

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

THE TOWN BOARD OF SHIELDS TOWNSHIP met at the Shields Township office for its regular monthly meeting on August 16, 2012 at 6:30 p.m.

PRESENT: <u>Gale Strenger Wayne</u>	Supervisor
<u>David Barkhausen</u>	Town Clerk
<u>Scott Anderson</u>	Town Trustee
<u>Lynn Baehr</u>	Town Trustee
<u>Laura Carney</u>	Town Trustee
<u>Mary Woodson</u>	Town Trustee

Highway Commissioner Bill Goodman and Assessor Yakes were also present.

I. Meeting Called to Order

Supervisor Strenger Wayne called the meeting to order at 6:33 p.m.

II. Pledge of Allegiance

Supervisor Strenger Wayne opened the meeting with the Pledge of Allegiance and requested an attendance roll call. All Board members were present.

III. Consideration of Minutes from the Previous Town Board Meetings

A motion by Trustee Anderson, seconded by Trustee Woodson, to approve the minutes of the Board's monthly meeting of July 19, 2012 was approved on a voice vote.

IV. Payment of Bills

Town Fund Bills: A motion by Trustee Woodson, seconded by Trustee Anderson, to approve the payment of Town Fund expenses in the amount of \$64,152.90 passed 5-0 on a roll call vote.

Road & Bridge Bills: A motion by Trustee Carney, seconded by Trustee Woodson, to approve the payment of Road Fund expenses in the amount of \$18,094.44 passed 5-0 on a roll call vote.

General Assistance Bills: A motion by Trustee Baehr, seconded by Trustee Carney, to approve the payment of General Assistance expenses in the amount of \$1,084.64 passed 5-0 on a roll call vote.

V. Public Comment

Janice Schnobrich of Lake Bluff said she had asked Assessor Yakes about the fact that not all of the latest assessments were published and that the publication only included a relatively small portion of over 9,000 parcels. Assessor Yakes said the publication is the responsibility of the county supervisor of assessments and pointed out that publication for all parcels is only required in the year of the quadrennial reassessment and that, in other years, the only parcels included in the publication are those where assessments have been changed at the township level rather than by uniform factors applied by the county supervisor of assessments. For example, this year, without a change by the township assessor's office, Shields Township parcels were reduced in value by 6.04 percent through the application of a factor of .9396 percent at the county level, Assessor Yakes explained.

VI. Adoption of 2012 Audit Report

Supervisor Strenger Wayne introduced Tony Michelotti from the Township's auditing firm of Eder Casella to present the highlights of the 2012 audit report and to answer questions. He is the senior auditor on the Township's account. Mr. Michelotti said the audit looks similar to last year's. The Township implemented "GASB" 54 of the Government Accounting Standards Board, changing how the balances appear at the fund level – separating those that are restricted to certain expenditure purposes from those that are "unassigned" and which can be used for any obligation of a township. The general fund's balance of \$1.1 million, including the General Assistance Fund, is down about

\$35,000 from the prior year. The Road Fund's balance of \$275,000 is up about \$75,000 from last year. Trustee Carney pointed out that the General Fund balance is way above the minimum required of 3-4 months of expenditures. The audit was approved on a roll call vote on a motion by Trustee Woodson and seconded by Trustee Baehr.

VII. Old Business

a. Discussion and Vote on Compensation for Elected Officials for Next Term of Office

Supervisor Strenger Wayne mentioned that the Board needed to begin to think about salaries for various Township elected positions for the coming term. She said it is meant to be an objective standard. She said she had passed out a salary survey for Lake County townships for the positions of assessor, supervisor, highway commissioner, and clerk. She said she thought the compensation question should be decided as soon as possible. Trustee Anderson asked what other townships have done. Supervisor Strenger Wayne said many townships are freezing salaries or at least doing so for the first two years and then allowing an increase for the subsequent two years. She said that Lake Villa set salaries at the annual township meeting and that Wauconda did so two weeks ago. Trustee Baehr asked if trustees need to be compensated, and Supervisor Strenger Wayne said no. Trustee Carney said she would like to have an updated schedule of what other townships are doing. Trustee Baehr said she would like the Board to have a job description for each position. Trustee Carney said she would like to have the number of parcels handled by the assessor's office and suggested that the highway commissioner's salary should be influenced by the number of miles of roads and the extent of staff available. Trustee Baehr said the Board should not be unduly influenced by what other townships are doing but should consider what the Shields Township is doing and what it is required to do. Trustee Carney emphasized that the supervisor's role connected with matters relating to and funded by the Township's Phoenix Rising Foundation should not be considered an official part of the supervisor's role. She also said that there should be a differentiation between mandated and non-mandated responsibilities. Supervisor Strenger Wayne said that the supervisor's role with the Foundation should be considered part of the supervisor's job responsibilities inasmuch as the supervisor's appointment to and work with the Foundation is a requirement of the supervisor's position in Shields Township. The matter was then tabled for further consideration at one of the next monthly meetings.

VIII. New Business

a. Discussion and Vote on Forgiving \$105,000 Balance of Town Fund Loan to Road District

Trustee Carney moved to forgive the principal balance and the interest of the outstanding loan from the Town Fund to be Road Fund because the Road Fund will never have the money to repay the loan. Trustee Baehr seconded. Supervisor Strenger Wayne mentioned the possibility of a Federal grant that would come through the Illinois Department of Transportation that could provide a substantial source of assistance to the Road Fund. She said she is hopeful that money will be forthcoming and that there is no compelling reason to take action on this now. It was decided to defer action on the matter in light of the pending grant request. The motion was withdrawn and the question was tabled until the October Board meeting.

b. Discussion and Vote on North Chicago Meeting Date

Supervisor Strenger Wayne mentioned that the Board had held out the possibility of having another meeting in North Chicago in the fall. Trustee Woodson said she had heard some expression of interest in having more meetings take place in North Chicago at North Chicago Community Days. Trustee Carney said she thinks one meeting a year is sufficient to hold there and that every meeting is for the entire Township and that it is confusing to the public to hold meetings in different locations. On a motion by Trustee Woodson, second by Trustee Baehr, the Board voted 3-2 to hold the September Board meeting in North Chicago with Trustee Carney and Trustee Anderson voting no.

c. Discussion and Vote on Request for School Backpack Grant

Supervisor Strenger Wayne said that former trustee Yvonne Senter-Evans had requested the consideration of the Township's financial assistance in helping to supply backpacks and school supplies for a "Back-to-School" family picnic organized by the First Baptist Church of North Chicago on August 25th. Trustee Baehr suggested the Township's Phoenix Rising Foundation as a possible source of support, and Trustee Anderson agreed. Supervisor Strenger Wayne also suggested that North Chicago Community Partners foundation might provide assistance.

IX. Township Officials' Reports

a. Highway Commissioner's Report

Highway Commissioner Bill Goodman said that the bid opening was scheduled for the following work for contractual road repair work, that there are six bidders, and that he is hoping for a favorable response. He mentioned work on a drainage project in the southeast area of Woodland Road where flooding has occurred and additional work involving tree trimming and removal in some cases. Regarding the grant request, he said that the Illinois Department of Transportation is in the information gathering stage, that the timing is still early, and that he is uncertain of the ultimate outcome.

b. Trustees' Report

Trustee Woodson mentioned her participation with Supervisor Strenger Wayne in North Chicago Community Days. Trustee Carney mentioned a recent meeting of the Township's Phoenix Rising Foundation board of which she is a member and the social service grants that had been approved.

c. Supervisor's Report

In her Supervisor's Report, Supervisor Strenger Wayne mentioned the following items:

- A generous anonymous donation of \$13,000 to the Township's Phoenix Rising Foundation earmarked for North Chicago, leaving a balance for the Foundation of \$35,000, which caused the Foundation board to make one-time grants to four agencies – \$5,000 to Youth Build; \$4,000 to the Northern Illinois Council on Alcoholism and Substance Abuse, \$4,000 to PADS, and \$2,000 to the Zacharias sexual abuse prevention and counseling center.
- Thanks to B.J. Coleman for his video recording work with the summer youth employment program on a volunteer basis.
- Her participation with Trustee Woodson at North Chicago Community Days earlier in the month on the reviewing stand at the parade and handling traffic at the Township's booth distributing information about the food pantry and Township services.
- Knollwood Day scheduled for Sunday, August 26th with a chili cook off and car show from 1-5 p.m.
- The rescheduled Drive Fore Food golf outing set for Monday, September 17th to benefit the food pantry.
- An appearance of the mobile food pantry at Neal School scheduled for Wednesday, September 19th, from 4-6 p.m..
- A fund-raiser for Beef 4 Hunger, whose meat products are now used in the food pantry, on Saturday, September 29th at the Northbrook Sports Club.
- Lake Bluff Rib Fest scheduled for Saturday, October 6th with the food pantry again designated as the beneficiary of the "People's Choice Award."
- An invitation to the September 28th Lake County Township Officials dinner.

X. Adjournment

A motion to adjourn by Trustee Baehr, seconded by Trustee Anderson, was approved on a voice vote at 7:43 p.m..

Attest

David N. Barkhausen, Town Clerk