

# Lake County Illinois

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



## **Agenda Report - Final**

**Wednesday, August 29, 2018**

**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 - 8.5)**

**LAW & JUDICIAL**

**8.1 18-0954**

Joint resolution authorizing the application, acceptance, and emergency appropriation of a 2018 Justice Assistance Grant (JAG) in the amount of \$9,080 for the purpose of enhancing the State's Attorney's Office's capacity to provide youth awareness, education, support, and outreach in Lake County through its Young Ambassadors Board.

- This is an application for the federal JAG Program in which funding supports a broad range of activities to prevent and control crime and to improve the criminal justice system.
- Under this program, the City of Waukegan, the City of Zion, and Lake County on behalf of the Lake County State's Attorney's Office, are eligible for a joint award of \$45,399 in fiscal year 2018 grant funds.
- The potential allocation of the eligible funds is \$9,080 to Lake County on behalf of the State's Attorney's Office, \$27,239 to the City of Waukegan, and \$9,080 to the City of Zion.
- The State's Attorney's Office will use the \$9,080 to enhance youth crime prevention awareness, education, and outreach in Lake County through its Young Ambassadors Board by purchasing brochures, printed materials, outreach supplies, journals and USB drives to distribute to youth, parents and teachers.
- The source of program funding is 100 percent federal JAG; no match is required.

**8.2 18-0958**

Joint resolution authorizing the acceptance of an Illinois Department of Transportation 2019 Sustained Traffic Enforcement Program (STEP) grant and an emergency appropriation in the amount of \$176,292.24.

- The Lake County Sheriff's Office (LCSO) has applied for and been awarded an Illinois Department of Transportation STEP grant in the amount of \$176,292.24. LCSO has received this grant for at least five years.
- The grant period is from October 1, 2018 through September 30, 2019.
- The main objective of the grant is to conduct specific traffic enforcement campaigns that will maximize road safety and provide financial assistance for purchasing traffic

enforcement equipment. The Sheriff has not requested any traffic enforcement equipment through this grant application.

- The Sheriff's Office will complete the six mandatory enforcement campaigns and two optional enforcement campaigns.
- Traffic enforcement campaigns include the following offenses violation types: seatbelt, speeding, distracted driving and impaired driving.

**Attachments:** [SAIN 343-9769 FY19 STEP Grant Approval Packet.pdf](#)

## **PUBLIC WORKS & TRANSPORTATION**

### **8.3 18-0959**

Joint resolution authorizing a contract with Campanella and Sons, Inc., Wadsworth, Illinois, in the amount of \$80,732.35 for the guardrail installation on Gages Lake Road, from Gagewood Court to Hunt Club Road, appropriating \$97,000 of Matching Tax funds, and designated as Section 18-00091-06-GM.

- A guardrail needs to be installed on Gages Lake Road, from Gagewood Court to Hunt Club Road.
- A total of two bids were received, ranging from \$80,732.35 to \$111,471.02, and the lowest responsible bidder is Campanella and Sons, Inc., Wadsworth, Illinois, in the amount of \$80,732.35 for the guardrail installation.
- This project is included in the highway improvement program.

**Attachments:** [18-0959 Bid Tab, Gages Lake Road Guardrail Installation](#)

[18-0959 Justification of Bid, Gages Lake Road](#)

## **FINANCIAL & ADMINISTRATIVE**

### **8.4 18-0952**

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

**Attachments:** [July 2018.pdf](#)

### **8.5 18-0926**

Report from Carla N. Wyckoff, County Clerk, for the month of July 2018.

**Attachments:** [LCC Report July 2018.pdf](#)

## **REGULAR AGENDA**

### **LAW & JUDICIAL**

### **8.6 18-0869**

Joint resolution approving an intergovernmental agreement (IGA) for contractual police services by and among the Board of Control of the Lake County Tech Campus District Number 849 (Tech Campus), Lake County and the Lake County Sheriff's Office (LCSO) in the amount of \$275,715.65.

- The Tech Campus submitted a request to the LCSO to provide police services in the form of a police/school resource officer (SRO) at its Grayslake Campus.

- The main objectives in having an SRO are to develop a positive relationship between law enforcement and the students, effectively deal with juvenile offenses/issues and to protect students and the school from violations of the law.
- The term of this agreement is for two years, beginning August 1, 2018, and ending July 31, 2020.
- The contract includes one SRO for 1,408 hours per year.
- The SRO is present on campus full-time during the regular school year. Lake County Tech Campus will reimburse 100 percent of the cost for the SRO position for both years.
- On March 13, 2018, the County Board approved a new police services contract with the Village of Deer Park. As a result of the modification, a position would need to be eliminated in the fiscal year 2019 budget year. In lieu of elimination, the position will be shifted to the new contract for the Tech Campus.

**Attachments:** [2018 - 2020 Intergovernmental Agreement for a School Resource Officer](#)

**8.7 18-0960**

Joint resolution approving an agreement between Lake County, Lake County Sheriff's Office (LCSO) and the United States (US) Navy for the housing of military detainees in the Lake County Sheriff's Adult Corrections Facility (Jail) from September 26, 2018 through March 25, 2021.

- The LCSO, the Lake County State's Attorney Office and representatives from the US Navy drafted an agreement to accomplish the US Navy's request to house military detainees in the Jail.
- A Performance Work Statement was drafted by the US Navy with input from the Lake County State's Attorney and Corrections Command staff.
- The estimated number of prisoners in confinement at any given time will be no more than three.
- The LCSO will remit the appropriate invoices on a monthly basis at the daily rate of \$89.39 per military detainee which shall include the day of arrival, but not the day of departure.
- Military detainees will be given the same privileges and be subject to the same restrictions afforded other inmates, except when specifically altered by the Performance Work Statement.
- This agreement is for two and a half years and has a conservative revenue estimate of \$97,500 over the term of the contract.

**Attachments:** [Agreement US Navy Great Lakes Confinement N0018918D0050.pdf](#)

**HEALTH & COMMUNITY SERVICES**

**8.8 18-0951**

Joint resolution amending the Lake County Health Department Environmental Health Fees Schedule (as authorized in Lake County Code of Ordinances Chapter 178).

- Revisions are proposed to Onsite Wastewater Treatment System (OWTS) Program fees to achieve better compliance by incentivizing compliant actions, reduce the time and cost of billing for samples, and to better reflect the cost of the services. The OWTS fees proposed to be adjusted are:
  - Inspection fee for surface discharging system and associated laboratory analysis

fees

- The cost to a compliant bi-annually inspected system owner will be reduced from \$336 to \$275, and for an annually sampled system owner from \$188 to \$135;
- The difference in revenue is made up by reduced billing costs and pursuit of fines from non-compliant system owners.
- Penalty fee for failing to submit a report of required system management activities
  - To increase compliance the proposal is to increase the penalty fee from \$119 to \$180, which based on a survey of contractors, is approximately the average and median cost of the service.
- Fees for holding tank inspections
  - To better reflect the cost of the services provided, the Health Department is proposing to reduce the inspection fee from \$307 to \$235 for a year-round residence and from \$153.50 to \$115 for a seasonal residence.
- Taken together, the revenue implications from the revisions to the OWTS Program fees are close to neutral, with a projected overall increase in revenue of approximately 2 percent.
- An additional revision is proposed to exclude laboratory fees from the Lake County Consumer Price Index (CPI) annual adjustment to allow for unified, consistent fees for each type of analysis conducted in the integrated Environmental Laboratory operation between the Health Department and the Lake County Public Works Department.

**Attachments:** [2018 EH fees schedule PROPOSED](#)

[OWTS Fees Proposal memo](#)

## **PUBLIC WORKS & TRANSPORTATION**

### **8.9 18-0986**

Joint resolution authorizing a one-year extension amendment to an Intergovernmental Agreement (IGA) for sanitary sewer service with the Lakes Region Sanitary District (LRSD), the Village of Fox Lake, and the Village of Volo for the connection of the South Water Treatment Facility.

- On July 12, 2016, the County Board approved an IGA granting the Village of Volo the authority to temporarily connect to the LRSD's sanitary sewer system and discharge backwash water from its South Water Treatment Facility until Volo converted to Lake Michigan as its primary water source via the Central Lake County Joint Action Water Agency.
- The Agreement is currently scheduled to terminate at 11:59 p.m. on December 31, 2018. However, construction activities related to bringing Lake Michigan water to Volo are now scheduled later in 2019 thus delaying the de-commissioning of Volo's existing water treatment plant.
- As a result, the Parties have agreed to extend the termination date of the IGA for one year, until December 31, 2019 or until Volo stops discharging backwash from its South Water Treatment Facility into the District's sanitary sewer system, whichever first occurs. The LRSD Board, the Village of Fox Lake, and the Village of Volo have approved the extension.

**Attachments:** [18-0986 Fox Lake Volo IGA Extension.pdf](#)

**8.10 18-0977**

Joint resolution authorizing a Rider to add Lake County to an existing Illinois Environmental Protection Agency (IEPA) Highway Authority Agreement between BP Products North America Inc. (BP) and the Village of Mundelein (Village), and executing a Lake County Supplemental Highway Authority Agreement, between BP and Lake County, related to property located at 4 East Hawley Street, Mundelein, Illinois.

- In 2017, the jurisdiction of Hawley Street, from Midlothian Road to Seymour Avenue, was transferred from the Village to Lake County and as such, a Rider to the existing 2007 Highway Authority Agreement between BP and the Village is necessary to reflect Lake County as the current highway authority of Hawley Street in the area of the property located at 4 East Hawley Street.
- The Supplemental Highway Authority Agreement requires BP to reimburse the County all reasonable costs incurred by the County for work such as site investigations and for the removal and proper disposal of any contaminated soil or ground water from the Hawley street right-of-way.
- The Village approved the Rider at its August 13, 2018 Village Board meeting.

**Attachments:** [18-0977 Hawley Street Supplemental HAA Rider Draft](#)  
[18-0977 Hawley Street Supplemental HAA Agreement Draft](#)

**8.11 18-0979**

Joint resolution authorizing an agreement with Hampton, Lenzini, and Renwick, Inc., Elgin, Illinois, for Phase II design engineering services for the Grass Lake Road, Deep Lake Road to US Route 45, and Millburn Road, US Route 45 to Hunt Club Road, resurfacing and sidewalk improvement at a maximum cost of \$169,330, appropriating \$205,000 of Matching Tax funds, and designated as Section 18-00999-54-RS.

- Grass Lake Road and Millburn Road will be resurfaced with the addition of bike friendly shoulders.
- A sidewalk will be added on the north side of Grass Lake Road filling in two gap areas between Deep Lake Road and Savage Road, and between Savage Road and the Millennium Trail.
- A consulting engineering firm will be employed to provide supplemental engineering services, including a topographic survey, wetland delineation, and Clean Construction or Demolition Debris (CCDD) investigation in support of the development of plans by in-house engineers.
- A consulting engineering firm will also provide Phase II engineering services to develop plans, specifications, and a cost estimate for the replacement or repair of four culverts located on Grass Lake Road and Millburn Road, and the replacement of storm sewer on Old Grass Lake Road and Old US Route 45.
- In accordance with the Local Government Professional Services Selection Act, the recommended firm is Hampton, Lenzini, and Renwick, Inc., Elgin, Illinois.
- This project is included in the Highway Improvement Program and planned for construction in 2020.

**Attachments:** [18-0979 Grass Lake Road and Millburn Road Resurfacing Consultant A](#)

**8.12 18-0966**

Ordinance requesting the conveyance of parcels of land for right-of-way and temporary easements from the Village of Buffalo Grove (Village) and authorizing an agreement with the Village relating to improvements along Weiland Road, from Lake Cook Road to Deerfield Parkway, designated as Section 14-00158-11-WR, and along Weiland Road, from Deerfield Parkway to Aptakisic Road, including intersection improvements at Aptakisic Road, and designated as Section 18-00158-13-WR.

- Weiland Road, from Lake Cook Road to Aptakisic Road, including the intersection of Aptakisic Road, will be widened and reconstructed.
- The County requires right-of-way and temporary easement from the Village to provide for the improvement.
- The Village owns certain facilities (water, sanitary, sidewalk, multi-use path, and street light) within the project limits requiring modification to accommodate the roadway improvements.
- The Village desires that the County include the construction of non-motorized facilities (sidewalk, multi-use path, and pedestrian crossings) and decorative landscaping in the improvements.
- The Village will reimburse the County for its share of construction and construction inspection, estimated at \$786,330.
- This improvement is included in the highway improvement program with construction planned to begin 2019.

**Attachments:** [18-0966 Weiland \(Lake Cook Road to Aptakisic\) Village of Buffalo Grov](#)

**8.13 18-0974**

Joint resolution authorizing an agreement with the State of Illinois, Illinois Department of Transportation (IDOT), for the use of federal highway funds for construction and Phase III construction engineering to reconstruct and widen Weiland Road, from Lake Cook Road to Deerfield Parkway, appropriating \$4,355,000 of ¼% Sales Tax for Transportation funds, and designated as Section 14-00158-11-WR.

- The County has been allocated federal funds to reconstruct and widen Weiland Road, from Lake Cook Road to Deerfield Parkway, and IDOT administers all federal highway funds.
- This agreement provides that IDOT will pay up to 80 percent of the construction cost, and the County will be eligible to receive up to 80 percent reimbursement for the cost of construction engineering if additional funding is available.
- This improvement is included in the Highway Improvement Program with construction planned to begin in 2019.

**Attachments:** [18-0974 Weiland \(Lake Cook Road to Deerfield Pkwy\) IDOT Agreement](#)

**8.14 18-0975**

Joint resolution authorizing an agreement with Baxter and Woodman, Inc., Crystal Lake, Illinois, for Phase III construction engineering services for the widening and reconstruction of Weiland Road, from Lake Cook Road to Deerfield Parkway, at a maximum cost of \$1,001,347, and designated as Section 14-00158-11-WR.

- Phase III construction engineering services are required to utilize federal highway funds

for the widening and reconstruction of Weiland Road, from Lake Cook Road to Deerfield Parkway.

- A consultant will be utilized to undertake Phase III construction engineering services.
- The selected and recommended firm is Baxter and Woodman, Inc., Crystal Lake, Illinois, at a maximum cost of \$1,001,347.
- This improvement is included in the Highway Improvement Plan and planned for construction to begin in 2019.

**Attachments:** [18-0975 Weiland Phase III Agreement Draft](#)

**8.15 18-0985**

Joint resolution appropriating a supplemental amount of \$2,700,000 of ¼% Sales Tax for Transportation funds for the acquisition of necessary right-of-way, by agreement or condemnation, and other right-of-way costs associated with the Rollins Road Gateway Improvement at the intersections of Illinois Route 83/Rollins Road/Hainesville Road, and designated as Section 08-00080-56-BR.

- The improvement of intersections at Illinois Route 83/Rollins Road/Hainesville Road, which includes construction of a grade separation of the Canadian National Railroad (CNRR), is a chosen project for the Transportation Challenge Bond program.
- Before right-of-way acquisitions can continue, a supplemental appropriation is necessary.
- The County Board, by prior resolutions, approved incremental appropriations totaling \$19,400,000 for the right-of-way acquisition, and associated costs to acquire 49 parcels.
- The County Board previously deposited \$1,185,000 for the right-of-way acquisition of the northeast quadrant parcel.
- A supplemental appropriation of \$2,700,000 of ¼% Sales Tax for Transportation funds is required for the final payment of the northeast quadrant right-of-way acquisition.

**8.16 18-0990**

Joint resolution approving Change Order Number One consisting of an increase of \$512,004.95, and appropriating a supplemental amount of \$260,000 of ¼% Sales Tax for Transportation funds, for engineering services for intersection improvements of Wadsworth Road at Dilleys Road, US Route 41, and Kilbourne Road, and designated as Section 13-00999-47-ES.

- Wadsworth Road, at the intersections of Dilleys Road, US Route 41, and Kilbourne Road needs to be improved.
- The County Board, at its meeting of January 14, 2014, approved an appropriation of \$1,770,000 of ¼% Sales Tax for Transportation funds and a consultant agreement with Christopher B. Burke Engineering Ltd., Rosemont, Illinois, at a cost of \$1,472,132.74.
- Change Order Number One is needed for additional Phase I engineering services to investigate additional alternatives, increased survey limits and drainage studies, expanded public involvement and for additional environmental studies at the request of the Illinois Department of Transportation (IDOT) and that were not part of the original scope of work.
- Change Order Number One also includes preliminary Phase II design engineering services needed for interim safety improvements along Wadsworth Road at the US Route 41 intersection, to be completed in advance of the ultimate intersection improvement.



**Attachments:** [18-0990 Wadsworth Road Intersections Improvement Change Order Nu](#)

## FINANCIAL & ADMINISTRATIVE

### 8.17 18-0957

Resolution authorizing a purchase with Kane County Clerk's Office, Geneva, Illinois, (Kane County) for the purchase of 80 ExpressVote (American with Disabilities Act (ADA) Ballot Marking) machines (with cases) and 73 ExpressPass printers in an amount of \$165,000.

- The Election Day ADA ballot marking machines used by Lake County - The Automarks - originally purchased in 2003 are no longer produced and the market for repair parts is unreliable. As a result, they must be replaced within the coming year.
- Kane County, which recently absorbed most precincts of the former Aurora Board of Election Commissioners (Aurora), has offered some of its equipment for sale at a discount of approximately 50 percent. The equipment, used by Aurora for one election, is not compatible with Kane County's election system.
- The Aurora equipment is compatible with Lake County's current tabulating machines and with the ExpressVote machines and ExpressPass printers purchased from the same vendor in order to meet ADA requirements.
- This is an unbudgeted, unexpected opportunity that will be funded out of General Operating Expense (GOE) Contingency funds.
- Pursuant to Article 6, Section 102 of the County's Purchasing Ordinance, the Purchasing Agent consulted with an ad hoc review group that approved a bid exemption on the basis that the purchase is for used equipment.

**Attachments:** [Bid Exempt Award Information](#)  
[Sole Source Request ExpressVote](#)

### 8.18 18-0989

Resolution authorizing a contract with Stanley Convergent Security Solutions, Fishers, Indiana, (SCSS) to upgrade the electronic door control relays, terminals, and programmable logic controller (PLC) within the Lake County Adult Correctional Facility (Adult Correctional Facility) and Community Based Corrections Center in the amount of \$199,200.

- In 2004, an analog intercom system that integrated door control and cameras was installed within the Adult Correctional Facility.
- In 2007, through an awarded competitive contract to install a security system for the new Community Based Corrections Center which included detention door locks, security cameras and intercoms, SCSS contractually integrated the existing systems at the Adult Correctional Facility.
- In 2016, SCSS upgraded the existing analog intercom system with digital communication equipment for the intercoms at the Adult Correctional Facility which were beyond their useful life.
- Through a maintenance contract with the County's Facilities and Construction Division, SCSS monitors, inspects and responds to emergency service calls at the Adult Correctional Facility and Community Based Corrections Center for all detention door locks, security cameras and intercoms.
- The current electronic door control relays, terminals, and PLC are near the end of their useful life.

- The upgraded electronic door control relays, terminals, and PLC will interface with the previously installed system.
- Pursuant to Article 6, Section 102 of the Lake County Purchasing Ordinance,, the Purchasing Agent conducted a good faith review and approved the bid exemption on the basis there is only one source for the required goods and service.

**Attachments:** [Bid Exempt Award Information-Stanley Security.pdf](#)

[Stanley Security Quote](#)

**8.19 18-0999**

Resolution authorizing a contract with EC America, Inc., McLean, Virginia, (EC America) for staff augmentation resources in the estimated amount of \$344,240 and approving line item transfers in the amount of \$180,680.

- Lake County's Information Technology (IT) has identified the need for additional resources to augment its existing staff as well as provide specialized skills within Applications, Infrastructure, and Operations.
- These projects include database administration, scripting, programming, as well as increase operational support for the Tyler tax implementation. In addition, resources will be used for network and system support, upgrades and replacements, new security products, firewall upgrades, disaster recovery readiness and testing, and the deployment of Microsoft 365 features.
- As IT continues to evolve in an agile environment, current and future projects are reviewed to determine how to best provide support. Based on specific needs, resources of a temporary nature are sometimes more appropriate. IT utilizes existing salary savings to augment specific project needs or to backfill staff dedicated to specific initiatives.
- 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 into between the participants.
- Purchasing identified a cooperative purchasing contract (GS-35f-0511T) with EC America through General Services Administration (GSA) to procure needed services that was competitively solicited and awarded.
- This contract is in an estimated amount of \$344,240. A line item transfer is required of salary savings from Personal Services to Contractuals in the amount of \$180,680 for the remainder of the fiscal year.

**Attachments:** [Lake County - Network Engineer - Landry Tafone - July 2018](#)

[Lake County - IT Pro Service Order - John M. Gugliotta](#)

[EC America \(MTM\) Award](#)

**8.20 18-0978**

Resolution authorizing a Collective Bargaining Agreement (CBA) between Lake County' Lake County Sheriff and the Illinois Council of Police (ICP) for Sworn Sheriff's Deputy Unit.

- The CBA, which will be effective from December 1, 2016 through November 30, 2020, includes the following notable provisions:
  - wage increases of 2.5 percent effective December 1 of 2016, 2017, 2018 and 2019,

respectively, resulting in an average annual wage increase of \$341,310 over the four-year contract term.

- A clothing allowance decrease from \$1,500 to \$1,000 annually for Detectives beginning with the second year of employment.
- Secondary employers will be required to hold the Sheriff/County harmless for actions taken by and for injuries sustained while in the course of the secondary employment.

**Attachments:** [CBA for Sworn Sheriff Deputy's Unit.pdf](#)

**8.21 18-0980**

Resolution approving the Lake County (County) Fiscal Year (FY) 2019 Health Insurance Plan.

- The Human Resources Department worked, in conjunction with the County's health insurance consultant, Segal Consulting, developed and presented a recommended design and budget for the County's FY 2019 Health Insurance Plan.
- Based on the recommendation, the projected increase in claim costs for FY 2019 is \$3,393,900, for a total projected cost of \$41,873,600, and represents an 8.82 percent increase above the FY 2018 budget.
- The recommended design and budget for the County's FY 2019 Health Insurance Plan includes the following:
  - an increase to all employee premiums by 5.7 percent;
  - an additional two percent cost share increase for employees with the traditional Preferred Provider Organization (PPO) health plan;
  - implementation of premium subsidy for part time employees - 25 percent for employees who average 12 to 24 hours per week and 50 percent for employees who average at least 25 hours but less than 37.5 hours per week at an estimated annual cost of \$250,000; and
  - a reduction in the Consumer Driven Health Plan (CDHP) Health Savings Account (HAS) County contribution by \$50 for the single coverage and \$100 for both the family and single plus once coverage.

**Attachments:** [2019 Health Insurance Plan presentation](#)

**8.22 18-0988**

Presentation of the 2017 Comprehensive Annual Financial Report.

**Attachments:** [FINAL Lake Co CAFR NON-GAS Report 2017.pdf](#)

**8.23 18-0984**

Resolution accepting and placing on file an estimate of the annual aggregate tax levy and providing for the apportionment of estimated taxes across the various items for the Fiscal Year (FY) 2019 Appropriation Ordinance as will be adopted by the County Board of Lake County, Illinois (County Board).

- State Statute requires an estimate of the property tax levy to be determined in September of each year for the following tax year.
- This resolution also separately identifies the estimated amount of tax dollars allocated to each of the county-wide property tax funds.
- The final levy will be prepared and submitted for County Board approval at the same time as the FY 2019 Budget in November.

- The FY 2019 Budget Policies directed staff to prepare a balanced budget with a flat property tax levy, increasing only by the amount of new property growth and this resolution does not change budget policies as adopted by the County Board. It simply publicly shares the range of tax levy that the County Board could choose to levy. The actual levy amounts are set when action is taken to approve the budget in November.

**9. Executive Session**

**9.1 18-0981**

Executive Session to discuss litigation pursuant to 5 ILCS 120/2(c)11.

**10. County Administrator's Report**

**10.1 18-1006**

Resolution authorizing the Vice Chairman of the County Board to act in the capacity of interim Chairman (information only).

- Due to the Lake County Board Chairman's indefinite leave of absence, there exists a need for the Vice Chairman to take on the responsibilities previously delegated to the Chairman until such time as the County Board may vote pursuant to County Board Rules to elect its next Chairman.
- The Chairman's responsibilities and duties include, but are not limited to, the Chairman presides at all meetings of the board, is authorized to serve as the Liquor Control Commissioner, and is authorized to execute correspondence and documents on behalf of the County.
- The County requires an individual to act in the capacity of the Chairman and continue to carry out these responsibilities and duties.
- This resolution will be presented for County Board consideration at its September 11, 2018 Regular Meeting.

**Attachments:** [18-0995 Resolution Language](#)

**10.2 18-0994**

Update on the scope of services and timeline for the review of the procurement Card policy, procedures, and practice to be completed by the Bronner Group.

**Attachments:** [Bronner Group](#)

[Bronner Agreement](#)

[17219 Award Information FAS Ops Assessment](#)

**10.3 18-0997**

Discussion for the potential of a third Procurement Card Review to be completed by a law firm.

**10.4 18-0998**

Presentation on Vendor Disclosure practices.

**Attachments:** [vendor disclosure memo 8-2018 final](#)

**11. Members Remarks**

**12. Adjournment**

**Next Meeting: September 26, 2018**