

WAUKEGAN TOWNSHIP BOARD MEETING DECEMBER 26, 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 December 26, 2019.

The Board Meeting was called to order at 5:00 p.m. by Supervisor Patricia Jones. Highway Commissioner Arthur Craigen led the Members in the Pledge of Allegiance and Trustee Opal Rice led the Members in prayer.

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

Supervisor Jones requested a motion to approve the **Agenda** for the **December 26, 2019** Waukegan Township Board Meeting as presented. Motion by Trustee Johnson, second by Trustee Hewitt. **Ayes:** Trustee Johnson, Trustee Hewitt, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Assessor Mark Stricklin entered the Board Meeting at 5:12 p.m.

Supervisor Jones requested to have the Minutes for the **December 12, 2019** Waukegan Township Board Meeting approved at the following Board Meeting.

Supervisor Jones requested a motion to approve the **Cash-on-Hand** as **December 23, 2019** as presented. Motion by Trustee Johnson, second by Trustee Hewitt. **Ayes:** Trustee Johnson, Trustee Hewitt, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report
12/23/2019

Fund		Balance	Ins/outs
Town Fund	First Midwest Bank	76,071.09	
	First Midwest Bank M/M	459,013.95	
	Illinois Funds	39,268.53	
	N. Chicago Com. Bank	176,025.56	
Total Town Fund		\$750,379.13	
General Assistance Fund	First Midwest Checking	18,597.47	
	First Midwest Bank M/M	338,460.06	
	Illinois Funds	7,464.54	
Total General Assistance		\$364,522.07	
IMRF/FICA Fund	First Midwest Bank	32,638.93	
	First Midwest Bank M/M	0.00	

	Illinois Funds	15,607.28
Total IMRF/FICA Fund		\$48,246.21
Senior Fund	First Midwest Bank	32,220.67
	First Midwest Money Market	25,006.09
	Illinois Funds	14,680.29
Total Senior Fund		\$71,907.05
		1,235,054.46
Road & Bridge	First Midwest Bank	83,519.70
	Waukegan Community Trust	261,374.50
Total Road & Bridge		\$344,894.20

PPRT Taxes Received since last report -

Town - \$ 25,840.10

R&B - \$7,696.32

For the state's fiscal year of (July 1 - June 30, 2020) we have received a total of for Town \$281,565.47 and for R & B \$83,862.60

Town RE Tax 12/5/19	\$21,527.62
Total received FY 2019-20	\$1,338,447.88

GA RE Taxes - 12/5/19	\$10,737.27
Total received FY 2019-20	\$668,045.79

IMRF/FICA RE Taxes - 12/5/19	\$3,437.06
Total received FY 2019-20	\$213,775.85

SEN'R RE Taxes - 12/5/19	\$17,065.69
Total received FY 2019-20	\$1,062,731.76

RB RE Taxes - 12/5/19	\$2,330.25
Total received FY 2019-20	\$145,129.21

Other Payments Rec'd

Citizen Participation: None.

Supervisor's Report:

Supervisor Jones asked Nancy Netherton/Financial Manager to address the Board Members regarding the 2019 Tax Levy. Mrs. Netherton distributed the Ordinance No. 10-03 CERTIFICATE OF ANNUAL TOWNSHIP TAX LEVY 2019 and the Ordinance No. 19-04 for ROAD & BRIDGE and reviewed its contents with the Board Members.

Juan Hernandez/Human Resources entered the Board Meeting at 5:16 p.m.

Supervisor Jones asked Mr. Hernandez to address the Board Members regarding the Performance/Salary Review & Pay Periods/Time Reports Policies. Mr. Hernandez distributed said policies and stated that we're already following these processes. We just want to make sure that we have them on paper.

Supervisor Jones gave an update on the 2020 Census. She said the Township flier will include that the 2020 Census is for all the residents of Illinois and the Census workers must be over the age of 18 years old and a United States citizen.

Highway Commissioner's Report:

Commissioner Arthur Craigen and Supervisor Jones will meet on Monday to clarify the remaining Road & Bridge budget.

Assessor's Report:

Assessor Mark Stricklin said that their Annual Assessors' Meeting was held today at the County building. Assessor Stricklin said the Assessor's office continues to be extremely busy with the Board of Review process. He anticipated that hearings would go live in January 2020. It was stated that property values in Waukegan continue to increase, which is very good news.

Assessor Stricklin and Commissioner Craigen left the Board Meeting at 5:34 p.m.

Executive Session:

Supervisor Jones requested a motion to enter Executive Session for the purpose of Personnel-5ILCS 120/2 (C1) at 5: 34 p.m. Motion by Trustee Castellanos, second by Trustee Rice. **Ayes:** Trustee Johnson, Trustee Hewitt, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Open Session resumed at 6:18 p.m.

Juan Hernandez left the Board Meeting at 6:19 p.m.

Action on Payroll:

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending **December 5, 2019** in the amount of **\$28,742.76** as presented. Motion by Trustee Rice, second by Trustee Hewitt. **Ayes:** Trustee Johnson, 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 **December 26, 2019** Board Meeting: Invoices for Town Fund in the amount of **\$28,742.76**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$2,747.29**; Invoices for G/A Fund/Staben House in the amount of **\$1,920.47**; Invoices for Town Fund/Assessor’s Office in the amount of **\$10,997.25**; Invoices for Road and Bridge/Highway Department the amount of **\$2,016.17**; Senior Fund/Park Place in the amount of **\$15,927.42**; Senior Fund/Gift Shoppe in the amount of **\$0**; Invoices for Home Sweet Home in the amount of **\$2,318.09**; Invoices for Fundraisers in the amount of **\$0**; as presented. Motion by Trustee Castellanos, second by Trustee Johnson. **Ayes:** Trustee Johnson, 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 **December 12, 2019** Board Meeting in the amount of **\$5,047.53** as presented. Motion by Trustee Hewitt, second by Trustee Johnson. **Ayes:** Trustee Johnson, Trustee Hewitt, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills
December 26, 2019**

The following is a list of bills that were paid after the board meeting of December 12, 2019 but before the meeting of December 26, 2019

Purpose	Payee	Amount
Senior Fund		
Total Senior Fund		\$0.00
G/A Fund		
12/13-12/26	General Assistance Client Payments	\$1,547.53
	Sept-Nov Health Insurance Reimbursement	
10/25-11/14/19	Waukegan Township Assistance (monthly)	\$3,500.00
	Payments made on behalf of GA Clients	
Total G/A Fund		\$5,047.53
R & B Fund		
Total R & B Fund		\$0.00
Town Fund		
Total Town Fund		\$0.00

Total all checks paid prior to board meeting \$5,047.53

Emergency Bills: None.

Attestation:

Clerk Staben attested to Paid Bills for the Township Board Meeting of December 26, 2019 as presented.

Action Items:

Supervisor Jones requested a motion for the approval of the 2019 Tax Levy for General Township Purposes in the amount of \$3,370,736.00 as presented. Motion by Trustee Johnson, second by Trustee Castellanos. **Ayes:** Trustee Johnson, Trustee Hewitt, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the 2019 Tax Levy for Road & Bridge Purposes in the amount of \$285,157.00 as presented. Motion by Trustee Rice, second by Trustee Hewitt. **Ayes:** Trustee Johnson, Trustee Hewitt, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the Outside Agency Request/Northern Illinois Food Bank in the amount of \$800.00 as presented. Motion by Trustee Johnson, second by Trustee Castellanos. **Ayes:** Trustee Johnson, Trustee Hewitt, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

New Business: None.

Old Business: None.

Announcements: None.

Comments/Concerns-Trustees:

Attorney Newsome and Trustee Johnson wished the Township Board Members and their families a wishful New Year.

Adjournment:

There being no further business to come before the Board, Supervisor Jones adjourned the **December 26, 2019** meeting at **6: 29 p.m.**

PATRICIA JONES, Township Supervisor

ROSE M. STABEN, Township Clerk