



**LEGAL COMMITTEE MEETING**  
**Thursday, November 17, 2022 – 3:00 P.M.**  
**City Hall, 220 E. Deerpath**

**AGENDA**

- I. CALL TO ORDER AND ROLL CALL**
- II. ACTION ITEMS**
  - a. APPROVAL OF AUGUST 18, 2022 MEETING MINUTES**
- III. OPPORTUNITY FOR PUBLIC COMMENT**
- IV. ADJOURNMENT INTO EXECUTIVE SESSION**

**\*\*\*\*\*Executive Session\*\*\*\*\***
- V. RECONVENE INTO REGULAR SESSION**
- VI. ACTION ON ITEMS DISCUSSED DURING EXECUTIVE SESSION**
- VII. OTHER MATTERS**
  - a. REVIEW OF QUARTERLY LEGAL SERVICES FINANCIAL REPORT (Q2 FY2023)**
- VIII. NEXT MEETING DATE – TBD**
- IX. ADJOURNMENT**

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

### **DRAFT Regular Meeting Minutes** **Legal Committee** **Thursday, August 18, 2022 – 3:00 p.m.**

#### **1. Call to Order and Roll Call**

The meeting was called to order at 3:00 p.m. In attendance was Madam Chair Joy Guscott-Mueller, Members David Michael, Paul Sundberg, Arthur Mertes and Mayor George Pandaleon. Also in attendance were Alderman Ray Buschmann; City Attorney Julie Tappendorf; City Manager, Jason Wicha; Director of Community Development, Catherine Czerniak; and Management Analyst, Reagan Walsh.

Newly appointed Madam Chair Joy Guscott-Mueller was welcomed as the new Chair of the Committee after replacing Chairman Waldeck. New Member Arthur Mertes was also welcomed, followed by introductions from the Committee. In addition, newly hired Management Analyst Reagan Walsh was also welcomed as the new Staff Liaison for the Committee replacing former Assistant Manager Mike Strong.

#### **2. Approval of Minutes of the Legal Committee**

##### **a. Minutes from the April 28, 2022 Regular Meeting**

Member Michael made a motion to approve the minutes, seconded by Member Sundberg. The motion was approved unanimously by voice vote.

#### **3. Opportunity for Public Comment**

There were no members from the public who chose to speak.

#### **4. Adjourn into Executive Session to discuss executive session minutes and matters relating to pending or threatened litigation.**

Member Michael made a motion to enter into Executive Session, subject to 5ILCS 120/2 (11) (21), for the purposes of discussing matters of litigation that are probable, imminent or pending and to review executive session minutes as authorized by the Open Meetings Act. The motion was seconded by Member Sundberg. The following voted aye: Madam Chair Guscott-Mueller, Members Mertes, Michael, Sundberg, and Mayor Pandaleon. The following voted nay: None. 5-ayes 0-nays, motion carried.

*The Committee entered into Executive Session at 3:08 p.m.*

*The Committee Reconvened into Open Session at 3:57 p.m.*

#### **5. Action items discussed during Executive Session**

##### **a. Approval of Minutes from the April 28, 2022 Meeting (Executive Session)**

Member Michael made a motion to approve the minutes, seconded by Member Sundberg. The following voted aye: Madam Chair Joy Guscott-Mueller, Members Mertes, Michael, Sundberg, and Mayor Pandaleon. The following voted nay: None. 5-ayes 0-nays, motion carried.

## **6. Other Matters**

### **a. Review of Quarterly Legal Services Financial Report (Q4 FY2022)**

City Manager Jason Wicha provided an overview of the Quarterly Financial Reports from the fourth quarter of FY2022. The Committee discussed the reports and asked clarifying questions.

### **b. Review of Quarterly Legal Services Financial Report (Q1 FY2023)**

City Manager Jason Wicha provided an overview of the Quarterly Financial Reports from the first quarter of FY2023. The Committee discussed the reports and asked clarifying questions.

### **c. Next Meeting Date**

The Committee discussed when the next meeting date would occur and made a consensus to meet on October 27, 2022 at 3:00 p.m.

## **7. Adjournment**

There being no further business at this time, Member Michael moved, seconded by Member Sunberg to adjourn, which motion passed unanimously in a voice vote at 4:13 p.m.

Respectfully Submitted,

Reagan Walsh, Management Analyst

**Legal Committee Quarterly Report  
FY2023 2nd Quarter (May 1-Oct 31)  
(50% of Budget Year Complete)**

2	FY2022 Approved Budget	FY2022 Actuals	FY2023 Approved Budget	FY2023 YTD Budget	FY2023 Actuals YTD	YTD % of Budget Spent	YTD # Bills Paid	Comments
Ancel Glink Litigation	\$ 70,000	148,419	\$ 110,000	\$ 55,000	208,941	190%	6	
Ancel Glink City Attorney	\$ 220,000	182,422	\$ 195,000	\$ 97,500	53,771	28%	6	
City Prosecutor LaLuzerne & Smith	\$ 60,000	74,505	\$ 60,000	\$ 30,000	37,420	62%	6	
Labor Law Clark Baird Smith	\$ 70,000	61,589	\$ 70,000	\$ 35,000	7,496	11%	4	
Miscellaneous	\$ 30,000	\$ 4,288	\$ 15,000	\$ 7,500	\$ -	0%		
Filippini Law Firm		\$ 4,216						
Other (identify)		\$ 72						
Reimbursements								
<b>Total Legal Account General Fund</b>	<b>\$ 450,000</b>	<b>\$ 475,511</b>	<b>\$ 450,000</b>	<b>\$ 225,000</b>	<b>\$ 307,628</b>			
<b>Total Over/(Under) Budget</b>		<b>25,510.90</b>			<b>82,628.44</b>			
<b>Total Variance (%)</b>		<b>5.67%</b>			<b>36.72%</b>			

\*City transitioned from Philippini Law Firm to Ancel Glink June 2018 (FY2019).

**Legal Committee Quarterly Report  
FY2023 2nd Quarter (May 1-Oct 31)  
(50% of Budget Year Complete)**

2	FY2022 Approved Budget	FY2022 Actuals	FY2023 Approved Budget	FY2023 YTD Budget	FY2023 Actuals YTD	YTD % of Budget Spent	YTD # Bills Paid	Comments
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**Legal Costs Charged to Other Accounts/Funds**

Contingency General Fund	\$ -	\$ -	\$ -	\$ -	\$ -			
Capital Fund - Land								
Acquisitions/Sales	\$ 70,000	\$ -	\$ 70,000	\$ 17,500	\$ -			
LF Hospital Fund	\$ -	\$ -	\$ -	\$ -	\$ -			
Parks and Recreation Fund	\$ 8,400		\$ 8,400	\$ 2,100	\$ 2,021			
Cemetery	\$ 2,000	\$ 1,094	\$ 2,000	\$ 500	\$ 735			
Laurel/Western TIF	\$ 10,000	\$ 540	\$ 10,000	\$ 2,500	\$ 613			
Water Fund	\$ 5,000	\$ -	\$ 5,000	\$ 1,250	\$ -			
Library Fund	\$ 20,000	\$ 1,463	\$ 20,000	\$ 5,000	\$ 1,575			
<b>Total Other Accounts/Funds</b>	<b>\$ 115,400</b>	<b>\$ 3,097</b>	<b>\$ 115,400</b>	<b>\$ 28,850</b>	<b>\$ 4,944</b>			
<b>Total Over/(Under) Budget</b>		<b>\$ (112,304)</b>			<b>\$ (23,906)</b>			
<b>Total Variance (%)</b>		<b>-97.32%</b>			<b>-82.86%</b>			

<b>TOTAL ALL FUNDS</b>	<b>\$ 565,400</b>	<b>\$ 478,607</b>	<b>\$ 565,400</b>	<b>\$ 253,850</b>	<b>\$ 312,572</b>			
<b>TOTAL OVER/(UNDER)</b>		<b>\$ (86,793)</b>			<b>\$ 58,722</b>			
<b>TOTAL VARIANCE (%) - YTD</b>		<b>-15.35%</b>			<b>23.13%</b>			

Note: Bond Counsel legal charges are not included in the information provided.