

Lake County Illinois

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



Meeting Minutes - Final

Thursday, October 1, 2020

8:30 AM

Live-streamed at: <http://lakecounty.tv/> , Comcast Ch. 18 or 30,
AT&T U-Verse Ch. 99, & 18 N County St, Waukegan (10th Floor)

Financial & Administrative Committee

Pursuant to Section 7(e) of the Illinois Open Meetings Act, the September 18, 2020, Gubernatorial Disaster Proclamation, and the attached Written Determination of the Lake County Board Chair, this meeting will be held via audio and video conference.

PUBLIC VIEWING: This meeting will be live-streamed at <http://lakecounty.tv/> and on Comcast's network, Channel 18 or 30 and AT&T Channel 99. Per the Governor's Disaster Proclamation, in accordance with section 120/7(e)(4) of the OMA, in-person attendance by members of the public will be available in the Assembly Room on the 10th Floor of the Administrative Tower at 18 N. County Street, Waukegan, Illinois and is limited to the number of persons practicable in keeping with social distancing requirements.

PUBLIC COMMENT: Public Comments are welcomed and encouraged. Emailed Public Comments received prior to start of meeting for items not on the agenda will be read at the beginning of the meeting under Public Comment in the order they are received. Comments on agenda items will be read during consideration of that item. Comments received during the meeting will be held until the end of the meeting. A total of 30 minutes will be permitted for Public Comment and no more than three minutes per Comment pursuant to the County Board Rules of Order and Operational Procedures. All emailed Comments received will be included in the Committee's meeting minutes.

Email Public Comments to CountyBoard@lakecountyil.gov with the following:

- * Subject Title: Financial and Administrative Committee Public Comment
- * Name
- * Street Address (Optional)
- * City, State (Optional)
- * Phone (Optional)
- * Organization/agency/etc. represented. (If representing yourself, put "Self")
- * Topic or Agenda Item Number followed by Public Comment.

Public in attendance on the 10th Floor of the Administrative Tower at 18 N. County Street, Waukegan, Illinois may provide Public Comment. Public may also leave a message with the County Board Office at 847-377-2300.

0.0 [20-0824](#)

Determination of need for meetings of the Lake County Board and Committees to be held by audio or video conference.

Attachments: [Determination - Chair Hart - Rev 110220.pdf](#)

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 Clark, Member Pedersen, Member Wasik and Member Wilke

Others present:

Marah Altenberg, County Board

Chris Blanding, Information Technology

Lynn Buccieri, County Board Office

Dan Forbes, Speer Financial

Gary Gibson, County Administrator's Office

RuthAnne Hall, Purchasing

Sandy Hart, County Board

Jim Hawkins, County Administrator's Office

Diane Hewitt, County Board

Carl Kirar, Facilities and Construction Services

Angelo Kyle, County Board

John Light, Human Resources

Judy Martini, County Board

Austin McFarlane, Public Works

Matt Meyers, County Administrator's Office

Mike Rummel, County Board

Abby Scalf, County Board Office

Shane Schneider, Division of Transportation

Joel Sensenig, Public Works

Julie Simpson, County Board

Patrice Sutton, Finance and Administrative Services

Cassandra Torstenson, County Administrator's Office

Blanca Vela-Schneider, County Administrator's Office

Eric Waggoner, Planning, Building and Development

2. **Pledge of Allegiance**

Chair Frank 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

Chair Frank had no remarks.

6. Old Business

There was no old business to conduct.

7. New Business

CONSENT AGENDA (Items 7.1 - 7.5)

APPROVAL OF MINUTES

7.1 20-1175

Minutes from August 6, 2020.

Attachments: [F&A 8.6.20 Minutes - Final.pdf](#)

A motion was made by Member Carlson, seconded by Member Clark, that Consent Agenda items 7.1 through 7.3 be approved and items 7.4 and 7.5 be received and placed on the County Board agenda. The motion carried by the following vote:

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

7.2 20-1280

Minutes from August 27, 2020.

Attachments: [F&A 8.27.20 Minutes - Final.pdf](#)

A motion was made by Member Carlson, seconded by Member Clark, that Consent Agenda items 7.1 through 7.3 be approved and items 7.4 and 7.5 be received and placed on the County Board agenda. The motion carried by the following vote:

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

7.3 20-1350

Minutes from September 3, 2020.

Attachments: [F&A 9.3.20 Minutes - Final.pdf](#)

A motion was made by Member Carlson, seconded by Member Clark, that Consent Agenda items 7.1 through 7.3 be approved and items 7.4 and 7.5 be received and placed on the County Board agenda. The motion carried by the following vote:

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

FINANCIAL & ADMINISTRATIVE

7.4 [20-1256](#)

Report from Robin M. O'Connor, County Clerk, for the month of August 2020.

Attachments: [LCC Report for August 2020](#)

A motion was made by Member Carlson, seconded by Member Clark, that Consent Agenda items 7.1 through 7.3 be approved and items 7.4 and 7.5 be received and placed on the County Board agenda. The motion carried by the following vote:

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

7.5 [20-1267](#)

Report from Mary Ellen Vanderverter, Recorder of Deeds, for the month of August 2020.

Attachments: [August 2020](#)

A motion was made by Member Carlson, seconded by Member Clark, that Consent Agenda items 7.1 through 7.3 be approved and items 7.4 and 7.5 be received and placed on the County Board agenda. The motion carried by the following vote:

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

REGULAR AGENDA

PUBLIC WORKS, PLANNING & TRANSPORTATION

7.6 [20-1271](#)

Joint resolution authorizing grant applications to the Illinois Department of Transportation (IDOT) for an Illinois Transportation Enhancements Program (ITEP) grant for the construction of two stages of the Patriot Path (Illinois Route 137 bike path).

Attachments: [20-1271 Location Map, Patriot Path All Stages](#)

Shane Schneider, Division of Transportation Director, reported that this resolution is for approval to apply for an ITEP grant to complete two stages of the Patriot Path Project, a 5.5 mile path along Route 137 that will ultimately connect the DesPlaines River Trail with the Robert McClore Bike Path. Lake County is requesting \$4,000,000 in grant funding and IDOT is expected to make a decision on the application in 2021. If successful, Lake County will have four years to expend the funds.

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

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

7.7 [20-1275](#)

Joint committee action approving 30449 N Center Avenue as excess property and authorizing the auction sale of the parcel.

Attachments: [20-1275 Excess Property Map_330449 N Center Ave_North Libertyville Es](#)

Austin McFarlane, Public Works Interim, reported that this is part of a well system that the county owns and has abandoned. The Department would like to sell the excess property.

A motion was made by Member Wilke, seconded by Member Clark, that this committee action item be approved. Motion carried by the following roll call vote:

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

7.8 [20-1276](#)

Joint committee action approving 30153 N Park Lane as excess property and authorizing the auction sale of the parcel.

Attachments: [20-1276 Excess Property Map_30153 N Park Ln_Countryside Manor.pdf](#)

Austin McFarlane, Public Works Interim Director, reported that this is part of a well system that the county owns and has abandoned. The Department would like to sell the excess property.

A motion was made by Member Pedersen, seconded by Member Clark, that this committee action item be approved. Motion carried by the following roll call vote:

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

7.9 [20-1299](#)

Discussion regarding the issuance and sale of Not to Exceed \$19,000,000 Water and Sewer System Revenue Refunding Bonds, Series 2020, in One Series and providing the terms of and security for payment thereof.

Attachments: [Lake County Series 2020 - Series Ordinance](#)

Austin McFarlane, Public Works Interim Director, reported that the department is looking to refinance revenue bonds. Patrice Sutton, Finance and Administrative Services Director/Chief Financial Officer, reported that this opportunity should be considered and introduced Dan Forbes, Speer Financial. Mr. Forbes reported that the debt savings could be approximately \$2,500,000.

Discussion ensued regarding the benefits of going out to refinance bonds and the process to refinance the bonds. There was consensus from the committee for staff to proceed.

Discussion occurred regarding the issuance and sale of Water and Sewer System Revenue Bonds.

FINANCIAL & ADMINISTRATIVE

7.10 [20-1288](#)

Resolution accepting Federal CARES Act Grant funding from the Illinois State Board of Elections, authorizing an emergency appropriation in the amount of \$60,500, and ratifying the purchase of a high-speed digital scanner from Election Systems and Software, Omaha, Nebraska.

Attachments: [ES&S 450 Quote](#)
[ES&S Vendor Disclosure Form 09.21.2020.pdf](#)
[ES&S Emergency Appropriation.pdf](#)

Chair Frank reported that this is a grant received by the County Clerk's Office.

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

7.11 [20-1278](#)

Resolution accepting Federal CARES Act Grant funding from the Illinois State Board of Elections, authorizing an emergency appropriation in the amount of \$73,759.40, and ratifying the purchase of additional equipment and software for Vote by Mail from Impact Networking, LLC, Lake Forest, Illinois.

Attachments: [Impact Sales Order-signed](#)
[Lake County - Schedule A \(9-16-20\)](#)
[Lake County IL - Vendor Disclosure \(9-16-20\)](#)
[Impact Networking Emergency Appropriation.pdf](#)

Chair Frank reported that this is a grant received by the County Clerk's Office.

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

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

7.12 [20-1282](#)

Resolution accepting Federal CARES Act Grant funding from the Illinois State Board of Elections, authorizing an emergency appropriation in the amount of \$52,955, and ratifying the purchase of sneeze guards from Inclusion Solutions, Evanston, Illinois.

Attachments: [Quote-SQ-007907- Sneeze guards](#)
[Vendor Disclosure-Inclusion Solutions](#)
[Inclusion Solutions Emergency Appropriation.pdf](#)

Chair Frank reported that this is a grant received by the County Clerk's Office.

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

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

7.13 [20-1289](#)

Resolution ratifying emergency procurements from Fund 745, the CARES Act Coronavirus Relief Fund.

Attachments: [8.1.20 to 9.18.20](#)

Patrice Sutton, Finance and Administrative Services Director/Chief Financial Officer, reported that staff is required to come back and share with the committee contracts procured over \$30,000 for CARES Act purposes. She presented a list of items procured by Lake County with CARES Act funds.

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

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

7.14 [20-1293](#)

Resolution ratifying a contract with Kluber Architects and Engineers, Gurnee, Illinois, for architectural and engineering services for the CARES Act Projects and approving Contract Modification Number One for Agreement Number 20141.

Attachments: [Lake County Vendor Disclosure Statement](#)
[20141 Fully Executed Contract](#)
[20141 Contract Modification 1](#)
[20141 Award Information-Contract Modification 1](#)

Carl Kirar, Facilities and Construction Services Director, reported that this resolution is for the oversight of construction projects related to CARES Act funding. Additional support is needed to oversee the additional workload. Discussion ensued regarding the scope of the work.

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

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

LEGISLATIVE PROGRAM

7.15 [20-1294](#)

Discussion regarding the Fiscal Year (FY) 2021 Lake County Legislative Program.

Attachments: [2020 Lake County Legislative Program.pdf](#)

Matt Meyers, Assistant County Administrator, presented the 2020 Legislative Agenda. Due to the pandemic, many of the County's initiatives were deferred. Many items from the 2020 Legislative Program will be carried into 2021. Assistant Administrator Meyers reviewed items of interest in the Legislative 2020 program. He sought committee member feedback. Chair Frank suggested that the County monitor state health benefits in jail population.

The 2021 Lake County Legislative Program was discussed.

8. Executive Session

The Committee did not enter into Executive Session.

9. Director's Report

9.1 [20-1308](#)

Director's Reports.

Attachments: [FCS Report - JOC over 350K Update.pdf](#)

Carl Kirar, Facilities and Construction Services Director, reported that Lake County has an established internal policy for the Job Ordering Contract (JOC) Program. When items exceed \$350,000, staff must advise the Committee regarding the projects.

Director reviewed five projects that exceed \$350,000. They include: 1) the Court Tower/Depke New Courthouse Building Automation System Project, 2) the Health Department's Midlakes Clinic, North Chicago Health Center, and the North Shore Health Center Heating, Ventilation and Air Conditioning (HVAC) Improvements; 3) the Coroner's Office all-season fence installation; 4) the Health Department's Belvidere Medical Building Women's Health air quality improvements; and 5) the Health Department's Women's Residential Services building HVAC air quality standard improvements. Discussion ensued.

Directors' reports were presented.

10. Public Comment

There were no public comments.

11. County Administrator's Report

Gary Gibson, County Administrator, reported on a previous request from County Board Members to fly the Prisoners of War (POW) / Missing in Action (MIA) flag at the County Building. Discussion ensued regarding the need for a policy. The consensus from the

committee was to bring forward a resolution to fly the POW / MIA flag for Veteran's Day and bring forward a policy discussion regarding flags at a future date.

Gary Gibson, County Administrator, reported that there is a need for an Executive Session in the near future to review important items.

12. Members Remarks

Vice Chair Vealitzek requested that the committee bring forward the issue of close captioning at a future Financial and Administrative Committee meeting. Discussion ensued. The general consensus was to direct staff to exceed the two hour limit to conduct additional cost analysis for this service.

Member Wasik remarked on the Town Hall discussion.

Member Rummel requested that the details of settlements made by Lake County be more transparent.

13. Adjournment

Chair Frank declared the meeting adjourned at 9:49 a.m.

Next Meeting: October 8, 2020

Minutes prepared by Blanca Vela-Schneider.

Respectfully submitted,

Financial and Administrative Committee