



Shields Township

906 W. Muir Avenue, Lake Bluff, IL 60044

Regular Meeting Minutes of the Shields Township Board of Trustees

Thursday August 20, 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 August 20th, 2026, at 5:30 pm.

PRESENT:

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

ABSENT:

Mark Kimzey	Township Attorney
Vanessa Grum	Township Clerk

- I. **Call to Order & Roll Call:** Supervisor Urso called the meeting to order at 5:31 pm and Deputy Clerk Rothing took roll call.
- II. **Pledge of Allegiance:** 5:33 pm.
- III. **Executive Session:** Supervisor Urso stated that she saw no reason to go into executive session. She then closed that portion of the meeting, and the regular meeting continues.
- IV. **Public Comment: Three (3) Minutes per Speaker:**

- a. **Janice Schnobrich:** Mrs. Schnobrich stated that she found the meeting on June 11th, 2026, to be a shameful display of how Shields Township conducted business. Mrs. Schnobrich believes that after 16 months in office Supervisor Urso should be able to conduct a public meeting without the Township attorney. She stated that the cost to the taxpayers is approximately \$280/hour. She also stated that she didn't understand how the Township had money to pave roads if there is so much money being spent on legal fees, employee health care and IMRF benefits. Mrs. Schnobrich believes that 68% of the road budget is used to pay salary and overhead. She is concerned that the supervisor could be doing more for the taxpayers that elected her to do so.
- b. **Samantha Medland:** 200 Melvin Drive. This is Samantha's 4th appearance regarding the road construction on Douglas Terrace. First, she recognized Trustee Oliver-Salbilla to be an honorable trustee on the council and thanked her for that. She then goes back to the issues regarding the road construction near her home and stated that the construction being done is being done carelessly. Ms. Medland stated that a fence around the property should be closed when they are not working because there is a huge hole that has standing water and could be dangerous to other patrons. She also mentioned that there are drainage issues at this time and sincerely hopes that they will be addressed. Ms. Medland also said she felt disrespected by Shields Township employees and hoped everyone can move forward with more respect.
- c. **Elizabeth Sassen:** 181 Melvin Drive. Mrs. Sassen also thanked Trustee Oliver-Salbilla because she advocates for the community. She stated that she was concerned how Shields Township has been handling issues with the community stating that she felt there was a lack of transparency. She is now even more concerned because she found out that the land at 188 Melvin Drive has been sold and she is worried that they will run into the same issues that they are dealing with now and the new construction of a home nearby.
- d. **Jackie Ramdin-Johnson:** Is a resident of Shields Township in North Chicago. She also brought a couple of ladies with her and between the three of them they have been residents of the community for over 50 years. Mrs. Ramdin-Johnson

thanked Supervisor Urso for letting her come out and speak about different opportunities to collaborate with programs in North Chicago to help the residents in need. She stated her main focus is to make sure we work together to create and fund programs that are extremely beneficial to the community.

- e. **Chris Cook:** 196 Melvin Drive stated that he is still concerned that the street that he lives on off Douglas Terrace is not going to follow the specs that were previously in place. He realized that his new neighbor may not have to pave as much as he thought she was required to. Mr. Cook is concerned that the construction is messing up the roads and the congestion in the neighborhood is bad. He requested that the new neighbor pave an extra 250 feet with a turnaround to remediate any further issues.
- f. **Jeff Urso:** Resident of Knollwood, addressed a specific mother daughter duo that has cost Shields Township over \$100,000. He thought it to be ironic that they always talk about wasting taxpayer dollars when they are seemingly part of the problem. Mr. Urso moved on to give high praise to the Shields Township Roads Department for the prompt cleanup during the storms. He let the community know that they worked tirelessly through the night to make sure all roads were either safe to pass or closed due to down power lines. He stated that without the Roads Department, Shields Township would not be able to function in a diligent manner.

v. Reports:

- a. **Supervisor:** Stated the recent storms brought significant wind and debris throughout our community. Supervisor Urso thanked the Shields Township Roads Department for their incredibly prompt work during cleanup. The Roads department worked tirelessly to get the neighborhood back in working order. She really appreciated their hard work. Supervisor Urso lets the community know that Shields Township still has wood chips available from the cleanup and to contact the office if you are interested in a free load. Supervisor Urso is pleased to have the completion of the new speed humps on Safford, Burris, Smith, Green, Birch and Jenkisson. She stated the improvements are another tool to help remind

drivers to slow down and be mindful of the families, children and pedestrians who live and travel throughout our neighborhoods.

- b. Administrator:** Carl Kitzerow started out by addressing the Shields Township Roads Department for their hard work and dedication to the cleanup after the major storms. In lieu of that, he told the community that Shields Township has free woodchips to give out to anyone that wants them. All they need to do is call the office to get their name on the list. Administrator Kitzerow then goes on to mention that the custom Shields Township website will be up and running by the September meeting.
- c. Assessors report:** Administrator Carl Kitzerow lets the community know that Shields Township will get their blue cards in the mail around October 1, 2026. This Blue Sheet of paper is only printed once. Administrator Kitzerow lets the public know that there are 18 Townships in Lake County that need to publish their information as well so they county must stagger the Blue Cards. Shields Township happened to be last on the list this year. Administrator Kitzerow said that once you get your Blue Assessment notice you will have 30 days to appeal your property if you feel that you have a case.
- d. Road and Bridge Report:** Administrator Carl Kitzerow stated that the Township Truck that was approved in a previous meeting will be slightly different as we needed different modifications for its intended use. The New truck will now be a 2027 but will also be less expensive. He noted that the Board of Trustees will have an Opprtunituy the paving on North Ave, Blodgett Ave and Foster Ave are completed at the cost of \$66,635.53. Trustee Prager chimed in stating that he felt the road paving on Foster Avenue was under par. Carl stated that the road paving was justified by the Bid, and it was a good price. He agreed that it could have been better but stated that they will trim and repair the road in the fall to make things look nicer. Trustee Prager also asked if we know about how much all the storm damage cost the community, but Administrator Kitzerow did not have that information off hand. Trustee Oliver-Salbilla asked for Administrator Kitzerow to explain what MFT (motor fuel tax) does and what it is. He explained that the state gives a very small percentage/portion of motor fuel tax that was collected by the

state of Illinois and then given to each Township to pave and improve their roads based on how many miles they must maintain. [discussion ensues]

VI. Approval of Bills: Supervisor Urso moved to approve all bills as listed below for a total expenditure amount of \$145,358.82. Trustee Swarthout motioned to approve, and Trustee Oliver-Salbilla seconded the motion. There was some discussion about clarification of the Budget Vs. Actual on the Town and Road fund. Administrator Kitzerow stated that he and Trustee could discuss the document after the meeting. In lieu of that, all the trustees agreed. Deputy Clerk Rothing took roll call, and all trustees approved the bills as presented below. The Motion carries.

- a. Town Fund:** In the amount of \$41,534.54
- b. General Assistance:** In the amount of \$5,251.77
- c. Road & Bridge:** In the amount of \$31,936.98
- d. Capital Projects:** In the amount of \$66,635.53.

VII. Old Business:

- a. Approval of Purchase of New Township Truck:** Supervisor Urso presents the bids from Sutton Ford for the Cab of the truck at \$51,016.00 and Henderson for total comprehensive truck package at \$79,304.28. The total amount with the truck and cab together is \$130,320.28. Supervisor Urso seeks a motion to approve the updated contract for the truck and cab. Motion was made by Trustee Parnell, seconded by Trustee Swarthout. Trustee Oliver-Salbilla and Trustee Prager voted No. Trustees Swarthout, Trustee Parnell and Supervisor Urso voted Yes. Motion carries 3-2 and the updated contract for the purchase of the new Township truck is approved.

VIII. New Business:

- a. Approval of the Regular Meeting Minutes of July 16, 2026:** Supervisor Urso moves to approve the minutes. There is no discussion. Trustee Oliver-Salbilla motions to approve and Trustee Prager seconds the motion. All are in favor and the motion carries.

IX. Other Business: Trustee Prager talked about the fact that he wanted to get Shields Township more involved in working with Renew, a company that helps build homes for

low-income families in North Chicago. Right now, the projects are slow moving but Trustee Prager hopes to involve Shields in some capacity down the road.

- x. **Adjournment:** Supervisor Urso moved to adjourn the meeting at 6:06 pm. Trustee Swarthout motioned, and Trustee Parnell seconded the motion. All were in favor and the meeting adjourned at 6:06 pm.