

**THE CITY OF LAKE FOREST  
CITY COUNCIL AGENDA**  
Monday, August 6, 2018  
City Hall Council Chambers  
220 E Deerpath, Lake Forest

Honorable Mayor, Robert Lansing

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

Jack Reisenberg, Alderman Third Ward  
James Preschlack, Alderman Third Ward  
Michelle Moreno, Alderman Fourth Ward  
Raymond Buschmann, Alderman Fourth Ward

**CALL TO ORDER AND ROLL CALL**

**6:30p.m.**

**PLEDGE OF ALLEGIANCE**

**REPORTS OF CITY OFFICERS**

<b>1. COMMENTS BY MAYOR</b>
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**A. Resolution of Appreciation for IT Business Analyst Diane Horn**

A copy of the Resolution can be found beginning on **page 15**

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

**B. Resolution of Appreciation for Police Officer Robert Heelan**

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

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

**C. Resolution of Appreciation for Police Officer Edmund Yep**

A copy of the Resolution can be found beginning on **page 17**

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

**D. Swear in Police Officers Tabatha Okamoto and Juan Ramirez**

**E. McKinlock Post 264's 100th Anniversary Proclamation**

A copy of the Proclamation can be found beginning on **page 18**

**F. 2018-2019 Board and Commission Appointments/Reappointments**

**BOARD OF TRUSTEES- FIREMEN PENSION FUND**

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
James Carey	Reappoint	4
Patrick Lindemann	Reappoint	1

**CROYA**

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Stephanie Mannarino	Appoint	2

A copy of Volunteer Profile sheets for new appointments begins on **page 19**.

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

**2. COMMENTS BY CITY MANAGER**

**A. Home For Dinner Program Report**

-Andrew Pollom, Associate Dean of Students, Lake Forest College

**B. ComEd Annual Report**

- Carlos Cavallaro, External Affairs Manager, ComEd

**3. COMMITTEE REPORTS**

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

**5. ITEMS FOR OMNIBUS VOTE CONSIDERATION**

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

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

**COUNCIL ACTION:** Approval of the July 16, 2018 City Council Meeting Minutes.

**2. Approval of the July 23, 2018 City Council Workshop Meeting Minutes**

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

COUNCIL ACTION: Approval of the July 23, 2018 City Council Workshop Meeting Minutes.

**3. Approval of an Amendment to the Lake Forest City Council Meeting Schedule to include the date of December 17, 2018**

A copy of the amended schedule can be found beginning on **page 31**.

COUNCIL ACTION: Approval of an Amendment to the Lake Forest City Council Meeting Schedule to include the date of December 17, 2018

**4. Approval of the Check Register for the Period of July 7 – 20, 2018**

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

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

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

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

**Check Register for July 7 - 20, 2018**

	Fund	Invoice	Payroll	Total
101	General	474,345	590,045	1,064,390
501	Water & Sewer	58,526	66,158	124,684
220	Parks & Recreation	77,374	218,727	296,101
311	Capital Improvements	43,567	0	43,567
202	Motor Fuel Tax	0	0	0
230	Cemetery	2,168	11,089	13,257
210	Senior Resources	10,608	10,801	21,410
510	Deerpath Golf Course	2,194	1,055	3,248
601	Fleet	63,418	16,280	79,698
416 - 433	Debt Funds		0	0
248	Housing Trust	0	0	0
201	Park & Public Land	0	0	0
	All other Funds	55,807	60,926	116,733
		<b>\$788,006</b>	<b>\$975,081</b>	<b>\$1,763,087</b>

COUNCIL ACTION: Approval of the Check Register for the Period July 7-20, 2018.

**5. Award of Contract for Thermoplastic Lane Marking**

STAFF CONTACT: *Dan Martin, Superintendent of Public Works (810-3561)*

**PURPOSE AND ACTION REQUESTED:** Staff requests approval to award the contract for thermoplastic lane marking to Superior Road Striping.

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

One of SPC's annual joint purchasing initiatives is the thermoplastic lane marking bid for member agencies. The City has been participating in the thermoplastic lane marking for the last 17 years. SPC's lane marking specifications meet Illinois Department of Transportation (IDOT) standards. Bids and selection of the lowest responsible and responsive bidder are approved by IDOT.

The 2018 SPC/IDOT thermoplastic lane marking contract was awarded to Superior Road Striping, Inc. of Melrose Park, Illinois. In February 2018, the Suburban Purchasing Cooperative's Governing Board approved the first of three possible one-year extensions of the SPC Lane Marking Contract #158 to Superior Road Striping from April 12, 2018 through April 11, 2019, with a 5% increase. The table below shows the unit price cost of the contract that City Council approved in 2017 which will increase by 5% in 2018. Under this contract, Superior Road Striping agrees to all terms and conditions as set forth in the specifications contained within the contract and Superior Road Striping must comply with all IDOT rules and regulations.

Description	UOM	2017 Cost per Unit	2018-19 Cost per Unit
4" Line	LF	\$0.49	\$0.52
6" Line	LF	\$0.72	\$0.76
12" Line	LF	\$1.44	\$1.52
24" Line	LF	\$3.60	\$3.78
Letters & Symbols	SF	\$3.34	\$3.51
Removal	SF	\$0.41	\$0.41

**BUDGET/FISCAL IMPACT:** The City of Lake Forest's thermoplastic lane marking zones are split into four. Zone two ( central Business District) which includes all streets, parking lots and crosswalks east of Western Avenue was completed in 2017.

This year, the City is requesting 99,503 linear feet of thermoplastic pavement marking to zone 3 (West of Rt. 41) which includes 4", 6", 12", and 24" wide lines, as well as various letters and symbols. The total cost for the Lake Forest's 2018 contract for striping and marking will be \$92,000. The FY2019 budget allocation for the lane marking program is \$92,000 from the Capital Improvement Fund.

Competitive pricing been obtained for proposed goods/services? **Yes**

FY2019 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Capital Improvement Fund	\$92,000	\$92,000	Y

**COUNCIL ACTION:** Staff requests that City Council approve the thermoplastic lane marking contract to Superior Road Striping, Inc. in the amount of \$92,000.00

**6. Consideration of a Resolution Ratifying the Denial of a Special Use Permit for a Car Wash, Gas Station and Associated Convenience Store on the Southeast Corner of Waukegan and Everett Roads, 1015-1045 S. Waukegan Road. (Approval by Motion)**

*Staff Contact: Catherine Czerniak, Director of Community Development  
(810-3504)*

**PURPOSE AND ACTION REQUESTED:** As directed by the Council, a Resolution is presented for Council consideration documenting the findings supporting the Council's recent vote to deny the request for a Special Use Permit to authorize a Waterway Car Wash and Gas Station on the southeast corner of Waukegan and Everett Roads.

**BACKGROUND AND DISCUSSION:** At the July 16, 2018 meeting, the City Council voted seven to zero to deny the request from Waterway for a Special Use Permit. Prior to the vote, each alderman articulated numerous ways in which the proposed development failed to meet the criteria that must be satisfied in order to justify the approval of a Special Use Permit. After voting to deny the petition, the Council directed that the findings, as expressed by the Council, be documented in a Resolution and presented to the Council for ratification.

Importantly, the Council is not being asked to revisit the prior action on the petition. The request for a Special Use Permit was denied. The Resolution presented for Council action simply details the findings on which the prior vote was based. The Resolution is included in the Council packet beginning on page 32.

COUNCIL ACTION: If determined to be appropriate by the City Council, approve the Resolution by motion.

**7. Ratification of an Emergency Sanitary and Storm Sewer Repair Contract and Award of Bid as a Specialty Waiver for Gabion Revetment with DiMeo Brothers Construction in a Ravine near Thorne Lane and Sheridan Road**

STAFF CONTACT: *Dan Martin, Superintendent of Public Works (810-3610)*

**PURPOSE AND ACTION REQUESTED:** Staff is requesting City Council's approval to ratify a contract with DiMeo Brothers Construction for emergency sanitary and storm sewer repair work in a ravine near Thorne Lane and Sheridan Road.

**BACKGROUND/DISCUSSION:** On Thursday, July 26, 2018 the City's Water & Sewer Section responded to an odor complaint received from a resident. As a result of the complaint, staff discovered the southern sloped area of the ravine failed near N. Sheridan Road between Thorne Lane and the Lake Forest College middle campus. The weight of the soil and undergrowth that slid down the ravine swept away both the 6" sanitary sewer and 6" storm sewer lines running parallel from the tableland to the bottom ravine bed. Beginning on **page 36** of the packet is a site map identifying the emergency sanitary and storm sewer repair location and planned stone material.

Shortly after reviewing the damaged sanitary and storm sewer systems, staff informed the City Manager that raw sewage was entering the ravine. The storm basin with the blown out bottom was about 12 feet away from a house foundation and if it rained before repairs could be made, the situation would become much worse. The City Manager authorized staff to proceed with an emergency repair. Lake Forest College was contacted to seek permission to use its parking lot area to stage materials and access the ravine from their side. The College granted the City permission and by doing so, saved the City a considerable amount of time and money.

First thing on Friday morning, July 27, 2018, staff met onsite with John DiMeo from DiMeo Brothers Construction to review the emergency repair. DiMeo confirmed they could perform the emergency repairs and immediately began making arrangements to shift schedules, crews, mobilize equipment and order materials to begin working on Monday, July 30, 2018. In addition, the Mayor and the Finance and Public Works Chairmen were all notified that an emergency repair was being conducted and the emergency expense would be on the August 6, 2018 City Council Meeting Agenda for ratification.

DiMeo was selected to provide emergency repairs in the ravine due to the difficult location of the sewer infrastructure, the necessary equipment and workforce that was needed to make the repair, and for their overall experience with working in hard to access ravines. DiMeo assigned one of their top operators with over 30 years of experience to the repair job. The City has hired DiMeo Brothers Construction in the past to perform emergency repair work

in the ravines and on main breaks that are down too deep for the City's equipment to reach. DiMeo Brothers has been a reliable and responsive contractor for past emergency work.

Upon further investigation, it appears the cause was from the storm sewer basin and surrounding ground located on the top edge of the ravine. The basin had deteriorated and eroded to the point of failure. In addition to the storm sewer system, the overland drainage from the Thorne Lane cul-de-sac travels towards the storm basin. During heavy rain events when storm sewers are at capacity, the water flows over the top of the basin and spills down the ravine. This combined drainage sequence over time gradually weakened the storm sewer infrastructure and recently caused the bottom of the storm basin to drop into the ravine with the surrounding soil and undergrowth eventually washing out.

**BUDGET/FISCAL IMPACT:** DiMeo Brothers cost to perform all the necessary emergency repair work to the sanitary and storm sewers, restore the ravine wash out areas with clay, regrade, patch the curb and asphalt in Lake Forest Colleges parking lot is \$80,000.

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)

Work that is not included in the above cost, because it does not fall under an emergency repair is the placement of Gabion baskets along the southern edge of the ravine bed to protect the newly installed sewer infrastructure and compacted clay infill. The most cost effective time to have this non-emergency work completed is while DiMeo has the access path to the bottom of the ravine open and the equipment onsite to install the gabion baskets. Having DiMeo provide additional stabilization as a specially authorized waiver is an estimated \$30,000.

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)

The above emergency repairs and proposed stone revetment work were not planned or included in the FY19 budget. If necessary, a supplemental appropriation will be requested at the end of the fiscal year.

The final ravine restoration is the remaining non-emergency repair item that is not included in the above repair cost. Staff will develop a natural restoration plan for planting the repaired areas and perform the work in a timely manner.

FY2019 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Water Capital Fund Balance Reserves	\$0	\$110,000	N

**COUNCIL ACTION:** Ratification of an Emergency Sanitary & Storm Sewer Repair Contract with DiMeo Brothers Construction in a Ravine near Thorne Lane and Sheridan Road in the amount of \$80,000.

And

Approval of bid under Administrative Directive 3-5, Section 9.0A – Specialty Authorized Waiver for Gabion revetment with DiMeo Brothers Construction in a Ravine near Thorne Lane and Sheridan Road in the amount of \$30,000.

**COUNCIL ACTION:** Approval of the seven (7) Omnibus items as presented

<b>6. ORDINANCES</b>
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**1. Consideration of an Ordinance Establishing the Legal Committee**

PRESENTED BY: *Robert Kiely, City Manager (810-3675)*

**PURPOSE AND ACTION REQUESTED:** The Legal Committee and Staff requests approval of the proposed ordinance establishing the Legal Committee. The Legal Committee was formed by resolution of the City Council back in 2005, and for the past seventeen months has been working on an ordinance which would officially codify its role and responsibilities in the City Code.

**BACKGROUND/DISCUSSION:** The Legal Committee is comprised of five residents who are attorneys along with the Mayor and an Alderman who is liaison to the Committee. The Committee was created in 2005 for the main purpose of providing the City Council with advice and counsel on pending and threatened litigation. A copy of the original resolution is attached beginning on **page 38**. At that time, no member of the City Council was a practicing attorney and the City was involved with multiple lawsuits.

Since 2005, the Legal Committee has met quarterly to review and discuss matters of litigation as well as other issues assigned to them by the Council. Subject issues included the Parental Responsibility Ordinance, Administrative Hearing Officer, various personnel matters and most recently the Chase Bank petition and Ethics Ordinance. The Committee also regularly reviews the pending litigation list and quarterly legal services financial report.

When the City updated the City Code in 2014, the question was raised as to why the Legal Committee was created by resolution rather than ordinance and therefore not codified like other standing boards and commissions. In 2005 it was not known if the Legal Committee would become a permanent committee of the City or operate on an “ad-hoc” basis based on the amount of litigation the City was engaged in. The Legal Committee and staff recommend that the committee now be formally established by ordinance so its purpose, role and responsibilities become memorialized in the City Code. A copy of the Ordinance can be found on **page 40**.



**PROJECT REVIEW/RECOMMENDATIONS:**

Reviewed	Date	Comments
Legal Committee	7/19/18	Final review and approval
Legal Committee	1/19/17, 4/20/17, 7/13/17, 10/12/17, 3/27/18	Review and discussion by Committee

**BUDGET/FISCAL IMPACT:** NA

**COUNCIL ACTION:** If determined to be appropriate by the City Council, waive first reading of an Ordinance Establishing the Legal Committee and grant final approval.

2. **Consideration of an Ordinance Amending the City of Lake Forest Liquor Code, to increase the number of Licenses available in Class C-1 and C-3. (First reading and if appropriate final approval)**

PRESENTED BY: *Julie Tappendorf, City Attorney*  
STAFF CONTACT: *Margaret Boyer, Deputy City Clerk, 847-810-3674*

**PURPOSE AND ACTION REQUESTED:** At the direction of the City's Liquor Commissioner, Staff is requesting consideration of an Ordinance amending the Liquor Code to include one additional Class C-1 and one additional C-3 License.

**BACKGROUND AND DISCUSSION:** In recent weeks the Liquor Commissioner received a letter of intent and application from Green Wall Food and Beverage, LLC requesting to add a Class C-1 and C-3 License. The LLC, DBA Little Tails Bar and Grill is a sports bar that is located at 840 S. Waukegan Road in the Forest Square Shopping Center in west Lake Forest. If approved, the condition of an Occupancy Permit from the Community Development Department would need to be met prior the issuance of the license.

The proposed ordinance can be found beginning on **page 45**. It is important to note that without further action of the City Council, the maximum number of license in any class shall be automatically reduced by one upon the expiration, revocation or non-renewal of an existing license in any such license class.

As the Council is aware, the issuance of liquor licenses is under the purview of the City's Liquor Commissioner and the Mayor serves in that role. However, the City Code only authorizes a specific number of liquor licenses and historically, this number coincides with the current number of licenses issued.

When new requests for liquor licenses are submitted, and after review by the Liquor Commissioner and a determination that the Issuance of a license is appropriate, the City Council is asked to consider an amendment to the Liquor Code.

**BUDGET/FISCAL IMPACT:** The fiscal impact of adding two additional licenses would have a positive impact on liquor license revenues.

**COUNCIL ACTION:** Consideration of an Ordinance Amending the City of Lake Forest Liquor Code, to increase the number of Licenses available in Class C-1 and C-3. (First reading and if appropriate final approval)

<b>7. NEW BUSINESS</b>
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- 1. Request for City Council Approval of an Agreement to Provide Engineering Design for the portion of the Waukegan Road Sidewalk Replacement Project between Middlefork Drive and Deerpath along with a new Donor Agreement covering the additional sidewalk. (Phase 2)**

PRESENTED BY: *Robert Kiely, City Manager (810-3670 and Michael Thomas, Director of Public Works (810-3540)*

**PURPOSE AND ACTION REQUESTED:** Staff requests City Council approval of an agreement with Gewalt-Hamilton Associates to provide engineering design for the second phase of the Waukegan Road Sidewalk Replacement Project, and a new Donor Agreement covering the additional sidewalk work.

**BACKGROUND/DISCUSSION:** The City-maintained asphalt sidewalk along the west side of Waukegan Road from Middlefork Drive to Deerpath is in poor condition. The City's Streets Section has made repairs in an attempt to improve walkability and safety, but ultimately the pavement needs to be removed and replaced to ensure a safe, walkable surface.

Because the sidewalk is in the State ROW, IDOT will require complete engineering plans be submitted and a permit be issued to the City prior to the start of work.

On March 19, 2108, City Council approved a contract with Gewalt-Hamilton Associates in the amount of \$39,880.00 to provide design services for the portion of this project from Rt. 176 to Middlefork Drive. A resident offered to pay for the construction work, estimated at \$360,000, if the City pays for the required engineering design. That engineering design is complete and an application for an IDOT highway permit was submitted on June 15, 2108. Staff anticipates the permit will be issued in September and the work will be completed by the end of October.

The same resident has now offered to fund the remaining sidewalk reconstruction, from Middlefork Drive to Deerpath, if the City again procures the engineering design services. Because the design/permitting process is expected to take approximately five months, staff anticipates this second phase of sidewalk reconstruction project to begin in the spring of 2019. The original Donor agreement will be replaced by the new DRAFT Agreement in substantial form, a copy of which can be found starting on **page 48**. This revised agreement is essentially identical to the previous version with the inclusion of the additional work and increased donation.

**PROJECT REVIEW/RECOMMENDATIONS:**

Reviewed	Date	Comments
Public Works Committee	03/8/18	Reviewed & Approved (Phase 1)
City Council	3/19/18	Approved (Phase 1)

**BUDGET/FISCAL IMPACT:** Gewalt-Hamilton has submitted their proposal in the amount of \$22,300 for designing the remaining portion of this project. Staff is requesting funding for the design be paid for via the City Council contingency account. The construction will be paid for by the donor.

PROPOSER	Proposal Amount
Gewalt-Hamilton Associates	\$22,300

The proposal can be found on **page 58** of the City Council agenda packet.

Has competitive pricing been obtained for proposed goods/services? **No.**  
Waiver requested per Administrative Directive 3-5, Section 9.0K – Existing Relationship

Below is a summary of the project budget:

FY2018 Funding Source	Account Number	Account Budget	Amount Requested	Budgeted? Y/N
General Fund Contingency	101-2501-499-8495	\$100,000	\$22,300	N

**COUNCIL ACTION:** Approval of Staff recommendation to City Council to waive competitive pricing procedures under Administrative Directive 3-5, Section 9.0K – Existing Relationship, AND

Approve an agreement with Gewalt-Hamilton to provide engineering design services for the remaining portion of the Waukegan Road Sidewalk Replacement Project between Middlefork Drive and Deerpath in an amount not to exceed \$22,300. Additionally, staff requests that the Council authorize the City Manager to execute the revised Donor Agreement between the City and the project donor.

## 8. ADDITIONAL ITEMS FOR DISCUSSION/ COMMENTS BY COUNCIL MEMBERS

### 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 appeared before the City Council to discuss various State issues including Senate Resolution 1746 (**Page 62**). Following her presentation, the Council asked that a resolution be placed on the July 16 agenda for consideration and possible support. The City Council had

discussed the proposed language in the resolution (**Page 66**) at its July 16 meeting, where you the City Council tabled this item due to the late hour.

As part of the discussion on July 16, Alderman Buschmann offered additional language to include; *by approval of this Resolution by the Corporate Authorities of the City, The City of Lake Forest hereby expresses support for, and urges the Illinois Senate to pass, SR 1746 and to consider enacting legislation to further the objectives contained in SR 1746. The City Manager is hereby authorized to transmit copies of this approved Resolution to Illinois Senator Julie Morrison (Co-Sponsor of SR 1746), Metra, Amtrak, and any other interested party, in the Resolution.* (**Page 67**)

The focus of SR 1746 is addressing the potential significant impacts of rail holding tracks next to residential areas in Illinois. Specifically the proposed Senate 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 Morrison 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 November 13-15, 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.

The Mayor asked that both the original Resolution and Alderman Buschmann's draft version be included in the packet for discussion and consideration. The language included in the original resolution of support was to make it perfectly clear to the Lake Forest residents that the Council's support of SR 1746 does not commit any public dollars, a topic that will be properly addressed in public once the final EA (Environmental Assessment) is released. (Anticipated in Late August, 2018)

The City Council has the option to reject or approve the original resolution (**page 66**) as presented on July 16, or reject or approve the resolution as modified by Alderman Buschmann (**Page 67**).

**COUNCIL ACTION:** Approval of the original Resolution in Support of Senate Resolution 1746 or Approval of the Resolution in Support of Senate Resolution that include Alderman Buschmann's amendments.

<b>9. ADJOURNMENT</b>
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A copy of the Decision Making Parameters can be found beginning on **page 14** of this packet.

Office of the City Manager

August 1, 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.*



## RESOLUTION OF APPRECIATION

**WHEREAS, DIANE K. HORN** has been a dedicated employee of The City of Lake Forest since October 13, 1997; and

**WHEREAS, DIANE K. HORN** served in the following positions during her dedicated 20+ years of service: Manager of Technical Services from October 1997 to 2012, and Business Analyst from 2012 to present, and

**WHEREAS, DIANE K. HORN** will honorably retire from the City on **July 31, 2018**; and

**WHEREAS, DIANE K. HORN's** service highlights include implementation of the City's first AS/400 and enterprise resource planning system, implementation of the City's first IBM Lotus Notes platform, project team member for the City's first Wide Area Network, project manager for the City's telephone system replacement, development of the City's information technology disaster recovery plan, project manager for the Parks & Recreation software RFP and system selection, project manager for the City's RFP and selection of a new Enterprise Resource Planning (ERP) system, and project manager for the installation and implementation of the City's first on-line payment portal; and

**WHEREAS, DIANE** has consistently met the challenges of an ever-evolving technology landscape, reliably managed IT projects to a successful conclusion on time and within budget, and provided dependable and responsive customer service; and

**WHEREAS, DIANE** has developed an IT project management philosophy and structure that will serve the City for years to come;

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

**BE IT FURTHER RESOLVED** that this Resolution be appropriately inscribed and conveyed to **DIANE K. HORN**, with a copy to be included in the official minutes of the **August 6, 2018** meeting of the Lake Forest City Council.

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Mayor



## RESOLUTION OF APPRECIATION

**WHEREAS, ROBERT HEELAN** has been a dedicated employee of The City of Lake Forest since September 3, 1987; and

**WHEREAS, ROBERT HEELAN** honorably retired from the City on **July 3, 2018**; and

**WHEREAS, ROBERT HEELAN** served in the following positions during his dedicated career: Police Officer, Field Training Officer, Detective and Officer-in-Charge,

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

**BE IT FURTHER RESOLVED** that this Resolution be appropriately inscribed and conveyed to **ROBERT**, with a copy to be included in the official minutes of the August 6, 2018, meeting of the Lake Forest City Council.

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Mayor





## RESOLUTION OF APPRECIATION

**WHEREAS, EDMUND YEP** has been a dedicated employee of The City of Lake Forest since August 1, 1988; and

**WHEREAS, EDMUND YEP** honorably retired from the City on **August 3, 2018**; and

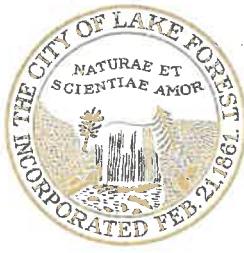
**WHEREAS, EDMUND YEP** served in the following positions during his dedicated career: Police Officer and SWAT Team Operator,

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

**BE IT FURTHER RESOLVED** that this Resolution be appropriately inscribed and conveyed to **EDMUND**, with a copy to be included in the official minutes of the August 6, 2018, meeting of the Lake Forest City Council.

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Mayor



## PROCLAMATION

### Lake Forest American Legion McKinlock Post 264 Celebrates 100 Years

WHEREAS, the American Legion Post 264 was founded in 1919 and named in honor of George Alexander McKinlock, the first soldier from Lake Forest to be killed in action during World War I; and

WHEREAS, the mission of the American Legion Post 264 is to promote loyalty to the country, patriotism and teach respect for the nation's flag by promoting and supporting activities for the youth of Lake Forest; and

WHEREAS, since the mid-1920s, the Post's one major fund raiser each year is Lake Forest Day, where a parade is held on the first Wednesday in August along with a Carnival in West Park which begins the night before the parade; and

WHEREAS, the Post displays nearly 500 flags annually throughout Lake Forest on six national holidays and Lake Forest Day as well as collecting old flags for proper disposal; and

WHEREAS, the Post also sponsors American Legion Baseball, supports CROYA, Cub Scouts, Boy Scouts and Girl Scouts, and yearly awards over \$20,000 in college scholarships to five graduating Lake Forest High School seniors; and

WHEREAS, the Post organizes the Memorial Day Ceremony in Market Square and takes part in several Veterans Day Ceremonies at various Lake Forest schools; and

WHEREAS, members of the American Legion Post 264 volunteer at the VA Medical Center in North Chicago, hosting Bingo Night parties and helps veterans with many of their different needs;

Therefore I, Robert T.E. Lansing, Mayor of The City of Lake Forest, proclaim the City's best wishes to the Lake Forest American Legion McKinlock Post 264 on its 100<sup>th</sup> Anniversary, and call its significance to the citizens of The City of Lake Forest.

BE IT FURTHER RESOLVED that this proclamation be spread upon the minutes of the City Council and a copy hereof, duly signed by the Mayor, be presented to the **CITY OF LAKE FOREST** this 6<sup>th</sup> day of August, 2018.

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Mayor

## Contact Info

First Name: **stephanie**  
 Last Name: **mannarino**  
 E-mail: **stephanie.mannarino@yahoo.com**  
 Title: **CROYA ADULT REPRESENTATIVE**  
 Organization:  
 Address: **1179 Grandview Lane**  
 Address Line 2:  
 City: **Lake Forest**  
 State: **IL**  
 Zip: **60045**  
 Mobile Phone: **(914) 523-6173**  
 Home Phone:  
 Notes:

## Resident Data/Stats

Ward: **Ward 2**  
 Precinct:  
 US Citizen: **Yes**  
 Registered Voter: **Yes**  
 Lake Forest Resident since(YYYY): **2016**  
 Business Name:  
 Type of Business:  
 Business Phone:  
 Position:  
 Date of Birth (Optional):  
 Education:  
 Spouse's Name: **Andrew Mannarino**  
 Children's Birth Years: **2000,2001,2004,2006**

## Interest in Community Positions

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

## Other Considerations

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

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

**Actively involved in LDA of LFLB and Spirit 67 as well as Newcomers of LFLB all 2 years and 1 year respectively**

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:

**Physical Therapist for 20 years and Health and Wellness Coach of 1 year.**

References (Optional):

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

**My children have benefited from CROYA since we moved in. I have nothing but appreciation for this gem in our community and already speak so highly of it. I didn't know there was an adult board that I could be a part of until the Senior dinner. At that time I jumped to the opportunity to join forces with Todd and his team.**

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.:

The City of Lake Forest  
CITY COUNCIL  
***Proceedings of the Monday, July 16, 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 Moreno and Alderman Buschmann.

Absent: Alderman Preschlack

There were approximately 100+ persons present in the Council Chamber.

CALL TO ORDER AND ROLL CALL **Immediately following the Finance Committee Meeting**

Mayor Lansing called the meeting to order 7:17pm

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

**REPORTS OF CITY OFFICERS**

**COMMENTS BY MAYOR**

Mayor Lansing stated that in recognition of the high level of interest in the water way car wash petition he would advance the item. He stated that before Staff presents the recommendations from the Plan Commission and the Building Review Board, he wanted to thank all involved all in this petition for their time, careful thought and effort, and that consistent with tradition in the Chambers, all opinions are welcome and the Public Hearing on this matter is closed. He stated that there will be no clapping or jeering as this defers open and free discussion on any topic.

- 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)**

Mayor Lansing introduced Catherine Czerniak, Director of Community Development. Ms. Czerniak presented the history of the petition that included the Plan Commission, the Building Review Board and the City Council. Ms. Czerniak gave a summary overview of the site plan and conditions of approval that included hours of operation, noise mediation, adaptive reuse, landscape screening exterior lighting and signage. Ms. Czerniak stated the Building Review Board and Plan Commission did not have an easy time with this petition and it is now forwarded to City Council with a split vote for final consideration.

Ms. Czerniak reported that the options for City Council action included Approval of a Special Use Permit and related design aspects of plans OR deny Special Use Permit and direct the staff and City Attorney to prepare findings in support of denial for Council ratification.

Each member of the Council their opinion. The City Council had lengthy discussion on topics that included: traffic, congestion, landscape plan, noise, impact to neighbors, zoning, permitted uses, ingress/egress, site being too small for what is being proposed, approvals from IDOT and current City Code. The City Council thanked the petitioner, the Boards and Commissions and the Citizens for their patience during the process.

Mayor Lansing opened up public comment offering the opportunity to speak to a number of residents who then declined based on the City Council discussion. Mayor Lansing asked if there was anyone who wished to speak.

Tim Pier offered his opinion to the Council noting a good decision and to ask the Council to give consideration to future uses of the site. Mayor Lansing offered involvement in the review of The City of Lake Forest Comprehensive Plan.

Gretchen Sidell offered her opinion to the City Council and asked that the site be cleaned up.

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

**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.**

Alderman Buschmann made a motion to 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, seconded by Alderman Moreno. The following voted "Aye": None. The following voted "Nay": Alderman Beidler, Morris, Newman, Rummel, Reisenberg, Moreno and Buschmann. 0- Ayes, 7- Nays, motion failed.

Based upon the prior action, the motion for final approval from the Building Review Board was not necessary.

At 8:08pm, Mayor Lansing called a 5 minute recess.

Mayor Lansing resumed the meeting at 8:15PM

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

Mayor Lansing reported that at 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.

Mayor Lansing reviewed the anticipated timeline and reported that the City Council will appoint a new City Manager at its December 17 meeting.

Mayor Lansing asked for a motion.

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

Alderman Rummel made a motion for approval of a Contract with GovHR USA to Perform City Manager Search, seconded by Alderman Beidler. The following voted "Aye": Aldermen Beidler, Morris, Newman, Rummel, Reisenberg, Moreno and Buschmann. The following voted "Nay": None. 7- Ayes, 0 Nays, motion carried.

**B. 2018-2019 Board and Commission Appointments/Reappointments**

**ZONING BOARD OF APPEALS**

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

**COUNCIL ACTION: Approve the Mayors Appointment**

Alderman Moreno made a motion to approve the Mayors appointment, seconded by Alderman Newman. Motion carried unanimously by voice vote.

<b>COMMENTS BY CITY MANAGER</b>
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City Manager Robert Kiely Introduced Joanna Rolek, Executive Director Lake Forest Lake Bluff Chamber of Commerce.

**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**

Joanna Rolek, Executive Director Lake Forest Lake Bluff Chamber of Commerce, reported that the Chamber hosts approximately fifty events per year and the proposed event is a fundraiser that would benefit the Chamber. Ms. Rolek reviewed the details of the event that included that capacity is capped at 300, admission is \$50/person and \$90/person VIP.

The City Council had discussion on additional options for fundraising options.

**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**

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

Alderman Rummel made a motion for approval of 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, seconded by Alderman Moreno. The following voted "Aye": Aldermen Beidler, Morris, Newman, Rummel, Reisenberg, Moreno and Buschmann. The following voted "Nay": None. 7- Ayes, 0 Nays, motion carried.

<b>COMMITTEE REPORTS</b>
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**FINANCE COMMITTEE**

**1. GFOA Award Presentation**

Alderman Jed Morris, Chairman of the Finance Committee, reported 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.

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 39<sup>th</sup> consecutive year. The GFOA awarded the Certificate of Achievement to 4,299 governmental units for the fiscal year ended 2016. In Illinois, 338 organizations received the award – 4.9% of the total 6,963 units of Government in the state

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. Alderman Morris reported that he was 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.

Alderman Morris presented the award and photos were taken.

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

Mayor Lansing opened the Public hearing at 8:35pm

**Open Public Hearing**

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

Elizabeth Holleb, Finance Director, reported the first reading of this Ordinance was at the Council's June 4 Meeting. The City Council previously approved a Comprehensive Fiscal Plan, 5 year budget and 5 year capital improvement program. 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. Additionally this includes rollovers either started or not completed in 18-19 fiscal year, the detail listed by fund. Ms. Holleb stated that the City controls expenditures through its annual budget.

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

**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.**

Alderman Rummel made a motion for approval of the final reading of the Ordinance and the rollovers, seconded by Alderman Moreno. The following voted "Aye": Aldermen Beidler, Morris, Newman, Rummel, Reisenberg, Moreno and Buschmann. The following voted "Nay": None. 7- Ayes, 0 Nays, motion carried.

#### **Close Public Hearing**

Mayor Lansing closed the Public Hearing with the vote on the ordinances and Rollovers at 8:40pm

#### **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**

Mayor Lansing introduced Michael Thomas, Director of Public Works.

Michael Thomas, Director of Public Works, reported that there have been some modifications to the approach for repair since the release of the City Council packet. He gave an overview of the history of bluff failure that occurred on June 27.

Mr. Thomas reported that during fiscal year 2019, City staff had planned to perform repairs in the ravine adjacent to the North Beach Access Road. On March 20, 2017, the City Council approved an agreement with AECOM to provide a final design and specifications for the ravine's repair. Heavy rains in July 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, the 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 2018.

At the July 2, 2018 City Council meeting, staff requested City Council's approval to hire 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. Mr. Thomas reported that staff and representatives from both AECOM and John Keno & Company met with members of the Forest Park Preservation Board on the morning of July 10 to view both the ravine and bluff and to discuss the proposed solutions. Below is a table that reviews both status and repair options.

Secured Project Costs from AECOM and John Keno and Company, Inc.



Engineering Bluff Failure Design Services (AECOM)	\$68,000
Engineering Bluff Failure Construction Services (AECOM)	\$42,000
Construction Bluff Failure (John Keno & Company, Inc.)	\$371,200
10% Contingency	\$48,120
<b><u>TOTAL</u></b>	<b><u>\$529,320</u></b>

Forest Park Preservation Board letter received today (7/16/2018) in support of exploring more options to repair the bluff

Option #	Description	Est. Cost	Est. Tableland Removal
1	Re-grading to 2:1 slope	\$481,200	~30 Feet
2	Installation of one soldier pile wall & wall tie backs	\$1,000,000	~10 Feet
3	Installation of two soldier pile walls & wall tie backs	\$1,500,000	0 Feet
4	Re-routing (eastward) the north/south leg of the NBAR	\$750,000	0 Feet

The City's Forestry Section is developing a tree inventory of the area

Mr. Thomas recommended the following modified City Council actions:

Ravine: Proceed with repair (AECOM, Keno Construction, contingency) as noted

Bluff: Request price estimates from AECOM & Keno Construction on four options. To obtain option pricing, approve \$10,000 to AECOM and \$30,000 to Keno Construction. Review pricing at special City Council meeting, August 20.

The City Council had lengthy discussion on all options, additional options, and current condition of the bluff, public safety, access to the beach, funding, and possible public private partnerships for funding, residents adapting to circumstance and taking pause to make sure that actions taken are in the best interest of the City long term.

**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.

These Council actions were not voted on.

Alderman Newman made a motion to approve \$913,990 for repairs of the South Beach Access Road Ravine, and to fund \$40,000 to two contractors for the design for the North Beach Access Road bluff repair, seconded by Alderman Morris. The following voted "Aye": Aldermen Beidler, Morris, Newman, Rummel, Reisenberg, Moreno and Buschmann. The following voted "Nay": None. 7- Ayes, 0 Nays, motion carried.

Mayor Lansing offered an opportunity for public comment on the matter.

Joan DePree, President of the Forest Park Board asked the City Council to wait for additional options. Bob Crawford shared his passion with the oak grove in Forest Park and asked the Mayor to form a subcommittee to look at options for keeping the forest. Romy Lopat asked questions about the current options, parking at Forest Park and asked for transparency with all that takes place within the City of Lake Forest at meetings.

To recap the City Council approvals on this item, the Council approved the following:

AECOM – Ravine Repair Construction Services - \$42,000  
John Keno and Company – Ravine Repair - \$788,900  
10% contingency on above subtotal - \$83,090 (this would not be vendor specific and could be used for both AECOM or Keno)  
Total Ravine Repair - \$913,990

The City Council also approved for bluff repair options:  
AECOM - \$10,000  
Keno - \$30,000

Total expenditure authorized - \$953,990

<b>OPPORTUNITY FOR CITIZENS TO ADDRESS THE CITY COUNCIL ON NON-AGENDA ITEMS</b>
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<b>ITEMS FOR OMNIBUS VOTE CONSIDERATION</b>
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1. **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**
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

4. **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**
6. **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**
8. **Consideration of an Ordinance Approving a Recommendation from the Building Review Board. (First Reading and if Desired by the City Council, Final Approval)**

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.**
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.**

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

Mayor Lansing asked members of the Council if they would like to remove any item or take it separately. The City Council had discussion on items # 6 and #10. Mayor Lansing again 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 ten (10) Omnibus items as presented.

Alderman Reisenberg made a motion to approve the ten (10) Omnibus items as presented, seconded by Alderman Rummel. The following voted "Aye": Aldermen Beidler, Morris, Newman, Rummel, Reisenberg, Moreno and Buschmann. The following voted "Nay": None. 7- Ayes, 0 Nays, motion carried.

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

<b>ORDINANCES</b>
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This item was advanced to the beginning of the meeting.

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)**

**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.**

<b>NEW BUSINESS</b>
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1. **Approval of a Resolution in Support of Senate Resolution 1746**

City Manager Robert Kiely reported that the City staff has prepared a Resolution in support of SR 1746 that is similar to the resolution that Glenview passed. However, The City of Lake Forest is not committing any funding to this Resolution at this time. Alderman Buschmann asked for additional language to be added to the Resolution. The City Council had discussion on the suggested language, waiting for the Environmental Impact Study and whether a time sensitivity for approval is present.

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

Alderman Newman made a motion to table this item to a future City Council, seconded by Alderman Reisenberg. Motion carried unanimously by voice vote.

<b>ADDITIONAL ITEMS FOR COUNCIL DISCUSSION/COMMENTS BY COUNCIL MEMBERS</b>
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<b>ADJOURNMENT</b>
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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 9:45pm

Respectfully Submitted  
Margaret Boyer, City Clerk

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

The City of Lake Forest  
**CITY COUNCIL WORKSHOP**  
***Proceedings of the Monday, July 23, 2018***  
City Council Workshop Meeting –  
Municipal Services Center, 800 N. Field Ct, Lake Forest, IL

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

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

Absent: Alderman Morris.

Also present were: Robert Kiely, City Manager; Mike Strong, Assistant to the City Manager; Elizabeth Holleb, Finance Director; Susan Banks, Communications Manager; Sally Swarthout, Director of Parks & Recreation; Michael Thomas, Director of Public Works; Pete Siebert, Fire Chief and Anne Whipple, Consultant.

There was one person in the audience.

**CALL TO ORDER AND ROLL CALL**

**6:30 p.m.**

Mayor Lansing welcomed the Council, Members of the Community, and City Staff to the Workshop meeting. He turned the meeting over to Alderman Preschlack, chairman of the sub-committee developing City Council protocols.

**1. DISCUSSION OF PRINCIPLES, CONDUCT, AND PROCEDURES FOR MEETINGS AND ACTIVITIES OF THE CITY COUNCIL AND ITS MEMBERS**

City Manager Bob Kiely reported that along with the Decision Making Parameters, the Principles will be reviewed annually, and the Council should not get bogged down trying to create a perfect document. Alderman Preschlack reviewed the proposed plan to finalize the document that included building on consensus on key open strategic issues by section. The City Council had discussion on strategic issues: general rules for Council member conduct, standards of decorum and meeting rules and procedures.

**2. REVIEW OF CAPITAL IMPROVEMENT PROJECT (CIP) SCORING SHEET FOR POTENTIAL REVISIONS FOR FY20 BUDGET.**

City Manager Bob Kiely and Finance Director Elizabeth Holleb reviewed the current sheet and asked the City Council for potential revisions prior to budget season starting. The City Council had discussion on scoring projects, OCM adjusted score and projects that received a 1NF score.

**3. OPPORTUNITY FOR PUBLIC COMMENT**

Kim Reich offered a statement to the Council regarding the berm in the Oak Knoll subdivision, and commended the Council for good discussion this evening.

**4. ADJOURNMENT**

There being no further discussion. Alderman Reisenberg made a motion to adjourn, seconded by Alderman Newman. Motion carried unanimously by voice vote at 8:30p.m.

Respectfully Submitted,  
Margaret Boyer, City Clerk



## Amended --- 2018 City Council and Finance Committee Dates

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

Meeting dates highlighted in blue, represent Council Workshops

<b>**January 2, 2018</b> <b>THIS MEETING HAS BEEN CANCELLED</b>	<b>MUNICIPAL SERVICES BUILDING</b>	<b>6:30 Workshop meeting</b>
<b>**January 16, 2018</b>	<b>COUNCIL CHAMBERS</b>	<b>FC 6:30 P.M. CC to follow immediately after</b>
February 5, 2018	COUNCIL CHAMBERS	CC 6:30 P.M.
<b>**February 20, 2018</b>	COUNCIL CHAMBERS	CC 6:30 P.M.
<b>** March 5, 2018</b>	<b>MUNICIPAL SERVICES BUILDING</b>	<b>Operating Budget Workshop 5:00 PM</b>
March 19, 2018	COUNCIL CHAMBERS	CC 6:30 P.M.
April 2, 2018	COUNCIL CHAMBERS	CC 6:30 P.M.
<b>April 16, 2018</b>	<b>COUNCIL CHAMBERS</b>	<b>FC 6:30 P.M. CC to follow immediately after</b>
May 7, 2018	COUNCIL CHAMBERS	CC 6:30 P.M.
May 21, 2018	COUNCIL CHAMBERS	CC 6:30 P.M.
June 4, 2018	COUNCIL CHAMBERS	CC 6:30 P.M.
June 18, 2018	COUNCIL CHAMBERS	CC 6:30 P.M.
July 2, 2018	COUNCIL CHAMBERS	CC 6:30 P.M.
<b>July 16, 2018</b>	<b>COUNCIL CHAMBERS</b>	<b>FC 6:30 P.M. CC to follow immediately after</b>
August 6, 2018	COUNCIL CHAMBERS	CC 6:30 P.M.
<b>August 20, 2018</b>	<b>NO MEETING</b>	<b>NO MEETING</b>
<b>**September 4, 2018</b>	COUNCIL CHAMBERS	CC 6:30 P.M.
<b>September 17, 2018</b>	<b>MUNICIPAL SERVICES BUILDING</b>	<b>6:30 Workshop Meeting</b>
October 1, 2018	COUNCIL CHAMBERS	CC 6:30 P.M.
<b>October 15, 2018</b>	<b>COUNCIL CHAMBERS</b>	<b>FC 6:30 P.M. CC to follow immediately after</b>
November 5, 2018	COUNCIL CHAMBERS	CC 6:30 P.M.
<b>**November 13, 2018</b>	<b>MUNICIPAL SERVICES BUILDING</b>	<b>Capital Budget Workshop 5:00 PM</b>
November 19, 2018	COUNCIL CHAMBERS	CC 6:30 P.M.
December 3, 2018	<b>COUNCIL CHAMBERS</b>	CC 6:30 P.M.
December 17, 2018	<b>COUNCIL CHAMBERS</b>	CC 6:30 P.M.

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION RATIFYING THE DENIAL OF A SPECIAL USE PERMIT FOR 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 ("**Business Owner**"), proposes 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 ("**Property**"); and

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

**WHEREAS**, carwashes and gas stations are each classified as a special use, not as a permitted use, in the B-1 District because of their unique characteristics, and require a showing by an applicant that certain criteria are satisfied; and

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

**WHEREAS**, the Plan Commission conducted 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

**WHEREAS**, at the conclusion of the Plan Commission public hearing and after having fully heard and having considered the evidence and testimony by all those who wished to testify and after deliberating (a substantial number of which testified in opposition to the Petition), the Plan Commission, by a split vote of 4 to 2, recommended approval of the SUP, subject to 11 recommended conditions to mitigate the impacts of the SUP on neighboring properties and the area; and

**WHEREAS**, the Building Review Board subsequently conducted a properly noticed public hearing on the architectural plans for the improvements proposed for the SUP, and by a split vote of 3 to 1, recommended approval of the architectural plans, subject to 19 recommended conditions to mitigate the impacts of the improvements proposed as part of the SUP; and

**WHEREAS**, after having reviewed and considered the Petition, the testimony and evidence submitted at the public hearings, and other information, materials, and documents, and after having extensively discussed the Petition at its July 16, 2018 City Council meeting, the City Council, by a vote of 0 to 7, denied the SUP and directed City staff to prepare findings consistent with its discussion, deliberation, and decision for ratification by the City Council at its next City Council meeting.

**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 foregoing recitals are incorporated into this Ordinance as if fully set forth.

**SECTION 2:** The City Council hereby adopts the following findings regarding the Petition for the SUP:

- A. The establishment, maintenance, and operation of the SUP will be detrimental to the safety and general welfare of the public due to the type and level of proposed activities, the site configuration limitations, and the hours of operation proposed by the Petition.
- B. The SUP as proposed will impact the use and enjoyment of adjacent and nearby residentially developed properties as a result of: (1) the high volume, auto-related use proposed; (2) noise levels from the presence of industrially sized blowers in the car wash that, according to a noise study submitted as part of the hearing record, would, at times, exceed the ambient noise levels in the surrounding area; and (3) the lack of space on the Property to allow for adequate buffering. Moreover, according to a market impact analysis submitted as part of the hearing record, the SUP would adversely impact the value of residential properties in the immediate area of the Property
- C. Although a commercial use is appropriate on the Property, the Property is not of a sufficient size to accommodate the SUP as proposed by the Petition. The proposed building and site improvements are too large for the Property, and the improvements are designed to be located too close to the street and nearby residential properties, as evidenced by the lack of space to construct landscaping improvements and appropriate buffering on the Property. Furthermore, the building, improvements, and site circulation are not appropriately designed or configured on the Property.
- D. The Business Owner has not demonstrated the ability or willingness to meet all of the conditions of approval that were determined to be necessary to mitigate negative off-site impacts.
- E. The exterior architectural appearance and functional plan are incompatible with the character of the immediate area due to the excessive height of the canopy, the intensity of the exterior lighting and signage, and the limited opportunity for significant landscape screening along the shared property lines with residential properties.
- F. IDOT has not yet issued final approval of the engineering plans or confirmed that the lane configuration on Waukegan Road is adequate to support the SUP. In addition, the proposed SUP will have a negative impact on traffic patterns in the area by increasing traffic congestion due to the nature of the proposed use.
- G. The ingress to and egress from the site are problematic due to the configuration of the Property and the multiple components of the proposed SUP which include a car wash, multiple entry lanes to the car wash, ten fueling stations, ten drying stations, circulation lanes, employee and customer parking and the need to accommodate a large re-fueling vehicle to fill the underground tanks on a regular basis.

**SECTION 3:** Based on the discussions and deliberations by the City Council at its July 16, 2018 meeting (which are adopted by and incorporated into this Resolution as if fully set forth herein), and supported by the findings adopted by the City Council in Section 2 of this Ordinance and all other evidence and testimony submitted into the record of the various proceedings held on the Petition in support hereof, the City Council hereby ratifies its vote to deny the SUP made at its July 16, 2018 meeting.

**SECTION 4:** 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

## **EXHIBIT A**



### **Legal Description of the Property**

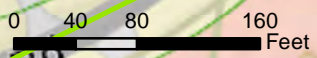
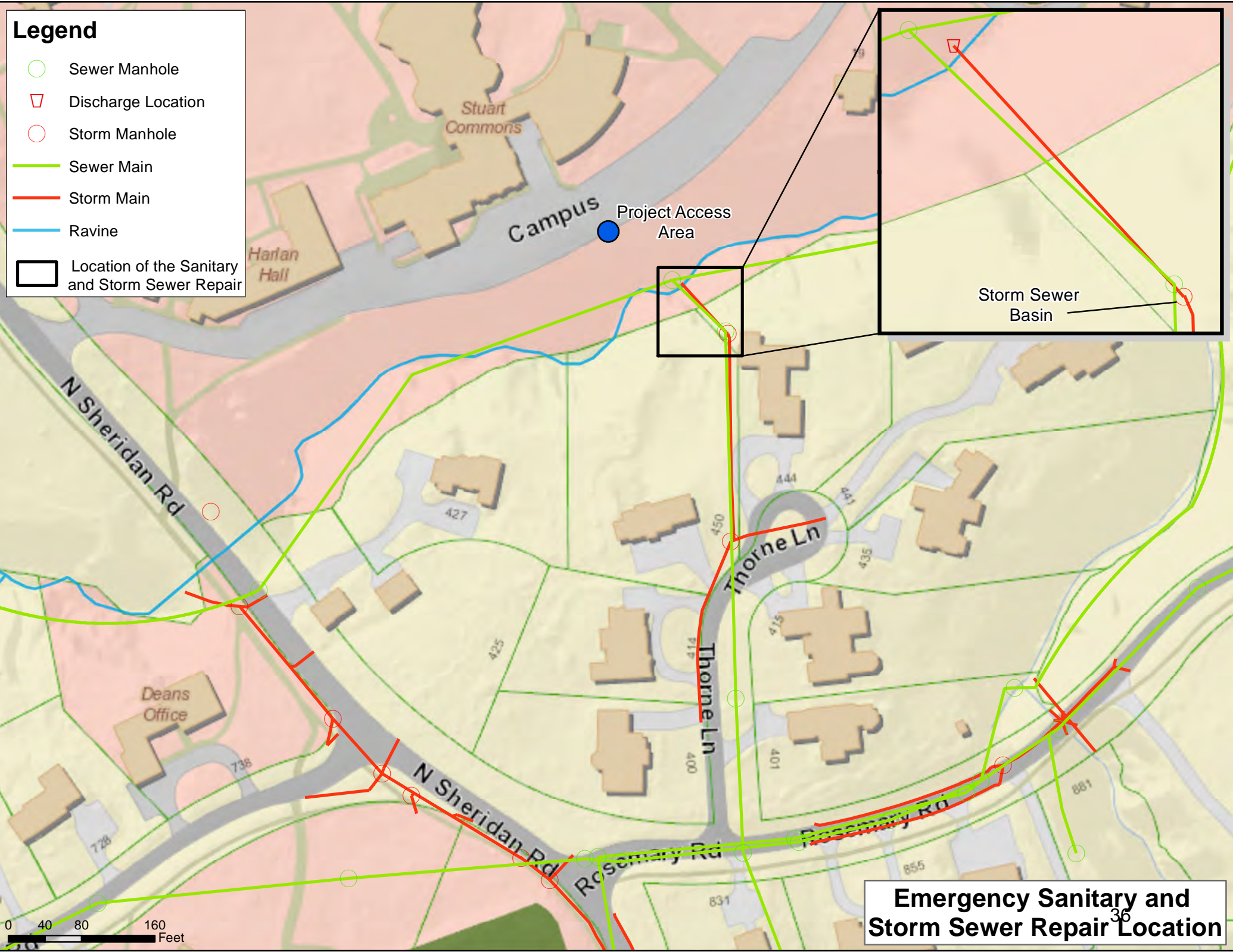
Lot 1 in "Everett Garage Subdivision" being of part of the NE ¼ of Section 7, Township 43 North, Range 12, East of the Third Principal Meridian according to the plat thereof recorded April 13, 1965, as Document 1259517, in Book 42 of plats, Page 14, in Lake County, Illinois.

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

Commonly known as: 1015 - 1045 S. Waukegan Road

**Legend**

-  Sewer Manhole
-  Discharge Location
-  Storm Manhole
-  Sewer Main
-  Storm Main
-  Ravine
-  Location of the Sanitary and Storm Sewer Repair



**Emergency Sanitary and Storm Sewer Repair Location**

36

## Gabion Basket





**RESOLUTION 2005-20**  
**ESTABLISHING A LEGAL COMMITTEE**

**WHEREAS** The City of Lake Forest's mission is to be one of the best-managed and fiscally responsible municipal governments in the United States; and

**WHEREAS**, The City of Lake Forest is a truly beautiful community with outstanding vistas and streetscapes, historic structures of national importance, and neighborhoods which enjoy a high degree of architectural compatibility; and

**WHEREAS**, maintaining and enhancing the distinctive character of the community is of overriding importance and may require from time to time appropriate legal defense; and

**WHEREAS**, the City's philosophy regarding litigation is to first avoid lawsuits by seeking common interests, settle meritorious claims, and aggressively defend frivolous or unjust attempts to undermine City ordinances or community values; and

**WHEREAS**, the community is well served by civic-minded, community volunteers who can provide expert advice and counsel on lawsuits and provide the City Council recommendations on legal strategies consistent with its Litigation Management Policy.


**NOW, THEREFORE, BE IT RESOLVED** by the City Council of The City of Lake Forest that:

1. **CREATION** – The City Council finds the above preamble to be true and accurate and accepts and endorses the creation of a Legal Committee.
2. **MEMBERSHIP** – The Legal Committee shall consist of five (5) members who shall be appointed by the Mayor with the consent of the City Council. The Mayor and one alderman shall serve as ex-officio members of the Committee.
3. **PURPOSE** – The purpose of the Legal Committee is as follows:
  - A. Review and monitor all legal claims filed against the City in accordance with the City's Litigation Management Policy and assist the City Attorney in preparing an initial assessment as well as other reports and recommendations to the City Council on legal defense strategies.
  - B. Review the Litigation Management Policy, recent legal decisions and opinions, related ordinances and contracts, and other relevant materials on an as need basis required to promote the efficient and effective management of litigation and threats of litigation against the City.

C. When requested by the City Council, evaluate the engagement of legal counsel and an appropriate payment arrangement for said services.

4. **REPORTS** – The Legal Committee shall submit reports to the Mayor and City Council on an as-needed basis. Such reports shall be presented in accordance with Illinois Open Meetings Law and be public record and copies shall be retained in the official City records.

Adopted by the City Council of  
The City of Lake Forest on  
October 20, 2005 on a  
motion by Alderman Reynolds,  
seconded by Alderman Looby,  
and carried unanimously.

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

**THE CITY OF LAKE FOREST**

**ORDINANCE NO. 2018-\_\_\_\_\_**

**AN ORDINANCE ESTABLISHING THE LEGAL COMMITTEE**

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

**WHEREAS** The City of Lake Forest's mission is to be one of the best-managed and fiscally responsible municipal governments in the United States; and

**WHEREAS**, The City of Lake Forest in conducting its governmental operations may be exposed from time to time to claims and litigation requiring appropriate legal defense or may otherwise wish to have a range of legal viewpoints; and

**WHEREAS**, the City's philosophy regarding litigation is to seek, in a manner consistent with its governmental obligations, to avoid disputes that generate claims or litigation, resolve claims and litigation when appropriate, and defend claims and litigation when necessary; and

**WHEREAS**, Lake Forest is well served by civic-minded, community volunteers who are able to assist the City regarding legal matters: and

**WHEREAS**, the City Council of The City of Lake Forest previously created a Legal Committee pursuant to a resolution; and

**WHEREAS**, the Legal Committee has served continuously since that time and has recommended that its existence be codified in the Lake Forest City Code, and that the City adopt certain changes in the mission and function of the Legal Committee as hereinafter set forth; and

**WHEREAS**, the City Council has determined that it is in the best interests of the City and its residents to update the mission of the Legal Committee and amend the City Code by incorporating the Legal Committee into the City's formal governing structure;



**NOW, THEREFORE, BE IT RESOLVED** by the City Council of The City of Lake Forest, County of Lake, and 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: Prior Resolutions Rescinded.** The City Council finds the above preamble to be true and accurate and accepts and endorses the continuation of the Legal Committee as an advisory body to the Mayor, City Council, and City Manager. All prior resolutions of the City Council concerning the establishment and functioning of the Legal Committee are hereby repealed.

**SECTION THREE: Creation of New Section 32.090 of the City Code.** The Lake Forest City Code is hereby and shall be amended by adding a new Section 32.090, to be entitled "Legal Committee," of Chapter 32, entitled "Departments and Organizations," of the Lake Forest City Code, as follows:

**§ 32.090 LEGAL COMMITTEE**

*(A) Membership, Action and Compliance.*

1. The Legal Committee shall consist of six (6) members, five of whom shall be appointed by the Mayor with the consent of the City Council, plus one *ex-officio* member. The Mayor shall serve as the *ex officio* member (or an alderman appointed by the Mayor to serve as the alternate). The Mayor and alternate *ex officio* member are entitled to attend all Committee meetings, but the alternate may only vote on Committee matters in the absence of the Mayor. Each member as of the date of adoption of this ordinance is deemed to have been appointed as provided herein.
2. Each member may serve a maximum of three consecutive, two-year terms. Each member shall continue in office after expiration of the term until a successor shall have been duly appointed. The first term of each member as of the date of adoption of this ordinance shall be deemed to be the date of his or her appointment to the Legal Committee prior to such adoption date.
3. Vacancies on the Legal Committee shall be filled by the Mayor with the advice and consent of Council for the unexpired term of the former member.

4. Each Committee member shall be subject to removal by the City Council.
5. Three members shall constitute a quorum. Action taken by the majority of members present at a meeting at which a quorum is present shall be action of the Legal Committee.
6. A Chair of the Legal Committee shall be appointed by the Mayor, with the advice and consent of the City Council. The Chair shall serve a term of two years (or, if earlier, until no longer serving as a member) and shall be eligible for reappointment. The Chair shall continue in office as Chair after expiration of the term as Chair until a successor Chair shall have been duly appointed. The duties of the Chair shall be to: (i) preside at meetings of the Committee; and (ii) in conjunction with the City Manager and the City Attorney, facilitate and coordinate the functions of the Committee. In the absence of the Chair (until, in the case of a vacancy in the office of the Chair, the appointment of a successor Chair as provided below), a member selected by vote of the other members shall act as Chair and shall have all the powers of the Chair. A vacancy in the office of the Chair shall be filled by the Mayor with the advice and consent of the City Council for the unexpired term of the former Chair.
7. Members shall be subject to the provisions of all rules, regulations, ordinances and statutes governing conduct of members of the boards and commissions of the City, including, but not limited to, Chapter 40, Ethics, of the City code, the Illinois Open Meetings Act, state statutes regarding gifts to public officials, filing of statements of economic interest and the like.
8. Members shall serve without compensation.

(B) *Purpose.* The purpose of the Legal Committee is as follows:

1. Upon referral by the Mayor, the City Council, or the City Manager, (i) review reports and documentation provided by the Mayor, City Manager or City Attorney concerning legal claims or litigation threatened or filed against the City in order to promote compliance with the City's Litigation Management Guidelines, (ii) offer initial evaluations and further assessments (as well as other comments) to the City Council on legal defense strategies of the City's legal counsel, and (iii) otherwise discuss and provide comments on legal matters concerning the City, including without limitation judicial actions in which the City may be interested.
2. As requested by the Mayor, the City Council, or the City Manager, review the Litigation Management Guidelines, legal developments, City ordinances and contracts, and other relevant materials on an as-needed basis to (i) enhance legal compliance, (ii) promote avoidance or reduction of claims and litigation, (iii) promote the efficient and effective management of claims and litigation against the City, including

consideration of alternative dispute resolution, and (iv) provide guidance on other legal matters.

3. As determined by the Committee from time to time, suggest improvements to the City's ordinances, practices, procedures, and decision-making on an as-needed basis.
4. As requested by the Mayor, the City Council, or the City Manager, review and evaluate City budgets and payments in respect of avoiding, resolving, and defending claims and litigation.
5. As requested by the Mayor, the City Council, or the City Manager, evaluate the engagement of legal counsel and payment arrangements for said services, and the appropriateness of legal fees and litigation costs.
6. To engage in such other activity as directed by the Mayor, the City Council, or the City Manager affecting the legal interests of the City.

(C) *Nature of Committee Activity.* The City Council hereby confirms that members of the Legal Committee in the course of Legal Committee activity serve solely as volunteer citizens of The City of Lake Forest and do not serve as attorneys and do not provide legal representations or advice to the Mayor, City Council, the City Manager, or The City of Lake Forest. In their service on the Legal Committee, the members of the Legal Committee are persons normally and regularly consulted by the City in respect of such matters.

(D) *Reports.* The Legal Committee may communicate to the Mayor, City Council, and City Manager on such matters within the scope of the Committee's functions, which communications shall be in the form reasonably determined by the Committee.

**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.

ATTEST:

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Mayor

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City Clerk

THE CITY OF LAKE FOREST

ORDINANCE NO. 2018-\_\_\_\_\_

**AN ORDINANCE AMENDING THE LAKE FOREST CITY CODE  
RELATING TO CLASSES OF LICENSES FOR ALCOHOLIC BEVERAGES**

**WHEREAS**, pursuant to its home rule authority and 235 ILCS 5, the City regulates the sale and service of alcoholic liquor in the City; and

**WHEREAS**, the Mayor and City Council have determined that it is in the best interests of the City and its residents to amend the City's regulations affecting alcoholic liquor in the manner set forth below;

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

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

**SECTION TWO: Amendment to Section 111.036 of the City Code.** Section 111.036, entitled "Local Liquor Licenses and Fees," of Chapter 111, entitled "Alcoholic Beverages," of the Lake Forest City Code is hereby amended to add an additional C-1 and C-3 liquor license to each classification, with the assigned numbering of the other liquor license classifications being adjusted accordingly:

**SECTION THREE: Number of Class C-1 and C-3 Liquor License.** Subsection A of Section 111.037, entitled "Number of Licenses," of Chapter 111, entitled "Alcoholic Beverages," of the Lake Forest City Code is hereby amended to provide as follows:

<b><i>Class</i></b>	<b><i>Maximum Number of Licenses Authorized</i></b>
A-1	7
A-2	4
A-3	No more than the total number of Class A-1 licenses issued by the city
A-4	1
B-1	1

<b><u>C-1</u></b>	<b>4 5</b>
C-2	9
<b><u>C-3</u></b>	<b>9-10</b>
D-1	5
E-1	2
F-1	1
F-2	As many as determined reasonable by the Commissioner
F-3	As many as determined reasonable by the Commissioner
F-4	As many as determined reasonable by the Commissioner
F-5	1
F-6	3
G-1	1
G-2	2
H-1	0
H-2	1
1-1	No more than the total number of Class B-1, C-1, C-2, C-3, D-1, E-1 and F-1 licenses issued by the city
I-2	1
I-3	As many as determined reasonable by the Commissioner
J	1
K	1

**SECTION FIVE: 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.

ATTEST:

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

\_\_\_\_\_  
Mayor

**WAUKEGAN ROAD SIDEWALK REPLACEMENT PROJECT DONOR AGREEMENT**  
**(The City of Lake Forest and Elizabeth Uihlein)**

This **Waukegan Road Sidewalk Replacement Project Donor Agreement** ("**Agreement**") is dated as of the "**Effective Date**" (as defined in Section 6.F below), by and between **THE CITY OF LAKE FOREST**, an Illinois special charter home rule municipality (the "**City**"), and **ELIZABETH A. UIHLEIN**, an individual ("**Donor**") (the City and Donor are collectively referred to as the "**Parties**").

**IN CONSIDERATION OF** the recitals and mutual covenants and agreements set forth in this agreement, the parties agree as follows:

**Section 1: Recitals.**

A. The City maintains an asphalt sidewalk along the west side of Waukegan Road from Illinois Route 176 to West Deerpath Road ("**Sidewalk**").

B. The Sidewalk, which was constructed 34 years ago, is in a declining condition.

C. The City has determined that, in order to improve the Sidewalk for the long-term use and benefit of the City and its residents as a safe and walkable surface, the Sidewalk's pavement needs to be removed and replaced. The City does not have funds available to immediately undertake the desired improvements of the Sidewalk.

D. Donor, who resides within the City and in the vicinity of Waukegan Road and the Sidewalk, has offered to pay the estimated costs for the removal and replacement of the Sidewalk located between Illinois Route 176 and West Deerpath Road (the "**Project**"). The scope of the Project is generally depicted in **Exhibit A**. The Project will be broken out into two phases, Phase I and Phase II, as depicted in **Exhibit A**. Completion of the Project will improve access to the Middlefork Savanna Forest Preserve and Elawa Farm.

E. Since the Sidewalk is located in a State right-of-way, the Illinois Department of Transportation ("**IDOT**") requires that: (i) complete engineering plans be submitted to IDOT for the Project in general conformity with **Exhibit A** (the "**Submissions**"); (ii) all applicable requirements be satisfied for issuance of necessary permits for the Project (the "**Permits**"); and (iii) all conditions set forth in any permits be satisfied by the City as determined by IDOT (the "**IDOT Approvals**") (the Permits and IDOT Approvals shall hereinafter be referred to as the "**IDOT Permits and Approvals**," and the Submissions and IDOT Permits and Approvals shall hereinafter be referred to as the "**Pre-Construction Work**"). The Pre-Construction Work is a necessary element of the Project.

F. Donor has offered to contribute to the City the sum of \$410,000.00 (the "**Donation**"), which is the estimated cost of the construction portion of the Project, contingent upon the City procuring the required design, engineering, and construction services for the Project, including all oversight and management relating thereto, and completing the Pre-Construction Work.

G. The Parties mutually agree that the Project is in the best interest of the City and all of its residents.



H. The Parties mutually agree that completing each Phase of the Project within 90 days after the City's receipt of the necessary IDOT Permits and Approvals (the "**Deadlines**"), is in the best interest of the City and all of its residents.

I. The Parties mutually acknowledge and agree that: (i) the City had not budgeted funds to undertake the Project at this time or in the foreseeable future; (ii) but for the Donation, the City would not undertake the Project; and (iii) the City is relying on receipt of the Donation for purposes of undertaking the Project and incurring Project Costs (as hereinafter defined).

## **Section 2: The City's Obligations.**

A. **The Project Generally.** Subject to the terms of this Agreement, the City agrees to secure the necessary services to make the Submissions for the Project by June 15, 2018 for Phase I and by September 15, 2018 for Phase II. The City agrees to apply any Donation, as defined in Section 3 of this Agreement, to the cost of the Project, and refund to Donor any portion of the Donation that exceeds the actual cost of the Project. Additionally, the City agrees to pursue and execute contracts consistent with all requirements for public contracting for (1) the Pre-Construction Work, and (2) the construction of the Project ("**Construction Contract**"). The cost of the Pre-Construction Work shall be borne by the City. The amounts incurred pursuant to the Construction Contract shall be the "**Project Costs.**"

1. Except as otherwise provided in Section 2.A.2 of this Agreement, following receipt of the IDOT Permits and Approvals, the Construction Contract shall be competitively bid consistent with the City Code, and the City shall award the Construction Contract to the lowest responsive and responsible bidder. Following receipt of all bids, the City shall provide the bids to the Donor for review. If Donor raises any reasonable objections to any of the bidders and notifies the Village within three business days after the bids are provided to the Donor by the City (the "**Bid Review Period**"), the City shall give due consideration to such objections in determining whether such bidder(s) qualify as the lowest responsive and responsible bidder. The City Council shall make the final decision regarding any award of the Construction Contract.
2. Contemporaneous with the delivery of the Submissions to IDOT (the "**Submission Dates**"), the City shall cause the Submissions to be delivered to Donor. If the Donor prefers that a certain contractor ("**Preferred Contractor**") be awarded the Construction Contract, the Donor shall notify the City of the name of the Preferred Contractor and shall cause the Preferred Contractor to present a proposal for performing the Construction Contract to the City for an amount not more than the amount of the Donation within 21 calendar days after the Effective Date (the "**Preferred Contractor Proposal**").
  - a. If the City staff determines that (i) the Preferred Contractor lacks the requisite experience and qualifications to perform the Construction Contract, or (ii) the Preferred Contractor Proposal is not responsive to the work identified in the Submissions, then City Staff shall notify the Preferred Contractor, and the Construction Contract shall be competitively bid consistent with Section 2.A.1 of this Agreement. Unless the City determines that the Preferred Contractor lacks the requisite experience and qualifications to perform the Construction Contract, the

City shall ensure that the Preferred Contractor receives the bid notice for the Project.

- b. If the City staff determines that (i) the Preferred Contractor has the requisite experience and qualifications to perform the Construction Contract, and (ii) the Preferred Contractor Proposal is responsive to the work identified in the Submissions, then City Staff shall request the City Council to consider waiving competitive bidding and awarding the Construction Contract to the Preferred Contractor based on the Preferred Contractor Proposal.
  - i. If the City Council declines to waive bidding, then the Construction Contract shall be competitively bid consistent with Section 2.A.1 of this Agreement, and the City shall ensure that the Preferred Contractor receives the bid notice therefor.
  - ii. If the City Council approves the waiver of competitive bidding and the award of the Construction Contract to the Preferred Contractor based on the Preferred Contractor Proposal, such approval shall be conditioned upon receipt of the IDOT Permits and Approvals. Within three business days after receipt by the City of the IDOT Permits and Approvals, the City shall notify the Preferred Contractor regarding the granting of the IDOT Permits and Approvals (the “**Preferred Contractor Notification Date**”). Within three business days after the Preferred Contractor Notification Date (the “**Preferred Contractor Confirmation Date**”):
    1. If the Preferred Contractor Proposal conforms to the IDOT Permits and Approvals, then the Preferred Contractor shall deliver written confirmation of its readiness to execute the Construction Contract, and the City and Preferred Contractor shall execute the Construction Contract. If the Preferred Contractor has not delivered a signed Construction Contract to the City within three business days after the Preferred Contractor Confirmation Date, then the waiver of competitive bidding for the Project shall be automatically rescinded, and the City shall cause the Project to be competitively bid consistent with Section 2.A.1 of this Agreement.
    2. If the City notifies the Preferred Contractor that the Preferred Contractor Proposal requires modification to conform to the IDOT Permits and Approvals, then the Preferred Contractor shall present to the City by the Preferred Contractor Confirmation Date a modified Preferred Contractor Proposal that is fully responsive to the IDOT Permits and Approvals and for an amount not more than the amount of the Donation (the “**Revised Preferred Contractor Proposal**”). Within three business days after the timely receipt of the Revised Preferred Contractor Proposal (the “**Revised Proposal Review**”).

**Date**”), the City shall notify the Preferred Contractor whether the Revised Preferred Contractor Proposal fully conforms to the IDOT Permits and Approvals.

- a. If the City determines that the Revised Preferred Contractor Proposal fully conforms to the IDOT Permits and Approvals, then the City and Preferred Contractor shall execute the Construction Contract. If the Preferred Contractor has not delivered a signed Construction Contract to the City within two business days after the Revised Proposal Review Date, then the waiver of competitive bidding for the Project shall be automatically rescinded and the City shall cause the Project to be competitively bid consistent with Section 2.A.1 of this Agreement.
- b. If the City determines that the Revised Preferred Contractor Proposal does not fully conform to the IDOT Permits and Approvals, then the City shall so notify the Preferred Contractor, the waiver of competitive bidding for the Project shall be automatically rescinded, and the City shall cause the Project to be competitively bid consistent with Section 2.A.1 of this Agreement.
- c. If the City does not timely receive a Revised Preferred Contractor Proposal, then the City shall cause the Project to be competitively bid consistent with Section 2.A.1 of this Agreement.

B. Performance Standards. The City shall oversee and manage the Project and cause to be performed all work necessary to complete the Project in a good and workmanlike manner consistent with the quality of similar City projects. The City agrees to comply with all applicable federal laws, state laws, and regulations and shall, at its own expense, obtain all necessary permits, licenses, consents, and other approvals for undertaking and completing the Project.

C. Further Notifications. Consistent with Section 6.C below, the City agrees to provide Donor with copies of the IDOT Permits and Approvals for the Project, as well as the approved engineering plans relating to such permits and approvals if requested by Donor. Additionally, the City agrees to provide to Donor any bid announcements related to the Project, copies of any bids received related to the Project, and copies of any of the specified communications to or from the Preferred Contractor under Section 2.A.2 of this Agreement. The City agrees to provide Donor with monthly updates on the status of the Project, as well as notify Donor of any final inspections of the Project prior to its completion.

### **Section 3. Donor’s Agreements and Undertakings.**

Donor agrees to pay the Donation to the City to facilitate the completion of the Project and to pay the Project Costs. This Donation shall be made in two installments:

- A. Initial Installment: Donor shall pay to the City an initial installment of two hundred thousand dollars (\$200,000.00) within seven (7) days after the City Council's approval of a Construction Contract pursuant to Section 2.A of this Agreement.
- B. Final Installment: Donor shall pay to the City a final installment equal to the lesser of two hundred ten thousand dollars (\$210,000.00) or an amount equal to the balance of the Project Costs, within seven (7) days after being notified of:
1. The completion of the Project as determined by the Project engineer in accordance with the IDOT Permits and Approvals, or
  2. the City's final payment under the Construction Contract,
- whichever is earlier. Notwithstanding the foregoing, Donor shall pay to the City a final installment of no greater than one hundred and eighty thousand dollars (\$180,000.00) if either:
3. (a) the City receives no Preferred Contractor Proposal or the Construction Contract is competitively bid pursuant to either Section 2.A.2.a or 2.A.2.b.i; (b) the City receives the IDOT Permits and Approvals by August 1, 2018; and (c) the Project is not completed by the Deadline;
  4. (a) the Construction Contract is competitively bid pursuant to Section 2.A.2.b.ii.1; (b) the City receives the IDOT Permits and Approvals by July 20, 2018; and (c) the Project is not completed within 94 days after the Preferred Contractor Confirmation Date;
  5. (a) the Construction Contract is competitively bid pursuant to Section 2.A.2.b.ii.2.b or 2.A.2.b.ii.2.c; (b) the City receives the IDOT Permits and Approvals by July 17, 2018; and (c) the Project is not completed within 90 days after the Revised Proposal Review Date; or
  6. (a) the Construction Contract is competitively bid pursuant to Section 2.A.2.b.ii.2.a; (b) the City receives the IDOT Permits and Approvals by July 13, 2018; and (c) the Project is not completed within 94 days after the Revised Proposal Review Date.

**Section 4: Indemnity/Hold Harmless/Release.**

To the fullest extent permitted by law, the City agrees to indemnify, defend, and hold harmless Donor from and against any and all injuries, liabilities, losses, damages, costs, payments, and expenses of every kind and nature (including, without limitation, court costs and attorneys' fees) for claims, demands, actions, suits, proceedings, judgments, and settlements arising out of the City's performance of its obligations under this Agreement or a third party's use of the Sidewalk.

**Section 5: Additional Obligations.**

A. The City agrees to do all things reasonably necessary or appropriate to complete the Project and to carry out the terms and provisions of this Agreement, including, without

limitation, the enactment of such resolutions and ordinances, the execution of such permits, applications, and agreements, and the taking of such other actions as may be necessary under this Agreement.

B. Neither Party shall assign this Agreement to any person or entity without the prior written consent of the other Party; provided, however, that the City has the right to enter into the Construction Contract and other third-party contracts to undertake and complete the Project.

C. The City and Donor agree that this Agreement is not for the benefit of any third-party beneficiary. No third party shall have any rights or claims against Donor or the City arising from this Agreement.

#### **Section 6: General Provisions.**

A. **Counterparts.** This Agreement may be executed in several counterparts, each of which so executed shall be deemed to be an original, and such counterparts together shall constitute one and the same instrument.

B. **Entire Agreement.** This Agreement represents the entire Agreement between Donor and the City. This Agreement shall be construed in accordance with the laws of the State of Illinois. This Agreement may be amended only by written instrument signed by both parties hereto.

C. **Notices.** All notices, demands, elections, and other instruments required or permitted to be given or made by either Party upon the other under the terms of this Agreement or any statute shall be in writing. Such communications shall be deemed to have been sufficiently served if sent by email, regular, certified, or registered mail with proper postage prepaid, hand delivered, or sent by facsimile transmission, with proof of successful transmission sent by regular mail by the sending Party at the respective addresses shown below, or to such other party or address as either Party may from time to time furnish to the other in writing. Such notices, demands, elections, and other instruments shall be considered delivered to recipient on the second business day after deposit in the U.S. Mail, on the day of delivery if hand delivered, or on the first business day after successful transmission if sent by email or facsimile transmission.

#### **Notices to the Donor shall be sent to:**

Laurence A. Barry  
12575 Uline Drive  
Pleasant Prairie, WI 53158  
Phone: 262-612-4200  
Fax: 262-612-4282  
lbarry@uline.com

**Notices to the City shall be sent to:**

The City of Lake Forest  
(Attn: City Manager)  
220 East Deerpath  
Lake Forest, IL 60045  
Phone: 847.810.3670  
Facsimile: 847.615.4289  
kielyr@cityoflakeforest.com

D. No Joint Venture. The Parties acknowledge and agree that there is no partnership, joint venture, or other common enterprise between the City and Donor, other than the relationship of donor and donee as described in this Agreement. Donor shall have no right, title, or interest in the Sidewalk or the Project.

E. Enforceability. The Parties acknowledge and agree that, upon material breach of a Party, this Agreement may be enforced in the Circuit Court of Lake County, Illinois.

F. Effective Date. The “Effective Date” of this Agreement shall be the latest date that this Agreement is signed by a Party as indicated under the Parties’ signature below.

***[Signature page to follow.]***

**IN WITNESS WHEREOF**, this Agreement is entered into by and between the Parties hereto as of the date and year first above written.

IN WITNESS WHEREOF, the parties have executed this Agreement as set forth below.

**ATTEST:**

**THE CITY OF LAKE FOREST**

\_\_\_\_\_  
Margaret Boyer, City Clerk

By: \_\_\_\_\_  
Robert T.E. Lansing, Mayor

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

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

**ATTEST:**

**ELIZABETH UIHLEIN**

\_\_\_\_\_  
Print Name: \_\_\_\_\_

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

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

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

**Exhibit A**  
**Depiction of Project**

1. Phase I – Replace and install a new sidewalk from Route 176 to Middlefork Drive.
2. Phase II – Replace and install a new sidewalk from Middlefork Drive to West Deerpath Road.

DRAFT





12575 Uline Drive • Pleasant Prairie, WI 53158  
PHONE (262) 612-4200 • WEB [uline.com](http://uline.com)

July 23, 2018

Mr. Bob Kiely  
The City of Lake Forest  
Office of the City Manager  
220. E. Deerpath  
Lake Forest, IL 60045

Re: Waukegan Road Sidewalk Project

Mr. Kiely,

My client, Elizabeth A. Uihlein, has generously agreed to donate funds to the City of Lake Forest to replace a section of sidewalk from Route 176 south to West Deerpath Road. Ms. Uihlein will donate up to \$410,000 to fund this project, provided the City of Lake Forest finances and secures the necessary IDOT permits for the work. Ms. Uihlein has a preferred contractor, Performance Paving, whom she expects the City of Lake Forest will approve to do the work. Given the time of year, Ms. Uihlein realizes that the work will not likely be completed before winter and will need to finish in 2019. We look forward to starting this project and getting the sidewalk in place.

Sincerely,

A handwritten signature in dark ink that reads "Patrick Milne". The signature is fluid and cursive, with the first name "Patrick" and last name "Milne" clearly distinguishable.

Patrick Milne  
Corporate Attorney  
Uline, Inc.  
[pmilne@uline.com](mailto:pmilne@uline.com)  
(262) 612-4200

July 18, 2018

625 Forest Edge Drive, Vernon Hills, IL 60061

TEL 847.478.9700 ■ FAX 847.478.9701

www.gha-engineers.com

Mr. Robert Kiely  
City of Lake Forest  
800 N. Field Drive  
Lake Forest, IL 60045

Re: City of Lake Forest  
Professional Engineering Services Proposal Supplement  
Design Services – Waukegan Road (IL Rte 43) Sidewalk  
(Middlefork Drive to Deerpath Road)  
GHA Proposal No.: 2017.T252-SUPP

Dear Mr. Kiely:

Thank you for requesting this proposal from Gewalt Hamilton Associates (GHA) to perform additional design engineering services for proposed sidewalk improvements to replace an existing asphalt sidewalk along the west side of Waukegan Road (IL Rte 43) within the City of Lake Forest. Our office previously prepared plans to remove and replace the existing sidewalk between IL Rte 176 and Middlefork Drive, which are currently submitted to IDOT for review. The City has requested that GHA provide additional services necessary to provide engineering plans, construction documents, and permitting submittals to extend the southern limits of this project from Middlefork Drive to Deerpath Road.

## **I. Scope of Services**

The following tasks are anticipated:

### **Task A – Project Management, Coordination & Data Collection**

The following tasks are anticipated during this phase of the project.

1. Coordination with the City of Lake Forest: GHA will provide regular communication with the City, including copies of all transmittals and regular updates on project milestones and schedule.
2. Coordination with IDOT: GHA will coordinate all submittals with IDOT Permits in order to obtain approvals for securing a permit from IDOT for constructing the proposed sidewalk improvement within the State right-of-way. To avoid delaying approval of the original scope of the project, the plans for this supplemental work will be prepared and submitted as a separate permit application.
3. Coordination with Utilities: GHA will coordinate with local utility companies through the JULIE Design Stage process. Limits of the project will be provided to the utility companies and requests for atlas information will be made. Upon receipt of the utility information, the utility company data will be added to the existing drawings.
4. Wetlands: It is anticipated that there are no wetlands/Waters of the US (WOUS) present within the project limits and wetland impacts are not anticipated. If it is determined that wetlands are immediately adjacent

to the existing asphalt path and a wetland delineation report is required with associated permitting, an additional service will be requested.

5. Representatives from GHA will attend one additional progress meeting with City staff.

#### Task B – Topographic Survey, ROW Survey, & Base Plan Preparation

GHA shall prepare an existing conditions, utility, and boundary survey within the project limits noted above and prepare base plan sheets. The detailed existing conditions survey work will include the following:

1. Detailed schedule of the survey control with X, Y, and Z coordinates. All measurements shall be projected in Illinois State Plane Coordinates, East Zone, North American Datum of 1983 (1986 adjustment) and North American Vertical Datum of 1988 (NAVD 88).
2. Locate existing tree and brush lines in the right-of-way (ROW). Trees over 6" in diameter or greater will be individually located (tagging and identification are not included).
3. Locate all topographic features within the project limits. This data will include curbs (including type of curb), pavements, driveways, sidewalks, visible property monuments, right-of-way line monuments and all visible utilities. Each driveway will be surveyed with elevations provided to 10' past the sidewalk or right-of-way wherever possible.
4. Elevations will be obtained at all surveyed points. Elevations will be obtained at each manhole, catch basin, and valve vault rim. At intersections, the flow line elevations for all curb returns, grade breaks, and locations 25', 50', and 100' distant will also be obtained.
5. The type, size and material of underground storm, sanitary, and watermain structures will be included in the survey based on information provided by the City, including:
  - a. Numbering of all structures;
  - b. Diameter, material, orientation, and depth of all sewers or watermains in the structures;
  - c. Notation as to connecting structure(s);
  - d. Locations of all b-boxes.
6. GHA will complete a boundary survey and establish the roadway right-of-way and centerline based on recovered monumentation and research of available plats and property records. It is anticipated that there will not be a need for easement or right-of-way acquisition. If it is determined easements or right-of-way is needed, additional service will be requested for the preparation of easement/right-of-way documents.

#### Task C – Plan and Special Provision Preparation

1. Plans will include the following: Title Sheet, General Notes, Summary of Quantities, Typical Cross Sections, Erosion Control Sheets, Plan and Profile Sheets, Drainage and Utility Sheets, Pavement Marking and Signage Sheets and Details for Construction. Roadway cross-sections taken at 50-foot intervals and at all driveways (proposed and existing) adjacent to the road will also be included. The plans will be prepared in a format accepted by IDOT.
2. GHA will prepare a detailed schedule of quantities based upon the completed final engineering plans.

## II. Project Schedule and Engineering Staff

We are prepared to commence work as soon as we are given authorization to proceed. Dan Strahan, P.E., CFM will serve as the Project Manager. Additional professional and technical staff will provide support as needed. It is understood that this phase of the project is anticipated to be constructed in the spring of 2019. GHA will commence the project to achieve this goal and it is understood that the project schedule is subject to IDOT review schedules that are beyond the control of GHA.

## III. Compensation for Services

For the services noted above, GHA proposes lump sum fees by phase as described below:

Service	Lump Sum Fee
Task A – Project Management, Coordination & Data Collection	\$2,200.00
Task B – Topographic Survey, ROW Survey, & Base Plan Preparation	\$6,700.00
Task C – Plan and Special Provision Preparation	\$13,200.00
Reimbursable Expenses	\$200.00
<b>Total Lump Sum Fee + Reimbursables</b>	<b>\$22,300.00</b>

For any additional services beyond those outlined in *Section II: Scope of Services*, the Client shall pay GHA on a time and material basis in accordance with the approved Professional Services Agreement between GHA and the City of Lake Forest effective May 1, 2016, as indicated below.

Please note that these rates represent a discount of approximately 10% off of our standard rates.

Principal Engineer	\$162.00
Senior Engineer	\$140.00
Senior Environmental Consultant	\$140.00
Professional Engineer	\$120.00
Professional Land Surveyor	\$116.00
Staff Engineer	\$110.00
GIS Professional	\$118.00
Environmental Consultant	\$110.00
Senior Technician	\$110.00
Engineering Technician II	\$98.00
Engineering Technician I	\$72.00
Administrative	\$58.00

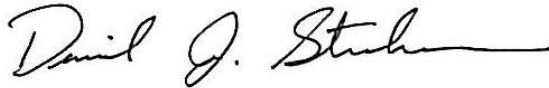
If required, any reimbursable expenses, including items such as printing, messenger service, mileage etc., will be billed direct to the Client without markup. Mileage is billed at \$0.50/mile. Statements of GHA charges made against a project are submitted to clients every four weeks and will detail services performed. This permits the client to review the status of the work in progress and the charges made.

#### IV. General Conditions

The general conditions of the contract shall be as delineated in the Professional Services Agreement between the City of Lake Forest and GHA.

Should you have any questions, please feel free to contact us. If our proposal is acceptable, please sign below indicating your acceptance of this Agreement in its entirety.

Sincerely,  
Gewalt Hamilton Associates, Inc.



Daniel J. Strahan, P.E., CFM  
Associate/Senior Engineer

ACCEPTED BY:  
City of Lake Forest

---

Robert Kiely  
City Manager

---

Date



SR1746

LRB100 22006 MST 40092 r

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SENATE RESOLUTION

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WHEREAS, Illinois and Chicago are known as the nation's rail hub and, pursuant to data provided by the Metropolitan Planning Council, the Chicago region serves as a national east-west gateway for six of the seven major Class I railroads that transport approximately 25% of all U.S. freight rail traffic and 44% of all U.S. intermodal "container" units, totaling more than 1.3 million loaded rail cars annually; and

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WHEREAS, Metra operates 691 weekday trains, stopping at 241 stations on 11 rail lines in the Chicago region; and

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WHEREAS, Amtrak operates a nationwide rail network, serving more than 500 destinations in 46 states, the District of Columbia, and three Canadian provinces on more than 21,400 miles of routes, with Chicago being a major hub for most of their interstate services; and

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WHEREAS, These activities provide vital transit services for Illinois residents, Illinois commerce, and the nation; and

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WHEREAS, Actual and projected growth in rail freight, Metra, and Amtrak service continues to put pressure on existing Illinois rail systems, often creating higher congestion and reduced safety when passenger and freight share the same rail

1 lines; and

2 WHEREAS, The Illinois Department of Transportation  
3 participated in a nine-state planning effort that resulted in  
4 publication of the Midwest Regional Rail System (MWRRS)  
5 executive report in September of 2004, which outlined steps to  
6 improve regional rail mobility and stimulate economic  
7 development at an estimated budget of \$7. 7 billion; it is  
8 unclear what impact has been achieved; and

9 WHEREAS, The National Environmental Policy Act (NEPA)  
10 mandates a process to use either an Environmental Assessment,  
11 or a more comprehensive Environmental Impact Statement, to  
12 collect data, evaluate impacts, review alternatives, and  
13 propose project solutions; and

14 WHEREAS, One of the current rail projects being studied is  
15 an Environmental Assessment of proposed improvements to the  
16 Chicago-Milwaukee Intercity Passenger Rail Program estimated  
17 to cost \$195 million along with increased annual operating  
18 expenses to add three daily round trips to the Amtrak Hiawatha  
19 service; and

20 WHEREAS, Several communities, including the Village of  
21 Glenview and the City of Lake Forest, have expressed strong  
22 concerns about this Environmental Assessment's lack of data and

1 missing analyses of potential impacts of, and alternatives to,  
2 freight train holding tracks, noise, vibrations, releases into  
3 the air to adjacent residential areas, hospital, schools, and  
4 rare nature preserves; and

5 WHEREAS, It is in the public's best interest to fully  
6 evaluate the benefits and impacts of rail projects in Illinois  
7 prior to seeking public funding and agency permitting for such  
8 projects; therefore, be it

9 RESOLVED, BY THE SENATE OF THE ONE HUNDREDTH GENERAL  
10 ASSEMBLY OF THE STATE OF ILLINOIS, that in accordance with the  
11 National Environmental Policy Act and, in support of  
12 potentially impacted communities in Illinois, all proposed  
13 Illinois rail projects with new freight train holding tracks  
14 adjacent to residential areas, including the current  
15 Chicago-Milwaukee Intercity Passenger Rail Program described  
16 above, are urged to have full Environmental Impact Statement  
17 reviews; and be it further

18 RESOLVED, That the Illinois Department of Transportation  
19 is urged to pursue options to eliminate or minimize the routing  
20 of bypass freight traffic through the Chicago metropolitan  
21 area, including prioritizing the review and study of rail  
22 bypass systems around Chicago that would ensure coastal rail  
23 traffic not destined for Chicago could more efficiently bypass



1 the Chicago region and significantly reduce the negative  
2 impacts of freight rail in the highest populated areas of  
3 Illinois; and be it further

4 RESOLVED, That suitable copies of this resolution be  
5 delivered to all members of the Illinois Congressional  
6 Delegation and the Secretary of Transportation.

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

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 for the City have reviewed Senate Resolution 1746, a copy of which is attached to this Resolution as **Exhibit A ("SR 1746")**, which seeks to mitigate the potential negative impacts of freight rail and associated holding tracks in Illinois; and

**WHEREAS**, the Corporate Authorities for 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 recitals set forth above are hereby incorporated into this Section 1.

**SECTION 2:** By approval of this Resolution by the Corporate Authorities of the City, The City of Lake Forest hereby expresses support for, and urges the Illinois Senate to pass, SR 1746 and to consider enacting legislation to further the objectives contained in SR 1746. The City Manager is hereby authorized to transmit copies of this approved Resolution to Illinois Senator Julie Morrison (Co-Sponsor of SR 1746), Metra, Amtrak, and any other interested party.

**SECTION 3:** 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

**EXHIBIT A**

**SR 1746**