

Lake County Illinois

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



Meeting Minutes - Final

Thursday, October 31, 2019

8:30 AM

Assembly Room, 10th Floor

Financial & Administrative Committee

1. Call to Order

Call to order at 8:30 a.m.

Present 6 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen and Member Wilke

Absent 1 - Member Wasik

Others present:

Dick Barr, County Board

Alex Carr, Communications

Jim Chamernik, Sheriff's Office

Michael Cuffee, Court Administration

Mary Cunningham, County Board

Karen Fox, State's Attorney's Office

Gary Gibson, County Administrator's Office

RuthAnne Hall, Purchasing/Human Resources

Sandy Hart, County Board

Jim Hawkins, County Administrator's Office

Diane Hewitt, County Board

Ryan Horne, Finance and Administrative Services

Doretha Johnson, Division of Transportation

Carl Kirar, Facilities and Construction Services

Chris Kopka, Human Resources

Ann Maine, County Board

Judy Martini, County Board

Jefferson McMillan-Wilhoit, Health Department

Matt Meyers, County Administrator's Office

Jon Nelson, Division of Transportation

Mark Pfister, Health Department

Lore Powell, Finance and Administrative Services

Andrea Rosen, Communications

Mike Rummel, County Board

Shane Schneider, Division of Transportation

Julie Simpson, County Board

Patrice Sutton, Finance and Administrative Services

Micah Thornton, Circuit Court Clerk's Office

Cassandra Torstenson, County Administrator's Office

Blanca Vela-Schneider, County Administrator's Office

Mike Warner, Stormwater Management Commission

Mike Wheeler, Finance and Administrative Services

Teri White, State's Attorney's Office

Rodney Worden, Public Works

2. Pledge of Allegiance

Member Pedersen led the Pledge of Allegiance.

3. Addenda to the Agenda

There were no additions or amendments to the agenda.

4. Public Comment

There were no comments from the public.

5. Chair's Remarks

There were no remarks from the Chair.

6. Old Business

6.1 [19-1371](#)

Resolution authorizing an agreement with ICMA-RC for deferred compensation record-keeping and plan administration services.

Attachments: [Overall Scoresheet for County Board.pdf](#)
[Vendor Disclosure.pdf](#)
[ICMA-RC Administrative Services Agreement Sample.pdf](#)
[19047 Award Recommendation.pdf](#)
[457\(b\) Point Paper - Final.pdf](#)

(Items 6.1 and 6.2 were taken together.)

Jim Hawkins, Deputy County Administrator, presented an agreement for deferred compensation record-keeping and plan administration services. Mr. Hawkins clarified previous information provided to the Lake County Board and reiterated that the 457 Selection Committee's evaluation was based on proposals, tools, and website functionality.

Discussion ensued regarding the notification process to employees.

A motion was made by Member Wilke, seconded by Member Didech, to recommend items 6.1 and 6.2 for adoption to the County Board agenda. The motion carried by the following vote:

Aye: 6 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen and Member Wilke

Absent: 1 - Member Wasik

6.2 [19-1372](#)

Resolution authorizing the appointment of Christine Kopka, Assistant Director of Human Resources and Risk Manager, as the Lake County Deferred Compensation 457(b) Plan's Authorized Agent.

(Items 6.1 and 6.2 were taken together.)

A motion was made by Member Wilke, seconded by Member Didech, to recommend items 6.1 and 6.2 for adoption to the County Board agenda. The motion carried by the following vote:

Aye: 6 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen and Member Wilke

Absent: 1 - Member Wasik

7. **New Business**

CONSENT AGENDA (Items 7.1 - 7.6)

APPROVAL OF MINUTES

PUBLIC WORKS, PLANNING & TRANSPORTATION

7.1 [19-1724](#)

Joint resolution appropriating \$87,600 of County Bridge Tax funds, \$145,500 of Matching Tax funds and \$145,500 of ¼% Sales Tax for Transportation funds for Fiscal Year 2020 general engineering and support services needed to address items such as soil, environmental, drainage, bridge, wetland, easement and right-of-way purchases.

A motion was made by Member Didech, seconded by Member Carlson, that items 7.1 through 7.6 be recommended for adoption/received and placed on the County Board agenda. The motion carried unanimously.

Aye: 6 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen and Member Wilke

Absent: 1 - Member Wasik

7.2 [19-1725](#)

Joint resolution appropriating \$32,000 of County Bridge Tax funds and \$209,000 of Matching Tax funds to provide for Fiscal Year 2020 acquisition of materials and services needed to maintain such items as drainage and bridge facilities, pavements, shoulders, guardrails, fencing, signage, and right-of-way.

A motion was made by Member Didech, seconded by Member Carlson, that items 7.1 through 7.6 be recommended for adoption/received and placed on the County Board agenda. The motion carried unanimously.

Aye: 6 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen and Member Wilke

Absent: 1 - Member Wasik

7.3 [19-1737](#)

Joint resolution appropriating \$40,000 of ¼% Sales Tax for Transportation funds for cellular service, landline phone service, and electrical service to communicate with various Lake County Division of Transportation (LCDOT) field assets, including traffic signals, cameras, pavement sensors, and snow and ice equipment and integration with Lake County PASSAGE.

A motion was made by Member Didech, seconded by Member Carlson, that items 7.1 through 7.6 be recommended for adoption/received and placed on the County Board agenda. The motion carried unanimously.

Aye: 6 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen and Member Wilke

Absent: 1 - Member Wasik

FINANCIAL & ADMINISTRATIVE

7.4 [19-1628](#)

Report from Robin M. O'Connor, County Clerk, for the month of September 2019.

Attachments: [LCC Report for September 2019](#)

A motion was made by Member Didech, seconded by Member Carlson, that items 7.1 through 7.6 be recommended for adoption/received and placed on the County Board agenda. The motion carried unanimously.

Aye: 6 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen and Member Wilke

Absent: 1 - Member Wasik

7.5 [19-1709](#)

Report from Mary Ellen Vanderventer, Recorder of Deeds, for the month of September 2019.

Attachments: [September 2019](#)

A motion was made by Member Didech, seconded by Member Carlson, that items 7.1 through 7.6 be recommended for adoption/received and placed on the County Board agenda. The motion carried unanimously.

Aye: 6 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen and Member Wilke

Absent: 1 - Member Wasik

7.6 [19-1750](#)

Report from Holly Kim, Treasurer, for the month of April 2019.

Attachments: [Cash & Investment Apr 2018.pdf](#)
[Cash & Investment Apr 2019.pdf](#)

A motion was made by Member Didech, seconded by Member Carlson, that items 7.1 through 7.6 be recommended for adoption/received and placed on the County Board agenda. The motion carried unanimously.

Aye: 6 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen and Member Wilke

Absent: 1 - Member Wasik

REGULAR AGENDA

PUBLIC WORKS, PLANNING & TRANSPORTATION

7.7 [19-1736](#)

Joint resolution authorizing a contract with Peter Baker and Son Company, Lake Bluff, Illinois, in the amount of \$572,700 for the resurfacing of Hainesville Road, from Illinois Route 120 to Washington Street, which will be improved under the Illinois Highway Code for a total of .75 miles, appropriating \$690,000 of Motor Fuel Tax funds.

Attachments: [19-1736 Bid Tab, Hainesville Road Resurfacing](#)
[19-1736 Vendor Disclosure, Peter Baker and Son Co.](#)

Shane Schneider, Division of Transportation Director, reported that three bids were received and Peter Baker and Son was identified as the most responsive and responsible bidder. Member Wilke requested that staff do a cursory review of the cost to build an asphalt plant.

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

Aye: 6 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen and Member Wilke

Absent: 1 - Member Wasik

7.8 [19-1739](#)

Joint resolution authorizing an intergovernmental agreement with the University of Pittsburgh, Office of Sponsored Programs, at a maximum cost of \$150,000 for the research and development of an advanced traffic analysis tool for emissions-based traffic signal optimization and appropriating \$165,000 of ¼% Sales Tax for Transportation funds.

Attachments: [19-1739 Emissions Based Traffic Signal Optimization Research Agreeeme](#)

Shane Schneider, Division of Transportation Director, reported that this agreement with the University of Pittsburgh will allow the university to analyze data for emission-based traffic signal optimization.

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

unanimously.

Aye: 6 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen and Member Wilke

Absent: 1 - Member Wasik

7.9 [19-1743](#)

Ordinance amending Chapter 51 of the Lake County Code of Ordinance, sewer-related rates for certain Lake County systems by making modifications to previously approved rates.

Attachments: [19-1743 Modified Rate Ordinance Update based on Rate Study - Highlight](#)

Rodney Worden, Public Works Director, reported this ordinance corrects an inadvertent increase to pass-through charges and amends permit fees related to the discharge of septage and holding tank waste in the water system.

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

Aye: 6 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen and Member Wilke

Absent: 1 - Member Wasik

FINANCIAL & ADMINISTRATIVE

7.10 [19-1772](#)

Discussion regarding amending Chapter 33, Purchasing, of the Code of Ordinances regarding establishing responsible bidder requirements on Public Works projects.

Attachments: [Responsible Bidders Ordinance.pdf](#)

Patrice Sutton, Finance and Administrative Services Director, and RuthAnne Hall, Purchasing, reviewed amendments to the proposed Responsible Bidder Ordinance. Discussion ensued regarding the dollar value of public works projects that would trigger the Responsible Bidder Ordinance and how to enforce the ordinance. Input will be sought from Workforce Development. The dollar threshold will be determined at the next meeting.

A discussion regarding the Responsible Bidders Ordinance was held.

7.11 [19-1769](#)

Discussion regarding Fiscal Year 2020 Budget and annual aggregate tax levy.

Attachments: [NPR List.pdf](#)
[Personnel FTE & PTE 5 Year Charts.pdf](#)
[FY2020 Annual Budget Presentation 103119.pdf](#)
[OverallBudgetSummary 102419.pdf](#)
[List of FY20 Budget Amendments.pdf](#)

Patrice Sutton, Finance and Administrative Services Director, and Mike Wheeler, Finance and Administrative Services, presented amendments to the Fiscal Year (FY) 2020 proposed budget. The overall proposed budget is 9.1 percent higher than the current budget but now includes the Capital Improvement Fund. The budget includes an increase of 21 full time employees and a reduction of 14 part time positions.

The Committee discussed the number of new program requests and the need to control expenses in future fiscal years. The consensus of the committee is to have a reallocation of 31 percent of the fund balance. Director Sutton reported that the County would need to amend union contracts to make Martin Luther King a permanent holiday and may require additional time to complete. Discussion ensued regarding options to reduce tax levy. The consensus is to have a flat levy for FY 2020.

Gary Gibson, Interim County Administrator, reported that Director Sutton and her team received the Government Finance Officers Association (GFOA) award for the twelfth straight year.

The Committee discussed the Fiscal Year 2020 Budget and annual aggregate tax levy.

8. Executive Session

8.1 19-1767

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

This item was postponed until the November 7, 2019 Financial and Administrative Committee meeting.

9. County Administrator's Report

9.1 [19-1718](#)

County Administrator issued performance increases.

Gary Gibson, Interim County Administrator, reported on performance increases, authorized by the County Administrator, for a Division of Transportation (DOT) employee and two Court Administration employees.

Interim County Administrator Gibson reported that the recruitment for the Human Resources Director is underway.

County Administrator issued performance increases were discussed.

10. Members Remarks

There were no remarks from members.

11. Adjournment

The meeting was adjourned at 10:56 a.m.

A motion was made by Member Didech, seconded by Member Wilke, to adjourn the

meeting. The motion carried unanimously.

Aye: 6 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen and Member Wilke

Absent: 1 - Member Wasik

Next Meeting: November 7, 2019

Minutes prepared by Blanca Vela-Schneider.

Respectfully submitted,

Chair

Vice-Chair

Financial and Administrative Committee