

WAUKEGAN TOWNSHIP BOARD MEETING

JUNE 08, 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 Supervisor's Office located at 149 South Genesee Street, Waukegan, Illinois on Thursday June 08, 2017.

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 Sylvester Castellanos led the Members in prayer.

ROLL CALL: Trustee Percy L. Johnson, Trustee Opal Rice, Trustee Sylvester Castellanos, Trustee Nathaniel Hewitt, Clerk Rose M. Staben, Assessor Mark Stricklin, Highway Commissioner Arthur Craigen and Supervisor Patricia Jones.
Also Present: Attorney Torrie M. Newsome and Juan Hernandez/HR Assistant/Deputy Clerk. **Excused: Absent:**

Supervisor Jones requested a motion to approve the **Agenda** for the **June 08, 2017** Waukegan Township Board Meeting as presented. Motion by Trustee Johnson, second by Trustee Hewitt. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Trustee Hewitt, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the **Minutes** for the **May 25, 2017** Waukegan Township Board Meeting as presented. Motion by Trustee Castellanos, second by Trustee Hewitt. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Trustee Hewitt, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the **Cash-on-Hand** as **June 02, 2017** as presented. Motion by Trustee Rice, second by Trustee Johnson. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Trustee Hewitt, Supervisor Jones. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report
as of June 02, 2017

| Fund | Bank | Balance | Ins/outs |
|---------------------------------|------------------------|------------------------|----------|
| Town Fund | NorStates Checking | 26,334.35 | |
| | NorStates Money Market | 294,402.24 | |
| | Illinois Funds | 37,613.88 | |
| | N. Chicago Com. Bank | 246,384.15 | |
| Total Town Fund | | \$604,734.62 | |
| General Assistance Fund | First Midwest Checking | 51,976,365.00 | |
| | First Midwest Bank M/M | 659,890.26 | |
| | Illinois Funds | 7,144.77 | |
| Total General Assistance | | \$52,643,400.03 | |
| IMRF/FICA Fund | First Midwest Bank | 35,338.76 | |
| | First Midwest Bank M/M | 3,224.97 | |

| | | |
|--------------------------------|----------------------------|----------------------|
| | Illinois Funds | 123,660.77 |
| Total IMRF/FICA Fund | | \$162,224.50 |
| Senior Fund | NorStates Financial | 20,382.31 |
| | NorStates Money Market | 13,674.72 |
| | First Midwest Money Market | 0.00 |
| | Illinois Funds | 14,062.94 |
| Total Senior Fund | | \$48,119.97 |
| | | 53,458,479.12 |
| Road & Bridge | NorStates Financial | 148,065.32 |
| Total Road & Bridge | | \$148,065.32 |

PPRT Taxes Received since last report -

Town - \$

R&B - \$

For the states fiscal year of (July 01 - June 30, 2017) we have received a total of for Town \$613,051.24 and for R & B \$182,593.82

Town RE Tax -

Total received FY 2017-18 **\$35,809.84**

GA RE Taxes -

Total received FY 2017-18 **\$16,649.90**

IMRF/FICA RE Taxes -

Total received FY 2017-18 **\$5,438.41**

SEN'R RE Taxes -

Total received FY 2017-18 **\$25,769.70**

RB RE Taxes

Total received FY 2016-17 **\$4,054.98**

Other Payments Rec'd

Citizen Participation: None.

Supervisor's Report:

Supervisor Jones introduced the Township computer consultant Mr. Ronnel Ewing. She said he was present to assistant any Board Members regarding their new electronic devices.

Supervisor Jones mentioned that retired Trustee Katherine Rowell-Francis and Trustee Jeff McBride are doing well. She said she is looking forward to working with the new Board Members.

Supervisor Jones mentioned that the Elected Official's Tour of the facilities held on June 01, 2017 was well attended. She said new ideas were discussed regarding how to acquire the well needed van for the Staben House and improvements for the Art Bus. She said the tour included the Assessor's office and the Highway Department. She said she would like input from Assessor Stricklin and Clerk Staben to improve the Art Bus.

Supervisor Jones thanked Trustee Johnson, Trustee Rice, Trustee Hewitt, Assessor Stricklin, Clerk Staben and Deputy Clerk Hernandez for participating in the "Memorial Day" observance day.

Supervisor Jones mentioned that the Township will be participating in the Waukegan Park District annual "Independence Day Parade" scheduled for July 02, 2017. She said the Park District will be celebrating a 100 years.

Supervisor Jones thanked Commissioner Craigen for volunteering to work on a Township vehicle.

Supervisor Jones mentioned that the Township accommodates \$4,000.00 yearly for scholarships. She said there will be three scholarship (\$1,000.00 each) recipients.

Supervisor Jones mentioned that Vance D. Wyatt will replace the late Lake County Commissioner Audrey Nixon. She said Mr. Wyatt was a Township scholarship recipient. His Swear-In Ceremony is scheduled for June 13, 2017 in the County building 10th floor at 9:00 a.m. The Township Board Members are welcome to attend the swearing.

Supervisor Jones mentioned that she met with Lety Castellanos/Staben House Manager and Nancy Netherton/Financial Manager to discuss the County funding loses. She said the County no longer favors transitional housing.

Supervisor Jones mentioned that she will be meeting with Congressman Brad Schneider on July 06, 2017 to discuss the matter of the Staben House funding.

Supervisor Jones said the "Golf Outing" committee met today. She said Assessor Stricklin will be chairing the committee and Trustee Castellanos will serve as liaison for (\$1,000.00) corporate sponsorship. Assessor Stricklin said the meeting was very productive, assigned responsibilities. Discuss sponsorship and marketing the \$100.00 signs.

Supervisor Jones distributed "A Resolution Authorizing The Sale And Disposal Of Certain Township Personal Property" and asked Clerk Staben to read the resolution.

Supervisor Jones said that Park Place will be changing hours. She said Park Place will no longer be open on Saturdays for the public. But, the public is welcome to the facility if there is a rental event taking place. Purpose to be close on Saturday is to cut down on cost of operations.

Supervisor Jones mentioned that the “Senior Citizen Service Committee” (SCSC) met on June 07, 2017. She asked Trustee Johnson to expound on the meeting. Trustee Johnson said the committee made recommendations for the “Labor Day 5k”. He said the committee was excited to continue the 5k at Independence Grove. Also, Jackie Nieves/Program Director provided information on all the activities for Park Place.

Supervisor Jones mentioned that 30 people participated in the coloring contest. She said staff and SCSC members voted for 1st, 2nd and 3rd place winners. The final contestants were Sabrina Duncan, Evelyn Baily and Evelyn Correa.

Supervisor Jones mentioned the “Perspective” magazine, June 2017 edition. She said this edition has the Freedom of Information Act (FOIA) training information on page 20. The FOIA training can be done from home or at the Township office. This edition also discusses Bill 607 for the elimination of Township and Bill 909 for the abolishment of the Assessor’s office. She expressed the importance of reaching out to our legislators to inform them of a no vote for Bill 607 and Bill 909.

Supervisor Jones mentioned that the Township Supervisors are bonded for the each term as of May 07, 2017 to May 07, 2021 at a cost of \$6,196.00

Supervisor Jones distributed biography of Sandra Eaker a SCSC candidate. She said the SCSC is seeking additional members and they meet on the 1st Wednesday of each month.

Supervisor Jones distributed samples of the business cards and asked Board Members to initial their approval.

Supervisor Jones mentioned that the “Historically Black Colleges & University” (HBCU) cook out is scheduled for July 18, 2017 from 6:00-7:00 p.m. to be held at Park Place.

Supervisor Jones mentioned that the “Expungement Summit & Job Fair” is scheduled for June 24, 2017 from 10:00 a.m. to 2:00 p.m. to be held at Waukegan Community Church.

Supervisor Jones mentioned the “5K For Labor Day Run/Walk” is scheduled for September 02, 2017 starting at 8:00 a.m. to be held at Independence Grove Forest Preserve.

Supervisor Jones distributed the “Outside Agency Request” Investing In Our Youth” for YouthBuild of Lake County/program support. She said they will be having their ceremony on June 22, 2017.

Highway Commissioner’s Report:

Commissioner Craigen reported that grass was cut all along the highway. He said he will be hiring one part-time (must acquire a CDL) at \$18.00 an hour and a seasonal employee at \$10.00 per hour.

Assessor's Report:

Assessor Stricklin briefed the new Board Members on the process of property value.

Executive Session:

Supervisor Jones requested a motion to enter into Executive Session for the purpose of Personnel-5ILCS 120/2 (C1) at 6:15 p.m. Motion by Trustee Johnson, second by Trustee Castellanos. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Trustee Hewitt, Supervisor Jones. **Nays:** None. **Motion carried.**

Open Session resumed at p.m. 6:58 p.m.

Action on Payroll:

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending **May 26, 2017** in the amount of **\$100,680.75** as presented. Motion by Trustee Johnson, second by Trustee Hewitt. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Trustee Hewitt, 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 **June 08, 2017** Board Meeting: Invoices for Town Fund in the amount of **\$27,437.98**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$2,707.82**; Invoices for G/A Fund/Staben House in the amount of **\$905.49**; Invoices for Town Fund/Assessor's Office in the amount of **\$2,472.56**; Invoices for Road and Bridge/Highway Department the amount of **\$200.16**; Senior Fund/Park Place in the amount of **\$2,070.02**; Senior Fund/Gift Shoppe in the amount of **\$0**; Invoices for Home Sweet Home in the amount of **\$1,015.74**; Invoices for Fundraisers in the amount of **\$0**; as presented. Motion by Trustee Castellanos, second by Trustee Hewitt. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Trustee Hewitt, 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 **May 25, 2017** Board Meeting in the amount of **\$11,732.00** as presented. Motion by Trustee Hewitt, second by Trustee Johnson. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Trustee Hewitt, Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills
June 8, 2017**

The following is a list of bills that were paid after the board meeting of May 25, 2017 but before the meeting June 8, 2017

| Purpose | Payee | Amount |
|---------|-------|--------|
|---------|-------|--------|

| | | |
|--|---|---|
| Senior Fund | | |
| 05/31/2017 | Rental Deposit Refund | Alyceson Hughes \$100.00 |
| Total Senior Fund | | \$100.00 |
| G/A Fund | | |
| 05/26-06/08/17 | Payments made on behalf of GA Clients | General Assistance Client Payments \$3,520.00 |
| Total G/A Fund | | \$3,520.00 |
| R & B Fund | | |
| Total R & B Fund | | \$0.00 |
| Town Fund | | |
| 05/30/2017 | Employment Services (past due bill not rec'd by office) | Express Services \$8,112.00 |
| Total Town Fund | | \$8,112.00 |
| Total all checks paid prior to board meeting | | \$11,732.00 |

Emergency Bills: None.

Action Items:

Supervisor Jones requested a motion for the approval of the “Resolution-Obsolete Equipment” as presented. Motion by Trustee Johnson, second by Trustee Castellanos. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Trustee Hewitt, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the “Waukegan Township Recommendation For Staff Appointment” of Ricardo Rojas/Maintenance Worker for Park Place effective June 12, 2017 as presented. Motion by Trustee Johnson, second by Trustee Castellanos. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Trustee Hewitt, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the “Waukegan Township Recommendation For Staff Appointment” of Jeff McBride/Road Maintenance effective June 12, 2017 as presented. Motion by Trustee Hewitt, second by Trustee Castellanos. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Trustee Hewitt, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the denial of Anthony Moore appeal as presented. Motion by Trustee Hewitt, second by Trustee Castellanos. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Trustee Hewitt, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the “2017 Scholarship Recommendations” as presented. Motion by Trustee Johnson, second by Trustee

Castellanos. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Trustee Hewitt, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the “Park Place Days/Hours” as presented. Motion by Trustee Johnson, second by Trustee Hewitt. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Trustee Hewitt, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the “Agency Request” Investing In Our Youth for the YouthBuild of Lake County in the amount of \$1,000.00 as presented. Motion by Trustee Johnson, second by Trustee Castellanos. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Trustee Hewitt, Supervisor Jones. **Nays:** None. **Motion carried.**

New Business: None.

Old Business: None.

Announcements: None.

Comments/Concerns-Trustees:

Trustee Johnson mentioned that the New Hope Missionary Baptist Church will have Trustee/Pastor Stricklin as a guest. He said the service will begin at 11:00 a.m., located at 404 S. Butrick and invited the Board Members to attend.

Adjournment:

There being no further business to come before the Board, Supervisor Jones adjourned the **June 08, 2017** meeting at 7:10 p.m.

PATRICIA JONES, Township Supervisor

ROSE M. STABEN, Township Clerk