



# Shields Township

906 W. Muir Avenue, Lake Bluff, IL 60044

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

## Shields Township Board of Trustees Regular Meeting Minutes of July 20, 2023 at 6:00 pm.

**THE TOWN BOARD OF SHIELDS TOWNSHIP** held its Regular Monthly Meeting on June 20, 2023, at 6:00 pm.

**I. Call to Order & Roll Call:** Supervisor Urso called the meeting to order at 6:10 pm. Clerk Grum called the roll; Present: Clerk Grum, Trustees Weil and Machnicki, and Supervisor Urso; Absent: Trustees Andersen and Garrity\*. Also in attendance was Administrator Carl Kitzerow, Deputy Clerk Lisette Rothing, Attorney Mark Kimzey, and Accountant Katherine Andrus of GAPS, LLC.

\*Trustee Garrity arrived at the meeting at 6:29 pm.

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

\*Supervisor Urso moved to table Item a under Section III, Presentations. Trustee Machnicki seconded the motion. Roll call vote: Ayes: Trustees Weil and Machnicki, and Supervisor Urso; Nays: none. Motion carried.

\*Trustee Weil moved to amend the Agenda to move Item c under Section VIII, New Business, and Item a under Section V, Reports, to be the next items on the Agenda. Trustee Machnicki seconded the motion. Roll call vote: Ayes: Trustees Weil and Machnicki, and Supervisor Urso; Nays: none. Motion carried.

### III. Presentations:

- a. **Partnership with Waukegan Township Senior Center:** Tabled.

### VIII. New Business:

- c. **Approval of FY 2024 Budget & Appropriation Ordinance:** Trustee Weil moved to make appropriations to defray expenditures for Shields Township for the Fiscal Year beginning March 1, 2023, and ending on February 29, 2024, in the total amount of \$2,207,082.00, as follows: TOWN FUND: \$543,946.00; ASSESSOR: \$480,000.00; ROAD FUND: \$1,051,136.00; and GENERAL ASSISTANCE FUND: \$132,000; and therefore, to approve Ordinance No. 072023-01, "An Ordinance Making Appropriations to Defray Expenditures for the Township of Shields, Lake County, Illinois, for the Fiscal Year Beginning March 1, 2023, and Ending February 29, 2024," as presented. Trustee Garrity seconded the motion. Ms. Andrus provided an overview of Ordinance No. 072023-01, and brief discussion ensued. Roll call vote: Ayes: Trustees Weil, Garrity, and Machnicki, and Supervisor Urso; Nays: none. Motion carried.

#### V. Reports:

- a. **Supervisor's Report:** Supervisor Urso reported that the Partnership with the Waukegan Township Senior Center is up and running, and that seniors from Shields Township are now able to take advantage of the many programs and services offered there. He thanked Dr. Blahunka and the Community Services Committee for their work in identifying and implementing this partnership. Supervisor Urso also reported that the Township had successfully installed a number of speed humps in the Knollwood neighborhood. The response from residents has been overwhelmingly positive. However, one resident who is opposed to the speed humps filed a complaint with the Attorney General's Public Access Counselor alleging that the Township violated the Open Meetings Act. We worked with the Attorney, and the Public Access Counselor found in the Township's favor. The resident also acknowledged that no violations of the Open Meetings Act occurred. The same resident also complained to the Illinois Department of Transportation (IDOT) alleging that the speed humps violated the Americans with Disabilities Act (ADA). We worked with the Attorney and spoke to an IDOT ADA Coordinator, who advised that the complaint was baseless. Supervisor Urso noted that he was raised by a mother who was a victim of a shooting and suffered injuries resulting in physical and mental disabilities, and that the Township considered the ADA in Roads Committee Meetings and collaborated with persons with disabilities in installing the speed humps. He was shocked that a resident would be willing to use ADA to promote their own agenda in this way.

#### IV. Public Comment – Three (3) minutes per speaker:

- a. **Janice Schnobrich:** Janice reported on the invoices received by the Township for legal services from March 2022-March 2023, which she obtained via a FOIA request, and expressed concerns with the amount of money spent by the Township on legal services.
- b. **Roger Grum:** Roger expressed recent concerns about Shields Township related to transparency and the installation of speed humps in the Knollwood neighborhood.
- c. **Heather Meyers:** Heather expressed opposition to the speed humps in the Knollwood neighborhood. Heather inquired about the plan for maintenance of the speed humps and whether the posted speed limit needed to be changed.
- d. **Ben Miller:** Ben expressed opposition to the speed humps and stated that he does not believe that the speed humps meet the Department of Transportations recommendations. Ben stated that he would like for the speed humps to be removed.
- e. **Penny Graw:** Penny inquired about the concerns she raised during public comment at another Board Meeting regarding W North Ave. Supervisor Urso reassured her that Roads Committee was discussing how to handle this issue and that it has not been forgotten about.
- f. **Jennifer C:** Jennifer expressed her appreciation for the speed humps installed in the Knollwood neighborhood, stating that she has seen a significant reduction in speed. Jennifer stated that she appreciates the Township's commitment to safety.
- g. Deputy Clerk Rothing read aloud public comments requests received via e-mail, as follows:
  - i. **Barbara and James Burke:** Barbara and James have lived in the Knollwood neighborhood for over 20 years and expressed support of the newly-installed speed humps.

- II. **Carol Dupuis:** Carol was opposed to installing speed humps in the Knollwood neighborhood at first, but she is now in favor of them because she has seen traffic slow down as a result and the neighborhood is quieter.
- III. **Libby Johnson:** Libby stated that the speed humps in the Knollwood neighborhood have had a positive impact and are working. Libby feels that our children are now safe.
- IV. **Paul Stevens:** Paul gave “huge kudos” to the Board for installing speed humps in the Knollwood neighborhood and thanked the Board for improving safety.
- V. **Jenna Knesley:** Jenna expressed gratitude for installing speed humps in the Knollwood neighborhood. Jenna stated that she has noticed that people are driving much slower.
- VI. **U-Xinn Cheang:** U-Xinn stated that she is very grateful for the installation of speed humps in the Knollwood neighborhood. She stated that speeders are now non-existent and that she is now comfortable with her kids walking and riding bikes safely.
- VII. **Janita Reehl:** Janita is opposed to the installation of speed humps in the Knollwood neighborhood. Janita stated that police patrols are sufficient to control speeding in the area.
- VIII. **Janice Aull:** Janics is against the installation of speed humps in the Knollwood neighborhood and believes that they do more harm than good.

#### V. Reports:

- b. **Trustees Report:** None.
- c. **Assessor’s Office Report:** Administrator Kitzerow read the report for Scott Helton, Shields Township’s Contract Assessor, who was not present. Administrator Kitzerow stated that 2023 is the Quadrennial Reassessment Year for Lake County, so the Township’s books will be turned over to the Chief County Assessment Office by August 1, 2023. Mr. Helton believes the Township is in a strong position moving into the 2023 Assessment year and thanks the Township for their faith and confidence in him to serve as the Township’s Contract Assessor. To accomplish the Township’s goals for this year, the Assessor’s Office has reviewed and revalued each property located in the Township and has reviewed all 91 neighborhoods in the Township and made appropriate adjustments based upon the most recent sales ratio studies prepared by the Township’s contracted vendor, AccuBase, and Lake County.
- d. **Community Services Committee Report:** Chair Blahunka reported on the Committee’s finding regarding the Phoenix Rising Food Pantry and the videorecording of Board and Committee Meetings. The Committee has no recommendations with regard to changes for the Pheonix Rising Food Pantry’s services. Chair Blahunka is working with Administrator Kitzerow to explore options for the videorecording of Board and Committee Meetings in the future.
- e. **Road & Bridge Committee Report:** None.

#### VI. Approval of Bills:

- a. **Town Fund:** Supervisor Urso moved to approve the total Town Fund expenses in the amount of \$31,924.82. Trustee Weil motioned and Garrity seconded the motion. Roll call vote: Ayes: Trustees Weil, Machnicki, Garrity and Supervisor Urso; Nays: None. Motion carried.
- b. **General Assistance Fund:** Trustee Garrity moved to approve the total General Assistance expenses of \$481.23. Trustee Machnicki seconded the motion. Roll call vote: Ayes: Trustees Weil, Machnicki, Garrity and Supervisor Urso; Nays: None. Motion carried.
- c. **Road and Bridge Fund:** Trustee Weil motioned to approve the total Road and Bridge expenses of \$65,347.17. Trustee Machnicki seconded the motion. Administrator Kitzerow provided a brief overview of the expenses related to Birch Ave. and Adelpia Ave. paving projects. Roll call vote: Ayes: Trustees Weil, Machnicki, Garrity and Supervisor Urso; Nays: None. Motion carried.

**VII. Old Business:**

- a. **Approval of Regular Meeting Minutes of May 18, 2023:** Trustee Weil made a motion to approve the Regular Meeting Minutes of May 18, 2023. Trustee Machnicki seconded the motion. Roll call vote: Ayes: Trustees Weil, Machnicki, Garrity and Supervisor Urso; Nays: None. Motion carried.
- b. **Approval of Executive Session Minutes of May 18, 2023:** Trustee Weil made a motion to approve the Executive Session Minutes of May 18, 2023. Trustee Garrity seconded the motion. Roll call vote: Ayes: Trustees Weil, Machnicki, Garrity and Supervisor Urso; Nays: None. Motion carried.

**VIII. New Business:**

- a. **Approval of Regular Meeting Minutes of June 8, 2023:** Trustee Machnicki made a motion to approve the Regular Meeting Minutes of June 8, 2023. Trustee Weil seconded the motion. Roll call vote: Ayes: Trustees Weil, Machnicki, Garrity and Supervisor Urso; Nays: None. Motion carried.
- b. **Approval of Decennial Committee Minutes of June 8, 2023:** Trustee Weil made a motion to approve the Decennial Committee Minutes of June 8, 2023; Trustee Garrity seconded the motion. Roll call vote: Ayes: Trustees Weil, Machnicki, Garrity and Supervisor Urso; Nays: None. Motion carried.
- c. **Approval of Birch Avenue and Adelpia Avenue Repaving Project:** Trustee Garrity moved to approve the total bid for the Shields Township Birch Ave. and Adelpia Ave. Repaving and to award a contract to the Schroeder Asphalt, as the lowest responsible and responsive bidder, for the sum of \$ \$124,515.57. Trustee Machnicki seconded the motion. Administrator Kitzerow provided a brief overview of the Project, which is being performed in collaboration with Lake County using Motor Fuel Tax and General Funds. The successful bid was \$32,431.43 under the estimated cost for the Project. Roll call vote: Ayes: Trustees Weil, Machnicki, Garrity and Supervisor Urso; Nays: None. Motion carried.
- d. **Consideration of Road Equipment Trade-In:** Trustee Garrity moved to discuss the Road Equipment Trade-In. Trustee Weil seconded the motion. Administrator Kitzerow provided an explanation of the proposed trade-in of a wheel loader machine currently owned by the Township for a skid steer machine. The new skid steer machine costs \$52,000.00, and the Township would receive a trade-in allowance of \$55,000, resulting in the Township receiving a credit of \$3,000.00. Trustee Weil moved to amend the pending motion to a motion to approve the Road Equipment

Trade-In as presented. Trustee Garrity seconded the motion. Roll call vote on the Motion to Amend: Ayes: Trustees Weil, Machnicki, Garrity and Supervisor Urso; Nays: None. Motion carried. Roll call vote on the Motion to Approve the Road Equipment Trade-In: Ayes: Trustees Weil, Machnicki, Garrity and Supervisor Urso; Nays: None. Motion carried.

**IX. Executive Session:** None.

**X. Adjournment:** Trustee Garrity moved to adjourn the meeting. Trustee Weil seconded the motion. Roll call vote: Ayes: Trustees Weil, Machnicki, and Garrity and Supervisor Urso; Nays: None. Motion carried. The meeting adjourned at 7:11 pm.