

# Lake County Illinois

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



## Agenda Report - Final

Thursday, October 1, 2020

8:30 AM

Live-streamed at: <http://lakecounty.tv/>, Comcast Ch. 18 or 30,  
AT&T U-Verse Ch. 99, & 18 N County St, Waukegan (10th Floor)

### **Financial & Administrative Committee**

Pursuant to Section 7(e) of the Illinois Open Meetings Act, the September 18, 2020, Gubernatorial Disaster Proclamation, and the attached Written Determination of the Lake County Board Chair, this meeting will be held via audio and video conference.

**PUBLIC VIEWING:** This meeting will be live-streamed at <http://lakecounty.tv/> and on Comcast's network, Channel 18 or 30 and AT&T Channel 99. Per the Governor's Disaster Proclamation, in accordance with section 120/7(e)(4) of the OMA, in-person attendance by members of the public will be available in the Assembly Room on the 10th Floor of the Administrative Tower at 18 N. County Street, Waukegan, Illinois and is limited to the number of persons practicable in keeping with social distancing requirements.

**PUBLIC COMMENT:** Public Comments are welcomed and encouraged. Emailed Public Comments received prior to start of meeting for items not on the agenda will be read at the beginning of the meeting under Public Comment in the order they are received. Comments on agenda items will be read during consideration of that item. Comments received during the meeting will be held until the end of the meeting. A total of 30 minutes will be permitted for Public Comment and no more than three minutes per Comment pursuant to the County Board Rules of Order and Operational Procedures. All emailed Comments received will be included in the Committee's meeting minutes.

Email Public Comments to [CountyBoard@lakecountyil.gov](mailto:CountyBoard@lakecountyil.gov) with the following:

- \* Subject Title: Financial and Administrative Committee Public Comment
- \* Name
- \* Street Address (Optional)
- \* City, State (Optional)
- \* Phone (Optional)
- \* Organization/agency/etc. represented. (If representing yourself, put "Self")
- \* Topic or Agenda Item Number followed by Public Comment.

Public in attendance on the 10th Floor of the Administrative Tower at 18 N. County Street, Waukegan, Illinois may provide Public Comment. Public may also leave a message with the County Board Office at 847-377-2300.

0.0 [20-0824](#)

Determination of need for meetings of the Lake County Board and Committees to be held by audio or video conference.

**Attachments:** [Determination - Chair Hart - Rev 081320.pdf](#)

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 - 7.5)**

**APPROVAL OF MINUTES**

7.1 **20-1175**

Minutes from August 6, 2020.

**Attachments:** [F&A 8.6.20 Minutes - Final.pdf](#)

7.2 **20-1280**

Minutes from August 27, 2020.

**Attachments:** [F&A 8.27.20 Minutes - Final.pdf](#)

7.3 **20-1350**

Minutes from September 3, 2020.

**Attachments:** [F&A 9.3.20 Minutes - Final.pdf](#)

**FINANCIAL & ADMINISTRATIVE**

7.4 **20-1256**

Report from Robin M. O'Connor, County Clerk, for the month of August 2020.

**Attachments:** [LCC Report for August 2020](#)

7.5 **20-1267**

Report from Mary Ellen Vanderventer, Recorder of Deeds, for the month of August 2020.

**Attachments:** [August 2020](#)

## **REGULAR AGENDA**

### **PUBLIC WORKS, PLANNING & TRANSPORTATION**

#### **7.6 [20-1271](#)**

Joint resolution authorizing grant applications to the Illinois Department of Transportation (IDOT) for an Illinois Transportation Enhancements Program (ITEP) grant for the construction of two stages of the Patriot Path (Illinois Route 137 bike path).

- The Illinois Transportation Enhancements Program Cycle 14 is underway.
- The Patriot Path is a new multi-use path to provide a non-motorized travel connection from the Des Plaines River Trail to the Robert McClory Bike Path.
- The Patriot Path will be constructed in four stages, with Stages I and IV planned to be constructed before Stages II and III.
- This resolution authorizes the Lake County Division of Transportation to submit two applications and, if approved, they will be brought back to the Lake County Board for acceptance of the grant agreements and appropriation of the necessary matching funds.
- This project is included in the transportation improvement program with Phase II Engineering and Land Acquisition work planned in 2021, and is designated as Section 15-00289-01-BT.

**Attachments:** [20-1271 Location Map, Patriot Path All Stages](#)

#### **7.7 [20-1275](#)**

Joint committee action approving 30449 N Center Avenue as excess property and authorizing the auction sale of the parcel.

- The County owns the property at 30449 N Center Avenue, Libertyville. This property was used by Public Works as a well site. The property previously contained one well and two underground pressure tanks and a small well house which contained treatment equipment and controls.
- The wells have been abandoned, the well house has been demolished and the pressure tanks have been removed and the property is currently vacant.
- The property is 0.44 acres (19,140.25 square feet) and is zoned Residential (R3).
- We have offered the property to the Division of Transportation for potential right-of-way or other uses related to N. Center Avenue and they have no need for the parcel.
- If declared excess property, the parcel will be sold via auction. One adjacent property owner has indicated interest in the property.

**Attachments:** [20-1275 Excess Property Map\\_330449 N Center Ave\\_North Libertyville E](#)

#### **7.8 [20-1276](#)**

Joint committee action approving 30153 N Park Lane as excess property and authorizing the auction sale of the parcel.

- The County owns the property at 30153 N Park Lane, Libertyville. This property was used by Public Works as a well site. The property previously contained two wells and a small well house which contained treatment equipment and controls.
- The wells have been abandoned, the well house has been demolished and the property is currently vacant.
- The property is 0.46 acres (20,249.63 square feet) and is zoned Residential (R2).
- We have offered the property to the Division of Transportation for potential right-of-way or other uses related to N. Park Lane and they have no need for the parcel.
- If declared excess property, the parcel will be sold via auction. Two adjacent property owners have indicated interest in the property.

**Attachments:** [20-1276 Excess Property Map 30153 N Park Ln Countryside Manor.pdf](#)

**7.9**     **20-1299**

Discussion regarding the issuance and sale of Not to Exceed \$19,000,000 Water and Sewer System Revenue Refunding Bonds, Series 2020, in One Series and providing the terms of and security for payment thereof.

- An opportunity exists to refund existing Public Works bonds to take advantage of current bond market interest rates.
- The Series 2010A Bonds were originally issued in the amount of \$20,000,000 on October 4, 2010. Proceeds from the bonds provided financing for improvements to the water and sewerage systems with interest rates from two to 5.45 percent.
- Interest rates available in the bond market are currently more favorable for the County than they were when the Refunded Bonds were issued and it is possible and advisable to take advantage of the debt service savings which will result from this refunding.
- The Series 2020 Refunding Bonds will have a final maturity of 2035 and are estimated to produce savings of not less than \$2,500,000.
- The attached draft ordinance provides for authorization to issue and sell Water and Sewer System Revenue Refunding Bonds, Series 2020, in one series in an amount not to exceed \$19,000,000. The ordinance includes documents with intended blanks which will be completed upon the bond sale.
- Staff is seeking Committee concurrence to move forward with this opportunity. If approval is granted, the Ordinance will be presented for formal approval on November 10, 2020.

**Attachments:** [Lake County Series 2020 - Series Ordinance](#)

**FINANCIAL & ADMINISTRATIVE**

**7.10**     **20-1288**

Resolution accepting Federal CARES Act Grant funding from the Illinois State Board of Elections, authorizing an emergency appropriation in the amount of \$60,500, and ratifying the purchase of a high-speed digital scanner from Election Systems and

Software, Omaha, Nebraska.

- The Lake County Clerk's Office applied for Federal CARES Act grant funding (CFDA: 90.404) from the Illinois State Board of Elections which will reimburse qualified election related expenses due to the pandemic in Fiscal Year (FY) 2021 up to \$831,572.91.
- To tabulate the high volume of vote by mail ballots expected for the November Election due to Public Act 101-642, the County Clerk's Office identified a need for a High-Speed Digital Image Scanner.
- The County Clerk's Office has worked with Election Systems and Software previously and they have provided other equipment to the office.
- Pursuant to the Counties 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.
- The costs are valid and necessary expenses for the November election 2020 and have been determined to be reimbursable through the Federal CARES Act
- Valid expenses under the Federal CARES Act grant (CFDA: 90.404) will likely be reimbursed in FY 2021.

**Attachments:** [ES&S 450 Quote](#)

[ES&S Vendor Disclosure Form 09.21.2020.pdf](#)

[ES&S Emergency Appropriation.pdf](#)

**7.11 [20-1278](#)**

Resolution accepting Federal CARES Act Grant funding from the Illinois State Board of Elections, authorizing an emergency appropriation in the amount of \$73,759.40, and ratifying the purchase of additional equipment and software for Vote by Mail from Impact Networking, LLC, Lake Forest, Illinois.

- The Lake County Clerk's Office applied for a Federal CARES Act Grant (CFDA: 90.404) from the Illinois State Board of Elections which will reimburse qualified election related expenses due to the pandemic in Fiscal Year (FY) 2021 up to \$831,572.91.
- There is a need to purchase additional equipment and software for the upcoming election including two high-speed mail-in ballot scanners and imprinters, installation and training, Vote by Mail VBMScan Software installation and setup and two secure election terminals.
- Pursuant to the Counties 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.
- The costs are valid and necessary expenses for the November election 2020 and have been determined to be reimbursable through Federal CARES Act Grant (CFDA: 90.404).
- Valid expenses under the Federal CARES Act Grant (CFDA: 90.404) will likely be

reimbursed in FY 2021.

- This resolution authorizes an emergency appropriation and procurement and authorizes the County Clerk to enter into an agreement with Impact Networking, LLC in the amount of \$73,759.40 for the purchase additional equipment and software for Vote by Mail.

**Attachments:** [Impact Sales Order-signed](#)

[Lake County - Schedule A \(9-16-20\)](#)

[Lake County IL - Vendor Disclosure \(9-16-20\)](#)

[Impact Networking Emergency Appropriation.pdf](#)

**7.12** [\*\*20-1282\*\*](#)

Resolution accepting Federal CARES Act Grant funding from the Illinois State Board of Elections, authorizing an emergency appropriation in the amount of \$52,955, and ratifying the purchase of sneeze guards from Inclusion Solutions, Evanston, Illinois.

- The Lake County Clerk's Office applied for Federal CARES Act Grant funds (CFDA: 90.404) from the Illinois State Board of Elections which will reimburse qualified election related expenses due to the pandemic in Fiscal Year (FY) 2021 up to \$831,572.91.
- There is a need to purchase free standing sneeze guards for the upcoming election.
- Pursuant to the Counties 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.
- The costs are valid and necessary expenses for the November 2020 election and have been determined to be reimbursable through the Federal CARES Act Grant (CFDA: 90.404).
- Valid expenses under the Federal Cares Grant (CFDA: 90.404) will likely be reimbursed in FY 2021.

**Attachments:** [Quote-SQ-007907- SneezeGuards](#)

[Vendor Disclosure-Inclusion Solutions](#)

[Inclusion Solutions Emergency Appropriation.pdf](#)

**7.13** [\*\*20-1289\*\*](#)

Resolution ratifying emergency procurements from Fund 745, the CARES Act Coronavirus Relief Fund.

- Lake County was a recipient of the funding available under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"), which established a Coronavirus Relief Fund.
- The CARES Act provides that payments from the Fund may only be used to cover

- costs that 1) are necessary expenditures incurred due to COVID-19, 2) were not accounted for in the Fiscal Year 2020 budget, and 3) were incurred during the period of March 1, 2020 through December 30, 2020.
- Lake County established a special revenue fund, Fund 745, the CARES Act Coronavirus Relief Fund for budgeting and accounting purposes only.
  - These expenditures have been identified as emergency procurements which are obtained in circumstances which include, but are not limited to; situations threatening public health or safety, where immediate repairs to County property are necessary to protect or prevent against further loss or damage, prevent or minimize disruption to County Services, ensure integrity of County records, or avoid a lapse or loss of federal, state or donated funds.
  - Pursuant to the Lake County Purchasing Ordinance Article 6, Section 103, emergency procurements over \$30,000 must be ratified by the County Board.

**Attachments:** [8.1.20 to 9.18.20](#)

**7.14     20-1293**

Resolution ratifying a contract with Kluber Architects and Engineers, Gurnee, Illinois, for architectural and engineering services for the CARES Act Projects and approving Contract Modification Number One for Agreement Number 20141.

- Lake County Facilities identified a need to enter into a professional services agreement to provide architectural and engineering services for CARES Act Projects in August 2020 in accordance with the Local Government Professional Services Selection Act (50 ILCS 510/1 et seq) and a prior satisfactory relationship:
- Kluber Architects and Engineers was contracted to provide the required services for three CARES Act projects for the Health Department:
  - Midlakes, North Shore and North Chicago heating, ventilating, and air conditioning (HVAC) upgrades;
  - 3002 Grand Avenue Roof Top Unit HVAC replacement; and
  - Belvidere Health Center Women's Health HVAC Improvements.
- The initial contract in the amount of \$41,085 was for the construction document phase which included developing the scope of the project, providing specifications, developing technical drawings, providing front end bidding specifications, bid solicitation documentation, and contract provisions, and reviewing final documentation as authorized for this phase of project.
- Facilities has identified a need for Contract Modification Number One to increase the scope of work of the projects to include a construction administration phase in the amount of \$49,670. This phase includes the review of contractor shop drawings, assistance in submission of plans, specifications, communications, and building permits, the review of data submittals, the review and monitor construction administration progress, and the review and confirmation of substantial completion timeline, final completion of work, and project hand-off after completion to Lake County.
- This resolution ratifies the existing contract with Kluber Architects and Engineers in the amount of \$41,085 and approves the contract modification to increase the



existing contract to \$90,755.

**Attachments:** [Lake County Vendor Disclosure Statement](#)  
[20141 Fully Executed Contract](#)  
[20141 Contract Modification 1](#)  
[20141 Award Information-Contract Modification 1](#)

## **LEGISLATIVE PROGRAM**

### **7.15 [20-1294](#)**

Discussion regarding the Fiscal Year (FY) 2021 Lake County Legislative Program.

- The County Board adopts an annual Legislative Program, developed by the Legislative Committee, drafted based on input provided by county staff, and board members.
- In preparation for the development of the FY 2021 Legislative Program, staff will be reviewing the current program with the L&J, HCS, PWPT, and F&A standing committees and soliciting feedback on the current program, and requesting any new legislative ideas for consideration in the upcoming program.
- Staff will present the standing committee feedback, and other ideas at an upcoming Legislative Committee meeting as the 2021 Program is being developed. The final FY 2021 program will be brought to the full board for adoption at a future Board meeting.

**Attachments:** [2020 Lake County Legislative Program.pdf](#)

## **8. Executive Session**

## **9. Director's Report**

### **9.1 [20-1308](#)**

Director's Reports.

- Facilities and Construction Services.
- Finance and Administrative Service.
- Human Resources.
- Information Technology.

**Attachments:** [FCS Report - JOC over 350K Update.pdf](#)

## **10. Public Comment**

## **11. County Administrator's Report**

12. **Members Remarks**

13. **Adjournment**

**Next Meeting: October 8, 2020**