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 November 7, 2025, to conduct a Special Meeting for the purpose of Budget Planning.

Diana O'Kelly	Supervisor
Christina McCann	Town Clerk
Alicia Dodd	Highway Commissioner
Joe Herchenbach	Assessor
Jeri Atleson	Town Trustee
Christine Seidner	Town Trustee
Connie Shanahan	Town Trustee
Keith Voss	Town Trustee

1. **CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
   Supervisor O'Kelly called the meeting to order at 11:00 A.M.
2. **ROLL CALL**
   BOARD MEMBERS PRESENT
   Trustee Atleson, Trustee Seidner, Trustee Shanahan, Trustee Voss, Supervisor O'Kelly
   ELECTED OFFICIALS PRESENT
   Assessor Herchenbach, Clerk McCann, Highway Commissioner Dodd
   OTHERS PRESENT
   Nancy Lech, Herb Riedel, Char Kaufman
3. **BUDGET PLANNING**
   Highway Report
   Highway Commissioner Dodd reported the following:
   - End of year balance will be $800,000.00
   - Sylvan Lake Dam will be paid off in December 2025
   - Sylvan Lake HOA will be paying Road District $50,000.00 per year for 10 years
   - No major equipment purchases are planned. The next truck purchase will be in 2027
   - Paving funds will be saved and accumulated in 2026 for a larger paving project in 2027
   - Continuing to save for a new Highway building. Currently have $400,000.00, increasing to $800,000.00 in 2026
   - Balance of equipment loan from Township is $189, 416.00 and is being repaid at $40,000.00 per year

- Lakeview Avenue bridge repairs are planned for 2026. The majority of funding required will come from the township bridge fund administered by the County and funded by IDOT. Estimated expenditure is $400,000.00

Discussion

- Discussion was held regarding creating a budget line item for "Road Work" so that funds can be accumulated for an intended purpose. A Resolution could be created establishing the fund with a budget of $300,000.00 to $400,000.00.
- Commissioner Dodd said as the building fund continues to accumulate funds it may be necessary to complete a new highway facility in two phases.
- Trustee Voss inquired if the loan repayment from Sylvan Lake is considered income. Nancy Lech said it will be considered revenue but entered with a line item for the "loan repayment."

Town Report

Supervisor O'Kelly reported the following:
Budget Planning:

- Reviewed the anticipated revenues and expenses for the next budget cycle.
- Health insurance expense is up 16% over last year
- Town will continue to accumulate Capital Outlay funds for land acquisition and a new building fund in the next budget cycle. Expansion is imminent and funds must be allocated to meet those expenses.
- Capital Outlay Funds must be established yearly in a Resolution to be adopted at the Annual Town Meeting by the electors.

Operations and Parks Report

Operations and Parks Manager Herb Riedel reported the following:

Park Facilities & Equipment

- There are no big expenses anticipated in FY 26/27
- There will be funds required for ongoing maintenance and repairs as required
- Starting to explore what it will cost to maintain and/or replace parts of the existing playground at Behm Park
- It has been 15 – 17 years since most of the Behm Park playground was installed.
- According to the manufacturer the poles used to support equipment can remain, so some expense can be saved there, but other pieces of equipment can be quite expensive. Will continue to explore this project and report more in the future.
- Ivanhoe Park ballfield is in good condition. All renovations were made in-house.
- Behm Park ballfields are also in good condition. Ongoing renovations can also be managed in-house.
- Parking lots are in good shape and will not require repairs in FY 26/27

Discussion

- Nancy Lech inquired if a "Capital Fund" should also be established for parks equipment. Trustee Atleson said it's the most transparent way to prepare the budget and plan for the future.
- Trustee Shanahan stated the FY 26/27 projected budget for parks is too high compared to what was required for the previous fiscal year.
- Trustee Atleson stated accumulating funds for the parks is responsible for long term planning and makes a lot of sense.
- Trustee Shanahan does not believe the budget should be increased because it will require a higher levy placing the burden on the taxpayers.

- Supervisor O'Kelly stated the parks are heavily used, especially during the summer, and it should be the township's goal to responsibly plan for future maintenance, repairs, and replacements.
- Supervisor O'Kelly suggest an accumulation fund of $50,000.00 per year be established for parks equipment.
- Trustee Voss inquired if the shed and bathrooms are still in good shape and was told they are fine. The user groups bring in porta-potties for large events which cuts down on the overall usage of the permanent bathrooms.
- Walking paths at Behm Park were sealed two years ago and currently require only minor maintenance when old tree roots break through and require repairs.
- Supervisor O'Kelly thanked the parks staff for doing a great job.

Administration Facilities & Equipment

- The water softener and heater have been replaced. No major items need to be purchased for the administration facility at this time. Long term the windows and rear sidewalk may need replacement.
- The board recently approved the purchase of a new copier/scanner.
- Furnaces are in good shape. The oldest one heats the community room. The next one to require replacement is the one for the offices since it is most heavily used.
- May need to replace parking lot light poles but that could be done inhouse.
- Clerk McCann stated the Clerk's office will require the purchase of a new laptop because the HP laptop previously used is no longer functioning due to broken hinges and damaged screen. That laptop will be stored in the Clerk's office for future disposal.

Discussion

- Supervisor O'Kelly stated she's not sure what to do about planning for administration offices due to expected growth in the township.
- O'Kelly thing a long-term plan needs to be put into place to explore expansion of administration facility to accommodate new growth and potentially increase offices for new employees. In the short term, she wondered if there was a better way to utilize the existing space.
- Assessor Herchenbach stated he hired a design firm to reimagine the existing space in the assessor's office space. They now have room for an additional employee should the need arise.
- Consensus of the board was to get quotes for new office design and put topic on future agenda for consideration.
- Supervisor O'Kelly stated to her knowledge that there is no limit to amount of funds that can be allocated to a capital building fund as long as a Resolution to continue the fund is approved by the electors at an annual meeting.
- Fremont CERT meets on November 18 to determine if they want to disband the team. If they do, the CERT trailer will be returned to the Parks Department, and the CERT storage space will be available for the Highway Department.

Assessors Facility

- Assessor Herchenbach reported the redesign of the assessor's office will provide room for at least four full-time employees or three full-time and one part-time.
- Should have at least a year's lead time to prepare for new growth from the planned Wirtz development.

4. LEVY DISCUSSION

Road District Levy

- Clerk McCann reviewed the calculations for the 2025 Road District Levy.
- Consensus of the Board is to seek the maximum levy for the Road District in order to capture any new growth. It was determined the 2025 Road District Levy should be in the amount of $2,199,951.00.

Town Levy

- Clerk McCann reviewed the calculations for the 2025 Town Levy
- Trustees Atleson, Seidner and Voss feel the township should capture new grown and set the 2025 Town Levy request at $1,500,000.00.
- Trustee Shanahan disagrees and believes the Town Levy request should be no more than the amount request in FY 2025/2026.
- Clerk McCann stated both Town and Road District Levy will be presented to the board for adoption at the December 8, 2025 Regular Meeting.

5. **PUBLIC COMMENTS**

   None

6. **ADJOURN**

   Trustee Shanahan moved, and Trustee Atleson seconded the motion to adjourn the meeting at 12:32 p.m.

   All in favor, motion carried.

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Respectfully Submitted, Christina McCann, Fremont Township Clerk **Approved: December 8, 2025**