

Lake County Illinois

18 N. County Street (10th FL), Waukegan, IL 60085

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AT&T Uverse Ch 99, & at the County Building*



Agenda Report - Final

Thursday, April 29, 2021

8:30 AM

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

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 recorded and 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 be recorded and will provide the following information:

- * Meeting: F&A Committee (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 [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 - 8.9)

APPROVAL OF MINUTES

8.1 [21-0691](#)

Minutes from April 1, 2021.

Attachments: [F&A 4.1.21 Minutes - Final.pdf](#)

PUBLIC WORKS, PLANNING & TRANSPORTATION

8.2 [21-0640](#)

Joint resolution authorizing a contract with Peter Baker and Son Company, Lake Bluff, Illinois, in the amount of \$155,249.19 for the resurfacing of various roads in the Cuba Township Road District, which will be improved under the Illinois Highway Code for a total of 0.69 miles.

- There was a public call for bids, and a total of four bids were received, ranging from \$155,249.19 to \$189,995.19. Peter Baker and Son Company, was identified as the lowest responsible bidder in the amount of \$155,249.19.
- This improvement is designated as Section 21-04000-00-GM.
- There are no expenditures of County funds on this project.

Attachments: [21-0640 Bid Tab, 2021 Cuba Road District](#)

[21-0640 Vendor Disclosure, Peter Baker](#)

[21-0640 Location Map, Cuba Road District 2021](#)

8.3 [21-0641](#)

Joint resolution authorizing a contract with Payne and Dolan, Inc., Antioch, Illinois, in the amount of \$94,645.60 for the resurfacing of various roads in the Waukegan Township Road District, which will be improved under the Illinois Highway Code for a total of 0.69 miles.

- There was a public call for bids, and a total of four bids were received, ranging from

\$94,645.60 to \$125,348.22. Payne and Dolan, Inc., was identified as the lowest responsible bidder in the amount of \$94,645.60.

- This improvement is designated as Section 21-16000-01-GM.
- There are no expenditures of County funds on this project.

Attachments: [21-0641 Bid Tab, 2021 Waukegan Road District](#)

[21-0641 Vendor Disclosure, Payne & Dolan](#)

[21-0641 Location Map, Waukegan Road District 2021](#)

8.4 [21-0642](#)

Joint resolution authorizing a contract with Campanella and Sons, Inc., Wadsworth, Illinois, in the amount of \$268,429.16 for the replacement of eight culverts on Gages Lake Road and North Avenue and appropriating \$323,000 of County Bridge Tax funds.

- The culverts on Gages Lake Road and North Avenue are at the end of their life cycle and must be replaced.
- There was a public call for bids, and a total of four bids were received, ranging from \$268,429.16 to \$432,314.19, and the lowest responsible bidder is Campanella and Sons, Inc., in the amount of \$268,429.16.
- This project is included in the Transportation Improvement Program with construction planned in 2021, and designated as Section 20-00999-71-DR.

Attachments: [21-0642 Bid Tab, 2020 Culvert Replacement](#)

[21-0642 Vendor Disclosure, Campanella](#)

[21-0642 Location Map, Culvert Replacement 2020](#)

8.5 [21-0644](#)

Joint resolution authorizing an agreement with V3 Companies, Woodridge, Illinois, for Phase III construction engineering services for improvements at the intersection of Fremont Center Road and Illinois Route 60, at a maximum cost of \$304,822.38, appropriating \$366,000 of ¼% Sales Tax for Transportation funds.

- The intersection of Fremont Center Road and Illinois Route 60 will be improved with the installation of a traffic signal and turn lanes and is included in the Transportation Improvement Program, and designated as Section 12-00138-02 -CH.
- A consultant will be utilized to undertake Phase III construction engineering services.
- 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.

Attachments: [21-0644 Agreement, Fremont Center Phase III, V3](#)

[21-0644 Vendor Disclosure, V3](#)

[21-0644 Location Map, Fremont Center Rd at IL 60](#)

FINANCIAL & ADMINISTRATIVE

County Clerk

8.6 [21-0649](#)

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

Attachments: [LCC Report for March 2021](#)

Recorder of Deeds

8.7 [21-0650](#)

Report from Mary Ellen Vanderverter, Recorder of Deeds, for the month of March 2021.

Attachments: [March 2021](#)

Treasurer

8.8 [21-0653](#)

Report of Holly Kim, Treasurer, for October 2020

Attachments: [October 2020 Cash & Investment.pdf](#)

[October 2019 Cash & Investment.pdf](#)

8.9 [21-0654](#)

Report of Holly Kim, Treasurer, for November 2020

Attachments: [November 2020 Cash & Investments.pdf](#)

[November 2019 Cash & Investments.pdf](#)

REGULAR AGENDA

PUBLIC WORKS, PLANNING & TRANSPORTATION

8.10 [21-0643](#)

Joint resolution authorizing a contract with Berger Excavating Contractors, Wauconda, Illinois, in the amount of \$2,133,208.86 for the intersection improvement of Fremont Center Road and Illinois Route 60 and appropriating \$2,560,000 of ¼% Sales Tax for Transportation funds.

- The intersection of Fremont Center Road and Illinois Route 60 will be improved with the installation of a traffic signal and turn lanes.
- There was a public call for bids, and a total of four bids were received, ranging from \$2,133,208.86 to \$2,992,779.84, and the lowest responsible bidder is Berger Excavating Contractors, Wauconda, Illinois, in the amount of \$2,133,208.86.
- The Illinois Department of Transportation (IDOT) will reimburse the County for 50 percent of the construction costs up to \$1,550,000.
- The project requires a 50-day closure to construct the intersection improvements. If the closure goes beyond the planned 50 days, liquidated damages will be assessed.
- This project is included in the Transportation Improvement Program with construction planned to begin in 2021, and designated as Section 12-00138-02-CH.

Attachments: [21-0643 Bid Tab, Fremont Center Road at IL Route 60](#)

[21-0643 Vendor Disclosure, Berger](#)

[21-0643 Location Map, Fremont Center Rd at IL 60](#)

8.11 [21-0645](#)

Joint resolution authorizing a contract with Peter Baker and Son Company, Lake Bluff, Illinois, in the amount of \$749,099.54 for the resurfacing of Engle Drive, from Illinois Route 83 to Illinois Route 132, which will be improved under the Illinois Highway Code for a total of 2.20 miles, and appropriating \$890,000 of Motor Fuel Tax funds.

- There was a public call for bids, and a total of four bids were received, ranging from \$749,099.54 to \$1,030,835.92, and the lowest responsible bidder is Peter Baker and Son Company, in the amount of \$749,099.54.
- This resurfacing improvement has been identified within the County's pavement management system and is included in the Transportation Improvement Program with construction in 2021, and designated as Section 19-00126-07-RS.

Attachments: [21-0645 Bid Tab, Engle Drive Resurfacing](#)

[21-0645 Vendor Disclosure, Peter Baker](#)

[21-0645 Location Map, Engle Drive Resurfacing](#)

8.12 [21-0646](#)

Joint resolution authorizing a contract with A Lamp Concrete Contractors, Inc., Schaumburg, Illinois, in the amount of \$4,544,617.36 for the resurfacing, restoration, and rehabilitation (3R) improvement of St. Marys Road, from Illinois Route 176 to Illinois Route 60, and appropriating \$5,450,000 of Matching Tax funds.

- This 3R improvement will include wider shoulder widths, flatter slopes, improved drainage, and installation of bike-friendly shoulders.
- The improvement will also include the installation of centerline rumble strips on St.

Marys Road, from Illinois Route 60 to Everett Road, and on Everett Road, from St. Marys Road to Riverwoods Road.

- A total of two bids were received, ranging from \$4,544,617.36 to \$4,584,327.13, and the lowest responsible bidder is A Lamp Concrete Contractors, Inc., with a contract amount of \$4,544,617.36.
- This resurfacing improvement has been identified within the County's pavement management system and is included in the Transportation Improvement Program with construction in 2021, and designated as Section 17-00102-24-RS.

Attachments: [21-0646 Bid Tab, St. Marys Road 3R](#)

[21-0646 Vendor Disclosure, A Lamp](#)

[21-0646 Location Map, St. Marys Road and Everett Road](#)

8.13 [21-0660](#)

Joint resolution authorizing a contract with Hoerr Construction, Inc., Goodfield, Illinois, for sanitary sewer rehabilitation in the Sylvan Lake (West and East Shores) and Vernon Hills (Cherry Valley) areas in the amount of \$322,283 using a shared services contract with the Village of Mount Prospect.

- Public Works provides sewer service throughout portions of Lake County, undertakes rehabilitation of deteriorated and aging sanitary sewer systems and works closely with the County Administrator's Office to identify shared service opportunities.
- In 2020, an invitation to bid on sewer lining was extended by the Village of Mount Prospect on behalf of the participating Municipal Partnering Initiative (MPI) group members Mount Prospect, Glencoe, Glenview and Winnetka. Hoerr Construction, Inc., submitted the lowest responsive and responsible bid.
- 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.
- Lake County Public Works Department coordinated with members of the MPI group through their Sewer Lining Program to obtain the same 2021 contract pricing.
- Hoerr Construction, Inc. submitted a quote to Lake County Public Works in the amount of \$296,500 for 9,740 feet of sanitary sewer lining and associated work in the Sylvan Lake West and East shore areas. Public Works received a quote from Hoerr Construction, Inc. in the amount of \$25,783 for 2,035 feet of sanitary sewer lining and associated work in the Vernon Hills (Cherry Valley) area. The combined total for the work covered by both quotes is \$322,283.

Attachments: [21-0660 Sanitary Sewer Lining 2021 Hoerr Responsible Bidder Affidavit](#)

[21-0660 Sanitary Sewer Lining 2021 Hoerr Vendor Disclosure Statement](#)

[21-0660 Sanitary Sewer Lining 2021 Lining Locations and Pricing](#)

[21-0660 Sanitary Sewer Lining 2021 MAP -VH Cherry Valley](#)

[21-0660 Sanitary Sewer Lining 2021 MAP-Sylvan Lake East and West SI](#)

[21-0660 Sanitary Sewer Lining 2021 Mt Prospect Bid Tab](#)

[21-0660 Sanitary Sewer Lining 2021 Mt Prospect Contract](#)

8.14 **21-0661**

Joint resolution authorizing a contract with Copenhaver Construction Inc., Gilberts, Illinois in the amount of \$555,997.50 for the Hawthorn Hills Square Watermain Replacement Project.

- The watermain infrastructure in the area of the Hawthorn Hills Square is more than 35 years old, and several main breaks have impacted normal business operations of the shopping center. Two existing water service mains are located under the shopping center buildings, which makes it difficult for repair and maintenance.
- This project will include the installation of a new watermain and new water service connections to the shopping center buildings, and the water service pipes under the buildings will be abandoned.
- The County received bids from 10 contractors for this work ranging from \$555,997.50 to \$899,775. Award of this contract is recommended to the lowest responsive responsible bidder, Copenhaver Construction Inc., in the amount of \$555,997.50.

Attachments: [21-0661 Hawthorn Hills Square WM Replacement Award Information](#)

[21-0661 Hawthorn Hills Square WM Replacement Bid Doc](#)

[21-0661 Hawthorn Hills Square WM Replacement Location Map](#)

[21-0661 Hawthorn Hills Square WM Replacement Project Bid Tab](#)

[21-0661 Hawthorn Hills Square WM Replacement Vendor Disclosure](#)

8.15 **21-0662**

Joint resolution authorizing a contract with Fer-Pal Construction USA, LLC, Elgin, Illinois in the amount of \$2,339,680 for the Pekara Watermain Lining Phase 1 and Walmart Fire Loop Lining Project.

- The watermain infrastructure in the areas of the Park West neighborhood in unincorporated Deerfield and the Townline Commons shopping center in Vernon Hills had numerous main breaks, which impacted water usage for the residents of Park West and business operations at the Townline Commons shopping center.
- This project will include the lining of existing water mains, as well as replacing existing valves and fire hydrants.
- The County received bids from three contractors for this work ranging from \$2,339,680 to \$2,852,548. Award of this contract is recommended to the lowest responsive responsible bidder, Fer-Pal Construction USA, LLC, in the amount of \$2,339,680.

Attachments: [21-0662 Pekara WM Lining Phase 1 & Walmart Fire Loop Bid Doc](#)
[21-0662 Pekara WM Lining Phase 1 & Walmart Fire Loop Location Map](#)
[21-0662 Pekara WM Lining Phase 1 & Walmart Fire Loop Vendor Disclos](#)
[21-0662 Pekara WM Phase 1 Lining & Walmart Fire Loop Lining Award It](#)
[21-0662 Pekara WM Phase 1 Lining & Walmart Fire Loop Lining](#)

FINANCIAL & ADMINISTRATIVE

Chief County Assessor

8.16 [21-0695](#)

Chief County Assessment Office Annual Update.

Attachments: [CCAO April 29 2021 Department Update.pdf](#)

Facilities and Construction Services

8.17 [21-0742](#)

Director's Report - Facilities and Construction Services.

Finance and Administrative Services

8.18 [21-0605](#)

Resolution setting forth the budget and financial policies for the Fiscal Year (FY) 2022 Lake County Budget.

- The County Board adopts budget policies annually for the upcoming budget cycle and to guide financial activity for the fiscal year.
- All policies maintain prudent financial management practices for the short and long term and are consistent with best business practices.
- Following a thorough discussion of the proposed updates to the policies with the Finance and Administrative Committee on April 1, 2021, the attached policies reflect all changes in a redline form, a clean form with the most recent changes since April 1 highlighted in yellow, and a completely formatted and final form.
- The budget calendar has also been updated to provide the standing committees at which Board members may introduce potential New Program or Program Expansion requests in accordance with the County Board Rules of Order and Operational Procedures.

Attachments: [FY22 Proposed Budget Calendar 4.5.21.pdf](#)
[FY22 Budget Policies-Redline 04.04.pdf](#)
[FY22 Budget Policies-Clean w Highlights04.04.pdf](#)
[FY22 Budget Policies Final.pdf](#)

8.19 [21-0696](#)

Initial Discussion of Purchasing Ordinance, Responsible Bidder's Ordinance, and Vendor Disclosure Policy.

Attachments: [RBO Policy 22420](#)

[RESPONSIBLE BIDDER AFFIDAVIT - v2](#)

[vendor disclosure and conflict of interest policy v4 Clean](#)

[vendor disclosure statement v6 FINAL \(002\)](#)

[Purchasing Ordinance - Code of Ordinances.pdf](#)

[Purchasing discussion 4.29.21.pdf](#)

8.20 [21-0740](#)

Director's Report - Finance and Administrative Services.

Human Resources

8.21 [21-0637](#)

Resolution authorizing Lake County to enter into agreements for executive recruitment and employee leasing services with two firms: GovHR USA, Northbrook, Illinois and David Gomez Partners, Oak Brook, Illinois using a per recruitment pricing model.

- Lake County's current contract for executive recruitment and employee leasing services expires May 9, 2021 and there is a continuing need to enter into an ongoing contract for Executive Recruitment and Employee Leasing Services for various Lake County departments.
- A Request for Proposal (RFP) was extended to 20 vendors, sealed proposals were received from six vendors, interviews were held with the top three firms and based on the criteria set forth in the RFP, the evaluation committee determined it to be in the best interest of Lake County to award to multiple firms.
- Two firms were selected that can provide timely recruitment services that align with the strategic vision of Lake County, provide a diverse pool of candidates, and have experience in executive recruitment services with a proven track record of success in Illinois.
- This resolution authorizes the Lake County Administrator and Lake County Human Resource Director to access the two awarded vendors to provide executive recruitment and employee leasing services based on the unit prices of each contract.
- The total estimated annual spend is \$50,000. GovHR has a per recruitment cost of \$19,500 plus \$2,500 advertising costs and David Gomez Partners charges 25 percent of the candidates first year base salary.

Attachments: [21022 Award Recommendation.pdf](#)

[21022 Agreement- David Gomez Partners.pdf](#)

[21022 Agreement- GovHR USA.pdf](#)

[Board Scoresheet.pdf](#)

[GovHR Vendor Disclosure Statement.pdf](#)

[David Gomez Partners Vendor Disclosure Statement.pdf](#)

8.22 **21-0657**

Resolution repealing Section 4.3, Military Training Leave and Military Leave of Absence, in the Employee Policies and Procedures manual and replacing with a new Section 4.3, Military Leave.

- The existing Military Training and Military Leave of Absence Policy is 20 years old.
- The existing Policy needs to be updated to bring Lake County in-line with modern practices.
- The new policy was drafted after reviewing policies from other municipalities and counties in the region.

Attachments: [Current - 4.3 Military Training Leave and Military Leave of Absence.pdf](#)

[Proposed - 4.3 Military Leave](#)

8.23 **21-0666**

Resolution repealing Section 2.10, Hiring of Relatives, in the Employee Policies and Procedures manual and replacing with a new Section 2.10, Employment and Supervision of Relatives; Personal Relationships with Employees.

- The current policy was adopted in 1992.
- The Human Resources Department will periodically review and update its employee policies in accordance with current best practices.
- Staff will provide you with information regarding the background of the existing policy and the need to repeal and replace the existing policy.

Attachments: [Current - 2.10 Hiring of Relatives.pdf](#)

[Proposed - 2.10 Employment of Relatives and Personal Relationship.pdf](#)

8.24 **21-0591**

Joint resolution amending Section 1.6, Diversity and Inclusion, in the Employee Policies and Procedures Manual.

- Section 1.6, Diversity and Inclusion, of the Lake County Employee Policies and Procedures Manual must be amended to reflect updated language.
- The updated Diversity and Inclusion language applies to all Lake County employees, contractors, and representatives when they act on behalf of Lake County.
- Employees are responsible for implementing the Diversity and Inclusion Policy as part of their day-to-day work and their dealings with colleagues and customers.

Attachments: [1.6 Diversity and Inclusion - Clean Copy with the proposed changes](#)

[1.6 Diversity and Inclusion - Redline](#)

8.25 [21-0741](#)

Director's Report - Human Resources.

9. County Administrator's Report

10. Executive Session

10.1 [21-0694](#)

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

10.1A [21-0692](#)

Executive Session Minutes from April 1, 2021.

10.2 [21-0693](#)

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

10.3 [21-0668](#)

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

10.4 [21-0669](#)

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

11. Members Remarks

12. Adjournment

Next Meeting: May 6, 2021