



Shields Township

906 W. Muir Avenue, Lake Bluff, IL 60044

Executive Session of the Shields Township Board of Trustees

Thursday April 16th, 2026, at 5:42 pm

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

THE TOWN BOARD OF SHIELDS TOWNSHIP entered an Executive session at approximately 5:42 pm on Thursday April 16th, 2026, during its Regular Monthly Meeting at the request of Supervisor Urso. The following notes summarize the matters discussed during this above-mentioned executive session.

PRESENT:

Kamila Urso	Supervisor
Vanessa Grum	Clerk
Michelle Parnell	Town Trustee
Catherine Oliver-Salbilla	Town Trustee
Christopher Prager	Town Trustee
Trent Swarhout	Town Trustee (Via video call)
Mark Kimzey	Township Attorney
Lisette Rothing	Deputy Clerk (Only for a portion)
Carl Kitzerow	Township Administrator (Only for a portion)

ABSENT: None

- I. **Call to Order & Roll Call** - Supervisor Urso moves to adjourn the regular meeting to go into Executive Session. Trustee Oliver-Salbilla motions to adjourn and Trustee Parnell seconds the motion. There is no discussion. Clerk Grum calls roll, all agree, and the

motion carries, and the regular meeting is adjourned at 5:40 pm. Supervisor Urso asks all people present to leave except for the board and the Clerk. Supervisor Urso called the Executive Session to order at 5:42 pm.

II. Request for Executive Session - Attorney Mark Kimzey states the reason for this is pursuant of the Illinois Open Meetings Act under section 2C1 in regard to the compensation, employment, discipline or dismissal of specific employees. Attorney Mark Kimzey asked Trustee Swarthout is in a place of privacy; Trustee Swarthout confirmed that he is in a room alone with headphones in.

III. Executive Session -

- a. Carl Kitzerow:** Administrator Carl Kitzerow makes a statement expressing support for Lisette's request for an increase in pay stating that she has been asked to take on many more roles than she was originally hired for and should have asked sooner for an increase in wages. He states that everything she has been asked to do, she has done well.
- b. Lisette Rothing:** Deputy Clerk Lisette Rothing stated that her role has expanded well beyond her original administrative position, highlighting additional responsibilities, certifications, and ongoing professional development she has completed to better serve the township. She expressed strong commitment to her work and noted that her current compensation does not reflect her contributions or skill set, leading her to request a 12% salary increase.
- c. Deputy Clerk Rothing and Administrator Carl Kitzerow Exit:** At 5:55 pm, both were asked to leave the session so the board can consider their statements.
- d. Board Discussion:** The board discussed Deputy Clerk Rothing's request for a salary increase. Discussion ensued regarding the appropriate amount of an increase, considering factors such as budget constraints, comparable roles in other townships, and timing. The board agreed that additional research and consideration are needed before making a final decision. Discussion also addressed broader compensation and staffing matters, including concerns about employee workload, role expectations, and compliance with wage regulations. The board noted the need to review policies and gather more information to determine next steps.

e. Deputy Clerk Rothing and Administrator Carl Kitzerow Re-Enter: At 6:28 pm the board of trustees invited both back into the meeting and explained to Deputy Clerk Rothing their decision to grant her a CPI wage increase but wait on increasing her salary further until they do proper research of surrounding Township salaries. They praised her hard work and commitment to the Township and explained that they will consider the increase but need more time.

IV. Adjournment - At 6:31 pm on Thursday April 16th, Trustee Oliver-Salbilla motions to adjourn the Executive Session. Trustee Parnell seconds the motion. Clerk Grum took roll call and all Trustees agreed to adjourn at 6:31 pm.