

# Lake County Illinois

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



## Meeting Minutes - Final

Wednesday, April 25, 2018

1:00 PM

Assembly Room, 10th Floor

**Financial and Administrative Committee**

**1. Call to Order**

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

*Others present:*

*Aaron Lawlor, County Board Chairman*

*Judy Martini, County Board Member*

*Brett Berganz, Information Technology*

*Chris Blanding, Information Technology*

*Barry Burton, County Administrator*

*Anthony Cooling, Finance and Administrative Services*

*Michael Cutler, Court Administration*

*Danny Davis, Court Administration*

*Paul Fetherston, Assistant County Administrator*

*Gunnar Gunnarson, State's Attorney's Office*

*RuthAnne Hall, Purchasing*

*Chris Kopka, Human Resources*

*Kimberly Mannette, Information Technology*

*Rodney Marion, Human Resources*

*Amy McEwan, Deputy County Administrator*

*Kasey Morgan, Court Administration*

*Debra Nieto, County Clerk*

*Jennie Vana, Communications*

*Blanca Vela-Schneider, County Board Office*

*Dakisha Wesley, Assistant County Administrator*

*Mike Wheeler, Finance and Administrative Services*

*Rodney Worden, Public Works*

*Dawn Wucki-Rosbach, Sheriff's Office*

**Present** 6 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt and Member Pedersen

**Absent** 1 - Member Taylor

**2. Pledge of Allegiance**

*Member Pedersen led the Pledge of Allegiance.*

**3. Approval of Minutes**

**3.1 [18-0462](#)**

Executive Session minutes from February 28, 2018.

**A motion was made by Member Hewitt, seconded by Member Durkin, that the minutes for items 3.1 through 3.3 be approved. Motion carried by voice vote.**

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

**Absent:** 1 - Member Taylor

3.2 [18-0463](#)

Minutes from March 7, 2018.

**Attachments:** [F&A 3.7.18 Minutes](#)

**A motion was made by Member Hewitt, seconded by Member Durkin, that the minutes for items 3.1 through 3.3 be approved. Motion carried by voice vote.**

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

**Absent:** 1 - Member Taylor

3.3 [18-0465](#)

Minutes from March 28, 2018.

**Attachments:** [F&A 3.28.18 Minutes](#)

**A motion was made by Member Hewitt, seconded by Member Durkin, that the minutes for items 3.1 through 3.3 be approved. Motion carried by voice vote.**

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

**Absent:** 1 - Member Taylor

4. **Addenda to the Agenda**

*There were no amendments or additions to the agenda.*

5. **Public Comment**

*There were no comments from the public.*

6. **Chairman's Remarks**

*There were no remarks from the Chair.*

7. **Old Business**

*There was no old business to conduct.*

8. **New Business**

**CONSENT AGENDA (Items 8.1 - 8.4)**

**PUBLIC WORKS AND TRANSPORTATION**

8.1 [18-0451](#)

Joint resolution authorizing a contract with Alpha Paintworks, Inc., Chicago, Illinois, for fire hydrant preparation and painting at various locations within Lake County Public Works in the estimated annual amount of \$41,870, with renewal options.

**Attachments:** [18054 Bid Tab](#)  
[18054 Award Information](#)

**A motion was made by Member Durkin, seconded by Member Carlson, that items 8.1**

through 8.4 on the Consent Agenda be recommended for adoption to the County Board agenda. Motion carried by voice vote.

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

**Absent:** 1 - Member Taylor

**8.2 [18-0452](#)**

Joint resolution authorizing an emergency appropriation in the amount of \$47,725 within the Lake County Public Works Department's Fund 620 for the Northern Lake County Lake Michigan Water Planning Group's (NLCLMWPG) activities occurring May 1, 2018 through April 30, 2019.

**Attachments:** [18-0452 NLCLMWPG CFY'18 Fund 620-SSA16 LM Working Group '18-'19](#)

A motion was made by Member Durkin, seconded by Member Carlson, that items 8.1 through 8.4 on the Consent Agenda be recommended for adoption to the County Board agenda. Motion carried by voice vote.

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

**Absent:** 1 - Member Taylor

**FINANCIAL & ADMINISTRATIVE**

**8.3 [18-0427](#)**

Report from Carla N. Wyckoff, County Clerk, for the month of March 2018.

**Attachments:** [LCC Report for March 2018.pdf](#)

A motion was made by Member Durkin, seconded by Member Carlson, that items 8.1 through 8.4 on the Consent Agenda be recommended for adoption to the County Board agenda. Motion carried by voice vote.

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

**Absent:** 1 - Member Taylor

**8.4 [18-0429](#)**

Report from Mary Ellen Vanderverter, Recorder of Deeds, for the month of March 2018.

**Attachments:** [March 2018.pdf](#)

A motion was made by Member Durkin, seconded by Member Carlson, that items 8.1 through 8.4 on the Consent Agenda be recommended for adoption to the County Board agenda. Motion carried by voice vote.

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

**Absent:** 1 - Member Taylor

**REGULAR AGENDA**

**PUBLIC WORKS & TRANSPORTATION**

**8.5 [18-0453](#)**

Joint resolution ratifying an emergency procurement with WesTech, Inc., Ames, Iowa, in the amount of \$210,194 for rehabilitation of the iron removal treatment system for the Brooks Farm water system.

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

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

**Absent:** 1 - Member Taylor

**FINANCIAL & ADMINISTRATIVE**

**8.6 [18-0409](#)**

Lake County Clerk 2017 Year in Review, 2018 Highlights.

**Attachments:** [County Clerk Presentation](#)

*County Clerk Carla Wyckoff and Debra Nieto, County Clerk's Office, presented the office's accomplishments, priorities and a look ahead toward future years. The County Clerk's Office serves as the election administrator, manager of voter registration and services, and record keeper for documents related to the Lake County Board meetings, tax extension and redemption, and vital records.*

*The goals and priorities of the County Clerk's Office include applying the law consistently for all its services, providing excellent customer service while vigilantly protecting all legal documents, and performing all responsibilities accurately and efficiently.*

*County Clerk Wyckoff reviewed 2016 and 2017 accomplishments, which include complying with major legislative mandates while handling historic voter turnout, creating universal early voting sites, and providing election day voter registration to all voting sites. The County Clerk's Office has equipped all of its voting sites with ePollbooks, implemented ExpressVote ballot marking equipment during early voting, and has intensified its communications and outreach to the public.*

*County Clerk Wyckoff indicated the department will continue to focus on maintaining election security and existing equipment, as well as update and/or replace outdated equipment. The new tax system is expected to launch in December which should improve public access. Projects include completing the historic document preservation of the Books of Supervisors and birth, death, and marriage records. Looking ahead, the office will begin to prepare for the 2020 presidential election, as well as the redistricting that will occur after the U.S. Census which will require reconfiguring Lake County precincts.*

*Discussion ensued regarding the maintenance of election records, the process in which election results are managed, and future unfunded mandates from the state.*

**A presentation was provided.**

8.7 [18-0466](#)

Ordinance amending Section 37.030 Rules and Regulations Governing Public Buildings and Grounds and Section 37.060 Occasional Use of Public Areas in Public Buildings of Chapter 37, entitled County-wide Policies and Services, of the Lake County Code of Ordinances.

**Attachments:** [Rules and Regulations \(Redline\)](#)  
[Rules and Regulations \(Clean\)](#)

*Gunnar Gunnarson, State's Attorney Office, and Assistant County Administrator Paul Fetherston presented proposed amendments to the County's ordinance regarding rules and regulations governing public buildings and grounds. It was noted that only one event would be held in a particular location at any given time. Discussion ensued regarding service dogs in County buildings.*

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

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

**Absent:** 1 - Member Taylor

8.8 [18-0441](#)

Resolution authorizing a general rate increase to the Collective Bargaining Agreement (CBA) for employees represented by the Illinois Council of Police-Clerical (ICOP) Employees.

**Attachments:** [ICOPS Clerical Agreement 2017 - 12](#)

*Human Resources Director Rodney Marion presented the proposed collective bargaining agreement with the Illinois Council of Police-Clerical Employees. The agreement includes a rate increase of 2.5 percent effective December 1, 2017 and will expire on November 30, 2018.*

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

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

**Absent:** 1 - Member Taylor

8.9 [18-0458](#)

Discussion of 2019 budget policies.

**Attachments:** [FY19 Budget Calendar - Apr 2018 Draft](#)  
[Schedule of Changes - FY2019 Budget Policies 2018.04.18](#)  
[Schedule of Changes - FY2019 Budget Policies 2018.04.18](#)  
[2018.04.18 FY2019 Budget Policies \(Red-Lined\)](#)

*Assistant County Administrator and Interim Finance Director Dakisha Wesley, Mike Wheeler and Anthony Cooling, Finance and Administrative Services, reviewed fiscal year (FY) 2018's budget policy and presented the proposed amendments to FY 2019's budget policy. Proposed amendments include the acceptance of an estimated tax levy for the new FY at the September County Board meeting, freezing the tax levy (with the exception of new growth), providing departments with a targeted budget, and allowing new program and/or expanded program requests with significant justification. County Board Chairman Aaron Lawlor requested that new program requests by board members be considered individually.*

*County Board Chairman Lawlor suggested that a nominal investment of the 1/4% sales tax be set aside to evaluate opportunities that will have a larger impact to the future of transportation.*

*Ms. Wesley indicated the proposed amendments will be incorporated into the policy for consideration at the May 2, 2018 Financial and Administrative Committee meeting.*

**This item was discussed.**

8.10 [18-0443](#)

Resolution setting the compensation for certain County-wide Elected Office holders.

**Attachments:** [County Board and Elected Officials' Compensation](#)

*County Board Chairman Aaron Lawlor reported items 8.10 through 8.12 are related.*

*State statute requires the County set the salaries of elected officials not less than six months before those officials take office. Based on the election cycle, it is necessary to set the salaries for the County Clerk, Sheriff, Regional Superintendent of Schools, and Treasurer positions. It is recommended that the salaries for these positions remain flat for the years 2019 and 2020 and that a 2.5 percent increase be given in years 2021 and 2022.*

*In order to maintain equity with county board members who are in group one, it is recommended that the salaries for county board members who are in groups two and three remain flat for years 2019 and 2020 and that a 2.5 percent increase be given in years 2021 and 2022.*

*Chair Rummel reported the County Board Chair position is set for a two year cycle. He recommended an increase of 3.5 percent for years 2019 and 2020.*

**A motion was made by Member Pedersen, seconded by Member Carlson, that items 8.10 through 8.12 be recommended for adoption to the County Board agenda. The motion carried unanimously.**

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

**Absent:** 1 - Member Taylor

**8.11 [18-0444](#)**

Resolution setting the compensation for County Board Chairman.

**Attachments:** [County Board and Elected Officials' Compensation](#)

**A motion was made by Member Pedersen, seconded by Member Carlson, that items 8.10 through 8.12 be recommended for adoption to the County Board agenda. The motion carried unanimously.**

**Absent:** 1 - Member Taylor

**8.12 [18-0445](#)**

Resolution setting the compensation for County Board Members.

**Attachments:** [County Board and Elected Officials' Compensation original \(failed\)](#)  
[County Bd & Elected Officials' Salaries - as amended & approved - 5.8.18](#)

**A motion was made by Member Pedersen, seconded by Member Carlson, that items 8.10 through 8.12 be recommended for adoption to the County Board agenda. The motion carried unanimously.**

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

**Absent:** 1 - Member Taylor

**8.13 [18-0433](#)**

Discussion to clarify committee direction to staff on which meetings should be audio recorded.

*Chair Rummel reported that the Financial and Administrative Committee, at its November 1, 2017 meeting, voted to audio record committee meetings and post them on the County website. Staff is requesting clarification regarding which committee meetings should be posted. County Board Chairman Lawlor suggested that ad hoc committees be included, but noted leadership seminars would not be recorded as they are intended for professional growth. Substantial discussion ensued.*

**Member Bartels moved, seconded by Member Durkin, to publish audio recordings of ad hoc committees and standing committees going forward. The motion carried**

**with the following vote:**

**Aye:** 4 - Chair Rummel, Vice Chair Bartels, Member Carlson and Member Durkin

**Nay:** 2 - Member Hewitt and Member Pedersen

**Absent:** 1 - Member Taylor

**9. Executive Session**

*The committee did not enter into Executive Session.*

**10. County Administrator's Report**

*County Administrator Barry Burton reported staff has looked into improving the technology in the Assembly Room to enhance user experience. Jennie Vana, Communications, indicated staff has worked with Information Technology in finding a solution that would improve participation by phone as well as the quality of audio recordings. A proposal to install six small microphones, eight conference speakers, and an audio rack that can be reused after the renovation of the 10th floor is recommended for approval. This system will allow phone participants to view presentations remotely. The cost for the equipment and installation is estimated at \$25,000 and would be funded through Corporate Capital Improvement Program funds. Discussion ensued regarding whether there is an ability to physically see when the system is in live mode and ensure that Executive Sessions remain confidential. Ms. Vana indicated the recording is not a live feed but reported she will further investigate this issue. Member Bartels suggested that a hearing loop be considered as well.*

*Mr. Burton reported the 10th floor is currently being designed for renovation. Staff is seeking feedback from the county board members regarding the technology and design needs for the floor.*

**11. Members Remarks**

*There were no remarks from members.*

**12. Adjournment**

*The meeting was adjourned at 2:26 p.m.*

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

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

**Absent:** 1 - Member Taylor

**Next Meeting: May 2, 2018**

*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*