

FREMONT TOWNSHIP BOARD MEETING AGENDA

Regular Board Meeting: February 13, 2023, at 6:30 P.M.

22385 W. Highway 60, Mundelein, IL 60060

Location: Community Room

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 9, 2023 Regular Meeting.

5. CORRESPONDENCE

6. OLD BUSINESS

7. NEW BUSINESS

7.1 Sale of Surplus Equipment

- Motion to approve sale of surplus equipment including 58 brown metal folding chairs with cart to Hebron Township for the sum of \$1.00.

7.2 Administration Equipment Items to be Auctioned off Through Obenauf Auction Service

- Motion to approve the following Administration items to be auctioned off through Obenauf Auction Service:
 - (5) 8' beige plastic folding tables
 - (6) 6' white plastic folding tables
 - (1) 6' brown metal folding table
 - (1) 8' gray metal folding table
 - (11) 4' square beige folding card tables

7.3 Parks Equipment Items to be Auctioned off Through Obenauf Auction Service

- Motion to approve the following Parks items to be auctioned off through Obenauf Auction Service:
 - (1) 2016 Hotsy Pressure Washer

7.4 Transfer of Appropriation Ordinance No. 2-13-2023

- Motion to adopt Transfer of Appropriation Ordinance No. 2-13-2023 detailing FY 2022-2023 Town and Road District line item transfers.

8. PARKS REPORT

9. CERT REPORT

10. COMMUNITY GARDEN REPORT

Cont.

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 **\$32,112.02**
Permanent Road Fund in the amount of **\$75,784.28**
And General Town Fund in the amount of **\$79,280.31**

Roll Call

- Motion to Audit and approve for payment of General Assistance Fund in the amount of **\$7301.86**

15. EXECUTIVE SESSION

16. ADJOURN

TIME: _____



MINUTES OF THE BOARD OF 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 January 9, 2023 to conduct a Regular Meeting.

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, Assessor Herchenbach, Highway Commissioner Dodd
OTHERS PRESENT
None
3. **PUBLIC COMMENTS**
None
4. **APPROVAL OF MINUTES**
 - Trustee Voss moved, and Trustee Dollenmaier seconded the motion to approve the minutes of the December 12, 2022 Regular Meeting.
All in favor, motion carried.
5. **CORRESPONDENCE**
None
6. **OLD BUSINESS**
None
7. **NEW BUSINESS**
 - 7.1 **Highway Department Request for Temporary Line of Credit**

- Consensus of the Board is to include \$500,000.00 in FY 2023/2024 Town Budget for an exercisable loan of up to \$500,000.00 to the Highway Department to be repaid by the end of the Fiscal Year.

Discussion

Supervisor O’Kelly and Commissioner Dodd explained that the loan may be required to float funds due to the timing of projects payments and grant funding distributions.

7.2 Highway Department Approval to Install a Vector Dump Bin Onsite

- Trustee Voss moved and Trustee Atleson seconded the motion to approve the installation of a vector dump bin on township property.

Discussion

Commissioner Dodd explained that a dump bin should be located onsite due to the cost of regularly hauling the vector sediment and water to another site. Previously vector was dumped nearby at the Lake County Midlothian Road site but that can no longer be done. Most townships are now dumping at their own facilities, letting the water drain and then dumping the sediment at an approved dump site. The vector dump would be located near the Highway Department. The water will then drain into the wet prairie onsite. The sediment would then be scooped out when dried and hauled to the Fox Lake dumping site as needed.

All in favor, motion carried.

8. PARKS REPORT

Parks are now closed.

9. CERT REPORT

No Report.

10. COMMUNITY GARDEN REPORT

- Commissioner Dodd is preparing for the seed swap in Round Lake in the beginning of February.

11. ELECTED OFFICIAL REPORTS

Assessor

Assessor Herchenbach submitted the following report:

- Attended the Village of Mundelein meeting regarding the land annexation for the Wirtz property (Ivanhoe Village)
- Continual neighborhood review to double check and verify data in preparation of the quadrennial.
- The county published our tentative factor based on sales submitted for 2020/2021/2022 (a very active market period) with Fremont getting a 1.0903 tentative factor. Township factors ranged from 1.0676 to 1.1310 with Fremont being mid-pack. These tentative factors are the primary reason that I am asking for an increase in my budget for salaries in the case that we will likely see an increase in appeal cases and value inquiries.
- I wanted to reiterate that we received a final summary for this year’s Board of Review appeal hearings and our final total filed was 185 (equal to less than 46% of the previous year). For comparison, the county total was 7,288 cases which is just over 58% of the prior year. Among the 18 townships, Fremont tied for second place with Waukegan township by having 2.2% of those appeals increase in value (Antioch had a slightly higher increase rate of 2.7%). We also had the third highest rate of “no change” at 73.5% (behind Lake Villa at 73.9% & Zion at 75.8%). Combing all results leaves Fremont with the lowest percentage of appeals reduced at 23.2%.
- Met again with the architect to arrive at a nearly finalized plan for reworking the administration building entrance design (sidewalk/steps/ramp).
- Assisted the supervisor with reviewing bathroom improvement options for administration building

Clerk

Clerk McCann submitted the following report:

FOIA Requests

- SmartProcure – Requested and received information regarding employee/staff contact information
- SmartProcure - Requested and received information regarding vendor purchases from 10/11/22 to current

- Received request from resident to view camera footage from Assessor’s counter for 12/19/22. Staff located footage and resident is scheduled to view it on 1/5/23 at 1:00 p.m.

Levy’s

- The Town and Road District Levy’s have been filed with the County Clerk’s office.

Highway Commissioner

Highway Commissioner Dodd submitted the following report:

- Thanks to our crew who had snow events on holidays—Dec 23rd, 24, 26th. Also had a crew on call on New Years Eve.
- Crews worked on cleaning and inspecting catch basins—inspections and work orders are being recorded in GIS tracking system.
- Removed dying oak on Imperial Court, cleaned trash from roadsides, finished break room improvements started last winter, attended Winter Tree ID class at Morton Arboretum, repairs to Vactor, several plow rounds for snow/ice/driftng.
- Completed IGA agreements with Round Lake, Wauconda, Wauconda Township and Hawthorn Woods.
- Sylvan Dam qualifies as a historic site, which requires us to submit historical related info to the State Historic Preservation Officer for documentation purposes prior to our project being able to move forward.

Supervisor

Supervisor O’Kelly submitted the following report:

- Distributed 140 Holiday Dinners
- 107 families received Adopt a Family gifts
- 170 seniors received Adopt a Senior gifts
- Met with Mundelein High School District Superintendent
- Met with Fremont School District Superintendent

Trustees

No Reports.

12. GA/EA/FOOD PANTRY REPORT

The following statistics were reported for December 2022:

- No GA clients
- 1 EA client
- 63 residents received food pantry assistance
- 14 LIHEAP applications
- 1 Benefit Access application
- 2 Nicor Gas Sharing applications
- 13 Diaper Bank donations/distributions

13. PUBLIC COMMENTS

None

14. APPROVAL OF BILLS

- Trustee Dollenmaier moved, and Trustee Voss seconded the motion to audit and approve for payment of Road and Bridge Fund in the amount of **\$42,533.63**
Permanent Road Fund in the amount of **\$122,993.80**
and General Town Fund in the amount of **\$96,932.07**

ROLL CALL:

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

All in favor, motion carried.

- Trustee Shanahan moved, and Trustee Voss seconded the motion to audit and approve for payment of the General Assistance Fund in the amount of **\$5316.21**

All in favor, motion carried.

15. EXECUTIVE SESSION

None

16. ADJOURN

- Trustee Voss moved, and Trustee Doltenmaier seconded the motion to adjourn the meeting at 7:08 p.m.
All in favor, motion carried.

Respectfully Submitted, Christina McCann, Fremont Township Clerk

Approved: February 13, 2023

Surplus Property to Sell

- **Items to be sold to Hebron Township for \$1.00**
 - (58) brown metal folding chairs with cart

- **Admin building items to be auctioned off through Obenauf Auction Service**
 - (5) 8' beige plastic folding tables
 - (6) 6' white plastic folding tables
 - (1) 6' brown metal folding table
 - (1) 8' gray metal folding table
 - (11) 4' square beige folding card tables

- **Parks equipment to be auctioned off through Obenauf Auction Service**
 - 2016 Hotsy Pressure Washer

TRANSFER OF APPROPRIATION ORDINANCE NO. 2-13-2023

TOWN & ROAD DISTRICT

WHEREAS there was adopted on the 9th day of May, 2022 by the Board of Trustees of Fremont Township, Lake County, Illinois, a Budget & Appropriation Ordinance for the fiscal year beginning March 1, 2022, and ending February 28, 2023.

WHEREAS it now appears that certain adjustments between appropriated line items in the Town & 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.

SEE ATTACHED LINE ITEM TRANSFERS.

This transfer shall be in full force and effect from and after this date.

ADOPTED this 13th day of February, 2023 by the Board of Trustees Fremont Township, Lake County, Illinois.

Town Clerk

Chairman

LINE ITEM TRANSFERS
FISCAL YEAR 2022/2023

FUND	TO/FROM	G/L ACCOUNT	ORIGINAL BUDGET	TRANSFER AMOUNT	NEW BUDGET BALANCE
GT - Admin	To	100-11500-11514 Newsletter/Constant	\$7,000.00	\$96.00	\$7,096.00
	From	100-11500-11545 Contingencies	\$25,000.00	\$96.00	\$24,904.00
		TRANSFER TOTAL		\$96.00	
GT - Parks	To	100-14500-11556 Irrigation Maintenance	\$5,000.00	\$3,625.00	\$8,625.00
	From	100-14500-11545 Contingencies	\$10,000.00	\$3,625.00	\$6,375.00
		TRANSFER TOTAL		\$3,625.00	
GA	To	200-11500-11526 Equipment Maint.	\$200.00	\$162.00	\$362.00
	To	200-22500-20612 Misc. Home Relief	\$500.00	\$144.00	\$644.00
	From	200-11500-11561 Tax Objections Paid	\$2,500.00	\$306.00	\$2,194.00
		TRANSFER TOTAL		\$306.00	
R&B	To	300-11500-30104 Municipal Replacement	\$5,000.00	\$4,593.00	\$9,593.00
	From	300-33500-11545 Contingencies	\$10,000.00	\$4,593.00	\$5,407.00
		TRANSFER TOTAL		\$4,593.00	
PR	To	400-44500-40501 Environmental Maint.	\$8,000.00	\$2,417.00	\$10,417.00
	To	400-44500-40504 Improvement of Roads	\$600,000.00	\$41,322.00	\$641,322.00
	From	400-44500-11545 Contingencies	\$10,000.00	\$10,000.00	\$0.00
	From	400-44500-11534 Equipment-Capital	\$220,000.00	\$33,739.00	\$186,261.00
	TRANSFER TOTAL		\$43,739.00		
FUND	TOTAL BUDGET	10% - MAX			
GT	\$1,261,324	\$126,132.40			
ASSESSOR	\$268,300	\$26,830.00			
PARKS	\$411,850	\$41,185.00			
GA	\$132,535	\$13,253.50			
R&B	\$328,520	\$32,852.00			
PERM. ROAD	\$2,484,300	\$248,430.00			

Clerks Report – February 2023

- Annual Town Meeting Agenda must be adopted by the Board at the March 13, 2023 Regular Meeting. Please inform me if there are additional agenda items you want added to the regular ATM agenda. The Meeting Agenda must be posted 30 days prior to the ATM and legal notice will be published in the Daily Herald at least 14 days prior to the meeting.

Wednesday, February 8, 2023

February 2023 Highway Notes

—Sylvan Lake Dam FEMA grant update: Status is contingent on State Historic Preservation Office approving an alternate proposal for collecting historical data. Engineers are proceeding with final steps in hopes of a spring bid opening.

—Diamond Lake Drainage Improvement Funding update: Paperwork has been submitted for \$500,000 advance for work starting in July.

—West Shore Park Drainage Improvements DCEO update: our application that was submitted for funding through SMC in 2021 is being recommended for this next round of funding for possible 2024. While some projects were completed in 2022, additional drainage improvements are needed that could be included under this grant.

—Crew completed CPR/First Aid training, tree removals, vactoring and catch basin inspections, demo-ing of replacement vac - trailers.

—Numerous plowing events during last week of January

—Office work has included GIS mapping of covenants, easements, road bonds, and IGAs. MSDS sheets, Policy manual development, Inventory of safety equipment.

—Alicia met with Gewalt Hamilton about NPDES permit changes and Spill Prevention Control and Countermeasure Plan.

FUND SUMMARY ON BOARD AUDIT REPORT

GENERAL TOWN \$71,165.70
GENERAL ASSISTANCE \$1,989.76
ROAD & BRIDGE \$32,112.02
PERMANENT ROAD \$23,429.51
TOTAL \$128,696.99

FUND SUMMARY ON PAYROLL REPORT

	<u>TOTAL</u>	<u>TOWN</u>	<u>GA</u>	<u>PERM ROAD</u>
PAYROLL 1/13/23	\$17,157.63	-\$1,041.35	\$1,770.70	\$16,428.28
PAYROLL 1/27/23	\$17,239.16	-\$786.69	\$1,770.70	\$16,255.15
PAYROLL 1/31/23	\$12,031.59	\$12,031.59		
PAYROLL 2/10/23	\$19,353.10	-\$2,088.94	\$1,770.70	\$19,671.34
TOTAL	\$65,781.48	\$8,114.61	\$5,312.10	\$52,354.77

TOTAL FUND SUMMARY

GENERAL TOWN \$79,280.31
GENERAL ASSISTANCE \$7,301.86
ROAD & BRIDGE \$32,112.02
PERMANENT ROAD \$75,784.28
GRAND TOTAL \$194,478.47

FIRST MIDWEST

FOOD PANTRY \$0.00
GARDEN DONATIONS EXPENSES \$162.56