



Shields Township

906 W. Muir Avenue, Lake Bluff, IL 60044

Regular Meeting Minutes of the Shields Township Board of Trustees

Thursday June 11, 2026, at 5:30 pm

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

THE TOWN BOARD OF SHIELDS TOWNSHIP held its Regular Monthly Meeting on Thursday June 11, 2026, at 5:30pm

PRESENT:

Kamila Urso	Supervisor
Lisette Rothing	Deputy Clerk
Catherine Oliver-Salbilla	Town Trustee
Christopher Prager	Town Trustee
Trent Swarthout	Town Trustee
Mark Kimzey	Township Attorney
Carl Kitzerow	Township Administrator

ABSENT:

Michelle Parnell	Town Trustee
Vanessa Grum	Clerk

Minutes

- I. Call to Order & Roll Call:** Supervisor Urso called the meeting to order at 5:32pm and Deputy Clerk Rothing took roll call, and all trustees and supervisor were present.
- II. Pledge of Allegiance:** 5:35pm
- III. Executive Session:** None

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

- a. Janice Schnobrich:** Stated that in May 2021 the Township Board took over the highway commissioner's duties and manages about 9 miles of road. Mrs. Schnobrich stated that in the past three years the Township has spent an average of \$20,000 a year over the past three years on new road equipment and equipment maintenance. Mrs. Schnobrich also said that since June of 2022 the Township has spent about a half million in legal fees and believed there is limited visibility into the work efforts of the Roads Department to show that all the spending that is happening is even needed.
- b. Samantha Medland:** (200 Melvin Dr): Mrs. Medland handed out a packet of paperwork that coincided with the work that is going to be done on Melvin drive. To summarize; she stated that the road specs of 20ft that were brought up to the Board in May 2025 are not the same road specs of 16ft that were approved by Supervisor Urso in September 2025. She stated that the width change and the actual construction site are a hazard. Mrs. Medland was concerned because the construction site was left wide open and was a giant hole filled with water.
- c. Chris Cook:** (Melvin and Douglas Rd.) – Stated he is a proud neighbor and sincerely hopes that Shields Township will take care of the road issue and maintain it properly like he has done.
- d. Betsie Sassen:** (181 Melvin Dr): Stated that she got a hold of the old road commissioner Mr. Anderson and he said that he never approved any recent plans or drawings for the unincorporated area. Mrs. Sassen is concerned that Shields Township is not adhering to the standards of safety on a low volume traffic road. Mrs. Sassen said there are a total of seven cars that go in and out of that neighborhood. Those people simply ask that the road is installed to follow the standards that were approved.

V. Reports

- a. Supervisor:** Supervisor Urso stated that road improvements continue to be the priority for the season with several paving projects already completed on Foster Ave, W Blodgett Ave, and Noth Ave. Though this is a great start on building the infrastructure for the roads, there are still road patching projects to complete over the summer months. She also stated that she met with an engineer and architect to

continue the efforts on exploring the options for moving the office location once the lease is up in a few years.

- b. Administrator:** Carl Kitzerow addressed the safety of road concerns specific to the unincorporated community off Douglas Terrace and Melvin Drive stating that the Shields Township Roads Representative went out and measured several roads in Lake Bluff and Knollwood and that the average width of the roads were about 13 feet. Administrator Kitzerow stated that the road about to be put in was going to be 16 ft wide with an extra foot on each side making it 18ft total. He then questioned why this has become a concern now and not back when the plans first started. Discussion ensued.

VI. Approval of Bills: Supervisor Urso motioned to approve the bills as listed below for a grand total of \$9,010.63. Trustee Oliver-Salbilla motioned to approve, and Trustee Swarthout seconded the motion. All were in favor and the motion passed and the bills are approved.

- a. Town Fund:** \$7,822.93
- b. General Assistance:** \$0
- c. Road & Bridge:** \$1,187.70

VII. Old Business

- a. Contract Award for Purchase of New Township Truck:** Supervisor Urso moved to table the agenda item for next meeting. Trustee Swarthout motioned, and Trustee Prager seconded. All were in favor however Trustee Oliver-Salbilla had questions regarding the current truck that is outdated and looking to be replaced. She proceeded to ask the Administrator Carl Kitzerow questions about how many years the truck has been around which was over 20 years. Trustee Oliver-Salbilla also asked why we needed to replace the truck because the mileage is on the lower end and it was explained to her that because it is a plow truck it has extreme amounts of wear and tear. Discussion ensued and the agenda item is tabled.

VIII. New Business

- a. Approval of the Executive Meeting Minutes of April 16, 2026:** Supervisor Urso sought a motion to approve the executive meeting minutes as presented. Trustee

Prager motioned to approve the minutes and Trustee Swarthout seconded the motion. All were in favor and the motion carries.

- b. Approval of the Regular Meeting Minutes of May 21, 2026:** Supervisor Urso sought a motion to approve the minutes as presented. Trustee Swarthout motioned to approve the minutes and Trustee Prager seconded the motion. All were in favor and the motion carries.

- IX. Other Business:** Trustee Oliver-Salbilla questioned why items that she wanted to be discussed are not being placed on the agenda. Trustee Oliver-Salbilla is unhappy with the fact that she is not being heard. Attorney Mark Kimzey explains the criteria for getting a topic on the meeting agenda. Discussion ensued between Trustee Oliver-Salbilla and Attorney Kimzey.
- X. Adjournment:** Supervisor Urso Moved to Adjourn the meeting at 6:04pm. Trustee Swarthout motioned to Adjourn while Trustee Prager seconded the motion. All were in favor.