

# Lake County Illinois

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



## Meeting Minutes - Final

Wednesday, October 25, 2017

9:30 AM

**JOINT BUDGET MEETING**  
(Please Note Start Time)

Assembly Room, 10th Floor

**Planning, Building and Zoning Committee**

**Call to Order of the Financial & Administrative Committee**

*Financial and Administrative Committee Chair Rummel reconvened the Financial and Administrative Committee at 9:47 a.m.*

*Present: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen, Member Taylor*

*(\*Member Hewitt was present on Tuesday, October 24, 2017 but was not present on Wednesday, October 25, 2017.)*

**1. Call to Order of the Planning, Building & Zoning Committee**

*Planning, Building and Zoning Chair Weber called the Planning, Building, and Zoning Meeting to order at 9:47 a.m.*

**Present** 6 - Chair Weber, Vice Chair Martini, Member Bartels, Member Pedersen, Member Wilke and Member Mathias

**Absent** 1 - Member Werfel

*Others present:*

*Dick Barr, Public*

*Carol Calabressa, County Board Member*

*Sandy Hart, County Board Member*

*Judy Martini, County Board Member*

*Tom Weber, County Board Member*

*Vance Wyatt, County Board Member*

*Jeri Atleson, Public*

*Erica Bergman, Human Resources*

*Barry Burton, County Administrator*

*Anthony Cooling, Finance and Administrative Services*

*Karla Hasty, Human Resources*

*Al Giertych, Division of Transportation*

*Ben Gilbertson, Finance and Administrative Services*

*Heidie Hernandez, County Board Office*

*Ryan Horne, Finance and Administrative Services*

*Doretha Johnson, Division of Transportation*

*Kevin Kerrigan, Division of Transportation*

*Rodney Marion, Human Resources*

*Monica McClain, Human Resources*

*Amy McEwan, Deputy County Administrator*

*Matt Meyers, Planning, Building and Development*

*Wendy Morey, Stormwater Management Commission*

*Debra Nieto, County Clerk's Office*

*Angela Norwood, Public Works*

*Anita Patel, Planning, Building and Development*  
*Marin Paulson, Chief County Assessor*  
*Phil Perna, Public Works*  
*Cynthia Pruim Haran, Recorder of Deeds*  
*Michael Prusila, Stormwater Management Commission*  
*Shane Schneider, Division of Transportation*  
*David Stolman, Treasurer*  
*Blanca Vela Schneider, County Board Office*  
*Eric Waggoner, Planning, Building and Development*  
*Josh Wallace, Division of Transportation*  
*Mike Warner, Stormwater Management Commission*  
*Dakisha Wesley, Assistant County Administrator*  
*Michael Wheeler, Finance and Administrative Services*  
*Kipp Wilson, County Clerk's Office*  
*Rodney Worden, Public Works*  
*Carla Wyckoff, County Clerk*

**2. Pledge of Allegiance**

*Chair Weber noted the Pledge of Allegiance had been recited earlier this morning.*

**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. Chairman's Remarks**

*There were no remarks from the chairs.*

*Financial and Administrative Committee Chair Rummel, reported that there is a physical quorum of the Financial and Administrative Committee, and Member Bartels is participating electronically due to a medical illness.*

*Financial and Administrative Chair Rummel provided a brief statement regarding the budget consideration process.*

**6. New Business**

**6.1 [17-1082](#)**

*Presentation and consideration of proposed Fiscal Year 2018 Budget (see complete recommended budget attached).*

*Ryan Horne, Finance and Administrative Services, thanked the various staff involved in the budget process, including the budget analysts, Communications' staff, and the Print Shop Services' staff.*

*Consistent with previous years, the vehicle and computer replacements are budgeted in each department. The amounts will be moved from the department to the general corporate fund. There is a non union merit base wage increase of 2.5 percent recommended in the fiscal year 2018 budget. In addition, consistent with the 2018 budget policy, new program requests were not considered unless they met certain criteria. Requests that did meet the criteria will be discussed during the respective department's presentation. Mr. Horne also noted that the fiscal year 2017 amounts under Modified Budget may include fiscal year 2016 carryovers. As directed in the 2018 budget policy a preliminary list of carryovers has also been provided.*

*Finance Director Gary Gordon clarified what double appropriations represent. He explained that the County budgets by fund, and some items such as health benefits, Federal Insurance Contributions Act (FICA) and Illinois Municipal Retirement Fund (IMRF) are budgeted twice. The purpose is to maintain separate funds to show the expenditures from each department, so the true cost of operation is known. In the budget book there will be a comparison of the budget with and without the double appropriations.*

**6.2 [17-1161](#)**

Joint committee action approving the recommended Fiscal Year 2018 budget for Planning, Building and Development.

*Planning, Building and Development Director Eric Waggoner, Matt Meyers, Planning, Building and Development, Anita Patel, Planning, Building and Development, Ben Gilbertson, Finance and Administrative Services, and Ryan Horne, Finance and Administrative Services, presented the proposed budget for Planning, Building and Development.*

*Mr. Gilbertson highlighted Public Works and the Planning, Building and Development department have integrated the permitting processes, fast tracking permits and evaluating best practices to improve for administrative support services. The department continues to look for opportunities for shared services.*

*Mr. Gilbertson remarked building permit fees are expected to increase \$89,700 based upon anticipated increases in the Planning, Building and Development's permit fee schedule. Revenue from municipalities is expected to decrease in 2018 due a contracted community choosing to perform its own inspection services independently. Two full time positions have been eliminated due to the Accelerated Retirement Option. Contractuals are down as the contract for the Tyler EnerGov system administration is less than what was anticipated.*

*Mr. Waggoner reported the Planning, Building and Development department has been able to reduce its headcount while simultaneously increasing capacity. New permitting software has been implemented from Tyler Energov, allowing customers to submit simple permits online, while increasing efficiency in the department. Staff has generated*

*additional efficiencies through its Fix What Bugs You initiative, improving work culture via a bottom up approach and creating leadership opportunities.*

*Discussion ensued regarding Round Lake Beach's decision to perform its own inspections and the increase in building permit fees which have not yet been approved in committee. Mr. Waggoner clarified staff had expected to present its building permit fee increase request earlier this year, but the aftermath of this year's substantial flooding necessitated that the request be deferred until a later date.*

**A motion was made by Member Wilke, seconded by Member Mathias, that this committee action item be approved and referred on to the Financial and Administrative Committee. Motion carried by voice vote.**

**Aye:** 5 - Chair Weber, Member Bartels, Member Pedersen, Member Wilke and Member Mathias

**Nay:** 1 - Vice Chair Martini

**Absent:** 1 - Member Werfel

*Financial and Administrative Committee*

*A motion was made by Member Pedersen, seconded by Member Carlson, that this item be approved. The motion carried unanimously.*

*Aye: 6 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Pedersen and Member Taylor*

*Not present: 1 - Member Hewitt*

### **6.3 [17-1162](#)**

Joint committee action approving the recommended Fiscal Year 2018 budget for Stormwater Management.

*Director of Stormwater Management Commission Mike Warner, Mike Pruscila, Stormwater Management Commission, Wendy Morey, Stormwater Management Commission, Ben Gilbertson, Finance and Administrative Services, and Ryan Horne, Finance and Administrative Services presented the proposed Stormwater Management Commission budget.*

*Mr. Gilbertson highlighted Stormwater Management Commission's tremendous assistance with the recent flooding in Lake County. Other Federal Funds and Other State Funds are anticipated to decrease in 2018 based on a grant cycle reduction of reimbursable expenses. Personnel costs will be lower in 2018 due to a reduction in staff via the Accelerated Retirement Option and the hiring of employees at lower salary grades. Revenue from Charges for Services are expected to slightly increase based upon current trends. He noted contractals are expected to increase due to the inclusion of a part time contract employee who will serve as Lake County's Stormwater Coordinator, to comply with new mandates from the Illinois Environmental Protection Agency.*

*Mr. Warner indicated Stormwater Management Commission is participating in 95 projects with 28 local municipal governments, five state agencies, five federal agencies, 15 Homeowner Associations or non profit organizations, and three private entities. The department was extensively involved in offering assistance during the recent floods. While flooding was unable to be prevented, the work that has been accomplished actually mitigated some of the damage that could have occurred. He noted there is still more work to be done to address flooding in Lake County. Discussion ensued regarding collaborating with Cook County on flood mitigation matters. Mr. Warner highlighted the Bull Creek Restoration Project in Beach Park which has leveraged money for multiple agencies and associations.*

**A motion was made by Member Martini, seconded by Member Mathias, that this committee action item be approved and referred on to the Financial and Administrative Committee. Motion carried by voice vote.**

**Aye:** 6 - Chair Weber, Vice Chair Martini, Member Bartels, Member Pedersen, Member Wilke and Member Mathias

**Absent:** 1 - Member Werfel

*Financial and Administrative Committee*

*A motion was made by Member Durkin, seconded by Member Carlson, that this item be approved. The motion carried unanimously.*

*Aye: 6 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Pedersen and Member Taylor*

*Not Present: 1 - Member Hewitt*

**7. Members' Remarks**

*There were no member remarks.*

**8. Adjournment of the Planning, Building and Zoning Committee. The Financial and Administrative Committee may remain in session to review and approve other departmental budgets.**

**There being no further business, a motion was made by Mathias, seconded by Member Martini, to adjourn the Planning, Building, and Zoning Committee meeting at 10:42 a.m.**

**Aye:** 6 - Chair Weber, Vice Chair Martini, Member Bartels, Member Pedersen, Member Wilke and Member Mathias

**Absent:** 1 - Member Werfel

*The Financial and Administrative Committee remained in session.*

**Next Meeting: November 8, 2017**

*Minutes prepared by Heidie Hernandez and Blanca Vela-Schneider.*

*Respectfully submitted,*

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*Chair*

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*Vice Chair*

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*Planning, Building and Zoning Committee*