

WAUKEGAN TOWNSHIP BOARD MEETING

JANUARY 28, 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 January 28, 2016.

The Board Meeting was called to order at 5:00 p.m. by Supervisor Patricia Jones. Trustee Charles "Chuck" Willms 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, Highway Commissioner Mike Hewitt and Supervisor Patricia Jones. **Also Present:** Attorney Torrie M. Newsome, Tami Springs/Executive Assistant/Deputy Clerk and Nancy Netherton/Finance Manager. **Excused:** Assessor Mark Stricklin.

Supervisor Jones requested a motion to approve the **Agenda** for the **January 28, 2016** Waukegan Township Board Meeting as presented. Motion by Trustee McBride, second by Trustee Johnson. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the **Minutes** for the **January 14, 2016** Waukegan Township Board Meeting as presented. **Discussion:** Correction was made by Supervisor Jones that she should be listed in Roll Call next to Excused. Motion by Trustee Willms, second by Trustee Francis. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to accept Supervisor Jones to participate in the Board Meeting via remote/electronic device for this January 28, 2016 Board Meeting. Motion by Trustee Johnson, second by Trustee Willms. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

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

Waukegan Township Cash-on-Hand Report
as of January 25, 2016

Fund	Bank	Balance	Ins/outs
Town Fund	Nor States Checking	90,548.48	
	Nor States Money Market	1,101,632.27	
	Illinois Funds	37,477.92	
	No. Chicago Com. Bank	246,142.48	

Total Town Fund		\$1,475,801.15
General Assistance Fund	First Midwest Checking	19,672.47
	First Midwest Bank M/M	494,358.53
	Illinois Funds	7,125.80
Total General Assistance		\$521,156.80
IMRF/FICA Fund	First Midwest Bank	11,517.84
	First Midwest Bank M/M	113,155.49
	Illinois Funds	163,066.06
Total IMRF/FICA Fund		\$287,739.39
Senior Fund	Nor States Financial	10,731.77
	Nor States Money Market	142,229.82
	First Midwest Money Market	60,001.00
	Illinois Funds	14,018.12
Total Senior Fund		\$226,980.71
		2,511,678.05
Road & Bridge	Nor States Financial	137,783.20
Total Road & Bridge		\$137,783.20

PPRT Taxes Received since last report -

Town - \$ 79,157.98

R&B - \$ 23,576.78

For the state's fiscal year of (July 1 - June 30, 2016) we have received a total of for Town \$315,401.12 and for R & B \$ 93,940.52

Town RE Tax -

Total received FY 2015-16 \$1,421,483.81

GA RE Taxes -

Total received FY 2015-16 \$592,211.84

IMRF/FICA RE Taxes -

Total received FY 2015-16 \$208,568.42

SEN'R RE Taxes -

Total received FY 2015-16 \$890,697.35

R&B RE Taxes -

Total received FY 2015-16 \$148,560.04

Other Payments Rec'd

Citizen Participation: None.

Supervisor's Report:

Supervisor Jones asked Nancy Netherton/Finance Manager to address the Board Members regarding the “Departmental Overview & 2016 Budget Overview.” Mrs. Netherton distributed the “Waukegan Township Preliminary Budget for Year Ending 2/28/17” packet. She reviewed the various department funds and discussed the changes where applied. Supervisor Jones said the budget will be voted on as presented and later to be posted for 30 days followed by vote/approval at the March 24, 2016 Board Meeting. Trustee Willms requested the budget totals of all funds. Mrs. Netherton distributed the totals for the fiscal year ending Feb. 29, 2016 and Feb. 29, 2017. Trustee Willms also requested the 2015 budget totals. Mrs. Netherton said she will provide the totals at a later time.

Supervisor Jones asked Attorney Newsome to address the Board Members regarding the Executive Minutes distributed at the January 14, 2016 Board Meeting. Deputy Clerk Springs distributed the “2015 Executive Minutes Breakdown” to the Board Members for review. Supervisor Jones asked Attorney Newsome to address the Board Members regarding the Executive Minutes up-date. Attorney Newsome reviewed the 5ILCS 120/2.06 (b) statement that states “each public body shall periodically, but no less than semiannually meet to review minutes of a closed session. At such meetings a determination shall be made and reported in open session that 1) the need for confidentiality still exists as to all or part of those minutes or 2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection.” He reviewed the Executive Minutes, currently open minutes, made his recommendations for the minutes of 07/09/15, 08/13/15, 08/27/15, 09/10/15, 09/24/15, 11/12/15 and 12/10/15.

Supervisor Jones mentioned that the Senior Citizen Services Committee (SCSC) applicant Gloria Carr has been distributed and recommended, today and Ms. Carr will be notified that she has been accepted as a SCSC member.

Supervisor Jones mentioned that the Township flag design contest received several designs. She said the contest deadline is February 18 and the winner will be discussed at the February 11, 2016 Board Meeting. She asked Deputy Clerk Springs to provide the Board Members with photos of the flag entries and thanked Clerk Staben with her efforts distributing the contest information.

Supervisor Jones mentioned that the Township Attorney contract for Attorney Newsome will expire at the end of month of January 2016. She said she will be making a recommendation for the Township Attorney contract at the following Board Meeting.

Supervisor Jones mentioned that the Township has tickets for the “North Chicago Forecast” breakfast to be held in February. She said if any Board Members are interested in attending this event to see Deputy Clerk Springs for arrangements.

Supervisor Jones mentioned that the Township scholarship fundraiser will be discussed at the following Township Board Meeting in February.

Supervisor Jones thanked Trustee Johnson and Trustee McBride for attending the “MLK, Jr. Dreamers’ Breakfast” held on January 18, 2016. She said Trustee Johnson was acknowledged for his community services at the event.

Supervisor Jones mentioned that Trustee Willms will be celebrating a birthday this month and congratulated him.

Supervisor Jones mentioned the passing of School Board Member Sonny Garza. She said flowers and a card will be sent to his family on behalf of the Township.

Supervisor Jones mentioned that the Coalition to Reduce Recidivism (CTRR) currently has 17 members in attendance.

Supervisor Jones mentioned that “Youth Summit” committee met today and she will provide more information on their endeavors at the upcoming Board Meeting.

Supervisor Jones asked Deputy Clerk Springs to distribute the “FY 2015 Outside Agency Funding Requests” for Investing in our Future. She said the National Association for University of Women (NAUW) requests a donation for their scholarship gala in this request an ad will go in their program advertising the HBCU and tickets will be provided.

Highway Commissioner’s Report:

Commissioner Mike Hewitt reported that due to the thick ice in the streets one of their snow plows broke and was able to repair it. He said the County will be bidding out the salt in April and he will be included in the bid for a better price. The County will also be measuring the roads for paving and he provided them with a list of roads. Also, the State has motor fuel funds to distribute.

Assessor’s Report: None.

Executive Session: None.

Action on Payroll:

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending **January 08, 2016** in the amount of **\$105,040.87** as presented. Motion by Trustee Willms, second by Trustee Francis. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, 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 **January 28, 2016** Board Meeting: Invoices for Town Fund in the amount of **\$13,964.51**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$11,665.45**; Invoices for G/A Fund/Staben House in the amount of **\$5,817.02**; Invoices for Town

Fund/Assessor's Office in the amount of **\$1,808.55**; Invoices for Road and Bridge/Highway Department the amount of **\$1,673.82**; Senior Fund/Park Place in the amount of **\$7,332.14**; Senior Fund/Gift Shoppe in the amount of **\$0**; Invoices for Home Sweet Home in the amount of **\$2,192.92**; Invoices for Fundraisers in the amount of **\$0**; as presented. Motion by Trustee Willms, second by Trustee Francis. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, 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 **January 14, 2016** Board Meeting in the amount of **\$47,076.40** as presented. Motion by Trustee Johnson, second by Willms. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills
January 28, 2016**

The following is a list of bills that were paid after the Board Meeting of January 14, 2015 but before the meeting January 28, 2016

Purpose	Payee	Amount
Senior Fund		
Total Senior Fund		\$0.00
G/A Fund		
01/14- 01/28/16	General Assistance Client Payments	\$5,625.38
	Payments made on behalf of GA Clients	
Total G/A Fund		\$5,625.38
R & B Fund		
Total R & B Fund		\$0.00
Town Fund		
01/26/2016	Blue Cross Blue Shield	\$35,255.07
	February Health Insurance	
01/26/2016	Guardian Life	\$5,734.35
	February Health Insurance	
01/26/2016	Ameritas Life	\$461.60
	February Health Insurance	
Total Town Fund		\$41,451.02

Total all checks paid prior to board meeting \$47,076.40

Emergency Bills: None.

Action Items:

Supervisor Jones requested a motion for the approval of the “2015 Executive Session Minutes” 07/09/15 remain closed, 08/13/15 open, 08/27/15 remain closed, 09/10/15 open, 09/24/15 remain closed, 11/12/15 remain closed and 12/10/15 remain closed to the public as presented. Motion by Trustee Francis, second by Trustee McBride. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the “SCSC” applicant Gloria Carr as presented. Motion by Trustee Johnson, second by Trustee Willms. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the “2016 Budget Overview” for 30 day posting as presented. Motion by Trustee Johnson, second by Trustee Willms. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the “NAUW” scholarship gala request in the amount of \$500.00 as presented. Motion by Trustee Johnson, second by Trustee Willms. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

New Business: None.

Old Business: None.

Announcements:

Supervisor Jones mentioned that the HBCU February event has been concealed due to low enrolment. She said the \$1,000.00 Club donors will be acknowledged and mentioned on facebook. Clerk Staben said she will make a \$100.00 donation to the HBCU.

Comments/Concerns-Trustees: None.

Adjournment:

There being no further business to come before the Board, Supervisor Jones adjourned the **January 28, 2016** meeting at 6:15 p.m.

PATRICIA JONES, Township Supervisor

ROSE M. STABEN, Township Clerk