

Lake County Illinois

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



Agenda Report - Final

Thursday, April 1, 2021

8:30 AM

Meeting held by video conference. Register to virtually attend the meeting at <https://bit.ly/3w1j4Cr>

Watch the meeting at <http://lakecounty.tv/>, Comcast Ch 18 or 30, AT&T Uverse Ch 99, & 18 N County St, Waukegan (10th FL)

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 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 provide the following information:

- * Meeting: Financial and Administrative Committee
(Must be the 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 - 8.18)

APPROVAL OF MINUTES

8.1 [21-0502](#)

Minutes from F&A Special Committee on COVID-19 Recovery from September 18, 2020.

Attachments: [F&A Special Committee COVID-19 Recovery 9.18.20 Minutes - Final.pdf](#)

8.2 [21-0554](#)

Public Works, Planning & Transportation and Financial & Administrative Committee Special Minutes from February 24, 2021.

Attachments: [PWPT F&A 2.24.21 Special Meeting Minutes - Final.pdf](#)

8.3 [21-0500](#)

Minutes from February 25, 2021.

Attachments: [F&A 2.25.21 Minutes - Final.pdf](#)

8.4 [21-0501](#)

Minutes from March 4, 2021.

Attachments: [F&A 3.4.21 Minutes - Final.pdf](#)

HEALTH & COMMUNITY SERVICES

8.5 [21-0480](#)

Joint resolution accepting the Illinois Public Health Association (IPHA) grant and authorizing an emergency appropriation in the amount of \$44,618 for the Human Immunodeficiency Virus (HIV) Prevention grant.

- The \$44,618 IPHA grant will be used for medical supplies, program supplies,

pharmaceuticals, and advertising.

- The \$44,618 in additional grant funding has not been previously appropriated because the grant resources were secured after the County's adoption of the Fiscal Year (FY) 2021 budget.
- The grant award will be for the period July 1, 2020 through June 30, 2021.

Attachments: [HIV Prevention \\$44,618](#)

PUBLIC WORKS, PLANNING & TRANSPORTATION

8.6 [21-0468](#)

Joint resolution authorizing a contract with SKC Construction, Inc., Elgin, Illinois, in the amount of \$42,753.55 to provide for the crack sealing of hot-mix asphalt and concrete pavements, where necessary, on various County highways under the Illinois Highway Code, appropriating \$55,000 of Motor Fuel Tax funds.

- Lake County's Crack Sealing Program is an annual preventative maintenance program consisting of applying crack sealing at various locations to prevent the intrusion of water and incompressible material into the cracks and to reinforce the adjacent pavement.
- There was a public call for bids, and a total of two bids were received, ranging from \$42,753.55 to \$64,384.55, and the lowest responsible bidder is SKC Construction, Inc., Elgin, Illinois, in the amount of \$42,753.55.
- This project is included in the Transportation Improvement Program with construction in 2021, and designated as Section 21-00000-04-GM.

Attachments: [21-0468 Bid Tab, 2021 Crack Sealing](#)

[21-0468 Vendor Disclosure, SKC Construction](#)

[21-0468 Location Map, 2021 Crack Sealing](#)

8.7 [21-0469](#)

Joint resolution authorizing a contract with Payne and Dolan, Inc., Antioch, Illinois, in the amount of \$458,738.34 for annual hot-mix asphalt maintenance of various roads on the County highway system under the Illinois Highway Code, appropriating \$551,000 of Motor Fuel Tax funds.

- Lake County's Hot-Mix Asphalt Patching Program is an annual preventative maintenance program that preserves the surface quality and extends the life of County highways.
- There was a public call for bids, and a total of five bids were received, ranging from \$458,738.34 to \$577,969.94, and the lowest responsible bidder is Payne and Dolan, Inc., in the amount of \$458,738.34.
- This project is included in the Transportation Improvement Program with construction in 2021, and designated as Section 21-00000-13-GM.

Attachments: [21-0469 Bid Tab, 2021 Hot-Mix Asphalt Patching](#)

[21-0469 Vendor Disclosure, Payne & Dolan](#)

[21-0469 Location Map, 2021 HMA Patching](#)

8.8 [21-0470](#)

Joint resolution authorizing a contract with Corrective Asphalt Materials, LLC, South Roxana, Illinois, in the amount of \$430,953.85 for the application of a pavement rejuvenator on various County highways, appropriating \$518,000 of Matching Tax funds.

- Lake County's Pavement Rejuvenator Program is an annual preventative maintenance program consisting of applying a pavement rejuvenator, a maltene based spray, on all new hot-mix asphalt roadway surfaces completed in the prior year's reconstruction and resurfacing projects.
- The pavement rejuvenator has been found to add about five years of life to the pavement.
- There was a public call for bids, and a total of one bid was received in the amount of \$430,953.85, and the responsible bidder is Corrective Asphalt Materials, LLC, in the amount of \$430,953.85.
- This project is included in the Transportation Improvement Program with construction in 2021, and designated as Section 21-00000-16-PP.

Attachments: [21-0470 Bid Tab, 2021 Pavement Rejuvenator](#)

[21-0470 Vendor Disclosure, Corrective Asphalt Materials](#)

[21-0470 Location Map, 2021 Pavement Rejuvenator](#)

8.9 [21-0471](#)

Joint resolution appropriating \$50,000 of County Bridge Tax funds for Fiscal Year (FY) 2021 engineering services, water quality monitoring services, watershed workgroup dues, and materials needed to meet the requirements of the Illinois Environmental Protection Agency (IEPA) General National Pollutant Discharge Elimination System (NPDES) ILR40 Permit for Lake County.

- Lake County is a municipal separate storm sewer system (MS4) community that is required to comply with the IEPA General NPDES ILR40 Permit that became effective on March 1, 2016.
- Permit requirements include new program enhancements, implementation of Best Management Practices, watershed workgroup participation, and water quality monitoring activities that will require the use of engineering and miscellaneous services, contract services, dues, and materials, and is designated as Section 21-00000-19-GM.

8.10 [21-0472](#)

Joint resolution authorizing a contract with MYS, Inc., Palos Heights, Illinois, in the amount of \$285,775 for the Buffalo Grove Road Bridge Railing Rehabilitation, appropriating \$343,000 of County Bridge Tax funds.

- The Buffalo Grove Road bridge railings will be rehabilitated including the removal,

repair, painting, and reinstallation of the railings installed on the bridge parapets and adjacent retaining walls.

- There was a public call for bids, and a total of four bids were received, ranging from \$285,775 to \$406,388, and the lowest responsible bidder is MYS, Inc., in the amount of \$285,775.
- This project is included in the Transportation Improvement Program with work planned to be completed in 2021, and designated as Section 20-00254-04-BR.

Attachments: [21-0472 Bid Tab, Buffalo Grove Rd Bridge Railing](#)

[21-0472 Vendor Disclosure, MYS, Inc.](#)

[21-0472 Location Map, Buffalo Grove Rd Bridge Railing Rehab.](#)

FINANCIAL & ADMINISTRATIVE

County Clerk

8.11 [21-0439](#)

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

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

Recorder of Deeds

8.12 [21-0478](#)

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

Attachments: [February 2021](#)

Treasurer

8.13 [21-0351](#)

Report from Holly Kim, Treasurer, for the month of June 2020.

Attachments: [June 2020 Cash & Investments](#)

[June 2019 Cash & Investments](#)

8.14 [21-0354](#)

Report from Holly Kim, Treasurer, for the month of July 2020.

Attachments: [July 2020 Cash & Investments](#)

[July 2019 Cash & Investments](#)

8.15 [21-0443](#)

Report from Holly Kim, Treasurer, for the month of August 2020.

Attachments: [August 2020 Cash & Investments](#)
[August 2019 Cash & Investments](#)

8.16 [21-0492](#)

Report from Holly Kim, Treasurer, for the month of September 2020.

Attachments: [Treasurer's Cash & Investment Report September 2020](#)
[Treasurer's Cash & Investment Report September 2019](#)

8.17 [21-0486](#)

Resolution authorizing a one-year renewal with CDW Government (CDW-G), Vernon Hills, Illinois, for Cisco SMARTnet software maintenance in the amount of \$68,905.47.

- Information Technology (IT) recommends a one-year renewal for Cisco SMARTnet, which currently facilitates rapid support to all network equipment affecting network switches, virtual private network (VPN), and internet connectivity.
- 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, services, or professional agreement.
- A cooperative purchasing contract has been identified with CDW-G through the National Intergovernmental Purchasing Alliance (NIPA) 2018011-01 to procure the needed goods, services, or professional services competitively solicited and awarded.

Attachments: [CDW-G SMARTnet Quote LZGK440 \\$68,905.47](#)
[FY21-Vendor Disclosure Statement CDW-G-Cisco SMARTnet](#)

Facilities and Construction Services

8.18 [21-0437](#)

Resolution authorizing an agreement with Wiss, Janney, Elstner Associates, Inc., Northbrook, Illinois, for engineering construction administration services at the Adult Probation Building in the amount of \$53,500.

- Asset preservation projects, including the structural reinforcement of the Adult Probation Building's Roof Truss System, were identified within the Fiscal Year (FY) 2021 Facility Assessment Program.
- Wiss, Janney, Elstner Associates Inc. has integral knowledge of the roof truss system and is the designer of record for the truss reinforcement.
- Construction administration services, including submittal review and installation oversight, are required to ensure conformance to the design details.
- In accordance with the Local Government Professional Services Selection Act, a

firm may be selected directly by the County based on a prior satisfactory relationship.

Attachments: [Vendor Disclosure Statement 022621](#)

[WJE Agreement 022621](#)

REGULAR AGENDA

LAW & JUDICIAL

8.19 [21-0458](#)

Joint resolution approving an intergovernmental agreement (IGA) for renewed contractual police services between the Lake County Sheriff's Office (LCSO) and the Village of Long Grove (Long Grove) from May 1, 2021, to April 30, 2024, in the amount of \$2,128,357.75.

- The LCSO has provided police services to Long Grove for 16 years.
- Long Grove and the LCSO have agreed on terms to continue the police services contract for an additional three-year period from May 1, 2021 through April 30, 2024.
- The contract includes a continuation of current services for two, 8.5 hour shifts per day, for a total of 17 hours per day, every day of the year.
- The Lake County State's Attorney's Office, the Lake County Finance Department and the Lake County Risk Department have reviewed and approved this renewal contract.
- Long Grove will reimburse 100 percent of the cost of the two contracted deputy positions for all three years.

Attachments: [\(IGA\) for renewed contractual police services between the Lake County S](#)

HEALTH AND COMMUNITY SERVICES

8.20 [21-0479](#)

Joint resolution accepting the Illinois Department of Public Health (IDPH) grant and authorizing an emergency appropriation in the amount of \$1,750,000 for the COVID-19 Mass Vaccination grant.

- The \$1,750,000 IDPH grant will be used for contractual staffing and indirect costs.
- The \$1,750,000 in additional grant funding has not been previously appropriated because the grant resources were secured after the County's adoption of the Fiscal Year (FY) 2021 budget.
- The grant award will be for the period December 1, 2020 through November 30, 2021.

Attachments: [COVID-19 Mass Vaccination \\$1.75M](#)

PUBLIC WORKS, PLANNING & TRANSPORTATION

8.21 [21-0474](#)

Joint committee action item approving Change Order Number Three consisting of an increase of \$24,746.24 for additions to the Midlothian Road culvert replacement contract.

- Change Orders need to be approved by the standing committees for cumulative net increases over 10 percent.
- Midlothian Road culvert replacements are under contract with Lake County Grading Company, Libertyville, Illinois, in the amount of \$524,130.50 as approved by the County Board on May 12, 2020, and designated as Section 17-00171-16-DR.
- The contract included culvert removal and installation, storm sewer removal and installation, patching, placement of hot-mix asphalt surface course, earthwork, dewatering, and other related items for three culverts.
- The sum of all contract change orders to date is \$77,079.52, which represents a 14.71 percent increase over the original awarded contract amount.

Attachments: [21-0474 Midlothian Culverts CO#3](#)

[21-0474 Midlothian Road Culverts Committee Action Memo](#)

[21-0474 Location Map, Midlothian Road Culverts](#)

[21-0474 Vendor Disclosure, Lake County Grading](#)

8.22 [21-0475](#)

Joint resolution authorizing a contract with Campanella and Sons, Inc., Wadsworth, Illinois, in the amount of \$2,610,260.43 for the intersection improvement of Fairfield Road at Monaville Road and appropriating \$3,195,000 of ¼% Sales Tax for Transportation funds.

- The intersection of Fairfield Road at Monaville Road will be improved with a roundabout.
- There was a public call for bids, and a total of four bids were received, ranging from \$2,610,260.43 to \$3,374,580.34, and the lowest responsible bidder is Campanella and Sons, Inc., in the amount of \$2,610,260.43.
- The project requires a 90-day closure of the intersection to construct the roundabout, and the contract includes an incentive to the contractor for opening the road early and a disincentive if the closure goes beyond the planned 90 days.
- The detour incentive is \$5,000 per day for a maximum of 10 days and the disincentive is \$6,500 per day without a maximum. Reducing the duration of the closure is a direct benefit to motorists including first responders and area schools.
- 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: [21-0475 Bid Tab, Fairfield Rd at Monaville Rd](#)

[21-0475 Vendor Disclosure, Campanella & Sons](#)

[21-0475 Location Map, Fairfield and Monaville Improvements](#)

8.23 [21-0476](#)

Joint resolution authorizing an agreement with the Village of Lake Villa (Village) relating to the intersection improvements at Fairfield Road and Monaville Road.

- The Village has an existing sanitary sewer forcemain that must be relocated to accommodate the intersection improvement.
- A majority of the forcemain is located within a superior easement which causes Lake County to be responsible for the cost of its relocation, estimated to be \$70,000.
- The Village has requested the County also pay for relocation of the portion that is not within the superior easement in exchange for vacation of the superior easement, estimated to be \$40,000, and the Village would be responsible for all costs should the forcemain need to be modified or relocated in the future.
- The Village would also like to provide a future non-motorized connection from Amber Lane west to the Grant Woods Forest Preserve trail for which the County would participate in accordance with the non-motorized policy.
- 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: [21-0476 Fairfield at Monaville Village Agreement \(Lake Villa\)](#)

[21-0476 Location Map, Fairfield and Monaville Improvements](#)

8.24 [21-0477](#)

Joint committee action item approving Change Order Number Two consisting of an increase of \$22,493.69 for additions to the Fairfield Road and Monaville Road intersection improvement Phase II consultant agreement.

- Change Orders need to be approved by the standing committees for cumulative net increases over 10 percent.
- The Fairfield Road and Monaville Road intersection improvement project is under contract with Alfred Benesch and Company, Chicago, Illinois, in the amount of \$518,882.36 as approved by the County Board on April 10, 2018 and designated as Section 15-00120-06-CH.
- The sum of all contract change orders to date is \$73,922.83, which represents a 14.25 percent increase over the original awarded contract amount.

Attachments: [21-0477 Fairfield at Monaville Phase II CO#2](#)

[21-0477 Fairfiled at Monaville Committee Action Memo](#)

[21-0477 Location Map, Fairfield and Monaville Improvements](#)

[21-0477 Vendor Disclosure, Alfred Benesch](#)

FINANCIAL & ADMINISTRATIVE

Treasurer

8.25 [21-0491](#)

Resolution approving a contract with The Master's Touch, LLC, Spokane, Washington, in the estimated amount of \$32,915, plus postage, for print and mailing services of real estate tax bills.

- The Lake County Treasurer's Office has identified a vendor to provide services for the printing and mailing of real estate tax bills, envelopes, and other related literature.
- The Master's Touch, LLC has provided quotes to print and mail approximately 262,000 parcels for the Lake County real estate tax mailing, 5,000 parcels for the mobile home tax mailing, certified mailings for notice of tax sale for delinquent properties, and services to reprint tax bills for special adjustments due to errors.
- The Treasurer further identified a service through The Master's Touch, LLC to offer the option to provide taxpayers the ability to receive electronic copies. This would reduce the cost of printing and mailing tax bills.
- Pursuant to the Counties Code, Chapter 55 of the Illinois Compiled Statutes (55 ILCS 5/3-10005.1) the County Treasurer has the authority to control the internal operations of his or her office and to procure the necessary equipment, materials and services to perform the duties of the Office.
- This contract shall be a two-year contract through December 31, 2022 in an annual estimated cost of \$32,915 based on agreed upon unit costs, plus the cost of postage.

Attachments: [Lake County IL Treasurer Special Adjustments- Dec 2020-Dec2022 - 210](#)
[Lake County IL Treasurer Mobile Home tax mailing - Dec 2020-Dec 2022](#)
[Lake County IL Treasurer Certified mailing - Dec 2020-Dec2022](#)
[Lake County IL Treasurer Signed eNotices 201123](#)
[Lake County IL Clerk Insert Proposal 210317\[59286\]](#)
[Lake County IL Treasurer tax mailing - Feb 2021](#)
[Lake County vendor disclosure statement v6 signed](#)

Information Technology

8.26 [21-0506](#)

Director's Report - Information Technology.

Facilities and Construction Services

8.27 [21-0490](#)

Resolution authorizing a contract with Simon Roofing and Sheet Metal Corp., Youngstown, Ohio, for the spring 2021 roof replacement project at 18 North County

Street amount of \$273,936.

- The scope of work for the administrative tower roof replacement project is to furnish and install roof materials, insulation, flashing in designated areas to address repairs due to areas of the roof that are leaking.
- Facilities and Construction reviewed options to address the current leaks and is recommending the above scope of work.
- Facilities and Construction identified a cooperative purchasing contract with Simon Roofing and Sheet Metal Corp., Youngstown, Ohio, through TIPS-USA to procure the required services 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 between the participants.
- The current term of the TIPS-USA contract expires on August 31, 2023.
- This resolution authorizes the cooperative purchasing contract with Simon Roofing and Sheet Metal Corp. in the amount of \$273,936.

Attachments: [Vendor Disclosure Statement](#)
[TIPs Proposal Rev 2 3-19-21](#)
[Award Information-Roof](#)

8.28 [21-0462](#)

Director's Report - Facilities and Construction Services.

Attachments: [FCS Director's Report - JOC over 350K](#)

Finance and Administrative Services

8.29 [21-0484](#)

Initial discussion on Fiscal Year 2022 Budget and Financial Policies.

- A red-lined version of the Budget and Financial Policies is provided for initial discussion.

Attachments: [FY2022 Proposed Budget Calendar 3.18.21.pdf](#)
[FY2022 Budget Policies -Redline of FY2021 Policies.pdf](#)
[FY2022 Budget Policies Clean 1st Draft.pdf](#)

8.30 [21-0515](#)

Finance and Administrative Services Annual Update.

Attachments: [Finance & Administrative Services Annual Update.pdf](#)

8.31 [21-0507](#)

Director's Report - Finance and Administrative Services.

Human Resources

8.32 [21-0336](#)

Discussion on repealing and replacing Section 2.10, Hiring of Relatives, in the Employee Policies and Procedures manual.

- 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: [DRAFT - 2.10 Employment of Relatives and Personal Relationships.pdf](#)

8.33 [21-0340](#)

Discussion on repealing and replacing Section 4.3, Military Training Leave and Military Leave of Absence, in the Employee Policies and Procedures manual.

- The current policy was adopted in 2000.
- The Human Resources Department will periodically review and update its employee policies in accordance with new legislation and 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: [DRAFT - 4.3 Military Leave Policy.pdf](#)

8.34 [21-0555](#)

Resolution authorizing the appointment of John Light, Human Resources Director, as the Lake County Deferred Compensation 457(b) Plan's Authorized Agent.

- On November 12, 2019, Lake County appointed Christine Kopka, Assistant Director of Human Resources and Risk Manager, as Lake County's authorized agent for its deferred compensation plan under Internal Revenue Code 457(b) for services with ICMA-RC.
- With the resignation of Christine Kopka, Human Resources desires that John Light, Human Resources Director, be appointed as Lake County's authorized agent for its deferred compensation plan under Internal Revenue Code 457(b) for services with ICMA-RC.

8.35 [21-0508](#)

Director's Report - Human Resources.

County Administrator's Office

8.36 [21-0516](#)

Discussion on execution of Fiscal Year (FY) 2021 Capital Plan.

Attachments: [CIP Background Information](#)

9. County Administrator's Report

10. Executive Session

10.1 [21-0493](#)

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

10.2 [21-0494](#)

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

10.3 [21-0505](#)

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

10.4 [21-0503](#)

Executive Session minutes from February 25, 2021.

10.5 [21-0504](#)

Executive Session minutes from March 4, 2021.

11. Members Remarks

12. Adjournment

Next Meeting: April 8, 2021