

Lake County Illinois

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



Meeting Minutes - Final

Thursday, March 7, 2019

8:30 AM

Assembly Room, 10th Floor

Financial and Administrative Committee

1. Call to Order

Chair Frank called the meeting to order at 8:30 a.m.

Present 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

Others present:

Chris Blanding, Information Technology

Danny Davis, Court Administration

Paul Fetherston, County Administrator's Office

Matt Fonk, State's Attorney's Office

Jodi Gingiss, Community Development

Gunnar Gunnarsson, State's Attorney's Office

RuthAnne Hall, Purchasing

Brooke Hooker, Communications

Karl Jackson, Chief County Assessor's Office

Chris Kopka, Human Resources

Rodney Marion, Human Resources

Judy Martini, County Board

Paul Mazzeno, Emergency Management Services

Martin Paulson, Chief County Assessor's Office

Mike Rummel, County Board

Kurt Schultz, Facilities and Construction Services

Karen Sowul, Chief County Assessor's Office

Patrice Sutton, Finance and Administrative Services

Micha Thornton, Circuit Court Clerk's Office

Jeremiah Varco, Facilities and Construction Services

Blanca Vela-Schneider, County Board Office

Rodney Worden, Public Works

Dawn Wucki-Rosbach, Sheriff's Office

Bailey Wyatt, Communications

2. Pledge of Allegiance

Lake County Board Member Rummel led the Pledge of Allegiance.

3. Addenda to the Agenda

There were no additions or amendments to the agenda.

4. Public Comment

There were no comments from the public.

5. Chair's Remarks

Chair Frank reported that a discussion on budget policies will be held today.

6. Old Business

There was no old business to conduct.

7. New Business

CONSENT AGENDA (Items 7.1 - 7.10)

Approval of Minutes

PUBLIC WORKS, PLANNING & TRANSPORTATION

7.1 [19-0388](#)

Joint resolution appropriating \$10,000 of County Bridge Tax funds for the acquisition of necessary right-of-way, by agreement or condemnation, and other right-of-way costs associated with the improvement on Fairfield Road from Illinois Route 120 to Illinois Route 134.

A motion was made by Member Didech, seconded by Member Wilke, that the Consent Agenda items 7.1 through 7.10 be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

7.2 [19-0396](#)

Joint resolution approving the sole source procurement with JWC Environmental in the amount of \$87,503.14 for repairs to the grinder pump at the Northeast Central (NEC) pump station and securing a new unit for the Des Plaines River Water Reclamation Facility (WRF).

Attachments: [19-0396 SE JWC Bid Package.PDF](#)
[19-0396 JWC Dept. Bid Exemption Request.pdf](#)
[19-0396 SE JWC Purchasing Award Information.pdf](#)

A motion was made by Member Didech, seconded by Member Wilke, that the Consent Agenda items 7.1 through 7.10 be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

7.3 [19-0397](#)

Joint resolution ratifying an emergency procurement with Joel Kennedy Construction of Chicago, Illinois, in the amount of \$98,900 for sewer pipe repair on Route 45 in the New Century Town sanitary sewer system.

Attachments: [19-0397 Joel Kennedy Emergency Procurement Bid - Rt. 45.pdf](#)

A motion was made by Member Didech, seconded by Member Wilke, that the Consent Agenda items 7.1 through 7.10 be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

7.4 [19-0379](#)

Joint resolution authorizing an agreement with the Antioch Township Road District for the replacement of two existing metal culverts damaged by the major flood event in July 2017, which carry the Dutch Gap Canal under Edwards Road.

Attachments: [19-0379 Antioch Township - Edwards Road Agreement draft](#)

A motion was made by Member Didech, seconded by Member Wilke, that the Consent Agenda items 7.1 through 7.10 be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

7.5 [19-0386](#)

Joint resolution approving Change Order Number One consisting of an increase of \$99,787.75, and appropriating a supplemental amount of \$110,000 of ¼% Sales Tax for Transportation funds for the Butterfield Road Adaptive Traffic Signal Control Study and Design.

Attachments: [19-0386 Butterfield Road Adaptive Traffic Signal Change Order Number \(](#)

A motion was made by Member Didech, seconded by Member Wilke, that the Consent Agenda items 7.1 through 7.10 be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

7.6 [19-0315](#)

Joint resolution authorizing a contract with Berger Excavating Contractors, Wauconda, Illinois, in the amount of \$736,224.89 for the intersection improvement of Old McHenry Road, at US Route 12, appropriating \$885,000 of ¼% Sales Tax for Transportation funds.

Attachments: [19-0315 Bid Tab, Old McHenry Road at US Route 12](#)

A motion was made by Member Didech, seconded by Member Wilke, that the Consent Agenda items 7.1 through 7.10 be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

7.7 [19-0361](#)

Joint resolution authorizing emergency appropriations in Fiscal Year (FY) 2019 for the Lake County Division of Transportation (LCDOT) capital and bond funds, for projects previously approved and for additional revenue.

Attachments: [19-0361 DOT Carryovers March 2019 Board](#)

A motion was made by Member Didech, seconded by Member Wilke, that the Consent Agenda items 7.1 through 7.10 be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

7.8 [19-0373](#)

Joint resolution authorizing a Technical Services agreement with the Regional Transportation Authority (RTA) for federal funding for the Ride Lake County Central program and appropriating \$330,000 of ¼% Sales Tax for Transportation funds.

Attachments: [19-0373 RTA Ride Lake County Central TSA Agreement Draft](#)

A motion was made by Member Didech, seconded by Member Wilke, that the Consent Agenda items 7.1 through 7.10 be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

7.9 [19-0387](#)

Joint resolution authorizing an agreement with Engineering Resource Associates, Warrenville, Illinois, at a cost of \$224,995.20, for Phase I and II design engineering services to replace an existing triple cell culvert with a single span bridge structure on Hart Road at Flint Creek, appropriating \$270,000 of County Bridge Tax funds.

Attachments: [19-0387 Hart Road at Flint Creek Consultant Agreement Draft](#)

A motion was made by Member Didech, seconded by Member Wilke, that the Consent Agenda items 7.1 through 7.10 be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

FINANCIAL AND ADMINISTRATIVE COMMITTEE

7.10 [19-0292](#)

Resolution authorizing approval of the mandated 2018 revision of the Lake County Emergency Operations Plan (EOP).

A motion was made by Member Didech, seconded by Member Wilke, that the Consent Agenda items 7.1 through 7.10 be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

REGULAR AGENDA

FINANCIAL & ADMINISTRATIVE

7.12 [19-0359](#)

Resolution authorizing an agreement with FGM Architects, Oak Brook, Illinois, (FGM Architects) for comprehensive design services for a new Consolidated Public Safety Facility.

Attachments: [18188 Award Information](#)
[18188 Scoring Matrix Summary](#)
[18188 SOI Public Safety Building](#)
[18188 DRAFT AGREEMENT CONSOLIDATED PUBLIC SAFETY FACILI](#)
[Lake County Vendor Disclosure Form FGM](#)
[Public Safety Presentation](#)

Kurt Schultz, Facilities and Construction Services, presented a request for comprehensive design services for a new Consolidated Public Safety Facility. The goal of the projects includes consolidating policing functions, improving community support and engagement, separating circulation space for the public, and accommodating multiple public safety divisions.

Interim County Administrator Amy McEwan reported that the site proposed is in Libertyville because it is centrally located to the public safety services that the Sheriff's Office provides. Discussion ensued regarding the impact of moving Sheriff's Office records function from Waukegan to Libertyville and whether consideration has been made to have a stand alone building for emergency supplies.

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

Aye: 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

Chair Frank moved items 7.12 and 7.13 ahead of item 7.11.

Aye: 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

7.11 [19-0336](#)

Presentation on Property Tax Public Access.

Chief County Assessor Martin Paulson, Karen Sowul and Karl Jackson, Chief County Assessor's Office (CCAO), reported on the new tax assessment system, TylerGov. Mr. Paulson provided a presentation on the new access portal and discussed ways to create public awareness of the site. Discussion ensued regarding how the new system will impact the five townships that have chosen to utilize a system other than TylerGov.

A presentation was provided.

7.14 [19-0371](#)

Committee action approving Contract Modification Number One for Agreement Number 16112 with Stanley Consultants of Chicago, Illinois, (Stanley) for design of mechanical and electrical services for elevator modernization at the adult detention center in Waukegan, electrical switchboard replacement at the Belvidere Medical Building (BMB) and generator sizing study for Robert W. Depke Juvenile Justice Center (Depke) Expansion Project.

Attachments: [16112 Award Information](#)
[16112 Contract Modification 1](#)
[Lake County Proposal_022119](#)
[Stanley Vendor Disclosure.pdf](#)

RuthAnne Hall, Purchasing, and Jeremiah Varco, Facilities and Construction Services, identified the scope of the change order.

A motion was made by Member Didech, seconded by Member Wilke, that this item be approved. The motion carried unanimously.

Aye: 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

7.15 [19-0394](#)

Resolution authorizing an agreement with STV, Chicago, Illinois, (STV) for project management services for the Facilities and Construction Services Department (FCS).

Attachments: [18089 STV Award Information](#)
[18089-B Draft Agreement](#)
[18089 B Summary Score Sheet](#)
[18089 SOI Facility Ops Professional Engineering Service](#)
[Vendor Disclosure Statement.Executed](#)

RuthAnne Hall, Purchasing, reported there is a need for staff augmentation to oversee and expedite specific facilities projects. Four projects are identified for staff augmentation and are based on a contracted hourly rate. The term of the contract is for a two year period with three, one-year renewal options estimated at \$300,000 annually. Discussion ensued. Chair Frank suggested that notes be included in the scoring matrix to identify how vendors are rated.

A motion was made by Member Wasik, seconded by Member Carlson, that this item be recommended for adoption to the County Board agenda. The motion carried unanimously.

Aye: 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

7.16 [19-0391](#)

Resolution authorizing emergency appropriations for Fiscal Year (FY) 2019 in various funds for certain projects, items, and activities budgeted in the prior year and not completed.

Attachments: [Mar 19 Carryovers - Final.pdf](#)

Finance and Administrative Services Director Patrice Sutton presented a carryover request for projects that were not completed in FY 2018.

A motion was made by Member Carlson, seconded by Member Vealitzek, that this item be recommended for adoption to the County Board agenda. The motion carried unanimously.

Aye: 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

7.17 [19-0424](#)

Resolution setting forth the budget policies for compilation of the Fiscal Year (FY) 2020 Lake County Budget.

Attachments: [DRAFT FY20 Budget Policies redline 3.7.19](#)

[DRAFT FY20 Budget Policies clean 3.7.19](#)

Interim County Administrator Amy McEwan and Finance and Administrative Services Director Patrice Sutton reviewed edits to the draft budget policies based upon the Committee's feedback at the last committee meeting. Discussion ensued regarding the elimination of vacancy holds from the budget, the timing of when the board will consider a tax levy, the amount that should be in the contingency fund reserve, and program requests not recommended for approval. Additional amendments were provided.

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

Aye: 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

7.18 [19-0400](#)

Committee action authorizing reclassification of the following vacant positions in the Finance and Administrative Services Department: contract administrator and administrative assistant.

Human Resources Director Rodney Marion presented a request to reclassify a vacant contract administrator position to a purchasing supervisor position and a vacant administrative assistant position to an accounting assistant in the Finance and Administrative Services Department.

A motion was made by Member Carlson, seconded by Member Wilke, to reclassify two positions in the Finance and Administrative Services Department. The motion carried unanimously.

Aye: 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

County Administrator's Report

9.1 [19-0395](#)

Presentation of the Economic Indicator report.

Attachments: [2019 Economic Indicator Report 022719](#)

Finance and Administrative Services Director Patrice Sutton presented the monthly economic indicator report.

The Economic Indicator Report was presented.

9.2 [19-0435](#)

Discussion of the Illinois Municipal Retirement Fund (IMRF) investment performance standard.

Interim County Administrator Amy McEwan and County Board Chair Hart reported on a request to send a letter in partnership with other counties to express concern regarding Illinois Municipal Retirement Fund's (IMRF) intention to decrease investment return expectations from 7.5 percent to 7 percent. The general consensus is to have Chair Hart send the letter requesting that IMRF gradually reduce its investment return expectation to allow municipal agencies to plan appropriately.

This issue was discussed.

8. Executive Session

Executive Session was entered into at 10:58 a.m.

A motion was made by Member Didech, seconded by Member Wilke, to go into Executive Session. The motion carried by the following vote:

Aye: 6 - Chair Frank, Vice Chair Vealitzek, Member Didech, Member Pedersen, Member Wasik and Member Wilke

Not Present: 1 - Member Carlson

8.2 [19-0421](#)

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

A discussion regarding pending litigation occurred in Executive Session.

Executive Session was adjourned at 11:06 a.m.

A motion was made by Member Pedersen, seconded by Member Carlson, to come out of Executive Session. The motion carried unanimously.

Aye: 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

Executive Session was entered into at 11:06. a.m.

A motion was made by Member Pedersen, seconded by Member Carlson, to go into Executive Session. The motion carried by the following vote:

Aye: 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

8.1 [19-0402](#)

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

A discussion regarding personnel matters occurred in Executive Session.

Executive Session was adjourned at 11:12 a.m.

A motion was made by Member Wasik, seconded by Member Carlson, to come out of Executive Session. The motion carried unanimously.

Aye: 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

8.1A [19-0403](#)

Committee action authorizing reclassification of a position in the Finance and Administrative Services Department.

A motion was made by Member Wilke, seconded by Member Didech, to reclassify an Information Technology Business Manager position to a Shared Service Manager position and reassessing the position to the Finance and Administrative Services Department. The motion carried unanimously.

Aye: 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

9. County Administrator's Report (cont.)

Interim County Administrator Amy McEwan reported on the County Board Special Call meeting on March 20, 2019 for a public hearing on Special Service Area Number 12 at which a quorum of the County Board is necessary. Ms. McEwan also reported on the employee volunteer event at Feed My Starving Children. The County Administrator's Office will organize more volunteer opportunities with various charitable organizations throughout the year.

10. Members Remarks

There were no remarks from members.

11. Adjournment

Member Frank adjourned the meeting at 11:16 a.m.

Next Meeting: April 4, 2019

Meeting minutes prepared by Blanca Vela-Schneider.

Respectfully submitted,

Chair

Vice Chair

Financial and Administrative Committee