

WAUKEGAN TOWNSHIP BOARD MEETING DECEMBER 10, 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 December 10, 2015.

The Board Meeting was called to order at 5:00 p.m. by Clerk Rose M. Staben and was followed by the Pledge of Allegiance. Senior Trustee Katherine Rothwell-Francis led the Members in prayer.

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

Clerk Staben requested a motion to appoint Senior Trustee Katherine Rothwell-Francis to preside the December 10, 2015 Waukegan Township Board Meeting. Motion by Trustee McBride, second by Trustee Johnson. **Ayes:** Trustee Johnson, Trustee McBride, Trustee Willms, Senior Trustee Francis. **Nays:** None. **Motion carried.**

Senior Trustee Francis requested a motion to approve the **Agenda** for the **November 23, 2015** and **December 10, 2015** Waukegan Township Board Meeting as presented. Motion by Trustee Johnson, second by Trustee McBride. **Ayes:** Trustee Johnson, Trustee McBride, Trustee Willms, Senior Trustee Francis. **Nays:** None. **Motion carried.**

Senior Trustee Francis requested a motion to approve the **Minutes** for the **November 23, 2015** and **December 10, 2015** Waukegan Township Board Meeting as presented. Motion by Trustee Willms, second by Trustee McBride. **Ayes:** Trustee Johnson, Trustee McBride, Trustee Willms, Senior Trustee Francis. **Nays:** None. **Motion carried.**

Highway Commissioner Mike Hewitt entered the Board Meeting at 5:05 p.m.

Senior Trustee Francis requested a motion to approve the **Cash-on-Hand** as of **November 20, 2015** and **December 07, 2015** as presented. Motion by Trustee Johnson, second by Trustee Willms. **Ayes:** Trustee Johnson, Trustee McBride, Trustee Willms, Senior Trustee Francis. **Nays:** None. **Motion carried.**

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

Fund	Bank	Balance	Ins/outs
Town Fund	Nor States Checking	61,453.02	

	Nor States Money Market	1,527,740.79
	Illinois Funds	37,477.92
	No. Chicago Comma Bank	246,142.48
Total Town Fund		\$1,872,814.21
General Assistance Fund	First Midwest Checking	90,314.19
	First Midwest Bank M/M	614,358.53
	Illinois Funds	7,125.80
Total General Assistance		\$711,798.52
IMRF/FICA Fund	First Midwest Bank	74,545.51
	First Midwest Bank M/M	113,155.49
	Illinois Funds	163,066.06
Total IMRF/FICA Fund		\$350,767.06
Senior Fund	Nor States Financial	317.54
	Nor States Money Market	200,992.50
	First Midwest Money Market	30,184.63
	Illinois Funds	14,018.12
Total Senior Fund		\$245,512.79
		3,180,892.58
Road & Bridge	Nor States Financial	203,280.21
Total Road & Bridge		\$203,280.21

PPRT Taxes Received since last report -

Town - \$

R&B - \$

For the state's fiscal year of (July 1 - June 30, 2016) we have received a total of for Town \$112,377.47 and for R & B \$ 33,471.02

Town RE Tax -

\$1,390,705.82

GA RE Taxes -

Total received FY 2015-16

\$579,953.37

IMRF/FICA RE Taxes -

Total received FY 2015-16

\$204,152.73

SEN'R RE Taxes -

Total received FY 2015-16

\$872,243.73

R&B RE Taxes -

Total received FY 2015-16

\$145,418.66

Other Payments Rec'd

Waukegan Township Cash-on-Hand Report
as of December 07, 2015

Fund	Bank	Balance	Ins/outs
Town Fund	Nor States Checking	68,823.89	
	Nor States Money Market	1,527,740.79	
	Illinois Funds	37,477.92	
	No. Chicago Com. Bank	246,142.48	
Total Town Fund		\$1,880,185.08	
General Assistance Fund	First Midwest Checking	45,115.26	
	First Midwest Bank M/M	614,358.53	
	Illinois Funds	7,125.80	
Total General Assistance		\$666,599.59	
IMRF/FICA Fund	First Midwest Bank	67,658.62	
	First Midwest Bank M/M	113,155.49	
	Illinois Funds	163,066.06	
Total IMRF/FICA Fund		\$343,880.17	
Senior Fund	Nor States Financial	57,189.30	
	Nor States Money Market	200,992.50	
	First Midwest Money Market	30,184.63	
	Illinois Funds	14,018.12	
Total Senior Fund		\$302,384.55	
		3,193,049.39	
Total			
Road & Bridge	NorStates Financial	201,261.90	
Total Road & Bridge		\$201,261.90	

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 -

\$1,390,705.82

GA RE Taxes -

Total received FY 2015-16 **\$579,953.37**

IMRF/FICA RE Taxes -

Total received FY 2015-16 **\$204,152.73**

SEN'R RE Taxes -

Total received FY 2015-16 **\$872,243.73**

R&B RE Taxes -

Total received FY 2015-16

\$145,418.66

Other Payments Rec'd

Citizen Participation:

Lake County Commissioner's Diane Hewitt, Mary Cunningham and former county Commissioner Nixon were present to deliver the Community Development Block Grant (CDBG) to the Township in the amount of \$100,000.00. Senior Trustee Francis thanked the commissioner's on behalf of the Waukegan Township and Supervisor Jones. Mrs. Nixon asked the Board to send Supervisor Jones get well wishes from her. Commissioner Hewitt mentioned that the Beach Park Township commended the Waukegan Township for their efficiency with the Pass Port process.

Supervisor's Report:

Senior Trustee Francis asked for any comments from those who attended the "A Home for the Holidays" gala held on December 04, 2015. Trustee McBride mentioned that the event went well and author T.C. Newsome shared her interesting story. Trustee Johnson mentioned that the event was well attended and presented for the benefit of the Staben House and the Eddie Washington Center. Also, that Marc Jones as master of ceremony and author Newsome was well received.

Nancy Netherton/Financial Manager entered the Board Meeting at 5:18 p.m.

Senior Trustee Francis asked Mrs. Netherton to address the Board Members in regards to the Tax Levy Ordinance. Mrs. Netherton distributed "2008-2015 Waukegan Township Assessed Valuations and Their Effect on Tax Revenues" for the senior fund and reviewed the contents. She distributed a chart of three valuation comparisons from 2014 to 2015 for Fund and the Highway Department. She discussed her recommendation with the Board Members and said she will meet with Supervisor Jones to review a final recommendation.

Senior Trustee Francis mentioned that the "Employee Recognition/Benefits Fair" is scheduled for December 11, 2015 from 8:00 a.m. to 4:00 p.m. to be held at the Greenbelt Cultural Center.

Senior Trustee Francis mentioned that the "Children's Shopping Spree" is scheduled for December 12, 2015 beginning at 6:30 a.m. to be held at Park Place. Trustee Johnson said the shopping spree is co-sponsored with the Shawall Temple Shriners.

Senior Trustee Francis mentioned that the Senior Citizen Service Committee (SCSC) "Holiday Party" is scheduled for December 13, 2015 to be held at Park Place. Trustee Johnson said the SCSC met on November 04, 2015 and the holiday party was the main discussion.

Highway Commissioner's Report:

Highway Commissioner Mike Hewitt reported that the 16 inch snow fall had no equipment failure and clean up went well. He said a mixture of salt and sand is used to keep the roads safe to drive on during great snow falls. Trustee Willms commended Commissioner Hewitt hard work.

Commissioner Hewitt, Diane Hewitt, Mary Cunningham and Audrey Nixon left the Board Meeting at 5:35 p.m.

Assessor's Report: None.

Executive Session:

Senior Trustee Francis requested a motion to enter into Executive Session for the purpose of Personnel-5ILCS 120/2 (C1) at 5:35 p.m. Motion by Trustee Johnson, second by Trustee Willms. **Ayes:** Trustee Johnson, Trustee McBride, Trustee Willms, Senior Trustee Francis. **Nays:** None. **Motion carried.**

Open Session resumed at 5:54 p.m.

Dulce Ortiz left the Board Meeting at 5:55 p.m.

Action on Payroll:

Senior Trustee Francis requested a motion for the approval of **agenda item #13**, Payroll period ending **November 13, 2015** in the amount of **\$101,941.97** and **November 27, 2015** in the amount of **\$101,082.83** as presented. Motion by Trustee Willms, second by Trustee McBride. **Ayes:** Trustee Johnson, Trustee McBride, Trustee Willms, 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 **November 23, 2015** Board Meeting: Invoices for Town Fund in the amount of **\$6,219.44**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$4,193.60**; Invoices for G/A Fund/Staben House in the amount of **\$1,770.47**; Invoices for Town Fund/Assessor's Office in the amount of **\$3,409.13**; Invoices for Road and Bridge/Highway Department the amount of **\$851.03**; Senior Fund/Park Place in the amount of **\$16,628.80**; Senior Fund/Gift Shoppe in the amount of **\$0**; Invoices for Home Sweet Home in the amount of **\$8,942.00**; Invoices for Fundraisers in the amount of **\$0**; as presented. Motion by Trustee Willms, second by Trustee McBride. **Ayes:** Trustee Johnson, Trustee McBride, Trustee Willms, Senior Trustee Francis. **Nays:** None. **Motion carried.**

Senior Trustee Francis requested a motion for the approval of **agenda item #14**, approval of the following invoices for bills submitted for the **December 10, 2015** Board Meeting: Invoices for Town Fund in the amount of **\$7,015.26**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$1,601.75**; Invoices for G/A

Fund/Staben House in the amount of **\$2,516.16**; Invoices for Town Fund/Assessor's Office in the amount of **\$6,740.64**; Invoices for Road and Bridge/Highway Department the amount of **\$5,600.80**; Senior Fund/Park Place in the amount of **\$5,871.54**; Senior Fund/Gift Shoppe in the amount of **\$203.26**; Invoices for Home Sweet Home in the amount of **\$1,589.26**; Invoices for Fundraisers in the amount of **\$0**; as presented. Motion by Trustee Willms, second by Trustee Johnson. **Ayes:** Trustee Johnson, Trustee McBride, Trustee Willms, 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 **December 10, 2015** Board Meeting in the amount of **\$16,939.49** as presented. **Discussion:** Senior Trustee Francis said the Paid Bills submitted after **November 23, 2015** Board Meeting were not available will be presented and voted on at the next Board Meeting. Motion by Trustee Johnson, second by Trustee McBride. **Ayes:** Trustee Johnson, Trustee McBride, Trustee Willms, Senior Trustee Francis. **Nays:** None. **Motion carried.**

**Paid Bills
December 10, 2015**

The following is a list of bills that were paid after the board meeting of November 23, 2015 but before the meeting December 10, 2015

Purpose	Payee	Amount
Senior Fund		
11/30/2015	Gurnee Post Office	\$500.00
	Postage for Senior Birthday Cards	
	Fancy Free Travel	\$5,499.52
12/02/2015	Senior Trip Payment	
	Boston Hunter	\$2,150.00
	Catering for Park Place Holiday	
Total Senior Fund		\$8,149.52
G/A Fund		
11/23-12/10	General Assistance Client Payments	\$8,199.94
	Payments made on behalf of GA Clients	
Total G/A Fund		\$8,199.94
R & B Fund		
Total R & B Fund		\$0.00
Town Fund		
12/10/2015	Greenbelt Cultural Center	\$590.00
	Employee Workshop/Inservice	
Total Town Fund		\$590.00

Total all checks paid prior to board meeting \$16,939.46

Emergency Bills: None.

Action Items:

Senior Trustee Francis requested a motion for the approval of the "Personnel Recommendation Form" and "Waukegan Township Recommendation for Staff Appointment" as presented. Motion by Trustee Johnson, second by Trustee Willms. **Ayes:** Trustee Johnson, Trustee McBride, Trustee Willms, Senior Trustee Francis. **Nays:** None. **Motion carried.**

Senior Trustee Francis requested a motion for the approval of the "Waukegan Township 2015 Employee Recognitions" as presented. Motion by Trustee McBride, second by Trustee Johnson. **Ayes:** Trustee Johnson, Trustee McBride, Trustee Willms, Senior Trustee Francis. **Nays:** None. **Motion carried.**

New Business: None.

Old Business: None.

Announcements:

Senior Trustee Francis mentioned that the next Township Board Meeting will be held on Monday December 21, 2015.

Comments/Concerns-Trustees:

Trustee Johnson mentioned that he will not be able to attend the December 21, 2015 Board Meeting and asked to be excused.

Senior Trustee Francis thanked the Board Members for the prayers and get well wishes and asked to continue the prayers and she continues to recover.

Senior Trustee Francis mentioned that flowers will be sent to Supervisor Jones with get well wishes from the Township Board Members. Deputy Clerk Springs said she will make the arrangements.

Adjournment:

There being no further business to come before the Board, Senior Trustee Francis adjourned the **December 10, 2015** meeting at 6:10 p.m.

PATRICIA JONES, Township Supervisor

ROSE M. STABEN, Township Clerk

