

The City of Lake Forest
CITY COUNCIL
Proceedings of the Tuesday, September 4, 2018
City Council Meeting - City Council Chambers

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

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

Absent: None.

Mayor Lansing asked for a motion to adjourn into executive session at 6:30 pm.

- 1. EXECUTIVE SESSION pursuant to 5 ILCS 120/2 (c), (1), The City Council will be discussing personnel and 5ILCS 120/2 (c), (6), The City Council will be discussing the disposition of property and the consideration for the sale or lease of property owned by the Public Body and 5 ILCS 120/2 (c), (11), The City Council will be discussing pending litigation.**

Alderman Newman made a motion to adjourn into executive session pursuant to 5 ILCS 120/2 (c), (1), The City Council will be discussing personnel and 5ILCS 120/2 (c), (6), The City Council will be discussing the disposition of property and the consideration for the sale or lease of property owned by the Public Body and 5 ILCS 120/2 (c), (11), The City Council will be discussing pending litigation, seconded by Alderman Beidler. The following voted "Aye": Aldermen Beidler, Morris, Newman, Rummel, Reisenberg, Preschlack, Moreno and Buschmann. The following voted "Nay": None. 8- Ayes, 0 Nays, motion carried.

Adjournment into Executive Session at 6:30 pm

Reconvene into Regular Session at 6:48 pm

There were approximately 30 persons present in the Council Chamber.

Mayor Lansing called the meeting to order 6:38pm

CALL TO ORDER AND ROLL CALL

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

REPORTS OF CITY OFFICERS

COMMENTS BY MAYOR

Mayor Lansing read the Resolution and presented it to Bob Wolf. Photos were taken.

- A. Resolution of Appreciation for Public Works Refuse Collector Robert Wolf**

COUNCIL ACTION: Approval of the Resolution

Alderman Beidler made a motion to approve the resolution of appreciation, seconded by Alderman Buschmann. Motion carried unanimously by voice vote.

Mayor Lansing read the following appointments.

B. 2018-2019 Board and Commission Appointments/Reappointments

PLAN COMMISSION

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Stephen Douglass	Appoint	1

ZONING BOARD OF APPEALS

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
James Moorhead	Appoint	1

COUNCIL ACTION: Approve the Mayors Appointments

Alderman Newman made a motion to approve the Mayor’s appointments, seconded by Alderman Preschlack. Motion carried unanimously by voice vote.

**C. Appointment of Comprehensive Plan Working Group
 -Waukegan Road –Settlers Square Business District**

Mayor Lansing made the following appointments to the Comprehensive Plan working group who will be advisory to staff in developing a draft update to the Waukegan Road Business District of the Comprehensive Plan. The Working Group is charged with identifying data that is needed, analyzing the data, listening to community input, conducting workshops and helping to shape the long term vision and amendments to the Comprehensive Plan as it pertains to the Waukegan Road business district, prior to the formal public hearings which will be conducted by the Plan Commission.

- 1 former elected/appointed City official- Mike Adelman, Chairman
- 1 representative of the local business community- John Cortesi
- 2 real estate/business at-large representatives - Jack Frigo and Bob Shaw
- 2 residents of the surrounding area (4th Ward)- Richard Sugar and Dennis Meulemans
- 2 residents at-large- Eileen Looby and Randy Daniels
- 1 current Plan Commissioner to act as liaison- Stephen Douglass

Mayor Lansing reported that work with Glenview and Metra, and that as of today The City of Lake Forest has not received the EA. He also reported that the September 17 workshop meeting would be devoted to capital projects.

COMMENTS BY CITY MANAGER

**A. Community Spotlight
 -Elawa Farm Foundation
 - Dianne FitzSimons**

City Manager Robert Kiely Introduced Ms. FitzSimons who gave a detailed history of Elawa Farm and reviewed its current programing. She also reviewed the not-for-profit partnerships and the volunteer and intern programs that is in place.

COMMITTEE REPORTS

PROPERTY AND PUBLIC LANDS COMMITTEE

- 1. Consideration of Recommendations from the Property and Public Lands Committee and the Plan Commission in Support of a Resolution Approving a Final Plat of Subdivision and an Amendment to the Master Land Transfer Agreement for McCormick Ravine.**

Alderman Reisenberg, Chairman, Property and Public Lands Committee, reported that the City Council is asked to finalize an exchange with Open Lands that was approved by City Council in 2015, all at no cost to The City of Lake Forest. Chairman Reisenberg stated the exchange includes parcels owned by LFOLA; a triangular parcel adjacent to Elawa Farm and Open Lands Park located on the southeast corner of Green Bay Road and Deerpath along with McCormick Nature Preserve that is owned by the City. This land transfer aligns ownership with the entity best suited to oversee the various properties over the long term.

President of Open Lands, John Sentell, reported on the \$3.5 million dollar restoration to date, public private partnerships and private donations. He stated that it is a privilege to undertake the work of restoration and care and return it to The City of Lake Forest.

Mayor Lansing thanked all those involved and asked for a motion.

COUNCIL ACTION: If determined to be appropriate by the City Council approve the Resolution substantially in the form attached by motion.

Alderman Beidler made a motion to approve the resolution in substantial form, seconded by Alderman Preschlack. The following voted "Aye": Aldermen Beidler, Morris, Newman, Rummel, Reisenberg, Preschlack, Moreno and Buschmann. The following voted "Nay": None. 8- Ayes, 0 Nays, motion carried.

PUBLIC WORKS COMMITTEE

- 1. Approval of an Intergovernmental Agreement Between The City of Lake Forest and The City of Highwood Regarding Shared Water Plant Operator Services and Approval to Add One Additional Full Time City Employee Position (Water Plant Operator)**

Michael Thomas, Director of Public Works, reported that The City of Lake Forest has been in discussion with Highwood regarding shared Water Plant Operators. On February 9, 2018, Lake Forest and Highwood entered into a Temporary Operational Services Agreement. The agreement period was from February 12- May 19, 2018. Highwood agreed to reimburse Lake Forest monthly for its overtime-hourly expense plus 7% for benefits; this equated to \$63.88 / hr. The temporary agreement noted that the term had the option to be extended if agreed upon by both parties. In early April 2018, Highwood asked Lake Forest if the agreement could be extended for a longer period. Both parties agreed that the arrangement was working well and by extending the agreement for three years, it would provide Highwood with additional time to evaluate its two possible options: improve its water plant and hire additional staff or purchase water from Lake Forest or Highland Park. In requesting an extension of the agreement, Highwood agreed to increase the hourly rate it pays to Lake Forest to \$80 / hrs. Both municipalities agree that working two days per week and filling in for vacation and personnel time of the current Highwood operator would equate to approximately 1,000 hours / year for this service. At the agreed upon rate, dollars received from Highwood would pay for 77% of a new Lake Forest full-time water plant employee to include the benefit expense.

The City Council had discussion on a succession plan for Water Plant employees; labor only exposure and mutual indemnification.

Mayor Lansing asked if there was anyone from the public who would like to comment on the topic. A member of the audience asked if the Water Plant Operators are certified in water plant operations, and Mr. Thomas reported that all operators are certified. Richard Sugar asked if Highwood is properly insured, and Mr. Thomas and the City Attorney reported the insurance is satisfactory.

Mayor Lansing asked if there was anyone else to comment on this item, seeing none. He asked for a motion.

COUNCIL ACTION: Approval of an Intergovernmental Agreement (page 86) Between The City of Lake Forest and The City of Highwood Regarding Shared Water Plant Operator Services and Approval to add One Additional Full Time City Employee Position. (Water Plant Operator)

Alderman Beidler made a motion to approve of an Intergovernmental Agreement between The City of Lake Forest and The City of Highwood Regarding Shared Water Plant Operator Services and Approval to add One Additional Full Time City Employee Position. (Water Plant Operator), seconded by Alderman Reisenberg. The following voted "Aye": Aldermen Beidler, Morris, Newman, Rummel, Reisenberg, Preschlack, Moreno and Buschmann. The following voted "Nay": None. 8- Ayes, 0 Nays, motion carried.

2. Authorization for the City Manager to enter into a Professional Services Agreement with Bleck Engineering Company, Inc. and Hey and Associates Inc. for Professional Public Ravine Engineering Services.

Jim Lockefer, Public Works Management Analyst, reported that in an effort to improve efficiency and provide consistency on City projects, the Public Works Committee and City staff is seeking to establish an agreement that will designate two engineering firms, Bleck Engineering Company, Inc. and Hey and Associates Inc, to provide professional public ravine engineering services. Either firm may be selected for projects; however, the firm selected will depend on the firm's availability and the project type. On July 27, 2018, a Request for Proposals (RFP) was released by the City and both Engineering Firms surpassed qualifications.

Staff may look to utilize either selected firm for professional engineering services for public ravine projects with an anticipated total project cost, (to include construction), within the range of \$5,000 – \$300,000. Staff recommends that larger and more challenging projects be evaluated and designed by a larger engineering firm through our normal professional services selection process. Work for both firms may also exceed the \$20,000 aggregate amount in a fiscal year, which will require the approval of the Finance Committee Chairman. The agreements are for a period of three years, which will include the option of two additional, one-year terms.

The City Council had discussion on the fee schedules and timeliness of this item as it relates to CIP. Mayor Lansing asked if there is anyone from the public who would like to comment on the topic. Romy Lopat inquired if they is a list of all ravines and priorities in them, and Jim Lockefer reported that the ravines were evaluated and ranked. Cobie Stein inquired about public vs. private ravines, and Jim Lockefer reported that most ravines are private property and staff is currently analyzing data collected. Mayor Lansing asked if there was anyone else to comment on this item, seeing none. He asked for a motion.

COUNCIL ACTION: If determined to be appropriate by the City Council, authorize the City Manager to enter into a professional services agreement with Bleck Engineering Company, Inc. and Hey and Associates Inc. for professional public ravine engineering services.

Alderman Morris made a motion to authorize the City Manager to enter into a professional services agreement with Bleck Engineering Company, Inc. and Hey and Associates Inc. for professional public ravine engineering services, seconded by Alderman Beidler. The following voted "Aye": Aldermen Beidler, Morris, Newman, Rummel, Reisenberg, Preschlack, Moreno and Buschmann. The following voted "Nay": None. 8-Ayes, 0 Nays, motion carried.

3. Forest Park Bluff Advisory Committee Update

Michael Thomas, Director of Public Works, and Alderman Morris provided an update to the Forest Park Bluff failure that included an overview of high risk zones, north risk zone, the Advisory Committee conclusions and a table comparison of all presented options. Alderman Morris reported that the Council, as part of the September 17 workshop meeting, will be asked to direct staff on which option to take and will discuss the financial options.

The City Council had discussion on how to consider options and the financial challenges, public safety, loss of use of facility, short and long-term remediation, and loss of tableland and trees. Mayor Lansing thanked all those on the Forest Park Bluff Advisory Committee and staff.

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

ITEMS FOR OMNIBUS VOTE CONSIDERATION

- 1. Approval of the August 6, 2018 City Council Meeting Minutes**
- 2. Approval of the Check Register for Period of July 21 to August 24, 2018**
- 3. Approval of a Three-Year Professional Services Agreement with Invoice Cloud for credit card processing services and integration for new ERP system.**
- 4. Approval of Seyfarth Shaw LLP for professional legal services related to the McCormick Nature Preserve Land Transfer in an amount not to exceed \$24,000**
- 5. Consideration of an Ordinance Authorizing the Elawa Farm Spooktacular Event. (First Reading, and if desired by the City Council, Final Approval)**
- 6. Award of Bid for a Three-Year HVAC Preventive Maintenance Contract to First Point Mechanical Services, L.L.C. in the amount of \$151,177.64.**
- 7. Approval to Waive the Competitive Bidding Process and Authorize Phase I of the Waukegan Road Sidewalk Replacement Project to Performance Paving LTD in the amount of \$199,000**
- 8. Approval of a Resolution Granting Temporary Easements for the Construction of Stormwater Facilities on the Deerpath Golf Course and Authorizing the Mayor and City Manager to act on behalf of the City of Lake Forest on associated documents**

9. **Consideration of an Ordinance Approving a Recommendation from the Building Review Board. (First Reading and if Desired by the City Council, Final Approval)**
10. **Consideration of Ordinances Approving Recommendations from the Zoning Board of Appeals. (First Reading, and if Desired by the City Council, Final Approval)**

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

Romy Lopat addressed the Council on the McKinley and Scott Road Omnibus item.

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 seven (10) Omnibus items as presented.

Alderman Newman made a motion to approve the ten (10) Omnibus items as amended, seconded by Alderman Moreno. The following voted "Aye": Aldermen Beidler, Morris, Newman, Rummel, Reisenberg, Preschlack, Moreno and Buschmann. The following voted "Nay": None. 8- Ayes, 0 Nays, motion carried.

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

ORDINANCES

NEW BUSINESS

1. **Approval of an Intergovernmental Agreement in substantially the form attached hereto Between Rockland Fire Protection District, Village of Libertyville, City of Lake Forest, and the Libertyville Fire Protection District for Fire and Ambulance Service and Authorize the Mayor, City Manager, Attorney and City Clerk to proceed executing the Intergovernmental Agreement**

Fire Chief Pete Siebert gave an overview of the history of the Fire Department and its role with Rockland Fire Protection District and the Village of Libertyville from 1976 to current date. He noted that in December 2017, The Village of Libertyville and the City of Lake Forest submitted a joint proposal to deploy their professional full-time staffs and equipment to provide fire and EMS services to the District. The scope of the proposal included: fire suppression, EMS, fire prevention inspections, and public education. The proposal and subsequent Intergovernmental Agreement is the result of a collaborative effort between Lake Forest and Libertyville to put forth a creative and thoughtful proposal that is focused on consolidating fire and EMS services in the area. The proposed IGA will enhance the level of service and reduce operating costs for the residents of the District. The proposed IGA is the result of many months of planning and discussion between all the agencies involved and public forums. Chief Siebert thanked Finance Director Elizabeth Holleb for her help on this issue.

Mayor Lansing thanked all those involved. Former Alderman Tack, Chairman of the Fire Vision 2020 Committee, stated, "This is the beginning, not the end, as proposed. The City of Lake Forest will work at the top of its licenses, instead of the bottom; this will bring a continued quality service to residents. The City of Lake Forest will become a model for other communities and will look to our neighbor to the north to continue this project". Dan Rogers, President of the Rockland Fire Protection District reported that working

with The City of Lake Forest has been a pleasure and that it is a unique concept. City Council had discussion on boundaries, community outreach, and life safety. Mayor Lansing thanked all those involved.

The City Council directed City Manager Kiely to make a similar offer to Lake Bluff.

Mayor Lansing asked if there was anyone else to comment on this item, seeing none. He asked for a motion.

COUNCIL ACTION: Approval of an Intergovernmental Agreement in substantially the form attached hereto Between Rockland Fire Protection District, Village of Libertyville, City of Lake Forest, and the Libertyville Fire Protection District for Fire and Ambulance Service and Authorize the Mayor, City Manager, City Attorney and City Clerk to proceed executing the Intergovernmental Agreement.

Alderman Rummel made a motion of approval of an Intergovernmental Agreement in substantially the form attached hereto Between Rockland Fire Protection District, Village of Libertyville, City of Lake Forest, and the Libertyville Fire Protection District for Fire and Ambulance Service and Authorize the Mayor, City Manager, City Attorney and City Clerk to proceed executing the Intergovernmental Agreement, seconded by Alderman Beidler. The following voted "Aye": Aldermen Beidler, Morris, Newman, Rummel, Reisenberg, Preschlack, Moreno and Buschmann. The following voted "Nay": None. 8- Ayes, 0 Nays, motion carried.

ADDITIONAL ITEMS FOR COUNCIL DISCUSSION/COMMENTS BY COUNCIL MEMBERS
--

1. Continued Discussion of "Principles, Conduct and Procedures for Meetings and Activities of the Lake Forest City Council and Staff"

Council members Jim Preschlack and Jed Morris thanked all for input to document and stated The document is intended to memorialize the expectations and guiding principles of City Council members and City staff. They intend to reflect best practices in the City and how healthy, respectful governing and administrative boards operate. Alderman Buschmann raised the topic of Exparte contact, the City Attorney reported that the language was based on the majority of discussion.

The City Council had lengthy discussion on current language, due process, petitioner's rights, and legislative common sense. After continued discussion, it was suggested to put this item to a vote, as it will be revisited in May of next year.

Mayor Lansing asked if there was anyone from the public who would like to comment on the topic. Romy Lopat offered her opinion on public participation, and previous comments she made to this item.

Mayor Lansing asked if there was anyone else to comment on this item, seeing none. He asked for a motion.

COUNCIL ACTION: If determined to be appropriate by the City Council, adopt the "Principles, Conduct and Procedures for Meetings and Activities of the Lake Forest City Council and Staff" and "A Resolution Adopting Principles, Conduct and Procedures for Meetings and Activities of the Members of the Lake Forest City Council and Staff and Updating Rules Concerning Public Comment and Participation at Meetings."

Alderman Newman made a motion to adopt the "Principles, Conduct and Procedures for Meetings and Activities of the Lake Forest City Council and Staff" and "A Resolution Adopting Principles, Conduct and Procedures for Meetings and Activities of the Members of the Lake Forest City Council and Staff and Updating Rules Concerning Public Comment and Participation at Meetings ", seconded by Alderman

Reisenberg. The following voted "Aye": Aldermen Beidler, Morris, Newman, Reisenberg and Preschlack, The following voted "Nay": Alderman Rummel, Moreno and Buschmann. 5-Ayes, 3- Nays, motion carried.

Mayor Lansing announced he will not be seeking re-election in April 2019 and that he looks forward to continuing his service through May 2019.

ADJOURNMENT

There being no further business Mayor Lansing asked for a motion. Alderman Newman made a motion to adjourn, seconded by Alderman Beidler. Motion carried unanimously by voice vote at 9:30pm.

Respectfully Submitted
Margaret Boyer, City Clerk

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