

Lake County Illinois

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



Meeting Minutes - Final

Wednesday, February 3, 2016

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.

Chair Paxton noted Member Taylor had provided prior notification of his absence today.

Present 6 - Chair Paxton, Member Carlson, Member Hewitt, Member Mandel, Member Rummel and Member Sauer

Absent 1 - Vice Chair Taylor

Others present:

*Amy McEwan, County Administrator's Office
Anthony Cooling, Finance and Administrative Services
Ben Gilbertson, County Administrator's Office
Gary Gordon, Finance and Administrative Services
Sandy Hart, County Board Member
Adlil Issakoo, County Administrator's Office
Kimberly Mannette, Information Technology
Rodney Marion, Human Resources
Audrey Nixon, County Board Member
Ray Rose, Sheriff's Department
Howie Sell, Information Technology
Michele Slav, Finance and Administrative Services
Mary Stevens, Court Administration
Patrice Sutton, Finance and Administrative Services
Jennie Vana, Communications
Blanca Vela-Schneider, Lake County Board Office
Mike Warner, Stormwater Management Commission
David Wathen, Sheriff's Department
Farrah Watson, Finance and Administrative Services
Patty Werner, Stormwater Management Commission
Dawn Wucki-Rossbach, Sheriff's Department*

2. Pledge of Allegiance

Chair Paxton led the Pledge of Allegiance.

3. Approval of Minutes

3.1 [16-0139](#)

Minutes from December 2, 2015.

A motion was made by Member Mandel, seconded by Member Rummel, to approve the minutes for items 3.1 through 3.3. The motion carried unanimously.

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

Absent: 1 - Vice Chair Taylor

3.2 [16-0141](#)

Minutes from January 6, 2016.

A motion was made by Member Mandel, seconded by Member Rummel, to approve the minutes for items 3.1 through 3.3. The motion carried unanimously.

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

Absent: 1 - Vice Chair Taylor

3.3 [16-0142](#)

Executive Session minutes from December 2, 2015.

A motion was made by Member Mandel, seconded by Member Rummel, to approve the minutes for items 3.1 through 3.3. The motion carried unanimously.

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

Absent: 1 - Vice Chair Taylor

4. Added to Agenda

There were no items added to the agenda.

5. Public Comment

There were no comments from the public.

6. Old Business

There was no old business to conduct.

7. New Business

PLANNING, BUILDING & ZONING

7.1 [16-0082](#)

Joint resolution authorizing an emergency appropriation for SMC in the amount of \$395,564 for services performed for ILEPA Grant 3191506.

Mike Warner of the Stormwater Management Commission (SMC) reported the SMC will provide administration and professional services for various projects as part of an Illinois Environmental Protection Agency (IEPA) grant. These funds are reimbursable through the United States EPA.

A motion was made by Member Carlson, seconded by Member Hewitt, that this item be recommended for adoption to the regular agenda. The motion carried unanimously.

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

Absent: 1 - Vice Chair Taylor

LAW & JUDICIAL

7.2 [16-0069](#)

Joint resolution approving the Memorandum of Understanding (MOU) between the Lake County Sheriff's Office and Fox Lake Police; for establishing goals and working

arrangements related to the Lake County Gang Task Force.

Dawn Wucki-Rossbach of the Sheriff's Department reported this is a memorandum of understanding with the Village of Fox Lake to add the village as a member of the Lake County Gang Task Force.

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

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

Absent: 1 - Vice Chair Taylor

7.3 [16-0097](#)

Joint resolution authorizing a continued participation fee of \$42,000 for the State's Attorney's Appellate Prosecutor Program for fiscal year (FY) 2016.

Deputy County Administrator Amy McEwan reported this is an annual request. The State's Attorney's Appellate prosecutor handles Lake County criminal appeals, provides investigative and prosecutorial support in criminal cases.

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

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

Absent: 1 - Vice Chair Taylor

7.4 [16-0110](#)

Joint resolution accepting the 2016 National Crime Victims' Rights Week (NCVRW) Community Awareness Project sub-grant and authorizing an emergency appropriation in the amount of \$5,000.

Deputy County Administrator Amy McEwan reported the \$5,000 grant will be utilized to fund an event promoting community awareness of crime victims' rights and services.

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

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

Absent: 1 - Vice Chair Taylor

7.5 [16-0116](#)

Joint resolution authorizing a case manager position funded by the Behavioral Health Treatment Court Collaborative (BHTCC) grant.

Mary Stevens of Court Administration reported the unspent money from the first year of the BHTCC grant will be transferred to cover the salary and wages of the position for the remainder of the grant period.

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

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

Absent: 1 - Vice Chair Taylor

PUBLIC WORKS & TRANSPORTATION

Member Sauer remarked on discussion regarding paratransit services at the Public Works and Transportation Committee.

7.6 [16-0022](#)

Joint resolution authorizing a technical services agreement with the Regional Transportation Authority (RTA) providing the terms and conditions for the receipt of federal "Section 5310" funds, appropriating \$350,000 of ¼% Sales Tax for Transportation funds, and designated as Section 16-00280-04-ES.

A motion was made by Member Hewitt, seconded by Member Sauer, to approve item 7.13 and that items 7.6 through 7.12 be recommended for adoption to the County Board agenda. The motion carried unanimously.

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

Absent: 1 - Vice Chair Taylor

7.7 [16-0023](#)

Joint resolution authorizing two agreements with Pace Suburban Bus Division of the Regional Transportation Authority (RTA) providing terms and conditions for the year of 2016, by which Pace will coordinate operations of, and partially fund, the "Ride Lake County" West Lake Service, and coordinate operations of the "Ride Lake County" Central Lake Partners Coordinated Transportation Service for the expansion of paratransit services to meet the needs of the mobility challenged constituent populations in the Townships of Antioch, Avon, Fremont, Grant, Lake Villa, Libertyville, Shields and Wauconda, also the Villages of Libertyville and Mundelein, and designated as Sections 09-00280-01-ES and 16-00280-04-ES.

A motion was made by Member Hewitt, seconded by Member Sauer, to approve item 7.13 and that items 7.6 through 7.12 be recommended for adoption to the County Board agenda. The motion carried unanimously.

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

Absent: 1 - Vice Chair Taylor

7.8 [16-0024](#)

Joint resolution authorizing separate agreements with Antioch, Avon, Fremont, Grant, Lake Villa and Wauconda Townships providing the terms and conditions for the receipt of Township funds for the "Ride Lake County" West Lake Service, and designated as

Section 09-00280-01-ES.

A motion was made by Member Hewitt, seconded by Member Sauer, to approve item 7.13 and that items 7.6 through 7.12 be recommended for adoption to the County Board agenda. The motion carried unanimously.

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

Absent: 1 - Vice Chair Taylor

7.9 [16-0126](#)

Joint resolution appropriating \$840,000 of Matching Tax funds for annual bituminous maintenance of various roads and bike paths on the County highway system, and designated as Section 16-00000-13-GM.

A motion was made by Member Hewitt, seconded by Member Sauer, to approve item 7.13 and that items 7.6 through 7.12 be recommended for adoption to the County Board agenda. The motion carried unanimously.

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

Absent: 1 - Vice Chair Taylor

7.10 [16-0127](#)

Joint resolution appropriating \$120,000 of Matching Tax funds to provide for crack sealing of bituminous and concrete pavement, where necessary, on various County highways, and designated as Section 16-00000-04-GM.

A motion was made by Member Hewitt, seconded by Member Sauer, to approve item 7.13 and that items 7.6 through 7.12 be recommended for adoption to the County Board agenda. The motion carried unanimously.

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

Absent: 1 - Vice Chair Taylor

7.11 [16-0128](#)

Joint resolution authorizing an agreement for professional engineering services with Alfred Benesch & Company, Naperville, Illinois, at a maximum cost of services described as \$277,062, for Phase I preliminary engineering services for the proposed Fairfield Road at Monaville Road intersection improvement, appropriating \$335,000 of ¼% Sales Tax for Transportation funds for these engineering services, and designated as Section 15-00120-06-CH.

A motion was made by Member Hewitt, seconded by Member Sauer, to approve item 7.13 and that items 7.6 through 7.12 be recommended for adoption to the County Board agenda. The motion carried unanimously.

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

Absent: 1 - Vice Chair Taylor

7.12 [16-0129](#)

Joint resolution authorizing an agreement for professional engineering services with Stanley Consultants, Chicago, Illinois, at a maximum cost of services described as \$370,173.60, for Phase I preliminary engineering services for the proposed Hunt Club Road at Illinois Route 132 intersection improvement, appropriating \$445,000 of ¼% Sales Tax for Transportation funds for these engineering services, and designated as Section 14-00095-17-CH.

A motion was made by Member Hewitt, seconded by Member Sauer, to approve item 7.13 and that items 7.6 through 7.12 be recommended for adoption to the County Board agenda. The motion carried unanimously.

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

Absent: 1 - Vice Chair Taylor

7.13 [16-0130](#)

Joint committee action item approving an application to the Chicago Metropolitan Agency for Planning (CMAP) for a Unified Work Program (UWP) grant for transportation planning for countywide paratransit options related to the Transit component of the Lake County 2040 Transportation Plan, subject to further County Board approval if the County funds are required.

A motion was made by Member Hewitt, seconded by Member Sauer, to approve item 7.13 and that items 7.6 through 7.12 be recommended for adoption to the County Board agenda. The motion carried unanimously.

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

Absent: 1 - Vice Chair Taylor

FINANCIAL & ADMINISTRATIVE

7.14 [16-0118](#)

Discussion of the Statements of Auditing Standards (SAS) No. 114 letter, "The Auditor's Communication with Those Charged with Governance."

Deputy Finance and Administrative Services Director Patrice Sutton Burger presented the Statements of Auditing Standards (SAS) No. 114 letter, "The Auditor's Communication with Those Charged with Governance." The Committee has the ability to meet with the auditor independent of finance staff.

Upon inquiry regarding when the expiration of the current auditor's contract, Ms. Sutton noted that there was a need to continue with Baker Tilly's services due to extenuating circumstances. The contract issued in August 2012 was for a two year period with three optional one year extensions. Staff will review and determine whether to extend the contract this year or go out to bid for the service.

Discussion ensued.

This matter was discussed

7.15 [16-0119](#)

Tax Abatement Ordinance for the Series 2008A General Obligation Bonds.

Deputy Finance and Administrative Services Director Patrice Sutton reported items 7.15 through 7.19 are the administrative portion of tax abatements. There is sufficient sales tax revenue to abate the entire tax levy on each of these series.

A motion was made by Member Mandel, seconded by Member Rummel, that items 7.15 through 7.19 be recommended for adoption to the County Board agenda. The motion carried unanimously.

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

Absent: 1 - Vice Chair Taylor

7.16 [16-0120](#)

Tax Abatement Ordinance for the Series 2010A General Obligation Bonds.

A motion was made by Member Mandel, seconded by Member Rummel, that items 7.15 through 7.19 be recommended for adoption to the County Board agenda. The motion carried unanimously.

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

Absent: 1 - Vice Chair Taylor

7.17 [16-0121](#)

Tax Abatement Ordinance for the Series 2011A General Obligation Bonds.

A motion was made by Member Mandel, seconded by Member Rummel, that items 7.15 through 7.19 be recommended for adoption to the County Board agenda. The motion carried unanimously.

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

Absent: 1 - Vice Chair Taylor

7.18 [16-0122](#)

Tax Abatement Ordinance for the Series 2013 General Obligation Road Bonds.

A motion was made by Member Mandel, seconded by Member Rummel, that items 7.15 through 7.19 be recommended for adoption to the County Board agenda. The motion carried unanimously.

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

Absent: 1 - Vice Chair Taylor

7.19 [16-0123](#)

Tax Abatement Ordinance for the Series 2015A General Obligation Bonds.

A motion was made by Member Mandel, seconded by Member Rummel, that items 7.15 through 7.19 be recommended for adoption to the County Board agenda. The motion carried unanimously.

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

Absent: 1 - Vice Chair Taylor

7.20 [16-0124](#)

Resolution authorizing emergency appropriations for fiscal year (FY) 2016 in various funds for certain projects, items and activities budgeted in the prior year and not completed.

Deputy Finance and Administrative Services Director Patrice Sutton reported the resolution will carry over projects not completed in 2015 over to 2016.

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

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

Absent: 1 - Vice Chair Taylor

7.21 [16-0125](#)

Joint resolution authorizing line-item transfers between various funds for the purpose of transferring previously approved funds in 2016.

Deputy Finance and Administrative Services Director Patrice Sutton reported that in fiscal year 2015, the departments of Human Resources and Finance and Administrative Services added Information System professionals. The Finance and Administrative Services Department hired a staff member to complete this role. Human Resources hired an outside consultant. Human Resources would like to continue this contracted service in 2016. The resolution is to transfer funds from the personnel line to the consultant line.

A motion was made by Member Sauer, seconded by Member Carlson, that this item be recommended for adoption to the regular agenda. The motion carried unanimously.

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

Absent: 1 - Vice Chair Taylor

8. Executive Session

There was no Executive Session.

9. County Administrator's Report

Deputy County Administrator Amy McEwan reported a proposal has been introduced at the State level to sweep and retain several funds of which local municipalities receive a portion including, but not limited to, personal property replacement tax (PPRT), local

government distributive funds, and 9-1-1 tax. Finance and Administrative Services Director Gary Gordon reported a thorough analysis has not been completed but staff will be reviewing it to determine the impact on Lake County.

10. Adjournment

The meeting adjourned at 1:26 p.m.

**A motion was made by Member Carlson, seconded by Member Rummel, to adjourn.
The motion carried unanimously.**

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

Absent: 1 - Vice Chair Taylor

Meeting minutes prepared by Blanca Vela-Schneider.

Respectfully submitted,

Chairman

Vice-Chairman

Financial and Administrative Committee