

# Lake County Illinois

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



## **Meeting Minutes - Final**

**Wednesday, August 6, 2014**

**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** 6 - Chair Paxton, Vice Chair Pat Carey, Member Carlson, Member Mandel, Member Rummel and Member Taylor

**Absent** 1 - Member Sauer

*Others present:*

*Yvette Albarran, Purchasing*

*Barry Burton, County Administrator*

*Chris Creighton, Finance and Administrative Services*

*Patrice Evans, Court Administration*

*Jodi Gingiss, Community Development*

*Don Gloo, Finance and Administrative Services*

*Gary Gordon, Finance and Administrative Services*

*Matt Guarnerly, RG Inc.*

*RuthAnne Hall, Finance and Administrative Services*

*Karla Hasty, Human Resources*

*Efren Heredia, Purchasing*

*Adlil Issakoo, Finance and Administrative Services*

*Jon Joy, Finance and Administrative Services*

*Aaron Lawlor, County Board Chairman*

*Donna Jo Maki, County Administrator's Office*

*Rodney Marion, Human Resources*

*Monica McClain, Human Resources*

*Amy McEwan, Deputy County Administrator*

*Audrey Nixon, County Board Member*

*Jorge Ortiz, 19th Judicial Circuit Judge*

*John Phillips, 19th Judicial Circuit Judge*

*Brandy Schroff, Purchasing*

*Kurt Schultz, Finance and Administrative Services*

*Michele Slav, Finance and Administrative Services*

*Mary Stevens, Courts*

*Patrice Sutton Burger, Finance and Administrative Services*

*Kirk Talbott, Information Technology*

*Pat Tierney, Planning, Building and Zoning*

*Jennie Vana, Communications*

*Blanca Vela Schneider, County Board Office*

*Ryan Waller, Assistant County Administrator*

*Jay Ukena, 19th Judicial Circuit Judge*

*Diane Winter, 19th Judicial Circuit Judge*

**2. Pledge of Allegiance**

*Chair Paxton led the Pledge of Allegiance.*

**3. Approval of Minutes**

*There were no minutes to approve.*

**4. Added to Agenda**

*There were no items added to the agenda.*

**5. Public Comment**

*There was no public comment.*

**6. Old Business**

*Member Mandel sought additional information regarding the true costs of the medical benefits provided by the County to employees prior to the Committee's consideration of health, dental, and life benefits for 2015. Human Resources Director Rodney Marion and Robert Szarzynski of Human Resources will work with Member Mandel. A copy of their findings will be forwarded to the entire committee.*

**7. New Business**

**PLANNING, BUILDING & ZONING**

**7.1 14-0795**

Joint resolution to vacate unimproved Brown Avenue being part of Lot "D" in North Fox Lake Heights Subdivision, Antioch Township, as requested by The Chicago Trust Company N.A. as Trustee under Trust Agreement dated January 22, 1986 and known as Trust No. 86-103 as successor Trustee of State Bank of the Lakes, p/k/a as State Bank of Antioch, and Kenneth Parker - Beneficiary, record owner of land adjacent to the right-of-way proposed for vacation.

**Attachments:** [6274\\_Vacation PBZ Materials](#)  
[6274 PlatofVacation](#)  
[Brown Avenue Street Vacation\\_original](#)

*Pat Tierney of Planning, Building and Zoning brought forth a street vacation for unimproved right of way in Antioch Township. The County's Unified Development Ordinance allows petitioners adjacent to the subject property to petition the County for vacation of it. There are no public improvements on the property. A public hearing was held in June and no objections were expressed. If approved, the right of way will be placed back on the tax roll.*

**A motion was made by Member Mandel, seconded by Member Taylor, that this resolution be recommended for adoption to the County Board agenda. Motion carried by the following roll call vote:**

**Aye:** 6 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel and Member Taylor

**Absent:** 1 - Member Sauer

**LAW & JUDICIAL**

**7.2 14-0738**

Joint resolution authorizing an emergency appropriation with offsetting revenue in the amount of \$224,255 to implement Adult Redeploy Illinois programming for the Nineteenth Judicial Circuit.

**Attachments:** [Chart of Accounts](#)  
[Lake County REVISED SFY15 Renewal Award Letter](#)

*Mary Stevens of Court Administration reported funding is slightly lower than last year but there is still hope there will be lapse funding in the near future.*

**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 the following roll call vote:**

**Aye:** 6 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel and Member Taylor

**Absent:** 1 - Member Sauer

**7.3 14-0815**

Joint resolution approves the final plan for the Lake County Courts Expansion Project (LCCEP), authorizes an emergency appropriation to allocate additional funds to the Lake County Courts Expansion Project in the amount of \$10,500,000 and affirms multi-agency commitment to implementation of the operational recommendations in the Phase 3 Justice Agency Master Plan Implementation and Project Development Study.

*Deputy County Administrator Amy McEwan and Matt Guarnery of Robison Guarnery Inc. reviewed the Court Expansion Project. There have been several discussions over the last few months regarding a budget gap of \$16,000,000 and alternatives that could be considered.*

*When considering the components for the construction of the building, an estimate of the judgeships, which is based on specific formulae by the state, is that there would be 19 felony and 20 civil and family judgeships needed in 2030. There has been a 15 percent decline in felony case filings and a 24 percent decline in misdemeanor/traffic filings from 2010 to 2013 but these declines were not available; and therefore, not considered as part of the original design process.*

*The original estimate of \$83,500,000 was determined when the design of the tower was at 15 percent. After completing the design, the guaranteed maximum price (GMP) is \$99,500,000. Staff reviewed non programmatic alternatives with the Committee to reduce costs including the oversized foundation which resulted in a gap reduction of \$3,500,000. However, there have been cost escalations and it is recommended the owner contingency be increased by \$900,000. Without reducing the project any further, there is a budget gap of \$14,700,000.*

*Ms. McEwan also noted long term renovations needed for the main courthouse and the annex. There is asbestos in the ceiling and several renovations are needed in the 40 year old building. However, these renovations cannot occur until some of the courtrooms have been relocated. Ms. McEwan noted that while these renovations are needed, they are not funded. Staff recommends beginning the design work for the renovations to understand the total costs for the work.*

*Ms. McEwan reported the recommendation is to renovate three courtrooms in the Babcox Courts, the elimination of one floor in the Court Tower design, and the construction of 12 courtrooms in the Court Tower. Staff recommends the shelling of two floors for the future accommodation of six courtrooms with the opportunity to elect to finish an additional floor within 12 months of a study on trends of the main courthouse and annex at a cost of \$3,000,000. Ms. McEwan noted that the Committee can choose to use the \$3,000,000 to either finish one of the shelled floors or designate it to the Downtown Renovation Fund which will ultimately fund the Main Court House and Annex renovation. In either scenario, staff is seeking funding of an additional \$10,500,000. Ms. McEwan reviewed the construction timeline.*

*Ms. McEwan reviewed bonding options, noting the County has bonding authority of up to \$90,000,000. Discussion ensued.*

*Once the GMP is established, Clarke is responsible to complete the work at the amount of the contract. However, unforeseen conditions and changes brought forth by the owners can alter the contract amount.*

*Chief Judge John Phillips thanked the Committee for its consideration on behalf of the Circuit Court judges. The judges of the Circuit Court would like to have a facility that meets their needs as of the day they take occupancy as well as meet the need going forward including a large courtroom to accommodate several exhibits. He expressed concern that the case filing figures that Ms. McEwan has identified do not include the number of additional court actions necessary for the dissolution of marriages, matters of support, post-conviction petitions, or the numerous warrants that are issued.*

*Vice Chair Carey indicated the Committee is committed to provide reasonable accommodations for the Circuit Court. Law and Judicial Chair Audrey Nixon indicated that she is committed to working with the judges and County Board Chairman Lawlor on this project.*

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

**Aye:** 6 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel and Member Taylor

**Absent:** 1 - Member Sauer

**HEALTH & COMMUNITY SERVICES**

**7.4 14-0778**

Joint resolution accepting a Solid Waste Enforcement Grant with the Illinois Environmental Protection Agency (IEPA).

*Assistant County Administrator Ryan Waller reported the Illinois Environmental Protection Agency has informed the County of its intent to continue state funding for this grant.*

**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 the following roll call vote:**

**Aye:** 6 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel and Member Taylor

**Absent:** 1 - Member Sauer

**7.5 14-0761**

Joint resolution authorizing renewal of the HOME Investment Partnership Program Consortium Agreement with the cities of North Chicago and Waukegan.

**Attachments:** [2014 Consortium Agreement.pdf](#)  
[Waukegan Resolution & Agreement](#)  
[North Chicago Resolution.pdf](#)  
[N Chicago Agreement](#)  
[HOME Consortium opinion letter 2014.pdf](#)

*Assistant County Administrator Ryan Waller reported the renewal of the HOME Investment Partnership Program Consortium Agreement with the cities of North Chicago and Waukegan must be authorized on a regular basis.*

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

**Aye:** 6 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel and Member Taylor

**Absent:** 1 - Member Sauer

**7.6 14-0728**

Joint resolution authorizing an emergency appropriation in the amount of \$614,279 and accepting the 2013 Department of Housing and Urban Development's (HUD) Continuum of Care Homeless Assistance grant awards and ServicePoint User Fees.

**Attachments:** [2013 CoC Projects](#)

[Copy of LIT Emergency Appropriation Work Sheet.pdf](#)

*Assistant County Administrator Ryan Waller reported the grant will fund seven projects administered by Community Development, two projects administered by the Health Department, and 12 projects administered by authorized agencies. The grant will also cover fees to support the ServicePoint Project.*

**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 the following roll call vote:**

**Aye:** 6 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel and Member Taylor

**Absent:** 1 - Member Sauer

**7.7 14-0725**

Joint resolution amending the Watch List Policy.

**Attachments:** [Grant Performance Update Policy clean version](#)

[Grant Performance Update Policy redline version](#)

*Assistant County Administrator Ryan Waller reported this item amends language brought forth by Community Development staff. He indicated staff provides extensive review of these organizations prior to sending them to the Community Development Commission for consideration. Jodi Gingiss of Community Development reported organizations who have been noncompliant in the past can be reconsidered in the future.*

**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 the following roll call vote:**

**Aye:** 6 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel and Member Taylor

**Absent:** 1 - Member Sauer

**7.8 14-0781**

Joint resolution authorizing an intergovernmental agreement for the provision of grant administration and management services for North Chicago Community Development Block Grant (CDBG) funds.

**Attachments:** [NC Resolution for CDBG signed](#)

[Lake County North Chicago CDBG Joint Agreement.pdf](#)

*Assistant County Administrator Ryan Waller reported the City of North Chicago has requested the County administer and manage the North Chicago Block Grant program. The County will receive an estimated \$40,000 to \$45,000 for administering the program.*

**A motion was made by Member Rummel, seconded by Member Mandel, that this**

**resolution be recommended for adoption to the County Board agenda. Motion carried by the following roll call vote:**

**Aye:** 6 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel and Member Taylor

**Absent:** 1 - Member Sauer

**PUBLIC WORKS & TRANSPORTATION**

*Member Carey noted that several of Transportation's items relate to the Washington Street Project and are eligible for partial reimbursement. Assistant County Administrator Ryan Waller reported item 7.9's emergency appropriation will fund several Public Works projects.*

**7.9 14-0747**

Joint resolution authorizing an emergency appropriation in the amount of \$8,283,000 for Public Works capital projects as modifications to fiscal year (FY) 2014 budget.

**Attachments:** [14-0747 FY 2014 Add Cap Proj](#)

**A motion was made by Member Taylor, seconded by Member Rummel, that items 7.9 through 7.17 be recommended for adoption to the County Board agenda. Motion carried by the following roll call vote:**

**Aye:** 6 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel and Member Taylor

**Absent:** 1 - Member Sauer

**7.10 14-0808**

Joint resolution appropriating \$40,000 of County Bridge Tax funds for the repair of the bridge deck on westbound Washington Street over the Des Plaines River, and designated as Section 14-00067-17-BR.

**A motion was made by Member Taylor, seconded by Member Rummel, that items 7.9 through 7.17 be recommended for adoption to the County Board agenda. Motion carried by the following roll call vote:**

**Aye:** 6 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel and Member Taylor

**Absent:** 1 - Member Sauer

**7.11 14-0801**

Joint resolution authorizing an agreement for professional engineering services with Infrastructure Management Services (IMS), Rolling Meadows, Illinois, for the annual pavement testing services and associated components, at a maximum cost of services described of \$70,000, appropriating \$85,000 of Matching Tax funds, and designated as Section 14-00219-00-ES.

**Attachments:** [14-0801 2014 Pavement Testing Appropriation and Agreement](#)

**A motion was made by Member Taylor, seconded by Member Rummel, that items 7.9**

through 7.17 be recommended for adoption to the County Board agenda. Motion carried by the following roll call vote:

**Aye:** 6 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel and Member Taylor

**Absent:** 1 - Member Sauer

**7.12 14-0802**

Joint resolution appropriating a supplemental amount of \$430,000 of ¼% Sales Tax for Transportation and Public Safety funds for Phase I preliminary design engineering services for the intersection improvement of Gilmer Road at Midlothian Road, approving Change Order No. 2, and designated as Section 10-00079-16-CH.

**Attachments:** [14-0802 Gilmer Road at Midlothian Road Change Order No 2](#)

**A motion was made by Member Taylor, seconded by Member Rummel, that items 7.9 through 7.17 be recommended for adoption to the County Board agenda. Motion carried by the following roll call vote:**

**Aye:** 6 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel and Member Taylor

**Absent:** 1 - Member Sauer

**7.13 14-0806**

Joint resolution authorizing the execution of an agreement with the State of Illinois, by and through its Illinois Department of Transportation (IDOT), for the use of federal highway funds for the Washington Street improvement, from Haryan Way to Lake Street, appropriating \$8,420,000 of ¼% Sales Tax for Transportation and Public Safety funds, and designated as Section 11-00121-11-BR.

**Attachments:** [14-0806 Washington Street IDOT Agreement Draft](#)

**A motion was made by Member Taylor, seconded by Member Rummel, that items 7.9 through 7.17 be recommended for adoption to the County Board agenda. Motion carried by the following roll call vote:**

**Aye:** 6 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel and Member Taylor

**Absent:** 1 - Member Sauer

**7.14 14-0805**

Joint resolution authorizing the execution of an agreement with V3 Companies of Illinois, Woodridge, Illinois, for Phase III construction engineering services for the Washington Street improvement, from Haryan Way to Lake Street, at a maximum cost of \$2,219,150.61, and designated as Section 11-00121-11-BR.

**Attachments:** [14-0805 Washington Street Consultant Agreement Draft](#)

**A motion was made by Member Taylor, seconded by Member Rummel, that items 7.9 through 7.17 be recommended for adoption to the County Board agenda. Motion**

**carried by the following roll call vote:**

**Aye:** 6 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel and Member Taylor

**Absent:** 1 - Member Sauer

**7.15 14-0804**

Joint resolution authorizing an agreement with the Village of Grayslake for landscape maintenance, the design and construction of a multi-use path, sidewalk and pedestrian crossing, the relocation of certain potable water facilities and sanitary sewer within the project limits for the Washington Street improvement, from Hainesville Road to Lake Street, and designated as Sections 11-00121-10-WR and 11-00121-11-BR.

**Attachments:** [14-0804 Village of Grayslake Agreement, draft](#)

**A motion was made by Member Taylor, seconded by Member Rummel, that items 7.9 through 7.17 be recommended for adoption to the County Board agenda. Motion carried by the following roll call vote:**

**Aye:** 6 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel and Member Taylor

**Absent:** 1 - Member Sauer

**7.16 14-0803**

Joint resolution authorizing an agreement with the Central Lake County Joint Action Water Agency (CLCJAWA) for the relocation of a watermain located within the project limits for the Washington Street improvement, from Hainesville Road to Lake Street, and designated as Sections 11-00121-10-WR and 11-00121-11-BR.

**Attachments:** [14-0803 CLCJAWA Agreement Draft](#)

**A motion was made by Member Taylor, seconded by Member Rummel, that items 7.9 through 7.17 be recommended for adoption to the County Board agenda. Motion carried by the following roll call vote:**

**Aye:** 6 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel and Member Taylor

**Absent:** 1 - Member Sauer

**7.17 14-0809**

Joint resolution authorizing an agreement with the Wisconsin Central Ltd. (WCL), Canadian National Railroad (CN RR), Homewood, Illinois, for the reconstruction and maintenance of the roadway crossing for the Washington Street improvement, from Haryan Way to Lake Street, and the grade separation of the WCL/CN RR, appropriating \$1,400,000 of ¼% Sales Tax for Transportation and Public Safety funds, and designated as Section 11-00121-11-BR.

**Attachments:** [14-0809 Washington Street Bridge Construction and Maintenance Agree](#)

**A motion was made by Member Taylor, seconded by Member Rummel, that items 7.9 through 7.17 be recommended for adoption to the County Board agenda. Motion**

carried by the following roll call vote:

**Aye:** 6 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel and Member Taylor

**Absent:** 1 - Member Sauer

**FINANCIAL & ADMINISTRATIVE**

**7.18 14-0810**

Resolution ratifying a contract with Selective Gift Institute, Inc., LaPorte, Indiana, in the amount of \$34,945 to provide years of service awards.

*RuthAnne Hall of Purchasing requested approval to ratify a contract with Selective Gift Institute to make final payment for its services through June 2014.*

**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 the following roll call vote:**

**Aye:** 6 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel and Member Taylor

**Absent:** 1 - Member Sauer

**7.19 14-0811**

Committee action approving Change Order No. 2 to Lake County Contract #11203 for a time clock hardware and an application software solution for Lake County with Intellitime Systems Corporation, Santa Ana, California in the amount of \$28,995.

*Human Resources Director Rodney Marion reported that when the time clocks for timecards were no longer supported, staff reviewed its needs and discovered there was a more efficient and integrated way to manage timecards. The County authorized a contract with Intellitime Systems Corporation. Staff developed and provided to the vendor rules to be implemented into the system, but after it had been configured, there was a need to apply additional rules. There is a cost reconfigure the rules into the system. Upon inquiry from Member Taylor as to the efficiency of the system, Mr. Marion indicated there are three departments using the new system since February.*

**A motion was made by Member Rummel, seconded by Member Taylor, that this committee action item be approved. Motion carried by the following vote:**

**Aye:** 6 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel and Member Taylor

**Absent:** 1 - Member Sauer

**8. Executive Session**

*There was no Executive Session.*

**9. County Administrator's Report**

*Patrice Sutton Burger presented the economic indicator report which shows favorable activity. She noted the year to date analysis provides a more accurate depiction of the*

*finances than the monthly analysis due to monthly fluctuations of receipts.*

*Ms. Sutton Burger presented the quarterly report, noting the new format. County Administrator Barry Burton reported that 1/4 % sales tax revenue has increased to 2007 levels but that other revenues remain flat. The general consensus is that the Members liked the new format. County Board Chairman Lawlor requested that the year to date collection variance be included in this report.*

*Finance and Administrative Director Gary Gordon reported the strategic plan will be presented quarterly at the Committee of the Whole meetings.*

**10. Adjournment**

*The meeting was adjourned at 2:05 p.m.*

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

**Aye:** 6 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel and Member Taylor

**Absent:** 1 - Member Sauer