

# Minutes Board of Town Trustees

STATE OF ILLINOIS,  
COUNTY OF LAKE  
TOWN OF FREMONT

The Fremont Township Board of Trustees met at 22376 W. Erhart Rd., Mundelein, IL 60060 on July 15, 2013 to conduct a **Regular Board Meeting**

## **PRESENT:**

Diana O'Kelly	Supervisor
Christina McCann	Town Clerk
Bill Grinnell	Highway Commissioner
Trustee Atleson	Town Trustee
Trustee Forman	Town Trustee
Trustee Martin	Town Trustee
Trustee Shanahan	Town Trustee

## **1. CALL TO ORDER AND PLEDGE**

Supervisor O'Kelly called the meeting to order at 7:00 p.m. and The Pledge of Allegiance was recited.

## **2. ROLL CALL**

**BOARD MEMBERS PRESENT** - Supervisor O'Kelly, Trustee Atleson, Trustee Forman, Trustee Martin, Trustee Shanahan

**ELECTED OFFICIALS PRESENT** - Clerk McCann, Highway Commissioner Grinnell.

Absent: Assessor Sullivan

**OTHERS PRESENT** – Nancy Krolok, Mary Soker, Donna & Tim Cardwell, Steve Rywags, Ed Tauscher, Fred Icast, Nick Tonkery, Rose Marie Domyen

## **3. PUBLIC COMMENTS**

Donna Cardwell inquired why the GA/EA/Food Pantry Report is listed after "Executive Session" on the agenda. The agenda will be revised in the future to ensure all public business is completed prior to potential Executive Sessions.

Nick Tonkery stated there are problems accessing parts of the Township website when using Internet Explorer. Mozilla and Chrome browsers do not have the same issue. Others commented that they experienced similar problems.

## **4. MEETING MINUTES**

- Trustee Shanahan moved and Trustee Martin seconded the motion to approve the minutes of the June 10, 2013 Regular Meeting Minutes. All in favor, motion carried.

## **5. CORRESPONDENCE**

5.1 Supervisor O'Kelly reviewed the following correspondence:

Thank you letter from the University of Illinois Extension Service for the Township's donation of \$500.00.

Confirmation letter from Lake County GIS/Mapping Division stating the official new address for the Township Administrative Center will be 22385 W Illinois Route. 60, Mundelein, Illinois 60060.

## **6. OLD BUSINESS**

### **6.1 Clarke Environmental Mosquito – George Balis Presentation**

George Balis reviewed Clarke's West Nile Virus prevention services provided to the Township since 2005 during the summer months including, monitoring and treatment of known breeding pools in unincorporated areas of the Township. (Monitoring and treatment of incorporated areas are conducted by local municipalities.) A total of seventy seven (77) sites are monitored on a rotating basis. Water samples are taken five (5) times throughout the summer, and analyzed in their lab. Corn based granules are then applied to known breeding areas where the Culex mosquito may be carrying the West Nile Virus. Backpack applicators are used for smaller breeding areas and a helicopter is deployed to treat larger acreage.

In addition to Clarke's applications, the Fremont Township Highway Department applies larvicides to storm drains in unincorporated areas. According to Mr. Balis, an average of 100 acres are treated each month. Statistical reports reveal that in 2012 more than 5000 human cases of the West Nile Virus were reported in the United States, 512 human cases were reported in Illinois, and 7 human cases were reported in Lake County. Mr. Balis noted that not all West Nile Virus victims are hospitalized as many acquire the virus but mistake it for fatigue or the flu.

Chic Martin stated that he and Supervisor O'Kelly met previously with Mr. Balis and are satisfied that Clarke is providing a valuable service to the Township.

- **Trustee Martin moved and Trustee Forman seconded the motion to approve the Clarke Environmental Mosquito Management contract dated June 19, 2013 for a period of two years with a renewal clause for another two years. All in favor, motion carried.**

### **6.2 Credit Card Guidelines**

Supervisor O'Kelly reviewed the Purchase Card Guidelines and Agreement form required to be signed by elected officials and/or staff supplied with the card.

- **Trustee Forman moved and Trustee Martin seconded the motion to approve the Purchasing Card Guidelines and Agreement form. All in favor, motion carried.**

### **6.3 Official Change in Regular Meeting Time**

- **Trustee Martin moved and Trustee Atelson seconded the motion to change the start time of the monthly Regular Board Meetings from 7:30 p.m. to 7:00 p.m. All in favor, motion carried.**

## **7. NEW BUSINESS**

**7.1 Resolution Establishing Investment Policy for Fremont Township**

- **Trustee Atleson moved and Trustee Shanahan seconded the motion to approve the Resolution Establishing an Investment Policy for Fremont Township. All in favor, motion carried.**

**7.2 Authorization for Supervisor O’Kelly to Pay Township Bills**

- **Trustee Shanahan moved and Trustee Martin seconded the motion to approve Authorization for Supervisor O’Kelly to Pay Township Bills. All in favor, motion carried.**

**7.3 Authorization for Supervisor O’Kelly to Purchase/Contract Under a Limited Amount**

- **Trustee Martin moved and Trustee Atleson seconded the motion to Authorize Supervisor O’Kelly to Purchase/Contract Under \$5,000.00 without prior Board approval. All in favor, motion carried.**

**7.4 Public Participation Policy**

- **Trustee Martin moved and Trustee Shanahan seconded the motion to approve the Public Participation Policy. All in favor, motion carried.**

**7.5 Electronic Participation Policy**

- **Trustee Martin moved and Trustee Shanahan seconded the motion to approve the Electronic Participation Policy, as corrected. All in favor, motion carried.**

**Discussion:** Trustee Martin stated that a telephone needs to be installed in the Board Meeting room to accommodate conference calls for electronic participation. Trustee Forman asked if electronic participation could occur via Skype. It was decided that accommodations would be made to meet electronic participation needs, but there is no guarantee as to whether Internet would be available at any given time.

**7.6 Loss Control Policy**

- **Trustee Shanahan moved and Trustee Forman seconded the motion to approve the Loss Control Policy. All in favor, motion carried.**

**Discussion:** Trustee Shanahan inquired as to the purpose of the policy. Clerk McCann responded that TOIRMA requires the policy be on file.

**7.7 IMRF Resolution 7-15-13**

- **Trustee Martin moved and Trustee Shanahan seconded the motion to approve IMRF Resolution 7-15-13 requiring elected officials to work a minimum of 1000 hours in order to qualify for participation in IMRF. All in favor, motion carried.**

**8. COMMITTEE REPORTS**

**8.1 Parks**

Parks Committee Chair Nick Tonkery asked if all of Ivanhoe Park has been surveyed. Highway Commissioner Grinnell stated the survey is not yet complete, but when it is the entire Park will be included.

Chair Tonkery reported that new mats have been installed for the batting cages at Behm Park.

Trustee Martin reported that bids have been obtained to install a new well and a sprinkler irrigation system at Ivanhoe Community Park. The well system will be installed by Wachholder Well at a price of \$9500.00. Since the work will begin immediately, Trustee Martin requested that the Board approve paying the Wachholder invoice upon completion of the job which will be prior to the August meeting.

- **Trustee Martin moved and Trustee Forman seconded the motion to pay the Wachholder invoice in the amount of \$9500.00 upon completion of the job. All in favor, motion carried.**

Trustee Martin reported three bids were received to install a sprinkler irrigation system at Ivanhoe Community Park. The bids varied greatly in price, Trustee Martin said he is comfortable with the local company who submitted the lowest bid at \$14,000.00. Further discussion will be held with the bidder to determine if their proposal meets the job specifications.

Supervisor O'Kelly stated she would like to hold a special planning meeting with the Board at Behm Park to assess the facilities as well as those at Ivanhoe Community Park. It was determined the best date for all to attend is Thursday, August 15 at 10:00 A.M. The Clerk will post a notice for a Special Meeting on that date.

## **8.2 Well and Water - No Report.**

## **9. CERT REPORT**

CERT Team Member Rose Marie Domeny submitted a written report outlining outreach activities during the past year as well as events planned to be held in the future including: July 26, 2013 Pet Presentation and information booth at the Lake County Fair, Possible support role with Grayslake Fire Department at the Fair, Grayslake Fire Department Open House on October 13, 2013, CERT Fire Extinguisher Return Program, Countryside Fire Department Open House in October, 2013 and a Public Information Session entitled "Post-Disaster Frauds and Scams" to be held at the Fremont Library on November 19, 2013. The Team is also working on a Teen CERT program, additional media contacts, permanent information displays, films of previous presentations and Township information and assistance.

## **10. ELECTED OFFICIALS' REPORT**

### **10.1 Assessor – No Report.**

### **10.2 Clerk**

Clerk McCann reported on registration materials for the 2013 TOI Conference on November 10, 11, 12, 2013 in Springfield, Illinois. Those planning to attend were

asked to submit their completed registration forms to Nancy Lech within the next week in order to secure adequate hotel rooms at the conference hotel.

### 10.3 Highway Commissioner

**Hwy. Commissioner Grinnell reported on the following projects:**

**Chardon Road:** Baker & Sons Paving has completed work on this project.

**Landau Lane:** Work on the drainage pipe has been completed.

Highway Commissioner Grinnell reported that he recently met with IDOT regarding Phase I planning for the widening of Route 60/83 from Diamond Lake Road to Illinois Route 176. IDOT is currently doing preliminary engineering for a four lane road; however there currently is no money to begin construction on the project. The preliminary plan will call for an under or overpass at the rail road crossing. Trustee Shanahan commented that even if funding were available, it would take a minimum of four years from planning to the construction phase for the road to be completed.

### 10.4 Supervisor's Report

**Supervisor O'Kelly reported the following:**

**New Address:** The Township Administration Center will be given a new address (22385 W. Illinois Route 60, Mundelein, Illinois 60060) to accommodate emergency services and constituent needs for the Administration Center. When originally constructed the Township elected to maintain one address for both the Highway Department and Administration Center. At a recent outreach event there was a need to call paramedics to the Administration Center. Emergency services had trouble locating the Administration Center and showed up at the Highway Department.

**Facebook Page:** A Township Facebook page has been created and there are already many followers. This is a site where updates about Township events and news can be shared with Township residents.

**Senior Advocacy:** Numerous services and programs are available to assist senior citizens in Fremont Township. In the future more effort will be made to better publicize these services.

**Tornado Awareness Session:** A seminar was held in cooperation with the Grayslake Fire Department for Saddlebrook Farm residents. Sixty five (65) people attended and learned what they can do to better protect themselves leading up to, and during a tornado.

**Behm Park Landscaping:** A number of dead trees and shrubs were removed and clean-up maintenance continues at Behm Park.

**Wireless Internet:** A wireless network has been installed at the Township Administration Center. There is a closed network for staff and another closed network is available for guests in the Community Meeting Room. Signs are posted for guests listing the Network access key.

**Investment Policy:** An investment Policy was created to ensure that Township funds are properly managed and securely invested.

**Pickle Ball:** The Township has received many requests to install Pickle Ball Court. The idea is being considered for Behm Park.

**Community Service:** Volunteers are greatly needed to assist with weeding of the Township Community Garden.

**Website:** Staff is currently working on designing a new Township website they can manage without paying additional fees to an outside vendor. It is not yet known whether this is feasible, but the Board will be kept informed of the progress.

**Vacant Home:** Neighbors in Fairfield Estates have filed a complaint regarding a vacant foreclosed home on Baker Lane. The Township is coordinating with the County to determine the best plan to deal with the overgrown grass and weeds in the yard.

**10.5 Trustees Report – None**

**11. APPROVAL OF BILLS**

- **Trustee Martin moved and Trustee Shanahan seconded the motion to audit and approve payment of the Road and Bridge Fund in the amount of \$24,217.20. All in favor, motion carried.**
- **Trustee Shanahan moved and Trustee Martin seconded the motion to audit and approve payment of the Permanent Road Fund in the amount of \$172,295.44. All in favor, motion carried.**
- **Trustee Forman moved and Trustee Shanahan seconded the motion to audit and approve payment of the General Town Fund in the amount of \$89,293.57. All in favor, motion carried.**

**ROLL CALL: Trustee Atleson, Aye, Trustee Forman, Aye, Trustee Martin, Aye, Trustee Shanahan, Aye. All in favor, motion carried.**

- **Trustee Shanahan moved and Trustee Martin seconded the motion to audit and approve payment of the General Assistance Fund in the amount of \$5,014.52. All in favor, motion carried.**

**12. GA/EA/FOOD PANTRY REPORT**

During the past month 33 residents used the Food Pantry. There are 2 residents on Emergency Assistance, 1 resident on General Assistance with medical, and 1 resident on General Assistance. Two residents applied for Salvation Army program, 2 residents applied for the Safe Link phone program, 1 resident applied for assistance from NiCor. Residents who qualify are currently making appointments to apply for a \$150.00 deduction in their summer electric bills through the LIHEAP program.

**13. PUBLIC COMMENTS**

Tim Caldwell reiterated that the grass is getting very high at the vacant home on Baker Lane. He also asked who has control of the traffic light at Gilmer and Midlothian. The timing is off with more time being allotted to Midlothian traffic when Gilmer is the road with more traffic. Highway Commissioner Grinnell stated that he will investigate and get back to Tim with contact information for filing a complaint.

Donna Caldwell asked what the audit process will be for the new purchase cards. Supervisor O'Kelly stated the receipts must be turned into Nancy Lech and depending on the department expense, Supervisor O'Kelly or the Highway

Commissioner Grinnell must sign off on the monthly statement before the bill is presented to the Board for approval.

14. **EXECUTIVE SESSION**

- Trustee Shanahan moved and Trustee Martin seconded the motion to enter Executive Session to discuss the purchase of property at 8:22 P.M. All in favor, motion carried.
- Trustee Forman moved and Trustee Atleson seconded the motion to exit Executive Session and return to the Regular Board Meeting at 8:45 P.M. All in favor, motion carried.

15. **ADJOURN**

- Trustee Martin moved and Trustee Forman seconded the motion to adjourn the meeting at 8:48 P.M. All in favor, motion carried.

Respectfully  
Christina McCann  
Fremont Township Clerk

---

Approved: August 14, 2013