

# Lake County Illinois

*Meeting held by Video Conference*

*Physical Location:*

*18 N County Street (10th Floor), Waukegan, IL 60085*



## Meeting Minutes - Final

Friday, June 4, 2021

8:30 AM

Meeting held by video conference. Register to virtually attend the meeting at <https://bit.ly/3fFCoyF>

**Committee of the Whole**

Pursuant to Section 7(e) of the Illinois Open Meetings Act, the Gubernatorial Disaster Proclamation, and the Written Determination of the Lake County Board Chair, this meeting will be held by audio and video conference.

**PUBLIC ATTENDANCE:** The public wishing to attend remotely / virtually may: (1) register at the link on the front page of this agenda to attend by audio or video conference or (2) attend remotely on the 10th Floor of the Administrative Tower, 18 N. County Street, Waukegan, Illinois.

**PUBLIC VIEWING:** This meeting will be recorded and live-streamed at <http://lakecounty.tv/> and on Comcast Channel 18 or 30 and AT&T Channel 99.

**PUBLIC COMMENT:** The public will be afforded time to comment on matters related to the business of the County Board. Individuals attending remotely / virtually may present their Public Comment during the meeting. Individuals not in attendance may provide written Public Comment that must be received by 3:00 p.m. the day prior to the meeting (emailed to [PublicComment@Lakecountyil.gov](mailto:PublicComment@Lakecountyil.gov) or delivered to the County Board Office 18 N. County Street, Waukegan, Illinois (10th Floor)). Public Comment on items not on the agenda will be presented at the beginning of the meeting under "Public Comment." Comments on agenda items may be presented during consideration of that item. A total of 30 minutes will be permitted for Public Comment and no more than three minutes per Comment. Public Comment will proceed in the following order: (1) Public Comment by individuals in attendance (on the 10th Floor and then those via the registration link) then (2) written comments in the order they are received. To view County Board Rules, click here: <https://bit.ly/3idRdrV>.

Individuals providing Public Comment will be recorded and will provide the following information:

- \* Meeting: Committee of the Whole (Subject line for written Public Comment)
- \* Name: (REQUIRED)
- \* Topic or Agenda Item # - (REQUIRED)
- \* Street Address, City, State (Optional):
- \* Phone Number (Optional):
- \* Organization/Agency/etc. Represented (If representing yourself, put "Self"):

0 [21-0069](#)

Chair's determination of need to meet by audio or video conference.

**Attachments:** [Determination - Chair Hart 12.30.20](#)

**1. Call to Order**

*Chair Hart called the meeting to order at 8:30 a.m.*

**2. Pledge of Allegiance**

*Member Danforth led the Pledge of Allegiance.*

**3. Roll Call of Members**

*It was noted that Members Sbarra and Vealitzek had contacted the County and advised that they would not be in attendance at this Committee meeting.*

**Present** 17 - Member Altenberg, Member Barr, Member Casbon, Member Clark, Vice-Chairman Cunningham, Member Danforth, Member Durkin, Member Frank, Chair Hart, Member Hewitt, Member Kyle, Member Maine, Member Parekh, Member Pedersen, Member Roberts, Member Simpson and Member Wasik

**Absent** 3 - Member Sbarra, Member Vealitzek and Member Wilke

*Others present:*

*Chris Blanding, Enterprise Information Technology*

*Krista Braun, Planning, Building and Development*

*Kristy Cechini, County Board Office*

*Stacy Davis-Wynn, Purchasing*

*Gary Gibson, County Administrator's Office*

*RuthAnne Hall, Purchasing*

*Jim Hawkins, County Administrator's Office*

*Rosemary Heilemann, League of Women Voters of Lake County*

*Kevin Kerrigan, Division of Transportation*

*Carl Kirar, Facilities and Construction Services*

*Larry Mackey, Health Department*

*Matt Meyers, County Administrator's Office*

*Mark Pfister, Health Department*

*Abby Scalf, County Board Office*

*Patrice Sutton, Finance and Administrative Services*

*Arin Thrower, Communications*

*Cassandra Torstenson, County Administrator's Office*

*Blanca Vela-Schneider, County Administrator's Office*

*Eric Waggoner, Planning, Building and Development*

**4. Addenda to the Agenda**

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

**5. Public Comment (Items not on the agenda)**

*There were no comments from the public.*

**6. Chair's Remarks**

*Chair Hart thanked the County Administrator staff for putting together a synopsis of the work that the department has been doing.*

**7. Unfinished Business**

*There was no unfinished business.*

**8. New Business****CONSENT AGENDA (Item 7.1)****Approval of Minutes****8.1 [21-0900](#)**

Minutes from April 9, 2021.

**Attachments:** [COW 4.9.21 Minutes - Final.pdf](#)

**A motion was made by Member Danforth, seconded by Member Clark, that the minutes be approved. The motion carried by the following vote:**

**Aye:** 16 - Member Altenberg, Member Barr, Member Casbon, Member Clark, Vice-Chairman Cunningham, Member Danforth, Member Durkin, Member Frank, Chair Hart, Member Hewitt, Member Kyle, Member Maine, Member Parekh, Member Pedersen, Member Roberts and Member Simpson

**Absent:** 3 - Member Sbarra, Member Vealitzek and Member Wilke

**Not Present:** 1 - Member Wasik

**REGULAR AGENDA****8.2 [21-0901](#)**

Discussion regarding opportunities for future cost-saving measures at Lake County.

**Attachments:** [8.2-Budget\\_Savings\\_Discussion\(COW-06-04-21\).pdf](#)

*Gary Gibson, County Administrator, reported that the County Board has requested an open discussion on property taxes. Today's discussion involves measures that the Planning, Building and Development have implemented to reduce costs and increase efficiency within its department.*

*Jim Hawkins, Deputy County Administrator, provided an overview on the County's budget. Lake County receives approximately seven percent of property tax bills of which more than 50 percent of the revenue supports personnel and benefits. As part of the budget preparation process, there is a need to consider general guidance principles related to the strategic plan and the approved budget policy. Clear instructions are then provided to guide departments in their budget preparations.*

*Patrice Sutton, Chief Financial Officer / Finance and Administrative Services Director, discussed the budget review process, noting that staff focuses on performance metrics to*

*ensure that the programs that are being funded have the outcomes expected on a qualitative and / or quantitative basis. As part of the budget review process, staff consistently considers other funding sources, verifies that user fees cover costs of service delivery, analyzes staff workload levels, evaluates opportunities for efficiency, conducts an analysis on alternatives to filling vacancies, and considers measures that would advance energy and environmental stewardship. Chief Financial Officer / Finance and Administrative Services Director Sutton identified areas where increases are expected annually such as salaries, health insurance costs, and utilities, and reviewed operational and personnel strategies.*

*Matt Meyers, Assistant County Administrator, reviewed the vehicle replacement plan. Staff continually reviews its fleet options. In 2020, an analysis of the County's fleet was conducted that identified mileage and use of vehicles by department. Options to consolidate vehicles was discussed during the budget review which led to the creation of a Libertyville Campus Fleet pool and a reduction of 13 vehicles and a cost savings of \$307,116. In Fiscal Years (FY) 2021 and 2022, staff is conducting a cost comparison of electronic vehicles versus standard vehicle replacements.*

*(Member Frank left the meeting at 8:51 a.m.)*

*(Member Frank entered the meeting at 8:57 a.m.)*

*(Member Frank left the meeting at 9:03 a.m.)*

*(Member Frank entered the meeting at 9:08 a.m.)*

*Eric Waggoner, Planning, Building and Development Director, discussed how the recession of 2009 impacted the County's tax subsidy and staffing. Since the recession, the department has been able to maintain a lean staff. Director Waggoner reviewed the department's efficiency time-line after the recession, noting that although staff had been reduced, efficiencies increased due to improvements in technology and operations. There are 11 intergovernmental agreements where the County provides review and inspection services and another two communities whose intergovernmental agreements include mutual aid.*

*(Member Wasik entered the meeting at 9:25 a.m.)*

*Discussion ensued regarding whether departments are conducting cost analysis reviews and the manner in which they conduct those analyses. The Committee requested that staff conduct an analysis on what assets are being shared with other entities and determine whether the County's physical footprint could be reduced.*

*(Member Frank left the meeting a 9:59 a.m.)*

**Future cost-saving measures at Lake County were discussed.****8.3 [21-0902](#)**

Discussion regarding the transition to in-person meetings.

**Attachments:** [8.3-LCB Future Meeting Plan\(COW-06-04-21\).pdf](#)

*Gary Gibson, County Administrator, reported that the Governor's most recent executive order regarding the COVID-19 pandemic clarifies that government committee meetings are limited to 10 persons. This order conflicts with the Bridge Order that allows group meetings. Staff is reaching out to the Governor's Office to obtain clarification.*

*Jim Hawkins, Deputy County Administrator, reported that the purpose of this discussion is to review the proposed concept for in-person attendance of standing committee, Committee of the Whole, and County Board meetings. Staff recommends that all meetings be physically held at the Waukegan Administrative Tower Complex to address security concerns expressed by board members and to alleviate some of the constraints that Communications is experiencing. Committee meetings will not be broadcast online or on local cable networks but staff, non-committee board members, and the public would have access to the meeting via Zoom. Both the Assembly Room and County Board Rooms will be used to aid in social distancing, if needed. Additionally, staff recommends that public comment be in-person.*

*Deputy Administrator Hawkins noted that there will need to be an increase in staff to manage the committees.*

*Discussion occurred regarding the move in having the Energy and Environment and Public Works, Planning, and Transportation Committee meetings at the Waukegan Campus, individuals who may or may not choose to get vaccinated, allowance for public comment via Zoom, physical quorum requirements when the emergency declaration ceases, and Open Meetings Act requirements.*

*The general consensus of the Committee was to hold all meetings at the Waukegan Campus, 18 N. County Street, hold the Board and Committee of the Whole meetings socially distanced, hold all the other committee meetings in the Assembly Room and that those meetings be filmed and placed on the County's website within two days of the meetings, and to have public comment in-person and on Zoom.*

**The transition to in-person meetings was discussed.****9. County Administrator's Report**

*Gary Gibson, County Administrator, reported that the General Assembly approved Senate Bill 825 which sets a new date for the completion of the reapportionment process to December 31, 2021.*

*Administrator Gibson remarked on a ceremony that will be held on Monday, June 6 at the*

*Des Plaines River Treatment Facility. The facility was awarded the Waste Water Treatment Plant Award by the state.*

*Chair Hart requested clarification regarding the potential impact to County's finances that may result from the 11,500 appeals that the Property Tax Appeal Board (PTAB) is processing.*

**10. Executive Session**

*The Committee did not enter into Executive Session.*

**11. Members' Remarks**

*Member Danforth sought additional information regarding a County Board agenda item related to Mesirow Insurance.*

*Member Simpson discussed gun violence in America.*

*Member Kyle extended his condolences to Ty Kovach's family on the loss of a family member.*

**12. Adjournment**

**Chair Hart declared the meeting adjourned at 11:06 a.m.**

**Next Meeting: July 9, 2021**

*Minutes prepared by Blanca Vela-Schneider.*

*Respectfully submitted,*

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*Committee of the Whole, Chair*