

# WAUKEGAN TOWNSHIP BOARD MEETING

## APRIL 27, 2017

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 Park Place located at 414 South Lewis Avenue, Waukegan, Illinois on Thursday April 27, 2017.

The Board Meeting was called to order at 5:00 p.m. by Supervisor Patricia Jones. Highway Commissioner Mike Hewitt 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, Highway Commissioner Mike Hewitt and Supervisor Patricia Jones. **Also Present:** Attorney Torrie M. Newsome and Juan Hernandez/HR Assistant/Deputy Clerk. **Excused:** Assessor Mark Stricklin. **Absent:** Trustee Charles "Chuck" Willms.

Supervisor Jones requested a motion to approve the **Agenda** for the **April 27, 2017** 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 **April 11, 2017** Waukegan Township Board Meeting as presented. **Discussion:** Clerk Staben made a correction on page 2 under Supervisor's Report, paragraph 1, says April 05, 2016, should say April 04, 2017. On page 3, paragraph 6, says Attorney Newsome and Supervisor Jones would be attending the TOI Topics Day. Should say Attorney Newsome and Supervisor Jones will be attending the Illinois Township Attorney's seminar in Bloomington. Also, on page 5, first line, is should say that Trustee Johnson was absent from Roll Call and was seated at 5:51 p.m. 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 **April 21, 2017** as presented. Motion by Trustee Johnson, 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 April 21, 2017

Fund	Bank	Balance	Ins/outs
Town Fund	NorStates Checking	322,710.28	
	NorStates Money Market	500,368.40	
	Illinois Funds	37,613.88	
	N. Chicago Com. Bank	246,384.15	

<b>Total Town Fund</b>		<b>\$1,107,076.71</b>
General Assistance Fund	First Midwest Checking	101,287.01
	First Midwest Bank M/M	678,857.70
	Illinois Funds	7,144.77
<b>Total General Assistance</b>		<b>\$787,289.48</b>
IMRF/FICA Fund	First Midwest Bank	18,758.13
	First Midwest Bank M/M	3,244.03
	Illinois Funds	163,660.77
<b>Total IMRF/FICA Fund</b>		<b>\$185,662.93</b>
Senior Fund	NorStates Financial	65,409.09
	NorStates Money Market	13,674.72
	First Midwest Money Market	0.00
	Illinois Funds	14,062.94
<b>Total Senior Fund</b>		<b>\$93,146.75</b>
		<b>2,173,175.87</b>
Road & Bridge	NorStates Financial	172,300.16
<b>Total Road &amp; Bridge</b>		<b>\$172,300.16</b>

PPRT Taxes Received since last report -

Town - \$146,363.10

R&B - \$ 43,593.42

For the states fiscal year of (July 01 - June 30, 2017) we have received a total of for Town \$518,793.67 and for R & B \$154,519.74

Town RE Tax -

**Total received FY 2016-17 \$1,345,379.99**

GA RE Taxes -

**Total received FY 2016-17 \$605,413.83**

IMRF/FICA RE Taxes -

**Total received FY 2016-17 \$210,113.80**

SEN'R RE Taxes -

**Total received FY 2016-17 \$906,134.93**

RB RE Taxes

**Total received FY 2016-17 \$152,597.57**

**Other Payments Rec'd**

**Citizen Participation:**

Newly elected Trustee Nathaniel Hewitt was present as a guest.

Fred Turner a retiree from United Airlines was present to introduce himself to the Township Board and offer his service as a volunteer.

**Supervisor's Report:**

Supervisor Jones mentioned that Lake County Board Commissioner Audrey Nixon passed away. She said Commissioner Nixon was the longest serving commissioner. The Township will prepare a Resolution for Commissioner Nixon on behalf of the Township Board.

Supervisor Jones congratulated newly elected Township officials and School Board member Trustee Jeff McBride. She thanked him for his hard work and service to the community.

Supervisor Jones mentioned that there will be one more Township Board meeting before the new Board Members comes onboard. She said the Township will be bidding Farwell to Trustee Francis, Commissioner Hewitt and Trustee McBride.

Supervisor Jones mentioned that the installation for the new Township Board Members is scheduled for May 15, 2017 at Park Place for 6:00 p.m.

Supervisor Jones mentioned that Assessor Mark Stricklin is at the Eddie Washington Center delivering a presentation.

Supervisor Jones distributed the IMRF Resolution. She reviewed the contents that elected officials may participate in the IMRF if they are in positions requiring 1000 hours or more per year. Participants will include the Supervisor, Assessor and the Highway Commissioner.

Supervisor Jones distributed the Waukegan Township & Zion Township Service Agreement dated May 01, 2017. She reviewed the agreement stating that "Zion Township agree to pay (Waukegan Township) the Service Provider \$1,500.00 for support services provided to Zion Township's residents with felony background in need of employment support."

**Dulce Ortiz/Human Resources Manager entered the Board Meeting at 5:25 p.m.**

Supervisor Jones distributed three Township scholarship student applications for three students who will receive \$1,000.00 each if approved.

Supervisor Jones mentioned that the "Coalition to Reduce Recidivism" will provide three scholarships open to Lake County residents. She reviewed the qualification and guidelines. Also, that the CTRR "Youth Summit" is scheduled for May 05, 2017 for middle school students from Zion, Waukegan and Round Lake to be held at CLC Lakeshore Campus.

Supervisor Jones mentioned that the Township will be selling outdated Township office furniture and equipment for a low cost. The office computers, tablets and printers need further discussion.

Supervisor Jones mentioned that the new Shields Township Board met on April 25, 2017. She said the Board Members signed off on the “Transportation Intergovernmental Agreement” as planned.

Supervisor Jones mentioned that the “Waukegan Main Street Lunch with the Mayor” is scheduled for May 15, 2017 at 11:00 a.m. to be held at the Glen Flora Country Club.

Supervisor Jones mentioned that the swearing in of the Township official is scheduled for May 15, 2017 at 6:00 p.m. to be held at Park Place.

Supervisor Jones mentioned that the “Lake County Center for Independent Living” will be having their fund raiser on April 30, 2017.

Supervisor Jones distributed a press release “Lake County Honor Senior at ElderCARE” scheduled for May 07, 2017 from 2:00-5:00 p.m. to be held at St. Gilbert Catholic Church in Grayslake. She said Trustee Francis will be honored at this event.

Supervisor Jones mentioned that she submitted the names, Trustee Francis, Trustee McBride, Trustee Willms and Commissioner Hewitt names to the Lake County TOI as retiring elected officials.

Supervisor Jones distributed the “Outside Agency Requests” Investing In Our Youth and Local Organization/Agency. She highlighted each agency service to the community.

#### **Highway Commissioner’s Report:**

Highway Commissioner Mike Hewitt reported that he has signed off on the black topping. He said the salt was delivered and the bins are full and ready for the following year.

**Assessor’s Report:** None.

#### **Executive Session:**

Supervisor Jones requested a motion to enter into Executive Session for the purpose of Personnel-5ILCS 120/2 (C1) at 5:56 p.m. Motion by Trustee Johnson, second by Trustee Francis. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Supervisor Jones. **Nays:** None. **Motion carried.**

**Open Session resumed at p.m. 6:04 p.m.**

**Action on Payroll:**

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending April **14, 2017** in the amount of **\$100,531.74** 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 Invoices:**

Supervisor Jones requested a motion for the approval of **agenda item #14**, approval of the following invoices for bills submitted for the **April 27, 2017** Board Meeting: Invoices for Town Fund in the amount of **\$18,331.28**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$3,564.25**; Invoices for G/A Fund/Staben House in the amount of **\$3,792.21**; Invoices for Town Fund/Assessor’s Office in the amount of **\$8,775.05**; Invoices for Road and Bridge/Highway Department the amount of **\$736.77**; Senior Fund/Park Place in the amount of **\$13,153.80**; Senior Fund/Gift Shoppe in the amount of **\$271.03**; Invoices for Home Sweet Home in the amount of **\$2,264.37**; 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 **April 11, 2017** Board Meeting in the amount of **\$50,246.22** as presented. Motion by Trustee McBride, second by Trustee Johnson. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills  
April 27, 2017**

The following is a list of bills that were paid after the board meeting of April 11, 2017 but before the meeting April 27, 2017

Purpose	Payee	Amount
<b>Senior Fund</b>		
<b>Total Senior Fund</b>		<b>\$0.00</b>
<b>G/A Fund</b>		
04/11-04/27	<b>General Assistance Client Payments</b>	\$9,250.91
	Payments made on behalf of GA Clients	
<b>Total G/A Fund</b>		<b>\$9,250.91</b>
<b>R &amp; B Fund</b>		
<b>Total R &amp; B Fund</b>		<b>\$0.00</b>
<b>Town Fund</b>		

04/20/2017	<b>Blue Cross, Ameritas, Guardian</b>	\$39,692.99
	May Premiums - all divisions	
04/19/2017	<b>Illinois Township Attorney's</b>	\$100.00
	Registration Fee	
04/19/2017	<b>Torrie Newsome</b>	\$352.98
	Mileage & Per Diem	
04/19/2017	<b>Jeff McBride</b>	\$424.67
	TOI Topics Day - Mileage & Per Diem	
04/19/2017	<b>Rose Staben</b>	\$424.67
	TOI Topics Day - Mileage & Per Diem	
<b>Total Town Fund</b>		<b>\$40,995.31</b>

Total all checks paid prior to board meeting

\$50,246.22

**Emergency Bills:** None.

**Action Items:**

Supervisor Jones requested a motion for the approval of the “Personnel Action Form” for Home Sweet Home/Park Place, and “Waukegan Township Recommendation For Staff Appointment” for Staben House 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 “Resolution-IMRF” 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 “Outside Agency Requests” Local Organization Agency for Waukegan Band Foundation, COOL Ministries and Waukegan Main Street in the amount of \$500.00 each 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 Requests” Investing In Our Youth for First Baptist Church and JIC Community Development Corp., in the amount of \$500.00 each as presented. Motion by Trustee McBride, second by Trustee Johnson. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Supervisor Jones. **Nays:** None. **Motion carried.**

**New Business:**

Trustee Johnson said that he will be attending the Trustee Board Meeting on Friday in Bloomington.

Trustee Francis said that the Gideon Missionary Baptist Church will be celebrating their 95 year anniversary on April 30, 2017 and invited the Board Members to the event.

**Old Business:** None.

**Announcements:** None.

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

**Adjournment:**

There being no further business to come before the Board, Supervisor Jones adjourned the **April 27, 2017** meeting at 6:26 p.m.

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**PATRICIA JONES, Township Supervisor**

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**ROSE M. STABEN, Township Clerk**