

**THE CITY OF LAKE FOREST  
CITY COUNCIL AGENDA**  
Monday, August 3, 2020 at 6:30 pm

**REMOTE ACCESS MEETING**

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

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

**Public audience link:**

<https://us02web.zoom.us/j/84187938728?pwd=MkFmeXVWTFZRL0FaRm12dmhORkozZz09>

**Password: 1861**

**Public Comment: 847-810-3643**

Honorable Mayor, George Pandaleon

James E. Morris, Alderman First Ward

Jennifer Karras, Alderman First Ward

Melanie Rummel, Alderman Second Ward

Edward U. Notz, Jr., Alderman Second Ward

Jim Preschlack, Alderman Third Ward

Ara Goshgarian, Alderman Third Ward

Raymond Buschmann, Alderman Fourth Ward

Eileen Looby Weber, Alderman Fourth Ward

**CALL TO ORDER AND ROLL CALL**

**6:30pm**

**PLEDGE OF ALLEGIANCE**

**REPORTS OF CITY OFFICERS**

<b>1. COMMENTS BY MAYOR</b>
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- A. Donation from Friends of Lake Forest Parks & Recreation Foundation of a Fire Rescue Boat**
  - Rick Amos, Friends of Lake Forest Parks & Recreation Foundation
  - Ara Goshgarian, Alderman Third Ward
  
- B. 2020-2021 Board and Commission Appointments and Reappointments**

**HISTORIC PRESERVATION COMMISSION**

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Robin Petit	Appoint	3

A copy of Volunteer Profile sheet begins on **page 17**.

**COUNCIL ACTION: Approve the Mayors Appointment**

- C. Consideration of a Resolution in Support of Temporary Expanded Outdoor Activity And Events Associated with Not-For-Profit Entities During the Covid-19 Pandemic (Approval by Motion)**

PRESENTED BY:

*Catherine Czerniak, Director of Community Development (810-3504)*

**PURPOSE AND ACTION REQUESTED:** City Council is asked to consider a Resolution directing staff to take various actions in support of local not-for-profit entities during the Covid-19 Pandemic.

**BACKGROUND/DISCUSSION:** Earlier this summer, the City Council passed a Resolution directing the City Manager to take various actions to support the re-opening of local businesses as the City moved into Phase 4 of the Restore Illinois re-opening plan. At that time, the City Council asked that thought be given to how the City might offer support to not-for-profit entities recognizing that they too have been impacted by the current health crisis and the limitations placed on events and gatherings.

In recent conversations with representatives from some not-for-profit entities, opportunities for the City to offer flexibility and support to these groups have been identified. The Resolution included in the Council packet beginning on **page 19** is intended to authorize the City Manager to expeditiously approve small scale activities, events or displays that involve the use of rights-of-way or other public property in creative ways that will allow not-for-profit entities to maintain a presence in the community during this difficult time. The authorization also provides for the waiver of special event fees and the provision of limited staff support and resources.

In reality, the events and displays that may take place over the next few months are likely to be limited. However, providing staff with the ability to respond quickly and creatively to any not-for-profit entity that comes forward with an idea is a way for the City to support these groups and help assure that they are able to continue to thrive.

The Resolution as presented authorizes the City Manager and City staff to respond quickly to unique requests during this unprecedented time.

**BUDGET/FISCAL IMPACTS:** The budget impacts are expected to be negligible. Normally, the City Council approves the waiver of special event fees for many not-for-profit events. The authorization provided by the Resolution will approval of the waiver at the staff level for a limited time period allowing the City to respond quickly in support of support small scale,

creative events that may be proposed with a short line. Costs related to staff support of these events is also expected to be negligible.

**COUNCIL ACTION:** Consideration of a Resolution in support of Temporary Expanded Outdoor Activity And Events Associated With Not For Profit Entities During the Covid-19 Pandemic.

**2. COMMENTS BY CITY MANAGER**

- A. FY2021 Budget in Brief
  - Elizabeth Holleb, Finance Director
  
- B. Community Spotlight
  - Gorton Community Center
  - Amy Wagliardo, Executive Director
  
- C. Community Spotlight
  - Lake Forest Open Lands
  - John Sentell, President

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

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

**4. COMMITTEE REPORTS**

**PENSION SUB COMMITTEE**

- A. Approval of a Pension Subcommittee Recommendation to Revise the City's Pension Funding Policy to Reduce the Interest Rate Assumption from 6.75% to 6.50% for the City's Police and Fire Pension Plans

PRESENTED BY: *Finance Chairman, Alderman Morris*  
STAFF CONTACT: *Elizabeth Holleb, Finance Director (847-810-3612)*

**PURPOSE AND ACTION REQUESTED:** The Pension Subcommittee recommends City Council approval of a revision to the City's Pension Funding Policy defining the manner in which the City funds long-term costs of pension benefits. The specific recommendation is to reduce the interest rate assumption for the City's police and fire pension plans from 6.75% to 6.50%.

**BACKGROUND/DISCUSSION:** The City of Lake Forest has been a leader in moving away from the statutory guidelines for funding public safety pension costs in Illinois, which are not fiscally prudent or sustainable. In December of 2016, the City began discussions with its independent actuary regarding recommendations to address the projected increases in public safety pension costs. An April 2017 Finance Committee meeting and June 2017 City Council workshop provided opportunities to better understand the impact of actuarial assumptions on both the current funding requirement and projected requirements over time. Another City

Council workshop was held in September 2017 during which a modeler was provided by the actuary further demonstrating the impacts of current decisions. As a result of these meetings, the City Council directed the City's actuary to modify the mortality table, salary increase and payroll growth assumptions for the 4/30/17 actuarial valuations of the police and fire pension funds.

The City's Pension Subcommittee continues to meet to address alternatives for the future such as an open amortization period. On February 4, 2019, the pension subcommittee conducted a joint meeting with the Police and Fire pension boards. At this meeting, it was recommended that the City amend its Pension Funding Policy to incorporate the City's intent to phase in an open amortization period as a more fiscally sustainable model for public safety pension funding. At its March 11, 2019 meeting, the City Council Finance Committee concurred with this recommendation and on April 15, 2019, the City Council approved the recommended revisions.

On August 5, 2019, the Pension Subcommittee met to review draft 4/30/19 actuarial valuations for the police and fire pension plans. Actuary recommendations related to mortality, demographic and salary increase assumptions were affirmed and consideration given to reducing the interest rate assumption. The Pension Subcommittee recommended, and the City Council approved, a revision to the Pension Funding policy to reduce the interest rate assumption from 7.00% to 6.75% on September 3, 2019.

On July 20, the Pension Subcommittee met to review draft 4/30/20 actuarial valuations for police and fire. Of particular concern was the fact that both pension plans fell considerably short of the investment return assumption due to market conditions over the past several months. Following are actual investment returns for the two plans as of April 30, 2020:

	1-year	3-year avg	5-year avg	10-yr avg	15-year avg
Police	.44%	4.32%	4.20%	5.95%	5.60%
Fire	2.57%	6.59%	5.94%	6.73%	6.06%

After considerable discussion, the Pension Subcommittee elected to reduce the interest rate assumption to 6.50% and advised staff to proceed with finalizing the 4/30/20 actuarial valuations. The interest rate assumption change requires amendment to the City's Pension Funding Policy.

**PROJECT REVIEW/RECOMMENDATIONS:**

Reviewed	Date	Comments
City Council	7/20/20	Approval of Pension Subcommittee recommendation to transfer \$500,000 to both police and fire pension plans to offset underperformance of investments in FY20.
Pension Subcommittee	7/20/20	Recommendation to reduce interest rate assumption to 6.50%.
Pension Subcommittee	8/5/19	Recommendation to reduce interest rate assumption and accept mortality table revisions recommended by the City's actuary

City Council	4/15/19	Approved revised Pension Funding Policy
Finance Committee	3/11/19	Discussed potential revisions to Pension Funding Policy
Pension Subcommittee	2/4/19	Joint meeting with police and fire pension boards
Finance Committee and City Council	4/16/18	Approved revised Pension Funding Policy
Finance Committee	3/5/18	Discussed revisions to Pension Funding Policy
City Council	8/3/15	Approval of Pension Funding Policy
City Council	7/27/15	Discussed draft Pension Funding Policy
Finance Committee	4/20/15	Approved revisions to City's Fiscal Policy

**BUDGET/FISCAL IMPACT:** The interest rate assumption change will result in an increase to public safety pension costs for FY22 but better reflects historical experience and projections for fixed income investments in the near term. A decision regarding the funding source for public safety pension costs will be considered later in the fall as part of the 2020 tax levy discussion.

**COUNCIL ACTION:** Approval of a Pension Subcommittee Recommendation to Revise the City's Pension Funding Policy to Reduce the Interest Rate Assumption from 6.75% to 6.50% for Police and Fire Pension Plans (page 22).

**ENVIROMENTAL SUSTAINABILITY COMMITTEE**

- A. Report on a Resolution for Community Solar Clearinghouse Solution Program
  - Environmental Sustainability Committee Chairman, Alderman Rummel

<b>5. ITEMS FOR OMNIBUS VOTE CONSIDERATION</b>
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- 1. Approve the Extension of the Mayor's Declaration of a Local State of Emergency until the next City Council Meeting

STAFF CONTACT, Jason Wicha, City Manager

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

**BACKGROUND/DISCUSSION:** Over the past month, the U.S. Government and the State of Illinois have issued multiple orders declaring a state of emergency over the country and the State of Illinois in order to address the impact from the global pandemic from COVID-19. In order to address the impact this pandemic has had on the City of Lake Forest, Mayor

Pandaleon exercised his authority to issue a Declaration of a Local State of Emergency on Saturday, April 4, 2020. At the April 6, 2020 City Council meeting, the City Council extended the Declaration to the next City Council meeting which was July 20, 2020.

In order to ensure that the emergency powers authorized by the local declaration remain in effect where necessary, the Mayor is asking the City Council to further extend the Declaration of a Local State of Emergency until the next City Council meeting that takes place after the August 3, 2020.

**REVIEW/RECOMMENDATIONS:**

Reviewed	Date	Comments
City Council	7/20/2020	City Council Approved the Mayors Declaration until the next City Council Meeting
City Council	6/15/2020	City Council Approved the Mayors Declaration until the next City Council Meeting
City Council	6/1/2020	City Council Approved the Mayors Declaration until the next City Council Meeting
City Council	5/18/2020	City Council Approved the Mayors Declaration until the next City Council Meeting
City Council	5/4/2020	City Council Approved the Mayors Declaration until the next City Council Meeting
City Council	4/20/2020	City Council Approved the Mayors Declaration until the next City Council Meeting
City Council	4/6/2020	City Council Approved the Mayors Declaration until the next City Council Meeting
	4/4/2020	Mayor Pandaleon exercised his authority to issue a Declaration of a Local State of Emergency

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

COUNCIL ACTION: Approve the extension of the Mayor’s Declaration of a Local State of Emergency until the next City Council Meeting

**2. Approval of the July 20, 2020 City Council Meeting Minutes**

A copy of the minutes can be found beginning on **page 25**.

COUNCIL ACTION: Approval of the July 20, 2020 City Council Meeting Minutes.

**3. Approval of the Check Register for the Period of June 27 to July 24, 2020**

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

**BACKGROUND/DISCUSSION:** City Code Section 38.02 sets forth payment procedures of the City. The Director of Finance is to prepare a monthly summary of all warrants to be drawn on the City treasury for the payment of all sums due from the City (including all warrants relating to payroll and invoice payments) by fund and shall prepare a detailed list of invoice

payments which denotes the person to whom the warrant is payable. The warrant list detail of invoice payments shall be presented for review to the Chairperson of the City Council Finance Committee for review and recommendation. All items on the warrant list detail recommended for payment by the Finance Committee Chairperson shall be presented in summary form to the City Council for approval or ratification. Any member of the City Council shall, upon request to the City Manager or Director of Finance, receive a copy of the warrant list detail as recommended by the Finance Committee Chairperson. The City Council may approve the warrant list as so recommended by the Finance Committee Chairperson by a concurrence of the majority of the City Council as recorded through a roll call vote.

The Council action requested is to ratify the payments as summarized below. The associated payroll and invoice payments have been released during the check register period noted.

Following is the summary of warrants as recommended by the Finance Committee Chairperson:

**Check Register for June 27 - July 24, 2020**

	Fund	Invoice	Payroll	Total
101	General	435,374	1,606,515	2,041,889
501	Water & Sewer	121,867	187,388	309,256
220	Parks & Recreation	161,178	511,046	672,223
311	Capital Improvements	380,726	0	380,726
202	Motor Fuel Tax	408	0	408
230	Cemetery	17,206	33,620	50,826
210	Senior Resources	4,465	26,300	30,764
510	Deerpath Golf Course	10,791	3,170	13,961
601	Fleet	75,569	59,115	134,684
416 - 433	Debt Funds	0	0	0
248	Housing Trust	0	0	0
201	Park & Public Land	95,604	0	95,604
	All other Funds	963,566	178,718	1,142,283
		<b>\$2,266,754</b>	<b>\$2,605,872</b>	<b>\$4,872,625</b>

The subtotal designated "All other Funds" includes \$142,041 in Special Recreation, \$137,505 in Water Capital and \$462,128 in Self Insurance Fund expenses for the City's medical and dental plan.

COUNCIL ACTION: Approval of the Check Register for the Period of June 27 to July 24, 2020

**4. Approval of a Resolution Amending the Authorized Signers for the Golf Course Operating Bank Account**

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

**PURPOSE AND ACTION REQUESTED:** Staff requests approval of a resolution authorizing a change in signers for the golf course operating account.

**BACKGROUND/DISCUSSION:** Pursuant to the management agreement between the City and Kemper Sports Management (KSM) regarding operations of the Deerpath Golf Course, the City is required to open a separate bank account to be utilized by KSM to deposit golf

revenues, pay operating expenses and transfer funds to support payroll obligations. The City Council approved the establishment of this bank account and authorized signers on January 5, 2015. Due to changes in staffing at Kemper, Lake Forest Bank and Trust Company requires a resolution be approved by the City Council to authorize a change in signers on the account.

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

**COUNCIL ACTION:** Approval of a Resolution Amending the Authorized Signers for the Golf Course Operating Bank Account (**page 30**).

**5. Approval of an Intergovernmental Agreement (IGA) with Lake County for the COVID 19 Relief Fund**

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

**PURPOSE AND ACTION REQUESTED:** Staff requests City Council approval of an Intergovernmental Agreement (IGA) between the City and Lake County to allow for the City's participation in allocation of COVID 19 Relief Fund monies received by Lake County pursuant to the Coronavirus Aid, Relief and Economic Security Act (CARES Act). Approval of the IGA allows the City to participate in the COVID 19 Relief Fund established by the County and receive reimbursement for eligible expenses incurred to address the Coronavirus Pandemic.

**BACKGROUND/DISCUSSION:** The CARES Act was passed by Congress and signed into law on March 27, 2020 in response to the catastrophic public health and economic impacts of the Coronavirus Pandemic. The Act allocated more than \$2 trillion in economic relief and allowed for:

- direct economic impact payments,
- assistance for small businesses in the form of the Paycheck Protection Program,
- preservation of jobs in industries adversely impacted by the spread of COVID-19, and
- payments to State, Local, and Tribal governments through the Coronavirus Relief Fund (CRF).

The CARES Act established a \$150 billion Coronavirus Relief Fund to cover expenses that are incurred due to the COVID 19 public health emergency, were unbudgeted as of March 27, 2020, and were incurred between March 1, 2020 and December 31, 2020. The US Department of Treasury has published guidance and FAQs regarding the eligible use of these funds.

The CARES Act set forth amounts to be paid to States, the District of Columbia, US Territories and eligible units of local government based on population. A unit of local government was eligible to receive a direct allocation from the CRF if it was a county or municipality with a population exceeding 500,000. Lake County received a direct allocation of \$121.5 million. The Lake County Board formed the F&A Special Committee on COVID-19 Recovery that is charged with making recommendations to the Lake County Board on distribution of the funds. The most recent update on Lake County Forward is attached (**page 32**) for your information, summarizing the allocations approved to date, which includes \$9 million to municipalities and \$1 million to fire protection districts.

The \$9m dedicated to municipalities has been initially allocated based on 2019 US Census population estimates, resulting in allocation of \$284,067 to the City of Lake Forest. The Finance Department has coordinated City-wide efforts to compile the required documentation for submittal to Lake County prior to the July 31 submittal deadline. To receive funds from Lake County, the City must submit documentation of eligible expenses AND an executed IGA setting forth the obligations of both Lake County and the City in regards to the COVID 19 Relief Fund. A copy of the IGA can be found on **page 34**.

**BUDGET/FISCAL IMPACT:** Based on Lake County's approved allocation of COVID 19 Relief Funds as of July 17, 2020, the City is eligible for reimbursement of up to \$284,067.

COUNCIL ACTION: Approval of an Intergovernmental Agreement (IGA) with Lake County for the COVID 19 Relief Fund

**6. Approval to Renew Agreement for Enterprise Resource Management System Software Maintenance**

STAFF CONTACT: *Jim Shaw, Director of Innovation and Technology (847-810-3590)*

**PURPOSE AND ACTION REQUESTED:** Staff requests approval to renew a one (1) year agreement with Bellefeuil Szur & Associates (BS&A) software which includes maintenance services and licensing.

**BACKGROUND/DISCUSSION:** BS&A has been providing The City of Lake Forest services for a financial and land parcel management system since initial implementation in 2019. This system is one of the largest software systems to support City operations. It encompasses payroll, purchasing, general ledger, budget, utility billing, online utility billing payments, accounts receivable, fixed assets, code enforcement, building permits, business licensing and land management planning and zoning.

**BUDGET/FISCAL IMPACT:** On July 23, 2020 staff received the annual renewal quote from BS&A:

Per the initial agreement executed on 01/16/2018, annual license fees may be increased according to the Consumer Price Index (CPI-U), or a maximum of 3%. The proposed renewal fee is the same amount as the costs for FY2020. This service of support can only be provided by BS&A.

Has City staff obtained competitive pricing for proposed goods/services? **No**  
Per Administrative Directive 3-5, Section 9.1B – Sole Source

FY2021 Funding Source	Account Number	Amount Budgeted	Amount Requested	Budgeted? Y/N
IT Operating	101-1315-415-43-37	\$35,420	\$34,388	Y

COUNCIL ACTION: Approval to Renew Agreement for Enterprise Resource Management System Software Maintenance and Licensing

**7. Approval of a Resolution of Appreciation for Retiring Member(s) of Boards and Commissions as follows:**

BOARD, COMMISSION OR COMMITTEE	NAME OF MEMBERS(S)
HISTORIC PRESERVATION COMMISSION	Bill Redfield

A copy of the resolution can be found on **page 40**.

COUNCIL ACTION: Approve the Resolution

**8. Acceptance of the Donation of a Fire Rescue Boat from the Friends of Lake Forest Parks and Recreation Foundation**

STAFF CONTACT: *Sally Swarhout, Parks, Recreation, and Forestry Director (847) 810-3942, Kevin Cronin, Deputy Fire Chief (847-810-3865)*

**PURPOSE AND ACTION REQUESTED:** Staff is requesting City Council accept the donation of a 2020 Boston Whaler 280 Justice Fire Rescue Boat (valued at approximately \$200,000) from the Friends of Lake Forest Parks and Recreation Foundation (The Foundation).

**BACKGROUND/DISCUSSION:** the Fire Department and the Park and Recreation Staff have been involved in many rescues and searches on the waters of Lake Michigan over the course of the last five years. These events have demonstrated that the City would benefit from having specialized equipment to safely conduct these activities. After several rescues in 2019, The Friends of Lake Forest Parks and Recreation Foundation became aware of the need for a Fire and Rescue boat to be housed at the lakefront facility. After several collaborative meetings between City staff and foundation members, specific characteristics for the boat and its equipment were identified by the parties. Research began and the Justice 280 was chosen as the optimal boat for this particular set of activities. Once the boat was chosen, a campaign to raise the money for the purchase of a Boston Whaler 280 Justice was initiated through mailers and private conversations with specifically targeted potential donors.

**BUDGET/FISCAL IMPACT:** The gift is funded. Future maintenance costs will be the responsibility of the City of Lake Forest

COUNCIL ACTION: Acceptance of the Donation of a Fire Rescue Boat from the Friends of Lake Forest Parks and Recreation Foundation

**9. Approval of a Resolution Supporting the Community Solar Clearinghouse Solution (CS<sup>2</sup>) Program**

STAFF CONTACT: *Mike Strong, Assistant City Manager (810-3680)*

**PURPOSE AND ACTION REQUESTED:** The Environmental Sustainability Committee and Staff recommend expanding the City's participation in the Community Solar Clearinghouse Solution Program ("CS2") to allow residents and small businesses access to community solar subscriptions in Lake Forest.

**BACKGROUND/DISCUSSION:** The passage of the Future Energy Jobs Act ("FEJA") in December 2016 included enabling legislation for Community Solar. In short, Community Solar allows electric utility customers to offset all or a portion of their electrical consumption with electricity generated by shared solar resources located in their electric utility's territory. Community Solar is a simple alternative to rooftop solar, whereby individuals invest and install solar panel infrastructure on a building to offset its electricity usage.

Through Community Solar, residential and small business utility customers can subscribe to a portion of the electricity produced by an off-site solar installation – called a community solar garden – and in return, ComEd provides them credits toward their electric bill. This can result in a net decrease in the customer's average monthly electricity bill. In July 2019, the City was able to participate in the State's first constructed Community Solar project in Illinois through its participation in a program offered through the Metropolitan Mayors Caucus ("MMC"). The Community Solar Clearinghouse Solution Program ("CS2") provides a simplified procurement process that allows access to community solar subscriptions to reduce net electric utility bills for qualified municipal accounts.

Over the past several months, City staff has been investigating opportunities to offer residents and small business customers access to community solar subscriptions so that they may benefit from promoting renewable energy development and lower energy costs. During a recent meeting of the North Shore Electricity Aggregation Consortium ("NSEAC"), the City learned of an opportunity offered that expands the CS2 program affording access to community solar subscriptions for residential and small business customers.

Background materials including a copy of a Resolution supporting the expansion of this program is available beginning on **page 41**.

**PROJECT REVIEW/RECOMMENDATIONS:**

Reviewed	Date	Comments
Environmental Sustainability Committee	July 7, 2020	Reviewed and Recommended Approval
Environmental Sustainability Committee	June 10, 2020	Introduced and Discussed

**BUDGET/FISCAL IMPACT:** While the exact volume of subscriptions available to residents and small businesses in Lake Forest will depend on how many other communities participate, the City anticipates that subscriptions will be offered on a first-come-first-serve basis to those interested.

Based on the terms of the Agreement with the MMC, interested customers would receive a 20% discount on the ComEd retail rate, which includes any monthly purchased energy adjustment. The Agreement would allow each customer to terminate at any point with 30 days' notice, penalty-free and will be allowed to transfer its subscription upon relocation, so long as, the property remained in the ComEd territory.

The MMC has committed to providing a website portal where residents and small business account holders could enroll in this program and will be providing customer support throughout the subscription enrollment process.

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 9.1B – Sole Source

COUNCIL ACTION: Approval of a Resolution Supporting the Community Solar Clearinghouse Solution (CS<sup>2</sup>) Program

**10. Approval to Purchase a Replacement Engine for Refuse Truck #183 to Cummins Re-Con Engines in the Amount of \$29,678**

STAFF CONTACT: *Jim Lockfeer, Public Works Management Analyst (810-3542)*

**PURPOSE AND ACTION REQUESTED:** Staff is requesting City Council's approval to purchase a replacement engine for refuse truck #183 to Cummins Re-Con Engines in the amount of \$29,678.

**BACKGROUND/DISCUSSION:** Refuse truck #183 was placed into service in July, 2007. It currently has accrued 121,286 miles and 21,294 operating hours. On Friday, July 17, refuse truck was traveling northbound on Rte. 41 in route to the Zion landfill. While driving it experienced a catastrophic engine failure. The number four connecting rod broke from the piston and was still connected to crankshaft. The piston, as it was still rotating and connected, broke through on both sides of the engine block and oil pan. The oil and broken parts were thrown out of the bottom and both sides of the truck. Due to the extensive damage to all internal components and the engine block itself, the engine is a total loss and not able to be reconditioned.

Every engine produced by Cummins has very specific features and is programmed specifically for the truck it will be used in and its application. The City's Fleet Maintenance staff provided Cummins the engine's serial number and obtained a quote for its replacement. Cummins engines are produced at their factory in Columbus, Indiana and if approved by City Council, can be produced within one week. The City's Fleet Maintenance Section will remove the existing engine and install its replacement. Cummins Re-Con engines have a two year, 100,000 mile warranty.

**BUDGET/FISCAL IMPACT:** Truck # 183 is used daily to collect refuse, yard waste, and at times, recycling. It is also used on the weekends at the City's Compost Center. For these reasons, replacing truck #183's engine and placing it back into service as soon as possible is extremely important. Because all truck engines are specific to the truck they are being placed in, this replacement Cummins engine must be built by Cummins. Therefore, bidding this engine replacement is not an option.

Has competitive pricing been obtained for proposed goods/services? **No**

Exception: City of Lake Forest Purchasing Directive Section 6.1B – Sole Source Purchase

Below is a summary of Sanitation’s truck #183 expense:

FY2021 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Fleet Supplies & Parts	\$550,000	\$29,678	Y

**COUNCIL ACTION:** Approval to Purchase a Replacement Engine for Refuse Truck # 183 to Cummins Re-Con Engines in the Amount of \$29,678

**11. Award of Proposal in the Amount of \$34,922 with a 10% or \$3,492.00 Contingency for a total amount of \$38,414 to Riddiford Roofing for the Water Treatment Plant Roof Repairs.**

STAFF CONTACT: *Jim Lockfeer, Public Works Management Analyst (810-3542)*

**PURPOSE AND ACTION REQUESTED:** Staff request’s City Council approval to award the proposal to complete the roof repairs listed in the RFP for the Water Plant Roof Repairs.

**BACKGROUND/DISCUSSION:** The Lake Forest Water Treatment Plant has three distinctive roof levels with the 3<sup>rd</sup> floor roof having multiple sections. The City’s roof consultant, Illinois Roof Consulting Associates (IRCA), has recommended that repairs be completed that were identified in their 2014 and 2017 roof assessment reports. Staff investigated the possibility of having these repairs completed during the 2017-2018 Filter Membrane Project. With the installation of new chemical feed systems, several roof penetrations were installed and others removed. Staff sought pricing to complete the identified roof repairs, as well as remove five abandoned structures and replace five roof drains that were showing signs of failure, but not yet leaking. After reviewing the proposal submitted by the project contractor, staff believed they could attain a better price by managing the project in-house after the membrane project was completed.

The five structures that need to be removed are in various states of deterioration. In order to maintain the integrity of the equipment inside the plant and to achieve the full life of the existing roof, these repairs need to be completed. In addition, it was observed at the time that the five roof drain’s exposed asphalt material was bubbling up around the drain inlet.

**PROJECT REVIEW/RECOMMENDATIONS:**

Reviewed	Date	Comments
Public Works Committee	7/8/2020	Public Works CIP Project Status

**BUDGET/FISCAL IMPACT:** The Project followed the public RFP process. The invitation for proposal was advertised in the Lake County News Sun. Six contractors attended the June 22, 2020 Mandatory Pre-Proposal Meeting and three contractors submitted proposals.

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

On July 2, 2020, staff received the following three proposals to perform the roof repairs:

Company Name	Proposal Amount
<b>Riddiford Roofing</b>	<b>\$34,922.00</b>
DCG Roofing	\$44,145.00
L. Marshall Roofing	\$44,500.00

Upon review of the received proposals, Staff recommends proceeding with the low proposal submitted by Riddiford Roofing. Riddiford Roofing has completed projects at Rush Hospital, Evanston High School (\$2.0 million), Glenbrook North and South (\$1.5 million) and many other municipal and commercial facilities throughout Chicagoland.

Below is an estimated summary of Project budget:

FY2021 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Water Fund Capital: 508-6003-477.77-04	\$40,000.00	\$38,414.00	Y

**COUNCIL ACTION:** Award of Proposal in the Amount of \$34,922 with a 10% or \$3,492.00 Contingency for a total amount of \$38,414 to Riddiford Roofing for the Water Treatment Plant Roof Repairs.

**COUNCIL ACTION:** Approval of the eleven (11) omnibus items as presented.

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| <b>6. ORDINANCES</b>   |
| <b>7. OLD BUSINESS</b>   |
| <b>8. NEW BUSINESS</b>   |
| <b>9. ADDITIONAL ITEMS FOR DISCUSSION/ COMMENTS BY COUNCIL MEMBERS</b> |
| <b>10. ADJOURNMENT</b>   |

A copy of the Decision Making Parameters can be found beginning on **page 16** of this packet.

Office of the City Manager

July 29, 2020

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

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



## THE CITY OF LAKE FOREST

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

*Adopted June 18, 2018*

The City of Lake Forest Mission Statement:

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

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

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

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

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

Contact Info

Interest in C

First Name:	Robin
Last Name:	Petit
E-mail:	robin.petit@ey.com
Title:	Associate Director
Organization:	
Address:	1111 Inverlieth Road
Address Line 2:	
City:	Lake Forest
State:	Illinois
Zip:	60045
Mobile Phone:	(312) 296-6681
Home Phone:	(847) 235-2226
Notes:	

[compare val1= val2=0 operator=">="]

Mayor: [/compare] [compare val1= val2=0 operator=">="]

Alderman: [/compare] [compare val1= val2=0 operator=">="]

#67 School Board: [/compare] [compare val1= val2=0 operator=">="]

#115 School Board: [/compare] [compare val1= val2=0 operator=">="]

Caucus Committee: [/compare] [compare val1= val2=0 operator=">="]

Audit Committee: [/compare] [compare val1= val2=0 operator=">="]

Board of Fire & Police Commissioners: [/compare] [compare val1= val2=0 operator=">="]

Building Review Board (BRB): [/compare] [compare val1= val2=0 operator=">="]

Cemetery Commission: [/compare] [compare val1= val2=0 operator=">="]

Committee Representing Our Young Adults (CROYA): [/compare] [compare val1= val2=0 operator=">="]

Construction Codes Commission: [/compare] [compare val1= val2=0 operator=">="]

Elawa Farm Commission: [/compare] [compare val1= val2=0 operator=">="]

Fireman's Pension Fund - Board of Trustees: [/compare] [compare val1= val2=0 operator=">="]

Gorton Community Center Board of Directors: [/compare] [compare val1=1 val2=0 operator=">="]

Historic Preservation Commission:

[/compare] [compare val1= val2=0 operator=">="]

Legal Committee: [/compare] [compare val1= val2=0 operator=">="]

Library Board: [/compare] [compare val1= val2=0 operator=">="]

Park & Recreation Board: [/compare] [compare val1= val2=0 operator=">="]

Planning Commission Labels: [/compare] [compare val1= val2=0 operator=">="]

Police Pension Fund - Board of Trustees: [/compare] [compare val1= val2=0 operator=">="]

Senior Resources Commission: [/compare] [compare val1= val2=0 operator=">="]

Zoning Board of Appeals (ZBA): [/compare]

Other Positions:

Resident Data/Stats

Ward:	Ward 3
Precinct:	239
US Citizen:	Yes
Registered Voter:	Yes
Lake Forest Resident since(YYYY):	2000
	approximately
Business Name:	
Type of Business:	
Business Phone:	(847) 235-2226
Position:	
Date of Birth (Optional):	
Education:	BA - Purdue University 1976
	Major - Design
Spouse's Name:	Stephen Brent Petit
Children's Birth Years:	

Other

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

**Usually spend 6 weeks in Florida during winter (Mar/Apr)**

Please list any current or previous community service activities, interests, directorships, etc. -- public or private.

Please list other activities, specialized skills, knowledge, or professional experience that would contribute to the Caucus.

**Knowledge and working experience with CAD files, Design & Construction Drawings**

References (Optional):

**Wells Wheeler Architect - 847-804-0487**



**THE CITY OF LAKE FOREST**

**RESOLUTION NO. 2020-\_\_\_**

**RESOLUTION IN SUPPORT OF TEMPORARY EXPANDED OUTDOOR ACTIVITY AND  
EVENTS ASSOCIATED WITH NOT-FOR-PROFIT ENTITIES  
DURING THE COVID-19 PANDEMIC**

**WHEREAS**, The City of Lake Forest (the “*City*”) is a home rule special charter municipality established and existing in accordance with the Constitution of the State of Illinois of **1970**; and

**WHEREAS**, the City has a long tradition of supporting the missions and activities of the various, local not-for-profit entities which in turn protect and promote the health, life safety and general well-being of residents and visitors; and

**WHEREAS**, the City overall, not-for-profit entities have been and continue to be impacted by the COVID-19 pandemic, and

**WHEREAS**, Lake Forest along with the rest of the State of Illinois is in the midst of Governor Pritzker’s phased re-opening plan; and

**WHEREAS**, the various not-for-profit entities and the work they do in our community is highly valued; and

**WHEREAS**, providing creative opportunities for these entities to continue to their activities and have a presence in our community in new and different ways during the Pandemic is important to the long term viability of these entities and TO the community as a whole; and

**WHEREAS**, the City Council continues to place a high priority on public health and safety and encourages all not-for-profits to follow the recommended protocols to safeguard our community; and

**WHEREAS**, the Mayor and City Council of The City of Lake Forest have determined that it is in the best interests of Lake Forest and its residents, and in furtherance of the public health, safety, and welfare, to (i) direct the issuance of temporary approvals for expanded outdoor activities hosted by not-for-profit entities, (ii) allow use of public rights-of-ways and parks by not-

for-profit entities for activities or displays of various types as determined to be appropriate by the City Manager and (iii) suspend the payment of special event fees.

**NOW, THEREFORE, BE IT RESOLVED 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: DIRECTION TO CITY STAFF.** The City Manager is directed to implement short term procedures in general conformance with the following, for the duration of the public health emergency, and until the region in which the City is located moves into Phase 5 of the Restore Illinois Plan:

- a. Issue temporary, administrative approvals for outdoor events hosted by not-for-profit entities upon submittal of a plan deemed acceptable to the City so long as said events are of limited size and planned with appropriate safety measures.
- b. Authorize temporary and limited use of public-rights-of-way and parks by not-for-profit entities for activities and display purposes including, but not limited to use of the flag anchors located in the public rights-of-way along the streets in the City's business districts. As determined to be necessary, a Hold Harmless Agreement may be required on a form provided by the City.
- c. Offer staff input on staging activities and to the extent possible, provide support and materials such as barricades, at no cost to the not-for-profit entities.
- d. Authorize the City Manager to waive fees related to special events hosted by not-for-profit entities as determined to be appropriate.

**SECTION FOUR: Effective Date.** This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this \_\_\_\_ day of \_\_\_\_\_, 2020.

AYES: (\_\_\_\_)

NAYS: (\_\_\_\_)

ABSENT: (\_\_\_\_)

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

**City of Lake Forest, Illinois**  
**Pension Funding Policy**  
**Revised ~~9/3/19~~ 8/3/20**

**I. Introduction**

The purpose of this policy statement is to define the manner in which the City of Lake Forest, Illinois funds the long-term costs of benefits promised to plan participants and defines the calculation of Lake Forest’s “annual required contribution” (ARC) to its pension funds.

**II. Background and Scope**

The financial objective of a defined benefit pension plan is to fund the long-term cost of benefits provided to the plan participants. In order to assure that the plan is financially sustainable, the plan should accumulate adequate resources in a systematic and disciplined manner over the active service life of benefiting employees.

This Pension Funding Policy applies to the pension funds in which employees of the City of Lake Forest are enrolled. The specific funds covered by this policy include:

- Lake Forest Fire Pension Fund
- Lake Forest Police Pension Fund
- Illinois Municipal Retirement Fund (IMRF)

**III. Objectives**

- a. **Actuarially Determined Contributions** - Ensure pension funding plans are based on actuarially determined annual required contributions (ARC) that incorporate both the cost of current benefits and the amortization of the plan’s unfunded actuarial accrued liability.
- b. **Funding Discipline** – A commitment to make timely contributions to the pension funds to ensure that sufficient assets will be available to pay benefits as promised.
- c. **Intergenerational Equity** – Annual contributions should be reasonably related to the expected and actual cost of each year of service so that the cost of employee benefits is borne by the generation of taxpayers who receive services from those employees.
- d. **Contributions as a Stable Percentage of Payroll** – Manage contributions so that employer costs remain consistent as a percentage of payroll over time.
- e. **Accountability and Transparency** – Clear reporting of pension funding to include an assessment of how and when the City will ensure sufficient assets will be available to pay benefits as promised.

#### **IV. Ethics and Conflicts of Interest**

Officers and employees involved in the pension funding process shall refrain from personal business activity that could potentially conflict (or appear to conflict) with the proper execution and management of the pension funding program or that could impair their ability to make impartial decisions.

#### **V. Annual Required Contribution**

The City of Lake Forest will determine its Annual Required Contribution (ARC) using the following principles:

- The ARC will be calculated by an enrolled actuary.
- The ARC will include the normal cost for current service and amortization to account for any under or over-funded amount.
- Police and Fire Pension Funds:
  - The normal cost will be calculated for the police and fire pension funds using the entry age normal level of percentage of payroll actuarial cost method using the following assumptions:
    - Investment rate of assumption – ~~6.75~~ 6.50% per year
    - Salary increase assumption – Graded schedule based on service
    - Payroll growth rate assumption – 2.00% per year
    - Non-economic assumptions such as rates of separation, disability, retirement, and mortality shall be determined by City management in consultation with the actuary to reflect current experience.
  - The difference between the accrued liability and actuarial value of assets will be amortized to achieve 100% funding in 2040 based upon a level percentage of payroll.
    - It is the City's intent to phase in a 15-year open amortization period when the actuarially determined contribution using a 15-year open amortization period is equal to or less than the contribution using current assumptions.
  - Actuarial assets will be determined using a five-year average market valuation.
  - It is anticipated that the contribution under this policy will exceed the statutory minimum contribution requirement. However, should the statutory minimum contribution requirement in any year exceed the requirement under this policy, the City shall contribute the statutory minimum contribution.
- Illinois Municipal Retirement Fund:
  - The normal cost calculation, actuarial assumptions, amortization period and valuation of actuarial assets shall be determined by IMRF.

The City will make its actuarially determined contribution to the Police and Fire pension funds as property tax and public safety pension fee collections are received. Contributions will be made to IMRF on a monthly basis.

## **VI. Reporting**

Funding of the Lake Forest pension funds shall be transparent to vested parties including plan participants, annuitants, pension board trustees, the City Council and Lake Forest residents. To achieve transparency, the following data shall be distributed:

- A copy of the annual actuarial valuation shall be made available to the City Council and applicable Board of Trustees.
- The City's annual budget shall include the City's contribution to the City pension funds.
- The City's Comprehensive Annual Financial Report (CAFR) shall be published on its web site. In this report, the City will make all required disclosures in accordance with Governmental Accounting Standards Board (GASB) guidelines.

## **VII. Future Amendments**

Funding a defined benefit pension plan requires a long-term horizon. Assumptions and inputs into the policy should focus on long-term trends, not year-to-year shifts in the economic or non-economic environment. The City will review this policy at least every three years to determine if changes to this policy are needed to ensure adequate resources are being accumulated. The City reserves the right to make changes to this policy at any time if it is deemed appropriate.

## **VIII. Effective Date**

This policy shall be effective immediately upon approval by the City Council.

Approved 8/3/15

Revised 4/16/18

Revised 4/15/19

Revised 9/3/19

Revised 8/3/20 – draft for consideration

The City of Lake Forest  
CITY COUNCIL  
*Proceedings of the Monday, July 20, 2020*  
City Council Meeting - City Council Chambers  
**REMOTE ACCESS MEETING**

CALL TO ORDER AND ROLL CALL: Honorable Mayor Pandaleon called the meeting to order immediately following the finance committee meeting, and the Deputy City Clerk Joyce Reda called the roll of Council members.

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

Absent: none

**CALL TO ORDER AND ROLL CALL**

**PLEDGE OF ALLEGIANCE** was recited.

Mayor Pandaleon made the following statement as required by the Open Meetings Act. In accordance with state statute, Mayor Pandaleon has made a determination that it was not practical or prudent to schedule an in-person City Council meeting because of the COVID-19 pandemic, which is why this July 20, 2020 City Council meeting is being held remotely.

**REPORTS OF CITY OFFICERS**

**COMMENTS BY MAYOR**

Mayor Pandaleon thanked the Lake Forest Police Department and the following agencies for their 25 year effort to secure the extradition, from Poland, a suspect in a fatal 1995 DUI-related crash that occurred on Route 41; Lake County State's Attorney Mike Nerheim and his Staff, The Republic of Poland, The United States Marshals Service, US Immigrations and Customs Enforcement, The Federal Bureau of Investigation, The US Department of Justice, The US Department of State, The Lake County Sheriff's Office, Lake Forest Police Officer Mark Senger and Chief of Police Karl Walldorf.

**A. Lake Forest Day Proclamation**

Mayor Pandaleon read the Lake Forest Day Proclamation and asked members of the community to celebrate Lake Forest Day, Wednesday, August 5 in their own private backyards due to the COVID-19 pandemic. The Mayor also encouraged the community to buy raffle tickets from the legion since this is their only fundraiser for the year.

**COUNCIL ACTION: Approve Lake Forest Day Proclamation**

Alderman Rummel made a motion to approve the Lake Forest Day Proclamation, 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.

Mayor Pandaleon introduced Ed Geraghty, Lake Forest Day Chairman in a video update.

**B. American Legion Lake Forest Day Update**  
- **Ed Geraghty, Lake Forest Day Chairman**

Mayor Pandaleon thanked Ed Geraghty and Dave Lipinski for all the work that they do for Lake Forest Day.

**C. COVID 19 Financial Impact Update**  
- **Elizabeth Holleb, Finance Director**

Finance Director Elizabeth Holleb gave the monthly update on the COVID-19 financial impacts to the City of Lake Forest. She gave an overview on Municipal Sales Tax, Income Tax Revenue, Parks and Recreation Fund, Golf Course Fund, Capital Improvement Fund and the Local Business Grant Program. Director Holleb noted that the Income Tax Revenue is higher than projected due to the Federal Governments Supplemental Unemployment Benefit. She explained, Illinois fully taxes unemployment benefits, the current high unemployment rate will not sufficiently effect income tax revenue until the supplement expires in July 2020.

The City Council had discussion on the Local Business Grant Program. Sixteen businesses have applied for the Local Grant Program. Most were retail businesses with one restaurant. A total of \$1,969.00 has been awarded. Director Holleb indicated that businesses have until the end of the year to request the grant and anticipates additional applications as time goes on.

The City Council thanked Director Holleb and her Department for their work in general and for putting together the monthly COVID-19 Financial Impact Update.

#### COMMENTS BY CITY MANAGER

City Manager Jason Wicha thanked all those who were involved with the Collective Bargaining Agreement. The LFEA negotiating team and the City of Lake Forest negotiating team.

**A. Fire Fleet Apparatus Update  
-Pete Siebert, Fire Chief**

Chief Siebert gave an overview on current fire apparatus. He reported that in 2018, the City had five trucks with the average age of 23.2 years. Currently the City has four trucks with the average age of 10.75 years.

The City Council thanked Chief Siebert for his time and effort to update the fire feet and while keeping costs down.

City Manager Jason Wicha also thanked Chief Siebert, Deputy Chief Cronin and the entire Fire Department for their efforts.

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

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

There were no comments from the public.

#### COMMITTEE REPORTS

##### FINANCE COMMITTEE

**1. GFOA Award Presentation - Alderman Morris**

Finance Chair Alderman Morris congratulated the Finance Department and Director Holleb for again obtaining the Certificate of Achievement for Excellence in Financial Reporting from GFOA. Alderman Morris explained that there are roughly 7000 local governments and only 5.1% get this award. Alderman Morris also recognized Diane Hall, Assistant Finance Director for her Certificate of Achievement for an Individual who is instrumental in Financial Reporting.

The City Council thanked the Finance Department for their thorough financial reports.

**\*\*\*PUBLIC HEARING ON THE CITY'S ANNUAL APPROPRIATION ORDINANCE\*\*\*  
OPEN PUBLIC HEARING**

Mayor Pandaleon asked for a motion to open the public hearing at 8:12pm

Alderman Preschlack made a motion to open the public hearing, 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.

**2. Consideration of the Annual Appropriation Ordinance for FY2021 and Approval of Rollovers (Final Reading- Public Hearing Required)**

Finance Director Elizabeth Holleb presented the annual appropriation ordinance and explained that the additional fund rollovers that are included in the FY20 budget are from projects that were not started or completed in the previous fiscal year. She summarized that this ordinance is asking for those funds to be carried over into FY21 so that those projects can be completed.

Mayor Pandaleon asked the members of the public for comment by calling into the following number during the meeting: 847-810-3643.

There were no comments from the public. Mayor Pandaleon asked for a motion on consideration of the Annual Appropriations Ordinance for FY2021 and Approval of rollovers.

**COUNCIL ACTION: Consideration of the Annual Appropriation Ordinance for FY2021 and Approval of Rollovers (Final Reading)**

Alderman Morris made a motion to approve the final reading of the Annual Appropriation Ordinance for FY2021 and Approval of Rollovers, 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.

**CLOSE PUBLIC HEARING**

Mayor Pandaleon asked for a motion to close the public hearing at 8:21pm

Alderman Preschlack made a motion to close the public hearing, seconded by Alderman Rummel. The following voted "Aye": Alderman Morris, Karras, Rummel, Notz, Preschlack, Goshgarian, Buschmann and Weber. The following voted "Nay": None. 8-Ayes, 0-Nays, motion carried.

**3. Approval of an additional \$2 million transfer in FY2020 from the General Fund**

Finance Director Elizabeth Holleb presented information on the General Fund Balance, FY2020 General Fund Operations and Budget Variances, and General Fund Five Year Forecast. Director Holleb recommended that the potential uses for the \$2 million transfer would be; \$1 Million to the Capital Improvements Fund for possible Priority 1 not funded (nf) projects, \$500,000 each to the Fire and Police Pension Fund to offset a portion of the FY20 investment underperformance.

The City Council had lengthy discussion on the best use of the \$2 million transfer

**COUNCIL ACTION: Approval of an additional \$2 million transfer in FY2020 from the General Fund**

Alderman Preschlack made a motion of approval of an additional \$2 million transfer in FY2020 from the General Fund, seconded by Alderman Rummel. The following voted "Aye": Alderman Morris, Karras, Rummel, Notz, Preschlack, Goshgarian, Buschmann and Weber. The following voted "Nay": None. 8-Ayes, 0-Nays, motion carried.

**ITEMS FOR OMNIBUS VOTE CONSIDERATION**

1. **Approve the Extension of the Mayor’s Declaration of a Local State of Emergency until the next City Council Meeting**
2. **Approval of the June 15, 2020 City Council Meeting Minutes**
3. **Approval of the Check Register for the Period of May 23 to June 26, 2020**
4. **Approval of Collective Bargaining Agreement between the City and the Lake Forest Employee Association (LFEA)**
5. **Authorization for the City Manager and City Clerk to execute a First Amendment to the Fiber Optic Facilities License Agreement between the City of Lake Forest and Abbott Laboratories**
6. **Approval of Revised Employment Agreement for City Manager Wicha**
7. **Award the Thermoplastic Lane Marking contract to Superior Road Striping, Inc. in the amount of \$94,000.00**
8. **Consideration of a Recommendation from the Public Works Committee in Support of Amendments to Section 150.391 of the City of Lake Forest Code Relating to Storm Sewers and Surface Drainage (Waive first reading and grant final approval of an Ordinance.)**

**COUNCIL ACTION: Approval of the eight (8) omnibus items as presented**

Mayor Pandaleon asked members of the Council if they would like to remove any item or take it separately.

City council had discussion on item #8. Mayor Pandaleon again asked members of the Council if they would like to remove any item or hear it separately. Seeing none, he asked for a motion to approve the eight items as presented.

Alderman Rummel made a motion to approve the eight (8) omnibus items as presented, 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.

*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>ORDINANCES</b>
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<b>OLD BUSINESS</b>
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<b>NEW BUSINESS</b>
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<b>ADDITIONAL ITEMS FOR DISCUSSION/ COMMENTS BY COUNCIL MEMBERS</b>
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The City council had discussion regarding the omnibus agenda and ordinances.

<b>ADJOURNMENT</b>
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There being no further business Mayor Pandaleon asked for a motion. Alderman Notz made a motion to adjourn, 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 at 9:08pm.

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.*

## RESOLUTION OF CORPORATIONS, PARTNERSHIPS & LLCs

DATE: 07/09/2020

<b>TO: NAME AND ADDRESS OF FINANCIAL INSTITUTION</b> Lake Forest Bank & Trust Company, N.A. Lake Forest Office 727 North Bank Lane Lake Forest, IL 60045 (847) 234-2882	<b>FROM: NAME AND ADDRESS OF ENTITY</b> The City Of Lake Forest  800 N Field Dr Lake Forest IL 60045-4861
--	---

Use this *Resolution of Corporations, Partnerships and LLCs* to document the granting of Deposit authority by the governing body of the business entity to specified individuals. This form may be used by legal entities, such as corporations, professional corporations, general partnerships, limited partnerships, limited liability partnerships, and limited liability companies.

Words, numbers or phrases preceded by a  are applicable only when marked, i.e., .

I certify that I am a duly and legally elected/appointed, qualified representative and keeper of the records ("Designated Representative") of/for the legal entity ("Entity") named above, that the following is a true and complete copy of a Resolution duly adopted at a meeting of the governing body of the Entity held on the \_\_\_\_\_ day of \_\_\_\_\_ in accordance with law and the governing documents of the Entity, and that my delivery of this Resolution to Financial Institution certifies to Financial Institution that such Resolution is still in full force and effect.

This is a  For Profit  Nonprofit Entity.

**IT IS RESOLVED THAT:**

The following described officers, members, managers, partners, employees, designated parties or agents of the Entity referred to below as "Authorized Signers", whose names and signatures appear below, are authorized for and on behalf of the Entity to have the following indicated powers as contained in this Resolution:

**DEPOSITORY ACCOUNT.** Perform the following for the account(s) indicated on Page 2, in the name of the Entity, subject to any terms and conditions governing the account(s), such as:

Authorized Signers

1. Open and maintain the account(s);
2. Make deposits to the account(s);
3. Endorse for negotiation, negotiate, and receive the proceeds of any negotiable instrument, check, draft, or order for the payment of money payable to or belonging to the Entity by writing, stamp, or other means permitted by this Resolution without the designation of the person endorsing;
4. Make withdrawals from the account(s) in any manner permitted by the account(s);
5. Transfer funds from the account(s) in Financial Institution to any account whether or not held at this Financial Institution and whether or not held by this Entity;
6. Transfer funds to the account(s) in Financial Institution from any account whether or not held at this Financial Institution and whether or not held by this Entity;
7. Approve, endorse, guarantee, and identify the endorsement of any payee or any endorser of any negotiable instrument, check, draft or order for the payment of money whether drawn by the Entity or anyone else and guarantee the payment of any negotiable instrument, check, draft, or order for the payment of money; and
8. Delegate to others the authority to approve, endorse, guarantee, and identify the endorsement of any payee or endorser on any negotiable instrument, check, draft, or order for the payment of money and to guarantee the payment of any such negotiable instrument, check, draft, or order for the payment of money.
9. All of the above.

1,2,3  
 All  
 All  
 All  
 All  
 All

**SAFE DEPOSIT BOX.** Lease a Safe Deposit Box(es) with Financial Institution, make inspections of, deposits to and removals from Box(es), and exercise all rights and be subject to all responsibilities under the Lease.

NA

**NIGHT DEPOSITORY.** Enter into a Night Depository Agreement with Financial Institution and exercise all rights and be subject to all responsibilities under the Agreement.

1,2,3

**DEBIT CARD/ATM CARD.** Apply for, receive and utilize debit cards, automated teller machine cards, or other access devices to exercise those powers authorized by this Resolution or other Resolutions then in effect.

1,2,3

**TREASURY MANAGEMENT.** Enter into a Treasury Management Agreement with Financial Institution, and exercise all rights and be subject to all responsibilities under the Agreement.

1,2,3

**OTHER AUTHORITY-** describe:

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

RESOLUTION APPLIES TO (check all that apply):  ALL ACCOUNTS  SAFE DEPOSIT BOX NUMBER(S):  
 ALL FUTURE ACCOUNTS  SPECIFIC ACCOUNTS - NUMBER(S): 571253

NAME AND TITLE	SIGNATURE	LIMITATIONS
1. Jason Wicha	X	COUNTERSIGNERS:
2. Diane M Hall	X	COUNTERSIGNERS:
3. Elizabeth Holleb	X	COUNTERSIGNERS:
4. Vincent A Juarez	X	COUNTERSIGNERS:
5. Shawn Richter	X	COUNTERSIGNERS:
6. Bryan Howell	X	COUNTERSIGNERS:
7.	X	COUNTERSIGNERS:
8.	X	COUNTERSIGNERS:

**SIGNATURE CERTIFICATION.** I certify that the foregoing are names, titles, and genuine signatures of the current Authorized Signers of the Entity authorized by the above Resolution.  
 IN WITNESS WHEREOF, I have subscribed my name as Designated Representative of the Entity on the date shown below.

DESIGNATED REPRESENTATIVE: \_\_\_\_\_

Diane M Hall

DATE \_\_\_\_\_

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

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

Additional comments or instructions:



## Lake County CARES Act Funds

Updated July 17, 2020

### CARES Act Funds

- In April 2020, Lake County received \$121.5 million from the federal government as part of the \$2 trillion Coronavirus Aid, Relief, and Economic Act (CARES Act) to help with the public health and economic impacts of COVID-19.
- According to the CARES Act, the funds must be used for expenses due to COVID-19.
- As the governing body that approves Lake County Government's budget and all financial matters, the Lake County Board is responsible for determining how the \$121.5 million will be used and dispersed in accordance to the CARES Act.

### F&A Special Committee on COVID-19 Recovery

- The Lake County Board formed the F&A Special Committee on COVID-19 Recovery that met for the first time on May 15, 2020.
- The Committee provides guidance and strategic priorities to County Administration for the planning and execution of the various federal COVID response funds provided to Lake County.
- The Special Committee initially met weekly to rapidly evaluate options and act to fund initiatives to help the community 'move forward' from COVID-19. These meetings are open to the public. Notice of upcoming meetings can be found on the County's online calendar at [lakecountyil.gov](http://lakecountyil.gov).

### Passed: \$30 million for rental, utility, food and small business assistance

- At its June 9 and July 14, 2020 meetings, the Lake County Board passed resolutions authorizing emergency appropriations of CARES Act funds totaling \$30 million for rental, utility, food and small business assistance as well as reimbursements of municipality and county-incurred COVID-19 expenses. The breakdown is below:
  - \$10 million Small Business Assistance
  - \$10 million Municipality and Fire Protection District Reimbursement
  - \$4 million Rental Assistance
  - \$2 million Food Insecurity
  - \$1 million Utility Assistance
  - \$1 million Safety Kits for Community
  - \$2 million Lake County COVID-19 Expenses

### Lake County Small Business Assistance COVID-19 Grant Program

- The Lake County Board has allocated \$10 million to fund the Lake County Small Business Assistance COVID-19 Grant Program.
- From July 7 to July 20, 2020, Lake County small businesses may apply online for up to \$30,000 to cover up to four months of occupancy costs (rent, mortgage, utilities) as well as expenses incurred due to COVID-19 (new equipment, plexiglass, masks, sanitization services/materials, employee training, etc.).
- [Lake County Partners](#) is administering the program, with final grant approval and dispersing of funds performed by Lake County.
- Lake County small businesses may view eligibility requirements and apply online at [lakecountyil.gov/forward](http://lakecountyil.gov/forward).

## **Future Relief & Recovery Programs**

The Special Committee has been discussing guidelines to disperse additional funding to continue with recovery efforts throughout Lake County. Future programs and phases will be reviewed by the Special Committee, the F&A Committee and will be granted final approval by the Lake County Board.

## **Stay Informed & Connected**

- Learn more about Lake County’s collaborative, whole-of-government initiative for community health and economic recovery as Lake County accelerates through the challenges of the COVID-19 pandemic: [lakecountyil.gov/forward](http://lakecountyil.gov/forward)
- Latest COVID-19 updates: [lakecountyil.gov/coronavirus](http://lakecountyil.gov/coronavirus)
- Lake County COVID-19 data: [lakecountyil.gov/covid19data](http://lakecountyil.gov/covid19data)
- Residents in need of help can call 2-1-1, or visit [211lakecounty.org](http://211lakecounty.org)

## INTERGOVERNMENTAL AGREEMENT

### COVID19 RELIEF FUND

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 2020, by and between the **County of Lake** (hereinafter referred to as "**COUNTY**") and \_\_\_\_\_ (hereinafter referred to as "**MUNICIPALITY**," regardless of legal organization which may include a Home Rule unit of government). The COUNTY and the MUNICIPALITY shall hereinafter be referred to jointly as the Parties.

#### RECITALS

WHEREAS, the Illinois Constitution and the Intergovernmental Cooperation Act (5 ILCS 220/ *et. seq*) authorize units of local government, including counties and municipalities, to contract or otherwise associate among themselves in any manner not prohibited by law and to jointly exercise any power, privilege or authority conferred upon them by law; and

WHEREAS, Article 7, Section 10 of the Illinois Constitution of 1971 and the Illinois Intergovernmental Cooperation Act 5 ILCS 220/1 *et seq.* allow units of public entities to enter into intergovernmental agreements in the furtherance of their governmental purposes; and

WHEREAS, pursuant to the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act") the COUNTY received approximately one hundred twenty-two million dollars from the United States Government ("CARES Act Funds"); and

WHEREAS, the CARES Act provides for payments to local governments navigating the impact of the COVID-19 outbreak via the Coronavirus Relief Fund; and

WHEREAS, the CARES Act provides that payments from the Coronavirus Relief Fund may only be used to cover expenses which: (1) are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); (2) were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the local government; and (3) were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020; and

WHEREAS, the COUNTY was eligible to receive payments under the CARES Act, as it is a unit of local government in excess of 500,000 residents; and

WHEREAS, the United States Department of Treasury ("Treasury") has issued guidelines with regards to the authorized use of funds allocated to local governments under the CARES Act; and

WHEREAS, this Agreement is intended to promote the most efficient distribution of financial resources which have been made available to the COUNTY to benefit the citizens of the COUNTY; and

WHEREAS, under the CARES Act, should the Office of the Inspector General determine that the funds were used in a manner contrary to the intent of the Act or contrary to the United States' Department of Treasury guidelines, the CARES Act provides that the federal government may recoup the improperly spent funds from the COUNTY; and

WHEREAS, the COUNTY and the MUNICIPALITY within Lake County, and its residents, have suffered secondary effects of the coronavirus emergency; and

WHEREAS, the COUNTY, as the jurisdiction responsible for disbursement of funds under the CARES Act, finds that it is appropriate to use these funds to defray certain costs incurred by the MUNICIPALITY related to the coronavirus emergency; and

WHEREAS, pursuant to guidance and interpretations of Treasury, the COUNTY as recipient of CARES Act funds may distribute a portion of those funds to other responsible entities within the COUNTY to assist in distributing CARES Act funds to those most in need of such funds

to be administered in compliance with the CARES Act, current and amended Treasury guidance and interpretations, and this Agreement; and

WHEREAS, the COUNTY may provide direct reimbursement to a MUNICIPALITY that has eligible reimbursements per the Treasury guidance, both current and as amended; and

NOW, THEREFORE, the COUNTY and the MUNICIPALITY hereby agree as follows:

## **1.0 Recitals, Definitions, and Purpose.**

**1.1 Recitals Incorporated.** The recitals set forth above are incorporated in this Agreement by reference and made a part of this Intergovernmental Agreement (“IGA”).

### **1.2 Definitions.**

**1.2.1 “CARES ACT funds”** shall refer to funds which have been allocated to the COUNTY under the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”) of which the COUNTY is responsible for the disposition.

**1.2.2 “Forms”** shall refer to forms or application documents used to seek reimbursement of coronavirus related expenses under this agreement.

**1.2.3** All other words used in this agreement which are not specifically defined shall have their normal and ordinary meaning.

**1.3 Purpose.** The purpose of this Agreement is to establish a contractual relationship between the COUNTY and MUNICIPALITY with regards to the proposed reimbursement of municipal expenses associated with the coronavirus emergency from federal CARES ACT funds which the United States Federal Government has disbursed to the COUNTY. The COUNTY has, by resolution, created the Lake COUNTY Local Government COVID-19 Reimbursement program. This agreement shall remain in effect between the parties to govern the form of applications for reimbursement, the review of applications, the criteria for reimbursable expenses, the retention of documents, and other material terms governing the processing of reimbursement applications as outlined in the guidelines provided by the COUNTY to the MUNICIPALITY.

## **2.0 Obligations of the COUNTY**

**2.1 Generally.** The COUNTY, by and through its Finance Department, shall process requests for reimbursement received from MUNICIPALITY subject to the requirements set forth herein.

**2.2 Submittal does not guarantee approval.** The COUNTY, by receiving and processing the reimbursement requests of MUNICIPALITY, does not guarantee approval of the reimbursement requests by the COUNTY, the United States Department of Treasury, or the Office of the Inspector General.

**2.3 No further obligations.** The COUNTY shall have no further obligations under this IGA other than those expressly set forth.

## **3.0 Obligations of the MUNICIPALITY**

**3.1 Generally.** In order to submit requests for reimbursement of coronavirus emergency related expenditures, MUNICIPALITY agrees to submit the forms, certifications and documentation as may be required by the COUNTY for any expense for which MUNICIPALITY seeks reimbursement under this Agreement. MUNICIPALITY agrees that the sole and exclusive decision as to whether or not MUNICIPALITY’s

request is granted lies within the discretion of the COUNTY, and that submission of expenses for reimbursement does not obligate the COUNTY to agree to reimburse those expenses. MUNICIPALITY agrees that the COUNTY, through its Finance Department, may deny reimbursement for expenses which, in the discretion of the Chief Financial Officer, are not permitted uses for CARES ACT funds. The parties also agree that expenses that may be otherwise eligible for reimbursement may be rejected by the COUNTY in its sole discretion, that the COUNTY is under no obligation to approve any particular reimbursement request, and that reimbursement is also subject to the availability of funds.

#### **4.0 Form of Expense Submittals, Certification, failure to use form or comply with criteria**

**4.1 Generally.** The Parties agree that expenses for which MUNICIPALITY seeks reimbursement shall be submitted upon the forms and in the manner as may be required by the COUNTY. MUNICIPALITY agrees to utilize these forms exclusively in seeking reimbursement of expenses related to the coronavirus emergency.

**4.2 Certification.** By entering into this IGA the Mayor, President, CFO or City Manager or other authorized official certifies that the expenses for which MUNICIPALITY seeks reimbursement: (i) are necessary expenditures incurred due to the public health emergency with response to the Coronavirus Disease 2019, (ii) were not accounted for in the most recently approved budget of the MUNICIPALITY, as of March 27, 2020, (iii) were incurred during the period between March 1, 2020 and December 30, 2020, and (iv) meet the criteria set forth in the United States Department of Treasury guidelines and interpretations, both current and as they may be amended and supplemented in the future.

**4.3 Failure to use form or attach certification.** The failure by MUNICIPALITY to use the required forms or to accompany each and every reimbursement request with a completed certification, shall lead to the summary rejection of that submittal by the COUNTY.

**4.4 Failure to comply with Department of Treasury Guidelines and Interpretations.** The COUNTY reserves the right to reject any reimbursement which it determines, in its sole and exclusive discretion, does not meet the criteria of the CARES ACT or United States Department of Treasury guidelines and interpretations, both current and as may be amended and supplemented in the future, associated with disbursement of funds under the CARES ACT.

**4.5** MUNICIPALITY shall not submit for reimbursement to the COUNTY any expense which the MUNICIPALITY has submitted or will submit to any other entity, whether public or private, for reimbursement. Should MUNICIPALITY at any time receive reimbursement for any expense for which the COUNTY has already reimbursed the MUNICIPALITY under this IGA, the MUNICIPALITY shall within 14 days or at the next scheduled municipal meeting occurring thereafter authorize and refund that reimbursement to the COUNTY.

#### **5.0 Reimbursement guidelines; prohibition on duplicate reimbursement.**

**5.1** Reimbursement guidelines will be provided to MUNICIPALITY that will include details specific to maximum reimbursement funding and allocation method, allowable expenses, required documentation and format of submittal, submission deadlines,

reporting requirements, compliance audit information, and records retention, among other guidance.

5.1.1 The reimbursement guidelines may be updated based on additional information received by COUNTY, or if additional funding is allocated.

5.2 MUNICIPALITY shall not be entitled to reimbursement of expenses on application to the County for which it has sought and received reimbursement from any other entity, whether public or private, as described in 4.2, above.

## **6.0 Cooperation**

6.1 The COUNTY shall assist MUNICIPALITY in complying with the requirements of the CARES Act and the United States Department of Treasury guidelines by preparing sample forms and providing feedback and guidance with regards to the type and quality of information required to complete such forms.

6.2 MUNICIPALITY agrees to abide by the terms of the CARES Act and all United States Department of Treasury guidelines and interpretations, both current and as may be amended and supplemented in the future.

6.3 MUNICIPALITY shall, at the COUNTY's request, supply COUNTY with all relevant information for the COUNTY to evaluate whether a request for reimbursement meets the criteria under the CARES Act and United States Department of Treasury guidelines, both current and as may be amended and supplemented in the future.

## **7.0 Records**

7.1 MUNICIPALITY shall maintain all records relating to the expenses which MUNICIPALITY seeks to have reimbursed by COUNTY from CARES Act funds for a period of at least ten (10) years or the period of time required by other state or federal law, whichever is longer.

7.2 At any time, the COUNTY may request that the MUNICIPALITY provide records relating to the expenses which MUNICIPALITY seeks to have reimbursed. MUNICIPALITY agrees to provide records within 14 days in response to such requests.

7.3 Failure to provide records may result in the denial of the reimbursement request. In circumstances where the reimbursement request has been granted and the records are needed to justify the reimbursement to the Office of the Inspector General or any other office, official, or department which may later become responsible for auditing disbursements of CARES Act funds, failure by MUNICIPALITY to provide these records, for any reason including the prior destruction of these records, shall constitute a breach of this Agreement. The sole and exclusive remedy for such a breach is that MUNICIPALITY shall be responsible for repayment of any disbursement which the Office of Inspector General, or its successor, finds improper, unsupported, or unable to be verified within the time limit set by the Office of Inspector General. The MUNICIPALITY shall make said repayment on or before the COUNTY is required to reimburse the federal government for such improper, unsupported, or unverified expense. Additionally, MUNICIPALITY agrees to indemnify the COUNTY or make the COUNTY whole for any penalty assessed against the COUNTY based upon MUNICIPALITY's failure to retain or provide records.

## **8.0 Timeliness.**

**8.1** The Parties agree that time is of the essence in the processing of applications for reimbursement. The COUNTY shall use all reasonable speed and diligence in the processing of applications for reimbursement.

**8.2** The Parties agree that time is of the essence in communications seeking supporting documents or requesting records under this agreement. The Parties agree that they shall use all reasonable speed and diligence in responding to requests for records or supporting documents.

## **9.0 Indemnity.**

**9.1** The Parties agree that where the COUNTY may rely upon the certification of the MUNICIPALITY that such expenses which MUNICIPALITY sought to have reimbursed from CARES Act funds met the minimum requirements of the CARES Act, and where the Office of the Inspector General, or any other person, official, or department which is charged with the auditing and review of expenditures of CARES Act funds determines that such reimbursement was not permitted under the CARES Act, MUNICIPALITY agrees to indemnify, reimburse and make whole the COUNTY for any funds which the United States Government or its agencies seeks to recoup or collect, either by litigation, or by withholding other federal funds owed to the COUNTY. MUNICIPALITY further agrees to indemnify, reimburse, or make whole the COUNTY for any penalties associated with the federal government seeking to recoup the expended CARES Act funds which the COUNTY disbursed to MUNICIPALITY including interest, attorneys fees or any penalty provided by law. Additionally, MUNICIPALITY agrees to indemnify the COUNTY or make the COUNTY whole for any penalty assessed against the COUNTY based upon MUNICIPALITY's duplication of reimbursements as provided in Article 5.2 above. MUNICIPALITY also agrees to indemnify the COUNTY for any other loss or damage due to MUNICIPALITY's violation of this IGA.

**9.2** MUNICIPALITY agrees to hold COUNTY harmless for any evaluation or advice which the COUNTY provided to MUNICIPALITY as to whether the requested reimbursement is a permissible use of the CARES Act funds.

## **10.0 Term and termination**

**10.1 Term.** This Agreement shall remain in effect until December 30, 2020 unless earlier terminated by either party provides written notice of termination to the other. Such notice shall be effective 14 days after receipt of the termination.

**10.2 Survival of Terms.** Those terms relating to the party's obligation to maintain records and provide records, and the MUNICIPALITY's indemnification of the COUNTY shall survive the termination of this Agreement.

## **11.0 General Terms and Conditions**

**11.1 Amendment.** Any revision to this Agreement shall be made by written amendment to this Agreement. This Agreement, including exhibits attached hereto and incorporated herein by reference, represents the entire Agreement between the parties with respect to the subject matter hereof and supersedes all prior communications, agreements, and understandings relating thereto.

**11.2 Assignment.** The performance covered by this Agreement shall not be assigned or delegated without the prior written consent of the COUNTY.

**11.3 Conflict of Interest.** No officer, employee, elected or appointed officials of the COUNTY or the MUNICIPALITY (and no one with whom they have family or business ties) shall obtain any personal or financial benefit of the funds to be administered herein

**11.4 Notices.** Any notice under this IGA shall be sent by email to the following individuals at the indicated email addresses:

To the COUNTY:

Patrice Sutton, Chief Financial Officer, County of Lake at [psutton@lakecountyil.gov](mailto:psutton@lakecountyil.gov)

To the MUNICIPALITY:

(name/title/email address)

IN WITNESS WHEREOF, the COUNTY and the MUNICIPALITY have executed this Agreement as of the date first above written.

**COUNTY OF LAKE**

**(MUNICIPALITY)**

\_\_\_\_\_  
County Administrator, Lake County

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

ATTEST:

ATTEST:

\_\_\_\_\_  
Lake County Clerk

\_\_\_\_\_  
Municipal Clerk

RESOLUTION OF APPRECIATION

WHEREAS

**BILL REDFIELD**

*has served The City of Lake Forest as a member of the*

**HISTORIC PRESERVATION COMMISSION  
2016-2020**

*WHEREAS, he has devoted much valuable time and personal attention to the work of this commission and, on behalf of the citizens of Lake Forest, continually met his responsibilities with purpose and dedication; and*

*WHEREAS, the citizens of Lake Forest recognize and are deeply appreciative of the valuable time and service she contributed to the preservation and improvement of the quality of life in our community by serving on this commission;*

*NOW, THEREFORE, BE IT RESOLVED that the City Council of The City of Lake Forest, Illinois, hereby expresses the profound gratitude of the citizens of Lake Forest to **BILL** for the loyal and faithful public service he/she has given by means of this resolution, which shall be spread upon the permanent records of the City Council.*

*Adopted by the City Council of  
The City of Lake Forest this  
3<sup>rd</sup> day of August, 2020*

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Mayor

**RESOLUTION No. \_\_\_\_\_**

**A Resolution Supporting the  
Community Solar Clearinghouse Solution (CS<sup>2</sup>) Program**

**WHEREAS**, the City of Lake Forest (“**City**”) is a home rule, special charter municipal corporation; and

**WHEREAS**, the Metropolitan Mayors Caucus provides a forum for the chief elected officials of the Chicago region to develop consensus and act on common public policy issues and multi-jurisdictional challenges; and

**WHEREAS**, the Metropolitan Mayors Caucus’ participating Mayors and their communities have a history of environmental stewardship, from energy efficiency, water conservation, urban forestry, and participation in Clean Air Counts; and

**WHEREAS**, it is important for local governments throughout the United States to take leadership roles to advance sustainability both in their own communities and in concert with regional, national and global initiatives; and

**WHEREAS**, the Metropolitan Mayors Caucus created the Community Solar Clearinghouse Solution (CS<sup>2</sup>) Program to allow municipalities to support the development of new solar generation resources in Illinois by offering competitive and fair community solar subscriptions; and

**WHEREAS**, the Community Solar Clearinghouse Solution (CS<sup>2</sup>) Program is consistent with sustainability goals already adopted by leading communities in the region, and these consensus goals align with common regional, state, national and global objectives; and

**WHEREAS**, the City has previously partnered with the Metropolitan Mayors Caucus and the Community Solar Clearinghouse Solution (CS<sup>2</sup>) Program to obtain community solar subscriptions for the City’s electrical needs; and

**WHEREAS**, the Metropolitan Mayors Caucus and the Community Solar Clearinghouse Solution (CS<sup>2</sup>) Program now desire to offer community solar subscriptions directly to Lake Forest residents in order to enhance quality of life, provide protection and stewardship of the environment, and promote sustainable economic vitality, as more fully described in the Municipality Sponsored Community Solar Program Description, a copy of which is attached hereto as Exhibit A; and

**WHEREAS**, the Corporate Authorities of the City have determined that it is in the best interests of the City and its residents to support the Community Solar Clearinghouse (CS<sup>2</sup>) Program as set forth in this Resolution.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and City Council of The City of Lake Forest, County of Lake, State of Illinois, as follows:

**SECTION 1:** The recitals set forth above are hereby incorporated into this Section 1.

**SECTION 2:** The Corporate Authorities of the City hereby endorse and approve the Community Solar Clearinghouse Solution (CS<sup>2</sup>) Program proposed by the Metropolitan Mayors Caucus, and agree to work with the Metropolitan Mayors Caucus to present community solar subscription options to Lake Forest residents on the terms set forth in Exhibit A.

**SECTION 3:** The Corporate Authorities of the City hereby authorize and direct the City Manager or his designee to take all actions necessary to support the Community Clearinghouse Solution (CS<sup>2</sup>) Program for City residents.

**SECTION 4:** The City Clerk is hereby directed to transmit a certified copy of this resolution to the Metropolitan Mayors Caucus.

**SECTION 5:** This Resolution shall be in full force and effect upon its passage and approval in the manner provided by law.

PASSED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2020

AYES

NAYS

ABSENT

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2020

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
City Clerk

**EXHIBIT A**

*Municipality Sponsored Community Solar Program Description*

DRAFT

# Municipality Sponsored Community Solar Program

## COMMUNITY SOLAR:

- Allows consumers to claim a portion of a large community solar development located in Illinois – *no solar panels need to be installed at consumer's homes.*
- Subscribers receive monthly on-bill credits for their share of the energy generated by a shared solar array.

## MUNICIPALITY SPONSORED COMMUNITY SOLAR:

- Residential consumers can secure a guaranteed 20% discount off the utility's energy supply price.
- Requires no funding, capital investment, or other costs

Leading solar developers in Illinois are working with the Metropolitan Mayors Caucus (MMC) to offer an integrated community solar experience for qualified residential consumers in the ComEd territory that provides:

- **Savings.** Residential consumers can secure community solar subscriptions that guaranteed 20% discount from energy supply price charged by ComEd for up to twenty years.
- **Sustainability.** Community solar allows homeowners and renters to support the development of new solar resources in Illinois without the planning, construction coordination and financial challenges associated with installing solar on their own homes and buildings.

- **Competitive.** MMC used a competitive bidding process to negotiated favorable subscription terms that allow for no-cost early termination; adjust Subscription levels to match changes in energy use patterns; and Subscription transfers between accounts.
- **Scale.** MMC has secured community solar subscription options from multiple developers to ensure that large corporate energy buyers can achieve statewide scale.
- **Simplicity.** Residents just need to provide their contact information and ComEd account number to be placed on a subscription wait list. Once the community solar projects come online, they will have the option to subscribe and start saving money on their monthly ComEd bills.
- **Recognition.** MMC will work with sponsoring municipalities to ensure they receive the recognition they deserve for their commitment to sustainability by providing support for public relations and press outreach highlighting their participation as Subscribers.

## SPONSORED COMMUNITY SOLAR IN YOUR COMMUNITY

Community solar capacity in Illinois is limited. Municipalities interested in securing cost-saving community solar subscriptions from certified developers can contact Mark Pruitt for more information at 219/921-3828 or [markjpruitt@thepowerbureau.com](mailto:markjpruitt@thepowerbureau.com).

BEFORE COMMUNITY SOLAR	WITH COMMUNITY SOLAR																																							
You save <b>\$0</b>	You save <b>\$208</b>																																							
<table style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left; padding: 5px;">Annual Utility Bills</th> </tr> <tr> <td style="padding: 5px;">Energy Charges</td> <td style="text-align: right; padding: 5px;">\$940</td> </tr> <tr> <td style="padding: 5px;">Distribution Charges</td> <td style="text-align: right; padding: 5px;">\$240</td> </tr> <tr> <td style="padding: 5px;">Taxes and Fees</td> <td style="text-align: right; padding: 5px;">\$120</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black; padding: 5px;">Total Energy Charges</td> </tr> <tr> <td></td> <td style="text-align: right; padding: 5px;"><b>\$1,300</b></td> </tr> </table> <p style="text-align: center; margin-top: 10px;"><i>Annual electric bills</i></p> <p style="text-align: center; margin-top: 10px;"><b>Total Annual Cost \$1,300</b></p>	Annual Utility Bills		Energy Charges	\$940	Distribution Charges	\$240	Taxes and Fees	\$120	Total Energy Charges			<b>\$1,300</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left; padding: 5px;">Annual Utility Bills</th> </tr> <tr> <td style="padding: 5px;">Energy Charges</td> <td style="text-align: right; padding: 5px;">\$940</td> </tr> <tr> <td style="padding: 5px;">Distribution Charges</td> <td style="text-align: right; padding: 5px;">\$240</td> </tr> <tr> <td style="padding: 5px;">Taxes and Fees</td> <td style="text-align: right; padding: 5px;">\$100</td> </tr> <tr> <td style="padding: 5px;"><b>Solar Bill Credits</b></td> <td style="text-align: right; padding: 5px;"><b>- \$940</b></td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black; padding: 5px;">Total Energy Charges</td> </tr> <tr> <td></td> <td style="text-align: right; padding: 5px;">\$340</td> </tr> </table> <p style="text-align: center; margin-top: 10px;"><i>Same utility bill, but with annual solar bill credits applied</i></p>	Annual Utility Bills		Energy Charges	\$940	Distribution Charges	\$240	Taxes and Fees	\$100	<b>Solar Bill Credits</b>	<b>- \$940</b>	Total Energy Charges			\$340	<table style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left; padding: 5px;">Annual Subscription Bills</th> </tr> <tr> <td style="padding: 5px;">Solar Bill Credits</td> <td style="text-align: right; padding: 5px;">\$940</td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 5px;"><b>+</b></td> </tr> <tr> <td style="padding: 5px;"><b>20% Savings for Subscriber</b></td> <td style="text-align: right; padding: 5px;"><b>(\$188)</b></td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black; padding: 5px;">Subscription Charges</td> </tr> <tr> <td></td> <td style="text-align: right; padding: 5px;">\$752</td> </tr> </table> <p style="text-align: center; margin-top: 10px;"><i>Pay only \$0.80 for every \$1.00 in solar bill credits you receive.</i></p>	Annual Subscription Bills		Solar Bill Credits	\$940	<b>+</b>		<b>20% Savings for Subscriber</b>	<b>(\$188)</b>	Subscription Charges			\$752
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	\$752																																							
	<p style="font-size: 1.2em; margin: 0;">New Lower Total Annual Cost <b>\$1,092</b></p>																																							

**MUNICIPALITY SPONSOR COMMUNITY SOLAR PROGRAM OFFER KEY TERMS**

<b>Account Eligibility</b>	Residential and Small Commercial accounts that receive service on the ComEd Fixed Default rate and have more than 400 kWh in annual metered consumption.
<b>Initial Term:</b>	Up to twenty (20) years, beginning on the successful enrollment of the Subscription by Utility.
<b>Subscription Size:</b>	The Subscription is sized based on Subscriber’s historical usage to comply with Net Metering Law. The Subscription may be adjusted up or down upon mutual agreement of Subscriber and the Community Solar resource Owner in the future based on Subscriber’s electricity usage. Subscriber will be notified in advance of any proposed adjustment to the Subscription based on usage and may increase or decrease its Subscription only upon written agreement.
<b>Monthly Billing:</b>	Subscriber will continue to be billed by the Utility and will receive monthly invoices from the Community Solar Owner’s Billing Administrator for 80% of the Bill Credits received on the municipal utility bill
<b>Subscription Price and Fees:</b>	<u>Estimated Discount:</u> Subscriber will receive <b>20%</b> of the net Bill Credits. Actual savings—and monthly payments—may vary based on the Net Metering Tariff, the total production of the Project, and the proportion of the Subscription to the Nameplate Capacity of the Project.  <u>Fees and Other Charges:</u> Beyond the subscription price payable to Owner above, there are no other fees payable to Owner.
<b>Security Deposit:</b>	<b>\$0</b>
<b>Early Termination and Early Termination Fees:</b>	Subscriber may cancel the Subscription Agreement at any time by providing at least ninety (90) calendar days’ notice to Owner.  \$0 with ninety (90) calendar days’ advance written notice
<b>No Guarantee:</b>	This Agreement does not guarantee a minimum level of performance by the Project or minimum quantity or value of Bill Credits.
<b>Transferability:</b>	If the Utility Account Service Address identified above changes for any reason, Subscriber must provide written notice to Owner.
<b>Privacy Policy:</b>	Owner will not provide customer’s information obtained under this Agreement to third parties except as necessary to administer this Agreement.
<b>Project Production:</b>	Actual production will be based on several factors; Owner is not guaranteeing minimum or maximum production during any time period.
<b>Resource Availability:</b>	Community solar projects are anticipated to commence operation starting in the 3 <sup>rd</sup> and 4 <sup>th</sup> quarter of calendar year 2020.
<b>How to Sign Up:</b>	Consumers interested in community solar subscriptions can receive more information at _____.

Program Agreement

- Municipalities request access community solar subscription volumes available through the Community Solar Clearinghouse Solution (CS<sup>2</sup> Program) by the Metropolitan Mayors Caucus

Sourcing

- Municipalities determine the commercial terms they seek for their residents
- CS<sup>2</sup> Program suppliers indicate interest in matching the municipality's terms

Mailing

- Municipalities provide direct mailing lists, approve mailer design and contents
- CS<sup>2</sup> Program manages and funds the direct mailing

Waitlist

- Interested residents sign up online to waitlist list
- Accounts are reviewed for qualification (size, supply, etc.)

Subscription

- As Community Solar Farms come online, residents are contacted and offered a Subscription Agreement