

WAUKEGAN TOWNSHIP BOARD MEETING DECEMBER 21, 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 21, 2015.

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

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

Clerk Staben requested a motion to appoint Senior Trustee Katherine Rothwell-Francis to preside the **December 21, 2016** Waukegan Township Board Meeting. Motion by Trustee McBride, second by Trustee Willms. **Ayes:** Trustee McBride, Trustee Willms, Senior Trustee Francis. **Nays:** None. **Motion carried.**

Senior Trustee Francis requested a motion to approve the **Agenda** for the **December 21, 2015** Waukegan Township Board Meeting as presented. Motion by Trustee Willms, second by Trustee McBride. **Ayes:** Trustee McBride, Trustee Willms, Senior Trustee Francis. **Nays:** None. **Motion carried.**

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

Waukegan Township Cash-on-Hand Report
as of December 19, 2015

Fund	Bank	Balance	Ins/outs
Town Fund	Nor States Checking	63,371.72	
	Nor States Money Market	1,236,632.27	
	Illinois Funds	37,477.92	
	No. Chicago Com. Bank	246,142.48	
Total Town Fund		\$1,583,624.39	
General Assistance Fund	First Midwest Checking	56,465.90	
	First Midwest Bank M/M	564,358.53	
	Illinois Funds	7,125.80	
Total General Assistance		\$627,950.23	
IMRF/FICA Fund	First Midwest Bank	110,483.70	

	First Midwest Bank M/M	113,155.49
	Illinois Funds	163,066.06
Total IMRF/FICA Fund		\$386,705.25
Senior Fund	Nor States Financial	47,016.55
	Nor States Money Market	267,229.82
	First Midwest Money Market	30,184.63
	Illinois Funds	14,018.12
Total Senior Fund		\$358,449.12
		2,956,728.99
Road & Bridge	Nor States Financial	193,931.30
Total Road & Bridge		\$193,931.30

PPRT Taxes Received since last report -

Town - \$ 25313.89

R&B - \$ 7241.76

For the state's fiscal year of (July 01 - June 30, 2016) we have received a total of for Town \$236,243.14 and for R & B \$ 70,363.74

Town RE Tax - 12/10/15	\$30,777.99
Total received FY 2015-16	\$1,421,483.81

GA RE Taxes - 12/10/15	\$12,258.47
Total received FY 2015-16	\$592,211.84

IMRF/FICA RE Taxes - 12/10/15	\$4,415.69
Total received FY 2015-16	\$208,568.42

SEN'R RE Taxes - 12/10/15	\$18,453.62
Total received FY 2015-16	\$890,697.35

R&B RE Taxes - 12/10/15	\$3,141.38
Total received FY 2015-16	\$148,560.04

Other Payments Rec'd

Senior Trustee Francis requested a motion to approve the **Cash-on-Hand** as of **December 19, 2015** as presented. Motion by Trustee Willms, second by Trustee McBride. **Ayes:** Trustee McBride, Trustee Willms, Senior Trustee Francis. **Nays:** None. **Motion carried.**

Citizen Participation: None.

Supervisor's Report:

Senior Trustee Francis asked Township Attorney Mr. Newsome to address the Board Members regarding the process of operating a Board Meeting with electronic

participation. Attorney Newsome distributed a draft policy and procedure for the use of "Remote Attendance at Board Meetings via Telecommunication" for the Board Members to review and make changes. He said the Board can approve this matter at a later date.

Senior Trustee Francis asked Nancy Netherton/Financial Manager to address the Board Members regarding the "2015 Tax Levy Ordinance for General Town and Road & Bridge Purposes." Mrs. Netherton distributed the ordinance packets and reviewed the figure changes in the General Town compared to the previous year. She said the Road & Bridge figures will remain the same as the previous year.

Senior Trustee Francis mentioned the "Employee Recognition/Holiday Celebration" held on December 11, 2015. Trustee McBride said the event was well attended, lots of fun and that the staff carried on the event as if Supervisor Jones was present.

Senior Trustee Francis mentioned the "Children's Shopping Spree" held on December 12, 2015. Trustee McBride said he was unable to attend the event, but did hear good news from others that attended.

Senior Trustee Francis mentioned that the "2016 Waukegan Township Board Meeting & Holiday Calendar" was distributed in the Board Packet.

Senior Trustee Francis mentioned that the "MLK, Jr. Dreamers' Breakfast" is scheduled for January 18, 2016 to be held at the Milan Banquet Hall. She the tickets for this event go fast and encouraged the Board Members to reserve their tickets.

Senior Trustee Francis mentioned the "Artis Yancey HBCU Tour" fundraiser is scheduled for February 02, 2016 to be held at Bonnie Brook Golf Course.

Senior Trustee Francis distributed a letter for agency request from the "North Shore Baptist Ministers' Alliance" dated December 17, 2015. She asked Clerk Staben to read the letter to the Board Members. She read the letter regarding the Ministers' Alliance hosting a memorial program remembering the late Dr. Martin L. King Jr. Trustee McBride said the Ministers' Alliance supports the Township and the community at large in many ways.

Highway Commissioner's Report:

Commissioner Mike Hewitt said that the department is fine until the next snow fall.

Assessor's Report:

Assessor Mark Stricklin said that he will presented a report at the following Board Meeting regarding the assess value figures. He said it will be good news.

Executive Session: None.

Action on Payroll:

Senior Trustee Francis requested a motion for the approval of **agenda item #13**, Payroll period ending **December 11, 2015** in the amount of **\$103,272.61** as presented. Motion by Trustee McBride, second by Trustee Willms. **Ayes:** 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 **December 21, 2015** Board Meeting: Invoices for Town Fund in the amount of **\$6,527.96**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$3,175.91**; Invoices for G/A Fund/Staben House in the amount of **\$2,706.22**; Invoices for Town Fund/Assessor’s Office in the amount of **\$3,640.86**; Invoices for Road and Bridge/Highway Department the amount of **\$4,900.05**; Senior Fund/Park Place in the amount of **\$12,449.96**; Senior Fund/Gift Shoppe in the amount of **\$0**; Invoices for Home Sweet Home in the amount of **\$6,750.91**; Invoices for Fundraisers in the amount of **\$0**; as presented. **Discussion:** Senior Trustee Francis noted that the Town Fund \$6,527.96 (\$23,727.96 correct amount) and the Fundraiser \$0 (\$2,538.01 correct amount) amounts are incorrect. The correct amounts will be presented at the following Board Meeting. Motion by Trustee McBride, second by Trustee Willms. **Ayes:** 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 **November 12, 2015** Board Meeting in the amount of **\$9,946.53** as presented. Motion by Trustee McBride, second by Trustee Willms. **Ayes:** Trustee McBride, Trustee Willms, Senior Trustee Francis. **Nays:** None. **Motion carried.**

**Paid Bills
November 12, 2015**

The following is a list of bills that were paid after the board meeting of October 22, 2015 but before the meeting November 12, 2015

Purpose	Payee	Amount
Senior Fund		
10/29 & 11/5	Boston Hunter	\$967.50
	Deposit & Balance for Veteran's event food	
Total Senior Fund		\$967.50
G/A Fund		
10/23-11/12/15	General Assistance Client Payments	\$11,114.83
	Payments made on behalf of GA Clients	
Total G/A Fund		\$11,114.83
R & B Fund		
Total R & B Fund		\$0.00

Town Fund		
10/28/2015	Vista Corporate Health	\$457.85
	Outstanding w/c Medical bill (to be reimb by ins)	
10/30/2015	Blue Cross Blue Shield	\$68,406.70
	Oct & November Health Insurance - all employees	
10/30/2015	Guardian Life Insurance	\$6,792.86
	Oct & November dental & life Insurance - all employees	
10/30/2015	Ameritas	\$910.75
	Oct & November dental & life Insurance - all employees	
11/6/2015	Words on Wheels	\$250.00
	Investing in our future - funding	
Total Town Fund		\$76,568.16

Total all checks paid prior to board meeting \$88,650.49

Senior Trustee Francis requested a motion for the approval of **agenda item #15**, Paid Bills submitted after **December 21, 2015** Board Meeting in the amount of **\$4,924.67** as presented. Motion by Trustee McBride, second by Trustee Willms. **Ayes:** Trustee McBride, Trustee Willms, Senior Trustee Francis. **Nays:** None. **Motion carried.**

**Paid Bills
December 21, 2015**

The following is a list of bills that were paid after the board meeting of December 10, 2015 but before the meeting December 21, 2015

Purpose	Payee	Amount
Senior Fund		
12/17/2015	Loretta Pablo	\$335.44
	Reimburse or purchases supplies	
12/18/2015	Stephanie Cunningham	\$500.00
	Senior Trip Cancel Reimburse.	
12/21/2015	Terry Cunningham	\$500.00
	Senior Trip Cancel Reimburse.	
Total Senior Fund		\$1,335.44
G/A Fund		
12/12/15- 12/21/15	General Assistance Client Payments	\$3,303.81
	Payments made on behalf of GA Clients	
Total G/A Fund		\$3,303.81
R & B Fund		
Total R & B Fund		\$0.00
Town Fund		
12/17/2015	Cheri Pierson White	\$213.28

	Reimb. for supplies Employee Workshop/In-service	
12/17/2015	Gilberto Soto	\$72.14
	Reimb. for supplies Employee Workshop/In-service	
Total Town Fund		\$285.42

Total all checks paid prior to board meeting \$4,924.67

Emergency Bills: None.

Action Items:

Senior Trustee Francis requested a motion for the approval of the “2015 Tax Levy Ordinance-General Town” as presented. Motion by Trustee McBride, second by Trustee Willms. **Ayes:** Trustee McBride, Trustee Willms, Senior Trustee Francis. **Nays:** None. **Motion carried.**

Senior Trustee Francis requested a motion for the approval of the “2015 Tax Levy Ordinance-Road & Bridge” as presented. Motion by Trustee McBride, second by Trustee Willms. **Ayes:** Trustee McBride, Trustee Willms, Senior Trustee Francis. **Nays:** None. **Motion carried.**

Senior Trustee Francis requested a motion for the approval of the “2016 Township Board Meeting & Holiday Calendar” as presented. Motion by Trustee McBride, second by Trustee Willms. **Ayes:** Trustee McBride, Trustee Willms, Senior Trustee Francis. **Nays:** None. **Motion carried.**

Senior Trustee Francis requested a motion for the approval of the Agency Request for the “North Shore Baptist Ministers’ Alliance” in the amount of \$500.00 as presented. Motion by Trustee McBride, second by Trustee Willms. **Ayes:** Trustee McBride, Trustee Willms, Senior Trustee Francis. **Nays:** None. **Motion carried.**

New Business: None.

Old Business: None.

Announcements: None.

Comments/Concerns-Trustees: None.

Adjournment:

There being no further business to come before the Board, Supervisor Jones adjourned the **December 21, 2015** meeting at 6:08 p.m.

PATRICIA JONES, Township Supervisor

ROSE M. STABEN, Township Clerk