

# Lake County Illinois

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



## **Agenda Report - Final**

**Thursday, August 1, 2019**

**8:30 AM**

**Assembly Room, 10th Floor**

**Financial and Administrative Committee**

1. Call to Order
2. Pledge of Allegiance
3. Addenda to the Agenda
4. Public Comment
5. Chair's Remarks
6. Old Business
7. New Business

**CONSENT AGENDA (Items 7.1 - 7.15)**

**Approval of Minutes**

7.1 **19-1250**

Minutes from May 9, 2019.

**Attachments:** [F&A 5.9.19 Minutes - Final.pdf](#)

7.2 **19-1251**

Executive Session Minutes from May 9, 2019.

7.3 **19-1252**

Minutes from June 6, 2019.

**Attachments:** [F&A 6.6.19 Minutes - Final.pdf](#)

7.4 **19-1254**

Executive Session Minutes from June 6, 2019.

**PUBLIC WORKS, PLANNING & TRANSPORTATION**

7.5 **19-1212**

Joint resolution authorizing a contract with Path Construction Company, Arlington Heights, Illinois, in the amount of \$117,140 for replacing bridge expansion joints on Lake County maintained bridges, appropriating \$141,000 of County Bridge funds.

- This project also includes miscellaneous concrete repair work on the Washington Street and Deerfield Road bridges.
- A total of four bids were received, ranging from \$117,140 to \$224,695, and the lowest responsible bidder is Path Construction Company in the amount of \$117,140.
- This improvement is included in the highway improvement program and is designated as Section 19-00999-63-BR.

**Attachments:** [19-1212 Bid Tab, 2019 Expansion Joint Replacement](#)

[19-1212 Vendor Disclosure, Path Construction](#)

**7.6**     [19-1214](#)

Joint resolution authorizing a contract with Campanella and Sons, Inc., Wadsworth, Illinois, in the amount of \$390,892.51 for culvert repair and guardrail replacement on Kilbourne Road, and appropriating \$470,000 of County Bridge Tax funds.

- A culvert installation on Kilbourne Road needs repair, and the existing guardrail at the culvert needs replacement.
- There was a public call for bids and a total of two bids were received, ranging from \$390,892.51 to \$574,108.71. The lowest responsible bidder is Campanella and Sons, Inc. in the amount of \$390,892.51.
- This replacement is included in the highway improvement program with construction planned in 2019 and is designated as Section 18-00094-03-BR.

**Attachments:**   [19-1214 Bid Tab, Kilbourne Road Culvert Repair](#)

[19-1214 Vendor Disclosure, Campanella and Sons](#)

**7.7**     [19-1216](#)

Joint resolution authorizing a contract with H and H Electric Company, Franklin Park, Illinois, in the amount of \$284,578.70 for upgrades and expansion of the Intelligent Transportation System (ITS) PASSAGE Network and appropriating \$342,000 of ¼% Sales Tax for Transportation funds.

- This work will connect new traffic signal controllers and expand the ITS communication network, including the installation of full-actuated controllers and layer II switches.
- A total of two bids were received, ranging from \$284,578.70 to \$302,534 and the lowest responsible bidder is H and H Electric Company in the amount of \$284,578.70.
- This improvement is included in the highway improvement program and is designated as Section 19-00999-64-TL.

**Attachments:**   [19-1216 Bid Tab, Signal Controller Upgrade](#)

[19-1216 Vendor Disclosure, H&H Electric](#)

**7.8**     [19-1220](#)

Joint resolution authorizing an intergovernmental agreement with the Chicago Metropolitan Agency for Planning (CMAP) for the receipt of \$170,332.95 in funding to provide transportation planning staff assistance for the Lake County Council of Mayors (LCCOM).

- Planning liaison funds are distributed yearly from the Federal Highway Administration to CMAP through the Illinois Department of Transportation.
- These funds help support transportation planning provided by the Lake County Division of Transportation's (LCDOT) staff and the LCCOM.
- Among other activities, LCDOT staff will continue to be the communication link

between CMAP and the LCCOM; regularly attend all CMAP boards, committees, and other relevant meetings; support the development and implementation of CMAP programs such as the Local Technical Assistance program; and provide technical and administrative support for the LCCOM related to the development, monitoring, and management of its federally funded transportation projects.

- In State Fiscal Year 2020, which begins July 1, 2019, the allocation to LCDOT will be \$170,332.95 to cover the workload that CMAP describes in its agreement.

**Attachments:** [19-1220 2020 CMAP Planning Funding Agreement Draft](#)

**7.9** [19-1221](#)

Joint resolution appropriating \$38,800 (\$9,700 annually) of Matching Tax funds for four years of maintenance service for the Lake County Division of Transportation (LCDOT) Sign Inventory System.

- LCDOT purchased a new Sign Inventory System from 3M Company, St. Paul, Minnesota, in 2016.
- Year one maintenance was included in the original software purchase price and the agreement with 3M Company provides a total of five years of maintenance.
- This maintenance cost is included in our highway improvement program and is designated as Section 19-00000-20-GM.

**Attachments:** [19-1221 Sign Inventory System Agreement](#)

[19-1221 Sign Inventory System Purchase Order with Additional Tablet](#)

**7.10** [19-1222](#)

Joint resolution appropriating \$30,000 of ¼% Sales Tax for Transportation funds for cellular service to communicate with various Lake County Division of Transportation (LCDOT) field assets, including traffic signals, cameras, pavement sensors, and snow and ice equipment and integration to Lake County PASSAGE.

- Lake County's PASSAGE System gathers data from traffic signals, counters, pavement sensors, cameras, and snowplows to manage traffic and provide the public with this information to make an informed decision when traveling.
- This project is included in the highway improvement program and is designated as Section 19-00000-18-GM.

**7.11** [19-1224](#)

Joint resolution authorizing the execution of an intergovernmental agreement with the Illinois Department of Commerce and Economic Opportunity (DCEO) for the receipt of \$200,000 in grant funding from DCEO to interconnect six traffic signals to Lake County PASSAGE along the Illinois Route 59 corridor in the southwest portion of Lake County.

- These funds will be used to provide connection to six traffic signals and Pan Tilt Zoom (PTZ) cameras to Lake County PASSAGE along the Illinois Route 59 corridor in the southwest portion of Lake County.
- The DCEO will provide \$200,000 for the design and construction of traffic signal

controller upgrades, communication infrastructure, and PTZ camera installations.

- The DCEO grant was secured through Illinois State Senator McConchie's office.

**Attachments:** [19-1224 Grant Award Agreement](#)

**7.12** [19-1225](#)

Joint resolution appropriating \$760,100 of Motor Fuel Tax funds for maintaining streets and highways, including utility services, under the applicable Illinois Highway Code, from December 1, 2019, to November 30, 2020, and \$200,000 of Matching Tax funds.

- In order to perform routine and necessary highway maintenance, the Division of Transportation must purchase Patrol One general maintenance materials and services.
- Patrol One general maintenance materials and services may include, but not be limited to, supplies such as paint, signposts, shoulder aggregate, and deicing materials, as well as utility services and repairs.
- This project is included in the highway improvement program, and is designated as Section 20-00000-00-GM.

**7.13** [19-1226](#)

Joint resolution appropriating \$75,000 of County Bridge Tax funds for fiscal year (FY) 2019 engineering services, water quality monitoring services, and materials needed to meet the requirements of the Illinois Environmental Protection Agency (IEPA) General National Pollutant Discharge Elimination System (NPDES) ILR40 Permit for Lake County.

- Lake County is a municipal separate storm sewer system (MS4) community that is required to comply with the IEPA General NPDES ILR40 Permit that became effective on March 1, 2016.
- Permit requirements include new program enhancements, implementation of Best Management Practices, and water quality monitoring activities that will require the use of engineering and miscellaneous services, contract services, and materials, and is designated as Section 19-00000-19-GM.

**7.14** [19-1227](#)

Joint resolution authorizing an agreement for professional engineering services with Infrastructure Management Services (IMS), Tempe, Arizona, at a maximum cost of \$80,000, for the annual pavement testing services, and associated components, appropriating \$100,000 of Matching Tax funds.

- The County approved an agreement for professional engineering services with IMS in 1986 to implement a pavement management system.
- IMS was the original supplier of said database within the County's Automated Repair Guidance System (Argus).
- The pavement data in the system is updated on a yearly basis; it utilizes information collected and uses dynamic load testing and laser testing procedures.
- Approximately 25 percent of the county highway system is retested each year.

- Information from the pavement management system is used to generate recommended resurfacing projects for the next five years.
- In accordance with the Local Government Professional Services Selection Act, the recommended firm is IMS at a cost of services of \$80,000.
- This project is included in the highway improvement program and is designated as Section 19-00219-00-ES.

**Attachments:** [19-1227 Pavement Management System Consultant Agreement Draft](#)  
[19-1227 Vendor Disclosure, IMS](#)

## **FINANCIAL & ADMINISTRATIVE**

### **7.15 [19-1187](#)**

Report from Mary Ellen Vanderverter, Recorder of Deeds, for the month of June 2019.

**Attachments:** [June 2019](#)

## **REGULAR AGENDA**

### **PUBLIC WORKS, PLANNING & TRANSPORTATION**

### **7.16 [19-1213](#)**

Joint resolution authorizing a contract with Peter Baker and Son Company, Lake Bluff, Illinois, in the amount of \$3,338,377.61, for the resurfacing of Butterfield Road, from Illinois Route 176 to US Route 45, which will be improved under the Illinois Highway Code for a total of 3.68 miles, and appropriating \$4,007,000 of Motor Fuel Tax funds.

- Butterfield Road, from Illinois Route 176 to US Route 45, needs resurfacing.
- A total of two bids were received, ranging from \$3,338,377.61 to \$4,199,980.62, and the lowest responsible bidder is Peter Baker and Son Company, Lake Bluff, Illinois, with a contract amount of \$3,338,377.61.
- This resurfacing improvement has been identified within the County's pavement management system, is included in the highway improvement program, and is designated as Section 18-00137-17-RS.

**Attachments:** [19-1213 Bid Tab, Butterfield Road Resurfacing](#)  
[19-1213 Vendor Disclosure, Peter Baker](#)

### **7.17 [19-1215](#)**

Joint resolution authorizing a contract with Peter Baker and Son Company, Lake Bluff, Illinois, in the amount of \$727,019.55 for the resurfacing of the Lake County Division of Transportation's (LCDOT) parking lot.

- One bid was received in the amount of \$727,019.55 and the lowest responsible bidder is Peter Baker and Son Company in the amount of \$727,019.55.
- An engineer's estimate is prepared for each project prior to bidding based on

recently competitively bid projects. Bid prices are then compared against the engineer's estimate to ensure fair and competitive pricing. The bid price for this project is 16.32 percent below the engineer's estimate.

- This improvement has been identified in the County's pavement management system, is included in the County Capital Improvement Program (CCIP), and is designated as Section 18-00214-25-MG.

**Attachments:** [19-1215 Bid Tab, LCDOT Parking Lot Improvements](#)

[19-1215 Vendor Disclosure, Peter Baker](#)

[LCDOT Parking Lot Plan and Strategies.pdf](#)

7.18 **19-1228**

Joint resolution authorizing a contract with Derive, Sanford, Florida, for the purchase of idle reduction technology for Lake County in the amount of \$34,713.

- During Lake County's Fiscal Year (FY) 2019 budget process, a New Program Request (NPR) was approved for the purchase of idle reduction technology.
- Idle reduction software is being installed on 87 county fleet vehicles in FY2019, which will result in an estimated six percent reduction in fuel usage and carbon emissions per vehicle. This will translate to an estimated \$60,000 per year savings in fuel costs based on current gasoline prices.
- In FY2020 and beyond, idle reduction software will be a standard upgrade for all applicable new vehicle purchases.
- Lake County's Purchasing Department identified a cooperative purchasing contract with Derive, through Sourcewell, to procure the idle reduction technology at a contract price that was competitively solicited and awarded.
- Pursuant to Article 10-101 of the Lake County Purchasing Ordinance, Cooperative Purchasing, Lake County may participate in a cooperative purchasing agreement for the procurement of goods with one or more public procurement units in accordance with an agreement entered into between the participants.

**Attachments:** [19-1228 Idle Reduction 2019 NJPA PRICE SCHEDULE v7](#)

[19-1228 Vendor Disclosure Derive](#)

7.19 **19-1242**

Joint resolution authorizing an agreement with Gewalt Hamilton Associates, Inc., Vernon Hills, Illinois, for engineering services for sewer facilities analysis, design and construction oversight.

- Lake County Public Works is seeking engineering services for sewer facilities analysis, design and construction oversight. This master agreement, sourced through a full statement of Interest (SOI) competitive process, will allow individual task orders to be issued up to a maximum cumulative value of \$500,000 for a given year. The term of the contract will be two years with three one-year renewal options to allow for future projects with services based on approved contracted rates.
- An initial project has been identified: Replacement of the Midland Force Main. In

accordance with the Local Government Professional Services Selection Act, the recommended firm is Gewalt Hamilton Associates, Inc.

- The Lake County Purchasing received and evaluated Statements of Interests from 16 professional firms of which four were short-listed.
- The initial contract with Gewalt Hamilton Associates, Inc. will include preliminary engineering design services and engineering design services based on contracted hourly rates in an estimated amount of \$173,470.
- This service was included and budgeted as part of the Fiscal Year 2019 Capital Improvement Program.

**Attachments:** [19-1242 Gewalt Scoring Matrix.pdf](#)

[19-1242 Gewalt Award Information.pdf](#)

[19-1242 Gewalt Master Agreement 2019-07-19.pdf](#)

[19-1242 Gewalt Vendor Disclosure.pdf](#)

**7.20** **19-1243**

Joint resolution authorizing an agreement with RHMG Engineers, Inc., Mundelein, Illinois, for engineering services for water facilities analysis, design and construction oversight.

- Lake County Public Works is seeking engineering services for water facilities analysis, design and construction oversight. This master agreement, sourced through a full statement of Interest (SOI) competitive process, will allow individual task orders to be issued up to a maximum cumulative value of \$500,000 for a given year. The term of the contract will be two years with three one-year renewal options to allow for future projects with services based on approved contract rates.
- An initial project has been identified: Oak Terrace Water System Evaluation of Repair Alternatives and will include preliminary engineering design services and engineering design services based on contracted hourly rates in an estimated amount of \$39,319.
- The Lake County Purchasing Department received and evaluated Statements of Interests from 16 professional firms of which four were short-listed.
- In accordance with the Local Government Professional Services Selection Act, the recommended firm is RHMG Engineers, Inc.
- This service was included and budgeted as part of the Fiscal Year 2019 Capital Improvement Program.

**Attachments:** [19-1243 RHMG Scoring Matrix.pdf](#)

[19-1243 RHMG Award Information.pdf](#)

[19-1243 RHMG Master Agreement 2019-07-18.pdf](#)

[19-1243 RHMG Vendor Disclosure.pdf](#)



7.21 [19-1244](#)

Ordinance approving an agreement with the Central Lake County Joint Action Water Agency (CLCJAWA) and establishing the payment plan for \$8,030,400 in connection fees for the Grandwood Park and Fox Lake Hills water system customers to be paid over a 30-year period.

- The County operates the Grandwood Park water system with 2,237 customers and the Fox Lake Hills water system with 631 customers. Both systems switched from wells to Lake Michigan water supplied by CLCJAWA in early 2019.
- The direct cost of constructing the new CLCJAWA distribution system is funded through the 20-year Special Service Area 16 tax levy.
- A separate connection fee of \$2,800 per property equivalent is also required. The money will be collected through a surcharge fee for customers in these two systems. The collected funds will be paid to CLCJAWA annually over a 30-year period with no interest applied.
- The ordinance establishes the annual repayment plan to CLCJAWA. The annual payments are graduated over the 30-year period to allow the option to ease into the surcharge program. However, staff recommends establishing a constant customer rate for the 30-year period to be consistent with how other surcharge fees are collected and to avoid confusion during future rate periods.
- Rate options have been established and will be presented.

**Attachments:** [19-1244 Grandwood Park Fox Lake Hills CLCJAWA Connection Fee Agr](#)

## FINANCIAL & ADMINISTRATIVE

7.22 [19-1201](#)

Committee action approving Contract Modification Number One with 720 Worldwide, Inc., Chicago, Illinois, for System Programming and Computer Operation services in the estimated annual amount of \$475,776 including three, one-year renewal options.

- In May 2018, the Lake County Board authorized a contract with 720 Worldwide, Inc. for System Programming and Computer Operation services in the estimated amount of \$475,776 for a contract term expiring on December 2, 2019, with no renewal options.
- This contract provides for staff augmentation services to support the mainframe which hosts the current Court Records Information Management System (CRIMS).
- There is a need for these services to continue until the new Case Management System (CMS) is implemented.
- In accordance with Article 8, Section 101 (2) of the Lake County Purchasing Ordinance, this Contract Modification is germane to the original contract as signed and is in the best interest of Lake County it is hereby requested that the Purchasing Agent be authorized to enter into Contract Modification Number One.
- This resolution authorizes Contract Modification One with 720 Worldwide, Inc., and is a change to the original contract by providing the option of three, one-year renewals. There is no change to the annual estimated cost.

**Attachments:** [720 Contract Modification One](#)

**7.23** [19-1210](#)

Resolution authorizing a contract with CDW, Vernon Hills, Illinois, for a core network switch in an amount of \$57,329.20.

- The Enterprise Technology Department has a core network switch, which routes county network traffic for all facilities. It is at end of life and needs to be replaced.
- Pursuant to Article 10-101 of the County's Purchasing Ordinance, Cooperative Purchasing, the County may participate in a cooperative purchasing agreement for the procurement of goods with one or more public procurement units in accordance with an agreement entered between the participants.
- To procure needed equipment that was competitively solicited and awarded a cooperative purchasing contract with CDW has been identified through the State of Illinois Central Management Services (CMS) for Cisco Products.
- This item is budgeted in the Fiscal Year 2019 Capital Improvement Program (CIP).

**Attachments:** [CDW-G Quote](#)

**7.24** [19-1249](#)

Resolution amending the Lake County Employee Policies and Procedures section 4.5, Sick Leave.

- The Employee Sick Leave Act (Public Act 99-0841) (the "Act") is a State law that requires employers to allow employees to use at least a portion of the sick leave time already available to them, under certain existing employer policies, to care for specific relatives.
- In order to comply with the Employee Sick Leave Act, the Lake County Employee Policies and Procedures Ordinance, Section 4.5 - Sick Leave is being amended as follows:
  - The policy defines family member as designated by law (defined as the employee's child, stepchild, spouse, domestic partner, sibling, parent, mother or father in law, grandchild, grandparent, or stepparent).
  - The policy clarifies usage of Family Medical Leave Act (FMLA) for a family member, as defined by law.
- Additionally, due to the conversion of our payroll system to UltiPro, the accrual of employee sick time in the Lake County Employee Policies and Procedures Ordinance, Section 4.5 - Sick Leave is being amended as follows:
  - Accrual of sick time will begin on the employee's first day.
  - Accrual of sick time will be spread evenly over all paychecks instead of 24 paychecks a year.
  - Annual accrual remains the same.

**Attachments:** [Sick Time Policy 6.6.19](#)

**8. Executive Session**

9. County Administrator's Report

10. Members Remarks

11. Adjournment

Next Meeting: August 8, 2019