

**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 on Tuesday, April 9, 2019.**

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

**Anne Hansen----- CLERK**

**Carol A. August----- TRUSTEE**

**Matthew A. Kovatch----- TRUSTEE**

**David Nield----- TRUSTEE**

**Terry A. White----- TRUSTEE**

Supervisor O'Connor called the meeting to order at 8:12 p.m. Pledge to the Flag, roll call and all Board members were present. Assessor Peggy Freese and Highway Commissioner Marty Neal were also in attendance.

**APPROVAL OF MINUTES – March 14, 2019**

A motion by Trustee Kovatch and a second by Trustee August to approve the March 14, 2019 Board meeting minutes. All in favor, aye. Motion carried.

**APPROVAL OF BILLS**

**TOWN FUND**

Motion by Trustee Kovatch and a second by Trustee White to approve the expenditures from the **Town Fund** in the amount of **\$14,824.72**. There was no additional discussion. On roll call vote: Trustee White, aye, Trustee Nield, 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 **\$14,695.94**. There was no additional discussion. On roll call vote: Trustee White, aye, Trustee Nield, aye, Trustee August, aye, Trustee Kovatch, aye; Supervisor O'Connor, aye. Motion carried.

**OPEN SPACE FUND**

Motion by Trustee Kovatch, and a second by Trustee August to approve the expenditures from the **Open Space Fund** in the amount of **\$2,215.16**. There was no additional discussion. On roll call vote: Trustee White, aye, Trustee Nield, aye, Trustee August, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

**Citizens' Comments – None**

**TOWNSHIP REPORTS:**

**Assessor's Report**

Assessor Freese announced her retirement as Libertyville Township Assessor effective end of the day Tuesday, June 4, 2019. She presented a letter to the public and the Board stating she is very proud of her 22 years of public service to the residents of Libertyville Township and thanked the public for their trust. See letter attached.

**Clerk's Report – None**

**Highway Commissioner's Report**

Highway Commissioner Neal reported the Road District has been dealing with a lot of melting and drainage issues. An update on the upcoming resurfacing projects were discussed. Projected dates and events are highlighted on our website. Discussion ensued.

**Trustees' Report – None**

**Supervisor's Report**

Supervisor O'Connor made some general announcements regarding the Food Pantry.

The Township received a check from the Village of Libertyville's TIF surplus in the amount of \$23,373.09 and the Road District received a check in the amount of \$10,852.28.

Supervisor O'Connor attended the Eagle Court of Honor Ceremony for Brandon Brown. His Eagle Scout project involved constructing and installing 6 mounting blocks on the Casey Trail.

Supervisor O'Connor attended ComEd's announcement of a new program called "Empowering People". The program will assist customers on how to spot scammer, provide increased transparency on their energy bills & establish additional financial assistance programs for ComEd's most vulnerable customers.

The Township burn season has been extremely successful. The Township staff or contractors have conducted prescribed burns on over 200 acres of open space.

**PRESENTATION AND ADOPTION OF THE DES PLAINES RIVER WATERSHED-BASED PLAN – DISCUSSION & VOTE:**

Ashley Strelcheck, Water Resources Professional for Lake County Stormwater Management Commission, presented the updated Des Plaines River Watershed-Based Plan. Prior to the meeting, the Board was given a copy of the Executive Summary. Supervisor O'Connor said the watershed based plan is a tool to prioritize projects and assist in the grant application process.

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A motion by Trustee August and a second by Trustee Kovatch to approve the adoption of the DesPlaines River Watershed-Based Plan. There was no additional discussion. On roll call vote: Trustee White, aye, Trustee Nield, aye, Trustee August, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

**APPROVAL TO AWARD AQUATIC ECOSYSTEMS MGMT. FOR WATER QUALITY ANALYSIS RELATED TO THE MS4 PERMIT – DISCUSSION & VOTE:**

The Board received information in their packets regarding the water quality analysis related to the MS4 Permit.

A motion by Trustee White and a second by Trustee Nield to award the contract to Aquatic Ecosystems Management for water quality analysis in the amount of \$1,800. There was no additional discussion. On roll call vote: Trustee White, aye, Trustee Nield, aye, Trustee August, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

**PROPOSAL TO ENGAGE GEORGE ROACH & ASSOCIATES FOR THE 2018-19 AUDIT-DISCUSSION & VOTE:**

The Township received one proposal for the audit. The contract is for 3 years with a slight increase each year: \$16,000, \$16,500 and \$17,000. The fee for our last audit was \$20,600 and \$20,000 the prior year.

A motion by Trustee White and a second by Trustee Kovatch. There was no additional discussion. On roll call vote: Trustee White, aye, Trustee Nield, aye, Trustee August, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

**PROPOSAL TO AWARD THE 2019 NATIVE SEED PURCHASE OF \$30,870.24 TO SHOOTING STAR NATIVE SEEDS.**

The Township received 3 bids for the 2019 Native Seed Purchase. One bid was incomplete and the other bid did not have any amounts provided on the bid document. We did receive one bid after the deadline.

A motion by Trustee White and a second by Trustee Kovatch to award the 2019 Native Seed Purchase to Shooting Star Native Seeds in the amount of \$30,870.24. Trustee Kovatch asked if bidders are notified if they are not awarded the work. Supervisor O'Connor said yes. On roll call vote: Trustee White, aye, Trustee Nield, aye, Trustee August, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

**APPROVAL OF TERMS LETTER AND INTIAL PAYMENT OF \$20,900 FOR CLARKE MOSQUITO ABATEMENT – DISCUSSION & VOTE**

The Clarke Terms Letter allows the Township to receive 6 adult mosquito control applications at \$1,965.00 per application.

A motion by Trustee Kovatch and a second by Trustee Nield to approve the Terms Letter and initial payment of \$20,900 for Clarke Mosquito Abatement. There was no additional

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

**2019-20 DRAFT TOWN FUND BUDGET – DISCUSSION**

The Town budget was reviewed. No significant changes have been made to the budget following the approval of the 2019-20 Levy.

**2019-20 DRAFT ROAD DISTRICT BUDGET – DISCUSSION**

Highway Commissioner Marty Neal highlighted changes to the budget. Discussion ensued.

**OLD BUSINESS – NONE**

**NEW BUSINESS**

The Libertyville Days Parade is scheduled for June 15, 2019. Supervisor O'Connor is not be able to participate. If the Board is interested, an application to participate will be submitted.

Supervisor O'Connor reminded the Board the start time for the April 25<sup>th</sup> meeting has been changed from 7:00 to 7:30 p.m.

**ADJOURNMENT**

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

**Time: 9:15 p.m.**

Respectfully submitted,



Anne Hansen, Township Clerk



**LIBERTYVILLE TOWNSHIP**

**OFFICE OF THE ASSESSOR**

**PEGGY A. FREESE C.I.A.O.  
ASSESSOR**

**PHONE 847-362-5900**

**April 9, 2019**

**To: Supervisor O'Connor  
Trustee August  
Trustee Kovatch  
Trustee Nield  
Trustee White**

**I am writing this letter to notify you that effective at the end of the day on Tuesday June 4, 2019, I am resigning as Libertyville Township Assessor.**

**I am currently in my 22<sup>nd</sup> year as Libertyville Township Assessor and after much thought and consideration I am ready to take on new challenges in the next chapter in my life.**

**I am very proud of all the strides and accomplishments made to the Assessor office since I was first elected in 1997. I have developed numerous personal and professional relationships through my position as Assessor. While in office I have worked with 4 Supervisors, 4 Highway Commissioners, 20 Trustees, 2 Clerks and numerous employees of Libertyville Township, learning from each along the way.**

**I am very proud of my public service to the residents of Libertyville Township. I thank the public for their trust in me over the last 22 years and want them to know that the staff of the Libertyville Assessor Office will continue to supply the residents of Libertyville Township with the courteous and professional service they've come to expect.**

**Sincerely,**

**Peggy A. Freese  
Libertyville Township Assessor**

