

Lake County Illinois

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



Agenda Report - Final

Thursday, November 2, 2023

8:30 AM

**Assembly Room, 10th Floor or register for remote attendance at:
<https://bit.ly/495fPx6>**

Financial & Administrative Committee

PUBLIC ATTENDANCE: The public can attend Lake County Committee and Board meetings (two options):

(1) In-person attendance is on the 10th Floor of the County Administrative Tower (9th Floor, if necessary), 18 N. County Street, Waukegan, Illinois.

(2) Remote attendance through an electronic conferencing application (register via the link on the front page of the agenda).

RECORDING: Meetings, to include Public Comment, will be recorded.

PUBLIC COMMENT:

Time is reserved near the beginning of the meeting for all Public Comment. At the Chair's discretion, Public Comment for an item(s) on the agenda may be presented during consideration of that specific item. Public Comment will proceed in the following order: (1) Public Comment by individuals in attendance and then (2) Public Comment by individuals attending remotely through an electronic conferencing application. Individuals 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)). Written comments will be circulated to the Members, but not read aloud.

Individuals providing Public Comment will provide the following information:

Meeting: Financial and Administrative Committee (Subject line for written Public Comment)

Topic or Agenda Item #: (REQUIRED)

Name: (REQUIRED)

Organization/Entity Represented: (REQUIRED) ("Self" if representing self)

Street Address, City, State: (Optional)

Phone Number: (Optional)

Email: May be REQUIRED for remote attendance

1. Call to Order
2. Pledge of Allegiance
3. Roll Call of Members
4. Addenda to the Agenda
5. Public Comment
6. Chair's Remarks
7. Unfinished Business
8. New Business

CONSENT AGENDA (Items 8.1 - 8.12)

MINUTES

8.1 [23-1572](#)

Committee action approving the Financial and Administrative minutes from September 28, 2023.

Attachments: [F&A 9.28.23 Final Minutes](#)

8.2 [23-1573](#)

Committee action approving the Financial and Administrative minutes from October 5, 2023.

Attachments: [F&A 10.5.23 Final Minutes](#)

REPORTS

8.3 [23-1539](#)

Report from Anthony Vega, Lake County Clerk Recording Division, for the month of September 2023.

Attachments: [September 2023](#)

PUBLIC WORKS & TRANSPORTATION

8.4 [23-1548](#)

Joint committee action item approving Change Order Number Three consisting of an increase of \$10,372.70 for additions to the Cedar Lake Road 2022 Culvert Replacements construction contract.

- Change Orders need to be approved by the standing committees for cumulative net increases over 10 percent.
- The Cedar Lake Road 2022 Culvert Replacement project is under contract with Copenhaver Construction, Inc., Gilberts, Illinois, in the amount of \$372,644 as

approved by the County Board on August 9, 2022 and designated as Section 20-00153-12-DR.

- The sum of all contract change orders to date is \$38,380.01, which represents a 10.3% increase over the original awarded contract amount.

Attachments: [23-1548 Summary, Cedar Lake Culverts Change Order Number Three](#)
[23-1548 Copenhaver Construction Change Order Number Three](#)
[23-1548 Vendor Disclosure, Copenhaver](#)
[23-1548 Location Map, Cedar Lake Road \(Culvert Replacements\)](#)

8.5 [23-1550](#)

Joint resolution authorizing an agreement with Parsons Transportation Group, Inc., Chicago, Illinois, for providing professional engineering services to develop a Feasibility Study for bridge repairs for the Dilleys Road Bridge over Mill Creek, at a maximum cost of \$76,214 and appropriating \$92,000 of County Bridge Tax funds.

- This Feasibility Study will identify needed repairs and will include providing inspection services and producing a Bridge Condition Report.
- Lake County selects professional engineering firms in accordance with the Local Government Professional Services Selection Act, 50 ILCS 510/1 et. seq.
- The Lake County Division of Transportation's Consultant Selection Process has been approved by the Federal Highway Administration and the Illinois Department of Transportation, and the firm selected for this project was selected in accordance with this approved process.
- The selected firm has a satisfactory past relationship with the Lake County Division of Transportation.
- This project is included in the Transportation Improvement Program and designated as Section 23-00128-09-BR.

Attachments: [23-1550 Consultant Agreement, Dilleys Rd Bridge at Mill Cr Study](#)
[23-1550 Vendor Disclosure form, Parsons](#)
[23-1550 Location Map, Dilleys Rd bridge](#)

8.6 [23-1552](#)

Joint resolution appropriating a supplemental amount of \$20,000 of Motor Fuel Tax funds for right-of-way costs associated with the intersection improvements to Stearns School Road and US Route 41.

- The intersection of Stearns School Road at US Route 41 needs to be improved, inclusive of additional turn lanes.
- The County Board, at its April 12, 2022 meeting, appropriated \$200,000 for right-of-way acquisition of four parcels, which was based on the independent appraisals and reports prepared for each property.
- Based on actual settlement amounts, a supplemental appropriation is needed to

acquire the remaining properties.

- Lake County Division of Transportation funded Phase I and Phase II engineering and land acquisition and the Illinois Department of Transportation will lead and fund construction using federal safety funds.
- This project is included in the Transportation Improvement Program with target construction in 2024 and designated as Section 16-00222-02-CH.

Attachments: [23-1552 Location Map, Stearns School and US 41](#)

8.7 [23-1561](#)

Joint resolution authorizing a contract with Buckeye Power Sales Co., Inc of Romeoville, Illinois in the amount of \$383,876 for Generator Replacement and installation Services for various Lake County Public Works Sanitary Lift Stations.

- As part of the Fiscal Year 2023 Lake County Public Works Budget Process, funding was appropriated to the Sewer Facility Equipment for Sanitary Lift Stations Generator replacements.
- There is a need to replace four natural gas standby generators that have reached the end of their operational life and secure installation services.
- The project will include removal and replacement of existing standby generator, rigging, setup and associated electrical work.
- Public Works identified a cooperative purchasing contract with Buckeye Power Sales Co., Inc, Romeoville, Illinois through Joint Purchasing Kohler Power Systems (Kohler Company) Sourcewell Cooperative Agreement to procure equipment, products, or services. The current term of the contract is through November 26, 2026.
- Pursuant to Article 33.115 Cooperative Joint Purchasing of the Lake County Purchasing Ordinance, Lake County may participate in a cooperative purchasing agreement with Joint Purchasing Buckeye Power Sales Co., Inc.
- This resolution authorizes and directs the County Purchasing agent to execute a contract with Buckeye Power Sales Co., Inc., Romeoville, Illinois in the amount of \$383,876 for the Generator Replacement and installation Services.

Attachments: [23-1561 BPS Generator Replacement Disclosure](#)

[23-1561 Buckeye Power Sales Quotes- LCPW Standby Generators](#)

8.8 [23-1551](#)

Joint resolution authorizing an agreement with Christopher B. Burke Engineering, Rosemont, Illinois, for Phase II design engineering services for the resurfacing of Old McHenry Road from Quentin Road to Cuba Road at a maximum cost of \$628,478 and appropriating \$755,000 of County Option Motor Fuel Tax funds.

- These resurfacing improvements have been identified within the County's pavement management system and are included in the Transportation Improvement Program.
- Lake County selects professional engineering firms in accordance with the Local Government Professional Services Selection Act, 50 ILCS 510/1 et. seq.

- The Lake County Division of Transportation's Consultant Selection Process has been approved by the Federal Highway Administration and the Illinois Department of Transportation, and the firm selected for this project was selected in accordance with this approved process.
- The selected firm has a satisfactory past relationship with the Lake County Division of Transportation.
- This project is included in the transportation improvement program with target construction in 2025 and designated as Section 23-00999-95-RS.

Attachments: [23-1551 Consultant Agreement, Old McHenry Road Resurfacing](#)
[23-1551 Vendor Disclosure, CBBEL](#)
[23-1551 Location Map, Old McHenry Road Resurfacing](#)

8.9 [23-1553](#)

Joint resolution appropriating \$250,000 of ¼% Sales Tax for Transportation funds for the acquisition of real property and demolition of the associated structure necessary for the reconstruction of Lewis Avenue, from Illinois Route 137 to Belvidere Road.

- Lewis Avenue, from Illinois Route 137 to Belvidere Road, will be reconstructed, inclusive of non-motorized travel improvements.
- Phase I preliminary engineering is currently in progress, and right-of-way needs for the improvement are being identified.
- The property at the northeast corner of Lewis Avenue and Martin Luther King Jr. Drive (1918 Martin Luther King Jr. Drive) is required to construct the improvement.
- The property is currently vacant and listed for sale by the Federal Home Loan Mortgage Corporation (Freddie Mac) through a real estate agency.
- The Lewis Avenue Improvement project is included in the Transportation Improvement Program with construction anticipated to begin in 2027.

Attachments: [23-1553 Location Map, Lewis Ave at Martin Luther King Jr Dr](#)

8.10 [23-1554](#)

Joint resolution authorizing an agreement with Gewalt Hamilton Associates, Inc., Vernon Hills, Illinois, for Phase II design engineering services for the Grass Lake Road Safety Improvement, from State Park Road to Illinois Route 59, at a maximum cost of \$219,713, and appropriating \$265,000 of Motor Fuel Tax funds.

- The Grass Lake Road Safety Improvement shall include resurfacing, installation of centerline and shoulder rumble strips, and installation of new pavement markings and markers.
- Lake County selects professional engineering firms in accordance with the Local Government Professional Services Selection Act, 50 ILCS 510/1 et. seq.
- The Lake County Division of Transportation's Consultant Selection Process has been approved by the Federal Highway Administration and the Illinois

Department of Transportation, and the firm selected for this project was selected in accordance with this approved process.

- The selected firm has a satisfactory past relationship with the Lake County Division of Transportation.
- This project is included in the Transportation Improvement Program with construction targeted in 2024 and designated as Section 23-00059-14-SP.

Attachments: [23-1554 Consultant Agreement, Grass Lake Rd Safety Improvement](#)
[23-1554 Vendor Disclosure, GHA](#)
[23-1554 Location Map, Grass Lake Road Safety Improvement](#)

8.11 23-1555

Joint resolution appropriating a supplemental amount of \$95,000 of ¼% Sales Tax for Transportation funds and approving Change Order Number Three in the amount of \$199,905 for additional Phase I professional engineering services for the realignment of Cedar Lake Road, from Nippersink Road to Hart Road, in the Village of Round Lake, Illinois.

- Change Order Number Three includes additional services to comply with new federal requirements on Environmental Justice (EJ) based on a recent Executive Order and the addition of drainage improvements to address flooding concerns within the project limits.
- The County Board, at its October 11, 2016 meeting, approved an appropriation of \$920,000 of ¼% Sales Tax for Transportation funds and a consultant engineering agreement with Crawford, Murphy & Tilly, Inc., Aurora, Illinois, in the amount of \$766,445.83, for Phase I professional engineering services for the realignment of Cedar Lake Road in the Village of Round Lake.
- The County Board, at its October 12, 2021 meeting, approved a supplemental appropriation of \$555,000 of ¼% Sales Tax for Transportation funds along with Change Order Number Two, in the amount of \$554,655.94, which adjusted the Phase I professional engineering contract to the amount of \$1,367,471.51.
- Change Order Number One was in the amount of \$46,369.74 and the sum of all contract change orders to date is \$800,930.68 with a total adjusted contract amount is \$1,567,376.51.
- This project is included in the Transportation Improvement Program and designated as Section 02-00065-01-FP.

Attachments: [23-1555 CMT Change Order Number Three and Supplemental Appropriation](#)
[23-1555 Vendor Disclosure, CMT](#)
[23-1555 Location Map, Cedar Lake Road Realignment](#)

8.12 23-1556

Joint resolution authorizing an agreement with Crawford, Murphy & Tilly, Inc., Aurora, Illinois, for Phase II professional engineering services for the realignment of Cedar Lake Road, from Nippersink Road to Hart Road, at a maximum cost of

\$5,417,554 and appropriating \$6,500,000 of ¼% Sales Tax for Transportation funds.

- Crawford, Murphy & Tilly, Inc., Aurora, Illinois will be utilized to perform the Phase II design engineering services for realignment of Cedar Lake Road, from Nippersink Road to Hart Road, inclusive of a new railroad crossing, non-motorized improvements, and transit improvements.
- Lake County selects professional engineering firms in accordance with the Local Government Professional Services Selection Act, 50 ILCS 510/1 et. seq.
- The Lake County Division of Transportation's Consultant Selection Process has been approved by the Federal Highway Administration and the Illinois Department of Transportation, and the firm selected for this project was selected in accordance with this approved process.
- The selected firm has a satisfactory past relationship with the Lake County Division of Transportation.
- This project is included in the Transportation Improvement Program and designated as Section 02-00065-01-FP.

Attachments: [23-1556 Consultant Agreement, Cedar Lake Road Realignment Phase I](#)
[23-1556 Vendor Disclosure, CMT](#)
[23-1556 Location Map, Cedar Lake Road Realignment](#)

REGULAR AGENDA

PUBLIC WORKS & TRANSPORTATION

13 [23-1369](#)

Joint resolution adopting the proposed 2024-2028 Capital Improvement Program for the Lake County Department of Public Works.

- The five-year Capital Improvement Program is a planning document that serves as a guide for Lake County Department of Public Works future capital improvements.
- In addition, it provides a strategic approach as to how the department will address the list of capital projects and manage the associated challenges.
- The Department of Public Works staff presented the Proposed 2024-2028 Capital Improvement Program to the Public Works and Transportation Committee on September 27, 2023.

Attachments: [23-1369 2024-2028 LCPW CIP presentation final v3](#)

14 [23-1562](#)

Joint committee action approving Change Order #1 for the Des Plaines River Water Reclamation Facility (WRF) dry bulk storage tank repair services and annual maintenance contract with Tecorp Inc of Joliet, Illinois resulting in a net cost reduction of \$93,000 from \$842,862 to \$749,862.

- On September 12, 2023, a contract was issued to Tecorp Inc for the Des

Plaines River WRF dry bulk storage tank repair services and annual maintenance.

- After award, it was identified that the repair services Bid item was not required due to the alternative scope of work awarded for coating the tanks in accordance with the scope of work.
- Change Order One accounts for the reduction in work by eliminating Bid Item 1.0 and adjusting the annual maintenance amount annually to account for coated tanks to be phased in on an annual basis.
- In accordance with Section 33.082 of the Lake County Purchasing Ordinance, when the total of change orders, contract modifications, or price adjustments on any contract approved by resolution by the County Board exceeds 10 percent of the original contract amount, approval of the standing committee in charge of the contracting department or agency and the Financial and Administrative Committee is required.
- This joint committee action authorizes and directs the Purchasing Agent to execute a contract change order with Tecorp Inc. reducing the original contract value by \$93,000 from \$842,862 to \$749,862.

Attachments: [23-1562 Tecorp Change Order Committee Action Memo for Dry Bulk Sto](#)

[23-1562 Tecorp Lake County NOA](#)

[23-1562 Tecorp Vendor Disclosure Form](#)

15 [23-1582](#)

Joint resolution appropriating \$15,000,000 of Motor Fuel Tax funds made available through the REBUILD Illinois Transportation Bond Funds, \$3,100,000 of County Bridge Tax funds, and \$8,300,000 of Matching Tax funds for the improvement of Arlington Heights Road from Lake Cook Road to 500 feet north of Illinois Route 83, which will be improved under the Illinois Highway Code for a total of 1.9 miles.

- Arlington Heights Road, from approximately 500 feet north of Illinois Route 83 to Lake-Cook Road, will be reconstructed, inclusive of non-motorized travel improvements and drainage improvements.
- Construction of this project will be funded using the remaining balance of transportation bond funds provided to Lake County by the State of Illinois as part of the REBUILD Illinois capital bill.
- This improvement is included in the Transportation Improvement Program with construction planned to begin in 2024 and designated as Section 17-00193-08 -PV.

Attachments: [23-1582 Location Map, Arlington Heights Road](#)

FINANCIAL & ADMINISTRATIVE

Facilities and Construction Services

16 [23-1547](#)

Joint resolution ratifying an agreement with Xybix Systems, Inc. Littleton, Colorado for the purchase of dispatch consoles and installation services in the amount of \$868,270.74 to support the Regional Operations Communications (ROC) Facility.

- There is a need to purchase 34 primary dispatch consoles, 6 back up consoles and installation services to support the new consolidated dispatch center.
- The Lake County Emergency Telephone System Board (ETSB) and Facilities and Construction Services coordinated a joint technology and ROC working groups to identify dispatch console furniture needs for the ROC facility.
- Facilities and ETSB identified a cooperative purchasing contract with Xybix Systems, Inc., through NASPO to procure the furniture and installation service that was competitively solicited and awarded.
- Pursuant to Chapter 33.115 of the Lake County Purchasing Ordinance, Cooperative Joint 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.
- ETSB submitted the request for approval at their recent board meeting on October 3, 2023.
- Funding for this purchase is provided by ETSB.

Attachments: [Action Item Consolidated PSAP Xybix Dispatch Console Purchase](#)
[Lake County Regional 911 Backup Center 0027369 R3 QUOTE 32291C](#)
[Lake County Regional 911 PSAP Consolidation 0026249 R6 QUOTE 3](#)
[vendor disclosure statement v6 FINAL \(002\) \(1\)](#)

17 [23-1546](#)

Resolution authorizing execution of a contract with Mark 1 Landscape, Bartlett, Illinois in the estimated annual amount of \$110,685 for Snow Plowing and Snow Removal Services for Various Lake County Locations for a one-year period with the option for four additional one-year renewal options.

- Lake County Facilities Operations currently contracts for snowplow and snow removal services at various Lake County facilities, including: Round Lake Beach Branch Court, Park City Branch Court, Mundelein Branch Court, Children's Advocacy Center, Lake County Multi-Departmental Storage Facility and Depke Juvenile Justice Complex.
- The current snowplow and snow removal services contract is expiring on November 30, 2023 with no renewal options remaining.
- An invitation for bid was issued and extended to 18 vendors and sealed bids

- were received from 4 vendors, in the amounts of \$110,685 to \$216,975.
- Award of this contract is recommended to the lowest responsive and responsible bidder, Mark 1 Landscape, Bartlett, Illinois, who best meets the needs of the County in the estimated annual amount of \$110,685.
 - This resolution authorizes and directs the County Purchasing Agent to execute a one-year contract, with four one-year renewal options that will cost the County an estimated annual amount of \$110,685.

Attachments: [23145 Bid Tabulation](#)
[23145 Bid Document Final](#)
[Vendor Disclosure Form](#)

18 **23-1545**

Director's Report - Facilities and Construction Services.

- Report on the Facilities and Construction Services Fiscal Year 2024 Procurement Strategy.
- Job Order Contract (JOC) Report, 3rd Quarter Fiscal Year 2023.

Attachments: [FY2024 FCS Procurement Strategy](#)
[FY2023 Q3 JOC Report](#)
[FY23 JOC 3rd Quarter Summary Report 06OCT23](#)

Human Resources

19 **23-1622**

Discussion and guidance on proposed changes to the Paid Parental Leave Policy.

20 **23-1647**

Presentation and discussion on the Paid Leave for All Workers Act.

21 **23-0096**

Director's Report - Human Resources.

Enterprise Information Technologies

22 **23-1600**

Resolution approving a contract with Heartland Business Systems, LLC (HBS) of Lisle, Illinois, for professional services to install and convert the Lake County Sheriff's Office's (LCSO) and Jail phone system to Mitel with hardware and one-year of licenses for an estimated \$305,793.

- The LCSO current phone solution is split between two phone systems and in some critical locations has been unreliable.
- To improve reliability and consistency the LCSO has requested that all phone lines including the jail be consolidated into our onsite Mitel phone system.

- HBS will provide professional services to program phone routing and features, one-year of software licenses, and physical phone hardware.
- Pursuant to Chapter 33.115 of the County's Purchasing Ordinance, Cooperative Joint Purchasing Authorized, the County may participate in a cooperative purchasing agreement for the procurement of goods, services, construction, or professional services with one or more public procurement units in accordance with an agreement entered into between the participants.
- A cooperative purchasing contract with Heartland Business Systems, LLC. has been identified through Sourcewell (022719-MBS) to procure needed goods, services, construction, or professional services that were competitively solicited and awarded.

Attachments: [Heartland LCSO to Mitel \\$305,792.60 - QUO v23.10.06 \(1\)](#)

[Heartland LCSO to Mitel \\$305,792.60 - VDS](#)

23 [23-0097](#)

Director's Report - Enterprise Information Technology.

Finance

24 [23-0098](#)

Director's Report - Finance.

County Administration

25 [23-1574](#)

Resolution authorizing an emergency appropriation of revenue in the amount of \$7,500,000 as a result of unbudgeted settlement funds and the same amount in expense for an undesignated purpose.

- In 2022, Lake County was notified of City of Long Beach v. Monsanto Class Action litigation regarding PCB contamination in certain impaired waterbodies. The class action settlement impacted all NPDES Phase I and II MS4 permittees with urbanized, unincorporated boundaries within a HUC 12 Watershed that contained or was immediately adjoining a 303(d) water body impaired by PCBs, as of June 24, 2020 only, but not later.
- As a recipient of settlement allocation in the TMDL Fund, Lake County received \$7,500,000 in April 2023.
- The settlement agreement does not include limitations on the use of the settlement funds as it contemplates the impacts have already occurred and been dealt with by the settling class members. The settlement is in exchange for release of claims that could have been raised including those that could be brought by third parties in a derivative manner for or against a portion of the allocated settlement funds. The County is not currently aware of any potential derivative manner type claims against the County.
- This action appropriates the revenue and the expense for an undesignated use. Without this action, the funding would be considered unbudgeted miscellaneous revenue that would fall into fund balance at the end of Fiscal Year 2023.

Attachments: [Settlement Appropriation.pdf](#)

26 **[23-1646](#)**

Discussion and guidance on free menstrual products in County restrooms.

9. County Administrator's Report

10. Executive Session

10.1 **[23-0100](#)**

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

10.2 **[23-0069](#)**

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

10.3 **[23-0075](#)**

Executive session to discuss a personnel matter pursuant to 5 ILCS 120/2 (c)(1).

10.4 **[23-0072](#)**

Executive Session to discuss claims, loss or risk management information, records, data, advice, or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool pursuant to 5 ILCS 120/2 (c)(12).

10.5 **[23-0101](#)**

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

10.5A **[23-1608](#)**

Committee action approving the Financial and Administrative Executive Session minutes from September 28, 2023.

10.5B **[23-1607](#)**

Committee action regarding periodic review of closed session minutes.

11. Member Remarks and Requests

12. Adjournment

Next Meeting: November 9, 2023