

MINUTES – BOARD OF TOWN TRUSTEES

STATE OF ILLINOIS

LAKE COUNTY

THE BOARD OF TOWN TRUSTEES met at the office of the Town Clerk, 359 Merrill Ct., Libertyville Illinois, on Thursday, February 25, 2016.

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

Anne Hansen-----CLERK

Vacated-----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 Marty Neal, Highway Commissioner, Damon Cederberg, Open Space Field Coordinator, Joy Bux, Accounting and Finance Specialist, and Gloria Dail, Administrative Assistant.

APPROVAL OF MINUTES – February 11, 2016

A motion by Trustee Nield to approve the Board meeting minutes of February 11, 2016, seconded by Trustee White, all in favor, aye. Motion carried.

APPROVAL OF BILLS

TOWN FUND

Motion by Trustee O'Connor with a second by Trustee White to approve the expenditures from the **Town Fund** in the amount of **\$11,839.567**. On roll call vote: Trustee White, aye, Trustee O'Connor, aye, Trustee Nield, aye, Supervisor O'Connor, aye. Motion carried.

ROAD AND BRIDGE FUND

Motion by Trustee White and a second by Trustee O'Connor to approve the expenditures from the **Road and Bridge Fund** in the amount of **\$26,307.66**. On roll call vote: Trustee White, aye, Trustee O'Connor, Trustee Nield, aye, Supervisor O'Connor, aye. Motion carried.

OPEN SPACE FUND

Motion by Trustee White and a second by Trustee Nield to approve the expenditures from the **Open Space Fund** in the amount of **\$4,379.45**. On roll call vote: Trustee White, aye, Trustee O'Connor, Trustee Nield, aye, Supervisor O'Connor, aye. Motion carried.

CITIZENS' COMMENTS – None

TOWNSHIP REPORTS:

Assessor's Report – Absent

Clerk's Report

General voter information was provided.

Highway Commissioner's Report

The Highway Commissioner said there were a few small weather events since the last meeting.

The Road District's meeting with IDOT, Lake County and the engineers in regards to the Oak Spring Road Bridge and Casey Road project went well. In addition, the planning for the Rockland Road project is moving forward.

Trustees' Report – None

Supervisor's Report

The Supervisor provided the names of organizations that recently donated to the food pantry.

The Ribbon Cutting Ceremony for the Ride Lake County Central Dial-a-Ride Service will be held Tuesday, March 1, at 8:45 a.m. at the Village of Mundelein.

CANTERBURY PRESCRIBE BURN PROJECT

The Township received 2 bids for the prescribe burn project. One of the companies did not attend the mandatory pre-bid meeting therefore the Board can only consider one of the bids. It was anticipated the bids would exceed \$20,000. Tallgrass Restoration, LLC submitted a bid for \$19,960.00. Supervisor O'Connor and staff recommended awarding the bid as it came in within budget. Trustee White asked if the bidders know that the Township is required to go out for bid for projects over \$20,000. Supervisor O'Connor said the Township will go out for bid if it is anticipated the project will meet the \$20,000 threshold. Trustee O'Connor asked what the typical cost of a prescribed burn is. Supervisor O'Connor reported 2 years ago the cost of the burn at Canterbury was approximately \$18,000. Trustee O'Connor noted the bid is within the same range. Trustee Nield asked how often it needs to be done. Supervisor O'Connor said it depends on the ground conditions and overall site management plan. Damon Cederberg said the amount of invasive species and weather conditions are also factors. Trustee Nield asked if burns are conducted on all parcels. Supervisor O'Connor said prescribed burns are an integral part of land management; decisions are made based on the need of the parcel.

A motion to award the Canterbury Prescribe Burn contract to Tallgrass Restoration, LLC in the amount of \$19,960.00 by Trustee White, seconded by Trustee O'Connor. On roll call vote: Trustee White, aye, Trustee O'Connor, aye, Trustee Nield, aye, Supervisor O'Connor, aye. Motion carried.

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2015 – 16 BUDGET RECONCILIATION RESOLUTIONS:

Supervisor O'Connor said at the last meeting in February, the Township transfers money in line items that are negative. The Township is allowed to move 10% of a given fund. The Township has exercised this practice for end of the year housekeeping. If the Township did not take care of this now the auditor would require it later.

a. Resolution 2016-R-1

Line item transfers within the Town Fund – Discussion and Vote:

The Township will be moving \$11,620.00 out of \$2,031,865.00 budget for the Supervisor's division. The Board reviewed the line item transfers.

A motion to waive the reading of the Resolution and approve Resolution 2016-R-1 Line Item Transfers within the Town Fund by Trustee Nield, seconded by Trustee White. On roll call vote, Trustee White, aye, Trustee O'Connor, aye, Trustee Nield, aye, Supervisor O'Connor, aye. Motion carried.

b. Resolution 2016-R-2

Line item transfers within the Road & Bridge Funds – Discussion and Vote:

The Township will be moving \$57,000.00 out of \$1,340,550.00 budget within the Road District Budget. The Board reviewed the line item transfers.

A motion to waive the reading of the resolution and approve Resolution 2016-R-2 Line Item Transfers within the Road and Bridge Fund by Trustee Nield, seconded by Trustee O'Connor. On roll call vote: Trustee White, aye, Trustee O'Connor, aye, Trustee Nield, aye, Supervisor O'Connor, aye. Motion carried.

c. Resolution 2016-R-3

Line item transfers with the Open Space Fund – Discussion and Vote:

The Township will be moving \$2,480.00 out of a \$727,900.00 budget. The Board reviewed the transfers.

A motion to waive the reading of the resolution and approve Resolution 2016-R-3 Line Item Transfers with the Open Space Fund by Trustee O'Connor, seconded by Trustee White. On roll call vote: Trustee White, aye, Trustee O'Connor, aye, Trustee Nield, aye, Supervisor O'Connor, aye. Motion carried.

d. Resolution 2016-R-4

Line item transfers within the Town IMRF Funds – Discussion and Vote:

The Township will be moving \$5,500.00 out of a \$133,000.00 budget. The Board reviewed the transfers.

A motion to waive the reading of the resolution and approve Resolution 2016-R-4 Line items within the town IMRF fund by Trustee Nield, seconded by Trustee White. On roll call vote: Trustee White, aye, Trustee O'Connor, aye, Trustee Nield, aye, Supervisor O'Connor, aye. Motion carried.

2016-17 DRAFT TOWN FUND BUDGET – DISCUSSION

The line item for “Professional Services” has increased due to a possible increase in fees from Conserve Lake County’s contract. The projects identified in capital outlay were reviewed. An increase in the Assessor’s Budget was noted due to health insurance costs. Trustees White and O’Connor asked about the uniform costs. Discussion ensued.

2016 – 17 DRAFT ROAD & BRIDGE BUDGET & DISCUSSION

Highway Commissioner Neal presented his draft budget; the Board was encouraged to contact him with any questions. He stated the engineering costs are now in the line item referred to as “Services Road”, as opposed to “Projects”. The Road District will primarily handle their own Julie locates at a cost savings to the District. Trustees asked why the phone service has increased. Highway Commissioner Neal said the service costs have increased. Trustee Nield asked about the dump truck the Township is buying. Supervisor O’Connor explained the dump truck is a Town purchase not for the Road District. Trustee Nield asked where the additional funds needed will come from for these projects. Highway Commissioner Neal explained that the Road District only used approximately 66% of its funds last year; those monies will be carried in the fund balance. Discussion ensued.

OLD BUSINESS

The bid opening for the tree removal project at Atkinson will be held on Friday, March 4 at 9:00 a.m.

The Township received 5 resumes for the vacated Trustee position. Supervisor O’Connor and Trustee White have met with all of the applicants.

NEW BUSINESS – None

EXECUTIVE SESSION

A motion by Trustee Nield, seconded by Trustee White to close the regular Board meeting and go into Executive Session. **Time: 7:30 p.m.**

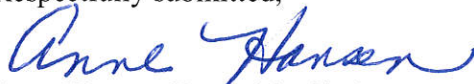
A motion by Trustee White, seconded by Trustee O’Connor to close Executive Session and reconvene the regular Board meeting. **Time: 7:55 p.m.**

NO ACTION was taken while in Executive Session.

ADJOURNMENT

A motion to adjourn by White and a second by Trustee Nield. All in favor, aye. Motion carried. **Time: 7:56 p.m.**

Respectfully submitted,



Anne Hansen, Township Clerk