



**March 14, 2019**

Via Electronic Mail  
Carl Kirar



**RE: Position of Facilities and Construction Services Department Director**

Dear Mr. Kirar:

This letter will confirm our offer of employment to you as the Director of the Facilities and Construction Services Department for Lake County, Illinois. This offer is subject to your acceptance of the terms and conditions as specified in this letter, and subject to successful completion of a County initiated background check and drug screening. As discussed, your specific start date will be July 8, 2019 with approval to take two vacation days in August.

SALARY	Beginning salary of \$170,000 annually with annual salary adjustments provided for per County policy.
LEAVE	Mr. Kirar is credited with 13 years of service, so he begins accruing at the rate of 4 weeks per year effective immediately. Accrual thereafter shall be the same as all County employees. In addition, Mr. Kirar is credited with 10 days of vacation upon arrival (the 10 days are not eligible for vacation payout at the time of separation).
HEALTH INSURANCE DENTAL INSURANCE	Same as all County employees.
DISABILITY INSURANCE	Same as all County employees.
RETIREMENT ASSOCIATION DUES	Same as all County employees.
PROFESSIONAL DEVELOPMENT	Lake County to pay normal and reasonable professional dues and seminar and conference fees. The County does not pay for private or civic organizations.
CAR ALLOWANCE	This position is expected to have a presence at all County owned facilities and campuses. In lieu of a county car for travel purposes you will be provided a \$400 per month car allowance.
EMPLOYMENT STATUS	This is an At-Will position and serves at the pleasure of the County Administrator in accordance with the Lake County Policies and Procedures Manual.

All items above are intended to be consistent with Lake County policies and procedures and are the same the same as provided by the County to all employees except leave accrual provisions.

We are looking forward to you becoming a member Lake County team and the accomplishments that we will achieve together. Should you choose to accept this position, please indicate by signing the acceptance portion of this letter and returning the original to me. In addition, a copy of this letter is enclosed for your records. This letter is not meant to be considered an implied or explicit contract of employment for any specified period.

LAKE COUNTY, ILLINOIS by:

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*Amy J. P. McEwan*  
*Interim County Administrator*

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*Date*

ACCEPTED by:

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*Carl Kirar*

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*Date*