

# **Lake County Illinois**

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



## **Meeting Minutes - Final**

**Wednesday, February 8, 2017**

**1:00 PM**

**Assembly Room, 10th Floor**

**Financial and Administrative Committee**

1. **Call to Order**

*Chair Rummel called the meeting to order at 1:01 p.m.*

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

*Others present:*

*Yvette Albarran, Purchasing  
Ryan Bennett, Information Technology  
Barry Burton, County Administrator  
Keith Caldwell, Information Technology  
Anthony Cooling, Finance and Administrative Services  
Mary Ross Cunningham, County Board Member  
Cameron Davis, Assistant County Board Member  
Ben Gilbertson, County Administrator's Office  
Gary Gordon, Finance and Administrative Services  
Sandy Hart, County Board Member  
RuthAnne Hall, Purchasing  
David Hare, Sheriff's Office  
Ryan Horne, Finance and Administrative Services  
Doretha Johnson, Division of Transportation  
Chris Kopka, Human Resources  
Aaron Lawlor, County Board Chairman  
Rodney Marion, Human Resources  
Judy Martini, County Board Member  
Amy McEwan, Deputy County Administrator  
Harry Nickel, Sheriff's Office  
Jerry Nordstrom, Information Technology  
Lora Nordstrom, Information Technology  
Forrest Pennington, Information Technology  
Lore Powell, Information Technology  
Joy Rice, Finance and Administrative Services  
Steve Rice, State's Attorney Office  
Kurt Schultz, Finance and Administrative Services  
Lisle Stalter, State's Attorney Office  
Paula Trigg, Division of Transportation  
Blanca Vela-Schneider, County Board Office  
Farrah Watson, Finance and Administrative Services  
Tom Weber, County Board Member  
Jeff Werfel, County Board Member  
Michael Wheeler, Finance and Administrative Services  
Dawn Wucki-Rossbach, Sheriff's Office  
Phil Zinkowich, Sheriff's Office*

*Chair Rummel, noting that a quorum of the Committee is physically present, reported that Member Bartels will participate in the meeting electronically due to an illness.*

2. **Pledge of Allegiance**

*Chair Rummel led the Pledge of Allegiance.*

3. **Approval of Minutes**

3.1 **17-0182**

Executive Session minutes from January 11, 2017.

**A motion was made by Member Carlson, seconded by Member Taylor, to approve the meeting minutes. The motion carried by the following vote:**

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

4. **Addenda to the Agenda**

*County Administrator Barry Burton reported that there is an addenda to the agenda.*

**A motion was made by Member Hewitt, seconded by Member Taylor, to amend the agenda to move add item 4.1. The motion carried unanimously.**

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

4.1 **17-0206**

Lake County Board position on Illinois Senate Bill 0669 (SB0669).

*County Board Chairman Aaron Lawlor presented a proposed resolution for the Committee's consideration. He stated that Senator Link introduced Senate Bill (SB) 0669, that would allow for the countywide election of the County Board Chairman position. He stated that while this bill has merit, he feels that there is an opportunity to improve the bill by introducing redistricting reform that amends referendum processes and provides for an independent map process. Chairman Lawlor stated that he looks forward to working with Senator Link in improving this bill. Chairman Lawlor suggested that a task force be created to look into County Board standards of ethics and conduct reform. Chairman Lawlor also recommended that the public be involved to provide their input. Discussion ensued.*

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

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

5. **Public Comment**

*There were no comments from the public.*

6. **Chairman's Remarks**

*There were no remarks from the Chair Rummel.*

7. **Old Business**

*There was no old business to conduct.*

8. New Business

**CONSENT AGENDA (Items 8.1 - 8.5)**

8.1 [17-0156](#)

Joint resolution accepting the MacArthur Foundation Grant Innovation Fund, a contract with NICASA Behavioral Health Services, Round Lake, Illinois, for jail diversion case management, and authorizing an emergency appropriation in the amount of \$50,000.

**A motion was made by Member Pedersen, seconded by Member Durkin, that consent agenda items 8.1 through 8.2 and items 8.4 through 8.5 be recommended for adoption to the County Board agenda and that item 8.3 be approved. Motion carried by voice vote.**

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

8.2 [17-0171](#)

Joint resolution authorizing an agreement with EJM Engineering, Inc., Chicago, Illinois, at a maximum cost of \$107,825.01, for the study and design of light emitting diode (LED) lighting on various County highways, appropriating \$130,000 of ¼% Sales Tax for Transportation funds, and designated as Section 16-00999-27-TL.

**A motion was made by Member Pedersen, seconded by Member Durkin, that consent agenda items 8.1 through 8.2 and items 8.4 through 8.5 be recommended for adoption to the County Board agenda and that item 8.3 be approved. Motion carried by voice vote.**

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

8.3 [17-0166](#)

Joint committee action item approving Change Order Number Four, consisting of an increase of \$17,273.67, for additions to the Wilson Road and Nippersink Road, Phase II design engineering services, and designated as Section 03-00070-06-CH.

**A motion was made by Member Pedersen, seconded by Member Durkin, that consent agenda items 8.1 through 8.2 and items 8.4 through 8.5 be recommended for adoption to the County Board agenda and that item 8.3 be approved. Motion carried by voice vote.**

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

8.4 [17-0153](#)

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" and "Ride Lake County Central" services, and designated as Sections 09-00280-01-ES and 16-00280-04-ES.

**A motion was made by Member Pedersen, seconded by Member Durkin, that consent agenda items 8.1 through 8.2 and items 8.4 through 8.5 be recommended for adoption to the County Board agenda and that item 8.3 be approved. Motion**

carried by voice vote.

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

**8.5 [17-0179](#)**

Tax Abatement Ordinance for Special Service Area Number (SSA #) 16 tax levy.

**A motion was made by Member Pedersen, seconded by Member Durkin, that consent agenda items 8.1 through 8.2 and items 8.4 through 8.5 be recommended for adoption to the County Board agenda and that item 8.3 be approved. Motion carried by voice vote.**

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

**REGULAR AGENDA**

**LAW & JUDICIAL**

**8.6 [17-0157](#)**

Joint resolution authorizing the purchase of a Lake County Sheriff's Office marine patrol boat from Brunswick Commercial and Government Products, Inc. of Edgewater, Florida, in an estimated total amount of \$134,149.

*Dawn Wucki-Rossbach of the Sheriff's Office reported that the County's marine boat was involved in a collision and deemed totaled. The equipment from the boat was stripped but a new boat is needed. Chris Kopka of Risk reported that the boat was 20 years old, and despite the damage being caused by the other party, the County was only able to secure the salvage value amount for the boat. She stated that while the purchase of the new boat will come out of the Risk Fund, the salvage funds will be returned to the Risk Fund.*

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

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

**8.7 [17-0145](#)**

Joint resolution authorizing a contract with Stuckey Construction Company, Inc. of Waukegan, Illinois, for general contracting services required for construction of the Lake County Multi-Departmental Storage Facility in the amount of \$3,139,000.

*Finance and Administrative Services Director Gary Gordon reported that items 8.7 and 8.8 are linked. He reported that there is a need to construct a storage facility on the Libertyville campus that could be utilized by various departments, including the Sheriff's Office, Facilities, Circuit Court Clerk, the Health Department, and the Emergency Management Agency.*

*Kurt Schultz of Finance and Administrative Services discussed the proposed facility. He stated that 11 vendors bid on the contract. After a review of bids, staff is recommending Stuckey Construction. Discussion ensued. Mr. Gordon noted that evidence in active*

*cases, will not be stored at this site, but noted that the Circuit Court Clerk's current long-term storage site is not suitable for storage. He noted that the approval of this building will not eliminate current storage space.*

**A motion was made by Member Durkin, seconded by Member Bartels, that items 8.7 and 8.8 be recommended for adoption to the County Board agenda. Motion carried by voice vote.**

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

**8.8 [17-0144](#)**

Joint resolution authorizing a contract with Bradford Systems of Bensenville, Illinois, for the purchase of a high-density mobile storage system for the new Lake County Multi-Departmental Storage Facility project in the amount of \$473,555.

**A motion was made by Member Durkin, seconded by Member Bartels, that items 8.7 and 8.8 be recommended for adoption to the County Board agenda. Motion carried by voice vote.**

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

**PUBLIC WORKS & TRANSPORTATION**

*Member Hewitt reviewed Public Works and Transportation Committee items 8.9 through 8.19. Upon inquiry from Member Carlson, regarding agenda item 8.17, Division of Transportation Director Paula Trigg reported that there was a multiplier error in the vendor's system. After a review by department staff, it was determined that the County should pay the fair market rate for the service. County Board Member Sandy Hart noted that change orders are typically one percent of the County's overall budget on construction projects.*

**8.9 [17-0147](#)**

Joint resolution authorizing an agreement for professional engineering services with Bollinger, Lach & Associates, Inc., Itasca, Illinois, for Phase II design engineering services for the resurfacing of Darrell Road, from Illinois 176 to South of Burnett Road, and Bonner Road, from Darrell Road to US Route 12/Illinois Route 59, at a maximum cost of services described as \$168,797.54, appropriating \$205,000 of Matching Tax funds for these engineering services, and designated as Section 17-00999-29-RS.

**A motion was made by Member Hewitt, seconded by Member Taylor, that items 8.9 through 8.16 and item 8.18 be recommended for adoption to the County Board agenda and that item 8.17 be approved. The motion carried unanimously.**

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

**8.10 [17-0148](#)**

Joint resolution authorizing an agreement for engineering consultant services with Gewalt Hamilton Associates, Inc., Vernon Hills, Illinois, for Phase II design engineering services for the resurfacing of Fairfield Road, from Lake Villa Township Line south to Illinois Route 134, at a maximum cost of \$87,818.38, appropriating \$110,000 of Matching Tax funds,

and designated as Section 17-00104-09-RS.

**A motion was made by Member Hewitt, seconded by Member Taylor, that items 8.9 through 8.16 and item 8.18 be recommended for adoption to the County Board agenda and that item 8.17 be approved. The motion carried unanimously.**

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

**8.11 [17-0150](#)**

Joint resolution authorizing an agreement for professional engineering services with McClure Engineering Associates, Inc., Waukegan, Illinois, for Phase II design engineering services for the resurfacing of Hunt Club Road, from Washington Street to North of Dada Drive, and York House Road, from Illinois Route 131 to Lewis Avenue, at a maximum cost of services described as \$155,242.26, appropriating \$190,000 of Motor Fuel Tax funds for these engineering services, and designated as Sections 17-00095-18-RS and 17-00143-14-RS.

**A motion was made by Member Hewitt, seconded by Member Taylor, that items 8.9 through 8.16 and item 8.18 be recommended for adoption to the County Board agenda and that item 8.17 be approved. The motion carried unanimously.**

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

**8.12 [17-0168](#)**

Joint resolution authorizing an agreement with AECOM Technical Services, Inc., Chicago, Illinois, for the Butterfield Road Adaptive Traffic Signal Control Study and Design, at a maximum cost of \$148,475.25, appropriating \$180,000 of ¼% Sales Tax for Transportation funds, and designated as Section 16-00142-08-TL.

**A motion was made by Member Hewitt, seconded by Member Taylor, that items 8.9 through 8.16 and item 8.18 be recommended for adoption to the County Board agenda and that item 8.17 be approved. The motion carried unanimously.**

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

**8.13 [17-0149](#)**

Joint resolution appropriating \$985,000 of County Bridge Tax funds for the construction and acquisition of necessary right-of-way, by agreement or condemnation, and other right-of-way costs associated with the Gilmer Road retaining wall maintenance and culvert replacement, and designated as Section 14-0000-07-GM.

**A motion was made by Member Hewitt, seconded by Member Taylor, that items 8.9 through 8.16 and item 8.18 be recommended for adoption to the County Board agenda and that item 8.17 be approved. The motion carried unanimously.**

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

**8.14 [17-0151](#)**

Joint resolution authorizing an agreement with the State of Illinois/Illinois Department of Transportation (IDOT) for the Illinois Route 131 at Kenosha Road intersection

improvement, appropriating \$1,295,000 of ¼% Sales Tax for Transportation funds, and designated as Section 17-00125-06-CH, and State Job Number C-91-124-16.

**A motion was made by Member Hewitt, seconded by Member Taylor, that items 8.9 through 8.16 and item 8.18 be recommended for adoption to the County Board agenda and that item 8.17 be approved. The motion carried unanimously.**

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

**8.15 [17-0154](#)**

Joint resolution appropriating \$1,650,000 of Motor Fuel Tax funds for the resurfacing of Russell Road, from I-94 northbound ramp to Kilbourne Road, and designated as Section 16-00078-16-RS.

**A motion was made by Member Hewitt, seconded by Member Taylor, that items 8.9 through 8.16 and item 8.18 be recommended for adoption to the County Board agenda and that item 8.17 be approved. The motion carried unanimously.**

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

**8.16 [17-0170](#)**

Joint resolution authorizing an agreement with Northern Illinois Gas Company (NICOR) to relocate a gas main along Nippersink Road, west of Wilson Road, appropriating \$9,615,000 of ¼% Sales Tax for Transportation funds and \$480,000 of County Bridge Tax funds for the roadway construction improvement and gas main relocation, and designated as Section 03-00070-06-CH.

**A motion was made by Member Hewitt, seconded by Member Taylor, that items 8.9 through 8.16 and item 8.18 be recommended for adoption to the County Board agenda and that item 8.17 be approved. The motion carried unanimously.**

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

**8.17 [17-0152](#)**

Joint committee action item approving Change Order Number One, consisting of an increase of \$20,241.47, for corrections to the consultant contract for the Lake County Division of Transportation (LCDOT) Ordinance Revision and Consolidation Project, and designated as Section 16-00999-24-ES.

**A motion was made by Member Hewitt, seconded by Member Taylor, that items 8.9 through 8.16 and item 8.18 be recommended for adoption to the County Board agenda and that item 8.17 be approved. The motion carried unanimously.**

**8.18 [17-0169](#)**

Ordinance requesting the conveyance of a parcel of land from the Lake County Forest Preserve District (LCFPD) to Lake County, relating to the LCFPD construction of a dog park along York House Road.

**A motion was made by Member Hewitt, seconded by Member Taylor, that items 8.9 through 8.16 and item 8.18 be recommended for adoption to the County Board agenda and that item 8.17 be approved. The motion carried unanimously.**



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

**FINANCIAL & ADMINISTRATIVE**

**8.19 [17-0172](#)**

Resolution authorizing a contract with Ayres Associates, Inc., Madison, Wisconsin, for digital orthoimagery for Lake County for a one-year period, with renewal options, in an amount not to exceed \$48,616.

*Lora Nordstrom of Information Technology (IT) reported that digital orthoimagery provides much better resolution than other aerial photography and is typically very expensive. IT estimated the cost for this imagery service would be \$167,000, but the County worked with Kane and McHenry Counties on a joint bid and was able to leverage the amount down to \$48,616.*

*Keith Caldwell of IT reported that the digital format allows the Geographic Information System (GIS) Department to utilize imagery in its web applications and provides double the resolution than other aerial services. Deputy County Administrator Amy McEwan noted that the County obtains aerial photography services biannually.*

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

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

**8.20 [17-0175](#)**

Resolution authorizing a contract with 720 Worldwide Inc., Chicago, Illinois, for staff augmentation services for system programming and computer operations for Lake County for a one-year period in an amount not to exceed \$455,682.50.

*Lora Nordstrom of Information Technology (IT) reported that the existing mainframe criminal justice application needs to be supported while the migration of data to the new application continues. Three IT employees, who provide technical support to the existing application, are retiring. Staff is requesting that technical support for the existing application be outsourced while the migration of data continues to allow the County time to evaluate whether there is a continued need for this service.*

**A motion was made by Member Taylor, seconded by Member Durkin, that this item be recommended for adoption to the consent agenda. The motion carried unanimously.**

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

**8.21 [17-0174](#)**

Committee action approving Change Order Number One, for Agreement Number 16167, consisting of an increase of \$171,720, for the DB2/VM Database Administration service with The Fillmore Group, Inc., Towson, Maryland.

*Lora Nordstrom of Information Technology (IT) reported that the County contracted with*

*The Fillmore Group in spring 2016 to provide database administration and system programming support for various locations. An analysis and findings was conducted and revealed differences in database security, archive processes, and out of service software needing to be upgraded. Deputy County Administrator McEwan reported that this is for the storage of the entire database and this work is needed prior to completing other portions of the project scope of work. Staff is confirming that the new database administration storage will be more adaptable. Discussion ensued.*

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

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

**8.22 [17-0158](#)**

Resolution authorizing emergency appropriations for fiscal year (FY) 2017 in various funds for certain projects, items, and activities budgeted in the prior year and not completed.

*Finance and Administrative Services Director Gary Gordon requested approval to carry-over funds for items and activities budgeted in prior years that have not been completed.*

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

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

**8.23 [17-0160](#)**

Ordinance amending the Lake County Employee Policies and Procedures Ordinance, Section 10.9 Travel and Business Expense Reimbursement.

*Finance and Administrative Services Director Gary Gordon reported that the County's Travel and Business Expense Reimbursement policy needs to be amended to comply with Local Government Travel and Expense Contract Act, 50 ILCS 150/1. This legislature provides accountability for the use of county funds to reimburse employees and officials for expenses incurred in the performance of official duties. Employees, including board members, who exceed maximum travel amounts, as set forth in the policy, will require County Board approval by roll call vote. Discussion ensued.*

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

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

**9. Executive Session**

*Executive Session was entered into at 2:25 p.m.*

**A motion was made by Member Carlson, seconded by Member Durkin, to go into**

**Executive Session. The motion carried unanimously.**

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

**9.1 [17-0180](#)**

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

**The item was discussed in Executive Session.**

*Executive Session was adjourned at 2.54 p.m.*

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

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

**Not Present:** 1 - Vice Chair Bartels

**10. County Administrator's Report**

*Assistant County Administrator Amy McEwan reported that 80 employees took advantaged of the Accelerated Retirement Option (ARO). Staff continues to look for ways to reduce headcount and have enacted some changes.*

*Ms. McEwan reported that the Mental Health Coalition will be soliciting a request for proposal for a special assistance consultant who can assist the commission with understanding and traversing state and federal legislation and creating a community-wide campaign that would reduce the stigma associated with mental health issues.*

*Ms. McEwan noted that the Live Well Lake County website has launched.*

*Ms. McEwan reported that the County's land team, which encompasses Public Works, Stormwater Management, the Division of Transportation, Environmental Health Division of the Health Department, and Planning, Building, and Zoning departments, will hold its first joint open house meeting. The joint meeting is to solicit input from the public regarding proposed modifications to the County's ordinances. She reported that the County's new land technology system is expected to go live on Monday, March 27, 2017.*

*Ms. McEwan requested that members who will be away for spring break notify the County Board office.*

**10.1 [17-0183](#)**

Presentation on the 9-1-1 Consolidation Study.

*Deputy County Administrator Amy McEwan reported on the 9-1-1 consolidation efforts. Various scenarios have been reviewed by the task force and an analysis has been completed. Decision points have been mapped out, and depending on the degree of consolidation, there is a potential cost savings between \$400,000 and \$2,000,000. The task force has reviewed several considerations and recommendations and has identified impediments that will need to be addressed prior to consolidation. At this time, the task force needs to identify agencies that are committed to the consolidation effort. County*

*Board Chairman Lawlor indicated that there may need to an incentive to those who commit early or a penalty to those who commit at the tail-end of the project. Discussion ensued.*

**11. Members Remarks**

*There were no members' remarks.*

**12. Adjournment**

*The meeting was adjourned at 3:13 p.m.*

**A motion was made by Member Hewitt, seconded by Member Taylor, that the meeting be adjourned. The motion carried unanimously.**

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

**Next Meeting: March 1, 2017**

*Meeting minutes prepared by Blanca Vela-Schneider.*

*Respectfully submitted,*

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*Chairman*

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*Vice-Chairman*

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*Financial and Administrative Committee*