

# Lake County Illinois

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



## Meeting Minutes - Draft

**Tuesday, October 18, 2016**

**9:00 AM**

**Joint Budget Meeting**

**Assembly Room, 10th Floor**

**Planning, Building and Zoning Committee**

1. Call to Order

*Chair Weber of the Planning, Building and Zoning Committee and Chair Rummel of Finance and Administrative Committee called the meeting to order at 9:00 a.m.*

**Present** 7 - Chair Weber, Vice Chair Wilke, Member Bartels, Member Carlson, Member Hart, Member Pedersen and Member Sauer

*Others present:*

*Keith Brin, Circuit Court Clerk  
Barry Burton, County Administrator  
John Byrne, Sheriff's Department  
Bonnie Carter, County Board Member  
Jim Chamernick, Sheriff's Department  
Anthony Cooling, Finance and Administrative Services  
Angela Cooper, Workforce Development  
Chris Covelli, Sheriff's Department  
Mark Curran, Sheriff  
Cam Davis, County Administrator's Office  
Patrice Evans, Courts Administration  
Francis Fox, Sheriff's Department  
Paul Frank, City of Highland Park  
Ben Gilbertson, County Administrator's Office  
Jodi Gingiss, Community Development  
Gary Gordon, Finance and Administrative Services  
Joy Gossman, Public Defender  
Mike Gregory, Sheriff's Department  
Heidie Hernandez, County Board Office  
Ryan Horne, Finance and Administrative Services  
John Idleburg, Lake County Resident  
Keith Keiser, Sheriff's Department  
Mike Keller Sheriff's Department  
Aaron Lawlor, County Board Chairman  
Donna Jo Maki, County Administrator's Office  
Judy Martini, Lake County Resident  
Amy McEwan, Deputy County Administrator  
Wendy Morey, Stormwater Management Commission  
Michael Nerheim, State's Attorney  
Audrey Nixon, County Board Member  
Jerry Nordstrom, Health Department  
Anita Patel, Planning, Building and Zoning  
Mike Peck, Veterans Assistance Commission  
Mark Pfister, Health Department  
Gary Pickens, Regional Office of Education  
Orlando Portillo, Coroner  
Jennifer Rathunde, Circuit Clerk's Office  
Robert Richards, Sheriff's Department  
Jessica Rios, Merit Commission*

*Ray Rose, Undersheriff  
Sandra Ruckbeil, Public Defender  
Jennifer Serino, Workforce Development  
Jennie Vana, Communications  
Blanca Vela-Schneider, County Board Office  
Eric Waggoner, Planning, Building and Zoning  
Mike Warner, Stormwater Management Commission  
David Wathen, Sheriff's Department  
Farrah Watson, Finance and Administrative Services  
Michael Wheeler, Finance and Administrative Services  
Teri White, State's Attorney Office  
Roycealee Wood, Regional Office of Education  
Dawn Wucki-Rossbach, Sheriff's Department*

*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 Committee Chair Rummel provided a brief statement regarding the budget consideration process.*

*(Member Sauer entered the meeting at 9:04 a.m.)*

**2. Pledge of Allegiance**

*Member Hart led the group in the Pledge of Allegiance.*

**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.*

**This matter was presented.**

**4.2 [16-0959](#)**

Joint committee action approving the recommended FY 2017 budget for Planning, Building and Development.

*Eric Waggoner, Matthew Meyer and Anita Patel of the Planning, Building and Development Department (PBD) and Ben Gilbertson of the County Administrator's Office presented on the PBD's budget.*

*Mr. Gilbertson reported that the revenue for fiscal year (FY) 2017 is projected to be*

*similar to FY 2016 revenues. There are reductions in licensing and permits. These are negated by increases in fines and forfeitures, intergovernmental revenue, charges for services, and transfer revenue. In terms of expenses, the PBD budget is down one percent, a result of reductions in personnel and benefits due to vacancy savings, reductions in commodities and fewer capital replacements for FY 2017. Contractuals have increased due to the shifting of funds from temporary part time salaries and wages to temporary employment services. In addition, salary and benefit funds have been shifted from vacant positions to consultants to help evaluate the functions of those positions. The requested two percent cut was achieved by the reduction in drainage improvement projects and vacancy savings.*

*Mr. Waggoner reported that the PBD department strategically evaluates operations on an ongoing basis to reduce unit costs in their planning, permitting, and code enforcement services, through process streamlining, efficient route planning in the field, and cross training staff. Through these efficiencies, the department has kept head count flat and has simultaneously built capacity in order to continue expanding shared services work with municipalities, and the Administrative Adjudication (AA) program for quickly resolving nuisance and other violations.*

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

**Aye:** 7 - Chair Weber, Vice Chair Wilke, Member Bartels, Member Carlson, Member Hart, Member Pedersen and Member Sauer

*Financial and Administrative Committee*

*A motion was made by Member Hewitt, 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 [16-0960](#)**

Joint committee action approving the recommended FY 2017 budget for Stormwater Management.

*Farrah Watson of Finance and Administrative Services and Mike Warner, Director of Stormwater Management Commission, presented on the Stormwater Management Commission's (SMC) budget. Ms. Watson noted that the budget being presented is reduced. The intergovernmental grant revenue is down due to a decrease in State grants. Permit revenue is increasing based on a spike seen in fiscal year (FY) 2016. In order to keep expenses down, the department has removed one vehical from their fleet and increased milage reibursment rates to make up for employees utilizing their own vehicals. Three desktop computers and three laptops will be replaced as part of their capital expenditures. In addition, two projects are being recommended for Corporate Capital Improvement Program (CCIP) funding.*

*Ms. Watson noted that this budget has been amended. An additional \$53,438 has been added to the regular salaries and wages account and \$15,085 has been added to*

*benefits due to a position inadvertently being removed from the system twice. Mr. Warner added that there is a land team comprised of the Planning, Building and Development Department, SMC, Division of Transportation, Public Works, and the Health Department working towards finding efficiencies and shared services among departments to make necessary budget reductions. As a result, it has been recommended to merge communication related tasks and responsibilities. In addition, over the last year, SMC has leveraged with over 30 local units of government, park districts, municipalities, townships, drainage districts, several home owner associations and nonprofit organizations on various county projects. Discussion occurred regarding Mr. Warner gaining the trust of several Lake County communities.*

**A motion was made by Member Carlson, seconded by Member Pedersen, that this committee action item be approved as amended. Motion carried by voice vote.**

**Aye:** 7 - Chair Weber, Vice Chair Wilke, Member Bartels, Member Carlson, Member Hart, Member Pedersen and Member Sauer

*Financial and Administrative Committee*

*A motion was made by Member Mandel, seconded by Member Taylor, that this committee action item be approved as amended. 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 Planning, Building and Zoning Committee. The Financial and Administrative Committee may remain in session to review and approve other departmental budgets.**

*Meeting adjourned at 9:38 a.m.*

**A motion was made by Member Hart, seconded by Member Weber, to adjourn. The motion carried by the following vote.**

**Aye:** 7 - Chair Weber, Vice Chair Wilke, Member Bartels, Member Carlson, Member Hart, Member Pedersen and Member Sauer

*The Financial and Administrative Committee remained in session to hear Financial and Administrative Committee items.*

Meeting minutes prepared by Blanca Vela-Schneider and Heidie Hernandez.

Respectfully submitted,

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Chairman

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Vice-Chairman

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Planning, Building and Zoning  
Committee