

# Lake County Illinois

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



## Meeting Minutes - Final

Thursday, February 27, 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 Wilke and Member Clark

**Absent** 1 - Member Wasik

*Others present:*

*Chris Blanding, Information Technology*

*Jim Chamernik, Sheriff's Office*

*Mary Crain, Division of Transportation*

*Don Dugan, Facilities and Construction Services*

*Gary Gibson, County Administrator's Office*

*Al Giertych, Division of Transportation*

*Todd Govain, County Clerk's Office*

*RuthAnne Hall, Purchasing*

*Cynthia Haran, Recorder of Deeds Office*

*Jim Hawkins, County Administrator's Office*

*Carl Kirar, Facilities and Construction Services*

*Chris Kopka, Human Resources*

*Katie Ladis, Sheriff's Office*

*John Light, Human Resources*

*Bernard Malkov, Sheriff's Office*

*Ann Maine, County Board*

*Matt Meyers, County Administrator's Office*

*Robin O'Connor, County Clerk*

*Ashley Rack, Sheriff's Office*

*Shane Schneider, Division of Transportation*

*Todd Schroeder, Court Administration*

*Patrice Sutton, Finance and Administrative Services*

*Micah Thornton, Circuit Court Clerk's Office*

*Arin Thrower, Communications*

*Cassandra Torstenson, County Administrator's Office*

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

*Eric Waggoner, Planning, Building and Development*

*Rodney Worden, Public Works*

*Mike Wheeler, Finance and Administrative Services*

*Teri White, State's Attorney's Office*

**2. Pledge of Allegiance**

*Chair Frank requested a moment of silence in memory of the victims who lost their life in the Milwaukee Brewery shooting.*

*Vice-Chair Vealitzek led the Pledge of Allegiance.*

**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**

*Chair Frank welcomed Member Clark, who fills the vacancy left by former Board Member Didech.*

**6. Old Business**

*There was no old business to discuss.*

**7. New Business**

**CONSENT AGENDA (Items 7.1 - 7.7)**

**APPROVAL OF MINUTES**

**7.1 20-0351**

Minutes from January 9, 2020.

**Attachments:** [F&A 1.9.20 Minutes - Final.pdf](#)

**A motion was made by Member Wilke, seconded by Member Carlson, that Consent Agenda items 7.1 through 7.4 be approved and that items 7.5 through 7.7 be recommended for approval/received and placed on the County Board agenda. The motion carried unanimously.**

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

**Absent:** 1 - Member Wasik

**7.2 20-0352**

Minutes from January 30, 2020.

**Attachments:** [F&A 1.30.20 Minutes - Final.pdf](#)

**A motion was made by Member Wilke, seconded by Member Carlson, that Consent Agenda items 7.1 through 7.4 be approved and that items 7.5 through 7.7 be recommended for approval/received and placed on the County Board agenda. The motion carried unanimously.**

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

**Absent:** 1 - Member Wasik

7.3 [20-0353](#)

Executive Session minutes from January 9, 2020.

**A motion was made by Member Wilke, seconded by Member Carlson, that Consent Agenda items 7.1 through 7.4 be approved and that items 7.5 through 7.7 be recommended for approval/received and placed on the County Board agenda. The motion carried unanimously.**

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

**Absent:** 1 - Member Wasik

7.4 [20-0354](#)

Executive Session minutes from January 30, 2020.

**A motion was made by Member Wilke, seconded by Member Carlson, that Consent Agenda items 7.1 through 7.4 be approved and that items 7.5 through 7.7 be recommended for approval/received and placed on the County Board agenda. The motion carried unanimously.**

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

**Absent:** 1 - Member Wasik

**PUBLIC WORKS, PLANNING & TRANSPORTATION**

7.5 [20-0338](#)

Joint resolution authorizing a contract with Davey Resource Group, Inc., Elmhurst, Illinois, in the amount of \$47,105.90 for inspection and maintenance of recently planted native landscape areas along various County highways.

**Attachments:** [20-0338 Bid Tab. 2020 Native Landscape Maintenance](#)  
[20-0338 Davey Resource Group, Inc. Vendor Disclosure Statement](#)

**A motion was made by Member Wilke, seconded by Member Carlson, that Consent Agenda items 7.1 through 7.4 be approved and that items 7.5 through 7.7 be recommended for approval/received and placed on the County Board agenda. The motion carried unanimously.**

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

**Absent:** 1 - Member Wasik

**FINANCIAL & ADMINISTRATIVE**

7.6 [20-0279](#)

Report from Robin M. O'Connor, County Clerk, for the month of January 2020.

**Attachments:** [LCC Report for January 2020](#)

**A motion was made by Member Wilke, seconded by Member Carlson, that Consent Agenda items 7.1 through 7.4 be approved and that items 7.5 through 7.7 be recommended for approval/received and placed on the County Board agenda. The motion carried unanimously.**

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

**Absent:** 1 - Member Wasik

**7.7 [20-0331](#)**

Resolution authorizing a lease extension of an additional one-year lease term with Michael Henningfield, McHenry, Illinois, in the amount of \$4,500 for lease of County property for farming.

**Attachments:** [18053 Lease Extension one.pdf](#)

**A motion was made by Member Wilke, seconded by Member Carlson, that Consent Agenda items 7.1 through 7.4 be approved and that items 7.5 through 7.7 be recommended for approval/received and placed on the County Board agenda. The motion carried unanimously.**

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

**Absent:** 1 - Member Wasik

**REGULAR AGENDA**

**LAW & JUDICIAL**

**7.8 [20-0367](#)**

Joint resolution authorizing a contract with CentralSquare Technologies of Lake Mary, Florida, to procure a Stratus server and services for the Lake County Sheriff's Office computer aided dispatch (CAD), records management system (RMS), and jail management system (JMS) software in the amount of \$62,914.98.

**Attachments:** [Vendor Disclosure Statement](#)  
[Lake County Sheriff IL - Stratus Cluster 1.31.30](#)  
[Stratus quote for services](#)

*Jim Chamernik and Bernard Malkov, Sheriff's Office, reported that the Sheriff's Office's current server is no longer being supported and there is a need to replace it to support the department's CAD, RMS, and JMS software.*

**A motion was made by Member Pedersen, seconded by Member Clark, that this resolution be recommended for adoption to the County Board agenda. The motion carried by the following vote:**

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

**Absent:** 1 - Member Wasik

## **PUBLIC WORKS, PLANNING & TRANSPORTATION**

### **7.9 [20-0336](#)**

Joint resolution appropriating \$1,722,000 of Motor Fuel Tax funds for ice control salt materials needed for the 2020-2021 winter season.

*Shane Schneider, Division of Transportation Director, reported that this appropriation is for the purchase of next winter's road salt. The appropriation is based on historic usage. Discussion ensued regarding the County's efforts to reduce the amount of salt applied and to inform others on salt's impact to the environment.*

**A motion was made by Member Clark, 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 Wilke and Member Clark

**Absent:** 1 - Member Wasik

### **7.10 [20-0340](#)**

Joint resolution authorizing a contract with Campanella and Sons, Inc., Wadsworth, Illinois, in the amount of \$253,787.25 for the removal and replacement of storm sewer, curb, and gutter, with pavement milling and resurfacing on Wadsworth Road at Robert McClory Bike Path, and appropriating \$305,000 of County Bridge Tax funds.

**Attachments:** [20-0340 Bid Tab, Wadsworth Road Storm Sewer](#)  
[20-0340 Campanella & Sons, Inc. Vendor Disclosure Statement](#)

*Shane Schneider, Division of Transportation Director, reported that this contract is for the replacement of a storm sewer on Wadsworth Road at the McClory Bike Path. The work will be completed in summer months to minimize the impact to vehicular traffic due to the need for a 15 day closure.*

**A motion was made by Member Carlson, seconded by Member Clark, 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 Wilke and Member Clark

**Absent:** 1 - Member Wasik

### **7.11 [20-0343](#)**

Joint committee action item approving Change Order Number Three consisting of an increase of \$15,476.90 for additions to the Rollins Road sidewalk construction contract.

**Attachments:** [20-0343 A Lamp Vendor Disclosure - Rollins Sidewalk CO](#)

*Shane Schneider, Division of Transportation Director, reported that during construction additional utilities were found that require relocation, resulting in increased project costs.*

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

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

**Absent:** 1 - Member Wasik

## **FINANCIAL & ADMINISTRATIVE**

### **7.12 20-0345**

Discussion on the Fiscal Year (FY) 2021 Budget and Financial Policies.

**Attachments:** [FY2020 Budget Policies - FINAL.pdf](#)  
[DRAFT FY2021 Budget Policies.pdf](#)  
[Budget Policies Presentation 022720 v3.pdf](#)

*Patrice Sutton, Finance and Administrative Services Director/Chief Financial Officer, and Mike Wheeler, Finance and Administrative Services, provided a presentation regarding tax levy scenarios. She reviewed the proposed budget policy timeline. Director Sutton noted that the levy is not approved until November, along with the budget, but having the committee set a minimum tax levy threshold will allow departments to prepare their budgets more accurately.*

*Discussion ensued regarding cannabis revenue, video gaming revenue, local motor fuel tax, potential amendments to the budget policy, and formalizing performance metric expectations.*

**The Budget and Financial Policies were discussed.**

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

*(County Administrator's report items were moved ahead of Executive Session.)*

### **9.1 20-0355**

Department head reports.

#### *Facilities and Construction Services*

*Carl Kirar, Facilities and Construction Services Director, reported on the utilization of space at Lake County owned and leased sites. Gary Gibson, County Administrator, reported that staff is looking at the feasibility of consolidating space. Director Kirar reported on the status of the Job Order Contracting (JOC) program and the repairs to the roof at the Adult Probation Office.*

#### *Finance and Administrative Services*

*Patrice Sutton, Finance and Administrative Services Director/Chief Financial Officer reported on the hiring of an internal auditing manager, pending final background checks.*

*Human Resources*

*John Light, Human Resources Director, was introduced.*

**Department head reports were discussed.**

9.2 [20-0261](#)

Discussion regarding lobbyist registration.

**Attachments:** [Lobbyist Registration Ord. - Draft 020620.pdf](#)

*Matt Meyers, County Administrator's Office, reviewed the draft lobbyist registration policy. Discussion ensued regarding exemptions to the policy, the registration period, and enforcement of the policy.*

**Lobbyist registration was discussed.**

9.3 [20-0262](#)

Discussion regarding consolidation of the Recorder of Deeds and County Clerk's Offices.

*Matt Meyers, County Administrator's Office, reported that staff is developing the referendum question regarding the consolidation of the Recorder of Deeds and County Clerk's Offices per the direction of the committee. He reviewed the referendum's timeline and the process for consolidation if the referendum is approved. Discussion ensued. The consensus of the committee is to consider the referendum resolution at its April 9, 2020 meeting.*

**Consolidation of the Recorder of Deeds Office and County Clerk's Office was discussed.**

8. **Executive Session**

*Executive Session was entered into at 10:40 a.m.*

**A motion was made by Member Carlson, seconded by Member Clark, to go into Executive Session. The motion carried by the following vote:**

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

**Absent:** 1 - Member Wasik

8.1 [20-0322](#)

Executive Session to discuss imminent or pending litigation pursuant to 5 ILCS 120/2 (c)(11).

*(Member Wilke left the meeting at 10:41 a.m.)*

**Pending litigation was discussed in Executive Session.**



*Executive Session was adjourned at 10:46 a.m.*

**A motion was made by Member Clark, seconded by Member Vealitzek, to come out of Executive Session. The motion carried unanimously.**

**Aye:** 5 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Pedersen and Member Clark

**Absent:** 1 - Member Wasik

**Not Present:** 1 - Member Wilke

**8.1A [20-0324](#)**

Committee action authorizing settlement litigation.

**A motion was made by Member Carlson, seconded by Member Clark, to authorize settlement for two litigation items in the Sheriff's Office. The motion carried unanimously.**

**Aye:** 5 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Pedersen and Member Clark

**Absent:** 1 - Member Wasik

**Not Present:** 1 - Member Wilke

**10. Members Remarks**

*Thee were no remarks from members.*

**11. Adjournment**

*Chair Frank adjourned the meeting at 10:49 p.m.*

**Next Meeting: March 5, 2020**

*Minutes prepared by Blanca Vela-Schneider.*

*Respectfully submitted,*

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*Financial and Administrative Committee*