



Shields Township

906 W. Muir Avenue, Lake Bluff, IL 60044

**Regular Meeting Minutes of the Shields Township Board of Trustees
Thursday May 21, 2026, at 5:42 pm**

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

THE TOWN BOARD OF SHIELDS TOWNSHIP held its Regular Monthly Meeting on Thursday May 21st, 2026 at 5:30pm

PRESENT:

Kamila Urso Supervisor
Lisette Rothing Deputy Clerk
Michelle Parnell Town Trustee (Via video call)
Catherine Oliver-Salbilla Town Trustee
Christopher Prager Town Trustee
Trent Swarthout Town Trustee
Mark Kimzey Township Attorney
Carl Kitzerow Township Administrator

ABSENT:

Vanessa Grum Clerk

Minutes

- I. Call to Order & Roll Call:** Supervisor Urso called the meeting to order at 5:33pm and Deputy Clerk Rothing took roll call, and all trustees and supervisor were present.
- II. Pledge of Allegiance:** 5:37pm
- III. Executive Session:** None

IV. Public Comment – Three (3) Minutes per Speaker:

- a. Janice Schnobrich:** Mrs. Schnobrich stated that Shields Township has prioritized their management objectives above the needs of their residents. She stated staffing levels remain high and thinks that road district managers have been able to convince Trustees to invest in new expensive equipment that she believes is rarely utilized including the approval of a third Township Truck at the April 16th Board Meeting. Mrs. Schnobrich goes on to talk about how the Township does not need to replace the 2005 dump truck as it only has around 31,000 miles and believed because it got a new truck bed in November of 2023 that the lifespan should last until 2032.
- b. Patrick Sassen:** From unincorporated Lake Bluff (181 Melvin Drive) talked about Douglas Terrace being the only entrance and exit to their neighborhood. He provided a packet to The Board that stated evidence that Melvin Drive was approved to have a road width of 20ft wide. These specs were approved by the Shields Township Board of Trustees in the May 2025 Board Meeting. However somewhere during the time of the approval, the specs for the road that were approved by Supervisor Urso were signed off for a 16ft wide road. Thus, stating that the Board did not formally approve the 16ft specs.
- c. Samantha Medland:** From unincorporated Lake Bluff (200 Melvin Dr) stated since there is only one entrance and exit to their neighborhood, it would be beneficial to keep the approved specs of the 20ft wide road because Mrs. Medland otherwise thinks it would be a safety hazard. She stated that it would be illegal to put the road to the 16ft specs because it is a hazard for emergency vehicles being able to get in and out. She provided many emails to The Township stating that this road cannot be done with the current 16ft specs because it is illegal and a hazard.
- d. Betsie Sassen:** From unincorporated Lake Bluff (181 Melvin Dr) stated she is distressed about the changes being made in her neighborhood as she has been a 20-year resident and has never had to deal with issues like this prior. She also believes that that the changes to the road could make is complicated for emergency vehicles to get in and out of the neighborhood.

- Discussion ensues regarding the matter, and it is suggested by Trustee Oliver-Salbilla that we put this subject as an agenda item for the next board meeting so we can revisit this issue and gain more clarity.

V. Reports

a. Supervisor: Supervisor Urso lets the community know that she continues to stay educated on all things Township related like grants, laws, and best practices. Supervisor Urso more recently attended an educational seminar at Hanover Township to further expand her knowledge. Supervisor Urso also stated that she will be moving forward with getting an architectural engineering study on the Shields Township Road district property to see if it could be a viable option for all future Shields Township operations. Since the board does not currently have the authority to buy, sell or lease the Township still has a responsibility to carefully evaluate all available options for the Townships future. The estimated cost to get this stuff done is approximately \$5,000 for engineering services and \$5,000 for the architectural services. Supervisor Urso will report back with the information once the studies are complete. Lastly, Supervisor Urso reminded everyone that May is bike safety month and to “drive like your kids all live here”. She feels encouraged that the Village of Lake Bluff followed in our footsteps to getting speed humps put into some neighborhoods which only further improves the traffic safety in our area.

b. Administrator: None

VI. Approval of Bills: Supervisor Urso moved to approve the bills as listed below for a grand total of \$66,377.84. Trustee Swarhout motioned to approve, and Trustee Prager seconded the motion. All were in favor and the motion passes. The bills are approved.

- a. Town Fund:** \$59,015.54
- b. General Assistance:** \$5,267.47
- c. Road & Bridge:** \$2,094.83

VII. Old Business

a. Approval of the Right-of-Way Utility Permit Application and Fee Schedule: Supervisor Urso sought a motion to approve the right-of-way utility permit application and fee schedule subject on Attorney Review. Trustee Prager motioned to approve and Trustee Swarhout seconded the motion. Trustee Prager believes this is

going to be a good thing because it will allow more residents to know when and who will be coming into their area to work in the right-of-way. Attorney Kimzey stated that this just shifts the risk from the Township and Taxpayer onto the Vendor that is the one doing the work. Trustee Oliver-Salbilla still votes no to the permit application and fee schedule. There is no further discussion and the motion carries.

VIII. New Business

- a. Approval of the Regular Meeting Minutes of April 16, 2026:** Supervisor Urso sought a motion to approve the minutes as presented. Trustee Oliver-Salbilla motioned to approve the minutes and Trustee Swarhout seconded the motions. All were in favor and the motion carries.
- b. Approval of the FY27 Budget and Appropriation Ordinance:** Supervisor Urso brings up the Fiscal year 2027 Budget but first conducted a public hearing in case anyone from the Community had any questions or concerns. She stated that the budget has been made publicly available in tentative format since April 21, 2026. No one in the audience wanted to come forward on the subject. Supervisor Urso then sought a motion to make appropriations to defray expenditures for Shields Township Fiscal Year beginning March 1, 2026, and ending February 28, 2027 as follows:

1. Town fund (inclusive of all transfers)	\$1,470,840.00
2. Assessor	\$507,840.00
3. General Assistance Fund	\$0.00
4. Road Fund	\$472,760.00
5. IMRF	\$6,400.00
6. Capital Projects (Inclusive of Transfer from Town Fund)	\$240,000.00
7. Total Appropriations	\$2,697,840.00

Supervisor Urso then sought a motion to approve Ordinance No. 052126-01. Trustee Prager motioned and Trustee Oliver-Salbilla seconded the motion. There is no further discussion. All were in favor of the Ordinance and the motion is passed.

- IX. Other Business:** Trustee Oliver-Salbilla Suggested that we put the Melvin Dr. Neighbor dispute back on the agenda for next month if the Board did not receive clarification about

the matter in the meantime. No other board member had any additional business to talk about.

- X. Adjournment:** Supervisor Urso Moved to Adjourn the meeting at 6:05pm. Trustee Swarthout motioned to Adjourn while Trustee Prager seconded the motion. All were in favor.