

# Lake County Illinois

*Central Permit Facility  
500 W. Winchester Rd  
Libertyville, Illinois 60048-1331*



## Minutes Report - Final

**Thursday, May 4, 2023**

**6:00 PM**

**500 W. Winchester Rd - Libertyville, Illinois**

**Lake County Stormwater Management Commission**

**PUBLIC ATTENDANCE:** There are two options for the public to attend the meeting: (1) in-person attendance on the 2nd floor Central Permit Facility building 500 W. Winchester Road, Libertyville, Illinois, or (2) remote / virtual attendance through the link:

<https://us02web.zoom.us/j/89033008077>

**Meeting ID:** 890 3300 8077

**One tap mobile**

**+13126266799,,85137896784# US (Chicago)**

**Dial by your location**

**+1 312 626 6799 US (Chicago)**

**RECORDING:** Meetings, including Public Comment, will be recorded.

**PUBLIC COMMENT:** The public will be afforded time to comment on matters related to the business of the Lake County Stormwater Management Commission. A total of 30 minutes will be permitted for Public Comment and no more than three minutes per Comment. In general, Public Comment on items not on the agenda will be presented near the beginning of the meeting. Public Comment on agenda items may be presented during consideration of that item.

**1. CALL TO ORDER**

*The meeting was called to order by Chairman Schmit at 6:00 p.m.*

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

*Others Present: Paula Randall, Grant Benjamin (V) and SMC Staff: Kurt Woolford, Dijana Silber, Arnold Donato, Brian Frank, Kelcey Traynoff, Michelle Pope, Glenn Westman, Sharon Østerby, Juli Crane (V), Anna Niedzinski (V)*

**Present** 11 - Municipal Representative - Alternate Gust, Commissioner Hewitt, Commissioner Maine, Commissioner - Alternate Parekh, Commissioner Pedersen, Municipal Representative Rockingham, Chair Schmit, Commissioner Hunter, Municipal Representative Hood, Municipal Representative - Alternate Weidenfeld and Commissioner Schlick

**4. PUBLIC COMMENT**

*Chairman Schmit asked if there were any public comments. There were none.*

**5. [23-0712](#)**

Approval of April 6, 2023 meeting minutes

**A motion to approve April 6, 2023 meeting minutes was made by Alternat Gust, seconded by Commissioner Rockingham. Motion passed by unanimous voice vote.**

**Aye:** 11 - Gust, Commissioner Hewitt, Commissioner Maine, Commissioner - Alternate Parekh, Commissioner Pedersen, Rockingham, Schmit, Commissioner Hunter, Municipal Representative Hood, Municipal Representative - Alternate Weidenfeld and Commissioner Schlick

**6. COMMISSION REPORTS**

**6.1 Director's Report**

**6.1. Staffing Updates**

**a**

*Mr. Kurt Woolford introduced Anna Niedzinski as the new Stormwater Coordinator, provided an update on the hiring process for SMC's open positions, and informed the Commission that SMC staff member, Glenn Westman, would be retiring on May 5th after being with SMC for 21 years. Mr. Woolford and the Commission thanked Mr. Westman for everything he's contributed and for his service while with SMC.*

**6.1. FY24 Budget Policies Update**

**b**

*Mr. Woolford provided an update on the FY24 budget policies. Mr. Woolford explained that the County's FY24 budget policies would be going to the County Board meeting for approval later in May and he anticipated that the draft budget may be brought to the June SMC meeting for approval.*

## 6.2 Chairman's Report

### 6.2. SMC Municipal Member Election Instructions

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*Chairman Schmit wished Mr. Westman well in his retirement. Chairman Schmit also explained the instructions for the Municipal Member Election. Commissioner Maine suggested a process be in place in the instance of a tie in the election.*

## 6.3 Commissioner's Report

## 7. ACTION ITEMS

### 7.1 [23-0710](#)

Approval of April 2023 Treasurer's Reports

*Arnold Donato presented the SMC, RSMP, DRWW, NBWW Treasurer's Reports for April 2023.*

**A motion to approve April 2023 Treasurer's Reports was made by Alternate Gust, seconded by Alternate Weidenfeld. Motion passed by unanimous roll call vote.**

**Aye:** 11 - Gust, Commissioner Hewitt, Commissioner Maine, Commissioner - Alternate Parekh, Commissioner Pedersen, Rockingham, Schmit, Commissioner Hunter, Municipal Representative Hood, Municipal Representative - Alternate Weidenfeld and Commissioner Schlick

### 7.2 [23-0707](#)

Resolution adopting the multi-jurisdictional 2022 Lake County All-Natural Hazards Mitigation Plan (ANHMP).

- The plan is required to be updated every 5 years by the Federal Emergency anagement Agency to be eligible for FEMA hazard mitigation grant funds.
- The plan addresses natural hazards that may impact Lake County, such as floods, severe storms, tornadoes, and identifies mitigation measures that can be undertaken to reduce the impact of hazards to our residents and the operational services we provide.
- The plan update was developed through a cooperative effort between Lake County Emergency Management Agency, Lake County Stormwater Management Commission, and community participation.
- The ANHMP is one of several key components of Lake County's Emergency Management Program and integral to our overall preparedness and response efforts.

*Ms. Sharon Østerby requested approval of the resolution adopting the multi-jurisdictional 2022 All-Natural Hazards Mitigation Plan (ANHMP). Ms. Østerby explained that this is part of the 5-year plan update process, SMC recently completed the update, and FEMA conditionally approved it. Ms. Østerby also explained that the municipalities were notified about the ANHMP update and will need to adopt the plan after it's been approved by the County's Committees and Board.*

**A motion to approve was made by Commissioner Hewitt, seconded by Commissioner Maine. Motion passed by a unanimous roll call vote.**

**Aye:** 11 - Gust, Commissioner Hewitt, Commissioner Maine, Commissioner - Alternate Parekh, Commissioner Pedersen, Rockingham, Schmit, Commissioner Hunter, Municipal Representative Hood, Municipal Representative - Alternate Weidenfeld and Commissioner Schlick

**7.3 [23-0719](#)**

FOIA Program Declaration

*Mr. Woolford presented the County's FOIA Program Declaration as an informational item. Mr. Woolford explained that the new process will streamline FOIA requests and provide consistency throughout the County's departments with these requests. Mr. Woolford added that while SMC currently has their own process for FOIA requests, SMC will be adopting the new program and adhere to the new training and criteria.*

**7.4 [23-0713](#)**

Approval of 2023-2024 SMC Work Program

*Ms. Michelle Pope introduced SMC's work program for 2023-2024 and explained how the program spreadsheet was organized. Mr. Woolford explained the prioritization of work program items. Commissioner Parekh asked if there were any major differences in this year's work program compared to last year's? Mr. Woolford discussed several of the main additions to the work program, including amendments to the Watershed Development Ordinance, Community Re-certification, drone mapping, implementing new technology to assist staff and make project intake more efficient, and manage several engineering studies.*

**A motion to approve was made by Commissioner Pedersen, seconded by Commissioner Hunter. Motion passed by a unanimous roll call vote.**

**Aye:** 11 - Gust, Commissioner Hewitt, Commissioner Maine, Commissioner - Alternate Parekh, Commissioner Pedersen, Rockingham, Schmit, Commissioner Hunter, Municipal Representative Hood, Municipal Representative - Alternate Weidenfeld and Commissioner Schlick

**7.5 [23-0720](#)**

WDO Amendments Public Comment and Public Hearing Notice Ratification

*Ms. Kelcey Traynoff requested ratification of the opening of the 30-day public comment period for the Watershed Development Ordinance amendments. Ms. Traynoff explained that Chairman Schmit approved the opening of the public comment period and any public comments received would be brought back to the June SMC meeting. Ms. Traynoff also explained that a public hearing would be held on May 25th at the County building in Waukegan as part of the public comment period process.*

**A motion to approve was made by Alternate Weidenfeld, seconded by Commissioner Schlick. Motion passed by a unanimous roll call vote.**

**Aye:** 11 - Gust, Commissioner Hewitt, Commissioner Maine, Commissioner - Alternate Parekh, Commissioner Pedersen, Rockingham, Schmit, Commissioner Hunter, Municipal Representative Hood, Municipal Representative - Alternate Weidenfeld and Commissioner Schlick

## 8. INFORMATION SECTION

### 8.1 [23-0711](#)

Regulatory Reports April 2023

*Ms. Kelcey Traynoff presented the Regulatory Reports for April 2023.*

### 8.2 Correspondence

#### 8.2.a [23-0715](#)

Upper Des Plaines River Funding Letter April 2023

*Mr. Woolford discussed the Upper Des Plaines River Funding Letter from the U.S. Department of Agriculture. The letter discusses the environmental assessment of the watershed effort. SMC has not committed to an agreement and SMC is providing data to assist in the effort.*

### 8.3 Community Relations/Public Info

#### 8.3.a [23-0714](#)

SMC Guidance on Lowest Adjacent Grade (LAG) determinations for Lake County, IL, prior to March 16, 2023

*Mr. Brian Frank discussed the SMC guidance memo for Lowest Adjacent Grade (LAG) determinations for Lake County, IL prior to March 16, 2023. Mr. Frank explained that this guidance memo was created because the FEMA definition and the SMC definition for LAG were different. The guidance memo was created to provide clarification on LAG determinations prior to March 16, 2023 and SMC's recommendation for moving forward with LAG determinations.*

#### 8.3. [23-0717](#)

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Talbot Avenue Drainage Improvement Project Ground Breaking Event May 23rd 2023 at 10:00 a.m.

*Mr. Woolford provided information on the ground breaking for the Talbot Avenue Drainage Improvement Project taking place on May 23rd.*

## 9. EXECUTIVE SESSION

## 10. ADJOURNMENT

*Chairman Schmit updated the Commission on the Illinois Municipal League event that he and Commissioner Rockingham attended. Chairman Schmit explained that stormwater management and its importance was a common topic of discussion.*

**A motion to adjourn was made by Commissioner Maine, seconded by Commissioner Rockingham. Motion passed by a unanimous voice vote. Meeting adjourned at 6:36pm.**

**Aye:** 11 - Gust, Commissioner Hewitt, Commissioner Maine, Commissioner - Alternate Parekh, Commissioner Pedersen, Rockingham, Schmit, Commissioner Hunter, Municipal Representative Hood, Municipal Representative - Alternate Weidenfeld and Commissioner Schlick