

# WAUKEGAN TOWNSHIP BOARD MEETING

## JULY 25, 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 25, 2019.

The Board Meeting was called to order at 5:00 p.m. by Supervisor Patricia Jones. Clerk Staben 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 Opal Rice, Trustee Sylvestre Castellanos, Clerk Rose M. Staben, Assessor Mark Stricklin, and Supervisor Patricia Jones. **Also, Present:** Nancy Netherton/Finance Manager and Deputy Clerk Dijon Ross. **Excused:** Trustee Percy L. Johnson, Trustee Nathaniel Hewitt, Highway Commissioner Arthur Craigen and Attorney Torrie M. Newsome.

Supervisor Jones requested a motion to approve the **Agenda** for the **July 25, 2019** Waukegan Township Board Meeting as presented. Motion by Trustee Rice, second by Trustee Castellanos. **Ayes:** Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

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

Supervisor Jones requested a motion to approve the **Cash-on-Hand** as **July 22, 2019** as presented. Motion by Trustee Rice, second by Trustee Castellanos. **Ayes:** Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report  
07/22/2019

Fund		Balance	Ins/outs
Town Fund	First Midwest Bank	449,087.45	
	First Midwest Bank M/M	163,955.01	
	Illinois Funds	38,797.41	
	No. Chicago Com Bank	173,003.53	
<b>Total Town Fund</b>		<b>\$824,843.40</b>	
General Assistance Fund	First Midwest Checking	238,049.47	
	First Midwest Bank M/M	488,260.64	
	Illinois Funds	7,375.09	
<b>Total General Assistance</b>		<b>\$733,685.20</b>	
IMRF/FICA Fund	First Midwest Bank	75,303.07	
	First Midwest Bank M/M	0.00	
	Illinois Funds	15,420.19	

<b>Total IMRF/FICA Fund</b>		<b>\$90,723.26</b>
Senior Fund	First Midwest Bank	153,293.77
	First Midwest Money Market	17.29
	Illinois Funds	14,504.15
<b>Total Senior Fund</b>		<b>\$167,815.21</b>
		<b>1,817,067.07</b>
Road & Bridge	First Midwest Bank	310,980.38
<b>Total Road &amp; Bridge</b>		<b>\$310,980.38</b>

PPRT Taxes Received since last report -

Town - \$89,402.59

R&B - \$26,628.07

For the state's fiscal year of (July 01 - June 30, 2020) we have received a total of for Town \$89,402.59 and for R & B \$26,628.07

<b>Town RE Tax 7/18/19</b>	<b>\$26,722.38</b>
<b>Total received FY 2019-20</b>	<b>\$690,006.67</b>

GA RE Taxes - 7/18/19	\$13,342.72
<b>Total received FY 2019-20</b>	<b>\$344,543.13</b>

IMRF/FICA RE Taxes - 7/18/19	\$4,268.64
<b>Total received FY 2019-20</b>	<b>\$110,202.12</b>

SEN'R RE Taxes - 7/18/19	\$21,218.58
<b>Total received FY 2019-20</b>	<b>\$547,827.64</b>

RB RE Taxes 7/18/19	\$2,909.02
<b>Total received FY 2019-20</b>	<b>\$74,904.33</b>

**Other Payments Rec'd**

**Citizen Participation:** None.

**Supervisor's Report:**

Supervisor Jones mentioned that the Work From Home Policy 2<sup>nd</sup> reading is rescheduled for the following Board Meeting.

Supervisor Jones asked Nancy Netherton/Finance Manager to address the Board Members regarding the 2019 audit. Mrs. Netherton distributed the Evoy, Kamschulte, Jacobs & Co. LLP letter of engagement dated July 17, 2019. She said the contract is the same as the previous year and the cost is the same at \$6,000.00 for service. Mrs. Netherton also gave an update on the new banking changes. She said the Waukegan Township and the Highway Department will change from First Midwest to the Waukegan Community Bank.

**Mrs. Netherton left the Board Meeting at 5:13 p.m.**

Supervisor Jones distributed the Outside Agency Funding Requests/Investing in our Youth for The Chosen Ones, backpack giveaway program and South Side Positive Youth, Hotshots 3 on 3 Basketball program.

Supervisor Jones mentioned that the C2RR met today and four new members have joined. She said the C2RR legislative committee members held their first meeting, starting with Representative Rita Mayfield.

Supervisor Jones mentioned that the Youth Summit is scheduled for July 31<sup>st</sup> and invited the Board Members to attend this event. She said they are reaching out to other entities to attend and said transportation will be provided to event to be held at CLC.

Supervisor Jones thanked Assessor Stricklin for his efforts with the Golf Outing. She said the last meeting was well attended at Foss Park. Assessor Stricklin said the committee is seeking new sponsors and gift donations are coming in.

Supervisor Jones mentioned that the kick-off for the Benefit Access was held and hopes for more participants.

Supervisor Jones mentioned that the Park Place Ice Cream Social is scheduled for this Friday.

Supervisor Jones asked Board Members planning on attending the November TOI conference to inform Deputy Clerk Ross for lodging arrangements.

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

**Assessor's Report:**

Assessor Stricklin mentioned that the Assessor's office has been without central air for the last two weeks and fans had to be purchased for relief. He said the quad annual period is off to a slow start, experiencing data problems and the good news was that property value is going up.

**Executive Session:**

Supervisor Jones requested a motion to enter Executive Session for the purpose of Personnel-5ILCS 120/2 (C1) at 5:29 p.m. Motion by Trustee Rice, second by Trustee Castellanos. **Ayes:** Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

**Open Session resumed at 5:35 p.m.**

**Action on Payroll:**

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending **July 03, 2019** in the amount of **\$108,911.85** as presented. Motion

by Trustee Castellanos, second by Trustee Rice. **Ayes:** 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 **July 25, 2019** Board Meeting: Invoices for Town Fund in the amount of **\$10,746.21**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$2,404.23**; Invoices for G/A Fund/Staben House in the amount of **\$13,001.41**; Invoices for Town Fund/Assessor’s Office in the amount of **\$6,425.77**; Invoices for Road and Bridge/Highway Department the amount of **\$3,916.68**; Senior Fund/Park Place in the amount of **\$11,462.29**; Senior Fund/Gift Shoppe in the amount of **\$0**; Invoices for Home Sweet Home in the amount of **\$9,195.11**; Invoices for Fundraisers in the amount of **\$0**; as presented. Motion by Trustee Castellanos, second by Trustee Rice. **Ayes:** 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 **July 11, 2019** Board Meeting in the amount of **\$3,948.42** as presented. Motion by Trustee Rice, second by Trustee Castellanos. **Ayes:** Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills  
July 25, 2019**

The following is a list of bills that were paid after the board meeting of July 11, 2019 but before the meeting of July 25, 2019

Purpose	Payee	Amount
<b>Senior Fund</b>		
07/24/2019	Eileen Bayer	\$12.00
	Refund - trip overpayment	
07/24/2019	Roland Canales	\$150.00
	entertainment for Ice Cream Social	
<b>Total Senior Fund</b>		<b>\$162.00</b>
<b>G/A Fund</b>		
07/15-7/25	General Assistance Client Payments	\$3,286.42
	Payments made on behalf of GA Clients	
<b>Total G/A Fund</b>		<b>\$3,286.42</b>
<b>R &amp; B Fund</b>		
<b>Total R &amp; B Fund</b>		<b>\$0.00</b>
<b>Town Fund</b>		
07/24/2019	Women Enuf, Inc	\$500.00
	Township program support	
<b>Total Town Fund</b>		<b>\$500.00</b>

Total all checks paid prior to board meeting \$3,948.42

**Emergency Bills:** None.

**Attestation:**

Clerk Staben attested to the above Paid Bills for this Township Board Meeting of **July 25, 2019** as presented.

**Action Items:**

Supervisor Jones requested a motion for the approval of the Personnel/Recommended For Staff Appointments presented. Motion by Trustee Castellanos, second by Trustee Rice. **Ayes:** Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the Letter of Engagement for Evoy, Kamshulte Jacobs & Co. for FYE 02/28/19 Audit in the amount of \$6,000.00 as presented. Motion by Trustee Castellanos, second by Trustee Rice. **Ayes:** Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the new bank account for the Waukegan Township & Highway Department. as presented. Motion by Trustee Rice, second by Trustee Castellanos. **Ayes:** Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the Outside Agency Request/Investing in our Youth for The Chosen Ones in the amount of \$300.00 and South Side Positive Youth in the amount of \$300.00 as presented. Motion by Trustee Castellanos, second by Trustee Rice. **Ayes:** 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 **July 25, 2019** meeting at 5:43 p.m.

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**PATRICIA JONES, Township Supervisor**

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**ROSE M. STABEN, Township Clerk**