

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 15, 2011 at 5:30 p.m.

PRESENT: <u>Gale Strenger Wayne</u>	Supervisor
<u>David Barkhausen</u>	Town Clerk
<u>Scott Anderson</u>	Town Trustee
<u>Lynn Baehr</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 5:30 p.m.

II. Pledge of Allegiance

Supervisor Strenger Wayne opened the meeting with the Pledge of Allegiance and requested an attendance roll call.

III. Property Tax Levy Discussion

Supervisor Strenger Wayne noted that auditor Tony Michelotti from the firm of Eder, Casella was available on the phone. She also thanked Trustee Carney for having spotted several figures in the financial summaries that had been circulated to the Board that needed to be corrected. She said she had given the Board members tentative levy recommendations. She explained that the Town Fund pays for the supervisor's and assessor's offices, for general assistance, and for employer pension contributions to the Illinois Municipal Retirement Fund system. She noted that her recommended Town Fund property tax levy of \$822,492 was based on the maximum increase that would be allowed under the Illinois Property Tax Extension Limitation law and asked for questions. Mr. Michelotti said cash flow projections had been based on October 31st numbers and projected forward to the end of the fiscal year at the end of February and that the use of QuickBooks had made the process easier.

Trustee Carney asked if there were any areas where Supervisor Strenger Wayne anticipated increased expenses. She asked about what appeared to be an increase of \$10,000 to the Illinois Municipal Retirement Fund. Supervisor Strenger Wayne said the increase is required by the IMRF system based on investment results of the fund and other factors.

A discussion followed about the projection of cash reserves at the end of the fiscal year and the adequacy of them. Trustee Carney then moved to keep the total Town Fund levy at the same level as last year of \$799,000 because of limited increases in expenses and ample cash reserves.

Regarding the Road Fund levy, Trustee Carney said it was her understanding that the Board is required to adopt the levy requested by the Highway Commissioner. There was a general discussion of the fact that half of the property taxes collected for the Road Fund within the various municipalities in the Township are returned to the towns in which the money is raised.

Trustee Carney asked about some large increases in the Road District budget, especially the road maintenance line item going from \$34,000 to \$120,000 and drainage projects from \$3,600 to \$25,000. Commissioner Goodman said he hoped to use some of the money that had been set aside in reserves on larger capital projects in the coming year.

IV. Consideration of Minutes from the Previous Town Board Meetings

A motion by Trustee Baehr to approve the minutes of the Board's monthly meeting of November 17, 2011, seconded by Trustee Woodson, was approved unanimously on a voice vote.

V. Payment of Bills

Town Fund Bills: A motion by Trustee Woodson, seconded by Trustee Anderson, to approve the payment of Town Fund expenses in the amount of \$66,059.48 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 \$15,497.16 passed 5-0 on a roll call vote.

General Assistance Bills: A motion by Trustee Carney, seconded by Trustee Anderson, to approve the payment of General Assistance expenses in the amount of \$744.23 passed 5-0 on a roll call vote.

VI. Public Comments - None

VII. Old Business - None

VIII. New Business

A. Discussion and Adoption of Town Fund and Road District Property Tax Levies

Without further discussion, regarding the Town Fund property tax levy for the next tax year, Trustee Carney moved the adoption of a levy amount of \$799,000. Clerk Barkhausen asked if there did not need to be separate levies for the Town Fund on the one hand and for the Illinois Municipal Retirement Fund contribution on the other, pointing out the past practice of separating the two levies and in amounts last year of \$760,000 and \$39,000, respectively. Trustee Carney then moved the adoption of these same levy amounts for the two funds for the coming tax year, which motion was seconded by Trustee Baehr and approved 5-0 on a roll call vote.

Trustee Anderson then moved the adoption of a Road District property tax levy of \$485,177, which motion was seconded by Trustee Woodson and approved 5-0 on a roll call vote.

IX. Discussion and Approval of Meeting Schedule for Calendar Year 2012

Supervisor Strenger Wayne noted that the February monthly meeting would be held on the fourth Thursday (the 23rd) rather than the regular date of the third Thursday in order to allow a lapse of time of the required 30 days or more between the adoption of the tentative budget at the January meeting and its approval at the February meeting. She also suggested that the December meeting be held on the second Thursday rather than the third Thursday. The Board then discussed whether and when to hold additional meetings in North Chicago, with concerns expressed about the more difficult logistics and the confusion caused in doing so. Trustee Woodson expressed a strong preference to hold at least one meeting there, and the Board agreed that the April 19th meeting would be held there. Trustee Baehr then made a motion, seconded by Trustee Anderson, to adopt a 2012 schedule for monthly meetings on the third Thursdays of the month in the Shields Township Board Room, but with exceptions for holding the February meeting on the 23rd, the December meeting on the 13th, and the April 19th meeting in the North Chicago City Hall chambers. The motion was approved on a voice vote.

X. Township Officials' Reports

a. Assessor's Report - None

b. Highway Commissioner's Report

Highway Commissioner Bill Goodman expressed gratitude for the mild December weather and said he had been focusing on equipment maintenance and taking advantage of the favorable weather to complete some patching work.

c. Trustees' Report - None

d. Supervisor's Report

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

- Special thanks for strong support for the food pantry from the following: a generous cash donation again this year from the Butler Family Foundation and additional cash donations from Pat Schroeder, Joseph Rafferty and Dona Georgeson; food and related donations from the following:

Highland Park-based Carefree Comfort (25 boxes of food), Great Lakes Credit Union (with a food drive through December 17th), a Lake Forest-Lake Bluff bridge group (three carloads of food), William Minor, Rose Jackson, Judith Lenane, Marge McClintock, and John VanArsdale and Marek Kiela from a company called Brave Lines, who each donated personal care items; and, in the category of special donations from young people, food and toiletry items collected by Lake Forest High School student Erica Werner and food contributions in lieu of friends' birthday gifts from birthday celebrants, Thomas and Corrine White.

- The idea of RibFest participant, Greg Barnum, to make good quality beef available through Beef4Hunger, a not-profit organization working with the Northern Illinois Food Bank and which has donated a chest freezer to the Township's food pantry.
- The fact that the City of Lake Forest is no longer accepting passport applications and that the \$25 required processing fee that the Township receives for handling passport applications is a major source of funding for the food pantry.

XI. Adjournment

A motion to adjourn by Trustee Baehr, seconded by Trustee Woodson, was approved unanimously on a voice vote at 6:20 p.m.. There was general agreement that the budget workshop prior to the January 19th monthly board meeting would begin at 4:30.

Attest

David N. Barkhausen, Town Clerk