

WAUKEGAN TOWNSHIP BOARD MEETING MAY 17, 2021

The Regular meeting of the Board of Trustees of Waukegan Township, County of Lake, of the State of Illinois was held at Park Place, 414 Lewis Avenue for the Waukegan Township's Supervisor's Office located at 149 South Genesee Street, Waukegan, Illinois on Monday May 17, 2021.

The Board Meeting was called to order at 5:00 p.m. by Supervisor Marc L. Jones. Trustee Jeff McBride 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, Supervisor Marc L. Jones and Township Attorney Torrie M. Newsome. **Also, Present:** Dijon Ross/Administrative Support/Deputy Clerk and Juan Hernandez/Human Resources Manager. **Absent:** Assessor Mark Stricklin.

Supervisor Jones requested a motion to approve the **Agenda** for the **May 17, 2021** Waukegan Township Board Meeting 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 to approve the **Minutes** for the **April 22, 2021** Waukegan Township Board Meeting as presented. Motion by Trustee Castellanos, second by Trustee Johnson. **Ayes:** Trustee Johnson, Trustee Castellanos, Supervisor Jones. **Abstain:** Trustee McBride, Trustee Ortiz. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the **Cash-on-Hand** as of **May 13, 2021** as presented. Motion by Trustee Castellanos, second by Trustee Johnson. **Ayes:** Trustee Johnson, Trustee, Trustee Castellanos, Trustee Ortiz, Supervisor Jones. **Nays:** Trustee McBride. **Motion carried.**

Waukegan Township Cash-on-Hand Report
5/13/2021

Fund		Balance	Ins/outs
Town Fund	First Midwest Bank	164,929.84	
	First Midwest Bank M/M	152,383.48	
	Illinois Funds	39,723.60	
	No. Chicago Com Bank	67,447.61	
Total Town Fund		\$424,484.53	
General Assistance Fund	First Midwest Checking	133,219.68	
	First Midwest Bank M/M	0.00	
	Illinois Funds	7,555.06	
Total General Assistance		\$140,774.74	

IMRF/FICA Fund	First Midwest Bank	4,984.49
	First Midwest Bank M/M	0.00
	Illinois Funds	15,786.11
Total IMRF/FICA Fund		\$20,770.60
Senior Fund	First Midwest Bank	55,539.36
	First Midwest Money Market	0.00
	Illinois Funds	14,862.08
Total Senior Fund		\$70,401.44
		656,431.31
Road & Bridge	First Midwest Bank	169,379.44
	Waukegan Community Trust	182,073.89
Total Road & Bridge		\$351,453.33

PPRT Taxes Received since last report -

Town - \$216,135.09

R&B - \$ 64,374.49

For the state's fiscal year of (July 1 - June 30, 2021) we have received a total of for Town \$770,497.73 and for R & B \$229,487.95

Town RE Tax

Total received FY 2020-21 \$1,342,903.65

GA RE Taxes -

Total received FY 2020-21 \$679,778.54

IMRF/FICA RE Taxes -

Total received FY 2020-21 \$224,054.72

SEN'R RE Taxes -

Total received FY 2020-21 \$1,095,936.15

RB RE Taxes -

Total received FY 2020-21 \$144,748.30

*Transferred from Tax Anticipation

Warrant - Senior Fund Only \$90,000.00

Citizen Participation: None.

Supervisor's Report:

Supervisor Jones welcomed the newly elected Board Members and the Township Attorney Torrie M. Newsome.

Supervisor Jones gave an update on the Women's Round Table-Part II. He said the Zoom event had 71 viewers and can be seen on facebook, the next WRT-Part III will discuss Domestic Violence.

Supervisor Jones gave an update on the Home Sweet Home summer youth program. He expounded on the certified trade programs offered at CLC for the HSH summer youth workers. Also, mentioned that all youth workers will be paid the minimum wage of \$15.00 per hour.

Supervisor Jones mentioned that tomorrow the second Merderna vaccination will be distributed at Park Place for 9:00 a.m. to 2:00 p.m.

Supervisor Jones mentioned that on Wednesday Park Place will be celebrating it's reopening with a ribbon cutting ceremony. He said elected officials have been invited, the press will be present, gift bags will be handed out and the Senior Citizen Services Committee (SCSC) will be present at the reopening ceremony.

Supervisor Jones mentioned the 2021 Board Meeting Log.

Supervisor Jones distributed the three Township Scholarship applications. He said that two of the applicants did not complete the requirements and only one scholarship will be awarded in the amount of \$1,000.00.

Supervisor Jones mentioned that the Park Place will be utilizing online shopping for the gift shop.

Supervisor Jones mentioned that the SCSC will be attending the Park Place reopening ceremony and that the committee is seeking Board Liaisons.

Supervisor Jones mentioned the EWC/SH Golf Outing. He said the golf outing has a strong-motivated committee. He said that the event will be held at Foss Park to begin at 9:00 a.m., an earlier time.

Supervisor Jones mentioned the Youth Summit and expounded on its mission.

Supervisor Jones mentioned the Artis Yancey HBCU caravan, details in the planning. He said the virtual graduation ceremony is also in the planning stages.

Supervisor Jones distributed the Waukegan Township Directory booklet to all Board Members. He thanked staff members and Attorney Mr. Newsome for assisting with the booklet.

Supervisor Jones mentioned that the Community Development Block Grant (CDBG) granted the Township \$70,000.00 for rental assistance. Also, the Federal Emergency Rental Assistance (FERA) granted to the Township is also providing rental assistance.

Highway Commissioner's Report: None.

Assessor's Report: None.

Executive Session:

Supervisor Jones requested a motion to enter Executive Session for the purpose of Personnel-5ILCS 120/2 (C1) at 5:35 p.m. Motion by Trustee Johnson, second by Trustee Castellanos. **Ayes:** Trustee Johnson, Trustee McBride, Trustee Castellanos, Trustee Ortiz, Supervisor Jones. **Nays:** None. **Motion carried.**

Open Session resumed at 5:45 p.m.

Action on Payroll:

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending **May 6, 2021** in the amount of **\$89,682.20** 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.**

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 **May 17, 2021** Board Meeting: Invoices for Town Fund in the amount of **\$11,357.18**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$3,051.96**; Invoices for G/A Fund/Staben House in the amount of **\$1,265.36**; Invoices for Town Fund/Assessor's Office in the amount of **\$2,186.78**; Invoices for Road and Bridge/Highway Department the amount of **\$2,671.41**; Senior Fund/Park Place in the amount of **\$7,338.10**; Senior Fund/Gift Shoppe in the amount of **\$0**; Invoices for Home Sweet Home in the amount of **\$1,163.58**; Invoices for Fundraisers in the amount of **\$0**; 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 Paid Bills:

Supervisor Jones requested a motion for the approval of **agenda item #15**, Paid Bills submitted after **April 22, 2021** Board Meeting in the amount of **\$164,734.64** 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
May 17, 2021**

The following is a list of bills that were paid after the board meeting of April 22, 2021 and before the meeting of May 17, 2021

Purpose	Payee	Amount
Senior Fund		
5/7/2021	Gillespe Ford	\$502.50
Past due payment - HSH repair		
Total Senior Fund		\$502.50
G/A Fund		
4/23/21-5/17/21	FERA Rental & Utility Payments	\$106,320.74
payments for the FERA Program		
4/23/21-5/17/21	General Assistance Payments - Clients	\$1,000.00
payments made on behalf of GA Clients		
4/23/21-5/17/21	Waukegan Township Assistance Clients	\$2,975.00
Paycard payments made on behalf of GA Clients		
Total G/A Fund		\$110,295.74
R & B Fund		
Total R & B Fund		\$0.00
Town Fund		
4/30/2021	Health Insurance - All Vendors	\$53,736.40
Health Insurance - All Vendors		
5/7/2021	Tiffany Ross	\$200.00
Speaker Fee - Round Table		
Total Town Fund		\$53,936.40
		\$164,734.64
Total all checks paid prior to board meeting		4

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 Personnel Road & Bridge Manager/full-time position at \$60,000.00 annually, effective as of 05/17/21 and three HSH- Seasonal Lawn Maintenance Workers at \$15.00 per hour, effective as of 05/17/21 and 05/18/21 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 2021 Board Meeting Log as presented. Motion by Trustee McBride, second by Trustee Castellanos. **Ayes:** Trustee Johnson, Trustee McBride, Trustee Castellanos, Trustee Ortiz, Supervisor Jones. **Nays:** None. **Motion carried.**

New Business: None.

Old Business: None.

Announcements/Trustee Comments:

Trustee Ortiz stated that on May 9th at 6:00 p.m. the County Board will be discussing the restructuring of boundaries. She also mentioned other agencies that are providing rental assistance.

Trustee Castellanos mentioned the cost saving with digital payroll, cutting out mailing cost.

Adjournment:

There being no further business to come before the Board, Supervisor Jones adjourned the **May 17, 2021** meeting at **6:15 p.m.**

MARC L. JONES, Township Supervisor

ROSE M. STABEN, Township Clerk

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WAUKEGAN TOWNSHIP
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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(90010) AMAZON CAPITAL SERVICES					
21143 04-28-21 INV 1JXQFR1YJQMR	0101.581				46.20
21144 04-27-21 INV 1JXQFR1Y6RGV	0101.582				95.62
21145 04-24-21 INV 1NL6DMMYTMR3	0101.582				81.73
21146 05-07-21 INV 1QJLKX31D7LX	0101.581				182.14
21147 04-18-21 INV 1G6F9RW7P1LH	0101.532B				310.61
21148 04-17-21 INV 1C3GL49JXJX1	0101.581				35.50
Vendor Totals				----- 0.00	751.80
(90167) AMERICAN OUTFITTERS					
21142 04-19-21 INV 318988	0100.230				58.50
Vendor Totals				----- 0.00	58.50
(90266) CONSTELLATION ENERGY SERVICES					
21157 04-12-21 UTILITY	0101.538				476.54
Vendor Totals				----- 0.00	476.54
(90293) CINTAS CORPORATION #47P					
21151 04-27-21 INV 4082592933	0101.520				32.09
21152 04-20-21 INV 4081939566	0101.520				32.09
Vendor Totals				----- 0.00	64.18
(90303) LAKE COUNTY NEWS SUN					
21158 04-29-21 ACCT 53935089	0101.534				59.66
Vendor Totals				----- 0.00	59.66
(90362) CALL ONE					
21155 04-15-21 ACCT 1213704	0101.530	398256			1770.90
Vendor Totals				----- 0.00	1770.90

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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(90364)	CHAPMAN AND CUTLER LLP				
21150 04-23-21	0101.524	1945590			3250.00
LEGAL SERVICES					
Vendor Totals				0.00	3250.00
(90384)	CHICAGO TRIBUNE				
21149 04-30-21	0101.535				24.00
PUBLICATIONS					
Vendor Totals				0.00	24.00
(90399)	CYMA SYSTEMS, INC				
21153 04-23-21	0101.526	492547			247.18
COMPUTER SERVICES					
Vendor Totals				0.00	247.18
(90404)	COMCAST BUSINESS				
21154 04-09-21	0101.530				259.79
ACCT 8771100190881662					
Vendor Totals				0.00	259.79
(91203)	LITTLE CITY FOUNDATION				
21159 03-31-21	0101.581	9788			32.00
SUPPLIES					
Vendor Totals				0.00	32.00
(91410)	NORTH SHORE WATER RECLAMATION				
21160 04-24-21	0101.520	4518056			13.72
ACCT 30348027035331					
Vendor Totals				0.00	13.72
(91462)	NORTH SHORE PRINTERS, INC.				
21161 05-04-21	0101.532				736.00
INV 0109945					
21162 04-28-21	0101.532				151.00
INV 0109944					
21163 05-07-21	0101.532				809.00
INV 0109984					
Vendor Totals				0.00	1696.00

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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(91585) 21164 05-02-21 INV 3104709674		PITNEY BOWES			618.27
Vendor Totals				0.00	618.27
(91631) 21165 04-14-21 POSTAGE		PURCHASE POWER			248.31
Vendor Totals				0.00	248.31
(91724) 21168 04-30-21 EMPLOYEE SCREENING		VISTA CORPORATE HEALTH			105.00
Vendor Totals				0.00	105.00
(91839) 21166 04-17-21 BUILDING MAINT		RODRIGUEZ EXTERMINATING			42.00
Vendor Totals				0.00	42.00
(91845) 21167 04-21-21 PRINTING		RYDIN DECAL			256.89
Vendor Totals				0.00	256.89
(92248) 21169 04-28-21 CONTRACT LABOR		WOODS CREATION 4 U LLC			1300.00
Vendor Totals				0.00	1300.00
(92297) 21170 04-27-21 EQUIP MAINT		WAREHOUSE DIRECT			66.78
Vendor Totals				0.00	66.78
(92334) 21156 04-22-21 ACCT 2249334		CITY OF WAUKEGAN			15.66
Vendor Totals				0.00	15.66
		Report Totals		0.00	11357.18

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(90266)	CONSTELLATION ENERGY SERVICES				
21171 04-12-21	0102.520				164.28
UTILITY					
Vendor Totals				0.00	164.28
(90622)	FIRST COMMUNICATIONS				
21172 04-26-21	0102.530				1167.31
INV 121549592					
Vendor Totals				0.00	1167.31
(91478)	MANPOWER INC				
21173 04-18-21	0102.515	35893873			801.15
CONTRACT LABOR					
Vendor Totals				0.00	801.15
(92201)	VERIZON WIRELESS				
21174 04-15-21	0102.530				54.04
ACCT 2422969860001					
Vendor Totals				0.00	54.04
Report Totals				0.00	2186.78

E. WASHINGTON CENTER

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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(90266)	CONSTELLATION ENERGY SERVICES				
21177 04-12-21	0203.538				419.83
UTILITY					
Vendor Totals				0.00	419.83
(90404)	COMCAST BUSINESS				
21178 05-02-21	0203.538				134.61
ACCT 8771100190062644					
21179 05-01-21	0203.538				118.35
ACCT 8771100191160157					
Vendor Totals				0.00	252.96
(91033)	JEWELL ELECTRIC, INC.				
21180 04-21-21	0203.520	74612			153.00
BUILDING MAINT					
Vendor Totals				0.00	153.00
(91410)	NORTH SHORE WATER RECLAMATION				
21181 04-24-21	0203.520	4518316			107.02
ACCT 30348328035647					
Vendor Totals				0.00	107.02
(91511)	OLSON'S ACE HARDWARE				
21182 04-21-21	0203.582	145988			14.36
BUILDING MAINT SUPPLIES					
21183 04-27-21	0203.582	146047			15.37
BUILDING MAINT SUPPLIES					
Vendor Totals				0.00	29.73
(91812)	REID CONSULTING, INC				
21184 12-13-20	0201.526	10021			375.00
COMPUTER SERVICES					
21185 04-25-21	0201.526	10041			675.00
COMPUTER SERVICES					
Vendor Totals				0.00	1050.00
(91839)	RODRIGUEZ EXTERMINATING				
21186 04-17-21	0203.520	4986			42.00
BUILDING MAINT					
Vendor Totals				0.00	42.00

E. WASHINGTON CENTER

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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(92217) 21175 04-30-21 ACCT T2008300	ADVANCED DISPOSAL-WAUKEGAN-T2				923.09
	0203.582				
Vendor Totals				0.00	923.09
(92334) 21176 04-22-21 ACCT 2250319	CITY OF WAUKEGAN				74.33
	0203.538				
Vendor Totals				0.00	74.33
	Report Totals			0.00	3051.96

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Entry	Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(90087)						
21188	05-06-21 BUILDING MAINT	0204.520				92.00
	Vendor Totals				0.00	92.00
(90404)						
21189	04-14-21 ACCT 8771100191156411	0204.538				118.35
	Vendor Totals				0.00	118.35
(91408)						
21190	05-06-21 ACCT 060181917500005	0204.538				260.05
	Vendor Totals				0.00	260.05
(91410)						
21191	04-24-21 ACCT 30340502027607	0204.520				8.23
	Vendor Totals				0.00	8.23
(91839)						
21192	04-17-21 BUILDING MAINT	0204.520				42.00
	Vendor Totals				0.00	42.00
(92217)						
21187	04-30-21 ACCT T2005898	0204.520				744.73
	Vendor Totals				0.00	744.73
	Report Totals				0.00	1265.36

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(90317)	COMMONWEALTH EDISON CO				
21193 04-14-21	0501.801C				1965.30
ACCT 2133078110					
Vendor Totals				0.00	1965.30
(90404)	COMCAST BUSINESS				
21194 04-09-21	0500.530				273.04
ACCT 8771100270066705					
Vendor Totals				0.00	273.04
(90426)	DENNY'S FIRE CONTROL				
21195 03-31-21	0501.520	171028			71.75
BUILDING MAINT					
Vendor Totals				0.00	71.75
(90714)	GRAINGER				
21196 04-15-21	0501.582				23.82
INV 9869959917					
Vendor Totals				0.00	23.82
(91609)	PETER BAKER & SON CO.				
21197 04-16-21	0501.523	32346			337.50
ROAD MAINT					
Vendor Totals				0.00	337.50
Report Totals				0.00	2671.41

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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(90010)	AMAZON CAPITAL SERVICES				
21199 04-18-21	0601.582				47.96
INV 1G3NG3XPWMFL					
21200 04-28-21	0601.801B				96.95
INV 17TM9G736TDV					
Vendor Totals				0.00	144.91
(90266)	CONSTELLATION ENERGY SERVICES				
21201 05-06-21	0601.540				796.47
UTILITY					
Vendor Totals				0.00	796.47
(90293)	CINTAS CORPORATION #47P				
21205 04-28-21	0601.520				500.29
INV 4082747369					
Vendor Totals				0.00	500.29
(90404)	COMCAST BUSINESS				
21202 04-10-21	0601.801B				4.20
ACCT 8771100190684892					
21203 04-08-21	0601.526				238.35
ACCT 8771100190881308					
Vendor Totals				0.00	242.55
(90845)	HINCKLEY SPRINGS				
21207 04-15-21	0601.522				32.46
INV 2613882041521					
Vendor Totals				0.00	32.46
(90875)	HALS SELF STORAGE				
21206 04-29-21	0601.801B				390.00
STORAGE FEE					
Vendor Totals				0.00	390.00
(91410)	NORTH SHORE WATER RECLAMATION				
21208 04-24-21	0601.520	4519581			46.65
ACCT 30335165022024					
Vendor Totals				0.00	46.65

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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(91605) 21209 04-26-21 TRANSPORTATION	0601.801C1	PACE VANPOOL			200.00
Vendor Totals				0.00	200.00
(91631) 21211 04-06-21 POSTAGE	0601.528	PURCHASE POWER			1598.02
Vendor Totals				0.00	1598.02
(91839) 21212 04-17-21 BUILDING MAINT	0601.520	RODRIGUEZ EXTERMINATING 4986			42.00
Vendor Totals				0.00	42.00
(91939) 21213 05-04-21 CONTRACT LABOR	0601.515	SYNERGIZED COACHING, INC. 6			660.00
Vendor Totals				0.00	660.00
(92121) 21210 05-03-21 POSTAGE	0601.528	POSTMASTER #418			1500.00
Vendor Totals				0.00	1500.00
(92124) 21214 05-13-21 INV 441209145	0601.522	U.S. BANK EQUIP. FINANCE			220.38
Vendor Totals				0.00	220.38
(92217) 21198 04-30-21 ACCT 2009265	0601.520	ADVANCED DISPOSAL-WAUKEGAN-T2			682.61
Vendor Totals				0.00	682.61
(92297) 21215 04-23-21 SUPPLIES	0601.581	WAREHOUSE DIRECT 4941669			104.53
Vendor Totals				0.00	104.53

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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(92334) 21204 04-22-21 ACCT 2261869	CITY OF WAUKEGAN 0601.540				177.23
Vendor Totals				0.00	177.23
			Report Totals	0.00	7338.10

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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(90714)		GRAINGER			
21216 04-21-21	0602.558				37.43
INV 9876364259					
21217 04-22-21	0602.582				66.57
INV 9877791906					
21218 04-22-21	0602.582				26.15
INV 9877791898					
21219 04-22-21	0602.582				13.86
INV 9877791880					
21220 04-22-21	0602.582				82.12
INV 9877791914					
21221 04-23-21	0602.582				14.73
INV 9879600378					
21222 04-23-21	0602.582				328.48
INV 9879600386					
21223 04-23-21	0602.582				8.21
INV 9879600360					
Vendor Totals				----- 0.00	----- 577.55
(91184)		LURVEY LANDSCAPE SUPPLY			
21224 04-28-21	0602.582				29.65
SMALL SUPPLIES/TOOLS					
21225 04-28-21	0602.582				29.65
SMALL SUPPLIES/TOOLS					
21226 04-29-21	0602.582				33.40
SMALL SUPPLIES/TOOLS					
Vendor Totals				----- 0.00	----- 92.70
(99901)		WASTE MANAGEMENT			
21227 04-29-21	0602.582				493.33
INV 360719423541					
Vendor Totals				----- 0.00	----- 493.33
Report Totals				----- 0.00	----- 1163.58 =====