

# Lake County Illinois

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



## **Meeting Minutes - Final**

**Thursday, September 26, 2024**

**8:30 AM**

**Assembly Room, 10th Floor or register for remote attendance at:  
<https://bit.ly/3B5hVRd>**

**Financial & Administrative Committee**

**1. Call to Order**

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

**2. Pledge of Allegiance**

*Member Danforth led the Pledge of Allegiance.*

**3. Roll Call of Members**

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

**Absent** 1 - Member Kyle

*Vice Chair Vealitzek joined the meeting at 8:32 a.m.*

*Other Attendees*

*In Person:*

*Carissa Casbon, Board Member*

*Kevin Quinn, Communications*

*Patrice Sutton, County Administrator's Office*

*Matt Meyer, County Administrator's Office*

*Jim Hawkins, County Administrator's Office*

*Tammy Chatman, Communications*

*RuthAnne Hall, County Administrator's Office*

*Kristy Cechini, County Board Office*

*Carl Kirar, Facilities and Construction Services*

*Chris Blanding, Enterprise Information Technology*

*Darcy Adcock, Human Resources*

*Keay Crandall, County Administrator's Office*

*Robin Grooms, County Administrator's Office*

*Yvette Albarran, Finance*

*Melissa Gallagher, Finance*

*Caitlin Everett, Human Resources*

*Electronically:*

*Marah Altenberg, Board Member*

*Theresa Glatzhofer, County Board Office*

*Jolanda Dinkins, County Board Office*

*Janna Philipp, County Administrator's Office*

*Mike Klemens, Division of Transportation*

*Austin McFarlane, Public Works*

*Dominic Strezio, Planning, Building, and Development*

*Shane Schneider, Division of Transportation*

*Elizabeth Brandon, County Administrator's Office*

*Demar Harris, Workforce Development*

*Melanie Nelson, State's Attorney's Office*  
*ShaTin Gibbs, Finance*  
*Matt Finstein, Purchasing*  
*Mary Crain, Division of Transportation*  
*Heidie Hernandez, Enterprise Information Technology*  
*Jim Chamernik, Sheriff's Office*  
*Nicole Farrow, State's Attorney's Office*  
*Ruby Bahena, Finance*  
*Jon Nelson, Division of Transportation*  
*Michael Maslana, Enterprise Information Technology*  
*Errol Lagman, Finance*  
*Kevin Carrier, Division of Transportation*  
*Jo Gravitter, State's Attorney's Office*  
*Stephen Gray, Treasurer's Office*  
*JazMine' Evans, Finance*  
*Jerial Jorden-Woods, Finance*  
*Sonia Hernandez, County Administrator's Office*  
*Erik Karlson, Enterprise Information Technology*  
*Brea Barnes, Finance*  
*Eric Waggoner, Planning, Building, and Development*  
*Yvonne Mendoza, Finance*  
*Nicole Rogers, Finance*  
*Mick Zawislak, Daily Herald*  
*Krista Kennedy, Finance*  
*Maria Castellanos, Finance*  
*Corina Miranda, Human Resources*  
*Holly Kim, Treasurer*  
*Terri Kath, Enterprise Information Technology*  
*Kasia Kondracki, Treasurer's Office*  
*Michael Wheeler, Finance*  
*Patrice Evans, Enterprise Information Technology*  
*Jesse Turcios, Human Resources*  
*Caitlin Everett, Human Resources*

**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 - 8.15)**

*Vice Chair Vealitzek joined the meeting at 8:32 a.m.*

**\*MINUTES\***

**8.1 24-1252**

Committee action approving the Financial and Administrative Committee meeting minutes from August 29, 2024.

**Attachments:** [F&A 8.29.4 Final Minutes](#)

**As part of a single motion for the entire Consent Agenda, a motion was made by Member Clark, seconded by Member Parekh, that these minutes be approved. The motion carried by the following voice vote:**

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

**Absent:** 1 - Member Kyle

**8.2 24-1253**

Committee action approving the Financial and Administrative Committee meeting minutes from September 5, 2024.

**Attachments:** [F&A 9.5.24 Final Minutes](#)

**As part of a single motion for the entire Consent Agenda, a motion was made by Member Clark, seconded by Member Parekh, that these minutes be approved. The motion carried by the following voice vote:**

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

**Absent:** 1 - Member Kyle

**\*REPORTS\***

**8.3 24-1278**

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

**Attachments:** [County Clerk Monthly Finance Report for August 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:** 6 - Member Clark, Member Danforth, Chair Frank, Member Parekh, Member Pedersen and Vice Chair Vealitzek

**Absent:** 1 - Member Kyle

8.4 [24-1244](#)

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

**Attachments:** [FSG Aug 2024](#)  
[Lake County Summary Report - August 2024](#)  
[August 23 Cash & Investment Report](#)

**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:** 6 - Member Clark, Member Danforth, Chair Frank, Member Parekh, Member Pedersen and Vice Chair Vealitzek

**Absent:** 1 - Member Kyle

**\*HEALTH & COMMUNITY SERVICES\***

8.5 [24-1202](#)

Joint resolution authorizing the submission of a Healthy Houses Program Application to the Illinois Department of Commerce and Economic Opportunity (DCEO).

**Attachments:** [Healthy Homes NOFO](#)  
[Healthy Homes Application - Project Information](#)  
[CTC 7697339 Affidavit](#)

**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:** 6 - Member Clark, Member Danforth, Chair Frank, Member Parekh, Member Pedersen and Vice Chair Vealitzek

**Absent:** 1 - Member Kyle

8.6 [24-1191](#)

Joint resolution approving the second amendment to the Program Year (PY) 2024 United States Department of Housing & Urban Development (HUD) Annual Action Plan (AAP).

**Attachments:** [PY24 AAP 2ND AMENDMENT](#)

**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:** 6 - Member Clark, Member Danforth, Chair Frank, Member Parekh, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Kyle

8.7 [24-1192](#)

Joint resolution approving the tenth amendment to the Program Year (PY) 2019 United States Department of Housing & Urban Development (HUD) Annual Action Plan (AAP).

**Attachments:** [2019 AAP 10th Amendment](#)

**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:** 6 - Member Clark, Member Danforth, Chair Frank, Member Parekh, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Kyle

8.8 [24-1236](#)

Joint resolution accepting the Supporting Municipalities for Asylum Seeker Services (SMASS) funds from the Metropolitan Mayors Caucus (MMC) and authorizing an emergency appropriation in the amount of \$1,130,238 for grant administration and implementation.

**Attachments:** [Emergency Appropriation 2024-10 SMASS](#)  
[SMASS III - Award Letter - Lake County](#)

**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:** 6 - Member Clark, Member Danforth, Chair Frank, Member Parekh, Member Pedersen and Vice Chair Vealitzek

Absent: 1 - Member Kyle

**\*PUBLIC WORKS & TRANSPORTATION\***

8.9 [24-1227](#)

Joint resolution adopting the proposed 2025-2029 Capital Improvement Program for the Lake County Department of Public Works.

**Attachments:** [24-1227 2025-2029 LCPW CIP Presentation](#)

**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:** 6 - Member Clark, Member Danforth, Chair Frank, Member Parekh, Member Pedersen and Vice Chair Vealitzek

**Absent:** 1 - Member Kyle

**8.10 [24-1228](#)**

Joint resolution appropriating \$20,000 of Matching Tax funds for cellular service to communicate with various Lake County Division of Transportation field assets, including traffic signals, cameras, various field elements, and integrate with Lake County PASSAGE.

**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:** 6 - Member Clark, Member Danforth, Chair Frank, Member Parekh, Member Pedersen and Vice Chair Vealitzek

**Absent:** 1 - Member Kyle

**8.11 [24-1230](#)**

Joint resolution authorizing a contract with Meade Inc., Willowbrook, Illinois, in the amount of \$499,997 for the installation of accessible pedestrian signals and appropriating \$600,000 of ¼% Sales Tax for Transportation funds.

**Attachments:** [24-1230 Bid Tabulation, ADA Pedestrian Signals 2024 Contract Award ar](#)  
[24-1230 Vendor Disclosure, Meade](#)  
[24-1230 Location Map, ADA Pedestrian Signals - Northeast](#)  
[24-1230 Location Map, ADA Pedestrian Signals - Southeast](#)  
[24-1230 Location Map, ADA Pedestrian Signals - Southwest](#)  
[24-1230 Location Map, ADA Pedestrian Signals - Northwest](#)

**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:** 6 - Member Clark, Member Danforth, Chair Frank, Member Parekh, Member Pedersen and Vice Chair Vealitzek

**Absent:** 1 - Member Kyle

**8.12 [24-1231](#)**

Joint resolution authorizing a contract with Meade Inc., Willowbrook, Illinois, in the amount of \$138,107 for the provision of remote-controlled video system upgrades to the Intelligent Transportation System (ITS) PASSAGE Field Elements along various routes in Lake County and appropriating \$166,000 of ¼% Sales Tax for Transportation funds.

**Attachments:** [24-1231 Bid Tabulation, ITS PASSAGE Network Upgrades Contract Awa](#)  
[24-1231 Vendor Disclosure, Meade](#)  
[24-1231 Location Map, ITS PASSAGE CCTV Upgrades](#)

**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:** 6 - Member Clark, Member Danforth, Chair Frank, Member Parekh, Member Pedersen and Vice Chair Vealitzek

**Absent:** 1 - Member Kyle

**8.13 [24-1232](#)**

Joint resolution authorizing an agreement with HDR Engineering, Inc., Rosemont, Illinois, for Phase II design engineering services for the replacement of a culvert under Fairfield Road at the Round Lake Drain, at a maximum cost of \$521,011, and appropriating \$625,000 of County Bridge Tax funds.

**Attachments:** [24-1232 Consultant Agreement, Fairfield Road Culvert Replacement Pha](#)  
[24-1232 Vendor Disclosure, HDR Engineering Inc.](#)  
[24-1232 Location Map, Fairfield Road Culvert Replacement Phase II](#)

**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:** 6 - Member Clark, Member Danforth, Chair Frank, Member Parekh, Member Pedersen and Vice Chair Vealitzek

**Absent:** 1 - Member Kyle

**8.14 [24-1233](#)**

Joint resolution authorizing an agreement with HR Green, Inc., McHenry, Illinois, to provide Phase II design engineering services for a proposed shared-use path along Illinois Route 137 (Patriot Path), at a maximum cost of \$1,768,704, and appropriating \$2,123,000 of ¼% Sales Tax for Transportation funds.

**Attachments:** [24-1233 Consultant Agreement, Patriot Path Phase II](#)  
[24-1233 Vendor Disclosure, HR Green](#)  
[24-1233 Location Map, Patriot Path \(Segments 2 and 3\) Phase II](#)

**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:** 6 - Member Clark, Member Danforth, Chair Frank, Member Parekh, Member Pedersen and Vice Chair Vealitzek

**Absent:** 1 - Member Kyle

**\*PLANNING, BUILDING, ZONING & ENVIRONMENT\***

**8.15 [24-1248](#)**

Joint resolution authorizing a professional services agreement with Davey Resource Group, Inc., Kent, Ohio, to prepare a Lake County Urban and Community Forestry Plan in an amount not to exceed \$144,395.

**Attachments:** [2024-13-9 Draft Agreement#24351 Urban and Community Forestry Plann](#)  
[Final RFP 24351 Urban and Community Forestry Planning Consultation](#)  
[Post Score Matrix Summary- RFP#24351](#)  
[Davey Resource Group, Inc- 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:** 6 - Member Clark, Member Danforth, Chair Frank, Member Parekh, Member Pedersen and Vice Chair Vealitzek

**Absent:** 1 - Member Kyle

**REGULAR AGENDA**

**\*FINANCIAL & ADMINISTRATIVE\***

**Human Resources**

**8.16 [24-1257](#)**

Resolution authorizing a contract with Kimley Horn, Deerfield, Illinois to manage the development and implementation of an ADA Transition plan in the amount not to exceed \$345,000.

**Attachments:** [Lake County Kimley-Horn ADA Transition Plan Full Scope 20240916](#)  
[Draft Agreement- 24242 ADA Transition Plan Consultant for Lake County](#)  
[Vendor Disclosure- Kimley-Horn Lake County ADA Transition Plan](#)  
[Post Score Matrix- #24242 ADA Transition Plan Consultant](#)

*RuthAnn Hall, Assistant County Administrator, provided an overview of the ADA transition plan and introduced Erika Osinski, Risk Manager, Human Resources, who provided further explanation of the transition plan. Discussion ensued.*

*Mike Klemmens, Division of Transportation Principal Planner, provided a summary of the responsibility of the County and Municipalities for ADA compliance with sidewalks and*

*crosswalks. Discussion ensued.*

**A motion was made by Member Parekh, 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 Parekh, Member Pedersen and Vice Chair Vealitzek

**Absent:** 1 - Member Kyle

**8.17 [24-1284](#)**

Presentation and discussion regarding proposed 2025 changes to employee health and dental insurance plans.

**Attachments:** [8.17 24-1284 2025 OE Presentation FINAL](#)

*Darcy Adcock, Human Resources Director, and Caitlin Everett, Deputy Human Resources Director, presented on the proposed 2025 changes to employee health and dental insurance plans. Discussion ensued.*

**Facilities and Construction Services**

**8.18 [24-1254](#)**

Committee action approving Contract Modification Number Two with DLR Group, Inc., Chicago, Illinois for the continued architectural and engineering services and additional scope items for the Robert W. Depke Juvenile Justice Complex Expansion - Phase 2 Bridge Projects in the amount of \$400,000.

**Attachments:** [Modification 2, Exhibit A - DLR Proposal dated 08-12-2024](#)  
[2024-09-13 Contract 21164 Modification 2 DRAFT](#)  
[DLR Group VENDOR DISCLOSURE STATEMENT v012319](#)

*Carl Kirar, Facilities and Construction Services Director, provided a summary of the Contract Modification Number Two for the engineering services and additional scope items for the Robert W. Depke Juvenile Justice Complex Expansion. Discussion ensued.*

**A motion was made by Member Clark, 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 Parekh, Member Pedersen and Vice Chair Vealitzek

**Absent:** 1 - Member Kyle

**8.19 [24-0013](#)**

Director's Report - Facilities and Construction Services.

*Carl Kirar, Facilities and Construction Services Director, provided an update from the previous Committee meeting on the sustainable landscape plan for County properties which will be proposed at the budget hearings. Discussion ensued. Vice Chair Vealitzek asked that the plan include sustainability, follow the County's ordinances with the native trees and shrubs, reduce emissions, and reduce maintenance costs. Discussion ensued.*

*Member Parerkh left the meeting at 9:03 a.m. and returned at 9:05 a.m.*

**Enterprise Information Technology**

**8.20 [24-1256](#)**

Resolution authorizing a contract with CDW-G of Vernon Hills, Illinois, in the amount of \$175,749.75 for LogicMonitor implementation, licensing and support.

**Attachments:** [24-1256 VDS.pdf](#)  
[24-1256 QUO.pdf](#)  
[24-1256 SOW.pdf](#)

*Chris Blanding, Chief Information Officer, provided a summary of the contract for the County-wide IT infrastructure and applications through one dashboard to analyze, report and monitor. 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:** 6 - Member Clark, Member Danforth, Chair Frank, Member Parekh, Member Pedersen and Vice Chair Vealitzek

**Absent:** 1 - Member Kyle

**County Administration**

**8.21 [24-1264](#)**

Resolution Authorizing Grant Application to the National Telecommunications and Information Administration (NTIA) Digital Equity Competitive Grant Program.

*Member Danforth left the meeting at 9:19 a.m.*

*Matt Meyers, Assistant County Administrator, and Keay Crandall, Digital Equity Manager, provided a summary of the Digital Equity Competitive Grant program. 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:** 5 - Member Clark, Chair Frank, Member Parekh, Member Pedersen and Vice Chair Vealitzek

**Absent:** 1 - Member Kyle

**Not Present:** 1 - Member Danforth

**8.22 [24-1277](#)**

Resolution authorizing the adoption and execution of an Intergovernmental Agreement (IGA) regarding Lake County Shared Services to LakeComm for the period of LakeComm's Transition and Startup.

**Attachments:** [24-1277 Exhibit A](#)

*Jim Hawkins, Deputy County Administrator, provided a summary of the Intergovernmental Agreement for the transition and startup for LakeComm. Discussion ensued.*

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

**Absent:** 1 - Member Kyle

**Not Present:** 1 - Member Danforth

#### 9. County Administrator's Report

*There was no County Administrator's Report.*

#### 10. Executive Session

**A motion was made by Member Pedersen, seconded by Member Parekh, that the Committee go into Executive Session. The motion carried by the following roll call vote:**

**Aye:** 5 - Member Clark, Chair Frank, Member Parekh, Member Pedersen and Vice Chair Vealitzek

**Absent:** 1 - Member Kyle

**Not Present:** 1 - Member Danforth

*Member Danforth joined the meeting at 9:41 a.m.*

##### 10.1 [24-0009](#)

Executive session to discuss a personnel matter pursuant to 5 ILCS 120/2 (c)(1).

##### 10.2 [24-0012](#)

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

##### 10.2 [24-1263](#)

**A**

Committee action approving the Financial and Administrative Committee Executive Session minutes from August 29, 2024.

*Action taken outside of Executive Session.*

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

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

**Absent:** 1 - Member Kyle

**11. Member Remarks and Requests**

*There were no Member remarks or requests.*

**12. Adjournment**

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

**Next Meeting: October 3, 2024**

*Meeting minutes prepared by Kristy Cechini.*