

# Lake County Illinois

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



## **Agenda Report - Final**

**Thursday, September 26, 2019**

**8:30 AM**

**Assembly Room, 10th Floor**

**Financial and 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

6.1 [19-1371](#)

Resolution authorizing an agreement with ICMA-RC for deferred compensation record-keeping and plan administration services.

- Lake County desires to enter into an agreement for deferred compensation record-keeping and plan administration services.
- Lake County extended Requests for Proposals (RFPs) to 26 potential vendors and nine responses were received.
- The Lake County 457 Retirement Plan Committee, in consultation with the retirement plan consultants Gallagher Consultants, reviewed and scored all responses and invited three providers to provide a presentation to the Committee. All Committee members scored the finalist candidates following their presentations.
- ICMA-RC is recommended as the firm that best meets the needs of the County and includes a fee reduction of over 58 percent for plan participants.
- This resolution authorizes the County Board Chair to execute an agreement with ICMA-RC for deferred compensation record-keeping and plan administration services.
- Following Committee action, Human Resources will begin active communication with all employees and retirees.

**Attachments:** [Overall Scoresheet for County Board.pdf](#)

[Vendor Disclosure.pdf](#)

[ICMA-RC Administrative Services Agreement Sample.pdf](#)

[19047 Award Recommendation.pdf](#)

[457\(b\) Point Paper - Final.pdf](#)

6.2 [19-1372](#)

Resolution authorizing the appointment of Christine Kopka, Assistant Director of Human Resources and Risk Manager, as the Lake County Deferred Compensation 457(b) Plan's Authorized Agent.

- Nationwide Retirement Solution (NRS) currently provides Lake County's Deferred Compensation 457(b) plan record-keeping and administrative services.
- The Lake County 457 Retirement Plan Committee determined, through the

Request for Proposal (RFP) process, that ICMA-RC offers more advantageous services and desires to switch vendors.

- Christine Kopka is currently appointed as the Lake County's Nationwide Authorized Agent and will remain until the termination of the Nationwide contract.
- Human Resources desires that Christine Kopka, Assistant Director of Human Resources and Risk Manager, be appointed as Lake County's authorized agent for its deferred compensation plan under Internal Revenue Code 457(b) for services with ICMA-RC.

## 7. New Business

### **CONSENT AGENDA (Items 7.1 - 7.12)**

#### **APPROVAL OF MINUTES**

##### 7.1 [19-1528](#)

Minutes from August 8, 2019.

**Attachments:** [F&A 8.8.19 Minutes - Final.pdf](#)

##### 7.2 [19-1529](#)

Minutes from August 29, 2019.

**Attachments:** [F&A 8.29.19 Minutes - Final.pdf](#)

##### 7.3 [19-1532](#)

Executive Session minutes from August 29, 2019.

##### 7.4 [19-1533](#)

Minutes from September 5, 2019.

**Attachments:** [F&A 9.5.19 Minutes - Final.pdf](#)

#### **HEALTH & COMMUNITY SERVICES**

##### 7.5 [19-1482](#)

Joint resolution accepting the Steans Family Foundation grant and authorizing an emergency appropriation in the amount of \$40,000 for the Coordinated Intake program.

- The \$40,000 Steans Family Foundation grant will be used for mileage and to offset existing staff salary and benefit costs.
- The \$40,000 in additional grant funding has not been previously appropriated because the grant resources were secured after the County's adoption of the Fiscal Year 2019 budget.
- The grant award will be for the period July 1, 2019 through June 30, 2020.

**Attachments:** [Steans Family Foundation Grant Agreement - Executed](#)

[Steans \\$40K](#)

**PUBLIC WORKS, PLANNING & TRANSPORTATION**

**7.6** [19-1508](#)

Joint resolution authorizing a contract with Berger Excavating Contractors, Inc., Wauconda, Illinois, in the amount of \$128,234 for drainage improvements on Grass Lake Road, 350 feet west of Sibley Drive in Antioch, Illinois, and appropriating \$160,000 of County Bridge Tax funds.

- Storm sewer pipes and drainage structures on Grass Lake Road, 350 feet west of Sibley Drive in Antioch, Illinois, are at the end of their useful life and must be replaced or repaired.
- There was a public call for bids, and a total of three bids were received, ranging from \$128,234 to \$158,356.30, and the lowest responsible bidder is Berger Excavating Contractors, Inc., Wauconda, Illinois, in the amount of \$128,234.
- This project is included in the highway improvement program with targeted construction in 2019, and designated as Section 17-00059-12-ES.

**Attachments:** [19-1508 Bid Tab, Grass Lake Road Drainage](#)

[19-1508 Vendor Disclosure - Grass Lake Road Drainage](#)

**7.7** [19-1506](#)

Joint resolution ratifying three contracts with Surveying and Mapping, LLC, Elk Grove Village, Illinois, in the amounts of \$22,000, \$17,865 and \$17,700 for Subsurface Utility Engineering (SUE) services and surveying services required for six culvert replacements and one storm sewer replacement on various County highways.

- Lake County selects professional engineering firms in accordance with the Local Government Professional Services Selection Act, 50 ILCS 510/1 et. seq.
- Lake County Division of Transportation has a satisfactory relationship with Surveying and Mapping, LLC, Elk Grove Village, Illinois.
- Surveying and Mapping, LLC, Elk Grove Village, Illinois, has completed SUE and surveying services required for three separate projects to replace six culverts and one storm sewer.
- Project one in the amount of \$22,000 includes three culverts on Midlothian Road.
- Project two in the amount of \$17,865 includes three culverts on Gilmer Road, Old McHenry Road, and Monaville Road.
- Project three in the amount of \$17,700 includes a storm sewer on the Robert McClory Bike Path underpass at Wadsworth Road.
- These projects were individually funded from the Fiscal Year 2019 Miscellaneous Services appropriation approved by the County Board on October 9, 2018, and designated as Section 19-00000-02-EG.

**Attachments:** [19-1506 Surveying and Mapping Culverts 2019 Contract](#)

[19-1506 Surveying and Mapping Midlothian Road Culverts Contract](#)

[19-1506 Surveying and Mapping Wadsworth Road Storm Sewer Contra](#)

[19-1506 Vendor Disclosure - Surveying and Mapping](#)

**7.8**     **19-1520**

Joint resolution authorizing an agreement with Robinson Engineering, Volo, Illinois, for engineering services for annual water tower and reservoir repair and rehabilitation.

- Lake County Public Works is seeking engineering services for annual water tower and reservoir repair/rehabilitation. This master agreement, sourced through a full statement of Interest (SOI) competitive process, will allow individual task orders to be issued up to a maximum cumulative value of \$85,000 for a given year. The term of the contract will be two years with three one-year renewal options to allow for future projects with services based on approved contracted rates.
- The Hawthorn Tower Rehabilitation/Refurbishment is identified as the initial project.
- The Lake County Purchasing received and evaluated Statements of Interest from 16 professional firms of which three were short-listed.
- In accordance with the Local Government Professional Services Selection Act, the recommended firm is Robinson Engineering, Volo, Illinois.
- The initial contract with Robinson Engineering will include condition assessment, design engineering and bidding assistance, construction administration assistance and observation based on contracted hourly rates in a total estimated amount of \$66,026.
- This service was included and budgeted as part of the Fiscal Year 2019 Capital Improvement Program.

**Attachments:**    [19-1520 Robinson Engineering Award Information.pdf](#)

[19-1520 Robinson Engineering Master Agreement.pdf](#)

[19-1520 Robinson Engineering Scoring Matrix.pdf](#)

[19-1520 Robinson Engineering Vendor Disclosure Statement.pdf](#)

**7.9**     **19-1523**

Joint resolution authorizing a contract with Total Paving and Brick Services, Gurnee, Illinois, for the Asphalt Patching and Seal Coating Project in the amount of \$120,175, with renewal options.

- Public Works owns and operates water supply and sewer main systems, and sewage treatment facilities serving diverse communities throughout the County.
- Some facilities and underground systems are located under streets, paved driveways and parking areas which are in need of refurbishment.
- Some utility breaks occur under pavement and require pavement to be replaced.
- In accordance with the Lake County Purchasing Ordinance, bids were called for by publication for the Asphalt Patching and Seal Coating Project.
- Three sealed bids were received and publicly opened in the office of Lake County Public Works Department Administration Building on Tuesday, September 10,

2019 at 2:00 p.m.

- Total Paving and Brick Services of Gurnee, IL submitted the lowest responsive and responsible bid. Unit prices were provided as part of the bid.
- The term of the contract will be three years with two one-year renewal options to allow for future projects with services based on approved contracted unit prices. The future anticipated annual spend is estimated at \$250,000 annually.
- This resolution authorizes the execution of a contract with Total Paving and Brick Services in the amount of \$120,175. This project is included in Public Works Fiscal Year 2019 budget.

**Attachments:** [19-1523 Asphalt Patching and Seal Coating Bid #19149 Bid Tab 9-11-19](#)

[19-1523 Asphalt Patching and Sealing VENDOR DISCLOSURE STATEM](#)

**7.10 [19-1524](#)**

Joint resolution authorizing a contract with Wesco Distribution, Woodridge, Illinois for the purchase of six retrofit kits for variable frequency drives for Lake County Public Works Des Plaines Water Treatment Facility in the amount of \$65,582.88.

- The current variable frequency drives at the Lake County Des Plaines Water Treatment Facility have reached the end of life.
- As part of Fiscal Year 2019 Budget Process, Public Works has recommended the purchase of six retrofit kits for variable frequency drives for Lake County Public Works.
- Purchasing identified a cooperative purchasing contract with Wesco Distribution through Sourcewell to procure the retrofit kits for variable frequency drives at a contract price that was competitively solicited and awarded.
- 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.

**Attachments:** [19-1524 Wesco Retrofit Kits Quote.pdf](#)

[19-1524 Wesco Vendor Disclosure.pdf](#)

**FINANCIAL & ADMINISTRATIVE**

**7.11 [19-1497](#)**

Report from Mary Ellen Vanderverter, Recorder of Deeds, for the month of August 2019.

**Attachments:** [August 2019](#)

**7.12 [19-1478](#)**

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

**Attachments:** [LCC Report for August 2019](#)

**REGULAR AGENDA**

**LAW & JUDICIAL**

**7.13 [19-1522](#)**

Joint resolution approving an agreement with Crowe LLP, Oak Brook, Illinois to provide consultant services supporting the procurement of a shared, scalable, integrated, enterprise family of public safety systems that includes computer aided dispatch (CAD), mobile data, records management systems (RMS) for law enforcement and fire / emergency medical services, and a jail management system (JMS) for the 9-1-1 Consolidation Implementation Planning Project in the amount of \$184,410.

- 21 public safety entities (PSE's) have agreed through an Intergovernmental Agreement (IGA) to participate in the 9-1-1 Consolidation Implementation Planning Project.
- The IGA between participating PSEs agrees to use Lake County as its administrative agent for entering into contracts, making payments, receiving dues or other revenue, and for providing financial accounting and reports.
- Participating PSEs have contributed to the 9-1-1 Consolidation Project Fund to cover project costs to include a project manager and 9-1-1 consultant services.
- The Board (through the IGA) has supported the establishment of a two-tier governance structure (governance committees) to serve as the decision-making body on behalf of all participating entities.
- The request for proposals were extended to 24 vendors. Sealed proposals were received from six vendors. Four vendors participated in the vendor interviews.
- Based on the criteria set forth in the request for proposals, an evaluation committee and the governance committees agree Crowe LLP to be in the best interest of Lake County (on the Consortium's behalf).
- Funding is a combination of Consortium (\$80,000) and Lake County funds (\$104,410).

**Attachments:** [19119 Intent to Award Letter.pdf](#)  
[Crowe BAFO 08272019 FINAL.pdf](#)  
[Scoresheet.pdf](#)  
[Vendor Disclosure Form.pdf](#)  
[Draft Agreement 19119.pdf](#)

7.14 [19-1538](#)

Joint resolution authorizing an emergency and temporary contract between Lake County, Lake County Sheriff's Office (LCSO) and the Special Education District of Lake County (SEDOL) for an additional School Resource Officer from September 16, 2019 to October 15, 2019.

- The LCSO has been providing SEDOL with a School Resource Officer at the Gages Lake Campus for over 15 years.
- SEDOL has made an emergency request for an additional School Resource Officer for 30 days, due to SEDOL staffing shortages.
- The SEDOL board held an emergency meeting authorizing funding for the additional School Resource Officer at the current hourly rate of \$99.50.
- LCSO drafted a temporary and emergency contract because a special detail contract would not suffice. Special detail contracts are voluntary and only certified School Resource Officers or Juvenile Officers can fulfil the requirements.
- The LCSO will remit the appropriate invoices for the hours worked for the months of September and October 2019.
- The LCSO anticipates staffing this emergency agreement with minimal, if any overtime.
- This agreement is for thirty (30) days and has a revenue estimate of \$16,000 over the term of the contract.

**Attachments:** [Emergency and Temporary SEDOL Contract](#)

## HEALTH & COMMUNITY SERVICES

7.15 [19-1483](#)

Joint resolution amending the Lake County Health Department Environmental Health Fees Schedule (as authorized in Lake County Code of Ordinances Chapter 178).

- The proposed revisions to the Environmental Health Fees Schedule would require licensed public swimming beaches to pay the same annual license fee as other seasonal swimming facilities (pools) pay.
- These public swimming beaches have been licensed by the Health Department since 2013 but have not been assessed an annual fee because the Department was receiving a federal grant that funded inspections and samples at beaches.
- Those federal funds have significantly diminished and no longer fund these mandated activities; therefore, the proposal is being made to require that the licensed beaches pay these costs.

**Attachments:** [2019 EH fees schedule FINAL SWIM FAC REVISIONS SEPT 2019](#)



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

### **7.16 [19-1503](#)**

Joint resolution appropriating \$100,000 of the ¼% Sales Tax for Transportation funds for the acquisition of necessary right-of-way, by agreement or condemnation, and other right-of-way costs associated with the improvement of Fremont Center Road at Illinois Route 60.

- Fremont Center Road at Illinois Route 60 will be improved with the construction of turn lanes and a traffic signal.
- A previous right-of-way appropriation was approved by the County Board on January 17, 2017, for the advanced acquisition of a parcel. In that case, the property owner was planning on moving and had requested the County expedite the acquisition of the property due to the difficulty of selling it to someone who knows it would be acquired by the County later.
- This improvement is included in the Highway Improvement Program with targeted construction in 2020, and designated as Section 12-00138-02-CH.

### **7.17 [19-1504](#)**

Joint resolution appropriating \$5,240,000 of Matching Tax funds and \$1,055,000 of County Bridge Tax funds for the Grass Lake Road, Millburn Road, and Old US Route 45 resurfacing improvements.

- Grass Lake Road (Deep Lake Road to west of realigned U.S. Route 45), Millburn Road (Old US Route 45 to Hunt Club Road), and Old U.S. Route 45 (between North and South connections to realigned US Route 45), need resurfacing.
- This improvement will address identified non-motorized travel gaps through construction of a new sidewalk and bike path on Grass Lake Road (Deep Lake Road to west of Savage Road, and Beck Road to the Millennium Trail).
- This improvement also includes re-profiling a bridge deck and repairing joints in a box culvert on Millburn Road, and replacing a box culvert and storm sewer on Old US Route 45.
- This resurfacing improvement has been identified within the County's pavement management system, is included in the highway improvement program with targeted construction in 2020, and designated as Section 18-00999-54-RS.

### **7.18 [19-1502](#)**

Joint resolution authorizing an agreement with STV, Inc., Chicago, Illinois, to provide Phase II design engineering services for improvements to the intersection of Ela Road and Long Grove Road in the Villages of Barrington and Deer Park, at a maximum cost of \$594,225, and appropriating \$715,000 of ¼% Sales Tax for Transportation funds.

- The intersection of Ela Road and Long Grove Road will be improved, inclusive of non-motorized improvements.
- The improvements include the addition of turn lanes and a traffic signal, along with bike lanes and a multi-use path connection to the Cuba Marsh Forest Preserve trail

system.

- A consulting firm will be utilized to perform these Phase II professional 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 (LCDOT) 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.
- LCDOT received and evaluated Statements of Interest and Qualifications, for Phase I and Phase II engineering services, from 36 professional firms of which four were short-listed and presented to a consultant selection committee.
- As a result of the interviews and successful Phase I completion, the selected and recommended firm is STV, Inc., with a maximum cost of \$594,225.
- This project is included in the highway improvement program and targeted for construction in 2022, and designated as section number 14-00144-20-CH.

**Attachments:** [19-1502 Ela Road at Long Grove Road Phase II Consultant Agreement](#)

[19-1502 Ela Road at Long Grove Road Phase II Vendor Disclosure Form](#)

**7.19** [19-1521](#)

Joint resolution authorizing an agreement with Baxter and Woodman, Inc., Crystal Lake, Illinois, for general engineering consulting services.

- Lake County Public Works is seeking general engineering consulting services.
- The consultant will provide general engineering services to include sewer and water investigations, preliminary studies, preliminary design, final studies, and final design for unplanned needs, such as time-sensitive repair/improvement projects, and design/review and analysis of complex development proposals.
- The Lake County Purchasing received and evaluated Statements of Interests from 16 professional firms of which three were short-listed.
- In accordance with the Local Government Professional Services Selection Act, the recommended firm is Baxter and Woodman, Inc.
- The term of the contract will be two years with three one-year renewal options to allow for future projects with services based on approved contracted rates. The future anticipated annual spend is estimated at \$200,000 annually.
- This service was included and budgeted as part of the Fiscal Year 2019 Capital Improvement Program.

**Attachments:** [19-1521 Baxter and Woodman Award Information.pdf](#)

[19-1521 Baxter and Woodman Master Agreement.pdf](#)

[19-1521 Baxter and Woodman Scoring Matrix Project No. 8.pdf](#)

[19-1521 Baxter and Woodman Vendor Disclosure Statement.pdf](#)

## ENERGY & ENVIRONMENT

### 7.20 [19-1398](#)

Joint resolution to declare intent to create a “Property Assessed Clean Energy” (PACE) Program for Lake County.

- The Energy and Environment (E&E) Committee directed staff to research the creation of a PACE Program as part of their work plan for Fiscal Year 2020.
- Staff conducted research on the PACE Program, discussed implementation with other counties who have established the program, and have held meetings with leadership of County departments involved in a potential implementation within Lake County including Finance, Clerk, Assessor, and Treasurer.
- At the Committee’s August meeting, the Sustainability Team provided an overview and received direction from the Committee to draft a resolution to declare the County’s intent to establish a PACE program, and to begin the process to request proposals for a program administrator.

## FINANCIAL & ADMINISTRATIVE

### 7.21 [19-1496](#)

Ordinance amending a previous ordinance designating the voting site assigned to 11 of the 415 precincts in Lake County Townships.

- After reviewing voting sites for the March 17, 2020 General Primary, voting site changes are proposed to provide better voting site locations to those precincts affected due to sites that have requested to discontinue serving as a polling place due to new facility owners, renovations and facility name changes.
- Each of these precincts will be reassigned to an appropriate voting site which has sufficient parking and voting space as well as full accessibility for all voters.

**Attachments:** [Exhibit A](#)

[Map1](#)

[Map2](#)

[Map3](#)

### 7.22 [19-1535](#)

Resolution authorizing a contract with Brink’s US, a Division of Brink’s Incorporated of Coppell, Texas, in the estimated annual amount of \$63,440 for armored car transport services for various Lake County departments.

- Lake County contracts annually for armored car transport services for 19 separate locations at various Lake County departments.
- The existing contract term for armored car services expires on October 10, 2019.
- Lake County extended Invitations to Bid to seven vendors and two bids were received ranging from \$63,440 to \$93,574.
- It was determined that Brink’s US was the lowest responsive and responsible bidder.

- The term of this contract is for one year, with options to renew for four additional one-year periods.
- Lake County Purchasing has been working with the apparent low bidder and respective departments to ensure a successful transition to the new contract.
- This contract authorizes the purchase of armored car services at an estimated annual amount of \$63,440.

**Attachments:** [Bid Tabulation - armored car transport services.pdf](#)

[Award Information - Brink's US.pdf](#)

[Vendor Disclosure - Brink's USpdf](#)

**7.23** [19-1525](#)

Ordinance amending Chapter 34: Taxation of the Lake County Code of Ordinances to establish a County Cannabis Retailers' Occupation Tax.

- On June 25, 2019, the Illinois Cannabis Regulation and Tax Act was signed into law, which will allow for the production, sale, and adult use of recreational cannabis.
- On August 9, 2019, a subsequent law was passed that effectuates Lake County's ability to collect a cannabis retailer's occupation tax.
- This ordinance, effective upon adoption, will allow for collection of cannabis retailer's occupation tax on recreational cannabis for incorporated and unincorporated areas on or after January 1, 2020.
- Absent any statutory amendments, the current law will delay collection of the tax until September 1, 2020.

**Attachments:** [Exhibit A - Lake County Cannabis Retailers' Occupation Tax Ordinance .j](#)

**7.24** [19-1511](#)

Discussion of Vendor Disclosure Policy.

**Attachments:** [Purchasing Disclosure Sample](#)

[Vendor Disclosure Statement 092219.pdf](#)

[Vendor Disclosure and Conflict of Interest Policy.pdf](#)

**7.25** [19-1514](#)

Discussion and presentation of Reserve Fund Balance.

**Attachments:** [Reserve Policy 092319.pdf](#)

**7.26** [19-1516](#)

Discussion and presentation of the Compensation Study.

**7.27** [19-1531](#)

Resolution authorizing a Collective Bargaining Agreement (CBA) between International Union of Operating Engineers Local 150 and Lake County for skilled

trades employees in the Division of Transportation.

- This is a three-year agreement beginning April 1, 2018 through March 31, 2021.
- Employees may perform work covered by other Local 150 CBA's under certain conditions.
- These employees will receive a 2.5 percent and 2.85 percent wage increase effective April 1, 2018 and April 1, 2019, respectively.
- Effective April 1, 2020 employees under this CBA shall receive the same general wage increase that non-union employees received on December 1, 2019.
- It is projected that the cost of general increase will be \$109,256 for Fiscal Year (FY) 2018 and \$127,666 for FY 2019.

**Attachments:** [DOT Operating Engineers Local 150](#)

**7.28** [19-1530](#)

Committee action authorizing reclassification of a vacant position in Community Development.

**8. Executive Session**

**8.1** [19-1518](#)

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

**8.1A** [19-1519](#)

Committee action authorizing settlement litigation.

**9. County Administrator's Report**

**10. Members Remarks**

**11. Adjournment**

**Next Meeting: October 3, 2019**