

# WAUKEGAN TOWNSHIP BOARD MEETING JANUARY 12, 2023

The Regular meeting of the Board of Trustees of Waukegan Township, County of Lake, of the State of Illinois was held at the Waukegan Township’s Supervisor’s Office located at 149 South Genesee Street, Waukegan, Illinois on Thursday January 12, 2022.

The Board Meeting was called to order at 5:00 p.m. by Supervisor Marc L. Jones. Assessor Mark Stricklin led the Members in the Pledge of Allegiance and Trustee Sylvestre Castellanos led the Members in prayer.

**ROLL CALL:** Trustee Percy L. Johnson, Trustee Jeff McBride, Trustee Sylvestre Castellanos, Trustee Dulce Ortiz, Clerk Rose M. Staben, Assessor Mark Stricklin, Supervisor Marc L. Jones and Township Attorney Torrie M. Newsome. **Also, Present:** Dijon Ross/Administrative Support/Deputy Clerk.

Supervisor Jones called out for any citizen participation via phone, there was no response from any caller.

Supervisor Jones requested a motion to approve the **Agenda** for the **January 12, 2023** Waukegan Township Board Meeting as presented. Motion by Trustee Johnson, second by Trustee Ortiz. **Ayes:** Trustee Johnson, Trustee McBride, Trustee Castellanos, Trustee Ortiz, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the **Minutes** for the **December 22, 2022** Waukegan Township Board Meeting as presented. Motion by Trustee McBride, second by Trustee Johnson. **Ayes:** Trustee Johnson, Trustee McBride, Trustee Castellanos, Trustee Ortiz, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the **Cash-on-Hand** as of **January 5, 2023** as presented. Motion by Trustee Castellanos, second by Trustee Johnson. **Ayes:** Trustee Johnson, Trustee McBride, Trustee Castellanos, Trustee Ortiz, Supervisor Jones. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report  
1/5/2023

Fund		Balance
Town Fund	Old National Bank	116,093.62
	Old National Bank M/M	1,182,816.55
	Illinois Funds	39,850.44
	No. Chicago Com Bank	367,823.90
<b>Total Town Fund</b>		<b>\$1,706,584.51</b>
General Assistance Fund	Old National Bank	168,739.05
	Old National Bank M/M	297,669.54
	Illinois Funds	7,577.15

Transferred 50K to Cap Improve

<b>Total General Assistance</b>		<b>\$473,985.74</b>
IMRF/FICA Fund	Old National Bank	127,726.32
	Illinois Funds	15,828.89
<b>Total IMRF/FICA Fund</b>		<b>\$143,555.21</b>
Senior Fund	Old National Bank	46,938.17
	Old National Bank M/M	288,054.51
	Illinois Funds	14,905.90
<b>Total Senior Fund</b>		<b>\$349,898.58</b>
		<b>2,674,024.04</b>
Road & Bridge	Old National Bank	149,074.40
	Waukegan Community Trust	323,336.72
<b>Total Road &amp; Bridge</b>		<b>\$472,411.12</b>

PPRT Taxes Received since last report -

Town - \$

R&B - \$

For the state's fiscal year of (July 1 - June 30, 2023) we have received a total of for Town \$865,497.90 and for R & B \$257,783.44

Town RE Tax

**Total received FY 2022-23 \$1,314,614.10**

GA RE Taxes -

**Total received FY 2022-23 \$673,826.44**

IMRF/FICA RE Taxes -

**Total received FY 2022-23 \$218,658.07**

SEN'R RE Taxes -

**Total received FY 2022-23 \$1,069,598.88**

RB RE Taxes -

**Total received FY 2022-23 \$143,008.05**

**Other Deposits**

**Citizen Participation:** None.

**Supervisor's Report:**

Supervisor Jones welcomed the Board with greetings and good wishes for the new year 2023.

Supervisor Jones mentioned that the Township facilities will be closed on Monday in observance of Dr. Martin Luther King, Jr. Day.

Supervisor Jones mentioned that the Dr.Martin Luther King, Jr. 21st Annual Dreamers' Ceremony is scheduled for January 16th via virtual and looks forward to seeing us all for this well sponsored and presenters.

Supervisor Jones mentioned that the C2RR Public Meeting is scheduled for January 23rd via zoom.

Supervisor Jones distributed the HBCU Experience flier. He said the event is scheduled for February 20th and 20 students will be hosted. He also thanked Deputy Clerk Ross and Tami Springs for their efforts with this event.

**Juan Hernandez/Human Resources Manager entered the Board Meeting at 5:22 p.m.**

Supervisor Jones as Mr. Hernandez to address the Board Members regarding the employee mileage increase. Mr Hernandez distributed the Employee Monthly Mileage Compilation form. He said due to the high cost of living the milage rate will increase to 6.5% for the year 2023. Also, distributed the Elected Officials/Employee Conference/Seminar Expense Sheet with mileage and food coverage amounts.

**Mr. Hernandez exited the Board Meeting at 5:25 p.m.**

Supervisor Jones discussed the Shields Township interest for intergovernmental agreement to serve beyond the 18th street limits and to cover North Chicago as a whole for services.

Supervisor Jones mentioned the Agency Request for NAUW 28th Annual Salute to African American Educator Luncheon scheduled for February 18th. He said he would recommend an amount of \$260.00 (4 tickets at \$65.00 each.) He asked if anyone on the Board wished to attend the event to inform the office.

Supervisor Jones mentioned that the EWC and the SH are close to capitol compilation.

Supervisor Jones mentioned that G.I.V.P. hiring is in process and discussed the need of applicants for many positions.

**Assessor's Report:**

Assessor Stricklin gave an update on the reassessment property process. He distributed a list of All Population Race Statistics/2020 Census Data and reviewed its contents. Also, reviewed tax exempts for seniors, accessed via online.

**Executive Session:** None.

**Action on Payroll:**

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending **December 21, 2023** in the amount of **\$129,692.26** as presented. Motion by Trustee Johnson, second by Trustee McBride. **Ayes:** Trustee Johnson, Trustee McBride, Trustee Castellanos, Trustee Ortiz, 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 **January 21, 2023** Board Meeting: Invoices for Town Fund in the amount of **\$11,725.28**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$720.02**; Invoices for G/A Fund/Staben House in the amount of **\$655.07**; Invoices for Town Fund/Assessor’s Office in the amount of **\$3,854.49**; Invoices for Capital Improvements in the amount of **\$0**; Invoices for General Assistance in the amount of **\$0**; Invoices for Road and Bridge/Highway Department the amount of **\$2,581.09**; Senior Fund/PA Jones Center in the amount of **\$6,449.62**; Senior Fund/Gift Shoppe in the amount of **\$0**; Invoices for Home Sweet Home in the amount of **\$64.69**; Invoices for Fundraisers in the amount of **\$**; as presented. Motion by Trustee Johnson, second by Trustee Ortiz. **Ayes:** Trustee Johnson, Trustee McBride, Trustee Castellanos, Trustee Ortiz, 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 the **December 22, 2022** Board Meeting in the amount of **\$42,013.37** as presented. Motion by Trustee Castellanos, second by Trustee McBride. **Ayes:** Trustee Johnson, Trustee McBride, Trustee Castellanos, Trustee Ortiz, Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills  
January 12, 2023**

The following is a list of bills that were paid after the board meeting of December 22, 2022 and before the meeting of January 12, 2023

Purpose	Payee	Amount
<b>Senior Fund</b>		
<b>Total Senior Fund</b>		<b>\$0.00</b>
<b>G/A Fund</b>		
12/23-1/12 Rental Assistance	<b>LCRA Funds (Lake Cty Rental Asst)</b>	<b>\$36,399.37</b>
12/26-1/12 Funeral, lodging, rental, utility)	<b>Waukegan Township Emergency Asst</b>	<b>\$1,500.00</b>
12/23-1/12	<b>Waukegan Township Pay Card Assistance</b>	<b>\$3,864.00</b>

	Monthly client exp	
<b>Total G/A Fund</b>		<b>\$41,763.37</b>
R & B Fund		
<b>Total R &amp; B Fund</b>		<b>\$0.00</b>
<b>Town Fund</b>		
12/30/2022	Waukegan Park District	\$250.00
	sponsorship - polar bear plunge	
<b>Total Town Fund</b>		<b>\$250.00</b>
Total all checks paid prior to board meeting		\$42,013.37

**Emergency Bills:** None.

**Attestation:**

Clerk Staben attested to the above Paid Bills as presented.

**Action Items:**

Supervisor Jones requested a motion for the approval of the Employee Monthly Mileage Compilation for an increase to 6.5% as presented. Motion by Trustee Johnson, second by Trustee McBride. **Ayes:** Trustee Johnson, Trustee McBride, Trustee Castellanos, Trustee Ortiz, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the Agency Request for NAUW 28th Annual Salute to African American Educator Luncheon in the amount of \$260.00 for 4-\$65.00 tickets as presented. Motion by Trustee Johnson, second by Trustee McBride. **Ayes:** Trustee Johnson, Trustee McBride, Trustee Castellanos, Trustee Ortiz, Supervisor Jones. **Nays:** None. **Motion carried.**

**New Business:** None.

**Old Business:** None.

**Announcements/Comments/Concerns-Trustees:** None.

Trustee Johnson extended an invitation to attend a Dr. Martin Luther King, Jr. program on Sunday for 6:00 p.m.at the First Corinthians Baptist Church in North Chicago.

**Adjournment:**

There being no further business to come before the Board, Supervisor Jones requested a motion to adjourn the **January 12, 2023** meeting at **6:09 p.m.** Motion by Trustee McBride, second by Trustee Johnson. **Ayes:** Trustee Johnson, Trustee McBride, Trustee Castellanos, Trustee Ortiz, Supervisor Jones. **Nays:** None. **Motion carried.**

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**MARC L. JONES, Township Supervisor**

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**ROSE M. STABEN, Township Clerk**



## TOWN

WAUKEGAN TOWNSHIP  
Ledger Of Selected Entries  
01-06-23

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Entry	Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
90047)		ACCURATE EMPLOYMENT SCREENING				
7683	12-31-22	0101.558	2141887			72.42
	EMPLOYMENT SCREENING					
	Vendor Totals				0.00	72.42
90060)			ADP, LLC			
7684	12-02-22	0101.532	62052692			1066.25
	PAYROLL PROCESSING					
	Vendor Totals				0.00	1066.25
90087)			CAPTAIN'S SECURITY			
7685	01-01-23	0101.522	26234			384.00
	EQUIP MONITORING					
	Vendor Totals				0.00	384.00
90266)			CONSTELLATION ENERGY SERVICES			
7686	12-09-22	0101.538	7639750			314.73
	ELECTRIC					
	Vendor Totals				0.00	314.73
90267)			CONSTELLATION NEWENERGY-GAS			
7687	12-15-22	0101.538	3639033			310.21
	GAS - UTILITIES					
	Vendor Totals				0.00	310.21
90268)			COMMUNITY YOUTH NETWORK, INC			
7688	01-01-23	0101.558	1854			150.45
	EAP SERVICES					
	Vendor Totals				0.00	150.45
90293)			CINTAS CORPORATION #47P			
7691	08-30-22	0101.520				43.26
	INV 412759921					
7692	10-11-22	0101.520				56.50
	INV 4133882939					
7693	12-28-22	0101.520				56.50
	INV 41417465538					
7694	01-04-03	0101.520				56.50
	INV 4142317743					
7695	12-20-22	0101.520				56.50
	INV 4140845722					
	Vendor Totals				0.00	269.26

WAUKEGAN TOWNSHIP  
Ledger Of Selected Entries  
01-06-23

Entry	Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
90350)						
7690	12-13-22	0101.594	FP81383			1557.59
	COMPUTER EQUIPMENT					
	Vendor Totals				0.00	1557.59
90404)						
7689	12-09-22	0101.526	NONE			312.36
	ACCT 8771100190881662					
	Vendor Totals				0.00	312.36
90605)						
7696	01-01-23	0101.530	DG4822			474.52
	PHONE SERVICE					
	Vendor Totals				0.00	474.52
90915)						
7698	12-19-22	0100.230				500.00
	HBCU EXPERIENCE PRESENTER					
	Vendor Totals				0.00	500.00
91161)						
7699	12-12-22	0101.582	21467			72.50
	NEW FLAGS/SUP OFFICE					
	Vendor Totals				0.00	72.50
91184)						
7700	12-29-22	0101.582	10182506			128.22
	SALT FOR WALKS AND LOT					
	Vendor Totals				0.00	128.22
91585)						
7701	12-26-22	0101.528				595.77
	EQUIP LEASE - 3105887739					
	Vendor Totals				0.00	595.77
91730)						
7697	12-14-22	0101.510	80559			4217.00
	WORKMANS COMP					
	Vendor Totals				0.00	4217.00



WAUKEGAN TOWNSHIP  
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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(92248) 07702 01-02-23 PR/MARKETING	WOODS CREATION 4 U LLC 0101.532B	010223			1300.00
Vendor Totals				0.00	1300.00
			Report Totals	0.00	11725.28

WAUKEGAN TOWNSHIP  
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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(90266) 27739 12-09-22 ELECTRIC - UTILITIES	CONSTELLATION ENERGY SERVICES 0203.538	823830			334.43
Vendor Totals				0.00	334.43
(90267) 27738 12-15-22 GAS - UTILITIES	CONSTELLATION NEWENERGY-GAS 0203.538	3639033			257.38
Vendor Totals				0.00	257.38
(91184) 27740 12-19-22 SALT - WALKS/LOT	LURVEY LANDSCAPE SUPPLY 0203.582	10182506			128.21
Vendor Totals				0.00	128.21
		Report Totals		0.00	720.02

## SENIORS

WAUKEGAN TOWNSHIP  
Ledger Of Selected Entries  
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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(90167)		AMERICAN OUTFITTERS			
27720 12-19-22 UNIFORMS	0601.582	361284			62.50
27721 12-19-22 UNIFORMS	0601.582	361285			123.00
27722 12-19-22 UNIFORMS	0601.582	361283			154.20
Vendor Totals				0.00	339.70
(90266)		CONSTELLATION ENERGY SERVICES			
27724 12-09-22 ELECTRIC	0601.540	12448119			110.21
Vendor Totals				0.00	110.21
(90267)		CONSTELLATION NEWENERGY-GAS			
27723 12-15-22 GAS - UTILITIES	0601.540	3639033			491.25
Vendor Totals				0.00	491.25
(90404)		COMCAST BUSINESS			
27725 12-08-22 ACCT 8771100190881308	0601.526	NONE			271.69
Vendor Totals				0.00	271.69
(91585)		PITNEY BOWES GLOBAL FINANCIAL			
27727 12-26-22 INV. 3105887400 - LEASE	0601.528	NONE			612.15
Vendor Totals				0.00	612.15
(91605)		PACE SUBURBAN BUS			
27726 12-27-22 TRANSPORTATION PROGRAM	0601.801C1	6731			200.00
Vendor Totals				0.00	200.00
(91619)		PETTY CASH			
27728 01-05-23 TRIP REFUND	0600.405A				12.00
Vendor Totals				0.00	12.00

SENIORS

WAUKEGAN TOWNSHIP  
 Ledger Of Selected Entries  
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Entry	Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(91939)		SYNERGIZED COACHING, INC.				
27729	01-04-23 FITNESS INSTRUCTION	0601.515	32			1961.92
27730	01-04-23 ARPA GRANT	0601.801G	33			960.05
	Vendor Totals				0.00	2921.97
(92102)			ULINE			
27732	12-15-22 OFFICE SUPPLIES	0601.581	57716275			207.24
	Vendor Totals				0.00	207.24
(92124)			U.S. BANK EQUIP. FINANCE			
27731	12-20-22 EQUIP LEASE	0601.581	90003381			141.78
	Vendor Totals				0.00	141.78
(92297)			WAREHOUSE DIRECT			
27733	12-21-22 BLDG MAINT. SUPPLIES	0601.582	5398590			565.26
27734	12-14-22 OFFICE SUPPLIES	0601.581	5394331			110.50
27735	12-13-22 BLDG MAINT SUPPLIES	0601.582	5392627			356.26
27736	12-27-22 OFFICE SUPPLIES	0601.581	5400922			91.23
27737	12-28-22 OFFICE SUPPLIES	0601.581	54009221			18.38
	Vendor Totals				0.00	1141.63
	Report Totals				0.00	6449.62



WAUKEGAN TOWNSHIP  
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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(90331)	COMMONWEALTH EDISON COMPANY				
07715 12-07-22	0602.582	NONE			64.69
ACCT 2654070098					
Vendor Totals				----- 0.00	----- 64.69
Report Totals				----- 0.00	----- 64.69
				=====	=====

WAUKEGAN TOWNSHIP  
Ledger Of Selected Entries  
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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(90886) 17714 12-12-22 COPIER USE	0102.581	IMPACT NETWORKING, 2812793	LLC		320.86
Vendor Totals				0.00	320.86
(91326) 17710 12-19-22 CONTRACT LABOR	0102.515	LARRY WICKETTS NONE			1160.00
17711 12-26-22 CONTRACT LABOR	0102.515	NONE			1040.00
17712 12-31-22 CONTRACT LABOR	0102.515	NONE			1280.00
Vendor Totals				0.00	3480.00
(92201) 17713 12-15-22 ACCT 242296986-00001	0102.530	VERIZON WIRELESS NONE			53.63
Vendor Totals				0.00	53.63
		Report Totals		0.00	3854.49
				=====	=====

