

Lake County Illinois

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



Meeting Minutes - Final

Thursday, March 5, 2020

8:30 AM

Assembly Room, 10th Floor - Courthouse and Administrative
Complex, 18 N County Street, Waukegan

Financial & 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 Pedersen, Member Wasik, Member Wilke and Member Clark

Others present:

Chris Blanding, Information Technology

Alex Carr, Communications

Kevin Carrier, Division of Transportation

Mary Crain, Division of Transportation

Michael Cuffee, Court Administration

Don Dugan, Facilities and Construction Services

Gary Gibson, County Administrator

Bob Gluckert, Chief County Assessor

Joy Gossman, Public Defender

Todd Govain, County Clerk's Office

RuthAnne Hall, Purchasing

Sandy Hart, County Board Chair

Karla Hasty, Human Resources

Jim Hawkins, County Administrator's Office

Heidie Hernandez, Information Technology

Huy Nguyen, HTNguyn Consulting

Carl Kirar, Facilities and Construction Services

Holly Kim, Treasurer

Angelo Kyle, County Board Member

John Light, Human Resources

Ann Maine, County Board

Matt Meyers, County Administrator's Office

Bob Price, County Clerk's Office

Shane Schneider, Division of Transportation

Patrice Sutton, Finance and Administrative Services

Micah Thornton, Circuit Court Clerk's Office

Arin Thrower, Communications

Cassandra Torstenson, County Administrator's Office

Markus Vassyl, Treasurer's Office

Blanca Vela-Schneider, County Administrator's Office

Eric Waggoner, Planning, Building and Development

Mike Wheeler, Finance and Administrative Services

Teri White, State's Attorney's Office

2. Pledge of Allegiance

Member Carlson 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 Chair Frank.

6. Old Business

There was no old business to discuss.

7. New Business

CONSENT AGENDA (Items 7.1 - 7.5)

APPROVAL OF MINUTES

7.1 [20-0389](#)

Minutes from February 6, 2020.

Attachments: [F&A 2.6.20 Minutes - Final.pdf](#)

A motion was made by Member Wilke, seconded by Member Clark, that Consent Agenda items 7.1 through 7.3 and 7.5 be approved/received and filed and that item 7.4 be recommended for adoption to the County Board agenda. Motion carried by voice vote.

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

7.2 [20-0391](#)

Executive Session minutes from February 6, 2020.

A motion was made by Member Wilke, seconded by Member Clark, that Consent Agenda items 7.1 through 7.3 and 7.5 be approved/received and filed and that item 7.4 be recommended for adoption to the County Board agenda. Motion carried by voice vote.

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

7.3 [20-0392](#)

Executive Session minutes from February 6, 2020.

A motion was made by Member Wilke, seconded by Member Clark, that Consent Agenda items 7.1 through 7.3 and 7.5 be approved/received and filed and that item 7.4 be recommended for adoption to the County Board agenda. Motion carried by voice vote.

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

FINANCIAL & ADMINISTRATIVE

7.4 [20-0386](#)

Resolution authorizing a contract with Altorfer Power Systems, Elmhurst, Illinois, to provide maintenance and service to Caterpillar generators in an estimated annual amount of \$40,000.

Attachments: [Sole Source Memo](#)
[Lake County Vendor Disclosure 2020](#)
[Lake County Government 2018-2021 PM Quote](#)
[Lake County Government Quote cat 2020-1](#)
[Lake County Government Quote cat 2020](#)

A motion was made by Member Wilke, seconded by Member Clark, that Consent Agenda items 7.1 through 7.3 and 7.5 be approved/received and filed and that item 7.4 be recommended for adoption to the County Board agenda. Motion carried by voice vote.

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

7.5 [20-0400](#)

Finance Monthly Report.

Attachments: [Finance March 2020 Report.pdf](#)

A motion was made by Member Wilke, seconded by Member Clark, that Consent Agenda items 7.1 through 7.3 and 7.5 be approved/received and filed and that item 7.4 be recommended for adoption to the County Board agenda. Motion carried by voice vote.

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

REGULAR AGENDA

PUBLIC WORKS, PLANNING & TRANSPORTATION

7.6 [20-0374](#)

Joint resolution authorizing a contract with Lake County Grading Company, LLC, Libertyville, Illinois, in the amount of \$15,965,965.15 for the widening and reconstruction of Buffalo Grove Road, between Deerfield Parkway and Illinois Route 22, including improvements to the intersection of Aptakisic Road and Buffalo Grove Road.

Attachments: [20-0374 Bid Tab, Buffalo Grove Road Improvements](#)
[20-0374 Lake County Grading, Vendor Disclosure](#)

Shane Schneider, Division of Transportation Director, reported that the pavement is at its end of life and there is a need to widen the road to increase capacity. The appropriation for this project was approved in January 2020.

A motion was made by Member Carlson, seconded by Member Clark, 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 Pedersen, Member Wasik, Member Wilke and Member Clark

7.7 [20-0376](#)

Joint resolution authorizing an agreement with Stanley Consultants, Chicago, Illinois, to provide combined Phase I and Phase II engineering services for improvements along 21st Street, from Delany Road to Illinois Route 173, at a maximum cost of \$1,249,427 and appropriating \$1,500,000 of ¼% Sales Tax for Transportation funds.

Attachments: [20-0376 21st Street Consultant Agreement Final Draft](#)
[20-0376 Stanley Consultants, Inc., Vendor Disclosure Statement](#)

Shane Schneider, Division of Transportation Director, reported that this agreement will provide engineering services to investigate improvements to 21st Street including resurfacing, storm sewer and culvert upgrades, and an intersection upgrade.

A motion was made by Member Clark, seconded by Member Wilke, that this resolution be recommended for adoption to the consent agenda. Motion carried by voice vote.

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

7.8 [20-0377](#)

Joint resolution authorizing the first amendment to the agreement between the City of Waukegan and Lake County for the reconstruction of 14th Street, from Illinois Route 131/Green Bay Road to Sheridan Road.

Attachments: [20-0377 14th Street Waukegan Amendment.Final Draft 02.21.20](#)

(Items 7.8 and 7.9 were taken together.)

Shane Schneider, Division of Transportation Director, reported that items 7.8 and 7.9 are related. During the Reconstruction of 14th Street Project, it was discovered that the the Cities of North Chicago and Waukegan's watermain were in a location affected by the project and at end of life, requirement replacement. This was an unforeseen expense for all parties, and the Cities have requested County assistance with upfront costs and a five year repayment plan. Staff supports their request due to the potential loss of federal funding.

A motion was made by Member Wilke, seconded by Member Clark, that items 7.8

and 7.9 be recommended for adoption to the County Board agenda. Motion carried by voice vote.

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

7.9 [20-0378](#)

Joint resolution authorizing the first amendment to the agreement between the City of North Chicago and Lake County for the reconstruction of 14th Street, from Illinois Route 131/Green Bay Road to Sheridan Road.

Attachments: [20-0378 14th Street North Chicago Amendment.Final Draft 02.21.20](#)

(Items 7.8 and 7.9 were taken together.)

A motion was made by Member Wilke, seconded by Member Clark, that items 7.8 and 7.9 be recommended for adoption to the County Board agenda. Motion carried by voice vote.

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

7.10 [20-0379](#)

Joint resolution authorizing an agreement with HR Green, McHenry, Illinois, for combined Phase I and Phase II engineering services for improvements along Deep Lake Road, from Illinois Route 173 to the Illinois/Wisconsin state line, at a maximum cost of \$1,094,523, and appropriating \$1,315,000 of Motor Fuel Tax funds.

Attachments: [20-0379 Deep Lake Road Consultant Agreement Final Draft](#)
[20-0379 HR Green, Vendor Disclosure Statement](#)

Shane Schneider, Division of Transportation Director, reported that this agreement will provide engineering services to investigate improvements to Deep Lake Road including resurfacing, off-road bike paths, and intersection upgrades.

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

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

7.11 [20-0380](#)

Joint resolution authorizing an agreement with the Illinois Department of Transportation (IDOT), for the highway safety improvements to install snow proof visors on all Lake County Division of Transportation (LCDOT) owned traffic signals throughout Lake County, appropriating \$500,000 of ¼% Sales Tax for Transportation funds.

Attachments: [20-0380 Snow Proof Visor IDOT Agreement2](#)

Shane Schneider, Division of Transportation Director, reported that Lake County received

a Highway Safety Improvement Program grant. The funding will be used to install snow proof visors on Lake County owned traffic signals. Discussion ensued.

A motion was made by Member Wasik, seconded by Member Clark, 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 Pedersen, Member Wasik, Member Wilke and Member Clark

7.12 [20-0382](#)

Joint resolution authorizing an agreement with the Newport Township Road District relating to the intersection improvements at Wadsworth Road and Dilleys Road.

Attachments: [20-0382 Wadsworth Road at Dilleys Newport Road District Agreement](#)

Shane Schneider, Division of Transportation Director, indicated that as part of Lake County's intersection improvements at Wadsworth and Dilleys Roads, Newport Township Road District has requested additional road resurfacing and culvert improvements. The district will reimburse the County for those improvements.

A motion was made by Member Clark, seconded by Member Vealitzek, 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 Pedersen, Member Wasik, Member Wilke and Member Clark

7.13 [20-0383](#)

Joint resolution authorizing an agreement with the Newport Township Fire Protection District to provide temporary emergency fire protection services for the intersection improvements of Wadsworth Road at Dilleys Road and appropriating \$300,000 of ¼% Sales Tax for Transportation funds.

Attachments: [20-0383 Wadsworth Road at Dilleys Newport Fire District Agreement](#)

Shane Schneider, Division of Transportation Director, reported that intersection improvements on Wadsworth and Dilley's Road necessitates a 90 day road closure. This road closure will impact Newport Fire Protection District's ability to quickly respond to emergency calls. In order to ensure public safety, Newport Township Fire Protection District will temporarily require additional staff and place them in a secondary location. The District has requested reimbursement of the additional costs incurred for the temporary staff.

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 Pedersen, Member Wasik, Member Wilke and Member Clark

7.14 [20-0384](#)

Joint committee action item approving Change Order Number Five consisting of an increase of \$6,412.44 for additions to the Rollins Road drainage construction contract.

Attachments: [20-0384_Copenhaver Vendor Disclosure](#)

Shane Schneider, Division of Transportation Director, reported that several unforeseen issues impacted the Rollins Road drainage construction project, necessitating change orders at a cost totaling more than 10 percent of the project thus requiring committee approval. The change orders are associated with issues that did not surface until after construction had begun.

Director Schneider discussed a process where an excavator can explore underground conditions, but the cost is notably more expensive, requiring staff to weigh their options carefully. Discussion ensued.

A motion was made by Member Vealitzek, seconded by Member Clark, that this item be approved. The motion carried unanimously.

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

7.15 [20-0394](#)

Joint resolution authorizing emergency appropriations in Fiscal Year (FY) 2020 for the Lake County Division of Transportation (LCDOT) capital funds budget for project related reimbursement revenue from outside agencies and the related expense.

Attachments: [20-0394_DOT Emergency Appropriation - Additional Revenue & Expense](#)

Shane Schneider, Division of Transportation Director, reported that the emergency appropriations are a routine accounting function.

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

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

FINANCIAL & ADMINISTRATIVE

7.16 [20-0431](#)

Resolution authorizing a contract for management consulting and iasWorld system support services from HTNguyen Consulting, LLC, Highland Park, Illinois, in an amount not to exceed \$122,400.

Attachments: [HTNguyen Consulting LLC proposal](#)
[HTNguyen Consulting Vendor Disclosure](#)

Holly Kim, Treasurer, and Vassyl Markus, Treasurer's Office, reported that the

implementation of the iasWorld System was managed by Beth Malloy. Since its implementation, there is a need for support services to complete certain customizations anticipated by the Chief County Assessor, Treasurer, and County Clerk Offices. The owner of HTNguyen Consulting, who previously worked at Beth Malloy, is familiar with the County's system and helped implement the transition under Beth Malloy's contract. It was noted that there is not a conflict of interest with the proposed vendor's contract and the Treasurer's staff. Substantial discussion ensued.

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

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

7.17 [20-0395](#)

Resolution authorizing the continuation of telecommunication services through Granite, Quincy, Massachusetts, in an estimated annual amount of \$600,000.

Attachments: [Granite GSA Joint Purchasing Contract](#)
[Granite Vendor Disclosure Updated.pdf](#)

Chris Blanding, Information Technology Director, reported that this is a continuation of an existing contract but includes additional service lines. The amount is the anticipated spend with the addition of these lines.

A motion was made by Member Wilke, seconded by Member Vealitzek, 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 Pedersen, Member Wasik, Member Wilke and Member Clark

7.18 [20-0365](#)

Resolution authorizing an agreement with Syska Hennessy Group for Design of Light Emitting Diode (LED) lighting for the Lake County Jail in the amount of \$129,180.

Attachments: [20038 Award Information](#)
[20038 Draft Agreement](#)
[Vendor Disclosure Statement](#)

Carl Kirar, Facilities and Construction Services Director, reported that this agreement is for the design and installation of LED lighting at the Lake County Jail. It is expected that the County can save up to 10 percent. The committee requested calculations of the estimated carbon emission reduction and maintenance cost savings related to replacing the light fixtures with energy efficient LED lights.

A motion was made by Member Clark, seconded by Member Vealitzek, 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 Pedersen, Member Wasik, Member Wilke and Member Clark

7.19 [20-0362](#)

Resolution authorizing line-item transfers between various funds for the purpose of transferring previously approved funds in Fiscal Year (FY) 2020.

Attachments: [LIT Mar-20 Final.pdf](#)

(Items 7.19 and 7.20 were taken together.)

Mike Wheeler, Finance and Administrative Services, presented line-item transfers in the FY 2020 budget and and carryovers for monies that were unspent in FY 2019 and need to be carried over to FY 2020.

A motion was made by Member Wilke, seconded by Member Wasik, that items 7.19 and 7.20 be recommended for adoption to the County Board agenda. The motion carried unanimously.

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

7.20 [20-0363](#)

Resolution authorizing emergency appropriations for Fiscal Year (FY) 2020 in various funds for certain projects, items, and activities budgeted in the prior year and not completed.

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

(Items 7.19 and 7.20 were taken together.)

A motion was made by Member Wilke, seconded by Member Wasik, that items 7.19 and 7.20 be recommended for adoption to the County Board agenda. The motion carried unanimously.

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

7.21 [20-0422](#)

Discussion on the Fiscal Year (FY) 2021 Budget and Financial Policies.

Attachments: [FY2020 Budget Policies - FINAL.pdf](#)
[DRAFT FY2021 Budget Policies.pdf](#)
[FY21 Budget Financial Policies 2 030520.pdf](#)

Patrice Sutton, Finance and Administrative Services Director/Chief Financial Officer, presented amendments and sought direction from the Committee regarding the FY 2021 budget policies. Direction was requested regarding setting a maximum/minimum fund reserve threshold and it was suggested that the County clarify when fund reserves will be

used, how fund reserves will be replenished if used, and when undesignated funds will be used for capital projects. Director Sutton reviewed the implicit cost of allowing retirees to maintain their health insurance benefits through county. The Committee discussed new program requests (NPRs) and the process in which committees can submit them. The budget calendar timeline and process was reviewed.

The FY 2021 Budget and Financial Policies were discussed.

9. Department Head Reports

(This item was moved ahead of Executive Session.)

9.1 [20-0388](#)

Department head reports.

Attachments: [Finance - RBO Policy w attachment.pdf](#)
[Facilities - JOC over 350K Update.pdf](#)

Facilities and Construction Services.

Carl Kirar, Facilities and Construction Services Director, reported on two Job Order Contract projects in Lake County.

Finance and Administrative Services.

Patrice Sutton, Finance and Administrative Services Director/Chief Financial Officer, and RuthAnne Hall, Finance and Administrative Services, reviewed the internal policy procedures related to the Responsible Bidder Ordinance.

Human Resources

John Light, Human Resources Director, thanked the staff and committee members for the warm welcome he received during his first few weeks at Lake County.

Department head reports were presented.

10. County Administrator's Report

(This item was moved ahead of Executive Session.)

Gary Gibson, County Administrator, provided an update regarding novel coronavirus (COVID-19). Staff has been meeting frequently to discuss emergency management preparations.

Administrator Gibson also reported that Austin McFarlane has been named Public Works Interim Director. Mr. McFarlane has been with Lake County since 1990 and was promoted to Operations Manager in 2009.

8. Executive Session

Executive Session was entered into at 10:41 a.m.

A motion was made by Member Clark, 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 Pedersen, Member Wasik, Member Wilke and Member Clark

8.1 [20-0356](#)

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

Personnel matters were discussed in Executive Session.

Executive Session was adjourned at 10:55 a.m.

A motion was made by Member Vealitzek, seconded by Member Clark, to come out of Executive session. The motion carried unanimously.

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

8.1A [20-0169](#)

Committee action authorizing reclassification of three positions in the Public Defender's Office.

A motion was made by Member Clark, seconded by Member Wilke, to reclassify three positions in the Public Defender's Office. Motion carried by voice vote.

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

11. Members Remarks

There were no remarks from members.

12. Adjournment

Chair Frank adjourned the meeting at 10:56 a.m.

Next Meeting: April 2, 2020

Minutes prepared by Blanca Vela-Schneider.

Respectfully submitted,

Financial and Administrative Committee