

FREMONT TOWNSHIP BOARD MEETING AGENDA

Regular Board Meeting: April 11, 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 March 13, 2023, Regular Board Meeting.

5. CORRESPONDENCE

6. OLD BUSINESS

7. NEW BUSINESS

7.1 MS4 Presentation

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 **\$17,296.76**
Permanent Road Fund in the amount of **\$90,297.19**
And General Town Fund in the amount of **\$79,734.82**

ROLL CALL

- Motion to Audit and approve for payment of General Assistance Fund in the amount of **\$5,474.81**

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 March 13, 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 Voss, Supervisor O’Kelly

ELECTED OFFICIALS PRESENT

Assessor Herchenbach, Highway Commissioner Dodd

OTHERS PRESENT

Lou Bruno

3. PUBLIC COMMENTS

None

4. APPROVAL OF MINUTES

- Trustee Dollenmaier moved, and Trustee Atleson seconded the motion to approve the minutes of the February 13, 2023 Regular Meeting.

All in favor, motion carried.

5. CORRESPONDENCE

Memorandum on Compliance with Decennial Committee

6. OLD BUSINESS

None

7. NEW BUSINESS

7.1 Parks Department Auction Items

- Trustee Voss moved and Trustee Dollenmaier seconded the motion to approve the following Parks items to be auctioned off through Obenauf Auction Service:
 - 2015 Ford F250 Pickup Bed
 - 2015 Tommy Gate
 - 2015 Westher Guard Toolboxes
 - 2010 Honda Push Mower

All in favor, motion carried.

7.2 MBSA contract

- Trustee Dollenmaier moved, and Trustee Voss seconded the motion to approve a new one-year field use contract between Fremont Township and MBSA.

All in favor, motion carried.

7.3 Gewalt Hamilton Engineering Contract for front entrance improvements

- Trustee Voss moved and Trustee Atleson seconded the motion to approve Gewalt Hamilton proposal in the amount of \$5600.00 for engineering related to front-entrance improvements.

All in favor, motion carried.

7.4 Annual Town Meeting Agenda

- Trustee Voss moved and Trustee Dollenmaier seconded the motion to approve the agenda for the 2023 Annual Town Meeting.

All in favor, motion carried.

7.5 Highway Department Decennial Committee

- Trustee Dollenmaier moved, and Trustee Atleson seconded the motion to create the Fremont Township Highway Department Decennial Committee on local government efficiency and appoint the following individuals to the Committee, Diana O’Kelly, Dan Prezell, Christine Seidner, Jeri Atleson, Nick Dollenmaier, Connie Shanahan, and Keith Voss. Motion to amend to include Alicia Dodd and Catherine Shannon. Motion by Dollenmaier Seconded by Jeri Atleson

All in favor, motion carried.

8. PARKS REPORT

Herb Riedel submitted the following:

- Committee had a Parks Meeting on Feb. 6th. MBSA president Phil Guerrero attended the meeting to discuss the MBSA’s contract renewal. Committee decided that a 1-year extension would be granted to the MBSA so that the renewal would align with all the “User Groups” that use Behm Park. Parks Manager worked with Trustee Dollenmaier to make some necessary changes to the contract.
- Parks Department took delivery of (3) new concrete recycling centers. (2) recycling centers will be utilized at Ivanhoe Park while the third one will be utilized for the soccer field at Behm Park.
- User groups have reached out to the Parks manager to see when the parks will be opened for use.
- Parks will open sometime between March 20th – April 1st fully dependent on weather.

9. CERT REPORT

Team Leader Lou Bruno submitted the following:

- The Cert members continue to take additional training opportunities either online or in person. The US Weather Service Storm Spotter presentation was of great interest. We have it available online if anyone is interested. At our March 21 in person meeting the Lake County Medical Reserve Corps will be presenting the Stop the Bleed Presentation for Team member and we

invite others interested to attend and would think it of great value to other members of the Township including Board Members. Please let me know if anyone is interested in attending.

- Our spring training dates have been set for the weekend of April 22 and the final exam at the Township on April 29. We appreciate the Townships help in making the training known to the public. I have separately sent to you a flyer which I would ask everyone can kindly help circulate.
- We have had two Saturday sessions working on new equipment distribution and trailer organization. We were able to test the lighting and electric system for the trailer. The trailer battery itself seems to need charging. We have found a good number of handheld radios in the garage, and we anticipate being able to increase the number of available radios from the old stores with no additional purchases. One of our new members is experienced in amateur radio and is of great assistance in getting the old equipment in working order.
- We are preparing for the Team's assistance on the Recycling event and Jill Hughes is coordinating our efforts. The newly purchased reflective gloves will be of great assistance in traffic direction. Finally, we are planning to attend over the spring and summer the Grayslake Farmers Market to meet the public and we would like to have the trailer with us to show to the public.

10. COMMUNITY GARDEN REPORT

Commissioner Dodd submitted the following:

11. ELECTED OFFICIAL REPORTS

Assessor

Assessor Herchenbach submitted the following:

- Continued review of sales and data records in preparation of the quadrennial.
- Ongoing assistance with the front entrance planning and the bathroom remodeling.

Clerk

Clerk McCann submitted the following:

- FOIA request for information pertaining to food pantry bookkeeping. Responded to request
- SEI emails have been sent to elected officials and are due by May 1, 2023
- Meeting with Illinois Records Office representative on April 5th to review our original Records Retention Schedule (dated 1986) to understand new laws pertaining to records disposal
- Completing annual OMA/FOIA online training as required by the State for OMA/FOIA officers
- Publishing legal notice for 2023 Annual Town Meeting in Daily Herald on March 14, 2023

Highway

Highway Commissioner Dodd submitted the following:

- Crew updated MSDS sheets and safety equipment, truck binders, cold patched, vactored, 4 snow/ice events, chipped storm damage, picked up roadside trash,
- Had significant number of fallen trees and branches for freezing rain event on Feb 22, followed by numerous areas with flooding on the 23rd.
- Alicia met with several Sylvan Lake residents regarding property flooding.
- Alicia met with D Kordecki about Fremont Township's partnering with the Lake Napa Suwe WMB Grant.
- Alicia attend WSP annual meeting
- Sylvan Lake Dam update: Historic office accepted FEMA's proposal to hire historian to document dam's current construction at Township's expense. Final paperwork is being completed for a release of grant
- Alicia met with Beth and Mark from TOIRMA—reviewed control sheets/types of values
- Highway Dept hosted a speaker from the Morton Arboretum to share information on oak diseases.

Supervisor

Supervisor O’Kelly submitted the following:

- Met with engineer regarding front entranceway
- Applied for permit at county for front entranceway
- Attended Supervisor’s meeting
- Met with Toirma

Trustees

No Report

12. GA/EA/FOOD PANTRY REPORT

The following statistics were reported for February 2023:

- No GA clients
- No EA clients
- 74 residents received food pantry assistance
- 11 LIHEAP applications
- 3 Benefit Access application
- 1 IDHS-SNAP application
- 1 RTA Pass application
- 14 Diaper Bank donations/distributions
- 1 License Plate sticker application

13. PUBLIC COMMENTS

None

14. APPROVAL OF BILLS

- Trustee Atleson moved, and Trustee Dollenmaier seconded the motion to audit and approve for payment of Road and Bridge Fund in the amount of **\$18,093.92**
Permanent Road Fund in the amount of **\$91,060.44**
and General Town Fund in the amount of **\$93,700.25**

ROLL CALL:

Aye: Trustee Atleson, Trustee Dollenmaier, Trustee Voss.

All in favor, motion carried.

- Trustee Dollenmaier moved, and Trustee Atleson seconded the motion to audit and approve for payment of the General Assistance Fund in the amount of **\$4,786.21**

All in favor, motion carried.

15. EXECUTIVE SESSION

None

16. ADJOURN

- Trustee Voss moved, and Trustee Atleson seconded the motion to adjourn the meeting at 7:09 p.m.

All in favor, motion carried.

Parks Report for April 2023

Parks opened on April 3rd. Restroom was also opened for the season. Health Department tested water at Behm and all is good.

User groups are trying to utilize fields for their practices but weather has been a limiting factor.

Have started to maintain the stairways on the (2) Football buildings at Behm. Will make sure that both stairways are safe and secure in the upcoming weeks ahead. Also weather dependent. Will also plan to paint soffit areas of both buildings as they are showing signs of weather. Plan to do an inside inspection with a representative from the Stallions in the weeks ahead. Will report back with that info.

Parks staff will try and install pickle ball nets and windscreens ASAP. Many people have been asking for them. Staff is currently busy maintaining equipment for the upcoming season. (2) new recycling centers were installed at Ivanhoe Club Park and also (1) unit was installed at Behm.

A partial control burn was done at Behm Park by the highway department but was limited due to wetness.

CERT – APRIL 2023 REPORT

- The Team had a general meeting in March and received instruction from the Stop the Bleed instructors from the Medical Reserve Corp. This was an excellent course and pictures are attached below. Members additionally took part in the State Cert Association online meeting on March 28 and received a presentation from the FEMA Director of Area 5 which includes the State of Illinois.
- Our spring training dates are scheduled to start on April 21, however at this time commitments to take the course are few and even between our Team and the Round Lake Area Team we are uncertain if the classes will be held.
- We had a Saturday session on April 1 working on new equipment and trailer organization. The trailer is in an improved condition and we view it as ready for a deployment. It is our intention to have a regular monthly trailer organization event to keep everything up to date. The battery on the trailer needs replacement after our testing. We have been able to operate the lighting and electric system for the trailer via an electrical connection.
- Preparations for the Team's assistance on the Recycling event continue and Jill Hughes is coordinating our efforts. We will further plan our activity on our Team meeting on April 25. We will provide an Outreach information table at the Grayslake Farmers Market on May 20 to meet the public and we would like to have the trailer with us to show the public.



Wednesday, April 5, 2023

April 2023 Highway Notes

Met with Sylvan Lake homeowners on two separate possible WMB grant locations for next year. Had Pre-application meeting with Lake SMC.

Submitted application for ComEd Green Regions Grant to do restoration on highway's Acorn Properties.

Attended Highway Commissioner's meeting.

Met with Gewalt Hamilton to review proposed storm sewer plans for Circle/Oakdale/West Shore drive for this summer.

Met with LCFP about proposed Lakewood FP changes.

Completed on IEPA facility and MS4 inspection on March 31.

Met with Manitou Creek Watershed Alliance to learn about work they are doing and possible collaboration.

Crew did plow damage cleanup, delineator removal, sign straightening, equipment servicing, removed snow equipment, did Safety Lane truck inspections, storm damage cleanup, catch basin inspections and factoring, sign inventory, roadside cleanup, painted truck frames.

Scheduled community roadside cleanup for April 22 in Diamond Lake Area

Attempted a prescribed burn at admin and Behm, but most areas were too wet. Very few days with appropriate weather conditions for burning this year.

Sylvan Lake Dam grant is released, pending hiring of historian.

Received Notice of State Award for Diamond Lake Improvement grant.

Created GIS web maps for Asset Inventory, Administrative Documents, and Crew maintenance work orders

SUPERVISOR REPORT – APRIL 2023

We received the permit for the front entranceway and the bid opening will be April 28 at 3:00 pm.

Hosted the ballot pickup for 7 precincts.

Early voting and election day voting were held at the township.

Met with the records retention person from the State of Illinois.

FUND SUMMARY ON BOARD AUDIT REPORT

GENERAL TOWN \$67,940.72
GENERAL ASSISTANCE \$1,933.41
ROAD & BRIDGE \$17,296.76
PERMANENT ROAD \$60,273.22
TOTAL \$147,444.11

FUND SUMMARY ON PAYROLL REPORT

	<u>TOTAL</u>	<u>TOWN</u>	<u>GA</u>	<u>PERM ROAD</u>
PAYROLL 3/24/23	\$17,133.63	-\$247.75	\$1,770.70	\$15,610.68
PAYROLL 3/31/23	\$10,979.99	\$10,979.99		
PAYROLL 4/7/23	\$17,245.85	\$1,061.86	\$1,770.70	\$14,413.29
TOTAL	\$45,359.47	\$11,794.10	\$3,541.40	\$30,023.97

TOTAL FUND SUMMARY

GENERAL TOWN \$79,734.82
GENERAL ASSISTANCE \$5,474.81
ROAD & BRIDGE \$17,296.76
PERMANENT ROAD \$90,297.19
GRAND TOTAL \$192,803.58

FIRST MIDWEST

FOOD PANTRY \$426.90
GARDEN DONATIONS EXPENSES \$28.49