

# WAUKEGAN TOWNSHIP BOARD MEETING JANUARY 23, 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 23, 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 Sylvestre Castellanos led the Members in a silent prayer.

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

Supervisor Jones requested a motion to approve the **Agenda** for the **January 23, 2020** Waukegan Township Board Meeting as presented. Motion by Trustee Rice, second by Trustee Hewitt. **Ayes:** Trustee Hewitt, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

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

Supervisor Jones requested a motion to approve the **Cash-on-Hand** as of **January 17, 2020** as presented. Motion by Trustee Hewitt, second by Trustee Castellanos. **Ayes:** Trustee Hewitt, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report  
1/17/2020

Fund		Balance	Ins/outs
Town Fund	First Midwest Bank	10,289.75	
	First Midwest Bank M/M	224,030.05	
	Illinois Funds	39,268.53	
	N. Chicago Com. Bank	176,563.21	
<b>Total Town Fund</b>		<b>\$450,151.54</b>	
General Assistance Fund	First Midwest Checking	31,589.08	
	First Midwest Bank M/M	278,478.26	
	Illinois Funds	7,464.54	
<b>Total General Assistance</b>		<b>\$317,531.88</b>	
IMRF/FICA Fund	First Midwest Bank	8,209.40	
	First Midwest Bank M/M	0.00	

	Illinois Funds	15,607.28
<b>Total IMRF/FICA Fund</b>		<b>\$23,816.68</b>
Senior Fund	First Midwest Bank	25,028.09
	First Midwest Money Market	25,000.00
	Illinois Funds	14,680.29
<b>Total Senior Fund</b>		<b>\$64,708.38</b>
		<b>856,208.48</b>
Road & Bridge	First Midwest Bank	48,128.20
	Waukegan Community Trust	262,172.84
<b>Total Road &amp; Bridge</b>		<b>\$310,301.04</b>

PPRT Taxes Received since last report -

Town - \$94,485.76

R&B - \$28,142.00

For the state's fiscal year of (July 1 - June 30, 2020) we have received a total of for Town \$376,051.23 and for R & B \$112,004.60

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:**

Lori Nerheim/Vice President of Marketing and Communications for United Way of Lake County gave a presentation on the 211 program and thanked the Waukegan Township for supporting this program.

**Ms. Nerheim left the Board Meeting at 5:30 p.m.**

### **Supervisor's Report:**

Supervisor Jones gave an update on the 2020 Dr. Martin Luther King Jr. Dreamers' Breakfast. She also, distributed the revenue and expense statement of the event. Trustee Rice expounded on the event. Supervisor Jones gave a thank you to all staff members for their efforts in making this event a great success and she also provided ad books to all Board Members.

### **Assessor Mark Stricklin was seated at 5:31 p.m.**

Supervisor Jones mentioned that Juan Hernandez/Human Resources Manager completed the Mental Health First Aid program.

Supervisor Jones distributed the Legal Help Desk flier for legal services provided with office dates and times.

Supervisor Jones mentioned that the Coalition 2 Reduce Recidivism will be meeting next week.

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

### **Assessor's Report:**

Assessor Mark Stricklin reported that the Assessor's office is very busy in the Board of Reviews process. He said all reviews should be done by the end of February.

### **Executive Session:**

Supervisor Jones requested a motion to enter Executive Session for the purpose of Personnel-5ILCS 120/2 (C1) and Litigation-5ILCS 120/2 (C11) and Executive Minutes-5ILCS 120/2 (C21) at 5:54 p.m. Motion by Trustee Rice, second by Trustee Hewitt. **Ayes:** Trustee Hewitt, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

### **Open Session resumed at 6:25 p.m.**

### **Action on Payroll:**

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending **January 2, 2019** in the amount of **\$106,303.53** as presented. Motion by Trustee Rice, second by Trustee Hewitt. **Ayes:** Trustee Hewitt, 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 **January 23, 2019** Board Meeting: Invoices for Town Fund in the amount of **\$14,747.02**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$2,100.90**; Invoices for G/A Fund/Staben House in the amount of **\$6,011.44**; Invoices for Town Fund/Assessor’s Office in the amount of **\$6,299.42**; Invoices for Road and Bridge/Highway Department the amount of **\$911.65**; Senior Fund/Park Place in the amount of **\$9,212.14**; Senior Fund/Gift Shoppe in the amount of **\$234.69**; Invoices for Home Sweet Home in the amount of **\$3,523.86**; Invoices for Fundraisers in the amount of **\$0**; as presented.

Motion by Trustee Castellanos, second by Trustee Rice. **Ayes:** Trustee Hewitt, 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 **January 9, 2019** Board Meeting in the amount of **\$5,702.00** as presented. Motion by Trustee Hewitt, second by Trustee Castellanos. **Ayes:** Trustee Hewitt, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills  
January 23, 2020**

The following is a list of bills that were paid after the board meeting of January 9, 2020 but before the meeting of January 23, 2020

Purpose	Payee	Amount
<b>Senior Fund</b>		
1/17/2020	<b>Keelan Jones</b>	\$500.00
Entertainment MLK		
1/17/2020	<b>Elite Striders</b>	\$150.00
Entertainment MLK		
1/17/2020	<b>Leaping Lizards Entertainment</b>	\$212.00
Stage materials - MLK		
1/17/2020	<b>EZ Design</b>	\$280.00
Stage materials - MLK		
<b>Total Senior Fund</b>		<b>\$1,142.00</b>
<b>G/A Fund</b>		
1/11-1/23	<b>General Assistance Client Payments</b>	\$1,300.00
Sept-Nov Health Insurance Reimbursement		
1/11-1/23	<b>Waukegan Township Assistance (monthly)</b>	\$3,250.00
Payments made on behalf of GA Clients		
<b>Total G/A Fund</b>		<b>\$4,550.00</b>
<b>R &amp; B Fund</b>		

<b>Total R &amp; B Fund</b>		<b>\$0.00</b>
<b>Town Fund</b>		
1/21-1/22	for IDs	<b>C2R2 Client Payments</b> \$10.00
<b>Total Town Fund</b>		<b>\$10.00</b>

Total all checks paid prior to board meeting \$5,702.00

**Emergency Bills:**

Supervisor Jones requested a motion for the approval of **agenda item #15**, Emergency Bill submitted prior to the **January 23, 2020** Board Meeting in the amount of **\$18,947.00** as presented. Motion by Trustee Rice, second by Trustee Hewitt. **Ayes:** Trustee Hewitt, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **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
<b>Senior Fund</b>		
HVAC unit replacement - (Lake County Grant)	<b>McDonough Mechanical</b>	\$18,947.00
<b>Total Senior Fund</b>		<b>\$18,947.00</b>
<b>G/A Fund</b>		
<b>Total G/A Fund</b>		<b>\$0.00</b>
<b>R &amp; B Fund</b>		
<b>Total R &amp; B Fund</b>		<b>\$0.00</b>
<b>Town Fund</b>		
<b>Total Town Fund</b>		<b>\$0.00</b>

Total all checks paid prior to board meeting \$18,947.00

**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 Employee Travel Reimbursement Forms as presented. Motion by Trustee Hewitt, second by Trustee Castellanos. **Ayes:** Trustee Hewitt, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

**New Business:** None.

Supervisor Jones requested a motion for the approval of the Executive Minutes as follows; 06/27/19 with para., 6 & 7 closed and date correction, 07/11/19 with word correction, 07/25/19, 08/08/19 and 08/22/19 all open to the public with changes as presented. Motion by Trustee Hewitt, second by Trustee Castellanos.

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

**New Business:** None.

Supervisor Jones requested a motion for the approval of the Outside Agency/Investing In Our Youth for the Lions Math and Science Academy in the amount of \$250.00 as presented. Motion by Trustee Castellanos, second by Trustee Hewitt. **Ayes:** Trustee Hewitt, Trustee Rice, Trustee Castellanos, Supervisor Jones.

**Nays:** None. **Motion carried.**

**New Business:** None.

**Old Business:** None.

**Announcements:** None.

**Comments/Concerns-Trustees:**

Supervisor Jones mentioned the passing of the mother in law of Trustee Johnson and nephew of Mrs. Springs.

**Adjournment:**

There being no further business to come before the Board, Supervisor Jones adjourned the **January 23, 2020** meeting at **6:40 p.m.**

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**PATRICIA JONES, Township Supervisor**

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**ROSE M. STABEN, Township Clerk**