

WAUKEGAN TOWNSHIP BOARD MEETING

OCTOBER 27, 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 October 27, 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 Katherine Rothwell-Francis led the Members in prayer.

ROLL CALL: Trustee Katherine Rothwell-Francis, Trustee Percy L. Johnson, Trustee Jeff McBride, Trustee Charles "Chuck" Willms, Clerk Rose M. Staben, Assessor Mark Stricklin, Highway Commissioner Mike Hewitt and Supervisor Patricia Jones. **Also Present:** Attorney Torrie M. Newsome, Juan Hernandez/HR Assistant/Deputy Clerk, Nancy Netherton/Financial Manager and Dulce Ortiz/Human Resources Manager. **Excused:** Trustee Charles "Chuck" Willms.

Supervisor Jones requested a motion to approve the **Agenda** for the **October 27, 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 **Minutes** for the **October 13, 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 **Cash-on-Hand** as **October 20, 2016** as presented. Motion by Trustee Johnson, 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 October 20, 2016

Fund	Bank	Balance	Ins/outs
Town Fund	NorStates Checking	67,761.29	
	NorStates Money Market	1,070,808.52	
	Illinois Funds	37,558.40	
	No. Chicago Com. Bank	246,301.54	
Total Town Fund		\$1,422,429.75	
General Assistance Fund	First Midwest Checking	343,226.61	
	First Midwest Bank M/M	559,601.60	
	Illinois Funds	7,137.27	
Total General Assistance		\$909,965.48	

IMRF/FICA Fund	First Midwest Bank	79,875.43
	First Midwest Bank M/M	68,207.84
	Illinois Funds	163,419.39
Total IMRF/FICA Fund		\$311,502.66
Senior Fund	NorStates Financial	150,954.99
	NorStates Money Market	45,431.97
	First Midwest Money Market	0.00
	Illinois Funds	14,048.29
Total Senior Fund		\$210,435.25
		2,854,333.14
Road & Bridge	NorStates Financial	207,536.04
Total Road & Bridge		\$207,536.04

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 - 10/20 \$27,318.08
Total received FY 2016-17 \$1,320,385.91

GA RE Taxes - 10/20 \$12,286.90
Total received FY 2016-17 \$594,172.21

IMRF/FICA RE Taxes - 10/20 \$4,365.90
Total received FY 2016-17 \$206,299.31

SEN'R RE Taxes - 10/20 \$18,399.16
Total received FY 2016-17 \$889,301.02

RB RE Taxes 10/20 \$3,098.50
Total received FY 2016-17 \$149,758.57

Other Payments Rec'd
10/20/16 - LC - HUD reimb. \$171,345.69

Citizen Participation: None.

Supervisor's Report:

Supervisor Jones said the committee members for the "2016 Salary Review Committee Report" are Jeanette O. Keyes/Chair, Victor Ruiz, Dr. A.C. Conley and Pat Morris. She said Dr. Conley and Ms. Keyes were present to deliver the salary results. Ms. Keyes addressed the Board Members. She said the committee reviewed all relevant documents applicable to each job to ensure that the recommendations are fair. She distributed the packet detailing their recommendations.

Supervisor Jones asked Dulce Ortiz/Human Resources Manager to address the Board Members regarding personnel changes. Ms. Ortiz distributed "Personnel Recommendation Form" for Nathaniel Roland Hewitt/Road Maintenance Worker for salary increase, effective October 27, 2016. Also, Sydney Boone/Administrative Assistant to go from part-time to full-time hours, effective October 31, 2016.

Supervisor Jones mentioned that Lety Castellanos/Staben House Manager is out at a conference and will make her department overview at a later time.

Supervisor Jones reminded the Board Members to submit their "Legislative Issue Proposal Form" by the November 01, 2016 deadline.

Supervisor Jones asked Nancy Netherton/Financial Manager to address the Board Members regarding the annual audit for Waukegan Township. Mrs. Netherton introduced Kevin Kinnavy of "Kevin Kinnavy O Evoy Kamschulte Jacobs and Co. Mr. Kinnavy distributed the "Waukegan Township Annual Financial Report for the Year Ended February 29, 2016" packet for the Board Members. He reviewed the financial packet and changes. Supervisor Jones acknowledged Mrs. Netherton for her efficient work.

Supervisor Jones distributed the "Coalition to Reduce Recidivism" 2016 annual lunch revenues-expenses chart. Showing a profit of \$4,035.08 after expenses. She gave thanks to the Township Trustee's for their support and attending the event. Also, Assessor Stricklin for his purchased of a table. She said it is in discussion to change the annual lunch to an annual breakfast to keep expenses down.

Supervisor Jones distributed the "Waukegan Township Transportation Committee Planning Meeting" agenda, dated October 26, 2016. She said the transportation system is complex with the different transportation in Lake County. She thanked Clerk Staben for attending the meeting.

Supervisor Jones mentioned that the "Veterans Celebration Luncheon" is scheduled for November 05, 2016 to be held at Park Place. She invited the Board Members to attend the event.

Supervisor Jones mentioned that the "Home for the Holiday" is scheduled for December 02, 2016 to be held at Chevy Chase Country Club. She said the "Staben House Open House will be on the same day at 11:00 a.m. to 1:30 p.m. and invited the Board Members and their family to attend these events.

Supervisor Jones mentioned that the "Employee Recognition Holiday Gathering" luncheon is scheduled for December 16, 2016 to be held at Park Place and invited the Board Members to attend the event.

Supervisor Jones mentioned that the "Children's Shopping Spree" is scheduled for December 17, 2016 to be held at the Waukegan Park District Field House.

Supervisor Jones mentioned that the "HBCU" committee will be meeting on October 30, 2016. She distributed the "2017 Artis Yancey HBCU Tour Route" plan.

Highway Commissioner's Report:

Highway Commissioner Mike Hewitt said the highway department is prepared for the winter.

Assessor's Report:

Assessor Mark Stricklin said that the value of homes in the Waukegan Township is steadily increasing.

Executive Session: None.

Action on Payroll:

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending **October 14, 2016** in the amount of **\$103,926.86** 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 **October 27, 2016** Board Meeting: Invoices for Town Fund in the amount of **\$8,256.08**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$3,657.92**; Invoices for G/A Fund/Staben House in the amount of **\$1,669.27**; Invoices for Town Fund/Assessor's Office in the amount of **\$9,674.41**; Invoices for Road and Bridge/Highway Department the amount of **\$2,144.31**; Senior Fund/Park Place in the amount of **\$7,986.07**; Senior Fund/Gift Shoppe in the amount of **\$0**; Invoices for Home Sweet Home in the amount of **\$518.05**; 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 **October 13, 2016** Board Meeting in the amount of **\$8,996.17** as presented. Motion by Trustee Francis, second by Trustee Johnson. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills
October 27, 2016**

The following is a list of bills that were paid after the board meeting of October 13, 2016 but before the meeting October 27, 2016

Purpose	Payee	Amount
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Senior Fund		
10/21/16	Roger Sosa	\$450.00
	Hispanic Heritage Festival	
10/21/16	Milwaukee Quatro Orchestra	\$400.00
	Hispanic Heritage Festival	
10/21/16	Alma Medrano	\$150.00
	Hispanic Heritage Festival	
10/21/16	Sylvia Figuerro	\$400.00
	Hispanic Heritage Festival	
Total Senior Fund		\$1,400.00
G/A Fund		
09/24-10/13/16	General Assistance Client Payments	\$7,596.17
	Payments made on behalf of GA Clients	
Total G/A Fund		\$7,596.17
R & B Fund		
Total R & B Fund		\$0.00
Town Fund		
Total Town Fund		\$0.00
Total all checks paid prior to board meeting		\$8,996.17

Emergency Bills: None.

Action Items:

Supervisor Jones requested a motion for the approval of the “Personnel Recommendation Form” for Nathaniel Roland Hewitt for salary increase and Sydney Boone to from part-time to full-time hours 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 annual audit with “Kevin Kinnavy of Evoy Kamschulte Jacobs & Co. for the year ended February 29, 2016 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:

Trustee Johnson said the New Hope Missionary Baptist Church will be celebrating its anniversary on November 13, 2016 and invited the Board Members and family members to attend the celebration.

Supervisor Jones mentioned that Trustee Francis, Assessor Stricklin and Clerk Staben will be celebrating their October birthdays with the Township and cake.

Comments/Concerns-Trustees: None.

Adjournment:

There being no further business to come before the Board, Supervisor Jones adjourned the **October 27, 2016** meeting at 6:18 p.m.

PATRICIA JONES, Township Supervisor

ROSE M. STABEN, Township Clerk