



Shields Township

906 W. Muir Avenue, Lake Bluff, IL 60044

Regular Meeting of the Shields Township Board of Trustees

Thursday October 17th, 2024 at 5:30 p.m.

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

THE TOWN BOARD OF SHIELDS TOWNSHIP held its Regular Monthly Meeting on Thursday October 17th, 2024 at 5:30 pm.

PRESENT:

Lisette Rothing	Deputy Clerk
Vanessa Grum	Clerk
Jeff Urso	Supervisor
Michael Machnicki	Town Trustee
Brady Andersen	Town Trustee

ABSENT:

Matt Garrity	Town Trustee
David Weil	Town Trustee

- I. **Call to Order & Roll Call:** Supervisor Urso called the meeting to order at 5:30 pm. Clerk Grum took roll call; Trustee Andersen, Trustee Machnicki and Supervisor Urso were present. Trustee Garrity and Trustee Weil were absent. Also in attendance was Administrator Carl Kitzerow, Counselman Kimzey via video call, Deputy Clerk Lisette Rothing, and Clerk Grum.
- II. **Pledge of Allegiance:** Supervisor Urso opened the meeting with the Pledge of Allegiance at 5:30 pm.
- III. **Executive Session:** Supervisor Urso explained that we will discuss this in his supervisor report later on the agenda.
- IV. **Public Comment: Three (3) minutes per speaker: Began at approximately 5:32 pm.**

- a. **Janice Schnobrich:** Janice Schnobrich commented that she received the total cost of speed humps from her FOIA request which totaled somewhere in the \$57,000 range. She also requested a formal written plan for where these would be placed and did not receive one. She wonders why one doesn't exist. She also commented that restitution was made regarding the contribution to a friend's campaign using the Township Credit Card and the funds were reversed, but says that the taxpayers have a right to ask why this person is still employed by the Shields Township. She stated that the environmental restoration project has been partially destroyed under the direction of employees of the road service crew and is asking why the supervisor has not taken actions to remediate this issue and restore the area to its initial state. She states that taxpayers have a right to ask WHY the people involved are still employed by Shields Township.

V. Approval of Bills:

- a. **Town Fund:** Supervisor Urso motioned to approve the Town Fund expenses in the amount of \$21,813.62. Trustee Andersen motioned and Trustee Machnicki seconded the motion. Clerk Grum took roll call vote: Ayes: Trustee Machnicki, Trustee Andersen and Supervisor Urso; Nays: None. Motion carried.
- b. **General Assistance Fund:** The General Assistance fund expenses totaled \$0.
- c. **Road and Bridge Fund:** Supervisor Urso motioned to approve the Road and Bridge Fund expenses in the amount of \$5,663.90. Trustee Machnicki motioned to approve and Trustee Andersen seconded the motion. Clerk Grum took roll call vote: Ayes: Trustee Machnicki, Trustee Andersen and Supervisor Urso; Nays: None. Motion carried.

VI. Reports:

- a. **Supervisor's Report:** Supervisor Urso provided an update on the steps the Township has taken since finding out about the improper use of a Township Credit Card by a Township Employee. First, the staff has completed a comprehensive audit of all the Township credit card statements for the past twelve months which revealed no further instances of misuse. Second, several township employees including the one in question has successfully completed a mandatory ethics training focused on the appropriate use of public funds. Third, the Township Attorney has reviewed and made recommendations regarding our policies and practices concerning the use of public funds and these recommendations will be followed going forward to strengthen internal controls. Supervisor Urso thanks the board for addressing this issue thoroughly and swiftly and restates that it is his top priority to ensure that residents receive maximum value for their tax dollars.
- b. **Trustees Report:** None
- c. **Assessor's Office Report:** None.
- d. **Community Service Committee:** None.
- e. **Road and Bridge Committee:** No formal report given. Supervisor Urso commented that they are getting ready and prepared for the winter. This will be the second

season with speed humps, and he anticipates the crew to do just as good of a job as they did with it last year. He thanks his team in this department for their work.

VII. Old Business: None.

VIII. New Business:

- a. Approval of Regular Meeting Minutes of September 19, 2024:** Trustee Machnicki motioned and Trustee Andersen seconded the motion. Clerk Grum took roll call vote. All approved and motion carried.
- b. Approval of Fiscal Year 2024 Audit:** Trustee Andersen motioned and Trustee Machnicki seconded the motion. Clerk Grum took roll call vote. All approved and motion carried.
- c. Approval of Renewal of Grant for Mother's Trust Foundation:** The information regarding this was sent by Kathy Blahunka. Trustee Machnicki motioned to approve the renewal of the grant for \$10,000 to Mother's Trust Foundation. Trustee Andersen seconded the motion. Supervisor Urso thanks the Township for this donation. Clerk Grum takes roll call and all approved.
- d. Approval of Renewal of Grant for Dickinson Hall LB/LF Senior Foundation:** Trustee Machnicki motioned to approve the renewal of the grant for \$10,000 to Dickinson Hall. Trustee Andersen seconded the motion. Clerk Grum took roll call and all approved.
- e. Approval of Renewal of Grant for Waukegan Township Senior Center:** Trustee Machnicki motioned to approve the renewal of the grant for \$10,000 to Waukegan Township Senior Center. Trustee Andersen seconded the motion. Clerk Grum took roll call and all approved. Supervisor Urso comments that Supervisor Jones has offered many services to seniors of North Chicago which covers the other portion of Shields Township not covered by Dickinson Hall (only District 115). Clerk Grum took roll call and all approved.
- f. Consideration of November Board Meeting:** The suggestion was made to move the next scheduled Board Meeting from Thursday November 21st to Thursday November 14th with the Decennial Committee Meeting. All agree and this is approved.

IX. Adjournment: Supervisor Urso moved to adjourn the meeting. Trustee Machnicki motioned to adjourn and Trustee Andersen seconded the motion. Roll call vote conducted by Clerk Grum and all approved. Motion carried. The meeting adjourned at 5:47 pm.

