

STATE OF ILLINOIS,)
 Lake County,) } SS.
 Town of Shields)

THE TOWN BOARD OF SHIELDS TOWNSHIP met at the Shields Township Office for its regular monthly meeting on December 17, 2009 at 6:30 p.m.

PRESENT: <u>Gale Strenger Wayne</u>	Supervisor
<u>David Barkhausen</u>	Town Clerk
<u>Lynn Baehr</u>	Town Trustee
<u>Cele Bull</u>	Town Trustee
<u>Laura Carney</u>	Town Trustee
<u>Mary Woodson</u>	Town Trustee

Highway Commissioner Bill Goodman and Assessor Theresia Yakes were also present.

I. Meeting Called to Order

Supervisor Strenger Wayne called the meeting to order at 6:30 p.m. and requested an attendance roll call. All members were present.

II. Pledge of Allegiance

Supervisor Strenger Wayne opened the meeting with the Pledge of Allegiance.

III. Consideration of Minutes from the Previous Town Board Meeting

A motion by Trustee Bull, seconded by Trustee Woodson, to approve the minutes of the regular monthly meeting of the Shields Town Board held on November 19, 2009 passed unanimously on a voice vote.

IV. Payment of Bills

Town Fund Bills: A motion by Trustee Baehr, seconded by Trustee Woodson, to approve the payment of Town Fund expenses in the amount of \$70,085.18 passed 5-0 on a roll call vote.

Road & Bridge Bills: A motion by Trustee Bull, seconded by Trustee Carney, to approve the payment of Road Fund expenses in the amount of \$11,020.92 passed 5-0 on a roll call vote.

General Assistance Bills: A motion by Trustee Woodson, seconded by Trustee Baehr, to approve the payment of General Assistance expenses in the amount of \$1,619.45 passed 5-0 on a roll call vote.

V. Public Comment – Non-Agenda Items

Lake County Board Member Susan Gravenhorst of Lake Bluff mentioned the following items:

- The first meeting of Ft. Sheridan Advisory Committee to plan the future of the undeveloped portion of the Ft. Sheridan property, including the possibility of different types of golf courses, an expanded nature preserve or a combination of the two. Future meetings of the committee will be held on January 13th, February 10th, and April 14th.
- Road projects, including the completion of the reconfigured intersection of Woodland, McKinley & Sheridan Roads in Lake Forest and design work for entrance and exit ramps for Route 41.
- A new facility at which to obtain various County permits and licenses near Winchester House in Libertyville. These will still be available at the County courthouse in Waukegan.
- A study of the future use of Lake Michigan water involving representatives from the County and eight Lake County municipalities.
- A new Great Lakes Naval Museum opening in 2010.
- The new Lake County Fielders minor league baseball team located in Zion beginning in 2010.

- The availability of flu vaccines at five different locations in Lake County. Supervisor Strenger Wayne said information about the locations is on the Township's website.

VI. Old Business

a. Discuss and Approve Town Fund Levy

Supervisor Strenger Wayne noted that the Board had met to discuss the Town Fund property tax levy at a special meeting of the Board prior to this monthly Board meeting. A motion by Supervisor Strenger Wayne to adopt a Town Fund levy in the amount on which the Board had agreed of \$1,033,592, seconded by Trustee Carney, was approved 5-0 on a roll call vote. (See minutes of Special Meeting of December 17, 2009 to discuss the Town Fund levy for details).

VII. New Business

a. Discuss and Appoint FOIA Officers

Supervisor Strenger Wayne mentioned extensive changes made by the Legislature to Illinois' Freedom of Information Act ("FOIA") beginning in 2010, including a requirement that public bodies appoint one or more FOIA officers. Office Manager Arona Landsman said that Township attorney Richard Cowen had suggested that the FOIA officers be those who are in the office most of the time, but probably not the supervisor. Trustee Baehr asked why the supervisor would not logically be one of the FOIA officers, and Ms. Landsman said it is because Supervisor Strenger Wayne is frequently out of the office attending meetings. Ms. Landsman added that the staff members are the individuals with the most familiarity with the location of information that might be requested and suggested that she and Kathy French from the supervisor's office and Terry Huber from the assessor's office be designated as the FOIA officers. Assessor Yakes mentioned that classes will be offered regarding the new FOIA law and compliance with it and that she intends to sign up for one. A motion by Trustee Carney to designate the recommended individuals as the Township's FOIA officers, seconded by Trustee Bull, was approved unanimously on a voice vote.

VIII. Township Reports

a. Highway Commissioner's Report

Highway Commissioner Goodman reported that he and Supervisor Strenger Wayne had attended a seminar on grant-writing in Libertyville which they both hope will be helpful to the Township in seeking grants. He said the seminar took a "broad-brush approach" for all units of government and different agencies. He also mentioned and expressed his appreciation for the fact that a Knollwood resident has offered free assistance in preparing grant proposals.

He noted that the weather had been mercifully mild so far during the beginning of winter and that he has been preparing equipment for what will likely develop in the coming weeks.

Assessor Yakes asked about the FOIA compliance procedure for his office, and Mr. Goodman said he would give that more thought and would need to rely for assistance on the office staff that has access to information that might be requested.

b. Assessor's Report

Assessor Yakes followed up on Trustee Baehr's question from the November Board meeting regarding the number of assessment complaints that her office handled this year. She reported that the number was 659, in comparison to about 1,700 in West Deerfield Township and about 2,600 in Vernon Township. The tax appeals from Shields Township increased about one-third over last year, but not as much as she anticipated. Assessor Yakes said that the ability to obtain information online regarding the basis for an assessment, including mention of the comparable properties used in calculating individual assessments, has reduced the demand on her office below what it would otherwise be. She noted that the Lake County Board of Review, which considers appeals of assessments and which has been unusually busy this year, is still in session, and that they meet to consider appeals from September through February.

c. Trustees' Report - None

d. Supervisor's Report

In her Supervisor's Report, Supervisor Strenger Wayne mentioned the following items:

- Her appreciation of donations to the Shields Township food pantry, including a generation cash contribution to the Township's Phoenix Rising Foundation from the Butler Family Foundation and additional donations from Lake Bluff School District 65's office staff, the PEO chapter in Lake Bluff and Lake Forest, and a raffle conducted at the James Tavern that raised \$1,200 plus various food

donations. She and Trustee Carney both noted that cash donations bring back ten times the amount of the donation through contributions from the Northern Illinois Food Bank.

- Regarding General and Emergency Assistance, she has decided to discontinue the previous practice of distributing utility vouchers of up to \$100 during the holidays. Given the current demands for General and Emergency Assistance, she said it is difficult to justify the utility vouchers. She added that during the period from December 1st to Dec 17th, her office had conducted 103 consultations with individuals seeking assistance, with 30 coming from North Chicago, 44 from Lake Forest, 13 from unincorporated Shields Township; and 16 from Lake Bluff. Some of these result in referrals to other offices and agencies, including to Congressman Kirk's office for matters relating to assistance for veterans.
- The grant-writing seminar that Highway Commissioner Goodman had mentioned in his report.
- The discontinuation of the practice of the supervisor and assessor of sending birthday cards to senior citizens. She said that while there are legitimate reasons to maintain contact with these individuals for the purpose of determining eligibility for tax exemptions, no longer sending the birthday letters seemed like a reasonable cost-saving measure that would have no adverse impact on the welfare of residents.
- Best wishes for a happy holiday season.

IX. Executive Session

Trustee Carney made a motion to go into Executive Sessions for the purpose of considering the minutes of the Executive Session held on October 15, 2009, which motion was seconded by Trustee Bull and approved unanimously on a roll call vote.

X. Adjournment

A motion to adjourn by Trustee Carney, seconded by Baehr, was approved unanimously on a voice vote at 7:18 p.m..

Attest

David N. Barkhausen, Town Clerk