

# WAUKEGAN PORT DISTRICT

AIRPORT . MARINA . PORT

## Board of Directors Information Guide

### PREPARED FOR

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# Summary

## Waukegan Port District ("District")

Waukegan Port District is a political subdivision, body politic and municipal corporation created by Illinois Statute in 1955. The District is responsible for the operation and development of Waukegan National Airport and Waukegan Harbor. Seven Board Members serve as the governing body. The District operations are self-funded and, although eligible, the District does not receive any tax money for its operations.

## Waukegan National Airport (UGN)

UGN is an aviation facility categorized by the Federal Aviation Administration as a "Reliever Airport" for Chicago O'Hare. In this role UGN provides the efficient handling of corporate, business, executive, governmental and private aircraft that choose to operate through an uncluttered airport rather than the congestion of one of the busiest airports in the world. With a 6,000-foot runway, Instrument Landing System, Air Traffic Control Tower, and its own U.S. Customs Service clearance for direct international arrivals, Waukegan National Airport has reached prominence as a base of operations for many of "Chicagoland's Fortune 500 Flyers." With approximately 180 based aircraft, including 55 corporate jets, over 50,000 annual aircraft operations, about 260 airport based employees, and over three million gallons of aviation fuel dispensed each year, the airport is a significant economic generator for the area.

## Waukegan Harbor and Marina/Port of Waukegan

Located between Chicago and Milwaukee, Waukegan Harbor is divided into a commercial port and recreational marina. Our deep draft commercial harbor is federally maintained by the United States Army Corps of Engineers and is dredged annually to a depth of 23 feet. Waukegan Harbor is the only designated safe harbor for large commercial vessels traveling between Chicago and Milwaukee. Operations include National Gypsum, Lafarge and St. Mary's Cement, and various marine contractors. Our recreational marina consists of two basins with a mixture of 678 slips ranging in size from 26' to 65', with flexible operations that can accommodate vessels up to 150'. The South Harbor features both fixed and modern floating docks. The North Harbor features fixed concrete piers. Amenities are abundant and include restaurants, a Metra station, Yacht Club, world-class charter fishing fleet, concierge boater's service and a state-of-the-art power boat sales, service and storage facility with an 85-ton lift well, all within walking distance.



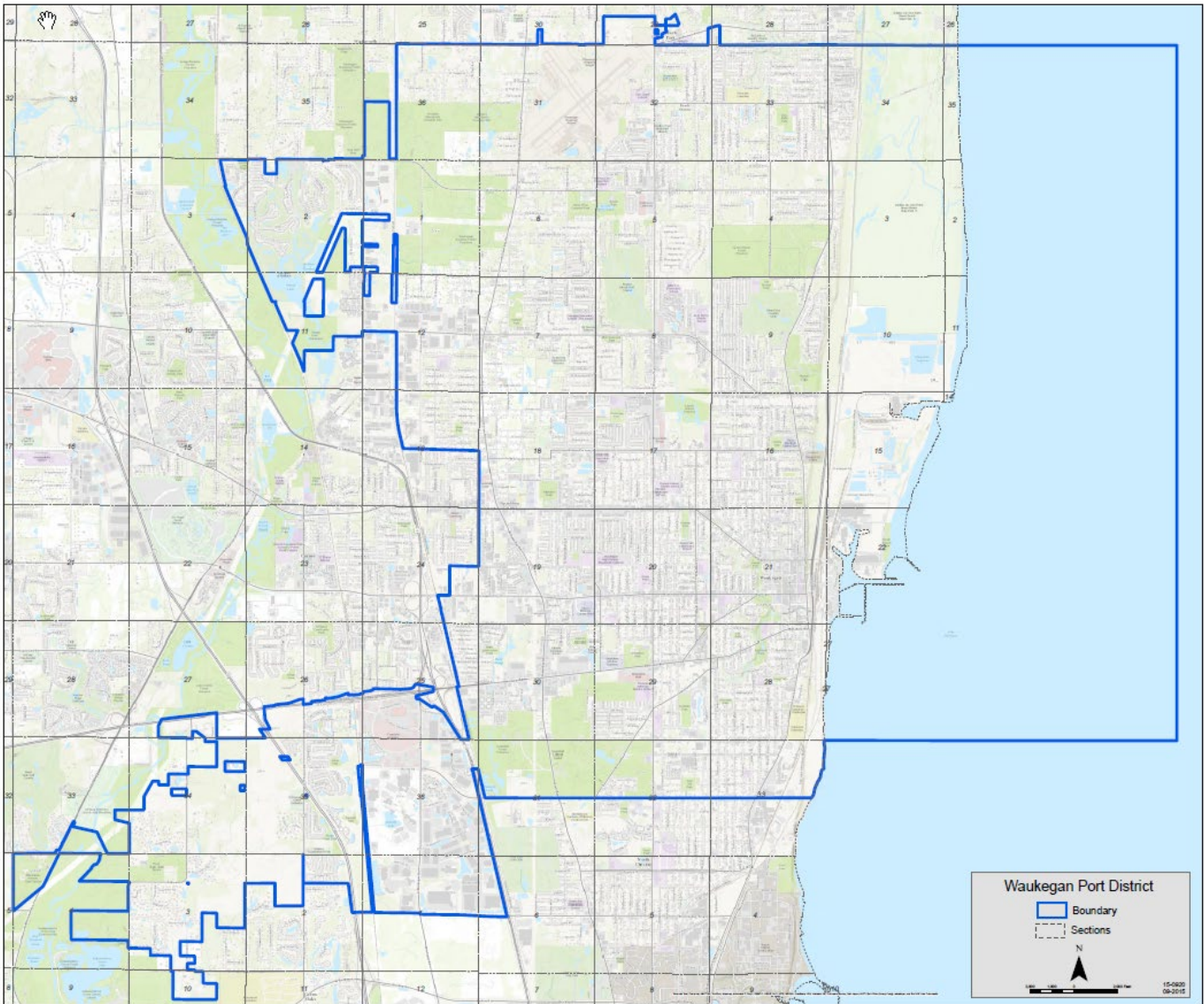
## Mission Statement

To facilitate the transportation of persons and property, to protect, pursue and promote commerce, recreational activities and the general welfare, whether public, private or commercial, by water, land or in the air.





# Waukegan Port District Boundary





# Waukegan Port District Act (70 ILCS 1865)

## Abstract

The following is an abstract of the Waukegan Port District Act creating a Special District under Illinois State Law. This is not intended to include all language and sections, but is meant to provide a quick reference to key provisions. It is recommended that the full version be consulted for clarification when necessary.

**NOTE: TO PROVIDE A QUICK REFERENCE TO KEY PARTS OF THIS ACT, SOME SECTIONS OF THE FULL VERSION HAVE BEEN SHORTENED OR ELIMINATED ENTIRELY IN THIS ABSTRACT. THE COMPLETE ACT CAN BE FOUND [HERE](#)<sup>1</sup>.**

## Formation

**Sec. 3.** There is created a political subdivision, body politic and municipal corporation by the name of the Waukegan Port District embracing all the territory included within the corporate limits of the City of Waukegan....for a distance of two miles into said lake. Territory may be annexed to the District in the manner hereinafter provided in this Act. The District may sue and be sued in its corporate name but execution shall not in any case issue against any property of the District. It may adopt a common seal and change the same at pleasure.

## Issue Permits

**Sec. 4.1.** Issue permits: for the construction of all wharves, piers, dolphins, booms, weirs, breakwaters, bulkheads, jetties, bridges or other structures of any kind, over, under, in, or within 40 feet of any navigable waters within the District; for the removal and deposit of rock, earth, sand or other material, or any matter of any kind or description in said waters.

## Regulate Harbor

**Sec. 4.4.** Regulate the anchorage, moorage and speed of water borne vessels and establish and enforce regulations for the operation of bridges.

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<sup>1</sup> <http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=952&ChapterID=15>



## **Acquire and Build**

**Sec. 4.5.** Acquire, own, construct, lease, operate and maintain terminals, terminal facilities and port facilities, including, but not limited to: launching, mooring, docking, storing, parking and repairing facilities and services for all waterborne vessels used for pleasure and commercial purposes; parking facilities for motor vehicles and boat trailers used in connection with such vessels; roads and tracks to such facilities; fix, charge and collect just, reasonable, and nondiscriminatory charges for the use of such facilities. The charges so collected shall be used to defray the reasonable expenses of the District and to pay the principal of and interest on any revenue bonds issued by the District. The District may, if it deems desirable, set aside and allocate an area or areas within the lands held by it or acquired by it to be leased to private parties. Such leases may be made for such duration as the District deems desirable, but not to exceed 99 years.

## **Airport Formation**

**Sec.4.6.** Locate, establish and maintain a public airport, public airports and public airport facilities within its corporate limits or within or upon any body of water adjacent thereto, and construct, develop, expand, extend and improve any such airport or airport facility.

## **Collect Rents**

**Sec 4.8.** Fix, charge and collect reasonable rentals, tolls, fees and charges for the use of any public airport, or any part thereof, or any public airport facility.

## **Establish, Maintain Territory/Access**

**Sec. 4.9.** Establish, maintain, extend and improve roadways and approaches by land, water or air to any such airport and contract or otherwise provide, by condemnation if necessary, for the removal of any airport hazard..... and enforce airport zoning regulations for territory which is within its corporate limits or which extends not more than two miles beyond its corporate limits.

## **Restrict Height**

**Sec. 4.10.** Restrict the height of any object of natural growth or structure or structures within the vicinity of any airport or within the lines of an approach to any airport, or to accomplish same by condemnation.



### **Government Collaboration**

**Sec. 4.11.** Agree with the state of federal government or with any public agency in respect to the removal and relocation of any object or natural growth.

### **Regulate / Restrict Airspace**

**Sec. 4.12.** Regulate and restrict the flight of aircraft while within or above the incorporated territory of the District.

### **Police Powers**

**Sec. 4.13.** Police its property and exercise police powers.

### **Agreements**

**Sec. 4.14.** Enter into agreements with the corporate authorities or governing body of any other municipal corporation. Pay the reasonable expense of services.

### **Foreign Trade Zone**

**Sec. 4. 14a.** To apply to proper federal authorities in order to establish, operate, maintain or lease a foreign trade zone.

### **Export Trading Company**

**Sec. 4.14b.** Establish, organize, own, acquire, participate in, operate, sell and transfer Export Trading Companies.

### **Contracts**

**Sec. 4.15.** Enter into contracts dealing in any manner with the objects and purposes of this Act

### **Eminent Domain/Land Purchase and Sale**

**Sec. 5.**

The District has power to acquire and accept by purchase, lease, gift, grant or otherwise any property and rights useful for its purposes. The District may acquire real or personal property by the exercise of the right of eminent domain under the Eminent Domain Act; The District has the power to lease, sell, exchange and mortgage real and personal property for any of the purposes for which it may acquire property under the terms of this Act.

### **Grants/Loans**

**Sec. 6.** The District has power to apply for and accept grants, loans or appropriations from any agency or lender to be used for any of the purposes of the District.





## **Insurance**

**Sec. 7.** The District has power to procure and enter into contracts for any type of insurance.

## **Loans**

**Sec. 8.** The District has the continuing power to borrow money and issue either general obligation bonds or revenue bonds.

## **Revenue Bonds**

**Sec. 9** All revenue bonds shall be payable solely from the revenues of the District. The Bonds may bear such date or dates and may mature at such time or times not exceeding 40 years from their respective dates.

## **Tax Powers**

**Sec. 13.** The Board may, after referendum approval, levy a tax for corporate purposes, rate shall not exceed .05% of the value of all taxable property within the District as equalized or assessed by the Department of Revenue. If the Board desires to levy such a tax it shall order that the question be submitted at an election to be held within the District.

## **Restrictions on use within 40' of Navigable Waters**

**Sec. 14.** It is unlawful to make any fill or deposit of rock, earth, sand, or other material... or build ...any wharf, pier ...or other structure over, under, in, or within 40 feet of any navigable waters within the District without first submitting the plans,...and receiving a permit therefor; the District may fix such rule, regulation, requirement, restrictions, or rentals or require and compel such changes, modifications and repairs as shall be necessary to protect the interest of the District.

## **Board of Director Appointments and Term**

**Sec. 15.** The governing and administrative body of the District shall be a Board consisting of 7 members, to be known as the Waukegan Port District Board. Members of the Board shall be residents of a county whose territory, in whole or in part, is embraced by the District and not less than 4 members of the Board shall be residents of the District. The members of the Board shall serve without compensation, but shall be reimbursed for actual expenses incurred by them in the performance of their duties. However, any member of the Board who is appointed to the office of secretary or treasurer of may receive compensation for his/her services as such officer. No member of the Board or employee the District shall have any private financial interest, profit or benefit in any contract, work or



business of the District nor in the sale or lease of any property or from the District.

### **Board Appointment**

**Sec. 16.** Within 60 days after this Act becomes effective the Governor, by and with the advice and consent of the Senate, shall appoint 3 members of the Board for initial terms expiring June first of the years 1957, 1959 and 1961, respectively; and the Mayor, with advice and consent of the City Council of the City of Waukegan, shall appoint 2 members of the Board for initial terms expiring June first of the years 1956 and 1958, respectively. Of the 3 members appointed by the Governor not more than 2 shall be members of the same political party at the time of appointment.

Within 60 days of the effective date of this amendatory Act of the 94th General Assembly, the Mayor of the City of Waukegan shall appoint 4 additional members of the Board. At the expiration of the term of any member appointed by the Governor, his successor shall be appointed by the Governor in like manner, and at the expiration of the term of any member appointed by the Mayor, his successor shall be appointed by the Mayor in like manner, and with like regard as to the place of residence of the appointee, as appointments for the initial terms. All successors shall hold office for the term of 6 years from the first day of June of the year in which they are appointed, except in the case of an appointment to fill a vacancy. In case of vacancy in the office of any member appointed by the Governor during the recess of the Senate, the Governor shall make a temporary appointment until the next meeting of the Senate when he shall nominate some person to fill such office; and any person so nominated, who is confirmed by the Senate, shall hold his office during the remainder of the term and until his successor shall be appointed and qualified. If the Senate is not in session at the time this Act takes effect, the Governor shall make temporary appointments as in case of vacancies. The Governor and Mayor shall certify their respective appointments to the Secretary of State. Within 30 days after certification of his appointment, and before entering upon the duties of his office, each member of the Board shall take and subscribe the constitutional oath of office and file it in the office of the Secretary of State.



## **Board Vacancy**

**Sec. 17.** Members of the Board shall hold office until their respective successors have been appointed and qualified. Each vacancy shall be filled for the unexpired term by appointment in like manner as in case of expiration of the term of a member of the Board.

## **Initial Board Elections**

**Sec. 18.** As soon as possible after the appointment of the initial members, the Board shall organize for the transaction of business, select a chairman and a temporary secretary from its own number, and adopt bylaws and regulations to govern its proceedings. The initial chairman and successors shall be elected by the Board from time to time for the term of his office as a member of the Board or for the term of three years, whichever is shorter.

## **Board Meetings**

**Sec. 19.** Regular meetings of the Board shall be held at least once in each calendar month, the time and place of such meetings to be fixed by the Board. Four members of the Board shall constitute a quorum for the transaction of business. All action of the Board shall be by ordinances or resolution and the affirmative vote of at least 4 members shall be necessary for the adoption of any ordinance or resolution.

## **Secretary, Treasurer**

**Sec. 20.** The Board shall appoint a secretary and a treasurer, who need not be members of the Board, to hold office at the pleasure of the Board, and fix their duties and compensation. Before entering upon the duties of their respective offices they shall take and subscribe the constitutional oath of office, and the treasurer shall execute a bond.

## **Deposits**

**Sec. 21.** All funds deposited by the treasurer in any bank or savings and loan association shall be placed in the name of the District and shall be withdrawn or paid out only by check or draft upon the bank or savings and loan association, signed by the general manager (executive director) of the District if not more than \$5,000 or by any 2 of the following persons if \$5,000 or more: the treasurer, the general manager (executive director) of the District, and the Chairman of the Board.



## **Purchases**

**Sec. 21.1.** Purchases made pursuant to this Act shall be made in compliance with the "Local Government Prompt Payment Act", approved by the Eighty-fourth General Assembly.

## **Signatures**

**Sec. 22.** In case any officer whose signature appears upon any check or draft, issued pursuant to this Act, ceases to hold his office before the delivery thereof to the payee, his signature nevertheless shall be valid and sufficient for all purposes with the same effect as if he had remained in office until delivery thereof.

## **Appointments**

**Sec. 23.** The Board may appoint a general manager, a general attorney and/or a chief engineer, and shall provide for the appointment of other officers, attorneys, engineers, consultants, agents and employees as may necessary or desirable.

## **Ordinances**

**Sec. 24.** The Board has power to pass all ordinances and make all rules and regulations proper or necessary, and to carry into effect the powers granted to the District, with such fines or penalties as may be deemed proper. All fines and penalties shall be imposed by ordinances, which shall be published in a newspaper of general circulation published in the area embraced by the District. No such ordinance shall take effect until 10 days after its publication.

## **Reports/Financials**

**Sec. 25.** Within 60 days after the end of each fiscal year, the Board shall cause to be prepared and printed a complete and detailed report and financial statement of the operations and assets and liabilities of the District. A reasonably sufficient number of copies of such report shall be printed for distribution to persons

interested, upon request, and a copy thereof shall be filed with the Governor and the county clerk and the presiding officer of the county board of each county which is partially or wholly within the area of operation of the District. A copy of such report shall be addressed to and mailed to the Mayor and city council or president and board of trustees of each municipality within the area of the District.



## **Investigations/Enforcement**

**Sec. 27.** The Board may investigate conditions in which it has an interest within the area of the District, the enforcement of its ordinances, rules and regulations, and the action, conduct and efficiency of all officers, agents and employees of the District. In the conduct of such investigations the Board may hold public hearings on its own motion, and shall do so on complaint of any municipality within the District. Each member of the Board shall have power to administer oaths, and the secretary, by order of the Board, shall issue subpoenas to secure the attendance and testimony of witnesses, and the production of books and papers relevant to such investigations and to any hearing before the Board or any member thereof. Any circuit court of this State, upon application of the Board, or any member thereof, may in its discretion compel the attendance of witnesses, the production of books and papers, and giving of testimony before the Board or before any member thereof or any officers' committee appointed by the Board, by attachment for contempt or otherwise in the same manner as the production of evidence may be compelled before the court.

## **Judicial Review**

**Sec. 28.** All final administrative decisions of the Board hereunder shall be subject to judicial review pursuant to the provisions of the Administrative Review Law, and all amendments and modifications thereof, and the rules adopted pursuant thereto. The term "administrative decision" is defined as in Section 3-101 of the Code of Civil Procedure.

## **Testimony**

**Sec. 29.** In the conduct of any investigation authorized by Section 27 the District shall, at its expense, provide a stenographer to take down all testimony and shall preserve a record of such proceedings. The notice of hearing, complaint, and all other documents in the nature of pleadings and written motions filed in the proceedings, the transcript of testimony and the orders or decision of the Board constitutes the record of such proceedings.

The District is not required to certify any record or file any answer or otherwise appear in any proceeding for judicial review of an administrative decision unless the party asking for review deposits with the clerk of the court the sum of 50 cents per page of the record representing the costs of such certification. Failure to make such deposit is grounds for dismissal of the action.



## **Invalidity**

### **Sec. 30.**

If any provision of this Act is held invalid such provision shall be deemed to be excised from this Act and the invalidity thereof shall not affect any of the other provisions of this Act. If the application of any provision of this Act to any person or circumstance is held invalid it shall not affect the application to such persons or circumstances other than those as to which it is invalid. The provisions of this Act shall not be considered as impairing, altering, modifying, repealing or superseding any of the jurisdiction or powers of the Illinois Commerce Commission or of the Department of Natural Resources under the Rivers, Lakes, and Streams Act. Nothing in this Act or done under its authority shall apply to, restrict, limit or interfere with the use of any terminal, terminal facility or port facility owned or operated by any private person for the storage or handling or transfer of any commodity moving in interstate commerce or the use of the land and facilities of a common carrier or other public utility and the space above such land and facilities or the right to use such land and such facilities in the business of such common carrier or other public utility, without approval of the Illinois Commerce Commission and without the payment of just compensation to any such common carrier or other public utility for damages resulting from any such restriction, limitation or interference.

## **Illinois Municipal Code**

### **Sec. 31.**

The provisions of the Illinois Municipal Code, as heretofore and hereafter amended, or the provisions of "An Act in relation to airport authorities", approved April 4, 1945, as amended, or the provisions of "An Act to empower counties to acquire, own, construct, manage, maintain, operate, and lease airports and landing fields, to levy taxes and issue bonds therefor, and to exercise the power of eminent domain", approved March 14, 1941, as amended, or the provisions of "An Act to authorize counties having less than 500,000 population to acquire, construct, improve, repair, maintain and operate certain airports, to charge for the use thereof and repealing a certain act herein named", approved July 17, 1945 as amended, or the provisions of "An Act in relation to the establishment, acquisition, maintenance and operation of airports and landing fields by counties of less than 500,000 population, and by such counties jointly with certain taxing districts located within or partly within such counties, and to provide methods for financing thereof", approved July 22, 1943, as amended, shall not be effective within the area of the District insofar as the provisions of said Acts conflict with the provisions of this Act or grant substantially the same powers to any municipal corporation or political subdivision as are granted to the District by this Act.



## **Annexation**

**Sec. 32.** Territory which is contiguous to the District may be annexed to and become a part of the District in the manner provided in Sections 33 or 34, whichever may be applicable.

## **Petition for Annexation**

**Sec. 33.** At least 5% of the legal voter's resident within the limits of such proposed addition to the District shall petition the circuit court for the county in which the major part of the District is situated, to cause the question to be submitted to the legal voters of such proposed additional territory whether such proposed additional territory shall become a part of the District and assume a proportionate share of the general obligation bonded indebtedness, if any, of the District. Such petition shall be addressed to the court and shall contain a definite description of the boundaries of the territory to be embraced in the proposed addition.

Upon filing any such petition with the clerk of the court, the court shall fix a time and place for a hearing upon the subject of the petition.

The circuit clerk shall transmit a certified copy of the order to the circuit clerk of any county in which any of the territory affected is situated.

## **Annexation Hearing**

**Sec. 34.** If there is territory contiguous to the District which has no legal voters residing therein, a petition to annex such territory, signed by all the owners of record of such territory may be filed with the circuit court for the county in which the major part of the district is situated...The circuit clerk shall transmit a certified copy of the order of the circuit clerk of any other county in which the annexed territory is situated.



# Board Member Job Description

## **Objective of Role:**

The District is governed and administered by its volunteer, unpaid Members of the Board who assist in creating strategic vision, policy and implementation of the District's Business Plan which is responsible for operating the District's core assets - Waukegan National Airport, Waukegan Harbor & Marina and the Port of Waukegan. These well located public improvements are critical infrastructure to the City of Waukegan, Lake County, the State of Illinois and the surrounding communities. The vitality and financial soundness of the District is paramount to a healthy local economy. The Board is comprised of seven (7) members, four of which are appointed by the Mayor of Waukegan and three of which are appointed by the Governor of Illinois (each via its own internal policies & procedures). Board Members serve an initial 6-year term, unless appointed to fill a vacancy. Board Members are expected to represent the District in a professional manner and with the District's best interests in mind.

## **Role and Responsibilities**

### **Include, But Are Not Limited to:**

- Attend regular, special and closed Board meetings. Be able to attend most meetings, but not less than 80%. Meetings are generally weekdays during working hours.
- Serve as an officer of the District, as elected by the Board.
- Work on special projects or committees as assigned by the Chair.
- Attend community events on behalf of the District, as designated by the Chair.
- Devote adequate time to the duties & responsibilities inherent in the position and to the best of your ability, keeping in mind that the actions you take reflect not only upon you but the District as well.





## Qualifications, Education and Experience Requirements:

- Education and/or a background in maritime, aviation, finance, marketing, operations, Real Estate, management or business is ideal;
- Entrepreneur, business leader or public service background with specialty skills that support District operations knowledge;
- Familiarity with airport and/or marina use or operations strongly preferred;
- Strong financial and analytical ability with solid organization skills;
- Ability to analyze qualitative and quantitative information and translate into action plan or strategic initiatives;
- Ability to provide adequate time and resources to accomplish District goals;
- Highly-developed verbal and written communication skills;
- Ability to work independently as well as part of a team and is a self-starter;
- Proactive thinking with detail-oriented and creative problem-solving approach.

## Supporting Documents:

- Enabling Legislation (Special Districts (70 ILCS 1865/) Waukegan Port District Act can be found [here](#)<sup>2</sup>.
- Board Member Duties & Responsibilities Summary
- Board Authority & Responsibilities Summary

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<sup>2</sup> <http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=952&ChapterID=15>



# Rules of the Board

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## ARTICLE I

### Qualification of Members

Each member of the Board of the Waukegan Port District upon their appointment, shall within thirty days, take and subscribe the constitutional oath of office and file the same in the office of Secretary of State.

## ARTICLE II

### Officers

1. CHAIRMAN.

The Chair shall be a Board Member. He shall hold office for the period of his term as a Board Member or for (3) three years, whichever is shorter, or until his successor is appointed and qualified.

2. SECRETARY.

The Secretary shall be appointed by the Board for the term of one (1) year but may be removed by the Board. He need not be a member of the Board.

3. TREASURER.

The Treasurer shall be appointed by the Board for the term of one (1) year but may be removed by the Board. He need not be a member of the Board.

4. OATHS.

The Secretary and Treasurer, if not members of the Board, shall take and subscribe the constitutional oath of office which shall be filed in the office of the District.

5. TREASURER'S BOND.

The Board shall fix the penalty of the bond of the Treasurer in such amount as it may consider reasonable considering the monies of the District from time to time under his control. The bond shall have a corporate surety to be approved by the Board and shall be filed in the office of the District.



## ARTICLE III

### Meetings

#### 1. ORGANIZATIONAL MEETING.

As soon after June 1 of each year as any newly appointed Board Members have qualified, but not later than July 1, the Chair or Secretary of the Board shall call an organization meeting. If the term of the Chair as such Chair or as a member of the Board has expired the first order of business shall be the election of new Chairman for a period three years or for the remaining term of the office of the member so elected Chair, whichever is shorter. The next order of business shall be the appointment of a Secretary and a Treasurer of the Board.

The next order of business shall be for the Board to fix the amount of the Treasurer's bond.

The next order of business shall be to select a depository for funds of the District.

#### 2. REGULAR MEETINGS.

Regular Meetings of the Board shall be held on the third Wednesday of each calendar month at the office of the Waukegan Port District 55 S. Harbor Place Waukegan IL 60085, or Waukegan National Airport 2601 Plane Rest Drive, Waukegan, IL 60087, or on such day and location as may be fixed in the call of such meeting from time to time.

#### 3. SPECIAL MEETINGS.

Special Meetings of the Board may be called by the Chair or Secretary or any (2) two members of the Board at such time and place as may be fixed in the call of the meeting. Notice of such special meetings shall be given at least 48 hours prior to any such meeting.

#### 4. QUORUM.

Four (4) members of the Board shall constitute a quorum for the transaction of business. All actions of the Board shall be by Ordinance or Resolution. The affirmative vote of at least four (4) members shall be necessary for the adoption of any Ordinance or Resolution. All such Ordinances and Resolutions before taking effect shall be approved by the Chair of the Board who shall sign the same if he approves such action. If he does not approve such action, he/she shall return such Ordinance or Resolution to the Board with his objections thereto in writing at the next regular meeting of the Board occurring after the passage thereof. If the Chair fails to return any Ordinance or Resolution with



his objections at such time he shall be deemed to have approved the same and it shall take effect accordingly. Upon the return of any Ordinance or Resolution by the Chair with his objections, the vote by which the same was passed shall be reconsidered by the Board and if upon such reconsideration said Ordinance or Resolution is passed by the affirmative vote of at least four members of the Board it shall go into effect forthwith notwithstanding the objections of the Chair.

## ARTICLE IV

### Records

All ordinances, resolutions, proceedings, documents and records of the Board in its possession shall be public records as are kept or prepared by the Board for use in negotiations, legal actions or proceedings to which the District is a party, except as otherwise provided for in the Act or by law.

## ARTICLE V

### Depositories

#### 1. SELECTION OF DEPOSITARY.

The Board shall approve one or more national or state banks as depositories for the funds of the District.

#### 2. DEPOSIT OF FUNDS.

All funds of the District shall be deposited in depositories selected by the Board and shall be withdrawn only by check or draft upon any such depository signed by the General Manager and counter-signed by either the Treasurer or the Chair of the Board, except as otherwise allowed for in the Act or as set forth herein.

#### 3. WITHDRAWAL OF FUNDS.

The General Manager may be authorized by the Board to affix the signature of the Treasurer and any member of the Board may be authorized to affix the signature of the Chair to any check or draft for payment of salaries or wages or for the payment of any other obligation of not more than \$5,000.00.



## ARTICLE VI

### Ordinance Providing for Fine or Penalty

Any Ordinance or Resolution passed by the Board which provides for a fine or penalty shall be published in a newspaper of general circulation published in the district and shall only take effect ten (10) days after such publication.

## ARTICLE VIII

### Permits

Applications for permits required under the Ordinances of this District shall be made in such form and with such information as shall be from time to time required by a General Manager of the District. Payment for any such permit shall be made at the time of application for such permit, or in the case of construction, when the amount of such permit fee cannot then be ascertained, may be made in part at the time of application and the balance at the completion of the construction, or all at the completion of the construction, at the discretion of the General Manager. Permits shall be approved by the Board, except that permits for construction which may be issued by the General Manager of the District without requiring approval of the Board.

## ARTICLE IX

### General Manager

Any General Manager shall be appointed upon such terms and compensation as the Board shall from time to time determine. The duties of a General Manager shall be to act as administrative officer of the District or any of its operating units and he/she shall have such other further powers and duties as the Board may from time to time prescribe.

## ARTICLE X

### General Attorney

The Board shall retain a General Attorney who shall review the minutes of the meetings of the Board and shall pass upon all legal documents executed by the Board or District or the officers thereof, in connection with the business of the District. He/she may represent the District in all litigation and perform such other legal services as may from time to time be required by the District.



# Oath of Office

Waukegan Port District  
County of Lake, State of Illinois

I, [Board Member Name], having been appointed as a member of the Waukegan Port District Board of Directors, in the County of Lake, State of Illinois, aforesaid, do solemnly swear that I will support the constitution of the United States and Constitution of the State of Illinois, and that I will faithfully discharge the duties of this Board to the best of my ability.

\_\_\_\_\_  
[Board Member Name]

Subscribed and sworn to before me this  
\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Notary Public



# Board of Directors Term Schedule

All terms expire on June 1<sup>st</sup> of the year indicated.

Terms are for 6 years and do not change, even in the event of vacancy.

		2018	2019	2020	2021	2022	2023	2024	2025	2026	
<b>Governor Appointed</b>	1	Ben Veal (Nov 2018 - 2023)									
	2					Greg Petry (2019 - 2025)					
	3	Tom Evers (2015; 2015-2021)				Tom Evers (2021 - 2027)					
<b>Mayor Appointed</b>	4	Joe Legat (2016 - 2022)					Jack Dye (2022 - 2028)				
	5	William McCaffrey (2018 - 2024)					Becky Jones				
	6	2014-2020)				Gene Bach (2020 - 2026)					
	7	Grant Farrell (2013-2016; 2016-2022)					Paula Trigg (2022 - 2028)				