

Lake County Illinois

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



Meeting Minutes - Final

Thursday, November 30, 2023

8:30 AM

**Assembly Room, 10th Floor or register for remote attendance at:
<https://bit.ly/40Zie9b>**

Financial & Administrative Committee

PUBLIC ATTENDANCE: The public can attend Lake County Committee and Board meetings (two options):

- (1) In-person attendance is on the 10th Floor of the County Administrative Tower (9th Floor, if necessary), 18 N. County Street, Waukegan, Illinois.
- (2) Remote attendance through an electronic conferencing application (register via the link on the front page of the agenda).

RECORDING: Meetings, to include Public Comment, will be recorded.

PUBLIC COMMENT:

Time is reserved near the beginning of the meeting for all Public Comment. At the Chair's discretion, Public Comment for an item(s) on the agenda may be presented during consideration of that specific item. Public Comment will proceed in the following order: (1) Public Comment by individuals in attendance and then (2) Public Comment by individuals attending remotely through an electronic conferencing application. Individuals may provide written Public Comment that must be received by 3:00 p.m. the day prior to the meeting (emailed to PublicComment@Lakecountyil.gov or delivered to the County Board Office 18. N. County Street, Waukegan, Illinois, (10th floor)). Written comments will be circulated to the Members, but not read aloud.

Individuals providing Public Comment will provide the following information:

Meeting: Financial and Administrative Committee (Subject line for written Public Comment)

Topic or Agenda Item #: (REQUIRED)

Name: (REQUIRED)

Organization/Entity Represented: (REQUIRED) ("Self" if representing self)

Street Address, City, State: (Optional)

Phone Number: (Optional)

Email: May be REQUIRED for remote attendance

1. Call to Order

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

2. Pledge of Allegiance

Member Parekh led the Pledge of Allegiance.

3. Roll Call of Members

Present 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

Other Attendees:

In Person:

Bailey Wyatt, Communications

Bernard Malkov, Sheriff's Office

Carissa Casbon, Board Member

Carl Kirar, Facilities and Construction Services

Chris Anderson-Sell, Communications

Darcy Adcock, Human Resources

Jim Chamernik, Sheriff's Office

Jim Hawkins, County Administrator's Office

John Light, Human Resources

Karen Fox, State's Attorney's Office

Katie Ladis, Sheriff's Office

Patrice Sutton, Finance

Stephen Gray, Treasurer's Office

Tammy Chatman, Communications

Electronically:

Ann Maine, Board Member

Arnold Donato, Stormwater Management

Ashley Rack, Sheriff's Office

Austin McFarlane, Public Works

Chad Wright, Facilities and Construction Services

Chris Blanding, Enterprise Information Technology

Claudia Gilhooley, 19th Judicial Circuit Court

Demar Harris, Workforce Development

Don Dugan, Facilities and Construction Services

Elizabeth Brandon, County Administrator's Office

Erika Osinski, Human Resources

Errol Lagman, Finance

Gary Gibson, County Administrator's Office

Holly Kim, Treasurer

Irshad Khan, Facilities and Construction Services

Janna Philipp, County Administrator's Office
Jeremiah Varco, Facilities and Construction Services
Jolanda Dinkins, County Board Office
Jon Nelson, Division of Transportation
Jonathan Joy, Facilities and Construction Services
Kevin Hunter, Board Member
Maria Castellanos, Finance
Mary Crain, Division of Transportation
Mary Ross Cunningham, County Board Vice Chair
Melanie Nelson, State's Attorney's Office
Michael Balsamo, Facilities and Construction Services
Michael Wheeler, Finance
Mick Zawislak, Daily Herald
Nick Principali, Finance
Nicole Rogers, Finance
Ruby Bahena, Finance
RuthAnne Hall, Purchasing
Sonia Hernandez, County Administrator's Office
Shane Schneider, Division of Transportation
ShaTin Gibbs, Finance
Stacy Davis-Wynn, Purchasing
Terri Kath, Enterprise Information Technology
Theresa Glatzhofer, County Board Office
Tiffany Becker, Facilities and Construction Services
Yvonne Mendoza, Finance

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 - 8.9)

MINUTES

8.1 [23-1750](#)

Committee action approving the Financial and Administrative Committee minutes from November 2, 2023

Attachments: [F&A 11.2.23 Final Minutes](#)

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

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

REPORTS

8.2 [23-1720](#)

Report from Anthony Vega, Lake County Clerk Recording Division, for the month of October 2023.

Attachments: [October 2023](#)

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

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

8.3 [23-1749](#)

Lake County Treasurer Holly Kim's Cash & Investment Report - October 2023

Attachments: [October 2023 - Cash and Investment Report.pdf](#)
[Oct22_Cash&Investment.pdf](#)

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

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

LAW & JUDICIAL

8.4 [23-1723](#)

Joint resolution ratifying an emergency procurement with Tasca Chevrolet, Classic Toyota, and HH Motors LLC in the amount of \$254,204.56 for six replacement vehicles.

Attachments: [Vendor Disclosure Classic Toyota](#)
[Vendor Disclosure HH Motors LLC](#)
[Vendor Disclosure Tasca Chevrolet](#)

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

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

PUBLIC WORKS & TRANSPORTATION

8.5 [23-1733](#)

Joint resolution appropriating \$145,000 of ¼% Sales Tax for Transportation for software services for the Lake County Division of Transportation's ProjectTracker system.

Attachments: [23-1733 Vendor Disclosure, EcolInteractive](#)

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

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

8.6 [23-1734](#)

Joint resolution authorizing an agreement with ExeVision, Inc., South Jordan, Utah, for construction and materials management software and equipment for the Lake County Division of Transportation, at a maximum cost of \$158,918.04 and appropriating \$190,000 of ¼% Sales Tax for Transportation funds.

Attachments: [23-1734 Agreement, 2024 ExeVision Annual Appropriation](#)
[23-1734 Vendor Disclosure, ExeVision](#)

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

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

8.7 [23-1735](#)

Joint resolution authorizing an agreement with Hampton, Lenzini, and Renwick, Inc., Elgin, Illinois, at a maximum cost of \$264,320, to complete a National Bridge Inventory System (NBIS) in-depth inspection of designated structures in Lake County, and appropriating \$315,000 of County Bridge Tax funds.

Attachments: [23-1735 Consultant Agreement, 2024 Bridge Inspection](#)
[23-1735 Vendor Disclosure, HLR](#)

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

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

8.8 [23-1729](#)

Joint resolution authorizing the execution of an Intergovernmental Agreement (IGA) for Retail Sanitary Sewage Service between Lake County and the Village of Deer Park.

Attachments: [23-1729 Village of Deer Park Signed IGA 10.19.23](#)

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

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

8.9 [23-1730](#)

Joint resolution authorizing a contract with Kirschhoffer Truck Service, Inc., Zion, Illinois, for the purchase of sand, gravel, stone, and spoil removal services in an estimated amount of \$303,785.

Attachments: [23-1730 Sand and Gravel Bid](#)
[23-1730 Sand and Gravel Bid Tab](#)
[23-1730 Kirschhoffer Disclosure Form](#)

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

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

REGULAR AGENDA

LAW & JUDICIAL

8.10 [23-1722](#)

Joint resolution authorizing the Lake County Sheriff's Office to enter into a renewal contract with Axon Enterprise, Inc., Scottsdale, Arizona for dashboard camera hardware, video storage, removal of old equipment, and installation of new equipment in 125 vehicles in the amount of \$1,540,000 for five years.

Attachments: [AXON Quote Q-491407-45202.036JB](#)
[Axon Vendor Disclosure Statement 2023](#)

Jim Chamernik, Sheriff's Office Business Manager, Katie Ladis, Sheriff's Office Contract Manager, and Bernard Malkov, Sheriff's Office Information Technology Manager, reported on the renewal contract for 125 dashboard cameras and installation. Discussion ensued.

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

Abstain: 2 - Member Danforth and Member Pedersen

PUBLIC WORKS & TRANSPORTATION

8.11 [23-1736](#)

Joint resolution authorizing an agreement with the State of Illinois, Illinois Department of Transportation (IDOT), to use federal highway funds for construction and construction engineering for improvements of Wadsworth Road at Lewis Avenue, and appropriating \$768,000 of ¼% Sales Tax for Transportation funds.

Attachments: [23-1736 Wadsworth at Lewis IDOT Agreement Draft](#)
[23-1736 Location Map, Wadsworth at Lewis](#)

Shane Schneider, Division of Transportation Director, reported on the federal funds for improvements of Wadsworth Road and Lewis Avenue.

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

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

8.12 [23-1737](#)

Ordinance requesting the conveyance of real estate from the Village of Beach Park and authorizing an agreement with the Village of Beach Park for improvements at the intersection of Wadsworth Road and Lewis Avenue.

Attachments: [23-1737 Wadsworth at Lewis Village Agreement Draft](#)
[23-1737 Location Map, Wadsworth at Lewis](#)

Shane Schneider, Division of Transportation Director, reported on the agreement with the Village of Beach Park for the improvements of Wadsworth Road and Lewis Avenue.

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

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

FINANCIAL & ADMINISTRATIVE

Facilities and Construction Services

8.13 [23-1759](#)

Resolution approving the Lake County Job Order Contract (JOC) Policy.

Attachments: [3.9 Job Order Contract Policy FINAL as APPROVED on 12-12-2023 \(23-1759\)](#)
[3.9 Job Order Contract Policy FBA 12.12.23](#)

Carl Kirar, Facilities and Construction Services Director, reported on the policy for the Lake County Job Order Contract. 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: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

8.14 [23-1738](#)

Resolution authorizing a contract with McDonagh Demolition, Chicago, Illinois, AGAE Contractors, Inc., Elk Grove Village, Illinois and Leopardo Companies, Inc. Hoffman Estates, Illinois for Job Order Contracting General Contractor Services in the estimated annual amount of \$2,000,000 per contractor.

Attachments: [23159 Final Bid Document](#)
[23159 Bid Tab](#)
[AGAE Vendor Disclosure Form](#)
[Leopardo Companies Inc. Vendor Disclosure Form](#)
[McDonagh Demolition, Inc. Vendor Disclosure Form](#)

Carl Kirar, Facilities and Construction Services Director, reported on the five year contracts with McDonagh Demolition, AGAE Contractors and Leopardo Companies for small to medium size projects. Discussion ensued.

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

Aye: 7 - Member Clark, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

8.15 [23-1758](#)

Resolution approving the Lake County Facilities Capital Investment Policy.

Attachments: [3.X Facilities Capital Investment Policy FINAL as APPROVED on 12-12-20](#)
[3X Facilities Capital Investment Policy FBA 12.12.23](#)

Carl Kirar, Facilities and Construction Services Director, reported on the Lake County Capital Investment Policy.

Member Parekh left the meeting at 8:54 a.m.

A motion was made by Vice Chair 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, Member Danforth, Chair Frank, Member Kyle, Member Pedersen and Vice Chair Vealitzek

Not Present: 1 - Member Parekh

8.16 [23-1757](#)

Director's Report - Facilities and Construction Services.

Attachments: [JOC Over \\$350K Memo 17NOV23](#)

Carl Kirar, Facilities and Construction Services Director, reported on a Job Order Contract project for continuing work on the basement of the Administrative Tower. Discussion ensued.

Human Resources

8.17 [23-0096](#)

Director's Report - Human Resources.

John Light, Human Resources Director and Darcy Adcock, Assistant Human Resources Director, provided an update on the Paid Leave for All Policy and asked for guidance for options on the employees who they would not be compliant with starting January 1, 2024. Discussion ensued. The consensus from the Committee is to front load five days off and prorate the employees time.

Member Parekh rejoined the meeting at 9:02 a.m.

John Light, Human Resources Director, stated this is a busy time of year for Human Resources. Staff is wrapping up open enrollment and the changes are being added to the system. Staff is also working on end-of-year increases.

Enterprise Information Technology

8.18 [23-0097](#)

Director's Report - Enterprise Information Technology.

There was no Enterprise Information Technology report.

Finance

8.19 [23-0098](#)

Director's Report - Finance.

There was no Finance Director's report.

9. County Administrator's Report

Jim Hawkins, Deputy County Administrator, stated there will be revisions to the Paid Leave for All Policy to ensure that it is the best policy put forward.

10. Executive Session

The Committee did not enter into Executive Session.

11. Member Remarks and Requests

Chair Frank stated the December 7, 2023 Financial and Administrative Committee meeting is the last meeting of the year and he will be attending remotely. Chair Frank also thanked the Committee for all of their hard work this past year.

12. Adjournment

Chair Frank declared the meeting adjourned at 9:16 a.m.

Next Meeting: December 7, 2023

Meeting minutes prepared by Kristy Cechini.

Minutes were approved on January 11, 2024, by the Financial and Administrative Committee.