

Minutes – Shields Township Board of Trustees

Regular Meeting January 20, 2022

STATE OF ILLINOIS,)
Lake County,)
Town of Shields) SS.

THE TOWN BOARD OF SHIELDS TOWNSHIP held its regular monthly meeting January 20, 2022, at 6:30 p.m.

PRESENT Heather Kerr Supervisor
 Tammy Bryan Clerk
 Jeff Urso Town Trustee
 Brady Andersen Town Trustee-via Zoom
 David Weil Town Trustee
 Kathryn Walker-Eich Town Trustee

- I. **Meeting Called to Order** - Supervisor Kerr called the meeting to order at 6:30 p.m.
- II. **Roll Call** – All Present
- III. **Pledge of Allegiance** – Supervisor Kerr opened the meeting with the Pledge of Allegiance
- IV. **For Action** – Motion to approve minutes from December 16, 2021, board meeting, by Trustee Weil , second by Trustee Urso, passed by 5-0 on a roll call vote. Revision to December 16, 2021, meeting notes: Assessor Helton indicated Assessor is spelled incorrectly twice and pleasure instead of please to be corrected.
- V. **For Action** – Approve Bills
 - i. Town Fund expenses approval \$48,920.35, Trustee Urso motioned to approve, second Trustee Walker-Eich passed by 5-0 on a roll call vote.
 - ii. General assistance expenses approval \$9,225.83, Trustee Walker-Eich motioned to approve, second Trustee Weil, passed by 5-0 on a roll call vote.
 - iii. Road & Bridge expenses approval \$28,319.33, Trustee Weil motioned to approve, second Trustee Urso , passed by a 5-0 on a roll call vote.
- VI. **New Business NA**
- VII. **Executive Session** -
 - A. Trustee Urso motion to approve, second Trustee Weil, roll call vote 5-0

Executive Session 2c &2c-11.

VIII. **Reports**

Trustee –Trustee Urso, roads, have looked good, excellent job and no big ice patches, improvement versus the previous years, night and day. Good for everyone involved.

Highway/Field Manager – Field Manager Beake no report

Assessor – Assessor Helton - Explained that he tries to explain the assessment process to the trustees each month. Right now, we are gearing up for the 2022 assessment year by going through building information, additions, and permits He indicated his office has a great relationship with all 3 of the town’s building departments to obtain accurate permit information, proper square footage, and, most important, going through the sales that took place in 2021. This is important when state does their sales ratio study. Every home and commercial property is affected by the township factor. Last month, Shields Township had a tentative factor of just under 1, which is right where it should be. Kelly, Andrea, and Mark are going through sales of property to make sure each sale is an arm’s length transactions. We do find sales that have something incorrect and recommend they be classified as “Unqualified,” if necessary. We don’t have all the sales from the recorder’s office, but we are probably at 85% finished. We then do our own sales ratio analysis in Shields Township and determine which neighborhoods need to be equalized. Currently, we are finding the older condominiums in Shields Township are ~~too~~ slightly high and those will probably get equalized down. It is important that all the different neighborhoods are as close to 33.33% as possible. We spend a lot of time with this process.

Trustee Walker Eich-workflow: where is Lake County in processing sales data over to recorder over to you.

Response: they are behind, have final sales ratio be done by March/beginning of April, getting our factor from the State of Illinois sometime mid-April/May.

Trustee Walker-Eich: others are 4 months behind. Assessor cannot see what has transpired due to covid.

Clerk - None

Supervisor – None

IX. **Public comments** – None registered.

X. **Adjournment** – The meeting was adjourned at 7:04 p.m. by Supervisor Kerr.