

Lake County Illinois

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



Meeting Minutes - Final

Wednesday, March 4, 2015

1:00 PM

Assembly Room, 10th Floor

Financial and Administrative Committee

1. Call to Order

Chair Paxton called the meeting to order at 1:00 p.m.

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

Others present:

Keith Brin, Circuit Clerk

Barry Burton, County Administrator

Carol Calabresa, Lake County Board Member

Chris Creighton, Finance and Administrative Services

Jodi Gingiss, Community Development

Gary Gordon, Finance and Administrative Services

Heidie Hernandez, Finance and Administrative Services

Adlil Issakoo, Finance and Administrative Services

Aaron Lawlor, Lake County Board Chairman

Amy McEwan, Deputy County Administrator

Audrey Nixon, Lake County Board Member

Jerry Nordstrom, Health Department

Anita Patel, Finance and Administrative Services

Marty Paulson, Chief County Assessment Officer

Claudia Rodriguez, County Clerk's Office

Michele Slav, Finance and Administrative Services

Patrice Sutton Burger, Finance and Administrative Services

Kirk Talbott, Information Technology

Jennie Vana, Communications

Blanca Vela-Schneider, County Board Office

Ryan Waller, Assistant County Administrator

Carla Wyckoff, County Clerk

2. Pledge of Allegiance

Chair Paxton led the Pledge of Allegiance.

3. Approval of Minutes

There were no minutes to approve.

4. Added to Agenda

County Administrator Barry Burton requested to amend the agenda to include item 4.1 on the supplemental agenda after item 7.7.

A motion was made by Member Sauer, seconded by Member Hewitt, to amend the agenda to include item 4.1 of the supplemental agenda after item 7.7. The motion carried unanimously.

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

5. Public Comment

There was no public comment.

6. Old Business

There was no old business to conduct.

7. New Business

LAW & JUDICIAL

7.1 [15-0107](#)

Joint resolution authorizing the Circuit Clerk to withhold an amount set by State statute to pay for the expense of publication and clerical costs related to unclaimed bail bond refunds.

Attachments: [725 ILCS 5 110-17 Abandoned Bail Bond](#)

Circuit Clerk Keith Brin reported unclaimed bail bond refunds have been going to the State after a certain period of time. A review of State Statute 725 ILCS 5/110-17, allows unclaimed bail bond refunds to remain in the possession of the County in which it is posted rather than be sent to the State. Staff is requesting authorization to withhold a certain amount of the bail bond refund to cover publication and clerical costs related to informing the public of unclaimed funds. Discussion ensued regarding the County's ability to hold these funds at the County level instead of at the State, and providing convenient access to the public to make the process transparent. Discussion occurred regarding the ability to recapture any outstanding fees from fines and fees.

A motion was made by Member Sauer, seconded by Member Rummel, that this item be recommended for adoption to the County Board agenda. The motion carried by the following vote:

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

HEALTH & COMMUNITY SERVICES

7.2 [15-0237](#)

Joint resolution amending selected Chapters of the Lake County Code of Ordinances in conjunction with the codification initiative.

Attachments: [Exhibit A and B.pdf](#)

Assistant County Administrator Ryan Waller reported the proposed amendments reflect current law and/or County practices.

A motion was made by Member Carlson, seconded by Member Hewitt, that this item be recommended for adoption to the County Board agenda. The motion carried by the following vote:

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

7.3 [15-0228](#)

Joint resolution authorizing an emergency appropriation in the amount of \$271,728 in the fiscal year (FY) 2015 budget as a result of grant increases delivered by Primary Care and Behavioral Health Service Areas.

Attachments: [Emergency Appropriation for FY15 February 2015](#)

A motion was made by Member Carlson, seconded by Member Mandel, that this item be recommended for adoption to the County Board agenda. The motion carried by the following vote:

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

7.4 [15-0173](#)

Joint resolution approving 2015 - 2019 Housing and Community Development Consolidated Plan, including a draft 2015 Action Plan, and authorizing the execution of all necessary correspondence to distribute these Plans to the U.S. Department of Housing and Urban Development and other interested parties.

Attachments: [Lake County Consortium ConPlan Final.pdf](#)
[Post Feb11 HCDC Redline.pdf](#)
[Community Development Budget Summary.pdf](#)

Community Development Administrator Jodi Gingiss requested approval of the 2015-2019 Consolidated Plan and 2015 Action Plan Draft. The five year plan is required by Housing and Urban Development (HUD) and details how the County plans to spend the funds received over the next five years. Discussion ensued.

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

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

REVENUE, RECORDS & LEGISLATION

7.5 [15-0238](#)

Joint resolution authorizing line item transfers between various funds for the purpose of transferring previously approved funds in 2015.

Attachments: [FY15 LIT for CCAO - March 2015](#)

Patrice Sutton Burger of Finance and Administrative Services requested approval for line item transfers between various funds. Staff has segregated Board of Review funds. The approval also includes the reassignment of six staff Cadastral Technicians from the Information Technology Department to the Chief County Assessment Office.

A motion was made by Member Hewitt, seconded by Member Rummel, that this item

be recommended for adoption to the County Board agenda. The motion carried by the following vote:

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

7.6 [15-0243](#)

Joint resolution authorizing an increase in the fees for Marriage and Civil Union Licenses, Birth and Death Certificates.

Attachments: [Tables.pdf](#)

County Clerk Carla Wyckoff and Claudia Rodriguez of the County Clerk's Office presented a request to increase license and certificate fees in the vital records area. Staff has considered its overhead in producing records and has compared its existing fees to other collar counties in Illinois and Wisconsin. Fees have not increased for most of the Clerk's services for several years, and while staff is sensitive to the needs of those in the County, a reasonable increase is requested. Discussion ensued regarding the existing and proposed fee schedule. Adlil Issakoo of Finance and Administrative Services noted that even with the proposed increase in fees, the County Clerk's Office will still not be able to recoup its costs for providing these services.

A motion was made by Member Rummel, seconded by Member Mandel, that this resolution be recommended for adoption to the County Board agenda. Motion carried by the following roll call vote:

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

FINANCIAL & ADMINISTRATIVE

7.7 [15-0229](#)

Resolution authorizing line item transfers between various funds for the purpose of transferring previously approved funds in fiscal year (FY) 2014.

Attachments: [FY14 Line Item Transfer Mar 10 2015](#)

Patrice Sutton Burger of Finance and Administrative Services indicated that the harsh winter of 2013-2014 resulted in unusually high usage of automotive parts for the Division of Transportation. There is a need to transfer funds from the County's General Operating Expense Contingency.

A motion was made by Member Rummel, seconded by Member Sauer, that this item be recommended for adoption to the County Board agenda. The motion carried by the following vote:

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

4.1 [15-0222](#)

Resolution authorizing emergency appropriations for fiscal year (FY) 2015 in various funds

for certain projects, items and activities budgeted in the prior year and not completed.

Attachments: [Mar 15 Carryovers](#)

Patrice Sutton Burger of the Finance and Administrative Department presented a request for emergency appropriations in various funds for projects, items and activities.

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

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

8. Executive Session

There was no Executive Session.

9. County Administrator's Report

County Administrator Barry Burton presented the Economic Indicator Report. Discussion ensued.

Mr. Burton noted staff is working on an economic development policy, but noted a company has expressed interest in moving into the County but is seeking an economic incentive to do so. The company would not be a major contributor in job growth or improving community development. Discussion ensued. The general consensus is the committee would not consider an economic incentive for the company.

Lake County Board Chairman Lawlor reported he is working on a memorandum to Governor Rauner which will identify major, unfundated mandates. Discussion ensued.

10. Adjournment

The meeting was adjourned at 1:57 p.m.

A motion was made by Member Carlson, seconded by Member Sauer, that this item be adjourn. The motion carried by the following vote:

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

Meeting minutes prepared by Blanca Vela-Schneider.

Respectfully submitted,

Chairman

Vice-Chairman

Finance and Administrative Committee