

# WAUKEGAN TOWNSHIP BOARD MEETING JULY 11, 2019

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 11, 2019.

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, 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. **Absent:** Highway Commissioner Arthur Craigen and Trustee Nathaniel Hewitt.

**Trustee Nathaniel Hewitt entered the Board Meeting at 5:03 p.m.**

Supervisor Jones requested a motion to approve the **Agenda** for the **July 11, 2019** Waukegan Township Board Meeting as presented. Motion by Trustee Rice, second by Trustee Johnson. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Trustee Hewitt, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the **Minutes** for the **June 27, 2019** Waukegan Township Board Meeting as presented. Motion by Trustee Johnson, second by Trustee Castellanos. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Trustee Hewitt, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the **Cash-on-Hand** as **July 08, 2019** as presented. Motion by Trustee Hewitt, second by Trustee Johnson. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Trustee Hewitt, Supervisor Jones. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report  
7/8/2019

Fund		Balance	Ins/outs
Town Fund	First Midwest Bank	230,817.18	
	First Midwest Bank M/M	323,935.34	
	Illinois Funds	38,797.41	
	No. Chicago Com Bank	173,003.53	
<b>Total Town Fund</b>		<b>\$766,553.46</b>	
General Assistance Fund	First Midwest Checking	205,719.59	
	First Midwest Bank M/M	488,260.64	
	Illinois Funds	7,375.09	
<b>Total General Assistance</b>		<b>\$701,355.32</b>	

IMRF/FICA Fund	First Midwest Bank	153,381.98
	First Midwest Bank M/M	0.00
	Illinois Funds	15,420.19
<b>Total IMRF/FICA Fund</b>		<b>\$168,802.17</b>
Senior Fund	First Midwest Bank	202,740.82
	First Midwest Money Market	17.29
	Illinois Funds	14,504.15
<b>Total Senior Fund</b>		<b>\$217,262.26</b>
		<b>1,853,973.21</b>
Road & Bridge	First Midwest Bank	283,401.27
<b>Total Road &amp; Bridge</b>		<b>\$283,401.27</b>

PPRT Taxes Received since last report -

Town - \$

R&B - \$

For the state's fiscal year of (July 1 - June 30, 2019) we have received a total of for Town \$554,940.12 and for R & B \$165,285.75

Town RE Tax 6/14/19	\$325,050.06
<b>Total received FY 2019-20</b>	<b>\$458,704.72</b>

GA RE Taxes - 6/14/19	\$162,300.84
<b>Total received FY 2019-20</b>	<b>\$229,052.23</b>

IMRF/FICA RE Taxes - 6/14/19	\$51,913.72
<b>Total received FY 2019-20</b>	<b>\$73,260.20</b>

SEN'R RE Taxes - 6/14/19	\$258,051.75
<b>Total received FY 2019-20</b>	<b>\$364,198.05</b>

RB RE Taxes 6/14/19	\$35,243.30
<b>Total received FY 2019-20</b>	<b>\$49,766.44</b>

Other Payments Rec'd

**Citizen Participation:** None.

**Supervisor's Report:**

Supervisor Jones asked Attorney Newsome to address the Board Members regarding the policy for public participation. A Township and Park District public comments policy examples was distributed, Attorney Newsome expounded on the guidelines for public participation.

Supervisor Jones asked Attorney Newsome to address the Board Members regarding the Highway Department vehicle sales. How the wording of the vehicles condition was discussed.

Supervisor Jones mentioned that a photo identification will go into place for all Township/Park Place trips for safety reasons.

Supervisor Jones mentioned that the Home Sweet Home is serving 540 homes for the summer/lawn program, for Waukegan, North Chicago and Beach Park.

Supervisor Jones distributed a letter of appreciation from a past Staben House resident. The young lady thanked the Township for the positive experience and now wishes to give back as a volunteer.

Supervisor Jones mentioned the Expungement Summit and thanked Deputy Clerk Ross and Mr. Oscar for their efforts in organizing this event.

Supervisor Jones distributed a letter received from a Prison Re-Entry Facility participant. He praised the Inside/Out publication and would like to have his story published.

Supervisor Jones mentioned that she is waiting on an update regarding the House Bill 348. She said she met with Mayor Cunningham regarding the support to have the HB 348 veto.

Supervisor Jones mentioned that the SH windows will not be replaced and has been put on hold due to extreme high bids.

Supervisor Jones distributed the Alternate Work Arrangements (2<sup>nd</sup> Reading) policy. She said the work from home arrangement would be too costly with data security/protection costs and is pending for now.

Supervisor Jones thanked Trustee Hewitt, Trustee Castellanos, Commissioner Craigen, staff and others for attending the Independence Parade.

Supervisor Jones mentioned the North Chicago Days, Fiesta Patrias, Gurnee Days, and the Zion Labor Day celebrations and said the Township will be participating.

Supervisor Jones mentioned the Benefit Access Outreach scheduled for July 16<sup>th</sup>.

Supervisor Jones mentioned the Ice Cream Social scheduled for July 30<sup>th</sup>.

**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 6:03 p.m. Motion by Trustee Rice, second by Trustee Hewitt. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Trustee Hewitt, Supervisor Jones. **Nays:** None. **Motion carried.**

**Open Session resumed at 6:10 p.m.**

**Action on Payroll:**

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending June **20, 2019** in the amount of **\$110,315.82** as presented. Motion by Trustee Castellanos, second by Trustee Johnson. **Ayes:** Trustee Johnson, 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 11, 2019** Board Meeting: Invoices for Town Fund in the amount of **\$7,709.54**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$2,305.47**; Invoices for G/A Fund/Staben House in the amount of **\$3,490.00**; Invoices for Town Fund/Assessor’s Office in the amount of **\$5,402.94**; Invoices for Road and Bridge/Highway Department the amount of **\$1,366.44**; Senior Fund/Park Place in the amount of **\$8,028.11**; Senior Fund/Gift Shoppe in the amount of **\$71.26**; Invoices for Home Sweet Home in the amount of **\$1,006.00**; Invoices for Fundraisers in the amount of **\$0**; as presented. Motion by Trustee Hewitt, second by Trustee Castellanos. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Trustee Hewitt, Supervisor Jones. **Nays:** None. **Motion carried.**

**Action on Paid Bills:**

**Paid Bills  
July 11, 2019**

The following is a list of bills that were paid after the board meeting of June 27, 2019 but before the meeting of July 11, 2019

Purpose	Payee	Amount
<b>Senior Fund</b>		
7/9/2019	<b>Edward Kretzer</b>	\$100.00
	Room rental deposit refund	
7/11/2019	<b>Health Insurance to vendors</b>	\$49,145.05
	March, April, May and June premiums	
<b>Total Senior Fund</b>		<b>\$49,245.05</b>
<b>G/A Fund</b>		
6/29-7/11/209	<b>General Assistance Client Payments</b>	\$3,436.00
	Payments made on behalf of GA Clients	
30-Jun	<b>Health Insurance to vendors</b>	\$ 19,346.28
	May and June premiums	
<b>Total G/A Fund</b>		<b>\$22,782.28</b>
<b>R &amp; B Fund</b>		
<b>Total R &amp; B Fund</b>		<b>\$0.00</b>
<b>Town Fund</b>		
7/10/2019	<b>Blue Cross Blue Shield</b>	\$42,976.76
	Health insurance month of July	

7/10/2019	<b>Fidelity Life Insurance</b>	\$464.48
	Life insurance month of July	
7/10/2019	<b>Guardian Life Insurance</b>	\$2,761.03
	Dental Insurance month of July	
7/11/2019	<b>Health Insurance to vendors</b>	\$10,791.92
	May and June premiums	
<b>Total Town Fund</b>		<b>\$56,994.19</b>
Total all checks paid prior to board meeting		\$129,021.52

Supervisor Jones requested a motion for the approval of **agenda item #15**, Paid Bills submitted after **June 27, 2019** Board Meeting in the amount of **\$129,021.52** as presented. Motion by Trustee Johnson, second by Trustee Rice. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Trustee Hewitt, Supervisor Jones. **Nays:** None. **Motion carried.**

**Emergency Bills:** None.

**Attestation:**

Clerk Staben attested to the above Paid Bills for this Township Board Meeting of July 11, 2019 as presented.

**Action Items:**

Supervisor Jones requested a motion for the approval of the Personnel/Retirement Position Re-Classification and Open Positions Update. as presented. Motion by Trustee, second by Trustee . **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Trustee Hewitt, Supervisor Jones. **Nays:** None. **Motion carried.**

**New Business:** None.

**Old Business:** None.

**Announcements:** None.

**Comments/Concerns-Trustees:**

Trustee Rice made a correction of the July 11, 2019 Board minutes. On page 3, on line 8, it says continuance and should say continued.

Trustee Johnson mentioned that the TOI Conference for November is now making hotel reservation for the Crown Plaza and encouraged those attending to put in their reservation soon.

**Adjournment:**

There being no further business to come before the Board, Supervisor Jones adjourned the **July 11, 2019** meeting at 6:17 p.m.

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**PATRICIA JONES, Township Supervisor**

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**ROSE M. STABEN, Township Clerk**