

# WAUKEGAN TOWNSHIP BOARD MEETING

## JULY 13, 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 July 13, 2017.

The Board Meeting was called to order at 5:00 p.m. by Supervisor Patricia Jones. Trustee Percy L. Johnson led the Members in the Pledge of Allegiance and there was a moment of silence.

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

Supervisor Jones requested a motion to approve the **Agenda** for the **June 13, 2017** Waukegan Township Board Meeting as presented. Motion by Trustee Johnson, second by Trustee Castellanos. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the **Minutes** for the **July 22, 2017** Waukegan Township Board Meeting as presented. Motion by Trustee Rice, second by Trustee Castellanos. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

**Assessor Mark Stricklin entered the Board Meeting at 5:03 p.m.**

Supervisor Jones requested a motion to approve the **Cash-on-Hand** as **July 03, 2017** as presented. Motion by Trustee Castellanos, second by Trustee Johnson. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report  
as of July 03, 2017

Fund	Bank	Balance	Ins/outs
Town Fund	NorStates Checking	416,960.25	
	NorStates Money Market	435,402.24	
	Illinois Funds	37,697.13	
	N. Chicago Com. Bank	246,438.97	
<b>Total Town Fund</b>		<b>\$1,136,498.59</b>	
General Assistance Fund	First Midwest Checking	187,835.78	
	First Midwest Bank M/M	659,890.26	

	Illinois Funds	7,183.86
<b>Total General Assistance</b>		<b>\$854,909.90</b>
IMRF/FICA Fund	First Midwest Bank	148,608.14
	First Midwest Bank M/M	3,224.97
	Illinois Funds	124,027.93
<b>Total IMRF/FICA Fund</b>		<b>\$275,861.04</b>
Senior Fund	NorStates Financial	267,758.40
	NorStates Money Market	13,674.72
	First Midwest Money Market	0.00
	Illinois Funds	14,100.22
<b>Total Senior Fund</b>		<b>\$295,533.34</b>
		<b>2,562,802.87</b>
Road & Bridge	NorStates Financial	200,386.01
<b>Total Road &amp; Bridge</b>		<b>\$200,386.01</b>

PPRT Taxes Received since last report -

Town - \$

R&B - \$

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

Town RE Tax - 06/15 & 6/29	\$237,144.22
<b>Total received FY 2017-18</b>	<b>\$690,100.83</b>

GA RE Taxes - 06/15 & 6/29	\$110,260.99
<b>Total received FY 2017-18</b>	<b>\$320,864.65</b>

IMRF/FICA RE Taxes -06/15 & 06/29	\$36,014.90
<b>Total received FY 2017-18</b>	<b>\$104,805.04</b>

SEN'R RE Taxes -06/15 & 06/29	\$170,655.19
<b>Total received FY 2017-18</b>	<b>\$496,614.62</b>

RB RE Taxes-06/15 & 06/29	\$26,850.99
<b>Total received FY 2016-17</b>	<b>\$78,131.75</b>

Other Payments Rec'd

**Citizen Participation:** None.

**Supervisor's Report:**

Supervisor Jones acknowledged the passing of Trustee Johnson sister Jessie Mae Jones.

Supervisor Jones thanked Trustee Castellanos and Highway Commissioner Arthur Craigen for their referrals regarding new lighting for the Township facilities.

Supervisor Jones asked Nancy Netherton/Financial Manager to address the Board Members regarding the status with new lighting for the Township facilities. Mrs. Netherton distributed "Energy Analysis" packet from American Lighting Corp., and explained the two methods offered and cost. She distributed a lighting energy savings summary packet and reviewed its contents. She also distributed "Brightside LED" summary of their service. Supervisor Jones said a decision has to be made to go with "BrightSide LED" or "American Lighting Corp." and to consider their options. Trustee Castellanos asked about the recycling of the lights. Supervisor Jones said she will check if recycling is included.

Supervisor Jones asked Mrs. Netherton to address the Board Members regarding the Staben House van. Mrs. Netherton said a 2007 van with 85,000 miles was offered at a price of \$6,700.00.

Supervisor Jones asked Mrs. Netherton to up-date the Board Members regarding the Township Supervisors vehicle lease renewal. Mrs. Netherton said a Toyota Camry was available at a cost of \$31,000.00. She said a 36 month lease with a two 6 month extensions to cover the Supervisor's 4 year term is agreed with the dealership. Residual value will be \$17,246.00 at the end of the term. Mrs. Netherton distributed a letter she addressed to Classic Toyota, dated July 11, 2017 regarding the Township entering into a lease agreement. Supervisor Jones asked Clerk Staben to read the "Certified Resolution & Incumbency Certificate to Lease or Finance" dated July 10, 2017.

Supervisor Jones mentioned that Shields Township Supervisor Terry Darraugh offered Waukegan Township a \$5,000.00 grant for North Chicago residents to partake in programs offered by Park Place. She said an Intergovernmental agreement proposal will be sent to Shields Township. Also mentioned that she will meet with North Chicago Mayor Rockingham regarding CDBG funds and Shields funding to help fund the lawn and snow removal program for North Chicago residents to participate.

Supervisor Jones mentioned that she and Lety Castellanos met with Congressman Brad Schneider to discuss the status of the Staben House funding. She said Congressmen Schneider suggested several options to obtain funding.

Supervisor Jones mentioned that she met with Lake County Commissioner Mary R. Cunningham regarding the CDBG application and the requirements for grant qualification. She said she has also made contact with Commissioner Diane Hewitt regarding this grant.

Supervisor Jones mentioned that the HBCU fund raiser is coming up. She said Trustee Rice is a committee member and Assessor Stricklin has been a member.

Supervisor Jones mentioned that the "5K Labor Day Run/Walk" committee met on July 12, 2017. She asked Trustee Rice to expound on the meeting. Trustee Rice said

sponsorship packets and fans will be handed out for distribution at up-coming events. Supervisor Jones said on July 23, 2017 information will be passed out to the faith community.

Supervisor Jones mentioned that “Golf Outing” chair Assessor Stricklin held a meeting today. Assessor Stricklin said new committee members and supporters have come onboard, golfers are needed and asked for the Officials to put in their sign commitment. He said the NorState Bank will allow signage for the “Golf Outing” on their premises. Supervisor Jones said 100 golfers is the goal for this event.

Supervisor Jones thanked Trustee Castellanos for his suggestion of implementing a lifting assessment for employees.

Supervisor Jones mentioned that she received a call from the U.S. Navy regarding several hundred families who have become displaced as a result of the flooding. She said the call was redirected to the “Lake County Housing Authority.”

Supervisor Jones mentioned that the “Puerto Rican Society” 60<sup>th</sup> year anniversary gala (dinner and dance) is scheduled for July 22, 2017.

Supervisor Jones mentioned the “North Chicago Days” is scheduled for August 05, 2017. She said the Township will be participating with a cat fish stand. She said that if any elected officials are not able to walk, they can take a seat at the viewing stand.

Supervisor Jones thanked Trustee Rice, Trustee Hewitt, Clerk Staben, Assessor Stricklin, Deputy Clerk Hernandez and staff for participating in the “Independence Day Parade.” She distributed a thank you letter from the “Waukegan Park District.”

Supervisor Jones distributed “100<sup>th</sup> General Assembly State of Illinois 2017 and 2018” synopsis, amending County Code (SB2065) for DuPage, Lake and McHenry Counties. She recommended that the “Perspective” magazine be read to be abreast on this issue of downsizing Township government.

Supervisor Jones mentioned that the issue on the Township fund accounts balances challenge is in progress with an appointed attorney to dispute for the Township.

Supervisor Jones distributed the “Agency Requests” Investing In Our Youth for Furthering The Lives of Youth/Community Kids Day event, Trinity African Methodist Episcopal Church/Back to School Fest and Elite Striders Positive Youth Organization/National Drill Team Competition. Also, Outside Agency Requests for ElderCARE/Senior Program Support Banner and United Belizeans of Northern Illinois/Scholarship Program Support.

Supervisor Jones distributed the “Waukegan Township 2017” calendar highlighting the Board Meetings and Township holidays.

**Mrs. Netherton exited the Board Meeting at 5:45 p.m.**

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

**Assessor's Report:**

Assessor Mark Stricklin reported that he will withdraw from the Assessors Program. He said the Assessor office is on target with their books and the deadline date is July 15, 2017. He said that the next step is for the County to make their changes before publicizing. Then the tax payers have up to 30 days to challenge the taxes.

**Executive Session:**

Supervisor Jones requested a motion to enter into Executive Session for the purpose of Personnel-5ILCS 120/2 (C1) at 6:18 p.m. Motion by Trustee Rice, second by Trustee Johnson. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

**Open Session resumed at 6:28 p.m.**

**Action on Payroll:**

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending **June 23, 2017** in the amount of **\$106,489.80** as presented. Motion by Trustee Rice, second by Trustee Castellanos. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, 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 23, 2017** Board Meeting: Invoices for Town Fund in the amount of **\$14,949.80**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$2,927.76**; Invoices for G/A Fund/Staben House in the amount of **\$2,026.63**; Invoices for Town Fund/Assessor's Office in the amount of **\$5,355.42**; Invoices for Road and Bridge/Highway Department the amount of **\$3,048.76**; Senior Fund/Park Place in the amount of **\$13,449.07**; Senior Fund/Gift Shoppe in the amount of **\$0**; Invoices for Home Sweet Home in the amount of **\$3,005.83**; Invoices for Fundraisers in the amount of **\$0**; as presented. Motion by Trustee Castellanos, second by Trustee Rice. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, 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 22, 2017** Board Meeting in the amount of **\$126,896.47** as presented. Motion by Trustee Johnson, second by Trustee Castellanos. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

**July 13, 2017**

The following is a list of bills that were paid after the board meeting of June 22, 2017 but before the meeting July 13, 2017

Purpose	Payee	Amount
<b>Senior Fund</b>		
06/27	<b>ICRMT</b>	\$8,288.75
	PP & HSH Liability Ins. Installment	
07/12	<b>Mayflower Tours</b>	\$10,738.00
	Payment - NOLA Cruise	
<b>Total Senior Fund</b>		<b>\$19,026.75</b>
<b>G/A Fund</b>		
06/23-07/13	<b>General Assistance Client Payments</b>	\$7,578.00
	Payments made on behalf of GA Clients	
	<b>ICRMT</b>	\$8,288.75
07/27	Liability installment - EWC & SH	
<b>Total G/A Fund</b>		<b>\$15,866.75</b>
<b>R &amp; B Fund</b>		
<b>Total R &amp; B Fund</b>		<b>\$0.00</b>
<b>Town Fund</b>		
06/27	<b>ICRMT</b>	\$8,288.75
	Liability Installment - Supervisor & Assessor Office	
06/28	<b>Health Insurance to Blue Cross, Guardian &amp; Ameritas</b>	\$83,518.16
	June & July Premiums - All sites	
07/11	<b>Opal Rice</b>	\$56.06
	Mileage for Workshop	
07/13	<b>C2R2 Client Payments</b>	\$140.00
	Transportation, bus passes	
<b>Total Town Fund</b>		<b>\$92,002.97</b>
Total all checks paid prior to board meeting		\$126,896.47

**Emergency Bills:** None.

**Action Items:**

Supervisor Jones requested a motion for the approval of the Supervisor’s Vehicle lease as presented. Motion by Trustee Johnson, second by Trustee Rice. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the “School Visitation & Whistle Blower Policies” as presented. Motion by Trustee Johnson, second by Trustee Castellanos. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Supervisor Jones **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the “Personnel Recommendation Form” of Juan Hernandez/H.R. Assistant/Administrative Support/Deputy Clerk and Syerra Cunningham/Administrative Assistant/Information Clerk, salary increase, effective July 13, 2017 as presented. Motion by Trustee Rice, second by Trustee Johnson. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the “Agency Requests” for Investing In Our Youth for Furthering The Lives of Youth in the amount of \$500.00, Trinity African Methodist Episcopal Church and Elite Striders Positive youth Organization each in the amount of \$200.00 as presented. Motion by Trustee Johnson, second by Trustee Castellanos. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the Agency Requests” for Outside Agency Requests for ElderCARE in the amount of \$350.00 and United Belizeans of Northern Illinois in the amount of \$500.00 as presented. Motion by Trustee Johnson, second by Trustee Rice. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

**New Business:** None.

**Old Business:** None.

**Announcements:** None.

**Comments/Concerns-Trustees:**

Supervisor Jones wished happy birthday to Trustee Rice and Trustee Castellanos and a celebration will take place after the Board Meeting.

Trustee Johnson asked about the TOI membership fees, he said the fees have been requested. Supervisor Jones said she will look into the status of the fees.

**Adjournment:**

There being no further business to come before the Board, Supervisor Jones adjourned the **July 13, 2017** meeting at 6:45 p.m.

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**PATRICIA JONES, Township Supervisor**

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**ROSE M. STABEN, Township Clerk**