

Lake County Illinois

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



Meeting Minutes - Final

Wednesday, August 5, 2009

1:00 PM

Conference Room C

Financial and Administrative Committee

1. **Call to Order**

Chair Paxton called the meeting to order at 1:00 p.m. Member Bassi arrived at 1:11 p.m. and Member Carter arrived at 1:13 p.m.

Present 6 - Member Bassi, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

Absent 1 - Vice Chair Kyle

Also present:

*Barry Burton, County Administrator
Suzi Schmidt, County Board Chairman
Amy McEwan, Sr. Assistant County Administrator
Dusty Powell, Sr. Assistant County Administrator
Gary Gordon, Finance & Administrative Services
Rodney Marion, Human Resources
Gary Reis, Purchasing Agent
Kevin Lyons, Sheriff's Department
Michael Wheeler, Finance & Administrative Services
Meg Marcouiller, Chief Deputy State's Attorney
Phil Balke, IT
Jill Treu, IT
Jennie Khoen, Communications Manager
Andrea Norwood-Mathews, Finance & Administrative Services
Mary Otahal, County Board Office*

2. **Pledge of Allegiance**

Chair Paxton led the committee in the Pledge of Allegiance.

3. **Approval of Minutes - Regular and three executive session minutes from July 8, 2009**

3.1 **09-1825**

Minutes from July 8, 2009

A motion was made by Member Mountsier, seconded by Member Stolman, that the regular and three executive session minutes from July 8, 2009 be approved. The motion carried by the following vote:

Aye: 4 - Member Mountsier, Chair Paxton, Member O'Kelly and Member Stolman

Not Present: 3 - Member Bassi, Vice Chair Kyle and Member Carter

4. **Added to Agenda Items**

Motion by Member O'Kelly, seconded by Member Mountsier, to remove item 7.17 from the agenda. Motion carried.

5. **Public Comment**

6. **Old Business**

7. **New Business**

Planning, Building & Zoning

7.1 **09-1778**

Joint resolution authorizing an emergency appropriation in the amount of \$158,250 for the purchase of 2.11 acres of Wetland Mitigation Credits at the Big Sag Wetland Mitigation Bank (Phase 2) within the Fox River Watershed.

Dusty Powell explained this resolution.

A motion was made by Member Stolman, seconded by Member O'Kelly, that this resolution be recommended for adoption to the regular agenda. The motion carried by the following vote:

Aye: 4 - Member Mountsier, Chair Paxton, Member O'Kelly and Member Stolman

Not Present: 3 - Member Bassi, Vice Chair Kyle and Member Carter

7.2 **09-1779**

Joint resolution authorizing an emergency appropriation in the amount of \$466,000 for two (2) Wetland Restoration Projects identified as the Skokie River Woods Project in the amount of \$380,000 and the Dalitsch Pond Project, in the amount of \$86,000, both within the North Branch of the Chicago River Watershed.

Dusty Powell explained this resolution.

A motion was made by Member Stolman, seconded by Member Mountsier, that this resolution be recommended for adoption to the regular agenda. The motion carried by the following vote:

Aye: 4 - Member Mountsier, Chair Paxton, Member O'Kelly and Member Stolman

Not Present: 3 - Member Bassi, Vice Chair Kyle and Member Carter

7.3 **09-1784**

Joint resolution authorizing the State's Attorney of Lake County to institute legal action against certain named properties for the demolition of dangerous and unsafe or uncompleted and abandoned structures on said properties.

Dusty

A motion was made by Member O'Kelly, seconded by Member Mountsier, that this resolution be recommended for adoption to the regular agenda. The motion carried by the following vote:

Aye: 4 - Member Mountsier, Chair Paxton, Member O'Kelly and Member Stolman

Not Present: 3 - Member Bassi, Vice Chair Kyle and Member Carter

Law & Judicial

7.4 **09-1795**

Joint resolution authorizing an agreement for the purchase of consulting services with Software Development and Services Corporation, Fairfax, Virginia to implement debt collections functionality in the Court Records and Information Management System (CRIMS) in an amount not-to-exceed \$188,616.

Gary Gordon explained this resolution. (Member Bassi arrived at 1:11 p.m. and Member Carter arrived at 1:13 p.m.)

A motion was made by Member Mountsier, seconded by Member Stolman, that this resolution be recommended for adoption to the consent agenda. The motion carried by the following vote:

Aye: 6 - Member Bassi, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

Not Present: 1 - Vice Chair Kyle

7.5 09-1771

Ordinance authorizing the Sheriff to charge a fee for a specified service provided by the Sheriff's Office.

Kevin Lyons explained this Ordinance that would authorize the Sheriff to charge a \$21 fee for bonding services. Currently, there is 10% held from the bonds that are posted; this fee would be in addition to that portion deducted from the bond. Member Stolman asked what fund the 10% that is held goes into, and Mr. Gordon will research and get back to Committee.

A motion was made by Member Mountsier, seconded by Member O'Kelly, that this ordinance be recommended for adoption to the regular agenda. The motion carried by the following vote:

Aye: 6 - Member Bassi, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

Not Present: 1 - Vice Chair Kyle

7.6 09-1786

Joint resolution authorizing execution of the lease agreement for the State's Attorney's Child Support Enforcement Division for office space located at 33 N. County Street, Waukegan, Illinois, beginning September 1, 2009 through August 31, 2010.

Amy McEwan explained this resolution.

A motion was made by Member Mountsier, seconded by Member Stolman, that this resolution be recommended for adoption to the consent agenda. The motion carried by the following vote:

Aye: 6 - Member Bassi, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

Not Present: 1 - Vice Chair Kyle

Health & Community Services

7.7 09-1780

Joint resolution to accept Homelessness Prevention & Rapid Re-Housing Program (HPRP) funds from the U.S. Department of Housing and Urban Development (HUD), approve an emergency appropriation, and authorize the County Board Chair or her designee to execute the necessary documents including subrecipient agreements.

Joel Williams explained this resolution.

A motion was made by Member Bassi, seconded by Member Mountsier, that this resolution be recommended for adoption to the regular agenda. The motion carried by the following vote:

Aye: 6 - Member Bassi, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

Not Present: 1 - Vice Chair Kyle

7.8 09-1781

Joint resolution to accept CDBG-R funds from the U.S. Department of Housing and Urban Development (HUD), approve an emergency appropriation, and authorize the County Board Chair or her designee to execute the necessary documents including subrecipient agreements.

Megan Murphy explained this resolution. Committee members requested details of who is receiving the contract awards, as well as more detail regarding the funding requested, the initial award, and the amount of the proposed award.

A motion was made by Member Stolman, seconded by Member Bassi, that this resolution be recommended for adoption to the regular agenda. The motion carried by the following vote:

Aye: 6 - Member Bassi, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

Not Present: 1 - Vice Chair Kyle

7.9 09-1797

Joint resolution expressing official intent to designate Lake County, Illinois as a Recovery Zone for purposes of the American Recovery and Reinvestment Tax Act of 2009

Dusty Powell and Gary Gordon explained this resolution. Mr. Gordon reports that under the stimulus plan, there are three funding sources that make low cost money available for loans. The Build America bonds will reimburse 35% of the interest for any money we borrow as a taxable bond. There are two different programs available under the Recovery Zone Program - economic development bonds and facility bonds. Economic development bonds are taxable bonds issued by a government and we would receive 45% of the interest paid back from the federal government on an annual basis. There is a \$39 million allocation available to us for this. Facility bonds are monies available for economic development for private businesses for new construction, and there is up to \$59 million available for Lake County. These bonds are tax-exempt. We are going to ask Lake County Partners to manage that program. Member Bassi asked if Lake County Partners will receive a fee for issuing these bonds and Mr. Gordon will check.

A motion was made by Member Bassi, seconded by Member Stolman, that this resolution be recommended for adoption to the regular agenda. The motion carried by the following vote:

Aye: 6 - Member Bassi, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

Not Present: 1 - Vice Chair Kyle

7.10 09-1796

Joint resolution approving an emergency appropriation to accept the Illinois Department of Commerce and Economic Opportunity (DCEO) formula grant.

Joyce Parnell explained this resolution.

A motion was made by Member Bassi, seconded by Member Stolman, that this resolution be recommended for adoption to the regular agenda. Motion carried by roll call vote. Motion carried by the following vote:

Aye: 6 - Member Bassi, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

Not Present: 1 - Vice Chair Kyle

Revenue, Records & Legislation

7.11 09-1782

Joint Resolution designating the herein named banks and other financial institutions as depositories in which the funds and monies in the custody of Robert Skidmore, as County Treasurer and as Ex-Officio County Collector, may be deposited.

A motion was made by Member O'Kelly, seconded by Member Bassi, that this resolution be recommended for adoption to the consent agenda. The motion carried by the following vote:

Aye: 6 - Member Bassi, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

Not Present: 1 - Vice Chair Kyle

Public Works & Transportation

Committee Chair Diana O'Kelly explained the following items:

7.12 09-1788

Joint resolution authorizing a contract for the reconstruction and widening of North Avenue from IL Rte. 83 to Deep Lake Road and designated as Section 03-00119-09-WR. This resolution also appropriates \$1,650,000 of County Bridge Tax funds and \$3,750,000 of Matching Tax funds for this improvement, which replaces the previous County Bridge Tax fund and Matching Tax fund appropriations for this improvement.

A motion was made by Member Mountsier, seconded by Member O'Kelly, that this resolution be recommended for adoption to the consent agenda. The motion carried by the following vote:

Aye: 6 - Member Bassi, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

Not Present: 1 - Vice Chair Kyle

7.13 09-1789

Joint resolution for the acquisition of necessary right-of-way by agreement or condemnation, and other right-of-way costs associated with the proposed widening and reconstruction of Delany Road from Tannahill Drive to York House Road. A supplemental appropriation of \$150,000 of Motor Fuel Tax is made and designated as Section

00-00093-17-WR.

A motion was made by Member Mountsier, seconded by Member Paxton, that this resolution be recommended for adoption to the consent agenda. The motion carried by the following vote:

Aye: 6 - Member Bassi, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

Not Present: 1 - Vice Chair Kyle

7.14 09-1790

Joint resolution authorizing the execution of a contract for professional services for the design of the Deerfield Road Bike Path from the Des Plaines River Trail to Thorn Meadow Road at a maximum cost of services described of \$154,343.14 and appropriates \$185,000 of County Bridge Tax funds and designated as Section 04-00038-03-BT.

A motion was made by Member Mountsier, seconded by Member O'Kelly, that this resolution be recommended for adoption to the consent agenda. The motion carried by the following vote:

Aye: 6 - Member Bassi, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

Not Present: 1 - Vice Chair Kyle

7.15 09-1791

Joint resolution appropriating \$310,000 of the ¼% 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 proposed widening and resurfacing of Quentin Road from Rue Royale to White Pine Road and designated as Section 02-00051-08-WR.

A motion was made by Member Mountsier, seconded by Member O'Kelly, that this resolution be recommended for adoption to the consent agenda. The motion carried by the following vote:

Aye: 6 - Member Bassi, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

Not Present: 1 - Vice Chair Kyle

7.16 09-1792

Joint resolution authorizing the execution of a contract for consulting engineering services between Lake County and Infrastructure Management Services, Arlington Heights, Illinois for the annual pavement testing services and associated components for the County's Pavement Management System at a maximum cost of services described of \$60,000 and appropriates \$70,000 of Matching Tax Funds to provide for these services designated as Section 09-00219-00-ES.

A motion was made by Member Mountsier, seconded by Member O'Kelly, that this resolution be recommended for adoption to the consent agenda. The motion carried by the following vote:

Aye: 6 - Member Bassi, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

Not Present: 1 - Vice Chair Kyle

7.17 09-1793

Joint resolution authorizing the execution of an agreement between Lake County and Transystems Corporation, Schaumburg, Illinois, for the provision of Phase I engineering services (*Preliminary Engineering*) for the round-a-bout improvement to Wilson Road (*County Highway 7*) at Nippersink Road at a maximum cost of services described of \$374,810.02 and appropriates \$450,000 of Matching Tax funds for these engineering services designated as Section 03-00070-06-CH.

A motion was made by Member Mountsier, seconded by Member O'Kelly, that this resolution be removed from the agenda. Motion carried by the following vote:

Aye: 6 - Member Bassi, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

Not Present: 1 - Vice Chair Kyle

7.18 09-1799

Joint resolution providing Motor Fuel Tax funds for the maintenance of the County Highway System from December 1, 2009 to November 30, 2010. The amount of the appropriation is \$568,000 and designated as Section 10-00000-00-GM.

A motion was made by Member Mountsier, seconded by Member O'Kelly, that this resolution be recommended for adoption to the consent agenda. The motion carried by the following vote:

Aye: 6 - Member Bassi, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

Not Present: 1 - Vice Chair Kyle

7.19 09-1800

Joint resolution authorizing the execution of Addendum # 1 to the agreement between Lake County and the Village of Volo for transportation improvements along Gilmer Road. This addendum provides terms and conditions by which Lake County will grant full access to Gilmer Road to serve the Wauconda Fire District fire station at 1300 South Gilmer Road.

A motion was made by Member Mountsier, seconded by Member O'Kelly, that this resolution be recommended for adoption to the consent agenda. The motion carried by the following vote:

Aye: 6 - Member Bassi, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

Not Present: 1 - Vice Chair Kyle

7.20 09-1801

Joint resolution authorizing the execution of an agreement between Lake County and the City of Waukegan for the proposed improvements to Delany Road at its intersection with Continental Drive and also at its intersection with Blanchard Road as part of Section

00-00093-17-WR.

A motion was made by Member Mountsier, seconded by Member O'Kelly, that this resolution be recommended for adoption to the consent agenda. The motion carried by the following vote:

Aye: 6 - Member Bassi, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

Not Present: 1 - Vice Chair Kyle

7.21 09-1806

Joint resolution authorizing the execution of an agreement for the use of federal highway funds between the State of Illinois and Lake County for the proposed improvements to Washington Street (*County Highway 45*) from Cemetery Road to West of IL Rte. 21 and appropriates \$1,760,000 of Motor Fuel Tax funds for this improvement designated as Section 02-00110-12-WR.

A motion was made by Member Mountsier, seconded by Member O'Kelly, that this resolution be recommended for adoption to the consent agenda. The motion carried by the following vote:

Aye: 6 - Member Bassi, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

Not Present: 1 - Vice Chair Kyle

7.22 09-1808

Joint resolution authorizing the execution of an agreement between Lake County and Ciorba Group, Inc., Chicago, Illinois, for the provision of Phase III engineering (*Construction Engineering*) for the proposed widening and reconstruction of Washington Street (*County Highway 45*) from Cemetery Road to West of IL Rte. 21 at a maximum cost for services described of \$599,491. This resolution appropriates \$690,000 of Matching Tax funds and is designated as Section 02-00110-12-WR.

A motion was made by Member Mountsier, seconded by Member O'Kelly, that this resolution be recommended for adoption to the consent agenda. The motion carried by the following vote:

Aye: 6 - Member Bassi, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

Not Present: 1 - Vice Chair Kyle

7.23 09-1809

Joint resolution authorizing the execution of an agreement between Lake County and the City of North Chicago providing the terms and conditions by which the City shall relocate a portion of the Robert McClory Bike Path in North Chicago in exchange for Lake County transferring ownership of a portion of the North Shore right-of-way to the City of North Chicago.

A motion was made by Member Mountsier, seconded by Member O'Kelly, that this resolution be recommended for adoption to the consent agenda. The motion carried by the following vote:

Aye: 6 - Member Bassi, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

Not Present: 1 - Vice Chair Kyle

7.24 09-1810

Joint resolution authorizing the execution of a supplemental agreement between Lake County and Bollinger, Lach & Associates, Inc., Algonquin, Illinois, for the provision of additional Phase I engineering services (*Preliminary Engineering*) for the proposed improvements to River Road at Roberts Road at a supplemental cost of services described of \$38,715.74 and designated as Section 07-00086-08-CH.

A motion was made by Member Mountsier, seconded by Member O'Kelly, that this resolution be recommended for adoption to the consent agenda. The motion carried by the following vote:

Aye: 6 - Member Bassi, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

Not Present: 1 - Vice Chair Kyle

7.25 09-1811

Joint resolution authorizing the execution of Amendment # 1 to the agreement for the use of federal highway funds between the State of Illinois and Lake County for Phase I engineering services (*Preliminary Engineering*) for the proposed improvements to the intersection of River Road at Robert Road necessitated by the extension of the project limits on the south leg so that the new pavement on the River Road approach leg will be 1-foot above the floodplain elevation and designated as Section 07-00086-08-CH.

A motion was made by Member Mountsier, seconded by Member O'Kelly, that this resolution be recommended for adoption to the consent agenda. The motion carried by the following vote:

Aye: 6 - Member Bassi, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

Not Present: 1 - Vice Chair Kyle

Financial & Administrative

7.26 09-1821

Committee action to modify Contract #25129 for Benefits Consulting Services.

Rodney Marion explained this committee action that will modify the contract with Buck Consultants to conduct a dependent eligibility audit. Member Bassi requested that employees be notified of this process prior to the consultant conducting the audit.

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

Aye: 6 - Member Bassi, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

Not Present: 1 - Vice Chair Kyle

7.27 09-1823

Amendment to the ordinance authorizing the County Administrator to offer employees the accelerated retirement option who are affected by a lay off and who were eligible for the option, but declined it, when it was originally offered from May 13, 2009 through July 3, 2009.

Rodney Marion explained this resolution.

A motion was made by Member Bassi, seconded by Member Mountsier, that this resolution be recommended for adoption to the regular agenda. The motion carried by the following vote:

Aye: 6 - Member Bassi, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

Not Present: 1 - Vice Chair Kyle

7.28 09-1817

Resolution authorizing the Purchasing Agent to negotiate a contract with Ford and Associates, Cuyahoga Falls, OH, in the amount of \$53,130, plus annual software maintenance renewals, for an Email Archiving Solution.

Phil Balke explained this resolution that will provide greater security to the county's e-mail system, increase the storage of e-mail to 7 years, and reducing 75% of the storage capacity needs. It will also allow departments to be able to conduct e-mail searches and it will interface with Outlook. Mr. Balke reported that in-house staff will support this system, which meets administrative and security requirements. This archiving system will automatically back up users who may inadvertently delete e-mail.

A motion was made by Member Mountsier, seconded by Member Stolman, that this resolution be recommended for adoption to the regular agenda. The motion carried by the following vote:

Aye: 6 - Member Bassi, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

Not Present: 1 - Vice Chair Kyle

8. Executive Session

9. County Administrator's Report

1. *Mr. Burton reported that the cost of constituent letters from County Board members is typically deducted from their constituent services funds. There is a situation now where there are contaminated wells in two areas, and Chairman Schmidt wants to send a letter out to the Antioch and Libertyville areas that are affected. It is felt that this mailing should be done without charging the board member's constituent services account because it is a matter of public health. It was the consensus of committee to allow this type of mailing to be done at no cost to the board member.*

2. *Countywide newsletter – In light of recent budget discussions, Mr. Burton asked the Committee if they want to expend the funds to mail the countywide annual newsletter. Jennie Khoen explained that the newsletter has been modified into a 4-page black and*

white copy to save costs. It is recommended that copies be printed in-house to send to municipalities, townships, libraries, etc. It will also be available electronically and on the County's website. It was decided not to mail the newsletter to county residents, saving approximately \$58,000 in paper, printing, and postage costs.

3. Mr. Burton informed the committee that Champaign County has asked for our assistance to help them determine whether they want to have an elected county auditor. He and Gary Gordon will meet with Champaign County officials via conference call.

4. Gary Gordon reported that an analysis of the cost of purchasing and operating hybrid vehicles was conducted by the Division of Transportation. The result of the analysis showed that the hybrid vehicle payback is reached in 25.2 years. There was discussion as to when vehicles are replaced, and Mr. Gordon stated that the Division of Transportation does an analysis of vehicles to determine when to replace. Mr. Burton stated that there is no price reduction for the purchase of hybrids through the State contract. At this time, the purchase of hybrid vehicles is not recommended since the payback period is beyond the replacement cycle of 8 years.

5. Mr. Gordon reported that he has been receiving calls from vendors, and explained that the County has launched a website where vendors can register their business. Member O'Kelly asked if recycled materials could be included in the bid process. Mr. Gordon stated that for some smaller jobs, the inconsistency of the product could be a problem, but they are looking into this. He also reported that the College of Lake County recently hosted a vendor fair and staff from Lake County attended.

10. Adjournment

A motion was made by Member Carter, seconded by Member Bassi, to adjourn at 2:40 p.m. The motion carried by the following vote:

Aye: 6 - Member Bassi, Member Mountsier, Chair Paxton, Member O'Kelly, Member Stolman and Member Carter

Not Present: 1 - Vice Chair Kyle

Minutes prepared by Mary Otahal.

Respectfully submitted,

Chairman

Vice-Chairman

Financial and Administrative Committee