

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 January 21, 2010 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 Baehr, seconded by Trustee Bull, to approve the minutes of a Special Meeting of the Board held on December 17, 2009 to discuss the property tax levy for the coming year, was approved 5-0 on a voice vote, as was a motion by Trustee Woodson, seconded by Trustee Bull, to approve the minutes of the regular monthly meeting of the Board held on the same date.

**IV. Payment of Bills**

**Town Fund Bills:** A motion by Trustee Bull, seconded by Trustee Woodson, to approve the payment of Town Fund expenses in the amount of \$69,553.38 passed 5-0 on a roll call vote.

**Road & Bridge Bills:** A motion by Trustee Baehr, seconded by Trustee Woodson, to approve the payment of Road Fund expenses in the amount of \$23,407.58 passed 5-0 on a roll call vote.

**General Assistance Bills:** A motion by Trustee Carney, seconded by Trustee Woodson, to approve the payment of General Assistance expenses in the amount of \$1,065.23 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 ongoing work of the Ft. Sheridan Advisory Committee to plan for the disposition of the Ft. Sheridan property owned by the Lake County Forest Preserve District. The Committee’s next meeting is scheduled for February 10<sup>th</sup> at 6:30 p.m. at the Gorton Community Center in Lake Forest.
- Advice from the Forest Preserve District and the Illinois Department of Agriculture not to move firewood that could be infested with the emerald ash borer.
- A number of Forest Preserve District functions and activities, including a benefit taking place this Friday for the Lake County Discovery Museum, a “Profiles in Excellence” program featuring African-American veterans at the Greenbest Cultural Center in Waukegan, and a guided hike at Ryerson Woods on February 14<sup>th</sup>.

**VI. Old Business - None**

## **VII. New Business**

### **a. Present and Discuss Town Fund Budget**

Supervisor Strenger Wayne mentioned the proposed tentative budgets for the coming fiscal year. She expressed her appreciation for all the work done by Office Manager Arona Landsman in preparing them and adopting a revised budget format that she said will more clearly present the budgets. She noted that the Board had held a lengthy budget workshop the previous evening to arrive at the tentative budgets, and Trustee Bull emphasized that the Board had gone over the budgets carefully on a line-by-line basis. Supervisor Strenger Wayne explained that expenses relating to General Assistance, including for personnel and administrative expenses, were now being allocated to the General Assistance Fund. She said that the formal public hearings on the Town Fund and Road District budgets would be held on February 22nd at 5:15 p.m. and that the budgets will be posted on the bulletin board outside the Shields Township offices beginning on Monday, January 25<sup>th</sup> along with additional information showing the fund balances with a cash analysis for each of the three funds – Town Fund, General Assistance Fund, and Road and Bridge Fund. A motion by Trustee Bull to approve the tentative Town Fund budget (including the G.A. Fund budget) in a total amount shown in the budget documents of \$1,093,232, which motion was seconded by Trustee Carney, was approved 5-0 on a roll call vote.

### **b. Present and Discuss Road District Budget**

Without discussion, Trustee Woodson moved the approval of the tentative Road and Bridge Fund budget that Highway Commissioner Goodman had presented at the previous evening's budget workshop discussion in the amount of \$272,720, which motion was seconded by Trustee Bull and approved 5-0 on a roll call vote.

### **c. Motion and Vote on Transfer of Town Funds to General Assistance Fund**

Supervisor Strenger Wayne mentioned that the provision of General Assistance is an unfunded legislative mandate for townships and that, in the absence of a separate property tax levy for General Assistance, funds need to be transferred periodically from the Town Fund to the General Assistance ("G.A.") Fund. She noted a \$75,000 line item for such a transfer in the current budget, which she said was more than necessary. She added that the Board had previously discussed transferring the amount spent in this fiscal year, which, she said, currently amounts to about \$20,000 plus about \$15,000 in account payable. She pointed out that the G.A. Fund balance projected for the beginning of the next fiscal year is \$76,000, assuming a transfer of \$35,000, and \$41,000 without the transfer.

Trustee Woodson's question as to whether the money would still be available even if it was not transferred currently was answered affirmatively, and Supervisor Strenger Wayne said that the lack of a transfer from the Town Fund to G.A. Fund at this time would not necessarily be problematic. Trustees Baehr and Carney noted that transfer could be made at any time. Trustees Bull and Woodson said they were comfortable with deferring any action on such a transfer, while, Trustee Baehr, again noting that a transfer could be made at any monthly meeting, concurred. Without formal action or a motion, such a transfer was therefore deferred until a future time.

### **d. Motion and Vote on Freedom of Information Act Resolution**

Supervisor Strenger Wayne said that Township attorney Richard Cowen has recommended the adoption of a formal resolution specifically naming Freedom of Information Act (FOIA) compliance officers, which are required to be designated as the result of amendments to the Freedom of Information Act by the Illinois General Assembly that took effect at the beginning of the year. Clerk Barkhausen read the resolution naming, in accordance with action taken by the Board at its December meeting, Kathy French and Arona Landsman, from the supervisor's office, and Terry Huber, from the assessor's office, as FOIA officers. A motion to adopt the resolution by Trustee Woodson, seconded by Trustee Baehr, was approved 5-0 on a roll call vote.

### **e. Motion and Vote on 2010 Census Proclamation**

Supervisor Strenger Wayne mentioned that the U.S. Census Bureau requests a Census 2010 proclamation to stress the importance of public and local governmental cooperation with efforts to record a full and complete record of the U.S. population. Supervisor Strenger Wayne read the proclamation. She said there has been much activity by the Census Bureau to secure as accurate a count as possible. Within the Township, the Census Bureau is making a special effort to create an awareness of the census project in North Chicago. Trustee Baehr asked if any Township funds were involved with these efforts, and Supervisor Strenger Wayne said no. A motion by Trustee Bull to adopt the census proclamation, seconded by Trustee Woodson, was approved 5-0 on a roll call vote.

## **VIII. Public Comments – Agenda Items - None**

## **IX. Township Reports**

**a. Highway Commissioner's Report**

Highway Commissioner Goodman reported that said that it had been fairly quiet in the previous month, apart from clearing the streets of substantial amounts of snow. The department has been spreading salt recently to relieve icy conditions, he said, but he noted that the salt supply seemed to be holding up well.

**b. Assessor's Report - None**

**c. Trustees' Report - None**

**d. Supervisor's Report**

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

- Interaction with the Census Bureau and also with the Illinois Treasurer's office in connection with their "cash dash" initiative to try to identify the owners of unclaimed property. She said that the Census Bureau needs to hire "enumerators" to help take the census and that there are also management opportunities available. Within the Township, the Census Bureau is especially interested in being able to hire qualified personnel to perform these tasks in North Chicago. Those interested in applying for these positions must take a qualifying "Basic Skills" test, and the census website specifies locations where the test will be held. A "cash dash" event will take place in conjunction with a census "job fair," staffed and organized, respectively, by the state treasurer's office and the Census Bureau. Supervisor Strenger Wayne noted possible census-related employment opportunities for G.A. recipients and said practice tests are available. Hiring is scheduled for late February and early March. Job openings will remain until a sufficient number of qualified applicants are hired. Preferences will be given to applicants who can work in their own communities and to veterans. Part-time opportunities are also potentially available for high school students.
- Her appreciation of food donations from the First Presbyterian of Lake Forest's food drive as well as a recent donation to the Township's Phoenix Rising Foundation that now has a balance of approximately \$4,600.
- Sad news regarding the death of long-time civic leader, Howard Munroe, a native of Lake Bluff who served in a variety of local government leadership positions, including as Lake Bluff village president, as a member of the Village's Board of Trustees, as chief of its volunteer fire department, and as a trustee and supervisor of Shields Township in the late 70's and early 80's. A memorial service for Mr. Munroe will take place in the spring, and memorial contributions can be made to the Lake Bluff Firemen's Association.
- Congratulations to Assessor T. Yakes upon her selection as President of the Lake County Assessors Association and the opportunity the position provides to provide technical advice and a professional perspective to legislators and other policy makers.
- A Lake County hotline for those interested in summer youth employment of 847-377-3443. The program is targeted for low-income 14 and 15 year-olds and those from ages 14 to 21 who have an "IEP" (Individual Education Plan) from their school.
- An advisory referendum in Shields Township on the February 2<sup>nd</sup> primary ballot relating to the abatement of property taxes for individuals who have lived and owned their homes for 30 years to the level of taxation at the time the homes were purchased. Supervisor Strenger Wayne made it clear that the proposition was not initiated by the Township Board but that it resulted from a proposal made by former Township Trustee Ben Wagner at last April's Annual Township Meeting that was approved for submission to the voters by those attending the meeting. She emphasized that the referendum is advisory only and would require legislative action to implement. Trustee Baehr said she had the impression that the proposal is limited to the Shields Township portion of the property tax bill. However, Clerk Barkhausen said he had been part of the meeting where the proposal had been presented, and he knew that Trustee Wagner had intended the proposal to apply to the entire property tax bill. He, too, commented that any change of the kind proposed would require new legislation and probably also a state constitutional amendment in light of the existing constitutional provision mandating uniformity in property taxation.

**X. Adjournment**

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

Attest

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