

WAUKEGAN TOWNSHIP BOARD MEETING

AUGUST 22, 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 August 22, 2019.

The Board Meeting was called to order at 5:00 p.m. by Supervisor Patricia Jones. Assessor Mark Stricklin led the Members in the Pledge of Allegiance and Trustee Opal Rice led the Members in a prayer.

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

Supervisor Jones requested a motion to approve the **Agenda** for the **August 22, 019** Waukegan Township Board Meeting as presented. Motion by Trustee Hewitt, second by Trustee Rice. **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 **August 08, 2019** Waukegan Township Board Meeting 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.**

Supervisor Jones requested a motion to approve the **Cash-on-Hand** as **August 19, 2019** 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.**

Waukegan Township Cash-on-Hand Report
08/19/2019

Fund		Balance	Ins/outs
Town Fund	First Midwest Bank	301,147.67	
	First Midwest Bank M/M	163,961.84	
	Illinois Funds	38,797.41	
	No. Chicago Com. Bank	173,003.53	
Total Town Fund		\$676,910.45	
General Assistance Fund	First Midwest Checking	157,592.55	
	First Midwest Bank M/M	188,403.50	
	Illinois Funds	7,375.09	
Total General Assistance		\$353,371.14	

IMRF/FICA Fund	First Midwest Bank	44,629.35
	First Midwest Bank M/M	0.00
	Illinois Funds	15,420.19
Total IMRF/FICA Fund		\$60,049.54
Senior Fund	First Midwest Bank	54,377.68
	First Midwest Money Market	0.00
	Illinois Funds	14,504.15
Total Senior Fund		\$68,881.83
		1,159,212.96
Road & Bridge	First Midwest Bank	33,456.50
	Waukegan Community Trust	260,000.00
Total Road & Bridge		\$293,456.50

PPRT Taxes Received since last report -

Town - \$

R&B - \$

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

Town RE Tax

Total received FY 2019-20 **\$690,006.67**

GA RE Taxes -

Total received FY 2019-20 **\$344,543.13**

IMRF/FICA RE Taxes -

Total received FY 2019-20 **\$110,202.12**

SEN'R RE Taxes -

Total received FY 2019-20 **\$547,827.64**

RB RE Taxes

Total received FY 2019-20 **\$74,904.33**

Other Payments Rec'd

Citizen Participation: None.

Supervisor's Report:

Supervisor Jones asked Juan Hernandez/Human Resources to introduce the insurance guest Rob Schaefer/Vista National. Mr. Schaefer distributed a packet and review the new medical, dental, vision and life proposals and changes if any.

Supervisor Jones asked Nancy Netherton/Finances Manager to introduce the audit guest James Kevin Kinnavay/C.P.A. Mr. Kinnavay distributed a packet and review its contents for the varies Township funds and said the Township funds are in good shape.

Supervisor Jones distributed the completed Policy On Public Comment At Township Board Meetings policy and reviewed its contents.

Supervisor Jones distributed the 2019 EWC/SH Golf Outing revenue-expense chart, showing at this time revenue over expense (in hand) of \$12,777.43 and revenue over expense (with due) in the amount of \$16,477.43. She said the golf outing banquet food was great and thanked the Township staff and committee for a great job.

Supervisor Jones mentioned that she is in communication with State Representative Rita Mayfield concerning State funding for the Staben House.

Supervisor Jones mentioned the passing of the House Bill 348. She said information needs to go out to the residents to clarity the HB 348 and inform them that the Township and the Highway Department will continue.

Supervisor Jones mentioned that the HBCU gathering went well and that Trustee Rice is serving as liaison. She said the budget will be revisited for the purpose of liability for the HBCU tours.

Supervisor Jones mentioned that the Legal Help Desk is growing with clients. She said a fee sliding scale will be used and for those that don't qualify for LHD a list of attorneys will be provided to them.

Highway Commissioner's Report:

Commissioner Arthur Craigen said his department is at work and keeping busy. He said his department workers heard about the passing of the HB 348 and have some concerns. Supervisor Jones said all the department positions will be good till 2021.

Assessor's Report:

Assessor Mark Stricklin said the office has lots of work sorting the books. Also, that the County data is not running well yet.

Assessor Mark Stricklin left the Board Meeting at 6:55 p.m.

Executive Session:

Supervisor Jones requested a motion to enter Executive Session for the purpose of Personnel-5ILCS 120/2 (C1) at 6:53 p.m. Motion by Trustee Johnson, second by Trustee Rice. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Trustee Hewitt, Supervisor Jones. **Nays:** None. **Motion carried.**

Open Session resumed at 6:56 p.m.

Action on Payroll:

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending **August 15, 2019** in the amount of **\$115,108.67** 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.**

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 **August 22, 2019** Board Meeting: Invoices for Town Fund in the amount of **\$10,912.73**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$2,265.22**; Invoices for G/A Fund/Staben House in the amount of **\$1,831.71**; Invoices for Town Fund/Assessor’s Office in the amount of **\$8,516.82**; Invoices for Road and Bridge/Highway Department the amount of **\$836.97**; Senior Fund/Park Place in the amount of **\$6,410.85**; Senior Fund/Gift Shoppe in the amount of **\$0**; Invoices for Home Sweet Home in the amount of **\$1,853.30**; Invoices for Fundraisers in the amount of **\$150.00**; as presented. Motion by Trustee Rice, second by Trustee Hewitt. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Trustee Hewitt, 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 **August 08, 2019** Board Meeting in the amount of **\$15,651.96** as presented. Motion by Trustee Castellanos, second by Trustee Rice. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Trustee Hewitt, Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills
August 22, 2019**

The following is a list of bills that were paid after the board meeting of August 08, 2019 but before the meeting of August 22, 2019

Purpose	Payee	Amount
Senior Fund		
	Mayflower Tours	\$8,647.00
08/12/2019	Payment for 3 paid travelers - Tuscany	
	Nancy Jackson	\$161.00
08/16/2019	Trip Refund	
Total Senior Fund		\$8,808.00
G/A Fund		
08/14/2019	Big Eds	\$2,312.87

08/09-08/22	Food for Golf Outing General Assistance Client Payments	\$4,156.09
	Payments made on behalf of GA Clients	
Total G/A Fund		\$6,468.96
R & B Fund		
08/19/2019	MG Auto Glass	\$75.00
	Truck repair	
Total R & B Fund		\$75.00
Town Fund		
08/13/2019	James Sisson	\$300.00
	HBCU Cookout Catering	
Total Town Fund		\$300.00
Total all checks paid prior to board meeting		\$15,651.96

Emergency Bills: None.

Attestation:

Clerk Staben attested to the above Paid Bills presented for this Township Board Meeting of **August 22, 2019** as presented.

Action Items:

Supervisor Jones requested a motion for the approval of the Personnel/Recommendation for Staff Appointment for the Staben House 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.**

Supervisor Jones requested a motion for the approval of the 2020 Insurance Renewal with Vista National for medical, dental vision and life 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 for the approval of the Audit Approval/Kevin Kinnavay, Evoy Kamshulte Jacobs and Co., 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 for the approval of the Selective Language Audience Participation Policy as presented. Motion by Trustee Rice, second by Trustee Hewitt. **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: None.

Adjournment:

There being no further business to come before the Board, Supervisor Jones adjourned the **August 22, 2019** meeting at 7:06 p.m.

PATRICIA JONES, Township Supervisor

ROSE M. STABEN, Township Clerk