

# Lake County Illinois

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



## **Meeting Minutes - Final**

**Wednesday, November 6, 2013**

**1:00 PM**

**Assembly Room**

**Financial and Administrative Committee**

**1. Call to Order**

*Chair Paxton called the meeting to order at 1:00 p.m.*

**Present** 7 - Chair Paxton, Vice Chair Pat Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

*Others present:*

*Yvette Albarran, Finance and Administrative Services*

*Barry Burton, County Administrator*

*Keith Brin, Circuit Clerk*

*Craig Creighton, Finance and Administrative Services*

*Gary Gordon, Finance and Administrative Services*

*RuthAnne Hall, Purchasing*

*Karla Hasty, Human Resources*

*Peter Kolb, Public Works*

*Aaron Lawlor, County Board Chair*

*Monica McClain, Human Resources*

*Matt Meyers, Planning, Building and Development*

*Jerry Nordstrom, Health Department*

*Amy Pechacek, Risk*

*Anita Patel, Finance and Administrative Services*

*Mark Pfister, Health Department*

*Jeanne Polydoris, Circuit Clerk Office*

*Sandra Salgado, Sheriff's Office*

*Jennifer Serino-Stasch, Workforce Development*

*Patrice Sutton-Burger, Finance and Administrative Services*

*Robert Szarzynski, Human Resources*

*Kirk Talbott, Information Technology*

*Paula Trigg, Division of Transportation*

*Jeremiah Varco, Finance and Administrative Services*

*Blanca Vela-Schneider, County Board Office*

*Eric Waggoner, Planning, Building and Development*

*Ryan Waller, County Administrator's Office*

**2. Pledge of Allegiance**

*Chair Paxton led the Pledge of Allegiance.*

**3. Approval of Minutes**

*There were no minutes to approve.*

**4. Added to Agenda**

*There were no items added to the agenda.*

**5. Public Comment**

*There was no public comment.*

6. Old Business

*There was no old business to conduct.*

7. New Business

**PLANNING, BUILDING, & ZONING**

7.1 13-1246

Joint resolution approving an intergovernmental agreement with the Village of Lindenhurst to provide administrative adjudication services by the Lake County Department of Planning, Building, & Development.

**Attachments:** [Lindenhurst-LC Hearing IGA.pdf](#)

*Matt Meyers of Planning, Building, and Development presented an intergovernmental agreement with the Village of Lindenhurst to provide administrative adjudication services by Lake County's Planning, Building, and Development Department. The County currently reviews building building plans, inspects, and enforces on behalf of the Village of Lindenhurst. The intergovernmental agreement will allow the County to also assist Lindenhurst with administrative adjudication services on an as-needed basis for non law-enforcement violations.*

**A motion was made by Member Carlson, seconded by Member Sauer, that this resolution be recommended to the County Board for adoption. Motion carried by the following vote:**

**Aye:** 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

**LAW & JUDICIAL**

7.2 13-1093

Joint resolution authorizing an emergency appropriation from the Court Document Storage Fund (258) to provide additional functionality for public access to court records and E-Filing.

*Circuit Clerk Keith Brin presented a resolution for an emergency appropriation from the Court Document Storage Fund (258) to provide additional functionality for public access to court records and E-Filing. In addition to enhancements sought by the Circuit Court Judges to the E-Filing application, updates to the website are needed and a mobile-based application needs to be created. Mr. Brin identified how the additional enhancements will improve functionality with users and judges. Upon inquiry from Vice Chair Carey, Mr. Brin reported that it is possible additional enhancements may be sought in the future.*

**A motion was made by Member Rummel, seconded by Member Sauer, that this resolution be recommended to the County Board for adoption. Motion carried by the following vote:**

**Aye:** 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

7.3 13-1264

Joint resolution authorizing the renewal of the State's Attorney's Prosecutor-Based Victim Services grant program, awarded by the Illinois Criminal Justice Information Authority (ICJIA), including \$61,553 in federal funds.

**Attachments:** [213XX Announcement\\_ltr.docx](#)

*Patrice Sutton-Burger of Finance and Administrative Services presented a joint resolution authorizing the renewal of the State's Attorney's Prosecutor-Based Victim Services grant program. The focus of the grant is to provide advocacy services to the under-served victim population of misdemeanor domestic violence, aggravated battery, cyber-crime, identity theft, and fraud.*

**A motion was made by Member Carlson, seconded by Member Sauer, that this resolution be recommended to the County Board for adoption. Motion carried by the following vote:**

**Aye:** 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

7.4 13-1265

Joint resolution authorizing the renewal of the State's Attorney's Crime Analysis grant program, awarded by the Illinois Criminal Justice Information Authority (ICJIA), including \$51,579 in federal funds.

**Attachments:** [ICJIA Budget Committe Designations.pdf](#)

*Patrice Sutton-Burger of Finance and Administrative Services presented a joint resolution authorizing the renewal of the State's Attorney's Crime Analysis grant program. The grant funding will be used to enhance gang information, intelligence-sharing, and contribute toward information-sharing systemic improvements.*

**A motion was made by Member Mandel, seconded by Member Rummel, that this resolution be recommended to the County Board for adoption. Motion carried by the following vote:**

**Aye:** 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

7.5 13-1266

Joint resolution authorizing an extension and increase of Juvenile Accountability Block Grant (JABG) funding for the State's Attorney's Victim/Offender Mediation (VOM) program, originally administered through the Illinois Criminal Justice Information Authority (ICJIA), but transferred to the Illinois Department of Human Services (IDHS) to support the program through June 30, 2014, and an emergency appropriation of \$4,934.

**Attachments:** [JABG Grant Tansfer from ICJIA to IDHS.pdf](#)

**A motion was made by Member Rummel, seconded by Member Sauer, that this resolution be recommended to the County Board for adoption. Motion carried by the following vote:**

**Aye:** 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

**HEALTH & COMMUNITY SERVICES**

**7.6 13-1258**

Joint resolution authorizing a contract with Superior Health Linens of Cudahy, WI for linen and laundry services for various Lake County facilities for a two year period, with renewals, in the estimated annual amount of \$287,500.

*RuthAnne Hall of Purchasing presented a contract with Superior Health Linens for linen and laundry services for various Lake County facilities for a two year period, with renewals. Superior Health Linens is the County's current contractor and was the only vendor who submitted a bid. There is an eight percent reduction in the unit cost for the clean dry weight of linen and will result in an estimated savings of \$19,000.*

**A motion was made by Member Carlson, seconded by Member Sauer, that this resolution be recommended to the County Board for adoption. Motion carried by the following vote:**

**Aye:** 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

**7.7 13-1207**

Joint resolution authorizing line-item transfers between various funds for the purpose of transferring previously approved funds in 2013.

**Attachments:** [Line Item Transfer -11.12.13.pdf](#)

*Anita Patel of Finance and Administrative Services presented a joint resolution authorizing line-item transfers for the Health Department and Winchester House.*

**A motion was made by Member Carlson, seconded by Member Mandel, that this resolution be recommended to the County Board for adoption. Motion carried by the following vote:**

**Aye:** 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

**7.8 13-1272**

Joint resolution amending Lake County Board of Health Ordinance Article XIII regarding the environmental health fees schedule.

**Attachments:** [Article XIII Fees](#)

*Mark Pfister of the Health Department presented a resolution amending the Lake County Board of Health Ordinance Article XIII regarding the environmental health fees schedule. The fee amendments are in conjunction with Article V of the Ordinance. Fees will be assessed only to owners who are not in compliance with the service requirements on Onsite Wastewater Treatment Systems. The amendments to this ordinance are projected to result in a loss of \$3,000 of revenue.*

**A motion was made by Member Carlson, seconded by Member Mandel, that this resolution be recommended to the County Board for adoption. Motion carried by**

the following vote:

**Aye:** 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

**7.9 13-1273**

Joint resolution authorizing an emergency appropriation in FY13 in the amount of \$90,735 from the Public Health Institute of Metropolitan Chicago for the Care and Prevention in the United States (CAPUS) grant.

**Attachments:** [Emergency Appropriation FY 13](#)

*Mark Pfister of the Health Department presented a joint resolution authorizing an emergency appropriation in FY2013 for the Care and Prevention in the United States grant. Funding will be used for a new full-time Community Health Associate II that will act as the HIV testing site coordinator, a part-time program assistant who will be responsible for data entry and program support, and other non-personnel expenses. If the grant is discontinued, the positions associated with the grant will be eliminated.*

**A motion was made by Member Rummel, seconded by Member Sauer, that this resolution be recommended to the County Board for adoption. Motion carried by the following vote:**

**Aye:** 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

**7.10 13-1274**

Joint resolution authorizing an emergency appropriation in FY14 in the amount of \$9,265 from the Public Health Institute of Metropolitan Chicago for the Care and Prevention in the United States (CAPUS) grant.

**Attachments:** [CAPUS Emergency Appropriation FY14](#)

**A motion was made by Member Mandel, seconded by Member Rummel, that this resolution be recommended to the County Board for adoption. Motion carried by the following vote:**

**Aye:** 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

**7.11 13-1259**

Joint resolution accepting the Illinois Department of Commerce and Economic Opportunity (DCEO) Trade Adjustment Assistance (TAA) grant modification and authorizing an emergency appropriation in the amount of \$375,863.74.

**Attachments:** [Nov '13 - LCWD Grant Modifications](#)

*Jennifer Serino-Stasch of Workforce Development presented a joint resolution accepting the Illinois Department of Commerce and Economic Opportunity (DCEO) Trade Adjustment Assistance (TAA) grant modification and authorizing an emergency appropriation. The grant funding will be used to pay tuition, fees, and books for individuals impacted by TAA certified layoff events and will cover the program through September 30, 2014.*

**A motion was made by Member Mandel, seconded by Member Sauer, that this resolution be recommended to the County Board for adoption. Motion carried by the following vote:**

**Aye:** 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

**PUBLIC WORKS & TRANSPORTATION**

**7.12 13-1248**

Joint resolution authorizing a contract with Rickman Contract Services, Inc. of LaGrange, IL, for water meter reading services in the estimated annual amount of \$78,500.

**Attachments:** [13-1248 Meter Reading Bid Tab 13274.pdf](#)  
[13-1248 Rickman Award Recommendation.pdf](#)

**A motion was made by Member Sauer, seconded by Member Taylor, that items 7.12 through 7.24 be recommended to the County Board for adoption. Motion carried by the following vote:**

**Aye:** 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

**7.13 13-1277**

Ordinance amending the Rate Ordinance for the use and service of certain waterworks and sewerage systems of the County of Lake.

**Attachments:** [13-1277 Rate Ordinance Surcharge](#)  
[13-1277 Rate Ordinance Attachment A Laboratory Test Fees](#)

**A motion was made by Member Sauer, seconded by Member Taylor, that items 7.12 through 7.24 be recommended to the County Board for adoption. Motion carried by the following vote:**

**Aye:** 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

**7.14 13-1271**

Joint resolution notifying municipalities within the Northwest Lake Facilities Planning Areas (FPA) of the implementation of an excess flow surcharge.

**Attachments:** [13-1271 Wholesale Rate Schedule Attachment.pdf](#)

**A motion was made by Member Sauer, seconded by Member Taylor, that items 7.12 through 7.24 be recommended to the County Board for adoption. Motion carried by the following vote:**

**Aye:** 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

**7.15 13-1254**

Joint resolution executing a Pole Attachment Agreement with Commonwealth Edison (ComEd) for the Automated Meter Reading (AMR) project.

**Attachments:** [13-1254 Com Ed DRAFT Attachment Agreement.pdf](#)

**A motion was made by Member Sauer, seconded by Member Taylor, that items 7.12 through 7.24 be recommended to the County Board for adoption. Motion carried by the following vote:**

**Aye:** 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

**7.16 13-1280**

Ordinance amending the Central Lake County Joint Action Water Agency (CLCJAWA) Agreement and Water Purchase and Sale Contract, as well as consenting to admission of additional members to CLCJAWA.

**Attachments:** [13-1280 CLCJAWA Member Consent Ordinance Attachment](#)

**A motion was made by Member Sauer, seconded by Member Taylor, that items 7.12 through 7.24 be recommended to the County Board for adoption. Motion carried by the following vote:**

**Aye:** 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

**7.17 13-1260**

Ordinance establishing Special Service Area (SSA) Number 16 of the County of Lake, Illinois, and declaring the authority relating to the issuance of bonds in an amount not to exceed \$46,000,000 for the purpose of paying the cost of providing special services in and for such area.

**Attachments:** [13-1260 SSA 16 Establishing Ordinance and Exhibits.pdf](#)

*Assistant County Administrator Ryan Waller and Director of Public Works Peter Kolb provided a timeline regarding the sale of bonds.*

**A motion was made by Member Sauer, seconded by Member Taylor, that items 7.12 through 7.24 be recommended to the County Board for adoption. Motion carried by the following vote:**

**Aye:** 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

**7.18 13-1285**

Joint resolution appropriating \$160,000 of 1/4 percent sales tax for Transportation and Public Safety funds for the closing costs associated with the of sale of \$30,000,000 General Obligation (GO) Bonds, Sales Tax Alternate Revenue Source, Series 2013.

**A motion was made by Member Sauer, seconded by Member Taylor, that items 7.12 through 7.24 be recommended to the County Board for adoption. Motion carried by the following vote:**

**Aye:** 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

**7.19 13-1283**

Joint resolution authorizing an emergency appropriation not to exceed \$6,950,000 in the 1/4 percent sales tax for Transportation and Public Safety fund, and the 2013 Tax

Exempt General Obligation (GO) Bond Debt Service fund with an inter-fund transfer between the two funds.

**A motion was made by Member Sauer, seconded by Member Taylor, that items 7.12 through 7.24 be recommended to the County Board for adoption. Motion carried by the following vote:**

**Aye:** 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

**7.20 13-1281**

Joint resolution appropriating \$77,700 of County Bridge Tax funds, \$129,200 of Matching Tax funds, and \$112,600 of 1/4 percent Sales Tax for Transportation and Public Safety funds for FY 2014 miscellaneous services needed to address soil, environmental, drainage, bridge and wetland concerns and right-of-way purchases during FY 2014, and designated as Section 14-00000-02-EG.

**A motion was made by Member Sauer, seconded by Member Taylor, that items 7.12 through 7.24 be recommended to the County Board for adoption. Motion carried by the following vote:**

**Aye:** 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

**7.21 13-1282**

Joint resolution appropriating \$30,000 of County Bridge Tax funds and \$50,000 of Matching Tax funds to provide for FY 2014 acquisition of materials and services needed to maintain drainage and bridge facilities, pavements, shoulders, guardrails, fencing, and right-of-way, and designated as Section 14-00000-03-GM.

**A motion was made by Member Sauer, seconded by Member Taylor, that items 7.12 through 7.24 be recommended to the County Board for adoption. Motion carried by the following vote:**

**Aye:** 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

**7.22 13-1267**

Joint resolution authorizing an agreement with Reynolds, Smith and Hills, Inc., St Charles, Illinois, for Phase I preliminary engineering for the intersection improvement of Wadsworth Road at Lewis Avenue, for a maximum cost of services described as \$361,957.36, appropriating \$435,000 of 1/4 percent Sales Tax for Transportation and Public Safety funds, and designated as Section 13-00055-06-WR.

**Attachments:** [13-1267 Wadsworth Road at Lewis Avenue Consultant Agreement Draft](#)

**A motion was made by Member Sauer, seconded by Member Taylor, that items 7.12 through 7.24 be recommended to the County Board for adoption. Motion carried by the following vote:**

**Aye:** 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

**7.23 13-1286**

Ordinance requesting the conveyance of parcels of land for right-of-way, permanent easements, and temporary easements from the Lake County Forest Preserve District (LCFPD) to Lake County, and effectuating an agreement relating to the construction and maintenance of the improvements to River Road at Roberts Roads, and designated as Section 07-00086-08-CH.

**Attachments:** [13-1286 River Road and Roberts Road Agreement Draft](#)

**A motion was made by Member Sauer, seconded by Member Taylor, that items 7.12 through 7.24 be recommended to the County Board for adoption. Motion carried by the following vote:**

**Aye:** 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

**7.24 13-1269**

Joint resolution appropriating \$60,000 of 1/4 percent sales tax for Transportation and Public Safety funds for the acquisition of necessary right-of-way, by agreement or condemnation, and other right-of-way costs associated with the removal of the intersection of O'Plaine Road at Kennedy Drive and to make an internal roadway improvement in the adjacent subdivision, and designated as Section 09-00109-06-CH

**A motion was made by Member Sauer, seconded by Member Taylor, that items 7.12 through 7.24 be recommended to the County Board for adoption. Motion carried by the following vote:**

**Aye:** 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

**FINANCIAL & ADMINISTRATIVE**

**7.25 13-1229**

Committee action approving Amendment No. 1 to Lake County Agreement #90185 for engineering services for the replacement of the fire alarm system for the Courts Complex.

*RuthAnne Hall of Purchasing and Jeremiah Varco of Finance and Administrative Services presented Amendment No. 1 to Lake County Agreement #90185 for engineering services for the fire alarm system replacement at the Courts Complex. Mr. Varco indicated the background base plans have been updated since the original contract was awarded and necessitates a change order to complete the replacement project.*

**A motion was made by Member Mandel, seconded by Member Taylor, that this committee action item be approved. Motion carried by the following vote:**

**Aye:** 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

**7.26 13-1261**

Resolution authorizing emergency appropriations for FY 2014 in various funds for certain projects, items and activities, which were budgeted in the prior year and not completed.

**Attachments:** [November Carryovers for FY14.pdf](#)

**A motion was made by Member Carlson, seconded by Member Rummel, that this**

**resolution be recommended to the County Board for adoption. Motion carried by the following vote:**

**Aye:** 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

*Chair Paxton identified items 9, 9.1, and 9.2 are being moved up on the agenda.*

**9. County Administrator's Report**

*Director of Finance and Administrative Services Gary Gordon reported on the sale of the \$30,000,000 General Obligation Bonds. Bonds were sold at 2.09% due to the County's AAA bond rating.*

**9.1 13-1287**

Report on the departmental update from Human Resources.

*Rodney Marion, Amy Pechacek, Karla Hasty, Monica McClain, and Robert Szarzynski of Human Resources provided department updates regarding recruitment and hiring of employees, employee relations, compensation, organization development, payroll, benefits administration, and risk management.*

*The Committee discussed obtaining quotes for lower self-insured risks costs and deductibles, and increasing the coverages for cyber liability and crime. The Committee also discussed outsourcing workers' compensation claims. Chair Paxton reported that he is happy to see the wellness and safety programs improving employee health and safety.*

**9.2 13-1288**

Presentation of the Economic Indicator Report.

*Patrice Sutton-Burger of Finance and Administration presented the Economic Indicator report. She noted the motor fuel tax is improving but sales tax is trending lower. Sales tax in the County is inconsistent with what other municipalities are experiencing.*

**8. Executive Session**

*Executive Session was entered into at 2:11 p.m.*

**A motion was made by Member Carlson, seconded by Member Sauer, to go into executive session. The motion carried unanimously.**

**Aye:** 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

**8.1 13-1275**

Executive session to discuss pending litigation § 5 ILCS 120/2(c)(11).

*Executive Session was adjourned at 2:20 p.m.*

**A motion was made by Member Rummel, seconded by Member Sauer, to come out of executive session. The motion carried unanimously.**

**Aye:** 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

8.2 13-1276

Committee action authorizing a settlement agreement regarding Juanita Hillsman vs. Lake County.

**A motion was made by Member Rummel, seconded by Member Mandel, that this committee action item be approved. Motion carried by the following roll call vote:**

**Aye:** 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

10. Adjournment

*Chair Paxton adjourned the meeting at 2:22 p.m.*

*Minutes prepared by Blanca Vela-Schneider.*

*Respectfully submitted,*

\_\_\_\_\_  
*Chairman*

\_\_\_\_\_  
*Vice-Chairman*

\_\_\_\_\_  
*Financial and Administrative Committee*