

WAUKEGAN TOWNSHIP BOARD MEETING

JUNE 22, 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 22, 2017.

The Board Meeting was called to order at 5:01 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 Sylvestre Castellanos, Trustee Nathaniel Hewitt, Clerk Rose M. Staben, Assessor Mark Stricklin and Supervisor Patricia Jones. **Also Present:** Attorney Torrie M. Newsome, Nancy Netherton/Financial Manager and Juan Hernandez/HR Assistant/Deputy Clerk. **Absent:** Highway Commissioner Arthur Craigen.

Supervisor Jones requested a motion to approve the **Agenda** for the **June 22, 2017** Waukegan Township Board Meeting 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.**

Supervisor Jones requested a motion to approve the **Minutes** for the **June 08, 2017** Waukegan Township Board Meeting 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 to approve the **Cash-on-Hand** as **June 15, 2017** as presented. Motion by Trustee Castellanos, 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 14, 2017

Fund	Bank	Balance	Ins/outs
Town Fund	NorStates Checking	376,176.67	
	NorStates Money Market	435,402.24	
	Illinois Funds	37,697.13	
	N. Chicago Com. Bank	246,438.97	
Total Town Fund		\$1,095,715.01	
General Assistance Fund	First Midwest Checking	173,756.12	

	First Midwest Bank M/M	659,890.26
	Illinois Funds	7,183.86
Total General Assistance		\$840,830.24
IMRF/FICA Fund	First Midwest Bank	129,733.52
	First Midwest Bank M/M	3,224.97
	Illinois Funds	124,027.93
Total IMRF/FICA Fund		\$256,986.42
Senior Fund	NorStates Financial	313,016.69
	NorStates Money Market	13,674.72
	First Midwest Money Market	0.00
	Illinois Funds	14,100.22
Total Senior Fund		\$340,791.63
		2,534,323.30
Road & Bridge	NorStates Financial	206,192.79
Total Road & Bridge		\$206,192.79

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 - \$417,146.77
Total received FY 2017-18 \$452,956.61

GA RE Taxes - \$193,953.76
Total received FY 2017-18 \$210,603.66

IMRF/FICA RE Taxes - \$63,351.73
Total received FY 2017-18 \$68,790.14

SEN'R RE Taxes - \$300,189.73
Total received FY 2017-18 \$325,959.43

RB RE Taxes \$47,225.78
Total received FY 2016-17 \$51,280.76

Other Payments Rec'd

Citizen Participation: None.

Supervisor's Report:

Supervisor Jones redistributed the "School Visitation Leave Policy and Whistle Blower Policy" for the Board Members to review as a second reading. She said a vote for these policies will be taken at the July 13, 2017 Board Meeting.

Supervisor Jones thanked Deputy Clerk Hernandez for his outstanding work with the “Employee Educational, Wellness & Health Fair” scheduled for June 23, 2017. She said the Township, Assessor offices and the Highway Department will be closed on June 23, 2017.

Supervisor Jones distributed the “C2RR” June 19, 2017 public meeting agenda. Also, distributed the “Expungement Summit & Job Fair” flier, scheduled for June 24, 2017

Supervisor Jones mentioned that for the “Independence Day Parade” transportation will be provided from Park Place to the line-up. She said the senior bus will be decorated and will be in the parade and the Township banner will be carried. She thanked Deputy Clerk Hernandez and Township staff for their efforts with the planning of this event.

Supervisor Jones mentioned that she met with the new County Board Commissioner Vance Wyatt to discuss the importance of transitional housing and the “C2RR” programs. She said a letter will be sent to Lake County Commissioner’s Durkin, Hewitt, Wyatt and Cunningham regarding the Staben House status.

Supervisor Jones distributed “Oak Street Health” (clinic) overview/outline. She said the clinic requested to meet with her.

Supervisor Jones mentioned that the Shields Township Supervisor will be meeting with her next week to discuss senior services for North Chicago residents.

Supervisor Jones thanked Trustee Castellanos for his idea of painting the “Art Bus.” She said ArtSpace residents, Main Street committee and Susan Harrington (widow of Jim the Art Bus founder) will be contacted regarding the “Art Bus” new painting. Also, Supervisor Jones asked Assessor Stricklin and Clerk Staben in assisting with the new painting.

Supervisor Jones introduced Lety Castellanos/Staben House Director and asked her to present her departmental review with the Staben House. Mrs. Castellanos presented the Board Members with a presentation and packet information with the Staben House mission, programs, services and day to day functions.

Supervisor Jones mentioned that the Staben House van is no longer operating. The idea of Go Fund was suggested by Trustee Castellanos to raise money for a new van and other needs. Attorney Newsome discussed Crowd Funding and the procedure for non-for-profit entities. He said he will look into other resources to obtain a van. Mrs. Netherton also discussed funding. She said that currently the Staben House is leasing a van from Enterprise rental.

Supervisor Jones distributed a memo dated June 22, 2017 listing quotes for exterior lighting replacements and repairs for the Staben House. The memo shows a quote from Jewell Electric in the amount of \$2,600.00 and Hucker Electric quote in the amount of \$4,369.00. The repair would be for LED lighting with motion sensors.

Commissioner Craigen recommended that the Township look into Commonwealth services for lighting fixtures. Trustee Castellanos suggested Grainger for a quote.

Supervisor Jones asked Mrs. Netherton to address the Board Members regarding the Supervisor vehicle status. Mrs. Netherton said the vehicle runs for the 4 year term of office and the expiration is this month. At this time the auto company made an offer to the township to buy the current vehicle for \$14,100.00 or to start a new lease at \$428.00 (or less) per month. Attorney Newsome recommended the Township accountant to be contacted for advice. Trustee's Rice, Castellanos and Johnson suggested the lease option. Supervisor Jones said the vehicle will be on the July 13, 2017 Board agenda for a vote.

Supervisor Jones thanked Trustee Johnson for attending the "5K for Labor Day Run/Walk" committee meeting. She asked the Board Members to get the word out and seek support for this event.

Supervisor Jones mentioned that the "Golf Outing" will be held at North Chicago Foss Park. She said the Township will set up the beverage sale cart for the event.

Supervisor Jones mentioned that the "YouthBuild" held their B.B.Q. event today at Foss Park. She said the "Waukegan Housing Authority" also supports this event.

Supervisor Jones distributed the "Agency Request" Investing in Our Youth for S.O.C. Summer Day Camp. She said State Representative Rita Mayfield supports this camp endeavors.

Supervisor Jones distributed "Employee Educational Assistance Application" for Ashley Jackson/Financial Assistant. She said the Township encourages its employees to further their education. Ms. Jackson completed accounting-1 at Columbia College.

Supervisor Jones distributed "2017 Education District Registration" for newly elected officials training Boot Camp. Schedule dates July 13 – August 03, 2107.

Highway Commissioner Arthur Craigen entered the Board Meeting at 5:07 p.m.

Highway Commissioner's Report: None.

Assessor's Report:

Assessor Mark Stricklin distributed "Apex Vector Conversion" estimate sheet for software cost-plus and discussed its benefits. He also expounded on what is a qualified and unqualified home sale and the process to determine a fair property market value. He mentioned that the books will be due by July 13, 2017.

Executive Session:

Supervisor Jones requested a motion to enter into Executive Session for the purpose of Personnel-5ILCS 120/2 (C1) and Litigation-5ILCS 120/2 (C11) at 6:35 p.m.

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 enter into Executive Session for the purpose of Litigation-5ILCS 120/2 (C11) at 6:35 p.m. Motion by Trustee Hewitt, second by Trustee Johnson. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Trustee Hewitt, Supervisor Jones. **Nays:** None. **Motion carried.**

Open Session resumed at 6:51 p.m.

Action on Payroll:

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending **June 09, 2017** in the amount of **\$109,824.40** 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.**

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 22, 2017** Board Meeting: Invoices for Town Fund in the amount of **\$13,287.86**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$2,961.18**; Invoices for G/A Fund/Staben House in the amount of **\$5,669.30**; Invoices for Town Fund/Assessor's Office in the amount of **\$8,734.83**; Invoices for Road and Bridge/Highway Department the amount of **\$16,772.21**; Senior Fund/Park Place in the amount of **\$11,768.17**; Senior Fund/Gift Shoppe in the amount of **\$0**; Invoices for Home Sweet Home in the amount of **\$11,890.84**; Invoices for Fundraisers in the amount of **\$0**; as presented. Motion by Trustee Rice, second by Trustee Castellanos. **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 **June 08, 2017** Board Meeting in the amount of **\$8,126.37** 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.**

Paid Bills June 22, 2017

The following is a list of bills that were paid after the board meeting of June 8, 2017 but before the meeting June 22, 2017

Purpose	Payee	Amount
Senior Fund		
06/14/2017	Advanced Security Solutions	\$928.00
	Bingo Detail	
06/16/2017	Honey Bays	\$150.00
	Agency Grant -	
Total Senior Fund		\$1,278.00
G/A Fund		
06/09-06/22	General Assistance Client Payments	\$6,322.68
	Payments made on behalf of GA Clients	
Total G/A Fund		\$6,322.68
R & B Fund		
Total R & B Fund		\$0.00
Town Fund		
06/13/2017	US Dept of State	\$15.45
	Overnight fee for passport error	
06/15/2017	Dulce Ortiz	\$426.00
	Mileage for HR seminar	
06/15/2017	Nancy Netherton	\$84.24
	Mileage for Insurance Workshop	
06/15/2017	Lake County Black Lives Matter	\$200.00
	Agency Grant Father Daughter Prom	
Total Town Fund		\$725.69
Total all checks paid prior to board meeting		\$8,126.37

Emergency Bills: None.

Action Items:

Supervisor Jones requested a motion for the approval of the Jewell Electric for the Staben House exterior lighting replacements and repairs in the amount of \$2,600.00 as presented. Motion by Trustee Johnson, second by Trustee Rice. **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 S.O.C. Summer Day Camp of North Chicago in the amount of \$500.00 as presented. Motion by Trustee Johnson, second by Trustee Rice. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Trustee Hewitt, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval to obtain the legal services of Scott E. Nemanich at a cost of \$265.00 (travel included) per hour as presented. Motion by Trustee Hewitt, second by Trustee Rice. **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 “Employee Educational Assistance Application” for Ashely Jackson in the amount (reimbursement) of \$500.00 as presented. Motion by Trustee Hewitt, second by Trustee Rice. **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 Kinze Bates/Custodian-Park Place, effective June 26, 2017. Also, Mark Stewart/Seasonal Road Maintenance-Highway Department, effective June 26, 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.**

New Business:

Old Business: None.

Announcements:

Trustee Hewitt said that he will be attending the Lake County TOI Township meeting to be held in Wauconda on July 05, 2017. He said the new Board Members will be sworn in.

Comments/Concerns-Trustees:

Trustee Castellanos said he can approach Home Depot for paint. That he would need a request form or letter before contacting the company.

Adjournment:

There being no further business to come before the Board, Supervisor Jones adjourned the **June 22, 2017** meeting at 7:08 p.m.

PATRICIA JONES, Township Supervisor

ROSE M. STABEN, Township Clerk