

Lake County Illinois

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



Meeting Minutes - Final

Wednesday, June 6, 2018

1:00 PM

Assembly Room, 10th Floor

Financial and Administrative Committee

1. Call to Order

Vice-Chairman Bartels called the meeting to order at 1:00 p.m.

Present 6 - Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

Absent 1 - Chair Rummel

Others present:

Sandy Hart, County Board Member

Mary Ross-Cunningham, County Board Member

Brett Barganz, Information Technology

Chris Blanding, Information Technology

Barry Burton, County Administrator

Jim Chamernik, Sheriff's Office

Anthony Cooling, Finance and Administrative Services

Zach Creer, Finance and Administrative Services

Danny Davis, Court Administration

Meghan DeMuth, Chief County Assessor's Office

Paul Fetherston, Assistant County Administrator

Shantel Franklin, Finance and Administrative Services

Matt Guarnery, RGI

RuthAnne Hall, Purchasing

Karla Hasty, Human Resources

Ryan Horne, Finance and Administrative Services

Karl Jackson, Chief County Assessor's Office

William Kinville, Sheriff's Office

Chris Kopka, Human Resources

Lisa Kritz, Health Department

Donna Jo Maki, County Administrator's Office

Rodney Marion, Human Resources

Paul Mazzeno, Emergency Management Agency

Amy McEwan, Deputy County Administrator

Matt Meyers, Planning, Building and Development

Martin Paulson, Chief County Assessor

Jon Petrillo, Sheriff's Office

Mark Pfister, Health Department

Cynthia Pruim-Haran, Recorder of Deeds

Mary Stevens, Court Administration

Dominic Strezo, Community Development

Jennie Vana, Communications

Mary Ellen Vanderverter, Recorder of Deeds

Blanca Vela-Schneider, County Board Office

Eric Waggoner, Planning, Building and Development

Dave Wathen, Sheriff's Office
Dakisha Wesley, Assistant County Administrator
Michael Wheeler, Finance and Administrative Services
Rodney Worden, Public Works
Dawn Wucki-Rossbach, Sheriff's Office

2. Pledge of Allegiance

Member Taylor led the Pledge of Allegiance.

Vice-Chair Bartels, noting that a physical quorum of the Committee is present, reported Member Pedersen will participate in the meeting electronically.

3. Approval of Minutes

3.1 [18-0604](#)

Executive Session minutes from April 4, 2018.

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

Aye: 6 - Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

Absent: 1 - Chair Rummel

3.2 [18-0654](#)

Minutes from April 4, 2018.

Attachments: [F&A 4.4.18 Minutes - Final](#)

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

Aye: 6 - Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

Absent: 1 - Chair Rummel

3.3 [18-0655](#)

Minutes from April 25, 2018.

Attachments: [F&A 4.25.18 Minutes Final](#)

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

Aye: 6 - Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

Absent: 1 - Chair Rummel

3.4 [18-0656](#)

Minutes from May 2, 2018.

Attachments: [F&A 5.2.18 Minutes - Final](#)

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

Aye: 6 - Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

Absent: 1 - Chair Rummel

4. **Addenda to the Agenda**

There were no items added to the agenda.

5. **Public Comment**

There were no comments from the public.

6. **Chairman's Remarks**

There were no remarks from the Chairman.

7. **Old Business**

There was no old business to conduct.

8. **New Business**

CONSENT AGENDA (Items 8.1 - 8.16)

LAW & JUDICIAL

8.1 [18-0595](#)

Joint resolution approving an Intergovernmental Agreement (IGA) for police services between the Lake County Sheriff's Office (LCSO) and the Village of Volo (Volo), from May 1, 2018 to April 30, 2021, in the amount of \$1,951,256.71.

Attachments: [2018 - 2021 Intergovernmental Agreement for Police Services with the Vill](#)

A motion was made by Member Carlson, seconded by Member Taylor, that items 8.1 through 8.7 and 8.9 through 8.16 of the Consent Agenda be recommended for adoption to the County Board Agenda and that item 8.8 of the Consent Agenda be approved. Motion carried by voice vote.

Aye: 6 - Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

Absent: 1 - Chair Rummel

8.2 [18-0618](#)

Joint resolution authorizing a contract with Galls, LLC, Lexington, Kentucky, to procure uniforms and accessories for the Lake County Sheriff's Office (LCSO) in the estimated annual amount of \$260,000.

Attachments: [RFP 18013 Scoring Totals for Sheriff's Uniforms.pdf](#)
[RFP 18013 Sheriff Uniforms Award Information.pdf](#)

A motion was made by Member Carlson, seconded by Member Taylor, that items 8.1 through 8.7 and 8.9 through 8.16 of the Consent Agenda be recommended for adoption to the County Board Agenda and that item 8.8 of the Consent Agenda be approved. Motion carried by voice vote.

Aye: 6 - Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

Absent: 1 - Chair Rummel

8.3 [18-0510](#)

Joint resolution approving an Intergovernmental Agreement (IGA) between the Lake County Regional Superintendent of Schools, Lake County, Chief Judge of the Nineteenth Judicial Circuit, Adlai E. Stevenson High School District 125 and Lincolnshire-Prairie View District 103 for the provision of educational services at the Robert W. Depke Juvenile Justice Complex Center.

Attachments: [Educational Services Agreement 2018.pdf](#)

A motion was made by Member Carlson, seconded by Member Taylor, that items 8.1 through 8.7 and 8.9 through 8.16 of the Consent Agenda be recommended for adoption to the County Board Agenda and that item 8.8 of the Consent Agenda be approved. Motion carried by voice vote.

Aye: 6 - Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

Absent: 1 - Chair Rummel

8.4 [18-0475](#)

Joint resolution authorizing an emergency appropriation in the amount of \$17,433 for a part-time therapist at the Hulse Juvenile Detention Center, with offsetting revenue from the Regional Office of Education (ROE).

Attachments: [Hulse Part Time Therapist COA.pdf](#)

A motion was made by Member Carlson, seconded by Member Taylor, that items 8.1 through 8.7 and 8.9 through 8.16 of the Consent Agenda be recommended for adoption to the County Board Agenda and that item 8.8 of the Consent Agenda be approved. Motion carried by voice vote.

Aye: 6 - Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

Absent: 1 - Chair Rummel

HEALTH & COMMUNITY SERVICES

8.5 [18-0571](#)

Joint resolution approving the Second Amendment to the 2017 Housing and Community Development Annual Action Plan.

Attachments: [2nd Amendment Lake County 2017 Action Plan](#)

A motion was made by Member Carlson, seconded by Member Taylor, that items 8.1 through 8.7 and 8.9 through 8.16 of the Consent Agenda be recommended for adoption to the County Board Agenda and that item 8.8 of the Consent Agenda be approved. Motion carried by voice vote.

Aye: 6 - Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

Absent: 1 - Chair Rummel

8.6 [18-0617](#)

Joint resolution accepting the Des Plaines River Watershed Workgroup grant and authorizing an emergency appropriation in the amount of \$19,655 for the Lakes Project grant.

Attachments: [EA DRWW](#)

A motion was made by Member Carlson, seconded by Member Taylor, that items 8.1 through 8.7 and 8.9 through 8.16 of the Consent Agenda be recommended for adoption to the County Board Agenda and that item 8.8 of the Consent Agenda be approved. Motion carried by voice vote.

Aye: 6 - Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

Absent: 1 - Chair Rummel

8.7 [18-0607](#)

Joint resolution approving the Illinois Department of Commerce and Economic Opportunity (DCEO) WIOA Rapid Response grant and Trade Adjustment Assistance (TAA) grant modifications; and authorizing an emergency appropriation in the amount of \$215,301.33.

Attachments: [Jun'18 - CFY'18 Trade & WDRAP & 1EC Grant thru 4.17.18](#) [Enter GL FY](#)

A motion was made by Member Carlson, seconded by Member Taylor, that items 8.1 through 8.7 and 8.9 through 8.16 of the Consent Agenda be recommended for adoption to the County Board Agenda and that item 8.8 of the Consent Agenda be approved. Motion carried by voice vote.

Aye: 6 - Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

Absent: 1 - Chair Rummel

PUBLIC WORKS AND TRANSPORTATION

8.8 [18-0625](#)

Joint committee action approving Change Order Number One for Public Works Painting Projects with BP&T Company, Mount Prospect, Illinois, in the amount of \$6,175.

A motion was made by Member Carlson, seconded by Member Taylor, that items 8.1 through 8.7 and 8.9 through 8.16 of the Consent Agenda be recommended for adoption to the County Board Agenda and that item 8.8 of the Consent Agenda be approved. Motion carried by voice vote.

Aye: 6 - Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

Absent: 1 - Chair Rummel

8.9 [18-0608](#)

Joint resolution authorizing a contract with Precision Pavement Markings, Inc., Elgin, Illinois, in the amount of \$37,235 for the removal and replacement of reflective pavement markers with recessed reflective pavement markers which will be improved under the Illinois Highway Code for a total of 23 miles, appropriating \$45,000 of Matching Tax funds, and designated as Section 18-00000-12-GM.

Attachments: [18-0608 Bid Tab - Reflective Pavement Marker.pdf](#)

A motion was made by Member Carlson, seconded by Member Taylor, that items 8.1 through 8.7 and 8.9 through 8.16 of the Consent Agenda be recommended for adoption to the County Board Agenda and that item 8.8 of the Consent Agenda be approved. Motion carried by voice vote.

Aye: 6 - Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

Absent: 1 - Chair Rummel

8.10 [18-0609](#)

Joint resolution authorizing a contract with Superior Road Striping, Inc., Melrose Park, Illinois, in the amount of \$636,433.04 for the removal and replacement of pavement markings on Hot-Mix Asphalt (HMA) and concrete pavements, which will be improved under the Illinois Highway Code for a total of 40 miles, appropriating \$765,000 of Motor Fuel Tax funds, and designated as Section 18-00000-15-GM.

Attachments: [18-0609 Bid Tab - Pavement Marking Replacement.pdf](#)

A motion was made by Member Carlson, seconded by Member Taylor, that items 8.1 through 8.7 and 8.9 through 8.16 of the Consent Agenda be recommended for adoption to the County Board Agenda and that item 8.8 of the Consent Agenda be approved. Motion carried by voice vote.

Aye: 6 - Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

Absent: 1 - Chair Rummel

FINANCIAL & ADMINISTRATIVE

8.11 [18-0588](#)

Report from Mary Ellen Vanderverter, Recorder of Deeds, for the month of April 2018.

Attachments: [April 2018.pdf](#)

A motion was made by Member Carlson, seconded by Member Taylor, that items 8.1 through 8.7 and 8.9 through 8.16 of the Consent Agenda be recommended for adoption to the County Board Agenda and that item 8.8 of the Consent Agenda be approved. Motion carried by voice vote.

Aye: 6 - Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

Absent: 1 - Chair Rummel

8.12 [18-0568](#)

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

Attachments: [Cash & Investment Mar 2017](#)
[Cash & Investment Mar 2018](#)

A motion was made by Member Carlson, seconded by Member Taylor, that items 8.1 through 8.7 and 8.9 through 8.16 of the Consent Agenda be recommended for adoption to the County Board Agenda and that item 8.8 of the Consent Agenda be approved. Motion carried by voice vote.

Aye: 6 - Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

Absent: 1 - Chair Rummel

8.13 [18-0652](#)

Resolution declaring that the number of appeals annually filed with the Board of Review creates an emergency situation causing the need for an expanded Board of Review.

A motion was made by Member Carlson, seconded by Member Taylor, that items 8.1 through 8.7 and 8.9 through 8.16 of the Consent Agenda be recommended for adoption to the County Board Agenda and that item 8.8 of the Consent Agenda be approved. Motion carried by voice vote.

Aye: 6 - Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

Absent: 1 - Chair Rummel

8.14 [18-0628](#)

Resolution authorizing a two-year agreement, with renewal options, with Johnson Controls, Addison, Illinois, (Johnson Controls) for fire pump and sprinkler service testing and preventative maintenance of various Lake County (County) facilities in the estimated annual

amount of \$93,000.

Attachments: [18106 Award Information-Johnson Controls](#)
[18106 Lake County NJPA Pricing](#)

A motion was made by Member Carlson, seconded by Member Taylor, that items 8.1 through 8.7 and 8.9 through 8.16 of the Consent Agenda be recommended for adoption to the County Board Agenda and that item 8.8 of the Consent Agenda be approved. Motion carried by voice vote.

Aye: 6 - Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

Absent: 1 - Chair Rummel

8.15 [18-0636](#)

Resolution authorizing a contract with CDW, Vernon Hills, Illinois, (CDW) for additional Tegile storage hardware in an estimated amount of \$147,612.

Attachments: [Award Information](#)
[Tegile Quote](#)

A motion was made by Member Carlson, seconded by Member Taylor, that items 8.1 through 8.7 and 8.9 through 8.16 of the Consent Agenda be recommended for adoption to the County Board Agenda and that item 8.8 of the Consent Agenda be approved. Motion carried by voice vote.

Aye: 6 - Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

Absent: 1 - Chair Rummel

8.16 [18-0627](#)

Ordinance establishing prevailing wage rates for laborers, workers and mechanics employed by contractors or subcontractors in the performance of public works contracts in Lake County (County).

Attachments: [Current Rates 9.1.2017](#)

A motion was made by Member Carlson, seconded by Member Taylor, that items 8.1 through 8.7 and 8.9 through 8.16 of the Consent Agenda be recommended for adoption to the County Board Agenda and that item 8.8 of the Consent Agenda be approved. Motion carried by voice vote.

Aye: 6 - Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

Absent: 1 - Chair Rummel

REGULAR AGENDA

LAW & JUDICIAL

8.17 [18-0611](#)

Joint resolution authorizing the Lake County Sheriff's Office (LCSO) to accept a grant from the Healthcare Foundation of Northern Lake County for the Jail High Utilizer Diversion and Health Engagement Project and authorizing an emergency appropriation in the amount of \$100,000.

Attachments: [Jail High Utilizer Diversion and Health Engagement ProjectPacket \(6\).pdf](#)
[HCFNLC Grant Award Letter 05-25-18.pdf](#)

Dawn Wucki-Rossbach, Sheriff's Office, reported the Sheriff's Office is currently working on a high utilizer jail diversion program with funding from the MacArthur grant. The Sheriff's Office was invited to apply for a \$100,000 grant through the Healthcare Foundation of Northern Lake County to fund the second year of the program. Undersheriff David Hare reported the program will continue to provide extensive case management services to reduce the incarceration of individuals who are from low-income and/or minority communities and protected class individuals. Undersheriff Hare indicated the grant will require in-kind services from the Sheriff's Office. Discussion ensued.

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

Aye: 6 - Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

Absent: 1 - Chair Rummel

HEALTH & COMMUNITY SERVICES

8.18 [18-0573](#)

Joint resolution approving a Memorandum of Understanding (MOU) between Lake County and a previously approved sub-recipient of 2018 Community Development Block Grant (CDBG) funds.

Attachments: [MOU NC and LC Comm Dev. CDBG 2018.pdf](#)

Deputy County Administrator Amy McEwan reported the MOU will allow CDBG sub-recipients, at their own risk, to begin spending on their CDBG projects prior to Lake County receiving the funds. She noted the Village of Mundelein has decided to wait until funding is received by the County but the City of North Chicago wishes to move forward with the agreement.

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

Aye: 6 - Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

Absent: 1 - Chair Rummel

8.19 [18-0575](#)

Joint resolution approving the 2018 Housing and Community Development Annual Action Plan, authorizing all necessary correspondence for the implementation of the plan with the United States Department of Housing and Urban Development (HUD).

Attachments: [Lake County and Waukegan 2018 Annual Action Plan.pdf](#)

Dominic Strezo, Community Development, reported the 2018 Housing and Community Development Annual Action Plan has been subject to two public hearings and 38 public comment periods. The total funding is \$5,000,000.

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

Aye: 6 - Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

Absent: 1 - Chair Rummel

PUBLIC WORKS & TRANSPORTATION

Deputy County Administrator Amy McEwan reviewed agenda items 8.20 through 8.24 and discussion that occurred at the Public Works and Transportation Committee meeting.

8.20 [18-0610](#)

Joint resolution authorizing an agreement with Hampton, Lenzini and Renwick, Inc., Elgin, Illinois, at a maximum cost of \$56,035.62, for Phase II design engineering services, adding approximately 11 Pan Tilt Zoom (PTZ) cameras, 11,000 feet of fiber optic cable, two wireless connections and two cellular connections to expand the network to Lake County PASSAGE along various routes in Lake County, appropriating \$67,000 of ¼% Sales Tax for Transportation funds, and designated as Section 18-00268-17-TL.

Attachments: [18-0610 2018 PASSAGE Field Elements Consultant Agreement Draft.pdf](#)

A motion was made by Member Durkin, seconded by Member Hewitt, to recommend items 8.20 through 8.23 for adoption to the County Board agenda and approve item 8.24. The motion carried unanimously.

Aye: 6 - Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

Absent: 1 - Chair Rummel

8.21 [18-0620](#)

Joint resolution authorizing an agreement for professional engineering services with Alfred Benesch and Company, Chicago, Illinois, for curb ramp data collection required for the American with Disabilities Act (ADA) transition plan, in an amount of \$214,615.89,

appropriating \$260,000 of ¼% Sales Tax for Transportation funds for these engineering services, and designated as Section 18-00999-55-ES.

Attachments: [18-0620 Curb Ramps ADA Transition Plan Agreement Draft.pdf](#)

A motion was made by Member Durkin, seconded by Member Hewitt, to recommend items 8.20 through 8.23 for adoption to the County Board agenda and approve item 8.24. The motion carried unanimously.

Aye: 6 - Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

Absent: 1 - Chair Rummel

8.22 [18-0391](#)

Joint resolution appropriating \$350,000 of Matching Tax funds for the 2018 Pavement Rejuvenator Program, and designated as Section 18-00000-16-PP.

A motion was made by Member Durkin, seconded by Member Hewitt, to recommend items 8.20 through 8.23 for adoption to the County Board agenda and approve item 8.24. The motion carried unanimously.

Aye: 6 - Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

Absent: 1 - Chair Rummel

8.23 [18-0619](#)

Joint resolution authorizing a technical services agreement with the Regional Transportation Authority (RTA) providing the terms and conditions for the receipt of federal Section 5310 funds, appropriating \$375,000 of ¼% Sales Tax for Transportation funds, and designated as Section 18-00280-06-ES.

Attachments: [18-0619 2018 RTA Ride Lake County West Agreement Draft.pdf](#)

A motion was made by Member Durkin, seconded by Member Hewitt, to recommend items 8.20 through 8.23 for adoption to the County Board agenda and approve item 8.24. The motion carried unanimously.

Aye: 6 - Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

Absent: 1 - Chair Rummel

8.24 [18-0612](#)

Joint committee action item approving Change Order Number Three consisting of an increase of \$31,789.96 for additions to the Hart Road at US Route 14 intersection improvement Phase II consultant agreement, and designated as Section 09-00174-05-CH.

Attachments: [18-0612 Hart Road at US Route 14 Consultant Change Order Number Th](#)

A motion was made by Member Durkin, seconded by Member Hewitt, to recommend items 8.20 through 8.23 for adoption to the County Board agenda and approve item

8.24. The motion carried unanimously.

Aye: 6 - Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

Absent: 1 - Chair Rummel

PLANNING, BUILDING & ZONING

8.25 [18-0630](#)

Joint resolution amending the Lake County Land Development Fee Schedule.

Attachments: [Summary Memo of Changes 060618](#)
[Exhibit A - Proposed Land Dev Fee Schedule 060618](#)

Planning, Building and Development Director Eric Waggoner and Matt Meyers, Planning, Building and Development, presented the proposed fee schedule. Staff reviewed existing fees and the changes are based on cost analysis, benchmarking, and process efficiencies. Mr. Meyers noted there would be an annual fee escalator based on the Consumer Price Index (CPI) or two percent, whichever is less. Member Hewitt requested that notification of the annual increase be provided to the Financial and Administrative Committee. Member Carlson noted that the early assistance fee has been waived for residential permits and requested that this information be included in board member newsletters. Discussion ensued.

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

Aye: 6 - Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

Absent: 1 - Chair Rummel

FINANCIAL & ADMINISTRATIVE

8.26 [18-0659](#)

Chief County Assessor's 2017 Accomplishments and 2018 Work Plan.

Chief County Assessor Martin Paulson presented 2017's accomplishments and 2018 work plan for the Chief County Assessor's Office. Mr. Paulson reported that during implementation of a new technology platform in 2015, the Geographic Information System (GIS) Division was moved to Chief County Assessor's Office from the Information Technology Department. Three of the six employees from this division have since retired, with a fourth employee retiring in a month. Over the last two years, there has been a push to identify internal staff with land management records experience who can help step in and fill these positions.

Mr. Paulson reported on transitions in property declaration transfers that the Assessor's Office, in conjunction with the Recorder of Deeds. This transition will reduce the amount of data entry required by the Assessor's Office, increasing efficiencies in the office.

Mr. Paulson reviewed assessed values in Lake County. He indicated assessed values are becoming more normalized. The implementation of the new property tax assessment system is expected to go live in December.

The Board of Review has begun reviewing tax appeals with the goal to complete the reviews by mid-November. He noted that Bob Glueckert is a new member of the Board of Review.

Discussion ensued.

A presentation was provided.

8.27 [18-0296](#)

Recorder of Deeds 2017 Accomplishments and 2018 Work Plan.

Recorder of Deeds Mary Ellen Vanderventer and Cynthia Pruim-Haran, Recorder of Deeds Office, provided an update on the department's 2017 accomplishments and the 2018 workplan. The Recorder of Deeds Office has recorded and cataloged nearly 7,500,000 documents dating back to 1844.

In 2017, the Recorder of Deeds Office experienced a staff reduction as a result of several retirements; these positions were not replaced. Despite the reduction of staff, the department was able to publish 12 electronic newsletters, record and air two cable television shows, record and air video message warning residents of the deeds scam, reconfigure the sixth floor, assist the Treasurer's Office for a week to accommodate taxpayers wishing to prepay their real estate taxes, move to a new technology system called MYDEC to work closely with Illinois Department of Revenue and decrease the amount of paper PTAX's filed, and send 4,287 quit claim postcards.

Ms. Vanderventer indicated recording fees increased in December 2017 after a 13 year period of remaining flat. The Recorder of Deeds Office would like to continue its records management system through Cott Systems and will be seeking to renew its contract.

Ms. Vanderventer reported that the number of recordings per year range between 90,000 and 100,000. This is on par with the last few years, but below the number recorded prior to the recession. She noted foreclosure related filings have decreased over the last few years which points to a stronger economy.

The 2018 workplan was reviewed. The Recorder of Deeds maintains military veterans paperwork that is used for benefits and will continue to work closely with the Veterans Assistance Commission. The office staff answers more than 1,300 calls per month. Staff will continue to foster teamwork and collaboration with other departments, increase resident property check education and registrations, and increase education and usage of the MYDEC system over paper PTAX filing.

Discussion ensued.

A presentation was provided.

8.28 [18-0629](#)

Resolution authorizing a two-year contract, with renewal options, with Cott Systems, Inc., Columbus, Ohio, (Cott Systems) for records management system and services for the Office of the Recorder of Deeds (Recorder of Deeds) in the estimated annual amount of \$200,000.

Attachments: [Cott Proposal](#)
[Cott Award Information](#)

Recorder of Deeds Mary Ellen Vanderverter, Cynthia Haran-Pruim, Recorder of Deeds Office, and RuthAnne Hall, Purchasing, presented a request to renew a contract with Cott Systems. This records management system supports the Recorder of Deeds Office. Staff has worked with Information Technology to review the system and ensure that it meets the needs of the department and has a built in safety component for disaster recovery. This is a two year contract with three, one year optional renewals.

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

Aye: 6 - Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

Absent: 1 - Chair Rummel

8.29 [18-0632](#)

Resolution authorizing a contract with CDW, Vernon Hills, Illinois, (CDW) for firewall network security in an amount of \$142,582.95.

Attachments: [Award Information](#)
[Firewall Quote](#)

Information Technology Director Chris Blanding reported the existing County's firewall system is at its end of life and requires replacement.

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

Aye: 6 - Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

Absent: 1 - Chair Rummel

8.30 [18-0653](#)

Resolution approving an intergovernmental agreement between the County of Lake and Avon Township for the conveyance by quitclaim deed of Parcel 34 (Fort Hill Cemetery) to Avon Township to be used thereafter for cemetery purposes.

Attachments: [Fort Hill Cemetery Avon Township Ord and IGA](#)

Assistant County Administrator Paul Fetherston reported the Fort Hill Cemetery consists of three parcels, one of which is owned by the Catholic Bishop of Chicago, one by the Fort Hill Cemetery Association, and one by Lake County. The Fort Hill Cemetery Association used to operate and maintain the cemetery but is now defunct. Avon Township has agreed to take over the maintenance of the cemetery. The County will bring the cemetery up to standards and will transfer its parcel over to Avon Township.

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

Aye: 6 - Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

Absent: 1 - Chair Rummel

8.31 [18-0657](#)

Resolution approving a Memorandum of Understanding (MOU) between the Lake County Administrator, Lake County Health Department and the Lake County Sheriff's Office, establishing a Lake County Unified Emergency Management Agency (EMA).

Attachments: [2018 EMA MOU](#)

Deputy County Administrator Amy McEwan, Assistant County Administrator Paul Fetherston, and Lisa Kritz, Health Department, presented an MOU between the Lake County Sheriff's Office, the County Administrator's Office, and Lake County Health Department to establish a Lake County Unified Emergency Management Agency. This MOU will allow all departments to work together and execute a workplan as well as provide opportunities for cross-training and efficiencies. Discussion ensued.

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

Aye: 6 - Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

Absent: 1 - Chair Rummel

8.32 [18-0624](#)

Resolution authorizing a contract with Virgin Pulse, Inc, Providence, Rhode Island, (Virgin Pulse) for wellness program provider services for Lake County (County) in the estimated amount annually of \$209,640, with the first year estimated amount of \$219,640 which includes the implementation fee.

Attachments: [RFP 18044 Scoring Matrix](#)
[18044Award Recommendation](#)

Human Resources Director Rodney Marion and Chris Kopka, Human Resources, indicated there is a need to revamp the County's wellness program, which only 20 percent of eligible employees utilize. Virgin Pulse will manage the wellness program via an online platform that allows employees to track their healthy habits and rewards employees for healthy habits, via gift cards. Discussion ensued.

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

Aye: 6 - Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

Absent: 1 - Chair Rummel

8.33 18-0631

Resolution to create a 457(b) Plan Committee, and adopt bylaws through which the Committee will be organized and operated, to oversee Lake County's (County's) 457(b) plan investments.

Attachments: [Lake County 457 \(b\) Plan Committee Bylaws](#)

Human Resources Director Rodney Marion and Chris Kopka, Human Resources, reported the County hired Gallagher Benefits Services to assist the County in fund investment of the County's 457(b) plan. There is a need to create a committee, consisting of staff of various departments to work with Gallagher Benefits Services, and adopt bylaws in which the Committee will be organized and operated.

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

Aye: 6 - Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

Absent: 1 - Chair Rummel

8.34 18-0635

Resolution amending Lake County Compensation Program Procedures Policy 5.11, Section 10B, Demotion as a Result of Performance, Voluntary Request of the Employee or Reduction in Work Force and add the new Section 6D, Offers above the Midpoint for Professional and Management Employees.

Attachments: [Compensation Program Procedures redline](#)

Human Resources Director requested a resolution amending the Lake County Compensation Program Procedures Policy 5.11 and adding a new Section 6D. These amendments provide for the reduction of salary of employees based on demotion (by a minimum of five percent) or voluntary change in positions. The policy also includes language to allow the County Administrator to offer new salary positions above the

midpoint, up to the 75 percentile range, for position identified in pay grades nine and above. Discussion ensued.

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

Aye: 6 - Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

Absent: 1 - Chair Rummel

8.35 [18-0643](#)

Committee action authorizing the County Administrator to offer the top candidate for the Public Works Contract Administrator position a starting salary above the midpoint of pay grade K8 and an accrual of three weeks of vacation on the second-year anniversary of the individual.

County Administrator Barry Burton reported he would like to hire the top candidate for the Public Works Contract Administrator position above the midpoint of pay grade K8. He is proposing a salary of \$87,821, \$4,187 above the midpoint and three weeks of vacation on the anniversary of his second year of employment. This candidate has nine years of directly related experience and has a Master's Degree in public administration.

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

Aye: 6 - Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

Absent: 1 - Chair Rummel

8.36 [18-0557](#)

Resolution authorizing the approval of an additional budgeted position in the Veteran's Assistance Commission (VAC).

County Administrator Barry Burton reported the VAC is seeking to add a Veterans Service Officer to the department to assist in the processing of veteran benefit claims. Two programs, the Ride Share Service Program and the Food Pantry Service, were eliminated by the department prior to the request and indicated that the savings would fund the position. County Board Members Mary Ross Cunningham and Sandy Hart, while supportive of a new position, expressed concern with the elimination of these programs. Anthony Cooling, Finance and Administrative Services, reported Mr. Andrew Tangen, VAC Director, is out at a training and was unable to attend today's meeting. Substantial discussion ensued.

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

Aye: 6 - Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

Absent: 1 - Chair Rummel

County Board Member Ross-Cunningham requested that the decision to fund an additional position be delayed so that Mr. Andrew Tangen be permitted to discuss the reasons why the ride services and food pantry service programs were eliminated. Substantial discussion ensued regarding the elimination of these programs and the direction in which the VAC is headed.

Member Hewitt moved to reconsider a recommendation to adopt a resolution authorizing the approval of an additional budgeted position in the Veteran's Assistance Commission. Motion failed due to a lack of a second.

8.37 [18-0600](#)

Discussion of the 2017 Year End Report.

Attachments: [FY2017 Year End Report 060118](#)

Assistant County Administrator and Interim Finance Director Dakisha Wesley, Ryan Horne and Mike Wheeler, Finance and Administrative Services, presented the 2017 Year End Report.

Overall, financial performance in 2017 was positive, with all departments and agencies staying within their total budget allocation. State shared revenues resulted in a reduction of County funding by \$2,200,000. Expenses were higher, .6 percent, due to the construction of the Robert W. Depke Juvenile Justice Center and new storage facility. Budgeted wages and benefits have seen an overall decrease but the opening of the additional jail pod has seen an increased expenditure. Ms. Wesley noted that both revenue and expenses for health insurance came in about six percent less than budget. Discussion ensued.

This matter was discussed.

County Administrator's Report

10.1 [18-0662](#)

Presentation of the Quarterly Report.

Attachments: [FY2018 Quarterly Report - Q1](#)

Assistant County Administrator and Interim Finance and Administrative Services Director Dakisha Wesley presented the first quarter report.

(Member Pedersen left the meeting at 2:47 p.m.)

A presentation was provided.

9. Executive Session

Executive Session was entered into at 2:47 p.m.

A motion was made by Member Taylor, seconded by Member Hewitt, to go into Executive Session. The motion carried unanimously.

Aye: 5 - Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt and Member Taylor

Absent: 1 - Chair Rummel

Not Present: 1 - Member Pedersen

9.1 [18-0637](#)

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

This matter was discussed in Executive Session.

Aye: 6 - Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen and Member Taylor

Absent: 1 - Chair Rummel

Executive Session was adjourned at 2:50 p.m.

A motion was made by Member Durkin, seconded by Member Taylor, to come out of Executive Session. The motion carried unanimously.

Aye: 5 - Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt and Member Taylor

Absent: 1 - Chair Rummel

Not Present: 1 - Member Pedersen

9.1A [18-0639](#)

Committee action authorizing reclassification of a position in the Coroner's Office.

A motion was made by Member Durkin, seconded by Member Carlson, to reclassify an Administrative Clerk position, paygrade S2, to an Executive Assistant position, paygrade S5, in the Coroner's Office. The motion carried unanimously.

Aye: 4 - Vice Chair Bartels, Member Carlson, Member Durkin and Member Taylor

Nay: 1 - Member Hewitt

Absent: 1 - Chair Rummel

Not Present: 1 - Member Pedersen

Executive Session was entered into at 2:51 p.m.

A motion was made by Member Carlson, seconded by Member Taylor, to go into Executive Session. The motion carried unanimously.

Aye: 5 - Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt and Member Taylor

Absent: 1 - Chair Rummel

Not Present: 1 - Member Pedersen

9.2 [18-0640](#)

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

This matter was discussed in Executive Session.

Executive Session was adjourned at 3:26 p.m.

A motion was made by Member Durkin, seconded by Member Taylor, to come out of Executive Session. The motion carried unanimously.

Aye: 5 - Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt and Member Taylor

Absent: 1 - Chair Rummel

Not Present: 1 - Member Pedersen

10. County Administrator's Report (continued)

County Administrator Barry Burton reported Patrice Sutton will become the new Finance and Administrative Services Director, effective July 9, 2018. Ms. Sutton held the Deputy Finance and Administrative Services Director position until 2016 when to serve as the Finance Director for Libertyville.

Mr. Burton noted the hiring of two management fellows, Shantel Franklin and Conor Schultz, and a budget analyst, Zachary Creer.

10.2 [18-0626](#)

Illinois Environmental Protection Agency (IEPA) finding of no further remediation determination.

Chris Kopka, Human Resources, reported fuel storage tanks were installed approximately 100 years ago on the site where the Division of Transportation (DOT) currently sits. In 1991, there was ground contamination caused by the underground storage tanks during a construction project. As part of the remediation process, 10 monitoring wells were installed in 1995 to determine the extent of the contamination. No further seepage has been found. In 2016, the County petitioned the Illinois Environmental Protection Agency (IEPA) to remove the monitoring wells and close the matter. Consequently, in May 2018, the IEPA issued notice that the wells and tanks could be removed, and that there would be no engineering controls or preventative controls required for the DOT property. Any future construction for this site will require a concrete slab and prohibit the installation of sump pumps. She noted the Health Department has offered its assistance with the removal of the wells.

11. Members Remarks

There were no remarks from members.

12. Adjournment

The meeting was adjourned at 3:31 p.m.

A motion was made by Member Durkin, seconded by Member Taylor, to adjourn the meeting. The motion carried unanimously.

Aye: 5 - Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt and Member Taylor

Absent: 1 - Chair Rummel

Not Present: 1 - Member Pedersen

Next Meeting: June 27, 2018

Meeting minutes prepared by Blanca Vela-Schneider.

Respectfully submitted,

Chairman

Vice Chairman

Financial and Administrative Committee