

Minutes – Shields Township Board of Trustees

Regular Meeting August 19, 2021

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

THE TOWN BOARD OF SHIELDS TOWNSHIP held its regular monthly meeting August 19, 2021, at 6:30 p.m.

PRESENT Heather Kerr Supervisor
 Tammy Bryan Clerk
 Brady Andersen Town Trustee
 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** – Also in attendance - Assessor Helton, absent Trustee Urso
- III. **Pledge of Allegiance** – Supervisor Kerr opened the meeting with the Pledge of Allegiance
- IV. **For Action** – Motion to approve minutes from July 21, 2021 board meeting, by Trustee Walker-Eich, second by Trustee Andersen, passed by 4-0 on a roll call vote.
- V. **For Action** – Approve Bills
 - i. Town Fund expenses approval \$55,928.24, Trustee Weil motioned to approve, second Trustee Walker-Eich, passed by 4-0 on a roll call vote.
 - ii. General assistance expenses approval \$14,994.52, Trustee Walker-Eich motioned to approve, second Trustee Andersen, passed by 4-0 on a roll call vote
 - iii. Road & Bridge expenses approval \$11,748.89 Trustee Andersen motioned to approve, second Trustee Weil, passed by a 4-0 on a roll call vote
- VI. **New Business**
 - a. Supervisor Kerr recused herself from this section of New Business: Robert Hovan, Counsel, Advised Towns funds were misdirected and were originally to be deposited into the Phoenix Rising Find in the amount of \$4,500.00 instead of the Town Fund. Counsel requested to have a motion to approve the movement of the funds from Town Fund to Phoenix Rising in the amount of \$4,500.00. Trustee Walker-Eich questioned Counsel regarding the dates of the donations. Counsel advised the funds were

submitted by Congressman Schneider during the midst of the COVID-19 pandemic.

Trustee Andersen motioned to approve, second Weil, 3-0 roll call vote.

- b. Bids from upcoming paving project Manhard. Peter Stor is guiding the township on the process. Peter is working with Heather and Rob based on the townships agenda to keep the roads in shape for the residents. The scope, put out a bid, placement milling, resurfacing and culvert on Muir, Jenkisson, Washington, Thorntree land and Coleman Avenue. Other roads needs drainage areas to be addressed, in the face bid, to put out for contractors to bid on, as well as alternates. Township received 3 bids on the project, Peter Baker's bid was the lowest of the bids. Manhard recommends Peter Baker, as Peter Baker is a reputable local contractor would prefer to award Peter Baker the contract. Bid consists of base bid, alternates and construction contingency. The contingency is to provide Manhard and the Township Field Manager to make decisions in the field in order to avoid delay. Base bid \$471,157.10, total bid with alternates and contingency \$542,364.96.

Manhard's position is to follow the specs and verify the contractor is following the agreement and verifications specs are followed. Sometimes things may be overlooked, not intentionally, but can be picked up by and overseer. Bids are provided with minimal information, Manhard is to drive the focus and accuracy with their guidance, they measure everything they did in order for the contractor to get paid for completeness. As other townships have their own engineering staff, Shields does not, therefore the supervision of an expert to work through this process. Trustee Walker-Eich questioned the costs of the oversight part of the bid Manhard is supplying to the township as Peter Baker is local respectable contractor therefore why pay for oversight when Peter Baker is part of the community and has provided services for numerous years to Shields Township.

Project is to take 1 month, and up to 60 days, weather permitting. Next meeting, Supervisor Kerr and Field Manager Beake is to have a comprehensive plan for the streets.

Approval of base bid, alternates in the amount of \$494,714.96 Trustee Weil, second Andersen. Roll call vote 4-0.

VII.

VIII. **Reports**

Trustee – None.

Highway/Field Manager – Field Manager Beake – Continues to work with Manhard, checks in on tree removal, 8 trees taken or trimmed down, 50% complete, a few problems and 1 delay, waiting for October for 1 tree. Started a new list of trees with a different vendor, 4 trees, 1 tree went down on Forest View,

201, the property next to it, its private or possible right of way, its at a point in the road where it could be under county or township purview, to be determined.

International 4400 still has issues, needs air tank and in the winter could leak, will need to be fixed prior to winter. Still waiting on 1 part, part is delayed. Supervisor Kerr and Field Manager Beake is working on an IGA with Libertyville in respect to the trucks. This would prefer a discounted Municipal rate fleet service to Shields Township. Field Manager Beake requested a new work phone for day-to-day operations as he can no longer read emails as the phone is very outdated. Field Manager Beake to bring quotes and research to next Board meeting for approval.

Assessor – Assessor Helton stated assessments were published July 8, there are 30 days to file complaints, complaints closed August 9. 500 complaints on commercial and residential. Assessor Helton along with Mark administered field checking, resident complaints August 23, commercials hearings are a little bit different, industrial buildings dramatically increased, good fight putting together. Thank you to Alderman bobby Allen of North Chicago, help with appraisals and backup, North Chicago has done a good job, tax rates went down again, we fought the appeals. Thanks to council and Rockingham. Assessor Helton and Mark continue to do field checking.

Clerk - None

Supervisor – Attended officials training, informative and some dry information, overall, wonderful. Over the course of training open meetings act training within 90 days of entering office, however, due to the site being hacked, training to be determined at a later date. Regarding the Vape/Smoke shop on 43, Supervisor Kerr is monitoring the situation and will keep the board apprised of the situation.

Supervisor Kerr received a call from a resident on Dugdale, her backyard had not been mowed in a long time and the grass is tall as her. Leon Rockingham was contacted and within 24 hours her grass was moved. Thank you, Leon. Two governing bodies working together.

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

X. **Adjournment** – The meeting was adjourned at 7:40 p.m. by Supervisor Kerr.