

FREMONT TOWNSHIP BOARD MEETING AGENDA

Regular Board Meeting: February 12, 2024 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 8, 2024, Regular Board Meeting. .

5. CORRESPONDENCE

6. OLD BUSINESS

7. NEW BUSINESS

7.1 Transfer of Appropriation Resolution 2-12-24 – Town and Road District

- Motion to adopt Transfer of Appropriation Resolution 2-12-24 - Town and Road District.

7.2 IL Public Act 102-1143 – Part Time Employee Paid Time Off

- Motion to approve IL Public Act 102-1143 - Part Time Employee Paid Time Off.

7.3 Ver-Mac Message Boards

Motion to approve purchase of two Ver-Mac electronic message boards.

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 **\$23,850.02**
Permanent Road Fund in the amount of **\$199,853.22**
And General Town Fund in the amount of **\$85,066.49**

ROLL CALL

- Motion to Audit and approve for payment of General Assistance Fund in the amount of **\$6,672.72.**

Cont.

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 8, 2024, 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
OTHERS PRESENT
Lou Bruno, CERT Leader
3. **PUBLIC COMMENTS**
None
4. **APPROVAL OF MINUTES**
 - Trustee Voss moved, and Trustee Dollenmaier seconded the motion to approve the minutes of the December 11, 2023, Regular Meeting.
All in favor, motion carried.
5. **CORRESPONDENCE**
None
6. **OLD BUSINESS**
None
7. **NEW BUSINESS**
None

8. PARKS REPORT

Parks Manager Herb Riedel reported the following:

- Both parks are completely winterized and shut down for the winter season.
- The Parks Committee will meet on January 22nd to start discussions on new user group contracts.
- Parks will reopen sometime in April 2024.

9. CERT REPORT

CERT Leader Lou Bruno reported the following:

- Ten new members have joined the team including a retired police officer and a member of the Illinois National Guard
- Continue to do joint training with Round Lake CERT
- All members have signed new waivers in December 2023
- Exploring more online training opportunities
- Holding team meeting on January 23 for organizing committees
- Continuing outreach efforts through the WRLR radio station which has a new state of the art studio. The Grayslake Fire Department recently tripled donations for their annual coat drive by doing outreach on the station.
- Making plans for upcoming disaster training drill

10. COMMUNITY GARDEN REPORT

No Report

11. ELECTED OFFICIAL REPORTS**Assessor**

No Report

Clerk

Clerk McCann Reported the following:

- Responded to two FOIA requests, one for vendor data and the second for the Assessor's salary and health benefits.

Highway Commissioner

Highway Commissioner Dodd reported the following:

- Alicia met with Rep Martin McLaughlin about funding for Owens Rd
- Alicia and Diana met with Congresswoman Jan Schakowsky to introduce her to Fremont Township (new districting) and some of our issues in Lake County, like drainage and water quality of lakes.
- Alicia met with Lake Co DOT regarding township bridge funds.
- The crew cleaned up leaves in curb lines, tree removals and pruning, one salting event.
- 1999 Vac Trailer, co-owned by Vernon, Fremont and Ela was sold at Obenauf Auction

Supervisor

Supervisor O'Kelly reported the following:

- 106 holiday dinners, 83 Adopt a Family gifts and 175 Adopt a Senior gifts were distributed to residents through the 2023 holiday gift program.
- Met with Congresswoman Jan Schakowsky
- Will be meeting with the Assessor regarding the new personnel policy and then submit to TOIRMA and the township attorney for review before presentation to the Board for approval.

12. GA/EA/FOOD PANTRY REPORT

- No GA
- 1 EA
- 82 food pantry assistance
- 26 LIHEAP applications
- 4 Benefit Access applications

- 3 NiCor Sharing
- 1 RTA Pass
- No IDHS/SNAP Medicaid
- 19 Diaper Bank
- 4 License Plate stickers

13. PUBLIC COMMENTS

None

14. APPROVAL OF BILLS

- Trustee Voss moved, and Trustee Dollenmaier seconded the motion to audit and approve for payment of:
Road and Bridge Fund in the amount of **\$12,555.86**
Permanent Road Fund in the amount of **\$59,294.38**
and General Town Fund in the amount **\$175,983.63**
ROLL CALL:
Aye: Trustee Atleson, Trustee Dollenmaier, Trustee Shanahan Trustee Voss.
All in favor, motion carried.
- Trustee Voss moved, and Trustee Dollenmaier seconded the motion to audit and approve for payment of the General Assistance Fund in the amount of **\$4,932.89**.
All in favor, motion carried.

15. EXECUTIVE SESSION

Purpose: Approve December 11, 2023, Executive Session meeting minutes.

- Trustee Shanahan moved and Trustee Atleson seconded the motion to enter Executive Session.
- Trustee Atleson moved, and Trustee Shanahan seconded the motion to exit Executive Session and to reconvene the Regular Meeting at 6:40 p.m.

16. ADJOURN

- Trustee Atleson moved, and Trustee Shanahan seconded the motion to adjourn the meeting at 6:41 p.m.
All in favor, motion carried.

Respectfully Submitted, Christina McCann, Fremont Township Clerk

Approved: February 12, 2024

TRANSFER OF APPROPRIATION

TOWN & ROAD DISTRICT

WHEREAS there was adopted on the 8th day of May, 2023 by the Board of Trustees of Fremont Township, Lake County, Illinois, a Budget & Appropriation Ordinance for the fiscal year beginning March 1, 2023, and ending February 29, 2024.

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 12th day of February, 2024 by the Board of Trustees Fremont Township, Lake County, Illinois.

Town Clerk

Chairman

IL PUBLIC ACT 102-1143

Effective 1/1/2024

Every part-time Employee earns 1 hour of Paid Time off (PTO) for every 40 hours worked in a yearly time period. January-December (calendar year.)

Salaried employees and Elected Officials are exempt from this due to the fact they are not subject to PTO since they can take off work whenever they need to.

All part time employees are entitled to accrue PTO (Paid Time Off) at a rate no less than 1 hour of PTO for every 40 hours worked up to a maximum of 40 hours. This PTO starts 1/1/24 or start date of employment if later.

Employees can start using their PTO once the 90-day probationary period is fulfilled.

If the Employee has unused PTO that has already been earned, they may carry over into the next year but must be used or paid out by the end of the 1st quarter of that year.

PTO time must be used in increments of at least 1 hour.

From: [Herb Riedel](#)
To: [Chris McCann](#)
Subject: Board Meeting agenda
Date: Wednesday, February 7, 2024 1:14:15 PM
Attachments: [Ver-Mac Mini Message Boards.pdf](#)
[Ver-Mac.png](#)

Chris,

Please add the following item to the agenda for the boards consideration to purchase. The quote is for the purchase of (2) Ver-Mac Message Boards. They are a smaller version of the flashing display boards that you see on the sides of the roads when construction projects are going to start.

Town would be purchasing these.

The quote is for (2) signs but we could also just purchase (1). We would just divide the price in 1/2.

These message boards are already bid for us through Sourcewell, so being over \$30,000 is not a problem.

Diana should be able to explain this purchase if board has questions.



Herb Riedel | Operations Manager

| Fremont Township

| phone: [847-223-2847](tel:847-223-2847)

| email: Herbriedel@fremonttownship.com

| website: www.fremonttownship.com

| address: 22385 W Route 60. Mundelein, IL. 60060



ASK FOR A QUOTE



- Product description
- Features and benefits
- Specifications
- News and Resources
- Gallery



Availability

- U.S.A
- Canada
- International

Applications

- ✓ Smart work zones
- ✓ City and county
- ✓ Advertising / special events
- ✓ Urban zones
- ✓ School zones
- ✓ Connected work zones

This product is a component of

[Smart work zones](#)

SOURCEWELL PRICING WORKSHEET Contract # 110122-SWN

Date:

2/7/2024

PURCHASING AGENCY

CONTRACTOR

AUTHORIZED DISTRIBUTOR

BUYING AGENCY: Freemont Township
 CONTACT PERSON: Herb Riedel
 PHONE: 847-223-2847
 FAX:
 EMAIL: Herbriedel@freemonttownship.com

Sherwin Industries Inc
 Randy Jackson
 414-281-6400
 414-281-6404
rjackson@sherwinindustries.com

COMPANY **Sherwin Industries Inc.**
 Contact Name: Mike West
 PHONE: 309-509-0061
 FAX: 414-281-6404
 EMAIL: mwest@sherwinindustries.com

Shipping Address: 22385 W. Route 60 Mundelein, IL 60060

Equipment Part Number or Description:	Description	Discounted Contract Price
Part Number	Description	Price
PCMS-548/HYD - 2 Boards	Ver-Mac mini=size full matrix sign. 45"X80" display panel. 30X56 pixels. 2 LED per pixel.	\$31,304.00
Charger- 2 Chargers	15 Amp Charger	\$700.00

Equipment Options: Listed in Contract #110122-SWN			
Price for options requiring mutple units please list the total price not the unit price.			
Quantity / Part # / Description	Price	Quantity / Part # / Description	Price
			\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
Subtotal:			-

Unpublished Options: Please list Items not shown it the Contract Price List			
Price for options requiring mutple units please list the total price not the unit price.			
Quantity / Part # / Description	Price	Quantity / Part # / Description	Price
Subtotal:			\$ -

Quantity	Equipment Total:	-
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Materials: Listed in Contract Price List			
Part # / Description	Unit	Price / Unit	Total
		\$ -	\$ -
		\$ -	\$ -
Material Total:			

Trade-In / Discount / Freight / Tax			
Description	Price	Description	Price
Freight	\$ 1,666.6700		\$ -
	\$ -		\$ -
	\$ -		\$ -
Subtotal			\$ 1,666.6700
TOTAL:			\$ 33,670.6700

Sherwin Industries, Inc. 2/7/2024
 Approved By: Mike West

Parks Report for February 2024

Parks Committee met on January 22nd. Pickle Ball court repair and renewal of user group contracts were the main discussion.

Busy updating the current User Group contracts. Emailed proposed contracts to Trustee Dollenmaier. Will then be sent to township attorney, Toirma and then onto User groups themselves. Hoping to get approved at March board meeting. Possibly April board meeting.

Circuit board failed in Behm Park gate. Repaired by Gate Options. Will discuss different options with Parks Committee at February meeting that could alleviate this issue from happening again.

Due to the mild weather, Behm Park gates are back open during the day allowing residents to walk the path areas.

Parks will reopen sometime in April 2024.

Assessor Report (February 2024)

- Our office has been very busy doing general file clean-up focusing on concentrated neighborhood of split-level & bi-level homes so that the data displays clearest for appeal grids. Being that this is an old style of home (think of areas in Loch Lomond, “OLD” Mundelein, neighborhoods surrounding Diamond Lake, etc.), the data has been somewhat overlooked as it has gone through several large conversions over the decades resulting in a greater likelihood of factual characteristics being misleading.
- We added a work counter area behind our filing cabinets to serve as a “spread-out space” to handle larger projects during the year (preparing evidence data for hearings, file sorting, mapping projects, etc.) with the added benefit of creating flexible workstations as the need arises for additional staffing.
- I have an appearance at a “Home Expo” alongside Holly Kim that was organized by a local realtor (Luis Fuentes) at Fremont Library the morning of Saturday March 9th. This has often been a beneficial way to reach out to local residents wanting to understand the impact of property taxes as they are buying a home.

Wednesday, February 7, 2024

February 2024 Highway Notes

- Multiple snow and icing events this month culvert change, brush chipping
- Took delivery of our newly built 2023 F550 with a utility body by Sauber Mfg
- Sold 1997 International 4900 at Obenauf Auction
- Alicia met with County Administrator and DOT about SSA process as a potential for Sylvan Lake for dam
- Sylvan Lake Dam bid opening is Feb 16
- Received grant reimbursement for \$378,900 and repaid Town for \$100k borrowed in exercisable loan to cover temporary cash flow issues while waiting for full grant reimbursement.

FUND SUMMARY ON BOARD AUDIT REPORT

GENERAL TOWN \$76,557.79
GENERAL ASSISTANCE \$1,422.99
ROAD & BRIDGE \$23,850.02
PERMANENT ROAD \$45,262.77
TOTAL \$147,093.57

FUND SUMMARY ON PAYROLL REPORT

	<u>TOTAL</u>	<u>TOWN</u>	<u>GA</u>	<u>PERM ROAD</u>
PAYROLL 1/12/24	\$18,548.12	-\$1,870.12	\$1,484.55	\$18,933.69
PAYROLL 1/26/24	\$20,641.46	-\$2,046.26	\$1,484.55	\$21,203.17
PAYROLL 1/31/24	\$11,644.21	\$11,644.21	\$0.00	\$0.00
PAYROLL 2/9/24	\$16,719.01	\$780.87	\$1,484.55	\$14,453.59
TOTAL	\$67,552.80	\$8,508.70	\$4,453.65	\$54,590.45

TOTAL FUND SUMMARY

GENERAL TOWN \$85,066.49
GENERAL ASSISTANCE \$6,672.72
ROAD & BRIDGE \$23,850.02
PERMANENT ROAD \$199,853.22
GRAND TOTAL \$315,442.45

FIRST MIDWEST

FOOD PANTRY \$1,950.00
GARDEN DONATIONS EXPENSES \$683.66
GENERAL ASSISTANCE \$796.08
PERMANENT ROAD \$100,000.00