



Shields Township

906 W. Muir Avenue, Lake Bluff, IL 60044

Annual Meeting of the Township of Shields

Tuesday April 8th, 2025, at 6:30 p.m.

STATE OF ILLINOIS)

LAKE COUNTY) ss.

TOWN OF SHIELDS)

MINUTES

THE TOWN CLERK held its Regular Annual Meeting on Tuesday April 8th, 2025, at 6:30 pm.

PRESENT:

Vanessa Grum	Clerk
Carl Kitzerow	Administrator
Paul Blahunka	Resident
Janice Schnobrich	Resident

ABSENT:

Lisette Rothing	Deputy Clerk
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- I. **Call to Order & Roll Call** – Clerk Grum called the meeting to order at 6:30 pm.
- II. **Pledge of Allegiance** – Clerk Grum opened the meeting with the Pledge of Allegiance at 6:30 pm.
- III. **Election & Oath of Office for Moderator** – Clerk Grum asks for nominations for a meeting monitor. Administrator Carl Kitzerow is nominated, and Clerk Grum seconds the nomination. All approve and motion passes. Clerk Grum swears in Administrator Kitzerow as Moderator. Mr. Kitzerow signs the oath and continues the meeting.

- IV. **Approval of 2024 Annual Town Meeting Agenda** – Moderator Kitzerow moves to approve the Annual Town Meeting Agenda as presented. Clerk Grum motions to approve and Resident Blahunka seconds the motion. No discussion. Votes are cast and motion passes 4-0.
- V. **Public Comment – Three (3) minutes per speaker:** None.
- VI. **Acceptance of Minutes of 2023 Annual Town Meeting** – Moderator Kitzerow asks Clerk Grum to submit the minutes for approval from the 2023 Annual Town Meeting. Clerk Grum submits the minutes to the electors for approval. Administrator Carl Kitzerow motions to approve the minutes and Clerk Grum seconds the motion. No discussion. Votes are cast and motion passes 4-0.
- VII. **Presentation of Supervisor’s Annual Financial Report** – Moderator Kitzerow asks Clerk Grum if the Supervisor’s Annual Financial Report was submitted and posted for viewing. Clerk Grum confirms. Moderator Kitzerow motions to approve the Annual Financial Report and Clerk Grum seconds the motion. No discussion. Votes are cast and motion passes 4-0.
- VIII. **Certification of Accounts by Trustees** – Moderator Kitzerow asks for the submission of the statement regarding certification of accounts. There was an email sent confirming that the Trustees of Shields Township have checked all payments and vouchers against Shields Township as to the available funds, the Budget and Levy Ordinances, and validity of claim. The email further states that the Trustees have received the Supervisor’s Annual Financial Reports and find the Ledgers of Accounts to be in order and available for the annual financial audit to be performed by a private auditing agency. Clerk Grum motions to accept the Trustee’s statement as submitted and Moderator Kitzerow seconds the motion. No discussion. Votes are cast and motion passes 4-0.
- IX. **Resolution ATM 2024-01 to Delegate Authority to Town Board to Purchase, Sell, and Lease Property** – Moderator Kitzerow makes a motion to approve the Resolution ATM 2024-01 as presented and Clerk Grum seconds the motion. Votes are cast and motion passes 4-0.
- X. **Resolution ATM 2024-02 to Set Hour of Special Town Meetings for 6:00 p.m.** – Moderator Kitzerow motions to approve Resolution ATM 2024-02 to set the hour of Special Town Meetings for 6:00 p.m. Clerk Grum seconds the motion. Discussion ensued

with Resident Blahunka and Resident Schnobrich who stated they would prefer to keep the meeting time at 6:30 instead of moving it to a half hour earlier as proposed. It was decided to leave it at 6:30 pm. Votes are cast and motion to move the time to 6:00 does not pass. Future Special Town Meetings will take place at 6:30 pm.

XI. **Resolution ATM 2024-03 to Set Hour for Next Annual Town Meeting for 6:00 p.m.**

– Moderator Kitzerow motions to approve Resolution ATM 2024-03 to set the hour for the next Annual Town Meeting for 6:00 p.m. on April 8th, 2025. Administrator Carl Kitzerow seconds the motion. Discussion ensued with Resident Blahunka and Resident Schnobrich who stated they would prefer to keep the meeting time at 6:30 instead of moving it to a half hour earlier as proposed. It was decided to leave it at 6:30 pm. Votes are cast and motion to move the time to 6:00 does not pass. The next Annual Town Meeting will take place at 6:30 pm.

XII. **Adjournment:** At 6:50 pm, Moderator Carl Kitzerow motions to adjourn the meeting. Clerk Grum seconds the motion to adjourn. All are in favor. The motion carries and the meeting is adjourned at 6:50 p.m.