

MINUTES – BOARD OF TOWN TRUSTEES

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 November 14, 2023.

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 Kovach. Highway Commissioner Marty Neal was also present. Clerk Anne Hansen was absent.

APPROVAL OF REGULAR BOARD MEETING MINUTES – OCTOBER 17, 2023

A motion by Trustee Dohrn and a second by Trustee White to approve the Board meeting minutes of October 17, 2023. There was no discussion. All in favor, aye. Motion carried.

APPROVAL OF BILLS

The Board was given copies of the General Assistance and the Town & Road bills paid in expenditures for October. There was no discussion.

TOWN FUND

Motion by Trustee Dohrn and a second by Trustee White to approve the expenditures from the Town Fund in the amount of \$46,340.72. 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 \$7,932.52. There was no discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

OPEN SPACE FUND

Motion by Trustee August and a second by Trustee Dohrn, to approve the expenditures from the Open Space Fund in the amount of \$346.27. There was no discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Supervisor O'Connor, aye. Motion carried.

CITIZENS' COMMENTS – None

TOWNSHIP REPORTS:

Assessor's Report – Absent

Clerk's Report – Absent

Highway Commissioner's Report

Highway Commissioner Neal reported that the Highway Department was prepared to salt Township roads on Halloween due to the light snowfall; however, salting was not necessary. Additionally, the County salt trucks were prepared, as well.

Commissioner Neal stated that the proposed 2024-2025 Road District Tax Levy includes a line-item for a new plow truck. He anticipates purchasing the truck in the spring or summer of 2024.

Trustees' Report - None

Supervisor's Report

In October, the pantry provided food to 618 households, which consisted of 1,519 individuals. Food/money donations were received from: First Presbyterian Church of Libertyville, United Methodist Church of Libertyville, Libertyville Sunrise Rotary, Town and Country Garden Club, Highland Middle School, Libertyville Covenant Church, Caldwell Banker and a number of private individuals.

Holiday Dinner Program

The Thanksgiving dinners will be distributed on Thursday, November 16th. The Christmas dinner pick-up will be on Tuesday, December 19th.

Holiday Gift Giving Program

Applications are no longer being accepted for the Holiday Gift Giving program. The gifts are due no later than Friday, December 8th. The gift pick-up will be the week of December 11th.

Gift Room

The gift room will be open on Tuesday, December 5th & 12th. Shoppers will need to contact the caseworker to reserve a time in advance. The number of gifts someone may select will depend on family size and the amount of donations received.

As of October 31st, the Township has received 99 requests for assistance applications. Of those, 50 have submitted completed applications. Twenty-five households have been approved for Emergency Assistance with a total allocation of \$21,650.00. Thirty-three households have been approved for Community Emergency Assistance with a total allocation of \$25,161.86. The combined total financial assistance provided is \$46,811.86. There were twenty-three households that received both.

Page 3 Minutes 11.14.2023

In October, one client attended the Budget Counseling Workshop and fifty-three residents applied for Low Income Energy Assistance (LIHEAP).

On October 22nd, fourteen students and two teachers from Carmel High School participated in an open space volunteer workday at Canterbury. They canvassed 8 acres and collected 2.5 lbs. of native seed.

At the November 11th Open Space volunteer workday at Liberty Prairie, two volunteers canvassed 6 acres and collected 1 lb. of native seed. The next volunteer workday is scheduled for Saturday, December 9th at Oak Openings.

Trustee Doran inquired whether the Township keeps a spreadsheet of weekly numbers for food pantry assistance. Supervisor O'Connor replied that she would check with the caseworker.

APPROVAL TO AWARD A NATURAL AREA LICENSE TO GEORGE AND VICTORIA RANNEY RE: 18202 W. CASEY ROAD, GRAYSLAKE, IL 60030 - DISCUSSION & VOTE

Supervisor O'Connor explained that the subject parcel is also known as the "Ketting" parcel. The Natural Area License Agreement is for 23.77 acres with a minimum bid of \$75 per acre. Only one bid was received in the amount of \$90 per acre with an annual amount due of \$2,139.30. The agreement is for three years.

A motion by Trustee Dohrn and a second by Trustee White to approve awarding the Ketting Parcel Natural Areas License Agreement to George and Victoria Ranney in the amount of \$90 per acre with annual amount due of \$2,139. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Supervisor O'Connor, aye. Motion carried.

APPROVAL OF CADRE COMMUNICATION, INC. (CCI) for IT Services – DISCUSSION & VOTE

Supervisor O'Connor stated that the Township's current IT provider has been experiencing significant challenges. The proposed new provider has technicians who are familiar with the Township's set up and needs.

It was noted that the Highway Department is in the process of changing their IT provider to CCI, as well.

Supervisor O'Connor explained that there was no long term contract with the current provider and there is no need to go bid as the cost of the service falls below bidding requirements. CCI will provide month to month service and match existing prices.

A motion by Trustee White and a second by Trustee Dohrn to approve Cadre Communication, Inc. for Township IT services. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Supervisor O'Connor, aye. Motion carried.

2024-2025 PROPOSED TOWN & ROAD TAX LEVIES AND DRAFT BUDGETS – DISCUSSION & VOTE

Examples of area resident tax bills were provided in the packet for comparison purposes as requested by Trustee Dohrn last month.

The Township and Road District are recommending the maximum amounts allowed. Supervisor O'Connor highlighted the increases in both budgets. It was noted that the Road District is required to levy the maximum amount in order to receive federal funds.

Supervisor O'Connor explained:

- The Township is trying to build the capacity of the Town Fund to manage the long-term cost of the Open Space District by reserving the Open Space Fund for large-scale expenses.
- A meeting is scheduled with Benefit Partners in November to discuss the 2024 Health Insurance benefits.
- Resolutions for the Township and Road District will be presented for consideration at the December Board meeting. The Clerk will file the Resolutions with the County in December.
- The Board will soon be discussing salaries for the upcoming Board in 2025. It was noted that salaries have been frozen for over 4 years.

Highway Commissioner Neal explained that the increases highlighted on the Road District budget are mostly due to engineering and construction costs.

OLD BUSINESS

The Township met with Hey & Associates, Inc. & RES Environmental Operating Company, LLC regarding the construction of the mitigation bank. The site has been staged for tree clearing with the staging of equipment to begin next week. Supervisor O'Connor thanked the Road District for their assistance in identifying the safest construction entrances for the project.

NEW BUSINESS

Bryor Renz was hired on Monday, November 13th and will be working with the Open Space District. There will now be 4 full-time employees maintaining and restoring the Open Space District.

ADJOURNMENT

A motion by Trustee Dohrn and a second by Trustee August to adjourn the meeting, all in favor, aye. Motion carried. Time: 7:28 p.m.

Submitted by:



Kris Lennon
Deputy Clerk