

Lake County Illinois

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



Meeting Minutes - Final

Thursday, July 31, 2025

8:30 AM

Assembly Room, 10th Floor or register for remote attendance at:
<https://bit.ly/40JfEF1>

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 7 - Member Clark, Chair Frank, Member Hewitt, Member Maine, Vice Chair
Parekh, Member Pedersen and Member Vealitzek

Other Attendees

In Person:

Sandy Hart, County Board Chair

Yvette Albarran, Purchasing

Randi Merel, Riverwoods Preservation Council

Sarah Merritt, Riverwoods Preservation Council

Laura Trevino, Village of Riverwoods

Kris Ford, Village of Riverwoods

Robin Grooms, County Administrator's Office

Anthony Vega, County Clerk's Office

Carl Kirar, Facilities and Construction Services

Stephen Gray, Treasurer's Office

Krista Kennedy, Finance

Bob Glueckert, Chief County Assessment Officer

Patrice Sutton, County Administrator's Office

Gina Tuczak, Finance

Matt Meyers, County Administrator's Office

Theresa Glatzhofer, County Board Office

Kevin Quinn, Communications

Bailey Wyatt, Communications

Electronically:

Carl Kirar, Facilities and Construction Services

John Wasik, Board Member

Austin McFarlane, Public Works

Marah Altenberg, Board Member

Shane Schneider, Division of Transportation

Jennifer Serino, Workforce Development

Demar Harris, Workforce Development

Janna Philipp, County Administrator's Office

Mary Crain, Division of Transportation

Jim Chamernik, Sheriff's Office

Heidie Hernandez, Enterprise Information Technology

Vance Wyatt, Public

Larry Mackey, Health Department

Kent Street, Village of Deerfield

Mike Adam, Health Department
Claudia Gilhooley, 19th Judicial Circuit Court
Stephanie Hannon, Village of Bannockburn
Andrew Eastmond, Village of Riverwoods
Ghida Neukirch, City of Highland Park
Alana Bartolai, Health Department
Michael Wheeler, Finance
Marc Bourgault, Public Works
Tiffany Becker, Facilities and Construction Services
Brea Barnes, Finance
Terri Kath, Enterprise Information Technology
Christine Sher, Stormwater Management
Mike Jeschke, Finance
Sonia Hernandez, County Administrator's Office
Errol Lagman, Finance
Steve Rice, State's Attorney's Office
Nicole Rogers, Finance
Kathleen Rhey, Enterprise Information Technology
JazMine' Evans, Finance
Mick Zawislak, Daily Herald
Kasia Kondracki, Treasurer's Office
Elizabeth Brandon, County Administrator's Office
Caitlin Everett, Human Resources
Darcy Adcock, Human Resources
Lawrence Oliver, Sheriff's Office
John Muellner, Public
Sam Johnson, Health Department
Jeremiah Varco, Facilities and Construction Services
Karl Fuchs, Facilities and Construction Services

4. Addenda to the Agenda

There were no additions or amendments to the agenda.

5. Public Comment

There were no public comments for items not on the agenda.

6. Chair's Remarks

Chair Frank noted that there is public comment on item 8.20 and explained that the Committee will move item 8.20 after item 8.14 to better accommodate those comments. Chair Frank also noted that there will be discussion on item 8.19 and that it will likely be postponed for future action.

7. Unfinished Business

There was no unfinished business to discuss.

8. New Business

CONSENT AGENDA (Items 8.1 - 8.14)

MINUTES

8.1 [25-0917](#)

Committee action approving the Financial and Administrative Committee minutes from June 26, 2025.

Attachments: [F&A 6.26.25 Final Minutes](#)

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

Aye: 7 - Member Clark, Chair Frank, Member Hewitt, Member Maine, Vice Chair Parekh, Member Pedersen and Member Vealitzek

REPORTS

8.2 [25-0943](#)

Report from Anthony Vega, County Clerk, for the month of May, 2025.

Attachments: [County Clerk Monthly Financial Report for May 2025](#)

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

Aye: 7 - Member Clark, Chair Frank, Member Hewitt, Member Maine, Vice Chair Parekh, Member Pedersen and Member Vealitzek

8.3 [25-0964](#)

Report from Anthony Vega, County Clerk, for the month of June, 2025.

Attachments: [County Clerk Monthly Finance Report for June 2025](#)

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

Aye: 7 - Member Clark, Chair Frank, Member Hewitt, Member Maine, Vice Chair Parekh, Member Pedersen and Member Vealitzek

8.4 [25-0956](#)

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

Attachments: [FSG June 2025.pdf](#)

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

[FSG June 30, 2024.pdf](#)

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

Aye: 7 - Member Clark, Chair Frank, Member Hewitt, Member Maine, Vice Chair Parekh, Member Pedersen and Member Vealitzek

8.5 [25-0959](#)

Finance Monthly Report - June 2025.

Attachments: [Monthly Financial Report June 2025](#)

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

Aye: 7 - Member Clark, Chair Frank, Member Hewitt, Member Maine, Vice Chair Parekh, Member Pedersen and Member Vealitzek

HEALTH & COMMUNITY SERVICES

8.6 [25-0905](#)

Joint resolution accepting the Illinois Department of Commerce and Economic Opportunity (DCEO) Workforce Innovation and Opportunity Act (WIOA) Program Year (PY) 2025 Formula Grant and authorizing an emergency appropriation in the amount of \$8,516,791 for the Lake County Workforce Development Department.

Attachments: [Workforce Development PY'25 WIOA Grant July 2025](#)
[Workforce Development PY25 WIOA Grant Description July 2025](#)

As part of a single motion for the entire Consent Agenda, a motion was made by Member Vealitzek, 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: 7 - Member Clark, Chair Frank, Member Hewitt, Member Maine, Vice Chair Parekh, Member Pedersen and Member Vealitzek

8.7 [25-0906](#)

Joint resolution accepting the Illinois Department of Commerce and Economic Opportunity (DCEO) Workforce Innovation and Opportunity Act (WIOA) Quality Jobs, Equity, Strategy, and Training (QUEST) Dislocated Worker Grant modification; and approving an emergency appropriation in the amount of \$135,000.

Attachments: [Workforce Development QUEST Grant Modification July 2025](#)
[Workforce Development Quest Grant Modification Budget July 2025](#)

As part of a single motion for the entire Consent Agenda, a motion was made by Member Vealitzek, 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: 7 - Member Clark, Chair Frank, Member Hewitt, Member Maine, Vice Chair Parekh, Member Pedersen and Member Vealitzek

8.8 [25-0907](#)

Joint resolution accepting the Illinois Department of Commerce and Economic Opportunity (DCEO) Workforce Innovation and Opportunity Act (WIOA) Statewide Rapid Response Grant and authorizing an emergency appropriation in the amount of \$350,000 for the Lake County Workforce Development Department.

Attachments: [Workforce Development Rapid Response Grant July 2025](#)
[Workforce Development Rapid Response Grant Budget July 2025](#)

As part of a single motion for the entire Consent Agenda, a motion was made by Member Vealitzek, 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: 7 - Member Clark, Chair Frank, Member Hewitt, Member Maine, Vice Chair Parekh, Member Pedersen and Member Vealitzek

8.9 [25-0909](#)

Joint resolution accepting the Illinois Department of Commerce and Economic Opportunity (DCEO) 2025 Supplemental Grant and authorizing an emergency appropriation in the amount of \$232,774 for the Workforce Development Department.

Attachments: [Workforce Development Supplemental Grant July 2025](#)
[Workforce Development Supplemental Grant Budget July 2025](#)

As part of a single motion for the entire Consent Agenda, a motion was made by Member Vealitzek, 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: 7 - Member Clark, Chair Frank, Member Hewitt, Member Maine, Vice Chair Parekh, Member Pedersen and Member Vealitzek

8.10 [25-0911](#)

Joint resolution approving the Workforce Development Board Memorandum of Understanding (MOU) and Cost Sharing Agreement with the Job Center of Lake County, and authorizing execution of all necessary correspondence to submit the signed MOU to the Illinois Department of Commerce and Economic Opportunity (DCEO).

Attachments: [Workforce Development Job Center MOU July 2025](#)

As part of a single motion for the entire Consent Agenda, a motion was made by Member Vealitzek, 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: 7 - Member Clark, Chair Frank, Member Hewitt, Member Maine, Vice Chair Parekh, Member Pedersen and Member Vealitzek

PUBLIC WORKS & TRANSPORTATION

8.11 [25-0900](#)

Joint resolution authorizing an agreement with Alfa Laval Inc., of Houston, Texas, in the amount of \$203,475, to perform critical equipment maintenance/repair and reconditioning of the belt filter press at the County's Mill Creek Water Reclamation Facility.

Attachments: [25-0900 Mill Creek Bid Exemption Request](#)
 [25-0900 Mill Creek Location Map](#)
 [25-0900 Mill Creek Quote](#)
 [25-0900 Mill Creek Vendor Disclosure Alfa Laval](#)

As part of a single motion for the entire Consent Agenda, a motion was made by Member Vealitzek, 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: 7 - Member Clark, Chair Frank, Member Hewitt, Member Maine, Vice Chair Parekh, Member Pedersen and Member Vealitzek

8.12 [25-0901](#)

Joint resolution authorizing execution of an engineering services agreement with CDM Smith, Inc. of Chicago, Illinois, in the amount of \$73,640 for engineering services for the Pekara Water System Corrosion Control Evaluation Desktop Study.

Attachments: [25-0901 CDM Smith Pekara CCT Study updated](#)
 [25-0901 Pekara Location Map](#)
 [25-0901 Pekara Vendor Disclosure CDM Smith](#)

As part of a single motion for the entire Consent Agenda, a motion was made by Member Vealitzek, 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: 7 - Member Clark, Chair Frank, Member Hewitt, Member Maine, Vice Chair Parekh, Member Pedersen and Member Vealitzek

8.13 [25-0902](#)

Joint resolution authorizing execution of a contract with Bolder Contractors, Inc., of Cary, Illinois, in the amount of \$7,020,250 for the Vernon Hills West Pump Station Force Main Replacement Project and an emergency appropriation of \$7,020,250 of Public Works reserve funds.

Attachments: [25-0902 Vernon Hills Location Map](#)
 [25-0902 VH W Pump Station Bid Documents](#)
 [25-0902 VH W Pump Station Bid Tab](#)
 [25-0902 VH W Pump Station Vendor Disclosure \(Bolder\)](#)
 [PW FY25 Emergency Approp - VH West Pump Station Force Main Replac](#)

As part of a single motion for the entire Consent Agenda, a motion was made by Member Vealitzek, 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: 7 - Member Clark, Chair Frank, Member Hewitt, Member Maine, Vice Chair Parekh, Member Pedersen and Member Vealitzek

8.14 [25-0946](#)

Joint resolution appropriating \$1,600,000 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 the improvements of Wadsworth Road, from Illinois Route 131 to Sheridan Road.

Attachments: [25-0946 Location Map, Wadsworth Road \(IL 131 to Sheridan Road\)](#)

As part of a single motion for the entire Consent Agenda, a motion was made by Member Vealitzek, 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: 7 - Member Clark, Chair Frank, Member Hewitt, Member Maine, Vice Chair Parekh, Member Pedersen and Member Vealitzek

REGULAR AGENDA

FINANCIAL & ADMINISTRATIVE

8.20 [25-0997](#)

Discussion regarding the dissolution of the South Lake Mosquito Abatement District.

Attachments: [Map Southlake Mosquito Abatement District](#)

Item 8.20 was moved after item 8.14.

Public Comment was made by:
Stephanie Hannon
Andrew Eastmond
Kris Ford

RuthAnne Hall, Assistant County Administrator, provided background regarding the dissolution process. Discussion ensued.

The consensus of the Committee was to direct staff to proceed with an audit of the South Lake Mosquito Abatement District.

County Clerk

8.15 [25-0966](#)

Resolution authorizing the execution of a lease by the County Board Chair with 3740-3742 Hawthorne Owner LP, Dallas, Texas, for office and storage space to house and store election equipment at 3740-3742 Hawthorne Court, Waukegan, Illinois, in the estimated annual amount of \$168,132.51.

Attachments: [Hawthorne Lease - Draft](#)

Anthony Vega, County Clerk, and Yvette Albarran, Purchasing Manager, explained that this item is to lease a warehouse to store election equipment in. 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: 7 - Member Clark, Chair Frank, Member Hewitt, Member Maine, Vice Chair Parekh, Member Pedersen and Member Vealitzek

Chief County Assessment Office

8.16 [25-0987](#)

Resolution declaring that the number of appeals annually filed with the Board of Review creates an emergency situation causing the need for an expanded Board of Review.

Bob Glueckert, Chief County Assessment Officer, explained that this item is required by the tax code in order to allow for the appointment of additional alternate members of the Board of Review.

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: 7 - Member Clark, Chair Frank, Member Hewitt, Member Maine, Vice Chair Parekh, Member Pedersen and Member Vealitzek

8.17 [25-0982](#)

Resolution appointing additional qualified alternate members to the Board of Review.

Attachments: [2025 Alternate Member Name List](#)
[Brad Shafer Resume Redacted](#)
[Chesney Leafblad Resume Redacted](#)
[Cynthia R Crawford Resume Redacted](#)
[Eric K Hallberg resume redacted](#)
[Jack Perry Resume Redacted](#)
[Jane Haynes Resume Redacted](#)
[John Glenn Resume Redacted](#)
[John Y. Paslawsky resume redacted](#)
[Karen Sowul Resume Redacted](#)
[Kathleen M Bak Resume Redacted](#)
[Kenneth Green Resume Redacted](#)
[Lauren Fish Resume Redacted](#)
[Laurie Caputo Resume Redacted](#)
[Mark A Ruda Resume Redacted](#)
[Martin A Kinczel Resume Redacted](#)
[Michael Pearson-Resume Redacted](#)
[Pat Smarto Resume Redacted](#)
[Raymond M. Hibnick Resume Redacted](#)
[Rebekkah Burtcher Resume Redacted](#)
[Russell \(Joe\) Monie Resume Redacted](#)
[Ryan DeHeer Resume Redacted](#)
[Thomas C. Georges Resume Redacted](#)
[Ulyana Trichkovska Resume Redacted](#)
[Valerie Martinez Resume Redacted](#)
[Villaflor Hird Resume Redacted](#)
[William Russell Resume Redacted](#)

Bob Glueckert, Chief County Assessment Officer, explained that this item is to appoint alternate members to the Board of Review.

A motion was made by Member Maine, 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: 7 - Member Clark, Chair Frank, Member Hewitt, Member Maine, Vice Chair Parekh, Member Pedersen and Member Vealitzek

Finance

8.18 [25-0945](#)

Resolution authorizing an agreement with JPMorgan Chase Bank, Columbus, Ohio, for a procurement card program for Lake County, Illinois, for a two-year period, with three one-year renewal options.

Attachments: [Ft. Worth - Participation Agreement - 05.28.2021](#)
 [Lake County - Addendum](#)
 [Vendor Disclosure 2025 JPM_final](#)

Yvette Albarran, Purchasing Manager, and Krista Kennedy, Contract Administrator, explained that this item is to approve a procurement card program for the County with JPMorgan Chase Bank. Discussion ensued.

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

Aye: 7 - Member Clark, Chair Frank, Member Hewitt, Member Maine, Vice Chair Parekh, Member Pedersen and Member Vealitzek

County Administration

8.19 [25-0963](#)

Resolution to approve an Environmentally Preferred Purchasing Policy.

Attachments: [Environmentally Preferred Purchasing Policy_Presented 7.31.25](#)
 [Environmentally Preferred Purchasing Policy_Proposed 8.28.25_Redlined](#)
 [Environmentally Preferred Purchasing Policy_Proposed 8.28.25_Clean](#)
 [EPP Presentation_8.28.25](#)
 [Environmentally Preferred Certification Form_Proposed 8.28.25](#)

Robin Grooms, Sustainability Programs Manager; and Yvette Albarran, Purchasing Manager, provided a presentation regarding an Environmentally Preferred Purchasing Policy. Discussion ensued.

A motion was made by Member Clark, seconded by Member Hewitt, that this resolution be postponed until a September 2025 Financial and Administrative Committee meeting. The motion carried by the following voice vote:

Aye: 7 - Member Clark, Chair Frank, Member Hewitt, Member Maine, Vice Chair Parekh, Member Pedersen and Member Vealitzek

Item 8.20 was moved after item 8.14.

8.21 [25-0998](#)

Discussion regarding the dissolution of the Avon-Fremont Drainage District.

Attachments: [Map Avon-Fremont Drainage District](#)

RuthAnne Hall, Assistant County Administrator, explained the process for the dissolution of a drainage district. Discussion ensued.

The consensus of the Committee was to proceed with the dissolution process for the

Avon-Fremont Drainage District.

8.22 [25-1019](#)

Informational Presentation regarding Lake County Economic Incentive Policy.

Attachments: [Lake County Economic Incentive Policy](#)
 [15-0820 Resolution Economic Incentive Policy](#)

Patrice Sutton, County Administrator, provided a brief overview of Lake County's Economic Incentive Policy. Discussion ensued.

The consensus of the Committee was to have a future discussion regarding Lake County's Economic Incentive Policy.

9. County Administrator's Report

Patrice Sutton, County Administrator, noted that the Courts have a grade reclassification request. County Administrator Sutton introduced Gina Tuczak, Chief Financial Officer. County Administrator Sutton also provided an update regarding the Enterprise Resource Planning (ERP) system testing and implementation process.

10. Executive Session

The Committee did not enter into Executive Session.

11. Member Remarks and Requests

There were no Member remarks or requests.

12. Adjournment

Chair Frank declared the meeting adjourned at 10:47 a.m.

Next Meeting: August 7, 2025

Meeting minutes prepared by Theresa Glatzhofer.

Minutes were approved on August 28, 2025, by the Financial and Administrative Committee.