

**FREMONT TOWNSHIP ROAD DISTRICT DECENNIAL COMMITTEE AGENDA**  
**May 13, 2024 at 7:00 p.m.**

1. Call to Order – Roll Call
2. Approve Minutes
  - Motion to approve May 8, 2023 and March 11, 2024 Road District Decennial Committee meeting minutes.
3. Review Decennial Report & Approve for Submission to County
4. Public Comments
5. Adjourn                      Time:\_\_\_\_\_

**FREMONT TOWNSHIP ROAD DISTRICT DECENNIAL COMMITTEE MINUTES**  
**MAY 8, 2023, 7:00 p.m.**

1. Call to Order – Roll Call

Committee Members Present:

Commissioner Dodd, Trustee Atleson, Trustee Dollenmaier, Trustee Shanahan, Trustee Voss,  
Supervisor O’Kelly, Catherine Shannon, Dan Prezell, Christine Seidner.

Others Present:

Clerk McCann

2. Road District Commissioner Decennial Report

- Commissioner Dodd submitted a draft of the Road District Decennial Report and asked all committee members to review the document and submit suggestions for changes or additions at the next Road District Decennial Committee Meeting.

3. Public Comments: None

4. Adjourn                      Time: 7:20 p.m.

**FREMONT TOWNSHIP ROAD DISTRICT DECENNIAL COMMITTEE**  
**MINUTES**

**March 11, 2024 7:00 p.m.**

**1. Call to Order**

Commissioner Dodd called the meeting to order at 7:05 pm.

**2. Roll Call**

Committee Members Present:

Commissioner Dodd, Trustee Atleson, Trustee Dollenmaier, Trustee Shanahan,  
Supervisor O'Kelly, Catherine Shannon, Dan Prezell,

**3. Road District Commissioner Decennial Report**

- Commissioner Dodd suggested adding a section on communication and report a concern.
- Trustee Atleson suggested adding a section on the Sylvan Lake Dam
- Member Shannon suggested adding a section on increased partnerships.
- It was agreed that Highway Commissioner Dodd would submit the additions to the Clerk for approval at the final Decennial Meeting.

**4. Public Comments: None**

**5. Adjourn**

Trustee Shanahan moved, and Dan Prezell seconded the motion to adjourn the Committee Meeting at 7:18 p.m.

All in favor, motion carried.

# **Fremont Township Road District - 2024 Decennial Report**

## **Responsibilities of the Fremont Township Highway Department**

The Fremont Township Highway Department is responsible for maintaining 40 miles of road in unincorporated Fremont Township. Within these unincorporated areas the Highway Department is responsible for the Right of Way. The Right of Way includes the road, ditches, driveway aprons, and some drainage easements. Right of Way widths vary and are measured from the center of the road outward to the property line.

Services include snowplowing and de-icing, pavement maintenance including patching, crack filling, shouldering, and striping, paving, maintaining drainage ditches, storm sewer, right of way maintenance, litter pickup, removal of dead animals, street sign compliance, streetlights and mailbox repair and road bond and right of way permit issuance.

In addition to the 34 miles of road in unincorporated Fremont Township, Fremont Township Highway Department maintains the roads in the Woods of Ivanhoe and The Ivanhoe Estates through Special Service areas collected through property tax bills and remitted to the township for services rendered which cover the cost of personnel and equipment. The Highway Department also owns and maintains the Sylvan Lake Dam and holds NPDES MS4 Permit.

Our plowing crew includes 5 full-time highway employees, 2 shared park employees in winter months, and the highway commissioner. Our department runs a fleet of 7 plow trucks.

Because of limited budget dollars and to efficiently expend taxpayer dollars, the highway department has intergovernmental agreements with Lake County, local municipalities, and other local townships for purchasing power, equipment sharing, shared equipment purchases, and road maintenance swap to be closer to network of roads and emergency aid.

Our 2023 levy is \$1,875,506.34, with \$114, 265.05 returning to municipalities. Our township's equalized assessed value is \$3,900,000,000.

## **Intergovernmental Agreements**

Lake County DOT – Joint salt purchase, bridge inspections and sidewalk maintenance

Ela Township- Joint purchase of equipment, equipment sharing, road maintenance

Fremont Township Parks Department – Equipment and employee sharing

Fremont School D79- Salt purchase and equipment sharing

IPWMAN- Public Works Mutual Aid Agreement

Mundelein Park District- Salt purchase and equipment sharing

Village of Mundelein- Roadway maintenance swap to plow and maintain roadways that are closer to road network more efficiently.

Village of Wauconda- Road Maintenance swap to maintain roadways more efficiently

State of Illinois – Bike path maintenance

Vernon Township- Equipment sharing

Wauconda Township-Equipment sharing

Public Works Mutual Aid Agreement

Fremont Township – Loan for equipment purchasing.  
Additionally, we plow sections of Long Grove, Hawthorn Woods, and Round Lake.

### **Review of Laws, Township Policies, Township Rules and Procedures, Township Training Materials, and other Documents**

We have reviewed the following, non-exhaustive list of laws, policies, training materials, and other documents applicable to the Township to evaluate our compliance.

- State laws applicable to Townships, including but not limited to the Township Code (60ILCS 1)
- Illinois Open Meetings Act (ILCS 120)
- Policy on public comment
- Designation of OMA officer (5 ILCS 120/1.05a)
- All Elected Officials have completed OMA Training (5 ILCS120/1.05b)
- Schedule of All Township Regular Meetings for Calendar or Fiscal Year (5ILCS 120/2.03)
- Illinois Freedom of Information Act (5 ILCS 140)
- Designation of FOIA officer (5 ILCS 140/3.5a)
- FOIA Training (5 ILCS 140/3.5b)
- Computation and Retention of FOIA Requests (5 ILCS 140/3.5a)
- Posting Other Required FOIS Information (5ILCS 140/4a; 5 ILCS 140/4b)
- List of Types or Categories of FOIA Records under Township's Control (5 ILCS 140/5)
- Periodic Meetings to Review Closed Meeting Minutes (5 ILCS 120/2.06d)
- IMRF Total Compensation Posting (5 ILCS 120/7.3)
- Designation of Whistleblower Auditing Official (50 ILCS 105/4.1)
- All Elected Officials have filed statement of economic interests (5 ILCS 420/4A-101; 5 ILCS 420/420/4A-101.5)
- Sexual Harassment in the Workplace Ordinance (775 ILCS 5/2-109C)
- Intergovernmental Agreements
- Budget and financial documents
- Gift Ban Ordinance
- Ethics Ordinance
- Compensation for Elected Official's Ordinance
- IMRF Participation Ordinance
- Permit for Public Assembly Ordinance
- Whistleblower Policy
- Drug and Alcohol Abuse Policy
- Identity Protection Policy
- Loss Control Policy
- Expense and Reimbursement Policy
- Investment Policy
- Social Media Policy
- Electronic Participation
- Bill Paying Resolution
- Clerk Attestation

### **What Have We Done Well?**

**Administrative** – sought and received outside funding for projects that our department could not fund internally, created GIS asset tracking system to identify assets geospatially and track maintenance and

inspections, maintain records tracking protocols to reduce chances of legal action, adopted new employee policy manual, in-house grant writing and reporting, in-house CDL training, established overweight/oversize ordinance

**Road Maintenance** – member of Lake County Municipal League, a cooperative buying group in Lake County for patching, street sweeping and crack sealing. Analyzed roads with Infrastructure Management Systems to maximize our investments in paving, offer woodchips to residents for reduced disposal costs, established IGA agreements for equipment sharing and road maintenance, utilize community service workers for roadside clean-up, worked with other organizations and municipalities to address road and flooding issues.

**Snow Removal** - Created Snow Removal and De-icing Policy that reduces the number of rounds made during snow storm, the amount of salt use, and the amount of overtime worked by crew. Invested in equipment that reduces the amount of salt used, including improved plow edges for better scraping, automatic controllers for distribution, increased de-icing liquid capabilities. Adjusted plow routes for maximum efficiency for time and fuel.

**Maintenance** – In-house mechanic and fabricator allow our department to maintain vehicles and equipment for a longer useful life.

**Staffing** – Training to further develop skill set, allowing our department to do tree removals, prescribed burns, erosion control inspections, confined space maintenance and storm sewer installations that would otherwise need to be hired out.

**Facility** – Converted turf areas to natives to reduce mowing and improve water quality run-off, Installed LED lighting, installed Reverse osmosis system to eliminate bottle water deliveries, set up onsite vector dumping to reduce disposal costs

**What Inefficiencies Did we Identify/What Are our Next Steps?**

The inefficiencies noted concern the time needed to communicate with the community. The highway department can also continue to work with partners/organizations using their equipment/skilled labor to assist with projects that benefit the community.

**What Can We Do Better or More Efficiently?**

The highway department would like to continue to work on improving efficient and timely communication with residents. We will consider adding options for reporting road concerns and service requests via our website.