

Lake County Illinois

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



Meeting Minutes - Final

Thursday, June 26, 2025

8:30 AM

Assembly Room, 10th Floor or register for remote attendance at:
<https://bit.ly/3Fztov2>

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 5 - Member Clark, Chair Frank, Member Hewitt, Member Maine and Member Pedersen

Absent 2 - Vice Chair Parekh and Member Vealitzek

Other Attendees

In Person:

Anthony Vega, County Clerk's Office

Rebecca Kumar, EMA

James Klimt, Finance

Jason Coyle, Baker Tilly

Robin Grooms, County Administrator's Office

Darcy Adcock, Human Resources

Carl Kirar, Facilities and Construction Services

Jim Chamernik, Sheriff's Office

Bryan Nicholson, EMA

Kevin Quinn, Communications

Matt Meyers, County Administrator's Office

RuthAnne Hall, County Administrator's Office

Patrice Sutton, County Administrator's Office

Theresa Glatzhofer, County Board Office

Electronically:

Sandy Hart, County Board Chair

Erin Cartwright Weinstein, Circuit Court Clerk

Austin McFarlane, Public Works

Carrie Flanigan, State's Attorney's Office

Jo Gravitter, State's Attorney's Office

Shane Schneider, Division of Transportation

Michele Esser, Health Department

Chris Hoff, Health Department

Dominic Strezo, Planning, Building and Development

Matt Finstein, Purchasing

Carl Kirar, Facilities and Construction Services

Jon Nelson, Division of Transportation

Janna Philipp, County Administrator's Office

Claudia Gilhooley, 19th Judicial Circuit Court

Karl Fuchs, Facilities and Construction Services
Karen Brush, County Clerk's Office
Bernard Malkov, Sheriff's Office
Jacquelyn Quinn, State's Attorney's Office
Chris Blanding, Enterprise Information Technology
Katie Ladis, Sheriff's Office
Yvette Albarran, Purchasing
Kevin Carrier, Division of Transportation
Caitlin Everett, Human Resources
Abby Krakow, Communications
Mike Jeschke, Finance
Elizabeth Brandon, County Administrator's Office
Brea Barnes, Finance
Stephen Gray, Treasurer's Office
Michael Wheeler, Finance
Errol Lagman, Finance
Nicole Rogers, Finance
Christine Sher, Stormwater Management
Sonia Hernandez, County Administrator's Office
Stacey Krzywanos, Division of Transportation
Rafal Salabaj, Division of Transportation
Lawrence Oliver, Sheriff's Office
Krista Kennedy, Finance
Terri Kath, Enterprise Information Technology
Bob Glueckert, Chief County Assessment Officer
Kasia Kondracki, Treasurer's Office
Mick Zawislak, Daily Herald
Mike Padula, Public

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 - 8.23)

MINUTES

8.1 [25-0848](#)

Committee action approving the Financial and Administrative Committee minutes from May 29, 2025.

Attachments: [F&A 5.29.25 Final Minutes](#)

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

Aye: 5 - Member Clark, Chair Frank, Member Hewitt, Member Maine and Member Pedersen

Absent: 2 - Vice Chair Parekh and Member Vealitzek

8.2 [25-0849](#)

Committee action approving the Financial and Administrative Committee minutes from June 5, 2025.

Attachments: [F&A 6.5.25 Final Minutes](#)

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

Aye: 5 - Member Clark, Chair Frank, Member Hewitt, Member Maine and Member Pedersen

Absent: 2 - Vice Chair Parekh and Member Vealitzek

REPORTS

8.3 [25-0747](#)

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

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

As part of a single motion for the entire Consent Agenda, a motion was made by Member Clark, 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: 5 - Member Clark, Chair Frank, Member Hewitt, Member Maine and Member Pedersen

Absent: 2 - Vice Chair Parekh and Member Vealitzek

8.4 [25-0872](#)

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

Attachments: [FSG_Report_5-31-25.pdf](#)
[Lake County Investment Portfolio Summary - May 2025.pdf](#)
[FSG 5.31.24.pdf](#)

As part of a single motion for the entire Consent Agenda, a motion was made by Member Clark, 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: 5 - Member Clark, Chair Frank, Member Hewitt, Member Maine and Member Pedersen

Absent: 2 - Vice Chair Parekh and Member Vealitzek

8.5 [25-0840](#)

Finance Monthly Report - May 2025.

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

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

Aye: 5 - Member Clark, Chair Frank, Member Hewitt, Member Maine and Member Pedersen

Absent: 2 - Vice Chair Parekh and Member Vealitzek

HEALTH & COMMUNITY SERVICES

8.6 [25-0828](#)

Joint resolution approving the United States Department of Housing & Urban Development (HUD) Program Years 2025-2029 Consolidated Plan, funding recommendations for \$4,997,276, and an emergency appropriation of \$253,436 of CDBG, NSP, and HOME Program income.

Attachments: [PY2025 Funding Recommendations](#)
[2025-2029 ConPlan DRAFT.pdf](#)
[Emergency Appropriation HUD Grants Program Income](#)

As part of a single motion for the entire Consent Agenda, 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: 5 - Member Clark, Chair Frank, Member Hewitt, Member Maine and Member Pedersen

Absent: 2 - Vice Chair Parekh and Member Vealitzek

8.7 [25-0269](#)

Joint resolution approving the Lake County Affordable Housing Program (LCAHP) Program Year 2025 funding recommendations for \$625,288 and an emergency appropriation of \$5,538.

Attachments: [PY25 AHP Funding Recs](#)
 [Emergency Appropriation LCAHP Program Income](#)

As part of a single motion for the entire Consent Agenda, 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: 5 - Member Clark, Chair Frank, Member Hewitt, Member Maine and Member Pedersen

Absent: 2 - Vice Chair Parekh and Member Vealitzek

8.8 [25-0864](#)

Joint resolution approving an emergency appropriation of \$490,666 for fiscal year 2025 accepting additional funding from the United States Department of Housing and Urban Development Continuum of Care Housing Program grant.

Attachments: [Emergency Appropriation Template for FY25 May 2025 HUD](#)

As part of a single motion for the entire Consent Agenda, 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: 5 - Member Clark, Chair Frank, Member Hewitt, Member Maine and Member Pedersen

Absent: 2 - Vice Chair Parekh and Member Vealitzek

LAW & JUDICIAL

8.9 [25-0822](#)

Joint resolution authorizing the renewal of the Lake County Children's Advocacy Center's program funding awarded by the Illinois Department of Children & Family Services (DCFS) through the Children's Advocacy Centers of Illinois for State Fiscal Year (SFY) 2026, including grant funding of \$626,682.48.

Attachments: [Lake County CAC - DCFS FY26 Award Letter](#)
 [Grant Accounting Spreadsheet to FAS LCCAC DCFS FY26](#)

As part of a single motion for the entire Consent Agenda, 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: 5 - Member Clark, Chair Frank, Member Hewitt, Member Maine and Member Pedersen

Absent: 2 - Vice Chair Parekh and Member Vealitzek

8.10 [25-0830](#)

Joint resolution authorizing the renewal of the Lake County Children's Advocacy Center's Violent Crime Victim Assistance (VCVA) grant awarded by the Illinois Attorney General's Office for State Fiscal Year (SFY) 2026, including grant funding of \$81,000.

Attachments: [Lake County CAC - VCVA FY 26 Grant Award](#)
[Grant Accounting Spreadsheet to FAS - LCCAC VCVA FY26](#)

As part of a single motion for the entire Consent Agenda, 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: 5 - Member Clark, Chair Frank, Member Hewitt, Member Maine and Member Pedersen

Absent: 2 - Vice Chair Parekh and Member Vealitzek

8.11 [25-0885](#)

Ordinance establishing fees for expungement cases to be charged by the Clerk of the Circuit Court.

Attachments: [Exhibit A Chapter 35 Amendment 6-5-25 v2 Redlined](#)

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

Aye: 5 - Member Clark, Chair Frank, Member Hewitt, Member Maine and Member Pedersen

Absent: 2 - Vice Chair Parekh and Member Vealitzek

8.12 [25-0887](#)

Ordinance establishing fees for copy costs to be charged by the Clerk of the Circuit Court.

Attachments: [Exhibit A Chapter 35 Amendment 6-5-25 v2 Redlined](#)

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

Aye: 5 - Member Clark, Chair Frank, Member Hewitt, Member Maine and Member Pedersen

Absent: 2 - Vice Chair Parekh and Member Vealitzek

8.13 [25-0870](#)

Joint resolution authorizing the renewal of the State's Attorney Violent Crime Victims Assistance (VCVA) grant program awarded by the Office of the Illinois Attorney

General for state fiscal year (SFY) 2026.

Attachments: [VCVA SFY25 26-0925-Budget Summary.pdf](#)

As part of a single motion for the entire Consent Agenda, 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: 5 - Member Clark, Chair Frank, Member Hewitt, Member Maine and Member Pedersen

Absent: 2 - Vice Chair Parekh and Member Vealitzek

PUBLIC WORKS & TRANSPORTATION

8.14 [25-0865](#)

Joint resolution adopting the 2025-2030 Transportation Improvement Program as the official transportation program for the Lake County Division of Transportation.

Attachments: [25-0865 2025-2030 Presentation](#)
[25-0865 2025-2030 Preservation Map](#)
[25-0865 2025-2030 Modernization Map](#)
[25-0865 2025-2030 NonMotorized Map](#)
[25-0865 2025-2030 Expansion Map](#)
[25-0865 2025-2030 Project Programming Reports](#)

As part of a single motion for the entire Consent Agenda, 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: 5 - Member Clark, Chair Frank, Member Hewitt, Member Maine and Member Pedersen

Absent: 2 - Vice Chair Parekh and Member Vealitzek

8.15 [25-0866](#)

Joint resolution authorizing an agreement with Baxter & Woodman, Inc., of Chicago, Illinois, for Phase III professional engineering support services for improvements to the intersection of Hunt Club Road at Washington Street, at a maximum cost of \$100,418, and appropriating \$120,000 of Motor Fuel Tax funds.

Attachments: [25-0866 Hunt Club at Washington Intersection Improvements - Phase III](#)
[25-0866 Hunt Club Disclosure Form - Baxter & Woodman](#)
[25-0866 Location Map, Hunt Club Road at Washington Street](#)

As part of a single motion for the entire Consent Agenda, 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: 5 - Member Clark, Chair Frank, Member Hewitt, Member Maine and Member Pedersen

Absent: 2 - Vice Chair Parekh and Member Vealitzek

8.16 [25-0868](#)

Joint committee action item approving Change Order Number 14 with Berger Excavating Contractors, Inc., Wauconda, Illinois, consisting of an increase of \$692,881.48 for additions to the Arlington Heights Road Reconstruction construction contract.

Attachments: [25-0868 Arlington Heights Road Construction Change Order Number 14](#) .
[25-0868 Arlington Heights Road Construction Change Order 14](#)
[25-0868 Arlington Heights Berger Disclosure Form](#)
[25-0868 Location Map, Arlington Heights Road](#)

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

Aye: 5 - Member Clark, Chair Frank, Member Hewitt, Member Maine and Member Pedersen

Absent: 2 - Vice Chair Parekh and Member Vealitzek

8.17 [25-0869](#)

Joint resolution authorizing an agreement for professional engineering services with International Cybernetics Company, LP dba Infrastructure Management Services (IMS), Largo, Florida, at a maximum cost of \$166,795.40, for annual pavement testing and management services and appropriating \$200,000 of Matching Tax funds.

Attachments: [25-0869 2025 Pavement Management System IMS Field Testing Agreem](#)
[25-0869 IMS Vendor Disclosure Form](#)

As part of a single motion for the entire Consent Agenda, 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: 5 - Member Clark, Chair Frank, Member Hewitt, Member Maine and Member Pedersen

Absent: 2 - Vice Chair Parekh and Member Vealitzek

8.18 [25-0834](#)

Joint resolution authorizing a contract with Kirschhoffer Truck Service, Inc., of Zion, Illinois, for the purchase of sand, gravel, stone, and spoil removal services in an estimated amount of \$298,311.

Attachments: [25-0834 Bid Tab](#)
 [25-0834 Kirschhoffer Vendor Disclosure 25-26](#)
 [25-0834 Sand and Gravel Bid Documents](#)

As part of a single motion for the entire Consent Agenda, 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: 5 - Member Clark, Chair Frank, Member Hewitt, Member Maine and Member Pedersen

Absent: 2 - Vice Chair Parekh and Member Vealitzek

8.19 [25-0835](#)

Joint resolution authorizing the execution of a Maintenance Agreement with the Village of Deer Park for the Long Grove Road Lift Station and Sanitary Sewer Collection System.

Attachments: [25-0835 Deer Park Lake County Agreement for sewer operation and main](#)
 [25-0835 Map Deer Park Sanitary Atlas](#)

As part of a single motion for the entire Consent Agenda, 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: 5 - Member Clark, Chair Frank, Member Hewitt, Member Maine and Member Pedersen

Absent: 2 - Vice Chair Parekh and Member Vealitzek

8.20 [25-0837](#)

Joint resolution authorizing the First Amendment to the Water Tower Lease Agreement with Chicago SMSA Limited Partnership (dba Verizon Wireless), Basking Ridge, New Jersey, for the long-term placement of telecommunications equipment at the Wildwood Water Tower.

Attachments: [25-0837 First Amendment Verizon Lake County](#)
 [25-0837 Map Wildwood Water Tower](#)

As part of a single motion for the entire Consent Agenda, 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: 5 - Member Clark, Chair Frank, Member Hewitt, Member Maine and Member Pedersen

Absent: 2 - Vice Chair Parekh and Member Vealitzek

8.21 [25-0839](#)

Joint resolution authorizing execution of an engineering services agreement with CDM Smith, Inc. of Chicago, Illinois, in the amount of \$97,890 for engineering services for the Lake County Water Main and Sanitary Sewer Infrastructure Assessment project.

Attachments: [25-0389 Vendor Disclosure](#)
 [25-0839 CDM Smith Agreement for 2025 Pipe Assess](#)

As part of a single motion for the entire Consent Agenda, 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: 5 - Member Clark, Chair Frank, Member Hewitt, Member Maine and Member Pedersen

Absent: 2 - Vice Chair Parekh and Member Vealitzek

8.22 [25-0838](#)

Joint committee action approving Change Orders Number One, Two, Three, Four, and Five for the Highland Lake Water System Project (Phase-2 New Water Supply Well Drilling and Testing) with Municipal Well and Pump resulting in a cost increase from \$520,059 to \$691,292.

Attachments: [25-0838 Municipal Well Change Orders](#)
 [25-0838 Municipal Well Vendor Disclosure](#)
 [25-0838 Location Map](#)

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

Aye: 5 - Member Clark, Chair Frank, Member Hewitt, Member Maine and Member Pedersen

Absent: 2 - Vice Chair Parekh and Member Vealitzek

PLANNING, BUILDING, ZONING & ENVIRONMENT

8.23 [25-0876](#)

Joint resolution approving a contract with Living Habitats, LLC, Chicago, Illinois, for Professional Landscape Master Plan Design Services for Lake County in the amount of \$119,630 and authorizing a line-item transfer between General Operating Expense and the County Administrator's Office.

Attachments: [SOI 25191 VDS](#)
 [Summary ScoreMatrix](#)
 [LIT Landscape Master Plan](#)
 [2025-06-13 SOI#25191 Professional Landscape Master Plan Design Servi](#)

As part of a single motion for the entire Consent Agenda, 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: 5 - Member Clark, Chair Frank, Member Hewitt, Member Maine and Member Pedersen

Absent: 2 - Vice Chair Parekh and Member Vealitzek

REGULAR AGENDA

FINANCIAL & ADMINISTRATIVE

County Clerk's Office

8.24 25-0831

Resolution authorizing the execution of a contract with Runbeck Election Services, of Phoenix, Arizona, for Permanent Vote by Mail Notices and Audit Letter Mailings, in the annual amount of \$66,000.

Attachments: [25209 Bid Documents](#)
 [25209 Bid Tab](#)
 [25209 Vendor Disclosure 2025 Redacted](#)

Anthony Vega, County Clerk, explained that this item is a contract for two statutorily required mailings for the Clerk's office: one for permanent vote by mail notices and one for audit letters. 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: 5 - Member Clark, Chair Frank, Member Hewitt, Member Maine and Member Pedersen

Absent: 2 - Vice Chair Parekh and Member Vealitzek

Finance

8.25 25-0809

Presentation of the Fiscal Year (FY) 2024 Annual Comprehensive Financial Report (ACFR) and County-wide audit by Baker Tilly US, LLP.

Attachments: [Lake County - Comprehensive Annual Report 2024 - Final-2.pdf](#)

James Klimt, Controller, Finance Department, and Jason Coyle, Baker Tilly, provided a presentation regarding the Fiscal Year 2024 Annual Comprehensive Financial Report and County-wide audit. Discussion ensued.

8.26 25-0075

Director's Report - Finance.

Patrice Sutton, Interim Chief Financial Officer and County Administrator, provided a presentation regarding state-shared revenues and Lake County staff salaries for Fiscal Years 2024 and 2025. Discussion ensued.

Human Resources

8.27 [25-0878](#)

Committee action authorizing the reclassification of Emergency Management Agency position 33058- Communications Technician (Grade 5-Hourly) to a Radio Coordinator (Grade 9- Salary).

Attachments: [Radio Reclass Recommendation](#)
 [Radio Reclass Request](#)

Darcy Adcock, Human Resources Director, provided background regarding a request to reclassify the vacant Emergency Management Agency Communications Technician position to a Radio Coordinator position. Patrice Sutton, County Administrator, provided additional context for the request.

A motion was made by Member Hewitt, seconded by Member Pedersen, that this committee action item be approved. The motion carried by the following voice vote:

Aye: 5 - Member Clark, Chair Frank, Member Hewitt, Member Maine and Member Pedersen

Absent: 2 - Vice Chair Parekh and Member Vealitzek

County Administration

8.28 [25-0894](#)

Resolution amending the annual compensation for the Lake County Sheriff based on state law change.

Matt Meyers, Deputy County Administrator, provided background regarding the need to amend the annual compensation for the Lake County Sheriff, based on state law change. Discussion ensued.

A motion was made by Member Clark, 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: 5 - Member Clark, Chair Frank, Member Hewitt, Member Maine and Member Pedersen

Absent: 2 - Vice Chair Parekh and Member Vealitzek

9. County Administrator's Report

Patrice Sutton, County Administrator, explained that due to a recently settled union contract for the Circuit Court Clerk's Office, which gave the department's union employees salary increases, some non-union staff in the Circuit Court Clerk's Office have also received salary increases. County Administrator Sutton also reported that, due to an appeal from the State's Attorney's Office of the recent County-wide compensation study,

*grade changes have been made for some positions in the State's Attorney's Office.
Discussion ensued.*

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 9:26 a.m.

Next Meeting: July 31, 2025

Meeting minutes prepared by Theresa Glatzhofer.

Minutes were approved on July 31, 2025, by the Financial and Administrative Committee.