

# Lake County Illinois

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



## **Meeting Minutes - Final**

**Wednesday, October 21, 2015**

**11:00 AM**

**Joint Budget Meeting**

**Assembly Room, 10th Floor**

**Revenue, Records, and Legislation Committee**

1. Call to Order

*Chair Hewitt called the Revenue, Records and Legislation meeting to order at 11:00 a.m.*

**Present** 7 - Chair Hewitt, Vice Chair Mathias, Member Durkin, Member Nixon, Member Rummel, Member Werfel and Member Wilke

*Chair Paxton noted the Finance and Administrative Committee has been in session since 8:30 a.m.*

*Present 7 - Chair Carlson, Vice Chair Hart, Member Calabresa, Member Cunningham, Member Mandel, Member Pedersen and Member Weber*

*Others Present:*

*Yvette Albarran, Finance and Administrative Services*

*Marty Paulson, Chief County Assessor*

*Ben Gilbertson, County Administrator's Office*

*Donna Jo Maki, Executive Justice Council*

*Sandra Hart, County Board Member*

*Farrah Watson, Finance and Administrative Services*

*Chuck Bartels, County Board Member*

*Steve Carlson, County Board Member*

*David Stolman, Treasurer*

*Linda Pedersen, County Board Member*

*Carol Calabresa, County Board Member*

*Tom Weber, County Board Member*

*Michael Schieve, Finance and Administrative Services*

*Don Gloor, Finance and Administrative Services*

*RuthAnne Hall, Finance and Administrative Services*

*Jennie Vana, County Administrator's Office*

*Ryan Waller, County Administrator's Office*

*Anthony Cooling, Finance and Administrative Services*

*Barry Burton, County Administrator*

*Gary Gordon, Finance and Administrative Services*

*Patrice Sutton, Finance and Administrative Services*

*Heidie Hernandez, County Board Office*

*Kipp Wilson, County Clerk's Office*

*Kimberly Mannette, Information Technology*

*Debra Nieto, County Clerk's Office*

*Carla Wyckoff, County Clerk*

*Mary Ellen Vanderverter, Recorder of Deeds*

*Cynthia Pruiim-Haran, Recorder of Deeds*

*Jim McCulloch, Treasurer's Office*

*Raymond Rose, Sheriff's Office*

*Elizabeth Thiclen, Nicasa Behavioral Health Services*

*Adlil Issakoo, County Administrator's Office*

*Amy McEwan, County Administrator's Office*

*Aaron Lawlor, County Board Chairman*

2. **Pledge of Allegiance**

*Chair Paxton noted the Pledge of Allegiance had been recited at 8:30 a.m.*

3. **Public Comment**

*There were no public comments.*

4. **New Business**

4.1 **15-1076**

Presentation and consideration of proposed FY 2016 Budget (see complete recommended budget attached).

*Director of Finance and Administrative Services Gary Gordon presented on overall trends effecting the departments on the agenda, such as improvements in the real estate market, decreases in foreclosure sales, and a decrease in recordings. Mr. Gordon also added that 2016 is a presidential election year and is the reason for the recommended budget increase.*

4.2 **15-1111**

Joint committee action approving the recommended FY 2016 budget for the County Clerk.

*Anthony Cooling of Finance and Administrative Services and County Clerk Carla Wyckoff presented. Mr. Cooling reviewed the County Clerk's budget highlights and added that it is difficult to compare year to year due to the cost variability. Presidential and midterm elections make cost variable. New state mandates that impacted the budget include election day registration, universal early voting sites, and increased early voting hours. He noted there will be no State reimbursements for election judges. An analysis was preformed which determined that the costs to run a presidential election is approximately \$800,000. Mr. Cooling also notified the committees that marriage, birth and death certificate revenues have increased to reflect the increased fee amount which was passed by the County Board in March 2015.*

*Clerk Wyckoff reported on the increases related to presidential elections, title searches, and the increases in fees.*

*Discussion ensued regarding the reimbursement and payment for the election judges.*

**A motion was made by Member Werfel, seconded by Member Nixon, that this item be approved. The motion carried by the following vote:**

**Aye:** 7 - Chair Hewitt, Vice Chair Mathias, Member Durkin, Member Nixon, Member Rummel, Member Werfel and Member Wilke

*Financial and Administrative Committee*

*A motion was made by Member Rummel, seconded by Member Sauer, that this item be approved. The motion carried by the following vote:*

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

4.3 [15-1112](#)

Joint committee action approving the recommended FY 2016 budget for Vital Records Automation.

**A motion was made by Member Nixon, seconded by Member Wilke, that this item be approved. The motion carried by the following vote:**

**Aye:** 7 - Chair Hewitt, Vice Chair Mathias, Member Durkin, Member Nixon, Member Rummel, Member Werfel and Member Wilke

*Financial and Administrative Committee*

*A motion was made by Member Rummel, seconded by Member Sauer, that this item be approved. The motion carried by the following vote:*

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

4.4 [15-1113](#)

Joint committee action approving the recommended FY 2016 budget for the Recorder of Deeds.

*Anthony Cooling of Finance and Administrative Services provided the budget highlights, three vacant full time positions and one part time position have been eliminated.*

*Some discussion occurred regarding the full time vacant positions and it was reported that the positions remained vacant because there was no need to fill them.*

**A motion was made by Member Nixon, seconded by Member Wilke, that this item be approved. The motion carried by the following vote:**

**Aye:** 7 - Chair Hewitt, Vice Chair Mathias, Member Durkin, Member Nixon, Member Rummel, Member Werfel and Member Wilke

*Financial and Administrative Committee*

*A motion was made by Member Mandel, seconded by Member Carlson, that this item be approved. The motion carried by the following vote:*

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

4.5 [15-1114](#)

Joint committee action approving the recommended FY 2016 budget for the Recorder Automation Fee.

*Anthony Cooling of Finance and Administrative Services reviewed the budget highlights for both the Recorder Automation and GIS Automation funds. The Recorder Automation's historical downturn in the recorded documents caused a reduction in the Recorder Automation fund. The use of interns has allowed the office to reduce the headcount by one part time position. GIS Automation budget reflects a drop in the number of recorded documents adding that the fee is a flat rate of six dollars per recording document. This is a statutorily authorized fee and will be recorded in a separate fund.*

**A motion was made by Member Werfel, seconded by Member Nixon, that items 15-1114 and 15-1115 be approved. The motion carried by the following vote:**

**Aye:** 7 - Chair Hewitt, Vice Chair Mathias, Member Durkin, Member Nixon, Member Rummel, Member Werfel and Member Wilke

*Financial and Administrative Committee*

*A motion was made by Member Sauer, seconded by Member Mandel, that items 15-1114 and 15-1115 be approved. The motion carried by the following vote:*

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

**4.6 [15-1115](#)**

Joint committee action approving the recommended FY 2016 budget for the GIS Automation Fee.

**A motion was made by Member Werfel, seconded by Member Nixon, that items 15-1114 and 15-1115 be approved. The motion carried by the following vote:**

**Aye:** 7 - Chair Hewitt, Vice Chair Mathias, Member Durkin, Member Nixon, Member Rummel, Member Werfel and Member Wilke

*Financial and Administrative Committee*

*A motion was made by Member Sauer, seconded by Member Mandel, that items 15-1114 and 15-1115 be approved. The motion carried by the following vote:*

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

**4.7 [15-1116](#)**

Joint committee action approving the recommended FY 2016 budget for the Chief County Assessment Office.

*Anthony Cooling of Finance and Administrative Services reported on the budget highlights. There has been a reorganization which resulted in the transfer of six full time GIS technicians from the Information Technology Department to the Chief County Assessment Office. Five full time employees who support the Board of Review appeals have been separately reported in the Board of Review budget, and two part time positions were combined to create one full time position. As a result of the reorganization, there are two more full time positions and two less part time positions. There is a \$150,000 reduction in publications due to the fact that this is not a general assessment year, and there is a new program request for monument documentation which has been recommended for funding.*

*Chief County Assessor Marty Paulson gave a brief explanation of the reductions, program request, and reorganization which recently occurred.*

*Discussion ensued regarding the reduction of publications, staffing levels, and the need for the GIS monuments.*

**A motion was made by Member Durkin, seconded by Member Wilke, that this item**

**be approved. The motion carried by the following vote:**

**Aye:** 7 - Chair Hewitt, Vice Chair Mathias, Member Durkin, Member Nixon, Member Rummel, Member Werfel and Member Wilke

*Financial and Administrative Committee*

*A motion was made by Member Carlson, seconded by Member Rummel, that this item be approved. The motion carried by the following vote:*

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

**4.8 [15-1117](#)**

Joint committee action approving the recommended FY 2016 budget for the Board of Review.

*Anthony Cooling of Finance and Administrative Services reviewed the budget highlights. As previously addressed, the Board of Review was removed from the Chief County Assessment Office budget in fiscal year 2015. A new fund was created for the Board of Review's five full time employees.*

*Chief County Assessor Marty Paulson noted per diem fees have been reduced by \$150,000 to \$75,000 for FY2016.*

**A motion was made by Member Nixon, seconded by Member Werfel, that this item be approved. The motion carried by the following vote:**

**Aye:** 7 - Chair Hewitt, Vice Chair Mathias, Member Durkin, Member Nixon, Member Rummel, Member Werfel and Member Wilke

*Financial and Administrative Committee*

*A motion was made by Member Rummel, seconded by Member Mandel, that this item be approved. The motion carried by the following vote:*

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

**4.9 [15-1118](#)**

Joint committee action approving the recommended FY 2016 budget for the Treasurer.

*Anthony Cooling of Finance and Administrative Services presented the Treasurer's Office budget highlights. The tax system purchased in 2014 is on schedule for implementation in 2017. Interest revenue has increased due to an expected rise in the interest rate by the federal reserve and investment portfolio changes.*

**A motion was made by Member Werfel, seconded by Member Wilke, that this item be approved. The motion carried by the following vote:**

**Aye:** 7 - Chair Hewitt, Vice Chair Mathias, Member Durkin, Member Nixon, Member Rummel, Member Werfel and Member Wilke

*Financial and Administrative Committee*

*A motion was made by Member Rummel, seconded by Member Mandel, that this item be approved. The motion carried by the following vote:*

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

**4.10 15-1119**

Joint committee action approving the recommended FY 2016 budget for Tax Sale Automation.

*County Treasurer David Stolman invited the committee members to attend the Automation Tax sale.*

*Discussion ensued in regards to the location and process of the Tax Sale Automation*

**A motion was made by Member Nixon, seconded by Member Durkin, that this item be approved. The motion carried by the following vote:**

**Aye:** 7 - Chair Hewitt, Vice Chair Mathias, Member Durkin, Member Nixon, Member Rummel, Member Werfel and Member Wilke

*Financial and Administrative Committee*

*A motion was made by Member Sauer, seconded by Member Carlson, that this item be approved. The motion carried by the following vote:*

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

**5. Adjournment of the Revenue, Records, and Legislation Committee. The Financial and Administrative Committee may remain in session to review and approve other departmental budgets.**

*Meeting adjourned at 11:57 a.m. The Finance and Administrative Committee remained in session.*

**A motion was made by Member Durkin, seconded by Member Nixon, that the meeting be adjourn. The motion carried unanimously.**

**Aye:** 7 - Chair Hewitt, Vice Chair Mathias, Member Durkin, Member Nixon, Member Rummel, Member Werfel and Member Wilke

*Meeting minutes prepared by Heidie Hernandez.*

*Respectfully submitted,*

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*Chairman*

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*Vice-Chairman*

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*Revenue, Records, and Legislation Committee*