

# WAUKEGAN TOWNSHIP BOARD MEETING MAY 24, 2018

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 May 24, 2018.

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 Opal Rice led the Members in a silent prayer.

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

Supervisor Jones requested a motion to approve the **Agenda** for the **May 24, 2018** Waukegan Township Board Meeting as presented. Motion by Trustee Johnson, second by Trustee Rice. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the **Minutes** for the **May 10, 2018** 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 **Cash-on-Hand** as May 21, **2018** as presented. Motion by Trustee Rice, second by Trustee Castellanos. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report  
as of May 21, 2018

Fund	Bank	Balance	Ins/outs
Town Fund	NorStates Checking	17,179.40	
	NorStates Money Market	191,727.30	
	Illinois Funds	38,033.69	
	N. Chicago Com. Bank	246,571.46	
<b>Total Town Fund</b>		<b>\$493,511.85</b>	
General Assistance Fund	First Midwest Checking	10,041.51	
	First Midwest Bank M/M	485,291.21	
	Illinois Funds	7,185.84	
<b>Total General Assistance</b>		<b>\$502,518.56</b>	

IMRF/FICA Fund	First Midwest Bank	12,265.97
	First Midwest Bank M/M	0.00
	Illinois Funds	15,079.09
<b>Total IMRF/FICA Fund</b>		<b>\$27,345.06</b>
Senior Fund	NorStates Financial	32,430.93
	NorStates Money Market	0.00
	First Midwest Money Market	0.00
	Illinois Funds	14,131.89
<b>Total Senior Fund</b>		<b>\$46,562.82</b>
		<b>1,069,938.29</b>
Road & Bridge	NorStates Financial	179,875.32
<b>Total Road &amp; Bridge</b>		<b>\$179,875.32</b>

PPRT Taxes Received since last report - 5/10/18

Town - \$109,800.83

R&B - \$16,456.43

For the state's fiscal year of (July 01 - June 30, 2018) we have received a total of for Town \$512,970.63 and for R & B \$152,785.38

Town RE Tax 05/18/18	20,503.21
<b>Total received FY 2018-19</b>	<b>21,184.94</b>

GA RE Taxes - 05/18/18	10,241.63
<b>Total received FY 2018-19</b>	<b>15,577.35</b>

IMRF/FICA RE Taxes - 05/18/18	3,115.94
<b>Total received FY 2018-19</b>	<b>4,739.30</b>

SEN'R RE Taxes - 05/18/18	15,520.46
<b>Total received FY 2018-19</b>	<b>23,606.35</b>

RB RE Taxes 05/18/18	2,341.61
<b>Total received FY 2018-19</b>	<b>3,561.36</b>

**Other Payments Rec'd**

### **Citizen Participation:**

Waukegan High school student Thomas Evans Jr. presented the Board Members with a bio of his past and current compliments. He said he is now a qualified AAU Nationals for a basketball tournament to be held in Florida. He requested support to be able to travel and participate in the tournament. He is also a past participant of the 2018 HBCU Tour.

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

Supervisor Jones introduced Mr. Snodgrass/Lake County United Way. He was present to discuss the 2-1-1 program. He distributed a packet and expounded on the 2-1-1 process and services.

Supervisor Jones briefed the Board Members on HB 1011. She said the HB purpose is to overrule the Township Assessor role. She expressed the importance of contacting our representatives for their support. She said to vote on the HB 1011 will be on the 2020 election ballot.

Supervisor Jones mentioned that the HSH summer program started mowing lawns.

Supervisor Jones updated the Board Members on the Township Scholarship applicants. She expounded on its requirements and mentioned that one current applicant does not meet the criteria for a scholarship.

Supervisor Jones thanked the Board Members that participated in the Bulldogs Walk held last Sunday.

Supervisor Jones mentioned that the Township will be participating in the Waukegan Memorial Parade scheduled to start at 10:00 a.m. on Monday.

Supervisor Jones thanked the Board Members that attended the Black Diamond event.

Supervisor Jones distributed the J.W. Markham Memorial District-AIM Fellowship Dinner flair. She said Trustee Johnson will be their guest speaker scheduled for June 15<sup>th</sup> at 7:00 p.m.

Supervisor Jones mentioned that School District 60 held a teacher's appreciation event and thanked Tami Springs and Rachel Thompson for attending the event.

Supervisor Jones mentioned that the HBCU committee met yesterday. Trustee Rice reported that the committee discussed which schools/States will be chosen for the 2019 HBCU Tour. She said parents are showing interest for a spot. The Boys and Girls Club will be sponsoring students and two chaperons for the 2019 tour. Also, that August 1<sup>st</sup> is scheduled for the first session and September 21<sup>st</sup> is scheduled for the orientation.

Supervisor Jones asked Dulce Ortiz/Human Resources Manager to address the Board Members regarding the Policy Against Discrimination, Harassment and Sexual Misconduct. Ms. Ortiz distributed the policy second reading for the Board Members to review. The policy was discussed with a few recommendation changes.

**Dulce Ortiz left the Board Meeting at 6:07 p.m.**

Supervisor Jones mentioned that the Township purchased a table for the Jesus Name Apostolic Scholarship Brunch for June 09<sup>th</sup> for 10:00 a.m. and invited the Board Members to attend.

Supervisor Jones mentioned that the C2RR Expungement workshop is scheduled for Saturday, June 23<sup>rd</sup> from 10:00 am to 2:00 pm.

Supervisor Jones distributed the FY 2018 Outside Agency Funding Requests form for Investing in our Youth. A letter/packet was distributed from First Baptist Church of North Chicago for their Furthering the Lives of Youth program support

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

**Assessor's Report:** None.

**Executive Session:**

Supervisor Jones requested a motion to enter into Executive Session for the purpose of Personnel-5ILCS 120/2 (C1) at 6:09 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 6:15 p.m.**

**Action on Payroll:**

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending **May 11, 2018** in the amount of **\$99,149.65** as presented. Motion by Trustee Johnson, 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 **May 24, 2018** Board Meeting: Invoices for Town Fund in the amount of **\$21,521.64**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$2,416.68**; Invoices for G/A Fund/Staben House in the amount of **\$4,840.60**; Invoices for Town Fund/Assessor's Office in the amount of **\$8,093.94**; Invoices for Road and Bridge/Highway Department the amount of **\$722.05**; Senior Fund/Park Place in the amount of **\$6,712.04**; Senior Fund/Gift Shoppe in the amount of **\$0**; Invoices for Home Sweet Home in the amount of **\$2,400.32**; 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 **May 10, 2018** Board Meeting in the amount of **\$7,864.64** as presented. Motion by Trustee Rice, second by Trustee Johnson. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills  
May 24, 2018**

The following is a list of bills that were paid after the board meeting of May 10, 2018 but before the meeting of May 24, 2018

Purpose	Payee	Amount
<b>Senior Fund</b>		
05/15/2018	<b>James Sisson</b>	\$100.00
Event catering		
05/17/2018	<b>Ryan Williams</b>	\$142.00
Travel Per-diem		
<b>Total Senior Fund</b>		<b>\$242.00</b>
<b>G/A Fund</b>		
05/14-05/23	<b>General Assistance Payments</b>	\$6,999.86
Payments made on behalf of GA clients		
<b>Total G/A Fund</b>		<b>\$6,999.86</b>
<b>R &amp; B Fund</b>		
<b>Total R &amp; B Fund</b>		<b>\$0.00</b>
<b>Town Fund</b>		
05/14/2018	<b>C2RR-Rentry stipends</b>	\$80.00
payments on behalf of clients		
05/18/2018	<b>Petty Cash</b>	\$119.50
misc. reimbursement for expenses		
05/23/2018	<b>Dulce Ortiz</b>	\$41.80
travel reimbursement		
05/23/2018	<b>Rachel Thompson</b>	\$381.48
Travel expense & per diem - workshop		
<b>Total Town Fund</b>		<b>\$622.78</b>
Total all checks paid prior to board meeting		\$7,864.64

**Emergency Bills:** None.

**Action Items:**

Supervisor Jones requested a motion for the approval of the Personnel/Waukegan Township Recommendation For Staff Appointment and Employee Resignations 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 Employee Educational Assistance for Ashley Jackson 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.**

Supervisor Jones requested a motion for the approval of the Outside Agency Request for Furthering the Lives of Youth-Support Program in the amount of \$500.00 as presented. Motion by Trustee Castellanos, 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:** None.

**Adjournment:**

There being no further business to come before the Board, Supervisor Jones adjourned the **May 24, 2018** meeting at 6:33 p.m.

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**PATRICIA JONES, Township Supervisor**

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**ROSE M. STABEN, Township Clerk**