

Lake County Illinois

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



Meeting Minutes - Final

Wednesday, October 30, 2013

1:00 PM

Assembly Room

Financial and Administrative Committee

1. **Call to Order**

Chair Paxton called the meeting to order at 1:02 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

Chris Creighton, Finance and Administrative Services

Gary Gordon, Finance and Administrative Services

RuthAnne Hall, Finance and Administrative Services

Sandra Hart, County Board Member

Diane Hewitt, County Board Member

Aaron Lawlor, County Board Chair

Ashley Lucas, County Administrator's Office

Amy McEwan, Deputy County Administrator

Kelly Merz, County Board Office

Audrey Nixon, County Board Member

Anita Patel, Finance and Administrative Services

Lisa Renley, Communications

Sandra Salgado, Sheriff's Office

Brandy Schroff, Purchasing

Mary Stevens, Circuit Court

Patrice Sutton-Burger, Finance and Administrative Service

Kirk Talbott, Information Technology

Jennie Vana, Communications

Jeremiah Varco, Finance and Administrative Services

Ryan Waller, County Administrator's Office

Tom Weber, County Board Member

2. **Pledge of Allegiance**

Chair Paxton led the group in the Pledge of Allegiance.

3. **Approval of Minutes**

3.1 **13-1189**

Minutes from October 16, 2012.

Attachments: [HCS 10.16.12 Final.pdf](#)

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

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

3.2 13-1192

Minutes from October 17, 2012.

Attachments: [PWT Minutes 10.17.12 Final.pdf](#)

A motion was made by Member Mandel, seconded by Member Sauer, that the minutes be approved. The motion carried by the following vote:

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

3.3 13-1193

Minutes from October 17, 2012.

Attachments: [F&A Minutes 10.17.12 Final.pdf](#)

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

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

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

PUBLIC WORKS & TRANSPORTATION

7.1 13-1230

Joint resolution authorizing emergency appropriations from various funds for capital projects in the Fiscal Year (FY) 2014 Capital Improvement Program.

Attachments: [CAPITAL IMPROVEMENTS emergency appropriation.pdf](#)

Patrice Sutton-Burger of Finance and Administrative Services presented a joint resolution authorizing emergency appropriations from various funds for capital projects in the Fiscal Year 2014 Capital Improvement Program. Ms. Burger explained that the Division of Transportation and Public Works have planned capital projects as discussed in the 2014 budget hearings, and this action appropriates the funds to complete the projects.

A motion was made by Member Rummel, seconded by Member Carlson, that this resolution be recommended for adoption to the County Board agenda. Motion carried by voice vote.

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

7.2 13-1217

Joint resolution authorizing a professional services agreement with Trotter and Associates, Inc., St. Charles, IL in the amount of \$165,245 for professional services to assist in updating sewer and water ordinances, as well as establishing a pretreatment ordinance, in order to meet Illinois Environmental Protection Agency (IEPA) regulations.

Attachments: [13-1217 DRAFT Trotter Proposal.pdf](#)

A motion was made by Member Mandel, seconded by Member Rummel, that items 7.2 through 7.6 be recommended for adoption to the County Board agenda. The 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 13-1209

Joint resolution authorizing a master agreement with the Village of Grayslake for the installation, operation and maintenance of Village owned folding stop signs at County owned and maintained traffic signals.

Attachments: [13-1209 Village of Grayslake Folding Stop Signs Agreement Draft](#)

A motion was made by Member Mandel, seconded by Member Rummel, that items 7.2 through 7.6 be recommended for adoption to the County Board agenda. The 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 13-1210

Joint resolution appropriating \$90,000 of County Bridge Tax funds for the cleaning and painting of the pedestrian bridge over Lewis Avenue at Blanchard Road, and designated as Section 13-00060-03-BR.

A motion was made by Member Mandel, seconded by Member Rummel, that items 7.2 through 7.6 be recommended for adoption to the County Board agenda. The 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 13-1216

Joint resolution authorizing a contract with Berger Excavating Contractors, Wauconda, Illinois, in the amount of \$90,371.20, for the construction of compensatory floodplain storage as part of the Winchester Road and County Access Road improvement, and designated as Section 10-00151-22-CH.

Attachments: [13-1216 Bid Tab, Winchester Road Compensatory Floodplain Storage](#)

A motion was made by Member Mandel, seconded by Member Rummel, that items 7.2 through 7.6 be recommended for adoption to the County Board agenda. The motion carried by the following vote:

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

7.6 13-1214

Joint resolution authorizing the execution of agreements with Antioch, Avon, Fremont, Grant, Lake Villa and Wauconda Townships providing the terms and conditions for the receipt of Township funds for the Lake County Northwest Demonstration project, and designated as Section 09-00280-01-ES.

Attachments: [13-1214 Antioch Township Agreement Northwest Demonstration Project I](#)
[13-1214 Avon Township Agreement Northwest Demonstration Project Dra](#)
[13-1214 Fremont Township Agreement Northwest Demonstration Project](#)
[13-1214 Grant Township Agreement Northwest Demonstration Project D](#)
[13-1214 Lake Villa Township Agreement Northwest Demonstration Projec](#)
[13-1214 Wauconda Township Agreement Northwest Demonstration Proje](#)

A motion was made by Member Mandel, seconded by Member Rummel, that items 7.2 through 7.6 be recommended for adoption to the County Board agenda. The 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

7.7 13-1218

Resolution authorizing a contract with Ground Up Enterprises, Grayslake, Illinois for Snow Plowing and Snow Removal Services at various Lake County facilities for a two year period with three, one year renewals in the estimated annual amount of \$50,613.

RuthAnne Hall of Purchasing presented a resolution authorizing a two year contract with three, one year renewals with Ground Up Enterprises for snow plowing and removal services at various County facilities. Ms. Hall explained the current contract for snow plowing services for the Children's Advocacy Center and Round Lake Beach and Park City Branch Courts expires in November 2013. Five bids were received, with Ground Up Enterprises being the lowest responsive and responsible bidder. Discussion followed.

A motion was made by Member Rummel, seconded by Member Sauer, that this item be recommended for adoption to the County Board agenda. The 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 13-1221

Ordinance recommending the Fiscal Year (FY) 2014 Annual Budget and Appropriation Ordinance for Lake County, Illinois; said Budget having been made conveniently available for public inspection for at least 15 days by posting in the Office of the County Clerk and on the County website.

Attachments: [FY14 Recommended Budget.pdf](#)

Gary Gordon of Finance and Administrative Services presented an ordinance recommending the Fiscal Year 2014 Annual Budget and Appropriation Ordinance. Mr. Gordon explained the budget now reflects suggested changes after the committee review process. The biggest change is the addition of revenues from state grants and probation reimbursements and revenues relating to the foreclosure mediation program. There is also the expense of a Sustainability Coordinator that has been incorporated into the budget.

County Board Member Tom Weber addressed the board with concerns of the levies regarding his district's Special Service Area (SSAs). He requested the Committee reconsider the possibility of freezing levies. County Board Member Audrey Nixon sought an increase of \$60,000 for Workforce Development's Summer Youth Program. Several committee members discussed the importance of fiscal responsibility and the reasoning behind levying taxes for the upcoming budget. The committee also discussed member initiatives and the deadline for completing them.

The Committee discussed the need of a Sustainability Coordinator.

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

Aye: 6 - Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

Nay: 1 - Chair Paxton

7.9 13-1223

Ordinance recommending a Real Property Tax Levy, attached hereto and made part of this Ordinance, providing for the apportionment of taxes across the various items of the Fiscal Year 2014 Appropriation Ordinance as adopted by the County Board of Lake County, Illinois.

A motion was made by Member Carlson, seconded by Member Rummel, that this item be recommended for adoption to the County Board agenda. The motion carried by the following vote:

Aye: 6 - Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

Nay: 1 - Chair Paxton

7.10 13-1224

Ordinance providing for the levy of a direct annual tax sufficient to produce \$50,000 for Special Service Area (SSA) Number Eight.

A motion was made by Member Mandel, seconded by Member Carlson, that items 7.10 through 7.14 be recommended for adoption to the County Board agenda. The 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 13-1225

Ordinance providing for the levy of a direct annual tax sufficient to produce \$21,500 for Special Service Area (SSA) Number 12.

A motion was made by Member Mandel, seconded by Member Carlson, that items 7.10 through 7.14 be recommended for adoption to the County Board agenda. The motion carried by the following vote:

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

7.12 13-1226

Ordinance providing for the levy of a direct annual tax sufficient to produce \$260,000 for Special Service Area (SSA) Number 13.

A motion was made by Member Mandel, seconded by Member Carlson, that items 7.10 through 7.14 be recommended for adoption to the County Board agenda. The 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 13-1227

Ordinance providing for the levy of a direct annual tax sufficient to produce \$13,925 for Special Service Area (SSA) Number 14.

A motion was made by Member Mandel, seconded by Member Carlson, that items 7.10 through 7.14 be recommended for adoption to the County Board agenda. The 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 13-1228

Ordinance appropriating funds and providing for the levy of a direct tax sufficient to produce \$546,603 for the Northeast Lake Facilities Planning Area Special Service Area (SSA) Number Nine.

A motion was made by Member Mandel, seconded by Member Carlson, that items 7.10 through 7.14 be recommended for adoption to the County Board agenda. The 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 13-1242

Committee action approving amendments to LCTV operating policies.

Attachments: [LCTV Operating Policies.pdf](#)

Jennie Vana and Lisa Renley presented a request to approve amendments to LCTV operating policies. County Board Member Sandy Hart commented on the possibility of having the Finance and Administrative Committee meetings recorded. Ms. Vana noted significant costs associated with equipping the room. When the floor is renovated, the Committee may consider it in the future. Discussion followed.

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

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

8. Executive Session

Executive session was entered into at 1:57 p.m.

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

8.1 13-1232

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

Executive session was exited at 2:33 p.m.

A motion was made by Member Rummel, seconded by Member Carlson, 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

9. County Administrator's Report

County Administrator Barry Burton reported on a potential complaint from a contractor regarding the County's contract on tax bills. The Treasurer determined the lowest bidder did not meet certain needs of the Treasurer's office. It is within the Treasurer's authority to reject all bids and approve a contractor based upon the needs of the office.

Mr. Burton also reported on welcoming the first graduating class of the Lake County Academy program. There were 30 graduates.

The first rotation of the Fellowship program will occur. Matt Meyers from the Planning, Building and Development Department will be rotating into the County Administrator's office and Ashley Lucas of the County Administrator's Office will go to Planning, Building and Development.

Chair Lawlor provided an evaluation survey form and requested the Committee review it and provide recommendations or changes to the form. The form will be used in the future to evaluate the County Administrator position.

10. Adjournment

Meeting adjourned at 2:54 p.m.

Minutes prepared by Kelly J Merz and Blanca Vela-Schneider.

Respectfully submitted,

Chairman

Vice-Chairman

Financial and Administrative Committee