

Lake County Illinois

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



Agenda Report - Final

Thursday, November 5, 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 October 16, 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. Comments received by 7:00 a.m. for items not on the agenda will be read at the beginning of the meeting in the order they are received or during consideration of an agenda item if it is related to a specific item. Comments received after 7:00 a.m. but before consideration of the final agenda item under Regular Agenda, may be taken at 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 but not read during the meeting will be included in the Committee's meeting minutes.

Email Public Comments to 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 110220.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 [20-0727](#)
Executive Session minutes from February 7, 2020.
- 7.2 [20-0728](#)
Executive Session minutes from March 5, 2020.
- 7.3 [20-1591](#)
Minutes from October 8, 2020.

Attachments: [F&A 10.8.20 Minutes - Final.pdf](#)

PUBLIC WORKS, PLANNING & TRANSPORTATION

- 7.4 [20-1559](#)
Joint resolution ratifying contracts with Hampton, Lenzini and Renwick, Inc., Elgin, Illinois, in the amount of \$742.61 and Uretex, Tomball, Texas, in the amount of \$12,866.21 for an emergency procurement required for emergency repair work on Monaville Road Culvert Number 584 and appropriating \$15,000 of County Bridge Tax funds.
 - On September 11, 2020, the County Engineer declared an emergency for repair work on Monaville Road Culvert Number 584.
 - 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 contractors selected to provide emergency contractual construction services are Hampton, Lenzini and Renwick, Inc., in the amount of \$742.61 and Uretex, in the amount of \$12,866.21, and designated as Section 20-00168-11-DR.
 - The repair work was completed on September 16, 2020, and included repairing a sink hole and filling voids adjacent to the culvert with urethane foam injection.
 - This resolution, per Article 6-103 of the Lake County Purchasing Ordinance, ratifies

- these emergency procurement contracts and appropriates \$15,000 of County Bridge Tax funds.
- Monaville Road Culvert Number 584 is programmed to be replaced in 2021.

Attachments: [20-1559 Monaville Rd Culvert Emergency Procurement Declaration](#)
[20-1559 Location Map - Monaville Road Emergency Culvert Repair](#)

FINANCIAL & ADMINISTRATIVE

- 7.5 [20-1569](#)
Finance Monthly Report.

Attachments: [Finance Monthly Report.pdf](#)

REGULAR AGENDA

PUBLIC WORKS, PLANNING & TRANSPORTATION

- 7.6 [20-1563](#)
Joint resolution authorizing an agreement with the Village of Grayslake for the termination of a prior agreement, and its first amendment, related to transportation improvements for the development of the old Lake County Fairground and Farm Bureau properties.

- In August 2005, the County and the Village of Grayslake entered into an agreement to address various transportation matters of mutual concerns, particularly in connection with the future development of the old Lake County Fairground and Farm Bureau properties.
- In March 2014, the County and the Village amended this agreement to establish the necessary areawide traffic improvements required for development, and amended the required contributions for those identified areawide traffic improvements.
- Since this time, economic changes and various roadway improvement activities have occurred, which make the agreement outdated and no longer relevant.
- The Village of Grayslake approved this agreement at its November 3, 2020 meeting.
- Future development of the old Lake County Fairground and Farm Bureau properties could be regulated by the Lake County Division of Transportation's access ordinance for access to Center Street and the Illinois Department of Transportation's permit process for access to US Route 45 and/or Illinois Route 120.

Attachments: [20-1563 Fairground - 2005 IGA](#)
[20-1563 Fairground - 2014 Amendment to 2005 IGA](#)
[20-1563 Fairground - 2020.08 - LCDOT Transportation Agreement Tern](#)
[20-1563 Fairground - Grayslake Fairground Transportation Termination](#)

[20-1563 Location Map, Fairground Farm Bureau Property](#)

7.7 [20-1560](#)

Joint resolution authorizing an agreement with the NICOR Gas Company for the relocation of a gas main for the intersection improvement at Fairfield Road and Monaville Road and appropriating \$192,000 of ¼% Sales Tax for Transportation funds.

- Fairfield Road at Monaville Road will be improved with the installation of a roundabout.
- The NICOR Gas Company has a gas main located within improvement limits that must be relocated.
- The gas main is located within a superior easement which causes Lake County to be responsible for the cost of gas main relocation, estimated to be \$160,000.
- This project is included in the Transportation Improvement Program with construction planned to begin in 2021, and designated as Section 15-00120-06 -CH.

Attachments: [20-1560 Fairfield at Monaville Nicor Agreement DRAFT](#)

[20-1560 Location Map - Fairfield Rd and Monaville Roundabout](#)

7.8 [20-1562](#)

Joint resolution appropriating \$175,000 of 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 intersection improvement of Ela Road at Long Grove Road.

- Ela Road at Long Grove Road will be improved with the installation of a new traffic signal, addition of turn lanes, and non-motorized improvements.
- Preliminary plans and right-of-way plats identifying the right-of-way needs for the improvement have been prepared.
- This improvement is included in the Transportation Improvement Program with targeted construction in 2022, and designated as Section 14-00144-20-CH.

Attachments: [20-1562 Location Map - Ela Road at Long Grove Road](#)

7.9 [20-1561](#)

Joint resolution appropriating \$515,000 of 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 widening and reconstruction of Aptakistic Road, from Illinois Route 83 to Buffalo Grove Road.

- Aptakistic Road, from Illinois Route 83 to Buffalo Grove Road, will be widened from two lanes to five lanes with the installation of a new sidewalk and bike path.
- Preliminary plans and right-of-way plats identifying the right-of-way needs for the improvement have been prepared.
- This improvement is included in the Transportation Improvement Program with

targeted construction in 2023, and designated as Section 09-00088-18-WR.

Attachments: [20-1561 Location Map - Aptakisic Rd \(Buffalo Grove Rd to IL 83\)](#)

7.10 [20-1572](#)

Ordinance authorizing 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.

- Public Works and Finance staff previously presented an opportunity for a refunding of Public Works Water and Sewer System Revenue Bonds that will result in debt service savings anticipated to be in excess of \$2,000,000.
- Upon receiving concurrence from both the Public Works, Planning and Transportation and Finance and Administrative Committees to proceed with all related refunding activities, staff has worked with the necessary advisors and bond counsel on the refunding.
- The attached bond parameters ordinance must be formally approved by the County Board to authorize the refunding. The information that is missing in the ordinance is intentional and is completed upon the sale and subsequent closing of the bond.

Attachments: [Lake County Series 2020 - Series Ordinance](#)
[Ordinance for Issuance of Series 2020](#)

FINANCIAL & ADMINISTRATIVE

7.11 [20-1605](#)

Resolution accepting the Ann and Robert H. Lurie Children's Hospital of Chicago grant and authorizing an emergency appropriation in the amount of \$11,689.

- The Coroner's Office has an agreement to participate in the development of the State Unintentional Drug Overdose Reporting System (SUDORS).
- The Lake County Coroner's Office has been notified of reimbursement in the amount of \$11,689 for participation in this system, which was unbudgeted.
- In accordance with Section XIII, D. of the Rules of Order and Operational Procedures, resolutions involving financial matters that are time sensitive and do not have the opportunity to be heard by the appropriate standing committee, may be considered by the Finance and Administrative Committee with the consent of the Chair of the appropriate standing committee. Consent was provided by the Law and Judicial Chair.

Attachments: [Coroner SUDORS attachment Nov 20.pdf](#)

7.12 [20-1590](#)

Resolution authorizing a one-year contract renewal with MidCo, Chicago, Illinois, for Mitel phone system maintenance and software assurance in the estimated amount of \$143,930.75.

- The contract with MidCo for Mitel phone system maintenance and software

assurance is expiring.

- Lake County's Enterprise Information Technology recommends renewing the contract with MidCo for Mitel phone system maintenance and software assurance as it offers comprehensive support.
- Pursuant to Article 10-101 of the County Purchasing Ordinance, Cooperative Purchasing, the County may participate in a cooperative purchasing agreement for the procurement of goods, services or professional services with one or more public procurement units in accordance with an agreement entered into between the participants.
- A cooperative purchasing contract has been identified through Sourcewell formally known as National Joint Powers Alliance (NJPA) contract number 040314 to procure needed goods, services or professional services that were competitively solicited and awarded.

Attachments: [2020 to 2021 Renewal](#)

[Midco Vendor Disclosure Statement](#)

7.13 [20-1621](#)

Resolution authorizing the acceptance of a \$418,818 Center for Tech and Civic Life (CTLC) grant for the public purpose of planning and operationalizing safe and secure election administration in Lake County in 2020.

- The Lake County Clerk's Office applied for a CLTC grant under CLTC's COVID-19 Response Grant program. CLTC is a nonprofit organization tax-exempt organization that assists local election jurisdictions across the country to help ensure they have the staffing, training, and equipment necessary so every eligible voter can participate in a safe and timely way.
- The grant terms require that the grantee shall expend the amount of this grant by December 31, 2020.
- This grant may not supplant previously appropriated funds. The grantee shall not reduce the budget of the County Clerk or fail to appropriate or provide previously budgeted funds for the term of this grant.
- Grant funds can be used for: Non-partisan voter education, vote-by-mail/absentee voting equipment or supplies, and election administration equipment.

Attachments: [Lake County, Illinois Agreement.pdf](#)

[County Clerk Accounting Attachment for CTLC Grant.pdf](#)

7.14 [20-1620](#)

Resolution amending the Video Gaming Revenue (VGR) Policy.

- On August 13, 2013, the Lake County Board adopted the Lake County Video Gaming Ordinance, thereby permitting lawful video gaming within unincorporated areas of Lake County.
- On September 13, 2016, the Lake County Board approved the Video Gaming Revenue (VGR) Policy ("the Policy") which established a framework for: (1)

- capturing video gaming administrative, legal, and enforcement costs; and (2) evaluating and possibly funding social programs, projects (excluding capital improvements), and/or services that benefit Lake County residents.
- The Policy specifies that periodic revisions may be undertaken through periodic review of the Policy by the Committee; the first such revision (Revision One) was adopted by the County Board in July 2018.
 - With funding from VGR, United Way established 211, a phone number and text service to connect residents to human services information and referrals.
 - In order to provide for ongoing, dedicated funding support for this critical infrastructure for the human services system, an amendment has been prepared to the Policy (Revision Two) based on prior Committee feedback.

Attachments: [VGR Policy- Revision 2- 10-27-2020.pdf](#)

7.15 [20-1558](#)

Resolution approving Amendment Number Two to the Lake County CARES Act Funding Plan and authorizing an emergency appropriation and line item transfers of the Coronavirus Aid, Relief, and Economic Security (CARES) Act funds across approved Lake County CARES Act Categories in direct response to the COVID-19 Public Health Emergency.

- The CARES Act was passed by Congress and signed into law on March 27, 2020. On April 23, 2020, Lake County received \$121,539,986.20.
- On July 27, 2020 the Lake County CARES Act Funding Plan was approved by the County Board. On September 29, 2020, the County Board approved Amendment Number One to the plan. This is Amendment Number Two to the plan.
- To date, \$119,500,000 of CARES Act funding has been appropriated and distributed in the approved Lake County CARES Act Categories.
- Amendment Number Two includes transferring \$1,500,000 from the Resident Support and Assistance Category to the Public Health Support and Assistance Category for mass vaccination requirements as well as emergency appropriating the remainder of the Lake County CARES Act funds (\$2,039,986.20).
- As previously approved:
 - Authority to spend appropriated funds within CARES Act Categories and execute any and all agreements with partners related to the allocation and distribution of CARES Act funds is delegated to the County Administrator or their designee(s).
 - CARES Act budget allocations may be amended with line item transfers between CARES Act Categories as approved by the County Board.
 - Any CARES Act funds not spent or encumbered by December 15, 2020 will be reallocated to the County wide Essential Service category.

Attachments: [CARES Act emergency appropriation11022020.pdf](#)

[CARES Act line item transfer 110120.pdf](#)

[CARES_Full_Budget_Plan\(Amend2\)-Redline.pdf](#)

[CARES_Full_Budget_Plan\(Amend2\).pdf](#)

[CARES_Act_Allocation\(Amend2\)-Redline.pdf](#)

[CARES_Act_Allocation\(Amend2\).pdf](#)

7.16 [20-1573](#)

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: [Purchase Orders for 8.1.2020 to 10.26.2020.pdf](#)

7.17 [20-1581](#)

Ordinance recommending a Real Property Tax Levy, attached hereto and made part of this Ordinance, providing for the apportionment of taxes across the various items of the Fiscal Year (FY) 2021 Appropriation Ordinance as adopted by the County Board of Lake County, Illinois.

- This ordinance identifies the determined amount of tax dollars allocated to each of the countywide property tax funds for Tax Year 2020, collected during calendar year 2021.
- The total amount is the same amount extended for Tax Year 2019.
- The tax levy will be filed with the County Clerk once adopted.

Attachments: [PTax 5 Year History 11022020.pdf](#)

7.18 [20-1586](#)

Ordinance providing for the levy of a direct annual tax sufficient to produce \$50,000 for Special Service Area (SSA) Number Eight.

- The levy ordinance for this SSA (Loon Lake) is required to be adopted annually.

7.19 [20-1601](#)

Ordinance appropriating funds and providing for the levy of a direct tax sufficient to produce \$164,919.60 for the Northeast Lake Facilities Planning Area Special Service Area (SSA) Number Nine.

- In 1994, the County Board established the Northeast SSA Number Nine.
- The SSA was established to assist in the financing of the Northeast sewer system.
- A special tax roll was created that sets forth the amount to be levied each year against all parcels in the SSA.
- This ordinance lists the amounts to be levied for the tax year 2020 to be collected during calendar 2021.

7.20 [20-1627](#)

Ordinance providing for the levy of a direct annual tax sufficient to produce \$34,400 for Special Service Area (SSA) Number 12.

- In 2004 the County Board established the Woods of Ivanhoe SSA.
- This SSA provides funds to maintain private roads in Ivanhoe Subdivision.
- The levy amount was determined by the Homeowner's Association.

7.21 [20-1587](#)

Ordinance providing for the levy of a direct annual tax sufficient to produce \$226,008 for Special Service Area (SSA) Number 13.

- The levy ordinance for this SSA (Spencer Highlands) is required to be adopted annually.

7.22 [20-1588](#)

Ordinance providing for the levy of a direct annual tax sufficient to produce \$13,925 for Special Service Area (SSA) Number 14.

- The levy ordinance for this SSA (Oak Pond Lane) is required to be adopted annually.

7.23 [20-1589](#)

Ordinance providing for the levy of a direct annual tax sufficient to produce \$28,320 for Special Service Area (SSA) Number 17.

- In 2016 the County Board established the Ivanhoe Estates SSA.
- This SSA provides funds to maintain private roads in the Ivanhoe Estates residential community.

7.24 [20-1584](#)

Ordinance recommending the Fiscal Year (FY) 2021 Annual Budget and Appropriation Ordinance for Lake County, Illinois; said budget having been made conveniently available for public inspection for at least 15 days by posting in the Office of the County

Clerk and on the County website.

- Through cooperation with all departments and agencies as well as the Standing Committees and Financial and Administrative Committee, the FY 2020 - 2021 Budget is presented for approval.
- The operating funds that provide the funding for most governmental operations are balanced, using a flat tax levy that is the same as the amount extended in FY 2019-2020.
- This budget reflects all budget actions as approved by Standing Committees and the Financial and Administrative Committee.
- The proposed budget continues to maintain our core services and incorporates continued support of COVID response and recovery.
- The entire budget is available on the County's website at www.lakecountyiil.gov.

Attachments: [FY2021 Recommended Budget.pdf](#)

[List of FY 2021 Budget Amendments 11-2-20 FINAL.pdf](#)

7.25 [20-1567](#)

Resolution authorizing emergency appropriations for Fiscal Year (FY) 2021 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 2020 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 2020 to FY 2021.

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

7.26 [20-1570](#)

Resolution authorizing an emergency appropriation in the amount of \$55,000 for services in Special Service Area Number 12 (SSA #12), Woods of Ivanhoe.

- Special Service Area #12 was established to fund the repair, reconstruction and maintenance of private streets within the Woods of Ivanhoe residential community.
- The amount budgeted in the Fiscal Year (FY) 2020 budget is \$70,000 for expenses, of which \$68,979.08 has been spent. Maintenance approved by the residential community requires additional funding in the amount of \$55,000.
- An estimated fund balance exists in an amount of \$73,497. Therefore, there are sufficient funds for the road repairs.
- This resolution appropriates funds in Fund 276 SSA #12 for payment of FY 2020 contractual services for the additional amount of \$55,000.

7.27 [20-1571](#)

Resolution authorizing an emergency appropriation in the amount of \$50,000 for services in Special Service Area Number 17 (SSA #17), Ivanhoe Estates.

- Special Service Area #17 was established to fund the repair, reconstruction and maintenance of private streets within the Ivanhoe Estates residential community.
- The modified budget for Fiscal Year (FY) 2020 is \$111,640 for expenses, of which \$110,000 has been spent. Repairs approved by the residential community require additional funding in the amount of \$50,000.
- A fund balance exists in an amount of \$79,381. Therefore, there are sufficient funds for the road repairs.
- This resolution appropriates funds in Fund 290 SSA #17 for payment of FY 2020 contractual services for the additional amount of \$50,000.

7.28 [20-1606](#)

Discussion regarding a four-payment process for property taxes.

8. **Executive Session**

8.1 [20-1592](#)

Executive Session to discuss security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of public property pursuant to 5 ILCS 120/2 (c)(8).

8.2 [20-0747](#)

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

8.3 [20-0748](#)

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

8.3A [20-1628](#)

Approval of resolutions for Collective Bargaining Agreements and placement on the November 10, 2020 County Board Agenda.

9. **Director's Report**

9.1 [20-1541](#)

Director's Report.

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

10. **Public Comment**

11. **County Administrator's Report**

12. **Members Remarks**

13. **Adjournment**

Next Meeting: To Be Determined