

WAUKEGAN TOWNSHIP BOARD MEETING

JUNE 09, 2022

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 June 09, 2022.

The Board Meeting was called to order at 5:00 p.m. by Supervisor Marc L. Jones. Clerk Rose M. Staben led the Members in the Pledge of Allegiance and Trustee Dulce Ortiz 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 and Juan Hernandez/Human Resources Manager. **Excused: Absent:**

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 **June 9, 2022** 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 **May 26, 2022** Waukegan Township Board Meeting as presented. Motion by Trustee Ortiz, 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 **June 6, 2022** as presented. Motion by Trustee Ortiz, second by Trustee Castellanos. **Ayes:** Trustee Johnson, Trustee McBride, Trustee Castellanos, Trustee Ortiz, Supervisor Jones. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report
6/6/2022

Fund		Balance
Town Fund	First Midwest Bank	76,818.76
	First Midwest Bank M/M	657,522.73
	Illinois Funds	39,798.58
	No. Chicago Com Bank	367,654.92
Total Town Fund		\$1,141,794.99
General Assistance Fund	First Midwest Checking	689,030.39
	First Midwest Bank M/M	349,419.75
	Illinois Funds	7,567.29

Total General Assistance		\$1,046,017.43
IMRF/FICA Fund	First Midwest Bank	103,041.91
	First Midwest Bank M/M	0.00
	Illinois Funds	15,811.94
Total IMRF/FICA Fund		\$118,853.85
Senior Fund	First Midwest Bank	42,256.79
	First Midwest Money Market	35,040.26
	Illinois Funds	14,886.48
Total Senior Fund		\$92,183.53
		2,398,849.80
Road & Bridge	First Midwest Bank	117,139.84
	Waukegan Community Trust	303,094.28
Total Road & Bridge		\$420,234.12

PPRT Taxes Received since last report - May 10th

Town - \$ 414,209.79

R&B - \$123,369.99

For the state's fiscal year of (July 1 - June 30, 2022) we have received a total of for Town \$1,679,484.68 and for R & B \$500,224.37

Town RE Tax

Total received FY 2021-22 \$1,303,053.57

GA RE Taxes -

Total received FY 2021-22 \$669,938.00

IMRF/FICA RE Taxes -

Total received FY 2021-22 \$217,342.34

SEN'R RE Taxes -

Total received FY 2021-22 \$1,063,433.10

RB RE Taxes -

Total received FY 2021-22 \$142,452.59

Other Deposits

Citizen Participation: None.

Supervisor's Report:

Supervisor Jones asked Juan Hernandez/Human Resources Manager to address the Board Members regarding security, safety issues and emergency responses procedures. Mr. Hernandez distributed a Safety packet and reviewed its contents in detail. The packet covered extreme safety measures and the many enhancements for the Supervisor's office and all other facilities.

Mr. Hernandez exited the Board Meeting at 5:20 p.m.

Supervisor Jones distributed the Waukegan Township 2022 Scholarship Application packet for Ashley Zavala. He said Ms. Zavala packet was complete and will be receiving the \$1,000.00 scholarship.

Supervisor Jones distributed the C Force Construction Inc proposal for the 30 feet culvert repair for Crescent Avenue. He said the removal of the old culvert and replacement of a new culvert would cost \$5,800.00.

Supervisor Jones distributed the Men's Round Table Discussion flair, scheduled for June 17th with Mr. Newsome as facilitator.

Supervisor Jones mentioned that the Supervisor's Office and the Patricia A. Jones Center will be closed on June 20th in observance of Juneteenth.

Supervisor Jones mentioned that the C2RR Public Meeting is scheduled for June 27th.

Supervisor Jones mentioned that the C2RR Stakeholder Luncheon is scheduled for July 29th.

Supervisor Jones distributed the Outside Agency Requests for Northern Illinois Recovery Community Organization (NIRCO) 1st Annual Gala. Also, request for JIC Community Development Corporation scholarship program.

Supervisor Jones mentioned that the new Staben House manager is in training leaving a vacancy at the Patricia A. Jones Center to be filled soon.

Supervisor Jones mentioned that the Capitol Improvements is at a stand for some work because of the high cost of materials.

Assessor's Report:

Assessor Stricklin reported that his office completed their books ahead of time. He also requested a safety assessment for his office and staff.

Executive Session: None.

Action on Payroll:

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending **May 19, 2022** in the amount of **\$121,214.44** 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 Invoices:

Supervisor Jones requested a motion for the approval of **agenda item #14**, approval of the following invoices for bills submitted for the **June 9, 2022** Board Meeting: Invoices for Town Fund in the amount of **\$5,929.32**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$1,226.64**; Invoices for G/A Fund/Staben House in the amount of **\$313.85**; Invoices for Town Fund/Assessor's Office in the amount of **\$1,957.45**; 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 **\$1,434.37**; Senior Fund/PA Jones Center in the amount of **\$2,486.11**; Senior Fund/Gift Shoppe in the amount of **\$0**; Invoices for Home Sweet Home in the amount of **\$6,305.19**; Invoices for Fundraisers in the amount of **\$0**; 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: None on hand, to be presented at the June 30th Board Meeting.

Emergency Bills: None.

Attestation:

Clerk Staben attested to the above Invoices for bills submitted for the June 9, 2022 Board Meeting.

Action Items:

Supervisor Jones requested a motion for the approval of the 2022 Waukegan Township Scholarship recipient Ashley Zavala in the amount of \$1,000.00 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 for the approval of the C Force Construction for the Highway Department, culvert replaced in the amount of \$5,800.00as presented. Motion by Trustee Ortiz, second by Trustee Castellanos. **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 Outside Agency Request/JIC Community Scholarship program in the amount of \$300.00 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 Outside Agency Request/NIRCO 1st Annual Gala in the amount of \$500.00 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.**

New Business: None.

Old Business: None.

Announcements:

Trustee Johnson said that he and the Board Members will continue to pray for the Jones family with Mrs. Dorothy Rose Armsted at heart. He also invited the Board Members to the New Hope Missionary Baptist Church for a Father's Day service.

Comments/Concerns-Trustees: None.

Adjournment:

There being no further business to come before the Board, Supervisor Jones requested a motion to adjourn the **June 9, 2022** meeting at **6:10 p.m.** Motion by Trustee Johnson, second by Trustee Ortiz. **Ayes:** Trustee Johnson, Trustee McBride, Trustee Castellanos, Trustee Ortiz, Supervisor Jones. **Nays:** None. **Motion carried.**

MARC L. JONES, Township Supervisor

ROSE M. STABEN, Township Clerk

WAUKEGAN TOWNSHIP
Ledger Of Selected Entries
06-02-22

Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
90010) AMAZON CAPITAL SERVICES					
5524 05-25-22	0101.581				10.98
INV 1GGQ674VQTD					
5525 05-22-22	0101.801B				47.94
INV 1P1HHHLN9MRG					
5526 05-22-22	0101.581				120.87
INV 14XJ4QM99FWR					
5527 05-23-22	0101.582				78.17
INV 1WJW3M3CTV6N					
Vendor Totals				0.00	257.96
90047) ACCURATE EMPLOYMENT SCREENING					
5528 06-01-22	0101.558	2101391			44.00
EMPLOYEE SCREENING					
5529 04-26-21	0101.558				-25.00
EMPLOYEE SCREENING					
Vendor Totals				0.00	19.00
90060) ADP, LLC					
5530 04-29-22	0101.532				728.25
INV 605023180					
Vendor Totals				0.00	728.25
90267) CONSTELLATION NEWENERGY-GAS					
5531 05-18-22	0101.538	3479024			264.12
UTILITY					
Vendor Totals				0.00	264.12
90268) COMMUNITY YOUTH NETWORK, INC					
5533 06-01-22	0101.558	1555			150.45
EAP SERVICES					
Vendor Totals				0.00	150.45
90293) CINTAS CORPORATION #47P					
5532 05-24-22	0101.520				43.26
INV 4120250028					
Vendor Totals				0.00	43.26
90303) LAKE COUNTY NEWS SUN					
5537 05-13-22	0101.534				84.14
ACCT 53935089					
Vendor Totals				0.00	84.14

WAUKEGAN TOWNSHIP
 Ledger Of Selected Entries
 06-02-22

Entry	Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
90605)			FRAMEWORK			
15534	06-01-22 EQUIP MAINT	0101.522	40458			215.00
15535	06-01-22 TELEPHONE	0101.530	DG3733			439.10
	Vendor Totals				0.00	654.10
91161)			KOSCO FLAGS & FLAGPOLES			
15536	05-23-22 BUILDING MAINT SUPPLIES	0101.582	21109			41.00
	Vendor Totals				0.00	41.00
91647)			PURO FUTBOL			
15538	05-05-22 ADVERTISEMENT	0101.532B	3257			312.50
	Vendor Totals				0.00	312.50
91839)			RODRIGUEZ EXTERMINATING			
15539	05-30-22 BUILDING MAINT	0101.520	6955			42.00
	Vendor Totals				0.00	42.00
92087)			TOWNSHIP OFFICIALS OF ILLINOIS			
15540	05-30-22 DUES	0101.534				1333.63
	Vendor Totals				0.00	1333.63
92248)			WOODS CREATION 4 U LLC			
15541	05-31-22 CONTRACT LABOR	0101.532B	053122			1300.00
	Vendor Totals				0.00	1300.00
92297)			WAREHOUSE DIRECT			
15542	05-31-22 SUPPLIES	0101.581	5249561			101.73
15543	05-31-22 EQUIP MAINT	0101.522	IN436179			196.29
15544	05-31-22 EQUIP MAINT	0101.522	IN436179			817.49
15545	05-31-22 EQUIP MAINT	0101.522	IN436179			129.31
15546	05-26-22 SUPPLIES	0101.581	5247335			119.94

WAUKEGAN TOWNSHIP
Ledger Of Selected Entries
06-02-22

Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(92297)		WAREHOUSE DIRECT(Continued)			
25547 05-20-22 SUPPLIES	0101.581	5242906			131.25
25548 09-16-21 SUPPLIES	0101.581	50538510			-386.74
25549 09-28-21 SUPPLIES	0101.581	50632590			-121.38
25550 03-15-22 SUPPLIES	0101.581	5191658			-102.62
25551 03-15-22 SUPPLIES	0101.581	5191765			-42.84
25552 03-30-22 SUPPLIES	0101.581	5203604			-143.52
Vendor Totals				----- 0.00	----- 698.91
Report Totals				----- 0.00	----- 5929.32 =====

WAUKEGAN TOWNSHIP
Ledger Of Selected Entries
06-02-22

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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(90886)	IMPACT NETWORKING, LLC				
25553 05-16-22 SUPPLIES	0102.581	2545922			123.60
Vendor Totals				0.00	123.60
(91326)	LARRY WICKETTS				
25555 05-27-22 CONTRACT LABOR	0102.515				780.00
25556 05-24-22 CONTRACT LABOR	0102.515				1000.00
Vendor Totals				0.00	1780.00
(92201)	VERIZON WIRELESS				
25554 05-15-22 ACCT 24229698600001	0102.530				53.85
Vendor Totals				0.00	53.85
Report Totals				0.00	1957.45

WAUKEGAN TOWNSHIP
 Ledger Of Selected Entries
 06-02-22

Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(90267) 25557 05-18-22 UTILITY	0203.538	3479024			266.33
Vendor Totals				0.00	266.33
(91839) 25560 05-30-22 BUILDING MAINT	0203.520	6955			42.00
Vendor Totals				0.00	42.00
(92056) 25559 04-22-22 BUILDING MAINT SUPPLIES	0203.582	5012208			109.00
Vendor Totals				0.00	109.00
(92297) 25561 05-31-22 EQUIP MAINT	0203.522	IN436179			59.55
Vendor Totals				0.00	59.55
(92323) 25558 05-05-22 EWC GASOLINE	0203.607	2100448			749.76
Vendor Totals				0.00	749.76
Report Totals				0.00	1226.64

WAUKEGAN TOWNSHIP
 Ledger Of Selected Entries
 06-02-22

Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(90373) 25564 06-02-22 BUILDING MAINT	0204.520	C.A.B BACKFLOW INC. 7232			150.00
Vendor Totals				0.00	150.00
(90404) 25562 05-14-22 ACCT 8771100191156411	0204.538	COMCAST BUSINESS			121.85
Vendor Totals				0.00	121.85
(91839) 25563 05-30-22 BUILDING MAINT	0204.520	RODRIGUEZ EXTERMINATING 6955			42.00
Vendor Totals				0.00	42.00
		Report Totals		0.00	313.85

WAUKEGAN TOWNSHIP
 Ledger Of Selected Entries
 06-03-22

Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(90267) 25566 05-18-22 UTILITY	0500.538	3479024			243.61
Vendor Totals				0.00	243.61
(90317) 25565 05-13-22 ACCT 2133078110	0501.801C				923.80
Vendor Totals				0.00	923.80
(92323) 25567 05-05-22 R&B GASOLINE	0501.586	2100448			266.96
Vendor Totals				0.00	266.96
Report Totals				0.00	1434.37

WAUKEGAN TOWNSHIP
 Ledger Of Selected Entries
 06-03-22

Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(90010) AMAZON CAPITAL SERVICES					
25568 05-19-22 INV 1LH4KLMLV6HL	0601.582				339.99
25569 05-20-22 INV 1WR3PWX7G9YF	0601.582				29.89
25570 05-26-22 INV 11MRXVMQDDQ4	0601.582				-34.99
Vendor Totals				0.00	334.89
(90267) CONSTELLATION NEWENERGY-GAS					
25571 05-18-22 UTILITY	0601.540	3479024			334.12
Vendor Totals				0.00	334.12
(91839) RODRIGUEZ EXTERMINATING					
25579 05-30-22 BUILDING MAINT	0601.520	6955			42.00
Vendor Totals				0.00	42.00
(91978) SAM'S CLUB DIRECT					
25580 04-28-22 BUILDING MAINT SUPPLIES	0601.582	000000			50.67
Vendor Totals				0.00	50.67
(92056) HOME DEPOT CREDIT SERVICES					
25573 04-18-22 BUILDING MAINT SUPPLIES	0601.582	9020711			41.86
25574 04-21-22 BUILDING MAINT SUPPLIES	0601.582	6544343			27.73
25575 04-27-22 BUILDING MAINT SUPPLIES	0601.582	521663			2.75
25576 04-27-22 BUILDING MAINT SUPPLIES	0601.582	544809			46.97
25577 04-28-22 BUILDING MAINT SUPPLIES	0601.582	9021836			374.06
25578 05-02-22 BUILDING MAINT SUPPLIES	0601.582	530717			55.87
Vendor Totals				0.00	549.24
(92124) U.S. BANK EQUIP. FINANCE					
25581 05-19-22 INV 472812585	0601.522				153.68
Vendor Totals				0.00	153.68

WAUKEGAN TOWNSHIP
Ledger Of Selected Entries
06-03-22

Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(92297)		WAREHOUSE DIRECT			
25582 05-31-22 EQUIP MAINT	0601.522	IN436067			134.49
Vendor Totals				0.00	134.49
(92323)		CITY OF WAUKEGAN			
25572 05-05-22 PP GASOLINE	0601.550	2632837			887.02
Vendor Totals				0.00	887.02
		Report Totals		0.00	2486.11

WAUKEGAN TOWNSHIP
Ledger Of Selected Entries
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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
ALAMO'S BODY SHOP, INC.					
(90107) 5585 05-07-22 AUTO/EQUIP MAINT	0602.522	00000698			174.66
5586 05-03-22 AUTO/EQUIP MAINT	0602.522	00000691			1137.59
5587 05-16-22 AUTO/EQUIP MAINT	0602.522	00000713			222.50
Vendor Totals				0.00	1534.75
AMERICAN OUTFITTERS					
(90167) 5583 05-18-22 INV 345668	0602.558				472.75
5584 05-19-22 INV 345810	0602.558				160.00
Vendor Totals				0.00	632.75
GRAINGER					
(90714) 5589 05-27-22 INV 9327434784	0602.558				29.84
5590 05-23-22 INV 9320481766	0602.558				24.92
5591 05-23-22 INV 9320481782	0602.558				95.81
5592 05-23-22 INV 9320481774	0602.582				117.56
Vendor Totals				0.00	268.13
GROWER EQUIPMENT & SUPPLY CO					
(90717) 5593 05-13-22 AUTO/EQUIP MAINT	0602.522	29979			620.17
5594 05-25-22 AUTO/EQUIP MAINT	0602.522	4207			67.00
Vendor Totals				0.00	687.17
LITTLE FORT MEDIA					
(91180) 5606 05-02-22 PRINTING	0602.532	39345			957.00
Vendor Totals				0.00	957.00
LBM TRAILERS AND HITCHES INC					
(91185) 5605 04-29-22 AUTO/EQUIP MAINT	0602.522	4011			65.85
Vendor Totals				0.00	65.85

WAUKEGAN TOWNSHIP
 Ledger Of Selected Entries
 06-03-22

Entry	Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(91370)		MASTER TRUCK & TRAILER				
25608	05-18-22 AUTO/EQUIP MAINT	0602.522	S102621			49.93
25609	03-31-22 AUTO/EQUIP MAINT	0602.522	S101729			332.86
	Vendor Totals				0.00	382.79
(91420)		THE MULCH CENTER				
25607	05-19-22 SMALL SUPPLIES/TOOLS	0602.582	271314			28.00
	Vendor Totals				0.00	28.00
(91978)		SAM'S CLUB DIRECT				
25610	05-12-22 BUILDING MAINT SUPPLIES	0602.582	005955			97.56
	Vendor Totals				0.00	97.56
(92056)		HOME DEPOT CREDIT SERVICES				
25595	04-13-22 SMAAL SUPPLIES/TOOLS	0602.582	4291017			55.00
25596	04-13-22 SMAAL SUPPLIES/TOOLS	0602.582	4903604			363.98
25597	04-13-22 SMAAL SUPPLIES/TOOLS	0602.582	4903612			44.44
25598	04-15-22 SMAAL SUPPLIES/TOOLS	0602.582	2903667			194.22
25599	04-21-22 SMAAL SUPPLIES/TOOLS	0602.582	6903799			59.58
25600	04-22-22 SMAAL SUPPLIES/TOOLS	0602.582	5853662			3.00
25601	04-22-22 SMAAL SUPPLIES/TOOLS	0602.582	5903830			91.03
25602	04-25-22 SMAAL SUPPLIES/TOOLS	0602.582	2593686			25.50
25603	05-02-22 SMAAL SUPPLIES/TOOLS	0602.582	5904106			76.21
25604	05-04-22 SMAAL SUPPLIES/TOOLS	0602.582	3490626			53.77
	Vendor Totals				0.00	966.73
(92323)		CITY OF WAUKEGAN				
25588	05-05-22 HSH GASOLINE	0602.550	2100448			684.46
	Vendor Totals				0.00	684.46
	Report Totals				0.00	6305.19

