

FREMONT TOWNSHIP BOARD MEETING AGENDA

Regular Board Meeting: June 8, 2020 at 6:30 P.M.

22385 W. Highway 60, Mundelein, IL 60060

This meeting will be held via the Zoom digital platform. Comments can be submitted during the meeting via chat Q&A feature or prior to the meeting email: Clerk@fremonttownship.com.

Zoom Link: <https://us02web.zoom.us/j/86779286558>

1. CALL TO ORDER - PLEDGE OF ALLEGIANCE

2. ROLL CALL

3. APPROVAL OF MINUTES

- Motion to approve the minutes of the May 11, 2020 Regular Board Meeting.
- Motion to approve the minutes of the May 28, 2020 Public Hearing to adopt the Fremont Township Budget & Appropriations Ordinance No. 277.
- Motion to approve the minutes of the May 28, 2020 Public Hearing to adopt the Fremont Township Road District Budget & Appropriations Ordinance No. 278.

4. CORRESPONDENCE

5. OLD BUSINESS

6. NEW BUSINESS

6.1 Ordinance No. 6-8-20

- Motion to adopt Ordinance No. 6-8-20 – An Ordinance adopting an amended Policy to prohibit sexual harassment in the Township of Fremont, Lake County, Illinois.

7. PARKS REPORT

8. CERT REPORT

9. COMMUNITY GARDEN REPORT

10. ELECTED OFFICIALS' REPORT

- Assessor
- Clerk
- Highway Commissioner
- Supervisor
- Trustees

11. GA/EA/FOOD PANTRY REPORT

12. PUBLIC COMMENTS

13. APPROVAL OF BILLS

- Motion to Audit and approve for payment of Road and Bridge Fund in the amount of **\$467.66**
Permanent Road Fund in the amount of **\$24,253.81**
And General Town Fund in the amount of **\$70,111.97**

ROLL CALL

- Motion to Audit and approve for payment of General Assistance Fund in the amount of **\$3,371.85**

14. EXECUTIVE SESSION

15. ADJOURN

TIME: _____

Minutes Board of Town Trustees

STATE OF ILLINOIS,
COUNTY OF LAKE,
TOWN OF FREMONT

The Fremont Township Board of Trustees met for a Regular Meeting on May 11, 2020. Due to Covid-19 pandemic, the meeting was hosted on the Zoom digital platform and public access link was posted on the township website.

<u>Diana O’Kelly</u>	Supervisor
<u>Christina McCann</u>	Town Clerk
<u>Alicia Dodd</u>	Highway Commissioner
<u>Joe Herchenbach</u>	Assessor
<u>Jeri Atleson</u>	Town Trustee
<u>Connie Shanahan</u>	Town Trustee
<u>Patricia Stejskal</u>	Town Trustee
<u>Keith Voss</u>	Town Trustee

1. CALL TO ORDER AND PLEDGE

Supervisor O’Kelly called the meeting to order at 6:30 P.M.

2. ROLL CALL

BOARD MEMBERS PRESENT

Trustee Atleson, Trustee Shanahan, Trustee Stejskal, Trustee Voss, Supervisor O’Kelly

ELECTED OFFICIALS PRESENT

Clerk McCann, Commissioner Dodd, Assessor Herchenbach

OTHERS PRESENT

Herb Riedel, Rose Marie Domeny

3. APPROVAL OF MINUTES

- Trustee Voss moved, and Trustee Stejskal seconded the motion to approve the minutes of the April 14, 2020 Regular Meeting. All in favor, motion carried.

Discussion

Trustee Stejskal requested the April 14, 2020 CERT Report clarify that face masks only were donated to the Cancer Center.

4. CORRESPONDENCE

None

5. OLD BUSINESS

Supervisor O’Kelly stated the Township and County have agreed on a negotiated price for the sale of township land required for intersection improvements at Fremont Center Rd., and Rt. 60.

6. NEW BUSINESS

None

7. PARKS REPORT

Parks Manger Herb Riedel submitted the following report:

- Parks remain closed. Lots of people using walking paths at Behm Park either for exercise or for their pets. We are keeping the gates closed forcing people to park in the cul-de-sac on Behm Park Ln. Restrooms remain closed due to the Governors orders. County Health Department has asked us to move forward with our well chlorination and water tests anyway so I will get on that within the next couple weeks. If the governor extends the "Stay at Home" and keeps the parks closed, we will most likely decide not to bring our one seasonal employee back this year. This will have a cost savings of

approx. \$20,000. or so to the township. Nancy and I have been discussing that this decision should be made in early June to be fair to the seasonal employee.

- Township has been asked about the opening of the Pickle Ball courts. I have even seen people come to the Park and walk down to the courts to check and see if the nets are installed. I do not see any safe, legal way to open these courts for play. I feel that it would place liability on the township.
- We have been really busy the last week with the field renovation that I mentioned at last month’s board meeting. The reno was completed today. We have approx. 70-man hours into the reno. I am still waiting for some final invoicing, but I believe that the project came in under budget. I had budgeted \$20,000 for this project.

Material for Small Field Reno	\$ 12,087.30
Contractor fee for Laser Grading w/ prevailing wage	\$ 4,673.20
Roller Rental	<u>\$1,000.00</u>
	\$ \$17,760.50

- I have emailed all of you pictures of the project just in case that you are interested in viewing. I was having some troubles with personal emails, so please check your Gmail if interested.
- I am hoping that in the future, I will not need to pay for the laser grading services. Working hand in hand with the contractor has taught me some tricks but most importantly, reassures me that I can do this task myself. We do have (2) additional baseball fields that need this reno so hopefully I can save some money on the contracting part. The (2) remaining fields are also larger in size.
- We are also mowing grass every day. Our first round of fertilizer needs to go down within the next week or so. Currently busy trying to mow the sides of the roads for the highway department as well. Big thanks need to go out to Ela Township for allowing us to use their (Boom Mower). This machine is allowing us to mow the roadsides without ever leaving the road. This is perfect for springtime mowing due to the ditches being extremely wet.
- Mosquito dunks have been acquired. I was able to get (2) free cases from the Health Department again this year, leaving us the need to purchase (2) additional cases from Clark Industries. My discussions with Alana from the Health Dept. conclude that we will try and applicate the townships catch basins in early June barring extremely rainy weather.
- Lastly, relative to the Administration Center, I will be emailing the contractor that coated the sidewalks to setup a meeting to discuss damage to the front application. It appears that the clear coat is coming off, and cracks are re appearing underneath the coating as well. Will be in touch on this issue.

8. CERT REPORT

CERT Leader Pat Stejskal reported the following:

- Fremont CERT held a safe, creative and socially distanced meeting on Wednesday, May 6 in the lower parking lot at the township. Nine members attended for brief updates, four of them being graduates of our most recent training class.
- “CERT Presents” on WRLR (98.3FM) is broadcasting live twice daily M-F (12-1pm and 6-7pm) with info and guest speakers specific to the pandemic. Supervisor O’Kelly was a recent guest.

9. COMMUNITY GARDEN REPORT

Garden Manager Alicia Dodd reported the following:

- Two weeks ago, extra plants were offered to the community. The event was well attended.
- Picked up plants from CLC
- Hoping to start planting in the garden tomorrow

10. ELECTED OFFICIALS’ REPORT

Assessor

Assessor Joe Herchenbach reported the following:

- County mailed tax bills
- Tax rates in most township areas have declined
- There is talk the County will delay due date for June 2020 property tax payments.

- The office remains open and appointments are scheduled for necessary in-person visits
- Plexiglass shields have been installed at service counters
- Talked to HVAC contractor about separating HVAC thermostat sections in order to better control the climate in the assessor's office

Clerk

Clerk McCann Reported the Following:

- Budget Hearings rescheduled for Thursday, May 28 at 6:15 and 6:25 p.m.
- Next board meeting scheduled for June 8. Anticipate it will fall under Phase 2 of the re-opening plan which limits crowd size to 10 people or less. Requesting feedback from the board if it wants to continue holding meetings via Zoom or in person with social distancing protocols in place.
- Working to locate, organize and digitally file all ordinances, resolutions and policies adopted by previous highway commissioners. The records will be stored in OneDrive folders shared with Alicia and Herb
- Sexual Harassment Policy must be updated next month to reflect a mechanism for elected officials to report sexual harassment.

Highway Commissioner

Highway Commissioner Alicia Dodd reported the following:

- Communicating with CDM Smith and Campanella about making repairs to road and right of way after JAWA project
- Crew has been busy with lower cost projects such as repairing plow damage, shouldering, roadside work
- Decided to postpone paving until next spring since our budget is so tight and revenues unknown. The 2020 Paving bid will be honored through June 2021.
- Replaced culvert on Trinity and 60/83 because IDOT would not take ownership
- Erhart Rd. culvert continues to be a problem. In communication with lawyer and engineer to find a solution
- Repair to well tank on Fremont Ave. is complete
- Ivanhoe Estates will be utilizing SSA funds to complete paving this year
- Took delivery of Mack truck ordered last fall

Sylvan Lake Dam

- Dam was inspected last week
- Waiting for inspection report to quote dam insurance

Supervisor

Supervisor O'Kelly reported the following:

- Installation of the new fire panel is completed
- Food pantry use up 400% and community donations have been incredible
- New accounting software should be live by July 1st

Trustees

- Trustee Atleson requested township policies be reviewed to determine if any need updated. Atleson thanked Assessor Herchenbach for his hard work during the tax cycle. Trustee Atleson also referred residents to the township caseworker.
- Trustee Shanahan attended a Zoom meeting with the Lake County Health Department on Covid-19. To date there are 270 virus cases in the County, 164 deaths (107 from long term care facilities such as nursing homes) and 19,852 people have been tested.

11. GA/EA/FOOD PANTRY REPORT

The following statistics were reported for April 2020

- Currently no residents on general or emergency assistance
- One hundred two (102) residents received food pantry assistance
- Four (4) LIHEAP applications processed
- No RTA Passes processed

- Sixteen (16) Diaper Bank donations for residents

12. PUBLIC COMMENTS

None

13. APPROVAL OF BILLS

- **Trustee Voss moved, and Trustee Shanahan seconded the motion to audit and approve for payment of Road and Bridge Fund in the amount of \$9286.57, Permanent Road Fund in the amount of \$49,824.85 and General Town Fund in the amount of \$85.290.43.**

ROLL CALL: Aye: Trustee Atleson, Trustee Shanahan, Trustee Stejskal, Trustee Voss. Nay: None. All in favor, motion carried.

- **Trustee Shanahan moved, and Trustee Atleson seconded the motion to audit and approve for payment of the General Assistance Fund in the amount of \$6943.54. All in favor, motion carried.**

14. EXECUTIVE SESSION

None

15. ADJOURN

- **Trustee Stejskal moved, and Trustee Shanahan seconded the motion to adjourn the meeting at 7:21 p.m. All in favor, motion carried.**

Respectfully Submitted, Christina McCann, Fremont Township Clerk

Approved: June 8, 2020

Minutes Board of Town Trustees

STATE OF ILLINOIS,
COUNTY OF LAKE
TOWN OF FREMONT

Due to the Covid -19 pandemic, the Fremont Township Board of Trustees met via Zoom on May 28, 2020 to conduct a **Budget Hearing.**

ELECTED OFFICIALS:

Diana O’Kelly	Supervisor
Christina McCann	Town Clerk
Alicia Dodd	Highway Commissioner
Joe Herchenbach	Assessor
Jeralyn Atleson	Town Trustee
Connie Shanahan	Town Trustee
Patricia Stejskal	Town Trustee
Keith Voss	Town Trustee

FY 2020/2021 PUBLIC HEARING
FREMONT TOWNSHIP
BUDGET & APPROPRIATIONS ORDINANCE NO. 277

After notice was given in the Daily Herald; and after the **Fremont Township Budget & Appropriation Ordinance No. 277** was available for public inspection for at least 30 days; a Public Hearing was called to order at 6:15 P.M. on May 28, 2020 for the Budget & Appropriation Ordinance No. 277 for Fremont Township. Public access for this hearing was available at: <https://us02web.zoom.us/j/86039189423>.

1. Call to Order

Supervisor O’Kelly called the meeting to order at 6:15 p.m.

Present: Trustee Atleson, Trustee Shanahan, Trustee Stejskal, Trustee Voss

Others Present: Clerk McCann, Highway Commissioner Dodd, Assessor Herchenbach

Public Present: None

Supervisor O’Kelly announced that retired Trustee Michael Gustafson died at the age of 82. Mr. Gustafson served on the township board for more than two decades. His friendship and contributions to Fremont Township will be missed.

2. Supervisor’s FY 2020-2021 Budget Report

- Supervisor O’Kelly noted changes to the budget including funds reserved for a potential loan to the Road District if their tax revenues fall short of anticipated receipts.
- O’Kelly met with Lake County supervisors to discuss the County potentially distributing Covid-19 relief funds to townships to assist residents with issues specific to Covid-19. If funds are disbursed, the budget can be amended to reflect additional revenue/expenses.
- Currently we have no general assistance clients. There is one emergency assistance case and a few residents have requested applications for emergency assistance relief but have not yet provided documents to complete the application process.
- Food pantry use is up 400%.

3. **Public Comments**

None

4. **Budget Adoption**

- **Trustee Stejskal moved, and Trustee Voss seconded the motion to adopt the FY 2020-2021 Fremont Township Budget Ordinance No. 277 in the amount of \$2,179,099.00.**

Discussion:

None

Roll Call:

Aye: Trustee Atleson, Trustee Shanahan, Trustee Stejskal, Trustee Voss. **Nay:** None. **Motion carried.**

5. **Adjourn**

- **Trustee Shanahan moved, and Trustee Stejskal seconded the motion to adjourn the Public Hearing for the Township Budget & Appropriations Ordinance No. 277 at 6:24 P.M. All in favor, motion carried.**

Minutes Board of Town Trustees

STATE OF ILLINOIS,
COUNTY OF LAKE
TOWN OF FREMONT

Due to the Covid -19 pandemic, the Fremont Township Board of Trustees met via Zoom on May 28, 2020 to conduct a **Budget Hearing.**

ELECTED OFFICIALS:

Diana O’Kelly	Supervisor
Christina McCann	Town Clerk
Alicia Dodd	Highway Commissioner
Joe Herchenbach	Assessor
Jeralyn Atleson	Town Trustee
Connie Shanahan	Town Trustee
Patricia Stejskal	Town Trustee
Keith Voss	Town Trustee

FY 2020/2021 PUBLIC HEARING
FREMONT TOWNSHIP ROAD DISTRICT
BUDGET & APPROPRIATIONS ORDINANCE NO. 278

After notice was given in the Daily Herald; and after the **Fremont Township Budget & Appropriation Ordinance No. 278** was available for public inspection for at least 30 days; a Public Hearing was called to order at 6:25 P.M. on May 28, 2020 for the Budget & Appropriation Ordinance No. 278 for Fremont Township. Public access for this hearing was available at: <https://us02web.zoom.us/j/86039189423>.

1. Call to Order

Supervisor O’Kelly called the meeting to order at 6:25 p.m.

Present: Trustee Atleson, Trustee Shanahan, Trustee Stejskal, Trustee Voss

Others Present: Clerk McCann, Highway Commissioner Dodd, Assessor Herchenbach

Public Present: None

2. Highway Commissioner’s FY 2020-2021 Budget Report

- Commissioner Dodd stated changes to her budget include incorporating Ivanhoe’s SSA funds for road work they will complete this year. State law requires the road district pay project vendors direct and then submit for reimbursement from the County. A line item has been added for a potential loan from Town if tax revenues do not meet anticipated receipts for operations. Funds have also been allocated for the Sylvan Lake Dam including insurance and maintenance.

3. Public Comments

None

4. Budget Adoption

- Trustee Shanahan moved, and Trustee Stejskal seconded the motion to adopt the FY 2020-2021 Fremont Township Road District Budget Ordinance No. 278 in the amount of \$2,078,616.00.

Discussion

There was no further discussion

Roll Call:

Aye: Trustee Atleson, Trustee Shanahan, Trustee Stejskal, Trustee Voss. **Nay:** None. **Motion carried.**

5. **Adjourn**

- **Trustee Stejskal moved, and Trustee Stejskal seconded the motion to adjourn the Public Hearing for the Township Budget & Appropriations Ordinance No. 278 at 6:34 P.M. All in favor, motion carried.**

Respectfully Submitted, Christina McCann, Fremont Township Clerk

Date Approved: June 8, 2020

ORDINANCE NO. 6-8-20**AN ORDINANCE ADOPTING AN AMENDED POLICY TO PROHIBIT SEXUAL HARASSMENT IN THE TOWNSHIP OF FREMONT, LAKE COUNTY, ILLINOIS**

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

WHEREAS, the Illinois General Assembly enacted Public Act 101-221 (the “Act”), which requires each governmental unit to adopt an ordinance amending its sexual harassment policy to provide for a mechanism for reporting and independent review of allegations of sexual harassment made against an elected official of the governmental unit by another elected official of a governmental unit; and

WHEREAS, the Board of Trustees has determined that, as a governmental unit, it must comply with the Act by passage of this Ordinance.

NOW, THEREFORE BE IT RESOLVED, by the Board of Trustees of Fremont Township, Lake County, Illinois, that the following Ordinance No. 6-8-20, establishing a policy to prohibit sexual harassment be hereby adopted:

SECTION I: Adoption of Policy Prohibiting Sexual Harassment.

The Policy Prohibiting Sexual Harassment, included as Exhibit A to this Ordinance, is hereby adopted.

SECTION II: Existing Policies.

All prior existing sexual harassment policies of Fremont Township shall be superseded by the Policy Prohibiting Sexual Harassment adopted by this Ordinance;

SECTION III: Severability.

It is the intention of the Board of Trustees of Fremont Township that this Ordinance and every provision thereof shall be considered separable, and the invalidity of any section, clause, or provision of this Ordinance shall not affect the validity of any other portion of this Ordinance.

SECTION IV: Effective Date.

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

ADOPTED: This 8th day of June 2020, pursuant to a roll call vote by the Board of Trustees, Fremont Township, Lake County, Illinois.

BOARD OF TRUSTEES

AYE NAY ABSENT

Jeralyn Atleson

Pat Stejskal

Connie Shanahan

Keith Voss

Town Clerk

Town Supervisor