

Lake County Illinois

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



Agenda Report - Final

Thursday, January 9, 2020

8:30 AM

**Assembly Room, 10th Floor - Courthouse and Administrative
Complex, 18 N County Street, Waukegan**

Financial & Administrative Committee

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

CONSENT AGENDA (Items 7.1 - 7.13)

APPROVAL OF MINUTES

7.1 **20-0001**

Minutes from November 7, 2019.

Attachments: [F&A 11.7.19 Minutes - Final.pdf](#)

7.2 **20-0059**

Executive Session minutes from November 7, 2019.

7.3 **20-0060**

Minutes from December 5, 2019.

Attachments: [F&A 12.5.19 Minutes - Final.pdf](#)

LAW & JUDICIAL

7.4 **20-0010**

Joint resolution authorizing the State's Attorney's Appellate Prosecutor Program for Fiscal Year (FY) 2020 for a continued participation fee of \$49,000.

- This is a renewal for the continued operation of the State's Attorney's Appellate Prosecutor Program.
- Through this program the State's Attorney's Appellate Prosecutor handles Lake County criminal appeals, provides investigative and prosecutorial support in criminal cases, provides comprehensive training programs for prosecutors, and provides monthly case law newsletters, and legislative updates.
- The Board of Governors of the State's Attorney's Appellate Prosecutor voted to increase county contributions for FY 2020 to \$49,000 for counties with populations of 500,000 and over.
- The State's Attorney's Office approved FY 2020 budget includes funding for this program.

Attachments: [Appellate Pros Invoice FY2020](#)

HEALTH & COMMUNITY SERVICES

7.5 [20-0033](#)

Joint resolution accepting the Illinois Department of Healthcare and Family Services (IDHFS) funding and authorizing an emergency appropriation in the amount of \$1,555,400 for the Medicaid Federal Financial Participation ("Medicaid Match") Initiative.

- The \$1,555,400 IDHFS funding will be used to renovate the layout of the first-floor lobby and adjacent workspaces at 3010 Grand Avenue, Waukegan, Illinois.
- As discussed during the Fiscal Year (FY) 2020 budget process, this "Medicaid Match" received at the end of FY 2018 has fallen into the Health Department's Fund 210 balance and, therefore, is being emergency appropriated out of the fund reserves of the Health Department Fund. Sufficient reserves remain in the fund to meet or exceed the Lake County Fund Balance Policy.
- The funding will be for the period of December 1, 2019 through November 30, 2020.

PUBLIC WORKS, PLANNING & TRANSPORTATION

7.6 [20-0008](#)

Joint resolution authorizing an agreement with the State of Illinois, by and through the Illinois Department of Transportation (IDOT), for the use of HERE Proprietary Attribute Data to update the Lake County PASSAGE System at no cost to Lake County.

- IDOT has an agreement with HERE North America, LLC to provide Geographic Information Systems (GIS) data to local agencies.
- Lake County Division of Transportation uses this GIS data to update the Lake County PASSAGE System.

Attachments: [20-0008 HERE Proprietary Attribute DATA Intergovernmental Agreement](#)

7.7 [20-0007](#)

Joint resolution ratifying an emergency procurement contract with Berger Excavating Contractors, Inc., Wauconda, Illinois, in the amount of \$162,029 for contractual construction services required to replace a failing corrugated metal storm sewer pipe under Grass Lake Road, 350 feet west of Sibley Drive in Antioch, Illinois, and appropriating a supplemental amount of \$3,000 of County Bridge Tax funds.

- On September 19, 2019, the County Engineer declared an emergency to replace a failing corrugated metal storm sewer pipe under Grass Lake Road, 350 feet west of Sibley Drive in Antioch, Illinois.
- In accordance with Article 6-103 of the Lake County Purchasing Ordinance, the County Engineer certified an emergency procurement for contractual construction services.
- The contractor selected to provide emergency contractual construction services is Berger Excavating Contractors, Inc. in the amount of \$162,029 and designated as

Section 17-00059-12-ES.

- This Lake County Board, on October 8, 2019 approved an appropriation of \$160,000 of County Bridge Tax funds and awarded Berger Excavating Contractors, Inc. a contract in the amount of \$128,234.

Attachments: [20-0007 Emergency Procurement for Grass Lake Road Drainage](#)

7.8 **20-0034**

Joint resolution authorizing an agreement with RHMG Engineers, Inc., Mundelein, Illinois, in the amount of \$262,779 for final engineering design services for a new Vernon Hills Water System Reservoir.

- The Vernon Hills Water System serves approximately 25,000 residents in the Village of Vernon Hills and surrounding areas and requires additional storage capacity to protect users in the event of increased water demand or emergency circumstances.
- RHMG Engineers, Inc. conducted conceptual analysis and aided in site selection, and a 2,000,000-gallon water reservoir will be designed at 50 American Way, Vernon Hills, Illinois.
- The original contract was awarded through a full and open competition. The current award is in accordance with the prior relationship provisions of the Local Government Professional Services Selection Act, 50 ILCS 510/1 et. Seq.

Attachments: [20-0034 RHMG Vendor Disclosure Statement.pdf](#)

[20.0034 RHMG VH Reservoir Final Engineering Agreement PW2017.01C](#)

7.9 **20-0037**

Joint resolution authorizing a contract with American Fence Professionals, Elk Grove Village, Illinois, to furnish and install perimeter fencing for Lake County Public Works in the amount of \$34,185.

- Lake County desires to enter a contract with American Fence Professionals to furnish and install perimeter fencing for Lake County Public Works.
- There is a need to install a perimeter fence for security at the Des Plaines River Water Reclamation Facility, Buffalo Grove, Illinois.
- An invitation to bid was issued and extended to 26 qualified vendors and sealed bids were received from five vendors in the amount of \$34,185 to \$118,008.
- American Fence Professionals was determined to be the lowest responsive and responsible bidder who best meets the needs of the County in the amount of \$34,185.

Attachments: [20-0037 Fence Contract 19183 Award Information.pdf](#)

[20-0037 Fence Contract 19183 Bid Final.pdf](#)

[20-0037 Fence Contract 19183 Bid Tab.pdf](#)

[20-0037 Fence Contract Vendor Disclosure Statement.pdf](#)

7.10 [20-0038](#)

Ordinance amending Chapter 51 of the Lake County Code of Ordinances (sewer-related rates for certain Lake County systems).

- Revisions are proposed in various sections of the ordinance to correct a typographical error and clarify the language.
- The water system connection section is being amended to align with what was presented at committee and as was outlined in the final Connection Fee Study. Round Lake Park is also being added to this section as it was inadvertently removed in a previous amendment.
- The Sewer System Connection section is amended to more accurately convey when separate permits and/or fees may be applicable in order to obtain a sewer connection.

Attachments: [20-0038 Chapter 51 technical corrections - Highlighted Final.pdf](#)

FINANCIAL & ADMINISTRATIVE

7.11 [19-1992](#)

Report from Robin M. O'Connor, County Clerk, for the month of November 2019.

Attachments: [LCC Report for Novmber 2019](#)

7.12 [19-2002](#)

Report from Mary Ellen Vanderventer, Recorder of Deeds, for the month of November 2019.

Attachments: [November 2019](#)

7.13 [20-0045](#)

Finance Monthly Report.

Attachments: [FAS Monthly Report 122619](#)

REGULAR AGENDA

LAW & JUDICIAL

7.14 [19-1931](#)

Joint resolution ratifying a sole source contract with the College of Lake County (CLC) to serve as the coordinator of Court Services Support for the Division of Adult Probation Services, Division of Juvenile Probation and Detention Services, and Division of Judicial Operations.

- The CLC has served as the coordinator of Court Services Support for the Division of Adult Probation Services, Division of Juvenile Probation and Detention Services, and Division of Judicial Operations since the 1990s.
- The CLC Court Services Coordinator is responsible for the recruitment, training,

programming, assignment, and supervision of volunteers who serve in various capacities for the Court.

- Pursuant to Article 6, Section 102, the Purchasing Agent convened an ad hoc review group that approved bid exemption on the basis of an existing long standing successful relationship for professional services, and the knowledge gained through this relationship adds value integral to the services provided.
- The contract provides for one full-time employee plus miscellaneous expenses at an annual cost of approximately \$75,000.

Attachments: [LC Vendor Disclosure Statement Dec 2019.pdf](#)

[CLC Volunteer Coordinator 07-2019 \(002\).pdf](#)

[CLC Purchasing Award Information.pdf](#)

PUBLIC WORKS, PLANNING & TRANSPORTATION

7.15 [20-0026](#)

Joint resolution appropriating \$19,055,000 of ¼% Sales Tax for Transportation funds, \$3,420,000 of Matching Tax funds and \$3,480,000 of County Bridge Tax funds for the widening and reconstruction of Buffalo Grove Road, between Deerfield Parkway and Illinois Route 22, including improvements to the intersection of Aptakisic Road and Buffalo Grove Road.

- Buffalo Grove Road, between Deerfield Parkway and Route 22, including the intersection of Aptakisic Road, will be widened and reconstructed.
- The improvements will include widening Buffalo Grove Road from two to five lanes, adding turn lanes at the intersections, non-motorized travel accommodations, stormwater detention and decorative landscaping.
- The cost for these improvements is estimated to be \$21,627,000.
- These improvements are included in the County's highway improvement program, with work planned to begin in 2020 and designated as Section 11-00249-03-WR.

7.16 [20-0027](#)

Ordinance requesting the conveyance of parcels of land for right-of-way and temporary and permanent easements from the Village of Buffalo Grove, and authorizing an agreement with the Village of Buffalo Grove relating to the widening and reconstruction of Buffalo Grove Road, from Deerfield Parkway to Illinois Route 22, including intersection improvements at Aptakisic Road.

- Buffalo Grove Road, from Deerfield Parkway to Illinois Route 22, including the intersection of Aptakisic Road, will be widened and reconstructed.
- The County needs right-of-way and temporary and permanent easements from the Village in order to construct the improvement.
- The Village owns certain facilities (water main, sewers, stormwater detention, sidewalk, multi-use path, and street lighting) within the project limits requiring modification to accommodate the roadway improvements.
- The Village desires that the County include the construction of non-motorized

- facilities (sidewalk, multi-use path, and pedestrian crossings) and decorative landscaping in the improvements.
- The Village will reimburse the County for its share of construction and construction engineering, estimated at \$1,673,521.
 - The Village of Buffalo Grove Board of Trustees previously approved this draft agreement on December 2, 2019.
 - This improvement is included in the highway improvement program with construction planned to begin 2020, and designated as Section 11-00249-03-WR.

Attachments: [20-0027 Buffalo Grove IGA Final Draft](#)

7.17 [20-0028](#)

Joint resolution authorizing a supplemental appropriation of \$2,850,000 of ¼% Sales Tax for Transportation funds for the construction and Phase III construction engineering to reconstruct 14th Street, from Illinois Route 131 to Sheridan Road.

- The County has been allocated federal funds for this improvement at a maximum amount of \$13,015,079, and the Illinois Department of Transportation (IDOT) administers all federal highway funds.
- The County Board, at its November 13, 2018 meeting, approved an appropriation of \$5,490,000 of ¼% Sales Tax for Transportation for this improvement.
- During construction of the project, the location, age and material of the City of Waukegan's existing watermain, between Dugdale Road and Greenfield Avenue, were found to be different from the City's records and needs to be replaced.
- During construction of the project, the material and age of the City of North Chicago's existing watermain, between Greenfield Avenue and Jackson Street, were found to be different from the City's records and needs to be replaced.
- The cost for the additional watermain work is estimated to be \$2,370,000 and the Cities of Waukegan and North Chicago will reimburse the County for the actual cost to complete the work per the amended agreements.
- Upon IDOT's approval of the additional work in the federal contract the amended municipal agreements will be approved by the Cities and the County.
- The Cities have requested an extended repayment plan that will be detailed in the amended agreements.
- This improvement is currently under construction and designated as Section 99-00260-01-WR.

7.18 [20-0035](#)

Joint resolution authorizing an agreement with Globetrotters Engineering Corporation, Inc., Chicago, Illinois, in the amount of \$91,872 for engineering design services related to the North Libertyville Estates levee.

- The U.S. Army Corp of Engineers designed and constructed the North Libertyville Estates Levee in 1997 to protect the subdivision from flooding from the Des Plaines River. Chronic flooding impacted the subdivision prior to construction of the levee. Flooding has not occurred subsequent to construction of the levee. Lake County is the local sponsor for the levee.

- The levee consists of approximately 1.1 miles of earthen materials, a stormwater pump station, gated culverts, toe drain pumps and relief wells.
- Lake County Public Works is responsible for inspecting, maintaining, operating and repairing the levee.
- There are 146 homes within the levee area. The North Libertyville Estates Levee system requires drainage improvements adjacent to the levee and further flood investigation to prepare for a significant river flood event that exceeds design height of the levee.
- In accordance with the Local Government Professional Services Selection Act (50 ILCS 510/1 et. Seq), Lake County issued a Statement of Interest and selected Globetrotters Engineering Corporation, Inc. as the most qualified firm.

Attachments: [20-0035 Globetrotters - signed Vendor Disclosure Statement.pdf](#)
[20-0035 Globetrotters 19023-13 Award Information.pdf](#)
[20-0035 Globetrotters SOI 19023 Scoring Matrix Project No. 13 for CB A](#)
[20-0035 Globetrotters' Contract - North Libertyville Estates-2018-12-18.p](#)

7.19 20-0036

Joint resolution authorizing a contract with M.E. Simpson Co. Inc., Valparaiso, Indiana, for watermain leak detection and locating services for Lake County Public Works in the estimated amount of \$119,510.45 per year, with renewal options.

- The previous contract for watermain leak detection and locating services for Lake County Public Works expired on January 3, 2020.
- An invitation to bid was issued and extended to 27 qualified vendors, and a sealed bid was received from one vendor in the amount of \$119,510.45.
- M.E. Simpson Co. Inc. was determined to be the lowest responsive and responsible bidder who best meets the needs of the County in the amount of \$119,510.45.

Attachments: [20-0036 Watermain Leak Detection Vendor Disclosure.pdf](#)
[20-0036 Watermain Leak Detection Bid Tab.pdf](#)
[20-0036 Watermain Leak Detection Award Information.pdf](#)

FINANCIAL & ADMINISTRATIVE

7.20 20-0040

Resolution authorizing a contract for delivery services and storage of election supplies for the Lake County Clerk with Shur-Way Moving and Cartage, Libertyville, Illinois, in the estimated annual amount of \$72,870.16.

- Lake County contracts annually for delivery services and storage of election supplies for the Lake County Clerk.
- The existing contract term for services is expiring and there is a continuing need for these services.

- This contract authorizes the County Clerk to purchase delivery services and storage of election supplies in an estimated annual amount of \$72,870.16.
- Pursuant to the County's Code, Chapter 55 of the Illinois Compiled Statutes (55 ILCS 5/3-2003.2), the County Clerk has the authority to control the internal operations of his or her office and to procure the necessary equipment, materials and services to perform the duties of the Office.

Attachments: [Vendor Disclosure Statement.pdf](#)
[Quote.pdf](#)

7.21 [19-1913](#)

Resolution authorizing an agreement with HDR Architecture Inc., Chicago, Illinois, for comprehensive design services for critical infrastructure improvements of the Lake County Administrative Tower's tenth floor in the amount of \$451,500.

- As part of the Fiscal Year (FY) 2008 budget process, architectural and engineering services were approved as part of the Capital Improvement Program for the selective improvements of the tenth floor Administrative Tower.
- Work will include professional design services and cost estimating for the roof replacement, heating, ventilation and air condition (HVAC) equipment and
- In accordance with the Local Government Professional Services Selection Act, a firm may be selected directly by the County based on a prior satisfactory relationship and the recommended consultant is HDR Architects, Inc.

Attachments: [19193 Award Information](#)
[19193 Draft Agreement](#)
[HDR Proposal](#)
[Vendor Disclosure Statement](#)

7.22 [19-2007](#)

Resolution authorizing emergency appropriations for Fiscal Year (FY) 2020 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 2019 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 2019 to FY 2020.

Attachments: [Jan 20 Carryovers - FINAL.pdf](#)

7.23 [20-0016](#)

Committee action authorizing reclassification of a vacant position in the Nineteenth Judicial Circuit Courts.

8. **Executive Session**

8.1 [20-0017](#)

Executive Session to discuss personnel matters pursuant to ILCS 12/0/2 (c)(1).

8.1A [20-0018](#)

Committee action authorizing reclassification of a position in Planning, Building and Development.

8.1B [20-0019](#)

Committee action authorizing reclassification of a position in the Division of Transportation.

9. **County Administrator's Report**

9.1 [20-0054](#)

Update regarding the potential consolidation of the County Clerk and Recorder of Deeds Offices.

Attachments: [Consolidation - Info Paper](#)

9.2 [20-0057](#)

Department head reports.

- Facilities and Construction Services.
- Finance and Administrative Services.
 - Update on Series 2013 Debt Service repayment.
 - Update regarding the Illinois Metropolitan Fund (IMET).
 - Discussion of DRAFT FY21 Budget Calendar (attached).
- Information Technology.
- Human Resources.
 - Discussion regarding the Lake County Employee Policies and Procedures section, 10.8 Drug and Alcohol Free Workplace.

Attachments: [FAS - Prelim FY 2021 Budget Calendar for Discussion.pdf](#)

[HR - Employee Policy - Drug & Alcohol Free Workplace.pdf](#)

10. **Members Remarks**

11. **Adjournment**

Next Meeting: January 30, 2020