

The City of Lake Forest
CITY COUNCIL
Proceedings of the Monday, June 4, 2018 First Session
 City Council Meeting - City Council Chambers

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

Present: Alderman Beidler, Alderman Morris, Alderman Newman, Alderman Reisenberg, Alderman Preschlack, Alderman Moreno and Alderman Buschmann.

Absent: Alderman Rummel

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

There were approximately 40 persons present in the Council Chamber.

CALL TO ORDER AND ROLL CALL 6:30pm

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

REPORTS OF CITY OFFICERS

COMMENTS BY MAYOR

Mayor Lansing read the following appointments.

A. 2018-2019 Board and Commission Appointments/Reappointments

CROYA

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Jennifer Karras	Appoint as Chair	1

PLAN COMMISSION

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Susan Athenson	Appoint	3
Remo Piccheitti	Appoint	3
Rosemary Kehr	Appoint as Chairman	2
Monica Ruggles	Reappointment	1

COUNCIL ACTION: Approve the Mayor’s Appointments and Reappointments

Mayor Lansing asked for a motion. Alderman Beidler made a motion to approve the Mayor’s appointments and reappointments, seconded by Alderman Preschlack. Motion carried unanimously by voice vote.

Mayor Lansing reported that The City of Lake Forest received a letter from Metra stating that the third track on the Milwaukee District North Line is no longer needed. As previously stated at public meetings, the City

Manager and the Mayor have been in meeting with Metra about the proposed third track. Metra, as the owner of the land, has articulated that the need for the third track comes from other State Agencies and is not tied to or needed for operational enhancements.

COMMENTS BY CITY MANAGER

**A. Community Spotlight, Lake Forest Symphony
-Timothy Corpus, Executive Director**

City Manager Robert Kiely introduced Timothy Corpus, Executive Director of the Lake Forest Symphony. Mr. Corpus noted this is the Symphony's 60th season, and gave a brief background on the community outreach engagement history since 2005. In 2016, the Symphony reviewed its sustainability for the next 60 years. Current they are working on "Coming Home Project" with 2 new CD's, one to be released later in the year. The Symphony is planning to write a book called Musical Memories that looks at how music interacts with the brain, and the Symphony will be performing at an Illinois Bi-Centennial celebration in November. Mr. Corpus stated that the Symphony looks forward to embracing new partnerships in Lake Forest and connecting young professionals with the Arts.

**B. Community Spotlight, Lake Forest Preservation Foundation
-Marcy Kerr, Executive Director of the Lake Forest Preservation Foundation**

City Manager Robert Kiely introduced Executive Director Marcy Kerr. Ms. Kerr thanked the Council for attending the ribbon cutting ceremony earlier in the evening. She introduced Jim Optsitnik who revealed the new Lake Forest Preservation Foundation logo and reported that since 1991 the Foundation has given out more than 230 awards. He gave an overview of the criteria in each one of the award categories: Rehabilitation, Preservation, Restoration, Infill and New Construction. He shared examples of the award category winners with a brief history and photos. Mr. Optsitnik invited all to the Open House at the East Side Train Station on Sunday, June 10 from 1-3 pm. He reported that the tunnel underneath the tracks will be open for tours lead by David Mattoon.

City Manager Robert Kiely reported that "The Shore Club" sales at Forest Park Beach exceeded expectations with the warm weather on Memorial Day weekend. Sally Swarthout, Director of Parks & Recreation reviewed the hours of operation as listed below.

Concession Hours:

FOOD SALES

Sunday-Saturday 9am-6pm

ALCOHOL SALES

Monday, Tuesday,

Saturday and Sunday 10am-5pm

Extended evening hours until 7pm on Wednesday, Thursday, Friday and Special Event nights

COMMENTS BY CITY COUNCIL MEMBERS

PERSONNEL COMPENSATION ADMINISTRATION COMMITTEE

A. Approval of the FY19 Personnel Policies, Administrative Directives

DeSha Kalmar, Director of Human Resources, reported that policies and directives are reviewed minimally every five years or as needed. The PCA committee met earlier today to rework language in a couple of areas.

General	
1-1 Admin Directives Manual – Reviewed	
1-3 Traffic Safety Coordinating Comm. – Reviewed	
1-4 Sidewalk Inspection Program – Reviewed	
1-11 Reimbursement of Authorized Expenses – Includes added definitions and clarifies that the policy applies to members of the City Council, Boards and Commissions or anyone traveling on behalf of the City as well as employees; prohibits the reimbursement of alcohol. (<i>Redline version attached</i>)	
1-18 Civic Organization Funding Request Policy – New policy establishing guidelines for civic organizations requesting funding from the City	
Personnel	Page #
Personnel Policies and Practices 2018 (All changes noted in <i>Italics in the document</i>)	46
<ul style="list-style-type: none"> Core Values section has been changed to include a Code of Conduct. Whistleblower language added. (<i>Carved-out section provided at the meeting</i>) 	2
<ul style="list-style-type: none"> Section 8.6.0, Flexible Spending, the number of payroll periods over which withholdings are made has changed from 26 to 24 in anticipation of our new financial system. Explained to participants during open enrollment. 	39
2-7 Child Labor Policy – Reviewed	
2-18 Social Media - Sec. 3.2 replaced <i>MySpace</i> with <i>Instagram</i>; removed former Sec. 4.2 on IT monitoring; removed Sec. 5.1(E)(vii); updated language on public comments in Sec. 5.1(F); updated language in 5.2(B) on public comments; updated list of City websites	
2-20 Retiree Benefits – Updated language on Medicare-eligible retirees	
2-23 Duty-issued Firearms – Updated language to reference job-required firearms	
Financial Management	Page #
3-5 Purchasing Procedures (<i>approved by Council on 4/16/18</i>)	
<ul style="list-style-type: none"> Sec. 3.0 added “Third Party Payee” to definitions; 	2
<ul style="list-style-type: none"> Sec. 5.7(iv)(a) added language on reporting to Finance Comm. Chair; 	5
<ul style="list-style-type: none"> new Sec. 5.14 and 5.15; Sec. 9.0E \$20,000+ must have CC approval; 	7-8
<ul style="list-style-type: none"> Sec. 10.2 language on authorization prior to incurring expenses; 	14
<ul style="list-style-type: none"> New Sec. 11.0 (Contingency Acct) 	16-17
<ul style="list-style-type: none"> New Attachment B – Vendor Approval Form 	
3-15 Police Restricted Funds Procedures – New policy establishing procedures to be used in recording revenues, expenditures and fund balances for police restricted funds	
3-16 Amazon Business Account Policy – New policy establishing procedures for utilizing an Amazon business account	
Employee Safety Procedures	
6-3 Accident and Injury Investigation – Updated section on OSHA 8-hour standard for reporting	
6-12 Line of Duty Injury/Death – Updated section on OSHA 8-hour standard for reporting	
Privacy Policies	
7-1 Protecting Privacy of Health Information – Reviewed	

7-2 Firewalls with Privacy Standards - Reviewed	
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Ms. Kalmar stated the whistle blower language had changed based on State Law and that the anonymous hotline has been removed, as there has only been one report in the past several years.

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

COUNCIL ACTION: Approval of the FY19 Personnel Policies and Practices and Administrative Directives

Alderman Moreno made a motion to approve the FY 19 Personnel Policies and Practices and Administrative Directives, seconded by Alderman Reisenberg. The following voted "Aye": Aldermen Beidler, Morris, Newman, Reisenberg, Preschlack, Moreno and Buschmann. The following voted "Nay": None. 7- Ayes, 0 Nays, motion carried.

Alderman Reisenberg reported that Ms. Kalmar was the recipient of the Pacesetter Award from the National Public Employer Labor Relations Association. The Award is presented to individuals who have demonstrated innovative leadership in public sector labor relations. It recognizes individuals who have successfully developed a new tool or technique to resolve conflicts, address new challenges or assist others. DeSha was recognized for her innovative language regarding the Local Government Distribution Fund.

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

JoAnne Desmond, 1681 Yale Ct. offered her opinion to the Council, thanking all involved in influencing Metra's decision on the third rail.

ITEMS FOR OMNIBUS VOTE CONSIDERATION

1. **Approval of the May 7, 2018 First Session City Council meeting Minutes**
2. **Approval of the May 7, 2018 Second Session City Council meeting Minutes**
3. **Approval of the May 21, 2018 City Council Workshop meeting Minutes**
4. **Approval of the Check Register for Period of April 21 to May 25, 2018**
5. **Approval of a Resolution of Appreciation for Retiring Members of Boards and Commissions**

BOARD, COMMISSION OR COMMITTEE	NAME OF MEMBER(S)
PLAN COMMISSION	Mike Ley and Tim Henry
CROYA	Susan Kullby

6. **Approval of a Resolution of Appreciation for Retiring Members of the CROYA Youth Executive Committee**

CROYA YOUTH EXECUTIVE COMMITTEE	NAME OF MEMBER

Chair	Spencer Silvernail
Vice Chair	Wesley Dixon
CSL Chair	Beau Waligora
CSL Vice Chair	Eli Fietsam and Shaffer Franklin
Foundation Liaison	Ben Roemer
Parliamentarian	Julia Plotner and Michael Rourke
Topic Night Chair	Julia Hender, Ryan Klein and Jack Page
Public Relations Chair	Eliza Fitzgerald, Jillian Fontana and Gina Sobhy
Cable/Tech Chair	Brier Gunderson and Julia Monfardini
Music Chair	Aiden Kinsella and Gabby Moore
Fundraising Chair	Isabelle Andress, Frances Hickey and Mortan Kamholz
Woodlands Academy Liaison	Amelia Harlocker
Lake Forest Academy Liaison	Maya Lieberman

- 7. Approval of a Grant Payment in the Amount of \$50,000 to the Lake Forest-Lake Bluff Historical Society.**
- 8. Approval of Resolution Supporting a Revised Intergovernmental Agreement for Membership in the Northern Illinois Police Alarm System (NIPAS)**
- 9. Approval of a contract with American Seal Coating of Indiana for the resurfacing of five tennis courts at Everett Park.**
- 10. Approval of the Annual Tree Purchasing Program for FY2019**
- 11. Approval of a waiver of bid requirements and authorization for the purchase and installation of a Stryker Power-Load System**
- 12. Consideration of a recommendation from the Cemetery Commission to authorize the City Manager to enter into a contract with Brush Architects, LLC for historic architectural preservation and restoration design services.**
- 13. Approval of Council to designate Lake Forest Lacrosse Association a sole vendor and allow Lake Forest Recreation Department to pay Lake Forest Lacrosse Association the fees that they are entitled to per a Memorandum of Understanding reached with Lake Forest Recreation Department Staff prior to this 2018 Lacrosse season.**
- 14. Consideration of a Recommendation from the City Attorney and Staff in Support of a Resolution Directing Consideration of Amendments to Chapter 159.150 through 159.999, Zoning, of the City of Lake Forest Code Relating to Small Wireless Facilities**

COUNCIL ACTION: Approval of the fourteen (14) 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 item # 4, the Check Register, and affirmed that the \$500,000 included the Nancy Hughes donation transfer. Mayor Lansing asked members of the Council if they would like to remove any item or take any other item separately. Seeing none, Mayor Lansing asked for a motion to approve the fourteen (14) Omnibus items as presented.

Alderman Reisenberg made a motion to approve the fourteen (14) Omnibus items as presented, seconded by Alderman Newman. The following voted "Aye": Aldermen Beidler, Morris, Newman, Reisenberg, Preschlack, 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.

ORDINANCES

1. Consideration of an Ordinance Amending Section 135.108(C), titled "Noise, Generally" of the City Code (Final Reading)

Chuck Myers, Superintendent of Parks, Forestry & Special Facilities, reported that the Public Works recommendation of this item was seen at the May 7 City Council meeting. Mr. Myers gave an overview of the hours of operation when leaf blower operation would be allowed Monday through Saturday from 9:00 a.m. until 5:00 p.m. Gasoline powered leaf blower operation would be prohibited on Sundays and Holidays. The new restrictions would apply year-round and would apply to gasoline powered leaf blowers only; not mowers and other lawn maintenance equipment.

The City Council had lengthy discussion on a number of topics related to this item that included the amount of comments both positive and negative about the proposed ordinance, noise and air pollution, sound levels, the use of electronic equipment related to lawn care, complaints, enforcement and fairness of the proposed ordinance. The City Council discussion continued and it was the consensus of the Council to send this item back to the Public Works Committee for further review.

Mayor Lansing asked if there was anyone from the public who wanted to comment.

Former Alderman John Looby shared his opinion on opposition of the Ordinance and asked what the Council is doing about motorcycles on Lake Road and solicitors ringing doorbells at 9pm.

The City Council had discussion on Solicitor hours, City Manager Robert Kiley encouraged residents to cut the "No Soliciting" insert out of the Dialogue and place it in their windows. When there is a sign, solicitors are not allowed to approach the residence.

Margaret Nugent, 310 N Ahwahnee offered her opinion to the City Council related to the noise ordinance, about being neighborly and asked residents to use judgement when using leaf blowers.

Mayor Lansing asked for a motion to table this item and remand it back to the Public Works Committee.

COUNCIL ACTION: If determined to be appropriate by the City Council, grant final reading of an Ordinance amending Section 135.108(C), titled "Noise, Generally" of the City Code.

Alderman Newman made a motion to table this Ordinance and remand it back to the Public Works Committee for further discussion, seconded by Alderman Moreno. The following voted "Aye": Aldermen Beidler, Morris, Newman, Reisenberg, Preschlack, Moreno and Buschmann. The following voted "Nay": None. 7- Ayes, 0 Nays, motion carried.

2. Spiller Pays Ordinance Consideration of Ordinances Approving recommendations from Fire Department. (First Reading, and if desired by the City Council, Final Approval)

Kevin Cronin, Deputy Fire Chief, gave a brief overview of the proposed ordinance reporting that which would help the City to recover associated costs for the replacement of damaged equipment and supplies used during various levels of Hazardous Materials incident(s).

The City Council had discussion on number of spills annually, car accident spills, and base penalties associated with the ordinance.

Mayor Lansing asked if there was anyone 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, waive first reading of Spiller Pays Ordinance and grant final approval

Alderman Reisenberg made a motion to waive first reading of Spiller Pays Ordinance and grant final approval, seconded by Alderman Newman. The following voted "Aye": Aldermen Beidler, Morris, Newman, Reisenberg, Preschlack, Moreno and Buschmann. The following voted "Nay": None. 7- Ayes, 0 Nays, motion carried.

3. Consideration of a Recommendation from the Zoning Board of Appeals in Support of an Amendment to the Special Use Permit for The Gallery Restaurant. (If desired by the Council, Waive First Reading and Grant Final Approval of the Ordinance.)

Catherine Czerniak, Director of Community Development, reported on the recommendation from the Zoning Board of Appeals in support of allowing outdoor dining at The Gallery Restaurant. She stated that in September, 2017, the City Council granted a Special Use Permit to authorize a new restaurant to operate in an existing one-story building at 202 Wisconsin Avenue in conjunction with an art gallery. The restaurant has been in operation since last September and the unique business and casual dining experience offered has been welcomed by many in the community. In April, the business owners appeared before the Zoning Board of Appeals to request an amendment to Special Use Permit to allow the existing small patio to be used for outdoor dining on a limited basis.

Ms. Czerniak reported that the Zoning Board of Appeals deliberated and unanimously stated support for amending the Special Use Permit to allow outdoor dining subject to various conditions of approval. However, the 4 to 3 vote of the Board reflects disagreement over the addition of a condition requiring periodic measurement of noise levels emanating from the patio. The three Board members voting nay stated support for outdoor dining, but opposition to the condition stating that it put an undue burden on the business owners.

The City Council had discussion on the conditions of the SUP, impacts to the neighbors, the number of days and hours of operation, the planned enhanced screening that will be provided by the business owners and the maximum number of person allowed on the patio (30).

Mayor Lansing asked if there was anyone 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, waive first reading and grant final approval of an Ordinance approving an amendment to the Special Use Permit for The Gallery restaurant

to allow outdoor dining, on the patio, subject to conditions of approval in accordance with the Zoning Board of Appeal's recommendation.

Alderman Newman made a motion to waive first reading and grant final approval of an Ordinance approving an amendment to the Special Use Permit for The Gallery restaurant to allow outdoor dining, on the patio, subject to conditions of approval in accordance with the Zoning Board of Appeal's recommendation, seconded by Alderman Morris. The following voted "Aye": Aldermen Beidler, Morris, Newman, Reisenberg, Preschlack, Moreno and Buschmann. The following voted "Nay": None. 7- Ayes, 0 Nays, motion carried.

4. Consideration of an Ordinance Amending the City of Lake Forest Liquor Code, to create a new Class A-4 License. (First reading and if appropriate final approval)

Robert Pickrell, City Attorney, reported on the amendment to the liquor code to include an additional Class A-4 that will allow for beer and wine packaged sales with a reduction in the packaged sales hours.

The City Council had brief discussion.

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

COUNCIL ACTION: Consideration of an Ordinance Amending the City of Lake Forest Liquor Code, to create a new Class A-4 License and amending the Class I-1 license. (First reading and if appropriate final approval)

Alderman Reisenberg made a motion on approval of an Ordinance Amending the City of Lake Forest Liquor Code, to create a new Class A-4 License and amending the Class I-1 license. (First reading and if appropriate final approval), seconded by Alderman Beidler. The following voted "Aye": Aldermen Beidler, Morris, Newman, Reisenberg, Preschlack, Moreno and Buschmann. The following voted "Nay": None. 7- Ayes, 0 Nays, motion carried.

NEW BUSINESS

Mayor Lansing read the Resolution of Appreciation for Mr. Filippini.

1. Resolution of Appreciation for City Attorney, Victor Filippini Jr.

Robert Pickrell, City Attorney thanked the Council on Mr. Filippini's behalf.

COUNCIL ACTION: Approval of the Resolution of Appreciation

Alderman Moreno made a motion to approve the Resolution of Appreciation, seconded by Alderman Beidler. Motion carried unanimously by voice vote.

Mayor Lansing reported that approximately sixty-days ago the City of Lake Forest received the resignation letter of City Attorney Victor Filippini. Since then, the Legal Committee, which consists of six Lake Forest residents, the Mayor and the City manager as ex-officio members, placed an RFP for legal service. The RFP was sent to thirteen firms and the City received eight responses. Five were eliminated leaving the following three firms: Holland and Knight, Ancel Glink and Klein Thorpe. The Legal committee held interviews along with Staff. Julie Tappendorf from Ancel Glink was selected. The Mayor thanked the Legal Committee for all their work in the process.

ELECTION AND APPOINTMENT OF CITY OFFICERS

Mayor Lansing read the following appointment.

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

City Attorney Julie A. Tappendorf, Ancel Glink Diamond Bush DiCianni & Krafthefer

COUNCIL ACTION: Approve the Mayors Appointment

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

8. ADDITIONAL ITEMS FOR COUNCIL DISCUSSION

Mayor Lansing announced the next city Council meeting.

NEXT REGULARLY SCHEDULED LAKE FOREST CITY COUNCIL MEETING

- 1. Monday, June 18, 2018 6:30 pm**

EXECUTIVE SESSION

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

- 2. EXECUTIVE SESSION pursuant to 5ILCS 120/2 (c), (6), The City Council will be discussing the disposition of property and the consideration for the sale or lease of property owned by the Public Body.**

Alderman Newman made a motion to adjourn into executive session pursuant to 5ILCS 120/2 (c), (6), The City Council will be discussing the disposition of property and the consideration for the sale or lease of property owned by the Public Body, seconded by Alderman Preschlack. The following voted "Aye": Aldermen Beidler, Morris, Newman, Reisenberg, Preschlack, Moreno and Buschmann. The following voted "Nay": None. 7- Ayes, 0 Nays, motion carried.

Adjournment into Executive Session at 8:25pm

RECONVENE INTO REGULAR SESSION the City Council reconvened at 8:47pm

ADDITIONAL ITEMS FOR COUNCIL DISCUSSION

ADJOURNMENT

There being no further business Mayor Lansing asked for a motion. Alderman Preschlack made a motion to adjourn, seconded by Alderman Buschmann. Motion carried unanimously by voice vote at 8:48pm

Respectfully Submitted
Margaret Boyer, City Clerk

*Proceedings of the Monday, June 4, 2018
Regular City Council Meeting*

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