

Lake County Illinois

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



Meeting Minutes - Final

Thursday, November 2, 2023

8:30 AM

**Assembly Room, 10th Floor or register for remote attendance at:
<https://bit.ly/495fPx6>**

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

Vice Chair Vealitzek called the meeting to order at 8:32 a.m.

2. Pledge of Allegiance

Vice Chair Vealitzek led the Pledge of Allegiance.

3. Roll Call of Members

Present 5 - Member Clark, Member Danforth, Member Kyle, Member Parekh and Vice Chair Vealitzek

Absent 2 - Chair Frank and Member Pedersen

** Electronic Attendance: Member Parekh*

Other Attendees:

In Person:

Anthony Vega, County Clerk

Carissa Casbon, Board Member

Carl Kirar, Facilities and Construction Services

Cindy Prui-Haran, County Clerk's Office

Darcy Adcock, Human Resources

Erica Osinski, Human Resources

Gary Gibson, County Administrator's Office

Jim Hawkins, County Administrator's Office

John Light, Human Resources

Karen Fox, State's Attorney's Office

Kevin Quinn, Communications

Kristy Cechini, County Board Office

Matt Meyers, Assistant County Administrator

Melissa Gallagher, Finance

Patrice Sutton, Finance

Tammy Chatman, Communications

Electronically:

Abby Krakow, Communications

Adam Krueger, Finance

Alex Carr, Communications

Anna Guthman, Treasurer's Office

Arnold Donato, Stormwater Management

Bailey Miller, Communications

Brea Barnes, Finance

Cassandra Hiller, County Administrator's Office

Chris Blanding, Enterprise Information Technology

Claudia Gilhooley, 19th Judicial Circuit Court

Damon Coleman, Planning, Building, and Development
Erik Karlson, Enterprise Information Technology
Erika Osinski, Human Resources
Errol Lagman, Finance
Heidie Hernandez, Enterprise Information Technology
Holly Kim, Treasurer's Office
Jim Chamernik, Sheriff's Office
Janna Philipp, County Administrator's Office
Joel Sensenig, Public Works
Jon Nelson, Division of Transportation
Karen Brush, County Clerk's Office
Kasia Kondracki, Treasurer's Office
Krista Kennedy, Finance
Kristin Dahnert, Public
Kurt Woolford, Stormwater Management
Marah Altenberg, Board Member
Mary Crain, Division of Transportation
Mary Ross Cunningham, County Board Vice Chair
Melanie Nelson, State's Attorney's Office
Michael Maslana, Enterprise Information Technology
Michael Wheeler, Finance
Nicole Rogers, Finance
Paras Parekh, Board Member
Ruby Acosta, Finance
RuthAnne Hall, Purchasing
Shane Schneider, Division of Transportation
ShaTin Gibbs, Finance
Stacy Davis-Wynn, Purchasing
Steven Winnecke, ETSB
Terri Kath, Enterprise Information Technology
Theresa Glatzhofer, County Board Office
Tiffany Becker, Facilities and Construction Services
Vernesha Lawrence, Finance
Yvette Albarran, Purchasing

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 **23-1572**

Committee action approving the Financial and Administrative minutes from September 28, 2023.

Attachments: [F&A 9.28.23 Final Minutes](#)

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

Aye: 5 - Member Clark, Member Danforth, Member Kyle, Member Parekh and Vice Chair Vealitzek

Absent: 2 - Chair Frank and Member Pedersen

8.2 **23-1573**

Committee action approving the Financial and Administrative minutes from October 5, 2023.

Attachments: [F&A 10.5.23 Final Minutes](#)

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

Aye: 5 - Member Clark, Member Danforth, Member Kyle, Member Parekh and Vice Chair Vealitzek

Absent: 2 - Chair Frank and Member Pedersen

REPORTS

8.3 **23-1539**

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

Attachments: [September 2023](#)

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

Aye: 5 - Member Clark, Member Danforth, Member Kyle, Member Parekh and Vice Chair Vealitzek

Absent: 2 - Chair Frank and Member Pedersen

PUBLIC WORKS & TRANSPORTATION

8.4 [23-1548](#)

Joint committee action item approving Change Order Number Three consisting of an increase of \$10,372.70 for additions to the Cedar Lake Road 2022 Culvert Replacements construction contract.

Attachments: [23-1548 Summary, Cedar Lake Culverts Change Order Number Three](#)
[23-1548 Copenhaver Construction Change Order Number Three](#)
[23-1548 Vendor Disclosure, Copenhaver](#)
[23-1548 Location Map, Cedar Lake Road \(Culvert Replacements\)](#)

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

Aye: 5 - Member Clark, Member Danforth, Member Kyle, Member Parekh and Vice Chair Vealitzek

Absent: 2 - Chair Frank and Member Pedersen

8.5 [23-1550](#)

Joint resolution authorizing an agreement with Parsons Transportation Group, Inc., Chicago, Illinois, for providing professional engineering services to develop a Feasibility Study for bridge repairs for the Dilley's Road Bridge over Mill Creek, at a maximum cost of \$76,214 and appropriating \$92,000 of County Bridge Tax funds.

Attachments: [23-1550 Consultant Agreement, Dilley's Rd Bridge at Mill Cr Study](#)
[23-1550 Vendor Disclosure form, Parsons](#)
[23-1550 Location Map, Dilley's Rd bridge](#)

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: 5 - Member Clark, Member Danforth, Member Kyle, Member Parekh and Vice Chair Vealitzek

Absent: 2 - Chair Frank and Member Pedersen

8.6 [23-1552](#)

Joint resolution appropriating a supplemental amount of \$20,000 of Motor Fuel Tax funds for right-of-way costs associated with the intersection improvements to Stearns School Road and US Route 41.

Attachments: [23-1552 Location Map, Stearns School and US 41](#)

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: 5 - Member Clark, Member Danforth, Member Kyle, Member Parekh and Vice Chair Vealitzek

Absent: 2 - Chair Frank and Member Pedersen

8.7 [23-1561](#)

Joint resolution authorizing a contract with Buckeye Power Sales Co., Inc of Romeoville, Illinois in the amount of \$383,876 for Generator Replacement and installation Services for various Lake County Public Works Sanitary Lift Stations.

Attachments: [23-1561 BPS Generator Replacement Disclosure](#)
[23-1561 Buckeye Power Sales Quotes- LCPW Standby Generators](#)

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: 5 - Member Clark, Member Danforth, Member Kyle, Member Parekh and Vice Chair Vealitzek

Absent: 2 - Chair Frank and Member Pedersen

8.8 [23-1551](#)

Joint resolution authorizing an agreement with Christopher B. Burke Engineering, Rosemont, Illinois, for Phase II design engineering services for the resurfacing of Old McHenry Road from Quentin Road to Cuba Road at a maximum cost of \$628,478 and appropriating \$755,000 of County Option Motor Fuel Tax funds.

Attachments: [23-1551 Consultant Agreement, Old McHenry Road Resurfacing](#)
[23-1551 Vendor Disclosure, CBBEL](#)
[23-1551 Location Map, Old McHenry Road Resurfacing](#)

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: 5 - Member Clark, Member Danforth, Member Kyle, Member Parekh and Vice Chair Vealitzek

Absent: 2 - Chair Frank and Member Pedersen

8.9 [23-1553](#)

Joint resolution appropriating \$250,000 of ¼% Sales Tax for Transportation funds for the acquisition of real property and demolition of the associated structure necessary for the reconstruction of Lewis Avenue, from Illinois Route 137 to Belvidere Road.

Attachments: [23-1553 Location Map, Lewis Ave at Martin Luther King Jr Dr](#)

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: 5 - Member Clark, Member Danforth, Member Kyle, Member Parekh and Vice Chair Vealitzek

Absent: 2 - Chair Frank and Member Pedersen

8.10 [23-1554](#)

Joint resolution authorizing an agreement with Gewalt Hamilton Associates, Inc., Vernon Hills, Illinois, for Phase II design engineering services for the Grass Lake Road Safety Improvement, from State Park Road to Illinois Route 59, at a maximum cost of \$219,713, and appropriating \$265,000 of Motor Fuel Tax funds.

Attachments: [23-1554 Consultant Agreement, Grass Lake Rd Safety Improvement](#)
[23-1554 Vendor Disclosure, GHA](#)
[23-1554 Location Map, Grass Lake Road Safety Improvement](#)

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: 5 - Member Clark, Member Danforth, Member Kyle, Member Parekh and Vice Chair Vealitzek

Absent: 2 - Chair Frank and Member Pedersen

8.11 [23-1555](#)

Joint resolution appropriating a supplemental amount of \$95,000 of ¼% Sales Tax for Transportation funds and approving Change Order Number Three in the amount of \$199,905 for additional Phase I professional engineering services for the realignment of Cedar Lake Road, from Nippersink Road to Hart Road, in the Village of Round Lake, Illinois.

Attachments: [23-1555 CMT Change Order Number Three and Supplemental Appropria](#)
[23-1555 Vendor Disclosure, CMT](#)
[23-1555 Location Map, Cedar Lake Road Realignment](#)

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: 5 - Member Clark, Member Danforth, Member Kyle, Member Parekh and Vice Chair Vealitzek

Absent: 2 - Chair Frank and Member Pedersen

8.12 [23-1556](#)

Joint resolution authorizing an agreement with Crawford, Murphy & Tilly, Inc., Aurora, Illinois, for Phase II professional engineering services for the realignment of Cedar Lake Road, from Nippersink Road to Hart Road, at a maximum cost of \$5,417,554 and appropriating \$6,500,000 of ¼% Sales Tax for Transportation funds.

Attachments: [23-1556 Consultant Agreement, Cedar Lake Road Realignment Phase II](#)
[23-1556 Vendor Disclosure, CMT](#)
[23-1556 Location Map, Cedar Lake Road Realignment](#)

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: 5 - Member Clark, Member Danforth, Member Kyle, Member Parekh and Vice Chair Vealitzek

Absent: 2 - Chair Frank and Member Pedersen

REGULAR AGENDA

PUBLIC WORKS & TRANSPORTATION

13 [23-1369](#)

Joint resolution adopting the proposed 2024-2028 Capital Improvement Program for the Lake County Department of Public Works.

Attachments: [23-1369 2024-2028 LCPW CIP presentation final v3](#)

Joel Sensing, Public Works Assistant Director, reported on the Capital Improvement program for Public Works.

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: 5 - Member Clark, Member Danforth, Member Kyle, Member Parekh and Vice Chair Vealitzek

Absent: 2 - Chair Frank and Member Pedersen

14 [23-1562](#)

Joint committee action approving Change Order #1 for the Des Plaines River Water Reclamation Facility (WRF) dry bulk storage tank repair services and annual maintenance contract with Tecorp Inc of Joliet, Illinois resulting in a net cost reduction of \$93,000 from \$842,862 to \$749,862.

Attachments: [23-1562 Tecorp Change Order Committee Action Memo for Dry Bulk Storage](#)
[23-1562 Tecorp Lake County NOA](#)
[23-1562 Tecorp Vendor Disclosure Form](#)

Joel Sensing, Public Works Assistant Director, reported on the change order for the Des Plaines River Water Reclamation Facility.

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

Aye: 5 - Member Clark, Member Danforth, Member Kyle, Member Parekh and Vice Chair Vealitzek

Absent: 2 - Chair Frank and Member Pedersen

15 [23-1582](#)

Joint resolution appropriating \$15,000,000 of Motor Fuel Tax funds made available through the REBUILD Illinois Transportation Bond Funds, \$3,100,000 of County Bridge Tax funds, and \$8,300,000 of Matching Tax funds for the improvement of Arlington Heights Road from Lake Cook Road to 500 feet north of Illinois Route 83, which will be improved under the Illinois Highway Code for a total of 1.9 miles.

Attachments: [23-1582 Location Map, Arlington Heights Road](#)

Shane Schneider, Division of Transportation Director, reported on the improvements for 1.9 miles on Arlington Heights Road.

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: 5 - Member Clark, Member Danforth, Member Kyle, Member Parekh and Vice Chair Vealitzek

Absent: 2 - Chair Frank and Member Pedersen

FINANCIAL & ADMINISTRATIVE

Facilities and Construction Services

16 [23-1547](#)

Joint resolution ratifying an agreement with Xybix Systems, Inc. Littleton, Colorado for the purchase of dispatch consoles and installation services in the amount of \$868,270.74 to support the Regional Operations Communications (ROC) Facility.

Attachments: [Action Item Consolidated PSAP Xybix Dispatch Console Purchase](#)
[Lake County Regional 911 Backup Center 0027369 R3 QUOTE 32291C](#)
[Lake County Regional 911 PSAP Consolidation 0026249 R6 QUOTE 319](#)
[vendor disclosure statement v6 FINAL \(002\) \(1\)](#)

Carl Kirar, Facilities and Construction Services Director, reported on the agreement to purchase dispatch consoles and installation services for the Regional Operations and Communications (ROC) Facility.

A motion was made by Member Danforth, 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: 5 - Member Clark, Member Danforth, Member Kyle, Member Parekh and Vice Chair Vealitzek

Absent: 2 - Chair Frank and Member Pedersen

17 [23-1546](#)

Resolution authorizing execution of a contract with Mark 1 Landscape, Bartlett, Illinois in the estimated annual amount of \$110,685 for Snow Plowing and Snow Removal Services for Various Lake County Locations for a one-year period with the option for four additional one-year renewal options.

Attachments: [23145 Bid Tabulation](#)
[23145 Bid Document Final](#)
[Vendor Disclosure Form](#)

Carl Kirar, Facilities and Construction Services Director, reported on the snow removal contract for various Lake County facilities. Discussion ensued.

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: 5 - Member Clark, Member Danforth, Member Kyle, Member Parekh and Vice Chair Vealitzek

Absent: 2 - Chair Frank and Member Pedersen

18 [23-1545](#)

Director's Report - Facilities and Construction Services.

Attachments: [FY2024 FCS Procurement Strategy](#)
[FY2023 Q3 JOC Report](#)
[FY23 JOC 3rd Quarter Summary Report_06OCT23](#)

Carl Kirar, Facilities and Construction Services Director, presented on the Fiscal Year (FY) 2024 Procurement Strategy and provided an update of the third quarter for FY 2023 of the Job Order Contract. Discussion ensued.

Human Resources

19 [23-1622](#)

Discussion and guidance on proposed changes to the Paid Parental Leave Policy.

John Light, Human Resources Director, and Darcy Adcock, Human Resources Assistant Director, presented on the Paid Parental Leave. The Committee gave consensus to add flexibility to take the Paid Parental Leave within six months, not the day of birth.

20 [23-1647](#)

Presentation and discussion on the Paid Leave for All Workers Act.

John Light, Human Resources Director, introduced Darcy Adcock, Human Resources Assistant Director, who presented on the Paid Leave for All Workers Act. Discussion ensued.

21 [23-0096](#)

Director's Report - Human Resources.

There was no Human Resources Director's report.

Enterprise Information Technologies

22 [23-1600](#)

Resolution approving a contract with Heartland Business Systems, LLC (HBS) of Lisle, Illinois, for professional services to install and convert the Lake County Sheriff's Office's (LCSO) and Jail phone system to Mitel with hardware and one-year of licenses for an estimated \$305,793.

Attachments: [Heartland LCSO to Mitel \\$305,792.60 - QUO v23.10.06 \(1\)](#)

[Heartland LCSO to Mitel \\$305,792.60 - VDS](#)

Chris Blanding, Chief Information Officer, reported on the contract to convert the Sheriff's Office and Jail to the Mitel phone system.

A motion was made by Member Danforth, 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: 5 - Member Clark, Member Danforth, Member Kyle, Member Parekh and Vice Chair Vealitzek

Absent: 2 - Chair Frank and Member Pedersen

23 [23-0097](#)

Director's Report - Enterprise Information Technology.

There was no Enterprise Information Technologies Director's report.

Finance

24 [23-0098](#)

Director's Report - Finance.

There was no Finance Director's report.

County Administration

25 [23-1574](#)

Resolution authorizing an emergency appropriation of revenue in the amount of \$7,500,000 as a result of unbudgeted settlement funds and the same amount in expense for an undesignated purpose.

Attachments: [Settlement Appropriation.pdf](#)

Jim Hawkins, Deputy County Administrator, reported on unbudgeted settlement funds. Discussion ensued.

Patrice Sutton, Chief Financial Officer, provided an overview of the settlement. Discussion ensued.

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: 5 - Member Clark, Member Danforth, Member Kyle, Member Parekh and Vice Chair Vealitzek

Absent: 2 - Chair Frank and Member Pedersen

26 [23-1646](#)

Discussion and guidance on free menstrual products in County restrooms.

Jim Hawkins, Deputy County Administrator, asked for Committee consensus to move forward on free menstrual products in County restrooms. Discussion ensued.

Matt Meyers, Assistant County Administrator, provided an overview of the bill that did not pass in regards to free menstrual products in public restrooms. Discussion ensued in regards to the dispensers in the County restrooms. The Committee consensus was to move forward with free menstrual products in all woman and unisex restrooms.

Member Parekh left the meeting at 9:50 a.m.

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 go into executive session. The motion carried by the following voice vote:

Aye: 5 - Member Clark, Member Danforth, Member Kyle, Member Parekh and Vice Chair Vealitzek

Absent: 2 - Chair Frank and Member Pedersen

10.1 [23-0100](#)

Executive Session to discuss pending litigation pursuant to 5 ILCS 120/2 (c)(11).

10.2 [23-0069](#)

Executive Session to discuss collective bargaining pursuant to 5 ILCS 120/2 (c)(2).

10.3 [23-0075](#)

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

10.4 [23-0072](#)

Executive Session to discuss claims, loss or risk management information, records, data, advice, or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool pursuant to 5 ILCS 120/2 (c)(12).

10.5 [23-0101](#)

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

10.5 [23-1608](#)

A

Committee action approving the Financial and Administrative Executive Session minutes from September 28, 2023.

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

Aye: 4 - Member Clark, Member Danforth, Member Kyle and Vice Chair Vealitzek

Absent: 2 - Chair Frank and Member Pedersen

Not Present: 1 - Member Parekh

10.5 [23-1607](#)

B

Committee action regarding periodic review of closed session minutes.

A motion was made by Member Danforth, seconded by Member Kyle, to accept and follow the State's Attorney's recommended guidelines. The motion carried by the following voice vote:

Aye: 4 - Member Clark, Member Danforth, Member Kyle and Vice Chair Vealitzek

Absent: 2 - Chair Frank and Member Pedersen

Not Present: 1 - Member Parekh

11. **Member Remarks and Requests**

There were no remarks or requests from Members.

12. **Adjournment**

Vice Chair Vealitzek declared the meeting adjourned at 11:13 a.m.

Next Meeting: November 9, 2023

Meeting Minutes prepared by Kristy Cechini

Minutes approved on November 30, 2023, by the Financial and Administrative Committee.