

Lake County Illinois

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



Meeting Minutes - Final

Wednesday, October 19, 2016

11:00 AM

Joint Budget Meeting

Conference Room C, 10th Floor

Revenue, Records, and Legislation Committee

1. **Call to Order**

Revenue, Records and Legislation Committee Chair Hewitt called the 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

Financial and Administrative Committee Chair Rummel reconvened the Financial and Administrative Committee meeting at 11:00 a.m., after a brief recess.

Present: 7 - Chair Rummel, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Sauer and Member Bartels

Others present:

*Barry Burton, County Administrator
Anthony Cooling, Finance and Administrative Services
Mike Dacey, Emergency Management Agency
Cameron Davis, Assistant County Administrator
Sandy Hart, County Board Member
Karla Hasty, Human Resources
Adlil Issakoo, County Administrator's Office
Al Giertych, Division of Transportation
Ben Gilbertson, County Administrator's Office
Karl Jackson, Chief County Assessor's Office
Doretha Johnson, Division of Transportation
Peter Kolb, Public Works
Chris Kopka, Risk
Rodney Marion, Human Resources
Jim McCulloch, Treasurer's Office
Amy McEwan, Deputy County Administrator
Kent McKenzie, Emergency Management Agency
Debra Nieto, County Clerk's Office
Angela Norwood, Public Works
Marty Paulson, Assessor
Phil Perna, Public Works
Cynthia Pruim-Haran, Recorder of Deeds
Mellanie Rummel, Lake County Resident
Kurt Schultz, Finance and Administrative Services
David Stolman, Treasurer
Paula Trigg, Division of Transportation
Mary Ellen Vanderverter, Recorder of Deeds
Jeremiah Varco, Finance and Administrative Services
Blanca Vela-Schneider, County Board Office
Josh Wallace, Division of Transportation
Farrah Watson, Finance and Administrative Services
Chase Werfel, Lake County Resident
Kipp Wilson, County Clerk's Office*

Carla Wyckoff, County Clerk

Financial and Administrative Committee Chair Rummel, reported that there is a physical quorum of the Financial and Administrative Committee, and Member Bartels is participating electronically due to a medical illness.

Financial and Administrative Chair Rummel provided a brief statement regarding the budget consideration process.

2. Pledge of Allegiance

Chair Rummel reported the Pledge of Allegiance was recited at the 8:30 a.m. meeting.

3. Public Comment

There were no comments from the public.

4. New Business

4.1 [16-0958](#)

Presentation and consideration of proposed FY 2017 Budget (see complete recommended budget attached).

Finance and Administrative Services Director Gary Gordon introduced Deputy Finance Director Ryan Horne. Mr. Horne provided a brief budget presentation to the Committees. He thanked the various staff involved in the budget process, including finance analysts, communications, and print shop services.

4.2 [16-0993](#)

Joint committee action approving the recommended FY 2017 budget for the County Clerk.

Anthony Cooling of Finance and Administrative Services and County Clerk Carla Wyckoff presented on the County Clerk's budget. Mr. Cooling reported that due to fiscal year 2017 being a non-election year at the federal level, election related expenses are expected to decrease. Mr. Cooling reported that one full time vacant position and two part time vacant clerk positions were eliminated but noted that three temporary, part time election worker positions were added. Revenues from marriage licenses, marriage certificates, birth certificates and death certificates have decreased based on current activity.

Ms. Wyckoff introduced Debra Nieto and Kipp Wilson of the County Clerk's Office. Ms. Wyckoff confirmed that one full time position and two part time vacant positions were eliminated and that three temporary part time election workers have been added. Duties have been spread among other managers and all staff is cross-trained.

Discussion occurred regarding the budget differences during election and non-election years.

A motion was made by Member Werfel, seconded by Member Wilke, that this item be approved. The motion carried unanimously.

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 Sauer, that this committee action item be approved. Motion carried by voice vote.

Aye: 7 - Chair Rummel, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Sauer and Member Bartels

4.3 [16-0994](#)

Joint committee action approving the recommended FY 2017 budget for Vital Records Automation.

Anthony Cooling of Finance and Administrative Services reported that revenues and expenses for the Vital Records Automation Fund are anticipated to remain the same as they have for the past several years.

A motion was made by Member Durkin, seconded by Member Werfel, that this committee action item be approved. Motion carried by voice 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 Taylor, that this committee action item be approved. Motion carried by voice vote.

Aye: 7 - Chair Rummel, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Sauer and Member Bartels

4.4 [16-0995](#)

Joint committee action approving the recommended FY 2017 budget for the Recorder of Deeds.

Anthony Cooling of Finance and Administrative Services and Recorder of Deeds Mary Ellen Vanderventer presented. Mr. Cooling reported that revenues in the General Fund are expected to remain flat compared to fiscal year 2016. Expenses have declined due to two full time positions being moved from the Property Tax General Fund to the Recorder Automation Fund.

Ms. Vanderventer introduced Cynthia Pruim-Haran of the Recorder of Deeds' Office. Ms. Vanderventer noted that six senior employees have retired and there are no intentions of filling those vacancies.

A motion was made by Member Mathias, seconded by Member Wilke, that this committee action item be approved. Motion carried by voice 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 Bartels, seconded by Member Mandel, that this committee action item be approved. Motion carried by voice vote.

Aye: 7 - Chair Rummel, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Sauer and Member Bartels

4.5 [16-0996](#)

Joint committee action approving the recommended FY 2017 budget for the Recorder Automation Fee.

A motion was made by Member Werfel, seconded by Member Wilke, that items 16-0996 and 16-0997 be approved. Motion carried by voice 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 Sauer, that committee action items 16-0996 and 16-0997 be approved . Motion carried by voice vote.

Aye: 7 - Chair Rummel, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Sauer and Member Bartels

4.6 [16-0997](#)

Joint committee action approving the recommended FY 2017 budget for the GIS Automation Fee.

A motion was made by Member Werfel, seconded by Member Wilke, that items 16-0996 and 16-0997 be approved. Motion carried by voice 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 Sauer, that committee action items 16-0996 and 16-0997 be approved . Motion carried by voice vote.

Aye: 7 - Chair Rummel, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Sauer and Member Bartels

4.7 [16-0998](#)

Joint committee action approving the recommended FY 2017 budget for the Chief County Assessment Office.

Anthony Cooling of Finance and Administrative Services and Chief County Assessor Marty Paulson presented the budget. Mr. Cooling reported that expenses have decreased due to personnel reduction and accompanying reductions in benefits. The consultants account has decreased due to last year's request being higher because of the survey of cadastral monuments. In addition, publications and legal notices have decreased.

A motion was made by Member Wilke, seconded by Member Rummel, that this committee action item be approved. Motion carried by voice 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 Sauer, that this committee action item be approved. Motion carried by voice vote.

Aye: 7 - Chair Rummel, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Sauer and Member Bartels

4.8 [16-0999](#)

Joint committee action approving the recommended FY 2017 budget for the Board of Review.

Anthony Cooling of Finance and Administrative Services and Chief County Assessor Marty Paulson presented the Board of Review's budget. Mr. Cooling reported that the budget has increased. Per diem fees have increased to accommodate additional members utilized to complete assessment appeals. Computer equipment is being replaced per the Information Technology's normal replacement schedule.

Mr. Paulson added that the Board of Review is normally in session from September into January of the following year. Due to the new Tyler System being implemented in December expenses have been moved to speed up to process in order to avoid working in two systems.

A motion was made by Member Durkin, seconded by Member Werfel, that this committee action item be approved. Motion carried by voice 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 Taylor, that this committee action item be approved. Motion carried by voice vote.

Aye: 7 Chair Rummel, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Sauer and Member Bartels

4.9 [16-1000](#)

Joint committee action approving the recommended FY 2017 budget for the Treasurer.

Anthony Cooling of Finance and Administrative Services and Treasurer David Stolman presented. Mr. Cooling reported that revenue Tax Sale/Redemption revenue increased based on anticipated activity for fiscal year 2017.

Mr. Stolman introduced James McCulloch of the Treasure's Office. Mr. Stolman noted that there are some revenue increases anticipated and collections are on target. Distributions are ahead for the incoming year.

A motion was made by Member Mathias, seconded by Member Wilke, that this committee action item be approved. Motion carried by voice 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 Taylor, seconded by Member Carlson, that this committee action item be approved. Motion carried by voice vote.

Aye: 7 - Chair Rummel, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Sauer and Member Bartels

4.10 16-1001

Joint committee action approving the recommended FY 2017 budget for Tax Sale Automation.

Anthony Cooling of Finance and Administrative Services and Treasurer David Stolman presented. Revenues are budgeted to increase and expenses have been cut.

Mr. Stolman added that for the first year the Tax Sale will be in-house at the Central Permitting Facility and it is anticipated to be on November 14 or 15.

A motion was made by Member Durkin, seconded by Member Mathias, that this committee action item be approved. Motion carried by voice vote.

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

Financial and Administrative Committee

Financial and Administrative Committee

A motion was made by Member Sauer, seconded by Member Mandel, that this committee action item be approved. Motion carried by voice vote.

Aye: 7 - Chair Rummel, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Sauer and Member Bartels

- 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.**

The Revenue, Records and Legislation committee meeting was adjourned at 11:31 a.m.

A motion was made by Member Werfel, seconded by Member Mathias, to adjourn the meeting. The motion carried unanimously.

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

The Financial and Administrative Committee remained in session.

Minutes prepared by Blanca Vela-Schneider and Heidie Hernandez.

Chairman

Vice-Chairman

*Revenue, Records, and Legislation
Committee*