

Lake County Illinois

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



Meeting Minutes - Final

Thursday, February 8, 2024

8:30 AM

**Assembly Room, 10th Floor or register for remote attendance at
<https://bit.ly/3vUTKIU>**

Financial & Administrative Committee

PUBLIC ATTENDANCE: The public can attend Lake County Committee and Board meetings (two options):

- (1) In-person attendance is on the 10th Floor of the County Administrative Tower (9th Floor, if necessary), 18 N. County Street, Waukegan, Illinois.
- (2) Remote attendance through an electronic conferencing application (register via the link on the front page of the agenda).

RECORDING: Meetings, to include Public Comment, will be recorded.

PUBLIC COMMENT:

Time is reserved near the beginning of the meeting for all Public Comment. At the Chair's discretion, Public Comment for an item(s) on the agenda may be presented during consideration of that specific item. Public Comment will proceed in the following order: (1) Public Comment by individuals in attendance and then (2) Public Comment by individuals attending remotely through an electronic conferencing application. Individuals 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 or delivered to the County Board Office 18. N. County Street, Waukegan, Illinois, (10th floor)). Written comments will be circulated to the Members, but not read aloud.

Individuals providing Public Comment will provide the following information:

Meeting: Financial and Administrative Committee (Subject line for written Public Comment)

Topic or Agenda Item #: (REQUIRED)

Name: (REQUIRED)

Organization/Entity Represented: (REQUIRED) ("Self" if representing self)

Street Address, City, State: (Optional)

Phone Number: (Optional)

Email: May be REQUIRED for remote attendance

1. Call to Order

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

2. Pledge of Allegiance

Chair Frank led the Pledge of Allegiance.

3. Roll Call of Members

Present 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

Absent 1 - Member Parekh

** Electronic Attendance: Member Danforth*

Other Attendees:

In Person:

*Alex Carr, Communications
Carissa Casbon, Board Member
Carl Kirar, Facilities and Construction Services
Chris Blanding, Enterprise Information Technology
Darcy Adcock, Human Resources
Jim Hawkins, County Administrator's Office
Kevin Considine, Lake County Partners
Kevin Quinn, Communications
Kristy Cechini, County Board Office
Matt Meyers, County Administrator's Office
Melanie Nelson, State's Attorney's Office
Melissa Gallager, Finance
Mike Wheeler, Finance
Patrice Sutton, County Administrator's Office
Sandy Hart, County Board Chair
Stephen Gray, Treasurer's Office
Tammy Chatman, Communications*

Electronically:

*Abby Krakow, Communications
Allison O'Connell, Human Resources
Ann Maine, Board Member
Ashley Rack, Sheriff's Office
Austin McFarlane, Public Works
Bailey Wyatt, Communications
Bob Glueckert, Chief County Assessment Officer
Brea Barnes, Finance
Claudia Gilhooley, 19th Judicial Circuit Court
Corina Miranda, Human Resources
Demar Harris, Workforce Development
Em Zee, Public*

Erika Osinski, Human Resources
Errol Lagman, Finance
Heidie Hernandez, Enterprise Information Technology
Jim Chamernik, Sheriff's Office
Janna Philipp, County Administrator's Office
JazMine' Evans, Finance
Jennifer Brennan, Communications
Jesse Turcios, Human Resources
Jolanda Dinkins, County Board Office
Jon Nelson, Division of Transportation
Julian Rozwadowski, Division of Transportation
Karen Fox, State's Attorney's Office
Kathleen Rhey, Enterprise Information Technology
Kayla Bonn, Human Resources
Kevin Carrier, Division of Transportation
Krista Kennedy, Finance
Kurt Woolford, Stormwater Management
Lawrence Oliver, Sheriff's Office
Mary Crain, Division of Transportation
Mick Zawislak, Daily Herald
Nick Principali, Finance
Nicole Rogers, Finance
Ruby Bahena, Finance
RuthAnne Hall, Purchasing
Sonia Hernandez, County Administrator's Office
Shane Schneider, Division of Transportation
ShaTin Gibbs, Finance
Stacey Krzywanos, Division of Transportation
Stacy Davis-Wynn, Purchasing
Terri Kath, Enterprise Information Technology
Theresa Glatzhofer, County Board Office
Yvette Albarran, Purchasing

4. Addenda to the Agenda

There were no additions or amendments to the agenda.

5. Public Comment

There were no comments from the public.

6. Chair's Remarks

There were no remarks from the Chair.

7. Unfinished Business

There was no unfinished business to discuss.

8. New Business

CONSENT AGENDA (Items 8.1 - 8.6)

MINUTES

8.1 [24-0131](#)

Committee action approving the Financial and Administrative Committee minutes from January 11, 2024.

Attachments: [F&A 1.11.24 Final Minutes](#)

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

Aye: 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Parekh

REPORTS

8.2 [24-0083](#)

Report from Anthony Vega, County Clerk, for the month of November, 2023.

Attachments: [LCC Report for Nov 2023](#)

A motion was made by Member Clark, seconded by Member Kyle, that this report be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Parekh

8.3 [24-0126](#)

Cash & Investment Report from Holly Kim, Treasurer, for the month of December 2023.

Attachments: [FSG Report Dec 2023.pdf](#)
[2022-12_Cash&Investment.pdf](#)

A motion was made by Member Clark, seconded by Member Kyle, that this report be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Parekh

PUBLIC WORKS & TRANSPORTATION

8.4 [24-0142](#)

Joint resolution appropriating \$154,500 of ¼% Sales Tax for Transportation funds for the Joint Utility Locating Information for Excavators, Inc. (JULIE) ticket screening and locating of Lake County Division of Transportation (LCDOT) storm sewers for excavator dig requests along various County highways.

Attachments: [24-0142 Vendor Disclosure, USIC](#)

A motion was made by Member Clark, seconded by Member Kyle, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Parekh

8.5 [24-0143](#)

Joint resolution authorizing an agreement with Standard Equipment Company, Elmhurst, Illinois, for a one-year contract with an option to renew for four additional one-year periods to service and repair the two sewer vacuum trucks and ratifying an expense from Fiscal Year 2023 in the amount of \$46,875.88.

Attachments: [01-0143 Contract, Standard Equipment Repair](#)
[24-0143 Vendor Disclosure, Standard](#)

A motion was made by Member Clark, seconded by Member Kyle, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Parekh

8.6 [24-0119](#)

Joint resolution authorizing an agreement with Christopher B. Burke Engineering, LTD, Rosemont, Illinois, in the amount of \$63,458 for design engineering services associated with the Lake County Public Works (LCPW) Deerfield Road Gravity Sewer Replacement Project.

Attachments: [24-0119 Deerfield Rd Sewer Replacement Map](#)
[24-0119 Final Agreement Deerfield Rd Sewer Replacement CBBEL](#)
[24-0119 Vendor Disclosure Deerfield Rd Sewer Replacement CBBEL](#)

A motion was made by Member Clark, seconded by Member Kyle, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Parekh

REGULAR AGENDA

LAKE COUNTY PARTNERS

8.7 [24-0132](#)

Lake County Partners Update.

Attachments: [LCP - F&A Update 2-8-24](#)

Kevin Considine, President/Chief Executive Officer, Lake County Partners, provided an update on current initiatives and metrics for Lake County Partners. Discussion ensued.

DIVERSITY, EQUITY & INCLUSION

8.8 [24-0134](#)

Joint resolution approving the Lake County Board and Committee Meeting Caption and Subtitle Policy.

Attachments: [Caption and Subtitle Policy FINAL as APPROVED on 2-20-2024 \(24-0134\)](#)

[Caption and Subtitle Policy FBA 2-20-2024](#)

[DEI Committee 2024 Captions and Subtitles Presentation](#)

Tammy Chatman, Chief Communications Officer and Alex Carr, Deputy Communications Officer, reviewed the proposed Caption and Subtitle Policy. Discussion ensued.

A motion was made by Vice Chair Vealitzek, seconded by Member Clark, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Parekh

PUBLIC WORKS & TRANSPORTATION

8.9 [24-0144](#)

Joint resolution appropriating \$300,000 of County Option Motor Fuel Tax funds for the acquisition of necessary right-of-way, by agreement or condemnation, and other right-of-way costs associated with this Washington Street non-motorized improvement project.

Attachments: [24-0144 Location Map, Washington Street Bike Path \(Regional\)](#)

[24-0144 2040 Non-Motorized Plan](#)

Shane Schneider, Division of Transportation (DOT) Director, explained that this appropriation is for the acquisition of right-of-way associated with the Washington Street non-motorized improvement project. Discussion ensued.

A motion was made by Member Clark, seconded by Member Kyle, that this

resolution be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Parekh

8.10 [24-0118](#)

Joint resolution authorizing execution of a contract with Joseph J. Henderson & Son, Inc., Gurnee, Illinois, in the amount of \$1,201,846 for the Lake County Public Works (LCPW) Mill Creek Water Reclamation Facility UV Project.

Attachments: [24-0118 Bid Tab Mill Creek WRF UV Disinfection Replacement JJ Hender](#);
[24-0118 Front End Bid Docs Mill Creek WRF UV Disinfection Replacemen](#)
[24-0118 Map Mill Creek WRF UV Disinfection Replacement JJ Henderson](#)
[24-0118 Vendor Disclosure Mill Creek WRF UV Disinfection Replacement](#)

Austin McFarlane, Director of Public Works, noted that this is a project to update the UV disinfection system at the Mill Creek Water Reclamation Facility and is funded with the County's American Rescue Plan Act funding. Discussion ensued.

A motion was made by Member Clark, seconded by Member Kyle, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Parekh

8.11 [24-0145](#)

Joint resolution authorizing execution of a contract with FGM Architects, Inc., Chicago, Illinois, in the amount of \$246,500 for the Lake County Public Works (LCPW) Administrative Building Addition.

Attachments: [24-0145 Architectural Fee Proposal, Bldg 650 Addition](#)
[24-0145 Vendor Disclosure, FGM](#)
[24-0145 Location Map Public Works Bldg 650](#)

Austin McFarlane, Director of Public Works, explained that the purpose of this project is to provide additional office space for staff at the Lake County Public Works Administrative Building. Discussion ensued.

A motion was made by Member Kyle, seconded by Member Clark, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Parekh

FINANCIAL & ADMINISTRATIVE

Facilities and Construction Services

8.12 [24-0157](#)

Facilities and Construction Services Annual Update.

Attachments: [FCS Departmental Presentation to Committee](#)

Carl Kirar, Facilities and Construction Services Director, presented the annual update for the Facilities and Construction Services Department. Discussion ensued.

8.13 [24-0013](#)

Director's Report - Facilities and Construction Services.

Carl Kirar, Facilities and Construction Services Director, stated the Facilities Strategic Plan will be presented to the Financial and Administrative Committee at a future meeting.

Human Resources

8.14 [24-0168](#)

Resolution to enter into a contract for consulting services with Baker Tilly LLP, Chicago, Illinois, in an estimated amount of \$281,400 to complete a compensation study for Lake County.

Attachments: [2.8.2024 -Agreement 24215 Compensation Study - Updated](#)
[Baker Tilly Vendor Disclosure](#)
[Post - Score Matrix Summary Board](#)

Darcy Adcock, Interim Human Resources Director, presented the proposed contract to complete a compensation study for Lake County. Discussion ensued.

Member Clark asked about the contract term listed on the draft that was attached to the agenda. County Administrator Sutton clarified that the attachment was only a draft, and the term of the contract would be updated prior to being finalized. Chair Frank advised that the attachment would be corrected before the item was placed on the County Board agenda. County Administrator Sutton agreed.

A motion was made by Member Clark, seconded by Member Kyle, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Parekh

8.15 [24-0185](#)

Resolution authorizing a Collective Bargaining Agreement (CBA) between the Lake County Board, Lake County Sheriff's Office, and the Teamsters Local 700 Court Security Division.

Attachments: [LCSO.Court Security Contract 12012022-11302026 FINAL](#)
[LCSO.Court Security Contract 12012022-11302026 REDLINE](#)

Darcy Adcock, Interim Human Resources Director, introduced Caitlin Evertt, Labor and Employee Relations Manager, Human Resources, who reported on the Collective Bargaining Agreement for 40 positions in the Sheriff's Court Security Unit.

A motion was made by Member Kyle, seconded by Vice Chair Vealitzek, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Parekh

8.16 [24-0014](#)

Director's Report - Human Resources.

There was no Human Resources Director's report.

Enterprise Information Technology

8.17 [24-0128](#)

Resolution approving a contract with Gartner, Inc., Stamford, Connecticut, for a one-year contract for professional services and licensing in the amount of \$148,486.

Attachments: [FY24 Gartner Renewal - QUO](#)
[FY24 Gartner Renewal - VDS](#)

Chris Blanding, Enterprise Information Technology (EIT) Director, presented the proposed contract for professional services and licensing. Discussion ensued. Chair Frank asked for more clarification and detailed language in EIT's agenda items explaining specifically what the contracts are for.

A motion was made by Member Clark, seconded by Member Kyle, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Parekh

8.18 [24-0015](#)

Director's Report - Enterprise Information Technology.

There was no Enterprise Information Technology Director's report.

Finance

8.19 [24-0159](#)

Resolution authorizing emergency appropriations for Fiscal Year (FY) 2024 in various funds for certain projects, items, and activities budgeted in the prior year and not completed.

Attachments: [Feb-24 Carryovers - Final](#)

Melissa Gallagher, Interim Chief Financial Officer, reported on the year end carryovers.

A motion was made by Vice Chair Vealitzek, seconded by Member Kyle, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Parekh

8.20 [24-0153](#)

Tax Abatement Ordinance for the Series 2019 General Obligation Refunding Bonds.

Items 8.20 - 8.24 were discussed and voted on together.

Melissa Gallagher, Interim Chief Financial Officer, reported on the five general obligation bonds.

A motion was made by Vice Chair Vealitzek, seconded by Member Clark, that this ordinance be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Parekh

8.21 [24-0154](#)

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

Items 8.20 - 8.24 were discussed and voted on together. See consolidated notes under item 8.20.

A motion was made by Vice Chair Vealitzek, seconded by Member Clark, that this ordinance be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Parekh

8.22 [24-0155](#)

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

Items 8.20 - 8.24 were discussed and voted on together. See consolidated notes under item 8.20.

A motion was made by Vice Chair Vealitzek, seconded by Member Clark, that this ordinance be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Parekh

8.23 [24-0156](#)

Tax Abatement Ordinance for the Series 2018 General Obligation Refunding Bonds.

Items 8.20 - 8.24 were discussed and voted on together. See consolidated notes under item 8.20.

A motion was made by Vice Chair Vealitzek, seconded by Member Clark, that this ordinance be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Parekh

8.24 [24-0166](#)

Tax Abatement Ordinance for the Series 2022 General Obligation Refunding Bonds.

Items 8.20 - 8.24 were discussed and voted on together. See consolidated notes under item 8.20.

A motion was made by Vice Chair Vealitzek, seconded by Member Clark, that this ordinance be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Parekh

8.25 [24-0167](#)

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

Melissa Gallagher, Interim Chief Financial Officer provided an overview of the tax abatement for Service Area Number 16 tax levy.

A motion was made by Vice Chair Vealitzek, seconded by Member Clark, that this ordinance be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Parekh

8.26 [24-0150](#)

Finance Monthly Report - December 2023.

Attachments: [Monthly Financial Report December 2023](#)

Melissa Gallagher, Interim Chief Financial Officer, presented the monthly finance report

for December, 2023. Discussion ensued.

8.27 [24-0016](#)

Director's Report - Finance.

Attachments: [CFO Approved Line Item Transfers Close Out of FY2023](#)

There was no Finance Director's Report.

9. **County Administrator's Report**

Patrice Sutton, County Administrator, stated today was Gary Gibson's last Financial and Administrative Committee Meeting. Ms. Sutton thanked Mr. Gibson for his leadership and wished him well in his retirement. Discussion ensued.

10. **Executive Session**

A motion was made by Member Clark, seconded by Vice Chair Vealitzek, that the Committee go into executive session. The motion carried by the following roll call vote:

Aye: 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Parekh

10.1 [24-0008](#)

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

10.2 [24-0010](#)

Executive Session to discuss collective bargaining pursuant to 5 ILCS 120/2 (c)(2).

10.3 [24-0011](#)

Executive Session to discuss claims, loss or risk management information, records, data, advice, or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool pursuant to 5 ILCS 120/2 (c)(12).

10.3 [24-0170](#)

A

Committee action approving settlement authority.

Action was taken outside of Executive Session.

A motion was made by Member Kyle, seconded by Vice Chair Vealitzek, that this committee action item be approved. The motion carried by the following voice vote.

Aye: 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Parekh

10.4 [24-0012](#)

Executive Session to review closed session minutes pursuant to 5 ILCS 120/2 (c) (21).

10.4 [23-1755](#)

A

Committee action approving the Financial and Administrative Executive Session minutes from November 2, 2023.

Action was taken outside of Executive Session.

A motion was made by Member Kyle, seconded by Member Pedersen, that these minutes be approved. The motion carried by the following voice vote:

Aye: 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Parekh

10.4 [23-1756](#)

B

Committee action approving the Financial and Administrative Executive Session minutes from November 9, 2023.

Action was taken outside of Executive Session.

A motion was made by Member Kyle, seconded by Member Pedersen, that these minutes be approved. The motion carried by the following voice vote:

Aye: 6 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Parekh

11. Member Remarks and Requests

There were no Member remarks and requests.

12. Adjournment

Chair Frank declared the meeting adjourned at 11:30 a.m.

Next Meeting: February 29, 2024

Meeting Minutes prepared by Kristy Cechini.

Minutes were approved on February 29, 2024 by the Financial and Administrative Committee.