

Lake County Illinois

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



Meeting Minutes - Final

Thursday, February 28, 2019

8:30 AM

Assembly Room, 10th Floor

Financial and Administrative Committee

1. Call to Order

Chair Frank called the meeting to order at 8:30 a.m.

Present 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

Others present:

Chris Blanding, Information Technology

Karen Brush, County Clerk's Office

Mary Cunningham, County Board

Danny Davis, Court Administration

Paul Fetherston, County Administrator's Office

Gunnar Gunnarson, State's Attorney's Office

RuthAnne Hall, Purchasing

Brooke Hooker, Communications

Ryan Horne, Finance and Administrative Services

Jon Joy, Facilities and Construction Services

Holly Kim, Treasurer

Chris Kopka, Human Resources

Donna Jo Maki, County Administrator's Office

Amy McEwan, County Administrator's Office

Matt Meyers, Planning, Building and Development

Rodney Marion, Human Resources

Tracey Repa, County Clerk's Office

Shane Schneider, Division of Transportation

Kurt Schultz, Facilities and Construction Services

Shane Schneider, Division of Transportation

Tom Struck, Sheriff's Office

Patrice Sutton, Finance and Administrative Services

Micah Thornton, Circuit Court Clerk's Office

Anthony Vega, Sheriff's Office

Blanca Vela-Schneider, County Board Office

Dakisha Wesley, County Administrator's Office

Michael Wheeler, Finance and Administrative Services

Rodney Worden, Public Works

Dawn Wucki-Rosbach, Sheriff's Office

2. Pledge of Allegiance

Member Pedersen led the Pledge of Allegiance.

3. Addenda to the Agenda

There were no additions or amendments to the agenda.

4. Public Comment

There were no comments from the public.

5. Chair's Remarks

There were no remarks from the Chair.

6. Old Business

There was no old business to conduct.

7. New Business

Chair Frank reported that a county board member has requested that staff evaluate the impact of taking Martin Luther King and Veterans Day as permanent holidays. Interim County Administrator Amy McEwan explained that while many employees utilize floating holidays on the day of the holiday, there are some who work these days and take a day off at an alternate time. She reported that because this is an optional day off, overtime is not given. Human Resources Director Rodney Marion noted that the floating holidays are embedded in collective bargaining agreements which will require renegotiation.

The consensus was to allow staff two hours to review the impact.

CONSENT AGENDA (Items 7.1 - 7.14)

Approval of Minutes

7.1 [19-0326](#)

Joint Budget minutes from October 23, 2018.

Attachments: [F&A 10.23.18 Budget Minutes - Final](#)

A motion was made by Member Didech, seconded by Member Wilke, that the Consent Agenda items 7.1 through 7.6 be approved, items 7.7 through 7.14 be recommended for approval/received and placed on the County Board agenda. The motion carried unanimously.

Aye: 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

7.2 [19-0328](#)

Joint Budget minutes from October 24, 2018.

Attachments: [F&A 10.24.18 Budget Minutes - Final](#)

A motion was made by Member Didech, seconded by Member Wilke, that the Consent Agenda items 7.1 through 7.6 be approved, items 7.7 through 7.14 be recommended for approval/received and placed on the County Board agenda. The motion carried unanimously.

Aye: 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

7.3 [19-0334](#)

Executive Session minutes from August 2, 2017.

A motion was made by Member Didech, seconded by Member Wilke, that the Consent Agenda items 7.1 through 7.6 be approved, items 7.7 through 7.14 be recommended for approval/received and placed on the County Board agenda. The motion carried unanimously.

Aye: 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

7.4 [19-0335](#)

Executive Session minutes from August 2, 2017.

A motion was made by Member Didech, seconded by Member Wilke, that the Consent Agenda items 7.1 through 7.6 be approved, items 7.7 through 7.14 be recommended for approval/received and placed on the County Board agenda. The motion carried unanimously.

Aye: 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

7.5 [19-0206](#)

Executive Session minutes from November 7, 2018.

A motion was made by Member Didech, seconded by Member Wilke, that the Consent Agenda items 7.1 through 7.6 be approved, items 7.7 through 7.14 be recommended for approval/received and placed on the County Board agenda. The motion carried unanimously.

Aye: 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

7.6 [19-0329](#)

Executive Session minutes from November 7, 2018.

A motion was made by Member Didech, seconded by Member Wilke, that the Consent Agenda items 7.1 through 7.6 be approved, items 7.7 through 7.14 be recommended for approval/received and placed on the County Board agenda. The motion carried unanimously.

Aye: 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

LAW & JUDICIAL

7.7 [19-0288](#)

Joint resolution accepting the 2019 National Crime Victims' Rights Week (NCVRW) Community Awareness Project sub-grant and authorizing an emergency appropriation in the amount of \$6,000.

Attachments: [NCVRW 2019 19-030 Award Letter](#)

A motion was made by Member Didech, seconded by Member Wilke, that the Consent Agenda items 7.1 through 7.6 be approved, items 7.7 through 7.14 be recommended for approval/received and placed on the County Board agenda. The motion carried unanimously.

Aye: 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

HEALTH & COMMUNITY SERVICES

7.8 [19-0310](#)

Joint resolution accepting the Illinois Department of Commerce and Economic Opportunity (DCEO) Workforce Innovation Opportunity Act (WIOA) Dislocated Worker Grant and Rapid Response grant modification and authorizing an emergency appropriation in the amount of \$1,100.

A motion was made by Member Didech, seconded by Member Wilke, that the Consent Agenda items 7.1 through 7.6 be approved, items 7.7 through 7.14 be recommended for approval/received and placed on the County Board agenda. The motion carried unanimously.

Aye: 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

7.9 [19-0208](#)

Joint resolution authorizing a professional services agreement with Lake County Partners for a Business Engagement Program to expand upon the success of the business outreach program for Lake County Workforce Development in the amount not to exceed \$80,723.

Attachments: [LCP Bid Exemption Request \(002\).pdf](#)
[LCP Purchasing Award Information \(002\).pdf](#)
[19014 AGREEMENT PSA LAKE COUNTY PARTNERS](#)

A motion was made by Member Didech, seconded by Member Wilke, that the Consent Agenda items 7.1 through 7.6 be approved, items 7.7 through 7.14 be recommended for approval/received and placed on the County Board agenda. The motion carried unanimously.

Aye: 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

PUBLIC WORKS, PLANNING & TRANSPORTATION

7.10 [19-0312](#)

Joint resolution authorizing a contract with Cardno, Inc., Monee, Illinois, in the amount of \$66,851.75 for inspection and maintenance of native landscape areas.

Attachments: [19-0312 Bid Tab, 2019 Native Landscape Maintenance](#)

A motion was made by Member Didech, seconded by Member Wilke, that the Consent Agenda items 7.1 through 7.6 be approved, items 7.7 through 7.14 be

recommended for approval/received and placed on the County Board agenda. The motion carried unanimously.

Aye: 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

FINANCIAL & ADMINISTRATIVE

7.11 [19-0282](#)

Report from Robin M. O'Connor, County Clerk, for the month of December 2018.

Attachments: [LCC Report December 2018.pdf](#)

A motion was made by Member Didech, seconded by Member Wilke, that the Consent Agenda items 7.1 through 7.6 be approved, items 7.7 through 7.14 be recommended for approval/received and placed on the County Board agenda. The motion carried unanimously.

Aye: 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

7.12 [19-0284](#)

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

Attachments: [LCC Report January 2019.pdf](#)

A motion was made by Member Didech, seconded by Member Wilke, that the Consent Agenda items 7.1 through 7.6 be approved, items 7.7 through 7.14 be recommended for approval/received and placed on the County Board agenda. The motion carried unanimously.

Aye: 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

7.13 [19-0290](#)

Report from Mary Ellen Vanderventer, Recorder of Deeds, for the month of January 2019.

Attachments: [January 2019.pdf](#)

A motion was made by Member Didech, seconded by Member Wilke, that the Consent Agenda items 7.1 through 7.6 be approved, items 7.7 through 7.14 be recommended for approval/received and placed on the County Board agenda. The motion carried unanimously.

Aye: 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

7.14 [18-1547](#)

Report from David B. Stolman, Treasurer, for the month of October 2018.

Attachments: [Cash & Investment Oct 2017.pdf](#)
[Cash & Investment Oct 2018.pdf](#)

A motion was made by Member Didech, seconded by Member Wilke, that the Consent Agenda items 7.1 through 7.6 be approved, items 7.7 through 7.14 be recommended for approval/received and placed on the County Board agenda. The motion carried unanimously.

Aye: 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

REGULAR AGENDA

LAW & JUDICIAL

7.15 [19-0306](#)

Joint resolution authorizing an amended Illinois Department of Transportation (IDOT) 2019 Sustained Traffic Enforcement Program (STEP) grant to include a Distracted Driving Campaign and approving an emergency appropriation in the amount of \$22,011.21.

Attachments: [FFY19 STEP Grant Amendment Agreement Budget 02-15-19.pdf](#)

Sergeant Tom Struck and Dawn Wucki-Rossbach, Sheriff's Office, reported that the grant was amended to include distracted driving. The additional funding of \$22,011.21 allows for a full 36 hours of enforcement.

A motion was made by Member Didech, seconded by Member Carlson, that this item be recommended for adoption to the County Board agenda. The motion carried unanimously.

Aye: 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

PUBLIC WORKS, PLANNING & TRANSPORTATION

7.16 [19-0299](#)

Joint resolution appropriating \$1,600,000 of Motor Fuel Tax funds for ice control salt materials needed for the 2019-2020 winter season.

Division of Transportation Director Shane Schneider indicated this is an annual appropriation for ice control salt materials. Mr. Schneider reported the Division of Transportation, in partnership with the Health Department and Stormwater Management Commission, holds annual seminars for municipalities, townships and private contractors on best methods for ice control applications.

A motion was made by Member Didech, seconded by Member Wilke, that this item be recommended for adoption to the County Board agenda. The motion carried unanimously.

Aye: 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

7.17 [19-0316](#)

Joint resolution authorizing an Intergovernmental Agreement between Lake County and The City of Zion to provide fully reimbursed maintenance services for sewer-related operations.

Attachments: [19-0316 Zion Lake County Sewer Maintenance Agreement.pdf](#)

Public Works Director Rodney Worden reported the intergovernmental agreement with the City of Zion to provide routine maintenance services to the City. The agreement also allows Lake County to provide stand alone cost estimates for repairs.

A motion was made by Member Wilke, seconded by Member Pedersen, that this item be recommended for adoption to the County Board agenda. The motion carried unanimously.

Aye: 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

7.18 [19-0317](#)

Joint resolution amending the adopted Capacity Management Operations and Maintenance (CMOM) Program for the Northwest Lake Facilities Planning Area (NWFPFA) to meet new reporting requirements.

Attachments: [19-0317 CMOM Executive Summary 8-22-18.pdf](#)
[19-0317 CMOM 2018.pdf](#)

Public Works Director Rodney Worden presented the amended adopted CMOM Program. This agreement must be reviewed and approved every 10 years.

A motion was made by Member Carlson, seconded by Member Wasik, that this item be recommended for adoption to the County Board agenda. The motion carried unanimously.

Aye: 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

FINANCIAL & ADMINISTRATIVE

7.19 [19-0319](#)

Resolution authorizing a contract Election Systems and Software, LLC, Omaha, Nebraska (ES&S) to provide equipment, software and services for the Lake County voting systems and election management system.

Attachments: [Lake County, IL - ExpressVote BMD Sales Order Agreement Complete - 01](#)
[Lake County, IL - ExpressVote BMD Hardware and Software License, Mail](#)

Tracy Repa and Karen Brush, County Clerk's Office, reported the purchase of the 120 ExpressVote machines is the final step to replacing all outdated equipment at voting sites. Substantial discussion ensued regarding the machines security and functionality.

A motion was made by Member Didech, seconded by Member Carlson, that this item be recommended for adoption to the County Board agenda. The motion carried unanimously.

Aye: 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

7.20 [19-0295](#)

Resolution authorizing a one-year contract with Granite, Quincy, Massachusetts, (Granite) for telecommunications services.

Attachments: [19043 Granite award information.pdf](#)
[Lake County IL - Vendor Disclosure Form - Granite.pdf](#)

Information Technology Director Chris Blanding reported that this agreement will consolidate all county telecommunication services as they expire. He reported there is an estimated cost savings of \$50,000 this year alone.

A motion was made by Member Wilke, seconded by Member Didech, that this item be recommended for adoption to the regular agenda. The motion carried unanimously.

Aye: 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

7.21 [19-0309](#)

Resolution authorizing an agreement with Wold Architects and Engineers, Palatine, Illinois, (Wold Architects) for comprehensive design services for the renovation of the Court Annex.

Attachments: [18184 Award Information](#)
[18184 SOI Courts Annex Final](#)
[18184 Scoring Matrix Summary after Interviews](#)
[18184 DRAFT AGREEMENT COURTS ANNEX](#)
[VENDOR DISCLOSURE STATEMENT](#)

Kurt Schultz and Jon Joy, Facilities and Construction Services Department, reported this agreement is for comprehensive design services for the renovation of the Court Complex. The building, originally constructed in 1967 for use as a jail, needs to be renovated. A presentation was provided on the use of the Court Annex and the Master Plan's vision of increasing operational efficiency, improving public experience, enhancing court operations, and improving energy efficiencies. Discussion ensued regarding potential parking opportunities and approvals needed from the City of Waukegan.

A motion was made by Member Pedersen, seconded by Member Wasik, that this item be recommended for adoption to the County Board agenda. The motion carried unanimously.

Aye: 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

8. **Executive Session**

Executive Session was entered into at 9:26 a.m.

A motion was made by Member Carlson, seconded by Member Wilke, to go into Executive Session. The motion carried by the following vote:

Aye: 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

8.1 [19-0321](#)

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

A discussion regarding pending litigation occurred during Executive Session.

Executive Session was adjourned at 10:23 a.m.

A motion was made by Member Didech, seconded by Member Wilke, that this item be to come out of Executive Session. The motion carried unanimously.

Aye: 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

9. County Administrator's Report

Interim County Administrator Amy McEwan reported the first strategic planning session has been proposed for late March. If several members are unable to attend, an alternate date will be sought. She reported that, as Interim County Administrator, she has procured the contract for a strategic planning consultant for \$48,500.

9.1 [19-0347](#)

Budget and Finance Policies Discussion.

Attachments: [FY2019 Budget Policies FINAL \(050818\)](#)

Interim County Administrator Amy McEwan reported that on an annual basis, the County Board must approve its budget policies for the upcoming fiscal year.

Finance and Administrative Services Director Patrice Sutton reviewed the existing budget policies. Discussion ensued regarding the use of video gaming revenue, how county board member program/personnel requests will be handled, and the contingency fund reserve. Staff will modify the policy per the committee's discussion and will return for final approval at the next meeting.

A discussion regarding budget and finance policies occurred.

9.2 [19-0348](#)

Purchasing Procurement Card Update.

Attachments: [Procurement Card Policy](#)

[Pcard Road Map Update](#)

Finance and Administrative Services Director Patrice Sutton provided an update on steps regarding modifications to the procurement card (p-card) policy. Next steps include information sessions with current card holders, department holders and administrators and exploring opportunities to use the p-card for additional purchases. Discussion ensued.

An update to the Purchasing procurement card was provided.

10. Members Remarks

There were no remarks from members.

11. Adjournment

The meeting was adjourned the meeting at 11:01 a.m.

A motion was made by Member Wilke, seconded by Member Carlson, to adjourn.

The motion carried unanimously.

Aye: 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

Next Meeting: March 7, 2019

Meeting minutes prepared by Blanca Vela-Schneider.

Respectfully submitted,

Chair

Vice Chair

Financial and Administrative Committee