

WAUKEGAN TOWNSHIP BOARD MEETING

MARCH 24, 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 March 24, 2016.

The Board Meeting was called to order at 5:00 p.m. by Supervisor Patricia Jones. 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 and Supervisor Patricia Jones. **Also Present:** Attorney Torrie M. Newsome, Dulce Ortiz/Human Resources and Juan Hernandez/Human Resources Assistant. **Excused:** Trustee Charles "Chuck" Willms and Highway Commissioner Mike Hewitt.

Supervisor Jones requested a motion to approve the **Agenda** for the **March 24, 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 **March 10, 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 **March 17, 2016** as presented. Motion by Trustee Johnson, second by Trustee Francis. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Supervisor Jones. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report
as of March 17, 2016

Fund	Bank	Balance	Ins/outs
Town Fund	Nor States Checking	79,716.56	
	Nor States Money Market	989,440.65	
	Illinois Funds	37,493.17	
	No. Chicago Com. Bank	246,202.76	
Total Town Fund		\$1,352,853.14	
General Assistance Fund	First Midwest Checking	26,984.86	
	First Midwest Bank M/M	374,476.72	60000 to cking.3/8
	Illinois Funds	7,128.73	
Total General Assistance		\$408,590.31	
IMRF/FICA Fund	First Midwest Bank	27,743.74	

	First Midwest Bank M/M	113,177.98
	Illinois Funds	163,133.44
Total IMRF/FICA Fund		\$304,055.16
Senior Fund	Nor States Financial	11,153.93
	Nor States Money Market	43,881.70
	First Midwest Money Market	31,263.52
	Illinois Funds	14,023.88
Total Senior Fund		\$100,323.03
		2,165,821.64
Road & Bridge	Nor States Financial	181,500.52
Total Road & Bridge		\$181,500.52

PPRT Taxes Received since last report - March 08, 2016

Town - \$31,791.77

R&B - \$9,469.01

For the state's fiscal year of (July 01 - June 30, 2016) we have received a total of for Town \$347,192.89 and for R & B \$103,409.53

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 thanked the Board Members for attending the "HBCU" tour send-off. Also, thanked the Township staff members and the chaperones for the success of the tour. She said regardless of the bus delay and complication along the way, the tour is in full force and the students are having a life time experience.

Supervisor Jones mentioned that the EWC graduation is scheduled for April 16, 2016 and invitations will be sent out for this occasion.

Supervisor Jones mentioned that the Staben House mortgage burning is scheduled for July 30, 2016 and a former Staben House resident will be the guest speaker. She said an invite will be sent to former Township Trustees, advisory council members and state/local elected officials.

Supervisor Jones asked Dulce Ortiz/Human Resources to address the Board Members regarding the policy manual revisions. Ms. Ortiz distributed the "Waukegan Township Employee Handbook" and reviewed its contents; newly added policies and update changes. Ms. Ortiz thanked Juan Hernandez for his assistance with the handbook organization. Trustee McBride recommended an employee flow chart. Supervisor Jones said the current flow chart will be updated and included.

Ms. Ortiz left the Board Meeting at 6:05 p.m.

Supervisor Jones mentioned that the "Annual Town Meeting" is scheduled for April 12, 2016 to be held at Park Place.

Supervisor Jones mentioned that if any Board Member is interested in attending the April 06, 2016 "TOI Topics Day" to inform the Township office for arrangements.

Supervisor Jones distributed samples of awnings for the Township 149 S. Genesee office building. She said the building's renovation should be completed in the next three weeks.

Supervisor Jones mentioned that the Township scholarship deadline is scheduled for April 01, 2016 by 4:00 p.m. She said the scholarships are for recent graduates and college students. She said the scholarship information will be distributed to the churches this up-coming Sunday.

Supervisor Jones mentioned that the "Coalition to Reduce Recidivism" scholarship recipients may use the scholarship to further their education in any field.

Supervisor Jones distributed a copy of the letter to be sent to Senator Terry Link, dated March 24, 2016, in support of four Township House Bills as presented at the March 10, 2016 Township Board Meeting.

Supervisor Jones mentioned that the Hawaii trip will be departing from Park Place on March 26, 2016.

Highway Commissioner's Report: None.

Assessor's Report:

Assessor Mark Stricklin reported that the Leadership of Lake County meet with Lake County Assessor's to discuss the Assessor offices elimination. Also, reviewed property assessment process.

Executive Session: None.

Action on Payroll:

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending **March 18, 2016** in the amount of **\$100,828.33** 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 **March 24, 2016** Board Meeting: Invoices for Town Fund in the amount of **\$12,611.49**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$2,468.35**; Invoices for G/A Fund/Staben House in the amount of **\$1,061.48**; Invoices for Town Fund/Assessor’s Office in the amount of **\$9,151.68**; Invoices for Road and Bridge/Highway Department the amount of **\$2,280.80**; Senior Fund/Park Place in the amount of **\$10,368.62**; Senior Fund/Gift Shoppe in the amount of **\$0**; Invoices for Home Sweet Home in the amount of **\$1,122.57**; 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 **March 10, 2016** Board Meeting in the amount of **\$21,270.37** as presented. Motion by Trustee Francis, second by Trustee McBride. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills
March 24, 2016**

The following is a list of bills that were paid after the board meeting of March 10, 2016 but before the meeting March 24, 2016

Purpose	Payee	Amount
Senior Fund		
Total Senior Fund		\$0.00
G/A Fund		
03/11-03/24	General Assistance Client Payments	\$8,265.72
	Payments made on behalf of GA Clients	
Total G/A Fund		\$8,265.72
R & B Fund		
Total R & B Fund		\$0.00
Town Fund		
03/18/2016	HBCU Costs	\$12,700.00
	Bus, Send-off	

03/14/2016	Kennedy's Creative	\$304.65
	Signage	
Total Town Fund		\$13,004.65
Total all checks paid prior to board meeting		\$21,270.37

Emergency Bills: None.

Action Items:

Supervisor Jones requested a motion for the approval of the “Waukegan Township Employee Handbook” policy manual revisions” 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:

Supervisor Jones mentioned that it was Trustee McBride birthday.

Adjournment:

There being no further business to come before the Board, Supervisor Jones adjourned the **March 24, 2016** meeting at 6:31 p.m.

PATRICIA JONES, Township Supervisor

ROSE M. STABEN, Township Clerk