

**MINUTES – BOARD OF TOWN TRUSTEES**

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**STATE OF ILLINOIS**

**LAKE COUNTY**

**THE BOARD OF TOWN TRUSTEES met at the office of the Town Clerk, 359 Merrill Ct., Libertyville Illinois, on Tuesday August 20, 2024.**

**Kathleen M. O'Connor-----SUPERVISOR**

**Anne Hansen-----CLERK**

**Carol August-----TRUSTEE**

**Cathleen Dohrn-----TRUSTEE**

**Matthew A. Kovatch-----TRUSTEE**

**Terry A. White-----TRUSTEE**

Supervisor O'Connor called the meeting to order at 7:00 p.m. Pledge to the flag, roll call and all Board Members were present except Trustee Kovatch. Highway Commissioner Marty Neal and Assessor Christine Feeney were also present.

**APPROVAL OF REGULAR BOARD MEETING MINUTES – July 16, 2024**

A motion by Trustee White and a second by Trustee August to approve the Board meeting minutes of July 16, 2024. There was no discussion. All in favor, aye. Motion carried.

**APPROVAL OF BILLS**

The Board reviewed the bills paid in-between meetings for the Township and Road District and the General Assistance expenditures for the month of July. There were no questions.

**TOWN FUND**

Motion by Trustee August and a second by Trustee Dohrn to approve the expenditures from the Town Fund in the amount of \$24,544.64. There was no discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Supervisor O'Connor, aye. Motion carried.

**ROAD AND BRIDGE FUND**

Motion by Trustee White and a second by Trustee Dohrn to approve the expenditures from the Road and Bridge Fund in the amount of \$46,787.45. There was no discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Supervisor O'Connor, aye. Motion carried.

**OPEN SPACE FUND**

Motion by Trustee August and a second by Trustee White to approve the expenditures from the Open Space Fund in the amount of \$3,529.41. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Supervisor O'Connor, aye. Motion carried.

**CITIZENS' COMMENTS - None**

## Page 2 Minutes 8.20.2024

### **TOWNSHIP REPORTS:**

**Assessor's Report** – Assessor Feeney said the assessments for Libertyville Township will be published soon.

### **Clerk's Report**

Clerk Hansen said the candidates' April 2025 Consolidated Elections packets are available at the Township. Candidates may begin collecting signatures on Tuesday, August 20, 2024. The first day to file petition packets is Tuesday, November 12, 2024, and the last day to file is November 18, 2024. Information regarding the election has been posted on the Township's website and sent to the Daily Herald.

### **Highway Commissioner's Report**

Highway Commissioner Neal updated the Board about the Oak Spring Bridge timeline. There has been some delay due to the high levels of water in the Des Plaines River. All the information is on the Township website.

**Trustees' Report** – No report.

### **Supervisor's Report**

In July, the pantry provided food to 529 households, which consisted of 1,450 individuals. Food and/or monetary donations were received from: Encompass Health, Libertyville Sunrise Rotary, 1st Presbyterian Church of Libertyville, the Kit Outreach and several private individuals. Weekly donations were received from Jewel, Mariano's and Target.

In July, the Township sent out eighteen applications and received six completed applications for assistance. As of July 31<sup>st</sup>, the Township has provided seventeen households with Emergency Assistance for a total allocation of \$13,806.17 and nineteen households with Community Emergency Assistance with a total allocation of \$13,713.52. Fourteen households received both Emergency Assistance and Community Emergency Assistance. The combined total for all financial assistance provided as of July 31<sup>st</sup> is \$27,519.69. There is one individual receiving General Assistance. The school supplies and literacy kits were distributed in July.

Three volunteers attended the August 10<sup>th</sup> volunteer workday at Oak Openings in which herbicide was applied to invasive species. The next volunteer workday is scheduled for Saturday, September 14<sup>th</sup> at Liberty Prairie.

Eagle Scout Jack Webb selected Libertyville Township as the site for his very successful Eagle Scout Project. Once the project has received the final sign-off from the Eagle Scout Council, Jack will provide a presentation to the Board on his project.

On August 13<sup>th</sup>, Supervisor O'Connor attended a listening session for Prairie State Legal Services. The session was part of a statewide project to explore opportunities to build stronger local partnerships as a tool to reach low-income families in need of legal services in the areas of safety, housing and financial stability.

## Page 3 Minutes 8.20.2024

211 of United Way of Lake County will be celebrating its 5-year anniversary this fall. Libertyville Township is one of three Townships providing funding to the service.

### **APPROVAL OF VICTOR FORD'S REQUEST TO WITHDRAW BID FOR THE 2024 FORD F-350 DRW CHASSIS, DUMP BODY, AND PLOW- DISCUSSION & VOTE**

Supervisor O'Connor has been contacted by Victor Ford stating they had made a mistake on their bid and asked if they could amend it or withdraw it. After consulting with the Township Attorney, he advised against allowing the bid to be amended. He said the Township could hold them to the bid or the Board could vote to approve allowing the withdrawal of the bid. The Township only received one bid. There doesn't appear to be a lot of interest from the dealership in these purchases because the profit margin is incredibly slim. Discussion ensued.

A motion to approve Victor Ford's request to withdraw the bid for the 2024 Ford F-350 DRW Chassis, Dump Body and Plow by Trustee August and a second by Trustee Dohrn. Roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Supervisor O'Connor, aye. Motion carried.

### **RESOLUTION 2024-07 ESTABLISH 2025-2029 SALARIES AND COMPENSATION FOR ELECTED TOWNSHIP OFFICIALS – DISCUSSION & VOTE**

Supervisor O'Connor stated the 2025 - 2029 salaries for elected officials needs to be approved no later than the October 15, 2024 Board Meeting, as the salaries need to be set before the first day of candidate filing which is Tuesday, November 12, 2024. The Board received information on the elected official salaries for the past 20 years. It was noted the salaries are based on the scope and responsibilities of the elected positions. The duties of the Clerk position have changed as the Clerk's role during elections has been reduced. Assessor Feeney provided the Board detailed information regarding the duties of her office, which included her recommendations for salary increases. Discussion ensued. It was decided to carry the agenda item to the September 10<sup>th</sup> Board meeting.

### **OLD BUSINESS**

The Board was given copies of all the social service grant applications received. The following timeline was reviewed.

- September 10, 2024 – Board's preliminary discussion of Social Service Funding Allocations.
- September 24, 2024 – Board votes to award Social Service Funding Allocations.
- Week of September 30, 2024 – The grants will be sent to the awarded agencies.

Trustee August asked that the website state "contact the office" instead of "come into the office" to receive packets. That way it may encourage more agencies to apply.

### **NEW BUSINESS**

Supervisor O'Connor received notice from Jim Hartman, Libertyville Township attorney, that his firm, Magee Hartman, will be increasing its hourly rate for public body clients to \$250 per

**Page 4 Minutes 8.20.2024**

hour. They recognize that it is a significant increase, but they have kept their rates flat for the past years and are trying to cover the increased costs of inflation.

The mowed path at the Kildare property is coming along nicely.

The construction of the Donnelley Prairies and Oaks Wetland Mitigation Bank is complete. The release of the second round of credits will be released two years after the initial seeding.

The office will be closed on Monday, September 2<sup>nd</sup> for Labor Day.

**ADJOURNMENT**

A motion by Trustee August and a second by Trustee White to adjourn the meeting, all in favor, aye. Motion carried. TIME: 8:38 P.M.

Respectfully submitted,

  
Anne Hansen, Clerk