

Lake County Illinois

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



Meeting Minutes - Final

Wednesday, May 8, 2013

1:00 PM

Assembly Room

Financial and Administrative Committee

1. **Call to Order**

The meeting was called 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:

Barry Burton, County Administrator's Office

Ryan Waller, County Administrator's Office

Gary Gordon, Finance and Administrative Services

Sandy Hart, County Board Commissioner

Mike Gavin, Finance and Administrative Services

Anita Patel, Finance and Administrative Services

Patrice Sutton Burger, Finance and Administrative Services

Sabrina Cotta, Finance and Administrative Services

Kirk Talbott, IT

Mike Waller, Stormwater Management

Eric Waggoner, Planning Building and Development

Matt Meyers, Planning Building and Development

Amy McEwan, County Administrator's Office

Mary Ellen Vanderverter, Recorder of Deeds

Robert Skidmore, Treasurer

Paula Trigg, Division of Transportation

Christine Gaynes, Stormwater Management

Kent McKenzie, EMA

Efran Heredia, Finance and Administrative Services

Kevin Lyons, Sheriff's Department

Brenda O'Connell, Community Development

Branay Schroff, Finance and Administrative Services

Yvett Albarron, Finance and Administrative Services

RuthAnne Hall, Finance and Administrative Services

Chris Creighton, Finance and Administrative Services

Terry Kuss, Planning, Building and Development

2. **Pledge of Allegiance**

Chair Paxton led the group in the Pledge of Allegiance.

3. **Approval of Minutes**

There were no minutes to approve.

4. **Added to Agenda**

A motion was made by Member Mandel, seconded by Member Taylor, to move item 7.5 to the end of the agenda, remove 7.12 from the agenda, and to move 7.8 and 7.9 to the beginning of the 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

5. Public Comment

There was no public comment.

6. Old Business

There was no old business to conduct.

7. New Business

7.1 13-0519

Joint resolution authorizing the waiver of flood repair-related permit fees and the reduction of septage disposal fees.

Eric Waggoner, Planning Building and Development, presented. Due to the declaration of the disaster for flooding throughout the County, the damage necessitates two different types of work that must be done; 1) pumping out septic tanks, and 2) interior/exterior repair work to structures affected by water damage. This recommendation will assist property owners to get the septic tank work taken care of at a discount and the interior/exterior repair permit fees would be waived. This would ensure that these properties are repaired safely. These discounts would be offered until August 1, 2013. The initial inspection would have to be done by August 1, 2013. PB&D is estimating 200 - 300 structures throughout the area. McHenry County and Fox Lake as well as other municipalities along the Fox River and Des Plaines River are also giving these discounts.

Member Carlson asked what the cost would be to the County. This would be lost revenue to Lake County. There is a reluctance for people to report flood damage. This provision would give an incentive for people to come in for permits.

Staff is currently going out to the public to identify properties but has not informed the public of potential discounts and fee waivers in regards to this resolution. On site assessments have to be done so to confirm what is being applied for, is what is needed as a result of flood damage.

Member Taylor and Mandel expressed their gratitude for providing such a great program for the residents and for the county. It was recommended that some communication be sent out to the public.

Member Sauer inquired how structural problems and serious septic tank contamination is being addressed. Mr. Waggoner responded that field staff is out in force. PB&D and Public Works are coordinating in response to tanks that have been identified as a problem.

Mr. Burton highlighted the great job that was done by Lake County departments in the efforts to identify the problems and issues with the flooding. There has been a great effort to assess the magnitude of the problem, which is the result of the information that has been obtained to move forward on addressing the issues.

Chair Paxton asked if there were any glaring holes in the response. Mr. Burton responded that a "lesson learned" response session with the communities is going to

take place. He also notified the Committee that there will be some bills coming due, one will be for dumpsters. The sandbags will start to be picked up next week.

A motion was made by Member Sauer, seconded by Member Taylor, that this resolution be recommended for adoption to the County Board for adoption. 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

Planning, Building & Zoning

7.2 13-0474

Joint resolution authorizing an emergency appropriation in the amount of \$750,000 to be used for the demolition, site restoration and project management of the Gurnee Grade School, District 56, 900 Kilbourne Road, Gurnee, Illinois, Lake County.

Mike Warner and Chris Gaines, SMC, presented. The Sheriff's department and SWAT team was able to use the site to perform team training.

A motion was made by Member Carlson, seconded by Member Mandel, that this item be recommended to the County Board for adoption. 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 13-0495

Joint resolution approving an intergovernmental agreement with the Village of Round Lake Beach to provide permit inspections and plan reviews for Village projects by the Lake County Department of Planning, Building, and Development.

Eric Waggoner and Matt Meyers, Planning Building and Development, presented. The contract services will only be provided for the upcoming building season as a pilot program (ending September 27, 2013). The pilot will provide one building season of data to the County for future potential contracting services with other communities. Barry Burton stated that this service will be provided by the existing staff. Member Mandel commended PB&D for these efforts. Barry noted that Matt Meyers has done a great job of honing in the County's cost. Discussion ensued.

A motion was made by Member Rummel, seconded by Member Mandel, that this item be recommended to the County Board for adoption. 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 13-0448

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

Eric Waggoner, Planning Building and Development, provided an overview of the structures and their location.

A motion was made by Member Carlson, seconded by Member Sauer, that this item be recommended to the County Board for adoption. 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

Law & Judicial

7.5 13-0501

Joint committee action approving Amendment No. 1 to Lake County Agreement #12148 for consulting for the Lake County Radio System.

Kent McKenzie, Emergency Management, and Amy McEwan, County Administrator's office, presented. The Committee viewed an informational video on the 911 dispatch organization. The recommended amendment will aid in developing the RFP. The transition target date is estimated to be 2017. The experts in emergency radio systems will assist the county in being able to estimate the time lines of the different pieces of a transition as such. Discussion ensued.

A motion was made by Member Taylor, seconded by Member Sauer, that this 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

7.6 13-0499

Joint resolution authorizing an intergovernmental agreement with the Wildwood Park District for the purpose of providing Sheriff's marine patrol services.

Kevin Lyons, Sheriff's Department, noted this is similar to last year's agreement.

A motion was made by Member Carlson, seconded by Member Sauer, that this item be recommended to the County Board for adoption. 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

Health & Community Services

7.7 13-0078

Joint resolution approving Community Development's Lien Subordination Policy.

Brenda O'Connell, Community Development, provided an overview of the policy. A brief discussion ensued.

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

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

Revenue, Records & Legislation

7.8 13-0502

Joint committee action item authorizing a contract extension with Cott Systems, Inc., Worthington, OH, for the Records Management Services contract for the Office of the Recorder of Deeds in the estimated annual amount of \$220,000.

Mary Ellen Vanderverter, Recorder of Deeds, and RuthAnne Hall, Purchasing, presented. It was requested in the future that more information be provided as to identify the proposed company as the most favorable bidder. RuthAnne informed the committee that the process began by sending out for a bid for a turn-key solution in 2006. In 2009 the Recorder of Deeds came back for a bid exception and presented the option that it is proprietary to the software and it was requested for approval to continue with the same program. That contract has expired. Cott Systems, Inc. has been very fair with the County and has not increased their price since 2006 and will hold that price for 5 more years. Other companies have not been able to customize. A conversion to another company at this time with the temporary relocation of the Recorder of Deeds office was also a factor that was considered. Conversion costs would be extreme. Cott Systems, Inc. is a good company and what they are offering at the price is a bargain. The funds will come from the automation fund.

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

7.9 13-0503

Joint resolution authorizing a contract with LRDS Systems and Forms, Woodstock, Illinois to provide scanning and indexing of tax parcel data for the Treasurer in the amount of \$51,003.54.

Robert Skidmore, Treasurer, and RuthAnne Hall, Purchasing, presented. Mr. Skidmore explained that the parcel numbering system has changed so much throughout the years. However, the statue is clear that Lake County must provide the information permanently. Our current process only allows one person to look at the information. With the new technology, provided by LRDS Systems and Forms, it would be available to everyone. There are other departments that can do micro-filming but the concern is the timely return of this information to us. LRDS Systems and Forms has worked with Lake County for a number of years and they understand our needs and the importance of turn-around. This is coming out of the automation fund. The information being provided is mainly accessed for historical purposes.

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

Public Works & Transportation

7.10 13-0500

Joint resolution authorizing the execution of an amended agreement for sewage disposal with the Lakes Region Sanitary District (LRSD).

The agreement was mailed out seperately to the County Board members on Monday, May 6, 2013 and will be included as part of the CB agenda.

A motion was made by Member Rummel, seconded by Member Taylor, that this resolution be recommended to the County Board for adoption. 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 13-0506

Joint resolution authorizing a contract with Alpha Paintworks, Inc. in the amount of \$50,375 for the preparation and painting of fire hydrants for Lake County Public Works.

A motion was made by Member Rummel, seconded by Member Sauer, that this resolution be recommended to the County Board for adoption. 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 13-0505

Joint committee action approving Contract Modification No. 1 to Lake County Agreement #12039, Public Works Revenue Auditing Professional Services

This item was postponed on PWT Agenda on 5/8/13 and will be on the next PWT agenda for review.

A motion was made by Member Mandel, seconded by Member Taylor, that this committee action item be removed from the 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 13-0522

Joint resolution authorizing a Memorandum of Understanding with the Lake County Transportation Alliance (LCTA) to document the responsibilities of the County and the LCTA.

Paula Trigg, Division of Transportation, explained that this memorandum of understanding is making Lake County's arrangement formal with LCTA.

A motion was made by Member Rummel, seconded by Member Taylor, that this resolution be recommended to the County Board for adoption. 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 13-0510

Joint resolution appropriating \$835,000 of Motor Fuel Tax funds to provide for the removal, replacement or refurbishment of pavement markings on the bituminous and concrete pavements of various County highways, and designated as Section 13-00000-15-GM.

A motion was made by Member Rummel, seconded by Member Taylor, that this resolution be recommended to the County Board for adoption. 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 13-0511

Joint resolution appropriating \$600,000 of ¼% Sales Tax for Transportation and Public Safety funds for traffic signal interconnects to Lake County PASSAGE, along various routes in Lake County, and designated as Section 13-00268-12-TL.

A motion was made by Member Rummel, seconded by Member Taylor, that this item be recommended to the County Board for adoption. 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

7.16 13-0520

Joint resolution authorizing an agreement with Commonwealth Edison (ComEd), Chicago, Illinois, providing the terms and conditions by which ComEd will grant easements necessary for the Wilson Road drainage improvement, appropriating \$20,000 of County Bridge Tax funds, and designated as Section 11-00070-09-DR.

A motion was made by Member Rummel, seconded by Member Taylor, that this resolution be recommended to the County Board for adoption. 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

7.17 13-0516

Joint resolution authorizing the execution of an agreement with the Village of Round Lake for the construction of a sidewalk along Washington Street, from Cedar Lake Road to Hainesville Road, and the relocation of Village watermain facilities located within the project limits, and designated as Section 05-00121-07-WR.

A motion was made by Member Rummel, seconded by Member Taylor, that this resolution be recommended to the County Board for adoption. 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

7.18 13-0523

Joint resolution authorizing an agreement with the State of Illinois/Illinois Department of Transportation (IDOT) for the improvements to the traffic control signals and the roadway at the intersection of Old McHenry Road at US Route 12, appropriating \$5,000 of Motor Fuel Tax funds, and designated as Section 13-00085-09-TL.

A motion was made by Member Rummel, seconded by Member Taylor, that this resolution be recommended to the County Board for adoption. 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

7.19 13-0515

Ordinance requesting the conveyance of a parcel of land from the Lake County Forest Preserve District (LCFPD) to Lake County, relating to the LCFPD Millenium Trail, Rollins Road Tunnel, and designated as State Section 12-F3000-01-BT.

A motion was made by Member Rummel, seconded by Member Taylor, that this ordinance be recommended to the County Board for adoption. 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

7.20 13-0514

Joint resolution authorizing an agreement with the Round Lake Area Park District stating the terms and conditions for a temporary easement to relocate park equipment, construct and maintain a multi-use path with landscaping along Rollins Road, from Mallard Creek Drive to Hainesville Road, and designated as Section 08-00080-56-BR.

A motion was made by Member Rummel, seconded by Member Taylor, that this resolution be recommended to the County Board for adoption. 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

7.21 13-0512

Joint resolution authorizing an agreement with the Lake County Forest Preserve District (LCFPD) stating the terms and conditions for the design and construction of a multi-use path along Rollins Road, from Hainesville Road to Hook Drive, and designated as Section 08-00080-56-BR.

A motion was made by Member Rummel, seconded by Member Taylor, that this resolution be recommended to the County Board for adoption. 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

7.22 13-0525

Ordinance requesting the conveyance of parcels of land for right-of-way, permanent easement and temporary easements from the Village of Round Lake Beach to Lake

County, and effectuating an agreement relating to the construction and maintenance improvements along Rollins Road, from Mallard Creek Drive to Hook Drive, and designated as Section 08-00080-56-BR.

A motion was made by Member Rummel, seconded by Member Taylor, that this ordinance be recommended to the County Board for adoption. 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

7.23 13-0521

Joint resolution authorizing an agreement with Northern Illinois Gas Company (NICOR) to relocate a gas main along Rollins Road, at Illinois Route 83/Canadian National Railroad (CN RR) intersection/grade separation improvement, appropriating \$1,850,000 of ¼ % Sales Tax for Transportation and Public Safety funds, and designated as Section 08-00080-56-BR.

A motion was made by Member Rummel, seconded by Member Taylor, that this resolution be recommended to the County Board for adoption. 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

7.24 13-0526

Joint resolution authorizing an agreement with the Wisconsin Central Ltd. (WCL), Canadian National Railroad (CN RR), Homewood, Illinois, for the reconstruction and maintenance of the roadway crossing for the intersection improvement of Rollins Road, at Illinois Route 83, and the grade separation of the WCL/CN RR, appropriating \$3,300,0000 of ¼% Sales Tax for Transportation and Public Safety funds, and designated as Section 08-00080-56-BR.

A motion was made by Member Rummel, seconded by Member Taylor, that this resolution be recommended to the County Board for adoption. 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

7.25 13-0517

Resolution setting forth the budget policies for compilation of the Fiscal Year 2014 Lake County Budget.

Gary Gordon and Patrice Sutton-Burger, Finance and Administrative Services, presented the item and noted that the policies were updated as previously presented.

A motion was made by Member Rummel, seconded by Member Sauer, that this resolution be recommended to the County Board for adoption. 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

7.26 13-0432

Resolution accepting an Illinois Emergency Management Agency/US Department of Homeland Security Citizen Corps grant and authorizing the emergency appropriation of \$9,177.49 for the Lake County Citizen Corps Council.

Kent McKenzie, Emergency Management, and Amy McEwan, County Administrator's office, presented. The Citizen Core Council includes volunteer members from a number of communities. There is no budget for this organization. Member Taylor expressed his concern regarding the problems with first responder communication. Ms. McEwan responded that these funds being requested are not used to address equipment and process issues. Mr. McKenzie explained that in an emergency, volunteers are crucial. These funds assist in training the volunteers, which increases efficiency.

A motion was made by Member Sauer, seconded by Member Taylor, that this resolution be recommended to the County Board for adoption. 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

There was no executive session.

9. County Administrator's Report

Gary Gordon and Patrice Sutton-Burger, Finance and Administrative Services, presented the Early Economic Indicators - Fiscal 2013 Year to Date. Discussion ensued.

10. Adjournment

A motion was made by Member Rummel, seconded by Member Sauer, that this meeting be adjourned at 2:19 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 Terry Kuss.

Respectfully submitted,

Chairman

Vice-Chairman

Finance and Administrative Committee