

WAUKEGAN TOWNSHIP BOARD MEETING JULY 23, 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 23, 2015.

The meeting was called to order at 5:00 p.m. by Clerk Rose M. Staben and was followed by the Pledge of Allegiance. Trustee Jeff McBride led the Members in prayer.

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

Clerk Staben requested a motion to appoint Senior Trustee Katherine Rothwell-Francis to preside the July 23, 2015 Waukegan Township Board Meeting. Motion by Trustee Johnson, second by Trustee McBride. **Ayes:** Trustee Johnson, Trustee McBride, Senior Trustee Francis.

Senior Trustee Francis requested a motion to approve the **Agenda** for the **July 23, 2015** Waukegan Township Board Meeting as presented. Motion by Trustee McBride, second by Trustee Johnson. **Ayes:** Trustee Johnson, Trustee McBride, Senior Trustee Francis. **Nays:** None. **Motion carried.**

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

Senior Trustee Francis requested a motion to approve the **Cash-on-Hand** as of **July 20, 2015** as presented. Motion by Trustee Johnson, second by Trustee McBride. **Ayes:** Trustee Johnson, Trustee McBride, Senior Trustee Francis. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report
as of July 20, 2015

Fund	Bank	Balance	Ins/outs
Town Fund	NorStates Checking	67,232.93	
	NorStates Money Market	1,162,019.91	
	Illinois Funds	37,472.30	
	No. Chicago Com. Bank	246,075.59	
Total Town Fund		\$1,512,800.73	
General Assistance Fund	First Midwest Checking	43,078.63	

	First Midwest Bank M/M	614,238.03	50,000 to cking.
	Illinois Funds	7,124.75	
Total General Assistance		\$664,441.41	
IMRF/FICA Fund	First Midwest Bank	49,927.74	
	First Midwest Bank M/M	143,131.09	
	Illinois Funds	163,041.53	
Total IMRF/FICA Fund		\$356,100.36	
Senior Fund	NorStates Financial	72,183.35	
	NorStates Money Market	275,968.94	
	First Midwest Money Market	60,988.47	
	Illinois Funds	14,016.03	
Total Senior Fund		\$423,156.79	
		2,956,499.29	
Road & Bridge	NorStates Financial	230,039.97	
Total Road & Bridge		\$230,039.97	

PPRT Taxes Received since last report -

Town - \$

R&B - \$

For the state's 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:

Senior Trustee Francis asked Nancy Netherton/Finance Manager to address the Board Members regarding the Township audit. Mrs. Netherton distributed the

“Evoy, Kamschulte, Jacobs & Co. LLP” letter of engagement for audit, dated July 23, 2015. Mrs. Netherton reviewed the context of the letter.

Senior Trustee Francis introduced Lety Castellanos/Staben House Manager. Mrs. Castellanos addressed the Board Members with an update on the Staben House activities and staff changes. She distributed “The Staben House Program Director’s Report” and reviewed its context of House activities, programs and staff changes. She mentioned that on September 12, 2015 the Staben House will have their achievement celebration at the Field House at 11:30 a.m. and invited the Board Members to attend the event. Trustee Johnson congratulated Mrs. Castellanos on accomplishments and success of the Staben House.

Mrs. Castellanos left the Board Meeting at 5:20 p.m.

Senior Trustee Francis mentioned the “Employee Benefits Fair” is scheduled for July 30, 2015 from 12:00 to 4:00 p.m. to be held at Bonnie Brook Golf Club.

Senior Trustee Francis mentioned “Outside Agency Requests” was received from “Elder Care” in support of their classic car show.

Senior Trustee Francis mentioned the “Staben House/Eddie Washington Center Golf Outing.” She said fliers are available for posting at churches and business locations. If more fliers are needed to see Deputy Clerk Springs for supplies.

Highway Commissioner’s Report:

Commissioner Mike Hewitt reported that tree service for a two block section is in progress. He explained the conditions of a diseased Ash tree and when residents are responsible for the diseased Ash tree removal from their property.

Assessor’s Report: None.

Executive Session: None.

Action on Payroll:

Senior Trustee Francis requested a motion for the approval of **agenda item #13**, Payroll period ending **July 10, 2015** in the amount of **\$116,805.59** as presented. Motion by Trustee Johnson, second by Trustee McBride. **Ayes:** Trustee Johnson, Trustee McBride, Senior Trustee Francis. **Nays:** None. **Motion carried.**

Action on Invoices:

Senior Trustee Francis requested a motion for the approval of **agenda item #14**, approval of the following invoices for bills submitted for the **July 25, 2015:** Invoices for Town Fund in the amount of **\$10,385.87**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$1,943.49**; Invoices for G/A Fund/Staben House in the amount of **\$1,275.22**; Invoices for Town Fund/Assessor’s Office in the amount of **\$3,473.28**; Invoices for Road and Bridge/Highway Department the

amount of **\$7,982.27**; Senior Fund/Park Place in the amount of **\$33,824.23**; Senior Fund/Gift Shoppe in the amount of **\$434.00**; Invoices for Home Sweet Home in the amount of **\$2,432.78**; Invoices for Fundraisers in the amount of **\$0**; as presented. Motion by Trustee McBride, second by Trustee Johnson. **Ayes:** Trustee Johnson, Trustee McBride, Senior Trustee Francis. **Nays:** None. **Motion carried.**

Action on Paid Bills:

Senior Trustee Francis requested a motion for the approval of **agenda item #15**, Paid Bills submitted after **July 09, 2015** Board Meeting in the amount of **\$10,010.78** as presented. Motion by Trustee McBride, second by Trustee Johnson. **Ayes:** Trustee Johnson, Trustee McBride, Senior Trustee Francis. **Nays:** None. **Motion carried.**

**Paid Bills
July 23, 2015**

The following is a list of bills that were paid after the board meeting of July 09, 2015 but before the meeting July 23, 2015

Purpose	Payee	Amount
Senior Fund		
07/13/2015	Fancy Free Travel	\$4,182.00
Required payment - Hawaii		
Total Senior Fund		\$4,182.00
G/A Fund		
07/10-07/23	General Assistance Client Payments	\$5,694.00
Payments made on behalf of GA Clients		
Total G/A Fund		\$5,694.00
R & B Fund		
Total R & B Fund		\$0.00
Town Fund		
07/13/2015	Dulce Ortiz	\$104.78
Workshop		
07/20/2015	RRR Client Payment	\$30.00
Transportation		
Total Town Fund		\$134.78

Total all checks paid prior to board meeting \$10,010.78

Emergency Bills: None.

Action Items:

Senior Trustee Francis requested a motion for the approval of the engagement letter for “Evoy, Kamschulte, Jacobs & Co. LLP” audit as presented. Motion by Trustee

Johnson, second by Trustee McBride. **Ayes:** Trustee Johnson, Trustee McBride, Senior Trustee Francis. **Nays:** None. **Motion carried.**

Senior Trustee Francis requested a motion for the approval of the “Outside Agency Request” for “Elder Care” in the amount of \$250.00 as presented. Motion by Trustee McBride, second by Trustee Johnson. **Ayes:** Trustee Johnson, Trustee McBride, Senior Trustee Francis. **Nays:** None. **Motion carried.**

New Business: None.

Old Business: None.

Announcements:

Senior Trustee Francis mentioned that July 24, 2015 is Supervisor Jones birthday; a surprise celebration will take place at the Township office at 9:00 a.m. and invited the Board Members to attend the event.

Comments/Concerns-Trustees: None.

Adjournment:

There being no further business to come before the Board, Senior Trustee Francis adjourned the **July 23, 2015** meeting at 5:36 p.m.

PATRICIA JONES, Township Supervisor

ROSE M. STABEN, Township Clerk