

# WAUKEGAN TOWNSHIP BOARD MEETING

## JULY 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 July 28, 2016.

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

Supervisor Jones requested a motion to approve the **Agenda** for the **July 28, 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 **July 14, 2016** Waukegan Township Board Meeting as presented. Motion by Trustee Johnson, 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 **July 25, 2016** as presented. Motion by Trustee Francis, 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 July 25, 2016

Fund	Bank	Balance	Ins/outs
Town Fund	NorStates Checking	60,636.77	
	NorStates Money Market	930,730.16	
	Illinois Funds	37,534.73	
	No. Chicago Comm Bank	246,268.07	
<b>Total Town Fund</b>		<b>\$1,275,169.73</b>	
General Assistance Fund	First Midwest Checking	316,572.42	
	First Midwest Bank M/M	394,557.24	
	Illinois Funds	7,132.74	
<b>Total General Assistance</b>		<b>\$718,262.40</b>	
IMRF/FICA Fund	First Midwest Bank	71,478.69	
	First Midwest Bank M/M	68,200.91	

	Illinois Funds	163,316.37
<b>Total IMRF/FICA Fund</b>		<b>\$302,995.97</b>
Senior Fund	NorStates Financial	56,305.56
	NorStates Money Market	226,011.65
	First Midwest Money Market	31,283.83
	Illinois Funds	14,039.42
<b>Total Senior Fund</b>		<b>\$327,640.46</b>
		<b>2,624,068.56</b>
Road & Bridge	NorStates Financial	210,450.16
<b>Total Road &amp; Bridge</b>		<b>\$210,450.16</b>

PPRT Taxes Received since last report - 7/10/16

Town - \$ 99,439.64

R&B - \$ 29,617.56

For the states fiscal year of (July 1 - June 30, 2017) we have received a total of for Town \$99,439.64 and for R & B \$ 29,617.56

Town RE Tax - 7/21/16 \$27,788.53  
**Total received FY 2016-17 \$709,808.74**

GA RE Taxes - 7/21/16 \$12,498.50  
**Total received FY 2016-17 \$319,048.06**

IMRF/FICA RE Taxes - 7/21/16 \$4,441.09  
**Total received FY 2016-17 \$113,555.04**

SEN'R RE Taxes - 7/21/16 \$18,716.02  
**Total received FY 2016-17 \$477,774.80**

RB RE Taxes 7/21/16 \$3,152.14  
**Total received FY 2016-17 \$80,444.91**

**Other Payments Rec'd**  
**7/22/16 - \$346,740.00 - 2016 DHS Funding EWC (7/1/15-630/16)**

**Citizen Participation:** None.

**Supervisor's Report:**

Supervisor Jones asked Kim Woods/Marketing Manager to address the Board Members regarding marketing and public relations for the Township. Ms. Woods presented the Board Members with audio and media material for past and upcoming the Township events and services. She also creates and edits the bi-monthly Park Place Preview newsletter.

Supervisor Jones mentioned that she attended State Representative Rita Mayfield's job fair earlier today.

Supervisor Jones mentioned Ann Kindle/Sunday Shift House Manager's retirement celebration. She distributed the "Personnel Action Form" for Mrs. Kindle's replacement (under a new title) for Latoya Robinson/Facility Coordinator-Staben House as a full time position.

Supervisor Jones mentioned that the Staben House "Mortgage Burning/Achievement Celebration" is scheduled for July 30, 2016 for 11:30 a.m. to 1:30 p.m. She welcomed the Board Members to invite their family members and friends for this historical event.

Supervisor Jones distributed the "Transportation Committee" list. She said the committee members are; Betty Christmas, Mary A. Patton, Alderman Larry Eaker, Edward Buschbacher, Myrtis Barker, James Davis, Trustee Johnson and Clerk Rose Staben.

Supervisor Jones distributed the "Salary Review Committee" list. The five members list included a short description of each person; Jeanette Keyes, Victor Ruiz, Rich Davis, Pastor A.C. Conley and Pat Morris.

Supervisor Jones distributed the "Board Resolution Approving Establishment of a Salary Review Committee" for the Board Members to look over. She said October 13, 2016 is the deadline for the salary recommendations.

Supervisor Jones distributed the 1<sup>st</sup> reading policy regarding restricting individuals from any property owned or controlled by the Township due to safety consideration. She asked Attorney Newsome to address the Board Members regarding his drafted 1<sup>st</sup> reading policy.

Supervisor Jones distributed the "Recommendation for Employee Retirement Appreciation" memo dated June 17, 2016 for the Board Members to review.

Supervisor Jones mentioned that the Park Place air conditioning system will be in place within the next month. She said Legat Architect will overlook the system and will be replacing windows at the Eddie Washington Center.

Supervisor Jones asked Assessor Stricklin to update the Board Members regarding the golf outing. He said at the Golf Outing Committee meeting it was discussed seeking sponsors to serve adult refreshments. Supervisor Jones said the Township will serve water and lemonade at the various hole locations.

Supervisor Jones distributed the irrevocable "Letter of Credit No. 67609" received from the Federal Home Loan Bank of Chicago in reference to NorState business.

Supervisor Jones mentioned that the "5K for Labor Day" committee met on July 22, 2016 and the Township staff will be meeting on August 01, 2016 to go over details.

Supervisor Jones mentioned that the “Legislative Breakfast” committee met earlier today.

Supervisor Jones mentioned the “TOI Annual Conference” is scheduled for November 13-15, 2016. She asked for the Board Members attending the conference to see Deputy Clerk Springs for reservation arrangements.

Supervisor Jones mentioned that the TOI dues are paid to date and distributed the membership cards to each Board Member. She said auto decals are on hand and can be giving per request.

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

**Assessor’s Report:**

Assessor Mark Stricklin mentioned that the property evaluation books were sent to the County on July 15, 2016, the County will now add a multiplier. He said the blue notices will be sent out to the home owners on August 09, 2016 and anyone interested in appealing has up to 30 days to do so.

Assessor Stricklin mentioned that he received the office lease proposal from the new building owners. He said the new lease gives him till February 2017 to accept or decline the new terms. Supervisor Jones said the copy of the new lease will be presented at the following Board Meeting for the Board Members to review.

**Executive Session:** None.

**Action on Payroll:**

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending **July 08, 2016** in the amount of **\$149,267.02** 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 Invoices:**

Supervisor Jones requested a motion for the approval of **agenda item #14**, approval of the following invoices for bills submitted for the **July 28, 2016** Board Meeting: Invoices for Town Fund in the amount of **\$18,822.58**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$4,266.34**; Invoices for G/A Fund/Staben House in the amount of **\$1,512.21**; Invoices for Town Fund/Assessor’s Office in the amount of **\$9,412.97**; Invoices for Road and Bridge/Highway Department the amount of **\$2,819.62**; Senior Fund/Park Place in the amount of **\$17,309.72**; Senior Fund/Gift Shoppe in the amount of **\$184.00**; Invoices for Home Sweet Home in the amount of **\$547.20**; 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 the **July 14, 2016** Board Meeting in the amount of **\$10,068.18** as presented. Motion by Trustee Johnson, second by Trustee Francis. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills  
July 28, 2016**

The following is a list of bills that were paid after the board meeting of June 14, 2016 but before the meeting July 28, 2016

Purpose	Payee	Amount
<b>Senior Fund</b>		
<b>Total Senior Fund</b>		<b>\$0.00</b>
<b>G/A Fund</b>		
6/27-7/14	<b>General Assistance Client Payments</b>	\$8,718.18
	Payments made on behalf of GA Clients	
<b>Total G/A Fund</b>		<b>\$8,718.18</b>
<b>R &amp; B Fund</b>		
<b>Total R &amp; B Fund</b>		<b>\$0.00</b>
<b>Town Fund</b>		
7/19/2016	<b>And She Told Others</b>	\$1,000.00
	Organizational Support - Summer Youth Camp	
7/20/2016	<b>Illinois Central Bus</b>	\$350.00
	Organizational Support - Summer Youth Camp	
<b>Total Town Fund</b>		<b>\$1,350.00</b>
Total all checks paid prior to board meeting		\$10,068.18

**Emergency Bills:** None.

**Action Items:**

Supervisor Jones requested a motion for the approval of the “Personnel Action Form” for Latoya Robinson/Staben House Facility Coordinator effective as of 08/08/16 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 “Transportation Committee” appoints; Betty Christmas, Mary A Patton, Alderman Larry Eaker, Edward Buschbacher, Myrtis Barker, James Davis, Trustee Percy Johnson and Clerk Rose Staben as presented. Motion by Trustee McBride, 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 “Recommendation for Employee Retirement Appreciation” as presented. Motion by Trustee Francis, second by Trustee Johnson. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the “Salary Review Committee” members; Jeanette Keyes, Victor Ruiz, Rich Davis, Pastor A.C. Conley and Pat Morris 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 Legat Architects Agreement for Park Place new air conditioning system and EWC windows as presented. Motion by Trustee Francis, second by Trustee Johnson. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the “Letter of Credit No. 67609” as presented. Motion by Trustee Johnson, second by Trustee McBride. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Supervisor Jones. **Nays:** None. **Motion carried.**

**New Business:** None.

**Old Business:** None.

**Announcements:** None.

**Comments/Concerns-Trustees:**

Trustee McBride asked about a Highway Department item page 2. Item description, ACE Hardware purchase in the amount of \$1,383.37 for equipment. Supervisor Jones said she will look into the item.

Trustee Johnson mentioned that New Hope Missionary Baptist Church will be celebrating their 75<sup>th</sup> Anniversary on July 31, 2016 at 3:30 p.m. On August 05, 2016 a banquet will be held at the Milan Banquet Hall at 6:00 p.m. He welcomed the Board Members and their families to attend this celebration.

**Adjournment:**

There being no further business to come before the Board, Supervisor Jones adjourned the **July 28, 2016** meeting at 6:30 p.m.

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**PATRICIA JONES, Township Supervisor**

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**ROSE M. STABEN, Township Clerk**