

WAUKEGAN TOWNSHIP BOARD MEETING

JULY 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 Supervisor's Office located at 149 South Genesee Street, Waukegan, Illinois on Thursday July 27, 2017.

The Board Meeting was called to order at 5:00 p.m. by Supervisor Patricia Jones. Assessor Mark Stricklin led the Members in the Pledge of Allegiance and Trustee Nathaniel Hewitt led the Members in a moment of silence.

ROLL CALL: Trustee Opal Rice, Trustee Sylvester 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. **Excused:** Trustee Percy L. Johnson. **Absent:** Highway Commissioner Arthur Craigen

Supervisor Jones requested a motion to approve the **Agenda** for the **July 27, 2017** Waukegan Township Board Meeting as presented. Motion by Trustee Hewitt, second by Trustee Castellanos. **Ayes:** Trustee Rice, Trustee Castellanos, Trustee Hewitt, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the **Minutes** for the **July 13, 2017** Waukegan Township Board Meeting as presented. Motion by Trustee Rice, second by Trustee Castellanos. **Discussion:** A correction was made by Supervisor Jones in roll call that Trustee Hewitt should be listed as Excused. **Ayes:** Trustee Rice, Trustee Castellanos, Trustee Hewitt, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the **Cash-on-Hand** as of **July 20, 2017** as presented. Motion by Trustee Hewitt, second by Trustee Castellanos. **Ayes:** Trustee Rice, Trustee Castellanos, Trustee Hewitt, Supervisor Jones. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report
as of July 21, 2017

| Fund | Bank | Balance | Ins/outs |
|---------------------------------|------------------------|-----------------------|----------|
| Town Fund | NorStates Checking | 311,396.91 | |
| | NorStates Money Market | 435,402.24 | |
| | Illinois Funds | 37,722.55 | |
| | N. Chicago Com. Bank | 246,438.97 | |
| Total Town Fund | | \$1,030,960.67 | |
| General Assistance Fund | First Midwest Checking | 69,534.06 | |
| | First Midwest Bank M/M | 659,890.26 | |
| | Illinois Funds | 7,168.90 | |
| Total General Assistance | | \$736,593.22 | |

| | | |
|--------------------------------|----------------------------|---------------------|
| IMRF/FICA Fund | First Midwest Bank | 80,306.93 |
| | First Midwest Bank M/M | 3,224.97 |
| | Illinois Funds | 124,118.60 |
| Total IMRF/FICA Fund | | \$207,650.50 |
| Senior Fund | NorStates Financial | 128,432.63 |
| | NorStates Money Market | 13,674.72 |
| | First Midwest Money Market | 0.00 |
| | Illinois Funds | 14,109.72 |
| Total Senior Fund | | \$156,217.07 |
| | | 2,131,421.46 |
| Road & Bridge | NorStates Financial | 197,094.02 |
| Total Road & Bridge | | \$197,094.02 |

PPRT Taxes Received since last report -

Town - \$96,385.86

R&B - \$28,707.98

For the state's fiscal year of (July 01 - June 30, 2017) we have received a total of for Town \$96,385.86 and for R & B \$28,707.98

Town RE Tax -

Total received FY 2017-18 **\$690,100.83**

GA RE Taxes -

Total received FY 2017-18 **\$320,864.65**

IMRF/FICA RE Taxes -

Total received FY 2017-18 **\$104,805.04**

SEN'R RE Taxes -

Total received FY 2017-18 **\$496,614.62**

RB RE Taxes 06/15 & 06/29

Total received FY 2016-17 **\$26,850.99**
\$78,131.75

Other Payments Rec'd

Citizen Participation:

A citizen was present to observe the Township Board Meeting.

Supervisor's Report:

Supervisor Jones mentioned that a Resolution will be presented to Trustee Johnson in homage to his sister Jessie Mae Jones who recently passed away.

Supervisor Jones mentioned that former Trustee Francis nephew has passed away.

Supervisor Jones asked Nancy Netherton/Financial Manager to address the Board Members regarding the energy analysis with “American Lighting Efficiency Corporation” and “BrightSide LED.” Mr. Netherton presented the pros and cons of each analysis and said that the “BrightSide LED” offers a better package to accommodate the Township facilities. Supervisor Jones thanked the involved Trustees for their advice in this matter.

Supervisor Jones asked Mrs. Netherton to up-date the Board Members regarding the Staben House van. Mrs. Netherton said she researched (auctions pending) several options for purchasing a 2017 or 2018 vehicle. She said the best route would be to outright purchase a van thru a bank at a low interest rate, she will meet with Lety Castellanos/Staben House Manager to make a final decision.

Mrs. Netherton left the Board Meeting at 5:15 p.m.

Supervisor Jones asked Kim Woods/Marketing Manager, to address the Board Members with a departmental overview. Ms. Woods presented the Board Members with an audio highlighting the various social media usage to increase awareness of the Township programs, events, services with the motto of “Programs-Progress-Performance.” She covered the importance of using social media in a positive way. She also distributed material for the current Township activities. Supervisor Jones mentioned that several of the travel trips have sold out and encouraged everyone to sign up early. She thanked the Board Members who participated in painting the “ART BUS” yesterday.

Commissioner Arthur Craigen entered the Board Meeting at 5:20 p.m.

Ms. Woods left the Board Meeting at 5:41 p.m.

Supervisor Jones mentioned that she attended a Community Assessment Conference on July 26, 2017 facilitated by the Waukegan Park District and an outside resource. She said the conference included representatives from Vista, Waukegan Library and the City of Waukegan. The discussion was about finding ways to improve the community.

Supervisor Jones mentioned that the “Golf Outing” committee met today. She asked Assessor Stricklin/Chairperson to address the Board Members with an update. Assessor Stricklin said there are now over 20 foursomes and individual golfers. He believes the foursomes will go over the 100 goal mark. He said August 02, 2017 is the early bird special at \$500.00. After that the cost will go up to \$600.00. Supervisor Jones mentioned that at this time there are 13 paid Hole sponsors and the goal is for 80 sponsors. She mentioned that the dinner cost is \$50.00 per person and the Township will be setting up a lemonade stand for this event.

Supervisor Jones mentioned that the “Coalition to Reduce Recidivism” will be having their annual event on October 27, 2017.

Supervisor Jones mentioned that she met with Marty Shaefer and discussed the matter of the new law that restricts ex-offenders from moving on with employment and living. She said everyone must lobby the representatives to change this law.

Supervisor Jones mentioned that the "HBCU" tour cook-out was held on July 18, 2017. She thanked Trustee Rice and Assessor Stricklin for attending the event. She said a \$1,000.00 donation was received from Mr. & Mrs. Abbott.

Supervisor Jones mentioned that she will be meeting with City Clerk Kilkelly regarding the elimination of 1 or 2 street meters to accommodate the elderly and disabled who visit the Township office.

Supervisor Jones mentioned that she participated in the "Teen & Single Mom 5K" race. She said they gave the Township an appreciation certificate for their support.

Supervisor Jones mentioned that an open house was held at Park Place for the new facility "Oak Street Health" on July 26, 2017. She said the new facility is located on Greenbay Road and will provide service to Medicare recipients with a pharmacy on site as of October 2017. She thanked them for the partnership and invited them to participate in the "Labor Day 5K." They offered to be a sponsor for this event.

Supervisor Jones mentioned that the "Secretary of State" (Jessie White) office contacted her. The Township will start getting reimbursed for transporting Medicare individuals going to and from dialysis treatments. She will also be meeting with Shields Township regarding transportation.

Supervisor Jones mentioned that she met with Work Force Development (WFD) representatives regarding utilizing interns for the Township. She said the interns would assist Ms. Woods in the marketing department and Mr. Hernandez with the Coalition.

Supervisor Jones mentioned that the WFD facility will be providing the Township with 4 workers and their salary will be paid by WFD.

Supervisor Jones mentioned that the annual "Children's Shopping Spree" in conjunction with Shawall Temple will be looking into taking the children to "Jump America" as part of the day activity. She said a person is needed to dress as Santa Claus for the event scheduled for December 06, 2017. Trustee Hewitt said he would dress as Santa Claus. The children will be selected by their school to participate in the shopping spree.

Supervisor Jones thanked the Board Members for attending her birthday celebration and making it a wonderful time.

Highway Commissioner's Report:

Commissioner Arthur Craigen said he will be forwarding photos with what is new at the Highway Department.

Assessor's Report:

Assessor Mark Stricklin reported that in July 15, 2017, the books were turned in. He said the blue cards were mailed to the tax payers on August 01, 2017 followed by the NewsSun paper publication on August 02, 2017. The tax payer will then have 30 days to appeal from the August 01, 2017 date. Each year the number of people challenging their taxes increase, using the on line process/research.

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 6:12 p.m. Motion by Trustee Hewitt, second by Trustee Castellanos. **Ayes:** Trustee Rice, Trustee Castellanos, Trustee Hewitt, Supervisor Jones. **Nays:** None. **Motion carried.**

Open Session resumed at 6: 23 p.m.

Action on Payroll:

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending **July 07, 2017** in the amount of **\$114,627.44** as presented. Motion by Trustee Castellanos, second by Trustee Hewitt. **Ayes:** 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 **July 27, 2017** Board Meeting: Invoices for Town Fund in the amount of **\$18,372.87**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$1,928.74**; Invoices for G/A Fund/Staben House in the amount of **\$1,288.08**; Invoices for Town Fund/Assessor's Office in the amount of **\$8,964.99**; Invoices for Road and Bridge/Highway Department the amount of **\$2,191.84**; Senior Fund/Park Place in the amount of **\$24,467.71**; Senior Fund/Gift Shoppe in the amount of **\$228.16**; Invoices for Home Sweet Home in the amount of **\$3,778.94**; Invoices for Fundraisers in the amount of **\$1,060.00**; as presented. Motion by Trustee Rice, second by Trustee Castellanos. **Ayes:** 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 **July 13, 2017** Board Meeting in the amount of **\$9,518.31** as presented. Motion by Trustee Rice, second by Trustee Hewitt. **Ayes:** Trustee Rice, Trustee Castellanos, Trustee Hewitt, Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills
July 27, 2017**

The following is a list of bills that were paid after the board meeting of July 13, 2017 but before the meeting July 27, 2017

| Purpose | Payee | Amount |
|-----------------------------|---|-------------------|
| Senior Fund | | |
| 07/17/17 | Oscar Garcia | \$312.55 |
| | SHIP Workshop Expense Reimbursement | |
| 07/17/17 | Jacqueline Nieves | \$84.00 |
| | SHIP Workshop Expense Reimbursement | |
| Total Senior Fund | | \$396.55 |
| G/A Fund | | |
| 07/14-07/27 | General Assistance Client Payments | \$7,742.14 |
| | Payments made on behalf of GA Clients | |
| Total G/A Fund | | \$7,742.14 |
| R & B Fund | | |
| Total R & B Fund | | \$0.00 |
| Town Fund | | |
| 07/17/17 | First Communication | \$408.06 |
| | Assessor Phone Bill | |
| 07/17/17 | City of Waukegan | \$190.41 |
| | Town Water Bill | |
| 07/17/17 | Classic Toyota | \$746.15 |
| | First Month & Fees - new lease vehicle | |
| 07/24/17 | C2R2 Client Payments | \$35.00 |
| | Transportation, bus passes | |
| Total Town Fund | | \$1,379.62 |
| | | \$9,518.31 |

Total all checks paid prior to board meeting

Emergency Bills: None.

Action Items:

Supervisor Jones requested a motion for the approval of the “Waukegan Township Employee Resignation” of Johnathan White/Bus Driver, effective as July 28, 2017 as presented. Motion by Trustee Hewitt, second by Trustee Castellanos. **Ayes:** Trustee Rice, Trustee Castellanos, Trustee Hewitt, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the “BrightSide LED” contract as presented. Motion by Trustee Rice, second by Trustee Castellanos. **Ayes:**

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

New Business: None.

Old Business: None.

Announcements: None.

Comments/Concerns-Trustees: None.

Adjournment:

There being no further business to come before the Board, Supervisor Jones adjourned the **July 27, 2017** meeting at 6:30 p.m.

PATRICIA JONES, Township Supervisor

ROSE M. STABEN, Township Clerk