

# WAUKEGAN TOWNSHIP BOARD MEETING

## MAY 12, 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 May 12, 2016.

The Board Meeting was called to order at 5:00 p.m. by Supervisor Patricia Jones. Clerk Rose M. Staben led the Members in the Pledge of Allegiance and Trustee Percy L. Johnson led the Members in prayer.

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

Supervisor Jones requested a motion to approve the **Agenda** for the **May 12, 2016** Waukegan Township Board Meeting as presented. Motion by Trustee Francis, second by Trustee Willms. **Ayes:** Trustee Francis, Trustee Johnson, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

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

Supervisor Jones requested a motion to approve the **Cash-on-Hand** as **May 06, 2016** as presented. Motion by Trustee Willms, second by Trustee Francis. **Ayes:** Trustee Francis, Trustee Johnson, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report  
as of May 06, 2016

Fund	Bank	Balance	Ins/outs
Town Fund	Nor States Checking	64,309.30	
	Nor States Money Market	610,677.42	
	Illinois Funds	37,505.76	
	No. Chicago Com. Bank	246,236.22	
<b>Total Town Fund</b>		<b>\$958,728.70</b>	
General Assistance Fund	First Midwest Checking	14,051.21	
	First Midwest Bank M/M	254,520.00	
	Illinois Funds	7,131.16	
<b>Total General Assistance</b>		<b>\$275,702.37</b>	
IMRF/FICA Fund	First Midwest Bank	12,233.12	
	First Midwest Bank M/M	83,189.46	

	Illinois Funds	163,190.29
<b>Total IMRF/FICA Fund</b>		<b>\$258,612.87</b>
Senior Fund	Nor States Financial	22,460.52
	Nor States Money Market	21,009.04
	First Midwest Money Market	16,263.52
	Illinois Funds	14,028.56
<b>Total Senior Fund</b>		<b>\$73,761.64</b>
		<b>1,566,805.58</b>
Road & Bridge	Nor States Financial	128,134.24
<b>Total Road &amp; Bridge</b>		<b>\$128,134.24</b>

PPRT Taxes Received since last report -

Town - \$

R&B - \$

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**

**Citizen Participation:** None.

**Supervisor's Report:**

Supervisor Jones distributed a photo of the Township Board Members taken at the Annual Town Meeting held on April 12, 2016.

Supervisor Jones introduced Marc Jones/Home Sweet Home Manager and asked him to address the Board Members with an update regarding the HSH program. Mr. Jones presented the Board Members with the HSH "2015 Lawn Care Season and 2015 Snow Removal Season" packet. He covered the service crew on hand, the Township boundaries, 2016 client enrollment, general contact information and the Art Bus rentals. Trustee Johnson commended Mr. Jones for his dedication to the HSH program and contributed \$100.00 for the program. Supervisor Jones

mentioned that the (CDBG) Community Development Block Grant makes this program possible. Trustee Francis said that she appreciates the HSH program and that she has had nothing but good experiences with it. Trustee Johnson said he understands the hard work it is and appreciates the service.

Supervisor Jones asked Dulce Ortiz/Human Resources Manager to address the Board Members regarding Personnel. Ms. Ortiz distributed a copy of employee Ann Kindle/Staben House, letter of resignation. The letter stated that Ms. Kindle's last day of work will be July 20, 2016 and last day of payroll August 14, 2016.

### **Dulce Ortiz left the Board Meeting at 5:40 p.m.**

Supervisor Jones distributed the "Park Place Rental Increases Recommendations" for the use of the dining room. The rental increases affect; rental during hours of operation \$45.00 to \$55.00, when facility is closed \$65.00 to \$75.00 and observed holiday \$95.00 to \$115.00 effective as of June 01, 2016. Trustee Johnson commented on the great trips and programs that Park Place arranges.

Supervisor Jones distributed the "Waukegan Township Senior Citizens Services Committee" agenda, dated May 04, 2016. She mentioned that the Park Place ball park trip has several tickets left and encouraged the Board Members to reserve their Ravinia and Genesee tickets because there are only a few left.

Supervisor Jones mentioned that the (EWC) "Eddie Washington Center Open House" is scheduled for May 20, 2016.

Supervisor Jones mentioned that the Staben House mortgage burning is scheduled for July 20, 2016.

Supervisor Jones mentioned that the "Labor Day 5K" will be held at the Independence Grove and will be followed by a picnic. She said a committee meeting is scheduled for May 27, 2016 to be held at Park Place from 10:00 to 11:00 a.m.

Supervisor Jones mentioned that the annual "Staben House/EWC Golf Outing" is scheduled for August 19, 2016. She distributed the golf outing agenda, dated May 05, 2016 with Assessor Mark Stricklin as Chair. Assessor Stricklin said the meeting went well with new members and planning ideas. He requested for invites to the EWC Open House be sent to the golf committee. Supervisor Jones mentioned that the golf outing goal is to reach 100 golfers.

Supervisor Jones mentioned the (CTRR) Coalition to Reduce Recidivism held their Annual "Youth Summit" on May 06, 2016. She said the event invited middle school students from Round Lake, North Chicago and Waukegan schools. The speakers were outstanding and see the need to continue on with this event to reach out to the young population.

Supervisor Jones mentioned that the workshop (Community Symposium) to explain the expungement process, will be held in September 2016. The date of this workshop will be mentioned in the next edition of the "Inside/Outside" magazine.

Supervisor Jones mentioned the “Annual Employee Benefits Fair” is scheduled for June 17, 2016 and will include the Assessor’s office employees. Assessor Stricklin mentioned that his employees will be on vacation, he will attend the event.

Supervisor Jones distributed the “Agency Request for Local Organization/Agency” and “Investing in our Youth.”

Supervisor Jones distributed the “Legislative Report” newsletter from Timothy S. Bramlet/TOI Legislative Consultant. She reviewed several of the House Bills (in committee) pertaining to the consolidating of Township, including pulling two or three into one.

Supervisor Jones mentioned that the Assessor’s office may be seeking a new location. Assessor Stricklin said he may be able to negotiate the lease and remain.

**Highway Commissioner’s Report:** None.

**Assessor’s Report:**

Assessor Mark Stricklin distributed a two part spread sheet “Waukegan Township Changes in Value for Single-Family Properties Between 2012 and 2015 by 3 Tiers-North to South.” Mr. Stricklin reviewed its contents, showing a sale increase for single-family properties.

**Executive Session:** None.

**Action on Payroll:**

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending **April 29, 2016** in the amount of **\$99,432.11** as presented. Motion by Trustee Francis, second by Trustee Johnson. **Ayes:** Trustee Francis, Trustee Johnson, 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 **May 12, 2016** Board Meeting: Invoices for Town Fund in the amount of **\$12,083.97**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$3,919.22**; Invoices for G/A Fund/Staben House in the amount of **\$1,312.39**; Invoices for Town Fund/Assessor’s Office in the amount of **\$8,914.96**; Invoices for Road and Bridge/Highway Department the amount of **\$2,491.68**; Senior Fund/Park Place in the amount of **\$5,957.05**; Senior Fund/Gift Shoppe in the amount of **\$78.08**; Invoices for Home Sweet Home in the amount of **\$1,501.12**; Invoices for Fundraisers in the amount of **\$0**; as presented. Motion by Trustee Willms second by Trustee Francis. **Ayes:** Trustee Francis, Trustee Johnson, 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 **April 28, 2016** Board Meeting in the amount of **\$11,437.86** as presented. Motion by Trustee Johnson, second by Trustee Willms. **Ayes:** Trustee Francis, Trustee Johnson, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

<b>Paid Bills</b>						
<b>May 12, 2016</b>						
The following is a list of bills that were paid after the board meeting of						
April 28, 2016 but before the meeting May 12, 2016						
	Purpose		Payee			Amount
<b>Senior Fund</b>						
05/04/2016			<b>City of Waukegan</b>			\$800.00
	Water bill - Park Place					
			<b>Little Forts Lions</b>			\$280.00
05/06/2012	Senior Tickets - Pancake breakfast					
			<b>American Diabetes Assoc</b>			\$2,425.00
05/11/2016	Fundraiser - 100% reimbursed from booth fees					
<b>Total Senior Fund</b>						<b>\$3,505.00</b>
<b>G/A Fund</b>						
04/29-05/12			<b>General Assistance Client Payments</b>			\$5,223.94
	Payments made on behalf of GA Clients					
			<b>Sydney Boone</b>			\$54.59
05/04/2016	Workshop Travel					
			<b>Cyril Jervis</b>			\$67.33
05/04/2016	Workshop Travel					
			<b>Johnnie Jenkins</b>			\$20.00
05/04/2016	Workshop Travel					
<b>Total G/A Fund</b>						<b>\$5,365.86</b>
<b>R &amp; B Fund</b>						
<b>Total R &amp; B Fund</b>						<b>\$0.00</b>
<b>Town Fund</b>						
05/03/2016			<b>Torrie Newsome</b>			\$296.00
	Conference Travel Stipend					
05/03/2016			<b>IL Township Attorney Assoc.</b>			\$75.00
	Conference Fee					
05/03/2016			<b>Bonnie Brook Golf Course</b>			\$1,459.00
	Reception fee (Reimbursed)					
05/06/2016			<b>Little Fort Lions</b>			\$447.00
	Tickets & Ad - Pancake Breakfast					
05/06/2016			<b>Alpha Kappa Alpha Sorority</b>			\$130.00
	Ad for Township Services					
05/09/2016			<b>Chicago Transit Authority</b>			\$160.00

	Bus Passes - RRR Clients							
<b>Total Town Fund</b>								<b>\$2,567.00</b>
Total all checks paid prior to board meeting								\$11,437.86

**Emergency Bills:** None.

**Action Items:**

Supervisor Jones requested a motion for the approval of the “Park Place Rental Increases Recommendations” as presented. Motion by Trustee Johnson, second by Trustee Willms. **Ayes:** Trustee Francis, Trustee Johnson, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the “Personnel Retirement” of a Staben House employee as presented. Motion by Trustee Johnson, second by Trustee Willms. **Ayes:** Trustee Francis, Trustee Johnson, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the “Agency Request for Local Organization/Agency” for the Exchange Club of North Chicago in the amount of \$200.00 and Community Action Project, YWCA of Lake County, North Chicago Chamber of Commerce and the Puerto Rican Society, each in the amount of \$500.00 as presented. Motion by Trustee Willms, second by Trustee Francis. **Ayes:** Trustee Francis, Trustee Johnson, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the “Agency Request for Investing in our Youth” for the Arden Shore in the amount of \$200.00 and Family First Center and United Belizeans of Northern Illinois, each, in the amount of \$500.00 as presented. Motion by Trustee Willms, second by Trustee Johnson. **Ayes:** Trustee Francis, Trustee Johnson, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

**New Business:** None.

**Old Business:** None.

**Announcements:**

Trustee Johnson mentioned that the New Hope Missionary Baptist Church revival will be held on May 18, 19 & 20, 2016 and invited the Board Member to attend.

**Comments/Concerns-Trustees:** None.

**Adjournment:**

There being no further business to come before the Board, Supervisor Jones adjourned the **May 12, 2016** meeting at 6:40 p.m.

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**PATRICIA JONES, Township Supervisor**

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**ROSE M. STABEN, Township Clerk**