

Lake County Illinois

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



Meeting Minutes - Final

Wednesday, March 2, 2016

1:00 PM

Assembly Room, 10th Floor

Financial and Administrative Committee

1. **Call to Order**

Chair Paxton called the meeting to order at 1:00 p.m.

Present 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel and Member Sauer

Others present:

Yvette Albarran, Purchasing

Dipali Asher, Information Technology

Keith Brin, Circuit Clerk

Barry Burton, County Administrator

Keith Caldwell, GIS Department

Anthony Cooling, Finance and Administrative Services

Mary Ellis, Information Technology

Ben Gilbertson, County Administrator's Office

Gary Gordon, Finance and Administrative Services

RuthAnne Hall, Purchasing

Sandra Hart, County Board Member

Karla Hasty, Human Resources

Adlil Issakoo, County Administrator's Office

Richard Knodel, GIS Department

Mike Keller, Sheriff's Office

Chris Kopka, Human Resources

Aaron Lawlor, County Board Chairman

Rodney Marion, Human Resources

Jerry Nordstrom, Health Department

Lora Nordstrom, Information Technology

Jorge Ortiz, Chief Judge

Kurt Schultz, Finance and Administrative Services

Howard Sell, Information Technology

Michele Slav, Finance and Administrative Services

Robert Szarzynski, Human Resources

Mike Wheeler, Finance and Administrative Services

Dawn Wucki-Rossbach, Sheriff's Office

Blanca Vela-Schneider, County Board Office

2. **Pledge of Allegiance**

Chair Paxton led the Pledge of Allegiance.

3. **Approval of Minutes**

3.1 **16-0200**

Minutes from January 27, 2016.

A motion was made by Member Rummel, seconded by Member Sauer, to approve the minutes for items 3.1 and 3.2. The motion carried by the following vote:

Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel and Member Sauer

3.2 [16-0201](#)

Minutes from February 3, 2016.

A motion was made by Member Rummel, seconded by Member Sauer, to approve the minutes for items 3.1 and 3.2. The motion carried by the following vote:

Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel and Member Sauer

4. **Added to Agenda**

There were no items added to the agenda. With consent from the Committee, Chair Paxton moved item 7.25 before 7.1.

5. **Public Comment**

There were no comments from the public.

6. **Old Business**

There was no old business to conduct.

7. **New Business**

7.25 [16-0227](#)

Committee action authorizing the creation of an Evidence Control Specialist Position in the Circuit Clerk's Office.

Human Resources Director Rodney Marion and Circuit Clerk Keith Bring presented a request to combine two administrative clerk positions in the Circuit Clerk's Office and reclassify it to a new Evidence Control Specialist position. Combining the positions will save the County \$5,589 in salary. Human Resources recommends the combination and reclassification. Discussion ensued.

A motion was made by Member Mandel, seconded by Member Rummel, that this item be approved. The motion carried by the following vote: The motion carried by the following vote:

Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel and Member Sauer

LAW & JUDICIAL

7.1 [16-0218](#)

Joint resolution authorizing a contract with Williams Architects, of Itasca, Illinois, for schematic design and development services on the Lake County multi-departmental storage and evidence processing facility project in the amount not to exceed \$350,200.

Finance and Administrative Services Director Gary Gordon reported there is a need for a new facility to accommodate departmental storage and evidence processing at the Libertyville Campus. Staff looked at existing facilities in Waukegan and Libertyville and determined a new facility is warranted.

A motion was made by Member Sauer, seconded by Member Rummel, that this resolution be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel and Member Sauer

7.2 [16-0222](#)

Joint resolution authorizing a contract with Chadwick Contracting Company of Lake in the Hills, Illinois, and further authorizing assignment of that contract to Clark Construction Group LLC of Chicago, Illinois, as Construction Manager at Risk (CMAR) for the site concrete work for the Lake County courthouse expansion project in the amount of \$477,275.

Kurt Schultz of Finance and Administrative Services reported items 7.2 and 7.3 are related to the Courthouse Expansion Project. The scope of the work is for site concrete and landscape work. He noted the cost for landscaping is \$46,827 less than its estimated cost but the site concrete work is \$182,615 above its estimated cost. Mr. Schultz and Finance and Administrative Services Director Gary Gordon provided a brief update on the progress of work at the Courthouse.

A motion was made by Member Hewitt, seconded by Member Mandel, that items 7.2 and 7.3 be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel and Member Sauer

7.3 [16-0223](#)

Joint resolution authorizing a contract with Woodland Commercial Landscape, Inc. of Naperville, Illinois, and further authorizing assignment of that contract to Clark Construction Group LLC of Chicago, Illinois, as Construction Manager at Risk (CMAR) for the landscaping work for the Lake County courthouse expansion project in the amount of \$338,750.

A motion was made by Member Hewitt, seconded by Member Mandel, that items 7.2 and 7.3 be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel and Member Sauer

7.4 [16-0197](#)

Joint resolution approving the Memorandum of Understanding (MOU) by and between the Lake County Sheriff's Office and the Wauconda Police Department; for establishing goals and working arrangements related to the Lake County gang task force.

Dawn Wucki-Roszbach of the Sheriff's Office presented a memorandum of understanding with the Wauconda Police Department for Wauconda's Gang Task Force. Upon inquiry from Member Mandel, Mike Keller of the Sheriff's Office indicated task force officers are paid by their own agencies.

A motion was made by Member Sauer, seconded by Member Carlson, that this resolution be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel and Member Sauer

7.5 [16-0228](#)

Joint resolution approving a Police Services Agreement between the Lake County Sheriff's Office and the Beach Park School District for the deployment of a part-time School Resource Officer (SRO) Program for the Beach Park School District Pilot Program for the remainder of the 2015 - 2016 school year.

Dawn Wucki-Rossbach of the Sheriff's Office reported Beach Park School District is desirous of having a part-time School Resource Officer (SRO) to work approximately 19 hours per week at the special detail rate. Mike Keller of the Sheriff's Office indicated the SRO has been selected and is a veteran member of the County's juvenile safety team. Ms. Wucki-Rossbach indicated the hours were determined by the school district's funding availability. The school district has specific concerns which the Sheriff's Department will work to address. It was noted that while this is the first agreement with Lake County, there are other schools that have SROs.

A motion was made by Member Hewitt, seconded by Member Sauer, that this resolution be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel and Member Sauer

7.6 [16-0235](#)

Joint resolution authorizing a contract with Motorola Solutions of Schaumburg, Illinois, to provide an upgrade to Lake County's NICE Inform Logging Recorder for the Lake County Emergency Telephone System Board (ETSB) in the amount of \$246,241.

RuthAnne Hall of Purchasing reported staff has found an opportunity for the Emergency Telephone System Board (ETSB) to enhance its existing logging recorder with Motorola. This is a shared initiative that will help with existing devices and allow other departments to join. Additionally, hardware, software, and annual maintenance costs will be shared.

A motion was made by Member Mandel, seconded by Member Rummel, that this resolution be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel and Member Sauer

HEALTH & COMMUNITY SERVICES

7.7 [16-0230](#)

Joint resolution accepting the Friends for Health and the Health Resources and Services Administration grants and authorizing an emergency appropriation in the amount of \$1,250,988 for fiscal year (FY) 2016.

Jerry Nordstrom of the Health Department presented. The emergency appropriation is for the acceptance of grants from the Friends for Health and the Health Resources and Services Administration. The grants will be used to support behavioral health training, support five programs, support personnel costs, and construct a new community health

center facility in Zion.

A motion was made by Member Carlson, seconded by Member Mandel, that this resolution be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel and Member Sauer

7.8 [16-0231](#)

Joint resolution authorizing line item transfers in the Health Department for the purpose of transferring previously approved funds in 2015 for grant reporting purposes.

Finance and Administrative Services Deputy Director Patrice Sutton reported the line item transfers are needed to align with amended grant budgets for reporting purposes.

A motion was made by Member Carlson, seconded by Member Rummel, that this resolution be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel and Member Sauer

PUBLIC WORKS & TRANSPORTATION

Member Sauer provided an overview of the Public Works and Transportation Committee meeting.

7.9 [16-0226](#)

Joint resolution authorizing execution of an agreement with North Chicago to sell wholesale water to the County and perform related services for the Arden Shores North Subdivision.

A motion was made by Member Hewitt, seconded by Member Rummel, that items 7.9 through 7.19 item be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel and Member Sauer

7.10 [16-0225](#)

Joint resolution executing an agreement with RHMG Engineers, Inc. of Libertyville, Illinois, in the amount of \$81,913 for design engineering services for the fiscal year (FY) 2016 Water Main Replacement Project.

A motion was made by Member Hewitt, seconded by Member Rummel, that items 7.9 through 7.19 item be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel and Member Sauer

7.11 [16-0229](#)

Joint resolution authorizing the execution of an agreement for professional services with Applied Technologies, Inc., Lake Villa, Illinois, in the amount of \$201,702 for engineering

design and construction related services associated with the Vernon Hills New Century Town (NCT) Water Reclamation Facility 2016 Improvements Project.

A motion was made by Member Hewitt, seconded by Member Rummel, that items 7.9 through 7.19 item be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel and Member Sauer

7.12 [16-0209](#)

Joint resolution authorizing a contract with McGinty Bros., Inc., Long Grove, Illinois, in the amount of \$40,674, for inspection and maintenance of recently planted native landscape areas along various County highways, and designated as Section 16-00000-14-GM.

A motion was made by Member Hewitt, seconded by Member Rummel, that items 7.9 through 7.19 item be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel and Member Sauer

7.13 [16-0210](#)

Joint resolution authorizing a contract with Hecker and Company, Inc., Wheeling, Illinois, in the amount of \$273,882.90, for the traffic signal installation at Lewis Avenue and 29th Street, and designated as Section 14-00089-07-TL.

A motion was made by Member Hewitt, seconded by Member Rummel, that items 7.9 through 7.19 item be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel and Member Sauer

7.14 [16-0204](#)

Joint resolution appropriating \$120,000 of Motor Fuel Tax funds for concrete pavement patching, where necessary on various County highways, and designated as Section 16-00000-10-GM.

A motion was made by Member Hewitt, seconded by Member Rummel, that items 7.9 through 7.19 item be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel and Member Sauer

7.15 [16-0206](#)

Joint resolution appropriating \$1,535,000 of Motor Fuel Tax funds for ice control salt materials needed for the 2016-2017 winter season, and designated as Section 17-00000-05-GM.

A motion was made by Member Hewitt, seconded by Member Rummel, that items 7.9 through 7.19 item be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel and Member Sauer

7.16 [16-0207](#)

Joint resolution appropriating \$2,750,000 of Motor Fuel Tax funds and \$1,830,000 of Matching Tax funds for the resurfacing of Hunt Club Road, from Stearns School Road to Milburn Road and from Wadsworth Road to Illinois Route 173, as well as the resurfacing of Wadsworth Road, from Hunt Club Road to the I-94 Bridge, and designated as Section 15-00999-16-RS.

A motion was made by Member Hewitt, seconded by Member Rummel, that items 7.9 through 7.19 item be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel and Member Sauer

7.17 [16-0208](#)

Joint resolution appropriating \$1,300,000 of Motor Fuel Tax funds and \$1,410,000 of Matching Tax funds for the resurfacing of Kenosha Road, from 21st Street to Illinois Route 131, the resurfacing of 21st Street, from Illinois Route 131 to Kenosha Road, and for enhancing the median on Wadsworth Road at Sheridan Road, and designated as Section 15-00999-18-RS.

A motion was made by Member Hewitt, seconded by Member Rummel, that items 7.9 through 7.19 item be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel and Member Sauer

7.18 [16-0205](#)

Joint resolution appropriating \$120,000 of ¼% Sales Tax for Transportation funds for the 2016 Intelligent Transportation System (ITS) PASSAGE improvements, along various routes in Lake County, and designated as Section 16-00999-22-TL.

A motion was made by Member Hewitt, seconded by Member Rummel, that items 7.9 through 7.19 item be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel and Member Sauer

7.19 [16-0214](#)

Joint resolution authorizing emergency appropriations in fiscal year (FY) 2016 Lake County Division of Transportation (LCDOT) capital and bond funds for projects previously approved and for additional revenue.

A motion was made by Member Hewitt, seconded by Member Rummel, that items 7.9 through 7.19 item be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel and Member Sauer

FINANCIAL & ADMINISTRATIVE

7.20 [16-0168](#)

Resolution approving the Years of Service Recognition Program.

Human Resources Director Rodney Marion presented the Years of Service Recognition program. Employees celebrating 20, 25, 30, 35 or 40 years of service will be honored with an early morning breakfast by their department heads and one day off of work with pay on the day of their choice. The breakfast will be held on April 1, 2016.

A motion was made by Member Rummel, seconded by Member Sauer, that this resolution be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel and Member Sauer

7.21 [16-0211](#)

Resolution authorizing the County Board Chairman to execute a joint funding agreement to participate in a regional Light Detection and Ranging (LiDAR) project to be coordinated by the United States Department of the Interior Geological Survey in an estimated amount of \$130,240.

Information Technology Director Lora Nordstrom, Keith Caldwell and Richard Knodel of the GIS Department presented a resolution to participate in a regional Light Detection and Ranging (LiDAR) project. Ms. Nordstrom indicated the County will work in collaboration with other entities. Mr. Knodel reported the cost of \$130,240 is significantly less than what the technology had cost a few years ago. Discussion ensued regarding the extent to which the system will work. Mr. Knodel indicated there could be difficulty seeing in third dimension in certain areas such as Lake Michigan due to the turbidity of the water.

A motion was made by Member Mandel, seconded by Member Sauer, that this resolution be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel and Member Sauer

7.22 [16-0219](#)

Resolution authorizing the Purchasing Agent to enter into a contract with GovHR USA, Northbrook, Illinois, for executive recruitment services for Lake County for a two year period plus renewals in the amount of \$18,700 per recruitment.

RuthAnne Hall of Purchasing reported the contract with GovHR USA would provide executive recruitment services for Lake County for a two year period with optional renewals. The cost is \$18,700 per recruitment. Utilization of this service would be used for key and specialized positions such as the Deputy Finance and Administrative Services position and the Assistant County Administrator position. Discussion ensued.

A motion was made by Member Sauer, seconded by Member Taylor, that this resolution be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel and Member Sauer

7.23 [16-0221](#)

Resolution authorizing the Purchasing Agent to enter into a contract with Arthur J. Gallagher & Company, Chicago, Illinois, for healthcare benefits consulting services for Lake County for a two year period plus renewals in the estimated annual amount of \$137,000.

RuthAnne Hall of Purchasing reported the current contract for healthcare benefits consulting services with Buck Consultants is expiring. An interview with three firms was held and Arthur J. Gallagher & Company is recommended to provide this service. The data aggregator program is included with this service which will allow the County to provide better analysis and projections of healthcare benefits. Upon inquiry from Member Hart, the County's current provider evaluates the County's healthcare contracts to confirm they are in the best interest of the County and act as an intermediary to ensure that the healthcare insurance service is in-line with what the County purchased. Arthur J. Gallagher & Company will continue these efforts. Discussion ensued.

A motion was made by Member Mandel, seconded by Member Rummel, that this resolution be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel and Member Sauer

7.24 [16-0234](#)

Resolution authorizing a contract with Senryo Technologies, Naperville, Illinois, for Oracle consulting services for the upgrade of Lake County Enterprise Business Suite from R12.1.3 to R12.2.25 in the amount not to exceed \$201,033.28.

Finance and Administrative Services Director Gary Gordon reported an upgrade is needed for the Lake County Enterprise Business Suite. If the County does not upgrade this program, annual maintenance costs will increase substantially. Discussion ensued.

A motion was made by Member Carlson, seconded by Member Taylor, that this resolution be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel and Member Sauer

7.26 [16-0237](#)

Resolution authorizing emergency appropriations for fiscal year (FY) 2016 in various funds for certain projects, items and activities budgeted in the prior year and not completed.

Deputy Finance and Administrative Services Director Patrice Sutton reported the emergency appropriations are for items and activities budgeted in the prior year but not

completed in fiscal year 2015.

A motion was made by Member Rummel, seconded by Member Sauer, that this resolution be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel and Member Sauer

8. Executive Session

The Committee did not enter into Executive Session.

9. County Administrator's Report

County Administrator Barry Burton and Finance and Administrative Services Director Gary Gordon sought input from the Committee regarding transaction fees for credit card utilization. Many of these transaction fees are currently absorbed by the County. With the implementation of the new land management system, discussion arose on how to encode transaction fees. Options include continuing to absorb the costs, blending the transaction fee with cost for service which would impact those who are not using a credit card to pay for their service, or charging the transaction fee separately to those who utilize credit cards. Discussion ensued. The general consensus is to charge the transaction fee to those who are using credit cards to pay for their service.

Mr. Burton reported an ordinance proposing the establishment of a new Special Service Area for the Ivanhoe Subdivision will be forthcoming. This SSA is different than an existing SSA in the same subdivision.

Mr. Gordon presented the economic indicator report.

Mr. Burton reported on a five percent pay increase of a principal engineer in the Division of Transportation Department. The increase is due to a financial disparity of another principal engineer that was hired. Mr. Burton also noted the hiring of the new assistant budget director Mike Wheeler. Mr. Wheeler previously worked with Finance and Administrative Services before moving to the Health Department.

10. Adjournment

The meeting was adjourned at 1:56 p.m.

A motion was made by Member Carlson, seconded by Member Sauer, to adjourn the meeting. The motion carried unanimously.

Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel and Member Sauer

Meeting minutes prepared by Blanca Vela-Schneider.

Respectfully submitted,

Chairman

Vice-Chairman

Financial and Administrative Committee