

Lake County Illinois

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



Meeting Minutes - Final

Thursday, October 30, 2025

8:30 AM

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

Financial & Administrative Committee

1. Call to Order

Chair Frank called the meeting to order at 8:31 a.m.

2. Pledge of Allegiance

Chair Frank led the Pledge of Allegiance.

3. Roll Call of Members

Present 7 - Member Clark, Chair Frank, Member Hewitt, Member Maine, Vice Chair Parekh, Member Pedersen and Member Vealitzek

Other Attendees

In Person:

Sandy Hart, County Board Chair

Mary Ross Cunningham, County Board Vice Chair

Carissa Casbon, Board Member

Jennifer Rathunde, Circuit Clerk's Office

Carl Kirar, Facilities and Construction Services

Darcy Adcock, Human Resources

Yvette Albarran, Purchasing

Caitlin Everett, Human Resources

Nick Principali, Finance

Mike Wheeler, Finance

Vernesha Lawrence, Finance

Patrice Sutton, County Administrator's Office

Lacey Simpson, County Administrator's Office

Matt Meyers, County Administrator's Office

RuthAnne Hall, County Administrator's Office

Theresa Glatzhofer, County Board Office

Gina Tuczak, Finance

Kevin Quinn, Communications

Stephen Gray, Treasurer's Office

Electronically:

Kevin Hunter, Board Member

Kevin Considine, Lake County Partners

Ruby Bahena, Finance

ShaTin Gibbs, Finance

Jim Chamernik, Sheriff's Office

Jo Gravitter, State's Attorney's Office

Mary Crain, Division of Transportation

Janna Philipp, County Administrator's Office

Claudia Gilhooley, 19th Judicial Circuit Court

Jon Nelson, Division of Transportation

Kevin Carrier, Division of Transportation
Melanie Nelson, State's Attorney's Office
Shane Schneider, Division of Transportation
Kristal Adams, Human Resources
Nick Principali, Finance
John Muellner, Public
Kurt Woolford, Stormwater Management
Abby Krakow, Communications
Terri Kath, Enterprise Information Technology
Chris Blanding, Enterprise Information Technology
JazMine' Evans, Finance
Errol Lagman, Finance
Eric Waggoner, Planning, Building and Development
Mike Jeschke, Finance
Sonia Hernandez, County Administrator's Office
Erika Osinski, Human Resources
Elizabeth Brandon, County Administrator's Office
Lawrence Oliver, Sheriff's Office
Lisa Wolf, 19th Judicial Circuit Court
Alex Carr, Communications
Jeriel Jorden-Woods, Finance
Christopher Hoff, Health Department
Christine Sher, Stormwater Management
Krista Kennedy, Finance
Steven Spagnolo, State's Attorney's Office
Brea Barnes, Finance
Yvette Albarran, Purchasing
Jennifer Brennan, Communications
Kevin Kerrigan, Division of Transportation
Nicole Farrow, State's Attorney's Office
Micah Thornton, Finance
Kasia Kondracki, Treasurer's Office
Steve Rice, State's Attorney's Office

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 (Item 8.1)

MINUTES

8.1 [25-1187](#)

Committee action approving the Financial and Administrative Committee minutes from September 4, 2025.

Attachments: [F&A 9.4.25 Final Minutes](#)

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

Aye: 7 - Member Clark, Chair Frank, Member Hewitt, Member Maine, Vice Chair Parekh, Member Pedersen and Member Vealitzek

REGULAR AGENDA

FINANCIAL & ADMINISTRATIVE

Lake County Partners

8.2 [25-1427](#)

Lake County Partners Update.

Attachments: [F&A LCP Update 10-30-25](#)

Kevin Considine, President & CEO, Lake County Partners, provided an economic development update for Lake County. Discussion ensued.

Human Resources

8.3 [25-1404](#)

Resolution establishing the 2026 Lake County Holiday Schedule.

Darcy Adcock, Human Resources Director, explained that this item is for the approval of the 2026 Lake County Holiday Schedule. Discussion ensued. Stephen Gray, Deputy Treasurer, answered additional questions from the Committee.

A motion was made by Vice Chair Parekh, seconded by Member 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, Chair Frank, Member Hewitt, Vice Chair Parekh, Member Pedersen and Member Vealitzek

Abstain: 1 - Member Maine

Facilities and Construction Services

8.4 [25-1418](#)

Resolution authorizing execution of a contract with Knickerbocker Roofing and Paving,

Inc. of Harvey, Illinois, in the amount of \$1,039,900 for Crosswalk and Jail Secure Detention Roof Replacement.

Attachments: [25293 Bid Tab](#)

[2025-09-04 Crosswalk and Jail Secure Detention Roof Replacement FINA](#)

[Vendor Disclosure Statement](#)

Carl Kirar, Facilities and Construction Services Director, and Yvette Albarran, Purchasing Manager, explained that this item is for approval of a contract for Crosswalk and Jail Secure Detention Roof Replacement. Discussion ensued.

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

Aye: 7 - Member Clark, Chair Frank, Member Hewitt, Member Maine, Vice Chair Parekh, Member Pedersen and Member Vealitzek

8.5 [25-1422](#)

Committee action approving a Contract Modification Number Two for Agreement 23159 for Job Order Contracting with McDonagh Demolition, Chicago, Illinois, AGAE Contractors, Inc., Elk Grove Village, Illinois, and Leopardo Companies, Inc. Hoffman Estates, Illinois, to increase the value of the contract by \$4,000,000 for each contractor per renewal year for the exclusive use of the Intergovernmental Support Agreement (IGSA) between the Naval Station Great Lakes and Lake County.

Attachments: [2025-10-20 Contract 23159 with Leopardo Modification No. 2 DRAFT](#)

[Leopardo Construction, Inc. Vendor Disclosure Form](#)

[2025-10-20 Contract 23159 with McDonagh Modification No. 2 DRAFT](#)

[McDonagh Demolition, Inc. Vendor Disclosure Form](#)

[2025-10-20 Contract 23159 with AGAE Modification 2 DRAFT](#)

[AGAE Contractors, Inc. Vendor Disclosure Form](#)

Carl Kirar, Facilities and Construction Services Director, explained that this item is for Contract Modification Number Two with McDonagh Demolition, AGAE Contractors, Inc., and Leopardo Companies, to increase the contract by \$4,000,000 per contractor, per renewal year. Discussion ensued.

A motion was made by Member Clark, seconded by Member Hewitt, that this committee action item be approved. The motion carried by the following voice vote:

Aye: 7 - Member Clark, Chair Frank, Member Hewitt, Member Maine, Vice Chair Parekh, Member Pedersen and Member Vealitzek

County Administration

8.6 [25-1447](#)

Discussion on the Fiscal Year 2026 Budget.

Attachments: [FY26 Budget Amendments Discussed 10.21 10.22](#)
 [FY26 Recommended Budget - 10.13.25 Final](#)
 [FY26 Additional Funding Scenerios](#)

Patrice Sutton, County Administrator, provided an overview of the recommended Fiscal Year 2026 budget and amendments. Discussion ensued.

The consensus of the majority of the Committee was to direct staff to ask the University of Illinois (U of I) Extension for more information regarding the use of their funding from the County.

The consensus of the majority of the Committee was to direct staff to move \$75,000 from Parking Garage Controls to Constituent Services.

Jennifer Rathunde, Director of Finance, Circuit Court Clerk's Office, provided an update regarding expenses for the Circuit Court Clerk Operation and Administration Fund. The consensus of the majority of the Committee was to direct staff to reduce the Circuit Court Clerk General Fund Budget for expenses related to collection and disbursement of funds.

The consensus of the majority of the Committee was to direct staff to include \$642,077 to fund the State's Attorney's Office Gun Violence Prevention Initiative (GVPI) grant gap new program request.

Jennifer Rathunde, Director of Finance, Circuit Court Clerk's Office, answered questions from the Committee regarding the scope of the revised new program request from the Circuit Court Clerk's Office. The consensus of the majority of the Committee was to direct staff to include \$50,000 for the Court Automation Fund for Circuit Clerk Attorney and the Public Access iCalendaring system new program request.

The consensus of the majority of the Committee was to direct staff to include \$93,927 in the General Fund General Operating Expense (GOE), with a reduction to GOE Contingency, to fund the Court Administration Self Represented Litigant Paralegal new program request.

The consensus of the majority of the Committee was to direct staff to utilize existing funding for Cyber Forensic Software in the amount of \$118,00 from the State's Attorney's Office Computer Fraud Forfeiture Fund.

The consensus of the majority of the Committee was to direct staff to add \$2,405,864 to the Capital Improvement Fund for the County Clerk Voting Tabulation System Upgrade new program request.

9. County Administrator's Report

There was no County Administrator's Report.

10. Executive Session

The Committee did not enter into Executive Session.

11. Member Remarks and Requests

Member Clark requested that staff work on planning a way for Lake County Government to honor the upcoming 250th anniversary of the signing of the Declaration of Independence. Discussion ensued. The consensus of the majority of the Committee was to grant the request for staff time, up to 10 hours, to plan a way for Lake County Government to honor the upcoming 250th anniversary of the signing of the Declaration of Independence.

Member Maine suggested an end-of-year report out pertaining to requests for staff time from all Committees. Discussion ensued.

12. Adjournment

Chair Frank declared the meeting adjourned at 10:12 a.m.

Next Meeting: November 6, 2025

Meeting minutes prepared by Theresa Glatzhofer.

Minutes were approved on December 4, 2025, by the Financial and Administrative Committee.