

Lake County Illinois

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



Meeting Minutes - Final

Thursday, March 7, 2024

8:30 AM

Assembly Room, 10th Floor or register for remote attendance at:
<https://bit.ly/49t0hmK>

Financial & Administrative Committee

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 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

Other Attendees

In Person:

*Sandy Hart, Board Chair
Carissa Casbon, Board Member
Ari Briskman, Sheriff's Office
Eric Rinehart, State's Attorney
Jeremiah Varco, Facilities and Construction Services
Jim Chamernik, Sheriff's Office
Katie Ladis, Sheriff's Office
Kevin Quinn, Communications
Kristy Cechini, County Board Office
Lauren Callinan, State's Attorney's Office
Matt Meyers, County Administrator's Office
Melissa Gallagher, Finance
Mike Wheeler, Finance
Patrice Sutton, County Administrator's Office
RuthAnne Hall, Purchasing
Stephen Gray, Treasurer's Office
Tammy Chatman, Communications*

Electronically:

*Mary Ross Cunningham, County Board Vice Chair
Gina Roberts, Board Member
Holly Kim, Treasurer
Abby Krakow, Communications
Adam Krueger, Finance
Ashley Rack, Sheriff's Office
Brea Barnes, Finance
Carl Kirar, Facilities and Construction Services
Chris Blanding, Enterprise Information Technology
Claudia Gilhooley, 19th Judicial Circuit Court
Elizabeth Brandon, County Administrator's Office
Errol Lagman, Finance*

Heidie Hernandez, Enterprise Information Technology
Janna Philipp, County Administrator's Office
JazMine' Evans, Finance
Jerial Jorden-Woods, Finance
Jim Hawkins, County Administrator's Office
Jo Gravitter, State's Attorney's Office
Joel Sensenig, Public Works
Jon Nelson, Division of Transportation
Karen Brush, County Clerk's Office
Kasia Kondracki, Treasurer's Office
Krista Kennedy, Finance
Maria Castellanos, Finance
Mary Crain, Division of Transportation
Melanie Nelson, State's Attorney's Office
Michael Maslana, Enterprise Information Technology
Mick Zawislak, Daily Herald
Mike Klemens, Division of Transportation
Nick Principali, Finance
Patrice Evans, Enterprise Information Technology
Ruby Bahena, Finance
Sonia Hernandez, County Administrator's Office
Sam Johnson, Health Department
Shane Schneider, Division of Transportation
ShaTin Gibbs, Finance
Steve Spagnolo, State's Attorney's Office
Terri Kath, Enterprise Information Technology
Vernesha Lawrence, Finance
Yvette Albarran, Purchasing

4. Addenda to the Agenda

There were no amendments to the agenda. County Administrator Sutton mentioned there were two reports from the Clerk's Office that were inadvertently not attached to the Financial and Administrative Committee agenda but will be attached to the Board agenda. Printed copies of the reports were given to the Committee.

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 - 8.10)

REPORTS

8.1 [24-0277](#)

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

Attachments: [LCC Report for December 2023](#)
[LCC Recording Division Report December 2023](#)

In one single motion for all items on the consent agenda, a motion was made by Member Clark, seconded by Member Parekh, that this report be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

8.2 [24-0279](#)

Report from Anthony Vega, County Clerk, for the month of January, 2024.

Attachments: [LCC Report for January 2024](#)
[LCC Recording Division Report January 2024](#)

As part of a single motion for the entire Consent Agenda, a motion was made by Member Clark, seconded by Member Parekh, that this report be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

8.3 [24-0271](#)

Cash & Investment Report from Holly Kim, Treasurer, for the month of January, 2024.

Attachments: [F&G 1.31.24](#)
[JAN23_FSG](#)

As part of a single motion for the entire Consent Agenda, a motion was made by Member Clark, seconded by Member Parekh, that this report be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

LAW & JUDICIAL

8.4 [24-0250](#)

Joint resolution authorizing the acceptance and execution of a grant from A Safe Place which will provide funding for printed materials and domestic violence based trainings, including an emergency appropriation of \$20,000 in grant funds.

Attachments: [Grant Accounting Spreadsheet to FAS - A Safe Place \\$20k](#)

As part of a single motion for the entire Consent Agenda, a motion was made by Member Clark, seconded by Member Parekh, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

PUBLIC WORKS & TRANSPORTATION

8.5 [24-0251](#)

Joint resolution authorizing a contract with McGinty Bros., Inc., Long Grove, Illinois, in the amount of \$84,996.50 for ecological restoration management of wetland and upland buffer areas requiring native landscape maintenance.

Attachments: [24-0251 Bid Tabulation, 2024 Native Landscaping Maintenance](#)
[24-0251 Vendor Disclosure, McGinty](#)

As part of a single motion for the entire Consent Agenda, a motion was made by Member Clark, seconded by Member Parekh, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

8.6 [24-0252](#)

Joint resolution appropriating \$1,568,300 of Motor Fuel Tax funds for ice control salt materials needed for the 2024-2025 winter season.

As part of a single motion for the entire Consent Agenda, a motion was made by Member Clark, seconded by Member Parekh, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

8.7 [24-0259](#)

Joint resolution authorizing an agreement with Stanley Consultants, Inc., Chicago, Illinois, for engineering services for wastewater reclamation facilities.

Attachments: [24-0259 Stanley Agreement Final SCI Signed](#)
[24-0259 Stanley Consultants Scoring Matrix](#)
[24-0259 Stanley Consultants Vendor Disclosure](#)
[24-0259 Stanley WRF Assessments and Design](#)

As part of a single motion for the entire Consent Agenda, a motion was made by

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

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

8.8 [24-0260](#)

Joint resolution authorizing an agreement with Donohue & Associates, Inc., Chicago, Illinois, for engineering services for wastewater reclamation facilities.

Attachments: [24-0260 Donohue Agreement Final](#)
[24-0260 Donohue Scoring Matrix](#)
[24-0260 Donohue Vendor Disclosure](#)
[24-0260 WRF Assessments and Design](#)

As part of a single motion for the entire Consent Agenda, a motion was made by Member Clark, seconded by Member Parekh, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

8.9 [24-0257](#)

Joint resolution authorizing an agreement with Baxter and Woodman Consulting Engineers, Crystal Lake, Illinois, for General and Applications engineering services.

Attachments: [24-0257 Baxter & Woodman Scoring Matrix Summary](#)
[24-0257 Baxter & Woodman Vendor Disclosure](#)
[24-0257 Baxter & Woodman Master Services Agreement Signed](#)
[24-0257 General and Applications Eng SOI](#)

As part of a single motion for the entire Consent Agenda, a motion was made by Member Clark, seconded by Member Parekh, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

8.10 [24-0258](#)

Joint resolution authorizing an agreement with Christopher B. Burke Engineering, Ltd, Rosemont, Illinois, for General engineering services.

Attachments: [24-0258 CBBEL Agreement](#)
[24-0258 CBBEL Scoring Matrix Summary](#)
[24-0258 CBBEL SOI General and Applications Eng](#)
[24-0258 CBBEL Vendor Disclosure](#)

As part of a single motion for the entire Consent Agenda, a motion was made by Member Clark, seconded by Member Parekh, that this resolution be approved and recommended to the County Board agenda. The motion carried by the following voice vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

REGULAR AGENDA

LAW & JUDICIAL

8.11 24-0268

Joint resolution authorizing the Lake County Sheriff's Office to enter into a bid exemption procurement with Sirocco Marine, Franklinton, North Carolina for two marine patrol boats in the amount of \$467,060.58.

Attachments: [Lake County IL Patrol 26 Quote Final](#)
[Lake County IL Patrol 29 Open Cabin Quote Final](#)
[Sirocco Marine Vendor Disclosure](#)
[LCSO Purchase Letter Boats](#)

Jim Chamernik, Business Manager, Sheriff's Office, Sergeant Ari Briskman, and Katherine Ladis, Contract Manager, provided an overview to enter into bid to purchase two marine boats to patrol Lake Michigan and the Chain of Lakes. Discussion ensued.

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

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

PUBLIC WORKS & TRANSPORTATION

8.12 24-0254

Joint resolution authorizing a contract with Berger Excavating Contractors, Inc., Wauconda, Illinois, in the amount of \$15,626,271.84 for the improvement of Arlington Heights Road, from Lake Cook Road to 500 feet north of Illinois Route 83, which will be improved under the Illinois Highway Code for a total of 1.9 miles.

Attachments: [24-0254 Bid Tabulation, Arlington Heights Road Reconstruction](#)
[24-0254 Vendor Disclosure, Berger](#)
[24-0254 Location Map, Arlington Heights Road](#)

Shane Schneider, Division of Transportation Director, provided an overview of the improvement of Arlington Heights Road.

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

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

8.13 [24-0255](#)

Joint resolution authorizing a supplemental appropriation of \$240,000 of ¼% Sales Tax for Transportation funds for construction improvements at the intersection of Wadsworth Road at Lewis Avenue.

Attachments: [24-0255 Location Map, Wadsworth at Lewis](#)

Shane Schneider, Division of Transportation Director, provided an update on the federal funding to cover 80 percent of the project to improve the intersection of Wadsworth Road at Lewis Avenue.

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: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

8.14 [24-0262](#)

Joint resolution authorizing execution of a contract with Trine Construction Corporation of St. Charles, Illinois in the amount of \$3,175,550 for the Countryside Manor Water Main Replacement Project.

Attachments: [24-0262 Countryside Manor - Trine Vendor Disclosure Statement](#)
[24-0262 Countryside Manor Bid Tab As-Read](#)
[24-0262 Countryside Manor Watermain Replacement Map](#)
[24-0262 Countryside Manor WM Bid Documents](#)

Joel Sensenig, Public Works Assistant Director, provided an overview of the water main replacement for Countryside Manor.

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: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

8.15 [24-0263](#)

Joint resolution authorizing execution of a contract with Mauro Sewer Construction, Inc. of Des Plaines, Illinois in the amount of \$1,879,975 for the Grandwood Park Water

Main Replacement Project.

Attachments: [24-0263 Grandwood Park Water Main Improvement Bid Documents](#)
[24-0263 Grandwood Park Water Main Improvement Bid Tab As-Read](#)
[24-0263 Grandwood Park Water Main Improvement Map](#)
[24-0263 Grandwood Park Water Main Improvement Vendor Disclosure](#)

Joel Sensenig, Public Works Assistant Director, provided an overview of the water main replacement for Grandwood Park. 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: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

8.16 [24-0264](#)

Joint resolution authorizing execution of a contract with Manusos General Contracting, Inc. of Fox Lake, Illinois, in the amount of \$2,758,000 for the Oak Terrace Well House Interconnect and System Improvements.

Attachments: [24-0264 Oak Terrace Well House Bid Documents](#)
[24-0264 Oak Terrace Well House Bid Tab As-Read](#)
[24-0264 Oak Terrace Well House Map](#)
[24-0264 Oak Terrace Well House Site Plan](#)
[24-0264 Oak Terrace Well House Vendor Disclosure](#)

Joel Sensenig, Public Works Assistant Director, provided an update of phase II to complete the Oak Terrace Water System being combined with the West Oak Middle School System to modernize both facilities.

A motion was made by Member Clark, 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: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

FINANCIAL & ADMINISTRATIVE

Facilities and Construction Services

8.17 [24-0272](#)

Resolution authorizing an agreement with Syska Hennessy Group, Chicago, Illinois for Engineering Consulting Services for the replacement of two existing Air Handler units in the Babcox Justice Center and the Court Tower, in the amount of \$120,635.

Attachments: [Agreement](#)
[Proposal](#)
[Syska Vendor Disclosure Statement](#)

Jeremiah Varco, Facilities Manager, provided an overview of the contract to replace two existing Air Handler units in the Babcox Justice Center and the Court Tower.

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: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

8.18 [24-0273](#)

Resolution authorizing an agreement with HDR, Inc., Chicago, Illinois for professional services to support the Administrative Tower Improvements Project, in the amount of \$285,000.

Attachments: [Proposal](#)
[Agreement](#)
[HDR Vendor Disclosure Statement](#)

Jeremiah Varco, Facilities Manager, provided an overview of the services to the roof infrastructure, remodel of multiple State's Attorney's Office floors, and security improvements at the Waukegan Campus. Discussion ensued.

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

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

Enterprise Information Technology

8.19 [24-0280](#)

Resolution approving a two-year contract renewal with TD Synnex, of Herndon, Virginia, to support the Oracle BOSS application in the estimated amount of \$281,808 per year.

Attachments: [TD Synnex BOSS Functional Support - CON 5219860 v3.pdf](#)
[TD Synnex BOSS Functional Support - QUO 5219860 v3.pdf](#)
[TD Synnex Functional Support - VDS](#)

Chris Blanding, Chief Information Officer, provided an overview of the contract to support the Oracle BOSS application. Discussion ensued.

A motion was made by Member Clark, seconded by Member Parekh, that this resolution be approved and recommended to the County Board agenda. The

motion carried by the following voice vote:

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

Finance

8.20 [24-0266](#)

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: [Carryovers - Mar 2024](#)

Melissa Gallagher, Interim Chief Financial Officer, provided an overview of the carryovers from Fiscal Year 2023.

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: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

8.21 [24-0300](#)

Resolution authorizing an emergency appropriation in the amount of \$4,835,114.67 to early retire debt and record the costs of issuance for Special Service Area Number 16 Unlimited Ad Valorem Special Tax Bonds, Series 2013.

Melissa Gallagher, Interim Chief Financial Officer, provided an overview of the accounting transaction requiring Board authorization in order to book the early retirement of SSA 16 debt that occurred in Fall 2023.

A motion was made by Member Clark, 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: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

8.22 [24-0274](#)

Finance Monthly Report - January 2024.

Attachments: [Monthly Financial Report January 2024.pdf](#)

Melissa Gallagher, Interim Chief Financial Officer, presented on the January 2024 monthly finance report. Discussion ensued.

County Administrator

8.23 [24-0299](#)

Committee Action approving the use of allocated funds specifically dedicated to implementation of the SAFE-T Act for a new Senior Victim Specialist position in the State's Attorney's Office.

Attachments: [Rinehart Memo on 2024 Request for SAFE-T Act VS](#)

Patrice Sutton, County Administrator, reminded the Committee of how Safe-T Act funding had been determined during the FY2023 budgeting process. Eric Rinehart, State's Attorney, provided an overview of the Senior Victim Specialist position. Discussion ensued.

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

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

8.24 [24-0313](#)

Resolution authorizing the approval of the County Elected Official Compensation Policy.

Attachments: [1.6 County Elected Official Compensation Policy FINAL as APPROVED or](#)
[1.6 County Elected Official Compensation Policy - CLEAN, as amended at](#)
[1.6 County Elected Official Compensation Policy - REDLINE, as amended](#)

Patrice Sutton, County Administrator and Matt Meyers, Assistant County Administrator, provided an overview of the County Elected Official Compensation Policy and explained the draft chart with salaries. Discussion ensued.

A motion was made by Member Clark, 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: 5 - Member Clark, Chair Frank, Member Kyle, Member Parekh and Vice Chair Vealitzek

Nay: 2 - Member Danforth and Member Pedersen

9. County Administrator's Report

Matt Meyers, Assistant County Administrator, stated the construction of the solar panel arrays will begin in the spring at the Central Permit facility. The Mill Creek's site is having issues with permitting and does not look like the construction will move forward.

10. Executive Session

The Committee did not enter into Executive Session.

11. Member Remarks and Requests

Vice Chair Vealitzek appreciated the attached memo from the State's Attorney's Office for item 8.23. County Administrator Sutton stated department memos will be added moving forward.

Chair Frank announced there will be a special meeting for the Financial and Administrative Committee on March 21 at 9:00 a.m.

12. Adjournment

Chair Frank declared the meeting adjourned at 10:23 a.m.

Next Meeting: March 28, 2024

Minutes prepared by Kristy Cechini.

Minutes were approved on April 4, 2024 by the Financial and Administrative Committee.