional boundary of the City. Such notice shall include the name and contact information of the new wireless provider.

§ 98-133 Indemnification.

A wireless provider shall indemnify and hold the City harmless against any and all liability or loss from personal injury or property damage resulting from or arising out of, in whole or in part, the use or occupancy of the City improvements or right-of-way associated with such improvements by the wireless provider or its employees, agents, or contractors arising out of the rights and privileges granted under this Ordinance and PA 100-0585. A wireless provider has no obligation to indemnify or hold harmless against any liabilities and losses as may be due to or caused by the sole negligence of the City or its

employees or agents. A wireless provider shall further waive any claims that they may have against the City with respect to consequential, incidental, or special damages, however caused, based on the theory of liability.

§ 98-134 Insurance.

A wireless provider shall carry, at the wireless provider's own cost and expense, the following insurance: (i) property insurance for its property's replacement cost against all risks; (ii) workers' compensation insurance, as required by law; or (iii) commercial general liability insurance with respect to its activities on the City improvements or rights-of-way to afford minimum protection limits consistent with its requirements of other users of City improvements or rights-of-way (including coverage for bodily injury and property damage) as determined by the City Manager, or such minimum coverages and maximum deductibles on such policies as may be established from time-to-time by ordinance or resolution of the City.

The wireless provider shall include the City and its officers, officials, employees, agents, attorneys, and representatives as an additional insured on the commercial general liability policy and provide certification and documentation of inclusion of the City in a commercial general liability policy as reasonably required by the City prior to, and as a condition of, issuance of a Permit.

§ 98-135 Variances.

A. A wireless provider may request a variance from one or more of the provisions of this chapter by submitting a written request to the City's Director of Community Development as part of a Permit application. The request shall identify each provision of this Chapter from which a variance is requested and the reasons why a variance should be granted.

B. The City's Director of Community Development or the Director of Public Works shall decide whether a variance is authorized for each provision of this chapter identified in the variance request on an individual basis.

C. The City's Director of Community Development or the Director of Public Works may authorize a variance only if the wireless provider requesting the variance has demonstrated that:

1. One or more conditions not under the control of the wireless provider create a special hardship that would make enforcement of the provision unreasonable, given the public purposes to be achieved by the provision; and
2. All other designs, methods, materials, locations or facilities that would conform to the provision from which a variance is requested are impracticable in relation to the requested approach.

D. As a condition for authorizing a variance, the City may require the wireless provider requesting the variance to meet reasonable standards and conditions that may or may not be expressly contained within this chapter but which carry out the purposes of this chapter.

§ 98-136 Appeals.

Any wireless provider aggrieved by any order, requirement, decision or determination, including denial of or conditions established in connection with a permit, variance, or other approval, made by the City under the provisions of this chapter may seek a review of such order, requirement, decision or determination by filing a request for review thereof with the City Manager, within 30 days after the notification of the order, requirement, decision or determination. The request for review shall set forth in detail the basis for the request. The City Manager shall thereafter consider the request for review, determine whether the order, requirement, decision or determination should be affirmed, modified, modified with conditions, or reversed, and provide a written determination thereof. If such wireless provider seeks further review of the order, requirement, decision or determination, such wireless provider shall file a request to appeal the determination of the City Manager with the City Clerk within 30 days after mailing of the determination by the City Manager; such appeal shall be considered by the City Council based on the relevant facts available regarding the order, requirement, decision or determination in question and the materials presented in connection with the request for appeal, as well as materials presented in connection with the Manager's review provided under this section. The determination of the City Council shall be a final decision for purposes of the Administrative Review Law, 735 ILCS 5/3-101 *et seq.*

§ 98-137 Severability.

If any provision of this Ordinance or application thereof to any person or circumstances is ruled unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this Ordinance is severable.

SECTION FOUR. Effective Date. This Ordinance shall be in full force and effect following its passage and approval in the manner provided by law.

PASSED THIS _____ day of _____, 2018.

AYES:

NAYS:

ABSENT:

APPROVED THIS _____ day of _____, 2018.

Mayor

ATTEST:

City Clerk

THE CITY OF LAKE FOREST

ORDINANCE NO. 2018 - _____

**AN ORDINANCE ADOPTING NEW FEES RELATED TO SMALL WIRELESS
FACILITIES FOR INCORPORATION INTO THE SUPPLEMENTAL FEE
SCHEDULE FOR THE CITY OF LAKE FOREST**

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

WHEREAS, the City Council, on an annual basis reviews fees and charges related to development activity and having done so, hereby determines that it is necessary to establish new fees and charges to cover the cost of services provided; and

WHEREAS, the City Council has determined that it is in the best interest of the City and its residents to adopt this Ordinance;

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. **Approval of New Fees Related to Development Activity.**
The City Council hereby approves the fees as set forth in Exhibit A, New Fees Related to Development Activity on an interim basis, and directs that said fees shall be incorporated into the Supplemental Fee Schedule for the City of Lake Forest during the next annual update and thereafter, reviewed and adjusted on an annual basis as part of the Supplemental Fee Schedule as determined to be necessary by the City Council.

SECTION THREE: Effective Date of the New Fees Related to Development

Activity. The fees and charges set forth in Exhibit A shall take effect upon Council adoption of Code amendments relating to Small Wireless Facilities.

SECTION FOUR: 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:

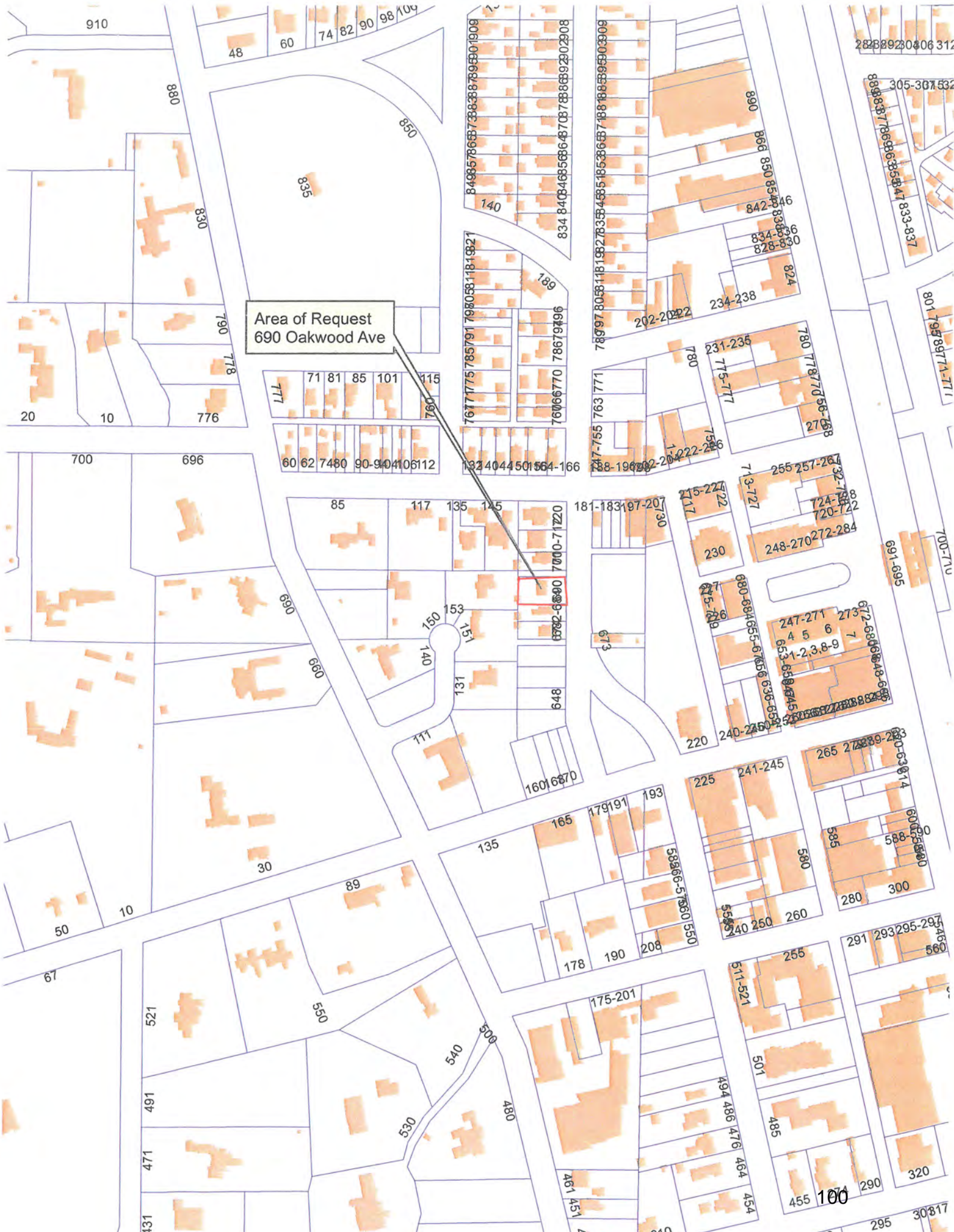
City Clerk

EXHIBIT A

New Fees Related to Development Activity

Application for Collocation	
Installation of facility	\$ 650.00
Installation of multiple facilities	\$ 350.00 per facility
Application for installation of new utility pole or support structure	\$1,000.00
Annual recurring rate for collocation on a City utility pole located in the right-of-way	\$ 200.00*
(* Or the City's actual, direct, and reasonable costs related to the wireless provider's use of space on the City utility pole.)	

Area of Request
690 Oakwood Ave



THE CITY OF LAKE FOREST

ORDINANCE NO. 2018-____

AN ORDINANCE APPROVING ARCHITECTURAL AND SITE DESIGN
REVIEW AND GRANTING A FLOOR AREA EXCEPTION FOR
THE PROPERTY LOCATED AT 690 OAKWOOD AVENUE

WHEREAS, Cynthia Simmons, TTE ("**Owner**") is the owner of that certain real property commonly known as 690 Oakwood Avenue, 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 District; and

WHEREAS, the Owner desires to construct improvements, including a three season room at the rear of the house ("**Improvements**") as depicted on the site plan and architectural drawings that are attached hereto as Group Exhibit B ("**Plans**"); and

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

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

WHEREAS, pursuant to notice duly published, the BRB reviewed and evaluated the Plans at a public hearing held on June 6, 2018 and July 5, 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 District under the City Code,
2. Owners propose 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(C) of the City Code,
4. the Improvements are consistent with the design standards in Section 150.147 of the City Code,
5. mature trees and other vegetation on the Property effectively mitigate the appearance of excessive height and mass of the structure 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,
6. the Improvements are sited in a manner that minimizes the appearance of mass from the streetscape. In addition, the proposed Improvements will not have a significant negative impact on the light to and views from neighboring homes,
7. 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,
8. the evidence presented indicates that the construction of the Improvements, if undertaken in conformity with this Ordinance, the recommended conditions, and the Plans, will meet the standards and requirements of Sections 150.147 and 150.148 of the City Code,

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

WHEREAS, the Mayor and City Council, having considered Owner's 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 and exception to the maximum allowable floor area, subject to the terms and conditions hereinafter set forth; and

WHEREAS, the Mayor and City Council further determine in the exercise of the City's home rule powers that it is in the best interests of the City and its residents to grant Owner's request for exceptions to the otherwise applicable maximum floor area requirements, subject to the terms and conditions hereinafter set forth;

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

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

SECTION TWO: 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 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: Maximum Floor Area Exception Granted. Pursuant to Section 150.148 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 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 and other structures on the Property to have a maximum square footage not to exceed 2,863 square feet.

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

- A. No Authorization of Work. This Ordinance does not authorize commencement of any work on the Property. Except as otherwise specifically provided in writing in advance by the City, no work of any kind shall be commenced on the Property pursuant to the approvals granted in this Ordinance except only after all permits, approvals, and other authorizations for such work have been properly applied for, paid for, and granted in accordance with applicable law.
- B. Compliance with Laws. Chapters 150, regarding building and construction, 156, regarding subdivisions, and 159, regarding zoning, of the City Code, and all other applicable ordinances and regulations of the City shall continue to apply to the Property, and the development and use of the Property shall be in compliance with all laws and regulations of all other federal, state, and local governments and agencies having jurisdiction.
- C. Tree Preservation. The Owner will fully comply with Chapter 99 of the City Code, regarding trees, as it relates to the construction of the Improvements.

- D. 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 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 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: ()

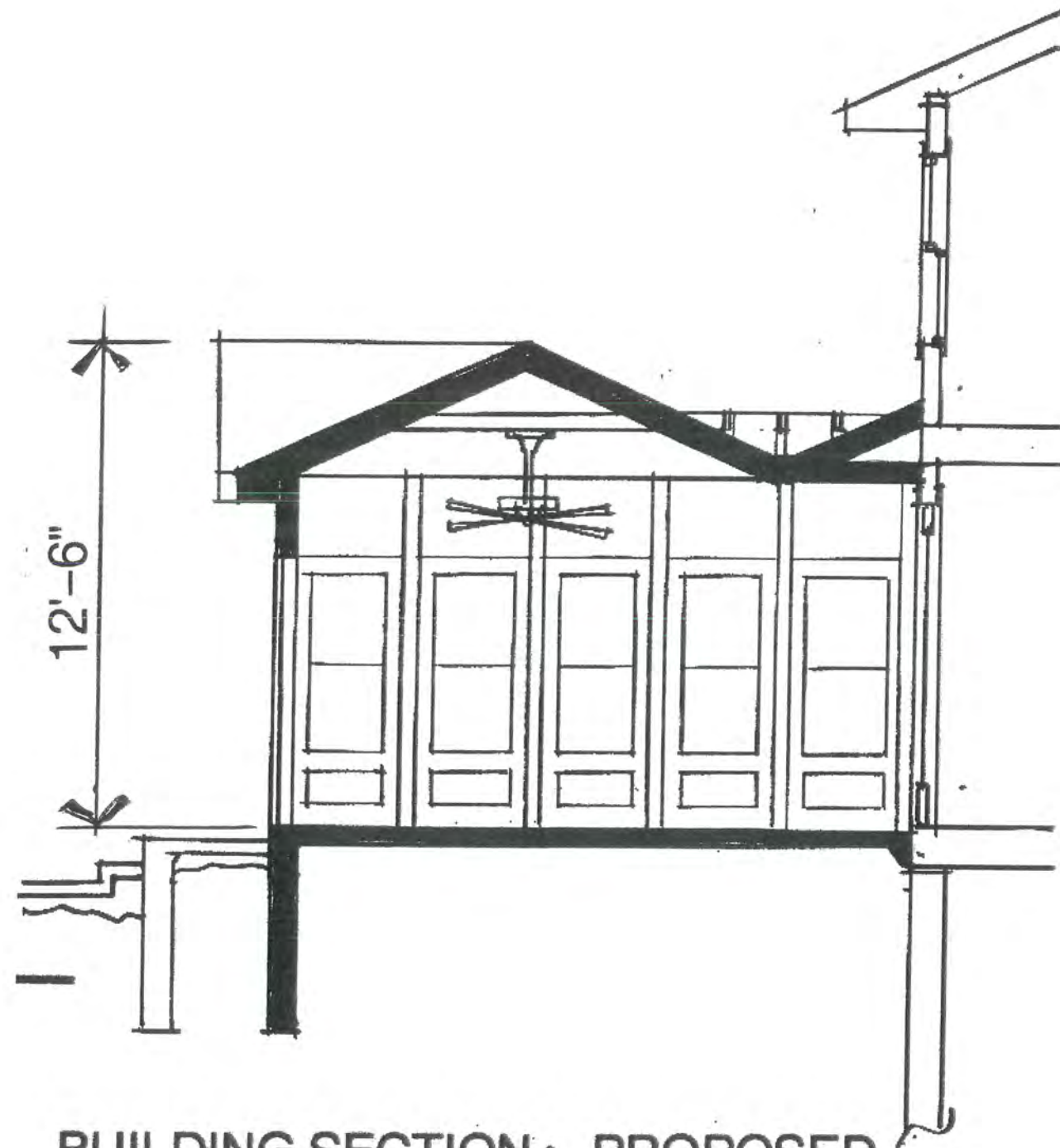
PASSED THIS __ DAY OF _____, 2018.

Mayor

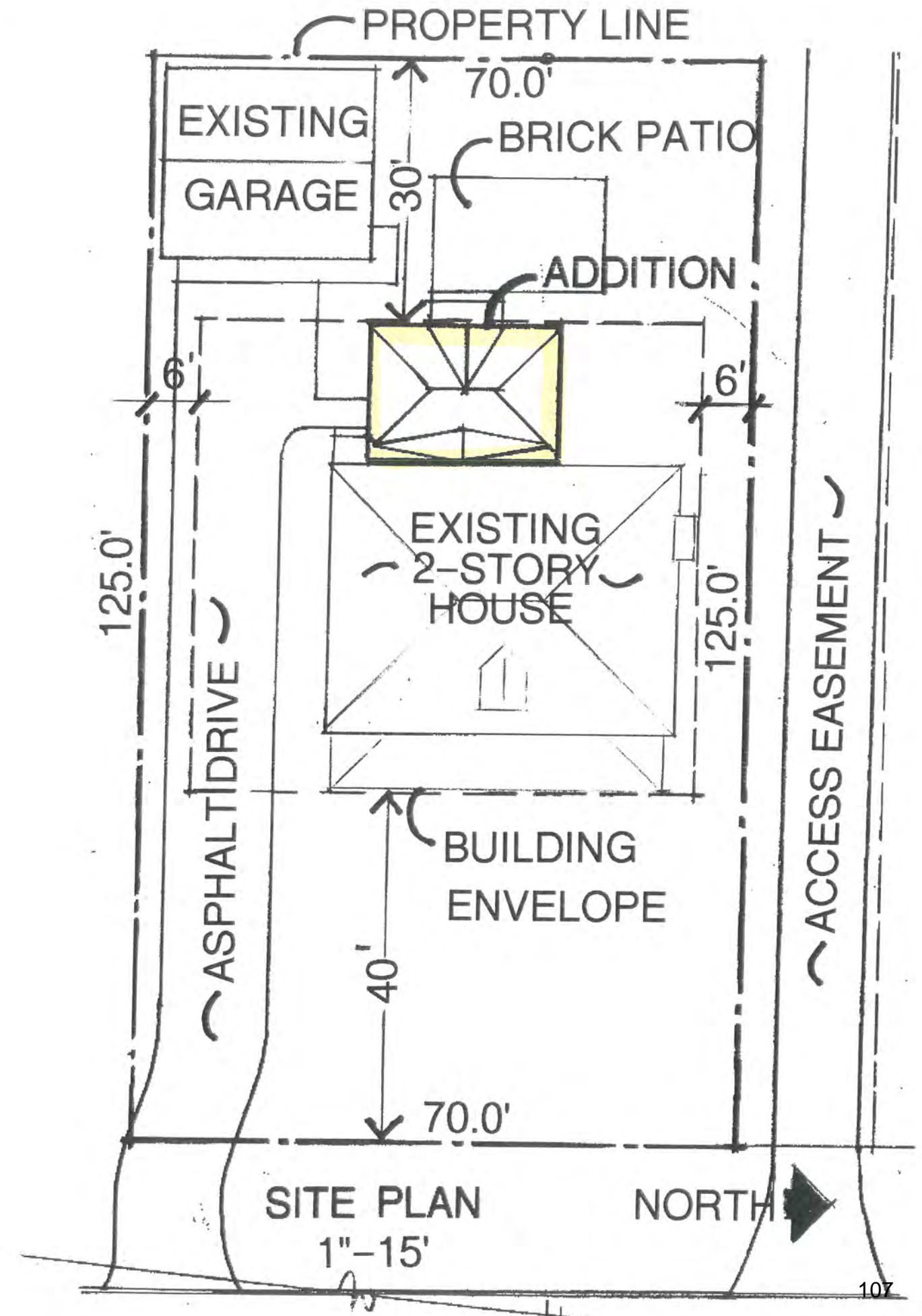
ATTEST:

City Clerk

The Plans

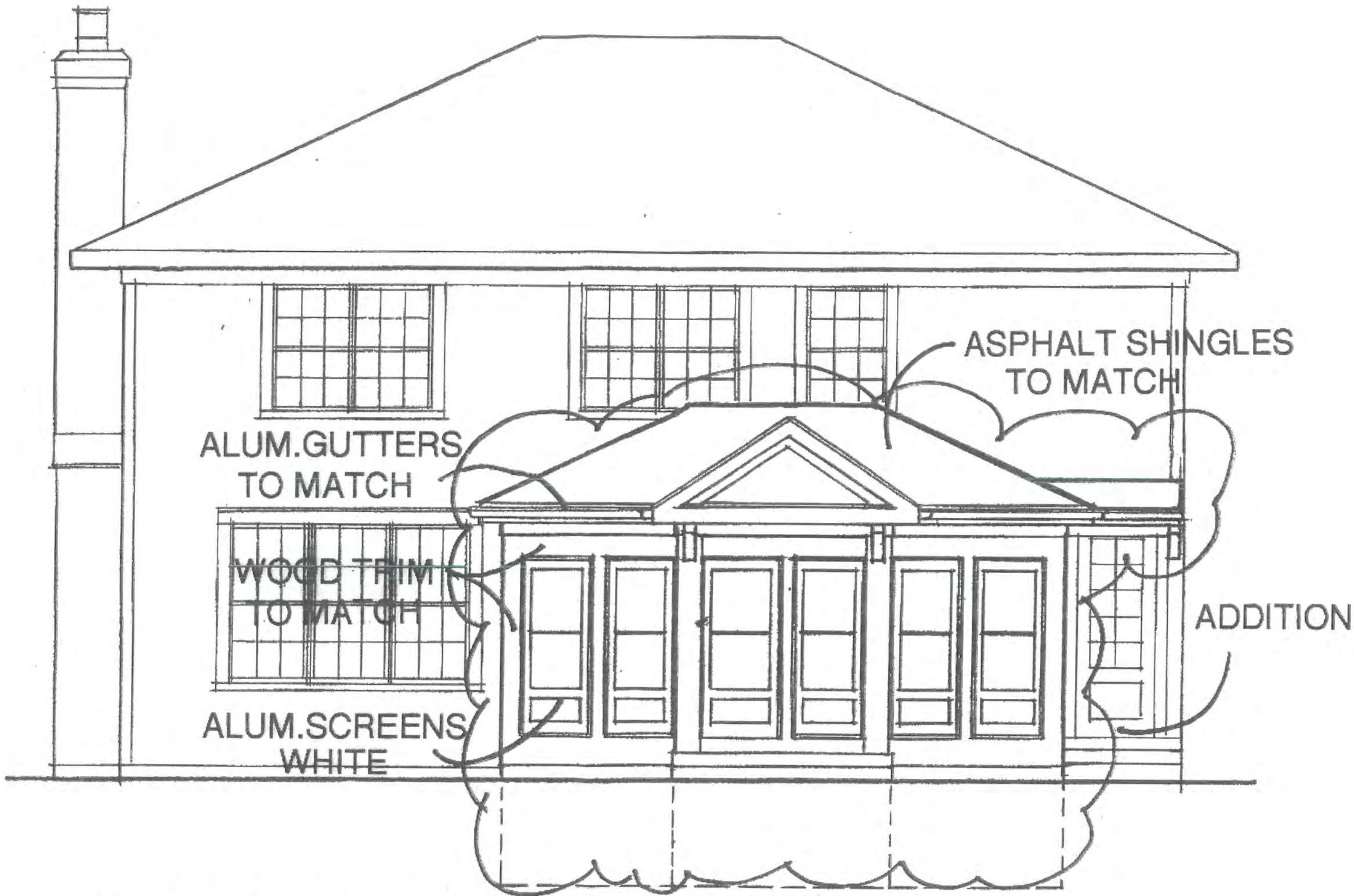


BUILDING SECTION: PROPOSED
1/4"-1'-0"

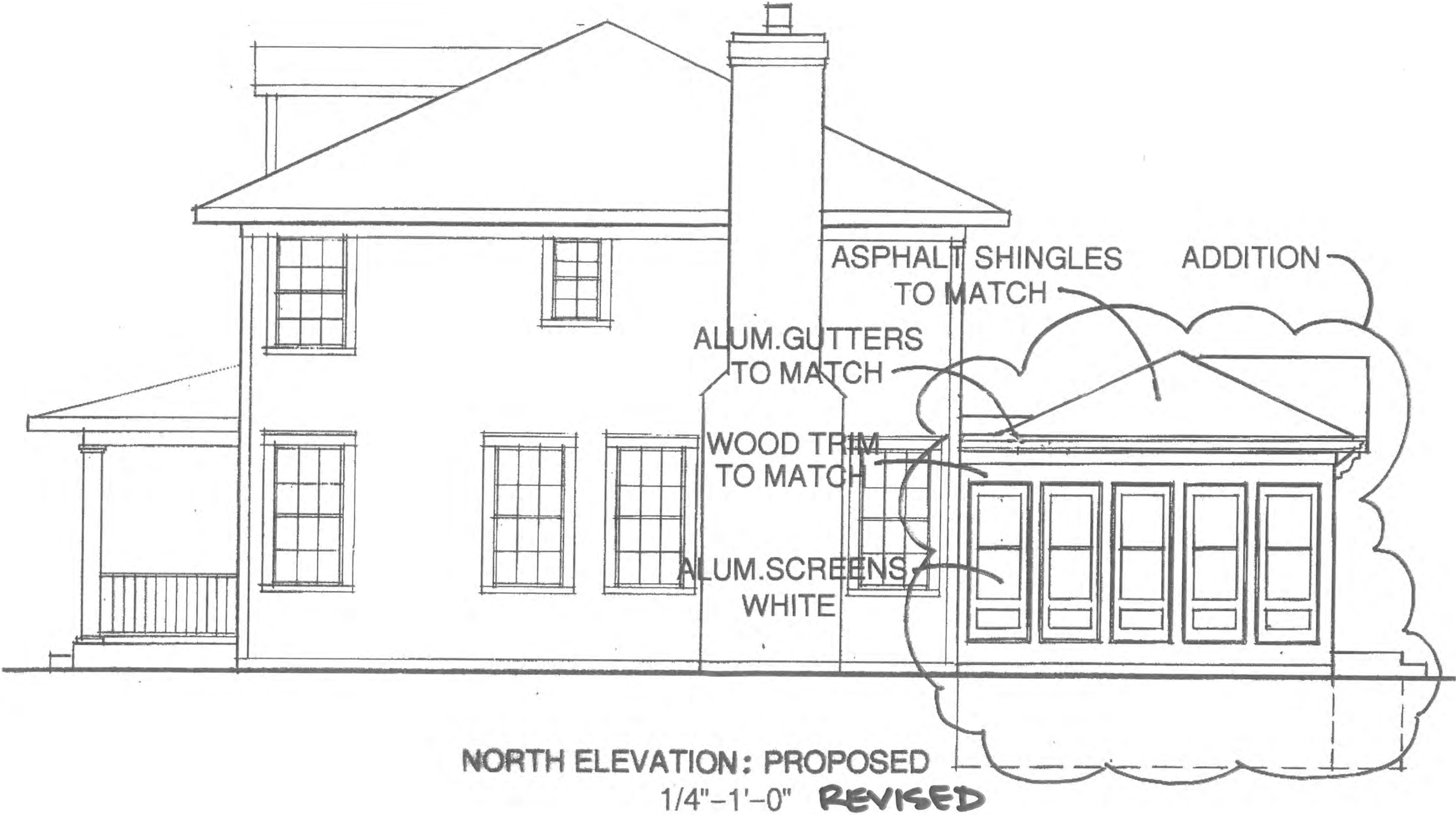


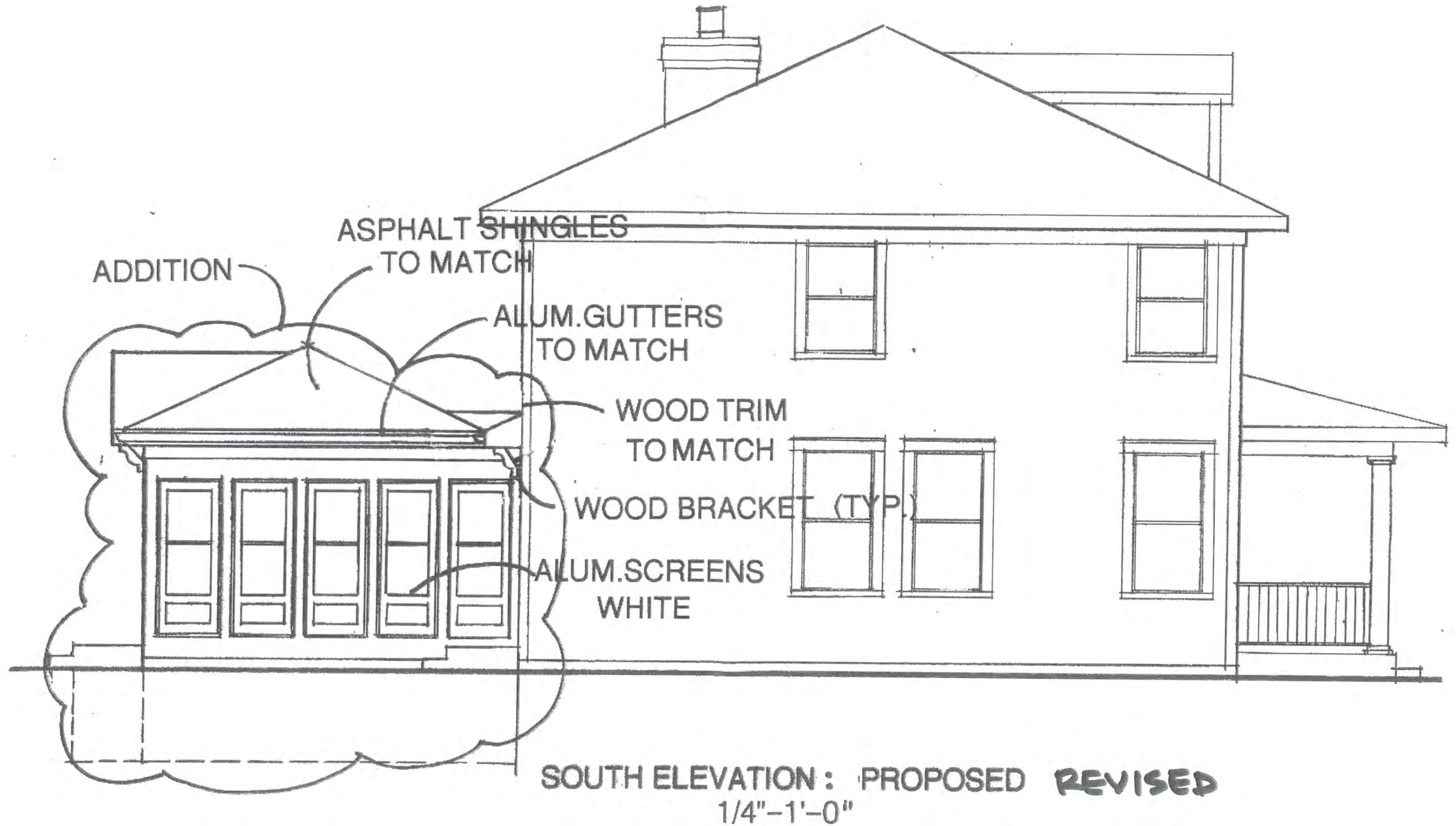
SITE PLAN
1"-15'

NORTH



WEST ELEVATION : PROPOSED **REVISED**
1/4"=1'-0"





**AGREEMENT FOR ENFORCEMENT OF THE ILLINOIS VEHICLE CODE
AND CITY ORDINANCES IN DESIGNATED PARKING AREAS
AT LAKE FOREST COLLEGE**

THIS AGREEMENT ("**Agreement**") is entered into this 16th day of July 2018, ("**Effective Date**") by and between The City of Lake Forest, Lake County, Illinois, an Illinois municipal corporation ("**City**") and Lake Forest College, the owner of the property known as Lake Forest College, Lake Forest, Illinois ("**Owner**").

WHEREAS, Section 11-209 of the Illinois Vehicle Code, 625 ILCS 5/11-209, authorizes the City to enter into agreements to regulate and control motor vehicle traffic, motor vehicle parking, and the use of motor vehicle parking areas in shopping centers, schools, hospitals, condominium complexes, and apartment complexes in the City; and

WHEREAS, Section 11-209.1 of the Illinois Vehicle Code, 625 ILCS 5/11-209.1, authorizes the City to enter into agreements to regulate and control motor vehicle traffic on private roads and streets in the City; and

WHEREAS, Sections 11-209 and 11-209.1 of the Illinois Vehicle Code will be collectively referred to as "Vehicle Code" in this Agreement; and

WHEREAS, Owner is the "owner," as that term is defined by the Vehicle Code, of the property commonly known as Lake Forest College ("**Property**"); and

WHEREAS, the City has requested that the Owner allow beach parking by City residents on a portion of the Property consisting of the parking areas located on the North Campus of the Property and depicted on **Exhibit A** ("**Regulated Parking Areas**"); and

WHEREAS, Owner has agreed to permit beach parking by City residents on those areas of the Regulated Parking Areas depicted in green on the map attached as Exhibit A; and

WHEREAS, in exchange for allowing the beach parking by residents in the designated areas, Owner agrees to authorize the City to enforce regulations contained in the Vehicle Code and the City of Lake Forest Municipal Code ("**City Code**") regarding motor vehicle traffic and parking.

NOW THEREFORE, in consideration of the recitals set forth above and the provisions and conditions set forth below and in furtherance of the City's home rule powers, the parties hereby agree as follows:

1. The foregoing recitals are incorporated into this Agreement as if fully set forth herein.
2. The City shall have full and complete authority to enforce the motor vehicle traffic and parking regulations contained in the Vehicle Code and the City Code on the Regulated Parking Areas, including the authorized beach parking areas depicted on Exhibit A. This authorization should not be construed as a guarantee by the City that there will be enforcement action in any particular case. However, the City agrees to utilize its best efforts to enforce this Agreement consistent with its other responsibilities and functions.
3. Upon the Effective Date of this Agreement, it will be an offense for any person to violate any motor vehicle traffic or parking regulation contained in the Vehicle Code or City Code on the Property. Any such offense will be punishable by any one or more of the penalties authorized by the City Code, including but not limited to fines, immobilization or

towing of the vehicle, or other penalty. Fines will be imposed, collected, and deposited in accordance with the City's customary procedures.

4. Owner, at its sole expense, agrees to erect, post, install, and maintain all City provided signs, parking area improvements, and pavement markings necessary to enforce the Vehicle Code and the City Code, as determined by the City in its sole discretion.
5. This Agreement is for a period of 35 days from the Effective Date ("**Initial Term**").
6. This Agreement shall be binding upon the parties' heirs, successors, assigns, executors, and administrators.
7. This Agreement constitutes the entire understanding between the parties and supersedes all prior agreements between the parties. This Agreement may not be modified or terminated except in writing executed by the parties.
8. This Agreement will be governed by and construed in accordance with the laws of the State of Illinois. The venue for all disputes arising out of, under, or related to this Agreement shall be the Circuit Court of Lake County, Illinois.
9. Notices delivered pursuant to this Agreement shall be deemed effective upon receipt, and all notices shall be personally delivered or sent via certified mail, return receipt requested, to the following addresses:

CITY

City of Lake Forest
Attn: City Manager
Attn: Police Chief
220 E. Deerpath
Lake Forest, Illinois 60045

OWNER

Lake Forest College
Attn: President
Attn: Director of Public Safety
555 N. Sheridan Rd
Lake Forest, Illinois 60045

10. This Agreement will be recorded, at Owner's sole expense, with the Office of the Lake County Recorder of Deeds, and this Agreement will not be effective until three days after the date of recording.
11. This Agreement may be executed in any number of counterparts, with each counterpart deemed to be an original.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by their duly authorized officers on the Effective Date set forth above.

CITY OF LAKE FOREST

By: _____

Its _____

ATTEST:

By: _____

Its _____

LAKE FOREST COLLEGE

By: _____

Its _____

ATTEST:

By: _____

Its _____

EXHIBIT A
DEPICTION OF REGULATED PARKING AREAS

4839-8328-7404, v. 3

Exhibit A



Exhibit A



THE CITY OF LAKE FOREST

ORDINANCE NO. 2018-_____

AN ORDINANCE GRANTING A SPECIAL USE PERMIT AUTHORIZING WATERWAY TO
LOCATE A CAR WASH, GAS STATION AND ASSOCIATED CONVENIENCE STORE ON THE
SOUTHEAST CORNER OF WAUKEGAN AND EVERETT ROADS,
1015 – 1045 S. WAUKEGAN ROAD

WHEREAS, Waterway Gas and Wash Company, a Missouri corporation authorized to do business in Illinois (the "**Business Owner**"), intends to enter into a long-term lease regarding, and undertake redevelopment of, that certain real property that is commonly known as 1015 - 1045 S. Waukegan Road, Lake Forest, Illinois and legally described in Exhibit A, attached hereto ("**Property**"); and

WHEREAS, the Property is located in the B-1 Neighborhood Business District under the Lake Forest Zoning Ordinance; and

WHEREAS, the Property has historically been the site of auto-related businesses including a gas station, vehicle service and repair shop, and a garden supply retail business with indoor and outdoor merchandise displays; and

WHEREAS, the Property has been vacant for the past ten years and cited by many as an eyesore at the south entrance to one of the City's business districts; and

WHEREAS, carwashes and gas stations are permitted in the B-1 District only pursuant to the grant of a special use permit; and

WHEREAS, the Business Owner, with the consent of IP Properties Lake Forest, LLC (Robert C. Stuart, Jr. 1996 Declaration of Trust, 100%) (the "**Owner**"), has filed a petition (the "**Petition**") for a special use permit ("**SUP**") to authorize the operation of a carwash and gas station in combination with a convenience store on the Property (the "**Improvements**"); and

WHEREAS, the Petition was filed in accordance with the regulations of Section 159.045, Special Uses, of the Lake Forest Zoning Code; and

WHEREAS, the Plan Commission did conduct a properly noticed public hearing on the Petition over the course of three meetings that occurred on October 22, 2015; March 8, 2017, and November 8, 2017, and after having fully heard and having considered the evidence and testimony by all those who wished to testify and after deliberating, voted 4 to 2, to make the following findings and to recommend approval of the "**Proposal**" [being the proposed redevelopment and use of the Property with the Improvements as generally depicted in Group Exhibit B (the "**Preliminary Plans**")], subject to the terms and conditions of approval hereinafter set forth:

1. The Zoning Code establishes criteria that must be considered prior to approving certain businesses in the B-1 zoning district, but does not prohibit such uses. A car wash, gas station and convenience store meet the frequent and recurring needs of residents in the surrounding area. No other gas stations or car washes exist in the west part of The City of Lake Forest.
2. The Property is located within and at the south end of the business district that extends along Waukegan Road, a State highway. The use of the Property for commercial, auto-oriented uses pre-dates the surrounding residential development.
3. The Proposal for the Property presents uses not unlike those that historically occupied the Property, and will not impede the orderly development of other properties in the area. For the most part, properties in this area are already developed.
4. The streets and the intersection in this area can accommodate the Proposal. Traffic counts were conducted in 2015 and again in 2016. The Traffic Study presented to the Plan Commission was based on the higher of the two traffic counts and factored in an allowance for regional growth on an annual basis. The on-site parking lot provides sufficient parking spaces to meet the Code requirements and public parking lots are located nearby and available for off-site employee parking by permit, if necessary. Based on the Traffic Study submitted and the undertakings of Business Owner and Owner pursuant to the Proposal, the Proposal will not have a negative impact on traffic volumes or the flow of traffic in the general vicinity.
5. The Proposal will maintain and enhance pedestrian connections to the intersection and neighboring uses.

6. Adequate utilities are in place to continue to serve the Property and the Proposal. An increased demand for services, beyond that required for other commercial uses previously located on this Property, will not result from the Proposal.
7. The Proposal includes a 7,800-square foot building, a fueling area canopy, signage and streetscape landscaping all of which were reviewed by the Building Review Board, and a recommendation on the design aspects of the Proposal was forwarded to the City Council for consideration concurrent with the consideration of this ordinance. The improvements constructed on the Property will be minimal and will not prevent the future use of the Property for an alternate use.
8. The Proposal will not be detrimental to surrounding businesses or the business district as a whole and will take advantage of existing traffic on Waukegan Road, attract employees and draw local residents who may, in addition to patronizing the Improvements on the Property, also patronize other businesses in the area.
9. With the incorporation of substantial sound mitigation measures and other conditions of approval, the Proposal will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare.
10. The Proposal will not substantially diminish property values in the area.
11. The Proposal shall conform to the applicable regulations in the B-1 zoning district except as modified by the City Council through this Special Use Permit.

WHEREAS, the City Council (i) concurs with the findings of the Plan Commission, (ii) finds that the uses and Improvements included in the Proposal and as authorized herein will satisfy the requirements of Section 159.045(E) of the Zoning Code, and (iii) subject to the terms and conditions herein set forth, finds and determines that it is in the best interests of the City and its residents to approve the Proposal and grant the SUP as set forth in the Ordinance.

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

SECTION ONE. Recitals: The foregoing recitals are incorporated into this Ordinance as if fully set forth.

SECTION TWO. **Approval of SUP:** Pursuant to Section 159.045 of the Zoning

Code and subject to the limitations set forth in the City Code and the conditions set forth in Section Three of this Ordinance, the City Council hereby approves the Proposal and grants the SUP authorizing the use and related Improvements on the Property, as more fully depicted on the Preliminary 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 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 must be in compliance with all laws and regulations of all other federal, state, and local governments and agencies having jurisdiction.
- C. Compliance with the Plans. The Improvements (including on-site landscaping and screening) must be developed on the Property in substantial compliance with the Preliminary Plans; provided, however, that such Preliminary Plans shall be subject to the review and recommendation of the Building Review Board and ultimate approval of the City Council (the "***Building Review Approval Process***"). To the extent that modifications to the Preliminary Plans are required pursuant to the Building Review Approval Process, the Proposal shall only be authorized to proceed in accordance with plans as approved through the Building Review Approval Process. To the extent that the Preliminary Plans reflect landscaping or other improvements on nearby properties ("***Adjoining Improvements***"), the obligation to undertake and complete such Adjoining Improvements shall be conditioned upon the Business Owner obtaining the necessary approvals of such nearby properties.
- D. Fees and Costs.

The Business Owner and Owner shall be jointly and severally 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 Business Owner and Owner (or the successor of 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.

E. Use Limitations.

1. The operating hours shall not exceed the following:

 - a. Gas and Convenience Store
All days 7:00 a.m. – 10 p.m.
 - b. Car Wash
Monday – Friday 7:30 a.m. – 7:00 p.m.
Saturday and Sunday 9:00 a.m. – 5:00 p.m.
2. Any material changes to the use, structures, methods, or equipment on the Property will be subject to review by the City's Director of Community Development and may be subject to further public hearing and amendment of the SUP if such changes are not in general conformity with the terms of this Ordinance (as determined in the discretion of the Director of Community Development).
3. If one or more of the permitted special uses cease to operate on the Property, all structures and improvements related to that use shall be removed and the Property shall be restored to a level grade in a reasonable time frame as determined by the City.

F. Improvements and Site Operations

1. Automated doors shall be installed at the entrance and exit to the car wash tunnel and shall operate on a consistent basis. The doors shall be raised and lowered between cars and the exit door shall be closed at all times while the blower is operating. If one of more of the doors become inoperable, the car wash shall cease operation until the necessary repairs are made to allow the door(s) to function consistent with this condition.
2. The noise levels from the car wash are not permitted to exceed two (2) dB above the ambient time-weighted average noise levels in the area consistent with the Business Owner's representations. A post-construction study, prior to the issuance of a Certificate of Occupancy, and later periodic

studies shall be conducted by a consultant hired by the City and paid for by the Business Owner. The study shall involve, but not be limited to: 1) recording the noise at two residential locations for several hours after 3 PM or on a Sunday; 2) determining a one hour time-weighted average for every hour; and 3) extracting the ambient noise from the recording (between washes). An additional post-occupancy study shall be undertaken after approximately six months to assess compliance with the noise level standards in this Ordinance. A bond, in an amount to be reasonably determined by the City Manager, shall be posted by the Business Owner to cover reasonable Consultant fees for such studies, which bond shall be held for 12 months after the issuance of a Certificate of Occupancy. Expenses incurred by the City related to monitoring noise levels after the first 12-month period shall be reimbursed by the Business Owner in accordance with Section 3(D) of this Ordinance.

In the event that noise levels are found to exceed the limit stated above, a Notice to Correct shall be issued to the Business Owner allowing a reasonable cure period. At the Council's option, this Special Use Permit may be revoked for failure to take corrective action within the allowed cure period.

3. In order to satisfy the noise level standards in this Ordinance, and in addition to any Adjoining Improvements, replacement of windows on impacted properties in the vicinity of the Property (including the Church Rectory, the neighboring office building, and the residential units immediately adjacent to the east and south of the car wash facility) may be required to mitigate sound impacts if determined to be necessary by the City's acoustical engineer to meet accepted standards after six months of operation of the car wash; provided, however, that Business Owner's inability to implement such window replacement or other off-site sound mitigation measures shall not excuse Business Owner from complying with the noise level standards of this Ordinance.
4. Except for any signage illumination approved as part of the Building Review Approval Process, all exterior lights on the Property shall be directed downward and the source of light shall be fully shielded from view from off of the Property. After close of business, all exterior lights, except those determined to be necessary for safety and security of the site by City public safety officials, must be turned off. An overnight lighting plan shall be required as part of the submittal for building permit.
5. The building, lighting, landscaping and signage shall be subject to review as part of the Building Review Approval Process, with particular attention to establishing a streetscape character consistent with the overall business district and mitigating impacts on nearby properties through design elements.
6. In connection with the building permit process, all Improvements on the Property shall be evaluated to determine whether they are designed to

reasonably satisfy the noise level standards set forth in this Ordinance. The City may require Business Owner to meet construction standards that exceed standards in the City Code if necessary to satisfy the noise level standards in this Ordinance.

SECTION FOUR: Amendment to Ordinance. Any amendments to the terms, conditions, or provisions of this Ordinance that may be requested after the effective date of this Ordinance may be granted only pursuant to the procedures, and subject to the standards and limitations, provided in Section 159.045 of the Zoning Code, including an amendment to the SUP itself in the manner provided in the Zoning Code and by applicable law.

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 as set forth in a resolution duly adopted without public notice or hearing, be of no force or effect if Owners have not (i) executed and (ii) thereafter filed with the City Clerk, within 30 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:

APPROVED THIS ____ DAY OF _____, 2018.

MAYOR

ATTEST:

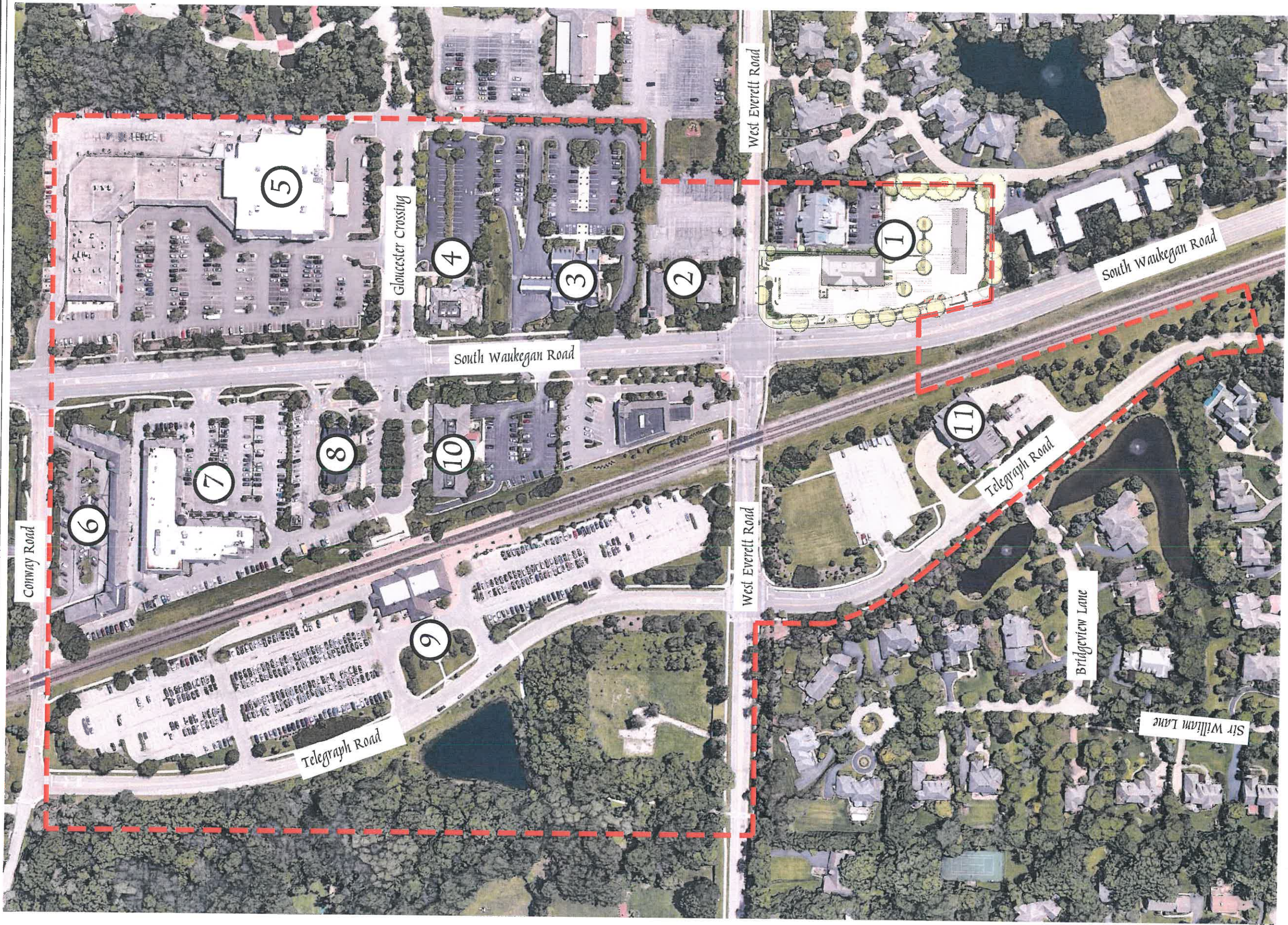
City Clerk

EXHIBIT A
Legal Description of the Property

Lot 1 in "Everett Garage Subdivision" being of part of the NE ¼ of Section 7, Township 43 North, Range 12, East of the Third Principal Meridian according to the plat thereof recorded April 13, 1965, as Document 1259517, in Book 42 of plats, Page 14, in Lake County, Illinois.

P.I.N. 16-07-202-012-0000

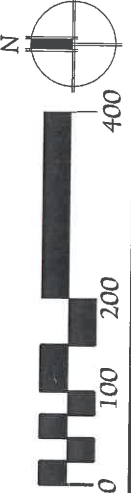
Commonly known as: 1015 - 1045 S. Waukegan Road



- ① Proposed Waterway Car Wash
 - ② St. Patrick's Church
 - ③ Lake Forest Bank and Drive Through
 - ④ Northshore University Health System Medical Office
 - ⑤ Sunset Food Mart and Crossing Shopping Court
 - ⑥ Conway Court Plaza
 - ⑦ Forest Square
 - ⑧ Chase Bank
 - ⑨ Lake Forest Metra Station
 - ⑩ The Private Bank
 - ⑪ city of Lake Forest Fire Station
- B-1 Neighborhood Business Zoning District

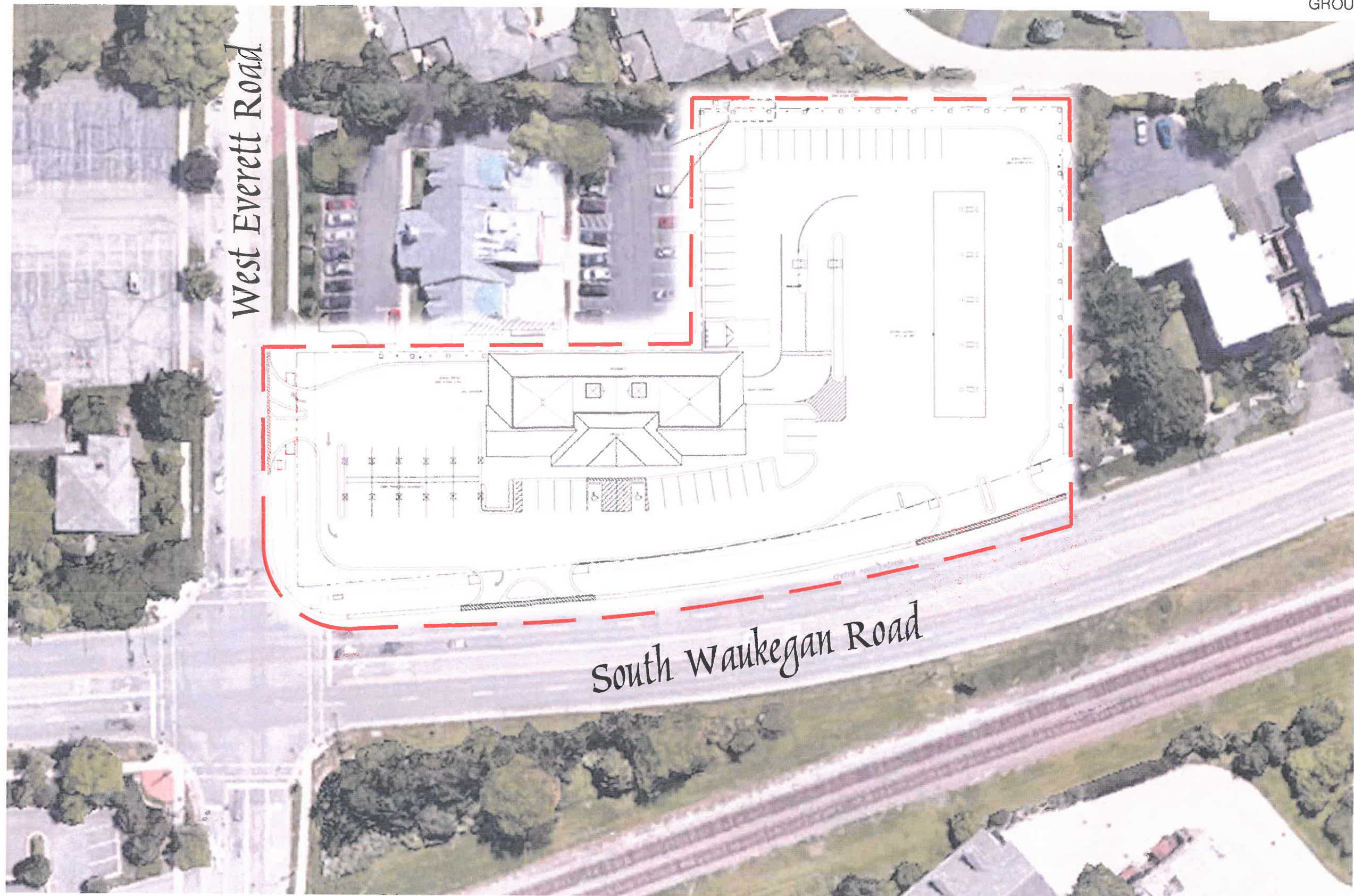
teska
627 Grove Street, Evanston, Illinois 60201
Tel: 847.862.2015 Fax: 847.862.2039

May 1, 2018



Aerial Context Image: waterway Car Wash

Lake Forest, Illinois

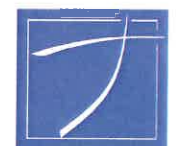


Aerial Site Plan Overlay - Waterway Car Wash

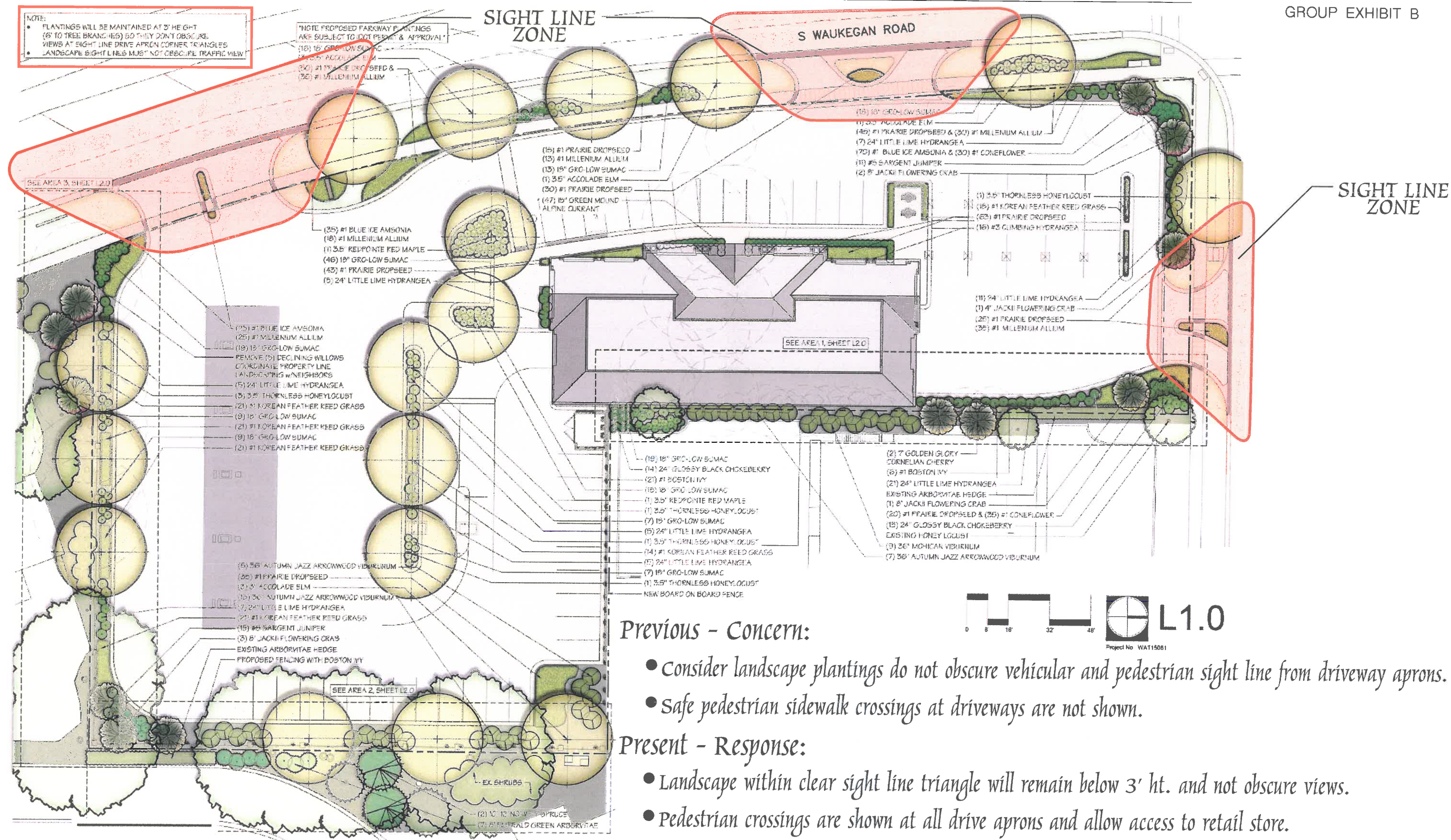
Lake Forest, Illinois



May 22, 2018

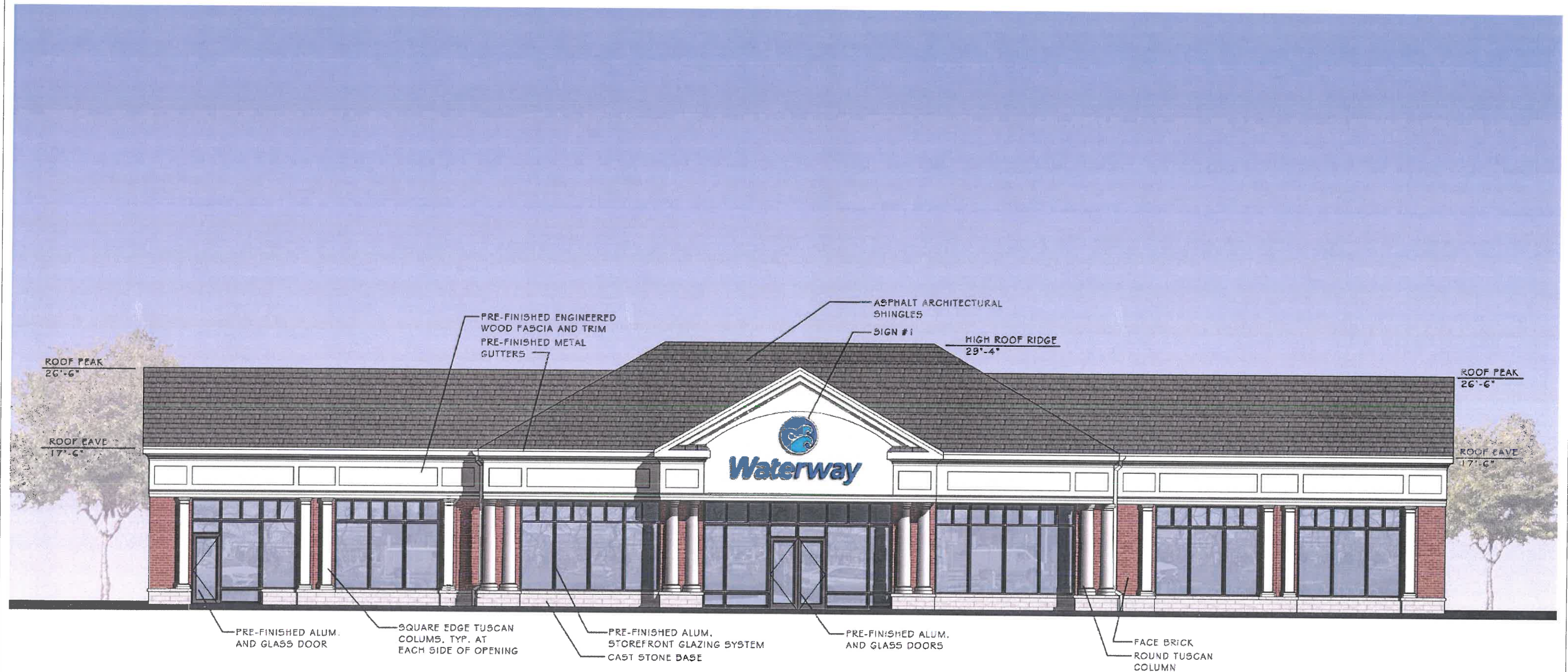


627 Grove Street, Evanston, Illinois 60001
Tel 847.869.2015 Fax 847.869.127



Sight Line Triangle - Waterway Car Wash

Lake Forest, Illinois



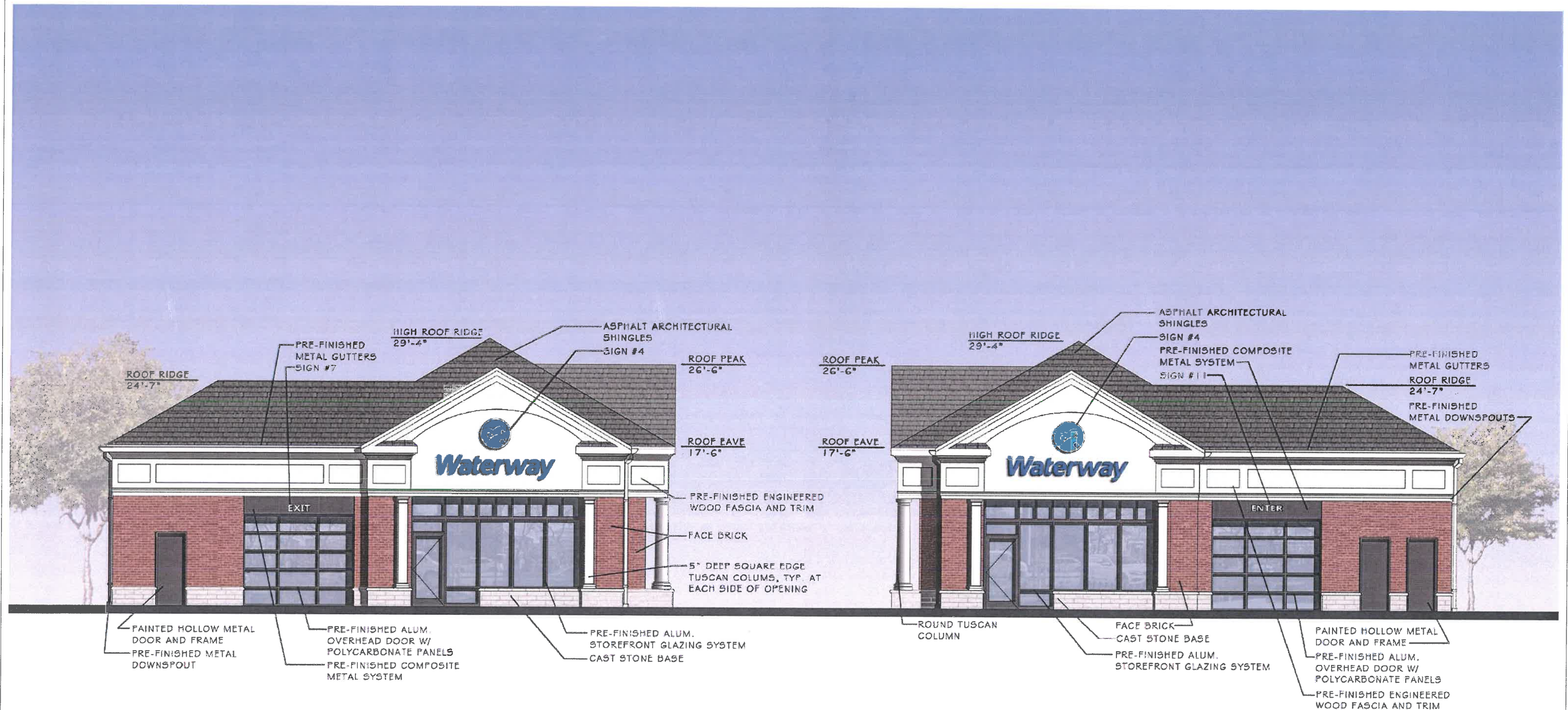
West Building Elevation - Waterway Car Wash

Lake Forest, Illinois



May 22, 2018

627 Grove Street, Evanston, Illinois 60201
Tel 847.869.2015 Fax 847.869.129



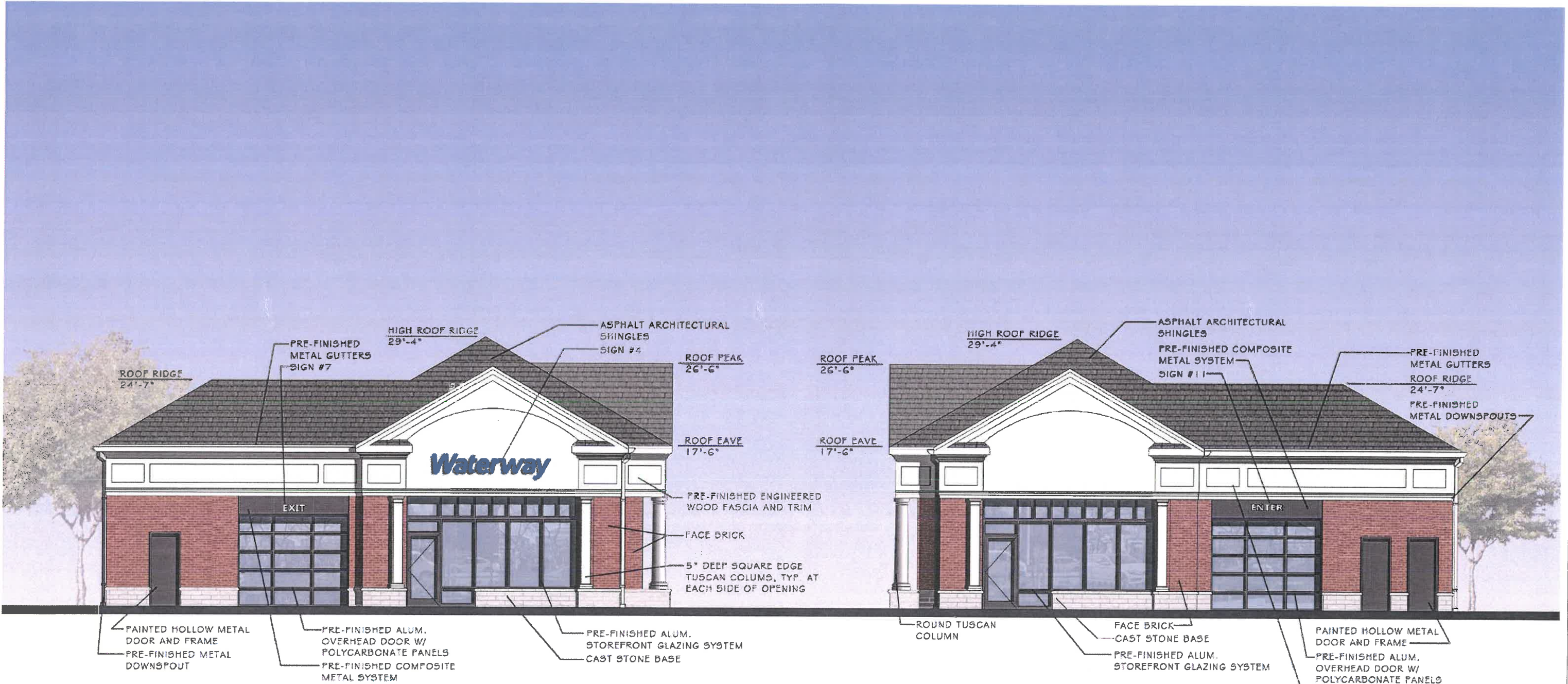
North & South Building Elevations Previous - Waterway Car Wash

Lake Forest, Illinois



May 22, 2018

627 Grove Street, Evanston, Illinois 60201
Tel 847.869.2015 Fax 847.869.1300

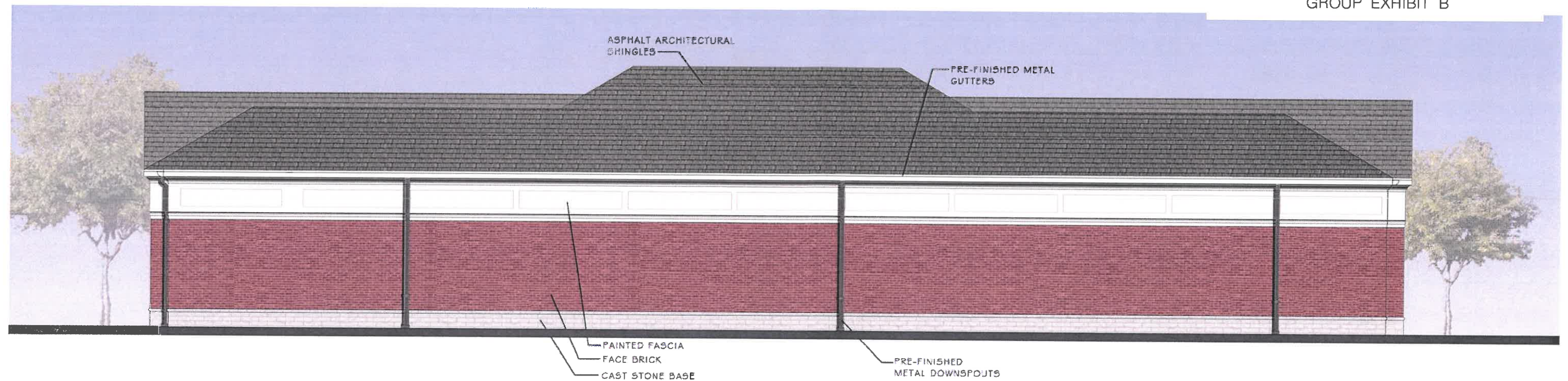


- Sign #4 removed from South Elevation.
- Crest logo removed from North Elevation.

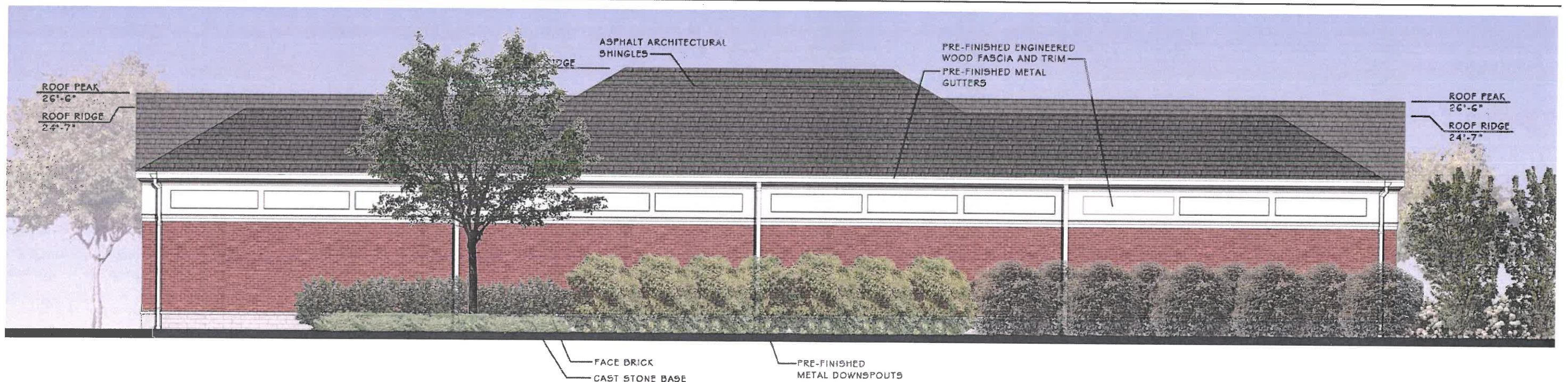
North & South Building Elevations Present- Waterway Car Wash

Lake Forest, Illinois

May 22, 2018



Previous - Concern: • Consider appearance of east facade



Present - Response: • Landscape screen plantings added along building foundation
 • Spacing of painted fascia and trim coordinated with metal downspouts to break up wall into panels

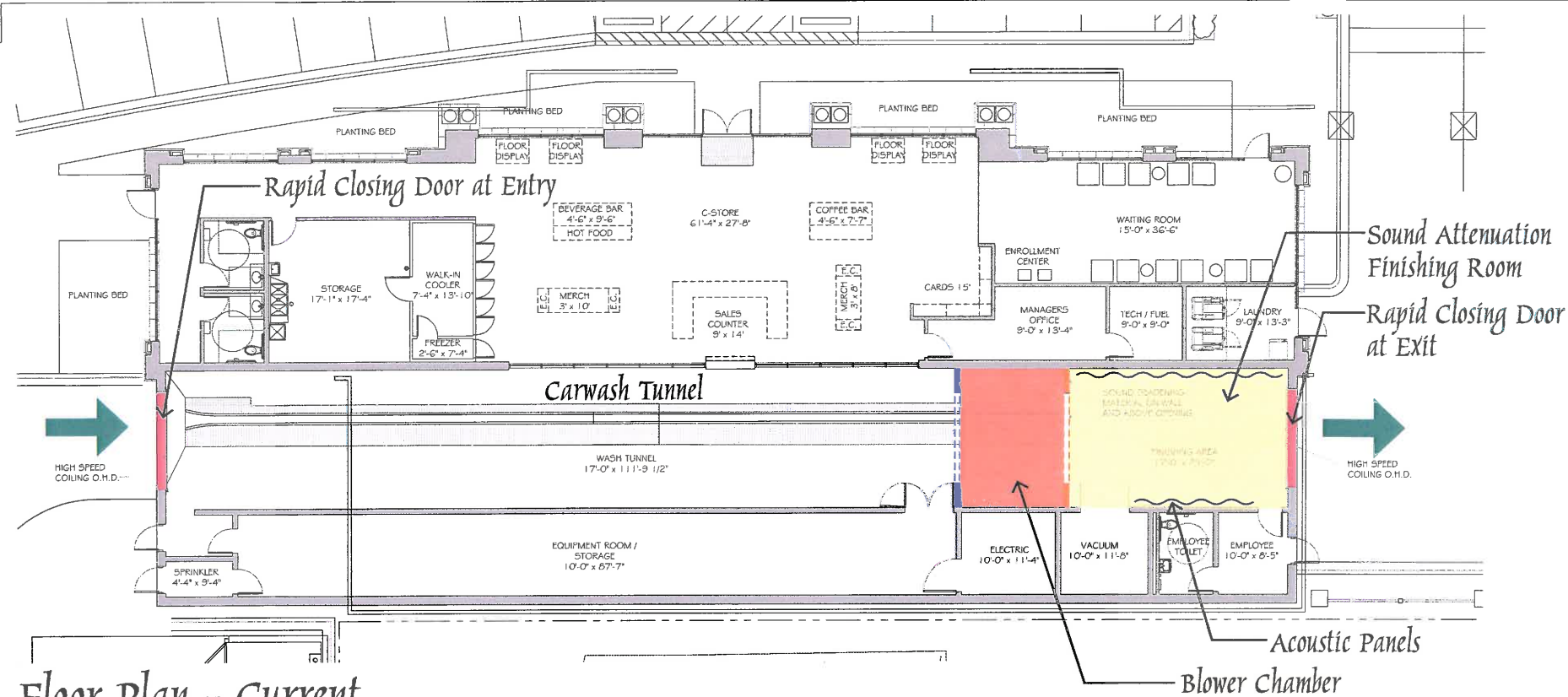
East Elevation Changes - Waterway Car Wash

Lake Forest, Illinois

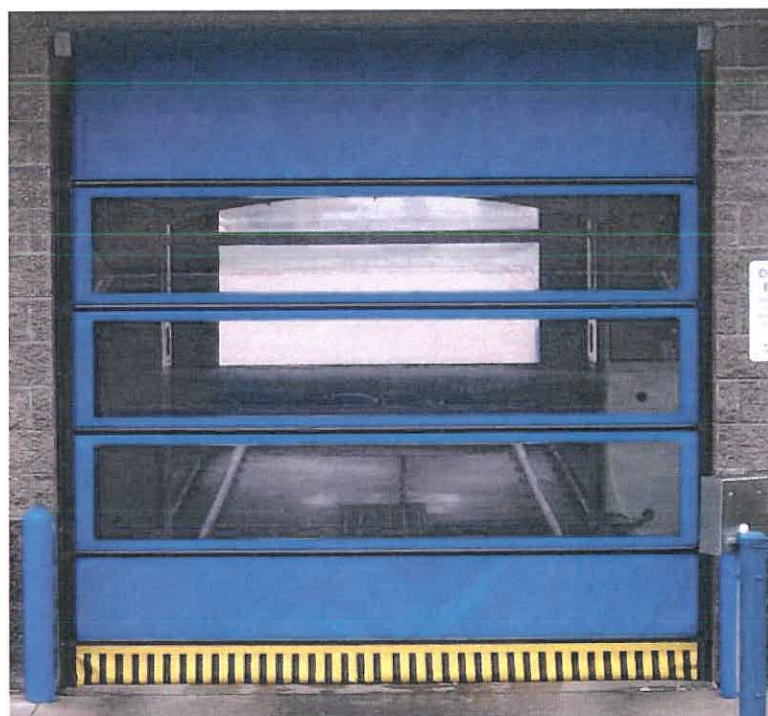
May 22, 2018



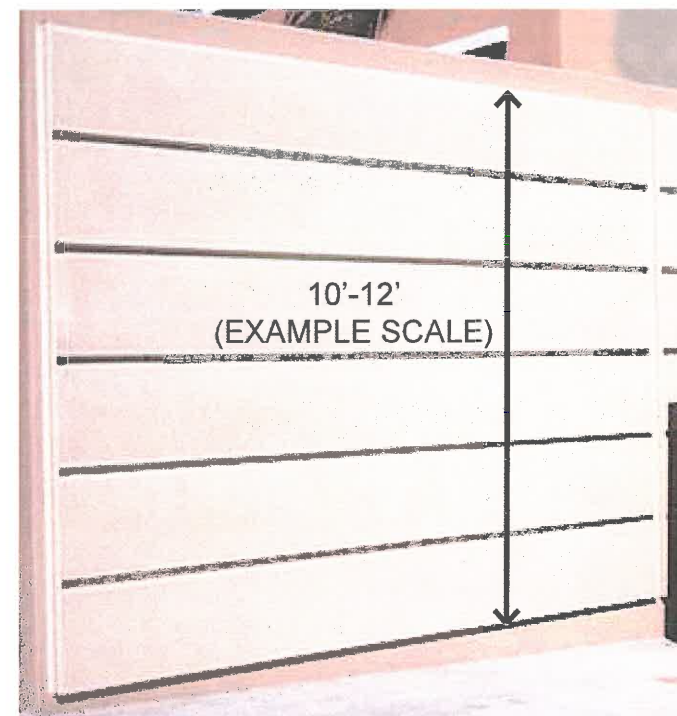
627 Grove Street, Evanston, Illinois 60201
 Tel 847.869.2015 Fax 847.201.132



Floor Plan - Current



High-Performance Rolling Door



Indoor Acoustical Panels in Finishing Room

Sound Attenuation - Waterway Car Wash

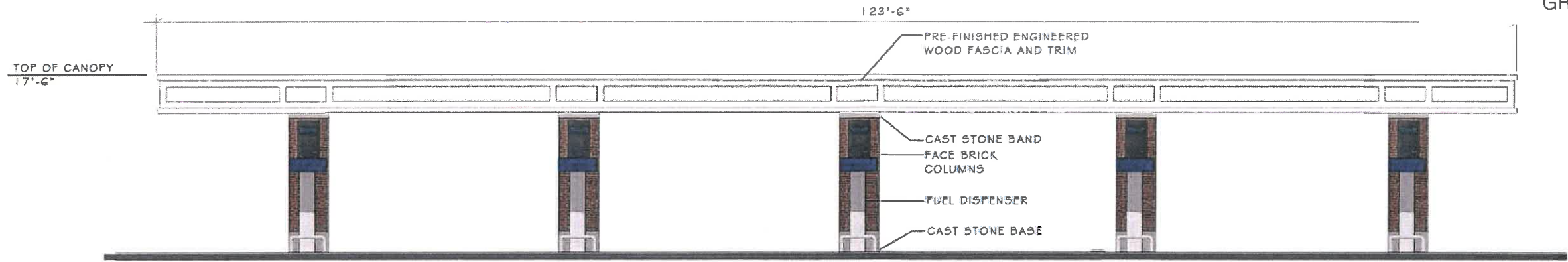
Lake Forest, Illinois

Sound reduction measures are state of the art and particularly unique to this facility. Sound measures incorporated into this application include the following site-specific elements:

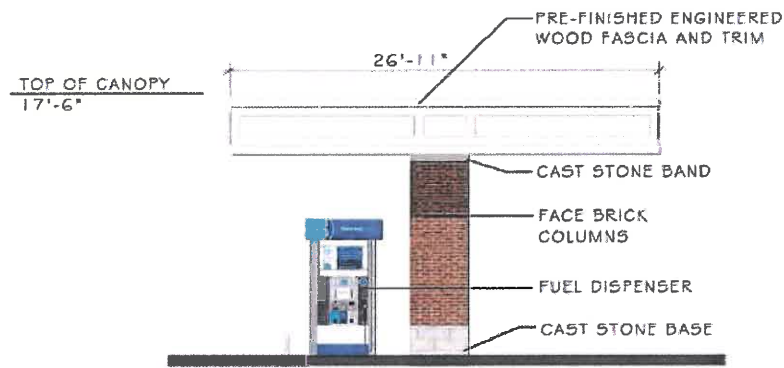
1. Construction using full masonry for the car wash building walls.
2. Placement of an internal sound barrier wall at the end of the blower area with 10' x 10' opening to baffle sound from the final finishing room.
3. Creation of a sound attenuation/ finishing room beyond the blower barrier wall with sound deadening, weatherproof acoustical panels added.
4. Use of high performance rapid open/close doors at the wash entry and exits.
5. Containment of car vacuum mechanical units within the building.
6. Installation of a solid wood board, 10' high property line fence with masonry columns.
7. Installation of dense landscape outside of the fence east and south side.
8. Installation of dense landscape within the fence east and south side of the property.
9. Provision for sound reduction glazing for the adjacent residences and office.
10. Provision for the City and applicant to conduct annual sound decibel audit to check sound levels and address any adjustments or deficiencies.

Waterway will install state of the art blowers that are engineered to reduce noise, while producing a dry vehicle.

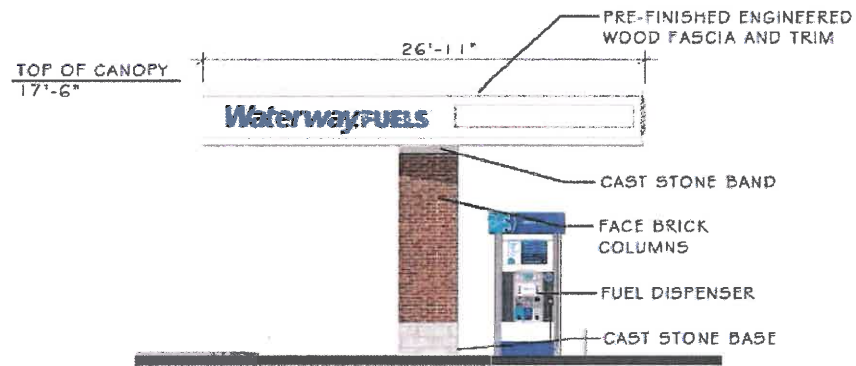
The latest, best technology is rated at 2 dB quieter than the blower technology that was installed at the Waterway Northbrook location. The blower sound reduction does not take into account the other significant noise reduction steps that Waterway has already committed to and reviewed with Plan Commission.



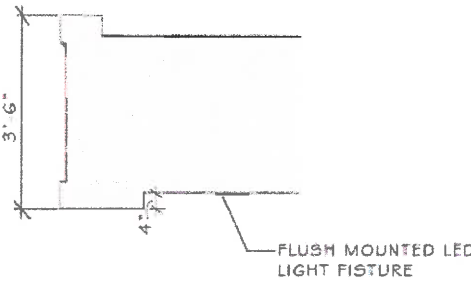
South Elevation



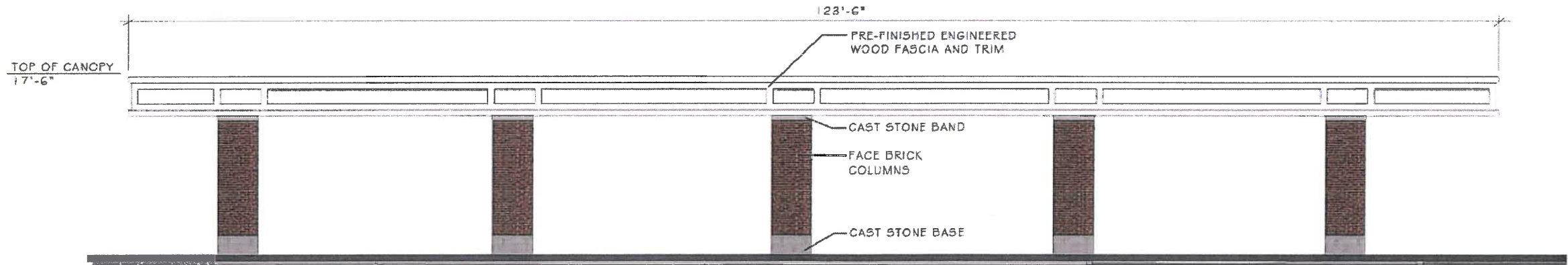
East Elevation



West Elevation



Canopy Section



North Elevation

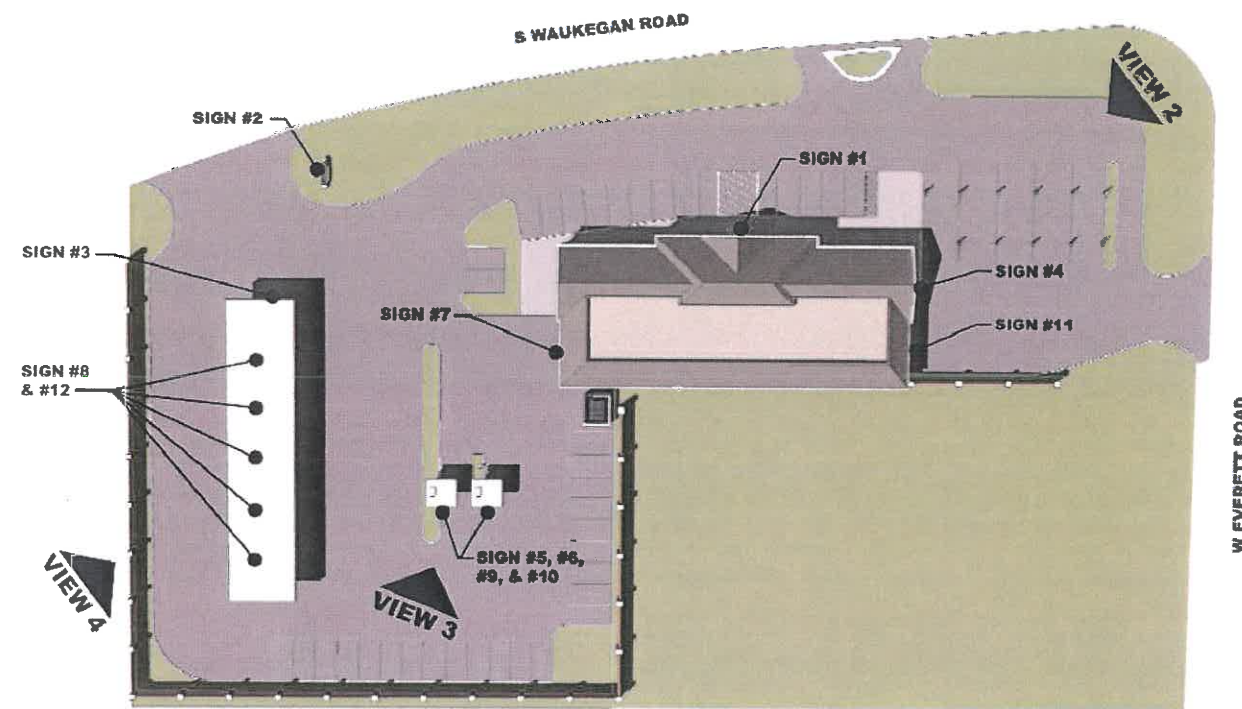
Canopy Elevations Present- Waterway Car Wash

Lake Forest, Illinois



May 22, 2018

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1 SITE MAP SIGNAGE LOCATION
NTS



2 PERSPECTIVE SIGNAGE LOCATION
NTS



3 PERSPECTIVE SIGNAGE LOCATION
NTS



4 PERSPECTIVE SIGNAGE LOCATION
NTS

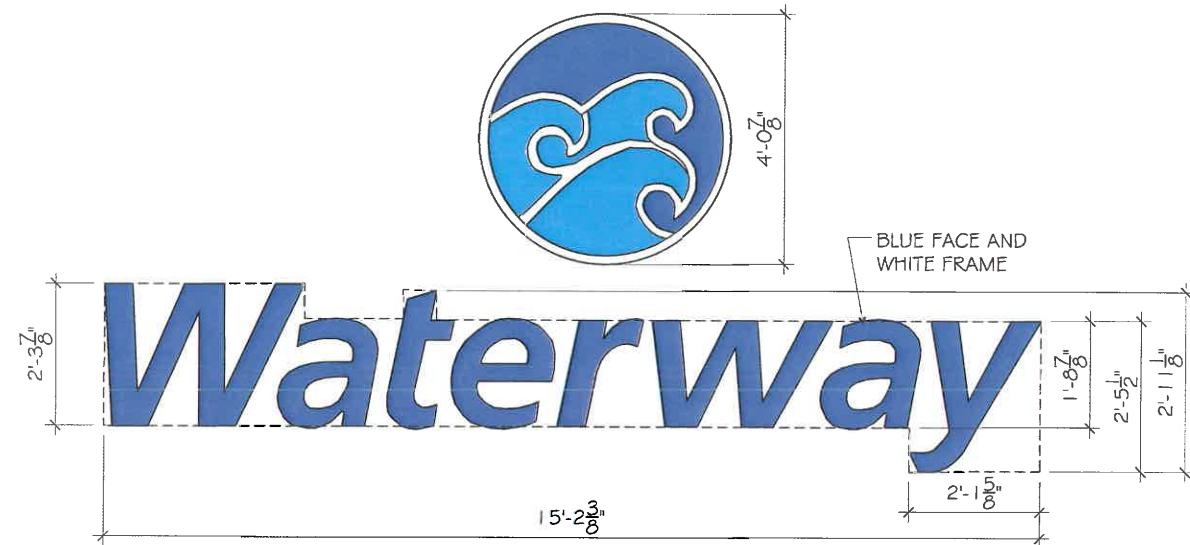
Signage Locations - Waterway Car Wash

Lake Forest, Illinois



May 22, 2018

627 Grove Street, Evanston, Illinois 60201
Tel 847.869.2015 Fax 847.869.2016



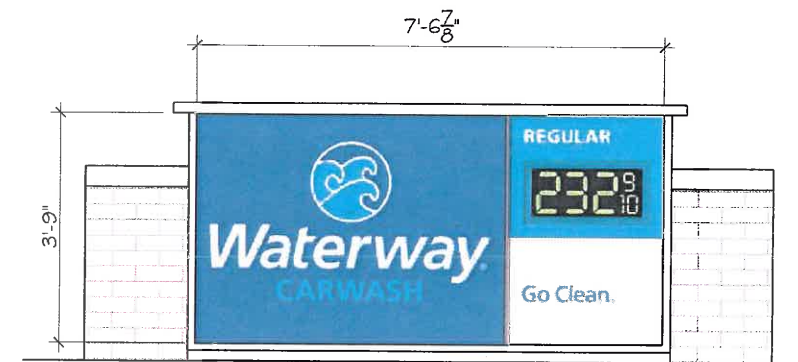
ACTUAL SIGN SIZE

"Waterway"	= 30.1 S.F.
CREST LOGO	= 13.0 S.F.
TOTAL	= 43.1 S.F.

NOTE:
THIS IS AN INTERNALLY
ILLUMINATED SIGN WITH
8 INCH DEEP LETTERS

#1 SIGN #1
3/4" = 1'-0" (1) TOTAL

NOTE:
CABINETS WILL BE
TIGHTLY BUILT TO
PREVENT LIGHT LEAKAGE
AT SEAMS AND JOINTS

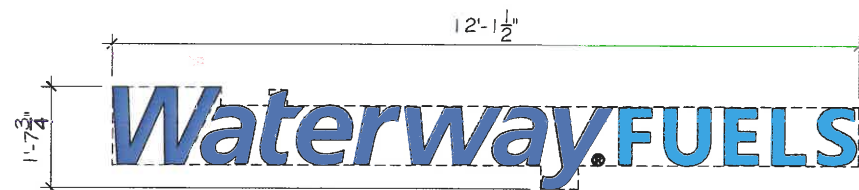


TOTAL MONUMENT
SIGN S.F. = 28.3

NOTE:
THIS IS AN INTERNALLY
ILLUMINATED SIGN

NORTH FACE SHOWN
SOUTH FACE THE SAME

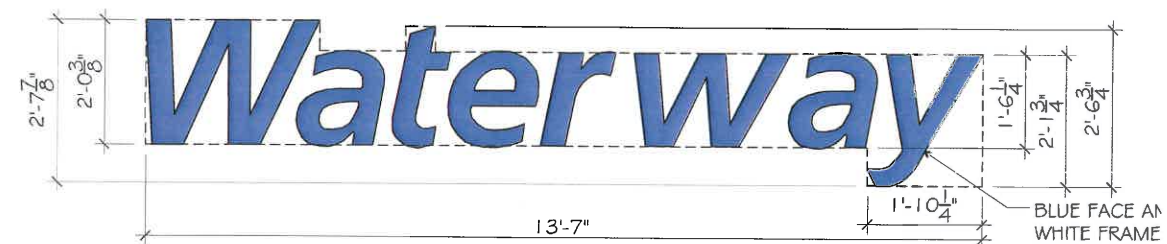
#2 SIGN #2
3/4" = 1'-0" (1) TOTAL



NOTE:
THIS IS AN INTERNALLY
ILLUMINATED SIGN

WATERWAY SIGN = 12.4 S.F.

#3 SIGN #3
3/4" = 1'-0" (1) TOTAL



ACTUAL SIGN SIZE

"Waterway" = 23.5 S.F.

NOTE:
THIS IS AN INTERNALLY
ILLUMINATED SIGN WITH
8 INCH DEEP LETTERS

#4 SIGN #4
3/4" = 1'-0" (1) TOTAL

Site Signage Present - Waterway Car Wash

Lake Forest, Illinois



May 22, 2018

627 Grove Street, Evanston, Illinois 60201
Tel 847.869.2015 Fax 847.869.1412

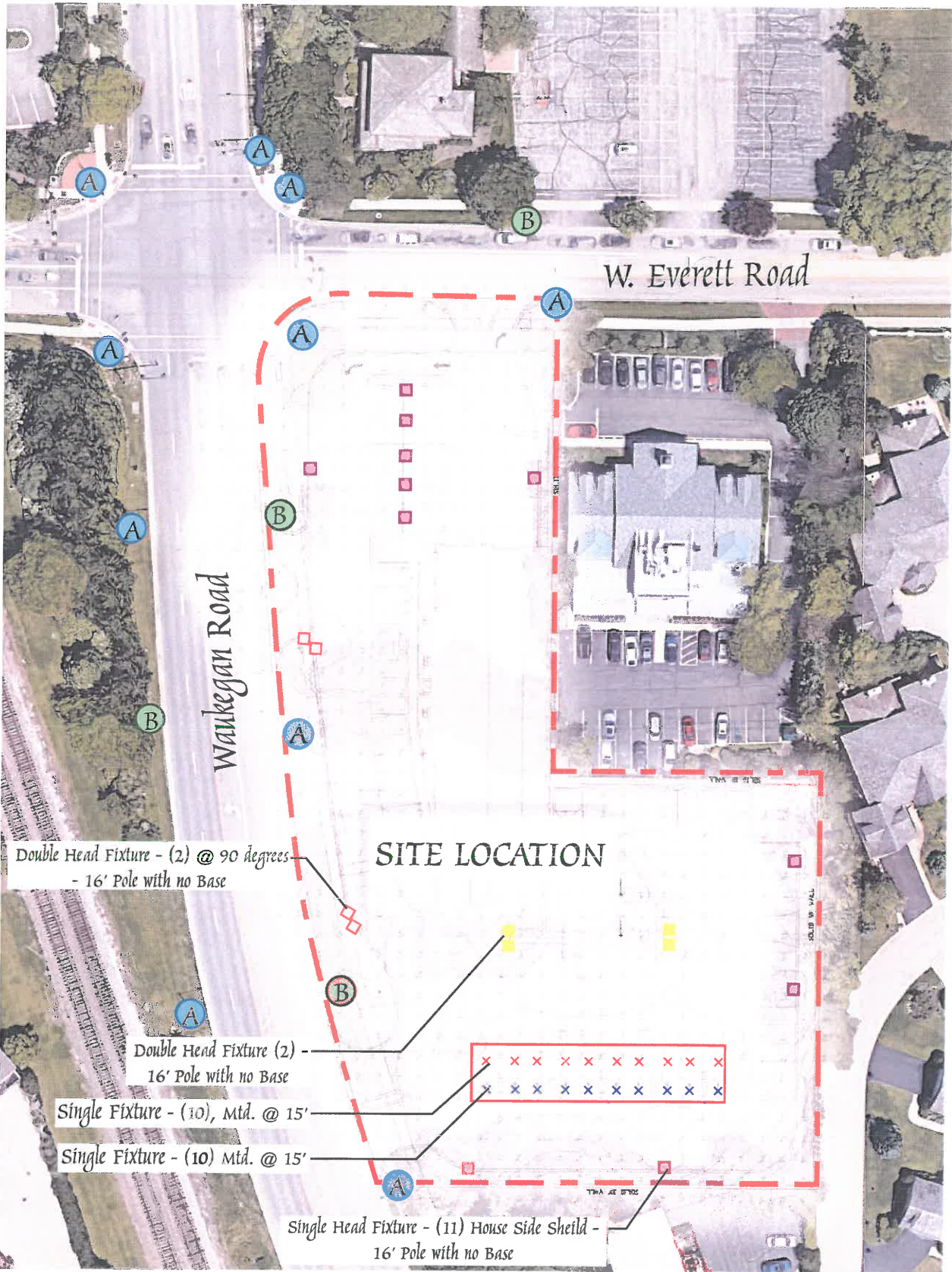
Existing Light Fixtures



A 30' Ht. LED Street Light with Ornamental Light



B 16' Ht. Ornamental Light



Previous - Concern:

- Will canopy lights or pole lights shine into Mar Lane residences

Present - Response:

- Proposed parking lot pole lights are state of the art L.E.D. fixtures directing light down to prevent side or night sky illumination. Existing lights are high intensity discharge (H.I.D.) fixtures.
- Parking lot pole lights on the perimeter of the site will use house side light deflection shields.
- Gas canopy lights are flush mounted to the ceiling to recess the illumination source. The canopy fascia edge has been extended below the ceiling line to cut off light at source. Refer to architect's canopy section.
- Parking lot pole lights have been lowered from 18' to 16' Ht. High.

Proposed Light Fixtures



Single head fixtures



LED Flush mounted in recessed gas canopy

Legend:

- SINGLE-XLCM-FT-LED-SS-CW-HOUSE SIDE SHIELD-16' POLE, NO BASE
- ◆ D180-XLCM-FT-LED-SS-CW-180-16' POLE, NO BASE
- ◻ 2 @ 90 DEGREES-XLCM-FT-LED-SS-CW-HOUSE SIDE SHIELD-SINGLE 16' POLE, NO BASE
- × SINGLE CRUS-SC-LED-SS-CW-UE Mtd. @ 15'
- × SINGLE CRUS-AC-LED-IW-50 Mtd. @ 15'

Proposed Light Fixtures & Locations - Waterway Car Wash

Lake Forest, Illinois

May 22, 2018



EXHIBIT C

Unconditional Agreement and Consent

Pursuant to Section Five of The City of Lake Forest Ordinance No. 2018 - ____ ("**Ordinance**"), and to induce the City Council to grant the approvals provided for in such Ordinance, the undersigneds acknowledge for themselves and their successors and assigns in title to the Property that they

1. have read and understand all of the terms and provisions of Ordinance No. 2018 - ____;
2. hereby unconditionally agree to accept, consent to, and abide by all of the terms, conditions, restrictions, and provisions of this Ordinance, The City of Lake Forest City Code, and all other applicable codes, ordinances, rules, and regulations;
3. acknowledge and agree that the City is not and shall not be, in any way, liable for any damages or injuries that may be sustained as a result of the City's issuance of any permits for the use of the Property, and that the City's issuance of any permit does not, and shall not, in any way, be deemed to insure the Owners against damage or injury of any kind and at any time;
4. acknowledge that the public notices and hearings have been properly given and held with respect to the adoption of the Ordinance;
5. agree to and do hereby hold harmless, defend, and indemnify the City, the City's corporate authorities, and all City elected and appointed officials, officers, employees, agents, representatives, and attorneys, from any and all claims that may, at any time, be asserted against any of these parties with respect to the Property or any City action respecting the Proposal, including without limitation the adoption of the Ordinance or granting the approvals to the Owners pursuant to the Ordinance, except as may arise from the City's gross negligence or willful misconduct, and provided that the City shall assert its available immunities in connection with such claims. In the event that the City elects to retain separate counsel in defense of any such claims, the undersigneds hereby agree to reimburse the City for its attorneys' fees and costs incurred in connection of such defense of claims; and
6. represent and acknowledge that the persons signing this Unconditional Agreement and Consent are duly authorized to do so on behalf of the Owners of the Property.

OWNER: _____

By: _____
Its _____

ATTEST:

BUSINESS OWNER:

By: _____

Its _____

ATTEST:

THE CITY OF LAKE FOREST

ORDINANCE NO. 2018- ____

AN ORDINANCE APPROVING ARCHITECTURAL AND SITE DESIGN FOR WATERWAY
CAR WASH, GAS STATION AND CONVENIENCE STORE LOCATED ON THE
SOUTHEAST CORNER OF WAUKEGAN AND EVERETT ROADS. 1015 – 1045 S.
WAUKEGAN ROAD

WHEREAS, Waterway Gas and Wash Company, a Missouri corporation authorized to do business in Illinois (the "**Business Owner**"), intends to enter into a long term lease regarding, and undertake redevelopment of, that certain real property commonly known as 1015 – 1045 S. Waukegan Road, Lake Forest, Illinois and legally described in Exhibit A, attached hereto ("**Property**"); and

WHEREAS, the Property is located in the B-1 Neighborhood Business District under the Lake Forest Zoning Ordinance; and

WHEREAS, the Business Owner desires to construct a commercial building including site improvements; lighting, signage and landscaping, to the property ("**Improvements**") as depicted on the site plan and architectural drawings that are attached hereto as Group Exhibit B ("**Plans**"); and

WHEREAS, the Business Owner, with the consent of IP Properties Lake Forest, LLC (Robert C. Stuart, Jr. 1996 Declaration of Trust, 100%) submitted an application ("**Application**") to permit the construction of the Improvements and was required to present the Plans to the Building Review Board ("**BRB**") for its evaluation and recommendation; and

WHEREAS, pursuant to notice duly published, the BRB reviewed and evaluated the Plans at public hearings held on January 3, 2018 and June 6, 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 B-1 Neighborhood Business District under the City Code,
2. Owner proposes 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 Business Owner's Application to construct the Improvements on the Property, and the findings and recommendations of the BRB, have determined that it is in the best interests of the City and its residents to grant approval to the Application, subject to the terms and conditions hereinafter set forth;

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

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

SECTION TWO: Approval of Application. Pursuant to Section 150.147 of the City Code and the City's home rule authority and other statutory powers, 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, including without limitation the approval of the necessary special use permit to allow the operation of a gas station, car wash, and associated convenience store on the Property.
- 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. Compliance with the Plans. The Improvements must be developed on the Property in substantial compliance with the Plans, as modified in conformance with the Board's deliberations as reflected on Exhibit C, Notice of Action, attached hereto.
- D. 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.
- E. Maintenance of Site Prior to Redevelopment. Until demolition occurs, the building must remain secure and maintained in a manner consistent with the Code requirements pertaining to vacant and distressed buildings.
- F. Architectural Elements.
 - 1. The site plan and building elevations shall be fully dimensioned.
 - 2. All roof top mechanical equipment and any associated screen walls shall be fully detailed to include the number, location and height of all units and screens. Sightline studies shall be included to demonstrate that said mechanicals are not visible from off of the site including, but not limited to, from the second floor of the residential condominiums to the south.
 - 3. The east elevation of the building shall be detailed in a simple manner to provide relief from the expansive, unbroken brick wall.
 - 4. Brick and stone veneer on the building façade shall be a minimum of four inches thick and shall be installed on site.
 - 5. Windows shall be transparent to allow for views of the retail activity inside the building.

6. The skirt around the edge of the canopy, over the fueling islands, shall extend a minimum of 12 inches below the ceiling of the canopy. The clearance between the bottom of the skirt and the ground shall be no more than 14 feet. To the extent necessary, the depth of the canopy itself shall be reduced.

G. Landscape, Perimeter Treatment and Hardscape.

1. The final landscape plan shall be submitted prior to the issuance of any building permits and shall include streetscape vegetation of varying heights, with seasonal variety. Clear sightlines for vehicles and pedestrians shall be maintained at the ingress and egress points to the site and at the intersection of Waukegan and Everett Roads. The landscape plan shall be subject to final review and approval by the City's Certified Arborist.
2. A 10-foot tall constructed barrier shall be erected along the east and south property lines. The lower portion of the barrier in the area adjacent to residential development shall be masonry construction up to a height of at least four feet.
3. To assure off-site plantings are installed as represented by the petitioner to provide screening for nearby residences, a detailed landscape plan for said plantings, a budget to include all materials and labor, a plan detailing how the plantings will be authorized and implemented, and a plan for ongoing maintenance and replacement plantings shall be submitted prior to the issuance of any building permits. A bond shall be posted in an amount sufficient to cover said off-site plantings prior to the issuance of a Certificate of Occupancy.
4. Engineering plans shall detail the hardscape treatment for the areas where the public sidewalk crosses the ingress and egress driveways.

H. Exterior Lighting.

1. A detailed lighting plan shall be included in the submittal for a building permit and will be subject to review and approval by a lighting consultant hired by the City, the cost of which shall be borne by the petitioner in accordance with the Code. The consultant shall review the plan to verify compliance with the following:

- a. The site lighting shall meet, but not exceed, the *minimum* safety requirements for the uses approved for the site.
 - b. Light color, temperature, foot candles and overall intensity shall be specified to minimize glare, hotspots and off site impacts.
 - c. All lights shall be horizontal to the ground with drop down shields and louvers to mitigate off site impacts.
 - d. Lights on the building and under the canopy shall be fully recessed into a soffit or structure.
 - e. The skirt around the fuel island canopy shall not be lighted.
2. A lighting reduction plan shall be included in the submittal for a building permit and will be subject to review and approval by City staff to confirm that after the close of business, all site lighting, to include signage lighting, is turned off with the exception of lighting required by Code or public safety personnel for safety and security.

I. Signage.

1. The monument sign shall conform to the Code regulations which allow a two-sided monument sign of up to 24 square feet. The sign, with the exception of the electronic price per gallon component, shall be halo/backlit or illuminated with ground lighting. The graphic shall not exceed 15 percent of the total sign.
2. Wall signage, including the graphic, on the west and north facing facades, shall conform to the number and size permitted in the Code.
3. Signage on the skirt of the fuel canopy and on the canopies above the pay stations for the car wash is prohibited.
4. Wall signs, if lighted, shall be illuminated only with halo lighting or backlighting.
5. No lighting of signage is permitted under the canopy given the illumination that will be provided by the recessed canopy lights.
6. All signage shall be located to prevent views of the signs from the residential properties to the east and south with the exception of safety and security signs that may be required by the Code or public safety personnel.

SECTION FOUR: Effective Date. This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner provided by law; provided, however, that this Ordinance shall, in the discretion of the City Council, be of no force or effect if the Business Owner has not obtained the approval of the special use permit to allow the uses and Improvements on the Property and 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.

PASSED THIS __ DAY OF _____, 2018.

AYES: ()

NAYS: ()

ABSENT: ()

ABSTAIN: ()

PASSED THIS __ DAY OF _____, 2018.

Mayor

ATTEST:

City Clerk

Please refer to the Exhibits Attached to the Previous Ordinance

RESOLUTION NO. _____

A Resolution in support of Senate Resolution 1746

WHEREAS, The City of Lake Forest ("**City**") is an Illinois home-rule municipality located in Lake County, Illinois; and

WHEREAS, the corporate authorities have reviewed Senate Resolution 1746 ("SR1746"), which seeks to mitigate the potential negative impacts of freight rail and associated holding tracks in Illinois; and

WHEREAS, the corporate authorities of the City have determined that it is in the best interests of the City and its residents to support SR 1746.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of The City of Lake Forest, County of Lake, State of Illinois, as follows:

SECTION 1: The City of Lake Forest supports SR 1746, and this Resolution.

SECTION 2: This Resolution of support of SR 1746 does not obligate The City of Lake Forest to expend funds nor does it extend or propose an expectation of expenditure of funds in the future. This Resolution shall be in full force and effect upon its passage and approval in the manner provided by law.

PASSED THIS ____ DAY OF _____, 2018.

AYES ()

NAYS ()

ABSENT ()

APPROVED THIS ____ DAY OF _____, 2018

Mayor

ATTEST:

City Clerk