

## **WAUKEGAN TOWNSHIP BOARD MEETING**

### **August 26, 2010**

The Regular meeting for the Board of Trustees of Waukegan Township, County of Lake, of the State of Illinois was held at Supervisor's Office located at 149 S. Genesee Street, Waukegan, Illinois on Thursday, August 26, 2010.

The meeting was called to order at 5:30 p.m. by Supervisor Patricia Jones. Followed by the Pledge of Allegiance, Trustee Percy Johnson led the Members in prayer.

**ROLL CALL:** Trustee Rothwell-Francis, Trustee Percy L. Johnson, Trustee Jeff McBride, Trustee Charles "Chuck" Willms, Clerk Rose M. Staben, Assessor Pat Morris, Supervisor Patricia Jones. **ALSO PRESENT:** Attorney John Joanem, Deputy Clerk Demond D. Edwards **Excused:** Highway Commissioner Mike Hewitt.

Supervisor Jones called for a motion to approve the Agenda for the August 26, 2010 Waukegan Township Board Meeting. Motion by Trustee Francis, second by Trustee Johnson. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones called for a motion to approve the Minutes as presented for the August 12, 2010 Waukegan Township Board Meeting. Motion by Trustee Francis, seconded by Trustee McBride. **Discussion:** Trustee Willms requested that the Park District letter dated July 27, 2010 related to the Park Place Expansion be attached to the Board Minutes. Supervisor Jones distributed a copy of the letter to the Board. Trustee Willms commented on page 1, paragraph 7, that it mentioned the Investment Rates therefore the Investment Rates should be included in on page 5, paragraph 2, under Action Items, also in the July 22, 2010 and August 12, 2010 Board Minutes. Supervisor Jones said that the Investment Rates will be attached to the Board Minutes. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones acknowledged citizens present; None.

#### **Supervisors Report:**

Supervisor Jones acknowledged Carole Floyd Chester Stewart for all her achievements and honored her with the Resolution 10-19 dated August 25, 2010.

Supervisor Jones mentioned the Staben Center/Staben House Golf Outing held on August 13, 2010. A News Sun article dated August 20, 2010 was provided in the Board Packet covering the event. There was a Golf Committee wrap up meeting today and the members are recommitted for the year 2011. A Project Budget

Statement sheet was distributed dated August 16, 2010 showing revenues and expenses with the amount raised of \$15,805.00.

Supervisor Jones distributed a letter from Legat Architects, dated August 10, 2010 stating the Project Description, Scope of Services, Architect's Compensation, Reimbursable Expenses and Payments. Trustee McBride asked if we are paying Legat with our own money since the State hasn't provided us with the grant money. Supervisor Jones replied yes, that we are going to be paying for the drawings and other services. Trustee McBride asked if there is a cap of what we will be paying to Legat for their services. Attorney Joanem said that the letter states that each phase will be initiated and completed only after the approval of the Board. Trustee Willms said that we will have to spend \$19,600.00 for the first two phases which is needed in order to get the approval from the Park District. Supervisor Jones said that the Park District will need actual drawings of the Expansion in order to compare it with the Park District plans.

Supervisor Jones thanked Trustee Johnson for attending the North Chicago Public Forum on August 23, 2010. Also in attendance was Legat Architect representing the proposed plans, local alderman and about 20 residents. The Survey reflecting the Public Forums will be included in the Park Place October News Letter.

Supervisor Jones distributed the Waukegan Township Investment Policy out lining; Scope of Investment Policy, Objective of Investment Policy, Responsibilities for the Investment Program, Cash Management, Accounting, Financial Institutions, Investment Selection, Maturities, Collateral, Reporting, Indemnification, Amendment and Adoption. Change was made on page 4, number 5, from Illinois Public Treasure Investment Pool to The Illinois Funds.

Supervisor Jones distributed a flyer for the Stay Healthy by Exercising provided by the Family First Center of Lake County Community Workout Center at 202 S. Genesee Street in Waukegan. The General Assistance clients are required to attend a nutrition class on Thursdays with a nutritionist who comes from the University of Illinois, Cooperative Extension. Also, will be required to attend the Workout Center and attendance will be monitored. Supervisor Jones recommended that a donation of \$1,000.00 be given to the Workout Center for the support of the Township General Assistance clients. Trustee Johnson asked if there will be a contract involved. Supervisor Jones said that there will not be a contract only verbal agreement. Trustee Willms asked how many visits does each client get and for how many weeks. Supervisor Jones replied that the client will be required to attend 3 times a week for as long as the client is receiving General Assistance. For those individuals that have a physical disability other arrangements will be implemented.

Supervisor Jones mentioned the Walk for Seniors set for September 11, 2010. Mentioned that Gideon Missionary Baptist Church is sponsoring \$500.00 and thanked Trustee Francis for being instrumental in securing this sponsorship. There will be other Walks on this day and the Township will be participating with a booth at each location.

Supervisor Jones mentioned the Lake County Air Show set for September 11, 2010. This is taking place on the same day as the Walk for Seniors. The Air Show is providing a private showing on Friday for the local senior residents from 2:00 p.m. to 3:00 p.m. For those interested check in with Supervisor Jones. Also, will be providing wrist band passes for the seniors that participate in the Walk for Senior to attend the Air Show on Saturday.

Supervisor Jones mentioned the Legislative Breakfast set for September 17, 2010. That as of today there are 36 co-sponsors and for those attending see Dulce.

Supervisor Jones mentioned the Veterans Day Luncheon set for November 6, 2010.

Supervisor Jones mentioned the Hispanic Heritage Celebration set for October 15, 2010 to be held at the Puerto Rican Society.

Supervisor Jones distributed the Waukegan High School Athletic Booster Club, September news letter.

Supervisor Jones distributed a letter from the Lake County Area Project requesting a donation to secure 3 buses to send 120 children and 30 adults to the Lincoln Park Zoo on August 28, 2010. The Board would like more information on this event before making a decision.

Supervisor Jones mentioned that the North Chicago Exchange Club will be holding their Office of Installation Banquet on August 31, 2010 to be held at Flannigan Restaurant at 5:30 p.m.

Supervisor Jones distributed a letter from Court Appointed Special Advocates, dated August 16, 2010. This matter will be discussed at the following Board Meeting.

Supervisor Jones mentioned the Cash-on-Hand Report as of August 18, 2010.

Waukegan Township Cash-on-Hand Report  
as of August 18, 2010

<b>Fund</b>	<b>Bank</b>	<b>Balance</b>	
Town Fund	NorStates Financial	348,668.55	Ins/outs
	Illinois Funds	968,258.49	
<b>Total Town Fund</b>		<b>\$1,316,927.04</b>	Tfr to IMRF fund for YTD PPRT prorations
General Assistance Fund	First Midwest Bank	291,148.91	
	Illinois Funds	19,241.31	
<b>Total General Assistance</b>		<b>\$310,390.22</b>	
IMRF/FICA Fund	First Midwest Bank	105,311.81	
	Illinois Funds	298,787.27	Tfr from Town fund for YTD PPRT prorations
<b>Total IMRF/FICA Fund</b>		<b>\$404,099.08</b>	
Senior Fund	NorStates Financial	290,505.37	

	Illinois Funds	93,907.19
<b>Total Senior Fund</b>		<b>\$384,412.56</b>
<b>Total General Township Funds</b>		<b>2,415,828.90</b>
Road & Bridge	NorStates Financial	60,171.32
<b>Total Road &amp; Bridge</b>		<b>\$60,171.32</b>

Taxes Received since last report -

Town - \$8,942.93

R&B - \$2,663.61

For the states fiscal year of 7/1/10-6/30/11 we received a total of \$77,043.81 for Town and \$22,947.13 for R & B

Town RE Tax - 7/22/10 \$9,231.69  
**Total received to date \$554,063.64**

GA RE Taxes - 7/22/10 \$9,862.91  
**Total received to date \$597,949.87**

IMRF RE Taxes - 7/22/10 \$2,041.33  
**Total received to date \$122,515.72**

SEN'R RE Taxes - 7/22/10 \$9,231.69  
**Total received to date \$554,063.64**

R&B RE Taxes - 7/22/10 \$1,290.77  
**Total received to date \$77,503.50**

**Highway Commissioner's Report.** None.

**Assessor's Report.**

Assessor Morris mentioned that he gave a presentation at Park Place to the Senior Services Committee on August 4, 2010. Today he distributed a sheet titled Why Are Our Taxes So High, dated May 2010. Assessor Morris highlighted on the nine taxing bodies; City of Waukegan, County of Lake, College of Lake County, Waukegan Township, Waukegan Park District, Waukegan Unit School District, North Shore Sanitary District, Forest Preserve and Waukegan Township Road & Bridge and explained what the tax dollars increases were for 2008 and 2009. He distributed a sheet titled Budget Woes-2010 and Beyond, dated August 26, 2010, out lining Market Information-Average Sale Prices of Single Family Home, Components of Real Estate Tax-Market Values, Assessed Valuations, Tax Rates, Levies, etc and Waukegan Township Levy of All 4 Funds, Total Assessed Value History, & Projections and provided real estate tax estimates for 2010 to 2010. Also, distributed a sheet titled Waukegan Township Valuation & S-F Sales Histories, dated August 26, 2010, showing total assessed valuations and what the real estate market figures for the years 1991 up to 2011. Trustee Willms mentioned that we will be receiving about \$300,000.00 less in 2010 compared to 2009. Assessor Morris

said that there will have to do more creative funding to maintain what we will not be receiving from real estate taxes. Supervisor Jones mentioned that grant writing and fund raising has helped the Township. That the Membership Fee/Committee met today regarding adding a fee to the varies Park Place services. That most Township only provide General Assistant when the Waukegan Township provides many services to meet the needs of the community. Assessor Morris mentioned that about 72% of the Township's revenue comes from real estate taxes when other Township's receive over 90%.

**Executive Session.** None.

Supervisor Jones requested a motion for the approval of agenda item #11, Payroll period ending August 12, 2010 in the amount of \$91,982.42. Motion by Trustee Willms, seconded by Trustee Francis. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of agenda item #12, approval of the following invoices: Invoices for Town Fund in the amount of \$5,653.03; Invoices for G/A Fund/Staben Center in the amount of \$1,609.85; Invoices for G/A Fund/Staben House in the amount of \$1,128.52; Invoices for Town Fund/Assessor's Office in the amount of \$10,664.79; Invoices for Road and Bridge / Highway Department in the amount of \$9,701.89; Invoices for Senior Fund/Park Place in the amount of \$15,445.93; Invoices for Senior Fund/Gift Shoppe in the amount of \$412.67; Invoices for Home Sweet Home in the amount of \$1,805.06. Motion by Trustee McBride, seconded by Trustee Francis for the approval of submitted invoices. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of agenda item #14, Paid Bills submitted after August 12, 2010 Board Meeting in the amount of \$22,099.88. Motion by Trustee Johnson, seconded by Trustee Francis. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills  
Board Meeting of August 26, 2010**

The following is a list of bills that were paid after the board meeting of August 12, 2010, but before the meeting August 26, 2010

Purpose	Payee	Amount
<b>Senior Fund</b>		
8/17/2010	<b>Lake Geneva Cruise Line</b>	\$324.76
	Payment for add'l sign-ups	
<b>Total Senior Fund</b>		<b>\$324.76</b>
<b>G/A Fund</b>		
7/22-8/11	<b>General Assistance Client Payments</b>	\$21,735.12
	Payments made on behalf of GA Clients	
<b>Total G/A Fund</b>		<b>\$21,735.12</b>
<b>IMRF &amp; Fica Fund</b>		

		<b>\$0.00</b>
R & B Fund		
<b>Total R &amp; B Fund</b>		<b>\$0.00</b>
<b>Town Fund</b>		
8/12-8/26	<b>Payments made on behalf of RRR clients</b>	\$40.00
	Sec of State, client stipend	
<b>Total Town Fund</b>		<b>\$40.00</b>
Total all checks paid prior to board meeting		\$22,099.88

Supervisor Jones requested a motion for the approval of agenda item #14B, Emergency Bills submitted for the August 26, 2010 Board Meeting in the amount of \$2,241.20. Motion by Trustee Francis, seconded by Trustee McBride. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

**Emergency Payments  
Board Meeting of 8/26/10**

The following is a list of bills that were submitted after our cutoff but must be approved at the meeting of August 26, 2010

Date	Purpose	Payee	Acct No.	Amount
<b>Senior Fund</b>				
8/26/2010		<b>Diamond Tours</b>		\$964.00
8/26/2010	Add' payment for add'l chaperone and 2 seniors(Mackinaw 8/30)	<b>Amarilis Bonilla</b>		\$93.00
	Meals & exp for chaperone			
<b>Total Senior Fund</b>				<b>\$1,057.00</b>
<b>Town</b>				
8/26/2010		<b>Township Officials of Illinois</b>		\$1,184.20
	2010 – 2011 Township Dues			
<b>Total Town</b>				<b>\$1,184.20</b>
<b>G/A Fund</b>				
<b>Total G/A Fund</b>				<b>\$0.00</b>
<b>Gift Shop</b>				
<b>Total Gift Shop</b>				<b>\$0.00</b>
<b>Road &amp; Bridge Fund</b>				
<b>Total Road &amp; Bridge</b>				<b>\$0.00</b>
<b>IMRF Fund</b>				
<b>IMRF Fund</b>				<b>\$0.00</b>
<b>Total All Funds</b>				<b>\$2,241.20</b>

**Action Items:**

Supervisor Jones requested a motion for the approval of the Legat Architects Contract for Park Place Expansion in the amount of \$56,000.00 and said amount will be paid upon the completion of each phase. Motion by Trustee Willms, second by Trustee Johnson. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the Architectural Contract Services provided by Exoy, Kamschulte, Jacobs & Company for the cost not to exceed \$5,600.00 for the Audit. Motion by Trustee Johnson, seconded by Trustee Willms. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the Waukegan Township Investment Policy as presented. Motion by Trustee Willms, seconded by Trustee Francis. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of making a Good Will donation to the Family First Center of Lake County Community Workout Center in the amount of \$1,000.00. Motion by Trustee McBride, seconded by Trustee Johnson. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the Resolution 10-19 Honoring and Celebrating Carole Floyd Chester Stewart with corrections. Motion by Trustee McBride, seconded by Trustee Francis. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of securing one bus for the Lake County Area Project after further research. Motion by Trustee Johnson, seconded by Trustee McBride. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

**New Business.** None.

**Old Business.** None.

**Announcements.** None.

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

There being no further business to come before the Board, Supervisor Jones adjourned the August 26, 2010 meeting at 7:10 p.m.

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**PATRICIA JONES, Township Supervisor**

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**ROSE M. STABEN, Township Clerk**