

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 18, 2025.

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 Carol August and Clerk Sari Hurtig were present. Highway Commissioner Marty Neal and Deputy Clerk Kris Lennon were also present.

APPROVAL OF REGULAR BOARD MEETING MINUTES – OCTOBER 21, 2025

A motion by Trustee Dohrn and a second by Trustee Kovatch to approve the Board meeting minutes of October 21, 2025. 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 October General Assistance expenditures. There were no questions.

TOWN FUND

Motion by Trustee Dohrn and a second by Trustee White to approve the expenditures from the Town Fund in the amount of \$28,480.79. There was no discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

ROAD AND BRIDGE FUND

Motion by Trustee Kovatch and a second by Trustee White to approve the expenditures from the Road and Bridge Fund in the amount of \$124,434.04. There was no discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

OPEN SPACE FUND

Motion by Trustee Kovatch and a second by Trustee Dohrn to approve the expenditures from the Open Space Fund in the amount of \$6,230.99. There was no discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee Kovatch, 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 stated that the snowplow trucks were out for the first time plowing and salting on November 9th. The total accumulation Libertyville received was between 3-5 inches of snow.

Highway Commissioner Neal explained that the Road District received an invoice from the Illinois Department of Transportation (IDOT) in the amount of \$90,446.94 for the reconstruction of Rockland Road which was a 2021 Road Project.

Highway Commissioner Neal thanked the Board for approving Ordinance #2025-01 regarding traffic calming on specific roads. The Road District hired Christopher Burke Engineering to conduct a feasibility study to construct a roundabout at Casey/Almond Roads for safety reasons. It was noted that a traffic accident occurred on 11/10/25 on the south side of Casey Road following the snowstorm on November 10th causing damage to guide wires, poles, and a 3-way flasher. Highway Commissioner Neal plans to submit a claim to Township Officials of Illinois Risk Management Association (TOIRMA).

Trustees' Report –

Trustee Kovatch stated that he attended the Lake County Local Emergency Planning Committee (LEPC) Summit on November 12th. His employer, AbbVie, is a business partner to the Lake County LEPC, and he participated as the AbbVie business partner representative. One of the key speakers was an FBI Chicago Agent who discussed explosions and chemicals of mass destruction.

The Lake County LEPC meets on the 1st Wednesday of each month at their facility on Winchester Road should the Board be interested. Rebecca Kumar leads the meetings and can provide additional details should the Board have questions.

It was noted that Deputy Clerk Lennon will distribute the Lake County (LEPC) information from Trustee Kovatch to the Board once received.

There were no other Trustee Reports.

Supervisor's Report

In October, the pantry provided food to 473 households, which consisted of approximately 1,202 individuals. Food and/or monetary donations were received from: Libertyville Sunrise Rotary, Liberty Acres Subdivision, Town and Country Garden Club of Libertyville, Whole Foods Market- Vernon Hills, Chain O'Lakes Model A Club, and

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private individuals. Jewel-Libertyville, Mariano's-Vernon Hills, and Target-Vernon Hills continue to donate weekly.

In October, the Township received 6 requests for financial assistance. As of October 31st, 17 households were provided with Emergency Assistance with a total allocation of \$15,465.63 and 25 households received \$24,498.83 in Community Emergency Assistance. Eleven households have received both. As of October 31st, the Township has provided a combined total of \$40,564.46 in financial assistance. Currently, there are 3 residents receiving General Assistance.

Four individuals attended the Budget Counseling Class. Seventy applications were taken for LIHEAP (Energy Assistance) and one individual received assistance from the Salvation Army Extension Center.

Thanksgiving dinners will be distributed on Thursday, November 20th, from 11am-2pm. The Christmas dinners will be distributed on Thursday, December 18th.

The holiday gift room will be open on Tuesday, December 9th and 16th. The Adopt-A-Family gifts will be distributed the week of December 15th.

The Open Space volunteer workday was held November 8th at Liberty Prairie. There was an excellent turnout of eight volunteers (3 regular volunteers plus 5 Audubon volunteers) who collected native tallgrass species seed. Photos of the volunteers were distributed. Species included, but were not limited to: Big Bluestem, Indian Grass, Little Bluestem, Purple Coneflower, Yellow Coneflower, Coreopsis, Monarda, Bush Clover, Grass-leaved Goldenrod, Baptisia australis, among other species. The next workday is December 13th and will be held at Oak Openings.

The Township hired a seasonal employee for the winter to assist with prescribed burns and clearing activities. The employee started on Monday, November 17th.

Notification of Increase in General Assistance Needs Allowance and Emergency Assistance

Supervisor O'Connor provided updates to the General Assistance Needs Allowance effective November 1, 2025. The Emergency Assistance amounts remain the same.

The General Assistance maximum payment levels are as follows:

Shelter – \$256.00

Utilities – \$150.00

Transportation – \$25.00

Personal necessities – \$25.00

Approval to Award MacArthur Agricultural Parcel (9.3 Acres) Farming and Grazing License Agreement to Petersen Grain Farms –

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Supervisor O'Connor stated that the Township received only one bid from Peterson Grain Farms in the amount of \$125.00/acre for a total of \$1,162.50 per year for three years.

Motion by Trustee Kovatch and a second by Trustee White to approve and award MacArthur Agricultural Parcel (9.3) Farming and Grazing License Agreement to Petersen Grain Farms for a bid of \$125.00/acre for a total of \$1,162.50/year. There was no discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

Proposal for Tree Removal with Sawvell Tree Service in the Amount of \$8,900.00.

Supervisor O'Connor explained that multiple proposals were not pursued as the Township was offered the opportunity to coordinate our tree maintenance activities with the Road District. All work on Casey Road will be completed, and the clearing will improve the exposure to sunlight for the pedestrian crossing signage.

Motion by Trustee White and a second by Trustee Dohrn to approve the proposal for tree removal to Sawvell Tree Service in the amount of \$8,900.00. There was no discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

Resolution 2025-08, 2026-2027 Libertyville Township Tax Levy

Supervisor O'Connor stated that there have been no changes to Township or Road District Tax Levies since presented in October; however, the "FY26 Actual" column was updated to reflect current expenditures.

There were no questions. The Board will consider the resolution in December.

Resolution 2025-09, 2026-2027 Libertyville Township Road District Tax Levy

Highway Commissioner Neal explained that next year's budget will include a new snowplow truck. It was noted that over the past five years, two of five snowplow trucks have been replaced.

There were no questions. The Board will consider the resolution in December.

OLD BUSINESS - None

NEW BUSINESS

The office will be closed Thursday, November 26th and Friday, November 27th.

Supervisor O'Connor noted that the food and monetary donations have been incredibly generous this year.

ADJOURNMENT

A motion to adjourn by Trustee Dohrn and a second by Trustee White. All in favor, aye. Motion carried. **Time: 7:33p.m.**

Respectfully submitted,

Sain Hurtig By Kris Lennon

Kris Lennon, Deputy Clerk