

WAUKEGAN TOWNSHIP BOARD MEETING

SEPTEMBER 08, 2016

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 September 08, 2016.

The Board Meeting was called to order at 5:00 p.m. by Supervisor Patricia Jones. Township Assessor Mark Stricklin led the Members in the Pledge of Allegiance and 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, Highway Commissioner Mike Hewitt and Supervisor Patricia Jones. **Also Present:** Attorney Torrie M. Newsome, Tami Springs/Executive Assistant and Juan M. Hernandez/Deputy Clerk. **Excused:** Trustee Charles "Chuck" Willms.

Supervisor Jones requested a motion to approve the **Agenda** for the **September 08, 2016** Waukegan Township Board Meeting as presented. Motion by Trustee Francis, second by Trustee McBride. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the **Minutes** for the **August 25, 2016** 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 **Cash-on-Hand** as **September 01, 2016** as presented. Motion by Trustee Francis, second by Trustee Johnson. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Supervisor Jones. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report
as of September 01, 2016

Fund	Bank	Balance	Ins/outs
Town Fund	NorStates Checking	80,519.66	
	NorStates Money Market	930,730.16	
	Illinois Funds	37,534.73	
	No. Chicago Com. Bank	246,268.07	
Total Town Fund		\$1,295,052.62	
General Assistance Fund	First Midwest Checking	12,345.74	
	First Midwest Bank M/M	559,557.24	
	Illinois Funds	7,132.74	
Total General Assistance		\$579,035.72	
IMRF/FICA Fund	First Midwest Bank	68,603.87	
	First Midwest Bank M/M	68,200.91	

	Illinois Funds	163,316.37	
Total IMRF/FICA Fund		\$300,121.15	
Senior Fund	NorStates Financial	22,034.67	
	NorStates Money Market	45,419.05	30000.00 to Taxi
	First Midwest Money Market	0.00	8/29
	Illinois Funds	14,039.42	
Total Senior Fund		\$81,493.14	
		2,255,702.63	
Road & Bridge	NorStates Financial	231,979.00	
Total Road & Bridge		\$231,979.00	

PPRT Taxes Received since last report -

Town - \$

R&B - \$

For the state's fiscal year of (July 01 - June 30, 2017) we have received a total of for Town \$99,439.64 and for R & B \$29,617.56

Town RE Tax - 09/01 \$109,379.45
Total received FY 2016-17 \$845,897.13

GA RE Taxes - 09/01 \$49,495.78
Total received FY 2016-17 \$380,760.59

IMRF/FICA RE Taxes - 09/01 \$17,480.73
Total received FY 2016-17 \$130,467.77

SEN'R RE Taxes - 09/01 \$73,668.81
Total received FY 2016-17 \$569,725.25

RB RE Taxes 09/01 \$12,407.59
Total received FY 2016-17 \$95,945.26

Other Payments Rec'd

Citizen Participation: None.

Supervisor's Report:

Supervisor Jones asked Dulce Ortiz/Human Resources Manager to address the Board Members regarding the Township Health Renewal Benefits. Ms. Ortiz introduced Kahlil Hogan and Robert Schaeffer representative from Vista National Insurance. Mr. Hogan distributed the renewal packet dated October 01, 2016 and highlighted the medical, dental, Life/AD&D and vision renewal & market consideration charts with the some changes in cost. Supervisor Jones said that the Board Members will be voting on this renewal at the following Board meeting.

Supervisor Jones distributed the Township auditors Evoy, Kamschulte, Jacobs & Co. LLP proposal dated September 06, 2016. She mentioned that this company has been participants of the Township annual golf outings and other events and the Township is happy to continue business with them.

Supervisor Jones distributed the “Elected Official Compensation Survey Results” dated August 16, 2016. The survey listed the Lake County Township’s going salary for all officers.

Supervisor Jones mentioned the “Waukegan to College” program, she said she attended a meeting and learned that this program lacks African American students. The program follows students from 5th to 10th grade and mentors and monitors their education with the goal to prepare them for college. She said she would like to also implement this program for the children of the Staben House. With 13 slots set aside for African American students, she asked the Board Members to inform their congregation’s members of this opportunity and said the applications are due by September 23, 2016.

Supervisor Jones mentioned the “5K Labor Day” event went well with good weather and 208 in participants. She said this event will continue to hold at the Independence Grove in Libertyville. She said a financial report of the event will be presented at the following Board meeting.

Supervisor Jones mentioned that the “Golf Outing” committee met today to wrap-up the event business. She thanked the Board Members who contributed to event with sponsorship/participation and the Township staff for their efforts to make this event a great success profiting \$23,000.00.

Supervisor Jones mentioned that the Double Tree of Mundelein visited the Staben House to see its operation. She said the visit lead to the Double Tree committing to help the Staben House with landscaping the property, to repair the kitchen floor and set up an electric fence near the street for safety measures at no cost to the Township. Also, that Double Tree would like to be a sponsor of the “Home For The Holidays” which is scheduled to be held at the Chevy Chase Country Club.

Supervisor Jones mentioned that the “Coalition Annual Luncheon & Job Fair” is scheduled for October 14, 2016 to be held at the Greenbelt Cultural Center.

Supervisor Jones mentioned the “HBCU Tour” committee will be meeting on September 13, 2016. She said the \$1,000.00 club will continued for fund raising. Also, a cook out will be organized and she will invite other school districts for this event.

Supervisor Jones mentioned the “Waukegan Township Transportation” committee meeting is scheduled for September 14, 2016 at 9:00 a.m., to be held at the Supervisors office.

Supervisor Jones mentioned that the “Children’s Shopping Spree” committee has met to discuss this 2016 event. She said the next committee meeting is scheduled for September 15, 2016.

Supervisor Jones mentioned that the “Legislative Breakfast” is scheduled for September 30, 2016 at 7:30 a.m. to 10:00 a.m., to be held at the Illinois State Beach Resort.

Supervisor Jones mentioned that the “Volunteer Appreciation Brunch” is scheduled for October 29, 2016. She said the location is yet to be determined.

Supervisor Jones mentioned that the “TOI Conference” in Springfield is scheduled for November 13-15, 2016. She asked the Board Members interested in attending this conference to see Mrs. Springs for arrangements.

Supervisor Jones mentioned that the “Employee Recognition Holiday Party” is scheduled for December 16, 2016. She said the location is yet to be determined; a survey of location choices was presented to the employees. Also, if anyone wishes to invite family/guest to inform the Township, this will help determine the size of location needed to accommodate and cost.

Supervisor Jones distributed the “Agency Funding Request” for Investing in our Youth list.

Highway Commissioner’s Report:

Highway Commissioner Mike Hewitt reported that the black top bid is completed. The salt bid was accepted and will go into next year’s supply and both bins will be filled of salt. He said a new plow with an up to 10 feet extending shovel was purchased, this can possibly cut the plowing time in half.

Assessor’s Report:

Assessor Mark Stricklin reported that the Assessor’s office new lease has a monthly rent of \$5,475.00 at a yearly cost of \$65,700.00 under the new building owners. He said this new lease term is a reduction which includes utilities, cleaning, bathroom use and upkeep. The new lease will have additional maintenance cost as provided.

Assessor Mr. Stricklin mentioned that the deadline for the property appeals is scheduled for September 09, 2016.

Assessor Mr. Stricklin left the Board Meeting at 6:50 p.m.

Executive Session: None.

Action on Payroll:

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending **August 19, 2016** in the amount of **\$113,933.89** as presented.

Motion by Trustee McBride, 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 **September 08, 2016** Board Meeting: Invoices for Town Fund in the amount of **\$13,934.87**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$784.63**; Invoices for G/A Fund/Staben House in the amount of **\$3,403.00**; Invoices for Town Fund/Assessor’s Office in the amount of **\$6009.23**; Invoices for Road and Bridge/Highway Department the amount of **\$5,154.80**; Senior Fund/Park Place in the amount of **\$9,090.22**; Senior Fund/Gift Shoppe in the amount of **\$50.00**; Invoices for Home Sweet Home in the amount of **\$3,700.03**; Invoices for Fundraisers in the amount of **\$0**; as presented. Motion by Trustee Johnson, second by Trustee McBride. **Discussion:** Supervisor Jones distributed the Assessors “Waukegan Township Ledger of Selected Entries” dated 09/07/16, not included in Board packet in the amount of \$6009.23. **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 the **August 25, 2016** Board Meeting in the amount of **\$2,800.00** as presented. Motion by Trustee Johnson, second by Trustee McBride. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills
September 08, 2016**

The following is a list of bills that were paid after the board meeting of August 25, 2016 but before the meeting September 08, 2016

Purpose	Payee	Amount
Senior Fund		
08/31/2016	Gurnee Post Office	\$500.00
	Bulk Mail Account - Birthday Cards	
Total Senior Fund		\$500.00
G/A Fund		
08/26-9/8	General Assistance Client Payments	\$2,300.00
	Payments made on behalf of GA Clients	
Total G/A Fund		\$2,300.00
R & B Fund		
Total R & B Fund		\$0.00
Town Fund		
Total Town Fund		\$0.00

Total all checks paid prior to board meeting

\$2,800.00

Emergency Bills: None.

Action Items:

Supervisor Jones requested a motion for the approval of the Assessor’s Office Rental Lease Agreement” as presented. Motion by Trustee McBride, 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 Letter of Engagement for annual audit from Evoy, Kamschute, Jacobs and Company 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 for the approval of the “Outside Agency Funding Request” for Investing in our Youth for Phi Beta Sigma/Scholarship Banquet in the amount of \$500.00 as presented. Motion by Trustee Johnson, second by Trustee Francis. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Supervisor Jones. **Nays:** None. **Motion carried.**

New Business: None.

Old Business: None.

Announcements: None.

Comments/Concerns-Trustees:

Highway Commissioner Hewitt mentioned that he won the Best In Show for his participation in the “North Chicago Days” parade.

Adjournment:

There being no further business to come before the Board, Supervisor Jones adjourned the **September 08, 2016** meeting at 7:08 p.m.

PATRICIA JONES, Township Supervisor

ROSE M. STABEN, Township Clerk