

WAUKEGAN TOWNSHIP BOARD MEETING FEBRUARY 25, 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 February 25, 2016.

The Board Meeting was called to order at 5:32 p.m. by Supervisor Patricia Jones. Clerk Rose M. Staben 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 Jeff McBride, Clerk Rose M. Staben, Assessor Mark Stricklin and Supervisor Patricia Jones. **Also Present:** Attorney Torrie M. Newsome, Nancy Netherton/Finance Manager, Dulce Ortiz/Human Resources/General Assistance and Tami Springs/Executive Assistant/Deputy Clerk. **Excused:** Trustee Percy L. Johnson, Trustee Charles “Chuck” Willms and Highway Commissioner Mike Hewitt.

Supervisor Jones requested a motion to approve the **Agenda** for the **February 25, 2016** Waukegan Township Board Meeting as presented. Motion by Trustee Francis, second by Trustee McBride. **Ayes:** Trustee Francis, Trustee McBride, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the **Minutes** for the **February 11, 2016** Waukegan Township Board Meeting as presented. Motion by Trustee Francis, second by Trustee McBride. **Ayes:** Trustee Francis, Trustee McBride, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the **Cash-on-Hand** as **February 19, 2016** as presented. Motion by Trustee McBride, second by Trustee Francis. **Ayes:** Trustee Francis, Trustee McBride, Supervisor Jones. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report
as of February 19, 2016

Fund	Bank	Balance	Ins/outs
Town Fund	Nor States Checking	106,363.11	
	Nor States Money Market	989,397.03	
	Illinois Funds	37,483.73	
	No. Chicago Com. Bank	246,202.76	
Total Town Fund		\$1,379,446.63	
General Assistance Fund	First Midwest Checking	43,683.85	60,000.00 fr MM

	First Midwest Bank M/M	434,476.72
	Illinois Funds	7,126.94
Total General Assistance		\$485,287.51
IMRF/FICA Fund	First Midwest Bank	41,964.74
	First Midwest Bank M/M	113,177.98
	Illinois Funds	163,092.36
Total IMRF/FICA Fund		\$318,235.08
Senior Fund	Nor States Financial	83,350.58
	Nor States Money Market	43,876.96
	First Midwest Money Market	31,263.52
	Illinois Funds	14,020.36
Total Senior Fund		\$172,511.42
		2,355,480.64
Road & Bridge	Nor States Financial	151,612.68
Total Road & Bridge		\$151,612.68

PPRT Taxes Received since last report -

Town - \$

R&B - \$

For the states fiscal year of (July 01 - 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:

Lyon Magnet Principal Dr. Charmaine Harris and 4th grade teacher Ms. Brenda Farr were present to thank the Waukegan Township for their support of the school's 2015 Springfield trip. Dr. Harris said the school is planning on their 2016 Springfield trip for up to 174 students. Ms. Farr expounded on the 2015 trip

experience. Supervisor Jones thanked Dr. Harris and Ms. Farr for their dedication in teaching.

Supervisor's Report:

Supervisor Jones asked Dulce Ortiz to address the Board Members regarding the Township assistance programs. Ms. Ortiz distributed "General Assistance Process" packet dated February 25, 2015 and reviewed the General/Emergency/Transitional Assistance Programs qualifications. Also, mentioned all other Township resources.

Supervisor Jones asked Nancy Netherton to update the Board Members regarding the 149 S. Genesee building. Mrs. Netherton said the renovation for the building is well under way with Stuckey Construction Company. She said the exterior surfaces are going up and windows are being replaced depending on weather conditions.

Supervisor Jones asked Mrs. Netherton to expound on the end of the year Budget line item transfers. Mrs. Netherton distributed the "Line Item Transfers to Budget for Year Ending 02/29/16" and reviewed the additions and reductions changes for the various funds.

Supervisor Jones mentioned the Township flag choice. She said the winning design will be red, white and blue colors with the Township logo created in house. She said the flag contestants will be invited to the Township Annual Meeting held in April and will present each contestant with a certificate of participation.

Supervisor Jones asked Ms. Ortiz to address the Board Members regarding the employee sick days. Ms. Ortiz distributed the "Annual Cumulative Sick Hours for Employees Calendar Year 2015" and reviewed the cost savings and who the recipients will be. She distributed the "Waukegan Township Employee Educational Assistance Application" for employees Michael Jones/Automotive Tech and Lizette Nava/Network Systems students.

Highway Commissioner's Report: None.

Assessor's Report:

Assessor Mark Stricklin reported that the County Board is discussing that Assessor's office duties for the quadrennial year process to be conducted by the County. Assessor Stricklin said the Lake County Assessors will be meeting to discuss these changes and hope to resolve this with the Lake County Board.

Executive Session: None.

Action on Payroll:

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending **February 05, 2016** in the amount of **\$106,014.84** as presented. Motion by Trustee Francis, second by Trustee McBride. **Ayes:** Trustee Francis, 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 **February 25, 2016** Board Meeting: Invoices for Town Fund in the amount of **\$212,441.60**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$2,070.87**; Invoices for G/A Fund/Staben House in the amount of **\$1,775.06**; Invoices for Town Fund/Assessor’s Office in the amount of **\$17,180.04**; Invoices for Road and Bridge/Highway Department the amount of **\$1,095.68**; Senior Fund/Park Place in the amount of **\$14,439.31**; Senior Fund/Gift Shoppe in the amount of **\$32.65**; Invoices for Home Sweet Home in the amount of **\$4,805.95**; Invoices for Fundraisers in the amount of **\$0**; as presented. Motion by Trustee Francis, second by Trustee McBride. **Ayes:** Trustee Francis, 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 **February 11, 2016** Board Meeting in the amount of **\$5,128.85** as presented. Motion by Trustee Francis, second by McBride. **Ayes:** Trustee Francis, Trustee McBride, Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills
February 25, 2016**

The following is a list of bills that were paid after the board meeting of February 11, 2016 but before the meeting February 25, 2016

Purpose	Payee	Amount
Senior Fund		
02/22/2016	Casino Tours & Shuttle	\$1,200.00
	Payment for upcoming trip	
02/22/2016	Constellation Energy	\$384.65
	Utility payment	
Total Senior Fund		\$0.00
G/A Fund		
02/12/16- 02/25/16	General Assistance Client Payments	\$4,992.96
	Payments made on behalf of GA Clients	
Total G/A Fund		\$4,992.96
R & B Fund		
Total R & B Fund		\$0.00
Town Fund		
02/22/2016	Constellation Energy	\$135.89

Utility payment	
Total Town Fund	\$135.89
Total all checks paid prior to board meeting	\$5,128.85

Emergency Bills: None.

Action Items:

Supervisor Jones requested a motion for the approval of the “Annual Cumulative Sick Hours for Employees Calendar Year 2015” as presented. Motion by Trustee Francis, second by Trustee McBride. **Ayes:** Trustee Francis, Trustee McBride, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of “Waukegan Township Employee Educational Assistance Application” for Michael Jones/Automotive Tech and Lizette Nava/Network Systems students for \$500.00 each as presented. Motion by Trustee McBride, second by Trustee Francis. **Ayes:** Trustee Francis, Trustee McBride, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the “Proclamation for Attorney Torrie M. Newsome, effective February 01, 2016 thru February 01, 2017 in the amount of \$1,600.00 as presented. Motion by Trustee McBride, second by Trustee Francis. **Ayes:** Trustee Francis, Trustee McBride, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the “End of Year Budget Line Item Transfers” as presented. Motion by Trustee Francis, second by Trustee McBride. **Ayes:** Trustee Francis, Trustee McBride, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the “Outside Agency Funding Request” Investing in our Youth for Lyon Magnet School/Springfield Trip in the amount of \$500.00 and Zeta Phi Beta Sorority/Scholarship Program in the amount of \$350.00 as presented. Motion by Trustee Francis, second by Trustee McBride. **Ayes:** Trustee Francis, Trustee McBride, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the “Waukegan Township Flag” design/color selection as presented. Motion by Trustee Francis, second by Trustee McBride. **Ayes:** Trustee Francis, Trustee McBride, Supervisor Jones. **Nays:** None. **Motion carried.**

New Business: None.

Old Business:

Supervisor Jones mentioned that the HBCU Tour goal will be to serve 30 students; cost to students will be \$700.00 each. She said the HBCU committee met on February 23, 2016 and that two more students joined the tour. Also mentioned, that the Mayor of Waukegan and the Mayor of North Chicago will be making \$500.00 donations to the HBCU.

Announcements: None.

Comments/Concerns-Trustees: None.

Adjournment:

There being no further business to come before the Board, Supervisor Jones adjourned the **February 25, 2016** meeting at 6:22 p.m.

PATRICIA JONES, Township Supervisor

ROSE M. STABEN, Township Clerk