

# Lake County Illinois

*Meeting held by Video Conference*

*Physical Location:*

*18 N County Street (10th Floor), Waukegan, IL 60085*



## Agenda Report - Final

Thursday, September 2, 2021

8:30 AM

The public can register to attend remotely at <https://bit.ly/3jaPFRR>

### Financial & Administrative Committee

Pursuant to Section 7(e) of the Illinois Open Meetings Act, the current Gubernatorial Disaster Proclamation, and the Chair's Written Determination, this meeting will be held by audio and video conference.

**PUBLIC ATTENDANCE:** The public can attend Lake County Committee and Board meetings (two options): (1) remote / virtual attendance through registration at the link on the front page of this agenda, or (2) in-person attendance (to view the virtual meeting on the 10th Floor of the County Administrative Tower, 18 N. County Street, Waukegan, Illinois.)

**RECORDING:** Meetings, to include Public Comment, will be recorded.

**PUBLIC COMMENT:** The public will be afforded time to comment on matters related to the business of the County Board. A total of 30 minutes will be permitted for Public Comment and no more than three minutes per Comment. In general, Public Comment on items not on the agenda will be presented near the beginning of the meeting. Public Comment on agenda items may be presented during consideration of that item. Individuals attending in-person or remotely 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](mailto:PublicComment@Lakecountyil.gov) or delivered to the County Board Office 18 N. County Street, Waukegan, Illinois (10th floor)).

Public Comment will proceed in the following order: (1) Public Comment by individuals who are attending remotely / virtually, (2) Public Comment by individuals in attendance on the 10th Floor, and then (3) written comments.

Individuals providing Public Comment will provide the following information:

- \* Meeting: F&A (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")

\*\*\*To view County Board Rules, click here: <https://bit.ly/3idRdrV> \*\*\*

0. [21-1171](#)

Chair's determination of need to meet by audio or video conference.

**Attachments:** [Determination - Chair Hart 7.30.21\[379\]](#)

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 - 8.14)**

**Approval of Minutes**

8.1 [21-1281](#)

Minutes from July 29, 2021.

**Attachments:** [F&A 7.29.21 Draft Minutes](#)

8.2 [21-1282](#)

Minutes from August 5, 2021.

**Attachments:** [F&A 8.5.21 Draft Minutes](#)

**\*LAW & JUDICIAL\***

8.3 [21-1251](#)

Joint resolution authorizing an emergency appropriation in the amount of \$50,000 in funding from the Illinois Department of Healthcare and Family Services and the approval of the renewal of Intergovernmental Agreement for the Nineteenth Judicial Circuit's Access and Visitation Program for state Fiscal Year (FY) 2022.

- The Nineteenth Judicial Circuit receives grant funding from the Illinois Department of Healthcare and Family Services to provide mediation services for never-married parents involved in visitation and custody-related disputes in an effort to increase child support collections from this population.
- The state would like to continue funding the Nineteenth Judicial Circuit's program in the amount of \$50,000 for state FY 2022.
- This access and visitation grant does not require matching funds.
- From July 2021 through June 2022, this program conducts mediations.

**Attachments:** [Renewal Intergovernmental Agreement Access Visitation](#)

[LIT Template - County Board JE 50k AV](#)

8.4 [21-1252](#)

Joint resolution authorizing an emergency appropriation with offsetting revenue in the amount of \$20,000 to support the Nineteenth Judicial Circuit Court's Self-Represented Litigant Coordinator.

- The Illinois Supreme Court Commission on access to Justice has awarded the Nineteenth Judicial Circuit Court \$20,000 to support the work of the Court's Self-Represented Litigants (SRL) Coordinator.
- Allowable uses for these funds are for partial funding of the Self-Represented Litigant Coordinators salary, continuation of an early resolution program, web-site development to include chat feature and supplies and equipment.
- The Court has received grant funding under this program since FY 2018
- This resolution authorizes an emergency appropriation of \$20,000. This grant does not require a match.

**Attachments:** [19th Cir Grant Award Letter 2021](#)

[SRL Agreement 2021-2022](#)

[LIT Template - County Board JE 20k SRL](#)

**\*PUBLIC WORKS, PLANNING & TRANSPORTATION\***

8.5 [21-1242](#)

Joint resolution appropriating \$1,187,000 of Motor Fuel Tax funds for the maintenance and electrical service of traffic control signals, street lights, and Lake County PASSAGE field elements, under the applicable Illinois Highway Code, from December 1, 2021, to November 30, 2022, authorizing the one-year renewal clause with Meade Electric Company, Inc., Willowbrook, Illinois, in the amount of \$926,165.14.

- Patrol One maintenance activities are paid out of the Motor Fuel Tax fund, including the maintenance, electrical service, and Joint Utility Locating Information for Excavators (JULIE) locates for the County traffic control signals, streetlights, other field equipment, and field elements of Lake County PASSAGE.
- Traffic signal maintenance is currently under contract with Meade Electric Company, Inc., Willowbrook, Illinois, with two one-year renewal clauses.
- Before a contract renewal can be signed, an appropriation from Motor Fuel Tax funds of \$1,112,000 is needed for Fiscal Year 2022 contract maintenance services and \$75,000 for electrical service.
- This is a shared service item, with existing agreements with Deerfield, Deer Park, Gurnee, Highland Park, Highwood, and the Illinois Department of Transportation for the inclusion of certain traffic signals within their jurisdiction in the County's traffic signal maintenance contract for reimbursement to the County for their share.
- This project is included in the Transportation Improvement Program, and designated as Section 22-00000-01-GM.

**Attachments:** [21-1242 Vendor Disclosure, Meade](#)

8.6 [21-1243](#)

Joint resolution authorizing an agreement with the State of Illinois/Illinois Department of Transportation (IDOT), for improvements at the intersection of Illinois Route 60 and Wilson Road, and appropriating \$50,000 of ¼% Sales Tax for Transportation funds.

- The Illinois Department of Transportation (IDOT) will be improving the intersection of Illinois Route 60 at Wilson Road.
- The improvement will widen the intersection to provide turn lanes on Illinois Route 60 and install a new traffic signal.
- IDOT has secured federal funds to pay up to 80 percent of the costs for the project.
- The County's share of the project for the improvements to Wilson Road is estimated to be \$10,440.
- This project is included in the Transportation Improvement Program with construction expected to begin in 2021 and designated as Section 21-00070-11 -WR.

**Attachments:** [21-1243 IDOT Agreement](#)

[21-1243 Location Map, IL 60 at Wilson Road](#)

8.7 [21-1244](#)

Joint committee action item approving Change Order Number 12 consisting of an increase of \$2,080.20 for additions to the Cedar Lake Road reconstruction contract.

- Cedar Lake Road reconstruction is under contract with Lake County Grading Company, LLC, Libertyville, Illinois, in the amount of \$4,982,206.99 as approved by the County Board on May 9, 2017, and designated as Section 08-00065-02-RS.
- Change Order Number 12 is for rockfill necessary for a ground improvement under the box culvert to balance to final measured quantities.
- Previous Change Orders were required to balance to final measured quantities, address changes to erosion control, storm sewer work, and concrete sidewalk, additional asphalt pavement joint work to prolong the life of the joints, and additional items to address changes to traffic control, wingwall ground improvement, Forest Preserve RV site removal and regrading, and watermain work.
- Change Orders need to be approved by the standing committees for cumulative net increases over 10 percent.
- The sum of all contract change orders to date is \$499,723.58, which represents a 10.03 percent increase over the original awarded contract amount.

**Attachments:** [21-1244 Committee Action Memo, Cedar Lake Road](#)

[21-1244 Vendor Disclosure, Lake Co. Grading](#)

[21-1244 Location Map, Cedar Lake Road](#)

**\*FINANCIAL & ADMINISTRATIVE\***

**8.8**     [21-1271](#)

Resolution authorizing a one-year contract renewal, for secure remote access via Citrix Workspace with CDW Government (CDW-G), Vernon Hills, Illinois, in an estimated amount of \$54,081, with the option to renew for two additional one-year periods.

- Citrix Workspace currently provides secure remote access to Lake County.
- This authorizes a one-year contract with the option to renew for two additional one-year periods.
- 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 services with one or more public procurement units in accordance with an agreement entered into between the participants.
- A cooperative purchasing contract with CDW-G has been identified through the National Intergovernmental Purchasing Alliance (NIPA) 2018011-01 to procure needed goods, services, or professional services that have been competitively solicited and awarded.

**Attachments:**   [FY21 - CDW \(Citrix\) - \\$54,081QUO](#)

[FY21 - CDW - Vendor Disclosure Statement - Citrix Renewal](#)

**8.9**     [21-1267](#)

Resolution ratifying a contract with Ebben Masonry, Wauconda, Illinois for the Adult Probation window lintel repairs in an estimated amount of \$39,230.

- It was reported to Facilities and Construction Services that a piece of limestone had fallen from the 2nd floor windows of the Adult Probation building.
- During a follow up inspection, the windows along the north side of the building were identified as being cracked and failing.
- On July 27, 2021, the Director of Facilities and Construction declared an emergency for the repair work on the Adult Probation building.
- In accordance with Article 6-103 of the Lake County Purchasing Ordinance, emergency procurements are made when a threat exists to public health, welfare, or safety, or to prevent or minimize serious disruption of government services.
- The selected contractor has the experience and expertise to perform the repair work.
- The contractor selected to provide emergency repair services was Ebben Masonry, Wauconda, Illinois, in the amount of \$39,230.

**Attachments:**   [Vendor Disclosure Form](#)

[215 Water St, Waukegan - 7.20.2021](#)

[Emergency Procurement Memo Adult Probation Window Lintels 27JUL2](#)

8.10 [21-1263](#)

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

**Attachments:** [LCC Report for July 2021](#)

8.11 [21-1226](#)

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

**Attachments:** [July 2021](#)

8.12 [21-1206](#)

Report of Holly Kim, Treasurer, for January 2021.

**Attachments:** [Cash & Investment Report January 2021](#)

[Cash & Investment Report January 2020](#)

8.13 [21-1207](#)

Report of Holly Kim, Treasurer, for February 2021.

**Attachments:** [Cash & Investment Report February 2021](#)

[Cash & Investment Report February 2020](#)

8.14 [21-1208](#)

Report of Holly Kim, Treasurer, for March 2021.

**Attachments:** [Cash & Investments Report for March 2021](#)

[Cash & Investments Reports for March 2020](#)

**REGULAR AGENDA**

**\*LAW & JUDICIAL\***

8.15 [21-1253](#)

Joint resolution authorizing an emergency appropriation with offsetting revenue in the amount of \$290,901 to implement Adult Redeploy Illinois programming for the Nineteenth Judicial Circuit Court.

- The Adult Redeploy Illinois Oversight Board (Illinois Criminal Justice Information Authority) recently announced that the Nineteenth Judicial Circuit was awarded \$290,901 in Adult Redeploy Illinois funding for the grant period of July 1, 2021 through June 30, 2022.
- The Court has received Adult Redeploy Illinois funding since 2008.
- The program will provide residential treatment for high risk and high need offenders

who are chemically dependent, recovery coaching services, and access to recovery home services which will provide a continuum of care in the community.

- This resolution authorizes an emergency appropriation of \$290,901 and the execution of a program agreement to accept the grant funding. The grant does not require a match.

**Attachments:** [FY22 Intergovernmental Agreement 7.29.21](#)

[LIT Template - County Board JE 290k Adult ReDeploy](#)

**8.16** [21-1240](#)

Joint resolution accepting the High Intensity Drug Trafficking Area (HITDA) grant from the Office of National Drug Control Policy (ONDCP) and authorizing an emergency appropriation in the amount of \$294,000.

- In May of 2020, the Sheriff's Office applied for membership and funding of the HITDA through the Office of ONDCP.
- The Sheriff's Office received notification on March 1, 2021, that it had been awarded an additional \$294,000. Grant funds will be primarily used to defray the cost of overtime specifically for HITDA related investigations and for investigative supplies necessary for HITDA investigations.
- The mission of the HITDA Program is to enhance and coordinate America's drug-control efforts among local, state and Federal law enforcement agencies in order to eliminate or reduce drug trafficking and its harmful consequences in critical regions of the United States
- The mission includes coordination efforts to reduce the production, manufacturing, distribution, transportation and chronic use of illegal drugs, as well as the attendant money laundering of drug proceeds.

**Attachments:** [HITDA G21CH0004A Agreement 2021-2022](#)

**8.17** [21-1239](#)

Discussion of the Ordinance to amend Chapter 35, Section 35.36 Fees for Services Performed by Lake County Sheriff's Office (LCSO) by adopting a revised fee schedule for the LCSO.

- The LCSO, in conjunction with Finance and Administrative Services (FAS) Department, completed a review of the cost of certain services provided by the LCSO.
- The services reviewed include:
  - Parking fines
  - Copy charges
  - Photography
  - Sheriff Work Release/Periodic Imprisonment
  - Bond
  - Warrants
- None of the fees have been modified in over five years.
- The analysis illustrates that the fee charged for each of these services cover the



LCSO costs for providing that service.

- As a result of the review, the LCSO is recommending the adoption of a revised fee schedule to cover the costs, with an effective upon ratification of the County Board. The actual costs to provide certain services should be rounded to the nearest whole dollar amount.

**Attachments:** [Sheriff's Office Fee Study Presentation](#)

**\*PUBLIC WORKS, PLANNING & TRANSPORTATION\***

**8.18** [21-1269](#)

Joint Resolution authorizing a contract with Constellation NewEnergy Gas Division, LLC Louisville, Kentucky for Natural Gas Transportation and Management Services in an annual estimated amount of \$397,580.00.

- The current contract for Natural Gas Transportation and Management Services is expiring and a new contract is needed.
- An Invitation to Bid was issued and extended to fourteen potential service providers and electronic bids were received from two vendors ranging from \$397,580 to \$432,145.
- Based on the evaluation criteria set forth in the Invitation for Bid, Constellation NewEnergy Gas Division, LLC is the lowest responsive and responsible bidder for Lake County.
- The base contract is an estimated annual amount of \$397,580 based on unit price per therm. This is an increased cost estimated at \$24,580 over last year, which is due to low oil and gas reserves and a high demand.
- Included in the Invitation to Bid was a request for vendors to provide pricing on the purchase of additional carbon offsets.
- Constellation NewEnergy Gas Division, LLC included a cost of \$0.03 per therm for carbon offsets. This addition is estimated to increase the cost of the contract by \$30,000 to an annual estimated amount of \$427,580.

**Attachments:** [Award Information](#)

[2021 2022 Vendor Disclosure Statement](#)

[Bid Sheet](#)

[Energy Market Update-July 2021.pdf](#)

**\*FINANCIAL & ADMINISTRATIVE\***

**Facilities and Construction Services**

**8.19** [21-1272](#)

Resolution authorizing an agreement with STANLEY Convergent Security Solutions, Inc., Fischer, Indiana, for new software licenses, programming and installation of 23 operator workstations in the Babcox Adult Correctional Facility in the amount of \$116,000.

- There is a need to provide new software licenses, programming/setup and installation of twenty-three operator workstation PC's for the Program Logic Controls (PLC) Detention Door lock control system in the Babcox Adult Correctional Facility.
- Facilities identified a cooperative purchasing contract with STANLEY Convergent Security Solutions, Inc. of Fischer, Indiana, through Sourcewell to procure the required equipment 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 Sourcewell contract expires on April 22, 2025.
- As part of the Fiscal Year 2021 Budget Process and Facilities Capital Improvement Plan, the Security Equipment project was approved.
- This resolution authorizes the cooperative purchasing contract with STANLEY Convergent Security Solutions, Inc. in the amount of \$116,000.

**Attachments:** [Award Information-Stanley](#)

[Revised Quote](#)

[Vendor Disclosure Statement](#)

**8.20** [21-1273](#)

Resolution authorizing an agreement with TK Elevator Corporation, Downers Grove, Illinois, for remote control of three detention elevators in the new Court Tower in the amount of \$70,340.

- There is a need to run new wiring for remote control of three detention elevators in the new Court Tower from Central Control and the Bull Pen locations.
- Facilities identified a cooperative purchasing contract with TK Elevator Corporation of Downers Grove, Illinois, through Sourcewell to procure the required equipment 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 Sourcewell contract expires on April 28, 2024.
- As part of the Fiscal Year 2021 Budget Process and Facilities Capital Improvement Plan, the Security Equipment project was approved.
- This resolution authorizes the cooperative purchasing contract with TK Elevator Corporation in the amount of \$70,340.

**Attachments:** [Award Information-TK](#)

[VENDOR DISCLOSURE STATEMENT v012319 2](#)

[Lake County Remote Panel Wiring & Finals WO 8-2021](#)

8.21 [21-1274](#)

Resolution authorizing an agreement with The Gordian Group Inc., Greenville, South Carolina, for Job Order Contracting (JOC) consulting services in the estimated amount of \$200,000.

- JOC is a contract process that provides for competitive sealed bid pricing for general contractors based on a standard Construction Task Catalog that identifies pre-set unit prices for construction, renovation and building repair tasks specifically tailored for anticipated ongoing minor capital construction, renovation and building repair projects at County facilities.
- The Gordian Group has served as County's JOC consultant since 2008 and has developed the County's specific Construction Task Catalog, implemented proprietary eGordian JOC information management system, and provided ongoing training to County staff.
- 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 Sourcewell contract expires on June 7, 2025.
- This resolution authorizes the cooperative purchasing contract with The Gordian Group Inc., in the estimated amount of \$200,000.

**Attachments:** [Gordian Award Information - 2021](#)  
[Lake County-vendor disclosure statement v6 FINAL \(002\) \(002\)](#)  
[2021 JOC Consultant Agreement](#)

8.22 [21-1278](#)

Director's Report - Facilities and Construction Services.

**Human Resources**

8.23 [21-1268](#)

Discussion and direction on a resolution increasing the years of military service an employee can purchase and then convert to IMRF Service Credit from two (2) to four (4) years.

- The County currently allows employees to purchase up to 2 years of military service which can be converted to IMRF Service Credit.
- The current standard of 2 years was adopted by the County Board in 1982.
- Between 1982 through present day, 115 employees have applied to purchase their military service and convert that time to IMRF Service Credit.

**Attachments:** [Form 63A Adopt 4 Years](#)

8.24 [21-1270](#)

Resolution adding a Paid Parental Leave Policy to the Employee Policies and Procedures Manual.

- The Human Resources Department will periodically review and recommend updates to employee policies in accordance with best practices.
- The current Policies and Procedures Manual is silent on this topic and staff received direction from the Finance and Administrative Committee on July 29, 2021, to bring forward this policy.
- The proposed Policy would provide four weeks of paid Parental Leave for eligible employees and work in conjunction with other policies, like FMLA.
- The Lake County Forest Preserve adopted a very similar Policy earlier this year.

**Attachments:** [Section 4.13 Paid Parental Leave](#)

8.25 [21-1279](#)

Director's Report - Human Resources.

**Information and Technology**

8.26 [21-1280](#)

Director's Report - Information Technology.

**Finance and Administrative Services**

8.27 [21-1324](#)

Discussion on Estimated Tax Levy.

**Attachments:** [Estimated Tax Levy Presentation](#)

8.28 [21-1325](#)

Director's Report - Finance and Administrative Services.

**County Administration**

8.29 [21-1264](#)

Ordinance Authorizing the Dissolution of the Lake Bluff Mosquito Abatement District.

- On February 9, 2021, the Lake County Board passed an Ordinance proposing dissolution of the Lake Bluff Mosquito Abatement District (LBMAD).
- Per State Statute 55 ILCS 5/5-44025, this ordinance initiated the dissolution process and required that the District complete an audit detailing claims, receipts, inventory of property, and debts.
- At the Committee's July 29, 2021 meeting, the Lake County Finance & Administrative Services Department presented its audit findings to the Committee, and direction was received to continue the process to dissolve with details related to the District's remaining funds.
- This ordinance sets forth final steps in the formal dissolution of the district and

provides details related to how the remaining funds should be used and distributed amongst the district area's municipalities.

**Attachments:** [LBMAD Ordinance to Dissolve](#)

[LBMAD Financial Review](#)

**8.30 [21-1285](#)**

American Rescue Plan Act (ARPA) Update.

- Direction on proposed use of ARPA funds to support Nineteenth Circuit Court Eviction and Foreclosure Mediation Programs.

**9. County Administrator's Report**

**10. Executive Session**

**10.1 [21-1286](#)**

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

**10.2 [21-1287](#)**

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

**10.3 [21-1288](#)**

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

**10.4 [21-1289](#)**

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

**10.4A [21-1319](#)**

Approval of Executive Session Minutes from July 29, 2021.

**11. Members Remarks**

**12. Adjournment**

**Next Meeting: September 9, 2021**