

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

Monday, March 6, 2023  
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

Nancy P. Novit, 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**

**2. COMMENTS BY CITY MANAGER**

**A. Introduction to the Community-Wide Survey**

**-Reagan Walsh, Management Analyst and Yates McLaughlin, Management Intern**

**3. OPPORTUNITY FOR CITIZENS TO ADDRESS THE CITY COUNCIL**

**4. COMMITTEE REPORTS**

**5. ITEMS FOR OMNIBUS VOTE CONSIDERATION**

**1. Approval of February 21, 2023, City Council Meeting Minutes**

A copy of the minutes can be found beginning on **page 13**

COUNCIL ACTION: Approval of February 21, 2023, City Council Meeting Minutes

**2. Approval of the Check Register for the Period of January 28 – February 24, 2023**

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 January 28- February 24, 2023**

	Fund	Invoice	Payroll	Total
101	General	923,221	1,734,327	2,657,548
501	Water & Sewer	85,034	201,144	286,177
220	Parks & Recreation	98,071	405,647	503,718
311	Capital Improvements	134,936		134,936
202	Motor Fuel Tax	1,295		1,295
230	Cemetery	21,824	35,012	56,836
210	Senior Resources	14,307	30,410	44,717
510	Deerpath Golf Course	11,575	3,305	14,880
601	Fleet	109,310	61,702	171,013
416 - 433	Debt Funds			0
248	Housing Trust			0
201	Park & Public Land	6,680		6,680
	All other Funds	601,585	168,466	770,051
		<b>\$2,007,839</b>	<b>\$2,640,013</b>	<b>\$4,647,852</b>

The amount designated as "All other Funds" includes \$448,892 in expenses for the City's Medical/Dental program.

COUNCIL ACTION: Approval of the Check Register for the Period of January 28 – February 24, 2023

**3. Approval of a Ten-Year Term for the 2023 General Obligation Bond Issue**

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

**PURPOSE AND ACTION REQUESTED:** Staff is seeking confirmation from the City Council that the 2023 General Obligation Bond Issue term will be ten years, maturing in December of 2033. This confirmation will allow the finalization of bond issue offering documents.

**BACKGROUND/DISCUSSION:** At its February 21, 2023 meeting, the City Council authorized various contracts totaling \$16,431,870 for athletic field improvements at Deerpath Park. On the same date, the City Council considered financing options and approved a Resolution

expressing official intent regarding certain capital expenditures to be reimbursed from proceeds of one or more obligations to be issued by the City and setting the maximum aggregate principal amount of the obligations to be issued at \$12,000,000. General Fund FY23 operating surplus of \$4 million and Park and Public Land Fund reserves of \$435,827 provide the remaining funding for the project.

Bond financing maturities of both ten (10) and fifteen (15) years was presented for City Council discussion on February 21. Staff recommended a ten-year term noting that significant interest savings can be realized with the shorter maturity, estimated at \$1.3 million for a \$12 million bond issue.

**PROJECT REVIEW/RECOMMENDATIONS:**

Reviewed	Date	Comments
City Council	2/21/23	Approval of contracts totaling \$16.4 million for athletic field improvements at Deerpath Park and a Bond Intent Resolution for bond financing of \$12 million

**BUDGET/FISCAL IMPACT:** There is no fiscal impact of this action. Determination of the financing term will allow City staff to continue work on developing bond documents. It is anticipated that the bond ordinance would be brought to the City Council for action on April 3 and April 17, 2023.

**COUNCIL ACTION:** Approval of a Ten-Year Term for the 2023 General Obligation Bond Issue

**4. Approval to Engage Matt Pawa of Seeger Weiss and Michael Layden of Prendergast Layden for Legal Services**

STAFF CONTACTS: Julie Tappendorf, City Attorney and George Issakoo, Assistant City Manager (847-810-3680)

**PURPOSE AND ACTION REQUESTED:** The action requested today is a formal approval, authorizing the engagement of Seeger Weiss and Michael Layden of Prendergast Layden for legal services.

**BACKGROUND/DISCUSSION:** In July of 2022, City Council provided direction to Staff to opt-out of a Class Action settlement regarding Monsanto's production of PCB's and their environmental harm, in order to pursue a separate litigation against Monsanto. As a municipal separate storm sewer system (MS4) community, Lake Forest and other MS4 communities will be required to participate in a regional effort to reduce PCB concentrations in Lake Michigan to comply with an EPA regulation that limits all sources of PCB's being released into the lake. The result of these regulations would require the implementation of best management practices which would ultimately place an unfunded mandate on the City. The City, as well as some of the neighboring communities that are impacted by these regulations, will intend to file a separate lawsuit against Monsanto to reimburse the communities for its expected costs in complying with these required mitigation efforts.

After ongoing regional discussions on this issue, it was determined that a collaborative effort among our neighboring communities could maximize leverage in this case. As a result, many communities along the lakefront in northeast Illinois have also chosen to opt-out and seek separate counsel to file suit. The City of Lake Forest would join Winnetka and Lake Bluff (as well as other communities), in retaining Matt Pawa of Seeger Weiss (class action counsel) and Michael Layden of Prendergast Layden (local counsel) to represent the City in litigation against Monsanto.

**BUDGET/FISCAL IMPACT:** This representation is being handled on a contingency basis. In the event an award or settlement is reached, it would be paid to the attorney who will subsequently disburse attorneys' fees and submit a check to the City for the remainder.

**COUNCIL ACTION:** Approval to Engage Matt Pawa of Seeger Weiss and Michael Layden of Prendergast Layden for Legal Services

**5. Consideration of a Request to Waive the Fidelity Bond Requirement in Connection with Holding a Raffle in the City of Lake Forest for Lake Forest County Day School (Approval by Motion)**

*STAFF CONTACT: Margaret Boyer, City Clerk (847.810.3674)*

**PURPOSE AND ACTION REQUESTED:** Staff requests City Council consideration of waiving the fidelity bond requirement in connection with a proposed raffle from Lake Forest County Day School.

**BACKGROUND:** In January 2020 the City Council approved an Ordinance Amending Chapter 110, titled "Licenses and Miscellaneous" related to Raffles, to align these sections with recent State of Illinois Legislation. Section 110.0149, J, allows the raffle manager designated by the organization to seek a waiver of the bond requirement from the City Council.

At this time Lake Forest County Day School is requesting a waiver of the bond requirement and has submitted a request. A copy of the requests can be found beginning on **page 18**

**BUDGET/FISCAL IMPACT:** N/A

**COUNCIL ACTION:** Consideration of a Request to Waive the Fidelity Bond Requirement in Connection with Holding a Raffle in the City of Lake Forest for Lake Forest County Day School. (Approval by Motion)

**6. Consideration of Award of a Contract for Professional Services to Conduct a Community-Wide Survey by ETC Institute, Inc. for an amount not to exceed \$26,500**

*STAFF CONTACTS: Reagan Walsh, Management Analyst (847.810.3677) and  
Yates McLaughlin, Management Intern*

**PURPOSE AND ACTION REQUESTED:** Staff is recommending approval of a proposal submitted by ETC Institute as the most qualified candidate for a community-wide survey in Lake Forest.

Based upon the company's experience, survey flexibility, and price points, staff believes ETC Institute will work best with the City to develop and to structure a customized survey.

**BACKGROUND/DISCUSSION:** Approximately every five years, the City conducts a community-wide survey to gain insight on a wide variety of issues and services it provides. Although the previous plan would have had the survey in FY2021, the COVID-19 pandemic pushed this timeline back. The survey typically is held prior to a Strategic Planning Session held about every five years.

The Community-Wide Survey enhances resident engagement and provides data for formulating initiatives and action plans as well as supplementing the City's overall communications strategies. Staff issued a Request for Proposals in December 2022. The City received proposals from:

	Experience and Methodology	Cost
<b>ETC Institute</b>	<ul style="list-style-type: none"> <li>Administered more than 3,500 statistically valid surveys, several in Northshore and Chicagoland.</li> <li>Of 150 communities, 100% said they were satisfied.</li> <li>Easier-to-use dashboard that faces internally/externally.</li> <li>Formulated based on departments, with a large feedback loop.</li> <li>Tailored survey to sample population.</li> </ul>	<p><b>Base Price \$19,500.00</b>, with invoices submitted throughout process.</p> <p>There is an option for additional services regarding the survey instrument and additional data analytics available ala-carte.</p>
<b>Polco - (National Research Center)</b>	<ul style="list-style-type: none"> <li>Consistent with some comparable communities (Glencoe, Highland Park, and ICMA).</li> <li>Historical Data (prior survey usage) and benchmarking.</li> <li>Limitations on internally developed questions, uses set survey instrument.</li> <li>Requires/Allows subscription paid access to pulse surveys and benchmark data (NRC).</li> </ul>	<p><b>Base Price: \$39,000</b>, with additions of 1/2 page of questions (\$2,800), remote presentation (\$2,400), and Spanish translation (\$1,350), totaling <b>\$45,550.00</b>.</p> <p>An additional \$6,200 after the first year would be required for Premium</p>
<b>Probolsky</b>	<ul style="list-style-type: none"> <li>Tailored staff and resources.</li> <li>No recent, close-proximity comparable communities, or historical benchmarking.</li> <li>Was built to accept over 2,000+ responses (2,200 pop. Sample).</li> <li>Dashboard accessible with cross tabular data (internal and external facing, with GIS).</li> </ul>	<p><b>Base Price: \$39,600.</b></p>

<b>Zilo</b>	<ul style="list-style-type: none"> <li>o Strong strategic planning background.</li> <li>o No recent comparable communities in Illinois.</li> <li>o Smaller support system/project team</li> <li>o No guarantee on statistical validity. (Lower margin of error).</li> </ul>	<b>Base Price: \$35,000.</b>
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The criteria for consideration and grading were based on six (6) values, all prioritized in value. The firm's qualifications and prior experience, their technical approach to understanding the scope of the survey, their ability to meet schedule and budget requirements, their overall project design and methodology, their references, and their incorporation of optional services were considered. Submittals were evaluated on a total score basis, with a maximum score of one hundred (100) points.

After ranking each proposal, finalist interviews followed for the top two firms in consideration. The Community Survey Sub-Committee and Executive Staff gave final thoughts and recommendations based on vendor RFP grades, interviews, and follow up discussion.

ETC's base fee of \$19,500 includes designing and administering a survey that is up to seven (7) pages in length, providing a formal report which includes: benchmarking analysis, importance-satisfaction analysis, crosstabulations of the results by key demographic features, geocoding the final results, GIS maps showing select questions on the survey as maps of the City, trend comparisons to past results, verbatim open-ended comments, and a copy of the survey instrument, and developing an online interactive data dashboard. A Project Manager from ETC Institute will also make a 2-day 1-night trip to the City to present the final results.

They survey will be administered by multiple digital outlets, as well as via postage, email, and an online link. The online link will be promoted via multiple communication outlets including on the website, eNews, Dialogue, and social media.

Additional services offered by the ETC Institute that are not included in the \$19,500 base fee include translating the survey into a language other than Spanish (\$0.25 per word), creating a sampling plan that includes sub area goals (\$500.00), and any additional consulting hours for sub-analysis of results that are "above and beyond" the listed scope of services. Additional funding is requested to allow for future flexibility in expanding the survey questions.

Consolidated Timeline:

**SPRING** – Survey packet will be mailed and broadcasted to residents and made available online.

**LATE SPRING / EARLY SUMMER** – Survey Response Deadline

**SUMMER / EARLY FALL** – ETC Institute will present a complete report to the City Council.

**BUDGET/FISCAL IMPACT:** Has City staff obtained competitive pricing for proposed services? **YES**

Below is an estimated summary of project budget:

FY2023 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
General Fund 101-1101-454.54-21	\$45,000	\$26,500	Yes

Staff is requesting authorization to spend \$25,000 budgeted. While the base cost is \$19,500, the added funding will cover any possible fees regarding additional services described above. In particular, survey translation, sampling plans for sub area goals, and/or additional consulting hours needed for "above and beyond" analysis on particular results if determined appropriate by City Council or staff.

COUNCIL ACTION: Consideration of Award of a Contract for Professional Services to Conduct a Community-Wide Survey by ETC Institute, Inc. for an amount not to exceed \$26,500.

**COUNCIL ACTION: Approve the six (6) omnibus items as presented**

<b>6. OLD BUSINESS</b>
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- 1. Approval of a Request from the Cemetery Commission to authorize the City Manager to enter into a contract with Semper Fi Land Services for Renovations to the Memorial Garden at the Lake Forest Cemetery, for an Amount not to Exceed \$905,000, and Approval of an Inter-Fund Loan with the Cemetery to Borrow \$905,000 from the City to be paid over a Ten-Year Period at 3.5% Interest Rate.**

PRESENTED BY: *Chuck Myers, Superintendent of Parks & Forestry, (847-810-3565) and Elizabeth Holleb, Finance Director (847-810-3612)*

**PURPOSE AND ACTION REQUESTED:** Cemetery Commission and staff are recommending City Council approval to enter into a contract with Semper Fi Land Services for renovation of the Memorial Garden at the Cemetery, at the cost of \$905,000. The City Council is also asked to approve an inter-fund loan from the General Fund to the Cemetery Fund to provide a loan of \$905,000 over a ten-year period at an interest rate of 3.5%.

**BACKGROUND/DISCUSSION:** The existing Memorial Gardens at the Lake Forest Cemetery, just east of the main entrance to the Cemetery, was constructed in 2000, and contains niches for above ground inurnment of cremated remains. The Memorial Gardens forms a tranquil complement to the serenity of the cemetery. Reflective of the limestone entry arch, the columbarium's design is reminiscent of a European churchyard. The four interconnecting gardens that make up the Memorial Gardens include the Fountain, Spire, Evergreen, and Lake Gardens. Their curvilinear shapes and landscaping balance the solidity of the stone columbarium wall, with its arched flying buttresses, and create a setting that is both dignified and durable. The Fountain Garden provides a setting where funeral services may be held. The plantings that were selected highlight the Prairie style of landscape design that is found in the rest of the cemetery.

When the Memorial Gardens was constructed, part of the scope of the project was adjusted to keep the project within budget. An additional 400 niches in the Fountain and Spire Gardens were not constructed and left for a Phase II completion at a future date. At the time of initial construction, all concrete foundation and wall work was completed to allow for the future completion of Phase II. In order to meet the continued demand by the residents of Lake Forest and provide for the financial security of the cemetery, it is proposed to finish construction of the niches in these two areas.

Also known as a cremation niche, a columbarium niche is a single compartment within the columbarium that holds a person's cremated remains. Sales of cremation niches have been consistent since the creation of the first phase of the Memorial Garden in 2000 and our rate of cremation interments compared to full burials has been ahead of the national curve. Our ten-year average indicates that 63% of our interments have been cremations. The national cremation rate recently hit 50% and is forecast to rise to 66% of all deaths resulting in cremation by the year 2030.

The niches proposed are "low wall" sites, which have been very popular elsewhere in the Memorial Gardens. Currently the Lake Garden Circular Outer Wall (LGCOW) is one of the most sought-after areas within the Memorial Gardens. Of the 110 niches in the LGCOW, 98 niches have been sold (89%), as have all four of the Family Pillars there. The niches are premium priced at \$6,150 each, which is \$800 per niche higher than the main wall section of the Memorial Gardens. The Memorial Gardens currently hold 1,432 niches, of which 566 are sold (40%), and can be increased by an additional 414 with the completion of the Phase II project. The total cost for Phase II is \$1,099,784, including the addition of niches and some additional improvements to the original Phase I project.

At current prices, the income to be realized from the sale of these 414 additional niches would be \$2,546,000. Based on current estimates for construction and finances, the rate of return on the investment would be around 132% for the 414 additional niches.

Options for financing the Memorial Garden Phase II project have been discussed by the Cemetery Commission and with City Council in 2020. The project was put on hold since that time due to other priorities at the cemetery and to determine the overall scope of the project. City staff and the Cemetery Commission determined that the scope of the project should be reduced for this phase of the project by eliminating the 35-ft. gothic style spire that was originally proposed in 2000. The higher priority at this time is the addition of 414 niches and the improvements needed with the existing hardscape structure of the Memorial Garden.

City staff and the Cemetery Commission received City Council approval on March 27, 2022 for the purchase of the niche fronts that will be needed when the construction phase of the project begins. Fabrication of the niche fronts is underway and will be ready when the project begins. We are now prepared to move forward with the project construction phase. If approval is received from City Council, the project will commence in June of 2023 and be completed by September 22, 2023.

Attached **(page 19)** please find a February 9, 2023 letter to Mayor Pandaleon from John Anderson, Chairman of the Cemetery Commission. The letter requests City Council consideration of a loan request for \$905,000, to be repaid with interest over a ten-year period. Since the Cemetery Fund is part of the governmental entity, an inter-fund loan from the General Fund to the Cemetery Fund is proposed. Notable provisions of the proposed inter-fund loan are as follows:

- Term: The proposed term of the loan repayment would be ten years. The requested loan amount will be distributed to the Cemetery on the closing date specified by the Cemetery Commission. Annual principal and interest payments will be made on the anniversary of the closing date for the loan term.
- Interest Rate: The loan will bear interest at 3.5% and interest would accrue as of the loan closing date. Interest payments will be made annually.



- Collateral/Loan Security: Because the Cemetery is part of the City entity, no collateral or loan security will be required.
- Use of Proceeds: Loan proceeds will be used only for the Cemetery Memorial Garden Phase II project.

**PROJECT REVIEW/RECOMMENDATIONS:**

Reviewed	Date	Comments
Cemetery Commission	1/25/23	Recommend award of bid to Semper Fi and request for City financing of project
City Council	3/27/22	Approve Purchase of Niche Fronts
Cemetery Commission	01/26/22	Recommend Approval of Niche Fronts Purchase

**BUDGET/FISCAL IMPACT:** Upon completion of the design and project plan by Craig Bergmann Landscape Design, staff released a request for bids on November 9, 2022. This was followed by a mandatory pre-bid meeting that interested contractors were required to attend to be eligible to submit a bid for the project. Three contractors attended the meeting at the Cemetery Memorial Garden and they were given an overview of the project by Craig Bergmann and City staff. The bid opening was December 1, 2022 and resulted in proposals from two bidders. The bid results follow:

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

**Recommended Bidder/Proposer is BOLDED**

Company Name	Dollar Amount Bid
<b>Semper Fi Land Services</b>	<b>\$821,284</b>
Krugel Cobbles, Inc.	\$930,660

After careful review of the bids by City staff, we are recommending the selection of Semper Fi Land Services for this project. Semper Fi has a successful record of performing services similar to those required for the project, as evidenced by excellent reference checks. The City's policy requires that we award contracts to the lowest responsible bidder whose bid is judged to be the best bid and most favorable to the interests of the City. We therefore requested additional information from Semper Fi pertaining to their qualifications to perform the work and a list of similar project references that they have completed. The information was promptly received and reviewed by City staff. A total of six reference checks were done with agencies that have recently worked with Semper Fi on various projects. The references were all excellent, with many commenting about Semper Fi's great attention to detail, high quality of work, great organization of sites and very professional service. Based on this information, the Cemetery Commission accepted City staff's recommendation that the contract be awarded to Semper Fi Land Services.

The total amount of the contract with Semper Fi is \$821,284. City staff and the Cemetery Commission is recommending that a contingency of \$83,716 (10%) be added to the project cost, for a total request of \$905,000.

The recommendation is also for the City Council to approve the proposed inter-fund loan for \$905,000 with a ten (10) year repayment period at 3.5% interest. The loan would be made from General Fund reserves and annual interest payments would be deposited to the General Fund.

Below is an estimated summary of Project budget (excluding new niche fronts):

FY2023 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Cemetery Fund 230-6407-476.76-20	\$1,527,021	\$905,000	Y

**COUNCIL ACTION: Approval of a Request from the Cemetery Commission to authorize the City Manager to enter into a contract with Semper Fi Land Services for Renovations to the Memorial Garden at the Lake Forest Cemetery, for an Amount not to Exceed \$905,000, and Approval of an Inter-Fund Loan with the Cemetery to Borrow \$905,000 from the City to be paid over a Ten-Year Period at 3.5% Interest Rate**

**7. NEW BUSINESS**

**8. ADDITIONAL ITEMS FOR DISCUSSION/ COMMENTS BY COUNCIL MEMBERS**

- 1. EXECUTIVE SESSION pursuant to 5ILCS120/2(c), 11 The City Council will be discussing pending litigation.**

**Adjournment into Executive Session**

**Reconvene into Regular Session**

**9. ADJOURNMENT**

A copy of the Decision Making Parameters is included beginning on **page 12** of this packet.

Office of the City Manager

March 1, 2023

The City of Lake Forest is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are required

to contact City Manager Jason Wicha, at (847) 234-2600 promptly to allow the City to make reasonable accommodations for those persons.





## THE CITY OF LAKE FOREST

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

*Adopted June 18, 2018*

The City of Lake Forest Mission Statement:

*"Be the best-managed, fiscally-responsible and appealing community and promote a community spirit of trust, respect and citizen involvement."*

The Lake Forest City Council, with the advice and recommendations of its appointed advisory Boards and Commissions, Lake Forest Citizens, and City Staff, is responsible for policy formulation and approval. Implementation of adopted strategy, policy, budgets, and other directives of Council is the responsibility of City Staff, led by the City Manager and Senior Staff. The Mayor and Aldermen, and appointed members of Boards and Commissions should address matters in a timely, deliberate, objective and process-driven manner, making decisions guided by the City of Lake Forest Strategic and Comprehensive Plans, the City's Codes, policies and procedures, and the following parameters:

- Motions and votes should comprise what is in the best long-term interests of all Lake Forest citizens, measured in decades, being mindful of proven precedents and new precedents that may be created.
- All points of view should be listened to and considered in making decisions with the long-term benefit to Lake Forest's general public welfare being the highest priority.
- Funding decisions should support effectiveness and economy in providing services and programs, while mindful of the number of citizens benefitting from such expenditures.
- New initiatives should be quantified, qualified, and evaluated for their long-term merit and overall fiscal impact and other consequences to the community.
- Decision makers should be proactive and timely in addressing strategic planning initiatives, external forces not under control of the City, and other opportunities and challenges to the community.

Community trust in, and support of, government is fostered by maintaining the integrity of these decision-making parameters.

*The City of Lake Forest's Decision-Making Parameters shall be reviewed by the City Council on an annual basis and shall be included on all agendas of the City Council and Boards and Commissions.*

The City of Lake Forest  
CITY COUNCIL MEETING  
*Proceedings of the Tuesday, February 21, 2023*  
City Council Meeting – City Council Chambers  
220 E Deerpath, Lake Forest, IL 60045

CALL TO ORDER AND ROLL CALL: Honorable Mayor Pandaleon called the meeting to order at 6:30p.m, and Deputy City Clerk Joyce Reda called the roll of Council members.

Present: Honorable Mayor Pandaleon, Alderman Morris, Alderman Novit, Alderman Rummel, Alderman Notz, Alderman Preschlack, Alderman Goshgarian, and Alderman Weber

Absent: Alderman Buschmann

**CALL TO ORDER AND ROLL CALL**

**PLEDGE OF ALLEGIANCE** was recited.

**REPORTS OF CITY OFFICERS**

**COMMENTS BY MAYOR**

Mayor Pandaleon stated that the City's Triple AAA Bond rating was recently reaffirmed by Moody's Bond Ratings.

Mayor Pandaleon stated that the City is working with State Senator Julie Morrison and the City Attorney to correct a state statute that allows litigators to name those people who make comments during a public meeting to be called as defendants in that litigation. He is hopeful that the language will be changed in the next few weeks.

**COMMENTS BY CITY MANAGER**

**A. Community Spotlight**

**- Dr. Jill Baren, President Lake Forest College**

City Manager Jason Wicha introduced Dr. Jill Baren, President of Lake Forest College, noting that she is Lake Forest College's fourteenth (14th) President.

Dr. Baren explained that her presence at City Council is a chance for the college to show that it is an intellectual and cultural asset to the City, and she encourages the residents of Lake Forest to take a deeper look into the opportunities and services that Lake Forest College offers. She noted the rankings of the college, an in-depth strategic framework and events that are coming up at the college. According to Dr. Baren, Lake Forest College is in the top 100 best liberal arts colleges in the country and number two in the country for social mobility.

Dr. Baren shared the ways the college continues to invest in the residents of Lake Forest with public lectures, an art gallery, music concerts, theater productions, summer classes, adult, and community education.

The City Council thanked Dr. Baren for her work in continuing the excellence of Lake Forest College.

**OPPORTUNITY FOR CITIZENS TO ADDRESS THE CITY COUNCIL**

Mayor Pandaleon then asked if there was anyone who would like to address the Council.

David Tanaka offered his opinion to Council , noting Metra’s plan to install crossover switches, north of the Telegraph Road Train Station.

<b>ITEMS FOR OMNIBUS VOTE CONSIDERATION</b>
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- 1. Approval of February 6, 2023, City Council Meeting Minutes**
- 2. Approval of an Illinois Department of Transportation Resolution Appropriating \$1,500,000 in Motor Fuel Tax (MFT) Funds to be used for the 2023 Annual Pavement Resurfacing Program**
- 3. Approval of a Public Works Committee Recommendation for an Award of Bid to Efraim Carlson & Son for the Police Department Break Room Renovation Project in the Amount of \$88,825 to Include a Project Contingency in the Amount of \$11,175, for a Grand Total Amount of \$100,000**
- 4. Approval to Award a Contract to ZENON Environmental Corporation to Purchase 432 Replacement Membrane Modules Included in the FY '24 Budget, in the amount of \$266,500 and \$15,500 for On-Site Technical Support, for a Total of \$282,000**
- 5. Consideration of an Ordinance Approving a Recommendation from the Historic Preservation Commission. (First Reading and if Desired by the City Council, Final Approval)**
- 6. Consideration of a Recommendation from the Plan Commission in Support of a Special Use Permit to Allow a Berm Exceeding Seven Feet in Height on a Residential Property at 934 Longwood Drive, Adjacent to the Railroad Tracks. (If desired by the Council, Waive First Reading and Grant Final Approval of the Ordinance.)**

**COUNCIL ACTION: Approve the six (6) omnibus items as presented.**

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

Alderman Preschlack made a motion to approve the six (6) Omnibus items as presented, seconded by Alderman Weber. The following voted “Aye”: Alderman Morris, Novit, Rummel, Notz, Preschlack, Goshgarian, and Weber. The following voted “Nay”: none. 7-Ayes, 0-Nays, motion carried.

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

<b>OLD BUSINESS</b>
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- 1. Review of contracts, bids, and financing options for Deerpath Park Athletic Field Improvement Project. Consideration to approve contracts and bids for the Deerpath Park Athletic Field Improvement Project, If desired, City Council may consider a resolution expressing intent to issue bonds for the project.**

Mayor Pandaleon introduced Chuck Myers, Superintendent of Parks & Forestry, to give a presentation on the reviews of bids and financing options for the Deerpath Park Athletic Field Improvement Project.

Mr. Myers provided the City Council with an update on the Project that included a timeline that highlighted the start of the Parks and Recreation Master Plan in June of 2019. He stated that over fifteen city staff

members from multiple departments contributed to the project. Mr. Myers thanked the City Manager's Advisory Group and introduced Jim Lockefer, Assistant to the Director of Public Works, to highlight construction management for the project. Mr. Lockefer reported that the RFP process was very in-depth and competitive. He stated that Nicholas & Associates was selected due to their experience with over 50 large-scale turf projects.

Mr. Myers then gave a project overview of costs, highlighting a total base construction cost of \$12,891,483. Amenities, such as, a north restroom/concessions/pavilion building, a south restroom/pavilion building, a maintenance garage, playground/fitness stations, a boardwalk, crushed stone path, and additional landscaping, that will be \$3,104,460.

Elizabeth Holleb, Director of Finance explained the project financing recommendations. She stated that four million would come from the FY23 Operating Surplus, \$435,827 would come from the Parks and Public Land Fund and finally, the remaining amount of \$8.89-\$12 million would be financed through a General Obligation Bond Issue.

Mr. Myers then concluded his overall cost summary of the project and City Manager Jason Wicha asked City Council for any questions.

The City Council had discussion with staff on various topics related to the athletic field that included amenities, pension liabilities, board and commission recommendations, material durability, debt per household, performance bonds, the impact on bond ratings, and the financial and physical impact on outside entities.

Mayor Pandaleon asked if anyone from the public would like to address the Council.

Mary Matthews offered comments to City Council in opposition of the Deerpath Park Athletic Turf Improvement Project, noting PFA concerns.

Alexander LaCasse offered comments to City Council in favor of the Deerpath Park Athletic Turf Improvement Project, noting his personal experience playing Lacrosse on the fields.

Brian Dacy offered comments to City Council in favor of the Deerpath Park Athletic Turf Improvement Project, noting his appreciation for the proactive approach taken by the City.

Marc Silver provided comments to City Council in favor of the Deerpath Park Athletic Turf Improvement Project, noting the thorough process and clear benefits to the City.

Sebastian Carrillo provided comments to City Council in favor of the Deerpath Park Athletic Turf Improvement Project, noting his personal experience with the fields.

Graydon Rother offered comments to City Council in favor of the Deerpath Park Athletic Turf Improvement Project, noting his personal experience with the fields.

Lynne Hans asked the Council if the restrooms will be heated in the winter.

Kate Rother offered comments to City Council in favor of the Deerpath Park Athletic Turf Improvement Project, noting the importance of approving the base plan including all amenities.

Diane Casudo asked the Council about the sustainability of the turf field and the maintenance it will take in the future.

Mayor Pandaleon stated that the turf field will require maintenance in 10-15 years, only on the rug and the infill. He also added that revenue gained will be allocated for the sole purpose of maintenance and associated costs.

Members of the City Council offered their opinions and had lengthy discussion regarding transparency from City staff during the project, efficiency of the citizen advisory group, borrowing costs, traffic concerns, environmental concerns, and maximizing playability.

Mayor Pandaleon asked for a motion to consider the eight separate action items relating to Deerpath Park Athletic Field Improvement Project as a single omnibus vote.

Alderman Preschlack made a motion to consider the eight separate action items relating to Deerpath Park Athletic Field Improvement Project as a single omnibus vote, seconded by Alderman Notz. Motion carried unanimously by voice vote.

Mayor Pandaleon read the following:

**COUNCIL ACTIONS:**

**Consideration to approve contracts and bids for the Deerpath Park Athletic Field Improvement Project. The contracts and bids presented below represent the full cost for the base project plus all additional amenities to show the full scope of the project. Council will consider what (if any) additional amenities to include and the amounts will be adjusted to match that preference.**

- 1. Award of contract with Nicholas & Associates for \$11,541,172**
  - 2. Award of contract with Hitchcock Design Group for \$115,500**
  - 3. Award of bid with Midwest Sports Turf (TIPS Co-op) for \$3,450,000**
  - 4. Award of bid with Keeper Goals (TIPS Co-op) for \$176,035**
  - 5. Award of bid with Musco (Sourcewell Co-op) for \$813,900**
  - 6. Award of bid with Poligon (Sourcewell Co-op) for \$113,000**
  - 7. Award of bid with Landscape Structures (Sourcewell Co-op) for \$222,263**
  - 8. Consider a Resolution expressing official intent regarding certain capital expenditures to be reimbursed from proceeds of one or more obligations to be issued by the City of Lake Forest, Lake County, Illinois**
- Total: \$16,431,870 (Includes Tennis/Pickleball Courts)**

Alderman Goshgarian made a motion to approve the eight action items relating to the Deerpath Park Athletic Field Improvement Project as presented, seconded by Alderman Preschlack. The following voted "Aye": Alderman Notz, Preschlack, Goshgarian, Weber, and Morris. The following voted "Nay": Alderman Novit and Rummel. 5-Ayes, 2-Nays, motion carried.

Mayor Pandaleon announced the Deerpath Park Athletic Turf Improvement Project is an example of how the community works through challenging issues and comes to a resolution where all input made the project better.

<b>ADDITIONAL ITEMS FOR COUNCIL DISCUSSION/COMMENTS BY COUNCIL MEMBERS</b>
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Alderman Weber noted her appreciation for the Water Plant after touring the facility recently.

<b>ADJOURNMENT</b>
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There being no further business Mayor Pandaleon asked for a motion. Alderman Novit made a motion to adjourn, seconded by Alderman Weber. Motion carried unanimously by voice vote at 9:19 p.m.

Respectfully Submitted,  
Joyce Reda, Deputy 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](http://www.cityoflakeforest.com). Click on I Want To, then click on View, then choose Archived Meetings Videos.*



LAKE FOREST  
COUNTRY DAY SCHOOL

February 17, 2023

Mayor Pandaleon  
The City of Lake Forest  
220 E. Deerpath  
Lake Forest, IL 60045

Dear Mayor Pandaleon,

Lake Forest Country Day School is asking for the City Council's consideration of a waiver for the requirements of the fidelity bond, with regards to our application for our March 10, 2023 Raffle license application. Our March 10, 2023 Raffle is a single item -- two nights at the Mandarin in Mexico -- with an estimated value of approximately \$9,500.00. We anticipate the number of tickets to be sold at 150 at a cost of \$100 per ticket.

Thank you in advance for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Paulus', written in a cursive style.

Richard Paulus  
Director of Finance and Operations  
Lake Forest Country Day School

# Lake Forest Cemetery

1525 N. Lake Road  
Lake Forest, IL 60045

Address Correspondence to  
800 North Field Drive  
Lake Forest, IL 60045

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February 9, 2023

Mayor George A. Pandaleon  
The City of Lake Forest  
220 East Deerpath Road  
Lake Forest, IL 60045

Dear Mayor Pandaleon:

On behalf of the Lake Forest Cemetery Commission ("the Commission"), I am requesting that the City of Lake Forest (the "City") make a loan to the Lake Forest Cemetery in the principal amount of \$905,000, to be paid back in full within ten years of the date the loan proceeds are disbursed. We request that the City provide this loan without a requirement for collateral since the Cemetery is part of the City entity, thus eliminating the risk of default.

The remainder of this letter provides an explanation of the need for and purpose of the requested loan.

As shared previously with the City Council, the Commission is now moving ahead with the renovation and completion of the Memorial Garden at the Lake Forest Cemetery. The existing Memorial Garden was constructed in 2000, but a portion of the scope of the original construction project was adjusted to keep the project within budget. Since that time, Phase II of the Memorial Garden project was put on hold due to other priorities at the Cemetery and to provide time to carefully evaluate the overall scope of the work needed.

The Commission now proposes to finish construction of 414 additional niches as contemplated in the original plan of the Memorial Garden. In addition, the proposed project includes improvements and repairs needed with the existing hardscape structure and walkways of the Memorial Garden (although, due to the high cost, the Commission with City staff have decided that the scope of this Phase II project should not include the construction of a 35-ft. gothic style spire that was originally proposed in the 2000 plan for the Memorial Garden). The Commission believes that completion of this work is needed to meet the continued demand by residents of Lake Forest and to provide for the financial sustainability of the Cemetery. The Commission's recommendation to authorize the City Manager to enter into a contract for the Memorial Garden renovation and construction will be submitted to the City Council for its approval at an upcoming City Council meeting.

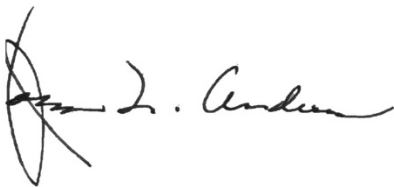


The loan from the City will allow the Commission to pay for this proposed Memorial Garden Phase II project. The Commission considered various financing options and determined that the loan from the City would be the most cost-effective option for the Cemetery, as well as the City as a whole. The loan will be repaid over the ten-year pledge period from the operating revenues generated by our cemetery services and/or investment gains realized by the Commission's unrestricted investment portfolio account.

We thank the City for its consideration of this loan which will directly help the Commission build out and finish the Memorial Garden at the Lake Forest Cemetery as contemplated more than 20 years ago. With the completion of this project and the expanded size of the Memorial Garden, we conservatively estimate that income to be realized from the sale of the additional niches will be more than \$2.5 million.

Please let me know if you have any questions or need further information.

Thank you and best regards,

A handwritten signature in black ink, appearing to read "John L. Anderson". The signature is written in a cursive style with a large, stylized initial "J".

John L. Anderson  
Chairman, Lake Forest Cemetery Commission

cc: Mr. Jason C. Wicha, City Manager  
Ms. Elizabeth Holleb, City Finance Director  
Mr. Chuck Myers, Superintendent of Parks & Forestry  
Mr. Phil Alderks, Cemetery Sexton