

# WAUKEGAN TOWNSHIP BOARD MEETING

## AUGUST 11, 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 August 11, 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 Jeff McBride, Clerk Rose M. Staben, Assessor Mark Stricklin, and Supervisor Patricia Jones. **Also Present:** Attorney Torrie M. Newsome, Tami Springs/Executive Assistant/Deputy Clerk 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 **August 11, 2016** Waukegan Township Board Meeting 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 to approve the **Minutes** for the **July 28, 2016** Waukegan Township Board Meeting 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 to approve the **Cash-on-Hand** as **August 08, 2016** as presented. Motion by Trustee McBride, second by Trustee Johnson. **Ayes:** Trustee Francis , Trustee Johnson, Trustee McBride, Supervisor Jones. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report  
as of August 08, 2016

Fund	Bank	Balance	Ins/outs
Town Fund	NorStates Checking	28,867.40	
	NorStates Money Market	930,730.16	
	Illinois Funds	37,534.73	
	No. Chicago Com. Bank	246,268.07	
<b>Total Town Fund</b>		<b>\$1,243,400.36</b>	
General Assistance Fund	First Midwest Checking	245,274.42	
	First Midwest Bank M/M	394,557.24	
	Illinois Funds	7,132.74	
<b>Total General Assistance</b>		<b>\$646,964.40</b>	
IMRF/FICA Fund	First Midwest Bank	68,102.50	

	First Midwest Bank M/M	68,200.91
	Illinois Funds	163,316.37
<b>Total IMRF/FICA Fund</b>		<b>\$299,619.78</b>
Senior Fund	NorStates Financial	173,404.39
	NorStates Money Market	226,011.65
	First Midwest Money Market	31,283.83
	Illinois Funds	14,039.42
<b>Total Senior Fund</b>		<b>\$444,739.29</b>
		<b>2,634,723.83</b>
Road & Bridge	NorStates Financial	220,040.23
<b>Total Road &amp; Bridge</b>		<b>\$220,040.23</b>

PPRT Taxes Received since last report - 07/10/16

Town - \$99,439.64

R&B - \$29,617.56

For the state's fiscal year of (July 01 - June 30, 2017) we have received a total of for Town \$99,439.64 and for R & B \$ 29,617.56

Town RE Tax - 07/21/16	\$27,788.53
<b>Total received FY 2016-17</b>	<b>\$709,808.74</b>

GA RE Taxes - 07/21/16	\$12,498.50
<b>Total received FY 2016-17</b>	<b>\$319,048.06</b>

IMRF/FICA RE Taxes - 07/21/16	\$4,441.09
<b>Total received FY 2016-17</b>	<b>\$113,555.04</b>

SEN'R RE Taxes - 07/21/16	\$18,716.02
<b>Total received FY 2016-17</b>	<b>\$477,774.80</b>

RB RE Taxes 07/21/16	\$3,152.14
<b>Total received FY 2016-17</b>	<b>\$80,444.91</b>

**Other Payments Rec'd**  
**07/22/16 - \$346,740.00 - 2016 DHS Funding EWC (07/01/15-06/30/16)**

**Citizen Participation:**

Angelina Jose and her parents were present to thank the Waukegan Township for the scholarship assistance. Ms. Jose said she will be attending Northwestern University to study biology and has interest in studying medicine.

Drill team instructor Sameia Charity of the Elite Striders Positive Youth Organization was present to thank the Township for past support. She said the drill team will be participating in the "Circle City Classic Football Parade" to be held in

Michigan. Many efforts were done to raise the funds (full cost \$4,000.00) needed and is seeking assistant from the Township.

### **Supervisor's Report:**

Supervisor Jones mentioned that a Resolution will be presented to families of former Alderman Lucius Copeland and Oliver Washington, Jr. who was a community server and assisted with the Children's Shopping Spree. She said the funeral for Mr. Washington was to be held on August 13, 2016 and Mr. Copeland's would be August 19, 2016.

Supervisor Jones mentioned that the "Personnel Action Form" recommendation for the Staben House/Facility Coordinator did not pass the back ground check requirements and this position will be filled at a later date.

Supervisor Jones mentioned that a funding meeting was held at the Staben House on August 10, 2016. The discussion was regarding funding, transitional housing verse sub-housing. She expounded on the process of HUD/CDBG continual funding.

Supervisor Jones distributed the "Board Resolution Approving Establishment of a Transportation Committee-2016" Resolution 16-08, 1<sup>st</sup> reading date of August 10, 2016. The committee names listed; Betty Christmas, Mary Patton, MSG, Alderman Larry Eaker, Edward Buschbacher, Myrtis Barker, Alderman Bonny Mayfield, Dan Dean, Rose Staben and Percy Johnson.

Supervisor Jones distributed the "Board Resolution Approving Establishment of a Salary Review Committee-2016" Resolution 16-09, 1<sup>st</sup> reading date of July 28, 2016, 2<sup>nd</sup> reading date of August 10, 2016. The committee names listed; Jeanette Keyes/Chair, Victor Ruiz, Rich Davis, Dr. A.C. Conley and Pat Morris.

Supervisor Jones distributed the "Waukegan Township Ban/No Trespass Policy" with 1<sup>st</sup> reading date of July 28, 2016 and 2<sup>nd</sup> reading date of August 10, 2016 for the Board members to read. Supervisor Jones said once the policy is adopted a meeting will be held with Park Place attendees.

Supervisor Jones mentioned that Deputy Clerk Springs will be taking on other duties and Juan Hernandez will be shadowing Deputy Clerk Springs to take on her role with the Township Board. Mr. Hernandez swearing in for the role of Deputy Clerk will take place at the following Township Board Meeting of August 25th.

Supervisor Jones asked Senior Citizens Service Committee liaison Trustee Johnson to address the Board Members regarding the August 03, 2016 SCSC event. Trustee Johnson said the guest enjoyed the coloring contest and received good comments from the participants.

Supervisor Jones mentioned the "5K for Labor Day" is scheduled for September 03, 2016 to be held at the Independence Gove.

Supervisor Jones mentioned that the “Legislative Breakfast” is scheduled for September 30, 2016 to be held at the IL. State Beach Resort.

Supervisor Jones mentioned that the “Home for the Holidays” committee will be meeting on August 23, 2016. She welcomed the Board Members to take part with this event.

Supervisor Jones mentioned that “Staben House/Eddie Washington Center Golf Outing” is scheduled for August 19, 2016.

Supervisor Jones distributed the “Spring 2016 Bills Signed Into Law” update list of Bills dated July 21, 2016. She asked the Board Members to read the list with possible discussing in the future.

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

**Assessor's Report:**

Assessor Mark Stricklin distributed his “Why Did My Assessment Go Up?” paper and reviewed the positive factor of the property values going up. He distributed “What's Happening In Our Real Estate Market??” paper and expounded on figures.

**Executive Session:**

Supervisor Jones requested a motion to enter into Executive Session for the purpose of Executive Minutes-5ILCS 120/2 (21) at 5:55 p.m. Motion by Trustee McBride, second by Trustee Johnson. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Supervisor Jones. **Nays:** None. **Motion carried.**

**Open Session resumed at 6:01p.m.**

**Action on Payroll:**

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending July **22, 2016** in the amount of **\$\$110,062.65** as presented. Motion by Trustee Johnson, 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 **\$20,991.84**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$2,787.39**; Invoices for G/A Fund/Staben House in the amount of **\$1,314.97**; Invoices for Town Fund/Assessor's Office in the amount of **\$2,117.69**; Invoices for Road and Bridge/Highway Department the amount of **\$452.12**; Senior Fund/Park Place in the amount of **\$6,896.58**; Senior Fund/Gift Shoppe in the amount of **\$0**; Invoices for Home Sweet Home in the amount of **\$2,864.55**; Invoices for Fundraisers in the amount of **\$0**; as presented.

Motion by Trustee Francis, second by Trustee Johnson. **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 **July 28, 2016** Board Meeting in the amount of **\$48,551.27** as presented. Motion by Trustee McBride, second by Trustee Francis. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills  
August 10, 2016**

The following is a list of bills that were paid after the board meeting of July 28, 2016 but before the meeting August 10, 2016

Purpose	Payee	Amount
<b>Senior Fund</b>		
08/05/2016	<b>Waukegan Township General Fund</b> PP & HSH Health Insurance - July & Aug	\$24,469.50
<b>Total Senior Fund</b>		<b>\$24,469.50</b>
<b>G/A Fund</b>		
08/05/2016	<b>Waukegan Township General Fund</b> GA, SH & EWC Health Insurance - July & Aug	\$13,458.95
07/29-8/9	<b>General Assistance Client Payments</b> Payments made on behalf of GA Clients	\$4,425.10
<b>Total G/A Fund</b>		<b>\$17,884.05</b>
<b>R &amp; B Fund</b>		
<b>Total R &amp; B Fund</b>		<b>\$0.00</b>
<b>Town Fund</b>		
08/05/2016	<b>Waukegan Township General Fund</b> Ass'r Health Insurance - July & Aug.	\$6,197.72
<b>Total Town Fund</b>		<b>\$6,197.72</b>
Total all checks paid prior to board meeting		\$48,551.27

**Emergency Bills:** None.

**Action Items:**

Supervisor Jones requested a motion for the approval of the “Waukegan Township Transportation Committee” Resolution 16-08 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 for the approval of the Recommendation for “Waukegan Township Protocol Violations” Ban/No Trespass Policy 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 for the approval of the “Board Resolution Approving Establishment of a Salary Review Committee-2016 for the 2017-2021 term 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 “Outside Agency Funding Request” Investing in our Youth for the Elite Striders Positive Youth Organization in the amount of \$1,000.00 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 “Outside Agency Funding Request” Local Organization/Agency for Zacharias Center in the amount of \$500.00 as presented. Motion by Trustee McBride, 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 Executive Minutes as follows; 04/12/16 and 04/28/16 to remain closed to the public 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 for the approval of the Executive Minutes 06/23/16 to be open to the public as presented. Motion by Trustee Francis, second by Trustee McBride. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Supervisor Jones. **Nays:** None. **Motion carried.**

**New Business:** None.

#### **Old Business:**

Supervisor Jones congratulated Trustee Johnson and the New Hope Missionary Baptist Church on their 75<sup>th</sup> anniversary celebration.

Trustee Johnson thanked the Township Board Members who attended and for the support to the New Hope Missionary Baptist Church 75<sup>th</sup> anniversary banquet. He thanked Supervisor Jones for her presence speaking at the banquet.

**Announcements:** None.

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

**Adjournment:**

There being no further business to come before the Board, Supervisor Jones adjourned the **August 11, 2016** meeting at 6:23 p.m.

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**PATRICIA JONES, Township Supervisor**

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**ROSE M. STABEN, Township Clerk**