

Lake County Illinois

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



Meeting Minutes - Final

Wednesday, October 1, 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, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

Absent 1 - Vice Chair Pat Carey

Others present:

Yvette Albarran, Purchasing

John Byrne, Sheriff's Office

Barry Burton, County Administrator

Chris Creighton, Finance and Administrative Services

Don Gloor, Finance and Administrative Services

Gary Gordon, Finance and Administrative Services

RuthAnne Hall, Purchasing

Efren Heredia, Purchasing

Adlil Issakoo, Finance and Administrative Services

Lou Kent, Sheriff's Office

Donna Jo Maki, County Administrator's Office

Rodney Marion, Human Resources

Amy McEwan, Deputy County Administrator

Anita Patel, Finance and Administrative Services

Ray Rose, Sheriff's Office

Sandra Salgado, Sheriff's Office

Kurt Schultz, Finance and Administrative Services

Patrice Sutton Burger, Finance and Administrative Services

Kirk Talbott, Information Technology

Ryan Waller, Assistant County Administrator

Blanca Vela-Schneider, Lake County Board Office

2. **Pledge of Allegiance**

Chair Paxton led the Pledge of Allegiance.

3. **Approval of Minutes**

3.1 **14-0980**

Minutes from August 6, 2014.

Attachments: [F&A 8.6.14 Minutes.pdf](#)

A motion was made by Member Rummel, seconded by Member Mandel, that the minutes for items 3.1 through 3.4 be approved. The motion carried by the following vote:

Aye: 6 - Chair Paxton, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

Absent: 1 - Vice Chair Carey

3.2 [14-0981](#)

Minutes from August 27, 2014.

Attachments: [F&A 8.27.14 Minutes.pdf](#)

A motion was made by Member Rummel, seconded by Member Mandel, that the minutes for items 3.1 through 3.4 be approved. The motion carried by the following vote:

Aye: 6 - Chair Paxton, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

Absent: 1 - Vice Chair Carey

3.3 [14-0982](#)

Minutes from September 3, 2014.

Attachments: [F&A 9.3.14 Minutes.pdf](#)

A motion was made by Member Rummel, seconded by Member Mandel, that the minutes for items 3.1 through 3.4 be approved. The motion carried by the following vote:

Aye: 6 - Chair Paxton, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

Absent: 1 - Vice Chair Carey

3.4 [14-1000](#)

Executive Session Minutes from July 30, 2014.

A motion was made by Member Rummel, seconded by Member Mandel, that the minutes for items 3.1 through 3.4 be approved. The motion carried by the following vote:

Aye: 6 - Chair Paxton, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

Absent: 1 - Vice Chair Carey

4. Added to Agenda

There were no items added to the agenda.

5. Public Comment

There was no public comment.

6. Old Business

There was no old business to conduct.

7. New Business

LAW & JUDICIAL

7.1 [14-0999](#)

Joint resolution authorizing a contract with DLR Group, Chicago, Illinois for architectural and consulting services associated with the Main Courthouse and Annex Master Plan Project in the amount not to exceed \$545,880 and approves a line item transfer in the amount of \$639,410.

Deputy County Administrator Amy McEwan provided a PowerPoint presentation to help clarify which projects in the Courts area are funded and which are on the horizon but are not yet funded.

The Main Courthouse and the Annex are in need of major renovations but are not funded at this time. She stated asbestos abatement, mechanical, electrical, and plumbing upgrades are needed. Additionally, renovations cannot occur at this time because the building is currently occupied and there is not a place currently available to relocate them.

Ms. McEwan indicated a Master Plan would consider the types of high-level level operations expected to take place in the next 10 to 15 years. It would not be a full design of the building but will help identify the amount of space needed for employees/departments. The difficulty of circulation needs to be addressed and planned in connection with the construction at the Main Courthouse.

Ms. McEwan noted the importance of a Master Plan. Due to the extent of work that will take place over the next several years, significant planning is needed to ensure that the building operates at maximum efficiency and nothing is inadvertently missed. The justice partners and consultants will provide several options for consideration to the Executive Justice Council, who will in turn make a recommendation to the Law and Judicial and Finance and Administrative committees.

Work on this project will take time, but the goal would be to have the Master Plan completed within the next 10 months. Renovations will not occur until after the Court Expansion Project is completed due to the operational constraints associated with limited space available.

Upon inquiry from Member Sauer regarding the urgency in completing the Master Plan now, Ms. McEwan indicated that the Master Plan will provide a clear vision of how the Courts expect to operate and function into the future. It will make it easier to complete these projects with a consistent plan to guide implementation. County Administrator Barry Burton indicated it would be best to understand all the moving pieces. Discussion ensued.

A motion was made by Member Mandel, seconded by Member Taylor, that this item be recommended for adoption to the regular agenda. The motion carried by the following vote:

Aye: 5 - Chair Paxton, Member Carlson, Member Mandel, Member Rummel and Member Taylor

Nay: 1 - Member Sauer

Absent: 1 - Vice Chair Carey

7.2 [14-0947](#)

Joint resolution authorizing the acceptance of a grant award in the amount of \$135,259.92 for a Sustained Traffic Enforcement Program (STEP) from the Illinois Department of Transportation.

Attachments: [IDOT STEP grant](#)

Deputy Lou Kent and Sandra Salgado of the Sheriff's Office presented a request to accept a grant for a Sustained Traffic Enforcement Program. Last year, the Sherriff's Department made 50 driving under the influence (DUI) arrests. The grant does not require matching funds.

A motion was made by Member Rummel, seconded by Member Carlson, that this item be recommended for adoption to the regular agenda. The motion carried by the following vote:

Aye: 6 - Chair Paxton, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

Absent: 1 - Vice Chair Carey

PUBLIC WORKS & TRANSPORTATION

7.3 [14-0990](#)

Joint resolution authorizing an Amended and Restated Agreement for Retail Sanitary Sewer Service and the Agreement for Sale and Transfer of Sanitary Sewer Facilities with the Village of Kildeer.

Attachments: [14-0990 Lake Co - Kildeer Sewer Agreement](#)
[14-0990 EXHIBIT A Kildeer Retail Service Area](#)
[14-0990 EXHIBIT B Kildeer Retail Sewage Collection Facilities](#)
[14-0990 Exhibit C Kildeer Facilities Transfer Agreement](#)
[14-0990 EXHIBIT D Sub Area Service Limits](#)
[14-0990 EXHIBIT E Considerations and Principles](#)
[14-0990 EXHIBIT F Potential Service Area](#)
[14-0990 EXHIBIT G Rate Table.pdf](#)

Member Taylor noted the Village of Kildeer agreement has been in the process for two years. Public Works Director Peter Kolb and Village of Kildeer Administrator Michael Talbett have worked extensively to move this agreement forward. The Village of Kildeer will also provide its sanitary sewer funds of \$1,000,000 for infrastructure and emergencies.

A motion was made by Member Taylor, seconded by Member Carlson, that items 7.3 and 7.5 be recommended for adoption to the County Board agenda and that item 7.4 be approved. Motion carried by the following vote:

Aye: 6 - Chair Paxton, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

Absent: 1 - Vice Chair Carey

7.4 [14-0991](#)

Joint committee action item approving Change Order No.1, consisting of an increase of \$24,313.72 for additions to the Lake Villa Township 2014 Motor Fuel Tax (MFT) project, and designated as Section No.14-09101-01-GM.

Attachments: [14-0991 Lake Villa Township Change Order No 1 Plans](#)

Assistant County Administrator Ryan Waller reported the change order will be funded from Lake Villa Township's Motor Fuel Tax.

A motion was made by Member Taylor, seconded by Member Carlson, that items 7.3 and 7.5 be recommended for adoption to the County Board agenda and that item 7.4 be approved. Motion carried by the following vote:

Aye: 6 - Chair Paxton, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

Absent: 1 - Vice Chair Carey

7.5 [14-0998](#)

Joint resolution authorizing a contract with Stenstrom Petroleum Services Group, Rockford, Illinois, for the fuel management and tank monitoring plus fuel island upgrade at the Libertyville Campus Fuel Island in the amount of \$176,900.

A motion was made by Member Taylor, seconded by Member Carlson, that items 7.3 and 7.5 be recommended for adoption to the County Board agenda and that item 7.4 be approved. Motion carried by the following vote:

Aye: 6 - Chair Paxton, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

Absent: 1 - Vice Chair Carey

FINANCIAL & ADMINISTRATIVE

7.6 [14-0997](#)

Resolution authorizing the execution of a five year lease extension for 4,140 square feet of office space for the Regional Office of Education at a total annual cost of \$89,925.24 for the first year.

RuthAnne Hall of Purchasing presented a request to renew a five year lease on behalf of the Regional Office of Education.

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

following vote:

Aye: 6 - Chair Paxton, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

Absent: 1 - Vice Chair Carey

8. Executive Session

There was no Executive Session.

9.1 [14-0995](#)

Presentation on Lake County's Buy Local. Build Local. Work Local. Program.

Finance and Administrative Services Director Gary Gordon presented an update to the Buy Local. Build Local. Work Local. program. While the County is unable to show preference to minority or women businesses, it has focused on five areas to help create a more even playing field for these businesses. The County has made local, women, and minority business outreach efforts. On a quarterly basis, County staff conducts one formal outreach and also makes themselves available for other smaller events. Notifications of projects are given to potential vendors and assistance agencies such as Workforce Development. Mr. Gordon reviewed current practices for vendor registration including the new vendor portal that allows multiple registered contacts within one company. The content management system of the new purchasing portal will provide the ability for staff to report on the number of registered vendors, the number of bids and requests for proposed issued, and the ability to capture demographics of the vendors.

9. County Administrator's Report

Human Resources Director Rodney Marion reported on the presentation that will be provided at the upcoming department meetings regarding the County's health insurance benefits. He noted employees will be given an opportunity to meet one on one with Human Resources prior to the enrollment period.

Finance and Administrative Services Director Gary Gordon provided an update regarding the County's Buy Local program. Staff has worked to help create a more even playing field for minority, women, and local businesses.

Staff participates in one formal event and numerous smaller events on a quarterly basis as part of its outreach efforts. Staff also sends notification to both potential vendors and assist agencies when a project goes out to bid.

The vendor registration system portal allows multiple registered contacts with a company. It was noted there have been 332 vendors who have registered, but only eight have identified themselves as minority and Lake County owned businesses.

Mr. Gordon reported on efforts regarding employment opportunities. Employment opportunities are provided to Workforce Development who can then connect potential

employees to their resources.

The new content management system has the ability to report on the number of registered contractors, provide demographics of the vendors, report on the number of requests for proposals issued by the County, and to track bid activity including inquiries.

Discussion ensued.

10. Adjournment

The meeting was adjourned at 2:20 p.m.

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

Aye: 6 - Chair Paxton, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

Absent: 1 - Vice Chair Carey

Meeting minutes prepared by Blanca Vela-Schneider.

Respectfully submitted,

Chairman

Vice-Chairman

Finance and Administrative Committee