

**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, September 24, 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. Highway Commissioner Marty Neal, Assessor Christine Feeney, Caseworker Liz Heffernan, and Administrative Assistant Kris Lennon were also in attendance.

**APPROVAL OF REGULAR BOARD MEETING MINUTES – SEPTEMBER 10, 2024**

A motion by Trustee Kovatch and a second by Trustee August to approve the Board meeting minutes of September 10, 2024. There was no discussion. All in favor, aye. Motion carried.

**APPROVAL OF BILLS**

The Board reviewed the Town and Road District paid in-between expenditures dated September 11 – 23, 2024. There were no questions.

**TOWN FUND**

Motion by Trustee Dohrn and a second by Trustee Kovatch to approve the expenditures from the Town Fund in the amount of \$11,973.71. 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.

**ROAD AND BRIDGE FUND**

Motion by Trustee White and a second by Trustee August to approve the expenditures from the Road and Bridge Fund in the amount of \$1,659.10. 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**

There were no bills from the Open Space Fund.

**CITIZENS' COMMENTS – None**

**TOWNSHIP REPORTS:**

**Assessor's Report**

Assessor Feeney stated Libertyville Township residents have until October 7, 2024, to appeal their property assessments.

**Clerk's Report**

Libertyville Township Candidate packets are available at the Township and the County. The filing of petitions will take place at Libertyville Township from November 12 - November 18, 2024.

**Highway Commissioner's Report**

Highway Commissioner Neal provided an update on the Oak Spring Bridge Project. Twenty-five percent of the project is complete and going well.

The 2024 snowplow drivers will be returning for the upcoming winter season.

**Trustees' Report – None**

**Supervisor's Report**

Supervisor O'Connor provided the following update:

One hundred five children from a total of forty-six families received school supplies and literacy kits. There are three high school and one kindergarten school supplies kits remaining.

Thanksgiving & Holiday Dinners sign-up will be held October 6th, 15th, and 22nd. Thanksgiving dinners will be distributed on Tuesday, November 19th and Holiday dinners will be distributed on Tuesday, December 17<sup>th</sup>.

The Christmas Gifts Program applications will be available on Tuesday, October 15th. A family must have received financial assistance or used the food pantry to be eligible for the program. The completed application is due by Friday, November 1st. The gifts are due Friday, December 13th and will be distributed the week of December 16th.

The Gift Room will be open December 10th and 17th. Families must register in advance for a timeslot to select gifts.

**APPROVAL OF ECOLOGICAL SERVICE CONTRACT WITH EUBANKS ENVIRONMENTAL – DISCUSSION & VOTE:**

Eubanks Environmental is a two-year contract with services to include leading the volunteer restoration workdays, coordination of volunteer monitoring of birds, butterflies, and frogs,

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conducting the Chicago Botanic Garden Plants of Concern monitoring and assisting with prescribed burns. The work is billed at \$75 per hour.

A motion by Trustee Kovatch and a second by Trustee Dohrn to approve the contract with Eubanks Environmental for Ecological Services. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

**2024-25 SOCIAL SERVICE GRANT ALLOCATIONS DISCUSSION & VOTE**

The Township has received twenty applications requesting a total of \$199,605.00. The maximum amount an agency can be awarded is \$20,000. Discussion ensued.

A motion by Trustee Kovatch and a second by Trustee White to approve the Social Service Grant Allocations in the amount of \$99,560.00. No additional discussion ensued. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried. See attached document for funds allocated.

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

The Board received documentation regarding various salary options for the elected official positions. Over the past 20 years, the elected officials' salaries have had a total increase of less than 3 %. Supervisor O'Connor recommended the salary for the Highway Commissioner's salary position be increased as the position is basically on call 24-hours per day. Assessor Feeney stated the Assessor's position has an ongoing continuing education requirement which is not required of the other election positions and as such should be the highest salary. It was recommended the Clerk's salary be decreased as Libertyville Township is no longer a voting site. It was recommended the Trustee position also receive an increase. Discussion ensued.

A motion by Trustee August and a second by Trustee Kovatch to approve Resolution 2024-07 the 2025-2029 Salaries and Compensation for Elected Officials. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried. See the attached Resolution.

**2025 CALENDAR - DISCUSSION & VOTE**

It was determined Tuesday evenings work best for most of the board. Trustee August said since this has been discussed for the past two years, the holding of Board meetings on Tuesdays should no longer be an issue as consistent attendance is critical. There was a previous question regarding the Good Friday holiday. Supervisor O'Connor did investigate it and found varies as to how public bodies handle the day. For District 70, it simply says "No School", the Lake County Circuit Clerk of the Courts lists closed for Good Friday, other public entities have it as a floating holiday. Our offices are too small for it to be managed as a Floating holiday. It was suggested notification could state "The Office will be closed" with the date listed.

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A motion by Trustee August and a second by Trustee Kovatch to approve the 2025 Libertyville Township Board Meeting Schedule and Township Calendar as presented. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

**OLD BUSINESS**

The U.S. Army Corps of Engineers and United States Environmental Protection Agency site visit of the Donnelley Prairies and Oaks Wetland Mitigation Bank went well. They were pleased with the site after only one growing season.

The Township will be going out for a bid again for a new truck. The bid timeline was reviewed.

**NEW BUSINESS** – None

**ADJOURNMENT**

A motion by Trustee Kovatch and a second by Trustee August to adjourn the meeting, all in favor, aye. Motion carried. TIME: **7:50 P.M.**

Respectfully submitted,

A handwritten signature in cursive script that reads "Anne Hansen". The signature is written in black ink and is positioned above the typed name of the signatory.

Anne Hansen, Clerk



2024

Community Services Support Grants (Account #01-5101) -- Total Funding Available \$100,000

FINAL Board Allocation Recommendations - September 24, 2024

	AGENCY	2024 Request	Trustee Carol August	Trustee Cathleen Dohrn	Trustee Matthew Kovatch	Supervisor Kathleen O'Connor	Trustee Terry A. White	9/24/2024 Totals	Final Average	
1	A Safe Place	\$5,000	\$3,500	\$3,000	\$2,000	\$3,100	\$2,500	\$14,100	\$2,820	1
2	Big Brothers Big Sisters of Metro Chicago	\$1,000	\$1,000	\$500	\$1,000	\$1,000	\$1,000	\$4,500	\$900	2
3	Center for Enriched Living	\$5,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,500	\$10,500	\$2,100	3
4	Clearbrook	\$20,000	\$2,000	\$5,000	\$2,000	\$2,500	\$2,000	\$13,500	\$2,700	4
5	Equestrian Connection	\$3,500	\$2,000	\$1,000	\$3,000	\$500	\$2,000	\$8,500	\$1,800	5
6	Erie Family Health Centers	\$3,500	\$3,500	\$3,000	\$3,500	\$3,500	\$3,000	\$16,500	\$3,300	6
7	Glenkirk	\$20,000	\$2,000	\$2,000	\$2,500	\$2,000	\$3,000	\$11,500	\$2,300	7
8	Kindred Life Ministries	\$2,500	\$500	\$500	\$800	\$1,500	\$1,000	\$4,300	\$860	8
9	Lake County Haven	\$7,500	\$5,000	\$7,500	\$5,000	\$5,500	\$5,500	\$28,500	\$5,700	9
10	Lambs Farm	\$10,000	\$4,000	\$8,000	\$7,500	\$8,000	\$7,500	\$35,000	\$7,000	10
11	Libertyville Civic Center Foundation	\$19,905	\$14,000	\$12,000	\$13,500	\$10,500	\$12,000	\$62,000	\$12,400	11
12	Mothers Trust Foundation	\$15,000	\$9,000	\$12,000	\$9,000	\$10,000	\$8,000	\$48,000	\$9,600	12
13	Mundelein Tool Library	\$15,000	\$1,500	\$1,000	\$1,000	\$500	\$1,000	\$5,000	\$1,000	13
14	Nicasa	\$3,500	\$3,000	\$3,000	\$2,000	\$2,500	\$2,000	\$12,500	\$2,500	14
15	PADS	\$20,000	\$12,000	\$8,000	\$13,500	\$12,500	\$12,000	\$58,000	\$11,600	15
16	Samaracare	\$2,500	\$500	\$1,500	\$2,500	\$1,000	\$1,500	\$7,000	\$1,400	16
17	Senior Council of Libertyville	\$19,500	\$16,000	\$15,000	\$14,000	\$15,000	\$14,500	\$74,500	\$14,900	17
18	Special Gifts Theatre	\$1,200	\$1,000	\$1,000	\$1,000	\$1,200	\$1,000	\$5,200	\$1,040	18
19	Youth & Family Counseling	\$20,000	\$14,500	\$11,000	\$12,000	\$13,000	\$14,000	\$64,500	\$12,900	19
20	Zacharias Sexual Abuse Center	\$5,000	\$3,000	\$3,000	\$2,200	\$2,500	\$3,000	\$14,200	\$2,740	20
	<b>TOTALS:</b>	<b>\$199,605</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$98,300</b>	<b>\$99,000</b>	<b>\$497,800</b>	<b>\$99,560</b>	

**RESOLUTION**  
**ESTABLISHING SALARIES FOR**  
**LIBERTYVILLE TOWNSHIP ELECTED OFFICIALS**

**2024-R-7**

**WHEREAS**, it is the desire of the Board of Trustees of the Town of Libertyville to establish compensation and salaries for elected Township Officials, as required by Illinois law and as stated in this Resolution; and

**NOW THEREFORE**, it is hereby resolved by the Board of Trustees of the TOWN OF LIBERTYVILLE as follows:

The compensation and salaries of the Township elected officials of the Town of Libertyville be and are hereby set and established at the rates and for periods as follows:

<b><u>POSITION</u></b>	<b><u>YEAR</u></b>	<b><u>ANNUAL SALARY</u></b>
<b>Supervisor</b>	5-19-25 to 5-17-26	\$ 93,472.00
	5-18-26 to 5-16-27	\$ 95,809.00
	5-17-27 to 5-14-28	\$ 98,204.00
	5-15-28 to 5-20-29	\$ 100,659.00
<b>Highway Commissioner</b>	5-19-25 to 5-17-26	\$ 98,500.00
	5-18-26 to 5-16-27	\$ 100,963.00
	5-17-27 to 5-14-28	\$ 103,487.00
	5-15-28 to 5-20-29	\$ 106,074.00
 <i>The Highway Commissioner has use of a Township vehicle with a payroll deduction of \$60.00 per month for personal use.</i>		
<b>Clerk</b>	5-19-25 to 5-17-26	\$ 15,000.00
	5-18-26 to 5-16-27	\$ 15,375.00
	5-17-27 to 5-14-28	\$ 15,759.00
	5-15-28 to 5-20-29	\$ 16,153.00
 <i>No Insurance Benefits – No IMRF Benefits</i>		
<b>Assessor</b>	1-1-26 to 12-31-26	\$ 102,732.00
	1-1-27 to 12-31-27	\$ 105,301.00
	1-1-28 to 12-31-28	\$ 107,933.00
	1-1-29 to 12-31-29	\$ 110,632.00

**RESOLUTION**  
**ESTABLISHING SALARIES FOR**  
**LIBERTYVILLE TOWNSHIP ELECTED OFFICIALS**

**2024-R-7**

<b><u>POSITION</u></b>	<b><u>YEAR</u></b>	<b><u>ANNUAL SALARY</u></b>
Road District Treasurer	Per Year	\$ 1,000.00
Trustees	5-19-25 to 5-17-26	\$ 4,515.00
	5-18-26 to 5-16-27	\$ 4,628.00
	5-17-27 to 5-14-28	\$ 4,744.00
	5-15-28 to 5-20-29	\$ 4,862.00

*No Insurance Benefits – No IMRF Benefits*

**Compensation:**

IMRF, Health, Dental, Life and Vision Insurance are available benefits at a reasonable cost for eligible elected officials and their eligible dependents.

**ADOPTED** and **EFFECTIVE** this 24TH day of SEPTEMBER, 2024, pursuant to a roll call vote by the Board of Trustees of Libertyville Township.

<b>BOARD MEMBER</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>
<u>Kathleen M. O'Connor</u> Kathleen M. O'Connor, Supervisor	X	—	—
<u>Carol A. August</u> Carol A. August, Trustee	✓	—	—
<u>Cathleen Dohrn</u> Cathleen Dohrn, Trustee	✓	—	—
<u>Matthew Kovatch</u> Matthew Kovatch, Trustee	✓	—	—
<u>Terry A. White</u> Terry A. White, Trustee	✓	—	—

Anne Hansen  
Anne Hansen, Town Clerk

Kathleen M. O'Connor  
Kathleen M. O'Connor, Supervisor