



# 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 August 17th, 2023 at 6:30 pm.

**THE TOWN BOARD OF SHIELDS TOWNSHIP** held its Regular Monthly Meeting on August 17<sup>th</sup>, 2023 at 6:30 pm.

**I. Call to Order & Roll Call:** Supervisor Urso called the meeting to order at 6:40 pm. Clerk Grum called the roll; present were Clerk Grum, Trustee Weil, Trustee Andersen and Supervisor Urso; absent were: Trustee Machnicki and Trustee Garrity. Also in attendance was 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. Approval of Bills:

- a. Town Fund:** Supervisor Urso motioned to approve the Town Fund expenses in the amount of \$21,820.01. Trustee Weil motioned and Andersen seconded the motion. Clerk Grum took roll call vote: Ayes: Trustee Weil, Trustee Andersen and Supervisor Urso; Nays: None. Motion carried.
- b. General Assistance Fund:** Supervisor Urso motioned to approve the GA Fund expenses in the amount of \$34,240.00. Trustee Andersen motioned and Trustee Weil seconded the motion. Clerk Grum took roll call vote: Ayes: Trustee Weil, Trustee Andersen and Supervisor Urso; Nays: None. Motion carried.
- c. Road and Bridge Fund:** Supervisor Urso motioned to approve the Road and Bridge Fund expenses in the amount of \$30,564.59 including travel expenses for conference; Trustee Weil motioned and Trustee Andersen seconded the motion. Clerk Grum took roll call vote: Ayes: Trustee Weil, Trustee Andersen and Supervisor Urso; Nays: None. Motion carried.

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

### V. Reports:

**a. Supervisor's Report:** Supervisor Urso stated that the projects on Birch and Adelpia will be starting soon. The Township's partnership with Waukegan Township and Supervisor Marc Jones is off to a great start, and Supervisor Urso looks forward to continuing success with them. The Green Ave. and Talbot Ave. Project is close to finishing, and Supervisor Urso is excited to see the outcome. There has been drainage improvement work. This Project is being performed as part of an IGA with the Lake County Stormwater Management Commission. The Township Office and Highway Department have been doing good things. Talbot Ave. was trenched since the last meeting to help relieve drainage issues. They are planning to install

two pipes beneath Birch Ave. The Highway Department recently repaired damage to the road near Luke's and immediately responded to clear the roads following the recent large storm. The Road Representative observed some unpermitted work, which has been stopped until more information is provided. One of the Highway Department's trucks is being repaired. Staff have called IDOT twice regarding the sinkhole on Waukegan Road. The Township continues to receive FOIA requests, including a request for the weekly timesheets and duties of the Road Representative. Staff is doing their best to manage their duties while also assisting in responding to the recent influx of FOIA requests. Supervisor Urso thanked Deputy Clerk Rothing and Administrator Kitzerow for their hard work. A resident who was upset about work being done in the roadway near his house recently came to the Township Office and confronted staff in an aggressive manner. Supervisor Urso takes the safety of his staff seriously and stated that he will handle contacts with this resident moving forward. The Community Service Committee is now filming meetings, which will be put on a USB drive with digital copy and retained by the Township.

**IV. Public Comment – Three (3) minutes per speaker: Began at approximately 6:52 pm.**

- a. **Janice Schnobrich:** Janice expressed concern about the Township's system for monitoring employee's hours.
- b. **Kathy Blahunka:** Kathy expressed concern about the Township Tax Levy and the distribution of Road and Bridge funds between municipalities within the Township.
- c. **Heather Meyers:** Heather expressed concerns and asked about the long-term plan for speed humps in Knollwood. She also discussed the Township's response to recent FOIA requests and improving communication in the community.
- d. **Penny Graw:** Penny inquired about the status of speed calming solutions for North Ave.
- e. **Ben Miller:** Ben expressed concerns with speed humps in Knollwood and complaints with the Township and Roads Representative relating to work near his house.
- f. Administrator Kitzerow read aloud public comments requests received via e-mail, as follows:
  - i. **Kristina Grenier:** Kritina commented on several issues facing the Township, including noise, speed humps, drainage, and transparency issues.

**V. Reports:**

- b. **Trustees Report:** None.
- c. **Assessor's Office Report:** This is a Quadrennial Assessment Year. In the Township's 91 neighborhoods, the Assessor's Office has made adjustments to come, revalued the land in the commercial area in Lake Forest and Lake Bluff. The Township's vendor, Accubase Solutions, was instrumental in getting it done. Mr. Helton suggested that the Township switch to a new assessment system called IMS. The new system is faster and more efficient, and it will cause fewer issues for residents, as the costs have not been updated in the old system. The cost of the new system is \$10,000/yr. Mr. Helton suggested that the change be made as soon as possible so the new system could be used as soon as the upcoming week. He stated that assessments have to be fair and equitable and the commercial properties were not paying their fair share.

**d. Community Service Committee:** None.

**e. Road and Bridge Committee:** Supervisor Urso reported that the Committee is considering traffic calming solutions near the park on the west side of Waukegan Road. Residents have requested that this be addressed due to the road being used as a “cut through” by drivers. The speed humps have helped. The Road Committee will provide a recommendation on how to handle this issue. Residents will be notified when a recommendation has been made.

**VII. New Business:**

**a. Approval of Regular Meeting Minutes of July 20, 2023:** Trustee Weil made a motion to approve the Regular Meeting Minutes of July 20, 2023. Trustee Andersen seconded the motion. Roll call vote: Ayes: Trustee Weil, Trustee Andersen and Supervisor Urso; Nays: None. Motion carried.

**b. Approval of Public Hearing Minutes of July 20, 2023:** Trustee Weil made a motion to approve the Public Hearing Minutes of July 20, 2023. Trustee Andersen seconded the motion. Roll call vote: Ayes: Trustee Weil, Trustee Andersen and Supervisor Urso; Nays: None. Motion carried.

**VIII. Old Business:**

**a. Consideration of Decennial Committee Meeting Schedule:** Supervisor Urso proposed the following Meeting Schedule for the Shields Township Decennial Committee: October 19th, December 21st, February 15th, and April 18th. Discussion ensued, and a general consensus was reached by the Trustees. Supervisor Urso made a motion to approve the Meeting Scheduled for the Shields Township Decennial Committee as presented. Trustee Weil seconded the motion. Roll call vote: Ayes: Trustee Weil, Trustee Andersen and Supervisor Urso; Nays: None. Motion carried.

**IX. Executive Session:** None.

**X. Adjournment:** Supervisor Urso motioned to adjourn the meeting. Trustee Weil seconded the motion. Roll call vote conducted by Clerk Grum: Ayes: Trustee Weil, Trustee Andersen and Supervisor Urso; Nays: None. Motion carried. The meeting adjourned at 7:27 pm.