

# WAUKEGAN TOWNSHIP BOARD MEETING

## SEPTEMBER 24, 2015

The Regular meeting of the Board of Trustees of Waukegan Township, County of Lake, of the State of Illinois was held at Waukegan Township's Supervisor's Office located at 149 South Genesee St., Waukegan, Illinois on Thursday September 24, 2015.

The meeting was called to order at 5:00 p.m. by Supervisor Patricia Jones and was followed by the Pledge of Allegiance. Trustee Katherine Rothwell-Francis led the Members in prayer.

**ROLL CALL:** Trustee Katherine Rothwell-Francis, Trustee Percy L. Johnson, Trustee Jeff McBride, Trustee Charles "Chuck" Willms, Clerk Rose M. Staben, Assessor Mark Stricklin and Supervisor Patricia Jones. **Also Present:** Attorney Torrie M. Newsome, Nancy Netherton/Financial Manager and Tami Springs/Supervisor Assistant/Deputy Clerk. **Excused:** Highway Commissioner Mike Hewitt.

Supervisor Jones requested a motion to approve the **Agenda** for the **September 24, 2015** Waukegan Township Board Meeting as presented. Motion by Trustee Johnson, second by Trustee Francis. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the **Minutes** for the **September 10, 2015** Waukegan Township Board Meeting as presented. Motion by Trustee Francis, second by Trustee McBride. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the **Cash-on-Hand** as of **September 18, 2015** as presented. Motion by Trustee Johnson, second by Trustee Francis. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report  
as of September 18, 2015

Fund	Bank	Balance	Ins/outs
Town Fund	NorStates Checking	367,401.45	
	NorStates Money Market	1,162,159.64	
	Illinois Funds	37,476.49	
	No. Chicago Com. Bank	246,129.29	
<b>Total Town Fund</b>		<b>\$1,813,166.87</b>	
General Assistance Fund	First Midwest Checking	181,827.57	
	First Midwest Bank M/M	614,328.24	
	Illinois Funds	7,125.53	
<b>Total General Assistance</b>		<b>\$803,281.34</b>	
IMRF/FICA Fund	First Midwest Bank	63,009.86	

	First Midwest Bank M/M	113,149.91
	Illinois Funds	163,059.81
<b>Total IMRF/FICA Fund</b>		<b>\$339,219.58</b>
Senior Fund	NorStates Financial	220,290.00
	NorStates Money Market	110,987.69
	First Midwest Money Market	14,993.40
	Illinois Funds	14,017.59
<b>Total Senior Fund</b>		<b>\$360,288.68</b>
		<b>3,315,956.47</b>
Road & Bridge	NorStates Financial	200,759.14
<b>Total Road &amp; Bridge</b>		<b>\$200,759.14</b>

PPRT Taxes Received since last report -

Town - \$

R&B - \$

For the state's fiscal year of (July 01 - June 30, 2016) we have received a total of for Town \$112,377.47 and for R & B \$ 33,471.02

Town RE Tax - 09/10/15	\$158,670.26
<b>Total received FY 2015-16</b>	<b>\$1,244,787.98</b>

GA RE Taxes - 09/10/15	\$63,196.29
<b>Total received FY 2015-16</b>	<b>\$521,836.20</b>

IMRF/FICA RE Taxes - 09/10/15	\$22,764.26
<b>Total received FY 2015-16</b>	<b>\$183,218.05</b>

SEN'R RE Taxes - 09/10/15	\$95,134.20
<b>Total received FY 2015-16</b>	<b>\$784,755.52</b>

R&B RE Taxes - 09/10/15	\$16,212.45
<b>Total received FY 2015-16</b>	<b>\$130,505.83</b>

Other Payments Rec'd

**Citizen Participation:** None.

**Supervisor's Report:**

Supervisor Jones asked Nancy Netherton/Financial Manager to address the Board Members regarding the Township audit. Mrs. Netherton distributed the "Waukegan Township-Annual Financial Report" for the year ended February 28, 2015. She said the report was reviewed by the "Evoy, Kamschulte, Jacobs & Co. LLP" and reported that there were no findings. She asked the Board Members to review the report and that in two weeks the auditors will be present to discuss the report.

Supervisor Jones mentioned that the Executive Minutes review is rescheduled for December of 2015.

Supervisor Jones mentioned that at the October Board Meeting the Township will present several flag samples for the "Township of Illinois" (TOI) flag parade scheduled for November 2015 in Springfield.

Supervisor Jones mentioned that Trustee Johnson attended the TOI Trustee's meeting. Trustee Johnson reported that the meeting mainly discussed the issue of Township elimination, to be a topic at the November Springfield conference. The meeting also discussed a change in classes for everyone to benefit at the conference.

**Dulce Ortiz entered the Board Meeting at 5:10 p.m.**

Supervisor Jones mentioned that a Governors Committee will be established and there will be three Township Supervisor's on the committee. She said the committee will commence next week.

Supervisor Jones mentioned that Trustee McBride was sworn in as a member of the Lake County Officials on September 17, 2015. Trustee McBride briefed the Board Members on the event.

Supervisor Jones distributed the "Historically Black Colleges & Universities" (HBCU) flier for the up-coming informational sessions scheduled for 2015 with October 27, 2015 as the next meeting date. She mentioned that Assessor Mark Stricklin join the HBCU committee. Attorney Newsome expounded on the \$1,000.00 sponsor club and the latest sponsor contributor. Supervisor Jones mentioned that there will be a total of 60 for the 2016 HBCU tour. She asked the Board Members for support in spreading the word to the community.

Supervisor Jones distributed the "Coalition to Reduce Recidivism-Job Fair" (C2RR) up-coming luncheon flier with Governor George Ryan as the keynote speaker. She said an invitation was extended to other Lake County public officials to attend the event to be held on October 09, 2015 from 12:00 noon to 2:00 p.m., with a networking reception from 11:30-12:00. For the Job Fair held earlier on this day from 9:00 a.m. to 11:00 a.m. will have approximately 15 vendors displaying information.

Supervisor Jones mentioned that the "Volunteer Appreciation Brunch" is scheduled for October 10, 2015 for 10:00 a.m. to be held at the Waukegan Yacht Club.

Supervisor Jones mentioned Congressman Davis is Honorary Chair of the C2RR. She said he extended an invitation to the Township to attend the Black Caucus held in Washington DC, which Trustee Jeff McBride and employee Octavius Hayes attended the event to represent Waukegan Township.

Supervisor Jones mentioned that the Township final fundraiser is scheduled for December 04, 2015. She said there will be a meeting on September 30, 2015 for

10:30 a.m. to be held at the Township office and invited any Board Member to participate.

Supervisor Jones distributed the “FY 2015 Outside Agency Funding Requests” for Local Organization/Agency, dated March 01, 2015 thru February 29, 2015. She mentioned that the “Mother’s Trust Foundation” requested a donation. The foundation assists many families with children school uniforms and Lake County programs to help meet family needs year around. The foundation will be having their fund raiser in October of 2015 and she will request information on the event.

Supervisor Jones asked Ms. Ortiz to address the Board Members regarding the “Vista National Insurance.” Ms. Ortiz distributed the “Vista National Insurance Group, Inc.” booklet, dated September 24, 2015. Kahlil Hogan/Principal-Director of Operations and Rob Schaefer/Employee Benefits Consultant reviewed several sections of the booklet and answered questions from the Board Members. Supervisor Jones said she would like to meet with Mrs. Netherton and Ms. Ortiz to review the B, C, and D plans presented as shown on page titled “Waukegan Township Medical Renewal & Market Consideration” effective calendar year of 10/01/15 to 09/30/16.

**Mrs. Netherton left the Board Meeting at 6:45 p.m.**

**Highway Commissioner’s Report:** None.

**Assessor’s Report:**

Assessor Mark Stricklin reported that the last day for the property tax appeal is September 25, 2015. He reviewed the phase II process, preparing for the appeals.

**Executive Session:**

Supervisor Jones requested a motion to enter into Executive Session for the purpose of Personnel-5ILCS 120/2 (C1) at 6:22 p.m. Motion by Trustee McBride, second by Trustee Francis. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

**Open Session resumed at 6: 31 p.m.**

**Action on Payroll:**

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending **September 17, 2015** in the amount of **\$100,891.46** as presented. Motion by Trustee Willms, second by Trustee Francis. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

**Action on Invoices:**

Supervisor Jones requested a motion for the approval of **agenda item #14**, approval of the following invoices for bills submitted for the **September 24, 2015**: Invoices for Town Fund in the amount of **\$4,766.17**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$2,513.50**; Invoices for G/A Fund/Staben House in the amount of **\$1,420.47**; Invoices for Town Fund/Assessor's Office in the amount of **\$4,765.62**; Invoices for Road and Bridge/Highway Department the amount of **\$1,706.96**; Senior Fund/Park Place in the amount of **\$11,954.16**; Senior Fund/Gift Shoppe in the amount of **\$282.53**; Invoices for Home Sweet Home in the amount of **\$35.40**; Invoices for Fundraisers in the amount of **\$0**; as presented. Motion by Trustee McBride, second by Trustee Francis. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

**Action on Paid Bills:**

Supervisor Jones requested a motion for the approval of **agenda item #15**, Paid Bills submitted after **September 10, 2015** Board Meeting in the amount of **\$7,374.86** as presented. Motion by Trustee McBride, second by Francis. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills  
September 24, 2015**

The following is a list of bills that were paid after the board meeting of September 10, 2015 but before the meeting September 24, 2015

Purpose	Payee	Amount
<b>Senior Fund</b>		
08/31/2015	<b>Boston Hunter</b>	\$200.00
Exercise Award Ceremony		
<b>Total Senior Fund</b>		<b>\$200.00</b>
<b>G/A Fund</b>		
09/12-09/24/15	<b>General Assistance Client Payments</b>	\$5,808.60
Payments made on behalf of GA Clients		
<b>Total G/A Fund</b>		<b>\$5,808.60</b>
<b>R &amp; B Fund</b>		
<b>Total R &amp; B Fund</b>		<b>\$0.00</b>
<b>Town Fund</b>		
09/17 & 09/22/15	<b>Jeff McBride</b>	\$321.81
Expenses for Washington DC		
09/17 & 09/22/15	<b>Octavius Hayes</b>	\$804.45
Expenses for Washington DC		
09/17/2015	<b>Cuba Township</b>	\$240.00

**Total Town Fund****\$1,366.26**

Total all checks paid prior to board meeting

\$7,374.86

**Emergency Bills:** None.**Action Items:**

Supervisor Jones requested a motion for the approval to meet with Financial Manager and Human Resources Manager to review the “Vista National Insurance” renewal quotes for plans B, C, and D for finalization. Motion by Trustee Johnson, second by Trustee McBride. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the “Waukegan Township Employee Retirement” as presented. Motion by Trustee McBride, second by Trustee Willms. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the “Personnel Recommendation Form” as presented. Motion by Trustee McBride, second by Trustee Johnson. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the “Outside Agency Request” for the “Mother’s Trust Foundation” in the amount of \$1,000.00 as presented. Motion by Trustee Willms, second by Trustee Francis. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

**New Business:** None.**Old Business:** None.**Announcements:** None.**Comments/Concerns-Trustees:**

Trustee Francis mentioned that the Staben House graduation held on September 19, 2015 was well attended with 55 people and elected officials to celebrate the 5 graduates.

Trustee Francis mentioned that her husband Leonard will be participating in the “Walk For Literacy” on September 26, 2015.

Trustee Willms mentioned that he and his wife (married in 1954) Yvonne reached 61 years of marriage on September 11. The Board Members congratulated Trustee Willms and Yvonne.

**Adjournment:**

There being no further business to come before the Board, Supervisor Jones adjourned the **September 24, 2015** meeting at 6:40 p.m.

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**PATRICIA JONES, Township Supervisor**

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**ROSE M. STABEN, Township Clerk**