

STATE OF ILLINOIS            )  
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COUNTY OF LAKE            )

**Minutes of the Rescheduled Regular Meeting  
of the Shields Township Board of Trustees  
Thursday, July 28, 2022**

THE TOWN BOARD OF SHIELDS TOWNSHIP held its regular monthly meeting in person and by Zoom on July 28, 2022, at 6:30 p.m.

**I. Call to Order/Roll Call:**

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

Deputy Supervisor Urso noted that Clerk Bryan would not be attending this Board Meeting and nominated Trustee Andersen to serve as Clerk *Pro Tem*. No other nominations were made. A motion was made by Trustee Weil and seconded by Trustee Walker-Eich to elect Trustee Andersen as Clerk *Pro Tem* for this Board Meeting. Motion carried by voice vote.

Trustee Andersen called the roll. Present were Trustees Walker-Eich, Weil, and Andersen and Deputy Supervisor Urso. Others present included Contract Assessor Scott Helton and Township Attorney Mark Kimzey.

**II. Pledge of Allegiance:**

Deputy Supervisor Urso invited everyone to stand and join him in the Pledge of Allegiance.

**III. Appointment of Township Supervisor:**

A motion was made by Trustee Walker-Eich and seconded by Trustee Weil to appoint Deputy Supervisor Urso as Shields Township Supervisor pursuant to Section 60-5 of the Township Code, with warrant to issue.

Deputy Supervisor Urso noted that the Office of Township Supervisor has been vacant for 45 days since June 13, 2022, that he is a registered voter in the Township, and that he has been a Township resident for over 1 year. In addition, Deputy Supervisor Urso noted that, by virtue of accepting this position, his prior appointment as Deputy Supervisor would automatically terminate and his seat as Township Trustee would be resigned.

Roll call: Ayes: Trustees Walker-Eich, Weil, and Andersen and Deputy Supervisor Urso. Nays: None. Motion carried.

**IV. Oath of Office for Shields Township Supervisor:**

Deputy Supervisor took and subscribed the oath of office before Brittany Olis, a Notary Public of the State of Illinois.

**V. Public Comment:**

Mr. Carl Evans, Alderman, City of North Chicago, 2205 Seymour Avenue, North Chicago, Illinois. Mr. Evans said the Township appears to be moving in a good direction. He spoke about recent

changes in Township's officials and personnel. He wishes that future employment opportunities with the Township be made known and available to the whole of Shields Township.

**VI. Presentations:**

Supervisor Urso noted that Warren L. Dixon III of Accubase Solutions, LLC, was unable to attend the Board Meeting as planned due to issues with return travel from out-of-state. The Board would be considering approval of a Professional Services Agreement with Accubase for assessment and consulting services later this evening. Contract Assessor Helton presented to the Board on behalf of Mr. Dixon. Given the emergency staffing shortage in the Assessor's Office, the Township solicited proposals from firms to perform assessing and consulting services on a contract basis. The solicitation was posted to the Township's website and published in the *Patch*. Proposals from three (3) firms were received. AccuBase submitted the lowest qualified proposal. Its proposal was the lowest by nearly \$20,000.00. With AccuBase, the Assessor's Office would be able to maintain the same high standards as in previous years at a significantly reduced cost.

**VII. Approval of Bills:**

- a. **Town Fund:** A motion was made by Trustee Weil and seconded by Trustee Andersen to approve payment of Town Fund expenses in the amount of \$16,140.90. Roll call: Ayes: Trustees Walker-Eich (abstain), Weil, and Andersen and Supervisor Urso. Nays: None. Motion carried.
- b. **General Assistance:** A motion was made by Trustee Weil and seconded by Trustee Andersen to approve payment of General Assistance expenses in the amount of \$475.00. Roll call: Ayes: Trustees Walker-Eich, Weil, and Andersen and Supervisor Urso. Nays: None. Motion carried.
- c. **Road & Bridge:** A motion was made by Trustee Walker-Eich and seconded by Trustee Andersen to approve payment of Road & Bridge expenses in the amount of \$18,667.65. Roll call: Ayes: Trustees Walker-Eich, Weil, and Andersen and Supervisor Urso. Nays: None. Motion carried.

**VIII. New Business:**

- a. **Special Meeting Minutes of June 21, 2022:** A motion was made by Trustee Andersen and seconded by Trustee Walker-Eich to approve the Special Meeting Minutes of June 21, 2022. Roll call: Ayes: Trustees Walker-Eich, Weil, and Andersen and Supervisor Urso. Nays: None. Motion carried.
- b. **Rescheduled Meeting Minutes of June 30, 2022:** A motion was made by Trustee Andersen and seconded by Trustee Weil to approve the Rescheduled Meeting Minutes of June 30, 2022. Roll call: Ayes: Trustees Walker-Eich (abstain), Weil, and Andersen and Supervisor Urso. Nays: None. Motion carried.
- c. **Resolution Authorizing the Appointment of Deputy Clerk:** Supervisor Urso advised that Section 75-45 of the Township Code permits the Township Clerk to appoint a deputy clerk when authorized by the Township Board. Clerk Bryan intends to appoint Lisette Rothing as Deputy Clerk. Ms. Rothing was recently hired as a receptionist for the Township and the Assessor's Offices. As Deputy Clerk, Ms. Rothing will also perform duties as assigned by Clerk Bryan, including executing documents on behalf of the Clerk,

attending bid openings; and attending and taking minutes at Township Meetings. She will not receive additional compensation for her role as Deputy Clerk. A motion was made by Trustee Walker-Eich and seconded by Trustee Andersen to approve the Resolution Authorizing the Appointment of a Deputy Clerk, as presented. Roll call: Ayes: Trustees Walker-Eich, Weil, and Andersen and Supervisor Urso. Nays: None. Motion carried.

- d. **Approval of Policy Regarding Committees of the Township Board:** Supervisor Urso indicated that the purpose of the policy is to provide for committees to undertake specific tasks delegated by the Board, make recommendations to the Board, and enhance Board efficiency and effectiveness. The policy would establish a standing Community Service Committee and a standing Road & Bridge Committee. It also would provide for the creation of *Ad Hoc* Committees as needed. A motion was made by Trustee Walker-Eich and seconded by Trustee Andersen to approve the Policy Regarding Committees of the Township Board, as presented. Roll call: Ayes: Trustees Walker-Eich, Weil, and Andersen and Supervisor Urso. Nays: None. Motion carried.
- e. **Appointment of Committee Chairs:** For the Community Service Committee, Supervisor Urso appointed Kathleen Blahunka as the Chair. A motion was made by Trustee Walker-Eich and seconded by Trustee Andersen to approve the appointment of Kathleen Blahunka as Chair of the Community Service Committee. The membership and activities of the Community Service Committee were discussed. Roll call: Ayes: Trustees Walker-Eich, Weil, and Andersen and Supervisor Urso. Nays: None. Motion carried.
- f. **Approval of Professional Services Agreement with Accubase Solutions:** Supervisor Urso noted that the Board had heard from Contract Assessor Helton regarding the Professional Services Agreement with Accubase during Presentations. A motion was made by Trustee Walker-Eich and seconded by Trustee Andersen to approve the Professional Services Agreement with Accubase Solutions, LLC, in the amount of \$56,204.37, subject to review and approval of the Township Attorney. Roll call: Ayes: Trustees Walker-Eich, Weil, and Andersen and Supervisor Urso. Nays: None. Motion carried.
- g. **Resolution in Favor of Trustee Walker-Eich:** Supervisor Urso noted that, over the past several months, questions have been raised about complaint alleging sexual harassment against a Township Official. Supervisor Urso stated that the Township's former legal counsel, Keri-Lyn Krafthefer of Ancel Glink, P.C., investigated regarding the complaint, which was concluded on or prior to March 3, 2022. Ms. Krafthefer presented her findings and conclusions to the Board in Executive Session on March 3, 2022, including that the sexual harassment complaint was found to be "unsubstantiated" and that "the facts do not support a finding that the Township's sexual harassment policy was violated." Thereafter, at the Executive Session on March 3, 2022, former Supervisor Kerr and Trustees Andersen, Urso, and Weil unanimously reached a consensus as to Ms. Krafthefer's findings and conclusions regarding the sexual harassment complaint, and the investigation regarding the sexual harassment complaint was closed. Pursuant to the Township's Policy Against Sexual Harassment, complaints of sexual harassment are considered confidential, and the Board typically does not make public any information concerning sexual harassment complaints against Township Officials which are found to be unsubstantiated. However, Trustee Walker-Eich has consented to the disclosure of her identity in this case as the subject of the unsubstantiated sexual harassment complaint because of the public's interest in full disclosure of information that bears on the public duties of public officials. A motion was made by Trustee Weil and seconded by Trustee Andersen that (1) the Board approve Resolution 072822-02, "A Resolution in Favor of Trustee Walker-Eich," as presented, (2)

the Board adopt and approve the findings and conclusions of the investigation conducted by Ms. Krafthefer that the sexual harassment complaint against Trustee Walker-Eich is unsubstantiated and that the facts do not support a finding that Trustee Walker-Eich violated the Township's sexual harassment policy or any federal or state law, and (3) the unsubstantiated sexual harassment complaint against Trustee Walker-Eich thereby be considered closed. Roll call: Ayes: Trustees Walker-Eich (abstain), Weil, and Andersen and Supervisor Urso. Nays: None. Motion carried.

- h. Authorization to Hire an Office Manager:** Supervisor Urso stated that, due to the resignation of the Township's Administrator/GA Coordinator without notice on July 22, 2022, there was an urgent need to hire an office manager to perform that individual's duties. A motion was made by Trustee Walker-Eich and seconded by Trustee Andersen to authorize the Supervisor to hire an office manager in an amount not to exceed \$62,000.00 per year and to authorize the Supervisor and Clerk to sign and attest, respectively, any documents in connection with the hiring of an office manager. The duties and compensation of the office manager were discussed. Supervisor Urso and Contract Assessor Helton indicated that the office manager would perform duties in the Township, General Assistance, and Assessor's Offices. Due to the resignation of employees from the Township and the Assessor's Office over the past forty-five (45) days, Supervisor Urso and Assessor Helton have been the only persons staffing the Township Offices at times. Time was of the essence in hiring staff to maintain services for the residents of Township. Roll call: Ayes: Trustees Walker-Eich, Weil, and Andersen and Supervisor Urso. Nays: None. Motion carried.

**IX. Executive Session:**

None.

**X. Other Business:**

None.

**XI. Adjournment:**

There being no further business to come before the Board, a motion was made by Trustee Walker-Eich and seconded by Trustee Andersen to adjourn. Motion carried by voice vote and the meeting was adjourned at 8:16 p.m.

Respectfully submitted,

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Brady Andersen  
Clerk *Pro Tem*