

Lake County Illinois

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



Meeting Minutes - Final

Thursday, May 30, 2024

8:30 AM

Assembly Room, 10th Floor or register for remote attendance at:
<https://bit.ly/3wSE2IF>

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, Member Danforth, Chair Frank, Member Kyle, Member Parekh, Member Pedersen and Vice Chair Vealitzek

Other Attendees

In Person:

Sandy Hart, Board Chair

Mary Ross Cunningham, Board Vice Chair

Carissa Casbon, Board Member

J. Kevin Hunter, Board Member

Joy Gossman, Public Defender

Holly Kim, Treasurer

Patrice Sutton, County Administrator's Office

Matt Meyers, County Administrator's Office

Don Hansen, Village of Mundelein

Brandy Schroff, Village of Round Lake

Chuck Smith, Countryside Fire Protection District

Greg Formica, Round Lake Fire Protection District

Bill Lark, Mundelein Fire Department

Aaron Rendon, IBEW Local 150

Jim Hawkins, County Administrator's Office

Jason Seeley, Mundelein Police Department

David Pry, Round Lake

Robert Johnson, Lake Zurich Police Department

Keith Grant, Public Defender

Lazaro Perez, North Chicago Police

Melissa Gallagher, Finance

Stephen Gray, Treasurer

Brian Gosnell, Village of Gurnee

John Kavanagh, Gurnee Fire Department

Pat Muetz, Village of Gurnee

Carl Kirar, Facilities and Construction Services

Chris Blanding, Enterprise Information Technology

Jennny Brennan, Communications

Kristy Cechini, County Board Office

Robin Grooms, County Administrator's Office

Electronically:

Marah Altenberg, Board Member
Diane Hewitt, Board Member
Sara Knizhnik, Board Member
Gina Roberts, Board Member
Anthony Vega, County Clerk's Office
Theresa Glatzhofer, County Board Office
Jolanda Dinkins, County Board Office
Austin McFarlane, Public Works
Bailey Wyatt, Communications
Shane Schneider, Division of Transportation
Sharon Osterby, Stormwater Management
Kevin Quinn, Communications
RuthAnne Hall, County Administrator's Office
Elizabeth Brandon, County Administrator's Office
Mary Crain, Division of Transportation
Claudia Gilhooley, 19th Judicial Circuit Court
Melanie Nelson, State's Attorney's Office
Heidie Hernandez, Enterprise Information Technology
Brandy Schroff, Village of Round Lake
Jon Nelson, Division of Transportation
ShaTin Gibbs, Finance
Nick Principali, Finance
Jim Chamernik, Sheriff's Office
Chloe Hilles, Chicago Tribune
Ruby Bahena, Finance
Stephen Carlson, Public
Steven Winnecke, Lake County ETSB
Bernard Malkov, Sheriff's Office
Robin Grooms, County Administrator's Office
Yvette Albarran, Purchasing
Abby Krakow, Communications
Nicholas Kalfas, Sheriff's Office
Patrick Kreis, Vernon Hills Police
Sonia Hernandez, County Administrator's Office
Tiffany Becker, Facilities and Construction Services
Errol Lagman, Finance
Terri Kath, Enterprise Information Technology
Kurt Woolford, Stormwater Management
Yvonne Mendoza, Finance
Erik Karlson, Enterprise Information Technology
Ashley Rack, Sheriff's Office
Nicole Rogers, Finance

Krista Kennedy, Finance
JazMine' Evans, Finance
Karen Fox, State's Attorney's Office
Anna Guthman, Treasurer's Office
Michael Wheeler, Finance
Erika Osinski, Human Resources
Katie Ladis, Sheriff's Office
Brea Barnes, Finance
Jerial Jordan-Woods, Finance
Maria Castellanos, Finance
Caitlin Everett, Human Resources
Adam Krueger, Finance
Vernesha Lawrence, Finance
Em ZP, Public
Kayla Bonn, Human Resources
Kasia Kondracki, Treasurer's Office
Mike Klemens, Division of Transportation

4. Addenda to the Agenda

There were no additions or amendments to the agenda.

5. Public Comment

There was no public comment on items not on the agenda.

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 - 8.5)

MINUTES

8.1 [24-0657](#)

Committee action approving the Financial and Administrative Committee minutes from May 2, 2024.

Attachments: [F&A 5.2.24 Final Minutes](#)

As part of a single motion for the entire Consent Agenda, 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

8.2 [24-0658](#)

Committee action approving the Financial and Administrative Committee minutes from May 9, 2024.

Attachments: [F&A 5.9.24 Final Minutes](#)

As part of a single motion for the entire Consent Agenda, 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

8.3 [24-0666](#)

Cash & Investment Report from Holly Kim, Treasurer, for the month of April 2024.

Attachments: [FSG April 2024](#)
[Lake County - April 2024 Summary Report](#)
[Cash & Investment 2023](#)

As part of a single motion for the entire Consent Agenda, 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

PUBLIC WORKS & TRANSPORTATION

Item 8.4 was moved from the Consent Agenda to the Regular Agenda.

8.5 [24-0671](#)

Joint resolution authorizing execution of a contract with William T. Connelly Inc., dba Connelly Electric Co., Addison, Illinois, in the amount of \$72,000 for an electrical upgrade at the Lake County Public Works (LCPW) Rollins Lift Station.

Attachments: [24-0671 Rollins Lift Station Connelly Electric Bid Tab](#)
[24-0671 Rollins Lift Station Connelly Electric Front End Bid Docs](#)
[24-0671 Rollins Lift Station Connelly Electric Map](#)
[24-0671 Rollins Lift Station Connelly Electric Vendor Disclosure Statement](#)

As part of a single motion for the entire Consent Agenda, 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

8.4 24-0670

Joint resolution authorizing a contract with Muscat Co., Dundee, Illinois, for fire hydrant preparation and painting at various locations within Lake County Public Works operating systems in the estimated annual amount of \$60,950, with renewal options.

Attachments: [24-0670 Hydrant Painting Bid Final](#)
[24-0670 Hydrant Painting Bid Tab FINAL](#)
[24-0670 Hydrant Painting Muscat Vendor Disclosure Form](#)

Item 8.4 was removed from consent agenda due to the item being postponed in the May 29, 2024 Public Works and Transportation Committee Meeting.

A motion was made by Member Clark, seconded by Member Kyle, that this resolution be postponed to the June 6, 2024 Financial and Administrative Committee Meeting. 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

8.6 24-0677

Joint resolution authorizing an agreement with Axon Enterprise, Inc., Scottsdale, Arizona for a cloud-based digital evidence storage solution for the Public Defender's Office in the amount of \$66,527.74 and authorizing an emergency appropriation in the amount of \$84,197.08 in the Supreme Court Public Defender Fund.

Attachments: [Quote](#)
[Lake County-Vendor Disclosure Statement](#)

Joy Gossman, Public Defender, and Keith Grant, Attorney Supervisor, provided a summary of the agreement for a cloud-based digital evidence storage solution for the Public Defender's Office. Discussion ensued.

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

8.7 24-0713

Joint resolution authorizing the adoption and execution of an Intergovernmental Agreement (IGA) Establishing Lake Consolidated Emergency Communications (LakeComm).

Attachments: [LakeComm IGA\(05.16.24.Final\)](#)
[8.4-911_IGAs\(Final-05.28.24\)](#)

Items 8.7 and 8.8 were voted on and discussed together.

Patrice Sutton, County Administrator, provided an overview of the Intergovernmental Agreement for establishing Lake Consolidated Emergency Communications and the Joint Emergency Telephone System Board of Lake County. Discussion ensued.

*Public comment was made by:
Greg Formica*

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

8.8 [24-0714](#)

Joint resolution authorizing the adoption and execution of an Intergovernmental Agreement (IGA) Establishing the Joint Emergency Telephone System Board of Lake County, Illinois.

Attachments: [JETSB of Lake County IGA](#)

Items 8.7 and 8.8 were voted on and discussed together. See consolidated notes under item 8.7.

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

PUBLIC WORKS & TRANSPORTATION

8.9 [24-0661](#)

Joint resolution authorizing a contract with Superior Road Striping, Inc., Bartlett, Illinois, in the amount of \$833,443.04 for the removal and replacement of pavement markings, and the removal and replacement of pavement markers on various County highways, which will be improved under the Illinois Highway Code for a total of 127 centerline miles and appropriating \$1,000,000 of Motor Fuel Tax funds.

Attachments: [24-0661 Bid Tabulation, 2024 Pavement Marking and Markers Replacem](#)
[24-0661 Vendor Disclosure, Superior](#)

Shane Schneider, Division of Transportation Director, provided a summary of the removal and replacement of pavement markings on various County highways.

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

PLANNING, BUILDING, ZONING & ENVIRONMENT

8.10 [24-0489](#)

Joint resolution authorizing an emergency appropriation in the amount of \$1,704,897.25 for the Sylvan Lake Dam Modification Project by the Stormwater Management Commission (SMC) funded by the Federal Emergency Management Agency (FEMA) Legislative Pre-Disaster Mitigation program through the Illinois Emergency Management Agency (IEMA) and the Fremont Township Highway Department.

Attachments: [SLD IGA Signed](#)

Sharon Osterby, Water Resources Professional, provided a summary of the emergency appropriation for the Sylvan Lake Dam Modification Project. 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

FINANCIAL & ADMINISTRATIVE

Treasurer's Office

8.11 [24-0689](#)

Treasurer's Office Annual Update.

Attachments: [Treasurer overview for FY23 FINAL](#)

Holly Kim, Treasurer, and Stephen Gray, Chief Deputy Treasurer, presented the Treasurer's Office annual update. Discussion ensued.

Member Danforth left the meeting at 9:03 a.m. and returned at 9:05 a.m.

Facilities and Construction Services

8.12 [24-0667](#)

Resolution authorizing Lake County to enter into an agreement for temporary employee services with Actalent, Hanover, Maryland for professional Architecture/Engineering positions in the estimated amount of \$190,000 annually to manage engineering and design projects.

Attachments: [Vendor Disclosure Statement - Actalent](#)
[Facilities and Construction Lake County Rate Proposal](#)
[Lake County Amendment 2 to Agreement 20108](#)

Carl Kirar, Facilities and Construction Services Director, provided a summary of the

agreement to hire temporary employee services for architecture and engineering positions.

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

8.13 [24-0678](#)

Discussion on Fiscal Year (FY) 2025 Facilities Capital Improvement Plan (CIP) Priorities.

Attachments: [FY2025 CIP Presentation F A Committee 30MAY24](#)
[Facilities CIP Project Downloads](#)

Carl Kirar, Facilities and Construction Services Director, presented the Fiscal Year 2025 Facilities Capital Improvement Plan priorities. Discussion ensued.

8.17 [24-0723](#)

Resolution directing the County Administrator to develop a Lease Agreement with Lake Consolidated Emergency Communications (LakeComm) for 15,324 square feet of dedicated space in the Regional Operations and Communications (ROC) Facility on the County's Libertyville Campus for LakeComm and Joint Emergency Telephone System Board operations.

Attachments: [Diagram of Leased Space](#)

Item 8.17 was discussed after item 8.13 due to time constraints of attendees.

Patrice Sutton, County Administrator, explained the resolution defines the dedicated space for LakeComm within the Regional Operations and Communications (ROC) Facility. Discussion ensued.

A motion was made by Vice Chair Vealitzek, 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

Finance

8.14 [24-0675](#)

Resolution approving updates to the Travel and Business Expense Reimbursement Policy.

Attachments: [10.9 Travel and Business Expense Reimbursement Policy - CLEAN 5.30.2](#)
[10.9 Travel and Business Expense Reimbursement Policy - REDLINED 5.:](#)

Melissa Gallagher, Interim Chief Financial Officer, provided a summary of the updates to

the Travel and Business Expense Reimbursement Policy. Discussion ensued.

A motion was made by Member Danforth, seconded by Member Clark, that this resolution be postponed until the June 27, 2024 Financial and Administrative Committee Meeting. 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 [24-0530](#)

Director's Report - Finance.

Melissa Gallagher, Interim Chief Financial Officer, stated the auditors, Baker and Tilly, will be at the June 27, 2024 Financial and Administrative Services Committee meeting to present the audit for the County.

County Administration

8.16 [24-0705](#)

Presentation and discussion regarding a grant application for a proposed new bike path project at 500 W. Winchester Road in collaboration with the Village of Libertyville.

Attachments: [Libertyville Bike Path - ITEP Concept](#)

Robin Grooms, Sustainability Programs Manager, presented on the grant application for the proposed new bike path, partnering with the Village of Libertyville. Discussion ensued. Committee provided consensus to move forward with the grant application process.

Item 8.17 was moved to after item 8.13.

8.18 [24-0690](#)

County Administrator's Office Annual Update.

Attachments: [Annual Update - CAO 2024](#)

The County Administrator's Office Annual Update was postponed to the June 6, 2024 Financial and Administrative Committee meeting.

9. County Administrator's Report

There was no County Administrator's Report.

10. Executive Session

A motion was made by Member Clark, seconded by Member Danforth, that the Committee enter into executive session. The motion carried by the following roll call vote:

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

Executive Session

A motion was made by Member Clark, seconded by Member Danforth, that the motion for the Committee to enter into executive session be amended to include reviewing the minutes from the May 2, 2024 executive session. 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

10.1 [24-0009](#)

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

10.1 [24-0715](#)

A

Committee Action authorizing the reclassification of position 35050 from S4 to S5 and an associated salary increase of \$1 per hour.

A motion was made by Member Parekh, seconded by Vice Chair Vealitzek, that this committee action item 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

10.2 [24-0455](#)

Executive session pursuant to 5 ILCS 120/2(c)(8) to discuss security procedures and the use of personnel and equipment to respond to an actual, threatened, or a reasonably potential danger to the safety of employees, staff, the public, or public property.

10.2 [24-0686](#)

A

Resolution authorizing a contract with CDW-G of Vernon Hills, Illinois, in the amount of \$2,185,403 for security software and support for three years.

Attachments: [24-0686 QUO1 Redacted](#)
[24-0686 QUO2 Redacted](#)
[24-0686 QUO3 Redacted](#)
[24-0686 VDS Redacted](#)
[24-0686 SOW 1 - Redacted](#)
[24-0686 SOW 2 - Redacted](#)

A motion was made by Member Clark, seconded by Member Danforth, 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

10.3 [24-0012](#)

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

10.3 [24-0683](#)

A

Committee action approving the Financial and Administrative Committee Executive Session minutes from May 2, 2024.

A motion was made by Member Pedersen, seconded by Member Parekh, 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

10.3 [24-0680](#)

B

Committee action approving the Financial and Administrative Committee Executive Session minutes from May 9, 2024.

A motion was made by Member Pedersen, seconded by Member Parekh, 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

11. Member Remarks and Requests

There were no remarks or requests from Members.

12. Adjournment

Chair Frank declared the meeting adjourned at 10:49 a.m.

Next Meeting: June 6, 2024

Minutes prepared by Kristy Cechini.