

WAUKEGAN TOWNSHIP BOARD MEETING JANUARY 9, 2020

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 January 9, 2020.

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 Percy L. Johnson led the Members in prayer.

ROLL CALL: Trustee Percy L. Johnson, Trustee Opal Rice, Clerk Rose M. Staben and Supervisor Patricia Jones. **Also, Present:** Township Attorney Torrie M. Newsome and Dijon Ross/Administrative Support/Deputy Clerk. **Excused:** Trustee Nathaniel Hewitt, Trustee Sylvestre Castellanos and Highway Commissioner Arthur Craigen. **Absent:** Assessor Mark Stricklin.

Supervisor Jones requested a motion to approve the **Agenda** for the **January 9, 2020** Waukegan Township Board Meeting as presented. Motion by Trustee Johnson, second by Trustee Rice. **Ayes:** Trustee Johnson, Trustee Rice, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the **Minutes** for the **December 12, 2019** Waukegan Township Board Meeting as presented. Motion by Trustee Rice, second by Trustee Johnson. **Ayes:** Trustee Johnson, Trustee Rice, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the **Minutes** for the **December 26, 2019** Waukegan Township Board Meeting as presented. Motion by Trustee Johnson, second by Trustee Rice. **Ayes:** Trustee Johnson, Trustee Rice, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the **Cash-on-Hand** as **January 7, 2020** as presented. Motion by Trustee Rice, second by Trustee Johnson. **Ayes:** Trustee Johnson, Trustee Rice, Supervisor Jones. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report
1/7/2020

Fund		Balance	Ins/outs
Town Fund	First Midwest Bank	58,953.39	
	First Midwest Bank M/M	459,013.95	
	Illinois Funds	39,268.53	
	N. Chicago Com. Bank	176,563.21	
Total Town Fund		\$733,799.08	
General Assistance Fund	First Midwest Checking	31,589.08	
	First Midwest Bank M/M	338,478.26	
	Illinois Funds	7,464.54	

Total General Assistance		\$377,531.88
IMRF/FICA Fund	First Midwest Bank	42,411.26
	First Midwest Bank M/M	0.00
	Illinois Funds	15,607.28
Total IMRF/FICA Fund		\$58,018.54
Senior Fund	First Midwest Bank	13,036.77
	First Midwest Money Market	25,006.09
	Illinois Funds	14,680.29
Total Senior Fund		\$52,723.15
		1,222,072.65
Road & Bridge	First Midwest Bank	60,479.54
	Waukegan Community Trust	262,172.84
Total Road & Bridge		\$322,652.38

PPRT Taxes Received since last report -

Town - \$

R&B - \$

For the state's fiscal year of (July 1 - June 30, 2020) we have received a total of for Town \$281,565.47 and for R & B \$83,862.60

Town RE Tax 12/5/19

Total received FY 2019-20 **\$1,338,447.88**

GA RE Taxes -

Total received FY 2019-20 **\$668,045.79**

IMRF/FICA RE Taxes -

Total received FY 2019-20 **\$213,775.85**

SEN'R RE Taxes -

Total received FY 2019-20 **\$1,062,731.76**

RB RE Taxes -

Total received FY 2019-20 **\$145,129.21**

Other Payments Rec'd

Citizen Participation: None.

Supervisor's Report:

Supervisor Jones gave an update on the Dr. Martin Luther, Jr. Celebration event and ad book.

Supervisor Jones distributed the Waukegan Township coloring book.

Supervisor Jones mentioned that she met with Highway Commissioner Arthur Craigen to go over funds available for the Highway department.

Highway Commissioner's Report: None.

Assessor's Report: None.

Executive Session:

Supervisor Jones requested a motion to enter Executive Session for the purpose of Personnel-5ILCS 120/2 (C1) at 5:17 p.m. Motion by Trustee Rice, second by Trustee Johnson. **Ayes:** Trustee Johnson, Trustee Rice, Supervisor Jones. **Nays:** None. **Motion carried.**

Open Session resumed at 5:38 p.m.

Action on Payroll:

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending **December 19, 2019** in the amount of **\$161,922.72** as presented. Motion by Trustee Johnson, second by Trustee Rice. **Ayes:** Trustee Johnson, Trustee Rice, 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 **January 9, 2019** Board Meeting: Invoices for Town Fund in the amount of **\$11,423.01**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$622.89**; Invoices for G/A Fund/Staben House in the amount of **\$790.78**; Invoices for Town Fund/Assessor's Office in the amount of **\$3,261.60**; Invoices for Road and Bridge/Highway Department the amount of **\$10,074.60**; Senior Fund/Park Place in the amount of **\$17,797.01**; Senior Fund/Gift Shoppe in the amount of **\$0**; Invoices for Home Sweet Home in the amount of **\$0**; Invoices for Fundraisers in the amount of **\$0**; as presented. Motion by Trustee Rice, second by Trustee Johnson. **Ayes:** Trustee Johnson, Trustee Rice, 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 **December 26, 2019** Board Meeting in the amount of **\$65,363.94** as presented. Motion by Trustee Johnson, second by Trustee Rice. **Ayes:** Trustee Johnson, Trustee Rice, Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills
January 8, 2020**

The following is a list of bills that were paid after the board meeting of December 26, 2019 but before the meeting of January 10, 2020

Purpose	Payee	Amount
Senior Fund		
1/3/2020	Catered Productions	\$4,197.50
Deposit - MLK		
1/8/2020	Audio Visual One	\$543.68
Sound Deposit		
Total Senior Fund		\$4,741.18
G/A Fund		
12/30-1/9/20	General Assistance Client Payments	\$886.75
Sept-Nov Health Insurance Reimbursement		
12/30-1/9/20	Waukegan Township Assistance (monthly)	\$2,750.00
Payments made on behalf of GA Clients		
Total G/A Fund		\$3,636.75
R & B Fund		
Total R & B Fund		\$0.00
Town Fund		
1/3/2020	Northern IL Food Bank	\$800.00
Agency Assistance		
1/9/2020	Health Insurance - All Vendors	\$56,986.01
Feb. Health Insurance		
Total Town Fund		\$56,986.01
Total all checks paid prior to board meeting		\$65,363.94

Emergency Bills:

Supervisor Jones requested a motion for the approval of **agenda item #16**, Emergency Bills submitted prior to the Board Meeting of **January 23, 2020** in the amount of **\$2,131.07** as presented. Motion by Trustee Rice, second by Trustee Johnson. **Ayes:** Trustee Johnson, Trustee Rice, Supervisor Jones. **Nays: Motion carried.**

**Emergency Bills
January 9, 2020**

The following is a list of bills that will need to be paid prior to the meeting of January 23, 2020

Purpose	Payee	Amount
Senior Fund		
	James Sisson	\$100.00
Food Service MLK		
	Dr Kevin Brown	\$400.00
Entertainment MLK		
	Audio Visual One	\$1,631.07
Sound Balance MLK		
Total Senior Fund		\$2,131.07
G/A Fund		
Total G/A Fund		\$0.00
R & B Fund		
Total R & B Fund		\$0.00
Town Fund		
Total Town Fund		\$0.00

Total all checks paid prior to board meeting \$2,131.07

Attestation:

Clerk Staben attested to the above Paid Bills and Emergency Bills as presented.

Action Items:

Supervisor Jones requested a motion for the approval of the 2020 Board Meeting Calendar as presented. Motion by Trustee Johnson, second by Trustee Rice. **Ayes:** Trustee Johnson, Trustee Rice, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the Personnel-Attorney Recommendation as presented. Motion by Trustee Rice, second by Trustee Johnson. **Ayes:** Trustee Johnson, Trustee Rice, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the Annual Cumulative Sick Hours-2019 as presented. Motion by Trustee Johnson, second by Trustee Rice. **Ayes:** Trustee Johnson, Trustee Rice, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the Performance and Salary Review Policy also, Pay Periods and Time Reports Policy as presented. Motion by Trustee Rice, second by Trustee Johnson. **Ayes:** Trustee Johnson, Trustee Rice, Supervisor Jones. **Nays:** None. **Motion carried.**

New Business: None.

Old Business: None.

Announcements:

Supervisor Jones mentioned that a donation in the amount of \$5,000.00 was presented to the HBCU Tour.

Comments/Concerns-Trustees:

Trustee Johnson asked about the TOI Scholarship, mentioned in the current Perspective magazine. Supervisor Jones said she will mention the TOI Scholarship at the MLK event to promote participation.

Trustee Johnson discuss the 2-day Washington DC Conference. He asked about the Waukegan Township participating in this conference.

Adjournment:

There being no further business to come before the Board, Supervisor Jones adjourned the **January 9, 2020** meeting at **5:57 p.m.**

PATRICIA JONES, Township Supervisor

ROSE M. STABEN, Township Clerk