

Lake County Illinois

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



Meeting Minutes - Final

Tuesday, April 8, 2025

8:30 AM

Administrative Complex, 10th Floor, Conference Room C, 18 N.
County Street, Waukegan, IL

Lake County Public Building Commission

1. Call to Order

RuthAnne Hall, Assistant County Administrator, called the meeting to order at 8:30 a.m.

2. Pledge of Allegiance

RuthAnne Hall, Assistant County Administrator, led the Pledge of Allegiance.

3. Roll Call

Present 5 - Jennifer Clark, Mary Ross Cunningham, Sandy Hart, Diane Hewitt and Angelo Kyle

Other Attendees

In Person:

RuthAnne Hall, County Administrator's Office

Theresa Glatzhofer, County Board Office

Melanie Nelson, State's Attorney's Office

RuthAnne Hall, Assistant County Administrator, explained that the term of the previous Commission Chair has expired and requested discussion and direction from the Commissioners regarding the nomination of a Chair Pro Tem to administer the meeting.

A motion was made by Commissioner Hart, seconded by Commissioner Hewitt, to nominate Commissioner Cunningham as Chair Pro Tem. The motion carried by the following roll call vote:

Aye 5 - Commissioner Clark, Chair Ross Cunningham, Vice Chair Hart, Commissioner Hewitt and Secretary Kyle

4. Chair's Remarks

There were no remarks from the Chair Pro Tem.

5. Public Comment

There were no comments from the public.

6. Unfinished Business

6.1 [24-1610](#)

Commission action to Elect Officers: Chair, Vice-Chair and Secretary/Treasurer.

Chair Pro Tem Cunningham asked for nominations for the position of Chair.

A motion was made by Commissioner Hart, seconded by Commissioner Clark, to nominate Chair Pro Tem Cunningham as Chair of the Public Building Commission. The motion carried by the following roll call vote:

Aye 5 - Commissioner Clark, Chair Ross Cunningham, Vice Chair Hart, Commissioner Hewitt and Secretary Kyle

Chair Cunningham asked for nominations for the position of Vice Chair.

A motion was made by Chair Cunningham, seconded by Commissioner Clark, to nominate Commissioner Hart as Vice Chair of the Public Building Commission. The motion carried by the following roll call vote:

Aye 5 - Commissioner Clark, Chair Ross Cunningham, Vice Chair Hart,
Commissioner Hewitt and Secretary Kyle

Chair Cunningham asked for nominations for the position of Secretary/Treasurer.

**A motion was made by Vice Chair Hart, seconded by Commissioner Hewitt, to
nominate Commissioner Kyle as Secretary/Treasurer of the Public Building
Commission. The motion carried by the following roll call vote:**

Aye 5 - Commissioner Clark, Chair Ross Cunningham, Vice Chair Hart,
Commissioner Hewitt and Secretary Kyle

7. New Business

CONSENT AGENDA (Item 7.1)

MINUTES

7.1 25-0386

Commission action approving the Public Building Commission minutes from November 12, 2024.

Attachments: [PBC 11.12.24 Final Minutes](#)

Vice Chair Hart left the meeting at 8:36 a.m.

**A motion was made by Commissioner Hewitt, seconded by Secretary/Treasurer
Kyle, that these minutes be approved. The motion carried by the following voice
vote:**

Aye 4 - Commissioner Clark, Chair Ross Cunningham, Commissioner Hewitt and
Secretary Kyle

Not Present 1 - Vice Chair Hart

REGULAR AGENDA

7.2 25-0387

Commission action on Previous Executive Session Minutes.

*Melanie Nelson, Chief Deputy, State's Attorney's Office, explained that it is the
recommendation of the State's Attorney's Office to keep the previous Executive Session
minutes for the Lake County Public Building Commission confidential.*

**A motion was made by Commissioner Clark, seconded by Commissioner Hewitt, to
accept the State's Attorney's recommendation to keep the Executive Session
minutes confidential. The motion carried by the following voice vote:**

Aye 4 - Commissioner Clark, Chair Ross Cunningham, Commissioner Hewitt and
Secretary Kyle

Not Present 1 - Vice Chair Hart

8. Commissioner Remarks and Requests

Commissioner Hewitt congratulated everyone on their newly appointed positions.

9. Adjournment

Chair Cunningham declared the meeting adjourned at 8:38 a.m.

Next Meeting: October 14, 2025

Meeting minutes prepared by Theresa Glatzhofer.

Minutes were approved on October 14, 2025, by the Lake County Public Building Commission.