

Lake County Illinois

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



Meeting Minutes - Final

Thursday, April 2, 2026

8:30 AM

Assembly Room, 10th Floor or register for remote attendance at:

<https://bit.ly/4ltp1BY>

Financial & Administrative Committee

Americans with Disabilities Act: Individuals with disabilities who require accommodations for participation in meetings must request accommodations at least 1 business day ahead of the scheduled meeting. Contact the ADA Coordinator at (847) 377-2250 or email at adacoordinator@lakecountyil.gov

1. Call to Order

Chair Frank called the meeting to order at 8:38 a.m.

2. Pledge of Allegiance

Chair Frank led the Pledge of Allegiance.

3. Roll Call of Members

Present 5 - Member Clark, Chair Frank, Vice Chair Parekh, Member Vealitzek and Ex-Officio Member Hart

Absent 3 - Member Hewitt, Member Maine and Member Pedersen

Other Attendees

In Person:

Sandy Hart, County Board Chair

Carl Kirar, Facilities and Construction Services

Yvette Albarran, Purchasing

Gina Tuczak, Finance

Darcy Adcock, Human Resources

Michael Wheeler, Finance

Kevin Considine, Lake County Partners

Dominic Strezo, Planning, Building and Development

Kelly Christie, State's Attorney's Office

Jo Gravitter, State's Attorney's Office

Matt Meyers, County Administrator's Office

RuthAnne Hall, County Administrator's Office

Patrice Sutton, County Administrator's Office

Electronically:

Carissa Casbon, Board Member

Gina Roberts, Board Member

Austin McFarlane, Public Works

Lacey Simpson, County Administrator's Office

Demar Harris, Workforce Development

Mary Crain, Division of Transportation

Brittany Albrecht Sloan, Public Works

Janna Philipp, County Administrator's Office

Jim Chamernik, Sheriff's Office

Emily Karry, Public Works

Jennifer Brennan, Communications

Shane Schneider, Division of Transportation

Chris Blanding, Enterprise Information Technology

Errol Lagman, Finance

Elizabeth Brandon, County Administrator's Office

Steve Spagnolo, State's Attorney's Office
Christine Sher, Stormwater Management
JazMine' Evans, Finance
Nicole Rogers, Finance
Matt Finstein, Purchasing
Terri Kath, Enterprise Information Technology
Chris Hoff, Health Department
Chris Covelli, Sheriff's Office
Mike Jeschke, Finance
Mick Zawislak, Daily Herald
Caitlin Everett, Human Resources
Jerial Jorden-Woods, Finance
Yazmin Albino, Community Development
Ryan Legare, Division of Transportation
Sonia Hernandez, County Administrator's Office
Melanie Nelson, State's Attorney's Office
Karen Fox, State's Attorney's Office
Malin Gembra, Planning, Building and Development
Nicole Dote, Planning, Building and Development
Eric Waggoner, Planning, Building and Development
Ashley Watson, County Administrator'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

Chair Frank noted that budget policy discussions will begin at today's meeting. Chair Frank also expressed his excitement regarding the Artemis II mission and that he is praying for the astronauts' safe return.

7. Unfinished Business

There was no unfinished business to discuss.

8. New Business

CONSENT AGENDA (Items 8.1 - 8.5)

MINUTES

8.1 [26-0335](#)

Committee action approving the Financial and Administrative Committee minutes from March 5, 2026.

Attachments: [F&A 3.5.26 Final Minutes](#)

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

Aye: 4 - Member Clark, Chair Frank, Vice Chair Parekh and Member Vealitzek

Present: 1 - Ex-Officio Member Hart

Absent: 3 - Member Hewitt, Member Maine and Member Pedersen

REPORTS

8.2 [26-0314](#)

Report from Anthony Vega, County Clerk, for the month of January 2026.

Attachments: [County Clerk Monthly Finance Report for January 2026](#)

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

Aye: 4 - Member Clark, Chair Frank, Vice Chair Parekh and Member Vealitzek

Present: 1 - Ex-Officio Member Hart

Absent: 3 - Member Hewitt, Member Maine and Member Pedersen

8.3 [26-0366](#)

Report from Anthony Vega, County Clerk, for the month of February 2026.

Attachments: [County Clerk Monthly Finance Report for February 2026](#)

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

Aye: 4 - Member Clark, Chair Frank, Vice Chair Parekh and Member Vealitzek

Present: 1 - Ex-Officio Member Hart

Absent: 3 - Member Hewitt, Member Maine and Member Pedersen

PUBLIC WORKS & TRANSPORTATION

8.4 [26-0343](#)

Joint resolution authorizing the First Amendment to the Agreement for Sewer Disposal between Lake County and the North Shore Water Reclamation District.

Attachments: [26-0343 First Amendment to Agreement between NSWRD and LC](#)
[26-0343 2015 NSWRD LC Sewage Disposal IGA](#)
[26-0343 Location Map Northeast Central Service Area](#)

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

Aye: 4 - Member Clark, Chair Frank, Vice Chair Parekh and Member Vealitzek

Present: 1 - Ex-Officio Member Hart

Absent: 3 - Member Hewitt, Member Maine and Member Pedersen

8.5 [26-0406](#)

Ordinance proposing the creation of Lake County Special Service Area (SSA) 18 and providing for a public hearing and other procedures in connection therewith the Del Mar Woods Subdivision, an unincorporated area within Lake County.

Attachments: [SSA Proposing Ordinance + Hearing Notice - FINAL.pdf](#)
[SSA Proposing Ordinance Exhibit A.pdf](#)
[SSA Proposing Ordinance Exhibit B.pdf](#)

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

Aye: 4 - Member Clark, Chair Frank, Vice Chair Parekh and Member Vealitzek

Present: 1 - Ex-Officio Member Hart

Absent: 3 - Member Hewitt, Member Maine and Member Pedersen

REGULAR AGENDA

FINANCIAL & ADMINISTRATIVE

Lake County Partners

8.6 [26-0376](#)

Lake County Partners Update.

Attachments: [LCP F&A Update 4-02-26](#)

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

Facilities and Construction Services

8.7 [26-0368](#)

Committee action approving Contract Modification Number Two with Yellowstone Landscape, of Wauconda, IL for Lawn care and Landscape Services for Lake County Facilities.

Attachments: [24262-3 Yellowstone Landscape Award Letter Modification 1](#)
[2026-03-16 Contract 24262-3 Modification 2 DRAFT with Exhibits](#)
[2026-03-13 Vendor Disclosure Statement](#)

Carl Kirar, Facilities and Construction Services Director, explained that this item is to approve Contract Modification Number Two for lawncare and landscape services for Lake County Facilities. Discussion ensued.

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

Aye: 4 - Member Clark, Chair Frank, Vice Chair Parekh and Member Vealitzek

Present: 1 - Ex-Officio Member Hart

Absent: 3 - Member Hewitt, Member Maine and Member Pedersen

8.8 [26-0364](#)

Committee action approving a Job Order Contract (JOC) modification for unforeseen conditions in the execution of job order with AGAE Contractors, Elk Grove Village, Illinois, in the amount of \$365,000 to a not to exceed amount of \$1,165,000.

Carl Kirar, Facilities and Construction Services Director, explained that this item is to approve a Job Order Contract (JOC) modification for unforeseen conditions for the renovation of the Administrative Tower basement. Discussion ensued.

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

Aye: 4 - Member Clark, Chair Frank, Vice Chair Parekh and Member Vealitzek

Present: 1 - Ex-Officio Member Hart

Absent: 3 - Member Hewitt, Member Maine and Member Pedersen

8.9 [26-0361](#)

Director's Report - Facilities and Construction Services.

Attachments: [26-0361_2026_FCS_JOC_1st Quarter Presentation_02Apr26](#)
[JOC_FY26_1stQuarterSummaryReport_18Mar26](#)

Carl Kirar, Facilities and Construction Services Director, provided a presentation regarding the Job Order Contract (JOC) Report for the first quarter of Fiscal Year 2026. Discussion ensued.

Finance

8.10 [26-0394](#)

Discussion of budget-related Finance policies in advance of preparation of the Fiscal Year 2027 Budget.

Attachments: [REDLINE 3.5 Budget Development Policy 04.02.26](#)
[REDLINE 3.5FY27 Budget Planning Policy 04.02.26](#)
[REDLINE 3.6 Budget Execution Policy 04.02.26](#)
[3.5 Budget Development Policy FINAL as APPROVED 10-14-2025](#)
[3.5.FY26 Budget Planning Policy FINAL as APPROVED on 04-08-2025 \(2](#)
[3.6 Budget Execution Policy FINAL as APPROVED on 04-08-2025 \(25-04](#)

Gina Tuczak, Chief Financial Officer, and Michael Wheeler, Budget Manager, requested Committee discussion regarding changes to budget-related Finance policies in preparation for the Fiscal Year 2027 Budget.

Matt Meyers, Deputy County Administrator, opened the discussion by stating that the feedback provided by the Committee today will be documented within the draft budget policies and shared with the policy coordinator team for further feedback. At the conclusion of that process, the final draft policies will be brought back, with departmental stakeholder feedback, during the May Committee meeting cycle for action. Discussion ensued.

Member Vealitzek left the meeting at 10:01 a.m.

The physical presence of the County Board Chair constitutes a physical quorum.

Human Resources

8.11 [26-0258](#)

Resolution authorizing an emergency appropriation for Fund 206 Liability Insurance and Risk Fund (“Risk Fund”) to fund settlement expenses in excess of the Fiscal Year (FY) 2026 budget in the amount of \$2,000,000 from the Fund 206 fund balance.

Gina Tuczak, Chief Financial Officer, and Erika Osinski, Risk Manager, Human Resources, explained that this item is to authorize an emergency appropriation for Fund 206 Liability Insurance and Risk Fund to fund settlement expenses in excess of the Fiscal Year 2026 budget from the Fund 206 fund balance. Discussion ensued.

A motion was made by Vice Chair 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: 4 - Member Clark, Chair Frank, Vice Chair Parekh and Ex-Officio Member Hart

Absent: 3 - Member Hewitt, Member Maine and Member Pedersen

Not Present: 1 - Member Vealitzek

9. County Administrator's Report

Patrice Sutton, County Administrator, and Dominic Strezo, Community Development Administrator, explained that a request was submitted by Community Development for \$513,000 from the Federal Funding Contingency Fund, for Continuum of Care purposes.

Committee guidance was requested. Discussion ensued.

The consensus of the majority of the Committee was to support using Federal Funding Contingency, requested by Community Development, for Continuum of Care purposes in the amount of \$513,000. The following Members were in favor of the request: Member Clark, Chair Frank, Ex-Officio Member Hart, and Vice Chair Parekh. The following Members were absent: Members Hewitt, Maine, and Pedersen. The following Members were not present: Member Vealitzek.

10. Executive Session

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

Aye: 4 - Member Clark, Chair Frank, Vice Chair Parekh and Ex-Officio Member Hart

Absent: 3 - Member Hewitt, Member Maine and Member Pedersen

Not Present: 1 - Member Vealitzek

The Committee entered into Executive Session at 10:31 a.m.

10.1 [26-0008](#)

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

10.2 [26-0015](#)

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

The Committee returned to Regular Session at 10:34 a.m.

11. Regular Session (for action on Executive Session items)

11.1 [26-0363](#)

Committee action authorizing a reclassification of position 29052 in the Division of Transportation from Engineer (Salary.10) to a Senior Engineer (Salary.12) and increase the base pay of the incumbent to the minimum of the new pay grade.

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

Aye: 4 - Member Clark, Chair Frank, Vice Chair Parekh and Ex-Officio Member Hart

Absent: 3 - Member Hewitt, Member Maine and Member Pedersen

Not Present: 1 - Member Vealitzek

11.2 [26-0336](#)

Committee action approving the Financial and Administrative Committee Executive Session minutes from March 5, 2026.

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

Aye: 4 - Member Clark, Chair Frank, Vice Chair Parekh and Ex-Officio Member Hart

Absent: 3 - Member Hewitt, Member Maine and Member Pedersen

Not Present: 1 - Member Vealitzek

12. Member Remarks and Requests

Member Clark requested two hours of staff time regarding the inclusion of public art at Lake County's Libertyville and/or Waukegan campus. Discussion ensued.

The consensus of the majority of the Committee was to grant the request for two hours of staff time pertaining to the inclusion of public art at the Lake County Libertyville and/or Waukegan campuses. The following Members were in favor: Member Clark, Chair Frank, Ex-Officio Member Hart, and Vice Chair Parekh. The following Members were absent: Members Hewitt, Maine, and Pedersen. The following Member was not present: Member Vealitzek.

13. Adjournment

Chair Frank declared the meeting adjourned at 10:38 a.m.

Next Meeting: April 9, 2026

Meeting minutes prepared by Theresa Glatzhofer.