

Lake County Illinois

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



Meeting Minutes - Final

Wednesday, March 8, 2017

1:00 PM

Assembly Room, 10th Floor

Financial and Administrative Committee

1. Call to Order

County Administrator Barry Burton called the meeting to order and announced that the Chair and Vice Chair Rummel and Bartels are out ill.

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

Absent 1 - Member Taylor

A motion was made by Member Pedersen, seconded by Member Hewitt, to appoint Member Carlson as Pro-Tem Chair. The motion carried unanimously.

Aye: 4 - Member Carlson, Member Durkin, Member Hewitt and Member Pedersen

Absent: 3 - Chair Rummel, Vice Chair Bartels and Member Taylor

Others present:

Yvette Albarran, Purchasing

Ryan Benitt, Information Technology

Barry Burton, County Administrator

Carol Calabresa, County Board Member

Kevin Consodine, Lake County Partners

Anthony Cooling, Finance and Administrative Services

Mary Cunningham, County Board Member

Cameron Davis, Assistant County Administrator

Tim DeBruler, DeBruler Co.

Eric Foote, Community Development

Ben Gilbertson, County Administrator's Office

Jodi Gingiss, Community Development

Gary Gordon, Finance and Administrative Services

RuthAnne Hall, Purchasing

Sandy Hart, County Board Member

Karla Hasty, Human Resources

Bruce Johnson, Nicasa

Rodney Marion, Human Resources

Amy McEwan, Deputy County Administrator

Jim McCulloch, Treasurer's Office

Debra Nieto, County Clerk's Office

Lora Nordstrom, Information Technology

Forest Pennington, Information Technology

Lore Powell, Information Technology

Scott Roe, Nicasa

Jim Snow, Nicasa

Michael Stevens, Lake County Partners

Paula Trigg, Division of Transportation

Jennie Vana, Communications

Blanca Vela-Schneider, County Board Office

Eric Waggoner, Planning, Building and Zoning

Farrah Watson, Finance and Administrative Services

*Mike Wheeler, Finance and Administrative Services
Carla Wyckoff, County Clerk*

Pro-Tem Chair Carlson, noting that a quorum of the Committee is physically present, reported that Chair Rummel and Member Bartels will participate in the meeting electronically due to an illness.

2. Pledge of Allegiance

Pro-Tem Chair Carlson led Pledge of Allegiance.

3. Approval of Minutes

3.1 [17-0303](#)

Minutes from February 1, 2017.

A motion was made by Member Durkin, seconded by Member Hewitt, that the meeting minute for items 3.1 through 3.3 be approved. Motion carried by voice vote.

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

Absent: 1 - Member Taylor

3.2 [17-0315](#)

Minutes from February 8, 2017.

A motion was made by Member Durkin, seconded by Member Hewitt, that the meeting minute for items 3.1 through 3.3 be approved. Motion carried by voice vote.

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

Absent: 1 - Member Taylor

3.3 [17-0304](#)

Executive Session minutes from February 1, 2017.

A motion was made by Member Durkin, seconded by Member Hewitt, that the meeting minute for items 3.1 through 3.3 be approved. Motion carried by voice vote.

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

Absent: 1 - Member Taylor

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 Pro-Tem Chair Carlson.

7. **Old Business**

There was no old business to conduct.

8. **New Business**

CONSENT AGENDA (Items 8.1 - 8.3)

8.1 **17-0223**

Joint resolution accepting the Healthcare Foundation of Northern Lake County, Illinois, grant and authorizing an emergency appropriation in the amount of \$75,000 for fiscal year (FY) 2017 for costs of ServicePoint.

A motion was made by Member Hewitt, seconded by Member Pedersen, that consent agenda items 8.1 and 8.2 be recommended for adoption to the County Board agenda and that item 8.3 be approved. Motion carried by voice vote.

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

Absent: 1 - Member Taylor

8.2 **17-0280**

Joint resolution authorizing an agreement with Strand Associates, Inc., Joliet, Illinois, for Phase II design engineering services for the intersection improvement of Winchester Road at Illinois Route 83, at a cost of \$313,059.76, and appropriating \$380,000 of ¼% Sales Tax for Transportation funds, and designated as Section 16-00170-13-CH.

8.3 **17-0276**

Joint committee action item approving Change Order Number Four, consisting of an increase of \$4,764.85, for additions to the 2016 concrete patching construction contract, and designated as Section 16-00000-10-GM.

A motion was made by Member Hewitt, seconded by Member Pedersen, that consent agenda items 8.1 and 8.2 be recommended for adoption to the County Board agenda and that item 8.3 be approved. Motion carried by voice vote.

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

Absent: 1 - Member Taylor

REGULAR AGENDA

HEALTH & COMMUNITY SERVICES

8.4 **17-0272**

Joint resolution authorizing an emergency appropriation in the amount of \$480,661.83 in Community Development U.S. Department of Housing & Urban Development (HUD) grant spending as a result of revenue from the sale of homes purchased under Neighborhood Stabilization Program (NSP) and from repayments by previous homebuyers under the HOME Program.

Jodi Gingiss of Community Development stated that the sale of five properties that were

originally purchased and rehabilitated using Neighborhood Stabilization Program (NSP) funds and repayments by homeowners who sold their homes during the HOME-required period of affordability have generated revenue in the amount of \$480,661.83. An emergency appropriation is necessary in order to budget the reinvestment of the funds in the NSP and HOME Programs.

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

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

Absent: 1 - Member Taylor

PUBLIC WORKS & TRANSPORTATION

8.5 [17-0279](#)

Joint resolution authorizing emergency appropriations in fiscal year (FY) 2017 for the Lake County Division of Transportation (LCDOT) capital and bond funds, for projects previously approved and for additional revenue.

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

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

Absent: 1 - Member Taylor

8.6 [17-0293](#)

Joint resolution authorizing, on behalf of the Lake County Coordinated Transportation Services Committee (LCCTSC), separate applications, to the Regional Transportation Authority (RTA), for Section 5310 grants for the continuation of the Ride Lake County Central Project in cooperation with Pace, the Townships of Fremont and Libertyville, and the Villages of Libertyville and Mundelein; and the Ride Lake County West Project in cooperation with Pace, the Townships of Antioch, Avon, Fremont, Grant, Lake Villa and Wauconda, subject to further County Board approval.

Division of Transportation Director Paula Trigg reported that this resolution allows her department to apply for grants on behalf of Lake County Coordinated Transportation Services Committee (LCCTSC).

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

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

Absent: 1 - Member Taylor

8.7 [17-0282](#)

Joint committee action approving acceptance of a cash donation from Chain of Lakes

Community Bible Church, 43 West Grass Lake Road, Lake Villa, Illinois, in the amount of \$444,836.83 under Chapter 90 (Lake County Highway Access Regulation Ordinance) of the Lake County, Illinois, Code of Ordinances.

Division of Transportation Director Paula Trigg reported that the County will be providing improvements to the road and the church has requested that a turning lane, into their property, be included. Their donation is the church's share of the costs associated for the installation of a turning lane.

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

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

Absent: 1 - Member Taylor

8.8 [17-0283](#)

Joint resolution appropriating \$1,785,000 of Motor Fuel Tax funds for the resurfacing of Grass Lake Road, from Illinois Route 83 to Deep Lake Road, and designated as Section 15-00075-13-RS.

Division of Transportation Director Paula Trigg reported that this resolution is for various resurfacing of Grass Lakes Road and is related to the previous committee agenda item.

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

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

Absent: 1 - Member Taylor

8.9 [17-0277](#)

Ordinance requesting the conveyance of parcels of land for right-of-way, permanent and temporary easements from the Village of Round Lake and the Lake County Forest Preserve District (LCFPD) to Lake County, effectuating agreements relating to the right-of-way, construction, and maintenance of improvements along Cedar Lake Road, from Illinois Route 120 to Nippersink Road, appropriating \$8,520,000 of ¼% Sale Tax for Transportation funds, and designated as Section 08-00065-02-RS.

Division of Transportation Director Paula Trigg stated that this is a joint effort project with Lake County Forest Preserve and the Village of Round Lake.

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

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

Absent: 1 - Member Taylor

FINANCIAL & ADMINISTRATIVE

8.10 [17-0232](#)

Resolution approving 2017 Video Gaming revenue grant funding recommendations in the amount of \$545,150.50.

Jodi Gingiss and Eric Foote of Community Development presented the recommended applicants for Video Gaming grant revenue. Ms. Gingiss stated that the County Board approved a policy on the use of video gaming revenue in October 2016. The Housing and Community Development Commission analyzed grant requests in excess of \$2,400,000 and are recommending grants to over a dozen agencies, totaling \$545,000. Discussion ensued.

Member Pedersen clarified that the County is not using grant revenue to fund operational expenses. She stated that the money is being reinvested back into the community to address behavioral health issues, such as gambling addiction. Pro-Tem Chair Carlson encouraged Lake County municipalities to use the gaming revenue to help their residents.

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

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

Absent: 1 - Member Taylor

8.11 [17-0274](#)

Resolution authorizing emergency appropriations for fiscal year (FY) 2017 in various funds for certain projects, items, and activities budgeted in the prior year and not completed.

Finance and Administrative Services Director Gary Gordon and Mike Wheeler of the Finance and Administrative Services Department presented an emergency appropriation request to carry over funds from fiscal year 2016 into fiscal year 2017. These funds are for projects that were not completed in 2016. Mr. Gordon reported that Public Works would have one more round of carry overs for grants and projects that have not been completed but that all other carry over requests from other departments have been completed.

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

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

Absent: 1 - Member Taylor

8.12 [17-0286](#)

Resolution authorizing emergency appropriations in fiscal year (FY) 2017 for the 2015A Capital Projects Fund for interest earned on bond proceeds.

Finance and Administrative Services Director Gary Gordon stated that there is a need for an emergency appropriation for the interest on bonds that were sold for the construction of the Courthouse Expansion Project.

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

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

Absent: 1 - Member Taylor

8.13 [17-0275](#)

Resolution authorizing the sale of real estate and a ground lease located at 3016 Grand Avenue, Waukegan, Illinois, currently owned by Lake County, to Nicasa in the amount of \$259,200.

Finance and Administrative Services Director Gary Gordon and Bruce Johnston of Nicasa presented. Mr. Gordon stated that the County owns the Bridge House, which has been leased by Nicasa for several years. The lease is currently structured that Nicasa will take care of the building and will pay for its rental of the building via the services it provides from court referrals. If Nicasa was to own the building, it would be eligible to apply for additional grant funding. A request has been made to sell the building to Nicasa for its fair market value but keep the land on which the building sits. Nicasa will pay the debt over a six year period, in services, and lease the land for 16 years. The agreement requires Nicasa to operate the building in the same capacity that it currently serves. If Nicasa fails to operate in the same capacity, the County has the authority to take the building back. Mr. Johnston discussed the services that Nicasa provides the County. Discussion ensued.

Member Durkin inquired who would own the parking lot. Mr. Gordon stated that the parking lot is not part of the agreement and that the County would continue to maintain it. Member Hewitt inquired why the land lease is for 16 years. Mr. Gordon replied that it is 10 years after the final payment for the purchase of the building. Discussion continued.

A motion was made that this item be recommended for adoption to the regular agenda. The motion carried unanimously.

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

Absent: 1 - Member Taylor

8.14 [17-0294](#)

Resolution authorizing a contract with Telecom Innovations Group, Itasca, Illinois, for staff augmentation services for voice communication network support for Lake County for a one year period, with renewal options, in an estimated amount of \$67,500.

Lore Nordstrom from Information Technology (IT) and Deputy County Administrator Amy McEwan reported that an IT employee who provides support of enterprise telecommunications accepted the Accelerated Retirement Option. Ms. Nordstrom stated

that the IT department has been looking at opportunities to provide efficient services. She stated that service desk personnel will be trained to offset some of the duties of the retiring employee. Other duties will be augmented on an as-needed basis. Ms. Nordstrom stated that this will allow the County to eliminate the vacant position.

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

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

Absent: 1 - Member Taylor

8.15 [17-0278](#)

Resolution expressing the intention of the County of Lake, Illinois, to make a loan to Hebron Townhouse Apartments, LP, an Illinois limited partnership, to finance a portion of the costs of acquiring, constructing, rebuilding, improving, and extending a multifamily housing facility located in Zion, Illinois, and approving and authorizing the execution of a memorandum of agreement relating to the project.

Finance and Administrative Services Director Gary Gordon and Mike Stevens of Lake County Partners presented. Mr. Gordon indicated that this item was brought for discussion in November 2016. He has worked with Community Development and the Planning, Building and Zoning departments on this matter. He stated that the County's counsel has confirmed that the County has no liability with private activity bonds.

Mr. Stevens discussed private activity bonds. The taxed exempt bonds are used to encourage capital investment in job creation by private companies. The tax code limits the volume of these bonds and its currently limited to \$100 per capita. In Illinois, the state allocates an amount to each local home ruled community. Lake County has taken advantage of pooling the volume cap from Lake County home-ruled communities, resulting in the communities transferring their share of the volume cap to a County-wide pool. While the County issues the bonds, it assumes no financial responsibility of the issues or repayment of the bonds. The borrower services the debt and pays any costs incurred by the County to provide this service.

Mr. Stevens indicated that the private activity bonds would be used to renovate Hebron Townhouse Apartments, a 63 unit, three-bedroom, rental complex. County Board Member Mary Ross Cunningham inquired whether there had been grant funding to this complex in the past. Jodi Gingiss of Community Development reported that the complex did receive some grant funding to replace storm windows and exterior lighting. Discussion ensued.

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

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

Absent: 1 - Member Taylor

9. Executive Session

Executive Session was entered into at 1:39 p.m.

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

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

Absent: 1 - Member Taylor

9.1 [17-0287](#)

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

This item was discussed in Executive Session.

Executive Session was adjourned at 1:46 p.m.

A motion was made by Member Pedersen, seconded by Member Hewitt, to adjourn Executive Session. The motion carried unanimously.

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

Absent: 1 - Member Taylor

9.1A [17-0288](#)

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

A motion was made by Member Hewitt, seconded by Member Pedersen, that this committee action item be approved. Motion carried by voice vote.

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

Absent: 1 - Member Taylor

9.1B [17-0290](#)

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

This matter was approved

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

Absent: 1 - Member Taylor

9.1C [17-0292](#)

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

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

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

Absent: 1 - Member Taylor

10. County Administrator's Report

County Clerk Carla Wyckoff discussed election ballots. Member Hewitt reported that she had a comment from a constituent who felt that the font size of election day ballots were too small. Clerk Wyckoff reported that the font size of ballots are uniform. She noted that election judges have magnifying glasses that can be loaned to voters who require them.

Clerk Wyckoff also addressed the vote by mail date change. She stated that due to the timing between the primaries and general election, there is a shortened window for vote by mail. She added that the Clerk's office is unable to even print the ballots until March 14, 2017 and that ballots cannot be mailed until March 20, 2017. Clerk Wyckoff also noted confusion regarding the Waukegan Township ballots. Discussion ensued.

Mr. Burton reported that the County's land team, which encompasses Public Works, Stormwater Management, the Division of Transportation, Environmental Health Division of the Health Department, and Planning, Building and Zoning departments, will hold its first joint open house meeting. The meeting is to solicit input from the public regarding proposed modifications to the County's ordinances.

11. Members Remarks

There were no members' remarks.

12. Adjournment

The meeting was adjourned at 2:06 p.m.

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

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

Absent: 1 - Member Taylor

Next Meeting: March 29, 2017

Meeting minutes prepared by Blanca Vela-Schneider.

Respectfully submitted,

Chairman

Vice-Chairman

Financial and Administrative Committee