

Minutes – Shields Township Board of Trustees
Rescheduled Regular Meeting June 30, 2022

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

THE TOWN BOARD OF SHIELDS TOWNSHIP held its rescheduled regular monthly meeting in person and by Zoom on June 30, 2022 at 6:30 p.m.

PRESENT

Tammy Bryan	Clerk
Brady Andersen	Town Trustee
Kathryn Walker-Eich	Town Trustee-Absent
David Weil	Town Trustee
Jeff Urso	Town Trustee

I. Meeting Called to Order

Deputy Supervisor Urso called the meeting to order at 6:30 p.m.

Roll Call – Also in attendance - Assessor Helton and Attorney Mark Kimzey*

*The Township Board confirmed the appointment of Mr. Kimzey’s firm, Airdo Werwas, LLC, as Township Attorney at this Rescheduled Board Meeting.

II. Pledge of Allegiance – Deputy Supervisor Urso opened the meeting with the Pledge of Allegiance

III. Approval of Prior Meeting’s Minutes – May 19th, 2022 -- motion to approve Trustee Weil, second by Trustee Andersen, passed by roll call vote 3-0.

IV. Approval of Bills – Current Month & Ratification of April Bills

- a. Town Fund Expenses of \$91,332.14 – Trustee Andersen motioned to approve, second by Trustee Weil, passed by 3-0 on a roll call vote. Trustee Andersen asked a question about insurance policy – April 19th. Deputy Supervisor Urso does not know why not paid in the past and will follow up.
- b. General Assistance Expenses of \$475.00 – Trustee Andersen motioned to approve, second by Trustee Weil, passed by 3-0 on a roll call vote.
- c. Road & Bridge Expenses of \$116,427.58 – Trustee Andersen motioned to approve, second by Trustee Weil. Deputy Supervisor Urso noted that the outstanding amount is for some of the pavement jobs the Township is doing. He will review with AR to make sure that number is accurate. Passed by roll call vote 3-0.

d. 3 sets of bills for the month of April for ratification, previously approved with a 2-0 vote. The open meetings act required 5 member public body, a vote of 3 members is needed to act. Housekeeping matter to keep compliance with the law.

1. Town Fund April Expenses in the amount of \$51,851.66 – motion to ratify by Trustee Weil, second by Trustee Andersen, passed by roll call vote 3-0.
2. General Assistance April Expenses in the amount of \$3,360.00 – motion to ratify by Trustee Weil, second by Trustee Andersen, passed by 3-0 on a roll call vote.
3. Road & Bridge April Expenses in the amount of \$12,560.19 – motion to ratify by Trustee Andersen, second by Trustee Weil, passed by a 3-0 roll call vote.

V. **New Business – Appointment of Township Attorney** – The former Township Attorney, Keri-Lyn Krafthefer, resigned on 6/17/2022. Motion to Approve Appointment of new Township Attorney, Airdo Werwas, LLC, by Trustee Weil, second by Trustee Andersen, passed by roll call vote 3-0.

VI. **Reports**

Trustee – Trustee – N/A

Assessor – Assessor Helton – Thank you for putting me back in the office. I always enjoyed that job and the support from the board and the county and fellow assessors to get the office up and running.

1. The Shields Township Assessor’s computers were reconnected to the Lake County Supervisor’s office on June 22, 2022. I’ve been working with the Township IT person and a private contractor from the Antioch Assessor’s Office to get the computer and phone system back online. We should be fully operational by July 6, 2022.
2. The 2022 Assessment Notices ‘blue cards’ are scheduled to be published and mailed out on or about August 18, 2022. Complaints must be filed within 30 days of the publish date. Traditionally, Shields Township is one of the first Townships to publish, which is happening on July 14, 2022, this year. We should be fully operational and ready to serve all of our residents once again by the scheduled published date.
3. Senior Freeze – These exemptions must now be filed on-line. The Shields Township Assessor’s Office will continue to assist our residents that need help filing for this exemption. Make appointments to assist in the Shields Township Assessor’s office

Important Dates: If you didn’t file for the 2021 Senior Freeze, you must do so by July 15, 2022. You will need to submit your 2020 tax return and all schedules attached to your return. Your Senior Freeze application needs to be filed by July 29, 2022. Once again, you will need to submit your 2021 tax return and all schedules attached to the return.

To Qualify for the Senior Freeze:

- Be 65 years of age
- Own the property as their principal residence January 1, 2021 and January 1, 2022
- Have a total household income of \$65,000 or less

This exemption must be renewed on an annual basis (Senior Freeze is different than the Senior Exemption). Please have your photo I.D. showing the property address for the exemption being applied for. You will need your tax return, 1040 or 1040R, or household income documents for the tax year 2021 for all household members

Carl Evans to report back to his area to advise about the Freeze and Exemption. There are numerous exemptions available.

On Monday, July 11, 2022, we will have a representative from the Lake County Supervisor of Assessments, Karen, at the Shields Township Office to assist our seniors with their filing. She will be at the office from 8:30 a.m. until noon.

4. Assessor Helton reported that he retained a copy of the Shields Township Assessor's Office Procedure Manual (updated January 21, 2021) from his prior tenure. All copies of the Manual were missing upon his return to the office this month.

Assessor Helton also noted that a 3x4 Chart with Post-It notes, which he described as a "Blueprint" of the assessment process to be followed, was missing from the Assessor's Office upon his return earlier this month. This Chart developed a working schedule of what needed to be done and when, what we should be working on, developing documentation to establish fair and accurate assessments. It was developed over a number of months by his staff during his prior tenure and was reviewed and discussed among all in that office. In his opinion, it is a valuable tool which would assist any assessment office to efficiently carry out our duties for the taxpayers. Assessor Helton stated that he last saw it around May 2, 2022. At that time, it was taped to a wall in the Shields Township Assessor's Office. He never thought it would disappear, but it was removed, and it's gone. It's missing, and the taxpayers paid for it. It belongs to the taxpayers. It was not thrown out; it was taken off the wall and should be returned ASAP. He suggested the Township Attorney could help, as they spent too much time building the Blueprint.

Highway/Field Manager – Road Field Manager Beake – N/A

Deputy Supervisor – Thank you, Field Manager Beake, for getting ready for the 4th of July, painting signs and poles greens on the 8-9 miles of road we handle. The work was approved, and the next day, the Field Manager completed the work. Thank you, GA/Admin Scantlin, who has been assisting with homeowners and everything else.

VII. **Public Comments**

- a. **Mr. Carl Evans** – 2205 Seymour NC, Alderman of North Chicago. I am here today to say once again, I am glad everyone can work together. I commend Trustee Andersen. He mentioned at the last meeting that he knew someone who worked in an assessor's office And could assist you as you work at the Township. I know I came down here and asked about hired in the office. Assessor Helton responded: "A receptionist for my office has been hired. I am in the process of talking to designations and experience in assessing property."

When Shields has an opening down here, some sort of—the whole Shields Township—you let people and others know. When I was down here last time, without me naming anybody, I asked for some documents, and someone assumed the position to give them to me. They are not part of the Township. There is someone out there. If you are not one of the people hired by the Township you shouldn't be trying to give out information. Thank you.

- b. **Emailed from Heather Myers** – Resident on Foster Ave – I have a couple of questions why recent entries were scrubbed off the Township website. I'd like to know what specifically was misrepresented. Otherwise, it gets very subjective. It appears as if the Board is trying to hide something from the community. We would have had service all better in terms of being transparent if it was left up. The Board should have addressed the points in question and explain why it is incorrect that would have been clear and honest in fully committing to serving the community at large.

And further question, why is the Board reinstalling Assessor Helton since he is currently under investigation? Where would he be entrusted with the very duties that he's under investigation for. I request a selection committee to be assembled to search for a replacement. The selection committee would help if he is found guilty. We won't want to be left without an immediate replacement. This committee should be comprised of board and community members and community volunteers. Neighbors, you should ask yourself that as well. Why are you not including us? Are we not worth investing as community members attend meetings in person, what happens at these meetings that you cannot see on *Zoom*. Thank you for your time and attention.

- c. **Deputy Supervisor** – As we previously stated, we cannot comment on everything that is not on the agenda, but feel free to reach out to us. We will be happy to meet with anyone, talk about any situation and be as transparent as possible. I always make time. Anyone can send an email for a request to meet with me.

VIII. **Adjournment** – The meeting was adjourned at 7:09 p.m., motion to adjourn by Trustee Weil, and second by Trustee Andersen, and passed unanimously by voice vote.