

Lake County Illinois

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



Agenda Report - Final-Amended

Thursday, March 4, 2021

8:30 AM

Meeting held by video conference. Register to virtually attend the meeting at <http://bit.ly/3bwn5VU>

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 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)
- * Topic or Agenda Item # (Required)
- * Street Address, City, State: (Optional)
- * Phone Number (Optional)
- * Organization/Agency/Etc. Represented (If representing yourself, put "Self")

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
2. Pledge of Allegiance
3. Roll Call of Members
4. Addenda to the Agenda
5. Public Comment (Items Not on the Agenda)
6. Chair's Remarks
7. Unfinished Business
8. New Business

CONSENT AGENDA (Items 8.1 - 8.13)

APPROVAL OF MINUTES

8.1 [21-0319](#)

Minutes from February 4, 2021.

Attachments: [F&A 2.4.21 Minutes - Final.pdf](#)

LAW & JUDICIAL

8.2 [21-0274](#)

Joint resolution authorizing an amendment to the Title IV-D Intergovernmental Agreement (IGA) between the Illinois Department of Healthcare and Family Services (IDHFS) and the Lake County State's Attorney for the State's Attorney's Child Support Enforcement Program.

- Since 1985, the State's Attorney's Office has entered into an annual Intergovernmental Agreement with the IDHFS to provide child support enforcement services.
- IDHFS has executed a five-year contract for 2021 to 2025.
- An amendment is necessary to modify Article 5.3.20 of the Agreement, with regards to Payment Path Change (PPC) notices. All other terms and conditions shall remain in full force and effect.

Attachments: [Child Support Contract Appendix SFY2021-SFY2025](#)

[2021-55-013-02 Lake SAO ltr Amendment](#)

[2021-55-013-2 Lake Amendment FINAL to sign 26Jan.21](#)

[Xerox Scan_05212020132643](#)

8.3 [21-0344](#)

Joint resolution accepting the 2021 National Crime Victims' Rights Week (NCVRW) Community Awareness Project sub-grant and authorizing an emergency appropriation in the amount of \$5,000.

- Since 1981, NCVRW has been annually observed in April and is intended to increase public awareness and knowledge about the wide range of rights and services available to people who have been victimized by crime.
- A \$5,000 sub-grant was awarded to the State's Attorney's Office by the National Association of Victims of Crime Act (VOCA) Assistance Administrators (NAVAA) under a VOCA grant from the Office for Victims of Crime, within the Office of Justice Programs, United States Department of Justice.
- The 2021 NCVRW theme is "Support Victims. Build Trust. Engage Communities."
- The program funds will be used during the 2021 NCVRW, April 18 to 24, to promote community awareness of crime victims' rights and services and will support the purchase of NCVRW event supplies, speaker and announcements.
- The source of program funding is 100 percent federal VOCA; no match is required.

Attachments: [NCVRW 2021Award Email](#)

HEALTH & COMMUNITY SERVICES

8.4 [21-0379](#)

Joint resolution accepting the subcontractor agreement between Lake County Workforce Development and College of Lake County in the Illinois Community College Board Workforce Equity Initiative Grant; and approving an emergency appropriation in the amount of \$25,257.

- College of Lake County is the recipient of the Illinois Community College Board Workforce Equity Initiative Grant.
- Workforce Development Department is a subcontractor to College of Lake County as a partner of the Workforce Equity Initiative Grant.
- Workforce Development Department agrees to provide job readiness services to the students served in the Workforce Equity Initiative Grant.
- The grant budget is \$25,257 for the grant period March 1, 2020 through June 30, 2021.

Attachments: [Resolution March CFY'20 ICCB Grant GL 11.30.20](#)
[Resolution March CFY'21 ICCB Grant GL 12.31.2020](#)

8.5 [21-0273](#)

Joint resolution approving the Fourth Amendment to the Program Year (PY) 2020 Annual Action Plan (AAP).

- The United States Housing and Urban Development (HUD) requires the submission of an AAP and associated amendments to govern expenditure of federal housing and community development funding for each program year.

- In accordance with the Lake County Consortium's Citizen Participation Plan (CPP) an amendment to the AAP is required to substantially change the purpose, location, scope or beneficiaries of a project.
- The fourth amendment to the PY 2020 AAP proposes the following project changes:
 - Project location switch for Lake Forest Senior Housing Project, Community Partners for Affordable Housing (CPAH);
 - Funding source switch for the following projects: 2nd Street Acquisition and Rental, CPAH; Housing Capacity Building, Mano a Mano, Nicasa and Kids Above All; Highwood Supportive Housing Development, Community Collaborative Housing Initiative (CCHI); and Facility Capacity Building for PADS Lake County and The Harbour;
 - Funding reduction for Lake County Community Development's program administration.

Attachments: [2020 AAP 4th Amendment DRAFT.pdf](#)

PUBLIC WORKS, PLANNING & TRANSPORTATION

8.6 [21-0363](#)

Joint resolution authorizing a contract with DataProse, LLC, Coppell, Texas, for payment services for utility bills for the Lake County Public Works Department in the estimated annual amount of \$102,985.

- Public Works is desirous to enter into an all-inclusive contract with a vendor for services including, but not limited to, printing, folding, mailing, mailing of late notices, and integration with the current meter reading system.
- An invitation to bid was issued and sealed bids were received from 10 vendors ranging from \$102,985 to \$146,630; one bid was a no bid.
- DataProse, LLC, was determined to be the lowest responsive and responsible bidder who best meets the needs of the County in the amount of \$102,985.
- This contract shall be in effect for a two-year period from the date of award. Lake County reserves the right to renew this contract for three additional one-year period(s), subject to acceptable performance.

Attachments: [21-0363 Utility Bills Payment Services Award Information 21018](#)

[21-0363 Utility Bills Payment Services Bid Final 21018](#)

[21-0363 Utility Bills Payment Services Bid Tab 21018](#)

[21-0363 Utility Bills Payment Services Vendor Disclosure 21018](#)

8.7 [21-0357](#)

Joint resolution authorizing a contract with Visu-Sewer of Illinois, LLC., Pewaukee, Wisconsin in the amount of \$252,500 for the Des Plaines River Siphon and Chamber Lining Project.

- The Des Plaines River siphon was originally constructed in 1979 as part of the

Southeast Central Interceptor sewer that crosses the Des Plaines River in Libertyville.

- Recent cleaning and televising of the Des Plaines River siphon pipes and chambers revealed deterioration of the interior concrete surfaces. This project will include the installation of 230 lineal feet of liner for the 24-inch and 36-inch pipes. The sewer pipes and the interior of the chamber will be spray lined to extend the service life of these assets.
- The County received bids from four contractors for this work ranging from \$252,500 to \$392,840. Award of this contract is recommended to the lowest responsive and responsible bidder, Visu-Sewer of Illinois, LLC, who best meets the needs of the County in the amount of \$252,500.

Attachments: [21-0357 Des Plaines River Siphon and Chamber Lining Project Award In](#)
[21-0357 Des Plaines River Siphon and Chamber Lining Project Bid Tab](#)
[21-0357 Des Plaines River Siphon and Chamber Lining Project Contract](#)
[21-0357 Des Plaines River Siphon and Chamber Lining Project Location](#)
[21-0357 Des Plaines River Siphon and Chamber Lining Project Responsi](#)
[21-0357 Des Plaines River Siphon and Chamber Lining Project Vendor C](#)
[21-0357Des Plaines River Siphon and Chamber Lining Project Vendor D](#)

8.8 **21-0359**

Joint resolution authorizing Modification Number One for Agreement Number 20021 with Donohue and Associates, Inc., Sheboygan, Wisconsin, to provide design services for the Des Plaines River Water Reclamation Facility (DPRWRF) press and polymer system.

- Lake County Public Works operates the Des Plaines River Water Reclamation Facility (DPRWRF) in Buffalo Grove, Illinois. The DPRWRF treats sewage collected from the nine villages which are tributary to the Southeast sewer collection system.
- The DPRWRF sludge dewatering system includes four Belt Filter Presses that extract water from the sludge and a polymer system which provides chemical addition also needed for the dewatering process.
- This contract will replace the outdated polymer system, modify the Alum chemical addition system, which is part of the phosphorus removal process, and provide design services for gas monitoring and odor control which will address safety and odor concerns related to the biosolids dryer.
- This contract modification will provide final engineering design services for the polymer system replacement, gas monitoring, odor control and alum feed modifications.
- Contract Modification Number One increases the amount of Engineering Design Services contract by \$181,900 from \$49,975 to \$231,875.
- In accordance with Article 8, Section 101 (1) of the Lake County Purchasing

Ordinance it is hereby requested that the Purchasing Agent be authorized to enter into Contract Modification Number One.

Attachments: [03.09.2021 DPRWRF Press and Polymer Modification 1 Site location phc](#)
[03.09.2021 DPRWRF Press and Polymer. Contract Modifications. PW 20](#)
[03.09.2021 DPRWRF Press and Polymer. Donohue Agreement. PW 201](#)
[Vendor Disclosure Statement.pdf](#)

8.9 21-0360

Joint resolution authorizing a contract with Archon Construction Co. Inc., Addison, Illinois in the amount of \$365,473 for the Rollins-Wilson Junction Chamber Rehabilitation Project.

- The sewer infrastructure in the area of the Wilson and Rollins Road intersection is 50 years old, and two subsurface structures require rehabilitation to extend the service life. The observed structural deterioration of the two structures raises concern of future collapse.
- This project will include the installation of a structural protective coating that is resistant to deterioration, as well as installation of drop pipes to reduce sewer flow turbulence to extend the service life of these two structures.
- The County received bids from three contractors for this work ranging from \$365,473 to \$621,443. Award of this contract is recommended to the lowest responsive responsible bidder, Archon Construction Co. Inc., in the amount of \$365,473.

Attachments: [21-0360 Rollins-Wilson Junction Chamber Rehab Award Info](#)
[21-0360 Rollins-Wilson Junction Chamber Rehab Contract Docs](#)
[21-0360 Rollins-Wilson Junction Chamber Rehab Disclosure-Affidavit-Ce](#)
[21-0360 Rollins-Wilson Junction Chamber Rehab Location Map](#)
[21-0360 Rollins-Wilson Junction Chamber Rehab Bid Tab](#)

8.10 21-0362

Joint resolution authorizing a contract with Insituform Technologies USA, LLC, Orland Park, Illinois in the amount of \$371,084 for the Rollins-Wilson 42-inch Transmission Sewer Lining Project.

- The Northwest Regional Sewer System is made up of 12,400 linear feet of large diameter cement pipe constructed in the early 1970's. Recent inspection has identified an area of critical deterioration, necessitating trenchless lining to extend the service life of this 50-year-old asset.
- This project will include the structural spray lining of 820 linear feet of pipe and the "blind" 90-degree bend that connects these two pipes to extend the service life of the two pipes and the connection point.
- The County received bids from two contractors for this work ranging from \$371,084

to \$667,700. Award of this contract is recommended to the lowest responsive responsible bidder, Insituform Technologies USA, LLC, in the amount of \$371,084.

Attachments: [21-0362 Rollins-Wilson Transmission Sewer Lining Award Information](#)
[21-0362 Rollins-Wilson Transmission Sewer Lining Bid Tab](#)
[21-0362 Rollins-Wilson Transmission Sewer Lining Contract Docs](#)
[21-0362 Rollins-Wilson Transmission Sewer Lining Disclosure- Affidavit-\(](#)
[21-0362 Rollins-Wilson Transmission Sewer Lining Location Map](#)

FINANCIAL & ADMINISTRATIVE

Recorder of Deeds

8.11 [21-0335](#)

Report from Mary Ellen Vanderventer, Recorder of Deeds, for the month of January 2021.

Attachments: [January 2021](#)

Facilities and Construction Services

8.12 [21-0332](#)

Resolution authorizing an agreement with Altorfer Power Systems, Elmhurst, Illinois, for routine inspections and preventative maintenance of County owned generators for various County facilities in the estimated annual amount of \$45,000.

- To maintain the current level of service for generators, there is a need for ongoing quarterly and annual inspections of the equipment at the following facilities: Administrative Tower, Lake County Jail, Court Tower, Depke Juvenile Complex, and Central Permit Facility.
- Facilities identified a cooperative purchasing contract with Altorfer Power Systems of Elmhurst, Illinois, through Sourcewell to procure routine inspections and preventative maintenance service of the generators by the original equipment manufacturer that was competitively solicited and awarded.
- Pursuant to Article 10-101 of the Lake County Purchasing Ordinance, Cooperative Purchasing, Lake County may participate in a cooperative purchasing agreement for the procurement of goods with one or more public procurement units in accordance with an agreement entered between the participants.
- The current term of the Sourcewell contract expires on November 30, 2022.
- This resolution authorizes the cooperative purchasing contract with Altorfer Power Systems in the estimated annual amount of \$45,000 in Fiscal Year 2021 and approves the continued use of the contract based on renewal, approved hourly rates and equipment costs for future needs as budgeted.

Attachments: [Award Information](#)

[Lake County Government 2018-2023 Sourcewell Discount PM Quote B1](#)

[VENDOR DISCLOSURE STATEMENT v012319](#)

Finance and Administrative Services

8.13 [21-0425](#)

Report of end of Fiscal Year (FY) 2020 intra-fund line item transfers, across account class.

- In accordance with the Board Rules, Section VII.F.3.c, "Effective each October 1st and thereafter, the County Administrator, the Chief Financial Officer or their designees shall be authorized to make intra-fund line item transfers, across account class, deemed necessary for the timely and orderly close-out of the fiscal year. All year-end transfers authorized by this provision shall be reported to the Financial and Administrative Committee."

Attachments: [Adj-20 LITs 2.26.2021](#)

REGULAR AGENDA

LAW & JUDICIAL

8.14 [21-0339](#)

Joint resolution authorizing a five-year contract with Axon, Scottsdale, Arizona, for the purchase of body-worn cameras for the Lake County Sheriff's Office (LCSO) for use in the jail in the amount of \$675,003.75, or \$135,000.75 per year.

- The LCSO has an operational need to maintain an ongoing service and maintenance contract for body-worn cameras to enhance transparency, deter inmate behavior and safeguard against false claims of misconduct.
- The current vendor, VieVu, has been acquired by Axon and, as such, they have begun to phase out the VieVu body-worn cameras, support and digital media storage device and have transitioned many of VieVu's customer to the Axon product and digital solution, evidence.com.
- The LCSO identified a joint purchasing contract with Axon through Sourcewell to procure body-worn cameras and the cloud-based solution, evidence.com that was competitively solicited and awarded.
- Pursuant to Article 10-101 of the Lake County Purchasing Ordinance, Cooperative Purchasing, Lake County may participate in a cooperative purchasing agreement for the procurement of goods with one or more public procurement units in accordance with an agreement entered into between the participants.
- The contract provides for new Axon cameras and hosting maintenance for the cloud enabled software in the estimated annual amount of \$135,000.75.

Attachments: [Axon Contract 010720](#)

[Axon staff summary](#)

[Axon Vendor Disclosure Statement](#)

[Board Resolution](#)

[Quote.pdf](#)

PUBLIC WORKS, PLANNING & TRANSPORTATION

8.15 [21-0421](#)

Ordinance adopting a Lake County Motor Fuel Tax at an initial rate of eight cents (\$0.08) per gallon of motor fuel sold at retail within Lake County.

- Public Act 101-0032 (Act) grants Lake County the authority to impose a tax on the sale of motor fuel, as defined in the Motor Fuel Tax Law.
- The funds collected from this tax shall be used by Lake County solely for operating, constructing, and improving public highways and waterways, and acquiring real property and rights-of-way for public highways and waterways within Lake County.
- The Illinois Department of Revenue is responsible for collection and administration of the revenue generated from this motor fuel tax.
- Collection would begin on July 1, 2021, upon adoption of this Ordinance by the County Board and submittal of the necessary documentation by April 1, 2021.
- The funds derived from the Lake County Motor Fuel Tax will be placed in a separate fund to be known as the "County Option Motor Fuel Tax Fund."

Attachments: [21-0421 Ordinance.pdf](#)

[Reference Only - MFT Presentation from 2.24.21.pdf](#)

8.16 [21-0422](#)

Ordinance repealing Title III, Chapter 36, Fair Share Road Improvement Impact Fees, of the Lake County Code of Ordinances.

- The Lake County Board passed the Fair Share Road Improvement Impact Fee Ordinance (Ordinance) on June 8, 1992.
- The purpose of the Ordinance was to generate revenue for road improvements from active development that was occurring in the 1990s.
- The Ordinance was set to become effective immediately following enactment of a county-wide motor fuel tax and has never gone into effect.
- The required Comprehensive Road Improvement Plan for Impact Fees (Road Improvement Plan) was approved in October of 1992 and expired in 2002.
- Since this time, economic changes and various regional roadway improvements have occurred, which make this Ordinance and Road Improvement Plan outdated and no longer relevant.

Attachments: [Attachment 1 - 1992 Road Impact Fee Ordinance.pdf](#)

[Attachment 2 - 1992 Road Impact Fee Improvement Plan.pdf](#)

FINANCIAL & ADMINISTRATIVE

County Clerk

8.17 [21-0420](#)

Ordinance amending Chapter 37, County-Wide Policies and Services, to add a Subsection after 37.045 but before 37.060 in the Lake County Code of Ordinances, for the procedure for the management and disposition of Real Estate and Tax Certificates acquired by the County of Lake, as Trustee, (COLT) for the respective taxing districts through the tax sale.

- The County Clerk's Office has been working with the state's Attorney's Office on updating the procedures used in managing properties the County obtains through tax deeds.
- At the February 25, 2021 meeting, staff presented information regarding the challenges with the existing procedure for the management and disposition of real estate and tax certificates acquired by the Clerk's Office. the item's background and proposed amendments to the 1987 ordinance.
- Based on direction received from Committee, an ordinance modifying the existing process has been prepared for consideration.
- In order to foster greater transparency in the process, the ordinance will be codified in the Lake County Code of Ordinances, under Chapter 37, County-wide Policies and Services, as Section 37.047 through 37.059.

Attachments: [COLT Ordinance.pdf](#)

Human Resources

8.18 [21-0390](#)

Committee action authorizing the reclassification of three positions in the Facilities and Construction Services Department.

- Facilities and Constructions Services, with the recommendation from Human Resources and the County Administrator's Office, is seeking to reclassify a vacant Custodian position to Director of Operations and two Maintenance III to two Maintenance Leaders.
- These changes would not increase head count but would result in a budget savings of \$36,000 annually due to internal movements associated with the reclassifications.

Attachments: [Reclassification of positions in FCS.pdf](#)

8.19 [21-0396](#)

Committee action authorizing the reclassification of three positions in the Chief County Assessment Office.

- The Chief County Assessment Office, with the recommendation from Human Resources and the County Administrator's Office, is seeking to reclassify three positions. The first reclassification would change the Principal Appraiser to a

Property Tax Appeal Board (PTAB) Case Coordinator. The second reclassification would change the salary grade of the Mass Appraisal Specialist from a K6 to a K8. The third reclassification would change the salary grade of the Chief Appraiser from a M8 to a M9.

- Due to internal movements associated with these reclassifications, these changes do not increase headcount and would provide an annual savings of approximately \$7,000.

Attachments: [Reclassification of positions in CCAO.pdf](#)

8.20 [**21-0419**](#)

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

- In May 2020, the County adopted the FFCRA to comply with federal regulations.
- The FFCRA requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to novel coronavirus (COVID-19).
- Due to the ongoing pandemic, the Financial and Administrative Committee provided guidance to extend these benefits past the original expiration date of December 31, 2020 to June 30, 2021.

Attachments: [4.11 FFCRA Policy \(Redline\).pdf](#)
[4.11 FFCRA Policy \(Clean\).pdf](#)

8.21 [**21-0323**](#)

Director's Report - Human Resources.

Facilities and Construction Services

8.22 [**21-0382**](#)

Resolution granting a stormwater drainage easement to the Village of Libertyville at the Lake County Libertyville Campus property at 500 W. Winchester Rd, Libertyville, Illinois.

- Facilities and Construction Services (FCS) is preparing all permits as part of the proposed demolition of Winchester House. The stormwater drainage easement must be established with the Village of Libertyville (Village) per the Lake County Watershed Development Ordinance.
- The easement establishes the limits of the areas that have been designated for stormwater management that need to be preserved, owned, and maintained by the County. The Village's only involvement in these areas comes in the right to access and perform maintenance if it is found that the property owner is not fulfilling its responsibilities.
- FCS staff met with Village and State's Attorney staff to develop the language in the easement.

Attachments: [Final Plat of Easement 2-15-21.pdf](#)

8.23 [21-0322](#)

Director's Report - Facilities and Construction Services.

Finance and Administrative Services

8.24 [21-0345](#)

Resolution authorizing emergency appropriations for Fiscal Year (FY) 2021 in various funds for certain projects, items, and activities budgeted in the prior year and not completed.

- Since all unused appropriations lapse at the end of each FY, it is necessary to “carry over” unspent budget authority from one FY to the next under certain conditions as defined in the County's Budget Policies.
- These carryover requests include contracts which were unable to be completed in FY 2020 and uncompleted or ongoing projects.
- These items must be authorized through what is termed an “emergency appropriation” in order to transfer the budget authority that was previously granted in FY 2020 to FY 2021.

Attachments: [Mar-21 Carryover FINAL](#)

8.25 [21-0324](#)

Director's Report - Finance and Administrative Services.

Enterprise Information Technology

8.26 [21-0325](#)

Director's Report - Enterprise Information Technology.

County Administrator's Office

8.27 [21-0330](#)

COVID-19 Relief and Recovery Update.

9. County Administrator's Report

10. Executive Session

10.1 [21-0428](#)

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

10.1A [21-0429](#)

Committee action authorizing settlement authority for Case Number 19L636.

11. **Members Remarks**

12. **Adjournment**

Next Meeting: April 1, 2021