

# **FREMONT TOWNSHIP BOARD MEETING AGENDA**

**Regular Board Meeting: February 8, 2021 6:30 P.M.**

**22385 W. Highway 60, Mundelein, IL 60060**

**1. CALL TO ORDER - PLEDGE OF ALLEGIANCE**

**2. ROLL CALL**

**3. PUBLIC COMMENTS**

**4. APPROVAL OF MINUTES**

- Motion to approve the minutes of the January 11, 2021 Regular Board Meeting.

**5. CORRESPONDENCE**

**6. OLD BUSINESS**

**7. NEW BUSINESS**

**7.1 Budget Line Items Transfers**

Motion to adopt Resolution 2-8-2021 – Transfer of Appropriation Town & Road District

**8. PARKS REPORT**

**9. CERT REPORT**

**10. COMMUNITY GARDEN REPORT**

**11. ELECTED OFFICIALS' REPORT**

- Assessor
- Clerk
- Highway Commissioner
- Supervisor
- Trustees

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

**13. PUBLIC COMMENTS**

**14. APPROVAL OF BILLS**

- Motion to Audit and approve for payment of Road and Bridge Fund in the amount of **\$20,407.12**  
Permanent Road Fund in the amount of **\$84,609.43**  
And General Town Fund in the amount of **\$211,950.66**

**ROLL CALL**

- Motion to Audit and approve for payment of General Assistance Fund in the amount of **\$5,407.53**

**15. EXECUTIVE SESSION**

**16. ADJOURN**

**TIME: \_\_\_\_\_**

## Minutes Board of Town Trustees

STATE OF ILLINOIS,  
COUNTY OF LAKE,  
TOWN OF FREMONT

**Due to the Coronavirus Pandemic, the Fremont Township Board of Trustees met on January 11, 2021 to conduct a virtual meeting. Public access was available via Zoom with link published on the township website.**

|                  |                      |
|------------------|----------------------|
| Diana O'Kelly    | Supervisor           |
| Christina McCann | Town Clerk           |
| Alicia Dodd      | Highway Commissioner |
| Joe Herchenbach  | Assessor             |
| Jeri Atleson     | Town Trustee         |
| Nick Dollenmaier | Town Trustee         |
| Connie Shanahan  | Town Trustee         |
| Keith Voss       | 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 Dollenmaier, Trustee Shanahan, Trustee Voss, Supervisor O'Kelly

**ELECTED OFFICIALS PRESENT**

Clerk McCann, Highway Commissioner Dodd, Assessor Herchenbach

**OTHERS PRESENT**

Herb Riedel, Chris Seidner, Countryside Fire Protection District

**3. APPROVAL OF MINUTES**

- Trustee Shanahan moved, and Trustee Voss seconded the motion to approve the minutes of the December 14, 2020 Regular Meeting.

Roll Call

Aye: Trustee Atleson, Trustee Dollenmaier, Trustee Shanahan, Trustee Voss

**All in favor, motion carried.**

**4. CORRESPONDENCE**

Received numerous thank you cards from residents for holiday programs aiding those in need.

**5. OLD BUSINESS**

None

**6. NEW BUSINESS**

None

**7. PARKS REPORT**

Parks Manager Herb Riedel submitted the Following Report:

- Parks Committee and I met with Dan Strahan from Gewalt Hamilton on December 18<sup>th</sup> to look over the pickle ball renovation project. Gewalt Hamilton putting together specifications for us to review and will then proceed with a bid package.
- Electronic Entry Systems replaced a broken sensor on the Ivanhoe ballfield gate. There are still some remaining issues with the gate. Replacement parts are currently available but will diminish as

the system continues to age. I am working with EES to put together some cost scenarios for the Parks Committee to consider.

- Behm Park Gate also broke down on Mon. January 4<sup>th</sup>. EES will try and repair on Jan. 7<sup>th</sup>.
- Parks Committee met on Jan. 4<sup>th</sup> and discussed 2021 projects and some possible 2022 projects.
- Three user group agreements are due for next season. Working to execute those agreements and will have ready for board approval at the March 2021 meeting.

#### **8. CERT REPORT**

Interim team leader Chris Seidner submitted the following Report:

- As we continue to help the Lake County Health Department (LCHD) with drive thru COVID-19 testing sites, we have also begun helping with the long-awaited Coronavirus vaccine at drive-thru sites.
- Team quarterly meeting will be held via Zoom on January 18. Emailing team to encourage a good turnout because there is a lot of information to relay and some decisions that need to be made.
- Still using Lou's keys and will require an additional set for myself.
- Requesting Highway Department clear in front of the CERT barn door for us to avoid accidents in the winter months.
- WRLR radio station has reopened after disinfecting and sanitizing for Coronavirus exposure and CERT members are back in the studio producing content.
- Congratulations to Jill Hanes and her husband who have been sworn in as new U.S. citizens.

#### **9. COMMUNITY GARDEN REPORT**

No Report

#### **10. ELECTED OFFICIAL REPORTS**

##### **Assessor**

- Continue to do off season record keeping and general file maintenance for 2021 valuations.
- Final plans are in place for renovations to the Assessor's office waiting area to make a safer access point, and a more neutral zone for the Covid-19 prevention (as well as any future viral outbreaks).
- Assessor Herchenbach presented two specification sheets with diagrams for the renovation project.
- Currently gathering quotes for the renovation work and will provide an update by the time of the next board meeting, however Herchenbach estimates work including doors, frames, electrical, glass and demolition will be around \$7500.00. Modifications to improve the HVAC system, including duct work, will be an additional expense.
- Supervisor O'Kelly stated there are funds available for the project in the current fiscal year budget.
- The time frame to begin renovation will hopefully begin in the last weeks of February and should take two to three weeks to complete.

##### **Clerk**

Clerk McCann submitted the following report:

- Diana O'Kelly filed petitions for Working for Fremont 2021 on December 14, 2020 for the April 6, 2021 Consolidated Election. There were no objections to the petitions. No other petitions were filed.
- Prepared and sent ballot certification and phonetic spelling of names to County Clerk's office for the April 6, 2021 Consolidated election ballots.
- Prepared and sent updated elected official list to County Clerk's office for 2021 Statements of Economic Interest (SEI). Officials will receive SEI form via email in February 2021, including a link to complete the form. SEI's must be submitted by May 1<sup>st</sup>.
- Filed 2020 Town & Road District Levy's with County Clerk's office.
- Updated website for 2021 meeting dates/minutes/agendas/etc.
- Attended MCLC webinar about file management and software options.

- Spent quite a bit of time running virus/malware scans on Clerk related electronic files. Detected suspicious malware on older files dating back to 2011. Scanned desktop, laptop and external drives – all clean now.
- On a technical support call with Avast, I was informed RDP virus attacks against government units have increased greatly since the beginning of the Coronavirus pandemic. RDP's are attacks by outside sources trying to gain access to our network. It is VERY important that all computers connecting to our network via ethernet or wireless connection are secured with strong passwords, are protected by reputable anti-virus software with a remote access shield and are scanned at least weekly for malware removal. Avast emphasized that no login information should be shared with anyone outside the office, especially for our private Microsoft Exchange Network (Outlook, Word, Excel) because hackers are now targeting Microsoft exchanges.

### **Highway Commissioner**

Highway Commissioner Dodd submitted the following Report:

- Roadside clearing along Chevy Chase
- Tree trimming in Sylvan Lake for low branches and dead trees along roadside.
- Vactored Meadow Lane, Chardon Lane, Ivanhoe, and Crescent Dr in Sylvan Lake
- Test drove Peterbilt and Kenworth trucks for a replacement for a 1997 International.
- In the process of cleaning and re-painting our mechanic shop.
- Plow/salting events on Dec 28, 29-30, and January 1-2, 3
- Attended SMC meeting for SIRF funding request related to West Shore Park. State of Illinois has promised funding for local projects but has not yet given word who will receive what. If money becomes available, we have applications submitted to SMC and WMB.
- Applications turned in for DCEO funding for Sylvan Lake Dam and West Shore Park Drainage Improvements—approximately \$2 million requested for those projects.
- Spoke with Road District attorney about CLA parking issue on Maple Rd. Her legal finding is that CLA has no authority to post tow zone signs at that location because it is a public road. The parking spots can remain, but the Association does not have the authority to tow vehicles or dictate who can park there.
- Spoke with attorney about updating our intergovernmental agreements with other municipalities and townships as well as between the Road District and Township.

### **Supervisor**

Supervisor O'Kelly submitted the following Report:

- We processed 16 Covid-19 grant applications from September through December of 2020. Residents received \$28,820.00 towards rent and \$3999.82 towards utilities. The program closed December 30, 2020, however there is another grant available for Covid-19 impacted residents to refer our clients to. Only 3 agencies may process those applications but with this grant, mortgage, rent and utilities are eligible.
- We provided 152 holiday dinners through our partnership with Jewel and community donations. Thank you to Trustee Shanahan for his assistance distributing the meals.
- 203 residents received gifts from the holiday Adopt-a-Family program.
- 125 seniors received gift bags from the holiday Adopt-a-Senior program.
- Both the Adopt-a-Family and Adopt-a-Senior programs are only successful due to tremendous support and contributions from our community
- Residents in our community remain concerned about those in need and donations to date have been plentiful.

### **Trustees**

No Reports

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

- Effective January 2021, the new General Assistance amount that residents are eligible for is \$319.00. The following statistics were reported for December 2020:
- No EA/GA clients
- 85 residents received food pantry assistance.
- 17 LIHEAP applications processed.
- 14 Diaper Bank donations/distributions.
- 4 residents received assistance from Covid-19 grant.
- 12 residents used taxi coupons.

**12. PUBLIC COMMENTS**

The following comments were submitted to the Clerk via email:

- Melody Devine stated that instead of LCHD holding a town hall on the vaccine, she would like the township to push the governor to work faster to administer the vaccine. Devine is a 66-year-old essential grocery store worker concerned about contracting the virus.
- Kathy Kinecny requested the township do everything within its power to cut costs at the township and to cut taxes overall.
- James Melledy inquired about holding a backyard wedding next summer under the current Covid-19 pandemic. Mr. Melledy was provided links for the State of Illinois Coronavirus Mitigation and Recovery Plan.

**13. APPROVAL OF BILLS**

- Trustee Dollenmaier moved, and Trustee Shanahan seconded the motion to audit and approve for payment of Road and Bridge Fund in the amount of \$13,157.87  
Permanent Road Fund in the amount of \$54,222.59  
and General Town Fund in the amount of \$70,005.09  
ROLL CALL: Aye: Trustee Atleson, Trustee Dollenmaier, Trustee Shanahan, Trustee Voss  
**All in favor, motion carried.**
- Trustee Voss moved, and Trustee Shanahan seconded the motion to audit and approve for payment of the General Assistance Fund in the amount of \$14,249.96.  
ROLL CALL:  
Aye: Trustee Atleson, Trustee Dollenmaier, Trustee Shanahan, Trustee Voss  
**All in favor, motion carried.**

**14. EXECUTIVE SESSION**

None

**15. ADJOURN**

- Trustee Voss moved, and Trustee Shanahan seconded the motion to adjourn the meeting at 7:04 p.m.  
**All in favor, motion carried.**



**RESOLUTION 2-8-2021 – TRANSFER OF APPROPRIATION TOWN & ROAD DISTRICT**

**WHEREAS**, there was adopted on the day of May 28, 2020, and amended on August 10, 2020, by the Board of Trustees of Fremont Township, Lake County, Illinois, a Budget & Appropriation Ordinance for the fiscal year beginning March 1, 2020, and ending February 28, 2021, and

**WHEREAS**, it now appears that certain adjustments between appropriated line items in the Town and Road District Fund in said Ordinance are desirable and necessary, and

**WHEREAS**, Section 3 of the Illinois Municipal Budget Law (50 ILCS 330/3), as approved July 12, 1937, as amended, authorizes transfers between the various line items within any fund in such appropriation ordinance not exceeding 10% of the total amount appropriated in such fund by such ordinance.

**NOW THEREFORE BE IT RESOLVED**, by the Board of Trustees of Fremont Township, Lake County, Illinois that the attached line-item transfers are authorized.

**NOW THEREFORE BE IT FURTHER RESOLVED** that the authorized transfers shall be in full force and effect from and after this date.

**ADOPTED**, This 8<sup>th</sup> day of February 2021.

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Diana O’Kelly, Chairman

**ATTEST:**

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Christina McCann, Town Clerk

LINE ITEM TRANSFERS  
FISCAL YEAR 2020/2021

| <b>FUND</b>       | <b>TO/FROM</b> | <b>G/L ACCOUNT</b>                     | <b>ORIGINAL<br/>BUDGET</b> | <b>TRANSFER<br/>AMOUNT</b> | <b>NEW BUDGET<br/>BALANCE</b> |
|-------------------|----------------|--|----------------------------|----------------------------|-------------------------------|
| <b>GT - Admin</b> | To             | 100-11500-11502 - Clerk Salary         | \$28,365.00                | \$16.00                    | \$28,381.00                   |
|                   | To             | 100-11500-11503 - High. Comm. Salary   | \$83,154.00                | \$43.00                    | \$83,197.00                   |
|                   | To             | 100-11500-11531 - Mosquito Abatement   | \$17,000.00                | \$1,120.00                 | \$18,120.00                   |
|                   | From           | 100-11500-11545 - Contingencies        | \$20,000.00                | \$1,179.00                 | \$18,821.00                   |
|                   |                | <b>TRANSFER TOTAL</b>                  |                            | <b>\$1,179.00</b>          |                               |
| <b>GT - Parks</b> | To             | 100-14500-11554 - Tools                | \$3,500.00                 | \$2.00                     | \$3,502.00                    |
|                   | From           | 100-14500-11545 - Contingencies        | \$10,000.00                | \$2.00                     | \$9,998.00                    |
|                   |                | <b>TRANSFER TOTAL</b>                  |                            | <b>\$2.00</b>              |                               |
| <b>R&amp;B</b>    | To             | 300-11500-30118 - Subscriptions        | \$2,500.00                 | \$1,340.00                 | \$3,840.00                    |
|                   | From           | 300-33500-11545 - Contingencies        | \$10,000.00                | \$1,340.00                 | \$8,660.00                    |
|                   |                | <b>TRANSFER TOTAL</b>                  |                            | <b>\$1,340.00</b>          |                               |
| <b>PR</b>         | To             | 400-11500-11509 - Unemployment         | \$500.00                   | \$16.00                    | \$516.00                      |
|                   | To             | 400-44500-30111 - SSA #17 Ivanhoe Est  | \$120,000.00               | \$28,634.00                | \$148,634.00                  |
|                   | From           | 400-44500-11545 - Contingencies        | \$10,000.00                | \$10,000.00                | \$0.00                        |
|                   | From           | 400-44500-40504 - Improvement of Roads | \$400,000.00               | \$18,650.00                | \$381,350.00                  |
|                   |                | <b>TRANSFER TOTAL</b>                  |                            | <b>\$28,650.00</b>         |                               |
| <b>FUND</b>       | <b>TOTAL</b>   | <b>10% - MAX</b>                       |                            |                            |                               |
|                   | <b>BUDGET</b>  |  |                            |                            |                               |
| GT                | \$1,234,529    | \$123,452.90                           |                            |                            |                               |
| ASSESSOR          | \$228,670      | \$22,867.00                            |                            |                            |                               |
| PARKS             | \$566,300      | \$56,630.00                            |                            |                            |                               |
| GA                | \$352,205      | \$35,220.50                            |                            |                            |                               |
| R&B               | \$591,677      | \$59,167.70                            |                            |                            |                               |
| PERM. ROAD        | \$3,699,754    | \$369,975.41                           |                            |                            |                               |

**Parks Report – February 8, 2021**

Riedel is unable to attend the meeting but asked the following be shared with the Board:

- Waiting on pricing for Gate Repairs
- Has received the preliminary plan set for the pickle ball court reno and will be reviewing them with the parks committee



**CERT Report – February 8, 2021**

- Fremont CERT has been very active helping with both traffic and screener support for Vaccine distribution @ LCFG.
- Held our Quarterly meeting via Zoom on Jan.18th.
- Consistently doing various training via zoom and webinars.
- WRLR is continuing to put out PSA's and have quite a few guests from LCHD.
- Right now our focus is to "Let's do what we can to help end this pandemic".

## Assessor Report (February 2021)

- Our office remains busy with typical off-season work. (record maintenance & file upkeep)
- We are also currently assisting the public with addressing exemptions (typical senior exemptions & freeze filings that appear during the tax preparation season).
- The county has issued a permit for the waiting room remodel, and most bids are complete for the work to be done.

\$3,021.00 for the doors

\$5,348.00 for all related HVAC work

\$1,500.00 for the electrical work

Beyond this cost there will be 2 small counter areas, 2 glass windows, materials (drywall/studs/paint), some blending of the carpet flooring squares, and miscellaneous. A rough guess would be that these additional items will add less than another \$5,000 to the total cost.

### Clerk's Report – February 8, 2021

- Completed online OMA/FOIA officer training (required yearly for FOIA officer)
- Working on Application for Authority to Dispose of Local Records – will coordinate with Assessor's office and Highway Department (Typically submit application at the beginning of each new term)
- Updating Resolutions/Ordinances/Policies Paper Binder (Done quarterly)
- Completed MCLC survey pertaining to office pandemic procedures (open/closed/appointment only, etc.). Helpful for other municipal offices to determine if they should remain closed/open/appointment only, etc). More and more are opening but we have consistently been one of only a few who have remained open to the public for the duration of pandemic (Kudos to Supervisor O'Kelly, Assessor Herchenbach and Hwy. Comm. Dodd).