

Lake County Illinois

*18 N. County Street (10th FL), Waukegan, IL 60085
Watch the meeting at <http://lakecounty.tv/>, Comcast Ch 18 or 30,
AT&T Uverse Ch 99, & at the County Building*



Meeting Minutes - Final

Thursday, April 1, 2021

8:30 AM

Meeting held by video conference. Register to virtually attend the meeting at <https://bit.ly/3w1j4Cr>

Watch the meeting at <http://lakecounty.tv/>, Comcast Ch 18 or 30, AT&T Uverse Ch 99, & 18 N County St, Waukegan (10th FL)

Financial & Administrative Committee

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

PUBLIC ATTENDANCE: The public wishing to attend remotely / virtually may: (1) register at the link on the front page of this agenda to attend by audio or video conference or (2) attend remotely on the 10th Floor of the Administrative Tower, 18 N. County Street, Waukegan, Illinois (limited to the number of persons in keeping with social distancing requirements, currently 10 people).

PUBLIC VIEWING: This meeting will be live-streamed at <http://lakecounty.tv/> and on Comcast Channel 18 or 30 and AT&T Channel 99.

PUBLIC COMMENT: The public will be afforded time to comment on matters related to the business of the County Board. Individuals attending remotely / virtually 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 or delivered to the County Board Office 18 N. County Street, Waukegan, Illinois (10th floor)). Public Comment on items not on the agenda will be presented at the beginning of the meeting under "Public Comment." Comments on agenda items may be presented during consideration of that item. A total of 30 minutes will be permitted for Public Comment and no more than three minutes per Comment.

Public Comment will proceed in the following order: (1) Public Comment by individuals in attendance (on the 10th Floor and then those via the registration link) then (2) written comments in the order they are received. To view County Board Rules, click here: <https://bit.ly/3idRdrV>.

Individuals providing Public Comment will provide the following information:

- * Meeting: Financial and Administrative Committee
(Must be the 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")

0 [21-0069](#)

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

Attachments: [Determination - Chair Hart 12.30.20](#)

1. Call to Order

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

2. Pledge of Allegiance

Chair Frank led the Pledge of Allegiance.

3. Roll Call of Members

Present 6 - Member Clark, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

Others present:

Marah Altenberg, County Board

Chris Blanding, Information Technology

Carissa Casbon, County Board

Kristy Cechini, County Board Office

Jim Chamernik, Sheriff's Office

Mary Ross-Cunningham, County Board

Bill Durkin, County Board

Daniel Eder, Emergency Management Agency

Karen Fox, State's Attorney's Office

Gary Gibson, County Administrator's Office

Todd Govain, County Clerk's Office

RuthAnne Hall, Purchasing

Sandy Hart, County Board

Jim Hawkins, County Administrator's Office

Holly Kim, Treasurer

Keith Kaiser, Sheriff's Office

Carl Kirar, Facilities and Construction Services

Angelo Kyle, County Board

John Light, Human Resources

Ann Maine, County Board

Vassyl Markus, Treasurer's Office

Matt Meyers, County Administrator's Office

Brenda O'Connell, Community Development

Robin O'Connor, County Clerk

Mark Pfister, Health Department

Eric Rinehart, State's Attorney's Office

Steven Spagnolo, State's Attorney's Office
Patrice Sutton, Finance and Administrative Services
Gina Roberts, County Board
Abby Scalf, County Board Office
Shane Schneider, Division of Transportation
Blanca Vela-Schneider, County Administrator's Office
Cassandra Torstenson, County Administrator's Office
Eric Waggoner, Planning, Building and Development
Brandon Ware, Finance and Administrative Services

4. Addenda to the Agenda

There were no additions or amendments to the agenda .

5. Public Comment (Items Not on the Agenda)

There were no comments from the public.

6. Chair's Remarks

Chair Frank remarked on a number of items on the agenda that may require further discussion at an additional meeting.

7. Unfinished Business

There was no unfinished business to conduct.

8. New Business

CONSENT AGENDA (Items 8.1 - 8.18)

APPROVAL OF MINUTES

8.1 [21-0502](#)

Minutes from F&A Special Committee on COVID-19 Recovery from September 18, 2020.

Attachments: [F&A Special Committee COVID-19 Recovery 9.18.20 Minutes - Final.pdf](#)

A motion was made by Member Clark, seconded by Member Vealitzek, that items 8.1 through 8.4 be approved and that items 8.5 through 8.18 be recommended for adoption/received and placed on the County Board agenda. The motion carried by the following vote:

Aye: 5 - Member Clark, Chair Frank, Member Pedersen, Member Simpson and Vice Chair Vealitzek

Not Present: 1 - Member Wilke

8.2 [21-0554](#)

Public Works, Planning & Transportation and Financial & Administrative Committee Special Minutes from February 24, 2021.

Attachments: [PWPT F&A 2.24.21 Special Meeting Minutes - Final.pdf](#)

A motion was made by Member Clark, seconded by Member Vealitzek, that items 8.1 through 8.4 be approved and that items 8.5 through 8.18 be recommended for adoption/received and placed on the County Board agenda. The motion carried by the following vote:

Aye: 5 - Member Clark, Chair Frank, Member Pedersen, Member Simpson and Vice Chair Vealitzek

Not Present: 1 - Member Wilke

8.3 [21-0500](#)

Minutes from February 25, 2021.

Attachments: [F&A 2.25.21 Minutes - Final.pdf](#)

A motion was made by Member Clark, seconded by Member Vealitzek, that items 8.1 through 8.4 be approved and that items 8.5 through 8.18 be recommended for adoption/received and placed on the County Board agenda. The motion carried by the following vote:

Aye: 5 - Member Clark, Chair Frank, Member Pedersen, Member Simpson and Vice Chair Vealitzek

Not Present: 1 - Member Wilke

8.4 [21-0501](#)

Minutes from March 4, 2021.

Attachments: [F&A 3.4.21 Minutes - Final.pdf](#)

A motion was made by Member Clark, seconded by Member Vealitzek, that items 8.1 through 8.4 be approved and that items 8.5 through 8.18 be recommended for adoption/received and placed on the County Board agenda. The motion carried by the following vote:

Aye: 5 - Member Clark, Chair Frank, Member Pedersen, Member Simpson and Vice Chair Vealitzek

Not Present: 1 - Member Wilke

HEALTH & COMMUNITY SERVICES

8.5 [21-0480](#)

Joint resolution accepting the Illinois Public Health Association (IPHA) grant and authorizing an emergency appropriation in the amount of \$44,618 for the Human Immunodeficiency Virus (HIV) Prevention grant.

Attachments: [HIV Prevention \\$44,618](#)

A motion was made by Member Clark, seconded by Member Vealitzek, that items 8.1

through 8.4 be approved and that items 8.5 through 8.18 be recommended for adoption/received and placed on the County Board agenda. The motion carried by the following vote:

Aye: 5 - Member Clark, Chair Frank, Member Pedersen, Member Simpson and Vice Chair Vealitzek

Not Present: 1 - Member Wilke

PUBLIC WORKS, PLANNING & TRANSPORTATION

8.6 [21-0468](#)

Joint resolution authorizing a contract with SKC Construction, Inc., Elgin, Illinois, in the amount of \$42,753.55 to provide for the crack sealing of hot-mix asphalt and concrete pavements, where necessary, on various County highways under the Illinois Highway Code, appropriating \$55,000 of Motor Fuel Tax funds.

Attachments: [21-0468 Bid Tab, 2021 Crack Sealing](#)
[21-0468 Vendor Disclosure, SKC Construction](#)
[21-0468 Location Map, 2021 Crack Sealing](#)

A motion was made by Member Clark, seconded by Member Vealitzek, that items 8.1 through 8.4 be approved and that items 8.5 through 8.18 be recommended for adoption/received and placed on the County Board agenda. The motion carried by the following vote:

Aye: 5 - Member Clark, Chair Frank, Member Pedersen, Member Simpson and Vice Chair Vealitzek

Not Present: 1 - Member Wilke

8.7 [21-0469](#)

Joint resolution authorizing a contract with Payne and Dolan, Inc., Antioch, Illinois, in the amount of \$458,738.34 for annual hot-mix asphalt maintenance of various roads on the County highway system under the Illinois Highway Code, appropriating \$551,000 of Motor Fuel Tax funds.

Attachments: [21-0469 Bid Tab, 2021 Hot-Mix Asphalt Patching](#)
[21-0469 Vendor Disclosure, Payne & Dolan](#)
[21-0469 Location Map, 2021 HMA Patching](#)

A motion was made by Member Clark, seconded by Member Vealitzek, that items 8.1 through 8.4 be approved and that items 8.5 through 8.18 be recommended for adoption/received and placed on the County Board agenda. The motion carried by the following vote:

Aye: 5 - Member Clark, Chair Frank, Member Pedersen, Member Simpson and Vice Chair Vealitzek

Not Present: 1 - Member Wilke

8.8 [21-0470](#)

Joint resolution authorizing a contract with Corrective Asphalt Materials, LLC, South Roxana, Illinois, in the amount of \$430,953.85 for the application of a pavement rejuvenator on various County highways, appropriating \$518,000 of Matching Tax funds.

Attachments: [21-0470 Bid Tab, 2021 Pavement Rejuvenator](#)
[21-0470 Vendor Disclosure, Corrective Asphalt Materials](#)
[21-0470 Location Map, 2021 Pavement Rejuvenator](#)

A motion was made by Member Clark, seconded by Member Vealitzek, that items 8.1 through 8.4 be approved and that items 8.5 through 8.18 be recommended for adoption/received and placed on the County Board agenda. The motion carried by the following vote:

Aye: 5 - Member Clark, Chair Frank, Member Pedersen, Member Simpson and Vice Chair Vealitzek

Not Present: 1 - Member Wilke

8.9 [21-0471](#)

Joint resolution appropriating \$50,000 of County Bridge Tax funds for Fiscal Year (FY) 2021 engineering services, water quality monitoring services, watershed workgroup dues, and materials needed to meet the requirements of the Illinois Environmental Protection Agency (IEPA) General National Pollutant Discharge Elimination System (NPDES) ILR40 Permit for Lake County.

A motion was made by Member Clark, seconded by Member Vealitzek, that items 8.1 through 8.4 be approved and that items 8.5 through 8.18 be recommended for adoption/received and placed on the County Board agenda. The motion carried by the following vote:

Aye: 5 - Member Clark, Chair Frank, Member Pedersen, Member Simpson and Vice Chair Vealitzek

Not Present: 1 - Member Wilke

8.10 [21-0472](#)

Joint resolution authorizing a contract with MYS, Inc., Palos Heights, Illinois, in the amount of \$285,775 for the Buffalo Grove Road Bridge Railing Rehabilitation, appropriating \$343,000 of County Bridge Tax funds.

Attachments: [21-0472 Bid Tab, Buffalo Grove Rd Bridge Railing](#)
[21-0472 Vendor Disclosure, MYS, Inc.](#)
[21-0472 Location Map, Buffalo Grove Rd Bridge Railing Rehab.](#)

A motion was made by Member Clark, seconded by Member Vealitzek, that items 8.1 through 8.4 be approved and that items 8.5 through 8.18 be recommended for

adoption/received and placed on the County Board agenda. The motion carried by the following vote:

Aye: 5 - Member Clark, Chair Frank, Member Pedersen, Member Simpson and Vice Chair Vealitzek

Not Present: 1 - Member Wilke

FINANCIAL & ADMINISTRATIVE

County Clerk

8.11 [21-0439](#)

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

Attachments: [LCC Report for February 2021](#)

A motion was made by Member Clark, seconded by Member Vealitzek, that items 8.1 through 8.4 be approved and that items 8.5 through 8.18 be recommended for adoption/received and placed on the County Board agenda. The motion carried by the following vote:

Aye: 5 - Member Clark, Chair Frank, Member Pedersen, Member Simpson and Vice Chair Vealitzek

Not Present: 1 - Member Wilke

Recorder of Deeds

8.12 [21-0478](#)

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

Attachments: [February 2021](#)

A motion was made by Member Clark, seconded by Member Vealitzek, that items 8.1 through 8.4 be approved and that items 8.5 through 8.18 be recommended for adoption/received and placed on the County Board agenda. The motion carried by the following vote:

Aye: 5 - Member Clark, Chair Frank, Member Pedersen, Member Simpson and Vice Chair Vealitzek

Not Present: 1 - Member Wilke

Treasurer

8.13 [21-0351](#)

Report from Holly Kim, Treasurer, for the month of June 2020.

Attachments: [June 2020 Cash & Investments](#)
[June 2019 Cash & Investments](#)

A motion was made by Member Clark, seconded by Member Vealitzek, that items 8.1

through 8.4 be approved and that items 8.5 through 8.18 be recommended for adoption/received and placed on the County Board agenda. The motion carried by the following vote:

Aye: 5 - Member Clark, Chair Frank, Member Pedersen, Member Simpson and Vice Chair Vealitzek

Not Present: 1 - Member Wilke

8.14 [21-0354](#)

Report from Holly Kim, Treasurer, for the month of July 2020.

Attachments: [July 2020 Cash & Investments](#)
[July 2019 Cash & Investments](#)

A motion was made by Member Clark, seconded by Member Vealitzek, that items 8.1 through 8.4 be approved and that items 8.5 through 8.18 be recommended for adoption/received and placed on the County Board agenda. The motion carried by the following vote:

Aye: 5 - Member Clark, Chair Frank, Member Pedersen, Member Simpson and Vice Chair Vealitzek

Not Present: 1 - Member Wilke

8.15 [21-0443](#)

Report from Holly Kim, Treasurer, for the month of August 2020.

Attachments: [August 2020 Cash & Investments](#)
[August 2019 Cash & Investments](#)

A motion was made by Member Clark, seconded by Member Vealitzek, that items 8.1 through 8.4 be approved and that items 8.5 through 8.18 be recommended for adoption/received and placed on the County Board agenda. The motion carried by the following vote:

Aye: 5 - Member Clark, Chair Frank, Member Pedersen, Member Simpson and Vice Chair Vealitzek

Not Present: 1 - Member Wilke

8.16 [21-0492](#)

Report from Holly Kim, Treasurer, for the month of September 2020.

Attachments: [Treasurer's Cash & Investment Report September 2020](#)
[Treasurer's Cash & Investment Report September 2019](#)

A motion was made by Member Clark, seconded by Member Vealitzek, that items 8.1 through 8.4 be approved and that items 8.5 through 8.18 be recommended for adoption/received and placed on the County Board agenda. The motion carried by the following vote:

Aye: 5 - Member Clark, Chair Frank, Member Pedersen, Member Simpson and Vice Chair Vealitzek

Not Present: 1 - Member Wilke

8.17 [21-0486](#)

Resolution authorizing a one-year renewal with CDW Government (CDW-G), Vernon Hills, Illinois, for Cisco SMARTnet software maintenance in the amount of \$68,905.47.

Attachments: [CDW-G SMARTnet Quote LZGK440 \\$68,905.47](#)
[FY21-Vendor Disclosure Statement CDW-G-Cisco SMARTnet](#)

A motion was made by Member Clark, seconded by Member Vealitzek, that items 8.1 through 8.4 be approved and that items 8.5 through 8.18 be recommended for adoption/received and placed on the County Board agenda. The motion carried by the following vote:

Aye: 5 - Member Clark, Chair Frank, Member Pedersen, Member Simpson and Vice Chair Vealitzek

Not Present: 1 - Member Wilke

Facilities and Construction Services

8.18 [21-0437](#)

Resolution authorizing an agreement with Wiss, Janney, Elstner Associates, Inc., Northbrook, Illinois, for engineering construction administration services at the Adult Probation Building in the amount of \$53,500.

Attachments: [Vendor Disclosure Statement 022621](#)
[WJE Agreement 022621](#)

A motion was made by Member Clark, seconded by Member Vealitzek, that items 8.1 through 8.4 be approved and that items 8.5 through 8.18 be recommended for adoption/received and placed on the County Board agenda. The motion carried by the following vote:

Aye: 5 - Member Clark, Chair Frank, Member Pedersen, Member Simpson and Vice Chair Vealitzek

Not Present: 1 - Member Wilke

REGULAR AGENDA

LAW & JUDICIAL

8.19 [21-0458](#)

Joint resolution approving an intergovernmental agreement (IGA) for renewed contractual police services between the Lake County Sheriff's Office (LCSO) and the Village of Long Grove (Long Grove) from May 1, 2021, to April 30, 2024, in the amount of \$2,128,357.75.

Attachments: [\(IGA\) for renewed contractual police services between the Lake County Sh](#)

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

Aye: 5 - Member Clark, Chair Frank, Member Pedersen, Member Simpson and Vice Chair Vealitzek

Not Present: 1 - Member Wilke

HEALTH AND COMMUNITY SERVICES

8.20 [21-0479](#)

Joint resolution accepting the Illinois Department of Public Health (IDPH) grant and authorizing an emergency appropriation in the amount of \$1,750,000 for the COVID-19 Mass Vaccination grant.

Attachments: [COVID-19 Mass Vaccination \\$1.75M](#)

Member Simpson moved seconded by Member Clark, to table this matter until later in the meeting when Mark Pfister, Health Department Executive Director, would be able to provide an update.

On a roll call vote, the motion unanimously failed.

Aye - None

Nays - 6: Member Clark, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek

Not Present - 1: Member Wilke

Mark Pfister, Health Department Executive Director, reported that this grant will cover expenses related to mass vaccination and contractual duties. Director Pfister noted that this funding will be used quickly but the Health Department has received assistance from local, partnering businesses to help fund and distribute vaccination.

(Member Wilke arrived at 8:42 a.m.)

Director Pfister reported on the vaccine site on Waters Street. Lake County Health Department will be managing the regional site on Waters and the State will allocate additional vaccine to the site. Discussion ensued.

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

Aye: 6 - Member Clark, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

PUBLIC WORKS, PLANNING & TRANSPORTATION

8.21 [21-0474](#)

Joint committee action item approving Change Order Number Three consisting of an increase of \$24,746.24 for additions to the Midlothian Road culvert replacement contract.

Attachments: [21-0474 Midlothian Culverts CO#3](#)
[21-0474 Midlothian Road Culverts Committee Action Memo](#)
[21-0474 Location Map, Midlothian Road Culverts](#)
[21-0474 Vendor Disclosure, Lake County Grading](#)

Shane Schneider, Division of Transportation Director, reported that item 8.21 is for three culverts that were replaced. The contract included an incentive of completing the work ahead of schedule. The contractor was able to complete the project 10 days earlier than the deadline.

Items 8.22 through 8.24 are low bid contracts related to the construction of a roundabout at Fairfield and Monaville Roads. The project has been in progress since 2016 and has the support of the community.

A motion was made by Member Clark, seconded by Member Wilke, that items 8.21 be approved and that items 8.22 through 8.24 be recommended for approval on the County Board agenda. The motion carried by the following vote:

Aye: 6 - Member Clark, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.22 [21-0475](#)

Joint resolution authorizing a contract with Campanella and Sons, Inc., Wadsworth, Illinois, in the amount of \$2,610,260.43 for the intersection improvement of Fairfield Road at Monaville Road and appropriating \$3,195,000 of ¼% Sales Tax for Transportation funds.

Attachments: [21-0475 Bid Tab, Fairfield Rd at Monaville Rd](#)
[21-0475 Vendor Disclosure, Campanella & Sons](#)
[21-0475 Location Map, Fairfield and Monaville Improvements](#)

A motion was made by Member Clark, seconded by Member Wilke, that items 8.21 be approved and that items 8.22 through 8.24 be recommended for approval on the County Board agenda. The motion carried by the following vote:

Aye: 6 - Member Clark, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.23 [21-0476](#)

Joint resolution authorizing an agreement with the Village of Lake Villa (Village) relating to the intersection improvements at Fairfield Road and Monaville Road.

Attachments: [21-0476 Fairfield at Monaville Village Agreement \(Lake Villa\)](#)
[21-0476 Location Map, Fairfield and Monaville Improvements](#)

A motion was made by Member Clark, seconded by Member Wilke, that items 8.21 be approved and that items 8.22 through 8.24 be recommended for approval on the County Board agenda. The motion carried by the following vote:

Aye: 6 - Member Clark, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.24 [21-0477](#)

Joint committee action item approving Change Order Number Two consisting of an increase of \$22,493.69 for additions to the Fairfield Road and Monaville Road intersection improvement Phase II consultant agreement.

Attachments: [21-0477 Fairfield at Monaville Phase II CO#2](#)
[21-0477 Fairfiled at Monaville Committee Action Memo](#)
[21-0477 Location Map, Fairfield and Monaville Improvements](#)
[21-0477 Vendor Disclosure, Alfred Benesch](#)

A motion was made by Member Clark, seconded by Member Wilke, that items 8.21 be approved and that items 8.22 through 8.24 be recommended for approval on the County Board agenda. The motion carried by the following vote:

Aye: 6 - Member Clark, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

FINANCIAL & ADMINISTRATIVE

Treasurer

8.25 [21-0491](#)

Resolution approving a contract with The Master's Touch, LLC, Spokane, Washington, in the estimated amount of \$32,915, plus postage, for print and mailing services of real estate tax bills.

Attachments: [Lake County IL Treasurer Special Adjustments- Dec 2020-Dec2022 - 2103](#)
[Lake County IL Treasurer Mobile Home tax mailing - Dec 2020-Dec 2022](#)
[Lake County IL Treasurer Certified mailing - Dec 2020-Dec2022](#)
[Lake County IL Treasurer Signed eNotices 201123](#)
[Lake County IL Clerk Insert Proposal 210317\[59286\]](#)
[Lake County IL Treasurer tax mailing - Feb 2021](#)
[Lake County vendor disclosure statement v6 signed](#)

Holly Kim, Treasurer, reported that this new vendor will result in significant cost savings to the County and includes the option for electronic billing and electronic check. Discussion ensued regarding the ability to transport data, keeping costs competitive, and protecting

taxpayer data.

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

Aye: 6 - Member Clark, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

Information Technology

8.26 [21-0506](#)

Director's Report - Information Technology.

Chris Blanding, Information Technology Director, had nothing further to report.

Facilities and Construction Services

8.27 [21-0490](#)

Resolution authorizing a contract with Simon Roofing and Sheet Metal Corp., Youngstown, Ohio, for the spring 2021 roof replacement project at 18 North County Street amount of \$273,936.

Attachments: [Vendor Disclosure Statement](#)

[TIPs Proposal Rev 2 3-19-21](#)

[Award Information-Roof](#)

Carl Kirar, Facilities and Construction Services Director, reported that the roof above the Administrative Tower needs to be replaced. Although the project was not planned in the Fiscal Year 2021 budget, the condition of the roof is at a critical point and is leaking water into the building. Discussion ensued regarding the cooperative agreement and the urgency in replacing roof. It was noted that the subcontractor would be local.

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

Aye: 6 - Member Clark, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.28 [21-0462](#)

Director's Report - Facilities and Construction Services.

Attachments: [FCS Director's Report - JOC over 350K](#)

Carl Kirar, Facilities and Construction Services Director, reported that the Adult Probation Bowstring Roof Trusses Project that is being completed through Job Order Contracting (JOC), will exceed the \$350,000 threshold.

Carl Kirar, Facilities and Construction Services Director, provided a report.

Finance and Administrative Services

8.29 [21-0484](#)

Initial discussion on Fiscal Year 2022 Budget and Financial Policies.

Attachments: [FY2022 Proposed Budget Calendar 3.18.21.pdf](#)
[FY2022 Budget Policies -Redline of FY2021 Policies.pdf](#)
[FY2022 Budget Policies Clean 1st Draft.pdf](#)

Patrice Sutton, Chief Financial Officer / Finance and Administrative Services Director, presented the proposed budget and financial policies. One policy that has consistently been in the Budget Policy requires Departments to demonstrate performance metrics based on the County's Strategic Plan. This policy will remain in place.

The proposed policy includes language that the County Administrator will provide a balanced budget with no growth in the tax levy and an option that assumes a property tax levy of allowable CPI Growth. The Committee discussed whether a cap on the tax levy with no growth is sustainable and feasible. The consensus is that more information is necessary before a decision will be made.

Director Sutton reviewed several minor and substantive amendments to the proposed policy including language related to Capital Improvements/Expenses, Debt policies, and whether there should be a deadline for Board Member requests. Discussion ensued regarding the need to better align the timing of the Health Department and Lake County budgets, accountability in funding of vacant positions, and wage increase planning.

The Committee discussed Fiscal Year 2022 proposed Budget and Financial policies.

8.30 [21-0515](#)

Finance and Administrative Services Annual Update.

Attachments: [Finance & Administrative Services Annual Update.pdf](#)

Patrice Sutton, Chief Financial Officer / Finance and Administrative Services, provided an overview of the six divisions within the Finance and Administrative Services Department and the duties that these divisions perform.

During the past 12 months, Finance and Administrative Services was tasked with managing the County's financial response to the COVID-19 Response and Recovery including budget reductions, forecasting, adjustments, operational changes, and CARES Act Funding. The increased volume of work was completed under tight deadlines, internal control measures, and shifting Federal compliance and reporting measures.

During the next 12 months, the Finance and Administrative Services Department will be completing Phase One of the Budget System Replacement system, close out the CARES Act Fund, work on ARPA funding and updating policy and procedures.

Patrice Sutton, Chief Financial Officer / Finance and Administrative Services

Director, provided an annual update of the Finance and Administrative Services Department.

8.31 [21-0507](#)

Director's Report - Finance and Administrative Services.

Patrice Sutton, Chief Financial Officer / Finance and Administrative Services Director, had nothing further to report.

Human Resources

8.32 [21-0336](#)

Discussion on repealing and replacing Section 2.10, Hiring of Relatives, in the Employee Policies and Procedures manual.

Attachments: [DRAFT - 2.10 Employment of Relatives and Personal Relationships.pdf](#)

John Light, Human Resources Director, presented proposed language regarding the hiring of relatives in the County's employee policies and procedures manual. The current policy was adopted in 1992 and there is a need to replace the policy in its entirety to meet the needs of a complex organization. Staff has drafted a proposed policy and is seeking guidance from the Committee.

Discussion ensued regarding a way to effectively manage familial relationships in a department to ensure that members of a family are not reporting to one another and the process to address situations that may currently be structured in this manner. There was an emphasis that the County does not want to lose valuable employees and Director Light discussed several options that the County Board can use to address existing familial relationships. He identified certain challenges that the County must consider in its policy. It was noted that the policy would only impact the departments that fall under the County Board authority.

The Committee discussed repealing and replacing Section 2.10, Hiring of Relatives, in the Employee Policies and Procedures Manual.

8.33 [21-0340](#)

Discussion on repealing and replacing Section 4.3, Military Training Leave and Military Leave of Absence, in the Employee Policies and Procedures manual.

Attachments: [DRAFT - 4.3 Military Leave Policy.pdf](#)

John Light, Human Resources Director, reported that the County's currently military leave policy is not compliant with current laws. Chair Hart requested that a red-line version be provided when this item comes up for approval.

The Committee discussed repealing and replacing Section 4.3, Military Training Leave and Military Leave of Absence, in the Employee Policies and Procedures manual.

8.34 [21-0555](#)

Resolution authorizing the appointment of John Light, Human Resources Director, as the Lake County Deferred Compensation 457(b) Plan's Authorized Agent.

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

Aye: 6 - Member Clark, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

8.35 [21-0508](#)

Director's Report - Human Resources.

John Light, Human Resources Director, had nothing further to report.

County Administrator's Office

8.36 [21-0516](#)

Discussion on execution of Fiscal Year (FY) 2021 Capital Plan.

Attachments: [CIP Background Information](#)

Jim Hawkins, Deputy County Administrator, provided an overview of the FY 2021 Facility Capital Improvement Plan (CIP). He indicated that staff is seeking guidance on the reallocation of FY 2021 Facility CIP funds to act on high-priority projects.

Facility Carl Kirar, Facilities and Construction Services Director, reviewed the CIP plan process and the prioritized list of projects the Board approved at its September 8, 2020 meeting. Patrice Sutton, Chief Financial Officer / Finance and Administrative Services Director, discussed non-transportation bonds including revenue streams and current debt services.

Deputy Administrator Hawkins reported that staff is working on a five year capital plan on infrastructure and technology needs but that the pandemic has had a financial impact on the planning process. The County had budgeted \$2,500,000 in FY 2021 for the demolition of the Winchester House but engineering costs are \$5,000,000. He reviewed options for the timing and funding of the County's prioritized projects in FY 2021 and in the future and discussed the advantages and disadvantages of the options. Discussion ensued.

Chair Frank requested that the County work toward securing agreements with other 911 agencies regarding their intent in partnering on the 911 Dispatch, Emergency Operation Center (EOC), Emergency Telephone System Board (ETSB) Consolidated Building project. The consensus of the Committee was to move forward with option two which prioritizes the planning portion of the 911 Dispatch/EOC/ETSB Building and the Sheriff's Public Safety Building in Libertyville, uses a portion of the County's reserve for the long-term capital plan to complete the Winchester House Demolition.

Staff will return to the Committee for formal consideration at a future meeting.

The Committee discussed execution of the FY 2021 Capital Plan.

9. County Administrator's Report

Eric Waggoner, Planning, Building and Development Director, and Brenda O'Connell, Community Development, provided a brief update regarding the County's Federal Emergency Rental Assistance (FERA). The program will go live on April 5, 2021 and has 15 community partners who have submitted contract agreements with the County and are trained to participate in the program. There is currently a Federal moratorium through June 30, 2021 and staff is waiting to see if the state will follow suit.

A County Administrator's report was provided.

10. Executive Session

Executive Session was entered into at 11:51 a.m.

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

Aye: 6 - Member Clark, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

10.1 [21-0493](#)

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

Personnel matters were discussed in Executive Session.

10.2 [21-0494](#)

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

Collective bargaining was discussed in Executive Session.

10.3 [21-0505](#)

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

This matter was discussed

Executive Session was adjourned at 12:28 p.m.

A motion was made by Member Wilke, seconded by Member Vealitzek, that this item be to come out of Executive Session. The motion carried by the following vote:

Aye: 4 - Chair Frank, Member Pedersen, Vice Chair Vealitzek and Member Wilke

Not Present: 2 - Member Clark and Member Simpson

10.4 [21-0503](#)

Executive Session minutes from February 25, 2021.

A motion was made by Member Vealitzek, seconded by Member Wilke, that the minutes for items 10.4 and 10.5 be approved. The motion carried by the following vote:

Aye: 4 - Chair Frank, Member Pedersen, Vice Chair Vealitzek and Member Wilke

Not Present: 2 - Member Clark and Member Simpson

10.5 [21-0504](#)

Executive Session minutes from March 4, 2021.

approved

Aye: 4 - Chair Frank, Member Pedersen, Vice Chair Vealitzek and Member Wilke

Not Present: 2 - Member Clark and Member Simpson

11. Members Remarks

There were no remarks from members.

12. Adjournment

Chair Frank declared the meeting adjourned at 12:32 p.m.

Next Meeting: April 8, 2021

Minutes prepared by Blanca Vela-Schneider.

Respectfully submitted,

Financial and Administrative Committee, Chair