THE CITY OF LAKE FOREST CITY COUNCIL AGENDA

**Tuesday, January 19, 2021 6:30p.m.

REMOTE ACCESS MEETING

Please be advised that all of the City Council members will be remotely attending this Council meeting by electronic means, in compliance with the recent amendments to the Open Meetings Act. The Mayor of the City Council has determined that it is not prudent or practical to conduct an in-person meeting due to the COVID-19 pandemic, and that it is not feasible to have the City Council members or members of the public physically present at the meeting due to the pandemic disaster.

The City will be providing members of the public with various opportunities to watch or attend this meeting, as well as provide public comment at the meeting. For example, members of the public can participate remotely in the meeting by following the public audience link which will provide both video and audio means to attend the meeting.

Public audience link:

https://us02web.zoom.us/j/89161065166?pwd=c09jSFluYkNFSTg4aml4VnpqVmpTdz09

Webinar ID: 891 6106 5166

Passcode: 1861

Public Comment: 847-810-3643

Honorable Mayor, George Pandaleon

James E. Morris, Alderman First Ward

Jim Preschlack, Alderman Third Ward

Jennifer Karras, Alderman First Ward

Ara Goshgarian, Alderman Third Ward

Melanie Rummel, Alderman Second Ward
Edward U. Notz, Jr., Alderman Second Ward
Eileen Looby Weber, Alderman Fourth Ward

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

PLEDGE OF ALLEGIANCE

REPORTS OF CITY OFFICERS

1. COMMENTS BY MAYOR

A. COVID-19 Financial Impact Update

Elizabeth Holleb, Finance Director

2. COMMENTS BY CITY MANAGER

3. OPPORTUNITY FOR CITIZENS TO ADDRESS THE CITY COUNCIL

Members of the public can provide public comment by calling into the following number during the meeting: 847-810-3643

4. COMMITTEE REPORTS

FINANCE COMMITTEE

1. Distinguished Budget Presentation Award

PRESENTED BY: James Morris, Finance Committee Chairman

The City of Lake Forest has been awarded the Government Finance Officers Association **Distinguished Budget Presentation Award** for the fiscal year 2021 budget document. The award has been granted to the City for the 5th consecutive year. The Distinguished Budget Presentation Award is the highest form of recognition in governmental budgeting, and its attainment is a significant accomplishment by a government and its management.

In a November 16 news release, the GFOA states that "In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as a policy document, a financial plan, an operations guide and a communications device. Budget documents must be rated proficient in all four categories, and in the fourteen mandatory criteria within those categories, to receive the award."

For budgets beginning in 2019, only 1,672 units of government (1,143 municipalities) received the award nationally, which is 1.9% of the 89,000 units of government in the United States.

The GFOA is a nonprofit professional association founded in 1906 and currently serves more than 20,500 elected and appointed government finance professionals in the United States and Canada.

In addition to the Budget Award, a <u>Certificate of Recognition for Budget Preparation</u> is presented by the GFOA to the individual designated as instrumental in their government unit's achievement of the award. I am pleased to present this award to Elizabeth Holleb, Director of Finance, for her efforts in coordinating the preparation of the annual budget and for leading the efforts in making the required changes to the City's budget document to meet the stringent requirements of the GFOA budget awards program.

5. ITEMS FOR OMNIBUS VOTE CONSIDERATION

 Approve the Extension of the Mayor's Declaration of a Local State of Emergency until the next City Council Meeting

STAFF CONTACT, Jason Wicha, City Manager

PURPOSE AND ACTION REQUESTED: It is requested that the City Council extend the Declaration to the next City Council meeting.

BACKGROUND/DISCUSSION: Over the past months, the U.S. Government and the State of Illinois have issued multiple orders declaring a state of emergency over the country and the State of Illinois in order to address the impact from the global pandemic from COVID-19. In order to address the impact this pandemic has had on the City of Lake Forest, Mayor Pandaleon exercised his authority to issue a Declaration of a Local State of Emergency on Saturday, April 4, 2020. At the April 6, 2020 City Council meeting, the City Council extended the Declaration to the next City Council meeting which was December 7, 2020.

In order to ensure that the emergency powers authorized by the local declaration remain in effect where necessary, the Mayor is asking the City Council to further extend the Declaration of a Local State of Emergency until the next City Council meeting that takes place after the January 19, 2021.

REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
City Council	12/7/2020	City Council Approved the Mayors Declaration until the next City Council Meeting
City Council	11/16/2020	City Council Approved the Mayors Declaration until the next City Council Meeting
City Council	11/2/2020	City Council Approved the Mayors Declaration until the next City Council Meeting
City Council	10/19/2020	City Council Approved the Mayors Declaration until the next City Council Meeting
City Council	10/5/2020	City Council Approved the Mayors Declaration until the next City Council Meeting
City Council	9/8/2020	City Council Approved the Mayors Declaration until the next City Council Meeting
City Council	8/3/2020	City Council Approved the Mayors Declaration until the next City Council Meeting
City Council	7/20/2020	City Council Approved the Mayors Declaration until the next City Council Meeting
City Council	6/15/2020	City Council Approved the Mayors Declaration until the next City Council Meeting
City Council	6/1/2020	City Council Approved the Mayors Declaration until the next City Council Meeting
City Council	5/18/2020	City Council Approved the Mayors Declaration until the next City Council Meeting
City Council	5/4/2020	City Council Approved the Mayors Declaration until the next City Council Meeting
City Council	4/20/2020	City Council Approved the Mayors Declaration until the next City Council Meeting
City Council	4/6/2020	City Council Approved the Mayors Declaration until the next City Council Meeting
	4/4/2020	Mayor Pandaleon exercised his authority to issue a Declaration of a Local State of Emergency

BUDGET/FISCAL IMPACT: N/A

<u>COUNCIL ACTION:</u> Approve the extension of the Mayor's Declaration of a Local State of Emergency until the next City Council Meeting

2. Approval of the December 7, 2020 City Council Meeting Minutes

A copy of the minutes can be found beginning on page 23

<u>COUNCIL ACTION</u>: Approval of the December 7, 2020 City Council Meeting Minutes.

3. Approval of the Check Register for the Period of November 21 – December 31, 2020

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 November 21 - December 31, 2020

	Fund	Invoice	Payroll	Total
101	General	761,018	2,413,352	3,174,371
501	Water & Sewer	2,229,416	290,538	2,519,954
220	Parks & Recreation	121,914	574,261	696,175
311	Capital Improvements	399,694	0	399,694
202	Motor Fuel Tax	0	0	0
230	Cemetery	33,858	46,388	80,246
210	Senior Resources	10,065	35,643	45,708
510	Deerpath Golf Course	116,312	4,393	120,705
601	Fleet	108,244	89,860	198,104
416 - 433	Debt Funds	2,425,856	0	2,425,856
248	Housing Trust	0	0	0
201	Park & Public Land	21,931	0	21,931
	All other Funds	1,153,646	233,081	1,386,727
		\$7,381,952	\$3,687,516	\$11,069,468

Included within the subtotal titled "All other Funds" are \$272,102 in Water Capital Improvements and \$706,232 in medical and dental claim payments in the City's Self Insurance Fund.

<u>COUNCIL ACTION</u>: Approval of the Check Register for the Period of November 21 – December 31, 2020.

4. Approval of a Resolution Required for Bank Purposes to Amend Authorized Signers for the Medical and Dental bank account.

STAFF CONTACT: Diane Hall, Assistant Finance Director (847-810-3614)

PURPOSE AND ACTION REQUESTED: Staff requests approval of changes to the authorized signers for the Medical and Dental Bank Account.

BACKGROUND/DISCUSSION: Pursuant to an agreement with Professional Benefit Administration (PBA) for the processing of City employee medical and dental claims, the City maintains a separate bank account to be utilized by PBA for the payment of claims. Due to a PBA change in staffing effective December 31, 2020, Lake Forest Bank and Trust Company requires a resolution be approved by the City Council to authorize a change in signers on the account.

BUDGET/FISCAL IMPACT: N/A. There is no fiscal impact of this action.

<u>COUNCIL ACTION</u> Approval of a Resolution Required for Bank Purposes to Amend Authorized Signers for the Medical and Dental bank account. **(Page 29)**

5. Approval of Agreements with The Ferguson Group for Grant Research/Writing Services and Carahsoft Technology for eCivis Grant Administration Software

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

PURPOSE AND ACTION REQUESTED: Staff requests City Council approval of the proposed grant services agreements.

BACKGROUND/DISCUSSION: Currently, grants administration and grant-related tasks are decentralized, which has proven to be inefficient. With no City employee specifically assigned grant functions, the City has relied on staff in each operating department to research, identify, and apply for grants, as well as to administer grants awarded. The FY21 Budget allocated funds for a Finance Department initiative to improve grant administration and to provide assistance to City departments in seeking grant funding from federal, state and local sources.

On September 21, 2020, the Finance Department issued a Request for Proposals (RFP) for grant services. The RFP sought proposals for both grant writing and grant administration services. Respondents could provide proposals for either or both services and the City reserved the right to award portions of the services to multiple respondents to provide the most advantageous overall strategy for the City.

The City received five (5) proposals by the October 23 due date as summarized below:

Respondent	Grant Writing	Grant Writing Costs	Grant Administration	Grant Administration First Year/Ongoing Cost
AmpliFund	No	N/A	Yes	\$27,000/\$15,000
BKD LLP	No	N/A	Yes	\$95,000/\$75,000
Crowe	No	N/A	Yes	\$115,000/\$85,000
GovHR	Yes	3 fee options: % of grant, hourly rate, flat fee	Yes	3 fee options: % of grant, hourly rate, flat fee
The Ferguson Group/eCivis	Yes	Various options available	Yes	\$12,500

A staff Proposal Review Committee was formed with representatives from Public Works, Parks and Recreation, and Finance. Upon an initial review of the proposals received, the Committee requested interviews with GovHR and The Ferguson Group (TFG). The TFG interview included a demonstration of the eCivis grant administration software, and all City departments were invited to observe the software demonstration.

Following the interviews, the Proposal Review Committee unanimously approved a recommendation to the City Council to engage The Ferguson Group for grant research and writing, as well as eCivis for grant administration. Following is additional information related to each component (also see material provided **on page 31**):

Grant Research – The Ferguson Group offers three tiers of service for grant identification and research services, as shown in page 3 of the attached information. At this time, the Committee is recommending Tier 2 at \$2,000/month, with the option to purchase Tier 3 services on an hourly basis, as needed.

Grant Writing – The Ferguson Group proposes fees for grant writing based on the type and length of grant. As a client of The Ferguson Group for grant research, the City would receive a 15% discount on grant writing. The Committee recommends engaging The Ferguson Group

for grant writing on a case-by-case basis, since City staff have become fairly well versed in preparing grant applications.

Grant Administration – Grant administration would be provided through eCivis software at a cost of \$12,500 per year. The City would license five (5) users, and The Ferguson Group would have one (1) user license.

Upon approval by the City Council, the proposed agreements would be executed by the City Manager in a format acceptable to the City Attorney.

BUDGET/FISCAL IMPACT: Costs associated with the proposed agreements have been included in the City's Fiscal Year 2021 budget.

Has City staff obtained competitive pricing for proposed goods/services? YES

Below is an estimated summary of the project budget:

FY2021 Funding Source	Amount	Amount	Budgeted?
F12021 Fulldling 3001Ce	Budgeted	Requested	Y/N
General Fund/Finance Department 101-1314-435.35-10	\$40,000	\$40,000*	Y

^{*} The Ferguson Group Tier 2 (\$24,000/year), eCivis software (\$12,500/year), plus an allocation for Tier 3 services on an hourly basis. Grant writing services would be engaged on a case-by-case basis in addition to the costs summarized above.

<u>COUNCIL ACTION:</u> Approval of Agreements with The Ferguson Group for Grant Research/Writing Services and Carahsoft Technology for eCivis Grant Administration Software

 Approval of an Agreement with Sentinel Technologies, Inc. to Provide Additional Development Services for the Lake Forest App, Increasing the Total Project Cost from \$23,560 to \$35,560

Staff Contact: Jim Shaw, Director of Innovation and Technology (810-3590)

PURPOSE AND ACTION REQUESTED: City staff requests approval of an agreement with Sentinel Technologies, Inc. (Sentinel) to provide additional professional implementation services for the Lake Forest App Project in the amount of \$12,000, increasing the total project cost to \$35,560.

BACKGROUND/DISCUSSION: In July 2020 IT Staff began requirements gathering for the City's new smartphone app project and engaged multiple vendors. Department requirements and desired functionality were provided in order to choose a best-of-breed product. Vendors provided proposals based on the City's desired functionality. From these proposals, the Sentinel was identified as the vendor that most closely meet the project's identified needs. The initial agreement was approved under the City Manager's approval authority, \$23,560, and was ratified on August 28, 2020 for initial segment of the project. The app design and phase one implementation was completed in December 2020. Subsequently, additional functionality has been identified in regards to granular push-communications technology through the app and recommended security enhancements.

In an effort to accelerate the project, City staff recommends approving an additional agreement with Sentinel in order to provide increased push integration with the City's internal directory services, and to extend advanced security to the app.

PROJECT REVIEW/RECOMMENDATIONS:

Milestone	Date	Comments
Anticipated Go-Live	Jan 2021	
Department Content Build	Dec 2020 – Jan 2021	
Core App Completion	11/30/2020	
Agreement Authorization	8/28/2020	Original Agreement Awarded by City Manager (Under \$25,000)
Proposals Solicited	July-Aug 2020	

BUDGET/FISCAL IMPACT: On August 28, 2020 the City Manager entered into a professional service agreement with Sentinel for application development services to develop a smartphone application which aggregates City online services into a single portal increasing staff efficiency, better communication, and an enhanced citizen experience. Vendors submitted their phase one project costs. Sentinel was selected based on the quality of their proposed product, experience in application development, proposed design, cost, and ability to meet the City's timeline.

Has City staff obtained competitive pricing for proposed goods/services? Yes

The following is the summary chart of vendors' proposal overall scoring:

Company Name	Initial	Evaluation Score
	Project Cost	(max 100) ↓
Sentinel Technologies, Inc.	\$ 23,560	88
Revize	\$ 4,000	46
Vox Potentia	T&M (\$50-\$125/hr)	Disqualified

Below is an estimated summary of project budget:

FY2021 Funding Source	Amount	Amount	Budgeted?
	Budgeted	Requested	Y/N
IT Capital 311-1303-466.66-13	\$0	\$12,000	N

The phase one of the project amount of \$23,560 was not budgeted in the Capital Improvement Program for Fiscal Year 2021, instead utilizing the considerable savings from the successful ERP Financial System implementation. Staff recommends to continue utilizing these funds for this new agreement. This new agreement is for \$12,000, would increase the total project cost to \$35,560, over the City Manager's approval authority.

<u>COUNCIL ACTION</u>: Approval of an Agreement with Sentinel Technologies, Inc. to Provide Additional Development Services for the Lake Forest App, Increasing the Total Project Cost from \$23,560 to \$35,560

7. Approval of a Supplemental Appropriation of the City of Lake Forest's Renovation Contribution for the North Suburban Special Recreation Association Facility and Direction to Issue a Check to North Suburban Special Recreation Association in the Amount of \$44,398

STAFF CONTACT: Joe Mobile, Superintendent of Recreation (847-810-3941)

PURPOSE AND ACTION REQUESTED: Staff requests City Council approval of a supplemental appropriation of the City of Lake Forest's renovation contribution for the renovation of the new North Suburban Special Recreation Association facility located at 1221 E. Lake Cook Rd, Highland Park, IL.

BACKGROUND/DISCUSSION: In 1992, the City of Lake Forest partnered with North Suburban Special Recreation Association (NSSRA) to provide and facilitate year-round recreation and services for children, teens, and adults with disabilities who live in thirteen North Suburban communities. NSSRA operates under the Special Recreation Association premise of pooling financial, facility, and demographic resources to provide greater support and services for individuals with special needs than what each of the thirteen partner communities can offer on their own. A Special Recreation Tax Levy was established in 2004 and these dollars are used to fund special recreation services for Lake Forest residents.

In April, 2019 the City Council approved a Resolution for the purchase of the new facility on Lake Cook Rd.

In July 2019, the City Council approved funding \$359,415 for closing/design and renovation costs based on the EAV/Population percentage of the projected total cost. This amount was expended in July and November 2019. At the time of approval it was anticipated that a supplemental appropriation may be necessary at the end of Fiscal Year 2020.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
City Council	7/15/2019	Approved Funding of Member Contribution
City Council	4/15/2019	Approved Purchase of Facility
Parks and Recreation Board	3/19/2019	Recommended Approval for the Purchase of the Facility

BUDGET/FISCAL IMPACT: In July 2019, the City Council approved \$359,415 for closing/design and renovation costs from the Special Recreation Levy Reserve Fund. It was anticipated at that time that a supplemental appropriation may be necessary from the member

communities of NSSRA. Lake Forest's additional contribution amounts to \$44,398. This number was determined based on the projected sale of NSSRA's current building in Northbrook. The projected sale price for this property is \$400,000. The City of Lake Forest contribution was determined using the formula that has been established based on the MAC (member association contribution) calculation (50% population/50%EAV). After the sale of the Northbrook building NSSRA will return this contribution amount to the respective Partners. Staff was aware of this possible addition and has proactively budgeted for this additional funding amount of \$44,398 as a line item in the Special Recreation Operating Budget for Fiscal Year 2021.

Has City staff obtained competitive pricing for proposed goods/services? No

If no, indicate the specific exception or waiver requested: Administrative Directive 3-5, Section 6.11 – Existing Relationship

Below is an estimated summary of Project budget:

FY2021 Funding Source	Amount	Amount	Budgeted?
1 12021 1 011dillig 3001Ce	Budgeted	Requested	Y/N
Special Recreation Tax 224-8026-476.76-56	\$44,398	\$44,398	Y

<u>COUNCIL ACTION</u>: Approval of a Supplemental Appropriation of the City of Lake Forest's Renovation Contribution for the North Suburban Special Recreation Association Facility and Direction to Issue a Check to North Suburban Special Recreation Association in the Amount of \$44,398

8. Approval of a Recommendation from the Parks and Recreation Board to Purchase Fifteen Pieces of Fitness Equipment as Budgeted in the FY21 Capital Improvement Plan

STAFF CONTACT: Jason Busdeker, Facility Manager (847-810-3934)

PURPOSE AND ACTION REQUESTED: The Parks and Recreation Board and staff request approval to purchase 3 Precor Treadmills, 6 Precor Ellipticals, 2 Precor AMT, and 4 Precor recumbent bikes in the amount of \$63,125.00. The purchase is being made via the national government joint purchase co-operative, Sourcewell (formerly NJPA). Per Section 3.5 of the City's Purchasing Directive, purchases can be made via a variety of governmental joint purchasing programs. Specific items are bid nationally and conform to all requirements of the Illinois State bidding laws.

BACKGROUND/DISCUSSION: The equipment in the Fitness Center is on an established replacement schedule based on the useful life of the equipment. This purchase will replace current cardiovascular equipment that has reached the end of their useful life. With continued use, the likelihood of increase maintenance costs and possible safety hazards become greater. In order to purchase more equipment with the allotted money the Parks and Recreation Board is recommending the purchase of equipment that is certified preowned. This equipment comes with the same warranty as new equipment.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Parks and Recreation Board	12/15/2020	Reviewed and Recommend Purchase

BUDGET/FISCAL IMPACT: The funding for the purchase of the fitness equipment is included in the approved Capital Improvement projects for FY21. For many years, the City has purchased multiple pieces of equipment from national bids to include Sourcewell, Omnia Partners, State bid, and the Suburban Purchasing Cooperative. Sourcewell, formerly National Joint Powers Alliance, was created by State law as a service cooperative to provide programs and services to members in education and government. Sourcewell follows the competitive contracting law process to solicit, evaluate, and award cooperative purchasing contracts for goods and services. Sourcewell is a public agency governed by an eightmember board.

Has City staff obtained competitive pricing for proposed goods/services? No

If no, indicate the specific exception requested: Administrative Directive 3-5, Section 6.1D – Government Joint Purchases

Below is an estimated summary of Project budget:

FY2021 Funding Source	Amount	Amount	Budgeted?
1 12021 1 011dillig 3001Ce	Budgeted	Requested	Y/N
Capital Fund (311-8003-475.75-01)	\$70,000.00	\$63,125.00	Υ

<u>COUNCIL ACTION:</u> Approval of a Recommendation from the Parks and Recreation Board to Purchase Fifteen Pieces of Fitness Equipment as Budgeted in the FY21 Capital Improvement Plan

 Approval to Award a Contract to Applied Ecological Services, Inc., to Perform Restoration and Stabilization of a Portion of the Ravine Located at the Lake Forest Cemetery, in an Amount Not to Exceed \$118,500

STAFF CONTACT: Chuck Myers, Superintendent of Parks and Forestry (847-810-3565)

PURPOSE AND ACTION REQUESTED: Cemetery Commission and staff are recommending City Council approval to award a contract to Applied Ecological Services, to perform restoration and stabilization of a portion of the ravine located at the Lake Forest Cemetery.

BACKGROUND/DISCUSSION: The ravines of southern Lake Michigan play a critical role in protecting the water quality of the lake, preventing sediment runoff, protecting beaches and countless benefits to wildlife. The value of these ravines and the role they play in protecting Lake Michigan water quality has become increasingly well understood in just the past few decades. When restored and healthy, our ravines are beautiful assets, an integral part of our community's character, and part of what sets Lake Forest apart.

In 2012, Conservation Design Forum (CDF) was hired by the City of Lake Forest and, specifically, the Lake Forest Cemetery to prepare a Restoration Management Plan for the ravine system across the north end of the Lake Forest Cemetery. In 2020, Living Waters

Consultants, Inc. was hired to complete the engineering documents needed to implement the ravine restoration work needed for this particular project.

This project is intended to improve water quality for Lake Michigan's beach and near shore areas as well as restore one of its ravines to improve the unique aquatic resource that the Lake Michigan ravines represent. It is also intended to provide stability for the adjacent cemetery tableland. This project consists of the restoration of a section of the Lake Forest Cemetery Ravine located within the natural ravine running through cemetery property from west to east. The project area is specifically located near the east end of the ravine. The work involves bluff grading, stabilization, geogrid installation, drainage, excavation and disposal of unsuitable material, native plantings, restoration of disturbed turf and native areas. The project also includes three years of stewardship maintenance and management of the established native plant material.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Cemetery Commission	12/22/22	Recommend Approval

BUDGET/FISCAL IMPACT: On November 5, 2020 City staff released an invitation to bid for the Lake Forest Cemetery Ravine Bluff Enhancement Project. The bid opening was on December 2, 2020 and four (4) sealed bids were received, as detailed below. Utilizing the low bid, the cost for the project is \$107,839 and we are also requesting an additional \$10,661 for contingency (10%), for a total request of \$118,500.

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

Recommended Bidder/Proposer is BOLDED

Company Name	Dollar Amount Bid
Applied Ecological Services, Inc.	\$107,839
John Keno and Company, Inc.	\$156,227
Campanella & Sons, Inc.	\$242,148
V3 Construction Group	\$544,500

City staff is recommending that the project be awarded to Applied Ecological Services, based on qualifications, excellent reference checks, and satisfaction with the services performed on previous City projects.

Below is an estimated summary of Project budget:

FY2021 Funding Source	Amount	Amount	Budgeted?
	Budgeted	Requested	Y/N
230-6407-476.77-14	\$200,000	\$118,500	Υ

<u>COUNCIL ACTION</u>: Approval to Award a Contract to Applied Ecological Services, Inc., to Perform Restoration and Stabilization of a Portion of the Ravine Located at the Lake Forest Cemetery, in an Amount Not to Exceed \$118,500

10. Authorize Sole Vendor Funding for Fire Engine # 212's Factory Refurbishment and Parts Acquisition, Included in the FY2022 Capital Equipment Budget, in the Amount of \$85,000. Specifically \$30,000 to Pierce Manufacturing, \$29,000 to Rainbow Collision, \$8,000 to MacQueen Emergency, and the Remaining \$18,000 for Parts and Vehicle Striping

STAFF CONTACT: Pete Siebert, Fire Chief (810-3864) and Michael Thomas, Director of Public Works (810-3540)

PURPOSE AND ACTION REQUESTED: The Public Works Committee and staff are recommending City Council authorize sole vendor funding to refurbish and purchase necessary parts for fire engine # 212 in the amount of \$85,000. If approved, the engine will return to where it was originally assembled to have Pierce's factory technicians replace the frame and suspension. Additionally, an outside vendor will re-paint the truck and the City's Fleet Maintenance Section will replace other items to complete the refurbishment process.

BACKGROUND/DISCUSSION: Engine # 212, a 2007 Pierce Dash Pumper, is used for any emergency requiring a heavy rescue response as well as assisting with structure fires. Heavy rescue responses may include scenes such as vehicle accidents, structure collapses, etc. The engine is approximately halfway through its useful life and like all previous City-owned fire engines, the City refurbishes them at their mid-life point to ensure the truck's reliability for its remaining time with Lake Forest.

Specifically Engine # 212's dual truck frame is expanding due to the rust jacking between the inner and outer frame rails. In order to replace the frame, the entire truck needs to be disassembled; hence staff's recommendation that such work occur where it was originally assembled. All of the cross members and body supports are cracked and need to be replaced. The unit's independent front suspension will be removed and replaced to include the bushings, ball joints, and tie-rod ends. The unit will have updated fire suppression equipment installed to include hands-free SCBA mounts (air packs) and the emergency warning lights will be updated with new L.E.D. lights.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	November 30, 2020	Reviewed & Recommended City
		Council Approval
Finance Committee	November 9, 2020	Included with Capital Plan

BUDGET/FISCAL IMPACT: Information regarding the F.Y. 2022 capital equipment purchases was included in the November 9, 2020 Finance budget packet. At its November 30, 2020 meeting, the Public Works Committee specifically reviewed and recommended City Council approval of each piece included in the F.Y. '22 capital equipment budget.

Staff received an estimate of \$235,615 for an outside vendor to refurbish unit # 212. In looking to reduce that amount significantly, personnel from both the Fire Department and Fleet Maintenance analyzed which items had to be completed by Pierce Manufacturing versus those that could be completed with in-house mechanics and other outside vendors. By pricing with other outside vendors and completing some of the work with in-house mechanics, the total refurbishment cost was reduced by approximately \$150,000. The City's Mechanics are certified as an "Emergency Vehicle Technician" and have a good amount of experience working on Fire Department equipment. The EVT national certification has membership of just over 7,000, requiring many hours of training and testing on an annual basis.

The following chart provides a breakdown of the approximate costs associated with the refurbishment process:

Vendor / Item	Amount
Pierce Manufacturing: Frame rails	\$ 30,000
Rainbow Collision: Re-Paint Entire Engine	\$ 29,000
MacQueen Emergency: Suspension	\$ 8,000
Fleet Maintenance Parts Purchase from Pierce Manufacturing	\$ 7,900
On-Call Graphics: Vehicle Numbering & Lettering Post-Paint	\$ 5,500
MPC Communications: Purchase of Replacement New Light Bar	\$ 4,600
Total:	\$ 85,000

Pierce Manufacturing will be replacing the frame rails and suspension at their Appleton, Wisconsin facility. Pierce Manufacturing has asked for a direct payment for the frame rail replacement. MacQueen Emergency is Pierce Manufacturing's Illinois distributor. Pierce Manufacturing asked that the suspension work be paid to their local distributor, MacQueen Emergency.

Rainbow Collision is used by many surrounding Fire Departments to have their apparatus painted after a refurbishment process. They are the only equipment painter in the local area that has a large enough facility to paint fire engines. Additionally, they come highly recommended by Chicagoland's Fleet Managers Association for painting fire apparatus.

Has competitive pricing been obtained for proposed goods/services? **No**If no, indicate the specific exception requested: Administrative Directive 3-5, Section 6.1Bii – Sole Source Purchases

Below is an estimated summary of the fire engine's refurbishment's budget:

FY2022 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Capital Fund 311-5003-475-75-02	\$85,000	\$85,000	Y

<u>COUNCIL ACTION</u>: Authorize Sole Vendor Funding for Fire Engine # 212's Factory Refurbishment and Parts Acquisition, Included in the FY2022 Capital Equipment Budget, in the Amount of \$85,000. Specifically \$30,000 to Pierce Manufacturing, \$29,000 to Rainbow Collision, \$8,000 to MacQueen Emergency, and the Remaining \$18,000 for Parts and Vehicle Striping

11. Award of a Bid for the Purchase of a Compact Loader Included in the FY2022 Capital Equipment Budget, to the National Sourcewell Low Bidder Altorfer CAT in the Amount of \$125,000

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

PURPOSE AND ACTION REQUESTED: The Public Works Committee and staff are recommending award of a bid for the purchase of a compact loader. The loader is being requested for daily use throughout the Public Works operations with its primary focus on assisting with snow removal and hauling. During snow events, this loader will take the place of an existing five-yard dump truck and will plow and load snow from the CBD, parking lots, and cul-de-sacs. This in turn will allow that specific truck to assist with the plowing and salting of Routes 43 & 60. The City is currently in its second year of a \$93,000 / year agreement with IDOT to plow and salt these two State routes. Last winter the City's cost for these two State routes was just under \$23,000. With City Council approval this evening, staff will place the order now with an anticipated delivery date of June, 2021.

BACKGROUND/DISCUSSION: All Sections within Public Works utilize multiple pieces of equipment each day to accomplish their maintenance activities. During non-winter months, this loader will be primarily used by the Streets Section to assist with backfilling directional boring holes for the gas light retrofit project, grind asphalt streets for street repairs, and assist with various sidewalk and curb removals. If not on a job site, the loader will be used in the MS yard to load materials throughout the day.

As was previously noted, by purchasing this compact loader, it will allow an existing five-yard dump truck to assist with the plowing of Routes 43 & 60. This loader is *half* the cost of a new five-yard dump truck. Both the Parks and Forestry Sections currently utilize identical loaders for their operations and they are both highly used and highly reliable pieces of equipment.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments	
Public Works Committee	November 30, 2020	Reviewed & Recommended Cit	
		Council Approval	
Finance Committee	November 9, 2020	Included with Capital Plan	

BUDGET/FISCAL IMPACT: Information regarding the F.Y. 2022 capital equipment purchases was included in the November 9, 2020 Finance budget packet. At its November 30, 2020 meeting, the Public Works Committee specifically reviewed and recommended City Council approval of each piece included in the F.Y. '22 capital equipment budget.

The purchase is being made via the national government joint purchase co-operative, Sourcewell (formerly NJPA). Per Section 6.1D of the City's Purchasing Directive, purchases can be made via a variety of governmental joint purchasing programs. Numerous pieces of equipment are bid nationally and such bids conform to all requirements of the Illinois State bidding laws. For many years, the City has purchased multiple pieces of equipment from national bids to include Sourcewell, Omnia Partners, State bid, and the Suburban Purchasing Cooperative. Sourcewell, formerly National Joint Powers Alliance, was created by State law as a service cooperative to provide programs and services to members in education and government. Sourcewell follows the competitive contracting law process to solicit, evaluate,

and award cooperative purchasing contracts for goods and services. Sourcewell is a public agency governed by an eight-member board.

Has competitive pricing been obtained for proposed goods/services? **No**If no, indicate the specific exception requested: Administrative Directive 3-5, Section 6.1D – Government Joint Purchase

Below is an estimated summary of the compact loader's budget:

FY2022 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Capital Fund 311-5003-475-75-02	\$125,000	\$125,000	Y

<u>COUNCIL ACTION</u>: Award of a Bid for the Purchase of a Compact Loader Included in the FY2022 Capital Equipment Budget, to the National Sourcewell Low Bidder Altorfer CAT in the Amount of \$125,000

12. Award of Bids for the Replacement of a Front-Load Refuse Truck Included in the FY2022 Capital Equipment Budget, to the National Sourcewell Low Bidders, JX Truck Center (chassis) in the Amount of \$153,752, McNeilus Truck Manufacturing (body) in the Amount of \$142,879, and E.J. Equipment (front-load can) in the Amount of \$34,673

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

PURPOSE AND ACTION REQUESTED: The Public Works Committee and staff are recommending award of bids for the replacement of one of the City's three front-load refuse trucks. The purchases are being made via the national government joint purchase co-operative, Sourcewell (formerly NJPA). Per Section 6.1D of the City's Purchasing Directive, purchases can be made via a variety of governmental joint purchasing programs. Numerous pieces of equipment are bid nationally and such bids conform to all requirements of the Illinois State bidding laws. City Council approval this evening will allow staff to place the orders now with an anticipated delivery date of September, 2021.

BACKGROUND/DISCUSSION: The current unit, an Autocar chassis with a McNeilus refuse body, has been used to collect both yard waste and recyclables since it was placed into service on February 2, 2002. It has accrued over 19,000 operating hours and utilizes a semi-automatic front-load can to dump the recycling carts.

The most significant concern with truck # 182 is the condition of its frame. The frame has two cracks approximately 3"-4" each in length where the rear suspension mounts to the frame rails. Staff is unable to weld the frame; doing so would make the frame even more brittle and could create new cracks adjacent to the existing ones. The truck's overall hydraulic system is worn and has difficulty creating enough pressure to operate the multiple function of the collection and dump systems. The steel body has been patched multiple times and needs to be replaced. Finally, the motor is in need of valve and ring replacements. It has been a reliable truck in the Sanitation fleet but like all of the City's refuse trucks, the nature of the work they do each and every day takes its toll and with this truck, over nineteen years of hard use.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments	
Public Works Committee	November 30, 2020	Reviewed & Recommended Cit	
		Council Approval	
Finance Committee	November 9, 2020	Included with Capital Plan	

BUDGET/FISCAL IMPACT: Information regarding the F.Y. 2022 capital equipment purchases was included in the November 9, 2020 Finance budget packet. At its November 30, 2020 meeting, the Public Works Committee specifically reviewed and recommended City Council approval of each piece included in the F.Y. '22 capital equipment budget.

For many years, the City has purchased multiple pieces of equipment from national bids to include Sourcewell, Omnia Partners, State bid, and the Suburban Purchasing Cooperative. Sourcewell, formerly National Joint Powers Alliance, was created by State law as a service cooperative to provide programs and services to members in education and government. Sourcewell follows the competitive contracting law process to solicit, evaluate, and award cooperative purchasing contracts for goods and services. Sourcewell is a public agency governed by an eight-member board.

The City has been utilizing the Peterbilt truck chassis, McNeilus refuse bodies, and front-load Curotto-Cans for many years. The City has experienced excellent success with each of these products with their longstanding wear, responsive parts delivery, and service when needed.

Once the new refuse truck is put into service, the City will place the existing truck out for competitive bids, and assuming a bid of \$4,000 or higher is received, staff will return to City Council to approve its official sale.

Has competitive pricing been obtained for proposed goods/services? **No**If no, indicate the specific exception requested: Administrative Directive 3-5, Section 6.1D – Government Joint Purchase

Below is an estimated summary of the refuse truck's budget:

FY2022 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Capital Fund 311-5003-475-75-02	\$340,000	\$331,304	Y

<u>COUNCIL ACTION</u>: Award of Bids for the Replacement of a Front-Load Refuse Truck Included in the FY2022 Capital Equipment Budget, to the National Sourcewell Low Bidders, JX Truck Center (chassis) in the Amount of \$153,752, McNeilus Truck Manufacturing (body) in the Amount of \$142,879, and E.J. Equipment (front-load can) in the Amount of \$34,673

13. Ratification and Award of a Bid for the Purchase of a Replacement One-Ton Dump Truck Included in the FY2022 Capital Equipment Budget, to Advantage Chevrolet (chassis) in the Net Amount of \$23,071 and to PB Loader (body), in the Amount of \$31,703

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

PURPOSE AND ACTION REQUESTED: The Public Works Committee and staff are recommending award of a bid for the replacement of a Forestry Section one-ton dump truck. Staff utilized the traditional bidding process for the chassis and the national Sourcewell bid for the dump body and hydraulics. Due to the chassis' order cut-off date of January 1, 2021, staff requested approval to proceed with the chassis order with both the Public Works and Finance Committee Chairmen immediately following the December 30, 2020 bid opening. Both Chairmen agreed to place the order, understanding that the purchase would be ratified via this City Council request. With City Council approval this evening, the replacement truck should arrive by October of this year.

BACKGROUND/DISCUSSION: The current unit #630 is a 2003 GMC one-ton dump truck that has accrued approximately 95,000 miles. The truck is used for multiple Forestry maintenance activities to include hauling brush, logs, dirt, mulch, and new trees to various jobsites throughout the City. It is shared at times with the Parks Section and is utilized in the winter months for hauling snow from various parking lots and cul-de-sacs.

The truck's cab corners, rockers, and floor throughout are all rotted. All of the sheet metal on the exterior and underneath is rotted and worn thin. The truck's overall power has been significantly reduced over recent years. The City's mechanics recently reconfigured the crank sensor on the engine to try and address the issue but minimal improvement was made.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	November 30, 2020 Reviewed & Recommend	
		Council Approval
Finance Committee	November 9, 2020	Included with Capital Plan

BUDGET/FISCAL IMPACT: Information regarding the F.Y. 2022 capital equipment purchases was included in the November 9, 2020 Finance budget packet. At its November 30, 2020 meeting, the Public Works Committee specifically reviewed and recommended City Council approval of each piece included in the F.Y. '22 capital equipment budget.

The following chassis bids were received on December 30, 2020:

Dealership	Bid	Trade	Net
Advantage Chevrolet	\$29,071	\$6,000	\$23,071
Palmen GMC	\$29,163	\$3,000	\$26,163
Ray Chevrolet	\$29,114	\$1,000	\$28,114

The City's fleet of pickup and one-ton dump trucks are 95% GM products. The City has had very good experience with these vehicles and has a good working relationship with surrounding GM dealerships. The City's mechanics are able to streamline repairs and the parts inventory is minimized due to many common parts. Warranty work can be completed at any GM dealership and parts are readily available throughout the area.

The dump body and hydraulic system purchase is being made via the national government joint purchase co-operative, Sourcewell (formerly NJPA). Per Section 6.1D of the City's Purchasing Directive, purchases can be made via a variety of governmental joint purchasing programs. Numerous pieces of equipment are bid nationally and such bids conform to all requirements of the Illinois State bidding laws. For many years, the City has purchased multiple pieces of equipment from national bids to include Sourcewell, Omnia Partners, State bid, and the Suburban Purchasing Cooperative. Sourcewell, formerly National Joint Powers Alliance, was created by State law as a service cooperative to provide programs and services to members in education and government. Sourcewell follows the competitive contracting law process to solicit, evaluate, and award cooperative purchasing contracts for goods and services. Sourcewell is a public agency governed by an eight-member board.

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

Has competitive pricing been obtained for proposed goods/services? No - dump body & hydraulics

If no, indicate the specific exception requested: Administrative Directive 3-5, Section 6.1D – Government Joint Purchase

Below is an estimated summary of the one-ton dump truck's budget:

FY2022 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Park & Rec. Fund 223-5774-475-75-01	\$65,000	\$54,774	Y

<u>COUNCIL ACTION</u>: Ratification and Award of a Bid for the Purchase of a Replacement One-Ton Dump Truck Included in the FY2022 Capital Equipment Budget, to Advantage Chevrolet (chassis) in the Net Amount of \$23,071 and to PB Loader (body), in the Amount of \$31,703

14. Award of a Bid for the Purchase of a Utility Tractor Included in the FY2022 Capital Equipment Budget, to the National Sourcewell Low Bidder Deere & Company, in the Amount of \$87,884

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

PURPOSE AND ACTION REQUESTED: The Public Works Committee and staff are recommending award of a bid for the purchase of a utility tractor for use by the Parks Section. This tractor, along with the Sandmaster implement purchased last fiscal year, will be the primary pieces of equipment utilized to assist in drying the City's athletic fields in a shorter period of time. With City Council approval this evening, staff will place the order now with an anticipated delivery date of August, 2021.

BACKGROUND/DISCUSSION: The tractor will be used throughout the spring, summer, and fall months. As previously noted, it will be the primary tractor that pulls the Sandmaster implement on the various City-owned athletic fields. Additionally, the tractor will mow, aerate, and top dress multiple parks. It will also drag the beach sand on a weekly basis and finally, it will perform various ditch mowing adjacent to non-curb roadways.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments	
Public Works Committee	November 30, 2020	Reviewed & Recommended City	
		Council Approval	
Finance Committee	November 9, 2020	Included with Capital Plan	

BUDGET/FISCAL IMPACT: Information regarding the F.Y. 2022 capital equipment purchases was included in the November 9, 2020 Finance budget packet. At its November 30, 2020 meeting, the Public Works Committee specifically reviewed and recommended City Council approval of each piece included in the F.Y. '22 capital equipment budget.

The purchase is being made via the national government joint purchase co-operative, Sourcewell (formerly NJPA). Per Section 6.1D of the City's Purchasing Directive, purchases can be made via a variety of governmental joint purchasing programs. Numerous pieces of equipment are bid nationally and such bids conform to all requirements of the Illinois State bidding laws. For many years, the City has purchased multiple pieces of equipment from national bids to include Sourcewell, Omnia Partners, State bid, and the Suburban Purchasing Cooperative. Sourcewell, formerly National Joint Powers Alliance, was created by State law as a service cooperative to provide programs and services to members in education and government. Sourcewell follows the competitive contracting law process to solicit, evaluate, and award cooperative purchasing contracts for goods and services. Sourcewell is a public agency governed by an eight-member board.

Has competitive pricing been obtained for proposed goods/services? **No**If no, indicate the specific exception requested: Administrative Directive 3-5, Section 6.1D –
Government Joint Purchase

Below is an estimated summary of the utility tractor's budget:

FY2022 Funding Source	Amount	Amount Requested	Budgeted?
	Budgeted		Y/N
Parks & Recreation Fund 223-5774-475-75-01	\$93,000	\$87,884	Υ

<u>COUNCIL ACTION</u>: Award of a Bid for the Purchase of a Utility Tractor Included in the FY2022 Capital Equipment Budget, to the National Sourcewell Low Bidder Deere & Company, in the Amount of \$87,884

<u>COUNCIL ACTION:</u> Approval of the fourteen (14) omnibus items as presented.

6.	OLD BUSINESS				
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7. NEW BUSINESS

8. ADDITIONAL ITEMS FOR DISCUSSION/ COMMENTS BY COUNCIL MEMBERS

EXECUTIVE SESSION pursuant to 5ILCS 120/2 (c) (5), The City Council will be discussing the consideration of purchase or lease of real property and 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

Adjourn into Executive Session

There will be no additional City business following the adjournment into Executive Session

9. ADJOURNMENT

A copy of the Decision Making Parameters can be found beginning on **page 22** of this packet.

Office of the City Manager

January 13, 2020

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 Jason Wicha, 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.

The City of Lake Forest CITY COUNCIL

Proceedings of the Monday, December 7, 2020

City Council Meeting - City Council Chambers

REMOTE ACCESS MEETING

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

Present: Honorable Mayor Pandaleon, Alderman Morris, Alderman Karras, Alderman Rummel, Alderman Notz, Alderman Preschlack, Alderman Goshgarian, Alderman Buschmann and Alderman Weber.

Absent: none

CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE was recited.

REPORTS OF CITY OFFICERS

COMMENTS BY MAYOR

Mayor Pandaleon made the following statement as required by the Open Meetings Act. In accordance with state statute, Mayor Pandaleon has made a determination that it was not practical or prudent to schedule an in-person City Council meeting because of the COVID-19 pandemic, which is why this December 7, 2020 City Council meeting is being held remotely.

A. Approval of a Resolution of Appreciation for Matt Barba, Innkeeper at the Deerpath Inn

Mayor Pandaleon read a resolution of appreciation for Matt Barba, the Innkeeper at the Deerpath Inn.

Mr. Barba made a brief statement thanking the Mayor and City Council for the resolution of appreciation.

The City Council thanked Mr. Barba for his dedication and work to the Deerpath Inn, and the community and wished him luck in his new role.

COUNCIL ACTION: Approval of a Resolution of Appreciation for Matt Barba, Innkeeper at the Deerpath Inn

Alderman Rummel made a motion of approval of a Resolution of Appreciation for Matt Barba, Innkeeper at the Deerpath Inn, seconded by Alderman Weber. The following voted "Aye": Alderman Morris, Karras, Rummel, Notz, Preschlack, Goshgarian, Buschmann and Weber. The following voted "Nay": None. 8-Ayes, O Nays, motion carried.

B. Swearing in of Firefighter Paramedic Dan Rice and Resolution of Appreciation for Firefighter Paramedic David Tisinai

Pete Siebert, Fire Chief

Fire Chief Pete Siebert shared a brief video to spotlight the retirement of Firefighter Paramedic David Tisinai and the swearing in of Firefighter Paramedic Dan Rice.

C. Lake Forest Station Pop-Up Shop Update

Alderman Karras

Mayor Pandaleon introduced Alderman Karras to give an update on the Lake Forest Station Pop-Up Shop.

Alderman Karras stated that the shop opened the day after Thanksgiving, and has had available hours on Thursday, Friday and Saturday. To date the shop sees on average 55 visitors a day and its gross sales have reached \$25,000 since it has been open. She stated that 16 non-profits have or will participate, selling branded merchandise on their scheduled days.

The City Council thanked Alderman Karras and the Mayor for executing this project, appreciating the success of the pop-up shop.

Additionally, Alderman Karras thanked the real estate offices for their sponsorship to help support the startup of the Lake Forest Station.

COMMENTS BY CITY MANAGER

A. Department Spot Light

Michael Thomas, Director of Public Works

City Manager Jason Wicha introduced Director of Public Works Michael Thomas to give a brief overview of Public Works preparation for the snow season. Michael Thomas gave a brief presentation of the Snow Plan with updates due to the plowing of Route 60, Route 43 and changes due to COVID-19. He discussed the priority assignments and explained how they can be modified due to weather conditions. Additionally, he gave a detailed overview of modified staffing and cleaning procedures created regarding COVID-19.

The City Council complimented the Public Works Department for the work dedicated to developing the updated snow plan.

Additionally the City Council had discussion on the coordination with IDOT for plowing Route 60 and Route 43, as well as coordination with the State for the Deerpath/ Route 41 project beginning during the snowy season.

Director Thomas also highlighted the State of Illinois reimbursed the City to replant trees that were removed to begin the new pump station project.

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

Members of the public can provide public comment by calling into the following number during the meeting: 847-810-3643

COMMITTEE REPORTS

FINANCE COMMITTEE

1. Gorton Community Center 2021 Budget Presentation

Alderman Morris introduced Kate Rother Board Chair from the Gorton Community Center to provide an overview of their 2021 budget presentation. Ms. Rother gave a brief introduction of the processes conducted for this unique budget year, and introduced Finance Chair, Nick Bothfeld and Executive Director, Amy Wagliardo to give a more detailed budget presentation. Mr. Bothfeld gave an overview of the

beginning of 2020 which were recording breaking budget months, and how Gorton Community Center adjusted due to closures and capacity limits. He explained that the Gorton Community Center made a more conservative estimate for the 2021 budget due to overlying uncertainty, presenting a breakeven budget for the year. This budget included six months of current level activities and restrictions, zero salary increases, a temporary 20% increase in children's drop-in learning center rate for 2021 and endowment draws.

The City Council thanked Gorton Community Center for adjusting staff operations and adding necessary safety precautions due to COVID-19.

Additionally, the City Council had discussion on the impact of the increased fee for the children's drop-in center. Mr. Bothfeld stated that the increase has not gone in to effect yet, however it is planned to take effect later in 2021. He also stated that the 20% increase is an estimated \$2 payment increase.

<u>COUNCIL ACTION</u>: It is recommended that the City Council consider approval of the Gorton Community Center 2021 Budget.

Alderman Morris made a motion to approve of the Gorton Community Center 2021 Budget, seconded by Alderman Rummel. The following voted "Aye": Alderman Morris, Karras, Rummel, Notz, Preschlack, Goshgarian, Buschmann and Weber. The following voted "Nay": None. 8-Ayes, 0 Nays, motion carried.

2. Consideration of an Ordinance Establishing the 2020 Tax Levy (Final Reading)

Finance Director Elizabeth Holleb stated that this item being recognized for the fifth time on the agenda, that there was no formal presentation planned. Director Holleb stated that the detailed tax levy schedule was included in the City Council packet.

Mayor Pandaleon asked Council members if there were any questions. Seeing none, he asked for a motion.

COUNCIL ACTION: Grant final approval of an Ordinance Establishing the 2020 Tax Levy.

Alderman Notz made a motion to approve of an Ordinance Establishing the 2020 Tax Levy, seconded by Alderman Rummel. The following voted "Aye": Alderman Morris, Karras, Rummel, Notz, Preschlack, Goshgarian, Buschmann and Weber. The following voted "Nay": None. 8-Ayes, 0 Nays, motion carried.

PERSONNEL, COMPENSATION AND ADMINISTRATION COMMITTEE

1. Approval of Health Insurance Contract Renewals for Calendar Year 2021

Director of Human Resources DeSha Kalmar presented the insurance renewal for calendar year 2021. She gave a brief background on the history of the City being self-insured, and how that has helped maintain costs. Moving forward, the recommendation is to retain the current services, and change the Stop Loss coverage from Voya to Sun Life as well as increasing the deductible. Ms.Kalmar also explained the retention of Asset Health, which is the website where the Think Healthy campaign is housed. She gave a brief demonstration of the website, and how the program works.

The City Council thanked Ms. Kalmar for an overview on the discussion regarding the benefit package, and how it compares to neighboring communities.

The City Council had lengthy discussion regarding the proposed changes in the Stop Loss coverage. Director Kalmar introduced Peter Wright to further explain the recommended deductible increase.

Mayor Pandaleon asked Council members if there were any questions. Seeing none, he asked for a motion.

COUNCIL ACTIONS: Authorize the City Manager to execute contracts:

- retaining Professional Benefit Administrators (PBA) for administration and billing services
- retaining preferred provider network administration with CIGNA through PBA
- moving stop loss coverage to Sun Life, with \$170,000 deductible
- renew with Optum Health for transplant coverage, a component of stop loss coverage, and
- retaining Asset Health services for Think Healthy Wellness Program

Alderman Goshgarian made a motion to authorize the City Manager to execute contracts to retain Professional Benefit Administrators (PBA) for administration and billing services, retain preferred provider network administration with CIGNA through PBA, moving stop loss coverage to Sun Life, with \$170,000 deductible, renew with Optum Health for transplant coverage, a component of stop loss coverage, and retain Asset Health services for Think Healthy Wellness Program, seconded by Alderman Karras. The following voted "Aye": Alderman Morris, Karras, Rummel, Notz, Preschlack, Goshgarian, Buschmann and Weber. The following voted "Nay": None. 8-Ayes, O Nays, motion carried.

 Consideration of an Ordinance Amending the City Code relating to Real Estate Transfer Taxes and to approve a waiver of the 60 day filing requirement to Joan Alley 727 N McKinley Rd Unit 200 (Waive First Reading and Grant Final Approval)

Assistant Finance Director Diane Hall presented a summary of the proposed changes to the City Code regarding real estate transfer tax. She gave a detailed overview of the recommended changes, explaining each code amendment as it currently reads, and what the proposed changes are. Additionally, she presented the request of a waiver for the property located at 727 N McKinley road, which was received after the 60-day deadline.

The City Council had discussion regarding the effective date on the change of the 60 day filing period, impacting sales that have already occurred prior to the proposed changes. Assistant Director Hall stated that this would take effect moving forward.

The City Council asked clarifying questions regarding the frequency of requests. Assistant Director Hall explained how the changes in the code would help simplify the language for buyers and sellers, and simplifying the process for staff.

Additionally, there was discussion on the procedural format when passing the ordinance changes and the requested waiver. Alderman Rummel made a motion to hear the proposed items separately, and to take two separate votes on each item.

Mayor Pandaleon asked for two separate motions on the matter as follows.

COUNCIL ACTION: Approval of a waiver of the 60 day filing requirement to Joan Alley 727 N McKinley Rd Unit 200.

Alderman Rummel made a motion to approve a waiver of the 60 day filing requirement to Joan Alley 727 N McKinley Rd Unit 200, seconded by Alderman Goshgarian. The following voted "Aye": Alderman Morris, Karras, Rummel, Notz, Preschlack, Goshgarian, Buschmann and Weber. The following voted "Nay": None. 8-Ayes, 0 Nays, motion carried.

<u>COUNCIL ACTION:</u> If determined to be appropriate by the City Council, waive first reading and grant final approval of an Ordinance approving amendments to the City Code relating to Real Estate Transfer Taxes

Alderman Rummel made a motion to approve to waive first reading and grant final approval of an Ordinance approving amendments to the City Code relating to Real Estate Transfer Taxes, seconded by Alderman Goshgarian. The following voted "Aye": Alderman Morris, Karras, Rummel, Notz, Preschlack, Goshgarian, Buschmann and Weber. The following voted "Nay": None. 8-Ayes, 0 Nays, motion carried.

ITEMS FOR OMNIBUS VOTE CONSIDERATION

- 1. Approve the Extension of the Mayor's Declaration of a Local State of Emergency until the next City Council Meeting
- 2. Approval of the November 16, 2020 City Council Meeting Minutes
- 3. Approval of the Check Register for the Period of October 24 through November 20, 2020
- 4. Approval of a Resolution of Appreciation for retiring Firefighter Paramedic David Tisinai
- 5. Approval of Ordinances Abating 2020 Tax Levies for Various G.O. Alternate Revenue Bond Issues (Final Reading)
- 6. Consideration of an Ordinance approving a Fee Schedule and Ordinances adopting new fees (Final Reading)
- 7. Approval of a One-Year Contract Renewal with InterDev for Information Technology Support in the Amount of \$124,000
- 8. Consideration of an Ordinance Amending the City of Lake Forest Liquor Code, to increase the number of Licenses available in Class E-1 and H-2 (First reading and if appropriate final approval)
- 9. Authorization to Advance FY22 Capital Expense and Approval to Award a Contract to Lohmann Quitno Golf Course Architects, Inc. for Preparation of Final Construction Documents for Deerpath Golf Course as Associated with the IDOT Storm Water Project, in the Amount of \$24,600.
- Approval of a Change Order to the Agreement with Bleck Engineering Company, Inc. to Provide Additional Engineering Design Services for the Ringwood Road Ravine Project in the Amount of \$18,300
- 11. Approval of a Recommendation from the Public Works Committee to replace existing Section 152.30 of the City Code with the Lake County Watershed Development Ordinance as approved by the County of Lake on October 13, 2020 with its adoption by reference
- 12. Consideration of a Staff Recommendation to Award the Contract for GIS Services to MGP, Inc. in the not-to-exceed amount of \$208,514 for Calendar Year 2021
- 13. Award of Bid to Illinois Pump in the Amount of \$78,908 Plus a 10% Contingency of \$7,890 for a Total of \$86,798 for the Lake Forest Water Treatment Plant Pump Rebuild Project.

- 14. Consideration of an Ordinance Approving a Recommendation from the Building Review Board. (First Reading, and if Desired by the City Council, Final Approval)
- 15. 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 fifteen (15) Omnibus items as presented

Mayor Pandaleon asked members of the Council if they would like to remove any item or take it separately. Seeing none, he asked for a motion.

Alderman Preschlack made a motion to approve the fifteen (15) Omnibus items as presented, seconded by Alderman Weber. The following voted "Aye": Alderman Morris, Karras, Rummel, Notz, Preschlack, Goshgarian, Buschmann and Weber. The following voted "Nay": None. 8-Ayes, O 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			
OLD BUSINESS			
NEW BUSINESS			
INCAN DOSHACOS			

ADDITIONAL ITEMS FOR COUNCIL DISCUSSION/COMMENTS BY COUNCIL MEMBERS

Mayor Pandaleon wished everyone a Happy Holiday season.

ADJOURNMENT

There being no further business Mayor Pandaleon asked for a motion. Alderman Preschlack made a motion to adjourn, seconded by Alderman Morris. Motion carried unanimously by voice vote at 8:30 pm.

Respectfully Submitted Margaret Boyer, City Clerk

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

RESOLUTION OF CORPORATIONS, PARTNERSHIPS & LLCS

DATE: 12/11/2020

D. (1.2. 12 / 21 / 2020					
TO: NAME AND ADDRESS OF FINANCIAL INSTITUTION	FROM: NAME AND ADDRESS OF ENTITY				
Lake Forest Bank & Trust	City of Lake Forest				
727 North Bank Lane	Medical & Dental				
Lake Forest, IL 60045					
(847) 234-2882					
Use this <i>Resolution of Corporations, Partnerships and LLCs</i> to document to entity to specified individuals. This form may be used by legal entities, limited partnerships, limited liability partnerships, and limited liability comp	, such as corporations, professional corporation	•			
Words, numbers or phrases preceded by a are applicable only when r	marked, i.e., X .				
I certify that I am a duly and legally elected/appointed, qualified represent legal entity ("Entity") named above, that the following is a true and combody of the Entity held on the day of documents of the Entity, and that my delivery of this Resolution to Financin full force and effect.	nplete copy of a Resolution duly adopted at a n in accordance wit	neeting of the governing h law and the governing			
This is a For Profit Nonprofit Entity.					
IT IS RESOLVED THAT:					
The following described officers, members, managers, partners, employ "Authorized Signers", whose names and signatures appear below, are au powers as contained in this Resolution:					
DEPOSITORY ACCOUNT. Perform the following for the account(s) indisubject to any terms and conditions governing the account(s), such as:	icated on Page 2, in the name of the Entity,	Authorized Signers			
1. Open and maintain the account(s);		1,2,3			
2. Make deposits to the account(s);	All				
3. Endorse for negotiation, negotiate, and receive the proceeds	of any negotiable instrument, check, draft, or	1,2,3			
order for the payment of money payable to or belonging to permitted by this Resolution without the designation of the permitted by the permitt	the Entity by writing, stamp, or other means				
4. Make withdrawals from the account(s) in any manner permitt	ed by the account(s);	1,2,3,6,7,8			
Transfer funds from the account(s) in Financial Institution to a Financial Institution and whether or not held by this Entity;	any account whether or not held at this	1,2,3,4,5			
 Transfer funds to the account(s) in Financial Institution from a Financial Institution and whether or not held by this Entity; 	any account whether or not held at this	1,2,3,4,5			
7. Approve, endorse, guarantee, and identify the endorsement of	of any payee or any endorser of any negotiable	1,2,3			
instrument, check, draft or order for the payment of money and guarantee the payment of any negotiable instrument, ch and	• • • • • • • • • • • • • • • • • • • •				
8. Delegate to others the authority to approve, endorse, guarantee	, , , , , , , , , , , , , , , , , , , ,	1,2,3			
endorser on any negotiable instrument, check, draft, or order f payment of any such negotiable instrument, check, draft, or ord	, ,				
9. All of the above.		1,2,3			
SAFE DEPOSIT BOX. Lease a Safe Deposit Box(es) with Financial Inst		NA			
removals from Box(es), and exercise all rights and be subject to all respon	nsibilities under the Lease.				
NIGHT DEPOSITORY. Enter into a Night Depository Agreement with Fina subject to all responsibilities under the Agreement.	ncial Institution and exercise all rights and be	1,2,3			
		1 0 0			
DEBIT CARD/ATM CARD. Apply for, receive and utilize debit cards, audevices to exercise those powers authorized by this Resolution or other R		1,2,3			
TREASURY MANAGEMENT. Enter into a Treasury Management Agreem rights and be subject to all responsibilities under the Agreement.	nent with Financial Institution, and exercise all	1			
OTHER AUTHORITY- describe:					

Further, this Resolution continues on Page 2 of this document, and all of the power and authority granted are incorporated in this Resolution.

NAME AND TITLE	SIGNATURE	LIMITATIONS
1.Jason Wicha		
City Manager	X	COUNTERSIGNERS:
2.Diane Hall		
Assistant Finance Director	X	COUNTERSIGNERS:
3.Elizabeth Holleb		
Finance Director	X	COUNTERSIGNERS:
4.Mark Krygoris		
Accounting/Payroll Clerk	X	COUNTERSIGNERS:
5.DeSha Kalmar		
Human Resources Director	X	COUNTERSIGNERS:
6.Ronald Walter		
CEO	X	COUNTERSIGNERS:
7.Steven Walter		
Vice President	X	COUNTERSIGNERS:
8.Jeffrey Walter		
Pres/Facsimile attached	×	COUNTERSIGNERS:
SIGNATURE CERTIFICATION. I certify that	the foregoing are names, title	s, and genuine signatures of the current Authorized Signers of tl
Entity authorized by the above Resolution.		
N WITNESS WHEREOF, I have subscribed my	name as Designated Represent	ative of the Entity on the date shown below.

City Manager

IT IS FURTHER RESOLVED AS FOLLOWS, the Entity certifies to the Financial Institution that:

- Unless specifically designated, each of the Authorized Signers whose signature appears above may sign without the other(s);
- As used herein, any pronouns relative to the signers for the Entity shall include the masculine, feminine, and neutral gender, and the singular and plural number, wherever the context so admits or requires;
- All items deposited with prior endorsements are guaranteed by the Entity;
- All items not clearly endorsed by the Entity may be returned to the Entity by the Financial Institution or, alternatively, the Financial Institution is granted a power of attorney in relation to any such item to endorse any such item on behalf of the Entity in order to facilitate collection;
- Financial Institution shall have no liability for any delay in the presentment or return of any negotiable instrument or other order for the payment of money, that is not properly endorsed;
- Financial Institution is directed and authorized to act upon and honor any withdrawal or transfer instructions issued and to honor, pay and charge to any depository account or accounts of the Entity, all checks or orders for the payment of money so drawn when signed consistent with this Resolution without inquiring as to the disposition of the proceeds or the circumstances surrounding the issuance of the check or the order for the payment of the money involved, whether such checks or orders for the payment of money are payable to the order of, or endorsed or negotiated by any one or more of the Authorized Signers signing them or such party in their individual capacities or not, and whether they are deposited to the individual credit of or tendered in payment of the individual obligation of any one or more of the Authorized Signers signing them or of any other such party or not;
- Financial Institution shall be indemnified for any claims, expenses or losses resulting from the honoring of any signature certified or refusing to honor any signature not so certified; and
- Notwithstanding any modification or termination of the power of any Authorized Signer of the Entity, this Resolution shall remain in full force
 and bind the Entity and its legal representatives, successors, assignees, receivers, trustees or assigns until written notice to the contrary
 signed by, or on behalf of, the Entity shall have been received by the Financial Institution, and that receipt of such notice shall not affect any
 action taken by the Financial Institution prior to receipt of such notice in reliance on this Resolution.

Additional comments or instructions:

Lake Forest, IL Grant Services





Our Team – Your Experts



Kristi More TFG

Managing Partner for Strategic Development



Heidi Schott TFG

Principal and Manager of Grant Services



Gabrielle Bronstein
TFG

Senior Associate



Corey Coll eCivis

Sr. Enterprise Account Executive



The Ferguson Group

Advocacy. Consulting. Grants.

Founded in 1982, **The Ferguson Group, LLC (TFG)** provides comprehensive grant research, writing, and management services, as well as federal advocacy services, to over 100 public and private entities in 23 states, including towns, cities, villages, counties, and public works agencies.

Since 2019, we have helped local communities secure over \$1.5 billion in funding with a 70% win rate on applications we have prepared on behalf of our clients.



eCivis provides a purpose-built enterprise SaaS grants management system to state, local and tribal government agencies.

eCivis is part of the GTY family of companies on a journey to build a...

- Single-vendor
- Integrated, yet
- Modular
- Cloud Solution...

to **Digitally Transform** the constituent experience and **Empower** the government workforce.

Lake Forest, IL Grant Services





Lake Forest CIP Projects



Fire Department

• Fire stations and facilities



Police Department

- Body worn cameras
- Firing Range



Public Works Department

- Deerpath Streetscape Project
- Bike and Pedestrian Paths
- Intersection Improvement Projects



Parks and Recreation

- Parks, Sports Courts, & Playgrounds
- Trails

Lake Forest, IL Grant Services





Grant Identification and Research Services



	Tier 1 (\$1,000/month)	Tier 2 (\$2,000/month)	Tier 3 (\$5,000/month)
Dedicated Grants Expert/Team	✓	✓	✓
Weekly Grants Update and Alerts	✓	✓	✓
Library of Funding Guides and Grant Profiles	Unlimited	Unlimited	Unlimited
Access to Successful Grant Application Database	✓	✓	✓
Custom Project Specific Grant Research and Funding Strategy	3 projects	5 projects	Unlimited
Grant Writing	15% discount	15% discount	15% discount
Needs Assessment and Strategic Grant Outlook		✓	✓
Grants Advocacy			✓
Grant Editing and Review			✓
Grants Training			✓

Grant Writing Services



Workload (low to high)	Type of Grant	Narrative Page Length	Approximate Average Cost	15% Retainer Discount Cost
Level 1	Small, well defined request	6-10	\$5,000	\$4,250
Level 2	Small, full grant application	11-15	\$9,500	\$8,075
Level 3	Medium, full grant application	16-20	\$14,500	\$12,375
Level 4	Large state or national foundation or medium federal grant	21-25	\$18,000	\$15,300
Level 5	Large federal grant application	26-30	\$21,000	\$17,850

Last minute emergency grant writing requests are subject to a 15% markup.

Grant Management Services



The eCivis Software-as-a-Service (SaaS) grants management platform is offered at \$12,500.