

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, February 18, 2025.

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 was also present.

APPROVAL OF MINUTES

a. APPROVAL OF REGULAR BOARD MEETING MINUTES – January 21, 2025

A motion by Trustee White and a second by Trustee August. All in favor, aye. Motion carried.

b. APPROVAL OF EXECUTIVE SESSION MINUTES – January 21, 2025

A motion by Trustee August and a second by Trustee White. All in favor, aye. Motion carried.

APPROVAL OF BILLS

The Board reviewed the Town, Road District in-between expenditures from January 21, 2025 to February 17, 2025 and the General Assistance expenditures from the month January. There were no questions.

TOWN FUND

Motion by Trustee White and a second by Trustee August to approve the expenditures from the Town Fund in the amount of \$19,097.65. 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 Dohrn and a second by Trustee August to approve the expenditures from the Road and Bridge Fund in the amount of \$45,683.97. There was no discussion. On roll call vote:

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Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Supervisor O'Connor, aye. Motion carried.

OPEN SPACE FUND

Motion by Trustee White and a second by Trustee Dohrn to approve the expenditures from the Open Space Fund in the amount of \$407.30. 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 – None

Highway Commissioner's Report

Highway Commissioner Neal reported there have been 8 snow events in 2025. Weather permitting, it is anticipated the Oak Spring Bridge Project will be completed mid-summer.

Trustees' Report

Trustee August asked if any one had received the mailer from North Shore Gas.

Supervisor's Report

In January, the pantry provided food to 364 households, which consisted of 922 individuals. Food and/or monetary donations were received from Libertyville Sunrise Rotary, Libertyville First Presbyterian Church of Libertyville, Quick Law, MainStreet Libertyville, Ace Hardware, HG Studios, Ansel Brainerd Cook Chapter DAR, Rush Kids Pediatric Therapy and and private individuals. Jewel-Libertyville, Mariano's-Vernon Hills, and Target-Vernon Hills continue to donate weekly.

In January, the Township received 10 requests for financial assistance. Six completed applications were received. Four households were provided with Emergency Assistance with a total allocation of \$3,600 and three households received \$4,925.67 in Community Emergency Assistance. Three households received both. As of January 31, 2025, the Township has provided a combined total of \$8,525,67 in financial assistance. In addition, two individuals attended the Budget Counseling Class. Eight applications for energy assistance were taken and submitted.

On January 25, 2025, Jonathan Happ and Dave Eubanks led the Township open space volunteer herbicide training class followed by a luncheon. There were eight volunteers in attendance. On February 8, 2025, the Lake County Audubon Society partnered with the Township for an open space workday at Oak Openings. The morning included a winter walk and the spreading of native seeds.

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Jeff Sundberg, one of the Township's open space volunteers, reported recently seeing seven (7) Rough-legged Hawks on Casey Road. He noted it was an unusually high number.

ANNUAL UPDATE OF THE LIBERTYVILLE TOWNSHIP SOCCER COMPLEX (LTSC) – MARK KLAINOS PRESIDENT OF LTSC

Mark Klainos, President of LTSC presented a brief update on the activities and grounds improvement. Mr. Klainos thanked the Township for their cooperative partnership. Discussion ensued.

APPROVAL OF RESOLUTION 2025 R-1 APPROVING THE ASSIGNMENT OF FARMING AND GRAZING LICENSE AGREEMENT BY THE BOARD OF TRUSTEES OF LIBERTYVILLE TOWNSHIP – DISCUSSION & VOTE

Independence Farm is under contract with KC Quine, LLC. The parties involved have requested a transfer of the current license agreement which will expire May 31, 2025, to KC Quinne, LLC. Discussion ensued.

A motion by Trustee August and second by Trustee Dohrn to waive the reading of and approve Resolution 2025-R-1 to approve the Assignment of the Farming and Grazing License Agreement to KC Quinne, LLC. Discussion ensued. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Supervisor O'Connor, aye. Motion carried.

2025-2026 BUDGET RECONCILIATION RESOLUTIONS

At the end of the fiscal year, the Township will transfer funds to any line item that is negative. By law, the Township may transfer up to 10% within the given budget.

a. Resolution 2025-R-2

Line-Item Transfers within the Town Fund – Discussion & Vote

A motion by Trustee Dohrn and a second by Trustee White to waive the reading and to approve Resolution 2025-R-2. Discussion ensued. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Supervisor O'Connor, aye. Motion carried.

b. Resolution 2025-R-3

Line-Item Transfers within the Road and Bridge Fund – Discussion & Vote

A motion by Trustee Dohrn and a second by Trustee August to waive the reading and approve Resolution 2025-R-3. Discussion ensued. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Supervisor O'Connor, aye. Motion carried.

c. Resolution 2025-R-4

Line-Item Transfers within the Open Space Fund – Discussion & Vote

A motion by Trustee White and a second by Trustee Dohrn to waive the reading and approve Resolution 2025-R-4. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Supervisor O'Connor, aye. Motion carried.

APPROVE RENEWAL TO ENGAGE GW & ASSOCIATES, P.C. FOR THE FY 2024-2025 AUDIT REVIEW – DISCUSSION & VOTE

GW & Associates, P.C. submitted a proposal for the FY 2024-25 Audit Review. Discussion ensued. A motion by Trustee August and a second by Trustee Dohrn to approve the renewal to engage GW & Associates, P.C. for the FY 2024-2025 Audit Review. There was no additional discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Supervisor O'Connor, aye. Motion carried.

APPROVAL OF PROPOSAL FOR GOVERNMENTAL ACCOUNTING & PROFESSIONAL SERVICES – DISCUSSION & VOTE

A motion by Trustee August and a second by Trustee Dohrn to approve the proposal from Governmental Accounting & Professional Services. No discussion ensued. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Supervisor O'Connor, aye. Motion carried.

APPROVAL OF PROPOSAL FROM HEZCORP CONSTRUCTION SERVICES, INC. FOR BI-ANNUAL PREVENTATIVE MAINTENANCE FOR GARAGE DOORS DISCUSSION & VOTE

A motion by Trustee Dohrn and a second by Trustee August to approve the proposal from Hezcorp Construction Services, Inc. No discussion ensued. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Supervisor O'Connor, aye. Motion carried.

APPROVAL OF PROPOSAL FROM HEZCORP CONSTRUCTION SERVICES, INC. FOR BI-ANNUAL PREVENTATIVE MAINTENANCE CALL FOR SPRING & FALL ROOF INSPECTIONS – DISCUSSION & VOTE

A motion by Trustee August and a second by Trustee White to approve the proposal from Hezcorp Construction Services, Inc. for Bi-Annual Preventative Maintenance for Spring & Fall Roof Inspections. No discussion ensued. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Supervisor O'Connor, aye. Motion carried.

OLD BUSINESS – None

NEW BUSINESS – None

ADJOURNMENT

A motion by Trustee Dohrn and a second by Trustee August to adjourn the meeting, all in favor, aye. Motion carried. TIME: 7:25P.M.

Respectfully submitted,


Anne Hansen, Clerk