

The City of Lake Forest  
CITY COUNCIL  
*Proceedings of the Monday, February 3, 2020*  
City Council Meeting - City Council Chambers

CALL TO ORDER AND ROLL CALL: Honorable Mayor Pandaleon called the meeting to order at 6:30pm, and the City Clerk Margaret Boyer called the roll of Council members.

Present: Honorable Mayor Pandaleon, Alderman Beidler, Alderman Morris, Alderman Newman, Alderman Rummel, Alderman Preschlack, Alderman Goshgarian, Alderman Moreno and Alderman Buschmann.

Absent: None

**CALL TO ORDER AND ROLL CALL**

**PLEDGE OF ALLEGIANCE** was recited by all those present in the Chambers.

**REPORTS OF CITY OFFICERS**

**COMMENTS BY MAYOR**

**A. Swear in Police Officers**

- Ashley Molinari
- Sam Sineni
- Zachary Styx

Mayor Pandaleon swore in the new Police Officers

Mayor Pandaleon congratulated Finance Director Elizabeth Holleb on her appointment by the Governor to the Police Officers Pension Investment Fund Transition Board.

**COMMENTS BY CITY MANAGER**

**A. 2020 Census Update**

- **Michelle Friedrich, Community Development**

City Manager Jason Wicha introduced Michelle Friedrich from Community Development. Ms. Friedrich updated the City Council on the City's work in bringing awareness to the 2020 Census. She reported the Census would begin mailing invitations to respond on March 12. The intent of the invitation to respond is to inform residents that there are three ways to respond to the Census – online, on paper and by phone and that all avenues are secure and safe.

She also answered the question of who should be counted. Everyone LIVING IN YOUR HOME on April 1, 2020 should be counted, college students living away from home should be counted in campus housing and for snowbirds or persons with multiple Homes, it is wherever they live and sleep most of the time. Additional information is available on The City of Lake Forest website.

**COMMITTEE REPORTS**

## FINANCE COMMITTEE

### 1. Consideration of an Ordinance approving a Fee Schedule Adjusting Water Rates for FY2021 (First Reading)

Elizabeth Holleb, Finance Director, reported the City Council Finance Committee reviewed water consumption, water rate methodology and options for water rate adjustments at its November 12 budget workshop and again on January 21. Based on Committee input and a desire to mitigate the impact of water rate adjustments on low volume users, the rate structure identified on January 21 as “Option 3” was incorporated into the proposed ordinance and fee schedule.

Ms. Holleb stated the City’s Water and Sanitary Sewer Fund is designated as an enterprise fund, thereby receiving no subsidy or property tax revenue to operate. The user fees established for water and sanitary sewer services must be sufficient to pay all operating, capital and debt service costs associated with the utility. The long term financial forecast for the Water and Sanitary Sewer Fund provides for an annual increase in revenue of 2.5% to support inflationary cost increases, largely driven by personnel expenses.

The City’s current water rate methodology is to set rates based on a rolling five year average of water consumption, a blended rate with both fixed and variable fees, and a desire to maintain overall revenue at 20% fixed/80% variable. It should be noted that although only 20% of the revenue is fixed, approximately 90% of the utility costs are fixed and will not vary based on water consumption. Summer weather conditions dramatically impact the City’s annual water revenue and budget variances as much as \$1million can occur in any given year, requiring the City to maintain a large fund balance to provide rate stability year to year. For the current fiscal year, water fund revenue is projected to fall \$650,000 short of budget projections.

Ms. Holleb reviewed the table below showing the annual revenue for the increased fees is projected to total \$174,875 overall, achieving a 2.5% increase in projected revenue for FY2021. Estimated impacts on varying classes of customers are as follows (actual results will vary based on consumption):

Usage Category	# of Accts	Annual Impact (\$)	Annual Impact (%)
Impact – Low Usage Residential	1496	\$27	6.1%
Impact – Med Usage Residential	4550	\$61	4.1%
Impact – High Usage Residential	460	\$223	4.8%
Impact – High Usage Commercial	317	\$972	3.1%
Impact – Average Usage Commercial		\$294	3.9%

The City Council had discussion on fixed versus variable costs, meter size, data driven decisions and commended the work of previous Councils in placing the sanitation and pension fee on the water bill.

Mayor Pandaleon asked if there was anyone from the public who would like to comment. Seeing none, he asked for a motion.

#### **COUNCIL ACTION: Grant first reading to the proposed ordinance. (page 13)**

Alderman Preschlack made a motion to approve grant first reading of the proposed ordinance, seconded by Alderman Beidler. The following voted “Aye”: Alderman Beidler, Morris, Notz, Rummel, Preschlack, Goshgarian, Moreno and Buschmann. The following voted “Nay”: None. 8-Ayes, 0 Nays, motion carried.

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

None

**ITEMS FOR OMNIBUS VOTE CONSIDERATION**

Mayor Pandaleon made a statement about each of the resolutions of sympathy and offered condolences to the families on behalf of the City Council.

1. Resolution of Sympathy for former Zoning Board of Appeals Member and Lake Forest Day Parade Organizer Vincent P. Dolan
2. Resolution of Sympathy for former City Engineer Ronald Behm
3. Resolution of Sympathy for former Building and Zoning Department Director Byron Prais.
4. Approval of the January 21, 2020 City Council Meeting Minutes
5. Approval of the Check Register for the Period of December 28, 2019 to January 24, 2020
6. Approval of Ordinances Abating 2019 Tax Levies for Various G.O. Alternate Revenue Bond Issues (Final Approval)
7. Consideration of a Recommendation from Staff to Authorize Reimbursement to Lake Forest Open Lands' Association for Plantings in the Middlefork Savanna. (Approval by Motion)
8. Consideration of an Ordinance Approving a Recommendation from the Zoning Board of Appeals. (First Reading, and if Desired by the City Council, Final Approval)

**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. Hearing none, Mayor Pandaleon asked for a motion to approve the eight (8) Omnibus items as presented.

Alderman Beidler made a motion to approve the eighteen Omnibus items as presented, seconded by Alderman Moreno. The following voted "Aye": Alderman Beidler, Morris, Notz, Rummel, Preschlack, Goshgarian, Moreno and Buschmann. The following voted "Nay": None. 8-Ayes, 0 Nays, motion carried.

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

**ORDINANCES**

1. Consideration of a Recommendation from the Plan Commission in Support of Tentative and Final Approval of the Margaret M. and Hampton M. Swift Memorial Planned Preservation Subdivision and Approval of the Associated Special Use Permit. (If desired by the Council, waive first reading and grant final approval of the ordinance.)

Catherine Czerniak, Director of Community Development, reported that the property was previously the site of a single family home, located at the high point on the property. The Swift family lived in the home for many decades. The Swift heirs, over the course of several years, have considered how best to move the property forward. The proposed four lot subdivision provides new homes sites, within walking distance of the train station, library, Gorton Community Center, and near restaurants and stores in the Central Business District. To date, interest in the properties that will be created through the proposed subdivision has been significant.

The Plan Commission's discussion focused on lot configurations, setbacks, tree preservation, driveway placement, streetscape character, drainage and retaining, to the extent possible, the existing topography. The plat reflects increased setbacks and notes relating to the topics discussed. After deliberation, the Plan Commission voted 6 to 0 to recommend final approval of the proposed Margaret M. and Hampden M. Swift Memorial Subdivision and approval of the associated Special Use Permit to the City Council. She gave an overview of the history of the property and the history of the property as it has been through Plan Commission. She reported that the Plan Commission is in support of approval of a plat of subdivision creating four lots on a 3.8 acre parcel in full conformance with the applicable zoning district. The Plan Commission considered the proposed subdivision at a public hearing held over the course of three months. Public testimony was presented in support of a conventional subdivision on the property, with lots configured in keeping with the character of the neighborhood. Each of the four lots as proposed exceed the minimum required lot size and all setbacks as reflected on the plat of subdivision meet, and in some cases exceed, the required setbacks in the R-3 District. Increased setbacks are proposed on Lots 2 and 3 to respect the existing topography on the site, preserve the character of the streetscape and protect significant and healthy trees.

The City Council had discussion on the appropriateness of what is proposed and how well it was done. Lot size, neighbor agreement and honoring the Swift family values were also discussed.

Mayor Pandaleon asked if anyone from the public who would like to comment. Seeing none, he asked for a motion.

**COUNCIL ACTION: If determined to be appropriate by the City Council, waive first reading and grant final approval of an Ordinance granting tentative and final approval of the Margaret M. and Hampton M. Swift Planned Preservation Subdivision and approval of the associated Special Use Permit as recommended by the Plan Commission.**

Alderman Notz made a motion to waive first reading and grant final approval of an Ordinance granting tentative and final approval of the Margaret M. and Hampton M. Swift Planned Preservation Subdivision and approval of the associated Special Use Permit as recommended by the Plan Commission, seconded by Alderman Beidler. The following voted "Aye": Alderman Beidler, Morris, Notz, Rummel, Preschlack, Goshgarian, Moreno and Buschmann. The following voted "Nay": None. 8-Ayes, 0 Nays, motion carried.

## **2. Consideration of an Ordinance Amending Chapter 110 of the City Code Regarding Permits and Fees for Special Event and Commercial Filming Requests (First Reading)**

Layla Werner, Administrative Intern, gave an overview of an Ordinance amending Chapter 110 of the Lake Forest City Code establishing permit standards and fees for commercial filming application and special event permit requests. She reported that discussions regarding the existing commercial filming policy suggest moving toward a "tiered" permit model, similar to special events. An updated Administrative Directive will allow the City Manager's office to establish different classes of permits based on the complexity of the request. For example, "Class A" filming requests that would require closure of streets, parking lots, or that

would otherwise cause a substantial impact on public safety or access will require City Council approval, and would be subject to higher permit costs to cover the additional coordination and pre-approval efforts they require.

She stated that when staff conducted a comprehensive review of the special events policy, the group found that current commercial filming practices do not align with current policy within the City Code. She reported that staff is proposing the addition of eight (8) separate fee changes for commercial filming permits, which consist of separate application, permit, and security deposit amounts using a tiered structure approach. Requests for the usage and access of public property, as well as, police and fire services in reviewing applications has increased. The current fee structure and increased amount of guidance to applicants is often greater than what the current fees charge for processing, reviewing, and coordinating commercial film applications. She reported that in a review of adjacent and regional municipalities found the current fees The City is proposing are well below market for applicable filming application and permit fees.

The City Council had lengthy discussion including fees, alignment with sister cities, cost recovery and the generation of revenues.

Mayor Pandaleon asked if anyone from the public who would like to comment. Seeing none, he asked for a motion.

**COUNCIL ACTION: Consideration of an Ordinance Amending Chapter 110 of the City Code Regarding Permits and Fees for Special Event and Commercial Filming Requests (First Reading)**

Alderman Rummel made a motion to approve first reading of an Ordinance Amending Chapter 110 of the City Code Regarding Permits and Fees for Special Event and Commercial Filming Requests, seconded by Alderman Buschmann. The following voted "Aye": Alderman Beidler, Morris, Notz, Rummel, Preschlack, Goshgarian, Moreno and Buschmann. The following voted "Nay": None. 8-Ayes, 0 Nays, motion carried.

**OLD BUSINESS**

**NEW BUSINESS**

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

Aldermen Rummel reported on a meeting regarding the East Skokie Drainage District that she and Alderman Notz attended.

**ADJOURNMENT**

There being no further business Mayor Pandaleon asked for a motion. Alderman Rummel made a motion to adjourn, seconded by Alderman Buschmann. Motion carried unanimously by voice vote at 8:03pm.

Respectfully Submitted  
Margaret Boyer, City Clerk

*A video of the City Council meeting is available for viewing at the Lake Forest Library and on file in the Clerk's office at City Hall. You can also view it on the website by visiting [www.cityoflakeforest.com](http://www.cityoflakeforest.com). Click on I Want To, then click on View, then choose Archived Meetings Videos.*