

**THE CITY OF LAKE FOREST
CITY COUNCIL AGENDA**
Monday, May 2, 2022 at 6:30pm.
220 E. Deerpath, Lake Forest, IL 60045

CALL TO ORDER AND ROLL CALL

6:30 p.m.

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	Raymond Buschmann, Alderman Fourth Ward
Edward U. Notz, Jr., Alderman Second Ward	Eileen Looby Weber, Alderman Fourth Ward

PLEDGE OF ALLEGIANCE

REPORTS OF CITY OFFICERS

1. COMMENTS BY MAYOR

- A. Annual Emerging Artists Awards**
-Cecilia Lannon, Executive Director Deerpath Art League
- B. 2022-2023 Board and Commission Appointments and Reappointment's**

HISTORIC PRESERVATION COMMISSION

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Elizabeth Dalieri	APPOINT	3
Lloyd Culbertson	APPOINT	4

GORTON

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Michael Slover	APPOINT	2

LEGAL

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Joy Guscott-Mueller	APPOINT AS INTERIM CHAIR	3

A copy of the volunteer profile sheet can be found on **page 24**

COUNCIL ACTION: Approve the Mayor's 2022-2023 Board and Commission Appointments and Reappointment's

2. COMMENTS BY CITY MANAGER

3. OPPORTUNITY FOR CITIZENS TO ADDRESS THE CITY COUNCIL

4. COMMITTEE REPORTS

PUBLIC WORKS COMMITTEE

1. Route 60 Bike Path Project Update
 - Jim Lockefer, Assistant to the Director of Public Works
2. Ahwahnee Road Area Storm Sewer Improvements Update
 - Byron Kutz, Superintendent of Engineering

5. ITEMS FOR OMNIBUS VOTE CONSIDERATION

1. Approval of April 18, 2022, City Council Meeting Minutes

A copy of the minutes can be found beginning on **page 30**

COUNCIL ACTION: Approval of April 18 ,2022, City Council Meeting Minutes

2. Approval of the Check Register for the Period of March 26 – April 22, 2022

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 March 26 - April 22, 2022

	Fund	Invoice	Payroll	Total
101	General	493,519	1,592,081	2,085,600
501	Water & Sewer	82,311	178,371	260,682
220	Parks & Recreation	159,040	384,963	544,003
311	Capital Improvements	61,732		61,732
202	Motor Fuel Tax	17,876		17,876
230	Cemetery	107,050	29,745	136,796
210	Senior Resources	8,834	27,630	36,464
510	Deerpath Golf Course	12,080	2,973	15,053
601	Fleet	119,352	61,288	180,640
416 - 433	Debt Funds			0
248	Housing Trust			0
201	Park & Public Land			0
	All other Funds	1,288,744	186,961	1,475,705
		\$2,350,539	\$2,464,012	\$4,814,552

Included within the subtotal "All other Funds" is \$814,910 of Water Capital Fund expenses and \$395,226 in Medical/Dental claims paid from the Self Insurance Fund.

COUNCIL ACTION: Approval of the Check Register for the Period of March 26 – April 22, 2022

3. Approval a Proclamation Declaring May as Mental Health Awareness Month

A copy of the Proclamation can be found beginning on **page 35**

COUNCIL ACTION: Approval a Proclamation Declaring May as Mental Health Awareness Month

4. Approval of Wright Benefit Strategies Benefit Consulting Services for Fiscal Year 2023 in the Amount of \$28,750

STAFF CONTACT: *Amber Campbell, Director of Human Resources (847-810-3532)*

PURPOSE AND ACTION REQUESTED: City staff requests and subject to the review and approval by the Personnel Compensation Administration (PCA) Committee at its Friday, April 29, 2022, meeting, to approve benefit consulting services by Wright Benefit Strategies.

BACKGROUND/DISCUSSION: Since 2004, the City has contracted with Wright Benefit Strategies to provide consulting and support services for the City's medical, dental, and life insurance, including providing guidance to our Employee Benefit and Wellness Committees. Wright Benefit Strategies also consults with the City on special projects in the areas of liability insurance, pension actuarial items and Federal and State legislation issues involving employee benefits.

This item reflects the Wright Benefit Strategies contract for FY23, including special projects. There is no increase from his FY22 contract.

Beginning on **page 36** of your packet is a detailed scope of service.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
PCA Committee individual review	4/29/2022	Reviewed and recommended for City Council approval.

BUDGET/FISCAL IMPACT:

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

The total cost for the recommended services is \$28,750, which is included in the FY23 budget:

FY2023 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
61086024353510 Self-ins Fund Contractual Svc.	\$28,750	\$28,750	Y

COUNCIL ACTION: Approval of Wright Benefit Strategies Benefit Consulting Services for Fiscal Year 2023 in the Amount of \$28,750

5. Approval of International Association of Fire Fighters (IAFF) Contract between the City and the Lake Forest Firefighters/Lieutenants

STAFF CONTACT: *Amber Campbell, Director of Human Resources (810-3532)*

PURPOSE AND ACTION REQUESTED: City staff requests and subject to the review and approval by the Personnel Compensation Administration (PCA) Committee at its Friday, April 29, 2022, meeting, to approve and ratify the IAFF contract for FY2023 – FY2026.

BACKGROUND/DISCUSSION: For the renewal contract, the City and the Local negotiated a successor contract without utilizing attorneys for the negotiating process and came to tentative agreement on April 15. The benefit of being able to do this is two-fold. First, it saves the City money by not paying attorney fees. Second and more importantly, it maintains a harmonious labor-management relationship which benefits all parties in the long run. The union ratified the tentative contract on April 27, and it is now before the City Council for ratification. The duration of the contract is four years, from May 1, 2022, through April 30, 2026.

Some of the items discussed as part of this new contract were non-monetary issues requested by the City's management negotiating team and some dealt with bringing the contract into compliance with actual practice.

BUDGET/FISCAL IMPACT: Listed are the sections of the proposed contract that deal with economic items and other items of interest:

Position Pay Increases	FY2023	FY2024	FY2025	FY2026
Firefighter	2.85%	2.75%	2.65%	2.50%
Firefighter Paramedic				
Fire Lieutenant Paramedic				

With other non-negotiated positions, the City Council has periodically allowed the Human Resources Director extra funds in order to adjust positions that have dropped below the 50th percentile among comparable communities. In the case of the Firefighter Paramedics and Lieutenants, they have dropped from the 50th percentile. With a 2.85% adjustment in FY23, they will retain the position near average salary. A 2.5% increase was included as part of the FY23 budget, and this extra 0.35% results in an additional \$10,563 for FY23.

The second economic item bargained was the overtime divisor. The divisor is used to calculate an employee's effective overtime rate. The FY23 overtime divisor decreased from 2750 hours to 2700 hours, which will increase the overtime rates for employees. The cost impact is \$8,341.

The total estimate over the FY23 budgeted amount is \$18,904.

COUNCIL ACTION: Approval of International Association of Fire Fighters (IAFF) Contract between the City and the Lake Forest Firefighters/Lieutenants

- 6. Approval of a Recommendation from the Public Works Committee to Award the Rockefeller / McCormick / Loch Ravine Project Design to Gewalt Hamilton Associates and Authorize the City Manager to Execute an Agreement in the Amount of \$46,400 to Include a 5% Contingency in the Amount of \$2,320 for a Total Cost of \$48,720**

STAFF CONTACT: *Jim Lockfeer, Assistant to the Director of Public Works (810-3542)*

PURPOSE AND ACTION REQUESTED: The Public Works Committee and City staff requests City Council award the Rockefeller / McCormick / Loch Ravine Project design to Gewalt Hamilton Associates and authorize the City Manager to execute an agreement in the amount of \$46,400 to include a 5% contingency in the amount of \$2,320 for a total cost of \$48,720.

BACKGROUND/DISCUSSION: The Rockefeller / McCormick / Loch Ravine Project design features the design of repairs to City storm sewer infrastructure located in three upstream McCormick Ravine reaches. Located in southeastern Lake Forest, east of Sheridan Road, these three ravine areas are all located adjacent to City roadways. These areas were combined as one project due to their close proximity and similar needed repair work. Each area features significant ravine erosion that has resulted in the undermining and failure of important City storm sewer infrastructure that conveys stormwater from the adjacent City street into the nearby ravine. After stormwater is discharged into these upstream ravine system segments, it continues to travel through the McCormick Ravine system where it flows into Lake Michigan. Important components of City stormwater management, designing and ultimately making these repairs to this infrastructure are significant in maintaining the overall health of the City's storm sewer system.

Project design will identify all the needed repairs to existing storm sewer infrastructure and will include the stabilization of surrounding ravine areas to prevent future stormwater erosion. In addition, and as with any City ravine project design, this project will incorporate sustainability components that will include the installation of native plant material and the utilization of stone and rock riffles as a means of stormwater flow dissipation.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	4/19/2022	Reviewed and Recommended Approval

BUDGET/FISCAL IMPACT: On March 24, 2022, City staff initiated a public request for proposal (RFP) process for Rockefeller / McCormick / Loch Ravine Project design services. On April 7, 2022, the RFP process closed and in total, two proposals were received as outlined below.

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

Firm Name	Proposal Dollar Amount
Gewalt Hamilton Associates	\$46,400
Hey and Associates, Inc.	\$104,895

Similar to all Public Works RFP processes, City staff formed an internal RFP Review Committee to score and rank each firm's qualifications, design approach, and detailed cost proposal. Based on this criteria, the RFP Review Committee unanimously recommended awarding this project to Gewalt Hamilton Associates. In addition to submitting the overall lowest cost proposal, Gewalt Hamilton Associates has successfully completed numerous other project designs for the City, including some prior City ravine design projects. Staff also met with Gewalt Hamilton Associates and confirmed that their project team had a sound project approach and a thorough understanding of project scope.

Below is an estimated summary of Project budget:

FY2023 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Capital Improvement Fund 311-3703-467.67-26	\$140,000	\$48,720	Y

Savings from this Rockefeller / McCormick / Loch Ravine Project Design, as well as the Seminary Ravine Improvements Project Design, are recommended to be utilized for the budget overages for the Route 60 Phase II Design, McLennon-Reed Bridge Repairs Design, and the Ahwahnee Road Area Storm Sewer Improvements Design which are all items included within this May 2, 2022, City Council Agenda. In total, all five items have a lump sum funded budget total of \$800,000. The overall amount requested for these five design items is \$788,769.

If awarded, project design efforts will begin immediately. In September of 2022, project design efforts will be substantially completed so that a strong engineered project estimate for construction will be available for the November 2022 Finance Committee Capital Budget Meeting.

COUNCIL ACTION: Approval of a Recommendation from the Public Works Committee to Award the Rockefeller / McCormick / Loch Ravine Project Design to Gewalt Hamilton Associates and Authorize the City Manager to Execute an Agreement in the Amount of \$46,400 to Include a 5% Contingency in the Amount of \$2,320 for a Total Cost of \$48,720

7. Approval of a Recommendation from the Public Works Committee to Award the Seminary Ravine Project Improvements Design to Hey and Associates, Inc. and Authorize the City Manager to Execute an Agreement in the Amount of \$199,050 to Include a 5% Contingency in the Amount of \$9,953 for a Total Cost of \$209,003

STAFF CONTACT: *Jim Lockfeer, Assistant to the Director of Public Works (810-3542)*

PURPOSE AND ACTION REQUESTED: The Public Works Committee and City staff requests City Council award the Seminary Ravine Project Improvements Design to Hey and Associates, Inc. and authorize the City Manager to execute an agreement in the amount of \$199,050 to include a 5% contingency in the amount of \$9,953 for a total cost of \$209,003.

BACKGROUND/DISCUSSION: The Seminary Ravine Project Improvements Design features the design of repairs to City storm sewer infrastructure and numerous ravine improvements to protect exposed City sanitary sewer throughout the Seminary Ravine system. This ravine system is located adjacent to Lake Forest College and is bounded by Sheridan Road on the west, Westminster on the north, Rosemary Road on the south, and Mayflower Road on the east.

It was previously discovered that this specific area of the Seminary Ravine system features numerous locations of substantial ravine erosion that have exposed lengths of City sanitary sewer main. In addition, erosion has caused damage to City storm sewer outfalls adjacent to City roads. As a subsequent step to these findings, the City engaged Hey and Associates to complete a Pre-Design of this area. Completed this past summer, this Pre-Design was a strategic step in exploring and evaluating various design options to ultimately repair the City storm sewer infrastructure and protect the exposed City sanitary infrastructure. These findings were captured in a final pre-design report that outlined City/public improvement areas, construction phasing options, and construction grant opportunities.

In November of 2021, City staff prepared a Finance Committee memorandum summarizing the findings of this pre-design final report. It was recommended at that time that the City fund the design work for all City storm and sanitary issue areas. Completed project design supports City staff in applying for grant opportunities for which shovel ready project construction would be eligible. This design work will also further support the identification of priority construction areas that will be phased to strategically fit within grant opportunity funds available. To-date, City staff supported by the City's grant consulting service firm, The Ferguson Group, have already identified some future grant opportunities for which the City could apply for project construction funding.

Project design will identify all the needed repairs to existing storm sewer infrastructure and the stabilization of surrounding ravine areas to prevent future stormwater erosion. Design will also feature ravine improvements that will cover and protect City sanitary sewer mains and will stabilize surrounding ravine areas to prevent future exposure of these important mains. In addition, and as with any City ravine project design, this project will incorporate sustainability

components that will include the installation of native plant material and the utilization of stone and rock riffles as a means of stormwater flow dissipation.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	4/19/2022	Reviewed and Recommended Approval
Finance Committee	11/8/2021	Pre-Design Summary Memorandum and Design Funding Request Included in Packet
City Council	3/15/2021	Project Pre-Design Awarded to Hey and Associates

BUDGET/FISCAL IMPACT: On March 29, 2022, City staff initiated a public request for proposal (RFP) process for Seminary Ravine Project Improvements design services. On April 12, 2022, the RFP process closed and in total, two proposals were received as outlined below.

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

Firm Name	Proposal Dollar Amount
Hey and Associates, Inc.	\$199,050
Gewalt Hamilton Associates	\$360,000

Similar to all Public Works RFP processes, City staff formed an internal RFP Review Committee to score and rank each firm's qualifications, design approach, and detailed cost proposal. Based on this criteria, the RFP Review Committee unanimously recommended awarding this project to Hey and Associates. In addition to submitting the overall lowest cost proposal, Hey and Associates has successfully completed numerous other ravine project designs for the City. Hey and Associates also successfully completed the Seminary Ravine Pre-Design Project.

Below is an estimated summary of Project budget:

FY2023 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Capital Improvement Fund 311-3703-467.67-26	\$300,000	\$209,003	Y

Savings from this Seminary Ravine Project Improvements Design, as well as the Rockefeller / McCormick / Loch Ravine Project Design, are recommended to be utilized for the budget overages for the Route 60 Phase II Design, McLennon-Reed Bridge Repairs Design, and the Ahwahnee Road Area Storm Sewer Improvements Design which are all items included within this May 2, 2022, City Council Agenda. In total, all five items have a lump sum funded budget total of \$800,000. The overall amount requested for these five design items is \$788,769.

If awarded, project design efforts will begin immediately. In September of 2022, project design efforts will be substantially completed so that a strong engineered project estimate for construction will be available for the November 2022 Finance Committee Capital Budget Meeting. This timeline also aligns with the submission of project construction grant applications

for opportunities expected to be available during fall of 2022 and winter of 2023. This full project design will incorporate measures to prevent the risk of incurring any significant re-design costs if project construction is delayed.

COUNCIL ACTION: Approval of a Recommendation from the Public Works Committee to Award the Seminary Ravine Project Improvements Design to Hey and Associates, Inc and Authorize the City Manager to Execute an Agreement in the Amount of \$199,050 to Include a 5% Contingency in the Amount of \$9,953 for a Total Cost of \$209,003

8. Waiver of the Request for Proposal Process and Award Phase II Design Engineering Services for the Route 60 Bike Path Project to Gewalt Hamilton Associates and Authorize the City Manager to Execute an Agreement in the Amount of \$132,909 to Include a 5% Contingency in the Amount of \$6,645 for a Total Cost of \$139,554

STAFF CONTACT: *Jim Lockfeer, Assistant to the Director of Public Works (810-3542)*

PURPOSE AND ACTION REQUESTED: The Public Works Committee and City staff requests City Council waive the request for proposal process and award Phase II design engineering services for the Route 60 Bike Path Project to Gewalt Hamilton Associates and authorize the City Manager to execute an agreement in the amount of \$132,909 to include a 5% contingency in the amount of \$6,645 for a total cost of \$139,554.

BACKGROUND/DISCUSSION: The Route 60 Bike Path Project Design features the design of a 10-foot multi-use path along the north side of Route 60 from the existing sidewalk located west of the Field Drive to Academy Drive. This project design seeks provide safe bicycle and pedestrian access along Illinois Route 60, while serving as a direct extension of the Middlefork Savanna Trail and a vital link to the Conway Office Park. Representatives of the Conway Park Owners Association have been closely involved in discussion about the path to date. This path was identified as a priority connection in the recent City Council approved Route 60 Entrance Corridor Chapter of the Comprehensive Plan.

In May of 2020, project design efforts formally began after City Council approved a Phase I design agreement with Bleck Engineering. In the Fall of 2020, City staff submitted a project grant application through the Illinois Department of Transportation's (IDOT) Illinois Transportation Enhancement Program (ITEP) to seek grant funds to support Phase II design and project construction. IDOT formally announced ITEP awards in June of 2021 and the City was successful in receiving a grand total project award in the amount of \$521,760 to support both Phase II design and construction.

At this time, the City has received conditional Phase I design approval from IDOT. City staff and the Bleck Engineering Phase I design team have responded to final comments from IDOT and are hopeful to receive final Phase I approval soon. Once Phase I design approval is obtained, City staff, supported by the City Attorney's Office, will work with IDOT on a formal Phase II design and construction grant award agreement.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	4/19/2022	Reviewed and Recommended Approval
City Council	5/4/2020	Approval of Phase I Design Agreement

BUDGET/FISCAL IMPACT: As with all grant awards, it is very important to follow the awarding funding agency's policies. With Phase II services supported by IDOT ITEP funding, City staff met with the appropriate IDOT representatives on steps to solicit Phase II engineering design services. For these services IDOT specifically requires a request for qualifications (RFQ) process. The IDOT RFQ process requires interested firms to submit a statement of qualifications. As part of this process, firms are not allowed to submit up-front cost proposals. On March 17, 2022, City staff initiated a public RFQ process for Phase II design engineering services for the Route 60 Bike Path Project. On March 31, 2022, the RFP process closed and in total, three submittals were received as outlined below.

Has City staff obtained competitive pricing for proposed goods/services? **No**
Administrative Directive 3-5, Section 6.2 – Waiver of Procedures (requires 2/3 vote). The request for qualifications (RFQ) process is a requirement of the IDOT ITEP grant award and it prohibits seeking a price quote until a preferred vendor is selected.

Firm Name	Firm Rank
Gewalt Hamilton Associates	1
Bleck engineering Company, Inc.	2
GSG Consultants, Inc.	3

Similar to Public Works RFP processes, City staff formed an internal RFQ Review Committee to score and rank each firm's qualifications and design approach. As required by the IDOT RFQ process, the RFQ Review Committee conducted candidate firm interviews. After interviews concluded, the RFQ Review Committee formally ranked each firm. This was another important step in following IDOT requirements as City staff could then only request a detailed cost proposal from the overall top ranked firm. After careful consideration, Gewalt Hamilton Associates was unanimously selected by the RFQ Review Committee as the top ranked firm. The basis for the selection was as follows:

- Gewalt Hamilton Associates met and surpassed all qualifications outlined in the RFQ.
- Gewalt Hamilton Associates demonstrated a very thorough understanding of the project scope.
- Gewalt Hamilton Associates has extensive experience in providing Phase II design engineering services and in providing engineering services for projects supported by IDOT funding.

Following the ranking of the firms, City staff formally requested and received Gewalt Hamilton Associates initial project proposal and entered in proposal negotiations. Following negotiations, Gewalt Hamilton Associates arrived at their final proposal amount of \$132,909.

Below is an estimated summary of Project budget:

FY2023 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Capital Improvement Fund 311-3703-467.67-44	\$60,000	\$139,554	Y

The additional required funds of \$79,554 will be utilized from savings from other design projects. Savings from the Rockefeller / McCormick / Loch Ravine Project Design and the Seminary Ravine Improvements Project Design are recommended to be utilized for the budget overages for this project, as well as the McLennon-Reed Bridge Repairs Design and the Ahwahnee Road Area Storm Sewer Improvements Design. All items are included within this May 2, 2022, City Council Agenda. In total, all five items have a lump sum funded budget total of \$800,000. The overall amount requested for these five design items is \$788,769. This specific budget overage can be attributed to IDOT required land acquisition services. This was a scope item that was not fully factored into the original \$60,000 budget, which was developed in October of 2021.

In addition, \$48,000 of the total \$521,760 ITEP grant project award are funds that are specifically reimbursable for Phase II design. These services will be officially eligible for reimbursement after the City formally executes a grant award agreement with IDOT. If awarded, project design efforts will begin once the City has a formal IDOT grant award agreement in place. It is the goal of City staff to have a strong engineered project estimate for construction prepared for the November 2022 Finance Committee Capital Budget Meeting.

COUNCIL ACTION: Waiver of the Request for Proposal Process and Award Phase II Design Engineering Services for the Route 60 Bike Path Project to Gewalt Hamilton Associates and Authorize the City Manager to Execute an Agreement in the Amount of \$132,909 to Include a 5% Contingency in the Amount of \$6,645 for a Total Cost of \$139,554

9. Approval of Design Engineering Services for the Ahwahnee Road Area Storm Sewer Improvements to Baxter & Woodman, Inc., and Authorize the City Manager to Execute an Agreement in the Amount of \$241,000 to Include a 5% Contingency in the Amount of \$12,050 for a Total Cost of \$253,050

STAFF CONTACT: *Byron Kutz, P.E., Superintendent of Engineering (810-3555)*

PURPOSE AND ACTION REQUESTED: The Public Works Committee and City staff are requesting approval of an agreement with Baxter & Woodman to provide civil engineering design services for the Ahwahnee Road Area Storm Sewer Improvements project in an amount of \$241,000 with a 5% Contingency in the Amount of \$12,050 for a Total Cost of \$253,050. In addition, authorization for the City Manager to Execute the Agreement.

BACKGROUND/DISCUSSION: In 2019, Baxter & Woodman completed the Storm Water Masterplan for The City of Lake Forest. The highest priority project –Burr Oak Area Storm Sewer Improvements– is being constructed this summer. The next highest priority is this project, the Ahwahnee Road Area Storm Sewer Improvements. The Ahwahnee Road Study Area is located in central Lake Forest in the Skokie River watershed. It is roughly bounded by Deerpath Road

on the north, Onwentsia Road on the south, Skokie River on the east, and Skokie Highway on the west.

The report identified that the existing storm sewer needs to be upsized to meet the minimum requirements of the Lake County Watershed Development Ordinance in order to handle a 10-year storm event. The previous modeling for this study area showed the existing sewer is undersized having only a 2-year capacity which does not provide much protection against street flooding. Specifically, the model showed 6-9 inches of street flooding at the depressional areas of Ahwahnee Road and Ahwahnee Lane, which correlates accurately with the conditions observed by City Staff and resident reports related to the May 13, 2010, and April 17-18, 2013, storm events. These 2010 and 2013 storm events caused significant inconvenience to residents as the roads were impassable.

Scope has been included for stormwater modeling as part of the project in order to confirm existing conditions and to develop design assumptions. The IDOT design of the two stormwater ponds related to the Pump Station Project, did not account for the upsizing of the Ahwahnee Road storm sewers. Therefore, these updates are necessary to revise the stormwater model now that the IDOT Deerpath Road Pump Station project underground work has been completed. Originally the anticipated alignment of the Ahwahnee Road Area Storm Sewer Improvements was to connect a 48" storm sewer to the north at Deerpath Road, the stormwater then would flow through the east Deerpath Pond (Pond 2) prior to discharging in the Skokie River. The residents adjacent to the two Deerpath stormwater ponds expressed their flooding concerns during the IDOT Deerpath Road Pump Station project design and construction. It is crucial to confirm that the two new ponds can handle the proposed flow without increasing the frequency of overtopping the ponds. The ponds are also adjacent to the City-owned Deerpath Golf Course, so it also is important that the overtopping frequency is considered in order to reduce impacts to the Golf Course operations. Costs have been included with this contract to analyze alternate routing options if it is determined during modeling that the storm sewer connecting to Deerpath Road cannot be upsized due to adverse impacts to the two Deerpath stormwater ponds.

This project is currently shown as Priority-1 FY2024, proceeding with this design now will allow for a comprehensive cost-estimate in late September in time for the budgeting process. Baxter & Woodman will provide storm sewer modeling and civil engineering services which include project design and specifications, preliminary and final cost estimates, and development of construction documents.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	4/19/2022	Reviewed & Recommended City Council Approval of Design Engineering Services
Finance Committee	11/8/2021	Included with FY '23 Capital Plan
Workshop Meeting	9/16/2019	Reviewed Updates to Storm Water Masterplan
Finance Committee	11/5/14	Reviewed Storm Water Masterplan

BUDGET/FISCAL IMPACT: The Engineering Section solicited Request for Proposals (RFP) from professional engineering firms to perform civil engineering design services. Ten firms acquired the RFP package and two submitted proposals. The proposals were reviewed by a committee of staff members.

The proposal from Baxter & Woodman best fit the needs of the City for providing these design engineering services. Baxter & Woodman has been consulted previously for storm sewer design services, and also completed the 2013 and 2019 Storm Water Masterplan. Although Civiltech is also well qualified, the combination of Baxter & Woodman's experience in the City while being the lowest cost proposal makes them the best fit for this project.

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

The following is a summary of the two proposals received:

Company Name	Proposal Amount
Baxter & Woodman, Inc.	\$241,000
Civiltech Engineering, Inc.	\$277,221

As previously approved by the City Council, the Ahwahnee Road Storm Sewer Improvements, including these design services, will be funded from the City's allocation of American Rescue Plan Act (ARPA) 2021 funds. The proposal amount exceeding the budgeted amount is attributed to additional stormwater modeling and the alternate routing options being added to the project scope. Below is an estimated summary of project budget:

FY 2023 Funding Source	Amount Budgeted	Amount Requested	Budgeted Y/N
Capital Improvements Fund 311-3703-478.78-06	\$200,000	\$253,050	Y

The additional required funds of \$53,050 will be utilized from savings from other design projects. Savings from the Rockefeller / McCormick / Loch Ravine Project Design, as well as the Seminary Ravine Improvements Project Design, are recommended to be utilized for the budget overages for this project, as well as the Route 60 Phase II Design, and the McLennon-Reed Bridge Repairs Design which are all items included within this May 2, 2022, City Council Agenda. In total, all five items have a lump sum funded budget total of \$800,000. The overall amount requested for these five design items is \$788,769.

COUNCIL ACTION: Approval of Design Engineering Services for the Ahwahnee Road Area Storm Sewer Improvements to Baxter & Woodman, Inc., and Authorize the City Manager to Execute an Agreement in the Amount of \$241,000 to Include a 5% Contingency in the Amount of \$12,050 for a Total Cost of \$253,050

10. Approval of Design Engineering Services for the McLennon-Reed Bridge Repairs Design to Wiss, Janney, Elstner Associates, Inc., and Authorize the City Manager to Execute an Agreement in the Amount of \$131,850 to Include a 5% Contingency in the Amount of \$6,593 for a Total Cost of \$138,443

STAFF CONTACT: *Byron Kutz, P.E., Superintendent of Engineering (810-3555)*

PURPOSE AND ACTION REQUESTED: The Public Works Committee and City staff are requesting approval of an agreement with Wiss, Janney, Elstner Associates, Inc. (WJE hereafter) to provide structural and civil engineering design services for the McLennon-Reed Bridge Repairs Design in an amount of \$131,850 with a 5% Contingency in the Amount of \$6,593 for a Total Cost of \$138,443. In addition, authorization for the City Manager to Execute the Agreement.

BACKGROUND/DISCUSSION: This bridge from 1978 carries Lake Road over a ravine between Woodland Road and Spruce Avenue. The bridge consists of a concrete deck supported by four weathering steel beams, which are spliced to span continuously over three spans. This bridge is considered a “high-priority” in the 2020 Bridge Inspection Report. Overall, the bridge is in fair condition therefore not requiring replacement but there are several items requiring repair or maintenance. Ongoing erosion of the ravine slopes require slope stabilization measures to avoid further undermining adjacent to the concrete foundations. At the bottom of the slopes is a deteriorated concrete drainage channel which will be repaired in place or replaced in order to avoid further erosion adjacent to the bridge foundations. Deck patching repairs have been performed over the years as a temporary solution. Based on the current condition of the concrete bridge deck and the anticipated rate of future deterioration, the bridge deck is not cost effective to repair, and therefore is recommended for replacement at this time. At the same time, it is recommended to repair the broken pipe-supports suspended underneath the bridge. The existing bridge joints that connect the bridge to the adjacent pavement are failing and require replacement at this time. The painted steel frame is exhibiting corrosion and section-loss which requires repairing the steel as well spot-painting to protect the steel members from further corrosion. Maintenance items that will also be included with this work are installing hazard markers at the ends of the bridge railings, apply sealant around the perimeter of the metal railing, addressing adjacent settled sidewalk at the southeast edge of the bridge deck, and repairing the concrete spalling at the east end of the north abutment. This rehabilitation work is currently shown as non-funded for FY2024, having a design will allow for submitting for any applicable grants.

WJE will provide structural and civil engineering services including project design and specifications, preliminary and final cost estimates, and development of construction documents.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	4/19/2022	Reviewed & Recommended City Council Approval of Design Engineering Services
Finance Committee	11/8/2021	Included with FY '23 Capital Plan
Finance Committee	11/9/2020	Reviewed Findings of 2020 Bridge Inspection Report

BUDGET/FISCAL IMPACT: The Engineering Section solicited Request for Proposals (RFP) from professional engineering firms to perform structural and civil engineering design services. Seven firms acquired the RFP package and two submitted proposals. The proposals were reviewed by a committee of staff members.

The proposal from WJE best fit the needs of the City for providing these design engineering services. GSG Consultants is considered not responsive as they did not submit complete cost information as requested, as well as not having as much applicable project experience as WJE. WJE has been consulted previously for bridge design and construction inspection, and completed the 2020 Bridge Analysis Study.

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

The following is a summary of the two proposals received:

Company Name	Proposal Amount
Wiss, Janney, Elstner Associates, Inc.	\$131,850
GSG Consultants, Inc.	Non-Responsive

Below is an estimated summary of project budget:

FY 2023 Funding Source	Amount Budgeted	Amount Requested	Budgeted Y/N
Capital Improvements Fund 311-5103-467.67-23	\$100,000	\$138,443	Y

The proposal amount exceeding the budgeted amount is attributed to additional ravine stabilization scope being added due to the ongoing ravine erosion. The additional required funds of \$38,443 will be utilized from savings from other design projects. Savings from the Rockefeller / McCormick / Loch Ravine Project Design, as well as the Seminary Ravine Improvements Project Design, are recommended to be utilized for the budget overages for this project, as well as the Route 60 Phase II Design, and the Ahwahnee Road Area Storm Sewer Improvements Design which are all items included within this May 2, 2022, City Council Agenda. In total, all five items have a lump sum funded budget total of \$800,000. The overall amount requested for these five design items is \$788,769.

COUNCIL ACTION: Approval of Design Engineering Services for the McLennon-Reed Bridge Repairs Design to Wiss, Janney, Elstner Associates, Inc., and Authorize the City Manager to Execute an Agreement in the Amount of \$131,850 to Include a 5% Contingency in the Amount of \$6,593 for a Total Cost of \$138,443

11. Approve the Purchase of 1,900 Tons of Road Salt from Morton Salt in the Amount of \$149,853 for the FY '23 Winter

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

PURPOSE AND ACTION REQUESTED: Staff is requesting City Council's approval to participate in Lake County's Road Salt Bid and approve the purchase of 1,900 tons from Morton Salt in the amount of \$149,853 for the FY '23 winter. If the salt is not used in the upcoming winter, it will be stored and used the following winter.

BACKGROUND/DISCUSSION: With the salt bay project completed in early May, 2015, the City is able to store an additional 800 tons of salt. This results in a total storage capacity of 2,400 tons, equating to 83% of the City's average annual usage of 2,900 tons. Staff is requesting approval

to participate in Lake County's salt bid and purchase 1,900 tons from Morton Salt. The City would take delivery of 400 tons this summer/fall to have the full 2,400 tons on-hand before the winter begins. The remaining 1,500 tons would be available for purchase this upcoming winter (if needed) or the following spring to fill the two salt bays. In case of a heavy winter, Lake County's bid allows for the purchase of an additional 20% of the ordered amount (380 tons).

The following chart provides a summary of the current inventory, tonnages requested for winter 2022/2023, and a reserve for either this winter or to be purchased next spring for the FY '24 winter. With Route 60 being a concrete road (requiring more salt) staff again included 1,000 tons in its estimate for the two State roads. If this amount is not used for the State roads, it will simply be purchased and lessen the amount requested next year at this time. The City's agreement with IDOT runs through April, 2025.

Salt Tonnage On-Site at Beginning of Winter 2021/2022	2,040 tons
Salt Tonnage Used During Winter 2021/2022	-2,085 tons
Amount Delivered in February	1,345 tons
Amount Delivered in April	700 tons
Amount to be Purchased in Summer/Fall 2022	<u>400 tons</u>
Pre-2022/2023 Winter Inventory	<u>2,400 tons</u>
Tons to be Purchased During Winter 2022/2023 or 2023/2024 Reserve	<u>1,500 tons</u>
Total Tons Available for Winter 2022/2023	3,900 tons

PAST PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
City Council	March 15, 2021	Salt Purchase Approved
City Council	May 18, 2020	Salt Purchase Approved
City Council	March 18, 2019	Salt Purchase Approved
City Council	March 19, 2018	Salt Purchase Approved
City Council	March 6, 2017	Salt Purchase Approved
City Council	March 7, 2016	Salt Purchase Approved
City Council	March 16, 2015	Salt Purchase Approved
City Council	March 17, 2014	Salt Purchase Approved

BUDGET/FISCAL IMPACT: Lake County's Department of Transportation had its bid opening on April 12, 2022. Three companies submitted bids with Morton Salt being the lowest bid.

Has competitive pricing been obtained for proposed goods/services? **YES**

Funding Source	Account Budget	Amount Requested	Budgeted Y/N
FY '23 or FY '24 General Fund – Streets Section Acct. #: 101-5136-465-65-11	\$187,000	\$149,853	Y

COUNCIL ACTIONS: Approve the Purchase of 1,900 Tons of Road Salt from Morton Salt in the Amount of \$149,853 for the FY '23 Winter

12. Approval to Award a Contract to Zenon Environmental Corporation to Purchase 288 Replacement Membrane Modules Included in the FY '23 Budget, in the Amount of \$205,000 and \$10,000 for On-Site Technical Support, for a Total of \$215,000

STAFF CONTACT: *Dan Martin, Superintendent of Public Works (847-810-3561)*

PURPOSE AND ACTION REQUESTED: The Public Works Committee and staff are recommending City Council approve a contract for 288 replacement membrane modules under the FY2023 Membrane Module Replacement Project to Zenon Environmental Corporation (doing business as Suez Water Technologies & Solutions (Suez)).

One-third of the existing membrane modules (288) have exhibited excessive fouling, reached the end of their useful production life, and require replacement for the Water Treatment Plant (WTP) to continue providing high-quality, sufficient drinking water. If approved by City Council this evening, the replacement membrane modules will be delivered and operational by June 1, 2022, in preparation for the high-water demand season. The installation of replacement modules will be accomplished utilizing in-house WTP staff along with an on-site factory service representative from Suez. The installation of membranes will be completed one train at a time to minimize down-time and to return each train into service in a timely manner.

BACKGROUND/DISCUSSION: The current membrane modules used to filter water from Lake Michigan were installed in three phases during the 2017 Water Plant project. The first two trains of modules (1 and 2) with 144 modules each, were placed into commission in January 2018. At that time, the new system of modules supplied by Suez was required to function alongside the previous Aquasource membrane system, which had different operating parameters and significantly reduced capacity. The system operated like this until two additional trains, 3 and 4, were commissioned in April 2018. The remainder of the Aquasource modules and equipment was demolished when the final two trains, 5 and 6 were placed into service in January 2019.

As part of the procurement contract, Suez has been providing special support services to the City for the past four years. These services have included long-term performance analysis, 24/7 emergency telephone technical support, process consulting through remote monitoring and diagnostic services, bi-weekly performance reports, and scheduled WTP site visits. The services and operational recommendations provided by Suez have been extremely valuable for the WTP staff.

In June 2021, it was observed the performance of the membrane modules in trains 1 and 2 had started to drastically decline compared to the previous years. The modules would need to be shut down and cleaned more frequently than prior years, resulting in increased chemical use and costs above budget amounts. Staff raised the issue and requested that both Suez and the project's design engineering firm, Strand Associates, identify possible action steps, and recommend operational changes to improve WTP performance. At this time, SUEZ agreed as a backup plan to ship the modules from their manufacturing plant in Hungary to SUEZ's Canadian headquarters. This was done to avoid significant supply chain delays.

As requested by WTP staff, Suez performed an autopsy study, physically examining the inside of one of the membrane modules, to understand their increased fouling. Results from the study identified what the fouling elements were within the modules. The study also provided

membrane cleaning strategies that could help improve the performance of the current membrane modules and potentially extend the anticipated life of the replacement membrane modules.

The cleaning strategies identified in the autopsy report were performed on all six membrane module trains. Some minor improvements were observed in the performance in the membrane modules. To measure how well the cleaning strategies actually worked, a performance test was conducted on train 1. Unfortunately, the results of the test showed the current modules were not able to recover enough performance loss to meet the design capacity. The modules exhibited excessive fouling and both Suez and City staff determined that membrane replacement was necessary on trains 1 and 2.

The current membrane module performance on train 3 through 6 is generally better than 1 and 2, though the trains are following the same performance decline as 1 and 2. Therefore, it is anticipated that the membrane module replacement will also be needed for 3 through 6 sooner than anticipated. The staff has incorporated the needed amount of capital in its budget for FY24 and FY25.

In addition to the efforts spent to improve the performance of the current membrane modules, staff has been working to identify options to improve membrane performance for when the new modules will be placed into service. By improving water quality conditions within the water plant, membrane module life could be extended, reducing the frequency of costly membrane replacements. The following options are currently being evaluated by staff for implementation, including:

- backwash water treatment of discharge
- pretreatment coagulant to condition solids ahead of filtration
- installation of additional membrane modules within the existing trains

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	04/27/2022	Reviewed and approved purchasing modules from Zenon/Suez
City Council	02/1/2016	Approved GE/Zenon/Suez as Membrane Module Provider

BUDGET/FISCAL IMPACT:

Has City staff obtained competitive pricing for proposed goods/services? **No**
Administrative Directive 3-5, Section 6.11 – Existing Relationship

Suez' proposal to supply the replacement 288 modules is \$205,000 and is included in the FY '23 water fund C.I.P. Under the City's and Suez' contract # 2-2015, the specification language included pro-rated module price guarantees that reduced the purchase cost of modules by approximately 58%. The pro-rated pricing is based on a 10-year membrane life as presented in a 20-year total cost of ownership bid. Staff will further clarify future membrane module replacement costs consistent with contract 2-2015.

The remaining \$10,000 will be used to have a factory service representative (FSR) be on-site to oversee the installation and commissioning of the new membranes. Upon completion, the FSR will certify that the installation was completed in accordance with factory standards and has met all the requirements for warranty.

Below is the project budget:

FY2023 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Water Capital Improvement Fund 508-6003-467-6749	\$215,000	\$215,000	Y

COUNCIL ACTION: Approval to Award a Contract to Zenon Environmental Corporation to Purchase 288 Replacement Membrane Modules Included in the FY '23 Budget, in the Amount of \$205,000 and \$10,000 for On-Site Technical Support, for a Total of \$215,000

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

STAFF CONTACT: Catherine Czerniak,
Director of Community Development (810-3504)

PURPOSE AND ACTION REQUESTED: The following recommendation from the Building Review Board is presented to the City Council for consideration as part of the Omnibus Agenda.

BACKGROUND/DISCUSSION:

435 Oak Knoll Drive – The Building Review Board recommended approval of a new single family residence on a vacant lot in the Oak Knoll Woodlands Subdivision. No public testimony was presented to the Board on this petition. (Board vote: 4 - 0, approved)

The Ordinance approving the petition as recommended by the Building Review Board, with key exhibits attached, is included in the Council packet beginning on **page 39**. The Ordinance, complete with all exhibits, is available for review in the Community Development Department.

COUNCIL ACTION: If determined to be appropriate by the City Council, waive first reading and grant final approval of the Ordinance approving the petition in accordance with the Building Review Board's recommendation.

COUNCIL ACTION: Approval of the thirteen (13) omnibus items as presented.

6. OLD BUSINESS

1. **Approval of a Recommendation from the Publics Works Committee to Award the Architecture/Engineering Services for New Synthetic Turf Field at Deerpath Community Park to Hitchcock Design Group in the Amount of \$388,000 plus 10% Contingency in the Amount of \$38,800, for a Total of \$426,800**

PRESENTED BY: Chuck Myers, Superintendent of Parks & Forestry, 810-3565

PURPOSE AND ACTION REQUESTED: The Public Works Committee and City staff requests City Council award of the Deerpath Community Park Architecture/Engineering Services for New Synthetic Turf Field to Hitchcock Design Group in the amount of \$388,000 plus 10% contingency in the amount of \$38,800, for a total of \$426,800.

BACKGROUND/DISCUSSION: In 2019, the Friends of Lake Forest Parks and Recreation Foundation provided funding to support a community-wide effort to develop a Comprehensive Parks Master Plan. Based on community input gathered through surveys, stakeholder meetings, and individual interviews, the updated plan, which was endorsed by the Parks and Recreation Board and accepted by the City Council, identified community priorities related to parks and recreation facilities of all kinds. One of the top priorities identified was to develop an athletic field complex with artificial turf to improve playability of the fields and increase opportunities for local youth, particularly given the increasing frequency of significant rainfall events. The Parks and Recreation Board and City staff have taken various steps to conduct thorough due diligence around this priority and have made significant efforts to seek public input, respond to questions, conduct research and consider options.

Following the public review process, on March 15, 2022, the Parks and Recreation Board concluded that reconstruction of the athletic fields at Deerpath Park with a synthetic turf playing surface is the approach that best responds to the priority identified in the Comprehensive Parks Master Plan to provide improved athletic fields. It was also the option that best aligns with the aggregate community priorities as identified by residents though the City's robust public engagement processes. Synthetic turf fields will maximize playability, significantly reduce cancellation of practices, provide a consistent revenue stream, and will incorporate the benefits of environmentally sustainable features.

On April 4, 2022, City Council voted 5-3 in support of improvements to the athletic fields at Deerpath Park with artificial turf fields and approved the request for authorization for the City Manager to conduct a Request for Proposals (RFP hereafter) process to implement the recommendation. Professional architecture/engineering services are now needed and will include project design, site lay-out, development of construction documents, procurement of all the necessary permits, bid process support, and an estimate of project costs.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	04/27/22	Reviewed and Unanimously Approved
City Council	04/04/22	Approval to proceed with requests for proposals for the design of a synthetic turf athletic field at Deerpath Park

Parks & Recreation Board	03/15/22	Recommend City Council approval to proceed with requests for proposals for the design of synthetic turf athletic fields at Deerpath Park
Community Engagement	Fall 2021 - Spring 2022	City conducted surveys and community input sessions
City Council Workshop	07/12/21	High level review of improvement options for Deerpath Park

BUDGET/FISCAL IMPACT: Funding for an engineering and design study for athletic field improvements is identified in the FY2023 Capital Improvement Plan. On April 7, 2022, City staff solicited an RFP from professional architectural and engineering firms to perform these design services. Nine firms acquired the RFP package and two submitted proposals. A staff committee was established to evaluate the proposals received and to interview qualified firms.

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

Recommended Bidder/Proposer is BOLDDED

Company Name	Dollar Amount Bid
Hitchcock Design Group	\$388,000
Gewalt Hamilton Associates	\$526,000

Based on an extensive evaluation of the proposals and interviews by the committee, staff is recommending Hitchcock Design Group perform the Architecture/Engineering Services for new synthetic turf field at Deerpath Community Park. Reference checks have been completed and all were very satisfied with the services provided. The comments received were all positive and included remarks about Hitchcock's attention to thoroughness, detail, excellent follow-up, and very attentive to deadlines.

Hitchcock Design Group is a landscape planning firm and landscape architecture firm that has specialized expertise in recreation planning and design. Hitchcock has partnered with the City on a number of projects in recent years, the most relevant to this project being the development of Strategic Master Plan entitled *Chart Our Future* and the follow-up on *Athletic Field Assessment*. They were also the designer for the South Park improvement project.

To complete the design work, Hitchcock has compiled a team of professional firms to meet the specialized technical challenges of the park. Primera Engineers adds specialized engineering and permitting expertise for complex synthetic turf, stormwater, and utility systems. Hey & Associates adds renowned expertise developing green infrastructure and water resources solutions on difficult sites along with navigating the Lake County and State regulatory requirements. Robert Juris & Associates Architects adds functional, attractive, and durable park support for building design. Midland Standard Engineering & Testing and Vanderstappen Land Surveying add professional data collection, and Halloran & Yauch add irrigation expertise. W.B. Olson Construction Management will add valuable pre-construction services focused on cost and schedule control. W.B. Olson's services do not include any construction oversight, this is for planning and decision-making purposes during the design phase only. City staff will evaluate the options for construction oversight, which may include construction/project manager services, and return to City Council with a request at a future

meeting. Hitchcock has extensive experience with each of these firms and has significant trust and confidence in this team. The City's staff evaluation committee believes this to be the case as well.

Below is an estimated summary of Project budget:

FY2023 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
311-8003-476.76-14 Capital Fund	\$464,000	\$426,800	Y

COUNCIL ACTION: Approval of a Recommendation from the Publics Works Committee to Award the Architecture/Engineering Services for New Synthetic Turf Field at Deerpath Community Park to Hitchcock Design Group in the Amount of \$388,000 plus 10% Continency in the Amount of \$38,800, for a Total of \$426,800

7. NEW BUSINESS

8. ADDITIONAL ITEMS FOR DISCUSSION/ COMMENTS BY COUNCIL MEMBERS

9. ADJOURNMENT

A copy of the Decision Making Parameters is included beginning on **page 23** of this packet.

Office of the City Manager

April 27, 2022

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.

Contact Info

First Name **Elizabeth**
 Last Name: **Daliere**
 E-mail: **elizabeth.daliere@gmail.com**
 Title:
 Organization:
 Address **180 W. Laurel Ave**
 Address Line 2:
 City **Lake Forest**
 State: **Illinois**
 Zip: **60045**
 Mobile Phone:
 Home Phone:
 Notes:

Resident Data/Stats

Ward: **Ward 3**
 Precinct:
 US Citizen **Yes**
 Registered Voter: **Yes**
 Lake Forest Resident since(YYYY) **1979-1995 - 2018-present**
 Business Name
 Type of Business:
 Business Phone
 Position:
 Date of Birth (Optional):
 Education: **Lake Forest High School 1985**
Northwestern University BS Economics 1989
Kellogg Graduate School of Management. Finance and Marketing 1995
 Spouse's Name: **Eric Daliere**
 Children's Birth Years:

Interest in Community Positions

Mayor
 Alderman:
 #67 School Board:
 #115 School Board:
 Caucus Committee: **I am currently applying / Consider me for this position in the future**
 Audit Committee
 Board of Fire & Police Commissioners:
 Building Review Board (BRB)
 Cemetery Commission:
 Committee Representing Our Young Adults (CROYA):
 Construction Codes Commission:
 Elawa Farm Commission:
 Fireman's Pension Fund - Board of Trustees:
 Gorton Community Center Board of Directors:
 Historic Preservation Commission **I am currently applying / Consider me for this position in the future**
 Legal Committee:
 Library Board
 Park & Recreation Board:
 Planning Commission Labels:
 Police Pension Fund - Board of Trustees:
 Senior Resources Commission:
 Zoning Board of Appeals (ZBA)
 Other Positions:

Other Considerations

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

As 3 of my children are away at university I can be fairly flexible and involved in volunteering for the town.

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

Alumni Admissions Council Northwestern - 1990- present— Interview prospective students
Lake Forest 2018-present
Ragdale Novel Affair and Rags to Witches Committee
Junior Garden Club
Northwestern Reunion Committee
Stowe Vermont 2012-2018
Stowe Education Fund Board
Stowe Youth Hockey — Head Scheduler
Stowe Land Trust
Montreal Canada 2010-2012
Tea Jouet Board
Westport CT 2002-2012
Near and Fair Aid - Head of Auction for Spring Gala (raised 750K)
Young Women's League — Board

Please list other activities, specialized skills, knowledge, or professional experience that would contribute to your effectiveness in the position(s) for which you are applying or expressing possible future interest:

I have prior work experience in finance and global marketing. Thus I am familiar with financial modeling, forecasting and budgets. Additionally based in Europe, I worked in Global marketing which required the ability to work within diverse cultures and environments. I am adaptable and readily able

to integrate into new settings

WORK Experience

Forest Labs (NY NY) 2000-2004 Business Development - Evaluated licensing opportunities for novel pharmaceutical compounds

Baxter (Deerfield /Brussels Belgium) Global Marketing Renal Division 1995-2000

References (Optional):

Margot Martino former CROYA and Open Lands Board Member

Dick Johnson former School Board Member

Jeanna Park Ragdale Board

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

I am happy to be in my forever home, Lake Forest — a community I have always cherished throughout my many moves. Wherever I have lived I have become involved in the local community organizations so naturally I am interested in playing a volunteer role in Lake Forest community. And as three of my children are away at school I now have time to devote.

I recently learned of a few opening on the HPC. I feel I could offer a unique perspective to the HPC due to my full circle experience. A native Lake Forester, I have returned home after living in many cities and even a few countries (Belgium and Canada). First, I have renovated homes which required significant interaction with the various approval boards in each city. Second, having grown up in Lake Forest I understand the town's history and have seen the development over time; its not the same town as it was in 1970 as the town has adjusted and expanded with the changing needs and times. Third, I recently renovated a house in Lake Forest on the national historic register in a historic district. So I have an understanding of the existing rules/regulations but I also feel its important to remember that people must live in these houses in 2022 and not 1922. And lastly although, I am not an architect or builder, I have significant experience working with them. And my prior work experience working with scientific and medical experts have given me the ability to learn and comfortably work within technical language and terms . This can be applied to architecture and preservation regulations which I should be able to quickly adapt.

Please list any interests or activities that could lead to, or BE PERCEIVED as, a conflict of interest if you become a candidate or appointee.:

No conflicts to my knowledge

Contact Info

First Name	Lloyd
Last Name:	Culbertson
E-mail:	lloyd2552@yahoo.com
Title:	Director of Operations
Organization:	
Address	145 S. Suffolk Lane
Address Line 2:	
City	Lake Forest
State:	IL
Zip:	60045
Mobile Phone:	
Home Phone:	
Notes:	initial appointment to Plan 5/11 reappt 5/13, 5/15 Plan & ZBA term date 2016 he serves as liaison between Plan and ZBA.

Resident Data/Stats

Ward:	Ward 4
Precinct:	
US Citizen	Yes
Registered Voter:	Yes
Lake Forest Resident since(YYYY)	1998
Business Name:	First Presbyterian Church of Wilmette
Type of Business:	
Business Phone:	
Position:	Director of Operations
Date of Birth (Optional):	25-Mar
Education:	University of Hartford - BS Economics McGill University - MBA Finance
Spouse's Name:	Jan
Children's Birth Years:	

Interest in Community Positions

Mayor	No Interest at this time
Alderman:	I am currently applying / Consider me for this position in the future
#67 School Board:	No Interest at this time
#115 School Board:	No Interest at this time
Caucus Committee:	No Interest at this time
Audit Committee	No Interest at this time
Board of Fire & Police Commissioners:	No Interest at this time
Building Review Board (BRB)	I currently hold this office / I have held this office in the past
Cemetery Commission:	No Interest at this time
Committee Representing Our Young Adults (CROYA):	No Interest at this time
Construction Codes Commission:	No Interest at this time
Elawa Farm Commission:	No Interest at this time
Fireman's Pension Fund - Board of Trustees:	No Interest at this time
Gorton Community Center Board of Directors:	No Interest at this time
Historic Preservation Commission	I am currently applying / Consider me for this position in the future
Legal Committee:	No Interest at this time
Library Board	No Interest at this time
Park & Recreation Board:	No Interest at this time
Planning Commission Labels:	I currently hold this office / I have held this office in the past
Police Pension Fund - Board of Trustees:	No Interest at this time
Senior Resources Commission:	No Interest at this time
Zoning Board of Appeals (ZBA)	I currently hold this office / I have held this office in the past
Other Positions:	

Other Considerations

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

None.

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

Elder, Deacon, Trustee - 4th Presbyterian Church, Chicago - since 1986
 President - North Carroll Meadow Homeowners Assoc. - since 1999
 Lake Forest Building Review Board - 2005 to 2011
 Lake Forest Plan Commission - 2011 to 2017
 Lake Forest Zoning Board of Appeals - 2012 to 2017
 Board Member, Secretary - Presbyterian Publishing Corporation - since 2019

Please list other activities, specialized skills, knowledge, or professional experience that would contribute to your effectiveness in the position(s) for which you are applying or expressing possible future interest:

Analyst and Portfolio Manager at Kemper Financial Services - 1977 to 1989
 Investment Advisor at PWMCO, LLC - 1987 to present
 CEO/Owner/Partner of several private businesses at various times - 1983 to 2012
 Director of Operations - First Presbyterian Church Wilmette 2014 to 2016
 Director of Operations - Winnetka Congregational Church 2016 - 2020
 40+ years of business experience as an investment advisor, private equity investor and business professional.
 35+ years of policy making and fund raising experience while serving on various not-for-profit committees and boards.

References (Optional):

Ray Buschmann
Guy Berg
Don Schoenheider
Michael Ley
Cathy Czerniak
Michelle Friederich

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

I have a sense of duty to the community and I enjoy the process of volunteer government in Lake Forest.

Please list any interests or activities that could lead to, or BE PERCEIVED as, a conflict of interest if you become a candidate or appointee

Contact Info

First Name	Michael
Last Name:	Slover
E-mail:	MICHAEL_SLOVER@YAHOO.COM
Title:	Senior Vice President
Organization:	
Address	560 McCormick Drive
Address Line 2:	
City	Lake Forest
State:	IL
Zip:	60045
Mobile Phone:	
Home Phone:	
Notes:	

Resident Data/Stats

Ward:	Ward 2
Precinct:	
US Citizen	Yes
Registered Voter:	Yes
Lake Forest Resident since(YYYY)	2016
Business Name:	
Type of Business:	
Business Phone:	
Position:	
Date of Birth (Optional)	
Education:	Rutgers University - New Brunswick, BS Accounting and Certified Public Accountant (CPA) in the State of New Jersey [inactive status]
Spouse's Name:	Jane Slover
Children's Birth Years:	

Interest in Community Positions

Mayor	No Interest at this time
Alderman:	No Interest at this time
#67 School Board:	No Interest at this time
#115 School Board:	No Interest at this time
Caucus Committee:	No Interest at this time
Audit Committee	I am currently applying / Consider me for this position in the future
Board of Fire & Police Commissioners:	I am currently applying / Consider me for this position in the future
Building Review Board (BRB)	No Interest at this time
Cemetery Commission:	No Interest at this time
Committee Representing Our Young Adults (CROYA):	No Interest at this time
Construction Codes Commission:	No Interest at this time
Elawa Farm Commission:	No Interest at this time
Fireman's Pension Fund - Board of Trustees:	No Interest at this time
Gorton Community Center Board of Directors:	I am currently applying / Consider me for this position in the future
Historic Preservation Commission:	No Interest at this time
Legal Committee:	No Interest at this time
Library Board:	No Interest at this time
Park & Recreation Board	No Interest at this time
Planning Commission Labels:	No Interest at this time
Police Pension Fund Board of Trustees	I am currently applying / Consider me for this position in the future
Senior Resources Commission:	No Interest at this time
Zoning Board of Appeals (ZBA):	No Interest at this time
Other Positions:	

Other Considerations

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

None

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

The First Aid and Rescue Squad of Somerville, NJ
 - Life Member with over 15 years of service
 - Various officer and committee positions held throughout tenure
 Fraternal Order of Police - NJ Lodge 39
 - Treasurer for 1 year and delegate for 2 years

Please list other activities, specialized skills, knowledge, or professional experience that would contribute to your effectiveness in the position(s) for which you are applying or expressing possible future interest:

Former volunteer EMT and firefighter (Somerville, NJ)
 Former sworn police officer (Somerset County Sheriffs Department, NJ and Warren County Prosecutors Office, NJ)
 Experienced auditor (worked at Price Waterhouse/PwC)
 Certified Public Accountant (CPA), inactive
 Compliance expert in the financial services industry, with particular focus on financial crime prevention and detection.
 Enjoy home renovation projects - doing small things myself and working with my contractor on planning larger projects.

References (Optional):

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

Growing up in a close-knit community, I always felt a sense of responsibility to participate in volunteer activities to support the betterment of the town. As our careers took us other to other places, I did not experience that same feeling of community until we put roots down here. The non-partisan positioning of the caucus is also attractive since it helps avoid the us versus them divide that can result.

Please list any interests or activities that could lead to, or BE PERCEIVED as, a conflict of interest if you become a candidate or appointee.:

None

The City of Lake Forest
CITY COUNCIL MEETING
Proceedings of the Monday, April 18, 2022
City Council Meeting - City Council Chambers
220 E Deerpath

CALL TO ORDER AND ROLL CALL: The City Clerk asked for a motion to appoint Alderman Morris as Mayor Pro Tem. Alderman Rummel made a motion to appoint Alderman Morris as Mayor Pro Tem, seconded by Alderman Preschlack. Motion carried unanimously by voice vote. Mayor Pro Tem Morris called the meeting to order at 7:15pm

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

Absent: Honorable Mayor Pandaleon

CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE was recited.

REPORTS OF CITY OFFICERS

COMMENTS BY MAYOR

A. Approval of a Resolution of Appreciation for retiring employee Friedrich Hoeft

Mayor Pro Tem Morris read the Resolution of Appreciation for retiring employee Friedrich Hoeft.

COUNCIL ACTION: Approve the Resolution of Appreciation for retiring employee Friedrich Hoeft

Alderman Buschmann made a motion to Approve the Resolution of Appreciation for Retiring employee Friedrich Hoeft, seconded by Alderman Morris. 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.

B. Approval of a Resolution of Appreciation for Joanna Rolek, Executive Director at Lake Forest Lake Bluff Chamber of Commerce

Mayor Pro Tem Morris read the Resolution of Appreciation for Joanna Rolek, Executive Director at Lake Forest Lake Bluff Chamber of Commerce.

Ms. Rolek thanked the members of the City Council for all their help and collaboration to support the local businesses in Lake Forest.

COUNCIL ACTION: Approve a Resolution of Appreciation for Joanna Rolek, Executive Director at Lake Forest Lake Bluff Chamber of Commerce

Alderman Weber made a motion to Approve the Resolution of Appreciation for Joanna Rolek, Executive Director at Lake Forest Lake Bluff Chamber of Commerce, seconded by Alderman Buschmann. 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.

A. Approval of an Arbor Day Proclamation

Mayor Pro Tem Morris read the Arbor Day Proclamation.

COUNCIL ACTION: Approve the Arbor Day Proclamation

Alderman Rummel made a motion to Approve the Arbor Day Proclamation, 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, 0 Nays, motion carried.

B. 2022-2023 Board and Commission Appointments and Reappointment's

PARKS & RECREATION BOARD

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Mark Gorman	APPOINT	4

COUNCIL ACTION: Approve the Mayor's 2022-2023 Board and Commission Appointments and Reappointment's

Alderman Weber made a motion to Approve the Mayor's 2022-2023 Board and Commission Appointments and Reappointment's, seconded by Alderman Notz. 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.

COMMENTS BY CITY MANAGER

A. Municipal Electrical Aggregation Update
- Layla Werner, Management Analyst

Assistant City Manager, Mike Strong, introduced Management Analyst, Layla Werner to provide an update regarding the Municipal Electrical Aggregation program. Mr. Strong provided a brief background explaining new households being enrolled in the program

Ms. Werner provided a brief timeline of the Municipal Aggregation Program including when this was discussed by the City Council. In addition to the timeline, Ms. Werner displayed the two updated letters that will be sent to residents to enroll them in the Municipal Aggregation Program, or to notify them of the change back to ComEd service. She further explained the various communications platforms that will be used to notify residents of the updated letters sent to households.

The City Council asked clarifying questions including the difference between Community Solar and Municipal Aggregation, communication methods, and the grant funding provided to the City.

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

COMMITTEE REPORTS

FINANCE COMMITTEE

1. Approval of the Comprehensive Fiscal Plan for FY2023

Alderman Morris made comments regarding the budget process, and all of the items that are included in the Comprehensive Fiscal Plan for FY2023. Additionally, he noted the strong financial health of the City while still maintaining a high level of service for the residents of the community.

Finance Director, Elizabeth Holleb, provided additional information regarding the Comprehensive Fiscal plan for FY2023. She explained that the document has been available on the website for the past week, and that minor revision were made after the March 14th budget workshop, however, all items for approval in the Fiscal Plan were discussed earlier during the Finance Committee. Ms. Holleb provided a summary of the document including integration with the strategic plan, long term planning, the general fund, overall revenue and expenses, the capital fund and service listings, which were a new addition to the budget this fiscal year.

The City Council had discussion regarding public comments or feedback provided to staff regarding the budget.

Finance Director Holleb stated that there were no public comments regarding the budget document.

The City Council had additional discussion regarding the income tax rates, and personnel vacancies.

COUNCIL ACTION: Approval of the Comprehensive Fiscal Plan for Fiscal Year 2023

Alderman Preschlack made a motion to Approve the Comprehensive Fiscal Plan for FY2023, 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, 0 Nays, motion carried.

2. Annual Vendor Approval

Finance Director Elizabeth Holleb reported on the annual vendors list that the City has contracts with and that a full list was available to the Council.

COUNCIL ACTION: Approval of the attached list of vendors for Fiscal Year 2023

Alderman Notz made a motion to Approve the attached list of vendors for Fiscal Year 2023, seconded by Alderman Preschlack. 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.

3. Consideration of an Ordinance making a Supplemental Appropriation for the Fiscal Year Beginning May 1, 2021 and Ending April 30, 2022 (First Reading, and if Desired by the City Council, Final Approval)

Finance Director Elizabeth Holleb reported that this was one supplemental appropriation due to one fund exceeding its annual appropriation allotment. Ms. Holleb explained this appropriation would be for the Waukegan and Everett intersection project adding \$150,000 to the Motor Fuel Tax Fund.

COUNCIL ACTION: If determined to be appropriate by the City Council, waive first reading and grant final approval of the Ordinance making a supplemental appropriation for the fiscal year beginning May 1, 2021 and ending April 30, 2022

Alderman Preschlack made a motion to waive first reading and grant final approval of the Ordinance making a supplemental appropriation for the fiscal year beginning May 1, 2021 and ending April 30, 2022, 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, 0 Nays, motion carried.

ITEMS FOR OMNIBUS VOTE CONSIDERATION

1. **Approval of April 4, 2022, City Council Meeting Minutes**
2. **Consideration of a Request to Waive the Fidelity Bond Requirement in Connection with the Women's Board of Northwestern Lake Forest Hospital Holding a Raffle in The City of Lake Forest. (Approval by Motion)**
3. **Approval of a Twelve (12) Month Renewal Agreement with XO Communications for SIP Telecommunication Services at an Estimated Expense of \$30,500**
4. **Award a One-Year Professional Services Agreement for the City Engineering Services to Gewalt Hamilton Associates, Inc., to Include Authority to Provide Permit Reviews when the Full Cost is Reimbursable by the Developer or Property Owner, and Authorize the City Manager to Execute an Agreement with Two Additional One-Year Optional Renewals**
5. **Award proposal from Northern Divers USA to purchase and install 3 new pumps for the Spruce and Sheridan Sanitary Sewer Lift Station for the Sum of \$94,725 Plus a 5% Contingency of \$4,750 for a Total of \$99,475.**
6. **Consideration of a Request from the School of St. Mary for a Waiver of City Fees Assessed to Support an Upcoming Special Event. (Approval by Motion)**
7. **Consideration of a Recommendation from the Plan Commission in Support of a Special Use Permit for "Duffer's", a New Restaurant Proposed in Westwood Center, 950 N. Western Avenue. (If desired by the Council, Waive First Reading and Grant Final Approval of the Ordinance.)**

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

Mayor Pro Tem Morris 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 seven (7) 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, 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

OLD BUSINESS

NEW BUSINESS

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

Alderman Rummel notified the City Council of the various events taking place during Earth Month. She provided information of the events that took place prior to the meeting and stated that information regarding future events this month are available on the City's website.

Alderman Preschlack congratulated Management Analyst, Layla Werner, for the work she conducted during her three years with the City, as she accepted a new job opportunity.

Alderman Weber notified the City Council of the St. Mary's 5k walk and 1 mile walk on Saturday, April 23rd.

ADJOURNMENT

There being no further business Mayor Pandaleon asked for a motion. Alderman Preschlack made a motion to adjourn, seconded by Alderman Goshgarian. Motion carried unanimously by voice vote at 8:32 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.



Proclamation

Mental Health Awareness Month

WHEREAS, there is a proven connection between good mental health and overall personal health; and

WHEREAS, mental illnesses affect almost every family in America; and

WHEREAS, people with mental illnesses recover if given the necessary services and supports in their communities; and

WHEREAS, people with mental illnesses make important contributions to our families and our communities; and

WHEREAS, millions of adults and children are disabled by mental illnesses every year; and

WHEREAS, only one out of two people with a serious form of mental illness seeks treatment for his or her mental illness; and

WHEREAS, stigma and fear of discrimination keep many who would benefit from mental health services from seeking help; and

WHEREAS, research shows that the most effective way to reduce stigma is through personal contact with someone with a mental illness; and

WHEREAS, good mental health is critical to the well-being of our families, communities, schools, and businesses; and

WHEREAS, greater public awareness about mental illnesses can change negative attitudes and behaviors toward people with mental illnesses;

NOW, THEREFORE, I, George A. Pandaleon, Mayor of The City of Lake Forest, on behalf of community, do hereby proclaim the month of May 2022 as MENTAL HEALTH AWARENESS MONTH. As the Mayor, I also call upon all Lake Forest citizens, other government agencies, public and private institutions, businesses, and schools to recommit our community to increasing awareness and understanding of mental illnesses, reducing stigma and discrimination, and promoting appropriate and accessible services for all people with mental illnesses.

George A. Pandaleon, Mayor



Scope of Services for The City of Lake Forest May 1, 2022, to April 30, 2023

The following summary of services will update our fee and service agreement for The City of Lake Forest effective May 1, 2022. **The fees and commissions are updated to reflect estimated commissions for 2022 (May 1, 2022, to April 30, 2023).**

We are prepared to provide our integrated services as outlined in the Service Agreement for these areas of the clients benefit and risk management programs:

1. Group Life Plans, Medical and Dental Plans
2. Personal Health Care Benefit Advisory Services
3. Voluntary Benefit Programs
4. Disability/Paid Time Off Programs
5. Executive Benefit Plans
6. Business Life and Annuity applications
7. Defined Contribution Retirement Plans
8. Management/Council Advisory Committees
9. Benefit/Wellness Committee
10. Legislative consulting
11. Labor negotiation assistance
12. Risk Management Program Consulting

Our services are delivered to meet your needs as required by your organization. Our services will be based on the following approach, which can be modified as needed:

1. Review and update Operating Plans for our engagement
2. Meet with key management staff regularly to address needs and decision parameters related to strategy
3. Review and recommend strategies to comply with applicable benefit requirements, including long term forecasting
4. Provide annual review and report on benefit plans under management
5. Maintain schedule of working meetings with staff members to support plans
6. Develop and present plan reviews at committee meetings
7. Develop and communicate renewal summaries, Request for Proposal outcomes, bid analyses and results of other work, as needed
8. Present results of research, studies and project work as needed
9. Provide compliance support services for Regulatory reform, including outsourcing as needed

We will perform these services on a coordinated and efficient schedule, which anticipates the needs of your business. We will continually revise our plans as needed to meet your changing needs.



Compensation for Services

We base our fees on the estimated work involved in your engagement with us and include commissions and/or service allowances authorized by the Client. We do not accept any other compensation that is not authorized by a client.

Our services are based on the following fee arrangement:

1. Total Fees, Special Projects and Commissions Estimate: \$ 117,893
2. Commissions from Insurance Contracts
 - 10% Life Insurance
 - 9% Stop Loss
 - 10% Transplant
 - \$1.50 per employee Asset Health
 - 7.5%/4% Retiree Medical
 - Asset Health Wellness Total \$ 4,842
 - Benistar Retiree Insurance Total \$ 6,936
 - Total Life Commission \$ 9,017
 - Total Stop Loss Commission \$ 65,336
 - Total Transplant Commission \$ 3,012
 - Total Estimated Commissions \$ 89,143
3. WBS Fee
 - Annual Group Benefit Consulting Fee \$ 22,500
 - Project Fees for Legislative, IRMA Risk 6,250

Our firm does not accept special payments, commission overrides, or other special compensation related to insurance and consulting agreements. All fees paid to us out of client payments, are disclosed annually and taken into consideration in setting our compensation. Wright Benefit Strategies does not receive any special payments related to The City of Lake Forest benefit or risk management programs.



Time Period of Services and Agreement Effective May 1, 2022

Our services are to be performed on an annual basis effective the date acceptance of fee agreement. Effective May 2020, and thereafter, this agreement shall be automatically extended for successive one (1) year periods unless modified or cancelled for any reason with ninety days' notice to either party. Our services may be cancelled for any reason with ninety days' notice to either party. Should the scope of services change for any reason, the client and Wright Benefit Strategies agree to modify the scope, fees, and duration of the agreement as needed.

Payment in the event of cancellation: The client and Wright Benefit Strategies understand that the fee agreement is based on annual fees. In the event of termination, the client agrees pay any outstanding portion of the annual fee, plus a portion of fees not currently due to cover costs for services performed through the termination date. In no event will this amount exceed the annual fee amount.

In the absence of a newly executed fee agreement, this agreement will continue unless modified by mutual consent.

Proposal Acceptance

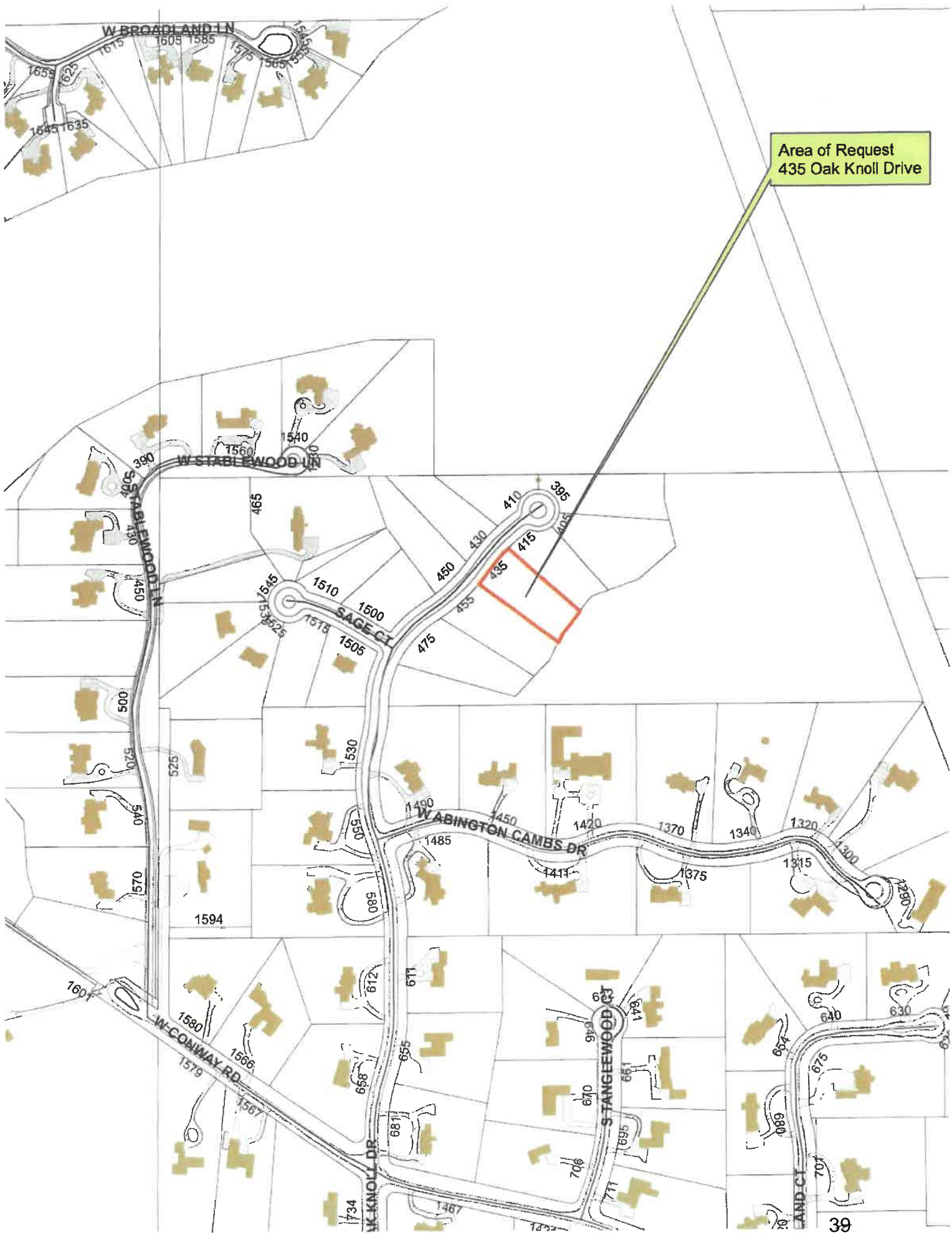
4/1/2022

The City of Lake Forest
Authorized Signature

Date

Wright Benefit Strategies
Authorized Signature

Date



Area of Request
435 Oak Knoll Drive

THE CITY OF LAKE FOREST

ORDINANCE NO. 2022- ____

AN ORDINANCE APPROVING ARCHITECTURAL AND SITE DESIGN FOR THE
PROPERTY LOCATED AT 435 OAK KNOLL DRIVE

WHEREAS, John and Mindy Rittner ("**Owners**") are the owners of that certain real property commonly known as 435 Oak Knoll Drive, Lake Forest, Illinois and legally described in **Exhibit A**, attached hereto ("**Property**"); and

WHEREAS, the Property is located in the R-4, Single Family Residence Zoning District; and

WHEREAS, the Property is a vacant, buildable lot; and

WHEREAS, the Owners desire to build a new residence, attached garage and make other site improvements including the installation of landscaping ("**Improvements**") as depicted on the site plan, architectural drawings and conceptual landscape plan attached hereto as **Group Exhibit B** ("**Plans**"); and

WHEREAS, the Owners submitted an application ("**Application**") to permit the construction of the Improvements and were required to present the Plans to the Building Review Board ("**BRB**") for its evaluation and recommendation; and

WHEREAS, pursuant to notice duly published, the BRB reviewed and evaluated the Plans at a public hearing held on April 6, 2022; and

WHEREAS, the BRB, having fully heard and having considered the evidence and testimony by all those attending the public hearing who wished to testify, made the following findings:

1. the Property is located within the R-4, Single Family Residence District under the City Code,

2. the Owners propose to construct the Improvements as depicted on the plans,
3. the evidence presented indicates that the construction of the Improvements, if undertaken in conformity with the recommended conditions and the Plans, will meet the design standards and requirements of Section 150.147 of the City Code,

and recommended that the City Council approve the Application and the Plans, subject to the terms and conditions hereinafter set forth; and

WHEREAS, the Mayor and City Council, having considered Owners' Application to construct the Improvements on the Property, and the findings and recommendations of the BRB, have determined that it is in the best interests of the City and its residents to grant approval to the Application, subject to the terms and conditions hereinafter set forth;

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

SECTION ONE: Recitals. The foregoing recitals are hereby incorporated into and made a part of this Ordinance as if fully set forth.

SECTION TWO: Approval of Application. Pursuant to Section 150.147 of the City Code, and subject to the limitations therein and the conditions set forth in Section Three of this Ordinance, the City Council does hereby grant approval of the Application to allow the construction of the Improvements on the Property, as more fully depicted on the Plans.

SECTION THREE: Conditions on Approval. The approval granted pursuant to Section Two of this Ordinance shall be, and is hereby, conditioned upon and

limited by the following conditions, the violation of any of which shall, in the discretion of the Mayor and City Council, render void the approvals granted by this Ordinance:

- A. No Authorization of Work. This Ordinance does not authorize commencement of any work on the Property. Except as otherwise specifically provided in writing in advance by the City, no work of any kind shall be commenced on the Property pursuant to the approvals granted in this Ordinance except only after all permits, approvals, and other authorizations for such work have been properly applied for, paid for, and granted in accordance with applicable law.
- B. Compliance with Laws. Chapters 150, regarding buildings and construction, 156, regarding subdivisions, and 159, regarding zoning, of the City Code, and all other applicable ordinances and regulations of the City shall continue to apply to the Property, and the development and use of the Property shall be in compliance with all laws and regulations of all other federal, state, and local governments and agencies having jurisdiction.
- C. Tree Preservation. The Owners will fully comply with Chapter 99 of the City Code, regarding trees, as it relates to the construction of the Improvements.
- D. Compliance with the Plans. The Improvements must be developed on the Property in substantial compliance with the Plans.
- E. Fees and Costs. The Owners shall be responsible for paying all applicable fees relating to the granting of the approvals set forth herein in accordance with the City Code. In addition, the Owner shall reimburse the City for all of its costs (including without limitation engineering, planning, and legal expenses) incurred in connection with the review, consideration, approval, implementation, or successful enforcement of this Ordinance. Any amount not paid within 30 days after delivery of a demand in writing for such payment shall, along with interest and the costs of collection, become a lien upon the Property, and the City

shall have the right to foreclose such lien in the name of the City as in the case of foreclosure of liens against real estate.

- F. Other conditions. The improvements shall be substantially in conformance with the Board's deliberations as reflected on **Exhibit C**, Notice of Action – Board Recommendation, attached hereto.

SECTION FOUR: Effective Date. This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner provided by law; provided, however, that this Ordinance shall, in the discretion of the City Council, be of no force or effect if the Owners have not (i) executed and (ii) thereafter filed with the City Clerk, within 90 days following the passage of this Ordinance, the unconditional agreement and consent, in the form attached hereto as **Exhibit D** and by this reference made a part hereof, to accept and abide by each and all of the terms, conditions, and limitations set forth herein.

PASSED THIS __ DAY OF _____, 2022.

AYES: ()

NAYS: ()

ABSENT: ()

ABSTAIN: ()

PASSED THIS __ DAY OF _____, 2022.

Mayor

ATTEST:

City Clerk

The Plans

LOT AREA:	33,532 S.F.
PROPOSED BULK	
FIRST FLOOR:	2,015.73 S.F.
GARAGE:	663.34 S.F.
SECOND FLOOR:	1,814.28 S.F.
GARAGE ATTIC:	245.62 S.F.
SECOND FLOOR ATTIC:	517.31 S.F.
SUBTOTAL:	5,261.28 S.F.
GARAGE ALLOWANCE:	-600.00 S.F.
TOTAL:	4,661.28 S.F.
MAX. BULK ALLOWED:	4,676.60 S.F.
UNDER:	15.32 S.F.

REVIEW ONLY-NOT FOR CONSTRUCTION

**RITTNER
RESIDENCE**

CUSTOM RESIDENCE
435 OAK KNOLL DRIVE
LAKE FOREST, IL 60045

ASPECT DESIGN INC.
ARCHITECTS
26575 COMMERCE DR.
SUITE 607
VOLUME 1, 00073
MAIN: 847-457-2300
WWW.ASPECTDESIGN.COM

PROJECT #	AD21187
DRAWN BY:	COM/MS
RITTNER RESIDENCE SITE PLAN	
AR 01	
# 1 OF 11 TOTAL SHEETS	

NOTE: ALL SCALE DESIGNATIONS
ARE FOR SHEETS PRINTED ON
24" x 36" SIZE PAPER. (ARCH-D)

5. CONCLUSIONS AND REMARKS

GROUP EXHIBIT B

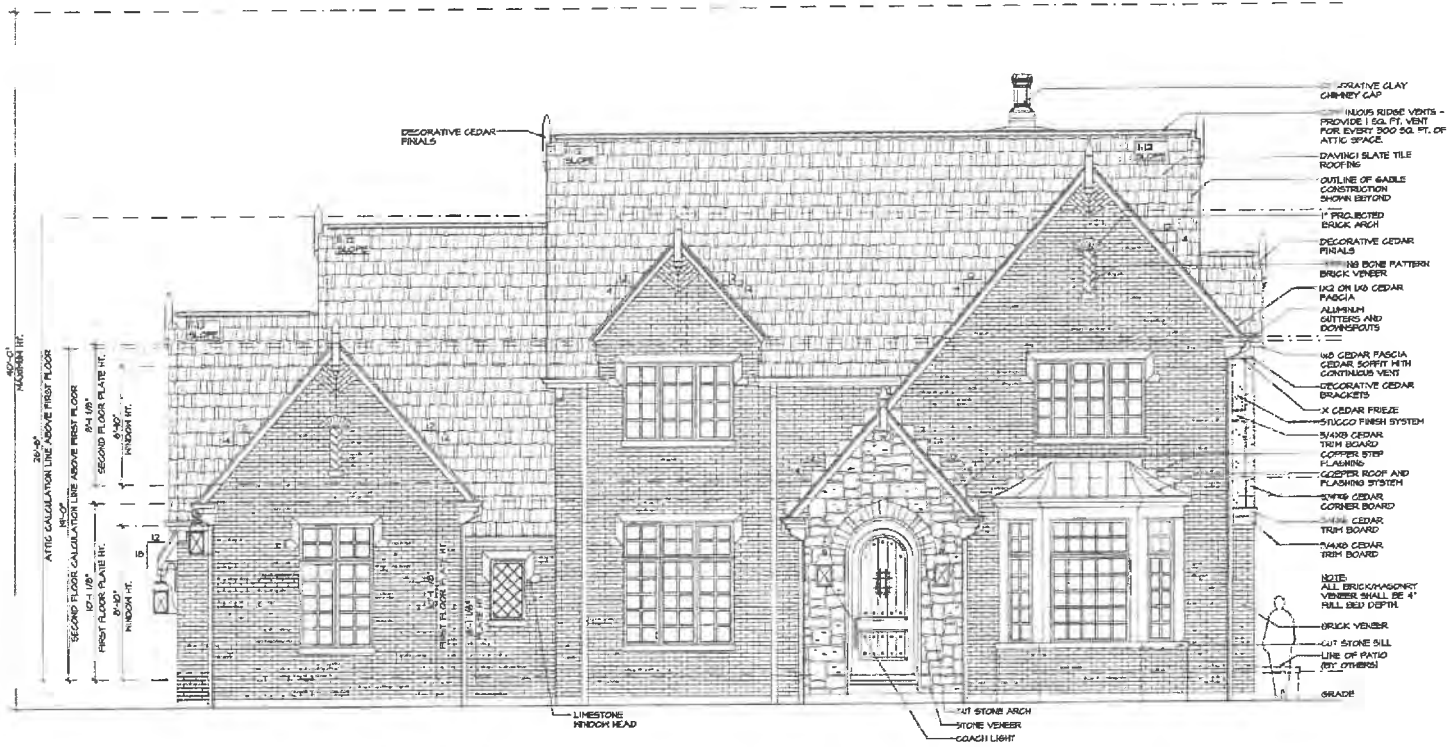
The Plans



GROUP EXHIBIT B

The Plans

PROPOSED WEST (FRONT) ELEVATION



1 FRONT ELEVATION (WEST)
AR 02

SCALE: 1/4" = 1'-0"

NOTE: ALL SCALE DESIGNATIONS ARE FOR SHEETS PRINTED ON 24" X 36" SIZE PAPER (ARCH-D)

© COPYRIGHT 1980

REVIEW ONLY-NOT FOR CONSTRUCTION

PROJECT# AD21117
DRAWN BY: COM/MB
RITTNER RESIDENCE
EXTERIOR ELEVATIONS
AR 02
2 OF 11 TOTAL SHEETS

ASPECT DESIGN INC.
ARCHITECTS
28515 COMMERCE DR.
SUITE 107
MOLTO, IL 60073
WWW.ASPECTDESIGN.COM
TEL: 815.958.1188

REVIEW 01/24/2023
REVIEW 02/01/2023
REVIEW 02/04/2023
REVIEW 02/07/2023
REVIEW 02/09/2023
REVIEW 02/10/2023
REVIEW 02/14/2023
BY: JMB

RM
SWANSON
ARCHITECTS
1418 E. MONROE ST.
SPRINGFIELD, AR 72761
417.753.3175
info@swansonarch.com

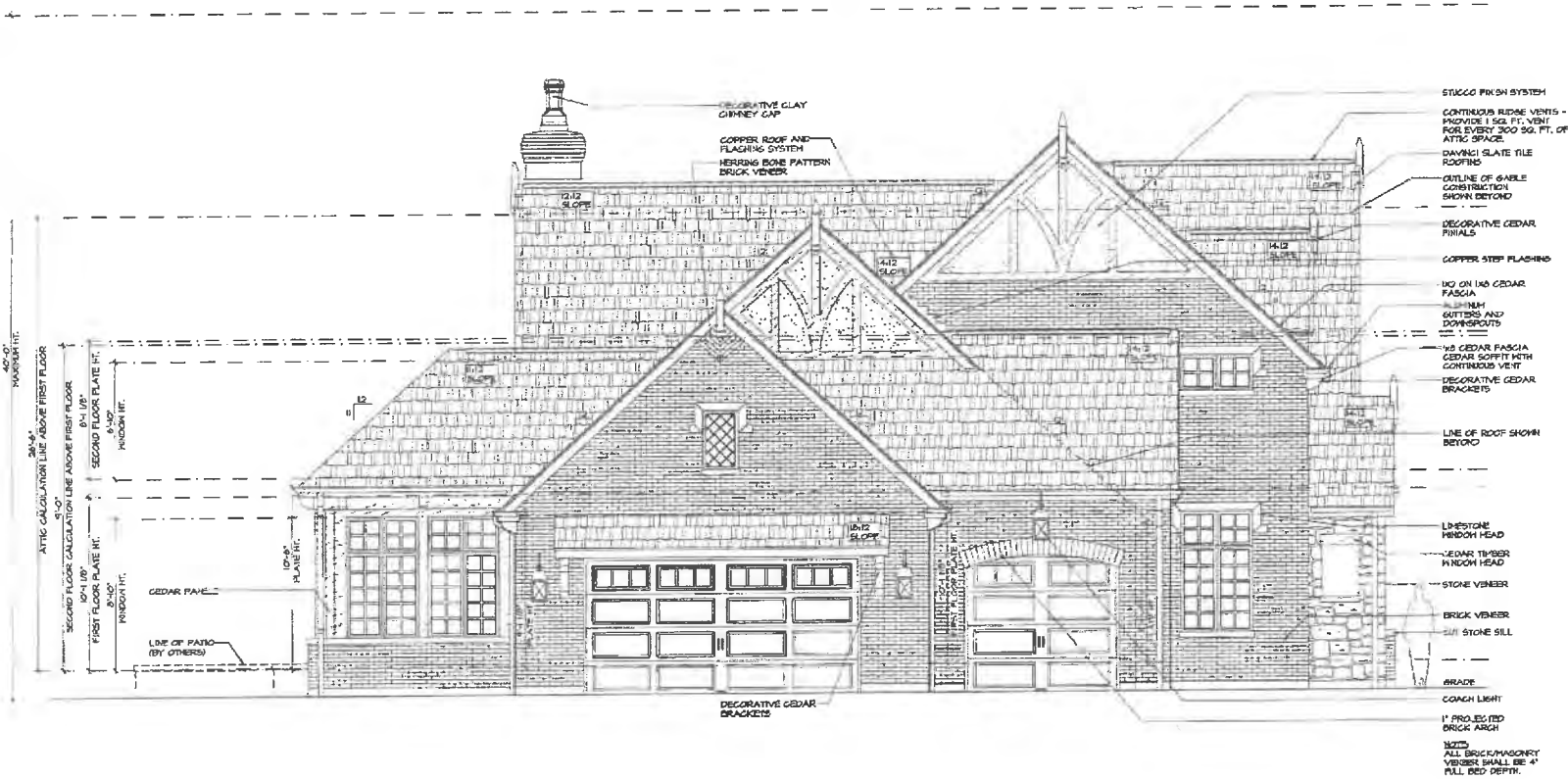
RITTNER
RESIDENCE
CUSTOM RESIDENCE
435 OAK KNOLL DRIVE
LAKE FOREST, IL 60045

46

GROUP EXHIBIT B

The Plans

PROPOSED NORTH ELEVATION



1 LEFT ELEVATION (NORTH)
AR 05

SCALE: 1/4"=1'-0"

NOTE: ALL SCALE DESIGNATIONS ARE FOR SHEETS PRINTED ON 24" x 36" SIZE PAPER (ARCH-D)

© COPYRIGHT 1999

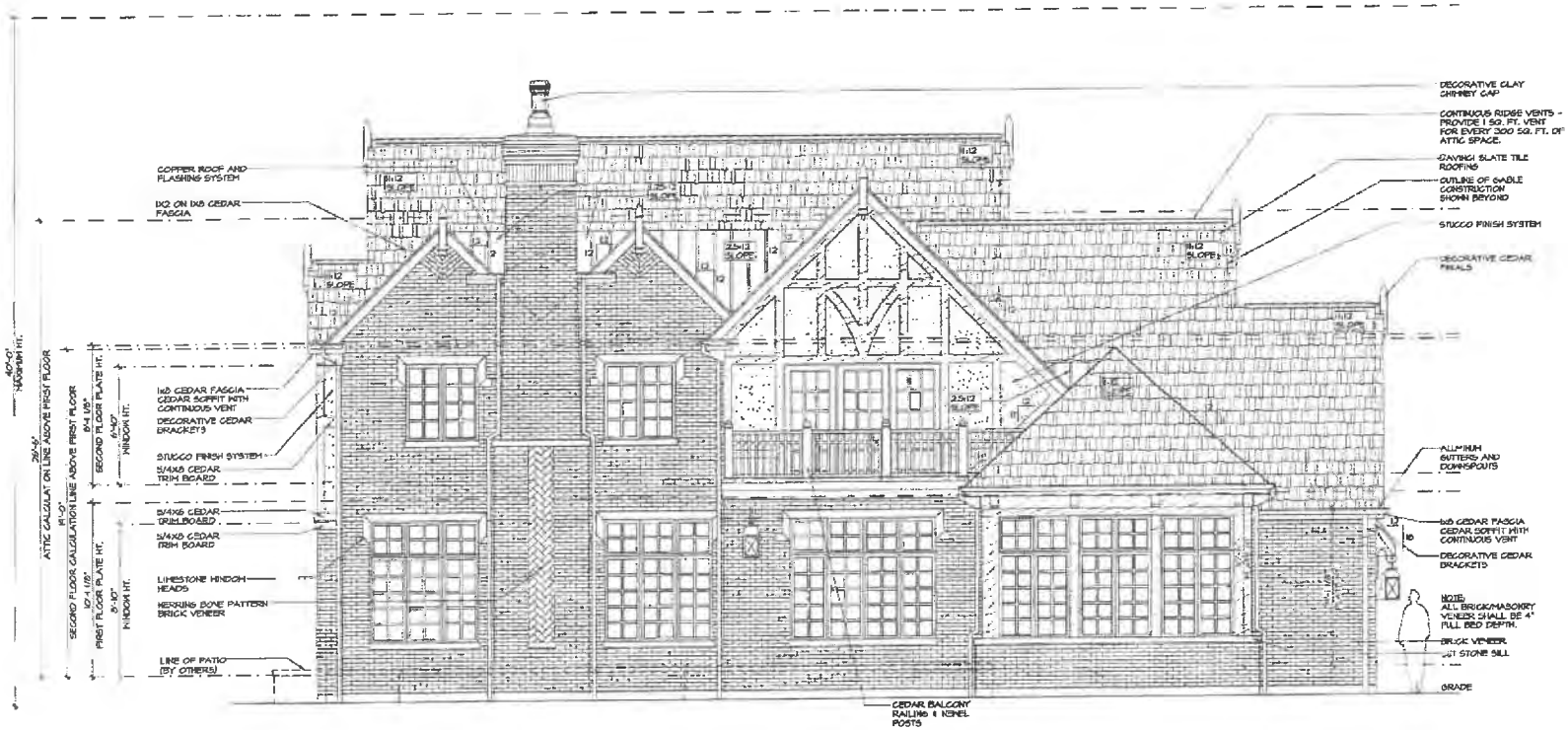
REVIEW ONLY-NOT FOR CONSTRUCTION

PROJECT # AD21187	
DRAWN BY: COR/JMB	
RITTNER RESIDENCE EXTERIOR ELEVATIONS	
AR 05	
# 5 OF 11 TOTAL SHEETS	
ASPECT DESIGN INC. ARCHITECTS 24575 COMMERCE DR. SUITE 607 SCOTTSDALE, AZ 85250 PH: 480-347-2500 WWW.ASPECTDESIGN.COM IL EX-0001-140001	
RITTNER RESIDENCE CUSTOM RESIDENCE 435 OAK KNOLL DRIVE LAKE FOREST, IL 60045	
RM SWANSON ARCHITECTS 11441 N. 19TH AVE. SCOTTSDALE, ARIZONA 85260 480-347-2500 WWW.SWANSONARCH.COM	
REVIEW	01/24/02
REVIEW	02/01/02
REVIEW	02/07/02
REVIEW	02/16/02
REVIEW	02/24/02
REVIEW	03/06/02

GROUP EXHIBIT B

The Plans

PROPOSED EAST ELEVATION



1 REAR ELEVATION (EAST)
AR 04

SCALE: 1/4"=1'-0"

NOTE: ALL SCALE DESIGNATIONS ARE FOR SHEETS PRINTED ON 24" x 36" SIZE PAPER (ARCH-D)

REVIEW ONLY-NOT FOR CONSTRUCTION

PROJECT #
ADJ1117

DRAWN BY:
COM/MB

RITTNER RESIDENCE
EXTENSION ELEVATIONS

AR 04

4 OF 11 TOTAL SHEETS

16575 COMMERCE DR.
SUITE 607
DALLAS, TX 75243
WWW.ASPECTDESIGNINC.COM
TEL: 214.355.8800

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REVIEW	02/07/2012	02/07/2012	02/07/2012	02/07/2012	02/07/2012
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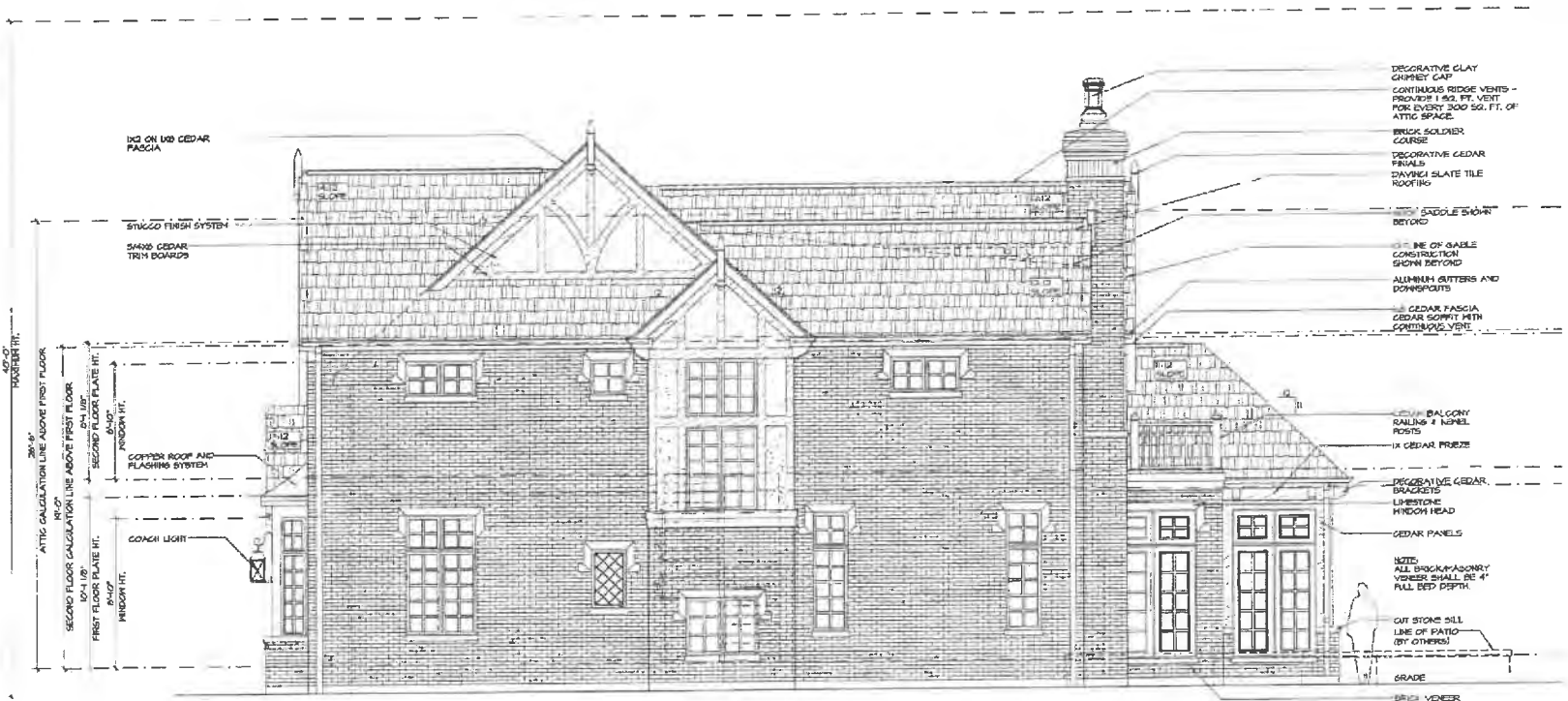
RM
SWANSON
ARCHITECTS
11415 LAKEMAN AVE.
SCOTTSDALE, ARIZONA 85258
TEL: 480.345.8800
WWW.SWANSONARCH.COM

RITTNER
RESIDENCE
CUSTOM RESIDENCE
455 OAK KNOLL DRIVE
LAKE FOREST, IL 60045

GROUP EXHIBIT B

The Plans

PROPOSED SOUTH ELEVATION



1 RIGHT ELEVATION (SOUTH)
AR 03

SCALE: 1/4"=1'-0"

NOTE: ALL SCALE DESIGNATIONS ARE FOR SHEETS PRINTED ON 24" x 36" SIZE PAPER. (ARCH-D)

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PROJECT # AD21187	
DRAWN BY: COM / MB	
RITTNER RESIDENCE EXTERIOR ELEVATIONS	
AR 03	
# 3 OF 11 TOTAL SHEETS	

01/06/2022	02/07/2022	03/06/2022	02/07/2022	02/07/2022	02/07/2022	02/07/2022	02/07/2022
REVIEW	REVIEW	REVIEW	REVIEW	REVIEW	REVIEW	REVIEW	REVIEW

RM SWANSON ARCHITECTS	RITTNER RESIDENCE
1145 E. 10TH AVE. SCOTTSDALE, ARIZONA 85261	CUSTOM RESIDENCE 435 OAK KNOLL DRIVE LAKE FOREST, IL 60045

26351 COMMERCE DR.
SUITE 607
MOLDOVE, IL 60071
TEL: 630.478.8888
WWW.ASPECTDESIGNINC.COM

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ARCHITECTS

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The Plans

PRELIMINARY LANDSCAPE PLAN

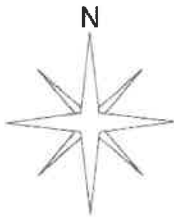
LANDSCAPE
DEVELOPMENT PLAN

FIDELITY WES
RESIDENCE

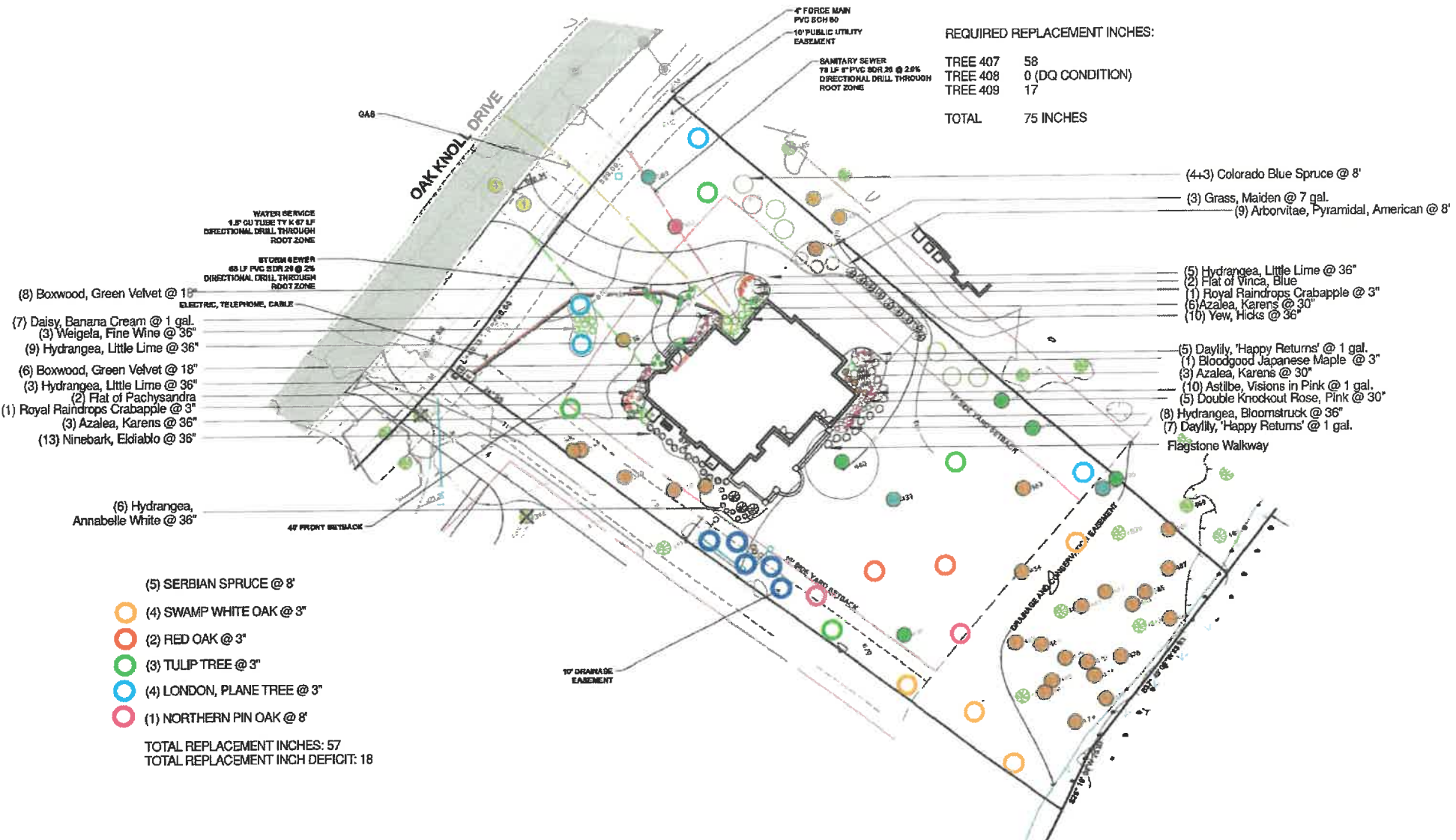
435 OAK KNOLL DRIVE
LAKE FOREST, IL

LEGEND

8 Banana Cream Daisy	@ 1 gal.
19 Happy Returns Daylily	@ 1 gal.
10 Astilbe, Visions in Pink	@ 1 gal.
3 Maiden Grass	@ 7 gal.
4 Flat of Vinca	Flat
25 Hydrangea Anabelle White	@ 36"
8 Hydrangea Bloomstruck	@ 36"
3 Karen's Azalea	@ 30"
9 Double Knockout Rose	@ 30"
13 Ninebark Eldiablo	@ 36"
13 Hicks Yew	@ 36"
14 Boxwood, Green Velvet	@ 18"
7 Fine Wine Weigela	@ 36"
21 Arborvitae, Pyramidal American	@ 3"
1 Bloodgood Japanese Maple	@ 3"
2 Royal Raindrops Crabapple	@ 3"
3 Colorado Spruce	@ 8'
7 Serbian Spruce	@ 8'
5 Red Oak	@ 3"
5 Swamp White Oak	@ 3"
4 Tulip Tree	@ 3"
4 London Plane Tree	@ 3"
4 Northern Pink Oak	@ 3"



SCALE: 1"= 20"
PAGE 2 OF 2
MARCH 25, 2022



PROPOSED HARDSCAPE MATERIAL:
UNILOCK BEACON HILL FLAGSTONE - OAKWOOD COLOR
UNILOCK MATTONI - COCOA BROWN
UNILOCK BRUSSELS BLOCK WALLS

