

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

Monday, May 21, 2018– 6:30 pm

NOTE LOCATION

Lake Forest Graduate School of Management
1905 W. Field Ct.
Lake Forest, IL 60045

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

Jim Preschlack, Alderman Third Ward

Michelle Moreno, Alderman Fourth Ward

Raymond Buschmann, Alderman Fourth Ward

CALL TO ORDER AND ROLL CALL

6:30 pm

1. DISCUSSION OF DECISION-MAKING PARAMETERS FOR CITY COUNCIL, AND APPOINTED BOARDS & COMMISSIONS.

A copy of the proposed Decision-Making Parameters drafted by Mayor Lansing and Alderman Beidler is attached on **page 3**. Healthy institutions sustain a working knowledge of their decision-making priorities, goals and values through periodic review and discussion. These decision-making parameters and the principles outlined in the next agenda item are the expectations of the Mayor and reflect the traditions and practices of past City Councils.

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

A copy of the proposed principles, conduct and procedures is attached for Council review on **page 4**. The document is intended to memorialize the expectations and guiding principles of City Council members, board and commission members, and city staff. They reflect past practice in the City, and how healthy, respectful governing and administrative boards operate. Also attached is *Civility in Public Discourse* beginning on **page 14**.

3. QUICK REFRESHER ON PRESENCE AND CONDUCT AT PUBLIC MEETINGS AND DEALING WITH SOCIAL MEDIA AND THE PRESS.

Anne Whipple will review some helpful tips from the Lake Forest Institute on Board conduct at public meetings and when communicating with the press.

4. OPPORTUNITY FOR PUBLIC COMMENT

5. ADJOURNMENT

Office of the City Manager

May 16, 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.

[Seal of City of Lake Forest]

CITY OF LAKE FOREST

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

Adopted _____ 2018

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 and process-driven manner, making decisions guided by the City of Lake Forest Strategic and Comprehensive Plans, the City's 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 efficiency 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.

5/1/2018

THE CITY OF LAKE FOREST

PRINCIPLES, CONDUCT AND PROCEDURES FOR MEETINGS AND ACTIVITIES OF THE CITY COUNCIL AND ITS MEMBERS

May 1, 2018

The City Council is the legislative and policy making body of The City of Lake Forest. It includes the Mayor and eight aldermen, two from each of the City's four wards. The Mayor is elected bi-annually for a two-year term and receives a token salary of \$10 per year. Aldermen are elected to staggered two-year terms, with one Alderman elected from each Ward annually. Aldermen receive no compensation.

The City operates under the Council-Manager form of government, and is a recognized home-rule community under Illinois State Statutes. The City Manager is the chief administrative officer of the City and is therefore responsible for the efficient administration of all departments.

I. PRINCIPLES

- A. All persons will be treated fairly and with respect.
- B. The long-term common good of the entire community outweighs any individual opinion, private, or narrow interest.
- C. City Council members will represent their office with truthfulness, dignity and professionalism.
- D. City Council members shall be independent, impartial and fair in their judgement and actions.
- E. All officials, whether elected or appointed, and City Staff shall comply with the statutes of the State of Illinois and City Code in the performance of their duties.
- F. All persons will demonstrate respect for the open, deliberative process and the supportive role of boards and commissions and their works.
- G. City Council members shall represent the official policies and positions of the City. When presenting their personal opinions or positions, they shall explicitly state that they do not represent the City Council or City.

- H. All officials, whether elected or appointed, and City Staff shall act in a way that will enhance public confidence in the integrity of local government.
- I. The City Council and city staff will maintain a productive working relationship by adhering to the following expectations and responsibilities inherent to the Council-Manager form of government:

- 1. CITY COUNCIL EXPECTATIONS OF CITY STAFF

- a. Responsiveness to citizenry
 - b. Respect for persons in elective and appointed office
 - c. Availability to discuss issues
 - d. Honesty in handling of public resources
 - e. Honest feedback on policy decisions and administration
 - f. Adherence to Council policy direction
 - g. Efficiency in service delivery
 - h. Provide up-to-date information to avoid “surprises”
 - i. Creativity to find new solutions
 - j. Professionalism
 - k. Adherence to the established Core Values of Respect, Integrity, Excellence and Trust

- 2. CITY STAFF EXPECTATIONS OF CITY COUNCIL

- a. Exhibit respect for administrative and legal processes
 - b. Understand the past vision, goals and plans for the community
 - c. Adhere consistently to the vision, goals and plans associated with that vision
 - d. Thoughtfully consider modifications to the community vision, goals and plans when warranted

- e. Show mutual respect for City Staff and its professionalism
- f. Promote civility and caution the public from abusive conduct or personal attacks upon the character or motives of public officials or city staff
- g. Demonstrate honesty and integrity in interaction with City Staff and public
- h. Defer from temptation to micro-manage
- i. Be prepared, engaged and knowledgeable of the past and present issues before Council
- j. Provide up-to-date information to eliminate “surprises”

3. CITY COUNCIL RESPONSIBILITIES TO CITY STAFF

- a. Fair compensation and recognition of performance
- b. Respect for the position and office
- c. Receptivity to input and dialogue
- d. Availability
- e. Clear direction of objectives and priorities
- f. Necessary resources to complete tasks
- g. A productive work environment

4. CITY STAFF RESPONSIBILITIES TO CITY COUNCIL

- a. Attention to detail
- b. Mutual respect for one another, City Council and the public
- c. Honesty and integrity in interactions with City Council and public
- d. Unbiased administration of policy decisions and adherence to established policies

- e. Provide options and solutions for solving difficult problems
- f. Creativity for constant improvement and maintaining best practices for service delivery
- g. Up-to-date information to avoid “surprises”

II. CORE VALUES

The City Council and all members of the City Staff must adhere to the following core values of the organization:

- A. Respect and fairness in all interactions
- B. Integrity at all times
- C. Excellence in performance of duties
- D. Honesty at all times
- E. Empathy in all interactions
- F. Trust of and for team members

III. CITY COUNCIL MEETINGS

Meetings of the City Council bring together individuals with a variety of backgrounds, personalities, values, and opinions for a shared purpose: **To effectively promote and protect the health, safety, and general welfare of the citizens of the City of Lake Forest for the long-term common good.**

The protocols and procedures for City Council meetings have been established to promote that purpose by creating an efficient, effective forum and a positive and professional atmosphere within which the business of the City can be conducted. This shared purpose is acknowledged and affirmed, despite the possible divergent opinions of the individual members of the City Council.

A. General Standards of Decorum and Conduct.

1. Chairperson. The chairperson has the responsibility and authority to control the meeting. All members must respect the decisions of the chairperson. *Public business is conducted more efficiently and effectively with proper leadership.*
2. Use of Titles. Members should use titles when referring to other members, such as “Mayor” or “Aldermen” or “Fellow Council Member.”

and when addressing City Staff, such as “Manager” or “Director.” *Use of titles is a simple way to assure consistency and respect, and to provide guidance for observers.*

3. Civility. City Council Members should, at all times, be respectful of each other, of City Staff, and of all visitors attending a meeting. All oral discourse should be polite and civil. Members should never be belligerent, impertinent, threatening, or disparaging. Comments of a personal nature are never appropriate. *Opinions and positions are more persuasive when expressed civilly.*
4. Preparation for Meetings. City Council members are to prepare for meetings in advance. Background and informational questions should be addressed with City Staff members during working hours rather than during City Council meetings, unless the answers to such question will have an educational value of broad and general applicability. *Thorough preparation improves focus on policy matters and fosters effective, efficient meetings.*
5. Focus on Business. City Council members should maintain focus on the matters of business before them, keeping in mind the principal role of the City Council is executory as policy makers rather than administrators. Discussion of matters not relevant to pending business should be avoided. *Members should be respectful of the roles of others and should be good stewards of the time spent during City Council meetings.*
6. Respect for City Staff. City Council members should be respectful in every contact and communication with City Staff, recognizing the scope and weight of the City Staff’s duties and responsibilities. *Positive interactions with others promote greater achievement.*
7. Respect for Speakers. City Council members should be fair, patient and respectful of all individuals who speak before, or make presentations to, the City Council at public meetings or public hearings. No signs of partiality, prejudice, or disrespect should ever be evident on the part of any individual City Council member. Full attention should be given to speakers/presenters and side conversations should be kept to a minimum if at all. *Making the public feel welcome and heard is an important part of the democratic process.*
8. Use of Electronic Technology during Meetings. Electronic technology devices should be used judiciously and only for purposes related to the meeting at hand. The use of such devices for personal/family

situations is understood and should be handled in a manner which is not disruptive to the conduct of business.

B. Meeting Rules and Procedures

1. Parliamentary Procedure. Meetings shall be conducted in accordance with these rules of Protocols and Procedures. For all matters not governed by these rules, matters of the City Council shall be governed by the most recent edition of *Robert's Rules of Order*. In the case of an inconsistency or conflict between these rules and *Robert's Rules of Order*, these rules shall apply and control. If a matter is not covered by these rules, then *Robert's Rules of Order* shall apply and control.
2. Questions of Order; Decisions. All questions of order shall be addressed to, and decided by, the Mayor or chairperson. The Mayor or chairperson shall decide all questions of parliamentary procedure, without debate. The decision of the Mayor or chairperson may be appealed to the City Council by motion stating the question being appealed.
3. The Floor. A City Council member shall not speak until recognized by the Mayor or chairperson. The Mayor or chairperson shall determine who has the floor. City Council members should act at all times to ensure the meeting is conducted in a smooth and orderly manner. City Council members shall address all comments and discussion through the Mayor or chairperson. All remarks should be addressed to the merits of the pending matter. Council members should not feel obligated to respond to any question or comment offered through public comment. City staff will follow up with the speaker within the next few business days.
4. Roll Call Votes. A roll call vote of "ayes" and "nays" shall be taken and recorded in the minutes of proceedings for all ordinances and for all resolutions or motions that create any liability against or obligation on the part of the City, or for the expenditure or appropriation of City money, and in all other instances where requests therefore are made by any City Council member.
5. Subsidiary Motions. When a motion is pending before the City Council, no other motion shall be considered except one of the following motions:
 - a) To adjourn
 - b) To lay on the table

- c) To call the previous question
 - d) To postpone indefinitely
 - e) To postpone to a definite time
 - f) To amend the motion
6. Motion to Adjourn. A motion to adjourn is always in order except when:
- a) A member is in possession of the floor
 - b) A motion on the main question is pending
 - c) A motion to reconsider is pending
7. Confidentiality. City Council members shall keep confidential all matters and documents discussed in closed session or otherwise designated as confidential. That confidentiality shall be kept until the City Council has officially declared the matter or document no longer is confidential.

C. Public Participation.

1. Public Comments. Comments from petitioners, residents, neighboring jurisdictions, the media, and guests may be made only when the applicable matter is on the agenda, or during the time on the agenda reserved for public comment, or with the recognition of the Mayor or chairperson. Upon recognition by the Mayor or chairperson, Council members may ask clarifying questions but should refrain from debate and argument.
2. Public Hearings. During public hearings conducted by the City Council, cross-examination of witnesses by petitioners, or members of the public, or their representatives, will be permitted upon request to the Chairperson. If members of the public desire to cross-examine witnesses during a public hearing, they shall so inform the Chairman in writing (on a form provided by the City), prior to the beginning of the hearing.
3. Rules Governing the Scope and Length of Comments. The City Council may, from time to time, adopt specific rules governing public comment on particular matters, provided that such rules shall be fairly and equally applied to all. Such rules may include, without limitation, requirements for time limits, advance registration, identification of

representation of, or employment by, others, and the use of audio or video recording equipment; provided, however that the use of audio or video recording equipment shall not be prohibited. Further, the City Council may set an overall limit at any meeting on the time for public comments. In the absence of any specific rules, the following general rule shall apply: Individual comments shall be limited to one opportunity per person and to not more than three minutes. The Chairperson may also request that speakers not repeat or reiterate what a previous speaker said.

4. Decorum. Each person to speak shall at their own will give her or his name and address. No person may be discourteous, belligerent, impertinent, threatening, disparaging, or otherwise uncivil. The chairperson may limit the comments of any person who engages in such conduct. No person may continue to speak after the Mayor or chairperson has taken the floor from that person.
5. Questions from the Floor. All questions or statements from the floor must be directed to the Mayor or chairperson. All others will be ruled out of order.
6. No Interruption of Speakers. No City Council member should interrupt a speaker during a presentation. The Mayor or chairperson shall have the right to interrupt a speaker in order to enforce these, or other applicable, rules.
7. Interruptions and Other Disturbances. No person shall interrupt the proceedings of a City Council meeting, or public meeting, or cause any other form of disturbance or disruption. The Mayor or chairperson reserves the right to close public comment if after issuing a warning, audience members persist in cheering, booing or otherwise being disruptive.
8. Enforcement. Any person violating the standards of process and decorum set forth in these rules may be removed from the City Council chambers and City Hall at the order of the City Council or the Mayor. Sec. 30.24 of the City Code governing Enforcement of Decorum shall be applicable to all meetings of the City Council.

IV. GENERAL RULES FOR CITY COUNCIL MEMBER CONDUCT

- A. Outside Activities as City Representative. City Council members may not act as, or represent or appear to be, the official spokesperson or representative of the City at any meeting, event, or forum unless and except when authorized in advance to do so by the City Council or the Mayor. This rule does not limit a City Council member from participating

in informal or unofficial meetings in her or his official capacity so long as it is clear that the City Council member is participating individually and not directly on behalf of the City. City Council members are discouraged from attending any City Board or Commission Meeting to advocate in favor of or in opposition to an issue, or on behalf of petitioners unless expressly disclosed and approved by the City Council. This type of activity can serve to pre-empt, and otherwise undermine the work of the Board or Commission and its citizen volunteer members. *Every statement and activity should be considered carefully, for all of them may have an impact on the City.*

- B. Ex-parte Contacts. City Council members are discouraged from meeting individually, with developers, contractors, petitioners, or other individuals or public officials that have, or may have, official business with the City. Such meetings, if conducted at all, should include a relevant member of the City Staff. At any such meeting, the City Council member must clearly establish that she or he is acting individually and not as a representative of the City Council or the City. *City Council members are wise to avoid situations that could give rise to claims of impropriety or that could mitigate the position of the City.*
- C. Improper Influence. City Council members shall refrain from using their position to improperly influence the deliberations or decisions of City staff, and boards, commissions or non-City Council sub-committees of the City.
- D. Correspondence. Correspondence from City Council members to the public must plainly indicate that (1) the communication is from the member as an individual and not as a representative of the City Council as a whole or of the City and (2) the views expressed in the communication are the views only of the member and not of the City Council or the City unless otherwise sanctioned by the City Council. No confidential information of the City shall be disclosed in any such communications. *The opinions or actions of any individual should not be misconstrued to be, or attributed to, that of the City Council or the City.*
- E. Commitment of City Resources. No City Council member may commit the use of City Staff or other City resources without first coordinating with the City Manager. *City resources are limited, and the City Manager is best able to determine the proper allocation of City Staff time and other resources.*
- F. City Staff. City Council members will not direct City Staff in the Conduct of the duties performed by City Staff. If a City Council Member wishes to discuss an operational or administrative matter, it should be discussed with a Department Head or the City Manager.

- G. Employee Performance. Any concerns by City Council members regarding the behavior or performance of City Staff shall be directed to the City Manager privately and not shared with anyone other than the City Manager or Mayor.
- H. New Policy/Project Initiatives. If a City Council member is desirous of consideration of a new initiative (which may or may not require the expenditure of staff time), the matter will be presented at a Regular City Council Meeting under Comments from Council Members following written notification to the Mayor and City Manager.

V. GENERAL RULES FOR CITY STAFF CONDUCT

- A. Respect for City Council. City Staff should accord the proper respect for the functions and membership of the City Council, recognizing the fiduciary duties and stewardship responsibilities borne by its members. City Staff should be open and forthright with the City Council regarding pending matters of policy and City administration. *City Council members rely on the faithful counsel of the City Staff.*
- B. Informed City Council. The office of the City Manager and all other City Departments, as appropriate, should keep the City Council informed on a timely basis regarding pending matters of policy and City administration. For each matter on which the City Council is required to act after a hearing before a commission or board of the City, the City Council shall be provided with thorough information of the proceedings of that commission or board and any recommendation thereon. The report shall include minority opinions, reports, and recommendations, if any. *Good decision-making results from accurate and timely information.*
- C. Impartiality. Information that is provided to a member of the City Council in response to a request regarding pending matters of policy and administration will be made available to all members of the City Council so that all have equal access to relevant information.
- D. Responsiveness to City Council. City Staff should be prompt and thorough in following directions of the City Council and implementing policy decisions of the City Council. City Staff should act on such matters irrespective of personal opinions. *The City Council relies on the City Staff to faithfully carry out City policy.*

CIVILITY IN PUBLIC DISCOURSE

A POSITION PAPER
FOR
LAKE FOREST AND LAKE BLUFF

RESPONSIBILITY
PROMOTE PUBLIC DISCUSSIONS

RESPECT
BE CIVIL IN DISCOURSE

HONESTY
TAKE RESPONSIBLE ACTION

ENDORSED BY
THE CITY OF LAKE FOREST, THE VILLAGE OF LAKE BLUFF,
LAKE BLUFF SCHOOL DISTRICT 65, LAKE FOREST SCHOOL DISTRICTS 67 & 115,
LAKE FOREST COUNTRY DAY SCHOOL, SCHOOL OF SAINT MARY, WOODLANDS ACADEMY AND LAKE FOREST HOSPITAL

As the communities of Lake Forest and Lake Bluff inevitably change, as housing consumes our open spaces and automobiles clutter our streets and the pace of our lives quicken, it is appropriate to seek out and renew the spirit which created and sustained these communities in their early years. We seek this renewal of spirit not for refuge but for guidance, recognizing that the past can never be recaptured and that the future is ever evolving.

In the special spirit of early Lake Forest and Lake Bluff, we can find guidance even today as our communities look to the century ahead. It encourages the education and religious institutions more actively to participate in community life, and their students and parishioners to become participants in community affairs. It fosters tolerance, enriched by the diversity of our academy and college populations. It urges our elected representatives to respect our communities' traditions, to sustain and to find the enhancement of community spirit a yardstick for measuring the potential value of proposed changes. And it prompts citizens of all ages and of all segments of the communities to profess and foster the goals of four founders, shaped by their advocacy of education, their allegiance to spiritual ideas, and their commitment to communities accepting and honoring public discourse and diversity, civilly expressed.

The founders created communities which valued natural beauty, education and religion, not as dogma but to aid their quest for a fuller life through greater understanding and spiritual growth. They encouraged the spirit of community, not through conformity but through discussion and respect for diversity. And as advocates themselves of renewal, they accepted dissent not with acrimony but as a valued component of an inclusive and balanced community spirit.

We view the past not as an anchor, but as a beacon to shine light on our tomorrow.

In beginning the process of shining tomorrow's light, we, as individuals who are also community leaders, choose from a number of values in the past to revisit the importance of civility in public discourse. We do so to explore its application to the institutions that serve our publics and to define the ways that we can exhibit civil behavior.

Public bodies or community organizations act by making decisions that affect the public by developing policies and promulgating rules. We believe that the public discourse which precedes such action is best served in a climate of civility. We recognize that we cannot legislate civil discourse in others, but we can practice it ourselves and with others. We can seek to resolve conflicts first through civil discourse, without legal or legislative intervention. We can cease to act in the face of incivility, rudeness, name-calling, personalized issues, verbal attacks and the like.

We choose to practice civility in public discourse and by living the values of honesty, respect, and responsibility, and we view the revisiting of civility as a first step in reclaiming our historic community values.

We welcome any who wish to join us in this endeavor.

September 2, 1997