

WAUKEGAN TOWNSHIP BOARD MEETING FEBRUARY 25, 2021

The Regular meeting of the Board of Trustees of Waukegan Township, County of Lake, of the State of Illinois was held Zoom Video Conference Calling for the Waukegan Township’s Supervisor’s Office located at 149 South Genesee Street, Waukegan, Illinois on Thursday February 25, 2021.

The Board Meeting was called to order at 5:00 p.m. by Supervisor Patricia Jones. Trustee Percy L. Johnson led the Members in the Pledge of Allegiance and Trustee Nathaniel Hewitt 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, Supervisor Patricia Jones and Township Attorney Torrie M. Newsome. **Also Present:** Nancy Netherton/Finance Manager, Dijon Ross/Administrative Support/Deputy Clerk Juan Hernandez/Human Resources Manager and Marc Jones/Eddie Washington Center/Home Sweet Home Manager. **Excused:** Assessor Mark Stricklin. **Absent:** Highway Commissioner Arthur Craigen.

Supervisor Jones provided the Waukegan Township residents with the Township online contact information and phone number for participation during this Zoom Video Conference Calling.

Supervisor Jones requested a motion to approve the **Agenda** for the **February 25, 2021** Waukegan Township Board Meeting as presented. Motion by Trustee Rice, second by Trustee Castellanos. **Ayes:** Trustee Johnson, Trustee Hewitt, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the **Minutes** for the **February 11, 2021** Waukegan Township Board Meeting 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.**

Supervisor Jones requested a motion to approve the **Cash-on-Hand** as of **February 22, 2021** as presented. Motion by Trustee Rice, second by Trustee Johnson. **Ayes:** Trustee Johnson, Trustee Hewitt, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report
2/22/2021

Fund		Balance	Ins/outs
Town Fund	First Midwest Bank	98,371.75	
	First Midwest Bank M/M	300,072.07	
	Illinois Funds	39,723.60	
	No. Chicago Com Bank	67,447.61	
Total Town Fund		\$505,615.03	

General Assistance Fund	First Midwest Checking	200,014.19
	First Midwest Bank M/M	0.00
	Illinois Funds	7,555.06
Total General Assistance		\$207,569.25
IMRF/FICA Fund	First Midwest Bank	8,590.53
	First Midwest Bank M/M	0.00
	Illinois Funds	15,786.11
Total IMRF/FICA Fund		\$24,376.64
Senior Fund	First Midwest Bank	65,491.02
	First Midwest Money Market	0.00
	Illinois Funds	14,862.08
Total Senior Fund		\$80,353.10
		817,914.02
Road & Bridge	First Midwest Bank	137,395.53
	Waukegan Community Trust	182,073.89
Total Road & Bridge		\$319,469.42

PPRT Taxes Received since last report -

Town - \$

&B - \$

For the state's fiscal year of (July 1 - June 30, 2021) we have received a total of for Town \$350,757.59 and for R & B \$104,470.97

Town RE Tax 1/14/21

Total received FY 2020-21 **\$1,306,291.51**

GA RE Taxes - 1/14/21

Total received FY 2020-21 **\$660,930.96**

IMRF/FICA RE Taxes - 1/14/21

Total received FY 2020-21 **\$217,952.61**

SEN'R RE Taxes - 1/14/21

Total received FY 2020-21 **\$1,066,094.80**

RB RE Taxes - 1/14/21

Total received FY 2020-21 **\$140,816.09**

Citizen Participation: None.

Supervisor's Report:

Supervisor Jones asked Nancy Netherton/Finance Manager to address the Board Members regarding the 2020-2021 Budget. Mrs. Netherton reviewed the budget revenues and expenditures for all department funds. Supervisor Jones asked if there were any questions, the Board Members were all in agreement with the budget presented, she said this budget will be posted for a 30 period.

Supervisor Jones asked Mrs. Netherton to address the Board Members regarding the End of Year Line Items Transfers. Mrs. Netherton presented a screen share and reviewed all the department line item reductions and additions changes.

Supervisor Jones mentioned that the Women's Round Table Zoom is scheduled for this Friday. She said her goal is to have up to 150 participants and thanked Johnnie Jenkins/Employment Specialist and Robbie Randle/Special Projects Manager for their efforts with this event.

Supervisor Jones gave an update on the Oak Street Clinic vaccine efforts for covid-19. She said Park Place now has 1300 people on the waiting list for the vaccine and will reach out to the Greenbelt Cultural Center for seniors to have another location option. A video was presented to the Board Members showing Supervisor Jones receiving her easy/people friendly vaccine shot.

Highway Commissioner's Report: None.

Assessor's Report: None.

Executive Session: None.

Action on Payroll:

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending **February 11, 2021** in the amount of **\$113,558.31** 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.**

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 **February 25, 2021** Board Meeting: Invoices for Town Fund in the amount of **\$7,170.32**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$1,401.64**; Invoices for G/A Fund/Staben House in the amount of **\$1,098.85**; Invoices for Town Fund/Assessor's Office in the amount of **\$8,045.59**; Invoices for Road and Bridge/Highway Department the amount of **\$4,977.06**; Senior Fund/Park Place in the amount of **\$6,044.24**; Senior Fund/Gift Shoppe in the amount of **\$0**; Invoices for Home Sweet Home in the amount of **\$4,361.23**; Invoices for Fundraisers in the

amount of **\$0**; 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 Paid Bills:

Supervisor Jones requested a motion for the approval of **agenda item #15**, Paid Bills submitted after the **February 11, 2021** Board Meeting in the amount of **\$62,699.42** as presented. Motion by Trustee Rice, second by Trustee Johnson.
Ayes: Trustee Johnson, Trustee Hewitt, Trustee Rice, Trustee Castellanos,
 Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills
 February 25, 2021**

The following is a list of bills that were paid after the board meeting of February 11, 2021 and before the meeting of February 25, 2021

Purpose	Payee	Amount
Senior Fund		
Total Senior Fund		\$0.00
G/A Fund		
2/12-2/25	Staben House Rental Assistance	\$5,594.00
	2 full months rent - from donor	
2/12-2/25	Waukegan Township Assistance	\$2,500.00
	Paycard payments made on behalf of GA Clients	
Total G/A Fund		\$8,094.00
R & B Fund		
Total R & B Fund		\$0.00
Town Fund		
1/28/2021	Health Insurance - All Vendors	\$54,605.42
	H/I for all Departments for February	
Total Town Fund		\$54,605.42
Total all checks paid prior to board meeting		\$62,699.42

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 Budget for the 30 day posting as presented. Motion by Trustee Rice, second by Trustee Johnson. **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 End of Year Line Items Transfer 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:

Supervisor Jones read her letter of resignation of the office as Waukegan Township Supervisor. She expounded on her history with the Waukegan Township office and the growth of the Township mission from the days of her mentor the late Supervisor Milton E. Staben in the span of her 28 years as Supervisor. She acknowledged her dedicated staff, past/current elected officials, church leaders, Township Board Members, the voters and many others who made her 28 years a memorable experience for the Waukegan Township of which she was proud to serve.

Senior Trustee Johnson requested a motion to accept the early term resignation of Supervisor Patricia Jones as of February 25, 2021. Motion by Trustee Johnson, second by Trustee Rice. **Ayes:** Trustee Johnson, Trustee Hewitt, Trustee Rice, Trustee Castellanos. **Nays:** None. **Motion carried.**

Senior Trustee Johnson requested a motion for the immediate appointment of Marc L. Jones to fill the office vacancy of Waukegan Township Supervisor as of February 25, 2021. Motion by Trustee Johnson, second by Trustee Castellanos. **Ayes:** Trustee Johnson, Trustee Hewitt, Trustee Rice, Trustee Castellanos. **Nays:** None. **Motion carried.**

Clerk Staben administered the Oath of Office for Marc L. Jones for the office of Waukegan Township Supervisor.

Action Items:

Supervisor Mr. Jones requested a motion to approve the Appointment for a new authorized Agent, for IMRF. Motion by Trustee Johnson, second by Trustee Rice. **Ayes:** Trustee Johnson, Trustee Hewitt, Trustee Rice, Trustee Castellanos, Supervisor Mr. Jones. **Nays:** None. **Motion carried.**

Supervisor Mr. Jones requested a motion to approve the Authorization of new Banking Resolutions/Signature Cards. Motion by Trustee Johnson, second by Trustee Castellanos. **Ayes:** Trustee Johnson, Trustee Hewitt, Trustee Rice, Trustee Castellanos, Supervisor Mr. Jones. **Nays:** **Motion carried.**

New Business:

On behalf of the Waukegan Township Board Members, Senior Trustee Johnson welcomed Marc L. Jones as the new Township Supervisor, who will continue the good work of the Waukegan Township office.

Old Business: None.

Announcements: None.

Comments/Concerns-Trustees: None.

Adjournment:

There being no further business to come before the Board, Supervisor Mr. Jones adjourned the **February 25, 2021** meeting at **6:16 p.m.**

MARC L. JONES, Township Supervisor

ROSE M. STABEN, Township Clerk

TOWN

WAUKEGAN TOWNSHIP
Ledger Of Selected Entries
02-19-21

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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(90010)	AMAZON CAPITAL SERVICES				
20493 02-06-21	0101.581				115.99
INV 14JGRFVDPVWR					
20494 02-15-21	0101.582				282.79
INV 17YVCHHMXHDV					
Vendor Totals				0.00	398.78
(90060)	ADP, LLC				
20495 01-29-21	0101.532				565.15
INV 573501936					
20496 02-18-21	0101.532				478.15
INV 574516616					
Vendor Totals				0.00	1043.30
(90293)	CINTAS CORPORATION #47P				
20497 02-02-21	0101.520				32.09
INV 4074701073					
20498 02-09-21	0101.520				32.09
INV 4075350965					
Vendor Totals				0.00	64.18
(90350)	CDW GOVERNMENT, INC.				
20500 02-03-21	0100.110				1286.01
INV 7584874					
Vendor Totals				0.00	1286.01
(90404)	COMCAST BUSINESS				
20499 02-09-21	0101.526				269.68
ACCT 8771100190881662					
Vendor Totals				0.00	269.68
(91585)	PITNEY BOWES				
20503 01-30-21	0101.528				618.27
INV 3104530079					
Vendor Totals				0.00	618.27
(91647)	PURO FUTBOL				
20502 02-04-21	0101.532B				312.50
ADVERTISEMENT-EVENT & ETC.					
Vendor Totals				0.00	312.50

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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(91839) 20504 02-15-21 BUILDING MAINT	0101.520				42.00
Vendor Totals				0.00	42.00
(92027) 20501 02-09-21 LEGAL SERVICES	0101.524				1835.60
Vendor Totals				0.00	1835.60
(92248) 20506 02-16-21 CONTRACT LABOR	0101.532				1300.00
Vendor Totals				0.00	1300.00
			Report Totals	0.00	7170.32

WAUKEGAN TOWNSHIP
 Ledger Of Selected Entries
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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(90001)	AMERICAN EXPRESS				
20507 02-05-21 COMPUTER SERVICES	0102.526				460.15
Vendor Totals				0.00	460.15
(90372)	COSTAR REALTY INFORMATION INC.				
20508 02-04-21 INV 1133873871	0102.534				655.21
Vendor Totals				0.00	655.21
(90514)	EJ INVESTMENT GROUP INC.				
20509 02-14-21 BUILDING RENT	0102.554				5292.23
Vendor Totals				0.00	5292.23
(90633)	WISCONSIN GLACIER SPRINGS CO.				
20512 01-31-21 INV 202102001511	0102.581				35.70
Vendor Totals				0.00	35.70
(91478)	MANPOWER INC				
20510 02-14-21 CONTRACT LABOR	0102.515	35704512			801.15
20511 02-07-21 CONTRACT LABOR	0102.515	35684693			801.15
Vendor Totals				0.00	1602.30
		Report Totals		0.00	8045.59

E. WASHINGTON CENTER

WAUKEGAN TOWNSHIP
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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(90404)	COMCAST BUSINESS				
20514 02-01-21	0203.538				118.35
	ACCT 8771100191160157				
20515 02-02-21	0203.538				134.60
	ACCT 8771100190062644				
Vendor Totals				0.00	252.95
(91033)	JEWELL ELECTRIC, INC.				
20516 02-01-21	0203.520	JE5831			120.00
	BUILDING MAINT				
Vendor Totals				0.00	120.00
(91511)	OLSON'S ACE HARDWARE				
20517 02-09-21	0203.582	145296			69.99
	BUILDING MAINT SUPPLIES				
20518 02-11-21	0203.582	145319			17.22
	BUILDING MAINT SUPPLIES				
Vendor Totals				0.00	87.21
(91839)	RODRIGUEZ EXTERMINATING				
20519 02-15-21	0203.520	4732			42.00
	BUILDING MAINT				
Vendor Totals				0.00	42.00
(92217)	ADVANCED DISPOSAL-WAUKEGAN-T2				
20513 01-31-21	0203.520				899.48
	ACCT T2008300				
Vendor Totals				0.00	899.48
Report Totals				0.00	1401.64

WAUKEGAN TOWNSHIP
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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(91408)		NORTH SHORE GAS			
20522 02-03-21	0204.538				313.90
	ACCT 060181917500005				
Vendor Totals				0.00	313.90
(91839)		RODRIGUEZ EXTERMINATING			
20523 02-15-21	0204.520	4732			42.00
	BUILDING MAINT				
Vendor Totals				0.00	42.00
(92217)		ADVANCED DISPOSAL-WAUKEGAN-T2			
20520 01-31-21	0204.520				725.72
	ACCT T2005898				
Vendor Totals				0.00	725.72
(92334)		CITY OF WAUKEGAN			
20521 02-04-21	0204.538				17.23
	ACCT 2263596				
Vendor Totals				0.00	17.23
		Report Totals		0.00	1098.85

HIGHWAY DEPT

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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(90060)		ADP, LLC			
20527 02-18-21	0500.532				39.30
INV 574516616					
20528 01-29-21	0500.532				11.90
INV 573501936					
Vendor Totals				0.00	51.20
(90091)		AIRGAS USA, LLC			
20524 02-01-21	0501.522				197.14
INV 9977467960					
Vendor Totals				0.00	197.14
(90171)		AMERIGAS			
20526 01-31-21	0501.583	161872			13.66
EQUIP MAINT SUPPLIES					
Vendor Totals				0.00	13.66
(90222)		BURRIS EQUIPMENT CO.			
20529 02-02-21	0501.583				1587.00
INV RC10025241					
Vendor Totals				0.00	1587.00
(90317)		COMMONWEALTH EDISON CO			
20533 02-15-21	0501.801C				18.82
ACCT 2133078110					
Vendor Totals				0.00	18.82
(90331)		COMMONWEALTH EDISON COMPANY			
20532 02-09-21	0500.538				192.94
ACCT 2452004001					
Vendor Totals				0.00	192.94
(90376)		ARTHUR CRAIGEN			
20530 02-04-21	0501.586				30.00
REIMBURSEMENT					
Vendor Totals				0.00	30.00
(90404)		COMCAST BUSINESS			
20531 02-09-21	0500.530				282.77
ACCT 8771100270066705					
Vendor Totals				0.00	282.77

HIGHWAY DEPT

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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(90421)	DELF'S GARAGE & SERVICE				
20534 02-12-21	0501.522				105.00
EQUIP MAINT					
20535 01-15-21	0501.522	11462			692.03
EQUIP MAINT					
Vendor Totals				0.00	797.03
(90633)	WISCONSIN GLACIER SPRINGS CO.				
20542 01-31-21	0500.582				29.30
INV 202102863445					
Vendor Totals				0.00	29.30
(91268)	MCKNIGHT AUTO REPAIR				
20538 02-01-21	0501.522				500.00
EQUIP MAINT					
Vendor Totals				0.00	500.00
(91449)	NORTHSHORE TRUCK & EQUIPMENT				
20540 01-25-21	0501.583	30471			50.00
EQUIP MAINT SUPPLIES					
Vendor Totals				0.00	50.00
(91508)	OLSON OIL COMPANY, INC.				
20539 01-31-21	0501.586	76517			576.20
GAS & OIL					
Vendor Totals				0.00	576.20
(91610)	ERNIE PETERSON PLUMBING INC				
20536 02-02-21	0501.520	50464			325.00
BUILDING MAINT					
20537 02-08-21	0501.520	50491			135.00
BUILDING MAINT					
Vendor Totals				0.00	460.00
(92067)	TWIN CITY AUTO PARTS, INC.				
20541 01-26-21	0501.583	798506			-28.75
EQUIP MAINT SUPPLIES					
Vendor Totals				0.00	-28.75

HIGHWAY DEPT

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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(92217) 20525 01-31-21 ACCT T2113899	ADVANCED DISPOSAL-WAUKEGAN-T2 0501.801D				219.75
Vendor Totals				----- 0.00	----- 219.75
	Report Totals			----- 0.00	----- 4977.06
				=====	=====

SENIORS

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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(90010)	AMAZON CAPITAL SERVICES				
20544 02-06-21	0601.582				50.54
INV 1K34R9XF7MHN					
20545 02-10-21	0601.582				233.56
INV 11DNMV4V6XQ6					
20546 02-09-21	0601.582				18.64
INV 11K4GCQXFFFV					
Vendor Totals				0.00	302.74
(90119)	AIR CON				
20543 02-08-21	0601.520	455351			243.00
BUILDING MAINT					
Vendor Totals				0.00	243.00
(90293)	CINTAS CORPORATION #47P				
20550 02-03-21	0601.520				500.29
INV 4074849469					
20551 01-06-21	0601.520				500.29
INV 4072258580					
Vendor Totals				0.00	1000.58
(90303)	LAKE COUNTY NEWS SUN				
20554 02-03-21	0601.535				140.16
ACCT 53897849					
Vendor Totals				0.00	140.16
(90404)	COMCAST BUSINESS				
20548 02-08-21	0601.526				248.35
ACCT 8771100190881308					
20549 02-10-21	0601.801B				4.20
ACCT 8771100190684892					
Vendor Totals				0.00	252.55
(91033)	JEWELL ELECTRIC, INC.				
20552 02-02-21	0601.520	74447			176.67
BUILDING MAINT					
20553 02-05-21	0601.520	74458			304.34
BUILDING MAINT					
Vendor Totals				0.00	481.01

SENIORS

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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(91585)		PITNEY BOWES			
20556 01-30-21	0601.528				635.88
INV 3104533144					
Vendor Totals				0.00	635.88
(91631)		PURCHASE POWER			
20555 02-07-21	0601.528				1259.85
POSTAGE					
Vendor Totals				0.00	1259.85
(91839)		RODRIGUEZ EXTERMINATING			
20557 02-15-21	0601.520	4732			42.00
BUILDING MAINT					
Vendor Totals				0.00	42.00
(91939)		SYNERGIZED COACHING, INC.			
20558 02-15-21	0601.801B	1			1025.44
PP PROGRAM					
Vendor Totals				0.00	1025.44
(92217)		ADVANCED DISPOSAL-WAUKEGAN-T2			
20547 01-31-21	0601.520				661.03
ACCT T2009265					
Vendor Totals				0.00	661.03
		Report Totals		0.00	6044.24

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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(90331)	COMMONWEALTH EDISON COMPANY				
20559 02-09-21	0602.582				134.36
ACCT 2654070098					
Vendor Totals				0.00	134.36
(90690)	GILLESPIE FORD				
20560 01-22-21	0602.522	199995			3760.18
EQUIP/AUTO MAINT					
Vendor Totals				0.00	3760.18
(90714)	GRAINGER				
20561 02-09-21	0602.582				42.60
INV 9800750375					
20562 02-09-21	0602.582				25.12
INV 9800750383					
20563 02-05-21	0602.582				106.27
INV 9797591279					
20564 02-05-21	0602.582				40.89
INV 9797591287					
20565 02-04-21	0602.582				124.59
INV 9795856963					
20566 02-11-21	0602.582				117.24
INV 9803441238					
Vendor Totals				0.00	456.71
(91511)	OLSON'S ACE HARDWARE				
20567 02-10-21	0602.582	145306			9.98
BUILDING MAINT					
Vendor Totals				0.00	9.98
Report Totals				0.00	4361.23