

Lake County Illinois

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



Agenda Report - Final

Thursday, May 2, 2024

8:30 AM

Assembly Room, 10th Floor or register for remote attendance at
<https://bit.ly/3UugOAH>

Financial & Administrative Committee

PUBLIC ATTENDANCE: The public can attend Lake County Committee and Board meetings in one of two ways:

- (1) In-person attendance is on the 10th Floor of the County Administrative Tower, 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 - 8.6)

MINUTES

8.1 [24-0510](#)

Committee action approving the Financial and Administrative Special Meeting committee minutes from March 21, 2024.

Attachments: [F&A 3.21.24 Final Minutes](#)

8.2 [24-0511](#)

Committee action approving the Financial and Administrative Committee minutes from April 4, 2024.

Attachments: [F&A 4.4.24 Final Minutes](#)

REPORTS

8.3 [24-0484](#)

Report from Anthony Vega, County Clerk, for the month of February, 2024.

Attachments: [County Clerk Monthly Finance Report for Feb. 2024](#)

8.4 [24-0521](#)

Cash and Investment Report from Treasurer Holly Kim for the month of March, 2024.

Attachments: [FSG 3.31.24](#)

[Lake County - March 2024 Summary Report](#)

[Treasurer Cash&Investment MAR-23](#)

HEALTH & COMMUNITY SERVICES

8.5 [24-0520](#)

Joint resolution accepting the Illinois Department of Human Services grant and authorizing an emergency appropriation in the amount of \$7,316 for the Supported Residential grant.

- The \$7,316 Illinois Department of Human Services grant will be used to offset existing staff salary and fringe benefits.
- The \$7,316 in additional grant funding has not been previously appropriated because the grant resources were secured after the County's adoption of the Fiscal Year 2024 budget.
- The grant award will be for the period July 1, 2023, through June 30, 2024.
- If grant funding for the positions and services end, and new funding is not secured, the positions and services will be eliminated.

Attachments: [Supported Residential EA \\$7316](#)

PUBLIC WORKS & TRANSPORTATION

8.6 [24-0533](#)

Joint resolution authorizing a contract with Peter Baker & Son Company, Lake Bluff, Illinois, in the amount of \$150,048.93 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 0.79 miles.

- There was a public call for bids, and a total of four bids were received, ranging from \$150,048.93 to \$195,717.57, and the lowest responsible bidder is Peter Baker & Son Company, Lake Bluff, Illinois, in the amount of \$150,048.93.
- This improvement is designated as Section 24-04000-01-GM.
- No County funds are being used on this project.

Attachments: [24-0533 Bid Tabulation, Cuba Road District](#)

[24-0533 Vendor Disclosure, Baker](#)

[24-0533 Location Map, Cuba Township Road District](#)

REGULAR AGENDA

HEALTH & COMMUNITY SERVICES

8.7 [24-0329](#)

Joint resolution authorizing the Workforce Development Department to enter into Summer Youth Worksite Agreements with public, private, governmental or nonprofit organizations to host youth onsite as part of the Lake County Summer Youth Work Experience Program.

- The Workforce Development Department administers the Lake County Summer Youth Work Experience Program. The Summer Youth Program provides eligible

- youth a meaningful work experience.
- Onsite, subsidized work experiences will be at public, governmental, private and nonprofit organizations. Youth will be scheduled to work up to 25 hours weekly for 4 - 6 weeks earning \$15.00 per hour.
- Workforce Development has identified worksites and will continue to identify additional worksites.
- The Worksite Agreement outlines the responsibilities of the participating worksites and Lake County.
- This joint resolution authorizes the County Board Chair or their designee to sign the agreements.

Attachments: [SYEP Worksite Agreement 2024](#)

[Resolution 24-0329 SYEP Worksites May 2024](#)

8.8 **24-0516**

Joint resolution accepting the Illinois Department of Commerce and Economic Opportunity (DCEO) Workforce Innovation and Opportunity Act (WIOA) Rapid Response Grant Modification and approving an emergency appropriation in the amount of \$144,537.

- The WIOA Rapid Response grant modification of \$144,537 is to serve an additional 16 dislocated workers impacted by layoffs, closings or relocations.
- The grant funds will be used to reimburse occupational training, work-experience wages, barrier reduction services and personnel costs.
- The grant budget modification of \$144,537 will bring the total grant budget to \$469,537 and a grant term July 1, 2023 through December 31, 2024.
- If grant funding for services end, and new funding is not secured, the services will be eliminated.

Attachments: [WDD Rapid Response Dislocated Worker Grant Modification](#)

[Resolution 24-0516 CFY'24 Rapid Response Grant Modification GL May](#)

8.9 **24-0517**

Joint resolution accepting the Illinois Department of Commerce and Economic Opportunity (DCEO) Workforce Development Grant to increase the competitiveness of Illinois' businesses and provide opportunities to Illinois' workers and job seekers and approving an emergency appropriation in the amount of \$240,200.

- The DCEO Workforce Development Grant will support workforce services to low or moderate income individuals, including outreach and services to immigrants, migrants, and refugees.
- The DCEO Workforce Development Grant funds working with community agencies to support community workers engaged in recruitment and career planning services for 60 individuals.
- The grant supports the purchase of technologies to expand services through Job Center on the Move, translation devices, and online occupational training

for English Language Learners.

- The total grant award is \$240,200 effective January 1, 2024, through June 30, 2024.
- If grant funding for services end, and new funding is not secured, the services will be eliminated.

Attachments: [WDD Services to Low or Moderate Income Individuals Grant](#)

[Resolution 24-0517 CFY'24 Workforce Grant Service to Low Income Indi](#)

PUBLIC WORKS & TRANSPORTATION

8.10 [24-0534](#)

Joint resolution authorizing an agreement with Parsons Transportation Group, Inc., Schaumburg, Illinois, for three years of professional engineering services for the Intelligent Transportation System (ITS) PASSAGE System Integration 2024, at a maximum cost of \$1,625,000, appropriating \$1,950,000 of the ¼% Sales Tax for Transportation funds.

- The System Integration work for Lake County PASSAGE will continue to enhance the current system, design and integrate field communication devices, maintain system components in the Traffic Management Center (TMC) and in the field, monitor traffic signal operations, and provide data collection and analysis.
- A consultant will be utilized to undertake the System Integration work for Lake County PASSAGE.
- Lake County selects professional engineering firms in accordance with the Local Government Professional Services Selection Act, 50 ILCS 510/1 et. seq.
- Based on a satisfactory past relationship with the Lake County Division of Transportation, the selected, and recommended, firm is Parsons Transportation Group, Inc., Schaumburg, Illinois, with a maximum cost of \$1,625,000 for a three-year contract term.
- This project is included in the Transportation Improvement Program and designated as Section 24-00268-27-TL.

Attachments: [24-0534 Agreement, 2024 ITS PASSAGE Integration](#)

[24-0534 Vendor Disclosure, Parsons](#)

8.11 [24-0535](#)

Joint resolution authorizing a contract with Berger Contractors, Wauconda, Illinois, in the amount of \$15,767,314.35 for improvements at the intersection of Hunt Club Road and Washington Street, which will be improved under the Illinois Highway Code for a total of 1.98 miles, and appropriating \$18,925,000 of County Option Motor Fuel Tax funds and \$1,200,000, as remains available, of Motor Fuel Tax funds made available through the REBUILD Illinois Transportation Bond Funds.

- The intersection improvements will include dual left turn lanes and right turn lanes on all legs of the intersection, drainage improvements, new traffic signals, and

non-motorized improvements, including filling a bike path gap on the east leg of Washington Street and extending a new bike path north along Hunt Club Road to Dada Drive.

- There was a public call for bids, and a total of three bids were received, ranging from \$15,767,314.35 to \$16,760,250.33, and the lowest responsible bidder is Berger Contractors, Wauconda, Illinois, in the amount of \$15,767,314.35.
- The appropriation will allow any remaining balance of REBUILD Illinois Bond Funds to be spent on this improvement.
- This project is included in the Transportation Improvement Program with construction planned to begin in 2024 and designated as Section 17-00095-19-CH.

Attachments: [24-0535 Bid Tabulation, Hunt Club at Washington Street Intersection Im](#)
[24-0535 Vendor Disclosure, Berger](#)
[24-0535 Location Map, Hunt Club Road at Washington Street](#)

8.12 [24-0536](#)

Joint resolution authorizing a contract with Peter Baker and Son Company, Lake Bluff, Illinois, in the amount of \$5,638,244.74 for the resurfacing of Gilmer Road, from Illinois Route 120 to Illinois Route 176, which will be improved under the Illinois Highway Code for a total of 6.17 miles, and appropriating \$6,766,000 of Motor Fuel Tax funds.

- The improvement will include pavement resurfacing, widening of paved shoulders, installation of left turn lanes at Fish Lake Road and Callahan Road, curb and gutter replacement, guardrail replacement, culvert replacement, shoulder and centerline rumble strip installation, and other related items.
- There was a public call for bids, and a total of two bids were received, ranging from \$5,638,244.74 to \$6,981,652.35, and the lowest responsible bidder is Peter Baker and Son Company, Lake Bluff, Illinois, in the amount of \$5,638,244.74.
- This project is included in the Transportation Improvement Program with construction in 2024 and designated as Section 21-00073-10-RS.

Attachments: [24-0536 Bid Tabulation, Gilmer Road Resurfacing \(IL 120 to IL 176\)](#)
[24-0536 Vendor Disclosure, Baker](#)
[24-0536 Location Map, Gilmer Road \(IL 120 to IL 176\)](#)

8.13 [24-0537](#)

Joint resolution authorizing a contract with Peter Baker and Son Company, Lake Bluff, Illinois, in the amount of \$2,396,677.63 for the resurfacing of Fairfield Road, from Illinois Route 176 to Old McHenry Road, which will be improved under the Illinois Highway Code for a total of 3.3 miles and appropriating \$2,877,000 of Matching Tax funds.

- The improvement will include pavement resurfacing, widening of paved shoulder,

curb and gutter replacement, guardrail replacement, culvert replacement, shoulder and centerline rumble strip installation, and other related items.

- There was a public call for bids, and a total of three bids were received, ranging from \$2,396,677.63 to \$3,029,808, and the lowest responsible bidder is Peter Baker and Son Company, Lake Bluff, Illinois, in the amount of \$2,396,677.63.
- This project is included in the Transportation Improvement Program with construction in 2024 and designated as Section 22-00113-19-RS.

Attachments: [24-0537 Bid, Tabulation, Fairfield Road Resurfacing](#)

[24-0537 Vendor Disclosure, Baker](#)

[24-0537 Location Map, Fairfield Road \(Old McHenry Road to Ivanhoe R](#)

8.14 [24-0538](#)

Joint resolution authorizing an agreement with IMEG Consultants Corporation, Gurnee, Illinois, for Phase II design engineering services for the resurfacing of Pulaski Drive, from Illinois Route 43 to Illinois Route 131, and the repair of the Pulaski Drive Bridge over US Route 41 and the Union Pacific Railroad at a maximum cost of \$440,683 and appropriating \$529,000 of Matching Tax funds.

- The Pulaski Drive Bridge over US Route 41 and the Union Pacific Railroad was constructed in 1977 and is in need of repairs.
- 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 2025 and designated as Section 23-00196-11-RS.

Attachments: [24-0538 Agreement, Pulaski Drive Resurfacing and Bridge Repair](#)

[24-0538 Vendor Disclosure, IMEG](#)

[24-0538 Location Map, Pulaski Drive \(IL Route 43 to IL Route 131\)](#)

8.15 [24-0539](#)

Joint resolution ratifying a contract with Alliance Contractors, Inc., Woodstock, Illinois, in the amount of \$297,688.80 for an emergency procurement required for emergency repair work to North Avenue at the Wisconsin Central Ltd. Railroad (Railroad) crossing, and appropriating \$300,000 of Matching Tax funds.

- The Railroad performed improvements which raised the grade of its tracks that cross North Avenue, east of Illinois Route 83 in Antioch, Illinois, and caused an unsafe condition along North Avenue. On September 14, 2023, the County

Engineer declared an emergency for repair work on North Avenue at the railroad crossing.

- In accordance with Article 6-103 of the Lake County Purchasing Ordinance, the County Engineer of Lake County certified an emergency procurement for contractual construction services.
- The County Board, at its October 10, 2023, meeting, authorized an agreement between the Illinois Commerce Commission (ICC), the Illinois Department of Transportation (IDOT), and the Railroad where the County would lead the emergency repairs with 100 percent reimbursement from the Railroad and Grade Crossing Protection Funds administered by the ICC and IDOT.
- The contractor selected to provide emergency contractual construction services was Alliance Contractors, Inc., Woodstock, Illinois, in the amount of \$297,688.80. The repair work was completed by November 13, 2023, and included improvements to the roadway pavement, drainage system, and sidewalk.
- This resolution, per Article 6-103 of the Lake County Purchasing Ordinance, ratifies this emergency procurement contract and appropriates \$300,000 of Matching Tax funds.

Attachments: [24-0539 Agreement, North Ave at CN Railroad Emergency Repair](#)

[24-0539 Vendor Disclosure, Alliance](#)

[24-0539 Location Map, North Avenue Railroad Crossing](#)

8.16 [24-0524](#)

Joint committee action approving Change Order Number One for the Wilson / Rollins Transmission Sewer Lining with Insituform Technologies USA, LLC resulting in a net cost increase of \$185,000 from \$371,084 to \$556,084.

- On April 26, 2021, a contract was issued to Insituform Technologies USA, LLC to rehabilitate 42-inch diameter sewers in the Wilson and Rollins Road intersection by applying a geopolymer lining on the inside of the sewer pipes.
- Prior to the construction being fully completed, Public Works determined that the geopolymer lining was not curing as expected and it was determined that an epoxy protective coating would adequately address this issue.
- Public Works had numerous discussions with the manufacturer and, in coordination with the manufacturer, have elected to proceed with a change order to have the epoxy protective coating applied.
- Change Order Number One directs the contractor to apply an epoxy protective coating over the geopolymer lining material applied in the sewer mains and related sewer structures to extend the longevity of the assets, resulting in an increased cost of \$185,000 for the project.
- 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 Insituform Technologies USA, LLC increasing the original contract value by \$185,000 from \$371,084 to \$556,084.

Attachments: [24-0524 Change Order 2024.03.19 Insituform SIGNED](#)

[24-0524 Rollins Wilson Insituform Map](#)

[24-0524 Vendor Disclosure Statement EXECUTED](#)

8.17 [24-0523](#)

Joint resolution approving a policy to allow for the transferring of assets and responsibilities from the former Lakes Region Sanitary District (“District”).

- In June 2023, the final dissolution of the District was completed, and the District’s remaining sanitary sewer system property was transferred to Lake County.
- During the initial review of the District’s dissolution, there were discussions regarding the realignment of specific sections of the District’s collection system that overlapped with portions of Fox Lake, Lake Villa, Round Lake, Round Lake Beach and how the realignment may benefit the customers.
- Staff has drafted a policy that outlines a procedure to allow for possible realignment and transfer of those assets and responsibilities to specific municipalities.
- The draft policy was presented to the Public Works and Transportation Committee in January 2024 and has been revised based on Committee feedback for approval.

Attachments: [24-0523 Revised Overlap Policy for NWFPA LRSD System_Final](#)

[24-0523 Former LRSD Assets - Overlap Discussion and Recommendation](#)

FINANCIAL & ADMINISTRATIVE

Human Resources

8.18 [24-0531](#)

Human Resources Annual Update.

Finance

8.19 [24-0528](#)

Discussion regarding the Fiscal Year (FY) 2025 Budget Planning Guidance.

- Each year, the County Board provides guidance for development of the annual budget. Guidance that is updated annually is found in Policy 3.5FYxx which is intended to provide parameters or guidelines for a specific fiscal year.
- Policies 3.5 Budget Development Policy and 3.6 Budget Execution Policy provide fundamental policy that is reviewed annually but only updated as necessary.
- The guidance provided through this process includes property tax levy, employee salary increases, new program requests, contributions to capital, environmentally

sustainable alternatives, net zero planning, and any specific clarifications.

- A draft Guidance document was presented on March 21, 2024, and April 4, 2024, at the Financial and Administrative Committee. The feedback received at these meetings and further refinement by Staff is shown in the redline version and in a clean version of the attached. If this guidance is approved on May 14, the FY 2025 budget preparation process will begin with departments in mid-May.

Attachments: [3.5.FY25 Budget Planning Guidance Policy Clean 5.2.2024](#)

[3.5.FY25 Budget Planning Guidance Policy Redline 5.2.2024](#)

County Administration

8.20 [24-0541](#)

Resolution setting compensation for specified County-wide Elected Office holders, County Board Members, and the County Board Chair.

- Pursuant to 55 ILCS 5/4-10001, the County Board sets the compensation for elected officials not less than six months before those officials take office.
- Based on the election cycle, it is necessary to set compensation for the Circuit Clerk, Coroner, County Board Members and the County Board Chair.
- The resolution reflects changes to the future year compensation based on the County Elected Official Compensation policy, adopted by the Lake County Board on April 9, 2024.

Attachments: [Countywide Elected Salaries 5.2.24](#)

[1.6 County Elected Official Compensation Policy FINAL as APPROVED c](#)

9. County Administrator's Report

[24-0586](#)

- Analysis of drainage districts.

10. Executive Session

10.1 [24-0008](#)

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

10.2 [24-0012](#)

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

10.2A [24-0532](#)

Committee action approving the Financial and Administrative Executive Session minutes from April 4, 2024.

11. **Member Remarks and Requests**

12. **Adjournment**

Next Meeting: May 9, 2024