

WAUKEGAN TOWNSHIP BOARD MEETING NOVEMBER 8, 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 Thursday November 8, 2021.

The Board Meeting was called to order at 5:00 p.m. by Supervisor Marc L. Jones. Township 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 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. **Absent:** Trustee Percy L. Johnson.

Supervisor Jones provided the Waukegan Township residents with the Township contact information and phone number for citizen participation in compliance with Governor Pritzker pandemic regulations.

Supervisor Jones requested a motion to approve the **Agenda** for the **November 8, 2021** Waukegan Township Board Meeting as presented. Motion by Trustee Ortiz, second by Trustee Castellanos. **Ayes:** Trustee McBride, Trustee Castellanos, Trustee Ortiz, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the **Minutes** for the **October 28, 2021** Waukegan Township Board Meeting as presented. Motion by Trustee Ortiz, second by Trustee McBride. **Ayes:** 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 **November 3, 2021** as presented. Motion by Trustee McBride, second by Trustee Ortiz. **Ayes:** Trustee McBride, Trustee Castellanos, Trustee Ortiz, Supervisor Jones. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report
11/4/2021

Fund		Balance
Town Fund	First Midwest Bank	262,758.18
	First Midwest Bank M/M	742,428.44
	Illinois Funds	39,723.60
	No. Chicago Com Bank	67,621.88
Total Town Fund		\$1,112,532.10
General Assistance Fund	First Midwest Checking	211,898.66
	First Midwest Bank M/M	185,030.05

	Illinois Funds	7,555.06
Total General Assistance		\$404,483.77
IMRF/FICA Fund	First Midwest Bank	92,001.72
	First Midwest Bank M/M	0.00
	Illinois Funds	15,786.11
Total IMRF/FICA Fund		\$107,787.83
Senior Fund	First Midwest Bank	348,586.79
	First Midwest Money Market	311,532.25
	Illinois Funds	14,862.08
Total Senior Fund		\$674,981.12
		2,299,784.82
Road & Bridge	First Midwest Bank	240,021.59
	Waukegan Community Trust	183,096.63
Total Road & Bridge		\$423,118.22

PPRT Taxes Received since last report -

Town - \$

R&B - \$

For the state's fiscal year of (July 1 - June 30, 2022) we have received a total of for Town \$439,932.26 and for R & B \$131,031.08

Town RE Tax 10/22	\$168,201.89
Total received FY 2021-22	\$1,303,053.57

GA RE Taxes - 10/22	\$86,478.53
Total received FY 2021-22	\$669,938.00

IMRF/FICA RE Taxes - 10/22	\$26,061.67
Total received FY 2021-22	\$217,342.34

SEN'R RE Taxes - 10/22	\$137,271.04
Total received FY 2021-22	\$1,063,433.10

RB RE Taxes - 10/22	\$18,519.81
Total received FY 2021-22	\$142,452.59

Other Deposits

Citizen Participation:

Supervisor Jones called out for citizen participation via phone, there was no caller response.

Supervisor's Report:

Supervisor Jones introduced Tim Burton with Lake County United Way. Mr Burton distributed a data sheet and gave an audio update on the 211 program services. He thanked Waukegan Township for previous support for the 211 program.

Supervisor Jones asked Lety Castellanos/Staben House Manager to address the Board Members regarding the Home for the Holidays/brick fundraiser and installation. Mrs. Castellano distributed a brick pricing sheet and presented the Board Members with a brick sample with engraving. She said a portion of the \$50.00 brick cost will be donated to the playground efforts.

Supervisor Jones introduced Jeoff Raef/West's Insurance Agency. The insurance renewal proposal summary packet was provided to the Board Members. Mr. Raef reviewed the packet and expounded on cost changes.

Supervisor Jones mentioned that the Kids Holiday Gift Cards for 100 kids was increased to 113 to accommodate all applicants.

Supervisor Jones mentioned that the Township office and Park Place will be closed in observance of Veterans Day. He invited the Board Members to assist with the Veterans lunch distribution on Thursday, meeting at 10:00 a.m. at Park Place.

Supervisor Jones mentioned that TOI Annual Virtual Conference packets have been distributed to all Board Members attending the conference.

Supervisor Jones mentioned that the C2RR Public Meeting is scheduled for next Monday.

Supervisor Jones mentioned that the next Township Board Meeting will be held on November 22nd due to the Thanksgiving holiday.

Supervisor Jones asked the Board Members to give it some thought about resuming the Board Meetings at the Township office for the year 2022.

Supervisor Jones asked attorney Mr. Newsome to present his findings regarding the Elected Official stipend increase. He said the stipend increase would not be allowed for the term of 2021-2020 and that the Board voted before November 18, 2020 not to change their compensation.

Supervisor Jones mentioned that the Senior Citizens Services Committee held a productive meeting. He said Lake County services gave presentations.

Supervisor Jones the Township office and Park Place will be closed in observance of Thanksgiving Day.

Supervisor Jones distributed the Outside Agency Request for Heart of the City/Soccer and Educational programs. Also, Millennials Connected/Fundraiser.

Assessor’s Report:

Assessor Stricklin gave an office update, record keeping project for important historical records.

Executive Session: None.

Action on Payroll:

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending **October 21, 2021** in the amount of **\$113,930.74** as presented. Motion by Trustee Ortiz, second by Trustee Castellanos. **Ayes:** 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 **November 8, 2021** Board Meeting: Invoices for Town Fund in the amount of **\$6,464.19**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$95.59**; Invoices for G/A Fund/Staben House in the amount of **\$517.85**; Invoices for Town Fund/Assessor’s Office in the amount of **\$5,221.14**; Invoices for Road and Bridge/Highway Department the amount of **\$3,478.85**; Senior Fund/Park Place in the amount of **\$7,545.12**; Senior Fund/Gift Shoppe in the amount of **\$0**; Invoices for Home Sweet Home in the amount of **\$1,566.20**; Invoices for Fundraisers in the amount of **\$0**; as presented. Motion by Trustee Castellanos, second by TrusteeMcBride. **Ayes:** 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 **October 28, 2021** Board Meeting in the amount of **\$35,374.70** as presented. Motion by Trustee Ortiz, second by Trustee Castellanos. **Ayes:** Trustee McBride, Trustee Castellanos, Trustee Ortiz, Supervisor Jone. **Nays:** None. **Motion carried.**

**Paid Bills
October 28, 2021**

The following is a list of bills that were paid after the board meeting of October 14, 2021 and before the meeting of October 28, 2021

Purpose	Payee	Amount
Senior Fund 10/22/2021	Michaels Signs	\$1,935.00

Down payment for new Park Place Signage (Patricia Jones Ctr)		
Total Senior Fund		\$1,935.00
G/A Fund		
10/16-10/28	FERA Rental & Utility Payments	\$70,142.48
	payments for the FERA Program	
10/16-10/28	GA Waukegan Township Transitional Asst	\$3,250.00
	Paycard uploads	
11/16-10/28	Waukegan Township General Assistance	\$154.98
	Funeral Expense	
Total G/A Fund		\$73,547.46
R & B Fund		
Total R & B Fund		\$0.00
Town Fund		
Total Town Fund		\$0.00
Total all checks paid prior to board meeting		\$75,482.46

Emergency Bills:

Supervisor Jones requested a motion for the approval of **agenda item #16**, Emergency Bills submitted for the **November 8, 2021** Board Meeting in the amount of **\$639.00** as presented. Motion by Trustee Ortiz, second by Trustee McBride. **Ayes:** Trustee McBride, Trustee Castellanos, Trustee Ortiz, Supervisor Jones. **Nays:** None. **Motion carried.**

**Emergency Bills
November 8, 2021**

The following is a list of bills that will need to be paid prior to the meeting of November 8, 2021

Purpose	Payee	Amount
Senior Fund		
Total Senior Fund		\$0.00
G/A Fund		
11/8/2021	Lety Castellanos	\$319.50
	Travel stipend for Conference 11/18-11/21	
11/8/2021	Cyril Jervis	\$319.50
	Travel stipend for Conference 11/18-11/21	
Total G/A Fund		\$639.00
R & B Fund		
Total R & B Fund		\$0.00
Town Fund		

Total Town Fund

\$0.00

Total all checks paid prior to board meeting

\$639.00

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 Casualty & Property Insurance Renewal as presented. Motion by Trustee Castellanos, second by Trustee Ortiz. **Ayes:** Trustee McBride, Trustee Castellanos, Trustee Ortiz, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the Outside Agency Requests for Millennials Connected program support in the amount of \$300.00 as presented. Motion by Trustee Ortiz, second by Trustee Castellanos. **Ayes:** Trustee McBride, Trustee Castellanos, Trustee Ortiz, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the United Way Call 211 in the amount of \$2,500.00 as presented. Motion by Trustee Ortiz, second by Trustee McBride. **Ayes:** Trustee McBride, Trustee Castellanos, Trustee Ortiz, Supervisor Jones. **Nays:** None. **Motion carried.**

New Business: None.

Old Business: None.

Announcements: None.

Comments/Concerns-Trustees:

Trustee Ortiz mentioned that Spanish publications will be mandated in communities with a Hispanic population of 45% or more.

Adjournment:

There being no further business to come before the Board, Supervisor Jones requested a motion to adjourn the **November 8 2021** meeting at **6:06 p.m.** Motion by Trustee McBride, second by Trustee Castellanos. **Ayes:** Trustee McBride, Trustee Castellanos, Trustee Ortiz, Supervisor Jones. **Nays:** None. **Motion carried.**

MARC L. JONES, Township Supervisor

ROSE M. STABEN, Township Clerk

TOWN

WAUKEGAN TOWNSHIP
Ledger Of Selected Entries
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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(90010)	AMAZON CAPITAL SERVICES				
23204 10-21-21	0101.581				25.48
INV 1XL7CNGPCKK9					
Vendor Totals				----- 0.00	----- 25.48
(90116)	ACCURATE BIOMETRICS, INC				
23205 11-01-21	0101.558	2067194			25.00
EMPLOYEE SCREENING					
Vendor Totals				----- 0.00	----- 25.00
(90268)	COMMUNITY YOUTH NETWORK, INC				
23207 11-01-21	0101.558	1370			141.60
EAP SERVICES					
Vendor Totals				----- 0.00	----- 141.60
(90303)	LAKE COUNTY NEWS SUN				
23209 10-14-21	0101.535				65.90
ACCT 53935089					
Vendor Totals				----- 0.00	----- 65.90
(90328)	COLLEGE OF LAKE COUNTY				
23206 10-28-21	0100.230				100.00
DEPOSIT-HBCU					
Vendor Totals				----- 0.00	----- 100.00
(91203)	LITTLE CITY FOUNDATION				
23208 09-28-21	0101.581	9862			56.53
SUPPLIES					
Vendor Totals				----- 0.00	----- 56.53
(91216)	OFFICE PLUS SOLUTIONS & SUPPLY				
23210 10-27-21	0101.581	50828181			54.40
SUPPLIES					
23211 10-22-21	0101.581	5082818			111.65
SUPPLIES					
Vendor Totals				----- 0.00	----- 166.05
(91724)	VISTA CORPORATE HEALTH				
23225 06-30-21	0101.558	436860			234.00
EMPLOYEE SCREENING					
Vendor Totals				----- 0.00	----- 234.00

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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(91839)	RODRIGUEZ EXTERMINATING				
23212 10-25-21	0101.520	5954			42.00
BUILDING MAINT					
Vendor Totals				0.00	42.00
(91925)	SAFEGUARD BUSINESS SYSTEM				
23220 10-28-21	0101.532				266.30
INV 034740295					
23221 10-25-21	0101.532				281.36
INV 034734251					
23222 10-29-21	0101.532				408.21
INV 034742268					
23223 10-29-21	0101.532				86.57
INV 034742269					
23224 10-29-21	0101.532				368.99
INV 034742270					
Vendor Totals				0.00	1411.43
(91943)	THE SHERWIN WILLIAMS CO.				
23215 10-25-21	0101.582	18772			607.40
BUILDING MAINT SUPPLIES					
23216 10-25-21	0101.582	63303			60.86
BUILDING MAINT SUPPLIES					
23217 10-26-21	0101.582	938975			-44.99
BUILDING MAINT SUPPLIES					
23218 10-25-21	0101.582	63311			-60.86
BUILDING MAINT SUPPLIES					
23219 10-28-21	0101.582	64350			60.86
BUILDING MAINT SUPPLIES					
Vendor Totals				0.00	623.27
(91978)	SAM'S CLUB DIRECT				
23213 09-18-21	0101.582				16.70
BUILDING MAINT SUPPLIES					
23214 10-05-21	0101.582				40.68
BUILDING MAINT SUPPLIES					
Vendor Totals				0.00	57.38
(92102)	ULINE				
23226 10-13-21	0101.582				408.38
INV 139886957					
Vendor Totals				0.00	408.38

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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(92248)		WOODS CREATION 4 U LLC			
23230 11-02-21 CONTRACT LABOR	0101.515	110221			1300.00
23231 11-02-21 CONTRACT LABOR	0101.515	110221B			1300.00
Vendor Totals				0.00	2600.00
(92297)		WAREHOUSE DIRECT			
23227 10-29-21 EQUIP MAINT	0101.522	IN412890			71.86
23228 10-29-21 EQUIP MAINT	0101.522	IN412890			287.92
23229 10-29-21 EQUIP MAINT	0101.522	IN412890			147.39
Vendor Totals				0.00	507.17
		Report Totals		0.00	6464.19

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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(90001)	AMERICAN EXPRESS				
23232 10-08-21	0102.542				370.00
GENERAL INSURANCE					
23233 10-02-21	0102.526				394.87
COMPUTER SERVICES					
23234 10-06-21	0102.536				170.98
COMPUTER SERVICES					
23235 09-27-21	0102.581				40.85
SUPPLIES					
23236 10-07-21	0102.581				30.37
SUPPLIES					
23237 10-07-21	0102.583				6.50
OTHER SUPPLIES					
23238 10-07-21	0102.583				47.09
OTHER SUPPLIES					
23239 09-18-21	0102.526				16.95
COMPUTER SERVICES					
23240 09-23-21	0102.526				712.83
COMPUTER SERVICES					
23241 09-28-21	0102.536				147.78
CONFRENCE					
23242 10-08-21	0102.599				59.10
MISC.					
Vendor Totals				0.00	1997.32
(91326)	LARRY WICKETTS				
23246 10-29-21	0102.515				1520.00
CONTRACT LABOR					
Vendor Totals				0.00	1520.00
(91478)	MANPOWER INC				
23243 10-17-21	0102.515	36423370			824.95
CONTRACT LABOR					
23244 10-24-21	0102.515	36442092			824.95
CONTRACT LABOR					
Vendor Totals				0.00	1649.90
(92201)	VERIZON WIRELESS				
23245 10-15-21	0102.530				53.92
INV 9890673994					
Vendor Totals				0.00	53.92
Report Totals				0.00	5221.14

E. WASHINGTON CENTER

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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(91839) 23247 10-25-21 BUILDING MAINT	0203.520	RODRIGUEZ EXTERMINATING 5954			42.00
Vendor Totals				0.00	42.00
(92297) 23248 10-29-21 EQUIP MAINT	0203.522	WAREHOUSE DIRECT IN412890			53.59
Vendor Totals				0.00	53.59
		Report Totals		0.00	95.59

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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(90404)	COMCAST BUSINESS				
23249 10-14-21	0204.538				118.35
	ACCT 8771100191156411				
Vendor Totals				0.00	118.35
(91610)	ERNIE PETERSON PLUMBING INC				
23250 10-27-21	0204.520	51999			357.50
	BUILDING MAINT				
Vendor Totals				0.00	357.50
(91839)	RODRIGUEZ EXTERMINATING				
23251 10-25-21	0204.520	59549			42.00
	BUILDING MAINT				
Vendor Totals				0.00	42.00
Report Totals				0.00	517.85

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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(90404)	COMCAST BUSINESS				
23252 10-09-21	0500.530				336.88
ACCT 8771100270066705					
Vendor Totals				0.00	336.88
(90957)	JM BROTHERS INC				
23256 10-11-21	0501.522				2575.00
EQUIP MAINT					
Vendor Totals				0.00	2575.00
(92056)	HOME DEPOT CREDIT SERVICES				
23253 10-08-21	0501.583	1161802			6.50
BUILDING MAINT SUPPLIES					
23254 10-08-21	0501.583	1903974			50.00
BUILDING MAINT SUPPLIES					
23255 10-08-21	0501.583	1903983			-24.00
BUILDING MAINT SUPPLIES					
Vendor Totals				0.00	32.50
(99901)	WASTE MANAGEMENT				
23257 10-28-21	0501.520				534.47
INV 361488323540					
Vendor Totals				0.00	534.47
Report Totals				0.00	3478.85

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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(90010)	AMAZON CAPITAL SERVICES				
23258 10-31-21	0601.801B				33.53
		INV 1CDVCYDJK9Q6			
Vendor Totals				0.00	33.53
(90257)	BROOKSTONE PRINTING				
23260 10-22-21	0601.532	103232			1990.00
		PRINTING			
Vendor Totals				0.00	1990.00
(90384)	CHICAGO TRIBUNE				
23261 10-20-21	0601.535				127.00
		ACCT 10325997			
Vendor Totals				0.00	127.00
(90599)	AMERICAN SOCIETY ON AGING				
23259 10-03-21	0601.534	1244130			250.00
		MEMBERSHIP			
Vendor Totals				0.00	250.00
(91392)	MICHAEL'S SIGNS, INC.				
23263 10-07-21	0601.592				1935.00
		BUILDING SIGN			
Vendor Totals				0.00	1935.00
(91605)	PACE VANPOOL				
23264 10-25-21	0601.801C1				200.00
		TRANSPORTATION			
Vendor Totals				0.00	200.00
(91610)	ERNIE PETERSON PLUMBING INC				
23262 11-26-21	0601.520	52007			219.90
		BUILDING MAINT			
Vendor Totals				0.00	219.90
(91619)	PETTY CASH				
23265 10-21-21	0601.599				1.01
		MISC.			
23266 10-21-21	0601.534				10.00
		DUES			
Vendor Totals				0.00	11.01

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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(91839)	RODRIGUEZ EXTERMINATING				
23267 10-25-21 BUILDING MAINT	0601.520	5954			42.00
Vendor Totals				0.00	42.00
(91939)	SYNERGIZED COACHING, INC.				
23268 11-01-21 CONTRACT LABOR	0601.801B	17			1826.64
Vendor Totals				0.00	1826.64
(92124)	U.S. BANK EQUIP. FINANCE				
23269 11-01-21 INV 455900712	0601.522				141.54
Vendor Totals				0.00	141.54
(92297)	WAREHOUSE DIRECT				
23270 10-28-21 EQUIP MAINT	0601.522	IN412617			121.98
23271 10-29-21 EQUIP MAINT	0601.522	IN412777			491.66
23272 10-25-21 BUILDING MAINT SUPPLIES	0601.582	5084655			146.28
23273 10-20-21 BUILDING MAINT SUPPLIES	0601.582	50771371			8.58
Vendor Totals				0.00	768.50
Report Totals				0.00	7545.12

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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(90107)					
23274 10-18-21	0602.522	00000476			1155.50
EQUIP/AUTO MAINT					
Vendor Totals				0.00	1155.50
(90400)					
23275 09-17-21	0602.522				33.00
EQUIP/AUTO MAINT					
23276 09-17-21	0602.522				33.00
EQUIP/AUTO MAINT					
Vendor Totals				0.00	66.00
(90714)					
23277 10-25-21	0602.582				32.20
INV 9097731062					
23278 10-25-21	0602.582				29.99
INV 9097731054					
Vendor Totals				0.00	62.19
(91370)					
23279 10-12-21	0602.522	29330			172.51
EQUIP/AUTO MAINT					
Vendor Totals				0.00	172.51
(91941)					
23280 11-02-21	0602.582	000222			110.00
MONTHLY STORAGE					
Vendor Totals				0.00	110.00
Report Totals				0.00	1566.20