



Shields Township

906 W. Muir Avenue, Lake Bluff, IL 60044

Regular Meeting of the Shields Township Board of Trustees

Thursday July 16th, 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 July 16th, 2026, at 5:30 pm.

PRESENT:

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

ABSENT: None

- I. Call to Order & Roll Call:** Supervisor Urso called the meeting to order at 5:37 pm and Clerk Grum took roll call. All trustees and Supervisor Urso present.
- II. Pledge of Allegiance:** 5:38 pm.
- III. Executive Session:** Supervisor Urso says that she sees no reason to go into executive session and asks if anyone does. Hearing none, she closed this portion of the meeting. The regular meeting continues.

iv. Public Comment: Three (3) Minutes per Speaker:

- a. Patrick Sassen:** 181 Melvin Drive. Mr. Sassen thanks the board for the time and energy each member gives to their positions. He has some questions regarding the road work on Douglass Terrace stating that since there has been no formal request for a variance to change the size of the road, he is confused why one has been granted. He requests this issue be an agenda item at the next meetings asking the board to vote publicly for a variance.
- b. Janice Schnobrich:** Janice states that she found the June 11th, 2026, meeting deeply troubling because no one knew who was in charge. The attorney said he did not want an item discussed and no one seemed to have authority. She feels that it is unclear who is managing Shields Township. She suggests that the board should have the authority.
- c. Samantha Medland:** 200 Melvin Drive. This is Samantha's 3rd appearance regarding the road construction of Douglas Terrace. She states that there was only a request to approve the 2019 standards and asks why there was a change to the variance when the function of the road changed from 4,000 square feet of pavement with a turnaround to 2,400 square feet.
- d. Mike Pierret:** Mike stated that he was struck by what Patrick Sassen and Samantha Medland said in their comments and I would expect the board to treat them with respect. He comments that this road being built and referred to in the statements above will not meet the requirements of an emergency vehicle and believes that is not something we should have in our Township.
- e. Chris Cook:** Melvin Dr. Resident who states that he has lived on the road for 25 years and has maintained it. When Jessica bought the land, she knew she had to fix the road. Now all of the sudden, the road is a big nightmare. We just want a safe road.

v. Reports:

- a. Supervisor: 5:48 pm**
 - i. 201 Melvin Drive Update:** The township council has reviewed closely and the board is in accordance with the law. The county has issued the

building permit and the Chapell's home is now being built. The project will be ready for final approval once the rest is done including inspection.

- ii. **Meeting minutes:** There was a complaint about how the meeting minutes were written so this is a reminder that the minutes are not verbatim but rather a summary of what was discussed.

b. **Administrator:** None.

c. **Assessors report:** None.

d. **Road and Bridge Report:** None.

vi. **Approval of Bills:** Supervisor Urso moved to approve all bills as listed below for a total expenditure amount of \$177,786.88. Trustee Prager motioned to approve, and Trustee Parnell seconded the motion. There was no discussion and all agreed. Clerk Grum took roll call and all approved the bills as presented below. Motion carries.

a. **Town Fund:** In the amount of \$125,404.36 with \$0 of this total for the General Assistance Fund.

b. **General Assistance:** Included in the Town Fund as noted above.

c. **Road & Bridge:** In the amount of \$52,382.52.

vii. **Old Business:**

a. **Contract Award for Purchase of New Township Truck:** Supervisor Urso presents the bids from Raymond Chevrolet for the Cab of the truck at \$66,528 and Henderson for Total Comprehensive truck package at \$79,525.08. The total amount with the truck and cab together is \$146,053.08.

i. Motion to approve the contract for the truck and cab was made by Trustee Swarthout, seconded by Trustee Parnell.

ii. Discussion: Trustee Oliver-Salbilla asks if the board has the legal authority to vote on this matter. Township Attorney clarified that in section 30-50 in the township code it states that the township has the authority to buy/sell township property. He also states that the state statute said the board shall have this power.

iii. Clerk Grum takes roll call. Trustee Oliver-Salbilla and Trustee Prager voted No. Trustees Swarthout and Parnell and Supervisor Urso voted Yes.

Motion carries 3-2 and the contract for the purchase of the new Township truck is approved subject to attorney review and approval.

VIII. New Business:

- a. **Approval of the Regular Meeting Minutes June 11, 2026:** Supervisor Urso moves to approve the minutes. There is no discussion. Trustee Oliver-Salbilla motions to approve and Trustee Parnell seconds the motion. All are in favor and the motion carries.

IX. Other Business:

- a. Trustee Prager - Discusses the paving of the street a couple weeks ago. Foster Ave. was the last one to be paved and he is thanking Dan and Carl for being diligent. He was not too impressed with this and he noticed some mistakes on the road, and brought it to Dan who handled it. Dan agrees - this is the second time they won the bid, but they were so much lower so we went with them, and states that he will bring some other questions to them. The county representative takes a sample during paving and takes it to be analyzed. So it is currently under review.
- b. Dan Rogers says things are working well when residents call and we can address things quickly. Swarthout had a tour of the road district with Dan Rogers.
- c. Trustee Oliver-Salbilla states that she is noticing the road representatives have been very responsive. Regarding Melvin Drive, she states that her understanding was that the Lake County Board needed to make the determination regarding the building of the road which has been done and construction has begun. A lot of streets are 16-17 feet wide within shields township. Please have patience during construction because it's a big convenience. Improvements are worth it to increase property values.
 - i. Kathy Blahunka states that there is a standard for the township - signed in 2024 for 20 feet wide which was for all future roads.
 - ii. Samantha Medland - Permit was issued based on an email that said that 16 was fine. It is a dead end and we cannot get in or out and there has been no communication about when the trucks are coming. Kimzey stated that the township has no jurisdiction on this road - it is the county. She understands this.

- x. **Adjournment:** Supervisor Urso moved to adjourn the meeting at 6:13 pm. Trustee Parnell motioned, and Trustee Oliver-Salbilla seconded the motion. All were in favor and the meeting adjourned at 6:13 pm.