

Lake County Illinois

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



Meeting Minutes - Final

Wednesday, July 8, 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:

*Barry Burton, County Administrator
Chris Creighton, Finance and Administrative Services
Mark Curran, Sheriff
Vail DeGraff, Communications
Eric Foote, Community Development
Gary Gibson, Workforce Development
Ben Gilbertson, County Administrator's Office
Jodi Gingiss, Community Development
Don Gloo, Finance and Administrative Services
Gary Gordon, Finance and Administrative Services
Gary Gorson, Information Technology
RuthAnne Hall, Purchasing
Lisa Hancock, Communications
Karla Hasty, Human Resources
Adlil Issakoo, County Administrator's Office
Karl Jackson, Chief County Assessor's Office
Chris Kopka, Human Resources
Daniel Levin, Buck Consultants
Ann Maine, Lake County Board Member
Kimberly Mannette, Information Technology
Rodney Marion, Human Resources
Amy McEwan, Deputy County Administrator
James McCulloch, Treasurer's Office
Matt Meyers, Planning, Building and Development
Debra Nieto, County Clerk's Office
Lora Nordstrom, Information Technology
Anita Patel, Planning, Building and Development
Marty Paulson, Chief County Assessor
Ray Rose, Undersheriff
Donald Schneider, Treasurer's Office
Howard Sell, Information Technology
Michele Slav, Finance and Administrative Services
Jen Spaulding, Information Technology
Michael Stevens, Lake County Partners
David Stolman, Treasurer
Patrice Sutton, Finance and Administrative Services
Robert Szarzynski, Human Resources
Bonnie Thomson-Carter, Lake County Board Member
Meghan Topp, Chief County Assessor's Office
Jennie Vana, Communications*

Blanca Vela-Schneider, County Board Office
Eric Waggoner, Planning, Building and Development
Ryan Waller, Assistant County Administrator
Farra Watson, Finance and Administrative Services
Kipp Wilson, County Clerk's Office
Carla Wyckoff, County Clerk

2. Pledge of Allegiance

Chair Paxton led the Pledge of Allegiance.

3. Approval of Minutes

3.1 [15-0721](#)

Minutes from April 29, 2015.

A motion was made by Member Rummel, seconded by Member Sauer, seconded by Member Sauer, to approve the minutes for items 3.1 through 3.3. Motion carried by voice vote.

Aye: 6 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Mandel, Member Rummel and Member Sauer

Not Present: 1 - Member Hewitt

3.2 [15-0720](#)

Minutes from May 6, 2015.

A motion was made by Member Rummel, seconded by Member Sauer, seconded by Member Sauer, to approve the minutes for items 3.1 through 3.3. Motion carried by voice vote.

Aye: 6 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Mandel, Member Rummel and Member Sauer

Not Present: 1 - Member Hewitt

3.3 [15-0722](#)

Executive Session minutes from May 6, 2015.

A motion was made by Member Rummel, seconded by Member Sauer, seconded by Member Sauer, to approve the minutes for items 3.1 through 3.3. Motion carried by voice vote.

Aye: 6 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Mandel, Member Rummel and Member Sauer

Not Present: 1 - Member Hewitt

4. Added to Agenda

County Administrator Barry Burton requested an amendment to the agenda to add item 4.1 on the supplemental agenda.

A motion was made by Member Carlson, seconded by Member Rummel, to amend the agenda to add item 4.1 from the supplemental agenda. The motion carried unanimously.

Aye: 6 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Mandel, Member Rummel and Member Sauer

Not Present: 1 - Member Hewitt

A motion was made by Member Mandel, seconded by Member Sauer, to amend the agenda to move items 7.10 through 7.11 up on the agenda. The motion carried unanimously.

Aye: 6 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Mandel, Member Rummel and Member Sauer

Not Present: 1 - Member Hewitt

5. Public Comment

There were no public comments.

6. Old Business

There was no old business to conduct.

7. New Business

7.10 [15-0711](#)

Joint resolution authorizing a contract with Robis Inc., Wheaton, Illinois, in the amount of \$772,045 for hardware/software and implementation services for electronic poll books and poll site management system.

RuthAnne Hall of Purchasing requested items 7.10 and 7.11 be considered jointly. County Clerk Carla Wyckoff reported on an omnibus law signed by Governor Quinn that made significant changes to the State's election code. Changes include providing universal voting to all early polling sites and election day registration at every voting site.

Member Hewitt arrived at 1:09 p.m.

The recommended vendor for the electronic poll books and site management system is Robis. This computerized system will contain a current list of all voters in Lake County on a portable table. The recommended vendor for the express vote machines and management system is Election Systems and Software. This system will be used at early voting locations to print ballot cards for voters who belong to other precincts. It will eliminate the need to print every single ballot style and stock at every early voting site and the costs associated with storage and delivery fees. The two software systems are compatible with one another and training will be provided. The systems also have more innovative technology that could be integrated at a future date. Discussion ensued.

A motion was made by Member Rummel, seconded by Member Sauer, that items 7.10 and 7.11 be recommended to the County Board agenda. The motion carried unanimously.

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

7.11 [15-0712](#)

Joint resolution authorizing a contract with Election Systems and Software, Omaha, Nebraska, in the amount of \$147,685 for hardware/software and implementation services for express vote machines and management system.

A motion was made by Member Rummel, seconded by Member Sauer, that items 7.10 and 7.11 be recommended to the County Board agenda. The motion carried unanimously.

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

PLANNING, BUILDING & ZONING

7.1 [15-0689](#)

Joint resolution authorizing a contract with Tyler Technologies, Duluth, Georgia, to provide software and professional Services for implementation of a new land management system in the amount of \$1,754,972 with an additional \$175,497 of owner controlled contingency.

Matt Meyers of the Planning, Building and Development Department reported that the County's land management system is outdated and requires replacement. A land advisory group developed a request for proposal after reviewing its needs. After a review of bids, the recommended vendor is Tyler Technologies which allows the integration of several departments' applications on its system. The shared service allows the County the ability to offer use of this system to other municipalities at a fraction of the cost. Mr. Meyers indicated the system will be a hosted solution which mitigates disaster recovery, risk, cost, and strain on Lake County's Information Technology (IT) department due to maintenance of the system. Updates to the system will automatically be provided to the County. Discussion occurred regarding the logistics in allowing other municipalities to use the system.

A motion was made by Member Mandel, seconded by Member Hewitt, that this resolution be recommended for adoption to the County Board agenda. Motion carried by voice vote.

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

7.2 [15-0691](#)

Joint resolution authorizing on a certain named property, the demolition of a dangerous and unsafe structure deemed to be an "immediate and continuing hazard to the community".

Planning, Building and Development Director Eric Waggoner reported the property in question poses an immediate and continuing hazard.

A motion was made by Member Carlson, seconded by Member Mandel, that this resolution be recommended for adoption to the County Board agenda. Motion carried by voice vote.

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

LAW & JUDICIAL

7.3 [15-0686](#)

Joint resolution authorizing the renewal of the State's Attorney's Violent Crime Victims Assistance (VCVA) grant program awarded by the Office of the Illinois Attorney General, including grant funding of \$31,000, and an increase in revenue in the amount of \$2,840.

Deputy County Administrator Amy McEwan reported the approval is to obtain \$31,000 in grant funding to offset the salary of a Domestic Violence Victim Witness Coordinator. The amount is \$2,840 more than last year's grant.

A motion was made by Member Sauer, seconded by Member Rummel, that this resolution be recommended for adoption to the County Board agenda. Motion carried by voice vote.

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

7.4 [15-0687](#)

Joint resolution authorizing the application, acceptance, and emergency appropriation of a 2015 Justice Assistance Grant (JAG) in the amount of \$8,681 for the purpose of enhancing the State's Attorney's Office's Special Programs/Community Awareness Division's capacity to provide awareness, education, and outreach in Lake County.

Deputy County Administrator Amy McEwan reported the approval of this grant will be used to reduce crime and work on crime prevention.

A motion was made by Member Carlson, seconded by Member Rummel, that this resolution be recommended for adoption to the County Board agenda. Motion carried by voice vote.

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

HEALTH & COMMUNITY SERVICES

7.5 [15-0651](#)

Joint resolution accepting the 2014 Department of Housing and Urban Development's (HUD) Continuum of Care Homeless Assistance grant awards and ServicePoint User Fees and authorizing an emergency appropriation in the amount of \$640,447.

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

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

4.1 [15-0652](#)

Joint resolution approving this first amendment to the 2015 Housing and Community Development Action Plan, and authorizing the execution of all necessary correspondence to distribute this Plan to the U.S. Department of Housing and Urban Development and to implement this Plan.

Jodi Gingiss of Community Development reported the amendment spells out funding allocations consistent with the goals of the County's Consolidated Plan.

A motion was made by Member Mandel, seconded by Member Hewitt, that this resolution be recommended for adoption to the County Board agenda. Motion carried by voice vote.

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

7.6 [15-0692](#)

Joint resolution accepting the Illinois Department of Commerce and Economic Opportunity (DCEO) Workforce Investment Act (WIA) Local Incentive grant, WIA Rapid Response grant modification, WIA Dislocated Worker Training National Emergency Grant modification and Trade Adjustment Act grant modification and authorizing an emergency appropriation in the amount of \$269,340.

Assistant County Administrator Ryan Waller reported the funds will be used to provide case management and training to unemployed individuals eligible under the Trade Act.

A motion was made by Member Carlson, seconded by Member Rummel, that this resolution be recommended for adoption to the County Board agenda. Motion carried by voice vote.

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

PUBLIC WORKS & TRANSPORTATION

7.7 [15-0672](#)

Joint resolution authorizing a contract to Payne & Dolan, Inc., Kenosha, Wisconsin, in the amount of \$1,723,182.93 for the resurfacing of Grass Lake Road, from east of Grass Lake Bridge to Illinois Route 59, and designated as Section 14-00059-09-RS.

A motion was made by Member Taylor, seconded by Member Sauer, that this resolution be recommended for adoption to the County Board agenda. Motion carried by voice vote.

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

REVENUE, RECORDS & LEGISLATION

7.8 [15-0333](#)

Joint committee action approving Change Order Number One for the implementation phase of the replacement of the property tax administration services with Beth Malloy and Associates, Chicago, Illinois, in the amount of \$576,303.

Chief County Assessor Marty Paulson, Kipp Wilson of the County Clerk's Office, and Karl Jackson of the Chief County Assessor's Office presented. Mr. Wilson reported items 7.8 and 7.9 are related. The Lake County property tax administration and assessment systems are outdated. Beth Malloy and Associates was contracted for consulting services to review the County's needs, help develop an action plan and procurement plan, evaluate and review submittals, and negotiate a contract with the preferred vendor. It is recommended that Beth Malloy and Associates assist with the implementation consulting services. The recommended vendor for the replacement software and implementation services of the County's property tax administration system is Tyler Technologies which is an integrated system which will be utilized by several departments. Mr. Jackson provided input as to the capabilities of the system. Information Technology (IT) staff reported that this change order was contemplated and funding was already included in the approved County budget. Discussion ensued.

A motion was made by Member Hewitt, seconded by Member Sauer, that the committee action for item 7.8 be approved and that 7.9 be recommended to the County Board agenda. Motion carried by voice vote.

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

7.9 [15-0710](#)

Joint resolution authorizing execution of a contract with Tyler Technologies, Duluth, Georgia, in the amount of \$2,965,775 for software and implementation services for the replacement of the Lake County property tax administration system.

A motion was made by Member Hewitt, seconded by Member Sauer, that the committee action for item 7.8 be approved and that 7.9 be recommended to the County Board agenda. Motion carried by voice vote.

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

FINANCIAL & ADMINISTRATIVE

7.12 [15-0630](#)

Resolution authorizing an emergency appropriation from the Fund 206 Risk Management/Liability Insurance Fund reserves in the amount of \$2,363,935 for claims exceeding the amount appropriated in the fiscal year (FY) 2015 budget.

Patrice Sutton of Finance and Administrative Services reported additional funds are needed in the Management/Liability Insurance Fund due to a large settlement this year. While this settlement was expected, best business practice dictated for staff to budget for a normal claim year, but to set additional monies aside. The requested amount is an estimate of what may be needed to get through the end of the fiscal year. Discussion ensued.

A motion was made by Member Mandel, seconded by Member Rummel, that this item be recommended for adoption to the regular 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

7.13 [15-0617](#)

Resolution authorizing a contract with U.S. Bank Corporate Payment Systems, Minneapolis, Minnesota, for procurement card services to the County in the estimated annual amount of \$5,050,600.

RuthAnne Hall presented a request to replace the County's procurement card with PNC Bank. The revenue share of 1.4 percent will yield an annual savings of \$77,000 by switching to U.S. Bank. Discussion ensued.

A motion was made by Member Rummel, seconded by Member Sauer, that this item be recommended for adoption to the regular 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

7.14 [15-0690](#)

Resolution authorizing a contract with Superior Vision, Rancho Cordova, California, for Vision Care Benefits for Lake County employees.

RuthAnne Hall of Purchasing presented a request to renew the County's vision service contract with Superior Vision for 2015. The service will be completely funded by employees. Discussion ensued.

A motion was made by Member Mandel, seconded by Member Rummel, that this item be recommended for adoption to the regular 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

7.15 [15-0705](#)

Resolution approving and authorizing execution of a Transferee Assumption Agreement between 18834 Grand Building Corp.; Lakeside Ford LLC d/b/a Gurnee Ford-Lincoln-Mercury; Gillespie Automotive LLC d/b/a Gillespie Ford; and Lake County.

Patrice Sutton of Finance and Administrative Services presented a request to execute a Transferee Assumption Agreement with 18834 Grand Building Corp.

A motion was made by Member Sauer, seconded by Member Rummel, that this item be recommended for adoption to the regular 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

7.16 [15-0709](#)

Resolution authorizing execution of a contract with CivicPlus, Manhattan, Kansas, in the amount of \$402,732 for web content management system for Lake County.

RuthAnne Hall of Purchasing reported the contract with CivicPlus is for a web content

management system.

A motion was made by Member Hewitt, seconded by Member Sauer, that this item be recommended for adoption to the regular 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

7.17 [15-0713](#)

Committee action authorizing an exception to the Building Use Policy to allow Lake County to partner with the Veteran's Assistance Commission and the Waukegan Arts Council to display art work created by Veterans as part of the "Those Who Serve" initiative in the County Building from September 11, 2015 through Veteran's Day, November 11 2015.

Director of Finance and Administrative Services Director Gary Gordon requested approval of an exemption to the building policy on behalf of the Waukegan Arts Council. The County's policy only allows for displays to be up for seven days but the request is for two months. The Veteran's Assistance Commission is sponsoring the initiative to display the various forms of art. Mr. Gordon noted staff will review and consider each display separately. Discussion ensued.

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

Aye: 6 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel and Member Sauer

Abstain: 1 - Member Rummel

8. Executive Session

There was no Executive Session.

9. County Administrator's Report

County Administrator Barry Burton reported on a five percent salary increase for an employee in the Sheriff's Office pursuant to the newly adopted Compensation Program Procedures Policy. He introduced Farrah Watson, Finance's new budget analyst.

9.1 [15-0673](#)

Presentation and discussion of the Economic Incentive Policy.

County Administrator Barry Burton presented proposed criteria for economic property tax and sales tax incentives for businesses. Lake County Board Member Maine requested language be included to address the expansion of existing businesses and not only "new" investments. Discussion ensued. Staff will bring this issue forward for consideration at a future date.

9.2 [15-0719](#)

Presentation and update on the Series 2015A Bond sale.

Finance and Administrative Services Director Gary Gordon reported on the success of the Series 2015A bond sale. There is an overall blended interest rate of 3.75 percent.

Discussion ensued.

9.3 [15-0725](#)

Discussion regarding the 2016 health insurance plan design.

Human Resources Director Rodney Marion discussed the 2016 health plan. Several employees have switched from a preferred provider organization (PPO) to a consumer driven health plan (CDHP). It is the County's desire to provide incentive for people to find the most cost effective model available to the employees and to the County. Suggestions regarding the County's health plan were provided. Discussion ensued. Member Rummel cautioned that moving Medicare eligible employees to individual Medicare plans could be costly to employees who are on several medications. He recommended maintaining the seed money that is provided to employees who are on the CDHP with an eventual tapering off these monies at a future date. Member Rummel requested the costs for changing the PPO plan from Advantage to Choice and information regarding the cost to pass along the entire employee premium increase to those with a PPO. He suggested maintaining the deductible on the plans, but was in agreement that co-pays and out of pocket maximums be increased. Member Mandel agreed with Member Rummel in providing an incentive for employees to making cost effective decisions. This issue will be brought back to the County with a final recommendation in late August.

10. **Adjournment**

The meeting was adjourned at 3:29 p.m.

A motion was made by Member Mandel, seconded by Member Sauer, to adjourn the meeting. The motion carried unanimously.

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