

# WAUKEGAN TOWNSHIP BOARD MEETING JULY 09, 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 Street, Waukegan, Illinois on Thursday July 09, 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 Jeff McBride led the Members in prayer.

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

Supervisor Jones requested a motion to approve the **Agenda** for the **July 09, 2015** Waukegan Township Board Meeting as presented. Motion by Trustee Johnson, second by Trustee Francis. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the **Minutes** for the **June 25, 2015** Waukegan Township Board Meeting as presented. Motion by Trustee Francis, second by Trustee McBride. **Discussion:** Trustee Johnson made the correction that he should have been listed as excused and not absent. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the **Cash-on-Hand** as of **July 02, 2015** as presented. Motion by Trustee Francis, second by Trustee McBride. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Supervisor Jones. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report  
as of July 02, 2015

Fund	Bank	Balance	Ins/outs
Town Fund	NorStates Checking	131,399.40	350000. to m/m
	NorStates Money Market	1,177,019.91	
	Illinois Funds	37,472.30	
	No. Chicago Com. Bank	246,075.59	
<b>Total Town Fund</b>		<b>\$1,591,967.20</b>	
General Assistance Fund	First Midwest Checking	37,349.96	190000.00 to m/m
	First Midwest Bank M/M	664,238.03	
	Illinois Funds	7,124.75	
<b>Total General Assistance</b>		<b>\$708,712.74</b>	

IMRF/FICA Fund	First Midwest Bank	41,854.28	50000.00 to m/m
	First Midwest Bank M/M	143,131.09	
	Illinois Funds	163,041.53	
<b>Total IMRF/FICA Fund</b>		<b>\$348,026.90</b>	
Senior Fund	NorStates Financial	111,907.30	140000.00 to m/m
	NorStates Money Market	275,968.94	
	First Midwest Money Market	60,988.47	
	Illinois Funds	14,016.03	
<b>Total Senior Fund</b>		<b>\$462,880.74</b>	
		<b>3,111,587.58</b>	
Road & Bridge	NorStates Financial	242,358.98	
<b>Total Road &amp; Bridge</b>		<b>\$242,358.98</b>	

PPRT Taxes Received since last report -

Town - \$

R&B - \$

For the states fiscal year of (July 01 - June 30, 2015) we have received a total of for Town \$699,467.81 and for R & B \$178,548.25

Town RE Tax -

**Total received FY 2015-16** **\$596,644.52**

GA RE Taxes -

**Total received FY 2015-16** **\$263,689.12**

IMRF/FICA RE Taxes -

**Total received FY 2015-16** **\$90,229.58**

SEN'R RE Taxes -

**Total received FY 2015-16** **\$343,459.32**

R&B RE Taxes -

**Total received FY 2015-16** **\$64,276.09**

Other Payments Rec'd

**Citizen Participation:** None.

**Supervisor's Report:**

Supervisor Jones mentioned that the Township will move forward with the exterior renovation/improvements of the 149 S. Genesee office building. She said the CDBG grant received of \$100,000.00 will be allocated for the renovation/improvements.

Supervisor Jones distributed a letter from the “Chicago Area Laborers-Employers Cooperation and Education Trust” LECET, dated May 21, 2015 pertaining to the “Illinois Prevailing Wage Act.”

Supervisor Jones distributed the “Waukegan Township Senior Citizens Services Committee” agenda, dated July 01, 2015. She mentioned that Trustee Johnson was an active member of the committee.

Supervisor Jones mentioned that the “Staben House Advisory Committee” met on July 08, 2015. Trustee Francis said that the committee discussed up grading the bi-laws, the up-coming golf outing fundraiser and the September 12, 2015 graduation to be held at the Field House.

Supervisor Jones distributed the “Eddie Washington Center Advisory Council Meeting” agenda, dated May 05, 2015. Assessor Mark Stricklin mentioned that the committee discussed the appreciation dinner for the Staben House and EWC and gave an up-date on the golf outing. He said the following committee meeting is scheduled for July 15, 2015.

Supervisor Jones mentioned the “Employee Benefits Fair” is scheduled for July 30, 2015 from 12:00 to 4:00 p.m.

Supervisor Jones distributed the “A New Day, A New Way” Township shirts used for the Independence Day Parade held on June 28, 2015. She said the shirts can be used for the upcoming Zion and North Chicago events.

Supervisor Jones distributed the “Family Fun Run/Walk” 5k flier. She said the event is scheduled for September 05, 2015 and fliers will be distributed to the churches.

Supervisor Jones distributed the “Waukegan Township Upcoming Events” flier listing the upcoming events and the 2016-2019 trips. She said the Township will provide transportation to the Farmers Market, every 2<sup>nd</sup> and 4<sup>th</sup> Wednesday to the Zion location.

Supervisor Jones congratulated Trustee Johnson who will be installed as the North Chicago Rotary President. Trustee Johnson said the installation is scheduled for July 11, 2015 at 12:30 p.m. to be held at the Navy Lodge.

Supervisor Jones congratulated Cheri Pierson-White for her new position as treasure with the Waukegan Rotary Club.

Dulce Ortiz/Human Resources entered the Board Meeting at 5:47 p.m.

Supervisor Jones asked Ms. Ortiz to address the Board Members regarding personnel changes. Ms. Ortiz distributed the letter of resignation from an employee, dated June 28, 2015, resignation effective immediately. Also, distributed “Waukegan

Township Recommendation for Staff Appointment” for Maintenance-Staben House, effective June 25, 2015. Also, “Personnel Recommendation Form” for House Manager/Case Manager-Staben House effective June 29, 2015 and Administrative Support-EWC effective June 29, 2015.

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

**Assessor’s Report:** None.

**Executive Session:**

Supervisor Jones requested a motion to enter into Executive Session for the purpose of Land Acquisition-5ILCS 120/2 (C11) at 5: 08 p.m. Motion by Trustee Francis, second by Trustee Johnson. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Supervisor Jones. **Nays:** None. **Motion carried.**

**Open Session resumed at 5:26 p.m.**

**Attorney Martin Walker left the Boardroom at the end of the Executive Session.**

**Action on Payroll:**

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending **June 26, 2015** in the amount of **\$104,766.15** as presented. Motion by Trustee Johnson, second by Trustee Francis. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, 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 **July 09, 2015**: Invoices for Town Fund in the amount of **\$10,699.23**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$2,400.28**; Invoices for G/A Fund/Staben House in the amount of **\$2,064.35**; Invoices for Town Fund/Assessor’s Office in the amount of **\$2,091.36**; Invoices for Road and Bridge/Highway Department the amount of **\$10,948.99**; Senior Fund/Park Place in the amount of **\$6,627.94**; Senior Fund/Gift Shoppe in the amount of **\$390.91**; Invoices for Home Sweet Home in the amount of **\$496.10**; Invoices for Fundraisers in the amount of **\$0**; as presented. Motion by Trustee Francis, second by Trustee McBride. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, 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 **June 25, 2015** Board Meeting in the amount of **\$7,899.11** as presented. Motion by Trustee Johnson, second by Trustee Francis. **Ayes:** Trustee

Francis, Trustee Johnson, Trustee McBride, Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills  
July 09, 2015**

The following is a list of bills that were paid after the board meeting of June 25, 2015 but before the meeting July 09, 2015

Purpose	Payee	Amount
<b>Senior Fund</b>		
06/29/2015	<b>Fancy Free Travel</b>	\$3,750.00
Required deposit - Hawaii		
<b>Total Senior Fund</b>		<b>\$3,750.00</b>
<b>G/A Fund</b>		
06/26-07/09/2015	<b>General Assistance Client Payments</b>	\$3,801.00
Payments made on behalf of GA Clients		
07/08/2015	<b>Sydney Boone</b>	\$128.11
Reimburse-Meeting		
<b>Total G/A Fund</b>		<b>\$3,929.11</b>
<b>R &amp; B Fund</b>		
<b>Total R &amp; B Fund</b>		<b>\$0.00</b>
<b>Town Fund</b>		
07/01/2015	<b>KinderCare</b>	\$100.00
Art Bus Refund		
07/01/2015	<b>Martha Mena</b>	\$100.00
Art Bus Refund		
<b>RRR Client Payment</b>		\$20.00
Transportation		
<b>Total Town Fund</b>		<b>\$220.00</b>

Total all checks paid prior to board meeting \$7,899.11

**Emergency Bills:** None.

**Action Items:**

Supervisor Jones requested a motion for the approval of an employee resignation effective immediately. Also, "Waukegan Township Recommendation for Staff Appointment" for Maintenance-Staben House, effective June 25, 2015. Also, "Personnel Recommendation Form" for House Manager/Case Manager-Staben House effective June 29, 2015 and Administrative Support-EWC effective June 29, 2015 as presented. Motion by Trustee Francis, second by Trustee Johnson. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the "Illinois Prevailing Wage Act" as presented. Motion by Trustee Francis, second by Trustee McBride. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Supervisor Jones. **Nays:** None. **Motion carried.**

**New Business:** None.

**Old Business:** None.

**Announcements:**

Trustee McBride mentioned that the weekend of July 10-11, 2015 the Scoop the Loop will take place. He said space is available and suggested that the Township set up a voter's registration table. Supervisor Jones said she will make the arrangements.

Trustee Johnson mentioned that the New Hope Missionary Baptist Church will be celebrating their 74<sup>th</sup> anniversary on July 19, 2015 at 3:30 p.m. and the closing on July 26, 2015.

**Comments/Concerns-Trustees:** None.

**Adjournment:**

There being no further business to come before the Board, Supervisor Jones adjourned the **July 09, 2015** meeting at 6:07 p.m.

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**PATRICIA JONES, Township Supervisor**

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**ROSE M. STABEN, Township Clerk**