

Lake County Illinois

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



Meeting Minutes - Final

Wednesday, May 29, 2013

1:00 PM

Assembly Room

Financial and Administrative Committee

1. **Call to Order**

Chair Paxton called the meeting to order at 1:03 p.m.

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

Others present:

Heather Acker, Baker & Tilly

Barry Burton, County Administrator's Office

Tom Chefalo, Planning, Building and Development

Sabrina Cotta, Finance and Administrative Services

Chris Creighton, Finance and Administrative Services

Gary Gordon, Finance and Administrative Services

RuthAnne Hall, Finance and Administrative Services

Efren Heredia, Finance and Administrative Services

Susannah Heitger, Crowe Horwath

Diane Hewitt, County Board Commissioner

Terry Kuss, Planning, Building and Development

Aaron Lawlor, County Board Chair

Rodney Marion, Human Resources

Amy McEwan, County Administrator's Office

Jerry Nordstrom, Health Department

Lori Nordstrom, IT

Bert Nuehring, Crowe Horwath

Anita Patel, Finance and Administrative Services

Linda Pedersen, County Board Commissioner

Robert Skidmore, Treasurer

Patrice Sutton-Burger, Finance and Administrative Services

Kirk Talbott, IT Director

Paula Trigg, Division of Transportation

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 group in the Pledge of Allegiance.

3. **Approval of Minutes**

3.1 **13-0609**

Executive session minutes from April 3, 2013.

A motion was made by Member Rummel, seconded by Member Sauer, that the executive session minutes for session 1 and session 2 of April 3, 2013 and executive session minutes for May 1, 2013 be approved. Motion carried by the following vote:

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

Not Present: 1 - Vice Chair Carey

3.2 13-0610

Executive session minutes from April 3, 2013.

A motion was made by Member Rummel, seconded by Member Sauer, that the executive session minutes for session 1 and session 2 of April 3, 2013 and executive session minutes for May 1, 2013 be approved. Motion carried by the following vote:

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

Not Present: 1 - Vice Chair Carey

3.3 13-0612

Minutes from May 1, 2013.

A motion was made by Member Rummel, seconded by Member Sauer, that the May 1, 2013 and May 8, 2013 regular minutes be approved. The motion carried by the following vote:

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

Not Present: 1 - Vice Chair Carey

3.4 13-0611

Executive session minutes from May 1, 2013.

A motion was made by Member Rummel, seconded by Member Sauer, that the executive session minutes for session 1 and session 2 of April 3, 2013 and executive session minutes for May 1, 2013 be approved. Motion carried by the following vote:

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

Not Present: 1 - Vice Chair Carey

3.5 13-0613

Minutes from May 8, 2013.

A motion was made by Member Rummel, seconded by Member Sauer, that the May 1, 2013 and May 8, 2013 regular minutes be approved. The motion carried by the following vote:

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

Not Present: 1 - Vice Chair Carey

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

County Board Commissioner Linda Pedersen brought forth a request for the Financial & Administrative (F&A) Committee to reconsider video gambling in unincorporated Lake County. There are a number of municipalities in Lake County that have permitted video gambling which has created an unfair business advantage over businesses in unincorporated Lake County where video gambling is not permitted. County Board Commissioner Pedersen requested that F&A consider this issue at their June 5, 2013 meeting.

Chair Paxton noted that if the F&A Committee does choose to pursue this issue, there is no guarantee that it will be on the June 5, 2013 agenda. Member Rummel stated that he was not against reconsidering this issue but more information is needed including which communities have video gambling and how it is being regulated by Lake County municipalities. County Administrator Barry Burton indicated that some statistics are immediately available but others may require substantial time to complete. Chair Paxton stated that if the Commission wishes to reevaluate this issue, the Committee should provide this direction to Staff.

Vice-Chair Carey arrived at 1:10 p.m.

Chair Paxton inquired whether there is a consensus to move this issue forward, noting that it will take more than two hours for staff to review the issue. Several members indicated they are willing to reconsider this issue but would most likely not be inclined to vote in favor of video gambling at the County Board level. Vice-Chair Carey also indicated that she is not opposed to reconsidering this issue at F&A, but indicated that if there is not enough support at the F&A Committee level, then the issue should not be brought to the County Board for consideration.

County Board Chairman Lawlor noted video gambling would be regulated by the Liquor Commission and strict regulations could be set. Member Rummel questioned whether this issue should even be considered, noting that several F&A members have already indicated that they would not likely be in favor of approving video gambling.

Chair Paxton inquired about the process if F&A votes against bringing this issue to the County Board level. Mr. Burton replied that if the matter fails in Committee, it will never be brought to the County Board level for consideration unless it goes through the appeal process as identified in the County Board Rules of Order and Operational Procedures. County Board Commissioner Pedersen indicated that approval by the F&A would be limited to sending it to the County Board for consideration. She identified the lack of information in 2009 when the topic was initially considered because rules and regulations had not been established. Member Mandel expressed his concern about the level of

fairness to businesses in unincorporated Lake County.

Chair Paxton indicated the importance of the F&A review process and the consideration of all factors before considering whether to move the issue to the County Board level. Questions arose from several members regarding existing state regulations for video gambling, how Lake County municipalities are regulating it, and whether there is the potential that a casino will be built in Lake County in the future. Vice-Chair Carey emphasized the need for the Committee to vote on the merits of the issue.

The general consensus is to have Staff review this issue. Mr. Burton indicated that this issue may not be ready for consideration at the next meeting.

County Board Commissioner Pedersen thanked Committee for their time.

Planning, Building & Zoning

7.1 13-0595

Resolution requesting the Lake County Board to consider proposed text amendments to the Watershed Development Ordinance adopting the latest floodplain maps prepared by the Federal Emergency Management Agency.

Deputy County Administrator Amy McEwan and Tom Chefalo of Planning, Building & Development (PBD), presented proposed amendments to the Federal Emergency Management Agency (FEMA) regulations recommended for approval by Public Works and Transportation (PWT) Committee. Upon inquiry from Vice-Chair Carey, Ms. McEwan indicated that these amendments are in addition to those that were recently adopted.

This item was rescinded at the June 5, 2013 Finance and Administrative Committee meeting under item 7. New Business. Please refer to the June 5, 2013 minutes for documentation of this rescission.

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

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

Public Works & Transportation

7.2 13-0505

Joint committee action approving contract modification No. 1 to Lake County Agreement #12039 regarding revenue auditing services.

Assistant County Administrator Ryan Waller and Bert Nuehring of Crowe Horwath presented an amendment to Lake County Agreement #12039 regarding revenue auditing services. Mr. Waller stated that auditors have found 19 wholesale sanitary sewer customer agreements do not have a consistent billing rate. He requested that the auditor be given approval to continue the audit. County Administrator Barry Burton indicated that the inconsistency of billing is due to the timing of when the wholesale contracts were executed. He stated that the 19 wholesale customers will be required to accept the standard agreement with the correct billing terms in order to continue service.

Upon Member Mandel's inquiry, Mr. Burton indicated that the County will not seek retroactive payment as the customers paid what was agreed upon in their contract. He stated that moving forward, there will be a consistent billing rate. Member Mandel expressed concern regarding the inconsistency in the billing process and in the way the wholesale customers were tabulating their costs. He stated that County may wish to review this matter further to determine whether there are applicable fees that should be repayed to the County.

A motion was made by Member Taylor, seconded by Member Sauer, that this issue 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 13-0629

Joint resolution executing a contract with R.A. Mancini, Inc. of Prairie Grove, IL, in the amount of \$1,772,866 for the FY 2013 Water Main Replacement Project.

A motion was made by Member Taylor, seconded by Member Sauer, that this resolution be postponed to a later date. 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 13-0628

Joint resolution authorizing a contract for the concrete pavement patching on various County highways to the lowest responsible bidder, A Lamp Concrete Contractors, Inc., Schaumburg, Illinois, in the amount of \$168,291, and designated as Section 13-00000-10-GM.

A motion was made by Member Taylor, seconded by Member Sauer, that agenda items 7.4 through 7.8 and 7.10 through 7.12 be recommended to the County Board for adoption and committee action items 7.2 and 7.9 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

7.5 13-0630

Joint resolution authorizing a contract for annual bituminous maintenance of various County roads and bike paths on the County highway system to the lowest responsible bidder Schroeder Asphalt Service, Inc., Huntley, Illinois, in the amount of \$565,918.96, and designated as Section 13-00000-13-GM.

A motion was made by Member Taylor, seconded by Member Sauer, that agenda items 7.4 through 7.8 and 7.10 through 7.12 be recommended to the County Board for adoption and committee action items 7.2 and 7.9 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

7.6 13-0614

Joint resolution appropriating \$50,000 of Matching Tax funds to provide maintenance for recently planted trees and shrubs along various County highways, and designated as Section 13-00000-17-GM.

A motion was made by Member Taylor, seconded by Member Sauer, that agenda items 7.4 through 7.8 and 7.10 through 7.12 be recommended to the County Board for adoption and committee action items 7.2 and 7.9 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

7.7 13-0618

Joint resolution authorizing a three year maintenance agreement with Midwest Software Solutions, Ann Arbor, Michigan, for the Traffic Collision Location System (TCLS) used by Lake County Division of Transportation (LCDOT) at a cost of \$23,150, appropriating \$25,000 of Matching Tax funds, and designated as Section 13-00000-16-EG.

A motion was made by Member Taylor, seconded by Member Sauer, that agenda items 7.4 through 7.8 and 7.10 through 7.12 be recommended to the County Board for adoption and committee action items 7.2 and 7.9 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

7.8 13-0617

Joint resolution appropriating \$5,901.96 of Motor Fuel Tax funds for Lake County's pro-rated share of the transportation planning, undertaken by the Chicago Metropolitan Agency for Planning (CMAP), and designated as Section 14-00183-00-ES.

A motion was made by Member Taylor, seconded by Member Sauer, that agenda items 7.4 through 7.8 and 7.10 through 7.12 be recommended to the County Board for adoption and committee action items 7.2 and 7.9 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

7.9 13-0627

Joint committee action item approving Change Order No. 1 for the 2012 Pavement Marker Replacement Program, consisting of an increase of \$170,000 for additional services needed to remove and replace additional damaged raised reflective pavement markers throughout the County highway system, and designated as Section 12-00000-13-GM.

A motion was made by Member Taylor, seconded by Member Sauer, that agenda items 7.4 through 7.8 and 7.10 through 7.12 be recommended to the County Board for adoption and committee action items 7.2 and 7.9 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

7.10 13-0631

Joint resolution authorizing an agreement with the State of Illinois/Illinois Department of Transportation (IDOT) for the improvement of traffic control signals at the intersection of Lake Cook Road and Quentin Road, appropriating \$300 of Motor Fuel Tax Funds, and designated as Section 13-00245-01-TL.

A motion was made by Member Taylor, seconded by Member Sauer, that agenda items 7.4 through 7.8 and 7.10 through 7.12 be recommended to the County Board for adoption and committee action items 7.2 and 7.9 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

7.11 13-0632

Joint resolution authorizing an agreement with the State of Illinois/Illinois Department of Transportation (IDOT) for the improvement of traffic control signals at the intersections of Lake Cook Road at Ela Road and Lake Cook Road at Hart Road, appropriating \$3,000 of Motor Fuel Tax Funds, and designated as Section 13-00245-01-TL.

A motion was made by Member Taylor, seconded by Member Sauer, that agenda items 7.4 through 7.8 and 7.10 through 7.12 be recommended to the County Board for adoption and committee action items 7.2 and 7.9 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

7.12 13-0615

Ordinance requesting the conveyance of a parcel of land from the Lake County Forest Preserve District (LCFPD) to Lake County, relating to the LCFPD Millennium Trail, Wilson Road Tunnel, and designated as State Section 12-F3000-00-BT.

A motion was made by Member Taylor, seconded by Member Sauer, that agenda items 7.4 through 7.8 and 7.10 through 7.12 be recommended to the County Board for adoption and committee action items 7.2 and 7.9 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

Financial & Administrative

7.13 13-0463

Resolution establishing prevailing wage rates for laborers, workers and mechanics employed by contractors or subcontractors in the performance of public works contracts in Lake County.

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

7.14 13-0624

Resolution authorizing a contract with Homestead Electrical Contracting, LLC, Ingleside, IL for the removal and replacement of the fire alarm systems for the Administrative Tower/Courts Complex, Coroner's Office and Lake County Division of Transportation (LCDOT), in the amount of \$1,762,945.

RuthAnne Hall of Purchasing presented a proposal from Homestead Electrical Contracting for the removal and replacement of the fire alarm systems for the Administrative Tower/Courts Complex. An invitation to bid was issued to 77 firms and that three bids were received and the lowest responsive bidder is Homestead Electrical Contracting with a proposal of \$1,762,945.

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:

7.15 13-0626

Resolution authorizing a contract with National Roofing Corporation, Forest Park, IL for the roof rehabilitation at the Belvidere Medical Building (BMB), 2400 Belvidere Road, Waukegan, IL in the amount of \$185,500.

RuthAnne Hall of Purchasing and IT Director Gary Gordan of Finance and Administrative Services (FAS) presented a proposal for the roof rehabilitation at Belvidere Medical Clinic. Chair Paxton inquired whether there are any other foreseen projects that will occur to the property. Ms. Hall reported that the County will go to bid for the parking lot.

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

7.16 13-0608

Presentation of the 2012 Comprehensive Annual Financial Report and Internal Control Report.

Patrice Sutton-Burger of Finance and Administrative Services (FAS) presented the Comprehensive Annual Financial Report and Internal Control Report. Heather Ackers of Baker Tilly reported that Baker Tilly's Audit opinion is an unqualified audit opinion, the highest rating that can be achieved.

Ms. Ackers provided a brief synopsis of the report and indicated there were no material weaknesses found, noting that 90% of governments typically have some material weaknesses. Two significant deficiencies were identified: one relating to the capital asset report; the second relating to wire transfers which permitted some wire transfers without a secondary approver. Ms. Ackers noted that the County is working to correct these issues but added that this is the first year that the auditor did not have any control level issues.

County Board Chair Lawlor expressed his appreciation toward Ms. Sutton-Burger and staff for their hard work which has resulted in the unqualified audit opinion. It was noted

that modifications to the GASB regulations may impact the audit report in the future. County Board Administrator Barry Burton stated that the new GASB regulations will make it appear that retired employees are a liability.

Vice-Chair Carey inquired about the language on page three of the audit regarding decentralized decentralized department controls. Mr. Burton reported that FAS does an internal audit of the County's departments on a six-month rotational basis. Chair Paxton indicated that some of the boiler plate wording should be reconsidered to identify the items not within the County's control.

8. Executive Session

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

A motion was made by Member Rummel, seconded by Member Sauer, that committee go into executive session. The motion carried unanimously by the following vote:

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

8.2 13-0619

Committee action authorizing a merit increase for an Executive Assistant in the Sheriff's Office.

A motion was made by Member Taylor, seconded by Member Sauer, that this committee action item be postponed. 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

8.3 13-0621

Committee action authorizing the reclassification of the Assistant Facilities Manager to Facility Project Manager.

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

8.4 13-0623

Committee action authorizing the hiring of an employee above the mid-point for the Project Manager position in the Department of Information Technology.

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

9. County Administrator's Report

County Administrator Barry Burton and Finance Director Gary Gordon of Finance and Administrative Services (FAS) provided an update on the Oracle project. Mr. Gordon indicated that the service agreement for the implementation of and consulting service for

Oracle Business Intelligence (BI) Analytics; Enterprise Asset Management (eAM), and Hyperion solution for the Public Sector Planning and Budgeting will be considered at the next meeting. The project is being bid piecemeal to provide the best rate per module. He noted that he will not be in attendance. Vice-Chair Carey inquired about the time frame for implementation. Mr. Gordon replied that implementation will begin immediately after approval of the County Board but it will take time approximately 18 months to complete. Mr. Burton noted that there has been a tremendous amount of work to implement these modules.

County Board Chair Lawlor reported on a proposed House Bill 2418 that would mandate the transition of the oversight of elections from the Lake County Clerk's Office to an election commission. He stated that if signed into law, it could cost Lake County taxpayers up to \$600,000 a year above what taxpayers typically pay. The Committee noted that the proposed legislation did not allow voters the opportunity to consider this issue via referendum. The Committee discussed possible options but recognized that this bill may be adopted. The Committee discussed how this mandate would need to be implemented at the County level if signed into law.

10. Adjournment

A motion was made by Member Rummel, seconded by Member Taylor, to adjourn the meeting at 2:33 p.m. 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

Minutes prepared by Blanca Vela-Schneider.

Respectfully submitted,

Chairman

Vice-Chairman

Finance and Administrative Committee