

Lake County Illinois

*Lake County Courthouse and Administrative Complex
18 N. County Street
Waukegan, IL 60085-4351*



Agenda Report - Final

Wednesday, January 10, 2018

1:00 PM

Assembly Room, 10th Floor

Financial and Administrative Committee

1. Call to Order

2. Pledge of Allegiance

3. Approval of Minutes

3.1 [18-0024](#)

Minutes from November 8, 2017.

Attachments: [F&A 11.8.17 Minutes - Final](#)

3.2 [18-0025](#)

Minutes from December 6, 2017.

Attachments: [F&A 12.6.17 Minutes - Final](#)

3.3 [18-0026](#)

Executive Session Minutes from October 4, 2017.

3.4 [18-0027](#)

Executive Session Minutes from October 4, 2017.

3.5 [18-0028](#)

Executive Session Minutes from November 1, 2017.

3.6 [18-0029](#)

Executive Session Minutes from November 8, 2017.

3.7 [18-0030](#)

Executive Session Minutes from December 6, 2017.

3.8 [18-0031](#)

Executive Session Minutes from December 6, 2017.

4. Addenda to the Agenda

5. Public Comment

6. Chairman's Remarks

7. Old Business

8. New Business

CONSENT AGENDA (Items 8.1 - 8.9)

LAW & JUDICIAL

8.1 [18-0001](#)

Joint resolution authorizing the State's Attorney's Appellate Prosecutor Program for fiscal

year (FY) 2018 for a continued participation fee of \$42,000.

- This is a renewal for the continued operation of the State's Attorney's Appellate Prosecutor Program.
- Through this program the State's Attorney's Appellate Prosecutor handles Lake County criminal appeals, provides investigative and prosecutorial support in criminal cases, provides comprehensive training programs for prosecutors, and provides monthly case law newsletters, legislative updates, and Uniform Complaint Book supplements.
- The Board of Governors of the State's Attorney's Appellate Prosecutor has voted to keep the Lake County State's Attorney's Office contribution for FY2018 the same as for FY2017 or \$42,000.
- The State's Attorney's approved FY2018 budget, includes the \$42,000 fee.

Attachments: [Appellate Pros Invoice FY2018](#)

8.2 [18-0005](#)

Joint resolution accepting the 2018 National Crime Victims' Rights Week (NCVRW) Community Awareness Project sub-grant and authorizing an emergency appropriation in the amount of \$5,000.

- Since 1981, National Crime Victims' Rights Week (NCVRW) has annually been observed in April and is intended to increase public awareness and knowledge about the wide range of rights and services available to people who have been victimized by crime.
- A \$5,000 sub-grant was awarded to the State's Attorney's Office by the National Association of Victims of Crime Act (VOCA) Assistance Administrators (NAVAA) under a VOCA grant from the Office for Victims of Crime, within the Office of Justice Programs, United States Department of Justice.
- The 2018 NCVRW theme is "Expand the Circle. Reach All Victims."
- The program funds will be used during the 2018 NCVRW, April 8 - 14, 2018, to promote community awareness of crime victims' rights and services and will support the purchase of NCVRW promotional giveaways, event supplies, announcements, and recognition awards.
- The source of program funding is 100 percent federal VOCA; no match is required.

Attachments: [2018 NCVRW Community Awareness Project Award Letter](#)

PUBLIC WORKS AND TRANSPORTATION

8.3 [18-0015](#)

Joint resolution appropriating \$165,000 of Matching Tax funds for inspection and maintenance of recently planted native landscape areas along various County highways, and designated as Section 18-00000-14-GM.

- The County has planted native landscape areas for various projects on the County highway system that require inspection and maintenance.
- This maintenance will be done by a contractor.
- Before a project letting can be held, an appropriation of \$165,000 of Matching Tax funds is needed.

8.4 [18-0019](#)

Joint resolution authorizing a lease to Bristol Boat Services, Inc., a boat storage and marine service business located on the Chicago North Shore and Milwaukee Railroad property (CNS&M RR), for a period of three years, ending November 30, 2020.

- Lake County, from time to time, grants permits and license agreements for parking to businesses and individuals along its bike path property.
- In 1971, the County permitted Waukegan Marine to rent 33,000 square feet of CNS&M RR property and construct a 16,000-square foot building for boat storage and marine business purposes at its property located along the north side of Grand Avenue, east of Lewis Avenue, in the City of Waukegan, along the Robert McClory Bike Path.
- In 2000, Bristol Boat Services began operating the business on behalf of Waukegan Marine.
- In 2017, the decision was made by the County to terminate the license agreement with Waukegan Marine and begin the process of returning the property to public use.
- After negotiations with Bristol Boat Services, Inc., the current marine operator, it was agreed that the business could lease the property for a period of three years to allow it sufficient time to relocate its facility and vacate the premises, said period ends November 30, 2020.
- A monthly rent of \$2,000 will be paid by Bristol Boat Services to Lake County.
- The new lease agreement with Bristol Boat Services, Inc. requires approval by the County Board.

Attachments: [18-0019 Bristol Boat Services Lease Agreement Draft](#)

8.5 [17-1339](#)

Joint resolution authorizing a master agreement with the Village of Long Grove regarding the costs for construction, installation, and maintenance associated with current and future traffic control signals under the jurisdiction of the Lake County Division of Transportation (DOT) and interconnection with Lake County PASSAGE.

- Several agreements are in place with the Village of Long Grove regarding the costs for maintenance, construction, installation and future costs associated with various existing County owned traffic control signals.
- Lake County is in the process of consolidating various traffic signal agreements with municipalities into new master agreements with provisions for adding new traffic signals to the master agreement.
- The master agreement includes the provision for Emergency Vehicle Preemption Systems so that the local agency will be responsible for maintenance and future costs of the emitters, and DOT will be responsible for maintenance and future costs for preemption systems.
- This master agreement also addresses the interconnection with Lake County PASSAGE.

Attachments: [17-1339 Village of Long Grove Traffic Signal Master Agreement Draft](#)

8.6 [18-0017](#)

Joint resolution authorizing two agreements with Pace Suburban Bus Division of the Regional Transportation Authority (RTA) providing terms and conditions for the year of 2018, by which Pace will coordinate operations of, and partially fund, the Ride Lake County West and Ride Lake County Central Coordinated Transportation Services for the expansion of paratransit services to meet the needs of the mobility challenged constituent populations in the Townships of Antioch, Avon, Fremont, Grant, Lake Villa, Libertyville, Shields and Wauconda, also the Villages of Libertyville and Mundelein, and designated as Sections 09-00280-01-ES and 16-00280-04-ES.

- Beginning in 2009, Lake County entered into yearly agreements with Pace for paratransit services, in support of the Lake County Coordinated Transportation Services Committee (LCCTSC).
- The County has two agreements with Pace: a subsidy agreement that expired December 31, 2017, and an intergovernmental agreement that expired on December 31, 2017.
- The two new agreements are for Pace to operate paratransit services for the Ride Lake County West Service (previously Lake County Northwest Demonstration Project) and the Ride Lake County Central Service and for Pace to reimburse the County a portion of the grant's local match for the Ride Lake County West Service and a portion of service costs for Ride Lake County Central Service in 2018.
- Pace will provide 25 percent of the local match to the grant funds, up to \$100,000, for the Ride Lake County West Service, and \$6,096 for the Ride Lake County Central Service.
- This resolution authorizes the two new agreements and has a termination date of December 31, 2018.

Attachments: [18-0017 2018 Paratransit Pace Intergovernmental Agreements Draft](#)
[18-0017 2018 Paratransit Pace Subsidy Agreements Draft](#)

FINANCIAL & ADMINISTRATIVE

8.7 [17-1381](#)

Report from Carla N. Wyckoff, County Clerk, for the month of November 2017.

Attachments: [LCC Report November 2017.pdf](#)

8.8 [17-1379](#)

Report from Mary Ellen Vanderverter, Recorder of Deeds, for the month of November 2017.

Attachments: [November 2017.pdf](#)

8.9 [17-1355](#)

Report from David B. Stolman, Treasurer, for the month of October 2017.

Attachments: [CASH & INVESTMENT OCT 2017](#)
[CASH & INVESTMENTS OCT 2016](#)

REGULAR AGENDA

LAW & JUDICIAL

8.10 [18-0006](#)

Joint resolution authorizing a two-year contract, with the option to renew for up to three additional one year periods, with Superior Ambulance Service, Elmhurst, Illinois, for deceased person removal services for the Lake County Coroner's Office in the estimated annual amount of \$125,000.

- The 2018 Budget, as approved, added funding for a deceased person removal service.
- This contract, the funding for which is included in the General Fund Coroner's Office Miscellaneous Contractual Services, will be managed by the Coroner's Office.
- It is anticipated that the cost of deceased person removal will be offset by a reduction in operational costs including a reduction in the purchase of body bags, decreased overtime, and cost avoidance for smaller vehicles in the future.
- Pursuant to Illinois Statute 55 ILCS 5/3-3003, the Coroner has statutory authority to procure the necessary services to perform the duties of the office. Accordingly, a review of vendor options and pricing was done, in lieu of a formal bidding process.
- This contract authorizes a two-year agreement for deceased person removal service, with three additional one-year renewal options, in an estimated annual amount of \$125,000 and approves the continued use of the contract based on the contracted removal rate of \$250 per deceased person.

Attachments: [18001 Coroner Removal Service Award Recommendation](#)
[18001 Coroner Removal Service PSA w Exhibit A](#)

8.11 [18-0012](#)

Joint resolution approving an Extension Center Agreement between the Lake County Sheriff's Office (LCSO) Jail Extension Center (Extension Center) and the College of Lake County, District Number 532 (CLC) for the purpose of providing adult level extension courses at the jail.

- Evidence has shown that an ex-offender who has a high school education or equivalent such as a General Education Diploma (GED) has a lesser chance of recidivating due to economic earning potential.
- The Bureau of Justice Statistics estimates that 68 percent and 46 percent of state prison and county inmates do not have a high school diploma, respectively. In an effort to reduce these numbers at the Lake County Jail, the LCSO and CLC have joined together.
- Through this agreement, CLC will provide instructors for two general education classes to assist inmates in the Lake County Jail to obtain a GED and one instructor to teach an English as a Second Language (ESL) class to assist non-English speaking inmates how to communicate more effectively with the English-speaking community.
- This agreement, which provides the instructors without cost to the LCSO, will remain in effect for a period of three years.

Attachments: [Extension Center Agreement LC Jail and CLC.pdf](#)

8.12 [18-0013](#)

Joint resolution authorizing the Lake County Sheriff's Office (LCSO) to submit an application with the Illinois Department of Transportation for a Distracted Driving Mini Grant in the amount of \$12,090.96 for fiscal year (FY) 2018.

- The Illinois Department of Transportation Distracted Driving Mini Grant (Grant), in the amount of \$12,090.06, funds distracted driving enforcement campaigns to maximize roadway safety.
- Traffic enforcement campaigns conducted by deputies will enforce Illinois Phone Use Laws that will remind drivers that distracted driving is unsafe.
- If awarded, the Grant will require a two-week, high visibility distracted driving crackdown between April 16 - April 30, 2018. A total of 14 enforcement details (7 during the day, 7 during the night) will be conducted, which amounts to 168 hours of distracted driving enforcement.

Attachments: [2018 LCSO Distracted Driving NOFO 18-0343-03.pdf](#)

PUBLIC WORKS & TRANSPORTATION

8.13 [17-1338](#)

Ordinance requesting the conveyance of parcels of land for right-of-way and temporary easement from the Village of Long Grove to Lake County, effectuating an agreement relating to the right-of-way, construction, and maintenance of improvements along Old McHenry Road, from Illinois Route 53 to Cuba Road, and designated as Section 11-00083-09-RS.

- The reconstruction of Old McHenry Road, from Illinois Route 53 to Cuba Road, will include the intersection improvement of Robert Parker Coffin Road from a four-way stop to a controlled traffic signal, pavement reconstruction and resurfacing, drainage improvements, pedestrian accommodations (sidewalk and bike path), street lighting, striping, landscape restoration, and other associated improvements.
- This improvement is included in the highway improvement program.
- The County requires right-of-way and a temporary easement from the Village of Long Grove to provide for the improvement.
- In addition, this agreement provides for the Village of Long Grove to reimburse the County for its share of the costs for construction and construction inspection, estimated at \$370,324.
- This ordinance authorizes the transfer of land and the execution of intergovernmental agreements with the Village of Long Grove.

Attachments: [17-1338 Old McHenry Road Village of Long Grove Agreement Draft](#)

8.14 [18-0018](#)

Joint resolution authorizing an agreement with Hampton, Lenzini, and Renwick, Inc., Elgin, Illinois, at a maximum cost of \$229,000, to complete a National Bridge Inventory System (NBIS) in-depth inspection of the 38 designated structures in Lake County, appropriating \$255,000 of County Bridge Tax funds, and designated as Section 18-00999-50-BI.

- Starting in 2018, new bridge inspection requirements from the Federal Highway Administration, as administered through the Illinois Department of Transportation

(IDOT), require a structural engineer to perform in-depth inspections of certain structures at “arm’s length” every six to eight years, depending on the structure.

- These inspections are in addition to the biennial inspections currently performed by the Lake County Division of Transportation’s (DOT) non-structural engineering staff.
- These inspections will include an underwater inspection that is due on the Grass Lake Road Narrows Bridge over the Fox River.
- A consulting engineering firm is needed to provide said in-depth inspections. The DOT solicited a proposal from professional engineering firms to complete this work, reviewed proposals, and interviewed three vendors.
- In accordance with the Local Government Professional Services Selection Act, the selected and recommended consultant is Hampton, Lenzini, and Renwick, Inc., Elgin, Illinois, at a maximum cost of \$229,000.

Attachments: [18-0018 Bridge Inspection Consultant Agreement Draft](#)

8.15 [**18-0022**](#)

Joint resolution authorizing an agreement with Oxcart Permits Systems, LLC (Oxcart), Palatine, Illinois, for collection of truck permit fees required for all overweight and over-dimensioned truck trips in accordance with the Illinois Vehicle Code.

- In the State of Illinois, truck permits are required for all overweight and over-dimensioned truck trips in accordance with the Illinois Vehicle Code issued by each roadway jurisdiction where applicable.
- Lake County, along with six Chicago area counties and the City of Chicago, sought assistance from the Chicago Metropolitan Agency for Planning (CMAP) to develop a coordinated effort to streamline the truck permitting process to improve the economic vitality of the region through improved government collaboration.
- With the CMAP request being a long-term solution, Lake County has an opportunity to assist trucking companies locally through local government collaboration and the use of Oxcart’s web-based solution.
- Oxcart’s service will provide the convenience of allowing trucking companies 24 hour, seven days a week access to apply for permits and make payments.
- McHenry, Livingston, and Boone Counties, and the Villages of Barrington, Barrington Hills, Deerfield, Fox River Grove, Vernon Hills, Wheeling, and Winthrop Harbor currently use Oxcart. Will and DuPage Counties plan to begin using Oxcart later in 2018. Oxcart will charge the fees required by Lake County, in addition to a service fee, to the applicant with no cost to Lake County.
- Oxcart fees collected for truck permits will be submitted monthly to the Lake County Division of Transportation.

Attachments: [18-0022 Oxcart Truck Fee Collection Agreement Draft](#)

8.16 [**18-0021**](#)

Joint resolution authorizing addendum number two to the agreement with the State of Illinois/Illinois Department of Transportation (IDOT) for funding the IDOT realignment and widening of US Route 45, from two to four lanes at the Millburn Road and Grass Lake Road intersection near the Millburn Historic District, to include the jurisdictional transfer of Old US Route 45, in its entirety, from the State of Illinois to Lake County as new County Highway 83, and designated as Section 05-00262-02-RP.

- On November 8, 2011, this County Board executed a joint agreement with the State of Illinois for funding the IDOT realignment and widening of US Route 45, from two to four lanes at the Millburn Road and Grass Lake Road intersection near the Millburn Historic District, with an expiration date of August 3, 2015, and appropriated \$34,000,000 for this improvement.
- On May 12, 2015, this County Board authorized an addendum to extend the funding agreement expiration date with IDOT from August 3, 2015 to August 3, 2018.
- As part of this funding agreement, Lake County agreed to accept the jurisdictional transfer of Old US Route 45, from the edge of pavement of relocated US Route 45 on the south to the newly constructed cul-de-sac approximately 550 feet north of centerline of Independence Boulevard on the north, in its entirety, from the State of Illinois to Lake County (as new County Highway 83), requiring addendum number two.

Attachments: [18-0021 Millburn Bypass Addendum Draft](#)

8.17 **18-0020**

Joint committee action item approving Change Order Number Two, consisting of an increase of \$11,536.68, for the Phase II design engineering services to stabilize an existing sheet piling wall adjacent to the multi-use path on the north side of Grass Lake Road, and designated as Section 16-00059-11-BR.

- Change Orders need to be approved by the standing committees for cumulative net increases over 10 percent.
- The 2018 Grass Lake Road retaining wall maintenance project is under contract with Amec Foster Wheeler Environment and Infrastructure, Inc. in the amount of \$77,844.
- Change Order Number One included additional structural and roadway work added to the scope of services, increasing the cost by \$16,732.10.
- Change Order Number Two is related to a change in the design scope from two stages of construction to four stages of construction. The design change will reduce traffic delays at the temporary traffic signals during construction, and increases the design cost by \$11,536.68, bringing the total of all change orders to \$28,268.78.

Attachments: [18-0020 Grass Lake Road 2018 Retaining Wall Maintenance Change Or](#)
[18-0020 Grass Lake Road 2018 Retaining Wall Maintenance Change Or](#)

8.18 **18-0023**

Joint committee action item approving Change Order Number One, consisting of an increase of \$105,694 for additions to the Lake County Paratransit Market Analysis Study, and designated as Section 16-00280-05-ES.

- Change Orders need to be approved by the standing committees for cumulative net increases over 10 percent.
- The Lake County Paratransit Market Analysis Study is under contract with Nelson\Nygaard Consulting Associates in the amount of \$142,066.
- Additional planning study services are being requested for several revisions to the original scope of work as detailed in the attached Supplement Number One.
- Additions to the scope include community survey for needs assessment, additional stakeholder interviews and follow-up, demographic and work travel analysis and completion of employment/unemployment data analysis.
- Lake County has a contract with the Chicago Metropolitan Agency for Planning (CMAP)

that provides 80 percent, up to \$200,000, in federal funds towards the cost of the study.

- The revised total contract value is \$247,760, of which CMAP will cover \$198,208 and Lake County will cover \$49,552. This represents a contract cost increase of \$21,139 for Lake County.
- CMAP has provided written notice that this change order amount is covered under the current contract.

Attachments: [18-0023 Paratransit Market Study Request for Approval - Change Order I](#)
[18-0023 Paratransit Market Study Scope Dec 2017 Revision](#)

PLANNING, BUILDING & ZONING

8.19 [18-0033](#)

Joint committee action authorizing the Stormwater Management Commission (SMC), to submit grant applications to the Illinois Department of Natural Resources - Coastal Management Program (CMP) and Illinois Environmental Protection Agency (IEPA) - 319 Program.

- SMC has been invited to apply for a CMP grant to complete watershed-based planning for the Lake Michigan Watershed
- SMC has received \$55,216 in local match commitment from local government and non-profit conservation stakeholders; the SMC is proposing to match \$44,784 from the watershed planning budget.
- To further augment the project's budget, SMC is also applying for a IEPA 319 grant using in-kind services as a match, for a total 319 grant of \$30,000.
- During the project, \$92,500 in grant funds received will be used for the reimbursement of SMC staff efforts for planning, and project administration.
- The local match to be supplied for the grants, is in accordance with the SMC Comprehensive Plan, and if both grants are approved, they will be brought back to the Lake County Board for acceptance and allocation.

Attachments: [SMC Memo Lake Michigan Plan CMP Grant App_tbl_update.pdf](#)

FINANCIAL & ADMINISTRATIVE

8.20 [17-1378](#)

Resolution commemorating the legacy and service of Lake County Board District 14 Member Audrey H. Nixon by naming the newly constructed pedestrian bridge connecting the Court Expansion to the Lake County Building in her honor.

- On April 27, 2017, cherished and long-serving District 14 Lake County Board Member, Audrey H. Nixon, passed away.
- Board Member Nixon committed 35 years of her life to public service and Lake County, including serving as the long-time chair of the County Board's Law and Judicial Committee.
- As a passionate and dedicated community leader, Board Member Nixon was a champion for justice and a tireless advocate for diversity and inclusion, and programs that transform lives.
- In November 2012, the Lake County Board authorized the construction of the Lake County Courthouse Expansion Project.

- The facility design includes a pedestrian bridge that connects the Court Expansion to the Lake County Building at 18 N. County Street.
- This pedestrian bridge symbolizes Board Member Nixon's effort to forge cooperation and collaboration among the justice partners and the Lake County Board and staff.
- Chairman Lawlor requests approval of this resolution to commemorate Member Nixon's historic and longtime service to Lake County by naming the pedestrian bridge in her honor.
- This action also approves a new commemorative display at the entry of the bridge that will be designed, installed, and funded through private donations solicited in accordance with the Lake County Ethics Ordinance and the Lake County Procurement Policies.

8.21 [18-0002](#)

Committee action authorizing reorganization of positions in the County Clerk's Office.

Attachments: [2018 County Clerk Job Reclassification Request](#)

8.22 [18-0004](#)

Resolution amending Lake County's Policy and Procedure 2.14 Harassment to comply with newly adopted state regulations regarding sexual harassment.

- During the November 2017 Veto Session, the legislature adopted new statutory requirements regarding Sexual Harassment, which also applies to local governments.
- Local government's local sexual harassment policies must be in compliance with state regulations by January 2018.
- Section 2.14 of the Lake County Policies and Procedures, which addresses Sexual Harassment, has been substantively amended to reflect recent changes to state law.

Attachments: [New State Compliant Harrassment](#)

8.23 [17-1385](#)

Resolution authorizing emergency appropriations for fiscal year (FY) 2018 in various funds for certain projects, items, and activities budgeted in the prior year and not completed.

- This resolution authorizes the carryover, or reauthorization, of certain FY 2017 activities.
- These activities were not included in the FY 2018 budget; to have included them would have hindered the proper scrutiny of the new FY 2018 budget.
- Without this action, these projects and/or items will not have the budget authority required.

Attachments: [FY18 Carryovers - Jan 2018 Final](#)

8.24 [17-1386](#)

Presentation of the Statements of Auditing Standards (SAS) No. 114 letter, "The Auditor's Communication with Those Charged with Governance."

Attachments: [Lake County 2017 Audit 114 planning letter](#)

8.25 [17-1384](#)

Presentation of the Quarterly Financial and Economic Indicator Reports.

Attachments: [FY2017 Quarterly Report - Q4](#)

9. Executive Session

10. County Administrator's Report

11. Members Remarks

12. Adjournment

Next Meeting: January 31, 2018