

# WAUKEGAN TOWNSHIP BOARD MEETING

## May 11, 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 May 11, 2023.

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 Jeff McBride led the Members in prayer.

**ROLL CALL:** Trustee Jeff McBride, 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. **Excused:** Sylvestre Castellanos. **Absent:** Trustee Percy L. Johnson.

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 **May 11, 2023** Waukegan Township Board Meeting as presented. Motion by Trustee McBride, second by Trustee Ortiz. **Ayes:** Trustee McBride, Trustee Ortiz, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the **Minutes** for the **April 27, 2023** Waukegan Township Board Meeting as presented. Motion by Trustee McBride, second by Trustee Ortiz. **Ayes:** Trustee McBride, Trustee Ortiz, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the **Cash-on-Hand** as of **May 4, 2023** as presented. Motion by Trustee McBride, second by Trustee Ortiz. **Ayes:** Trustee McBride, Trustee Ortiz, Supervisor Jones. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report  
5/4/2023

Fund		Balance
Town Fund	Old National Bank	166,236.06
	Old National Bank M/M	923,617.71
	Illinois Funds	40,902.49
	No. Chicago Com Bank	377,447.02
<b>Total Town Fund</b>		<b>\$1,508,203.28</b>
General Assistance Fund	Old National Bank	192,751.73
	Old National Bank M/M	233,696.84
	Illinois Funds	7,777.12
<b>Total General Assistance</b>		

IMRF/FICA Fund	Old National Bank	133,406.80
	Illinois Funds	16,250.59
<b>Total IMRF/FICA Fund</b>		<b>\$149,657.39</b>
Senior Fund	Old National Bank	50,000.00
	Old National Bank M/M	90,657.45
	Illinois Funds	15,299.35
<b>Total Senior Fund</b>		<b>\$155,956.80</b>
		<b>1,813,817.47</b>
Road & Bridge	Old National Bank	107,719.00
	Waukegan Community Trust	331,813.59
<b>Total Road &amp; Bridge</b>		<b>\$439,532.59</b>

PPRT Taxes Received since last report -

Town - \$ 370,525.77

R&B - \$ 110,358.89

For the state's fiscal year of (July 1 - June 30, 2023) we have received a total of for Town \$1,898,312.36 for R & B 565,401.07

Town RE Tax

**Total received FY 2022-23 \$1,337,955.88**

GA RE Taxes -

**Total received FY 2022-23 \$685,646.22**

IMRF/FICA RE Taxes -

**Total received FY 2022-23 \$222,493.13**

SEN'R RE Taxes -

**Total received FY 2022-23 \$1,088,359.65**

RB RE Taxes -

**Total received FY 2022-23 \$145,495.09**

**Other Deposits**

Supervisor Jones requested a motion to seat Trustee Percy L. Johnson for the Board Meeting at 5:18 p.m. Motion by Trustee Ortiz, second by Trustee McBride. **Ayes:** Trustee McBride, Trustee Ortiz, Supervisor Jones. **Nays:** None **Motion carried.**

**Citizen Participation:** None.

**Supervisor's Report:**

Supervisor Jones stated that Tami Springs/Manager of Emergency and General Assistance will be rescheduled for the departmental overview.

Supervisor asked Clerk Staben to read the 2023 Proclamation for Township Attorney Torrie M. Newsome.

Supervisor distributed the Legat Architects proposal for flooring replacement for the Supervisor's Office and Highway Garage toilet room renovation for an amount of \$18,000.00.

Supervisor Jones distributed the Summer Youth lawn maintenance program flair, at a salary of \$15.00 per hour for 14 to 24 years of age. He said that the HSH summer lawn service will begin on Monday.

Supervisor Jones distributed the Golf Outing flair. He said that the Golf Outing Committee will be meeting next Thursday to discuss the event scheduled for August 11th.

Supervisor Jones mentioned the Youth Summit Planning meeting is scheduled for May 19th.

Supervisor Jones mentioned that the Township Scholarship application deadline is May 26th.

Supervisor Jones mentioned the Men's Round Table Discussion Part II is scheduled for June 16th.

Supervisor Jones distributed the Outside Agency Requests for JIC Community Development Corp for their scholarship program. He said The Antmoun Foundation Gala request will be tabled pending information.

#### **Assessor's Report:**

Assessor Stricklin gave a short report, the office is busy viewing properties under assessed.

**Executive Session:** None.

#### **Action on Payroll:**

Supervisor Jones requested a motion for the approval of **agenda item #12**, Payroll period ending **April 20, 2023** in the amount of **\$139,890.36** as presented. Motion by Trustee Johnson, second by Trustee McBride. **Ayes:** Trustee Johnson, Trustee McBride, Trustee Ortiz, Supervisor Jones. **Nays:** None. **Motion carried.**

#### **Action on Invoices:**

Supervisor Jones requested a motion for the approval of **agenda item #13**, approval of the following invoices for bills submitted for the **May 11, 2023** Board Meeting: Invoices for Town Fund in the amount of **\$5,354.42**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$1,646.16**; Invoices for G/A Fund/Staben

House in the amount of **\$508.49**; Invoices for Town Fund/Assessor's Office in the amount of **\$53.69**; 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 **\$2,765.76**; Senior Fund/PA Jones Center in the amount of **\$8,400.94**; Senior Fund/Gift Shoppe in the amount of **\$267.22**; Invoices for Home Sweet Home in the amount of **\$2,037.36**; Invoices for Fundraisers in the amount of **\$0**; as presented. Motion by Trustee Ortiz, second by Trustee Johnson. **Ayes:** Trustee Johnson, Trustee McBride, Trustee Ortiz, Supervisor Jones. **Nays:** None. **Motion carried.**

**Action on Paid Bills:**

Supervisor Jones requested a motion for the approval of **agenda item #14**, Paid Bills submitted after the **April 27, 2023** Board Meeting in the amount of **\$77,070.01** as presented. Motion by Trustee Johnson, second by Trustee McBride. **Ayes:** Trustee Johnson, Trustee McBride, Trustee Ortiz, Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills  
May 11, 2023**

The following is a list of bills that were paid after the board meeting of April 27, 2023 and before the meeting of May 11, 2023

Purpose	Payee	Amount
<b>Senior Fund</b>		
5/8/2023	<b>U-Haul Storage - Sunset</b>	\$163.89
	Home Sweet Home Equipment Storage	
5/3/2023	<b>SEIU Healthcare</b>	\$585.00
	Room Rental Refund	
<b>Total Senior Fund</b>		<b>\$748.89</b>
<b>G/A Fund</b>		
4/28-5/11	<b>General Assistance Client Payments</b>	\$300.00
	Funeral, utility, rental	
4/28-5/11	<b>Lake County LCRA Payments</b>	\$15,850.00
	Lake County Rental Assistance	
4/28-5/11	<b>Waukegan Township Pay Card Assistance</b>	\$3,542.00
	Monthly client exp	
<b>Total G/A Fund</b>		<b>\$19,692.00</b>
<b>R &amp; B Fund</b>		
<b>Total R &amp; B Fund</b>		<b>\$0.00</b>
<b>Town Fund</b>		
5/8/2023	<b>Health Insurance - all vendors</b>	\$56,629.12
	May Health Insurance - all departments	

<b>Total Town Fund</b>	<b>\$56,629.12</b>
Total all checks paid prior to board meeting	\$77,070.01

**Emergency Bills:**

Supervisor Jones requested a motion for the approval of **agenda #15**, Emergency Bills submitted after the **April 27, 2023** Board Meeting in the amount of **\$546,048.00** as presented. Motion by Trustee McBride, second by Trustee Ortiz. **Ayes:** Trustee Johnson, Trustee McBride, Trustee Ortiz, Supervisor Jones. **Nays:** None. **Motion carried.**

**Emergency Bills  
May 11, 2023**

The following is a list of bills that will need to be paid prior to the meeting of May 25, 2023

Purpose	Payee	Amount
<b>Senior Fund</b>		
<b>Total Senior Fund</b>		<b>\$0.00</b>
<b>G/A Fund</b>		
<b>Total G/A Fund</b>		<b>\$0.00</b>
<b>R &amp; B Fund</b>		
<b>Total R &amp; B Fund</b>		<b>\$0.00</b>
<b>Town Fund</b>		
<b>Total Town Fund</b>		<b>\$0.00</b>
<b>Capital Improvement</b>	<b>Manusos Contracting</b>	
<b>Total Capital Imprv</b>	Billing 5 for grant	<b>\$546,048.00</b>
Total all checks paid prior to board meeting		\$546,048.00

**Attestation:**

Clerk Staben attested to the above Paid Bills and Emergency Bills as presented.

**Action Items:**

Supervisor Jones requested a motion for the approval of the 2023 Proclamation for Attorney Newsome monthly salary in the amount of \$2,150.00 as presented. Motion by Trustee Johnson, second by Trustee Ortiz. **Ayes:** Trustee Johnson, Trustee McBride, Trustee Ortiz, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the Legat architects flooring proposal for the Supervisor’s Office and Highway Garage toilet room renovation in the amount of \$18,000.00 as presented. Motion by Trustee Johnson, second by Trustee Ortiz. **Ayes:** Trustee Johnson, Trustee McBride, Trustee Ortiz, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the Outside Agency Request/JIC Community Development Corporation-scholarship program in the amount of \$500.00 and as presented. Motion by Trustee McBride, second by Trustee Johnson. **Ayes:** Trustee Johnson, Trustee McBride, Trustee Ortiz, Supervisor Jones. **Nays:** None. **Motion carried.**

**New Business:** None.

**Old Business:** None.

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

**Adjournment:**

There being no further business to come before the Board, Supervisor Jones requested a motion to adjourn the **May 11, 2023** meeting at **6:21 p.m.** Motion by Trustee McBride, second by Trustee Ortiz. **Ayes:** Trustee Johnson, Trustee McBride, 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**

WAUKEGAN TOWNSHIP  
Ledger Of Selected Entries  
05-03-23

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Entry	Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(90010)		AMAZON CAPITAL SERVICES				
28814	04-25-23	0101.581				13.99
	INV 1D617XYRR79G					
	Vendor Totals				0.00	13.99
(90267)		CONSTELLATION NEWENERGY-GAS				
28819	04-13-23	0101.538	3726206			301.12
	UTILITY					
	Vendor Totals				0.00	301.12
(90268)		COMMUNITY YOUTH NETWORK, INC				
28818	05-01-23	0101.558	2167			150.45
	EAP SERVICES					
	Vendor Totals				0.00	150.45
(90293)		CINTAS CORPORATION #47P				
28816	04-25-23	0101.520				56.50
	INV 4153433608					
28817	04-18-23	0101.520				56.50
	INV 4152733981					
	Vendor Totals				0.00	113.00
(90605)		FRAMEWORK				
28856	05-01-23	0101.530	DG5564			474.25
	TELEPHONE SERVICES					
	Vendor Totals				0.00	474.25
(91631)		PURCHASE POWER				
28825	04-14-23	0101.528				683.22
	POSTAGE					
	Vendor Totals				0.00	683.22
(91658)		LOUIE'S				
28824	04-27-23	0101.599A				30.99
	MEETING					
	Vendor Totals				0.00	30.99
(91712)		PRONTO SIGNS & ENGRAVING				
28826	04-21-23	0101.532	17579			196.00
	PRINTING					
	Vendor Totals				0.00	196.00

WAUKEGAN TOWNSHIP  
Ledger Of Selected Entries  
05-03-23

Entry	Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(91864)			MIKE SOOLEY			
28827	04-25-23	0101.532A				100.00
	FULL PAGE AD					
	Vendor Totals				0.00	100.00
(91932)			ROSE STABEN			
28828	04-25-23	0101.526				108.00
	INTERNET REIMBURSEMENT					
	Vendor Totals				0.00	108.00
(91978)			SAM'S CLUB DIRECT			
28829	04-11-23	0101.582				238.42
	BUILDING MAINT SUPPLIES					
	Vendor Totals				0.00	238.42
(92056)			HOME DEPOT CREDIT SERVICES			
28820	03-21-23	0101.582	2024137			129.00
	BUILDING MAINT SUPPLIES					
28821	04-05-23	0101.582	7013915			169.44
	BUILDING MAINT SUPPLIES					
28822	04-12-23	0101.582	14203			40.76
	BUILDING MAINT SUPPLIES					
28823	04-12-23	0101.582	21499			0.98
	BUILDING MAINT SUPPLIES					
	Vendor Totals				0.00	340.18
(92248)			WOODS CREATION 4 U LLC			
28857	05-02-23	0101.515	050223			1300.00
	CONTRACT LABOR					
	Vendor Totals				0.00	1300.00
(92297)			WAREHOUSE DIRECT			
28830	04-28-23	0101.522	IN484374			108.84
	EQUIP MAINT					
28831	04-28-23	0101.522	IN484374			595.32
	EQUIP MAINT					
28832	04-28-23	0101.522	IN484374			584.20
	EQUIP MAINT					
	Vendor Totals				0.00	1288.36



WAUKEGAN TOWNSHIP  
 Ledger Of Selected Entries  
 05-03-23

Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(92334)					
18815 04-27-23					
ACCT 2249334	0101.538				16.44
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Vendor Totals				0.00	16.44
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			Report Totals	0.00	5354.42
				=====	=====

WAUKEGAN TOWNSHIP  
Ledger Of Selected Entries  
05-03-23

Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(92201)		VERIZON WIRELESS			
08879 04-15-23	0102.530				53.69
ACCT 24229698600001					
Vendor Totals				0.00	53.69
		Report Totals		0.00	53.69

WAUKEGAN TOWNSHIP  
 Ledger Of Selected Entries  
 05-02-23

Entry	Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(90010)		AMAZON CAPITAL SERVICES				
28833	04-22-23	0203.582				28.90
	INV 1C6HYFF3FGPP					
	Vendor Totals				0.00	28.90
(90267)		CONSTELLATION NEWENERGY-GAS				
28834	04-13-23	0203.538	3726206			243.35
	UTILITY					
	Vendor Totals				0.00	243.35
(90303)		LAKE COUNTY NEWS SUN				
28844	04-17-23	0203.534				59.18
	ACCT 137474533					
	Vendor Totals				0.00	59.18
(91978)		SAM'S CLUB DIRECT				
28845	04-08-23	0203.582				540.08
	BUILDING MAINT SUPPLIES					
	Vendor Totals				0.00	540.08
(92056)		HOME DEPOT CREDIT SERVICES				
28836	03-13-23	0203.582	13026			221.93
	BUILDING MAINT SUPPLIES					
28837	03-23-23	0203.582	13479			27.94
	BUILDING MAINT SUPPLIES					
28838	03-23-23	0203.582	24349			48.98
	BUILDING MAINT SUPPLIES					
28839	03-24-23	0203.582	9024461			22.93
	BUILDING MAINT SUPPLIES					
28840	03-24-23	0203.582	9024462			17.31
	BUILDING MAINT SUPPLIES					
28841	03-27-23	0203.582	6024726			182.80
	BUILDING MAINT SUPPLIES					
28842	03-31-23	0203.582	2020233			35.07
	BUILDING MAINT SUPPLIES					
28843	04-07-23	0203.582	5020942			32.92
	BUILDING MAINT SUPPLIES					
	Vendor Totals				0.00	589.88
(92297)		WAREHOUSE DIRECT				
28846	04-28-23	0203.522	IN484374			96.33
	EQUIP MAINT					
	Vendor Totals				0.00	96.33

WAUKEGAN TOWNSHIP  
 Ledger Of Selected Entries  
 05-02-23

Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(92334) 28835 04-27-23 ACCT 2250319		CITY OF WAUKEGAN			88.44
Vendor Totals				0.00	88.44
		Report Totals		0.00	1646.16

WAUKEGAN TOWNSHIP  
Ledger Of Selected Entries  
05-02-23

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Entry	Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(90010)		AMAZON CAPITAL SERVICES				
28847	04-22-23 INV 197M41T1CT6L	0204.582				46.85
	Vendor Totals				0.00	46.85
(90404)		COMCAST BUSINESS				
28848	04-14-23 ACCT 8771100191156411	0204.538				126.85
	Vendor Totals				0.00	126.85
(90613)		DEPENDABLE FIRE EQUIPMENT				
28849	03-10-23 BUILDING MAINT	0204.520	45315			74.00
	Vendor Totals				0.00	74.00
(91978)		SAM'S CLUB DIRECT				
28854	03-23-23 BUILDING MAINT SUPPLIES	0204.582	008259			96.90
28855	04-12-23 BUILDING MAINT SUPPLIES	0204.582				95.39
	Vendor Totals				0.00	192.29
(92056)		HOME DEPOT CREDIT SERVICES				
28850	03-13-23 BUILDING MAINT SUPPLIES	0204.582	13027			6.81
28851	03-15-23 BUILDING MAINT SUPPLIES	0204.582	8013141			19.26
28852	03-16-23 BUILDING MAINT SUPPLIES	0204.582	7013233			16.47
28853	04-05-23 BUILDING MAINT SUPPLIES	0204.582	7013874			25.96
	Vendor Totals				0.00	68.50
					0.00	508.49

WAUKEGAN TOWNSHIP  
 Ledger Of Selected Entries  
 05-03-23

Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(90267) 28858 04-13-23 UTILITY	0500.538	3726206			401.39
Vendor Totals				0.00	401.39
(90317) 28859 02-06-23 ACCT 0903038068	0501.801C				228.76
Vendor Totals				0.00	228.76
(90645) 28860 04-12-23 INV PSI605827	0501.582				1819.54
28861 04-17-23 INV PSI606890	0501.582				127.52
28862 04-14-23 INV PSI606496	0501.582				177.75
Vendor Totals				0.00	2124.81
(92056) 28864 04-03-23 BUILDING MAINT SUPPLIES	0501.582	9532832			238.92
28865 04-03-23 BUILDING MAINT SUPPLIES	0501.582	9161621			-228.12
Vendor Totals				0.00	10.80
Report Totals				0.00	2765.76

WAUKEGAN TOWNSHIP  
 Ledger Of Selected Entries  
 05-03-23

Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(90257)	BROOKSTONE PRINTING				
28866 04-21-23 PRINTING	0601.532	105068			1900.00
Vendor Totals				0.00	1900.00
(90267)	CONSTELLATION NEWENERGY-GAS				
28867 04-13-23 UTILITY	0601.540	3726206			557.04
Vendor Totals				0.00	557.04
(90293)	CINTAS CORPORATION #47P				
28869 04-26-23 INV 4153621299	0601.520				465.07
Vendor Totals				0.00	465.07
(90845)	HINCKLEY SPRINGS				
28872 04-13-23 INV 2613882041323	0601.582				55.40
Vendor Totals				0.00	55.40
(91605)	PACE SUBURBAN BUS				
28873 04-25-23 TRANSPORTATION	0601.801C1				200.00
Vendor Totals				0.00	200.00
(91610)	ERNIE PETERSON PLUMBING INC				
28870 04-27-23 BUILDING MAINT	0601.520	55352			650.00
Vendor Totals				0.00	650.00
(91939)	SYNERGIZED COACHING, INC.				
28875 05-03-23 MOB PROGRAM	0601.801G	41			1513.90
28876 05-03-23 CONTRACT LABOR	0601.515	40			2276.75
Vendor Totals				0.00	3790.65
(91978)	SAM'S CLUB DIRECT				
28874 04-14-23 PP PROGRAM	0601.801	003097			27.40
Vendor Totals				0.00	27.40

WAUKEGAN TOWNSHIP  
 Ledger Of Selected Entries  
 05-03-23

Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(92056) 28871 03-29-23	HOME DEPOT CREDIT SERVICES 0601.582	4025063			179.00
BUILDING MAINT SUPPLIES					-----
Vendor Totals				0.00	179.00
(92124) 28877 04-19-23	U.S. BANK EQUIP. FINANCE 0601.522				141.54
INV 499606010					-----
Vendor Totals				0.00	141.54
(92297) 28878 04-27-23	WAREHOUSE DIRECT 0601.582	5484226			418.40
BUILDING MAINT SUPPLIES					-----
Vendor Totals				0.00	418.40
(92334) 28868 04-27-23	CITY OF WAUKEGAN 0601.540				16.44
ACCT 2261869					-----
Vendor Totals				0.00	16.44
Report Totals				0.00	8400.94
				=====	=====



WAUKEGAN TOWNSHIP  
 Ledger Of Selected Entries  
 05-03-23

Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(90167)	AMERICAN OUTFITTERS				
28880 04-20-23 INV 369604	0602.558				292.10
Vendor Totals				0.00	292.10
(90455)	BNM				
28881 04-18-23 EQUIP/AUTO MAINT	0602.522	28087			567.74
28882 04-25-23 EQUIP/AUTO MAINT	0602.522	28157			236.82
28883 04-26-23 EQUIP/AUTO MAINT	0602.522	28156			168.28
Vendor Totals				0.00	972.84
(90714)	GRAINGER				
28884 04-25-23 INV 9685952344	0602.558				96.67
28885 04-25-23 INV 9685952336	0602.558				96.67
Vendor Totals				0.00	193.34
(92056)	HOME DEPOT CREDIT SERVICES				
28886 03-22-23 SMALL TOOLS/SUPPLIES	0602.582	1013423			280.30
28887 03-31-23 SMALL TOOLS/SUPPLIES	0602.582	2020232			183.72
28888 04-05-23 SMALL TOOLS/SUPPLIES	0602.582	7013875			21.46
28889 04-06-23 SMALL TOOLS/SUPPLIES	0602.582	6013961			69.91
28890 04-06-23 SMALL TOOLS/SUPPLIES	0602.582	6020831			2.72
28891 04-12-23 SMALL TOOLS/SUPPLIES	0602.582	21474			20.97
Vendor Totals				0.00	579.08
Report Totals				0.00	2037.36

