

STATE OF ILLINOIS     )  
LAKE COUNTY            )        ss.  
TOWN OF SHIELDS        )

**Shields Township Board of Trustees  
Rescheduled Regular Meeting Minutes of May 18, 2023**

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**THE TOWN BOARD OF SHIELDS TOWNSHIP** held its Regular Monthly Meeting on May 18, 2023 at 6:30 pm.

**I. Call to Order & Roll Call:** Supervisor Urso called the meeting to order at 6:30 pm. Clerk Bryan called the roll: Present: Trustees Andersen, Garrity, and Weil, and Supervisor Urso; Absent: None. Also in attendance was Contract Assessor Scott Helton, Administrator Carl Kitzerow, Deputy Clerk Lisette Rothing, and Attorney Mark Kimzey.

**II. Pledge of Allegiance:** Supervisor Urso opened the meeting with the Pledge of Allegiance.

**III. Appointments & Oaths of Office:**

- a. Shields Township Trustee: Supervisor Urso moved to appoint Michael Machnicki as Shields Township Trustee, with warrant to issue, to fill the vacancy in that office. Trustee Garrity seconded the motion. Roll call vote: Ayes: Trustees Andersen, Garrity, Weil, and Supervisor Urso; Nays: none. Motion carried. Clerk Bryan then administered his Oath of Office.
- b. Shields Township Clerk: Trustee Garrity moved to approve Clerk Bryan’s resignation, effective immediately. Trustee Andersen seconded the motion. Roll call vote: Ayes: Trustees Andersen, Garrity, Weil, and Machnicki, and Supervisor Urso; Nays: none. Motion carried. Supervisor Urso thanked Clerk Bryan for her service and presented a plaque to recognize her service and dedication to Shields Township. Supervisor Urso moved to appoint Vanessa Grum as Shields Township Clerk, with warrant to issue, to fill the vacancy in that office. Trustee Weil seconded the motion. Roll call vote: Ayes: Trustees Andersen, Garrity, Weil, and Machnicki, and Supervisor Urso; Nays: none. Motion carried. Clerk Bryan then administered her Oath of Office.

**IV. Executive Session:** Trustee Garrity moved to adjourn into Executive Session pursuant to Section 2(c)(11) of the Open Meetings Act to discuss litigation, when an action against, affecting, or on behalf of Shields Township. Trustee Andersen seconded the motion. Roll call vote: Ayes: Trustees Andersen, Garrity, Weil, and Machnicki, and Supervisor Urso; Nays: none. Motion carried. The Board adjourned to Executive Session at 6:44 p.m.

**V. Public Comment:** Three (3) minutes per speaker

- a. **Janice Schnobrich** – Discussed the meeting held on Friday afternoon, April 28, 2023, with Kurt Woolford for the purpose of delineating stormwater runoff problem areas. He suggested that two or three of the government units applied jointly for flood mitigation relief at a commonly held site, it would strengthen the probability of a government grant award. Since the time of the April 28<sup>th</sup> meeting, the LBPD has reached out to Shields Township to determine interest in working as a team to address flooding of the Park District’s Knollwood baseball field and adjacent park. \*Note that copies of full written comment are available in entirety upon request.\*

- b. **Carl Evans** – He stated that he was surprised at the vote for Clerk and Trustee and does not think it was a fair choice. He stated he thinks these positions should have been offered to others or opened to the public. Mr. Evans advised Supervisor Urso on doing the right thing.
- c. **Stephanie Victor** – She is a 4-year resident and is suggesting a mailer to communicate to the people in the township. She suggested that a newsletter on the website to help communicate what is available and what is happening would make it so that people can appreciate where tax dollars are going. Two trustee positions were open and she suggests having a more diverse board. She also made a recommendation to record the meetings.
- d. **Penny Graw** – She is interested in hearing if the speed humps are going to be implemented because the traffic near her house is excessive.

#### **VI. Approval of Bills:**

- a. **Town Fund:** Trustee Garrity motioned to approve the total Town Fund expenses in the amount of \$32,620.97. Trustee Andersen seconded the motion. Roll call vote: Ayes: Trustees Andersen, Garrity, Weil, and Machnicki, and Supervisor Urso; Nays: None. Motion carried.
- b. **General Assistance:** Trustee Weil motioned to approve the total General Assistance expenses of \$487.42. Trustee Andersen seconded the motion. Roll call vote: Ayes: Trustees Andersen, Garrity, Weil, and Machnicki, and Supervisor Urso; Nays: None. Motion carried.
- c. **Road and Bridge:** Trustee Andersen motioned to approve the total Road and Bridge expenses of \$10,576.68. Trustee Weil seconded the motion. Roll call vote: Ayes: Trustees Andersen, Garrity, Weil, and Machnicki, and Supervisor Urso; Nays: None. Motion carried.

#### **VII. Reports:**

- a. **Supervisor:** Supervisor Urso explained that the Intergovernmental Agreement with Waukegan Township to open a General Assistance access point in downtown North Chicago was signed and completed. He would like to revisit a partnership with Waukegan Township to provide Senior Center access to Township residents. The Township will be beginning a project on Green & 3rd to help with water retention. Speed hump installation at various locations will begin soon.
- b. **Trustees:** None.
- c. **Assessor's Office:** Mr. Helton reported that the Assessor's Office is working with Accubase on assessments. Aerial maps have been reviewed. They are using a drone system to find other unidentified buildings. They continue to help residents review and understand their tax bills. Suggestions have been made to Lake County.
- d. **Community Service Committee:** Chair Blahunka reported that the Community Services Committee met on May 9, 2023, to learn more about Phoenix Rising Foundation and discuss use of technology at Township meetings.
- e. **Road & Bridge Committee:** None.

#### **VIII. New Business:**

- a. **Approval of Regular Meeting Minutes of April 26, 2023:** Trustees Andersen and Weil proposed minor amendments to the draft minutes. Trustee Garrity moved to approve the minutes, as amended. Trustee Andersen seconded the motion. Roll call vote: Ayes: Trustees Andersen, Garrity, Weil, and Machnicki, and Supervisor Urso; Nays: None. Motion carried.
- b. **Approval of Resolution No. 051823-1, A Resolution to Establish a Decennial Committee on Local Government Efficiency:** Trustee Garrity moved to approve Resolution No. 051823-1, A Resolution to Establish a Decennial Committee on Local Government Efficiency. Trustee Andersen seconded the motion. Attorney Kimzey provided a brief overview of the resolution and underlying statutory

requirements. Roll call vote: Ayes: Trustees Andersen, Garrity, Weil, and Machnicki, and Supervisor Urso; Nays: None. Motion carried.

- c. Approval of Appointment of Township Resident Members to Decennial Committee on Local Government Efficiency: Trustee Andersen moved to table this item until the June Board Meeting. Trustee Garrity seconded the motion. Roll call vote: Ayes: Trustees Andersen, Garrity, Weil, and Machnicki, and Supervisor Urso; Nays: None. Motion carried.

**IX. Old Business:**

- a. Consideration of Establishing and Hiring for Shields Township Road Representative: Trustee Garrity moved to approve the Roads Representative Position as a part-time, hourly employee with an hourly wage of \$18.00 per hour and no benefits. Trustee Andersen seconded the motion. Roll call vote: Ayes: Trustees Andersen, Garrity, Weil, and Machnicki, and Supervisor Urso; Nays: None. Motion carried. Trustee Garrity moved to hire Dan Rogers to fill the Road Representative Position. Trustee Andersen seconded the motion. Roll call vote: Ayes: Trustees Andersen, Garrity, Weil, and Machnicki; Nays: None; Abstentions: Supervisor Urso. Motion carried.

**X. Adjournment:** Trustee Garrity moved to adjourn the meeting. Trustee Weil seconded the motion. Roll call vote: Ayes: Trustees Andersen, Weil, and Machnicki, and Supervisor Urso; Nays: None. Motion carried. The meeting adjourned at 8:02 p.m.