

Minutes Board of Town Trustees

STATE OF ILLINOIS,
COUNTY OF LAKE
TOWN OF FREMONT

The Fremont Township Board of Trustees met at 22385 W. Illinois Route 60, Mundelein, IL 60060 on March 21, 2014 to conduct a **Special Meeting.**

ELECTED OFFICIALS:

Diana O'Kelly	Supervisor
Christina McCann	Town Clerk
Bill Grinnell	Highway Commissioner
Ed Sullivan, Jr.	Assessor
Jeralyn Atleson	Town Trustee
Tami Forman	Town Trustee
Chic Martin	Town Trustee
Connie Shanahan	Town Trustee

1. CALL TO ORDER AND PLEDGE

Supervisor O'Kelly called the meeting to order at 1:00 P.M.

2. ROLL CALL

BOARD MEMBERS PRESENT

Supervisor O'Kelly, Trustee Atleson, Trustee Forman, Trustee Martin, Trustee Shanahan,

ELECTED OFFICIALS PRESENT

Clerk Christina McCann

OTHERS PRESENT

Staff Members: Nancy Lech & Herb Riedel, Avon Township Supervisor Lisa Rusch

3. PUBLIC COMMENTS

None

4. ANNUAL REPORTS

4.1 Supervisor's Annual Financial Statement

4.2 Highway Commissioner's Annual Report

Per state statute, the Board of Trustees was presented the Supervisor's Annual Financial Statement, and the Highway Commissioner's Annual Report. Both reports have been filed with the Clerk and the Supervisor's Annual Financial Statement has been posted in the community meeting room in advance of the Annual Town Meeting on April 8, 2014.

5. 2014/2015 BUDGET PLANNING DISCUSSION

General Town Fund

The line items for the FY 2014/2015 Town budget were discussed. The majority of line items will remain the same as in the previous budget. New line items will be added for capital improvement projects and

equipment reserves. Revenue and expenditures for the food pantry will now be captured in a separate department fund. Two thirds (2/3) of the township caseworker's salary will be paid from the General Assistance Fund. The other one third (1/3) will be paid from the General Town Fund. Supervisor O'Kelly believes this allocation accurately reflects the amount of time the caseworker dedicates to GA and social service programs. The Park Manager and park staff salaries will be divided between "Administration-Other Personnel Salaries" in the General Town Fund and "Administration-Salaries" under "Parks" because both staff members devote time to the parks and township administrative center.

The line item "Land Acquisition" will be changed to "Land Acquisition/Development" because the Administration continues to explore the purchase of contiguous property and must explore options to expand the parking lot and storage facilities.

This is the first year staff member Nancy Lech prepared the budget under the direction of the Supervisor and Board of Trustees. She stated that if all funds allocated in the budget are spent, the Town Fund will have a reserve of \$750,000.00.

Parks Department

Parks Manager Herb Riedel passed out a list of groups utilizing the parks, the number of games played, and the number of players on each team. During 2013, seven (7) sports groups used the fields, five hundred seventy seven (577) games were played and nine hundred thirty one (931) players were registered on the seven user group teams. These numbers do not reflect the hundreds of practice games held at the parks.

Riedel stated that since the development of Behm Park in 2009, there has not been enough done by Township Administrators to provide the Parks Department with the equipment needed to successfully and efficiently do their jobs. Each time something new is developed (fields, restrooms, courts, etc.) expenses do not end with development. Each new venture requires operating expenses, and understandably those expenses are not always predictable. In his opinion, great improvements were made during the 2013 season, and the parks have never looked better, but due to a continuing lack of equipment, staff lacks efficiency and spend too much time on many of their maintenance procedures.

Supervisor O'Kelly asked Mr. Riedel to produce a report listing "needs and wants" to effectively manage the parks. In his opinion, if he is to be held accountable to effectively manage the parks, the Administration is responsible to provide him with the equipment necessary to do the job. With a very small support staff, and only so many hours in a day, purchasing certain equipment allows them to do their job faster, but still efficiently. Currently a lot of equipment is rented or leased, which requires trips to and from rental facilities (taking staff time away from completing required tasks), and borrowed from the Highway Department which requires both departments to juggle their schedules.

During 2013, the Parks Dept. spent \$55,000.00 to purchase a new truck in conjunction with the Highway Department, and also a new walk behind mower. In 2014, he is proposing that \$90,000.00 be allocated to the purchase of new equipment with older equipment being put to auction or Highway Department use, if still operable..

<u>Suggested Equipment to Purchase</u>	<u>Cost</u>
2014 John Deere 997 Zero Turn Mower (will replace 1995 John Deere F725)	\$15,721.32
2014 Felling FT 14-2 Hauling Trailer (will replace 1999 Redi Haul Trailer)	\$8,500.00
Turfco Topdresser (currently paying outside vendor to dress the fields)	\$14,757.50
Case Sr 220 Skid Steer on John Deere 320E (currently borrow from Hwy. Dept.)	\$45,000.00

The consensus of the Board is that a line item should be created in the Parks budget for "Equipment Reserves". The skid loader should be budgeted in reserves to be purchased in a couple of years (2016). Trustee Martin feels renting this piece of equipment would be more beneficial until funds are accumulated for purchase. Board consensus is also that user groups are depending on the Township more and more to do work they're supposed to do per their contracts. If user groups are utilizing Park Department staff time in excess of what is stipulated in the contract, they should be charged for that time.

The Board also discussed the status of ongoing and planned projects for Behm and Ivanhoe Parks.

- **Trustee Martin moved, and Trustee Shanahan seconded the motion to increase the Parks Department line item Capital Outlay for "Equipment" from \$25,000.00 to \$40,000.00. All in favor, motion carried.**
- **Trustee Shanahan moved and Trustee Martin seconded the motion to increase Parks Department "Equipment Rental" from \$3,500.00 to \$7,000.00. Aye: Trustee Forman, Trustee Martin, Trustee Shanahan. Ney: Trustee Atleson.**
- **Trustee Martin moved and Trustee Forman seconded the motion to add the line item "Equipment Reserves" under Parks Capital Outlay, and allocate \$20,000.00 per year for the next two years. All in favor, motion carried.**
- **Trustee Forman moved and Trustee Martin seconded the motion to increase the line item "Portable Toilets" under Parks Contractual Services from \$5,000.00 to \$6,000.00. All in favor, motion carried.**

The Board discussed the status of ongoing and planned projects related to the Administrative Center.

- **Trustee Martin moved and Trustee Forman seconded the motion to create the line item "Building Maintenance Reserve" under Capital Outlay in the General Town Fund and allocate \$50,000.00. All in favor, motion carried.**

Clerk McCann requested funds be allocated to begin digitizing the Clerk's documents. There are binders with hand written minutes going back to the 1800's that should be preserved. In addition, current documents could be stored in a digital format in order to preserve for future generations.

- **Trustee Shanahan moved and Trustee Martin seconded the motion to add the line item "Scanning Project" under the General Town Fund in Contractual Services, and allocate \$5,000.00. All in favor, motion carried.**

Trustee Atleson requested that other formats be considered for presenting the Township's financial reports. She will work with staff to explore options and report to the Board at a later date.

Supervisor O'Kelly suggested the Board work on developing the FY 2015/2016 budget prior to the Levy being filed this year. Consensus was is that discussions begin at the September 14, 2014 board meeting.

6. PUBLIC COMMENTS

Avon Township Supervisor Lisa Rusch said she appreciated the opportunity to sit in on the meeting and witness a board and staff that works together to accomplish financial goals.

7. ADJOURN

- **Trustee Forman moved and Trustee Shanahan seconded the motion to adjourn the meeting at 2:35 p.m. All in favor, motion carried.**

Approved: _____

Respectfully Submitted, Christina McCann