

## 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 Thursday, December 8, 2016.

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

Anne Hansen-----CLERK

Lawrence W. Falbe-----TRUSTEE

David Nield-----TRUSTEE

Robin M. O'Connor-----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. Also present were Marty Neal, Highway Commissioner, George Covington, Township Open Space Attorney, Damon Cederberg, Open Space Field Coordinator, Joy Bux, Accounting and Financial Specialist, and Gloria Dail, Administrative Assistant.

### APPROVAL OF MINUTES – November 10, 2016

A motion by Trustee Falbe to approve the Board meeting minutes of November 10, 2016, seconded by Trustee O'Connor, all in favor, aye. Motion carried.

### APPROVAL OF BILLS

#### TOWN FUND

Motion by Trustee White with a second by Trustee Nield to approve the expenditures from the **Town Fund** in the amount of **\$7,732.95**. On roll call vote: Trustee White, aye, Trustee O'Connor, aye, Trustee Falbe, aye, Trustee Nield, aye, Supervisor O'Connor, aye. Motion carried.

#### ROAD AND BRIDGE FUND

Motion by Trustee White and a second by Trustee Falbe to approve the expenditures from the **Road and Bridge Fund** in the amount of **\$45,731.70**. On roll call vote: Trustee White, aye, Trustee O'Connor, aye, Trustee Falbe, aye, Trustee Nield, aye, Supervisor O'Connor, aye. Motion carried.

#### OPEN SPACE FUND

Motion by Trustee Falbe, aye, and a second by Trustee O'Connor to approve the expenditures from the **Open Space Fund** in the amount of **\$57.34**. On roll call vote: Trustee White, aye, Trustee O'Connor, aye, Trustee Falbe, aye, Trustee Nield, aye, Supervisor O'Connor, aye. Motion carried.

**Citizens' Comments – None**

**TOWNSHIP REPORTS:**

**Assessor's Report – Absent**

**Clerk's Report**

Clerk Hansen said the first day of filing for the April 2017 election is Monday, December 12, 2016. The last day to file is Monday December 19, 2016 at 5:00 p.m.

**Highway Commissioner's Report**

Highway Commissioner Marty Neal said the Rockland Road meeting last week went very well. There were 3 alternatives presented. The option of reconstructing the road and adding bike lanes was the most popular choice.

**Trustees' Report – None**

**Supervisor's Report**

Supervisor O'Connor made some general announcements about the Food Pantry. The week of Thanksgiving, the Township distributed food to 112 households which included 84 Thanksgiving dinner boxes provided by the community. On Tuesday, December 6 and Tuesday, December 13, there will be a Book and Toy Fair at the food pantry.

There were 7 volunteers at the November 12<sup>th</sup> work day who assisted staff in planting 15 bur oak saplings at Oak Openings.

Supervisor O'Connor attended tonight's Watershed Management Board Meeting. Roundout School's Roundout Woods Restoration Project was recommended for funding. The Township was asked to write a letter of support of the project.

**ORDINANCE 2016 – 1 ESTABLISHING REIMBURSEMENT OF ALL TRAVEL, MEAL AND LODGING EXPENSES OF OFFICERS AND EMPLOYEES IN THE TOWNSHIP OF LIBERTYVILLE, ILLINOIS – DISCUSSION & VOTE:**

The Township was notified by Township Officials of Illinois of the need to adopt an ordinance by January 2017 regarding the reimbursement rates for travel. The Township decided to use the federal reimbursement rates as the guidelines. The employee handbook will need to be updated as a result of the new resolution. The resolution was reviewed by Township Attorney Richard Mittelman.

A motion to waive the reading of Ordinance 2016 – 1 establishing reimbursement rates of all travel, meal and lodging expenses of Officers and Employees in the Township of Illinois by Trustee Falbe, seconded by Trustee O'Connor. On roll call vote: Trustee White, aye, Trustee O'Connor, aye, Trustee Falbe, aye, Trustee Nield, aye, Supervisor O'Connor, aye. Motion carried. See the attached Ordinance.

**2017 PACE CONTRACT – DISCUSSION & VOTE**

Supervisor O'Connor said each year the Township is required to approve the new Pace contract. Pace noted a modest increase in funding. This service area is considered the "original service" per our grant. Pace pays 75% of the service with a cap of \$127,127. The service area covered by the grant is a separate contract. Supervisor O'Connor reviewed the contract.

After some discussion, a motion to approve the 2017 Pace Contract by Trustee Nield, seconded by Trustee White. On roll call vote: Trustee White, aye Trustee O'Connor, aye, Trustee Falbe, aye, Trustee Nield, aye. Supervisor O'Connor, aye. Motion carried.

**APPROVAL TO AWARD BID FOR THE PURCHASE OF NATIVE SEED - DISCUSSION & VOTE:**

Supervisor O'Connor said the Township went out for bid to purchase additional seed that is needed for the Restoration Project at Liberty Prairie Reserve. The Township received 2 bids. The Board received a summary of the bids in their packets.

The Township recommended the bid be awarded to Shooting Star Native Seed in the amount of **\$35,893.14**. Trustee Falbe recommended the Board table the vote until after the presentation by Sarah Surroz, Executive Director of Conserve Lake County, gives her presentation/dedications; item #12 on the agenda. The Board agreed. Following the presentation a vote was taken.

A motion by Trustee Falbe seconded by Trustee White to award the bid for the purchase of native seed for Phase 1 of the Liberty Prairie Reserve Restoration project to Shooting Star Native Seed in the amount of \$35,893.14. On roll call vote: Trustee White, aye, Trustee O'Connor, aye, Trustee Falbe, aye, Trustee Nield, aye, Supervisor O'Connor, aye. Motion carried.

**APPROVAL TO AWARD BID FOR THE 2017 DUAL AXLE FORD F-550 CHASSIS AND EQUIPMENT PACKAGE – DISCUSSION & VOTE:**

Supervisor O'Connor stated the Township received one bid for the 2017 Dual Axle Ford F-550 Chassis and equipment package.

A motion by Trustee Falbe, seconded by Trustee Nield to award the bid for the 2017 Dual Axle-Ford F-550 Chassis and Equipment Package to Victor Ford Motorsport in the amount of **\$62,545**. On roll call vote: Trustee White, aye, Trustee O'Connor, aye, Trustee Falbe, aye, Trustee Nield, aye, Supervisor O'Connor, aye. Motion carried.

**LAKE COUNTY GRADING MODIFICATION OF CONTRACTUAL REQUIREMENTS/INSURANCE COVERAGE – DISCUSSION & VOTE:**

Lake County Grading agreed to accept the change to Item #21 to read "Contractor's liability under this contract shall be limited to the Maximum coverage value of the Contractor's insurance policies as noted in Paragraph 5 herein." Lake County Grading has requested the Township accept their Certificate of Liability insurance which is a change from the Request for Services. The Board received a copy of the Construction Agreement and Certificate of Insurance.

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A motion by Trustee Falbe, seconded by Trustee O'Connor to accept and change Lake County Grading Certificate of Liability Insurance coverage as stipulated in the Certificate of Insurance Lake County Grading provided. On roll call vote: Trustee White, aye, Trustee O'Connor, aye, Trustee Falbe, aye, Trustee Nield, aye, Supervisor O'Connor, aye. Motion carried.

**RESOLUTIONS FOR ILLINOIS NATURE PRESERVE DEDICATION:  
SARAH SURROZ, EXECUTIVE DIRECTOR, CONSERVE LAKE COUNTY &  
GARY MITCHINER, CHAIR, CONSERVE LAKE COUNTY**

**a. RESOLUTION 2016-R-12 REGARDING THE DEDICATION OF CERTAIN  
TOWNSHIP OPEN SPACE LAND AS DONNELLEY NATURE PRESERVE  
BUFFER ADDITION TO THE LIBERTY PRAIRIE NATURE PRESERVE-  
DISCUSSION & VOTE:**

A power point presentation was given by Sarah Surroz and Gary Mitchiner. The Board was reminded seeking dedication of the parcels from the Illinois Nature Preserve Commission was part of the approved "Conceptual Plan". Several grants have been obtained to offset the restoration costs and the efforts are under budget. Ms. Surroz said stated the approved Conceptual Plan has increased the opportunity to seek out grants. Ms. Surroz noted the Donnelly Family has been instrumental in protecting natural areas and habitat in the Liberty Prairie Reserve. Maps and Images were displayed. Trustee Nield asked if the parcels on the corner of Milwaukee Ave and Casey Road will remain in agriculture. Supervisor O'Connor stated currently they are in agricultural. The maps displayed several parcels which would remain in agriculture for the upcoming year.

A motion by Trustee O'Connor, seconded by Trustee White to waive the reading and approve Resolution 2016-R-12 regarding the dedication of certain township open space land as Donnelley Nature Preserve Buffer addition to the Liberty Prairie Nature Preserve. On roll call vote: Trustee White, aye, Trustee O'Connor, aye, Trustee Falbe, aye, Trustee Nield, abstain, Supervisor O'Connor, aye. Motion carried.

**b. RESOLUTION 2016-R-13 REGARDING THE DEDICATION OF CERTAIN  
TOWNSHIP OPEN SPACE LAND AS DONNELLEY NATURE PRESERVE  
BUFFER ADDITION TO THE ALMOND MARSH NATURE PRESERVE –  
DISCUSSION & VOTE:**

A motion by Trustee Falbe, seconded by Trustee White, to waive the reading and approve Resolution 2016-R-13 regarding the dedication of certain township open space land as Donnelley Nature Preserve Buffer addition to Almond Marsh Nature Preserve. On roll call vote: Trustee White, aye. Trustee O'Connor, aye, Trustee Falbe, aye, Trustee Nield, abstain, Supervisor O'Connor, aye. Motion carried.

**RESOLUTION 2016-R-10**

**2017-18 LIBERTYVILLE TOWNSHIP TAX LEVY-DISCUSSION & VOTE:**

It was recommended to keep the Levy flat at \$1,809.233. Supervisor O'Connor reviewed anticipated projects/expenses for the upcoming year: continue the restoration work in the Liberty Prairie Reserve, large scale prescribed burn and herbicide projects, the Feasibility Study a potential wetland mitigation bank at the corner of Casey Rd. & Rt. 45 and the purchase of a track skid steer forestry package.

A motion by Trustee Falbe, seconded by Trustee O'Connor to waive the reading of the resolution and approve Resolution 2016-R-10 2017 – 18 Libertyville Township Tax Levy.

On roll call vote: Trustee White, aye, Trustee O'Connor, aye, Trustee Falbe, aye, Trustee Nield, aye, Supervisor O'Connor, aye. Motion carried.

**RESOLUTION 2016-R-11 2017-18 ROAD DISTRICT TAX LEVY  
DISCUSSION & VOTE:**

Highway Commissioner Marty Neal said with the anticipated 4 major federal projects the Road District is anticipating levying to the maximum amount allowed **\$1,680,941**.

A motion by Trustee Falbe, seconded by Trustee White to waive the reading of the resolution and approve Resolution 2016-R-11 2017-18 Libertyville Township Road District Tax Levy. On roll call vote: Trustee White, aye, Trustee O'Connor, aye, Trustee Falbe, aye, Trustee Nield, aye, Supervisor O'Connor, aye. Motion carried.

**OLD BUSINESS**

Highway Commissioner Neal said last week the Libertyville Running Club hosted a 5 K which he and Supervisor O'Connor participated in; the proceeds went to the Libertyville Township Food Pantry. Clerk Hansen said she is looking to organize a Libertyville Township 5 K walk run on our Open Space Property late next spring to also benefit the Food Pantry.

**NEW BUSINESS – NONE**

**ADJOURNMENT**

A motion to adjourn by Trustee Falbe and a second by Trustee White. All in favor, aye, Motion carried. **Time: 8:05p.m.**

Respectfully submitted,



Anne Hansen, Township Clerk

## ORDINANCE 2016-1

### AN ORDINANCE ESTABLISHING THE REIMBURSEMENT OF ALL TRAVEL, MEALS AND LODGING EXPENSES OF OFFICERS AND EMPLOYEES IN THE TOWNSHIP OF LIBERTYVILLE, ILLINOIS

WHEREAS, Libertyville Township, Lake County, Illinois is a non-home rule unit of local government pursuant to Article VII, § 8 of the 1970 Illinois Constitution; and

WHEREAS, the Local Government Travel Expense Control Act, Pub. Act 99-0604, required all non-home rule local public agencies, including townships to regulate, by ordinance or resolution, the reimbursement of all travel, meals and lodging expenses of their officers and employees by the effective date of January 1, 2017; and

WHEREAS, the Board of Trustees has determined that it must comply with the Act by passage of this ordinance.

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF LIBERTYVILLE TOWNSHIP, LAKE COUNTY, ILLINOIS, THAT THE FOLLOWING ORDINANCE TO REGULATE THE REIMBURSEMENT OF ALL TRAVEL, MEALS AND LODGING EXPENSES OF THEIR OFFICERS AND EMPLOYEES BE AND HEREBY IS ADOPTED:**

#### **SECTION 1: Definitions.**

The following words, terms and phrases, shall have the meanings ascribed to them in this section, except where the context clearly indicated a different meaning:

Entertainment: includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place or private entertainment or amusement, unless ancillary to the purpose of the program or event.

Travel: any expenditure directly incident to official travel by employees and officers of the Township or by wards or charges of the Township involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

#### **SECTION II: Official Business for which Expenses May Be Reimbursed.**

- (1) An official of the Township shall be entitled to reimbursement for travel, including meals and lodging, related to the following types of official business:
  - a. Education conferences related to the duties of the officer of the Township;
  - b. Site visits to current or potential vendors of the Township
- (2) An employee shall be entitled to reimbursement for travel, including meals and lodging, related to the following typed of official business:
  - a. Education conferences related to the duties of the employee of the Township;
  - b. Site visits to current or potential vendors of the Township

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**SECTION III: Maximum Allowable Reimbursement for Expenses.**

- (1) Unless otherwise accepted herein, the maximum allowable reimbursement for an employee or officer of the Township shall be those rates set by the Federal Travel Regulation and maintained by the United States General Services Administration for travel per diem, meals, and incidental expense in effect at the time the expense was incurred.
- (2) Alcohol is specifically excluded from reimbursement.

**SECTION IV: Approval of Expenses.**

The Board of Trustees must approve the following reimbursements for travel, including meals and lodging, by a roll call vote at an open meeting of the Board of Trustees:

- (1) Any expense of any officer or employee that exceeds the maximum permitted in Section III; or
- (2) Any expense of any member of the Board of Trustees of the Township.

**SECTION V: Documentation of Expenses.**

Before any reimbursement for travel, including meals and lodging, may be approved pursuant to Section IV, a standardized form for submission of travel, meals and lodging expenses supported by the following minimum documentation shall first be submitted to the Board of Trustees:

- (1) An estimate of the cost of travel, meals and lodging if expenses have not been incurred or a receipt of the cost of the travel, meals and lodging if the expenses have already been incurred;
- (2) the name of the individual who received or is requesting the travel, meals and lodging expense; and
- (3) the job title or office of the individual who received or is requesting the travel, meals and lodging expense; and
- (4) the date or dates and nature of the official business in which the travel, meals and lodging expense was or will be expended.

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act, 5 ILCS 140/1

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SECTION VI: Entertainment Expenses.

No employee or officer of the township shall be reimbursed by the Township for any entertainment expense.

SECTION VII:

This Ordinance shall be in full force and affection from and after its passage.

Passed by the Board of Trustees this 8 day of December, 2016.

AYES: 5  
NAYS: 0  
ABSENT: 0

Passed and approved this 8 day of December 2016.

Kathleen M O'Connor

Kathleen M. O'Connor, Supervisor

ATTEST:

Anne Hansen

Anne Hansen, Township Clerk