

# Lake County Illinois

*18 N. County Street (10th FL), Waukegan, IL 60085  
Watch the meeting at <http://lakecounty.tv/>, Comcast Ch 18 or 30,  
AT&T Uverse Ch 99, & at the County Building*



## Meeting Minutes - Final

Thursday, February 25, 2021

8:30 AM

**Meeting held by video conference. Register to virtually attend the meeting at <http://bit.ly/3prqwSP>**

**Watch the meeting at <http://lakecounty.tv/>, Comcast Ch 18 or 30, AT&T Uverse Ch 99, & 18 N County St, Waukegan (10th FL)**

### **Financial & Administrative Committee**

Pursuant to Section 7(e) of the Illinois Open Meetings Act, the Gubernatorial Disaster Proclamation, and the Written Determination of the Lake County Board Chair, this meeting will be held by audio and video conference.

**PUBLIC ATTENDANCE:** The public wishing to attend remotely / virtually may: (1) register at the link on the front page of this agenda to attend by audio or video conference or (2) attend remotely on the 10th Floor of the Administrative Tower, 18 N. County Street, Waukegan, Illinois (limited to the number of persons in keeping with social distancing requirements, currently 10 people).

**PUBLIC VIEWING:** This meeting will be live-streamed at <http://lakecounty.tv/> and on Comcast Channel 18 or 30 and AT&T Channel 99.

**PUBLIC COMMENT:** The public will be afforded time to comment on matters related to the business of the County Board. Individuals attending remotely / virtually 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](mailto:PublicComment@Lakecountyil.gov) or delivered to the County Board Office 18 N. County Street, Waukegan, Illinois (10th floor)). Public Comment on items not on the agenda will be presented at the beginning of the meeting under "Public Comment." Comments on agenda items may be presented during consideration of that item. A total of 30 minutes will be permitted for Public Comment and no more than three minutes per Comment.

Public Comment will proceed in the following order: (1) Public Comment by individuals in attendance (on the 10th Floor and then those via the registration link) then (2) written comments in the order they are received. To view County Board Rules, click here: <https://bit.ly/3idRdrV> .

Individuals providing Public Comment will provide the following information:

- \* Meeting: Financial and Administrative Committee  
(Must be the Subject line for written Public Comment)
- \* Name: (Required)
- \* Street Address, City, State (Optional):
- \* Phone Number (Optional):

\* Organization/Agency/etc. Represented (If representing yourself, put "Self"):

\* Topic or Agenda Item # (if applicable) - followed by the written Comment

0.0 [21-0069](#)

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

**Attachments:** [Determination - Chair Hart 12.30.20](#)

1. **Call to Order**

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

2. **Pledge of Allegiance**

*Chair Frank led the Pledge of Allegiance.*

3. **Roll Call of Members**

*All members attended virtually.*

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

*Others present:*

*Carissa Casbon, County Board*

*John Christensen, State's Attorney's Office*

*Mary Crain, Division of Transportation*

*Mary Ross-Cunningham, County Board*

*Gary Gibson, County Administrator's Office*

*Robert Glueckert, Chief County Assessor's Office*

*RuthAnne Hall, Purchasing*

*Sandy Hart, County Board*

*Karne Fox, State's Attorney's Office*

*Holly Kim, Treasurer*

*Carl Kirar, Facilities and Construction Services*

*John Light, Human Resources*

*Judy Martini, County Board*

*Matt Meyers, County Administrator's Office*

*Robin O'Connor, Clerk*

*Gina Roberts, County Board*

*Abby Scalf, County Board Office*

*Shane Schneider, Division of Transportation*

*Adam Simon, Ancel Glink*

*Lisle Stalter, State's Attorney's Office*

*Dominic Strezio, Planning, Building and Development*

*Patrice Sutton, Finance and Administrative Services*

*Arin Thrower, Communications*

*Cassandra Torstenson, County Administrator's Office  
Blanca Vela-Schneider, County Administrator's Office  
Eric Waggoner, Planning, Building and Development  
Nimrod Warda, City of North Chicago  
Teri White, State's Attorney's Office*

**4. Addenda to the Agenda**

*There were no additions or amendments to the agenda.*

**5. Public Comment (Items Not on the Agenda)**

*There are two public comments related to 8.14 that will be taken at the time the item is considered by the Committee.*

**6. Chair's Remarks**

*Chair Frank noted that there is an Executive Session today and remarked on the timing of future Executive Sessions.*

**7. Unfinished Business**

*There was no unfinished business.*

**8. New Business**

**CONSENT AGENDA (Items 8.1 - 8.7)**

**\*APPROVAL OF MINUTES\***

**8.1 [21-0317](#)**

Minutes from January 28, 2021.

**Attachments:** [F&A 1.28.21 Minutes - Final.pdf](#)

**A motion was made by Member Clark, seconded by Member Vealitzek, that item 8.1 be approved and that items 8.2 through item 8.7 be recommended for adoption / received and placed on the County Board agenda. The motion carried by the following vote:**

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

**\*PUBLIC WORKS, PLANNING & TRANSPORTATION\***

**8.2 [21-0295](#)**

Joint resolution authorizing a contract with Cardno, Inc., Monee, Illinois, in the amount of \$44,030.60 for ecological restoration management of wetland and upland buffer areas requiring native landscape maintenance.

**Attachments:** [21-0295 Bid Tab, 2021 Native Landscape Maintenance](#)  
[21-0295 Vendor Disclosure, Cardno](#)

**A motion was made by Member Clark, seconded by Member Vealitzek, that item 8.1**

be approved and that items 8.2 through item 8.7 be recommended for adoption / received and placed on the County Board agenda. The motion carried by the following vote:

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

8.3 [21-0296](#)

Joint resolution authorizing an agreement with the State of Illinois/Illinois Department of Transportation (IDOT), for improvements at the intersection of Illinois Route 173 and Lake Avenue, and appropriating \$35,000 of ¼% Sales Tax for Transportation funds.

**Attachments:** [21-0296 IL Rte 173 at Lake Ave IDOT Agreement Draft](#)  
[21-0296 Location Map - IL Route 173 at Lake Avenue](#)

**A motion was made by Member Clark, seconded by Member Vealitzek, that item 8.1 be approved and that items 8.2 through item 8.7 be recommended for adoption / received and placed on the County Board agenda. The motion carried by the following vote:**

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

8.4 [21-0290](#)

Joint resolution authorizing an agreement with Christopher B. Burke Engineering, Ltd., Rosemont, Illinois, for Phase III construction engineering services for improvements along Illinois Route 120, from Knight Avenue to Illinois Route 131, at a maximum cost of \$186,525.07, and appropriating \$225,000 of ¼% Sales Tax for Transportation funds.

**Attachments:** [21-0290 Consultant Agreement, CBBEL](#)  
[21-0290 Vendor Disclosure, CBBEL](#)  
[21-0290 Location Map - IL Rte 120](#)

**A motion was made by Member Clark, seconded by Member Vealitzek, that item 8.1 be approved and that items 8.2 through item 8.7 be recommended for adoption / received and placed on the County Board agenda. The motion carried by the following vote:**

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

8.5 [21-0291](#)

Joint resolution appropriating a supplemental amount of \$50,000 of ¼% Sales Tax for Transportation funds for right-of-way costs associated with the widening and resurfacing of Illinois Route 120, from Knight Avenue to Illinois Route 131.

**Attachments:** [21-0291 Location Map - IL Rte 120](#)

**A motion was made by Member Clark, seconded by Member Vealitzek, that item 8.1 be approved and that items 8.2 through item 8.7 be recommended for adoption /**

received and placed on the County Board agenda. The motion carried by the following vote:

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

**\*FINANCIAL & ADMINISTRATIVE\***

**County Clerk**

**8.6 [21-0176](#)**

(Revised) Report from Robin M. O'Connor, County Clerk, for the month of December 2020.

**Attachments:** [LCC Report for December 2020 R.pdf](#)

**A motion was made by Member Clark, seconded by Member Vealitzek, that item 8.1 be approved and that items 8.2 through item 8.7 be recommended for adoption / received and placed on the County Board agenda. The motion carried by the following vote:**

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

**8.7 [21-0309](#)**

Report from Robin M. O'Connor, County Clerk, for the month of January 2021.

**Attachments:** [LCC Report for January 2021](#)

**A motion was made by Member Clark, seconded by Member Vealitzek, that item 8.1 be approved and that items 8.2 through item 8.7 be recommended for adoption / received and placed on the County Board agenda. The motion carried by the following vote:**

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

**REGULAR AGENDA**

**\*PUBLIC WORKS, PLANNING & TRANSPORTATION\***

**8.8 [21-0297](#)**

Joint resolution appropriating \$1,600,000 of Motor Fuel Tax funds for ice control salt materials needed for the 2021-2022 winter season.

**Attachments:** [21-0297 Vendor Disclosure, Morton Salt](#)

**A motion was made by Member Clark, seconded by Member Pedersen, that this item be recommended for adoption to the County Board agenda. The motion carried by the following vote:**

**Aye:** 6 - Member Clark, Chair Frank, Member Pedersen, Member Taylor, Vice Chair Vealitzek and Member Wilke

**Not Present:** 1 - Member Simpson

**8.9 [21-0293](#)**

Joint resolution authorizing a contract with Triggs Construction, Inc., West Chicago, Illinois, in the amount of \$345,974.50 for patching of the concrete roadway Deerfield Parkway, which will be improved under the Illinois Highway Code for a total of 0.31 miles, and appropriating \$415,170 of Motor Fuel Tax funds.

**Attachments:** [21-0293 Bid Tab, Deerfield Parkway Rehabilitation](#)  
[21-0293 Vendor Disclosure, Triggs Construction](#)  
[21-0293 Location Map - Deerfield Parkway](#)

**A motion was made by Member Wilke, seconded by Member Clark, that this item be recommended for adoption to the County Board agenda. The motion carried by the following vote:**

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

**8.10 [21-0294](#)**

Joint resolution authorizing a contract with Peter Baker and Son Company, Lake Bluff, Illinois, in the amount of \$1,984,272.14 for the resurfacing of Washington Street, from Lake Street to Illinois Route 45, which will be improved under the Illinois Highway Code for a total of 1.87 miles, and appropriating \$2,385,000 of Motor Fuel Tax funds.

**Attachments:** [21-0294 Bid Tab, Washington Street Resurfacing](#)  
[21-0294 Vendor Disclosure, Peter Baker & Sons](#)  
[21-0294 Location Map - Washington St.](#)

*Shane Schneider, Division of Transportation Director, reported that the appropriation includes a 20 percent contingency of the contract amount for potential change orders but noted that if the change orders exceed 10 percent of the project cost, the Division of Transportation will return to the Committee for approval.*

**A motion was made by Member Clark, seconded by Member Wilke, that this item be recommended for adoption to the County Board agenda. The motion carried by the following vote:**

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

**8.11 [21-0292](#)**

Joint resolution authorizing a contract with Campanella and Sons, Inc., Wadsworth, Illinois, in the amount of \$1,780,024.24 for the widening and resurfacing of Illinois Route 120, from Knight Avenue to Illinois Route 131, and appropriating \$2,140,000 of ¼% Sales Tax for Transportation funds.

**Attachments:** [21-0292 Bid Tab, IL Route 120](#)  
[21-0292 Vendor Disclosure, Campanella](#)  
[21-0292 Location Map - IL Rte 120](#)

**A motion was made by Member Vealitzek, seconded by Member Wilke, that this item be recommended for adoption to the County Board agenda. The motion carried by the following vote:**

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

**8.12 [21-0289](#)**

Joint resolution authorizing separate agreements with the City of Park City and the City of Waukegan for the proposed widening and resurfacing of Illinois Route 120, from Knight Avenue to Illinois Route 131.

**Attachments:** [21-0289 City of Park City Agreement](#)  
[21-0289 City of Waukegan Agreement](#)  
[21-0289 Location Map - IL Rte 120](#)

*Shane Schneider, Division of Transportation Director, reported that these agreements with the City of Park City and the City of Waukegan will allow the County to widen Route 120. It will also allow the county to install a sidewalk/bike path at a cost of 80/20 percent cost share with the County paying 80 percent. The municipalities will pay for the costs associated to relocate their infrastructure (light poles and watermain).*

**A motion was made by Member Clark, seconded by Member Vealitzek, that this item be recommended for adoption to the County Board agenda. The motion carried by the following vote:**

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

**8.13 [21-0298](#)**

Joint resolution authorizing emergency appropriations for Fiscal Year (FY) 2021 for the Lake County Division of Transportation (LCDOT) capital funds, for projects previously approved.

**Attachments:** [21-0298 DOT Capital Carryover](#)

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

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



**\*FINANCIAL & ADMINISTRATIVE\***

**County Clerk**

**8.14 [21-0329](#)**

Presentation and discussion on proposed amendments to the 1987 County Ordinance outlining how the County Clerk's Office manages property acquired through the tax deed process.

**Attachments:** [Draft COLT Ordinance w factors--CLEAN.pdf](#)  
[Colt Tax Deed Process Presentation](#)

*Steve Rice, Assistant State's Attorney, provided an overview of the tax sale process and how properties with unpaid/unsold taxes are acquired by the County. In 1987, the County set forth regulations for the sale of these properties, noting that the regulations make no distinction on whether a bidder of a property is a private buyer, municipality, or taxing district. The 1987 regulations vests the County Clerk with broad discretion but a high level of generality.*

*Assistant State's Attorney Rice identified the challenges municipalities face when its efforts to collect a lien on a property or redress or assume ownership of a property is in direct competition with the County's COLT process. The Clerk's Office is seeking to amend the regulations and establish an ordinance that draws a distinction between municipalities and private buyers, loosens the minimum bid requirement for municipalities, and requires a private buyer to repay municipal liens when purchasing the property. The proposed ordinance will also set guidelines on the process of municipal acquirement.*

*Adam Simon and Nimrod Warda, representatives of the City of North Chicago, expressed their support for these amendments. Discussion ensued regarding the existing and proposed process, the definition of affordable housing, the criteria for selling a property to a municipality, and ensuring a fair process for private buyers and municipalities. The Committee suggested that the ordinance include a carve-out for municipalities to be able to acquire properties for affordable housing and to shorten the grace period for the sale of the property.*

**A presentation of the County's COLT process was provided and amendments to the process were discussed.**

**Human Resources**

**8.15 [21-0337](#)**

Discussion regarding extending the expiration date of Section 4.11, the Families First Coronavirus Response Act (FFCRA), in the Employee Policies and Procedures manual.

**Attachments:** [4.11 Families First Coronavirus Response Act \(FFCRA\).pdf](#)

*John Light, Human Resources Director, reported on the County's FFCRA policy. To comply with Federal regulations, the County approved a policy in May 2020, setting regulations on the use of paid sick leave or expanded family and medical leave for reasons specific to COVID-19. The policy expired on December 31, 2020. The Committee discussed whether the County should retroactively reinstate the policy from January 1, 2021 through March 31, 2021. The general consensus of the Committee was to extend the policy through June 30, 2021.*

**The Committee discussed whether to extend the expiration date of the FFCRA Policy.**

**8.16 [21-0323](#)**

Director's Report - Human Resources.

*John Light, Human Resources Director, reported that he will be bringing the Military Leave and the Employment of Relatives Policies to Committee in the near future for discussion. The Human Resources Department has also received bids for a new applicant tracking software system. The County has been using the current system for a number of years and there was a need to go to bid.*

**A report was provided by Human Resources.**

**Enterprise Information Technology**

**8.17 [21-0325](#)**

Director's Report - Enterprise Information Technology.

**There was no report from Enterprise Information Technology.**

**Facilities and Construction Services**

**8.18 [21-0322](#)**

Director's Report - Facilities and Construction Services.

**There was no report from Facilities and Construction Services.**

**Finance and Administrative Services**

**8.19 [21-0324](#)**

Director's Report - Finance and Administrative Services.

**There was no report from Financial and Administrative Services.**

**9. County Administrator's Report**

**There was no report from the County Administrators' Office.**

**10. Executive Session**

*Executive Session was entered into at 9:41 a.m.*

**A motion was made by Member Wilke, seconded by Member Clark, to go into Executive Session to discuss pending litigation, personnel matters, and closed session minutes. The motion carried by the following vote:**

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

10.1 [21-0378](#)

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

**Pending litigation was discussed in Executive Session.**

10.2 [21-0320](#)

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

**Personnel matters were discussed in Executive Session.**

10.3 [21-0321](#)

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

**Closed Session minutes were discussed in Executive Session.**

*Executive Session was adjourned at 11:25 a.m.*

**A motion was made by Member Simpson, seconded by Member Vealitzek, to come out of Executive Session. The motion carried by the following vote:**

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

10.3 [21-0318](#)

**A**

Executive Session minutes from January 28, 2021.

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

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

11. **Members Remarks**

*There were no remarks from members.*

12. **Adjournment**

**Chair Frank adjourned the meeting at 11:28 a.m.**

**Next Meeting: March 4, 2021**

*Minutes prepared by Blanca Vela-Schneider.*

*Respectfully submitted,*

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*Financial and Administrative Committee, Chair*