

WAUKEGAN TOWNSHIP BOARD MEETING FEBRUARY 27, 2020

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 February 27, 2020.

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 Percy L. Johnson led the Members in prayer.

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

Supervisor Jones requested a motion to approve the **Agenda** for the **February 27, 2020** Waukegan Township Board Meeting as presented. Motion by Trustee Johnson, second by Trustee Castellanos. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the **Minutes** for the **February 13, 2020** Waukegan Township Board Meeting as presented. Motion by Trustee Rice, second by Trustee Johnson. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Highway Commissioner Arthur Craigen entered the Board Meeting at 5:03 p.m.

Supervisor Jones requested a motion to approve the **Cash-on-Hand** as **February 21, 2020** as presented. Motion by Trustee Rice, second by Trustee Castellanos. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report
2/21/2020

Fund		Balance	Ins/outs
Town Fund	First Midwest Bank	10,289.75	
	First Midwest Bank M/M	294,039.98	
	Illinois Funds	39,268.53	
	N. Chicago Com. Bank	176,563.21	
Total Town Fund		\$520,161.47	
General Assistance Fund	First Midwest Checking	77,868.92	
	First Midwest Bank M/M	218,493.24	
	Illinois Funds	7,464.54	
Total General Assistance		\$303,826.70	
IMRF/FICA Fund	First Midwest Bank	9,128.68	

	First Midwest Bank M/M	0.00
	Illinois Funds	15,607.28
Total IMRF/FICA Fund		\$24,735.96
Senior Fund	First Midwest Bank	76,896.21
	First Midwest Money Market	0.00
	Illinois Funds	14,680.29
Total Senior Fund		\$91,576.50
		940,300.63
Road & Bridge	First Midwest Bank	24,596.99
	Waukegan Community Trust	262,172.84
Total Road & Bridge		\$286,769.83

PPRT Taxes Received since last report -

Town - \$

R&B - \$

For the state's fiscal year of (July 1 - June 30, 2020) we have received a total of for Town \$376,051.23 and for R & B \$112,004.60

Town RE Tax 12/5/19

Total received FY 2019-20 **\$1,338,447.88**

GA RE Taxes -

Total received FY 2019-20 **\$668,045.79**

IMRF/FICA RE Taxes -

Total received FY 2019-20 **\$213,775.85**

SEN'R RE Taxes -

Total received FY 2019-20 **\$1,062,731.76**

RB RE Taxes -

Total received FY 2019-20 **\$145,129.21**

Other Payments Rec'd

Citizen Participation: None.

Supervisor's Report:

Supervisor Jones distributed the Year End Budget Line Item Transfers for Fund ending 2/27/2020 packet. She asked Nancy Netherton/Finance Manager via phone to address the Board Members regarding the budget. Mrs. Netherton reviewed all the funds additions and reductions and gave explanations for all changes also covered the Assessor Office and Highway Department funds.

Supervisor Jones distributed the Waukegan Township Annual Town Meeting agenda for April 14, 2020, to be held at Park Place. She asked for moderator recommendations.

Supervisor Jones recommended to reschedule the March 26th (Thursday) Board Meeting to March 31st (Tuesday) to allow more time for the Year End Budget.

Supervisor Jones mentioned that the Walk/Run for Seniors planning is in action. She said volunteers are needed; Trustee Johnson, Trustee Rice and Assessor Stricklin said they would volunteer for the event.

Supervisor Jones mentioned the 16th Annual Staben House/Eddie Washington Center Golf Outing committee will be meeting on March 11th.

Supervisor Jones mentioned that the Coalition Executive meeting is scheduled for March 6th. She said Coalition will be meeting with the volunteers for the Youth Summit. Also mentioned the Coalition Public Meeting scheduled for March 16th.

Supervisor Jones mentioned the Expungement Workshop scheduled for March 14th in Mundelein.

Supervisor Jones mentioned the HBCU fund raiser scheduled for March 3rd at the Genesee Theater. She said 80 people RSVP for the event. Assessor Stricklin said he attended the HBCU committee meeting and praised the hard-working committee members. Supervisor Jones asked for greeters for the event and Trustee Rice, Trustee Castellanos and Assessor Stricklin volunteered.

Highway Commissioner's Report:

Commissioner Craigen reported that the highway department is working on the street signs.

Assessor's Report:

Assessor Stricklin gave an update on the Board of Review status.

Juan Hernandez/Human Resources Manager entered the Board Meeting at 5:45 p.m.

Trustee Johnson left the Board Meeting at 5:46 p.m. and returned at 5:47 p.m.

Supervisor Jones asked Mr. Hernandez to address the Board Members regarding the office Safety Analysis. Mr. Hernandez gave an update on the Supervisor's office, Park Place, SH and EWC safety assessment changes and improvements. Assessor Stricklin and Commissioner Craigen requested an assessment for their departments.

Executive Session:

Supervisor Jones requested a motion to enter Executive Session for the purpose of Personnel-5ILCS 120/2 (C1) at 6:02 p.m. Motion by Trustee Johnson, second by Trustee Rice **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried. Open Session resumed at 6:13 p.m.**

Action on Payroll:

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending **February 13, 2019** in the amount of **\$110,228.80** as presented. Motion by Trustee Johnson, second by Trustee Rice. **Ayes:** Trustee Johnson, 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 27, 2019** Board Meeting: Invoices for Town Fund in the amount of **\$13,462.39**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$6,933.79**; Invoices for G/A Fund/Staben House in the amount of **\$2,331.26**; Invoices for Town Fund/Assessor’s Office in the amount of **\$2,466.99**; Invoices for Road and Bridge/Highway Department the amount of **\$6,481.81**; Senior Fund/Park Place in the amount of **\$9,594.23**; Senior Fund/Gift Shoppe in the amount of **\$0**; Invoices for Home Sweet Home in the amount of **\$2,309.09**; Invoices for Fundraisers in the amount of **\$0**; as presented. Motion by Trustee Castellanos, second by Trustee Rice. **Ayes:** Trustee Johnson, 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 **February 13, 2019** Board Meeting in the amount of **\$4,564.00** as presented. Motion by Trustee Castellanos, second by Trustee Rice. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills
February 27, 2020**

The following is a list of bills that were paid after the board meeting of February 13, 2020 but before the meeting of February 27, 2020

Purpose	Payee	Amount
Senior Fund		
2/20/2020	Loretta Pable	\$234.00
Stipend for Travel		
2/20/2020	Cheri Pierson White	\$234.00
Stipend for Travel		
2/21/2020	Adler Planetarium	\$210.00
Additional Planetarium Tickets		
Total Senior Fund		\$444.00
G/A Fund		
1/25-2/13/20	General Assistance Payments	\$820.00

1/25/20-2/13/20	Waukegan Township Assistance (monthly)	\$3,250.00
	Payments made on behalf of GA Clients	
Total G/A Fund		\$4,070.00
R & B Fund		
Total R & B Fund		\$0.00
Town Fund		
2/21/2020	Stacy McKnight	\$50.00
	Partial refund HBCU tour (less non-refundable deposit)	
Total Town Fund		\$50.00
Total all checks paid prior to board meeting		\$4,564.00

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 Waukegan Township Board Meeting date changed from 03/26/20 (Thursday) to 03/31/20 (Tuesday) as presented. Motion by Trustee Castellanos, second by Trustee Rice. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the End of Year Budget Line Item Transfers by Fund for year ending 2/27/20 as presented. Motion by Trustee Rice, second by Trustee Johnson. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

New Business: None

Old Business: None.

Announcements: None.

Comments/Concerns-Trustees:

Trustee Johnson thanked the Board Members who attended the NHMBC Black History event.

Adjournment:

There being no further business to come before the Board, Supervisor Jones adjourned the **February 27, 2020** meeting at **6:20 p.m.**

PATRICIA JONES, Township Supervisor

ROSE M. STABEN, Township Clerk