

**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 Illinois, on Thursday, October 24, 2013.**

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

**Anne Hansen-----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, Mike Graham, Highway Commissioner, George Covington, Township Open Space Attorney, and Gloria Dail, Administrative Assistant.

**APPROVAL OF MINUTES – October 10, 2013**

A motion by Trustee O'Connor to approve the Board meeting minutes of October 10, 2013, seconded by Trustee White, all in favor, aye.

**APPROVAL OF BILLS**

**TOWN FUND**

Motion by Trustee Nield with a second by Trustee Collins to approve the expenditures from the **Town Fund** in the amount of **\$34,773.47**. On roll call vote: Trustee Collins, aye, Trustee Nield, aye, Trustee White, aye, Trustee O'Connor, aye, Supervisor O'Connor, aye. Motion carries.

**ROAD AND BRIDGE FUND**

Motion by Trustee Collins and a second by Trustee O'Connor to approve the expenditures from the **Road and Bridge Fund** in the amount of **\$2,970.40**. On roll call vote: Trustee Collins, aye, Trustee Nield, aye, Trustee White, aye, Trustee O'Connor, aye, Supervisor O'Connor, aye. Motion carries.

**OPEN SPACE FUND**

Motion by Trustee Nield and a second by Trustee Collins to approve the expenditures from the **Open Space Fund** in the amount of **\$60,935.55**. On roll call vote: Trustee Collins, aye, Trustee Nield, aye, Trustee White, aye, Trustee O'Connor, aye, Supervisor O'Connor, aye. Motion carries.

**TOWNSHIP REPORTS:**

**Assessor's Report – Absent**

**Clerk's Report – None**

**Highway Commissioner's Report**

Mr. Graham shared with the Board the need to develop short and long term plans to address the Road District's future road and bridge maintenance needs. He would like to schedule a van tour for the Board to see the current conditions of the roads and bridges. The tour should take approximately 2 hours. He will work with the Township Clerk and the Township Attorney to ensure the tour complies with the Open Meetings Act.

**Trustees' Report – None**

**Supervisor's Report**

Supervisor O'Connor attended the Senior Fair hosted by State Senator Dan Duffy and State Representative Ed Sullivan. The Township had a resource table with a variety of information on the Township.

The Lake County Forest Preserve District recently hosted an education session for community leaders on the economic benefits of forest preserves and open space as part of their strategic planning process. The Township attended the session.

**APPROVAL TO AWARD LICENSE AGREEMENT TO HARADEN FARMS & STABLES, INC. (Casper/Archdiocese Property) – Discussion & Vote**

Supervisor O'Connor said the Township received one bid for the Casper/Archdiocese Parcel. Per the Board's direction, the minimum bid was set at \$70 dollars per acre. Haraden Farms & Stables Inc. submitted a bid in the amount of \$101.00 per acre.

A motion by Trustee O'Connor, seconded by Trustee White to approve awarding the License Agreement to Haraden Farms Stables, Inc. On roll call vote: Trustee Collins, aye, Trustee Nield, aye, Trustee White, aye, Trustee O'Connor, aye, Supervisor O'Connor, aye. Motion carries.

**FARM LICENSE AGREEMENT DISCUSSION**

Supervisor O'Connor stated in 2011 with the assistance of George Covington, Township Attorney for the Open Space District, the Township updated the Farm License Agreement. The Supervisor and Mr. Covington shared with the Board some of the feedback the Township has received pertaining to the new license agreement i.e. length of license agreement, tenant investments to the fields, etc. The Board asked Attorney Covington several questions and discussion ensued. Mr. Covington will work on the revisions suggested by the Board for the License agreements. The revised license agreement will be discussed at a future meeting.

**2014-15 LIBERTYVILLE TOWNSHIP TAX LEVY PRESENTATION AND DISCUSSION**

Supervisor O'Connor provided preliminary numbers to support the proposed 2014 – 15 Levy. It is recommended the Township levy the same amount as the 2013 -14 levy which is \$1,750,226. One of the township's major projects next year is the Rt. 137 Trail project. The residents in the area have been asking for a trail connection to Liberty Prairie since the late 1980s. Part of the process will include hosting a public open house to present the proposed trail and provide residents an opportunity to provide feedback and comments. Supervisor O'Connor said the following properties are slated for surveying: Milwaukee Ave, Rt. 137 and Rt. 45. Surveying is done to assist the Township in managing ongoing encroachment issues. The Supervisor reported there will be an increase for the contractual services for the management of MS4 Program. Discussion ensued.

**2014-15 LIBERTYVILLE TOWNSHIP TAX LEVY PRESENTATION AND DISCUSSION**

Highway Commissioner Mike Graham said the Highway Department has some possible capitol road projects for the coming year. Mr. Graham stated there was some question as to whether or not the Oak Spring Bridge fell under the jurisdiction of the Road District. He has verified the Road District is responsible for its maintenance. There will also be a major resurfacing and repaving project, and right of way management improvements of several roads in the Township. Mr. Graham said he is working on a leaf pick-up service for next year.

Mr. Graham has been attending some of the homeowner association meetings to hear what road district issues are most important to residents. Mr. Graham is in the process of putting together a 1-3-6 year plan for homeowners to view on the website as projects get underway.

Mr. Graham mentioned there is some confusion regarding the ownership and maintenance responsibility of the Rockland Road Bridge. Historically, the east side of the bridge is maintained by the Road District and the west side of the bridge is maintained by the Village of Libertyville. He is working with the Village of Libertyville and Lake County Division of Transportation to clarify this issue. Discussion ensued.

**OLD BUSINESS**

Supervisor O'Connor said the St. Mary's Road trail project continues to make progress. The contractor has requested the Township waive the Administrative Per Diem charge. The Township told the contractor a decision will not be made until the trail is complete. The project should be finished in about 2 weeks.

The construction of the 2<sup>nd</sup> phase of the River Road Trail has started. It is anticipated the construction will be completed by the end of the year. The land restoration will probably take place in the spring 2014.

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The Illinois Municipal Retirement Fund audit went well. There weren't any issues that need to be addressed.

Lake County Stormwater Management Commission provided their third party review of the remediation plans presented by Hey & Associates for the Bull Creek Headwaters Project. The Township has requested Hey & Associates, Inc. to incorporate the recommendations made by Lake County Stormwater Management Commission into their remediation plan.

**NEW BUSINESS – None**

**CITIZENS' COMMENTS – None**

**ADJOURNMENT**

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

Respectfully submitted,

Anne Hansen, Township Clerk