

Lake County Illinois

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



Meeting Minutes - Final

Wednesday, January 6, 2016

1:00 PM

Assembly Room, 10th Floor

Financial and Administrative Committee

1. **Joint committee action approving change order number two for Agreement Number 14112 for the Arden Shores Estates water main replacement project design scope revisions with Greengard, Inc., Lincolnshire, Illinois, in the amount of \$25,000.**

Chair Paxton called the meeting to order at 1:01 p.m.

Present 5 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Mandel and Member Rummel

Absent 2 - Member Hewitt and Member Sauer

Others present:

Yvette Albarran, Purchasing

Keith Brin, Circuit Clerk

Barry Burton, County Administrator

Anthony Cooling, Finance and Administrative Services

KC Doyle, Finance and Administrative Services

Mary Lynn Ellis, Information Technology

Heather Galan, Public Works

Ben Gilbertson, County Administrator's Office

RuthAnne Hall, Purchasing

Sandy Hart, County Board Member

Karla Hasty, Human Resources

Efren Heredia, Purchasing

Adlil Issakoo, County Administrator's Office

Aaron Lawlor, County Board Chairman

Amy McEwan, Deputy County Administrator

Jerry Nordstrom, Health Department

Lora Nordstrom, Information Technology

Jorge Ortiz, Honorable Judge

Mike Schieve, Purchasing

Michele Slav, Finance and Administrative Services

Patrice Sutton, Finance and Administrative Services

Jennifer Rathunde, Circuit Clerk's Office

Howie Sell, Information Technology

Jennie Vana, Communications

Jeremiah Varco, Facilities

Blanca Vela-Schneider, County Board Office

Ryan Waller, Assistant County Administrator

Farrah Watson, Finance and Administrative Services

Dawn Wucki-Rossbach, Sheriff's Office

Carla Wyckoff, County Clerk

2. **Pledge of Allegiance**

Chair Paxton led the Pledge of Allegiance.

Chair Paxton noted Members Hewitt and Sauer provided prior notification of their inability to attend today's meeting.

3. Approval of Minutes

3.1 [16-0035](#)

Minutes from October 7, 2015.

A motion was made by Member Carlson, seconded by Member Taylor, that the minutes for items 3.1 through 3.4 be approved. The motion carried unanimously.

Aye: 5 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Mandel and Member Rummel

Absent: 2 - Member Hewitt and Member Sauer

3.2 [16-0036](#)

Minutes from November 4, 2015.

A motion was made by Member Carlson, seconded by Member Taylor, that the minutes for items 3.1 through 3.4 be approved. The motion carried unanimously.

Aye: 5 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Mandel and Member Rummel

Absent: 2 - Member Hewitt and Member Sauer

3.3 [16-0037](#)

Executive session minutes from October 7, 2015.

A motion was made by Member Carlson, seconded by Member Taylor, that the minutes for items 3.1 through 3.4 be approved. The motion carried unanimously.

Aye: 5 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Mandel and Member Rummel

Absent: 2 - Member Hewitt and Member Sauer

3.4 [16-0038](#)

Executive session minutes from November 4, 2015.

A motion was made by Member Carlson, seconded by Member Taylor, that the minutes for items 3.1 through 3.4 be approved. The motion carried unanimously.

Aye: 5 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Mandel and Member Rummel

Absent: 2 - Member Hewitt and Member Sauer

4. Added to Agenda

There were no items added to the agenda.

5. Public Comment

There were no comments from the public.

6. Old Business

There was no old business to conduct.

7. New Business

Chair Paxton noted item 7.14 will be moved ahead of 7.4.

PLANNING, BUILDING & ZONING

7.1 [16-0009](#)

Joint resolution authorizing on a certain named property, 42208 Hill St., Antioch, the demolition of a dangerous and unsafe structure deemed to be an "immediate and continuing hazard to the community".

Deputy County Administrator Amy McEwan reported the property has been identified as an immediate hazard.

A motion was made by Member Mandel, seconded by Member Rummel, that this resolution be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 5 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Mandel and Member Rummel

Absent: 2 - Member Hewitt and Member Sauer

LAW & JUDICIAL

7.2 [16-0008](#)

Joint resolution authorizing a contract with Microsystems, Inc., Northbrook, Illinois, for microfilm services for the office of the Clerk of the Circuit Court in the estimated annual amount of \$123,585.

RuthAnne Hall of Purchasing and Circuit Clerk Keith presented. The current contract for microfilm services will soon be expiring. Microsystems, Inc. was found to be the lowest and most responsive bidder.

A motion was made by Member Carlson, seconded by Member Rummel, that this resolution be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 5 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Mandel and Member Rummel

Absent: 2 - Member Hewitt and Member Sauer

HEALTH & COMMUNITY SERVICES

7.3 [15-1348](#)

Joint resolution authorizing emergency appropriation from the Lake County Health Department October 2015 for fiscal year (FY) 2015.

Jerry Nordstrom of the Health Department reported the emergency appropriation is for the acceptance of a federal grant for enhanced use of the patient registry and a grant from the Illinois Primary Health Care Association for materials and supplies for primary healthcare.

A motion was made by Member Mandel, seconded by Member Carlson, that this resolution be recommended for adoption to the County Board agenda. Motion

carried by voice vote.

Aye: 5 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Mandel and Member Rummel

Absent: 2 - Member Hewitt and Member Sauer

REVENUE, RECORDS & LEGISLATION

7.14 [15-1360](#)

Joint resolution authorizing the Chairman of the Board to execute a lease extension with Peak Properties, Chicago, Illinois, for office and storage space utilized to house and store elections equipment in the annual amount of \$185,400.

RuthAnne Hall of Purchasing reported the Clerk's Office currently utilizes additional space for storage purposes and the price has been consistent for 15 years. The lease is up for renewal and the lessor is requesting a three percent annual increase. Member Mandel inquired whether an analysis has been made regarding the use of additional leased space. County Board Administrator Barry Burton reported an analysis has been made and it is not cost effective to purchase this property or any other property in the Waukegan area of this use.

A motion was made by Member Rummel, seconded by Member Carlson, that this resolution be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 5 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Mandel and Member Rummel

Absent: 2 - Member Hewitt and Member Sauer

HEALTH & COMMUNITY SERVICES cont.

7.4 [16-0018](#)

Joint resolution accepting the Illinois Department of Commerce and Economic Opportunity (DCEO) Trade Adjustment Assistance (TAA) grant and authorizing an emergency appropriation in the amount of \$398,410.72 for fiscal year (FY) 2015.

Assistant County Administrator Ryan Waller reported the emergency appropriation and acceptance of the Illinois Department of Commerce and Economic Opportunity Trade Adjustment Assistance grant will cover costs associated with tuition and training for unemployed individuals. There are 74 people enrolled in the training from eight certified lay off events.

A motion was made by Member Rummel, seconded by Member Carlson, that this resolution be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 5 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Mandel and Member Rummel

Absent: 2 - Member Hewitt and Member Sauer

PUBLIC WORKS & TRANSPORTATION

7.5 [16-0002](#)

Joint resolution authorizing execution of a professional services agreement with RJN Group, Inc, Wheaton, Illinois in the amount of \$184,850 for engineering services for the 2016 Infiltration and Inflow Reduction Program.

A motion was made by Member Taylor, seconded by Member Mandel, to approve items 7.6 and 7.13 and that items 7.5 and 7.7 through 7.12 be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 5 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Mandel and Member Rummel

Absent: 2 - Member Hewitt and Member Sauer

7.6 [15-1361](#)

Joint committee action approving change order number two for Agreement Number 14112 for the Arden Shores Estates water main replacement project design scope revisions with Greengard, Inc., Lincolnshire, Illinois, in the amount of \$25,000.

A motion was made by Member Taylor, seconded by Member Mandel, to approve items 7.6 and 7.13 and that items 7.5 and 7.7 through 7.12 be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 5 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Mandel and Member Rummel

Absent: 2 - Member Hewitt and Member Sauer

7.7 [16-0013](#)

Joint resolution authorizing the Second Amended and Restated Memorandum of Understanding (MOU) in furtherance of the Northern Lake County Lake Michigan Water Planning Group efforts.

A motion was made by Member Taylor, seconded by Member Mandel, to approve items 7.6 and 7.13 and that items 7.5 and 7.7 through 7.12 be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 5 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Mandel and Member Rummel

Absent: 2 - Member Hewitt and Member Sauer

7.8 [16-0014](#)

Joint resolution ratifying a contract with Hey and Associates, Inc., Volo, Illinois, in the amount not to exceed \$55,000 for consulting services on the Aptakisic Creek Streambank Restoration Project.

A motion was made by Member Taylor, seconded by Member Mandel, to approve items 7.6 and 7.13 and that items 7.5 and 7.7 through 7.12 be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 5 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Mandel and Member Rummel

Absent: 2 - Member Hewitt and Member Sauer

7.9 [16-0019](#)

Joint resolution appropriating \$60,000 of Motor Fuel Tax (MFT) funds for the 2016 repair and replacement of various guardrail and fence installations, and designated as Section 16-00000-06-GM.

A motion was made by Member Taylor, seconded by Member Mandel, to approve items 7.6 and 7.13 and that items 7.5 and 7.7 through 7.12 be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 5 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Mandel and Member Rummel

Absent: 2 - Member Hewitt and Member Sauer

7.10 [16-0015](#)

Joint resolution appropriating \$360,000 of ¼% Sales Tax for Transportation funds for the traffic signal installation at Lewis Avenue and 29th Street, and designated as Section 14-00089-07-TL.

A motion was made by Member Taylor, seconded by Member Mandel, to approve items 7.6 and 7.13 and that items 7.5 and 7.7 through 7.12 be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 5 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Mandel and Member Rummel

Absent: 2 - Member Hewitt and Member Sauer

7.11 [16-0016](#)

Joint resolution appropriating \$510,000 of Matching Tax funds for the resurfacing of the North Shore Bike Path, between Brice Avenue and Illinois Route 43, and designated as Section 15-00999-19-BT.

A motion was made by Member Taylor, seconded by Member Mandel, to approve items 7.6 and 7.13 and that items 7.5 and 7.7 through 7.12 be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 5 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Mandel and Member Rummel

Absent: 2 - Member Hewitt and Member Sauer

7.12 [16-0020](#)

Joint resolution appropriating \$30,000 of Matching Tax funds for the acquisition of necessary right of way and/or permanent easement by agreement or condemnation, relating to the construction of a multiuse trail, from I-94 to Van Patten Woods (VPW)/Des Plaines River (DPR) Trail, and designated as Section 15-00078-15-LA.

A motion was made by Member Taylor, seconded by Member Mandel, to approve items 7.6 and 7.13 and that items 7.5 and 7.7 through 7.12 be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 5 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Mandel and Member Rummel

Absent: 2 - Member Hewitt and Member Sauer

7.13 [16-0017](#)

Joint committee action approving change order number two consisting of an increase of \$12,570.78 for additions to the Washington Street Drain Tile Construction contract, and designated as Section No. 13-00135-12-DR.

A motion was made by Member Taylor, seconded by Member Mandel, to approve items 7.6 and 7.13 and that items 7.5 and 7.7 through 7.12 be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 5 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Mandel and Member Rummel

Absent: 2 - Member Hewitt and Member Sauer

FINANCIAL & ADMINISTRATIVE

7.15 [15-1334](#)

Resolution authorizing an emergency appropriation in the amount of \$15,485 for services performed for Special Service Area Number 12 (SSA #12), Woods of Ivanhoe.

Deputy Finance and Administrative Services Director Patrice Sutton reported an emergency appropriation is necessary due to the timing of contractual services performed by Fremont Township Highway Department exceeded the amount budgeted. There is sufficient money in Ivanhoe Estate's account to cover the costs. Discussion ensued.

County Administrator Barry Burton remarked on a forthcoming request for a new special service area in Ivanhoe Estates, separate from this SSA.

A motion was made by Member Mandel, seconded by Member Rummel, that this resolution be recommended for adoption to the County Board agenda. Motion carried by the following vote.

Aye: 5 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Mandel and Member Rummel

Absent: 2 - Member Hewitt and Member Sauer

7.16 [16-0005](#)

Resolution authorizing emergency appropriations for fiscal year (FY) 2016 in various funds for certain projects, items and activities budgeted in the prior year and not completed.

Deputy Finance and Administrative Services Director Patrice Sutton reported these emergency appropriations are for purchase orders created but not received in fiscal year 2015.

A motion was made by Member Rummel, seconded by Member Mandel, that this resolution be recommended for adoption to the County Board agenda. Motion carried by the following vote:

Aye: 5 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Mandel and Member Rummel

Absent: 2 - Member Hewitt and Member Sauer

7.17 16-0006

Resolution authorizing a contract in an amount not to exceed \$199,760 with Appin Associates, Gurnee, Illinois, to provide engineering services for building automation systems for fiscal year (FY) 2016 projects.

Finance and Administrative Services Director Gary Gordon reported Appin Associates are building automation energy efficiency specialists who will provide engineering services on twelve projects this year. He noted Appin opened a local office.

A motion was made by Member Carlson, seconded by Member Rummel, that this resolution be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 5 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Mandel and Member Rummel

Absent: 2 - Member Hewitt and Member Sauer

7.18 16-0003

Resolution amending the Lake County Employee Policies and Procedures Ordinance, Section 10.9 Travel and Business Expense Reimbursement.

Items 7.18 and 7.19 were discussed together.

Finance and Administrative Services Director Gary Gordon introduced Michele Slav of Finance and Administrative Services. Ms. Slav indicated the revisions to the employee reimbursement policy clarifies tax exempt status, non reimbursable expenses, and submittal deadlines. The revisions to the cell phone policy address formatting and consistency issues. Discussion ensued.

A motion was made by Member Carlson, seconded by Member Rummel, that items 7.18 and 7.19 be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 5 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Mandel and Member Rummel

Absent: 2 - Member Hewitt and Member Sauer

7.19 16-0004

Resolution amending Section 10.10 Cellular Telephones of the Lake County Employee Policies and Procedures Ordinance.

A motion was made by Member Carlson, seconded by Member Rummel, that items 7.18 and 7.19 be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 5 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Mandel and Member Rummel

Absent: 2 - Member Hewitt and Member Sauer

7.20 [16-0031](#)

Resolution authorizing line item transfers between various funds for the purpose of transferring previously approved funds in fiscal year (FY) 2016.

Deputy Finance and Administrative Services Director Patrice Sutton reported increased participation in the wellness program for fiscal year 2015 resulted in a higher than budgeted amount for the program that is paid to employees in fiscal year 2016. An emergency appropriation is necessary to cover the unanticipated costs. Discussion ensued.

A motion was made by Member Mandel, seconded by Member Rummel, that this resolution be recommended for adoption to the County Board agenda. Motion carried by the following vote:

Aye: 5 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Mandel and Member Rummel

Absent: 2 - Member Hewitt and Member Sauer

7.21 [15-1359](#)

Resolution authorizing the Purchasing Agent to enter into a contract with The Salem Group, Oak Brook Terrace, Illinois, for temporary employee services for Lake County for a two year period plus renewals in the estimated annual amount of \$137,000.

RuthAnne Hall of Purchasing reported this item is an ongoing contract for temporary employee services. A request for proposal was issued and Salem Group has been identified as the most qualified vendor. It was noted Salem is also the County's current vendor for temporary employee services. Karla Hasty of Human Resources reported Salem Group had the lowest markup of costs, provided value-added programs including internships and managing large scale hiring projects, and Workforce Development has identified opportunities for summer employment. Discussion ensued.

A motion was made by Member Carlson, seconded by Member Rummel, that this resolution be recommended for adoption to the County Board agenda. Motion carried by voice vote.

Aye: 5 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Mandel and Member Rummel

Absent: 2 - Member Hewitt and Member Sauer

8. Executive Session

There was no Executive Session.

9. County Administrator's Report

County Administrator Barry Burton noted the Chairman's salary will be discussed at the January 27, 2016 meeting.

9.1 [16-0044](#)

Presentation on solar opportunities for Lake County.

Deputy County Administrator McEwan introduced the topic of solar investment options. KC Doyle, the County's sustainability coordinator, discussed the various solar energy options including single building arrays, community solar arrays, and principal use arrays. Grant funding is not available for single or community solar arrays, but is available for principal use arrays. She reviewed possible returns on investments for each of the solar options. Ms. Doyle noted the Mill Creek Wastewater Treatment Facility could be an optimal site for principal use arrays. Substantial discussion ensued regarding the proposed options, the communities' interest in solar options, and the development of an ordinance that would set forth standards.

10. Adjournment

The meeting was adjourned at 1:42 p.m.

**A motion was made by Member Carlson, seconded by Member Rummel, to adjourn.
Motion carried by voice vote.**

Aye: 5 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Mandel and Member Rummel

Absent: 2 - Member Hewitt and Member Sauer

Meeting minutes prepared by Blanca Vela-Schneider.

Respectfully submitted,

Chairman

Vice-Chairman

Financial and Administrative Committee