

# Lake County Illinois

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



## Meeting Minutes - Final

Thursday, February 27, 2025

8:30 AM

Assembly Room, 10th Floor or register for remote attendance at:  
<https://bit.ly/4b8RFDh>

**Financial & Administrative Committee**

**1. Call to Order**

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

**2. Pledge of Allegiance**

*Chair Frank led the Pledge of Allegiance.*

**3. Roll Call of Members**

**Present** 6 - Member Clark, Chair Frank, Member Hewitt, Member Maine, Member Pedersen and Member Vealitzek

**Absent** 1 - Vice Chair Parekh

*Other Attendees*

*In Person:*

*Sandy Hart, County Board Chair*

*Krista Barkley Braun, Planning, Building, and Development*

*Eric Waggoner, Planning, Building, and Development*

*Betsy Brandon, County Administrator's Office*

*Mike Jeschke, Finance*

*Dan Eder, EMA*

*Carl Kirar, Facilities and Construction Services*

*Stephen Gray, Treasurer's Office*

*Darcy Adcock, Human Resources*

*Patrice Sutton, County Administrator's Office*

*RuthAnne Hall, County Administrator's Office*

*Abby Krakow, Communications*

*Kevin Quinn, Communications*

*Tammy Chatman, Communications*

*Theresa Glatzhofer, County Board Office*

*Cynthia Pruim-Haran, Deputy Recorder*

*Karen Fox, State's Attorney's Office*

*Electronically:*

*Demar Harris, Workforce Development*

*Matt Meyers, County Administrator's Office*

*Eric Steffen, Planning, Building, and Development*

*Shane Schneider, Division of Transportation*

*Austin McFarlane, Public Works*

*ShaTin Gibbs, Finance*

*Janna Philipp, County Administrator's Office*

*Carrie Dickson, Division of Transportation*

*Mary Crain, Division of Transportation*

*Jon Nelson, Division of Transportation*

*Claudia Gilhooley, 19th Judicial Circuit Court*

*Krista Kennedy, Finance*  
*Michael Dobrow, Illinois Realtors*  
*Matt Finstein, Purchasing*  
*Julian Rozwadowski, Division of Transportation*  
*Jennifer Brennan, Communications*  
*Terri Kath, Enterprise Information Technology*  
*Sonia Hernandez, County Administrator's Office*  
*Nick Principali, Finance*  
*Abby Krakow, Communications*  
*Jim Chamernik, Sheriff's Office*  
*Chris Blanding, Enterprise Information Technology*  
*Melanie Nelson, State's Attorney's Office*  
*Karen Brush, County Clerk's Office*  
*Preston Carter, Public*  
*Lawrence Oliver, Sheriff's Office*  
*Brea Barnes, Finance*  
*Holly Kim, Treasurer*  
*JazMine' Evans, Finance*  
*Anna Guthman, Treasurer's Office*  
*Mike Klemens, Division of Transportation*  
*Alex Carr, Communications*  
*Kasia Kondracki, Treasurer's Office*  
*Christine Sher, Finance*  
*Caitlin Everett, Human Resources*  
*Kurt Woolford, Stormwater Management*

**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 - 8.12)**

**\*MINUTES\***

**8.1 [25-0317](#)**

Committee action approving the Financial and Administrative Committee minutes from January 30, 2025.

**Attachments:** [F&A 1.30.25 Final Minutes](#)

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

**Aye:** 6 - Member Clark, Chair Frank, Member Hewitt, Member Maine, Member Pedersen and Member Vealitzek

**Absent:** 1 - Vice Chair Parekh

**8.2 [25-0318](#)**

Committee action approving the Financial and Administrative Committee minutes from February 6, 2025.

**Attachments:** [F&A 2.6.25 Final Minutes](#)

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

**Aye:** 6 - Member Clark, Chair Frank, Member Hewitt, Member Maine, Member Pedersen and Member Vealitzek

**Absent:** 1 - Vice Chair Parekh

**\*REPORTS\***

**8.3 [25-0304](#)**

Cash & Investment Report from Holly Kim, Treasurer, for the month of January 2025.

**Attachments:** [FSG 1.31.25.pdf](#)

[F&G 1.31.24.pdf](#)

[Lake County Investment Portfolio Summary - January 2025.pdf](#)

**As part of a single motion for the entire Consent Agenda, a motion was made by Member Vealitzek, seconded by Member Clark, that this report 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, Member Maine, Member Pedersen and Member Vealitzek

**Absent:** 1 - Vice Chair Parekh

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

**8.4 [25-0293](#)**

Joint resolution authorizing three contracts for the Opportunity Youth Program under the Workforce Innovation and Opportunity Act (WIOA) with 160 Driving Academy (Evanston, IL), SGA Youth & Family Services (Chicago, IL), and Youth Conservation Corps (Waukegan, IL), totaling \$504,306.30 to serve WIOA-eligible out-of-school

youth.

**Attachments:** [RFP 24383 Workforce Development Board Opportunity Youth Action Feb](#)  
[RFP 24383 2024-11-06-Final-RFP Opportunity Youth Program for LCWD](#)  
[RFP 24383 Score Summary February 2025](#)  
[RFP 24383 2024-12-23 YCC Draft Opportunity Youth Program February](#)  
[RFP 24383 VDS- YCC1](#)  
[RFP 24383 2025-1-28 Draft Rock Gate Capital LLC dba 160 Driving Acad](#)  
[RFP 24383 VDS-160 Academy February 2025](#)  
[RFP 24383 2025-1-28 SGA Youth Family Services Draft Opportunity You](#)  
[RFP 24383 VDS LL 02042025 February 2025](#)

**As part of a single motion for the entire Consent Agenda, a motion was made by Member Vealtizek, 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, Chair Frank, Member Hewitt, Member Maine, Member Pedersen and Member Vealtizek

**Absent:** 1 - Vice Chair Parekh

**8.5 25-0301**

Joint resolution authorizing two contracts for Local Chamber of Commerce under the Workforce Innovation and Opportunity Act (WIOA) with Lake Zurich Chamber of Commerce and Green Oaks, Libertyville, Mundelein, Vernon Hills Chamber of Commerce (GLMV) totaling \$150,000 to serve the Lake County business community.

**Attachments:** [RFP 24384 Workforce Development Board Chamber of Commerce Action](#)  
[RFP 24384 SUMMARY ScoreSheet February 2025](#)  
[RFP 24384 2024-11-20 Workforce Innovation Opportunity Act Chamber o](#)  
[RFP 24384 2025-2-17 GLMV Chamber of Commerce Agreement - Draft I](#)  
[RFP 24384 VDS GLMV February 2025](#)  
[RFP 24384 2025-2-17 LZACC Chamber of Commerce Agreement - Draft](#)  
[RFP 24384 VDS LZACC February 2025](#)

**As part of a single motion for the entire Consent Agenda, a motion was made by Member Vealtizek, 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, Chair Frank, Member Hewitt, Member Maine, Member Pedersen and Member Vealtizek

**Absent:** 1 - Vice Chair Parekh

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

**8.6 [25-0280](#)**

Joint resolution authorizing execution of a contract with Mauro Sewer Construction, Inc. of Des Plaines, Illinois, in the amount of \$589,745 for the Indian Creek Club Water Main Improvement Project.

**Attachments:**    [25-0280 Indian Creek Club WM Bid Docs NB](#)  
[25-0280 Indian Creek Club WM Bid Tab As-Calculated NB](#)  
[25-0280 Indian Creek Club WM Project Location Map NB](#)  
[25-0280 Indian Creek Club WM Vendor Disclosure Form NB](#)

**As part of a single motion for the entire Consent Agenda, a motion was made by Member Vealitzek, 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, Chair Frank, Member Hewitt, Member Maine, Member Pedersen and Member Vealitzek

**Absent:** 1 - Vice Chair Parekh

**8.7 [25-0279](#)**

Joint resolution authorizing a contract with Buckeye Power Sales Co., Inc of Romeoville, Illinois, in the amount of \$88,495.85 for Generator Replacement and Installation Services for Lake County Public Works JCYS Lift Station.

**Attachments:**    [25-0279 BPS QUOTE LRSD JCYS Lift Station](#)  
[25-0279 Vendor disclosure statement](#)

**As part of a single motion for the entire Consent Agenda, a motion was made by Member Vealitzek, 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, Chair Frank, Member Hewitt, Member Maine, Member Pedersen and Member Vealitzek

**Absent:** 1 - Vice Chair Parekh

**8.8 [25-0163](#)**

Joint resolution appropriating \$159,135 of ¼% Sales Tax for Transportation funds for the Joint Utility Locating Information for Excavators, Inc. (JULIE) ticket screening and locating of Lake County Division of Transportation (LCDOT) storm sewers for excavator dig requests along various County highways.

**Attachments:**    [25-0163 Vendor Disclosure, USIC, JULIE Locates](#)

**As part of a single motion for the entire Consent Agenda, a motion was made by Member Vealitzek, 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, Chair Frank, Member Hewitt, Member Maine, Member Pedersen and Member Vealitzek

**Absent:** 1 - Vice Chair Parekh

**8.9 [25-0262](#)**

Joint resolution appropriating \$800,000 of ¼% Sales Tax for Transportation funds for the acquisition of necessary right-of-way, by agreement or condemnation, and other right-of-way costs associated with improvements along Prairie Road, from Aptakisic Road to Illinois Route 22, and along Aptakisic Road, between Buffalo Grove Road and Prairie Road.

**Attachments:** [25-0262 Location Map, Prairie and Aptakisic Rds](#)

**As part of a single motion for the entire Consent Agenda, a motion was made by Member Vealitzek, 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, Chair Frank, Member Hewitt, Member Maine, Member Pedersen and Member Vealitzek

**Absent:** 1 - Vice Chair Parekh

**8.10 [25-0270](#)**

Joint resolution authorizing emergency appropriations for Fiscal Year (FY) 2025 for the Lake County Division of Transportation (LCDOT) capital funds for projects previously approved, for additional revenue that has been received for the previous fiscal year, and for project related reimbursement revenue from outside agencies and the related expense.

**Attachments:** [Mar-25 DOT Capital Carryovers](#)

**As part of a single motion for the entire Consent Agenda, a motion was made by Member Vealitzek, 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, Chair Frank, Member Hewitt, Member Maine, Member Pedersen and Member Vealitzek

**Absent:** 1 - Vice Chair Parekh

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

**Member Maine requested to move item 8.11 from the Consent Agenda to the Regular Agenda.**

**8.12 [25-0312](#)**

Ordinance amending Section 94.63 of the Lake County, Illinois Code of Ordinances

relating to hearing costs.

**Attachments:** [Exhibit A 94.63 Amendment](#)

**As part of a single motion for the entire Consent Agenda, a motion was made by Member Vealitzek, seconded by Member Clark, that this ordinance 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, Member Maine, Member Pedersen and Member Vealitzek

**Absent:** 1 - Vice Chair Parekh

### **REGULAR AGENDA**

#### **8.11 [25-0313](#)**

Joint resolution amending the Land Development Fee Schedule.

**Attachments:** [FEE SCHEDULE FY25 EXHIBIT A Rev](#)

*Member Maine requested that item 8.11 be moved from the Consent Agenda to the Regular Agenda.*

*Eric Waggoner, Planning, Building and Development (PB&D) Director, introduced Krista Barkley Braun, Deputy Director and Zoning Administrator, PB&D, and then gave a brief overview of the Land Development Fee Schedule analysis and recommendations. Discussion ensued.*

**A motion was made by Member Clark, 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:** 4 - Member Clark, Chair Frank, Member Pedersen and Member Vealitzek

**Nay:** 2 - Member Hewitt and Member Maine

**Absent:** 1 - Vice Chair Parekh

### **\*FINANCIAL & ADMINISTRATIVE\***

#### **County Board**

#### **8.13 [25-0331](#)**

Discussion on proposed changes to the Lake County Standards of Conduct for appointees.

**Attachments:** [SOC Discussion DRAFT 022725](#)

*Sandy Hart, County Board Chair, provided an overview of the Standards of Conduct for officials appointed to boards and commissions, and outlined recommended changes to the document. Discussion ensued. The consensus of the Committee was to support the recommended changes and to bring this item back to the Committee for action at a future*



meeting.

**County Clerk**

**8.14 [25-0302](#)**

Resolution authorizing a contract with Beltmann Relocation Group, Roselle, Illinois, for Delivery and Storage of Election Equipment and Supplies for the Lake County Clerk in the estimated annual amount of \$109,500 with renewal options.

**Attachments:** [Beltmann Vendor Disclosure](#)

[25173 - Full revised bid](#)

[25173 Bid Tab](#)

*Cynthia Pruim-Haran, Deputy Recorder, explained that the County Clerk's Office utilizes a moving company to deliver and store election equipment and supplies. Deputy Recorder Pruim-Haran noted that the previous contract for such services has expired and a new contract is needed. 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:** 6 - Member Clark, Chair Frank, Member Hewitt, Member Maine, Member Pedersen and Member Vealitzek

**Absent:** 1 - Vice Chair Parekh

**Emergency Management Agency**

**8.15 [25-0220](#)**

Resolution accepting the annual Emergency Management Intergovernmental Grant Agreement from the Illinois Emergency Management Agency (IEMA) for federal fiscal year (FFY) 2024 Emergency Management Performance Grant (EMPG) in an amount not to exceed \$154,477.07.

**Attachments:** [24EMALAKE](#)

*Dan Eder, Emergency Management Agency (EMA) Manager, explained that this item is to accept the annual Emergency Management Intergovernmental Grant from the Illinois Emergency Management Agency (IEMA).*

**A motion was made by Member Clark, seconded by Member Maine, 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, Member Maine, Member Pedersen and Member Vealitzek

**Absent:** 1 - Vice Chair Parekh

### Facilities and Construction Services

8.16 [25-0287](#)

Resolution authorizing an agreement with EXP US Services, Chicago, Illinois, for professional services to support the fire alarm and life safety systems at various Lake County Facilities, in the amount of \$247,500.

**Attachments:** [vendor disclosure](#)

[EXP Proposal for Facilities](#)

[Agreement for Professional Engineering Services at Mundelein Traffic Cou](#)

*Carl Kirar, Director of Facilities and Construction Services, explained that this agreement is for professional services to support the fire alarm and life safety systems at various Lake County facilities. Discussion ensued.*

**A motion was made by Member Hewitt, 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, Chair Frank, Member Hewitt, Member Maine, Member Pedersen and Member Vealitzek

**Absent:** 1 - Vice Chair Parekh

### Finance

8.17 [25-0324](#)

Joint resolution authorizing an emergency appropriation in Fund 270 Solid Waste Management Tax Fund to cover allowable expenses incurred by the Health Department during Fiscal Year 2024 in the amount of \$27,573.41 from the Fund 270 fund balance.

**Attachments:** [Emergency Appropriation - Fund 270 2.17.25](#)

*Patrice Sutton, County Administrator and Interim Director of Finance, explained that the County incurred expenses that exceed the amount anticipated by the Health Department and approved in the Fiscal Year 2024 budget. There are sufficient funds in the Solid Waste Management Tax Fund to cover the additional expenses to support the County's landfill inspection program. Discussion ensued.*

**A motion was made by Member Hewitt, 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, Chair Frank, Member Hewitt, Member Maine, Member Pedersen and Member Vealitzek

**Absent:** 1 - Vice Chair Parekh

### Treasurer's Office

8.18 [25-0281](#)

Resolution authorizing a contract with Davis Bancorp, of Chicago, Illinois, for Armored

Car Services in the estimated annual amount of \$78,280, with renewal options.

**Attachments:** [25153 Bid Tab](#)

[25153 - B Armored Car Services for Lake County IL 120224 ya edits](#)

[Davis Bancorp Vendor Disclosure](#)

*Stephen Gray, Deputy Treasurer, explained that this contract is for armored car services for County departments that collect cash payments. Discussion ensued.*

**A motion was made by Member Vealitzek, 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, Chair Frank, Member Hewitt, Member Maine, Member Pedersen and Member Vealitzek

**Absent:** 1 - Vice Chair Parekh

## **9. County Administrator's Report**

*Patrice Sutton, County Administrator, provided an update regarding recruitment for the Assistant County Administrator and Chief Financial Officer positions. County Administrator Sutton also provided an update regarding the Enterprise Resource Planning (ERP) system project. Discussion ensued.*

## **10. Executive Session**

*Chair Frank noted that the Committee would only be going into Executive Session to discuss 10.1, a personnel matter. There was no discussion on 10.2.*

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

**Aye:** 6 - Member Clark, Chair Frank, Member Hewitt, Member Maine, Member Pedersen and Member Vealitzek

**Absent:** 1 - Vice Chair Parekh

### **10.1 [25-0069](#)**

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

### **10.2 [25-0315](#)**

Executive Session to discuss purchase or lease of real property pursuant to 5 ILCS 120/2(c)(5).

## **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: March 6, 2025**

*Meeting minutes prepared by Theresa Glatzhofer.*