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, October 13, 2026.

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

Sari Hurtig----------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 except Trustee White and Trustee Kovatch were present. Highway Commissioner Marty Neal was also present.

APPROVAL OF REGULAR BOARD MEETING MINUTES – SEPTEMBER 14, 2026

A motion by Trustee Dohrn and a second by Trustee August to approve the Board Meeting Minutes of September 14, 2026. There was no discussion. All in favor, aye. Motion carried.

APPROVAL OF REGULAR BOARD MEETING MINUTES – SEPTEMBER 22, 2026

A motion by Trustee Dohrn and a second by Trustee August to approve the Board Meeting Minutes of September 22, 2026. There was no discussion. All in favor, aye. Motion carried.

APPROVAL OF BILLS

The Board reviewed the Town and Road bills paid in between meetings and the September General Assistance expenditures. There were no questions.

TOWN FUND

Motion by Trustee Dohrn and a second by Trustee August to approve the expenditures from the Town Fund in the amount of $22,661.99. There was no discussion. On roll call vote: Trustee Dohrn, aye, Trustee August, aye, Supervisor O'Connor, aye. Motion carried.

ROAD AND BRIDGE FUND

Motion by Trustee Dohrn and a second by Trustee August to approve the expenditures from the Road and Bridge Fund in the amount of $104,265.08. There was no discussion. On roll call vote: Trustee Dohrn, aye, Trustee August, aye, Supervisor O'Connor, aye. Motion carried.

OPEN SPACE FUND
Motion by Trustee Dohrn and a second by Trustee August to approve the expenditures from the Open Space Fund in the amount of $4,680.00. There was no discussion. On roll call vote: Trustee Dohrn, aye, Trustee August, aye, Supervisor O'Connor, aye. Motion carried.

CITIZENS' COMMENTS – None

TOWNSHIP REPORTS:
Assessor's Report - Absent

Clerk's Report - None

Highway Commissioner's Report
Highway Commissioner Neal provided an update on the upcoming Rockland Road Bridge Reconstruction Project. The project was awarded. The Village of Libertyville will serve as the Project Lead. They will provide the initial funding, seek reimbursement for the federal dollars, and invoice the Road District after the federal reimbursement has been received. Depending on the weather, the project is scheduled to begin Spring 2027 and take approximately one year to complete.

Trustees' Report - None

Supervisor's Report
Supervisor O'Connor explained the Township needs to adhere to the minimum payment level for General Assistance as required by the Illinois Department of Human Services (IDHS). The payment level changes yearly around the first of October. This year, the minimum amount required is $466 for one adult. Libertyville Township will provide $500 per month for one adult which is a slight increase from the IDHS minimum requirement. Libertyville Township provides a Needs Based Grant as opposed to a Flat Grant. The updated amounts for General Assistance were reviewed: Shelter - $300; Utilities - $150; Transportation - $25.00; Personal necessities - $25.00; As with the Emergency Assistance allocations, the Board does not approve the change but must be notified of the change.

In September, the pantry provided food to 531 households, which consisted of 1,297 individuals. Food and/or monetary donations were received from: Advocate Good Shepherd Hospital, Christ Church Crossroads, Dairy Dream, First Presbyterian Church of Libertyville, Libertyville Sunrise Rotary, the Kit Outreach Lincolnshire, and private individuals. Jewel, Mariano's, and Target continue to donate weekly.

In September, the Township received eleven requests for financial assistance, five completed applications were submitted, and one application was denied. As of September 30th, the Township has provided nineteen households with Emergency Assistance with a

total allocation of $16,881.68 and thirty-two households have received a total allocation of $26,500.07 in Community Emergency Assistance. Fourteen households have received both. As of September 30th, the Township has provided a combined total of $43,381.75 in financial assistance. One resident is receiving General Assistance.

On October 1st, the Township began processing applications for Low Income Heating and Energy Assistance (LIHEAP). The applications are submitted electronically. Community Action Project of Lake County (CAP) is working out the kinks in the system.

The sign-ups for Thanksgiving and Christmas dinners will be available on October 6th, 13th, and 20th. Thanksgiving Dinners will be distributed on Thursday, November 19th from 11:00 a.m. – 2:00 p.m. Christmas dinners will be distributed on Thursday, December 17th from 11:00 a.m. – 2:00 p.m.

Applications for the Adopt-A-Family Gift Program became available on Tuesday, October 13 and must be returned by Friday, October 30th. The Holiday Gift Room will be on Tuesday, December 8th and Tuesday, December 15th. The Adopt-A-Family gifts will be distributed throughout the week of Monday, December 14th. The donated gifts are due by Friday, December 11th.

The next Open Space Volunteer Workday will be held on Saturday, November 14th at Liberty Prairie.

The Township continues to receive positive feedback on Casey Trail Asphalt Resurfacing Project, and the ADA Site Improvement Project is going extremely well.

The Libertyville Fire Department Open House on Saturday, October 3rd from 10:00 a.m. – 1:00 p.m. went well. The Township provided information on the Prescribed Burn Program.

The Village of Libertyville closed out their Tax Increment Financing (TIF) District. Any remaining TIF surplus funds will be distributed before the end of the year.

The Township received notice October 12, 2026 from the Village of Vernon Hills that they are closing out one of their TIF Districts thirteen (13) years ahead of schedule.

APPROVAL OF ORDINANCE 2026-01 DECLARING THAT IT IS NECESSARY OR CONVENIENT FOR THE LIBERTYVILLE TOWNSHIP ROAD DISTRICT TO USE, OCCUPY OR IMPROVE REAL ESTATE HELD BY THE LAKE COUNTY FOREST PRESERVE DISTRICT

A motion by Trustee Dohrn and a second by Trustee August to approve Ordinance #2026-01. There was no discussion. On roll call vote: Trustee Dohrn, aye, Trustee August, aye, Supervisor O'Connor, aye. Motion carried.

2027-2028 TOWN & ROAD DISTRICT PRELIMINARY LEVY & BUDGET
Discussion ensued. Supervisor O'Connor summarized where the costs would increase in the Town Budget and Highway Commissioner Neal summarized where the costs would increase in the Road District Budget. The vote to approve the Town and Road District levies will occur at the Tuesday, December 8th Board Meeting.

2027 CALENDAR – DISCUSSION & VOTE
The Board reviewed the 2027 Calendar options. Discussion ensued. Option B was preferred with one meeting on the 2nd Tuesday per month with meetings beginning at 7pm except for the Annual Town Meeting which would begin at 6:30pm immediately followed by the regular Board Meeting.

Motion by Trustee Dohrn and a second by Trustee August to elect Calendar Option B. There was no additional discussion. On roll call vote: Trustee Dohrn, aye, Trustee August, aye, Supervisor O'Connor, aye. Motion carried.

OLD BUSINESS
Supervisor O'Connor recommended to the Board that the Township attorney review and revisit the Resolution Adopting Rules Governing Public Comments at Board Meetings as it was adopted in 2011. The Board agreed.

NEW BUSINESS
The next Township Meeting is Tuesday, November 10th. The offices will be closed on Wednesday, November 11th for Veteran's Day.

ADJOURNMENT
A motion to adjourn by Trustee Dohrn and a second by Trustee August. All in favor, aye. Motion carried. **Time: 7:32p.m.**

Respectfully submitted,

Sari Hurtig, Township Clerk