

**MINUTES – BOARD OF TOWN TRUSTEES**

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**STATE OF ILLINOIS  
LAKE COUNTY**

**THE BOARD OF TOWN TRUSTEES met at the office of the Town Clerk, 359 Merrill Ct., Libertyville on Thursday, May 23, 2013.**

**Kathleen M. O'Connor----SUPERVISOR**

**Anne Hansen-----TOWNSHIP CLERK**

**Phil Collins-----TRUSTEE**

**David Nield----- TRUSTEE**

**Robin M. O'Connor-----TRUSTEE**

**Terry A. White-----TRUSTEE**

Supervisor O'Connor called the meeting to order at 7:00 p.m. Pledge to the Flag, roll call and all Board members were present. Also present were: Jim Ferolo, Libertyville Township Attorney, Peggy Freese, Assessor, Mike Graham, Highway Commissioner, Chris Slago and Damon Cederberg, Open Space Field coordinators, Pam Milroy, Financial Director, and Gloria Dail, Administrative Assistant.

**APPROVAL OF MINUTES - May 7, 2013**

A motion to approve the minutes of May 7, 2013 by Trustee Nield, and a second by Trustee Collins, All in favor, aye.

**APPROVAL OF BILLS**

**TOWN FUND**

Motion by Trustee R. O'Connor with a second by Trustee White to approve the expenditures from the **Town Fund** in the amount of **\$15,343.87**. On roll call vote: Trustee Collins, aye, Trustee Nield, aye, Trustee White, aye Trustee R. O'Connor, aye, Supervisor O'Connor, aye.

**ROAD AND BRIDGE FUND**

Motion by Trustee R. O'Connor and a second by Trustee White to approve the expenditures from the **Road and Bridge Fund** in the amount of **\$4,170.41**. On roll call vote: Trustee Collins, aye, Trustee Nield, aye, Trustee White, aye, Trustee R. O'Connor, aye, Supervisor O'Connor, aye.

**OPEN SPACE FUND**

Motion by Trustee R. O'Connor and a second by Trustee White to approve the expenditures from the **Open Space Fund** in the amount of **\$2,967.21**. On roll call vote: Trustee Collins, aye, Trustee Nield, aye, Trustee White, aye, Trustee R. O'Connor, aye, Supervisor O'Connor, aye.

**TOWNSHIP REPORTS:**

**Assessor's Report**

Assessor Freese said the tax bills have gone out and people have been coming into the office because they cannot understand how their taxes have gone up when their assessments have gone down. Assessor Freese explained the tax rates and the Senior Freeze in Libertyville Township. ASSESSMENT X RATE = TAXES - see sheets attached. Discussion ensued.

**Clerk's Report**

Clerk Hansen said she will be working with the Highway Commissioner to dispose of records that were left in the Highway Commissioner's office.

**Highway Commissioner's Report**

Highway Commissioner Mike Graham said he would like an open door policy at the Highway Department. He invited the Board to come down after the meeting and see the building and the equipment. Mr. Graham said the Highway Department is working on a web site so the public can be fully informed about what is happening at the Highway Department.

**Trustee's Report - none**

**Supervisor's Report**

Supervisor O'Connor welcomed newly elected Mike Graham, Highway Commissioner, Phil Collins, Trustee, and David Nield, Trustee.

Supervisor O'Connor said as part of the site management plan, Supervisor O'Connor, Chris Slago, and Damon Cederberg, Libertyville Township Open Space Field Coordinators, Steve Byers, from the Illinois Nature Preserve Commission, Ken Klick from the Lake County Forest Preserve Districts and Steve Barg from Conserve Lake County, visited the Township Property at Old School. Since some high quality plants have been identified on this property, the Township is exploring the possibility for this site to be designated as an Illinois Nature Preserve.

Supervisor O'Connor stated, following the approval of the budget, the Township has 6 business days to post the total compensation package of all employees and elected officials whose total compensation exceeds \$75,000.00 This is a requirement under the Open Meetings Act. The information will be posted online.

**LTSC - APPROVAL OF CONSTRUCTION PROJECT – Roy Lucke, Greg Jaroch, LTSC Board Members - DISCUSSION & VOTE:**

Roy Lucke and Greg Jaroch, LTSC Board Members updated the Board on the proposed construction of a building at the soccer complex for office space, washroom facilities and a concession stand. The Township Board has a 50 year lease agreement with the Soccer Complex. The lease requires the Township Board approval for any improvements to the property. Trustee Nield asked some questions regarding the lease. Discussion ensued.

**2013-14 BOARD BUDGET DISCUSSION:**

**ROAD AND BRIDGE BUDGET**

Highway Commissioner Mike Graham stated there may need to be some adjusted line items. Financial Director Pam Milroy said in accordance with the statute the Township is allowed to move 10% within line items. Discussion ensued

**TOWNSHIP BUDGET**

Supervisor O'Connor stated the budget has been discussed since November 2012. Trustee R. O'Connor asked about mosquito abatement. Discussion ensued.

**A MOTION TO CLOSE THE REGULAR BOARD MEETING AND OPEN THE BUDGET HEARING - VOTE**

A motion by Trustee R. O'Connor to close the regular board meeting and open the budget hearing, seconded by Trustee White, all in favor, aye.

Supervisor O'Connor opened the floor for citizens' comments on the Road & Bridge Budget and then the Town Budget.

**ROAD AND BRIDGE**

A motion by Trustee R. O'Connor, seconded by Trustee White to **approve the Road and Bridge Budget for fiscal year 2013-14 as presented.** On roll call vote: Trustee Collins, aye, Trustee Nield, aye, Trustee White, aye, Trustee R. O'Connor aye, Supervisor O'Connor, aye.

**A MOTION TO CLOSE THE BUDGET HEARING AND OPEN THE REGULAR BOARD MEETING - VOTE - Time 7:43P.M.**

A motion by Trustee White to close the budget hearing and open the regular board meeting, seconded by Trustee Nield, all in favor, aye.

**TOWNSHIP BUDGET DISCUSSION - VOTE**

A motion by Trustee White, seconded by Trustee R. O'Connor to **approve the Township Budget for fiscal year 2013-14 as presented.** On roll call vote: Trustee Collins, aye, Trustee Nield, aye, Trustee White, aye, Trustee R. O'Connor, aye, Supervisor O'Connor, aye.

**PROPOSAL TO ENGAGE APPLIED ECOLOGICAL SERVICES TO CONDUCT A PRESCRIBE BURN AT BUTTERFIELD ROAD/CANTERBURY SITE - DISCUSSION & VOTE**

Supervisor O'Connor said in 2010, the Township conducted the first burn to the site in at least 7 years. Last year, the Township carried out a large scale herbicide project on sections of the property.

The Open Space Staff is recommending another prescribed burn be conducted on the property. The Illinois Department of Labor has stated this is a prevailing wage job. The total cost of the burn is **\$14,500**. The Township will be listed as additionally insured. The contract has been revised to increase the insurance coverage. It is anticipated the burn will be conducted in the fall. A motion by Trustee R. O'Connor, seconded by Trustee White, to engage Applied Ecological Services to conduct a prescribe burn at Butterfield Road/Canterbury Site. On roll call vote: Trustee Collins, aye, Trustee Nield, aye, Trustee White, aye, Trustee R. O'Connor, aye, Supervisor O'Connor, aye.

**APPROVAL TO ENGAGE CARDNO FOR PROFESSIONAL SERVICES RELATED TO THE MS4 PERMIT – DISCUSSION & VOTE**

Supervisor O'Connor stated the Board needs to approve a contract for engineering services to assist with the mandated MS4 NPDES General Permit with the Illinois Environmental Protection Agency. The report to Illinois Environmental Protection Agency needs to be submitted by the beginning of June. The proposal has been revised to increase the insurance coverage. The estimated cost of the services is **\$8,687.00**. Discussion ensued. A motion by Trustee R. O'Connor, seconded by Trustee Collins to approve the Contract for consulting services with Cardno for the Township MS4 permit. On roll call vote: Trustee Collins, aye, Trustee Nield, aye, Trustee White, aye, Trustee R. O'Connor, aye, Supervisor O'Connor, aye.

**ST. MARY'S TRAIL PROJECT – DISCUSSION & VOTE**

The trail through the Township's St. Mary's Road Property and Lindholm Park is in need of desperate repairs. The Township received 5 bids for the project. Allstar Asphalt came in as the lowest bidder but they pulled their bid. Alamp Concrete Construction was the second lowest bid. Damon Cederberg checked their references.

The Supervisor is recommending the Board award the contract to Alamp Concrete Construction. The Supervisor is recommending in addition to the base bid, we also include Bid Alternate #1 and Bid Alternate #3.

Base Bid	<b>\$219,992.11</b>
Bid Alternate #1	<b>\$21,938.32</b>
Bid Alternate #3	<b>\$10,030.00</b>
For a total contract of	<b>\$251,960.43</b>

Trustee Nield told the Open Space Field Coordinators to personally make sure the trail is compact, and take ownership of the project every step of the way.

A motion by Trustee R. O'Connor, seconded by Trustee Nield to award the contract for the St. Mary's Trail Reconstruction Project to Alamp Concrete Contractors in the amount of **\$251,960.43**. On roll call vote: Trustee Collins, aye, Trustee Nield, aye, Trustee White, aye, Trustee R. O'Connor, aye, Supervisor O'Connor, aye.

**OLD BUSINESS**

Trustee White asked about the River Road Trail. Supervisor O'Connor said Waukegan Park District has until 2015 to finish the trail, and they have hired Gewalt Hamilton engineering.

**NEW BUSINESS**

Trustee R. O'Connor said she would like to recommend the new Trustees take an Open Space Tour. Trustee R. O'Connor asked if Libertyville Township will be participating in the Libertyville Day's Parade. Discussion ensued.

**CITIZENS' COMMENTS - none**

**ADJOURNMENT**

A motion to adjourn by Trustee White and a second by Trustee Collins. All in favor, aye  
Time: **8:12p.m.**

Respectfully submitted,

Anne Hansen, Township Clerk