

Lake County Illinois

Meeting held by Video Conference
Physical Location:
18 N County Street (10th Floor), Waukegan, IL 60085



Meeting Minutes - Draft

Thursday, July 29, 2021

8:30 AM

The public can register to attend remotely at <https://bit.ly/2UZF2Y5>

Financial & Administrative Committee

PUBLIC ATTENDANCE: There are two options for the public to attend the meeting: (1) in-person attendance on the 10th Floor of the County Administrative Tower, 18 N. County Street, Waukegan, Illinois, or (2) remote / virtual attendance through registration at the link on the front page of this agenda.

RECORDING: Meetings, including Public Comment, will be recorded.

PUBLIC COMMENT: The public will be afforded time to comment on matters related to the business of the County Board. A total of 30 minutes will be permitted for Public Comment and no more than three minutes per Comment. In general, Public Comment on items not on the agenda will be presented near the beginning of the meeting. Public Comment on agenda items may be presented during consideration of that item.

Individuals attending in-person or remotely may present their Public Comment during the meeting. Individuals not in attendance may provide written Public Comment that must be received by 3:00 p.m. the day prior to the meeting (emailed to PublicComment@Lakecountyil.gov or delivered to the County Board Office 18 N. County Street, Waukegan, Illinois (10th floor)). Public Comment will proceed in the following order: (1) Public Comment by individuals in attendance on the 10th Floor, (2) Public Comment by individuals who registered via the link on the front page of the agenda and are attending remotely , and then (3) written comments.

Individuals providing Public Comment will provide the following information:

- * Meeting: F&A Committee (Subject line for written Public Comment)
- * Name (REQUIRED)
- * Topic or Agenda Item # (REQUIRED)
- * Street Address, City, State (Optional)
- * Phone Number (Optional)
- * Organization/Agency/etc. Represented (If representing yourself, put "Self")

***To view County Board Rules, click here: <https://bit.ly/3idRdrV> ***

Chair's determination of need to meet by audio or video conference has been rescinded.

1. Call to Order

Chair Frank called the meeting to order at 8:32 a.m.

Other present:

Patrice Sutton, Financial and Administration

Adam Krueger, Financial and Administration

Kevin Considine, Lake County Partners

Chris Blanding, Information Technology

Todd Schroeder, Nineteenth Circuit

John Light, Human Resources

Darcy Adcock, Human Resources

Gary Gibson, County Administrative Office

Matt Meyers, County Administrative Office

Jim Hawkins, County Administrative Office

Theresa Glatzhofer, County Board Office

2. Pledge of Allegiance

Chair Frank led the Pledge of Allegiance.

3. Roll Call of Members

Present 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

** Electronic Attendance: Member Danforth*

4. Addenda to the Agenda

There were no additions or amendments to the agenda.

5. Public Comment (Items Not on the Agenda)

There were no public comments.

6. Chair's Remarks

Chair Frank stated he was happy to see everyone in-person but did not have any Chair remarks.

7. Unfinished Business

There was no unfinished business to discuss.

8. New Business

CONSENT AGENDA (Items 8.1 - 8.8)

Approval of Minutes

8.1 [21-1088](#)

Minutes from July 1, 2021.

Attachments: [F&A 7.1.21 Final Minutes](#)

A motion was made by Member Simpson, seconded by Member Clark, that the minutes be approved. Motion carried by voice vote.

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

PUBLIC WORKS, PLANNING & TRANSPORTATION

8.2 [21-1071](#)

Joint resolution appropriating \$806,400 of Motor Fuel Tax funds for maintaining streets and highways, including utility services, under the applicable Illinois Highway Code, from December 1, 2021, to November 30, 2022, and \$200,000 of Matching Tax funds for de-icing materials.

A motion was made by Member Simpson, seconded by Member Clark, that this resolution be recommended for adoption to the consent agenda. Motion carried by voice vote.

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.3 [21-1072](#)

Joint resolution authorizing a contract with Acura Inc., Bensenville, Illinois, in the amount of \$110,887 for concrete patching on various County highways, which will be improved under the Illinois Highway Code and appropriating \$135,000 of Motor Fuel Tax funds.

Attachments: [21-1072 Bid Tab, 2021 Concrete Patching](#)
[21-1072 Vendor Disclosure, Acura](#)
[21-1072 Location Map, 2021 Concrete Patching](#)

A motion was made by Member Simpson, seconded by Member Clark, that this resolution be recommended for adoption to the consent agenda. Motion carried by voice vote.

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.4 [21-1073](#)

Joint resolution authorizing a contract for the replacement of a drain tile on Old McHenry Road, east of US Route 12, to Campanella and Sons, Inc., Wadsworth, Illinois, in the amount of \$63,024.45, and appropriating \$80,000 of County Bridge Tax funds.

Attachments: [21-1073 Bid Tab, Old McHenry Road](#)
[21-1073 Vendor Disclosure, Campanella](#)
[21-1073 Location Map, Old McHenry Road](#)

A motion was made by Member Simpson, seconded by Member Clark, that this

resolution be recommended for adoption to the consent agenda. Motion carried by voice vote.

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.5 [21-1074](#)

Joint resolution authorizing a contract with Copenhaver Construction, Gilberts, Illinois, in the amount of \$300,077 for the replacement of four culverts underneath the Skokie Valley Bike Path and appropriating \$365,000 of County Bridge Tax funds.

Attachments: [21-1074 Bid Tab, Skokie Valley Bike Path Culverts](#)
[21-1074 Vendor Disclosure, Copenhaver](#)
[21-1074 Location Map, Skokie Valley Bike Path Culverts](#)

A motion was made by Member Simpson, seconded by Member Clark, that this resolution be recommended for adoption to the consent agenda. Motion carried by voice vote.

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.6 [21-1075](#)

Joint resolution authorizing a contract with Copenhaver Construction, Gilberts, Illinois, in the amount of \$297,081 for the reconstruction of the Lake County Division of Transportation's (LCDOT) visitor parking lot, located at 600 West Winchester Road, Libertyville, Illinois, and appropriating \$356,500 of Matching Tax funds.

Attachments: [21-1075 Bid Tab, LCDOT Visitor Parking](#)
[21-1075 Justification of Contract Award, Over Estimate Memo](#)
[21-1075 Vendor Disclosure, Copenhaver](#)
[21-1075 Location Map, LCDOT Visitor Parking Lot](#)

A motion was made by Member Simpson, seconded by Member Clark, that this resolution be recommended for adoption to the consent agenda. Motion carried by voice vote.

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.7 [21-1062](#)

Report from Mary Ellen Vanderverter, Recorder of Deeds, for the month of June 2021.

Attachments: [June 2021](#)

A motion was made by Member Simpson, seconded by Member Clark, that this communication or report be received and placed on the consent agenda. Motion carried by voice vote.

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.8 [21-1020](#)

Treasurer Holly Kim's Cash and Investment Report December, 2020.

Attachments: [December 2020 Cash and Investments.pdf](#)

[December 2019 Cash and Investments.pdf](#)

A motion was made by Member Simpson, seconded by Member Clark, that this communication or report be received and placed on the consent agenda. Motion carried by voice vote.

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

REGULAR AGENDA

PUBLIC WORKS, PLANNING & TRANSPORTATION

8.9 [21-0956](#)

Joint resolution authorizing a contract with Waste Management, Lombard, Illinois, for refuse collection services for Lake County and the water treatment plant waste residue collection for the various County Departments in the estimated annual amount of \$142,692.92.

Attachments: [Vendor Disclosure Statement](#)

[Bid Tabulation](#)

[Award Information](#)

[Agreement Draft](#)

Ruthanne Hall, Purchasing, reported that the annual contract is expiring for trash pick up and recycling so it was extended out to bid. The new two year contract is with Waste Management. Discussion ensued.

A motion was made by Member Simpson, seconded by Member Clark, that this item be recommended for adoption to the regular agenda. The motion carried unanimously.

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.10 [21-1076](#)

Joint committee action item approving Change Order Number Two consisting of an increase of \$355,931 for additions to the 14th Street Reconstruction Phase III construction engineering contract.

Attachments: [21-1076 STV Change Order Two](#)
[21-1076 Vendor Disclosure, STV](#)
[21-1076 Location Map, 14th Street](#)

Shane Schneider, Director of Transportation, reported a change order for a contract extension. Originally the project was to end in October 2020. The project was extended approximately one-year. Discussion ensued.

A motion was made by Member Wilke, seconded by Member Vealitzek, that this committee action item be approved. Motion carried by voice vote.

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.11 [21-1077](#)

Joint resolution adopting the 2021-2026 Proposed Transportation Improvement Program.

Attachments: [21-1077 Five-Year Presentation Part 1](#)
[21-1077 Five-Year Presentation Part 2](#)
[21-1077 Preservation Map](#)
[21-1077 Modernization Map](#)
[21-1077 Non-Motorized Map](#)
[21-1077 Expansion Map](#)
[21-1077 Funding Tables](#)

Shane Schneider, Director of Transportation, gave an overview of the 2021-2026 Proposed Transportation Improvement Program. Director Schneider explained the staff developed a multi-model proposal that is fiscally strained. The strategic goal is to improve infrastructure. Discussion ensued.

A motion was made by Member Vealitzek, seconded by Member Clark, that this resolution be recommended for adoption to the regular agenda. Motion carried by voice vote.

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.12 [21-1087](#)

Joint resolution adopting the second amendment to the Host Agreement between Lake County, the Solid Waste Agency of Lake County (SWALCO), and the owner of the Zion Landfill, GFL, Inc.

Attachments: [Exhibit C](#)
[Second Amendment Complete](#)

Walter Willis, Director of Solid Waste Agency of Lake County (SWALCO), gave an

overview of the three-year agreement between SWALCO and the Zion landfill. The agreement will include more safeguards and a website for residents.

A motion was made by Member Simpson, seconded by Member Wilke, that this resolution be recommended for adoption as amended to the regular agenda .

Motion carried by voice vote.

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.13 [21-1079](#)

Joint resolution authorizing an emergency appropriation for the Lake County All-Natural Hazard Mitigation Plan (ANHMP) update project by the Stormwater Management Commission (SMC) in the amount of \$67,500 and funded by the Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program through the Illinois Emergency Management Agency (IEMA)

Attachments: [Memo to SMC PWPT F&A](#)
[FEMA-4461-02P-DR-IL Intergovernmental Grant Agreement](#)

Kurt Woolford, Stormwater Executive Director, reported on an update on the FEMA Hazard Mitigation Grant Program through the Illinois Emergency Management Agency. The plan is required and updated every five years. Director Woolford stated the resolution will be updated to include the account number due to being approved the day before at the Public Works, Planning, and Transportation Committee.

A motion was made by Vice Chair Vealitzek, second by Member Pedersen to amend the resolution, adding the account numbers.

7 - ayes, 0 - nays.

A motion was made by Member Vealitzek, seconded by Member Clark, that this resolution be recommended for adoption as amended to the regular agenda .

Motion carried by voice vote.

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

FINANCIAL & ADMINISTRATIVE

Finance and Administrative Services

8.14 [21-1080](#)

Discussion and presentation of the results of the Lake Bluff Mosquito Abatement District audit detailing claims, receipts, inventory of property, and debts.

Attachments: [LBMAD Financial Review.718](#)

Matt Meyers, Assistant County Administrator, and Patrice Sutton, Chief Financial Officer, reported on the dissolution of the Lake Bluff Mosquito Abatement. Adam Krueger,

Finance and Administrative Services, gave a presentation of the audit for the Mosquito Abatement finances.

Administrator Meyers, stated there are three options for the remaining funds. Discussion ensued.

The committee discussed where the funding should go. Chair Hart thanked everyone for the work that was done on the Mosquito Abatement. She stated that she would be in favor for giving the funding to the municipalities.

Mike Adam, Deputy Director of Environmental Health, stated the Health Department ran a number of traps through the County with the funding. The Health Department focuses mainly on the larva stage and does not do a lot of spraying. The municipality is contacted if West Nile is detected and then is advised to do the treatment. Discussion ensued.

Human Resources

8.15 [21-1097](#)

Discussion on the addition of a Paid Parental Leave policy to the Employee Policies and Procedures Manual.

John Light, Human Resources Director and Darcy Adcock, Human Resources, reported on the Paid Parental Leave. The committee all agreed that the Paid Parental Leave should be included in the Employee Policies.

Lake County Partners

8.16 [21-0988](#)

Lake County Partners' Update.

Attachments: [FA July 2021](#)

Kevin Constane, gave an update of the Economic Growth. There has been extended growth in manufacturing, distribution and hospitality. There are 40,000 open positions in Lake County. Filling the positions has been a challenge for all employers. Pace and Metra have both increased riders in the past month. Additional trains have been added in July. There is a lot to celebrate with openings of manufacturing throughout Lake County. Director Constane gave an overview of the three year metrics and project pipeline. There is a new Comprehensive Economic Development Strategy for the County. Director Constane also gave an overview of the goals. Discussion ensued.

Chair Frank left the meeting at 9:33 a.m. and returned at 9:35 a.m.

Jennifer Clark left the meeting at 9:35 a.m. and returned at 9:37 a.m.

Terry Wilke left the meeting at 9:39 a.m. and returned at 9:41 a.m.

County Administration

8.18 [21-1119](#)

Discussion on options to increase Fiscal Year (FY) 2021 County Employee Wages.

Jim Hawkins, Deputy County Administrator, reported on the 2021 County Employee Wages and stated there was a surplus this year. The recommendation is to give Lake County employees, who are not union employees, a three percent raise. It would be approximately 30 percent of County employees. Deputy Hawkins reported on the other parking lot items to be used for the surplus. If the committee agrees, there will be a resolution for the next Finance and Administrative meeting. The goal is to have employees receive the increase in September. Discussion ensued.

8.19 [21-1125](#)

Discussion on a Committee-initiated New Program Request (NPR) for the Fiscal Year (FY) 2022 budget to increase accessibility to Lake County Board and Committee meetings.

Attachments: [8.19-Subtitles\(07.29.21\)](#)

Jim Hawkins, Deputy County Administrator, stated this is the third discussion on the subtitles for the recording of Board and Committee meetings. Deputy Hawkins reported the cost for the services. The majority of the committee agreed to start with English and Spanish for all Board meetings and Finance and Administrative Committee meetings for a year. The RFP will be approved for next year's budgets.

8.20 [21-1121](#)

Discussion of options for American Rescue Plan Act (ARPA) funds provided by the US Treasury to Lake County for use in COVID-19 Public Health Emergency response and recovery.

Attachments: [ARPA Direction\(07.26.21\)](#)

Jim Hawkins, Deputy County Administrator and Matt Meyers, Assistant County Administrator, reported on the American Rescue Plan Act funding. Assistant County Administrator Meyers, stated the guidance for the planning. There are two reports due August 31, 2021 summarizing revenue replacement inputs and a summary of funds. The project and Expenditure report is due October 31. The investments will align with the County's Strategic Plan. Discussion ensued.

9. County Administrator's Report

- Update on Public Works Director Recruitment.

Gary Gibson, County Administrator, reported on the recruitment for the Public Works Director.

10. Executive Session

10.1 [21-1122](#)

Executive Session to discuss pending litigation pursuant to 5 ILCS 120/2 (c)(11).

This matter was discussed

10.2 [21-1124](#)

Executive Session to discuss personnel matters pursuant to 5 ILCS 120/2 (c)(1).

This matter was discussed

10.3 [21-1139](#)

Executive Session to discuss collective bargaining pursuant to 5 ILCS 120/2 (c)(2).

This matter was discussed

10.4 [21-1096](#)

Executive Session to review closed session minutes pursuant to 5 ILCS 120/2 (c) (21).

A motion was made by Member Simpson, seconded by Member Clark, that this committee action item be approved. The motion carried by the following vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

10.4 [21-0977](#)

A

Executive Session Minutes from May 27, 2021.

10.4 [21-0978](#)

B

Executive Session Minutes from June 10, 2021.

10.4 [21-1135](#)

C

Executive Session Minutes from July 1, 2021.

11. **Members Remarks**

12. **Adjournment**

Chair Frank declared the meeting adjourned at 11:30 a.m.

Next Meeting: August 5, 2021

Minutes prepared by Kristy Cechini.

Respectfully submitted,

Financial and Administrative Committee, Chair