

# Lake County Illinois

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



## Meeting Minutes - Final

Thursday, January 30, 2020

8:30 AM

**Assembly Room, 10th Floor - Courthouse and Administrative  
Complex, 18 N County Street, Waukegan**

**Financial & Administrative Committee**

**1. Call to Order**

*Chair Frank called the meeting to order at 8:30 a.m.*

**Present** 6 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Pedersen, Member Wasik and Member Wilke

**Absent** 1 - Member Didech

*Others present:*

*Chris Blanding, Information Technology*

*Mary Crain, Division of Transportation*

*Donald Dugan, Facilities and Construction Services*

*Gary Gibson, County Administrator's Office*

*Joy Gossman, Public Defender*

*Bob Gluckert, Chief County Assessor*

*RuthAnne Hall, Purchasing/Human Resources*

*Jim Hawkins, County Administrator's Office*

*Holly Kim, Treasurer*

*Carl Kirar, Facilities and Construction Services*

*Vasyl Markus, Treasurer's Office*

*Matt Meyers, County Administrator's Office*

*Andi Rosen, Communications*

*Shane Schneider, Division of Transportation*

*Todd Schroeder, Court Administration*

*Patrice Sutton, Finance and Administrative Services*

*Micah Thorton, Circuit Court Clerk's Office*

*Cassandra Torstenson, County Administrator's Office*

*Blanca Vela-Schneider, County Administrator's Office*

**2. Pledge of Allegiance**

*Member Pedersen led the Pledge of Allegiance.*

*Chair Frank noted that County Board Chair Hart is attending another function this morning on behalf of the County.*

**3. Addenda to the Agenda**

*There were no additions or amendments to the agenda.*

**4. Public Comment**

*There were no comments from the public.*

**5. Chair's Remarks**

*There were no remarks from Chair Frank.*

**6. Old Business**

*There was no old business to conduct.*

**7. New Business**

**CONSENT AGENDA (Items 7.1 - 7.6)**

**APPROVAL OF MINUTES**

**7.1 19-1943**

Minutes from October 16, 2019 Joint Budget Meeting.

**Attachments:** [F&A 10.16.19 Minutes - Final](#)

**A motion was made by Member Pedersen, seconded by Member Wilke, that the minutes for items 7.1 and 7.2 be approved and that items 7.3 through 7.6 be received and placed on the County Board agenda. The motion carried unanimously.**

**Aye:** 6 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Pedersen, Member Wasik and Member Wilke

**Absent:** 1 - Member Didech

**7.2 19-1944**

Minutes from October 17, 2019 Joint Budget Meeting.

**Attachments:** [F&A 10.17.19 Minutes - Final.pdf](#)

**A motion was made by Member Pedersen, seconded by Member Wilke, that the minutes for items 7.1 and 7.2 be approved and that items 7.3 through 7.6 be received and placed on the County Board agenda. The motion carried unanimously.**

**Aye:** 6 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Pedersen, Member Wasik and Member Wilke

**Absent:** 1 - Member Didech

**FINANCIAL & ADMINISTRATIVE**

**7.3 20-0114**

Report from Robin M. O'Connor, County Clerk, for the month of December 2019.

**Attachments:** [LCC Report for December 2019](#)

**A motion was made by Member Pedersen, seconded by Member Wilke, that the minutes for items 7.1 and 7.2 be approved and that items 7.3 through 7.6 be received and placed on the County Board agenda. The motion carried unanimously.**

**Aye:** 6 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Pedersen, Member Wasik and Member Wilke

**Absent:** 1 - Member Didech

7.4 [20-0116](#)

Report from Mary Ellen Vanderverter, Recorder of Deeds, for the month of December 2019.

**Attachments:** [December 2019](#)

**A motion was made by Member Pedersen, seconded by Member Wilke, that the minutes for items 7.1 and 7.2 be approved and that items 7.3 through 7.6 be received and placed on the County Board agenda. The motion carried unanimously.**

**Aye:** 6 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Pedersen, Member Wasik and Member Wilke

**Absent:** 1 - Member Didech

7.5 [20-0192](#)

Report from Holly Kim, Treasurer, for the month of August 2019.

**Attachments:** [Cash & Investment Aug 2018.pdf](#)  
[Cash & Investment Aug 2019.pdf](#)

**A motion was made by Member Pedersen, seconded by Member Wilke, that the minutes for items 7.1 and 7.2 be approved and that items 7.3 through 7.6 be received and placed on the County Board agenda. The motion carried unanimously.**

**Aye:** 6 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Pedersen, Member Wasik and Member Wilke

**Absent:** 1 - Member Didech

7.6 [20-0193](#)

Report from Holly Kim, Treasurer, for the month of September 2019.

**Attachments:** [Cash & Investment Sept 2018.pdf](#)  
[Cash & Investment Sept 2019.pdf](#)

**A motion was made by Member Pedersen, seconded by Member Wilke, that the minutes for items 7.1 and 7.2 be approved and that items 7.3 through 7.6 be received and placed on the County Board agenda. The motion carried unanimously.**

**Aye:** 6 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Pedersen, Member Wasik and Member Wilke

**Absent:** 1 - Member Didech

**REGULAR AGENDA**

**PUBLIC WORKS, PLANNING & TRANSPORTATION**

7.7 [20-0122](#)

Joint resolution appropriating \$230,000 of ¼% Sales Tax for Transportation funds for the Joint Utility Locating Information for Excavators, Inc. (JULIE) annual message handling services fee, and extending a contract with Utility Resource Group, LLC,

Sterling Heights, Michigan, to locate Lake County Division of Transportation's (LCDOT) storm sewers for excavator dig requests for various County highways.

**Attachments:** [20-0122 Vendor Disclosure Statement, Utility Resource Group](#)

*Shane Schneider, Division of Transportation Director, reported that this appropriation is for utility locating services mandated by state law. The department uses an outside vendor to provide the services.*

**A motion was made by Member Wilke, seconded by Member Wasik, that this item be recommended for adoption to the County Board agenda. The motion carried unanimously.**

**Aye:** 6 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Pedersen, Member Wasik and Member Wilke

**Absent:** 1 - Member Didech

**7.8 [20-0123](#)**

Joint resolution authorizing an agreement with the State of Illinois, by and through the Illinois Department of Transportation (IDOT), for the modernization and interconnection of the traffic signals along Sunset Avenue, between Illinois Route 131/Green Bay Road and Illinois Route 137/Sheridan Road, appropriating \$490,000 of ¼% Sales Tax for Transportation funds.

**Attachments:** [20-0123 Sunset Avenue, IDOT Agreement](#)

*Shane Schneider, Division of Transportation Director, reported that this project is for modernization and interconnection of traffic signals along Sunset Avenue. The County received a Federal Congestion Mitigation and Air Quality Control grant in the amount of \$1,230,000 and the County will fund the remaining \$490,000 with 1/4% Sales Tax for Transportation funds. Discussion ensued.*

**A motion was made by Member Carlson, seconded by Member Wilke, that this item be recommended for adoption to the County Board agenda. The motion carried unanimously.**

**Aye:** 6 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Pedersen, Member Wasik and Member Wilke

**Absent:** 1 - Member Didech

**FINANCIAL & ADMINISTRATIVE**

**7.9 [20-0199](#)**

Committee action authorizing reclassification of two vacant positions in Facilities and Construction Services Office.

*Carl Kirar, Facilities and Construction Services Director, and RuthAnne Hall, Human Resources Interim Director, presented a salary reclassification for two vacant custodial positions. The first position is proposed to move from an S1 salary grade to a K7 and the second position is proposed to move from an S1 salary grade to a K8. These*

*modifications are part of an overall restructuring of the department. It was noted that the department will absorb the increase in its current budget. Discussion ensued.*

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

**Aye:** 6 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Pedersen, Member Wasik and Member Wilke

**Absent:** 1 - Member Didech

## **9. County Administrator's Report**

*(The County Administrator's Report was taken ahead of Executive Session items.)*

*Gary Gibson, Interim County Administrator, reported that next week's committee agenda will be lengthy. He reported on Patrice Sutton, Finance and Administrative Services Director/Chief Financial Officer, attendance at the Government Finance Officers Association (GFOA) conference. Interim Administrator Gibson noted that the National Association of Counties (NACo) Conference will be held from February 29, 2020 through March 4, 2020. Several board members are attending the conference and it is likely that the March 3, 2020 Law and Judicial and Health and Community Services Committees will be canceled due to a lack of a quorum.*

### **9.1 [20-0166](#)**

Department head reports.

**Attachments:** [JOC Update.pdf](#)

*(Department head reports were taken before Executive Session.)*

*Facilities and Construction Services*

*Carl Kirar, Facilities and Construction Services, reported on four projects that are included in the Job Ordering Contract (JOC) program. RuthAnne Hall, Purchasing, reviewed the guidelines for the JOC program. Discussion ensued.*

*Finance and Administrative Services,*

*Patrice Sutton, Finance and Administrative Services Director/ Chief Financial Officer, reported on interviews with various firms for accounting services related to investigatory accounting. Discussion ensued. Upon selection of the vendor, an investigatory report is expected to be provided within 60 days.*

*Chief Financial Officer Sutton reported that Zach Creer, Finance and Administrative Services, will be leaving the County to explore other career opportunities.*

**Department head reports were discussed.**

**8. Executive Session**

**8.1 20-0153**

Executive session to review closed session minutes pursuant to 5 ILCS 120/2 (c)(21).

**The Committee did not enter into Executive Session to review closed session minutes.**

**8.1A [20-0157](#)**

Committee action regarding semi-annual review of closed session minutes.

*Chair Frank reported that the State's Attorney's Office does not recommend the release of any closed session minutes at this time.*

**A motion was made by Member Wilke, seconded by Member Carlson, to keep all Executive Session minutes closed, per the State's Attorney's Office recommendation. On a voice vote, the motion carried unanimously.**

**Aye:** 6 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Pedersen, Member Wasik and Member Wilke

**Absent:** 1 - Member Didech

*Executive Session was entered into at 9:00 a.m.*

**A motion was made by Member Vealitzek, seconded by Member Wilke, that this item be to go into Executive Session. The motion carried by the following vote:**

**Aye:** 6 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Pedersen, Member Wasik and Member Wilke

**Absent:** 1 - Member Didech

**8.2 [20-0167](#)**

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

**Personnel matters were discussed in Executive Session.**

**8.2A [20-0201](#)**

Committee action authorizing reclassification of one position in the Facilities and Construction Services Office.

**A motion was made by Member Wilke, seconded by Member Vealitzek, to approve a position reclassification in the Facilities and Construction Services Department. The motion carried unanimously.**

**Aye:** 6 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Pedersen, Member Wasik and Member Wilke

**Absent:** 1 - Member Didech

**10. Members Remarks**

*There were no remarks from the members.*

**11. Adjournment**

*The meeting was adjourned at 9:13 a.m.*

**Chair Frank adjourned the meeting.**

**Next Meeting: February 6, 2020**

*Minutes prepared by Blanca Vela-Schneider.*

*Respectfully submitted,*

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*Financial and Administrative Committee*