

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

**Minutes - Shields Township Board of Trustees
Decennial Committee Meeting Thursday, June 8th, 2023 at 6:00pm**

THE TOWN BOARD OF SHIELDS TOWNSHIP held its Decennial Committee Meeting on June 8th, 2023 at 6:00 pm.

I. Call to Order & Roll Call: Supervisor Urso called the meeting to order at 6:00 pm on Thursday June 8th, 2023. Clerk Grum called the roll; present were: Trustees Anderson, Machnicki, and Weill, Supervisor Urso, Committee members Kitzerow, Blahunka, and Evans. Absent was Trustee Garrity. Also in attendance was Attorney Mark Kimzey.

II. Public Comment – Three (3) minutes per speaker: None

III. Orientation on Role and Purpose of the Committee: Attorney Kimzey presents:

- a. Townships are required to have this committee; counties & villages do not
- b. We have 18 months to submit report to the County (November 18 2024) & we must meet three times during this period
- c. Report will summarize the work and findings of the committee after all of the meetings and recommendations on each issue (what we need improvement on, here is how we think we can do that, and what are we doing well)
- d. Governor signed this act into law to comply and create the committee
- e. Township Board members, the CEO of the body and two or more residents need to be on committee
- f. This committee reforms in 10 years (decennial)
- g. Review of the duties of the committee:
 - a. Collection of data research and analysis
 - b. The study of the townships governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreement, and interrelationships with other governmental units and the state
- h. Open Meetings act and Freedom of Information Act apply – they have already taken the training for open meetings and have passed
- i. Public comment must be at least five minutes
- j. A survey will be conducted at the end of each meeting (Suggestion to poll the residents in the audience at the meeting)

IV. Schedule of Meetings:

- a. Suggested schedule for this committee and meetings:
 - a. Meeting 1 - go over township operations
 - b. Meeting 2 - Study of statutes
 - c. Meeting 3 - Understanding of ordinances, rules, procedures

- d. Meeting 4 - Review of shared services
- b. Supervisor Urso proposed a schedule – every other month, same day as board meetings, one half hour prior. Supervisor Urso moved to approve the schedule. Trustee Anderson seconded the motion. Clerk Grum takes rollcall vote: Ayes: Trustees Anderson, Machnicki, and Weill, Supervisor Urso, Committee members Kitzerow, Blahunka, and Evans; Nays: None. Motion carried.
- c. Proposed Meeting Dates: August 17th, October 19th, December 21st.

V. Survey of Residents in Attendance:

- a. Supervisor Urso surveyed the audience; no one commented
- b. Trustee Weil requested a sample or two of the manuals (report) we need to create to use for guidance when we do ours. Attorney Kimzey states that he will have a sample from other public bodies available for review by the August meeting.

VI. Adjournment: Supervisor Urso makes a motion to adjourn the meeting. Committee person Blahunka second the motion. Clerk Grum takes rollcall vote: Ayes: Trustees Anderson, Machnicki, and Weill, Supervisor Urso, Committee members Kitzerow, Blahunka, and Evans; Nays: None. Motion carried. Meeting adjourned on Thursday June 8th, 2023 at 7:21 pm.