

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 Tuesday, September 14, 2026.

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

Sari Hurtig-----CLERK

Carol August-----TRUSTEE

Cathleen Dohrn-----TRUSTEE

Matthew A. Kovatch-----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 except Trustee August. Highway Commissioner Marty Neal was also present.

APPROVAL OF REGULAR BOARD MEETING MINUTES – AUGUST 11, 2026

A motion by Trustee Kovatch and a second by Trustee White to approve the Board meeting minutes of August 11, 2026. There was no discussion. All in favor, aye. Motion carried.

APPROVAL OF BILLS

The Board reviewed the Town and Road bills paid in between meetings and the August General Assistance expenditures. There were no questions.

TOWN FUND

Motion by Trustee White and a second by Trustee Dohrn to approve the expenditures from the Town Fund in the amount of \$21,395.76. There was no discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

ROAD AND BRIDGE FUND

Motion by Trustee Dohrn and a second by Trustee White to approve the expenditures from the Road and Bridge Fund in the amount of \$33,498.96. There was no discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

OPEN SPACE FUND

Motion by Trustee Kovatch and a second by Trustee Dohrn to approve the expenditures from the Open Space Fund in the amount of \$934.19. There was no discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

CITIZENS' COMMENTS – None

TOWNSHIP REPORTS:

Assessor's Report – Absent

Clerk's Report - None

Highway Commissioner's Report

Highway Commissioner Neal reported the Road District is preparing for the winter season.

Trustees' Report - None

Supervisor's Report

Supervisor O'Connor notified the Board the Emergency Assistance and Community Emergency income guidelines have been changed so they are consistent with the Low-Income Heating and Energy Assistance Program (LIHEAP). They are retroactive to September 1, 2026. The Board does not approve the change but must be notified.

In August, the pantry provided food to 450 households, which consisted of 1,100 individuals. Food and/or monetary donations were received from: First Presbyterian Church of Libertyville, Dairy Dream, Christ Church Crossroads, The Welcome Table, Camp Oma-Pops, and private individuals. Jewel, Mariano's, and Target continue to donate weekly.

In August, the Township received eight requests for financial assistance, seven completed applications were submitted, two were approved for General Assistance and two were approved for Community Emergency Assistance. As of August 31st, the Township has provided eighteen households with Emergency Assistance with a total allocation of \$15,981.68 and twenty-nine households have received a total allocation of \$24,508.91 in Community Emergency Assistance. Thirteen households have received both. As of August 31st, the Township has provided a combined total of \$40,490.59 in financial assistance. Two residents are receiving General Assistance. One person attended the Budgeting Counseling Class.

The school supplies and literacy kits were distributed Friday, July 17th and Friday, July 24th. Sixty-four students registered in advance for school supplies and literacy kits with ninety children in total from forty families receiving the supplies and kits.

The next Open Space Volunteer Workday will be held Saturday, October 10th from 9am – noon at Oak Openings. The activities will include seed collection, brush/invasive removal and herbiciding invasives.

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The ADA Site Improvements Project is scheduled to begin Wednesday, September 23rd. The users of the food pantry have been notified. Flyers in English, Spanish and Ukrainian will be distributed on September 15th and 22nd.

The Casey Road Asphalt Trail Resurfacing Project is going incredibly well. The Township has received a lot of positive feedback.

On Wednesday, September 9th, Supervisor O'Connor attended Stevenson High School's Service Fair. Fifty-one students took information on the Township Open Space Volunteer Workdays and food drive opportunities for the pantry.

Due to ongoing plumbing issues, the tree in the front of the building will be removed.

The Township has been notified that the Village of Libertyville is terminating its TIF District. Copies of the notice were distributed to the Board.

The Township received informal notice from the Army Corps of Engineers of the approval of the release of the 2nd round of wetland mitigation credits. It is anticipated the formal notice will be received by the next Board meeting. The first round of credits was sold at \$130,000 per credit acre.

APPROVE SCOPE OF SERVICES PROPOSAL FROM LAND SURVEYING, INC. REGARDING THE PROPERTY LOCATED AT 30090 N. PARK LANE, LIBERTYVILLE, IL IN THE AMOUNT OF \$6000 – DISCUSSION & VOTE

Motion by Trustee Kovatch and a second by Trustee White to award the proposal from Land Surveying Inc. to layout property lines for 30090 N. Park Lane, Libertyville as described in the proposal in the amount of \$6,000. There was no discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

APPROVAL TO AWARD ADA SITE IMPROVEMENT PROJECT BIDS DISCUSSION & VOTE

#33000 Concrete – Elliot Construction Co. \$57,625.00

Motion by Trustee Dohrn and a second by Trustee Kovatch to award bid #33000 Concrete Work to Elliot Construction Co. in the amount of \$57,625.00. There was no discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

#321200 Asphalt Patching, Pavement Marking, & ADA Signage Elliot Construction \$6,850.00

Motion by Trustee Kovatch and a second by Trustee White to award bid #321200 Asphalt Patching, Pavement Marking, & ADA Signage to Elliot Construction Co. in the amount of \$6,850.00. There was no discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

#310000 Site Work – Elliot Construction **\$22,550.00**
Motion by Trustee Dohrn and a second by Trustee Kovatch to award bid #310000 site work to Elliot Construction in the amount of \$22,550. There was no discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

#014533 Surveyor Pour, Verification & As-Builts
Hezcorp Construction Services **\$17,023.57**
Motion by Trustee Kovatch and a second by Trustee Dohrn to award bid #014533 Surveyor Pour Verification & As-Builts to Hezcorp Construction Services in the amount of \$17,023.57. There was no discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

#014523 Testing Soil Bearing Concrete Strength
Hezcorp Construction Services **\$7,142.41**
Motion by Trustee Kovatch and a second by Trustee Dohrn to award bid #014523 Testing Soil Bearing Concrete Strength to Hezcorp Construction Services in the amount of \$7,142.21. There was no discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

#015000 Temporary Construction Provisions
Hezcorp Construction Services **\$20,800.15**
Motion by Trustee Kovatch and a second by Trustee White to award bid #015000 Temporary Construction Provisions to Hezcorp Construction Services in the amount of \$20,800.15. There was no discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

#015723 BMP Stormwater Provisions, Inlet Blocking, & Silt Fencing
Hezcorp Construction Services **\$3,885.76**
Motion by Trustee Dohrn and a second by Trustee White to award bid #015723 BMP Stormwater Provisions, Inlet Blocking, & Silt Fencing to Hezcorp Construction Services in the amount of \$3,885.76. There was no discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

#079000 Joint Sealants
Hezcorp Construction Services **\$3,583.64**
Motion by Trustee Dohrn and a second by Trustee Kovatch to award bid #079000 Joint Sealants to Hezcorp Construction Services in the amount of \$3,583.64. There was no discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

OLD BUSINESS

Social Service Grant discussion and vote will occur at the September 22nd Board meeting.

NEW BUSINESS

The Libertyville Township Meeting Schedule and Holiday Calendar will be discussed at the September 22nd Board meeting.

Supervisor O'Connor and Highway Commissioner Neal are working on the draft Town & Road Budgets to assist with the levy process.

ADJOURNMENT

A motion to adjourn by Trustee White and a second by Trustee Dohrn. All in favor, aye.
Motion carried. **Time: 7:22p.m.**

Respectfully submitted,



Sari Hurtig, Township Clerk