

**LEGAL COMMITTEE MEETING**  
**Thursday, August 18, 2022 – 3:00 P.M.**  
**City Hall, 220 E. Deerpath**

**AGENDA**

- I. CALL TO ORDER AND ROLL CALL**
- II. ACTION ITEMS**
  - a. APPROVAL OF APRIL 28, 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 (Q4 FY2022)**
  - b. REVIEW OF QUARTERLY LEGAL SERVICES FINANCIAL REPORT (Q1 FY2023)**
- VIII. NEXT MEETING DATE – Thursday, October 27, 2022**
- 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, April 28, 2022 – 10:00 a.m.**

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

The meeting was called to order at 10:00 a.m. In attendance was Chairman Joe Waldeck and members Joy Guscott-Mueller, David Michael, Paul Sundberg, 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; Assistant City Manager, Mike Strong

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

##### **a. Minutes from the December 2, 2021 Regular Meeting**

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

*The Committee entered into Executive Session at 10:06 a.m.  
The Committee Reconvened into Open Session at 10:47 a.m.*

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

##### **a. Approval of Minutes from the December 2, 2021 Meeting (Executive Session)**

Member Guscott-Mueller made a motion to approve the minutes, seconded by Member Michael. The following voted aye: Chairman Waldeck,

Members Guscott-Mueller, Michael, Sundberg. The following voted nay: None. 5-ayes 0-nays, motion carried.

## **6. Other Matters**

### **a. Review of Quarterly Legal Services Financial Report (Q3 FY2022)**

Assistant City Manager Mike Strong provided an overview of the Quarterly Financial Reports from the third quarter of FY2022. The Committee discussed the reports and asked clarifying questions.

### **b. Updates from Chairman Waldeck**

Chairman Waldeck reported to the Committee that he has been recalled to serve as an Associate Judge in the nineteenth judicial circuit court and that he would be resigning as Chair of the Legal Committee.

Mayor Pandaleon stated that Member Guscott-Mueller would be appointed interim Chairman for the Committee to fill the vacancy. The Committee thanked Chairman Waldeck for his service to the Committee.

## **7. Adjournment**

There being no further business at this time, Member Guscott-Mueller moved, seconded by Member Michael to adjourn, which motion passed unanimously in a voice vote at 10:57 a.m.

Respectfully Submitted,

Mike Strong, Assistant City Manager

**Legal Committee Quarterly Report  
FY2022 4th Quarter (May 1-Apr 30)  
(100% of Budget Year Complete)**

	FY2021 Approved Budget	FY2021 Actuals	FY2022 Approved Budget	FY2022 YTD Budget	FY2022 Payments YTD	YTD # Bills Paid	YTD % of Budget Spent	Comments
<b>Ancel Glink Litigation</b>	\$ 70,000	\$ 101,177	\$ 70,000	\$ 70,000	148,419	12	<b>212%</b>	All expenses included
<b>Ancel Glink City Attorney</b>	\$ 220,000	\$ 149,719	\$ 220,000	\$ 220,000	182,422	12	<b>83%</b>	All expenses included
<b>City Prosecutor LaLuzerne &amp; Smith</b>	\$ 60,000	\$ 56,510	\$ 60,000	\$ 60,000	74,505	12	<b>124%</b>	
<b>Labor Law Clark Baird Smith</b>	\$ 70,000	\$ 19,073	\$ 70,000	\$ 70,000	61,589	12	<b>88%</b>	
<b>Miscellaneous</b>	\$ 30,000	\$ 1,480	\$ 30,000	\$ 30,000	\$ 4,288	0	<b>14%</b>	
<b>Filippini Law Firm</b>					\$ 4,216			Stonegate Lane Vacation Ordinance
<b>City of Highland Park</b>					\$ 72			North Shore Electricity Aggregation Consortium Legal Fees
<b>Other (identify)</b>								
<b>Other (identify)</b>								
<b>Reimbursements</b>								
<b>Total Legal Account General Fund</b>	<u>\$ 450,000</u>	<u>\$ 327,959</u>	<u>\$ 450,000</u>	<u>\$ 450,000</u>	<u>\$ 475,511</u>			
<b>Total Over/(Under) Budget</b>		<b>(122,041.21)</b>			<b>25,510.90</b>			
<b>Total Variance (%)</b>		<b>-27.12%</b>			<b>5.67%</b>			

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

**Legal Committee Quarterly Report  
FY2022 4th Quarter (May 1-Apr 30)  
(100% of Budget Year Complete)**

	FY2021 Approved Budget	FY2021 Actuals	FY2022 Approved Budget	FY2022 YTD Budget	FY2022 Payments YTD	YTD # Bills Paid	YTD % of Budget Spent	Comments
<b>Legal Costs Charged to Other Accounts/Funds</b>								
Contingency General Fund	\$ -	\$ -	\$ -	\$ -	\$ -			
Capital Fund - Land Acquisitions/Sales	\$ 70,000	\$ -	\$ 70,000	\$ 70,000	\$ -			
LF Hospital Fund	\$ -	\$ -	\$ -	\$ -	\$ -			
Parks and Recreation Fund	\$ 8,400	\$ 115	\$ 8,400	\$ 8,400	\$ -			
Cemetery	\$ 2,000	\$ 2,065	\$ 2,000	\$ 2,000	\$ 1,094			
Laurel/Western TIF	\$ 10,000	\$ 14,468	\$ 10,000	\$ 10,000	\$ 540			
Water Fund	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -			
Library Fund	\$ 20,000	\$ 118	\$ 20,000	\$ 20,000	\$ 1,463			
<b>Total Other Accounts/Funds</b>	<b>\$ 115,400</b>	<b>\$ 16,765</b>	<b>\$ 115,400</b>	<b>\$ 115,400</b>	<b>\$ 3,097</b>			
<b>Total Over/(Under) Budget</b>		<b>\$ (98,635)</b>			<b>\$ (112,304)</b>			
<b>Total Variance (%)</b>		<b>-85.47%</b>			<b>-97.32%</b>			
<b>TOTAL ALL FUNDS</b>	<b>\$ 565,400</b>	<b>\$ 344,724</b>	<b>\$ 565,400</b>	<b>\$ 565,400</b>	<b>\$ 478,607</b>			
<b>TOTAL OVER/(UNDER)</b>		<b>\$ (220,676)</b>			<b>\$ (86,793)</b>			
<b>TOTAL VARIANCE (%) - YTD</b>		<b>-39.03%</b>			<b>-15.35%</b>			

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

**Legal Committee Quarterly Report  
FY2023 1st Quarter (May 1-July 31)  
(25% of Budget Year Complete)**

	FY2022 Approved Budget	FY2022 Actuals	FY2023 Approved Budget	FY2023 YTD Budget	FY2023 Payments YTD	YTD # Bills Paid	YTD % of Budget Spent	Comments
Ancel Glink Litigation	\$ 70,000	148,419	\$ 110,000	\$ 27,500	70,760	3	64%	
Ancel Glink City Attorney	\$ 220,000	182,422	\$ 195,000	\$ 48,750	27,316	3	14%	
City Prosecutor LaLuzerne & Smith	\$ 60,000	74,505	\$ 60,000	\$ 15,000	12,640	1	21%	
Labor Law Clark Baird Smith	\$ 70,000	61,589	\$ 70,000	\$ 17,500	5,530	2	8%	
Miscellaneous	\$ 30,000	\$ 4,288	\$ 15,000	\$ 3,750			0%	
Filippini Law Firm		\$ 4,216						
Other (identify)		\$ 72						
Other (identify)								
Other (identify)								
Reimbursements								
<b>Total Legal Account General Fund</b>	<b>\$ 450,000</b>	<b>\$ 475,511</b>	<b>\$ 450,000</b>	<b>\$ 112,500</b>	<b>\$ 116,246</b>			
<b>Total Over/(Under) Budget</b>		<b>25,510.90</b>			<b>3,746.48</b>			
<b>Total Variance (%)</b>		<b>5.67%</b>			<b>3.33%</b>			

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

**Legal Committee Quarterly Report  
FY2023 1st Quarter (May 1-July 31)  
(25% of Budget Year Complete)**

	FY2022 Approved Budget	FY2022 Actuals	FY2023 Approved Budget	FY2023 YTD Budget	FY2023 Payments YTD	YTD # Bills Paid	YTD % of Budget Spent	Comments
<b>Legal Costs Charged to Other Accounts/Funds</b>								
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	\$ 490			
Cemetery	\$ 2,000	\$ 1,094	\$ 2,000	\$ 500	\$ 735			
Laurel/Western TIF	\$ 10,000	\$ 540	\$ 10,000	\$ 2,500	\$ -			
Water Fund	\$ 5,000	\$ -	\$ 5,000	\$ 1,250	\$ -			
Library Fund	\$ 20,000	\$ 1,463	\$ 20,000	\$ 5,000	\$ -			
<b>Total Other Accounts/Funds</b>	<b>\$ 115,400</b>	<b>\$ 3,097</b>	<b>\$ 115,400</b>	<b>\$ 28,850</b>	<b>\$ 1,225</b>			
<b>Total Over/(Under) Budget</b>		<b>\$ (112,304)</b>			<b>\$ (27,625)</b>			
<b>Total Variance (%)</b>		<b>-97.32%</b>			<b>-95.75%</b>			
<b>TOTAL ALL FUNDS</b>	<b>\$ 565,400</b>	<b>\$ 478,607</b>	<b>\$ 565,400</b>	<b>\$ 141,350</b>	<b>\$ 117,471</b>			
<b>TOTAL OVER/(UNDER)</b>		<b>\$ (86,793)</b>			<b>\$ (23,879)</b>			
<b>TOTAL VARIANCE (%) - YTD</b>		<b>-15.35%</b>			<b>-16.89%</b>			

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