

Lake County Illinois

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



Agenda Report - Final

Wednesday, November 8, 2017

1:00 PM

Assembly Room, 10th Floor

Financial and Administrative Committee

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
4. Addenda to the Agenda
5. Public Comment
6. Chairman's Remarks
7. Old Business
8. New Business

CONSENT AGENDA (Items 8.1 - 8.6)

LAW & JUDICIAL

8.1 [17-1174](#)

Joint resolution approving a Police Services Agreement between the Lake County Sheriff's Office (LCSO) and the Village of Beach Park (Beach Park) from January 1, 2017 to December 31, 2019 in the amount of \$1,890,415.30.

- Beach Park and LCSO has agreed on terms to continue the police services contract for a three-year period from January 1, 2017 through December 31, 2019.
- LCSO has provided police services to Beach Park for 15 years.
- The contract includes a continuation of the current services which include two 8.5 hour shifts per day, from 6:30 a.m. to 11:00 p.m., for a total of 6,205 hours per year.
- This new contract incorporates the cost of 911 dispatch services into the pricing structure of the contract.
- The remaining hourly rate charges are consistent with recently approved County police services contracts.
- The annual increase is sufficient to cover costs associated with this contract.

Attachments: [2017 - 2019 Beach Park Policing Contract BP Executed.pdf](#)

HEALTH & COMMUNITY SERVICES

8.2 [17-1235](#)

Joint resolution authorizing an emergency appropriation in the amount of \$220,922.67 in Community Development U.S. Department of Housing & Urban Development (HUD) grant spending as a result of revenue from the sale of homes purchased and repayments by previous homebuyers under affordable housing programs.

- Periodically, funds are returned or paid back to the County from federal programs administered by the County. In accordance with federal funding requirements, this resolution re-appropriates returned funds from three separate programs.
- The Housing grant programs (HUD funds) have been running successfully by providing funds to purchase and rehabilitate homes for income qualified persons buying their first home. Part of these programs is the repayment of federal funds when the homes are

sold or when a housing developer doesn't require all of the funds to complete the purchase and/or rehabilitation.

- This resolution authorizes the re-appropriation of repaid funds from three programs. The first repayment is for three homes, originally purchased and rehabilitated using HOME Investment Partnership Program (HOME) funds, which were sold. The sale of these three homes generated \$155,403.82 of program income and HUD rules govern the reinvestment of these program dollars.
- The second program is the Neighborhood Stabilization Program 3 (NSP3) where a housing developer has returned \$500 of unspent funds that now need to be re-appropriated.
- The third is the Lake County Affordable Housing Program which requires homeowners, who received a grant to buy or rehabilitate a house, to repay the grant if the home is sold during the required period of affordability. This repayment totaled \$65,018.85 since March 2017.
- An emergency appropriation including the repayment from all three programs is necessary to allow for the reinvestment of these funds, as required, in the AHP, NSP and HOME Programs.

Attachments: [11.14.17 HUD Program Income Emergency Appropriation.pdf](#)

PUBLIC WORKS AND TRANSPORTATION

8.3 [17-1217](#)

Joint resolution ratifying an emergency procurement with JC Cross Company, Romeoville, Illinois, in the amount of \$79,841.40 for equipment replacement at the Des Plaines River (DPR) Water Reclamation Facility (WRF).

- The County owns and operates the DPR WRF, the County's largest wastewater treatment plant.
- The facility utilizes four blowers to create large volumes of air that are critical to the wastewater treatment process.
- One of the blowers, more than 20 years old, has failed. During the testing of the remaining blowers, a second blower was determined to be in imminent failure.
- Pursuant to the Lake County Purchasing Ordinance, emergency procurements are made when there exists a threat to public health, welfare, or safety, or to prevent or minimize serious disruption of governmental services.
- Pursuant to Article 6, Section 103, the Director of Public Works has submitted a written determination of the basis for the emergency and the certification that the procurement of this equipment was appropriate.

8.4 [17-1225](#)

Joint resolution ratifying an emergency procurement with Joel Kennedy Construction, Inc., Waukegan, Illinois, in the amount of \$98,425 for the water main replacement of the Wildwood Water System on Route 45.

- The County owns and operates the Wildwood Water System, which provides potable water to areas of unincorporated Grayslake.
- Recently, a water main along Route 45 failed and was repaired by Public Works utilizing a temporary, surface mounted water main installation. The temporary water main must be replaced with a buried water main to prevent the water main from freezing.

- Public Works obtained two quotes for this work and has identified Joel Kennedy Construction as the lowest, more responsive quote.
- Pursuant to the Lake County Purchasing Ordinance, emergency procurements are made when there exists a threat to public health, welfare, or safety, or to prevent or minimize serious disruption of governmental services.
- Pursuant to Article 6, Section 103, the Director of Public Works has submitted a written determination of the basis for the emergency and the certification that the procurement of this equipment was appropriate.

8.5 [17-1202](#)

Joint resolution authorizing contracts with BP&T, Mount Prospect, Illinois, Tecorp, Inc., Joliet, Illinois, and G.P. Maintenance Services, Inc., Palos Hills, Illinois, in the amount of \$87,800 for 2017 Public Works Painting Projects at various Public Works Locations.

- There is a need to provide painting services for various Public Works locations such as lift stations, well houses, and the North East Central (NEC) pump station.
- An invitation to bid was extended to 26 vendors and sealed bids were received from three vendors, ranging from \$58,600 to \$213,000.
- The bid was structured to accept bids by group with the County reserving the right to determine the lowest responsive and responsible bidder based on groups of items.
- The awarded contractors shall be responsible for materials, labor, and quality workmanship in preparation and application of industrial coatings for each location.
- BP&T, Mount Prospect, Illinois, was determined to be the lowest responsive and responsible bidder who best meets the needs of the County for Group A, lift stations, in amount of \$25,800.
- Tecorp, Inc., Joliet, Illinois, was determined to be the lowest responsive and responsible bidder who best meets the needs of the County for Group B, well houses, in the amount of \$12,000.
- G.P. Maintenance Services, Inc., Palos Hills, Illinois, was determined to be the lowest responsive and responsible bidder who best meets the needs of the County for Group C, NEC pump station, in the amount of \$50,000.
- The total contract amount of \$87,800 was budgeted as part of the fiscal year (FY) 2017 Public Work capital budget and the contracts will be managed by Public Works.

Attachments: [17-1202 2017 Bid Tab LCPW Painting Projects](#)

[17-1202 Award Information Group A](#)

[17-1202 Award Information Group B.pdf](#)

[17-1202 Award Information Group C.pdf](#)

8.6 [17-1242](#)

Joint resolution authorizing a contract with Burris Equipment, Waukegan, Illinois, for the purchase of a skid steer for the Lake County Division of Transportation (DOT) in the amount of \$56,244.

- The DOT needs a new skid steer for their operations.
- Replacement of the skid steer was not specifically authorized in the County's fiscal year (FY) 2017 budget and requires formal County Board approval.
- The Lake County Purchasing department has identified a national cooperative purchasing contract with Burris Equipment of Waukegan, Illinois, through the National

Joint Powers Alliance (NJPA) to procure the skid steer at a contract price that was competitively solicited and awarded.

- Pursuant to Article 10-101 of the Lake County Purchasing Ordinance, Cooperative Purchasing, Lake County may participate in a cooperative purchasing agreement for the procurement of goods with one or more public procurement units in accordance with an agreement entered between the participants.

REGULAR AGENDA

HEALTH & COMMUNITY SERVICES

8.7 [17-1236](#)

Joint resolution authorizing an emergency appropriation, transferring previously approved funding from the Corporate Capital Improvement Program in fund 101 to Health Department fund 210 in the amount of \$800,000 for the Zion Community Health Center facility.

- The Health Department is renovating a facility in Zion for use as the Zion Community Health Center.
- As part of the planned funding sources, \$800,000 was approved in 2017 budget within the County's CCIP program.
- It is necessary to transfer these funds to the Health Department for construction of this project.
- This transfer is accomplished through an emergency appropriation of \$800,000 to Health Department fund 210, funded from the previously approved CCIP funding in fund 101.

Attachments: [FY17 CCIP to LCHD for Zion - Nov 2017](#)

PUBLIC WORKS & TRANSPORTATION

8.8 [17-1263](#)

Joint resolution authorizing an Intergovernmental Agreement by and between Lake County and Lakes Region Sanitary District (LRSD) to foster collaboration on sewer-related operations and services.

- The County and LRSD provide wastewater and sanitary sewer related services to areas within the Northwest Lake Facilities Planning Area (FPA).
- The County and LRSD wish to enter into this agreement to cooperate and share services and equipment to improve efficiency.
- The agreement allows County staff to provide operational and maintenance services on a time and material basis and charge the LRSD for the services.

Attachments: [17-1263 County LRSD IGA.pdf](#)

8.9 [17-1234](#)

Joint resolution appropriating \$390,000 of County Bridge Tax funds for the restoration of the drainage channel on the south side of Washington Street, west of I94, and designated as Section 16-00110-14-DR.

- [Washington Street Drainage Channel Restoration: Appropriation.](#)
- This improvement is included in the Highway Improvement Program.
- Before a project letting can be held, an appropriation of funds is necessary.

8.10 [17-1232](#)

Joint resolution appropriating \$1,110,000 of Matching Tax funds for the repair and stabilization of an existing sheet piling wall adjacent to the multi-use path on the north side of Grass Lake Road, and designated as Section 16-00059-11-BR.

- [Grass Lake Road 2018 Retaining Wall Maintenance: Construction Appropriation.](#)
- This improvement is included in the Highway Improvement Program.
- Before a project letting can be held, an appropriation of \$1,110,000 of Matching Tax Funds is necessary.

8.11 [17-1231](#)

Joint resolution authorizing an agreement with Hampton, Lenzini, and Renwick, Inc., Elgin, Illinois, for Phase II design engineering services for engineering support and right-of-way acquisition services to construct a concrete sidewalk on the north side of Grass Lake Road at a maximum cost of \$80,860, appropriating \$90,000 of ¼% Sales Tax for Transportation funds, and designated as Section 16-00075-14-SW.

- [Grass Lake Road Non-Motorized 2018 Phase II: Consultant Agreement and Appropriation.](#)
- The 2010 Non-Motorized Travel Study included a Gap Analysis that identified areas along Grass Lake Road, from Gelden Road to Federal Parkway in Lindenhurst and unincorporated Lake County, with gaps in non-motorized facilities.
- This project is for the construction of a five-foot wide concrete sidewalk on the north side of Grass Lake Road to fill in sidewalk gaps.
- A consulting engineering firm will be used for the Phase II design engineering for this improvement.
- In accordance with the Local Government Professional Services Selection Act, the recommended firm is Hampton, Lenzini, and Renwick, Inc., Elgin, Illinois.

Attachments: [17-1231 2018 Non-Motorized Travel, Grass Lake Road.pdf](#)

8.12 [17-1233](#)

Joint resolution authorizing an agreement for consulting engineering services with Christopher B. Burke Engineering, Rosemont, Illinois, for Phase II design engineering services for the roadway reconstruction of Old McHenry Road, at Illinois Route 12, at a maximum cost of \$161,640, appropriating of \$200,000 of Motor Fuel Tax funds, and designated as Section 17-00085-10-CH.

- [Old McHenry Road at Illinois Route 12, Phase II: Consultant Agreement and Appropriation.](#)
- Old McHenry Road at Illinois Route 12 needs to be reconstructed.
- A consulting engineering firm will be used for the Phase II design engineering for this improvement.
- In accordance with the Local Government Professional Services Selection Act, the recommended firm is Christopher B. Burke Engineering, Rosemont, Illinois.

Attachments: [17-1233 Old McHenry Road Agreement Draft.pdf](#)

8.13 [17-1241](#)

Joint resolution authorizing an agreement with Christopher B. Burke Engineering Ltd., Rosemont, Illinois, for Phase II design engineering for the intersection improvements of Wadsworth Road at Dilleys Road, and Wadsworth Road at Kilbourne Road, at a maximum cost of \$357,756.52, appropriating \$430,000 of ¼% Sales Tax for Transportation funds, and designated as Section 17-00999-47-EG.

- [Wadsworth Road at Dilleys Road, and Wadsworth Road at Kilbourne Road, Phase II: Consultant Agreement and Appropriation.](#)
- Wadsworth Road at Dilleys Road, and Wadsworth Road at Kilbourne Road, need to be widened and reconstructed.
- Consultant engineering services will be utilized to complete the Phase II design engineering.
- Using the Local Government Professional Services Selection Act, the selected, and recommended, consultant is Christopher B. Burke Engineering Ltd., Rosemont, Illinois, at a maximum cost of \$357,756.52.

Attachments: [17-1241 Wadsworth Road Improvement Phase II Agreement Draft.pdf](#)

8.14 [17-1239](#)

Joint resolution authorizing an agreement with the State of Illinois, Illinois Department of Transportation (IDOT), for the use of federal highway funds for the widening and reconstruction of Quentin Road, from White Pine Road to Illinois Route 22, and appropriates \$9,110,000 of ¼% Sales Tax for Transportation funds, and designated as Section 08-00090-12-CH.

- [Quentin Road Widening and Reconstruction: IDOT Agreement and Appropriation.](#)
- The County has been allocated federal funds to widen and reconstruct Quentin Road, from White Pine Road to Illinois Route 22, and IDOT administers all federal highway funds.
- This agreement provides that IDOT will pay 80 percent of the construction cost, and the County will be eligible to receive up to 80 percent reimbursement for the construction engineering cost.
- This improvement is included in the Highway Improvement Program.

Attachments: [17-1239 Quentin Road IDOT Agreement Draft.pdf](#)

8.15 [17-1238](#)

Joint resolution authorizing an agreement with V3 Companies of Illinois, Woodridge, Illinois, for Phase III construction engineering services for the widening and reconstruction of Quentin Road, from White Pine Road to Illinois Route 22, at a maximum cost of \$2,334,894.88, and designated as Section 08-00090-12-CH.

- [Quentin Road Widening and Reconstruction; Phase III: Consultant Agreement and Appropriation.](#)
- This improvement is included in the Highway Improvement Plan.
- A consultant will be utilized to undertake Phase III construction engineering services.
- The selected and recommended firm is V3 Companies of Illinois, Woodridge, Illinois, with a maximum cost of \$2,334,894.88.

Attachments: [17-1238 Quentin Road Phase III Agreement Draft.pdf](#)

8.16 [17-1240](#)

Joint resolution authorizing an agreement with the Village of Lake Zurich for the relocation of a watermain, construction of a sidewalk, and installation of decorative landscape along Quentin Road, from White Pine Road to Illinois Route 22, and designated as Section 08-00090-12-CH.

- [Quentin Road, from White Pine Road to Illinois Route 22: Village of Lake Zurich Agreement.](#)
- Quentin Road, from White Pine Road to Illinois Route 22, will be improved by widening, reconstruction, and the installation of three planted medians.
- The Village of Lake Zurich owns a watermain within the project limits, requiring relocation. The Village of Lake Zurich also desires construction of a sidewalk and installation of decorative landscape. The Village of Lake Zurich will reimburse Lake County for the costs associated with this work.

Attachments: [17-1240 Quentin Road Village of Lake Zurich Agreement Draft.pdf](#)

8.17 [17-1237](#)

Joint resolution executing a Letter of Intent and Concurrence related to the Quentin Road Improvement Project.

- The Division of Transportation (DOT) will be making improvements to Quentin Road, from White Pine Road to Illinois Route 22.
- The Department of Public Works (PW) owns and operates the sanitary sewer within the Quentin Road right-of-way.
- Portions of the PW sanitary sewer must be relocated as part of the Quentin Road improvements.
- DOT and PW wish to enter into a Letter of Intent and Concurrence in which PW would assume operation and maintenance of the sanitary sewer and pay DOT a sum of \$97,978 in exchange for which DOT would design and construct the relocation of the sanitary sewer.
- This resolution authorizes the Director of Public Works to execute the Letter of Intent and Concurrence related to the Quentin Road Improvement Project.

Attachments: [17-1237 Quentin Road LCPW Agreement.pdf](#)

PLANNING, BUILDING & ZONING

8.18 [17-1198](#)

Joint resolution authorizing an emergency appropriation in the amount of \$156,543.50 in Stormwater Management Commission's (SMC's) Miscellaneous Contractual Services account for the purchase of 1.27-acres of Certified Wetland Mitigation Credits at the Neal Marsh Wetland Mitigation Bank Four within the Des Plaines River Watershed.

- The SMC Wetland Restoration Fund (WRF) collects fees from wetland impacts into a deferred revenue account for each of the four major watersheds in the county.
- Once the fund reaches a threshold value, or credits become available within a watershed wetland bank, the WRF policies mandate a financial process, requiring an emergency appropriation to allocate funds for expenditure.

- The SMC approved the expenditure of \$156,543.50 at its' November 2, 2017 meeting to purchase 1.27 acres of certified wetland mitigation credit at the Neal Marsh Bank Four Wetland Mitigation Bank (Des Plaines River watershed) in order to replace 1.27 acres of isolated wetlands lost due to development impacts.

Attachments: [memo_pbz and fa_final.pdf](#)

[SMC Memo_Bank Credit Purchase.pdf](#)

FINANCIAL & ADMINISTRATIVE

8.19 [17-1220](#)

Resolution authorizing line-item transfers between various funds for the purpose of transferring previously approved funds in fiscal year (FY) 2017.

- Line-item transfers in various funds between line-items in FY 2017 budget are needed to align the budget with correct expense accounts.
- The County Board must approve line-item transfers under certain conditions.
- A listing of the various transfers is attached to the resolution.
- This action does not increase budget authority; it simply transfers previously approved budget authority.

Attachments: [FY17 LITs - Nov 2017](#)

8.20 [17-1221](#)

Ordinance recommending the fiscal year (FY) 2018 Annual Budget and Appropriation Ordinance for Lake County, Illinois; said budget having been made conveniently available for public inspection for at least 15 days by posting in the Office of the County Clerk and on the County website.

- This budget reflects all budget actions as approved by standing Committees and the Financial and Administrative Committee.

Attachments: [FY18 Overall Budget Summary](#)

[FY 2018 Budget - Final](#)

8.21 [17-1227](#)

Ordinance recommending a Real Property Tax Levy, providing for the apportionment of taxes across the various items of the fiscal year (FY) 2018 Appropriation Ordinance as adopted by the County Board of Lake County, Illinois.

- Once the budget and appropriation ordinance is adopted, the levy ordinance is then adopted for filing with the County Clerk.
- This ordinance separately identifies the determined amount of tax dollars allocated to each of the countywide property tax funds.

8.22 [17-1222](#)

Ordinance providing for the levy of a direct annual tax sufficient to produce \$50,000 for Special Service Area (SSA) Number Eight.

- The Loon Lake SSA, established by the County in 1990, provides funds to pay the cost of lake maintenance and restoration.

- The levy ordinance for this SSA (Loon Lake) is required to be adopted annually.

8.23 [17-1226](#)

Ordinance appropriating funds and providing for the levy of a direct tax sufficient to produce \$167,919.60 for the Northeast Lake Facilities Planning Special Service Area (SSA) Number Nine.

- The Northeast SSA, established by the County Board in 1994, provides funds to assist in the financing for the new Northeast sewer system.
- The levy ordinance for this SSA (Northeast Lake) is required to be adopted annually.

8.24 [17-1223](#)

Ordinance providing for the levy of a direct annual tax sufficient to produce \$34,400 for Special Service Area (SSA) Number 12.

- The Ivanhoe SSA, established by the County Board in 2004, provides funds to maintain private roads in the Ivanhoe Subdivision.
- The levy ordinance for this SSA (Ivanhoe) is required to be adopted annually.

8.25 [17-1229](#)

Ordinance providing for the levy of a direct annual tax sufficient to produce \$260,000 for Special Service Area (SSA) Number 13.

- The Spencer Highlands SSA, established by the County Board in 2007, provides funds to pay the debt service cost of the sanitary sewer construction.
- The levy ordinance for this SSA (Spencer Highlands) is required to be adopted annually.

8.26 [17-1224](#)

Ordinance providing for the levy of a direct annual tax sufficient to produce \$13,925 for Special Service Area (SSA) Number 14.

- The Oak Pond Lane SSA, established in 2008, provides funds to recover the cost of the sanitary sewer construction.
- The levy ordinance for this SSA (Oak Pond Lane) is required to be adopted annually.

8.27 [17-1230](#)

Ordinance providing for the levy of a direct annual tax sufficient to produce \$56,640 for Special Service Area (SSA) Number 17.

- The Ivanhoe Estates SSA, established by the County Board in 2016, provides funds to maintain private roads in the Ivanhoe Estates residential community.
- The levy ordinance for this SSA (Ivanhoe Estates) is required to be adopted annually.

8.28 [17-1245](#)

Resolution authorizing emergency appropriations from various funds for capital projects in the fiscal year (FY) 2018 Capital Improvement Program.

- The FY 2018 Capital Improvement Program budget will be approved in November 2017 as part of the FY 2018 recommended budget.
- Various emergency appropriations are requested to appropriate the necessary funding to each designated capital project.
- The Public Works Department has planned capital projects as outlined in the 2018 budget; this action appropriates the funds necessary to complete the projects.

Attachments: [FY2018 CCIP](#)

[FY2018 PW Capital Projects](#)

8.29 [17-1251](#)

Committee action authorizing reclassification of a vacant Emergency Management Agency Coordinator position to an Emergency Management Agency Manager position in the County Administrator's Office.

Attachments: [2017 FA reclass EMAManager](#)

8.30 [17-1256](#)

Ordinance amending Chapter 32, entitled Emergency Management, of the Lake County Code of Ordinances.

- Chapter 32 entitled 'Emergency Management' of the Lake County Code of Ordinances, was adopted to provide for the preparation and planning of disasters and destruction from natural and man-made causes and the manner in which emergency management operations would be carried out by the county in coordination with its local, state and federal partners.
- Chapter 32 provides for the creation of an Emergency Management Agency to carry out the functions outlined therein under the direction of Coordinator who shall be appointed in the same manner as are the heads of regular county governmental departments.
- Following the resignation of the County's Emergency Management Agency Coordinator in July 2017, the County adjusted the position title to Emergency Management Agency Manager in an effort to maximize its recruitment efforts in attracting candidates with the professional qualifications and expertise necessary to effectively lead an agency which interfaces with all communities and departments within the County.
- The Illinois Emergency Management Agency Act (20 ILCS 3305/ 10) requires that each emergency services and disaster agency have a Coordinator who shall be appointed by the principal executive officer in the same manner as the heads of regular governmental departments.
- Amendments to Chapter 32 are proposed to amend all references from 'Coordinator' to 'Manager' to reflect the adjusted title and ensure the Manager position fulfills the coordinator role as required by the Illinois Emergency Management Agency Act.

Attachments: [Emergency Management Ordinance Draft Amendments](#)

9. Executive Session

9.1 [17-1243](#)

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

9.1A [17-1244](#)

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

10. County Administrator's Report

10.1 [17-1060](#)

Presentation of the Quarterly Financial and Economic Indicator Reports.

Attachments: [FY2017 Financial Reports Q3](#)

11. Members Remarks

12. Adjournment

Next Meeting: November 29, 2017