

WAUKEGAN TOWNSHIP BOARD MEETING

August 25, 2011

The Regular meeting of 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 25, 2011.

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

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

Attorney John Joanem was seated at 5:36 p.m.

Supervisor Jones called for a motion to approve the Agenda for the August 25, 2011 Waukegan Township Board Meeting. Motion by Trustee Francis, second by Trustee Willms. **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 for the August 11, 2011 Waukegan Township Board Meeting. Motion by Trustee Johnson, second by Trustee McBride. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones called for a motion to approve the Cash-on-Hand as of August 18, 2011. Motion by Trustee Willms, seconded by Trustee Francis. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report
as of August 18, 2011

Fund	Bank	Balance	Ins/outs
Town Fund	NorStates Checking	111,051.37	
	NorStates Money Market	888,573.83	245,000. to new acct
	Illinois Funds	368,723.49	
*New	No. Chicago Comm Bank	245,000.00	
Total Town Fund		\$1,613,348.69	
General Assistance Fund	First Midwest Checking	3,010.19	
	First Midwest Bank M/M	150,248.03	60000. tfr to ckg 8/11
	Illinois Funds	44,288.32	
Total General Assistance		\$197,546.54	

IMRF/FICA Fund	First Midwest Bank	11,369.62	
	First Midwest Bank M/M	250,219.23	
	Illinois Funds	49,048.69	
Total IMRF/FICA Fund		\$310,637.54	
Senior Fund	NorStates Financial	27,120.11	
	NorStates Money Market	270,337.10	
	First Midwest Money Market	40,151.02	15,000. to Taxi chkg 8/15
	Illinois Funds	43,973.25	
Total Senior Fund		\$381,581.48	
Total General Township Funds		2,503,114.25	
Road & Bridge	NorStates Financial	117,473.16	
Total Road & Bridge		\$117,473.16	

PPRT Taxes Received since last report -

Town -

R&B -

For the states fiscal year of 7/1/10-6/30/11 we received a total of \$72,613.01 for Town and \$10,882.93 for R & B

Town RE Tax - 7/21/11 \$13,989.53
Total received to date \$618,366.81

GA RE Taxes - 7/21/11 \$11,926.18
Total received to date \$527,162.27

IMRF/FICA RE Taxes - \$2,847.43
Total received to date \$125,862.27

SEN'R RE Taxes - \$12,503.92
Total received to date \$552,699.55

R&B RE Taxes - \$1,763.99
Total received to date \$77,969.16

Supervisor Jones acknowledged citizens present; None.

Supervisors Report:

Supervisor Jones mentioned that she is waiting to receive the 2010-2011 Audit Report and will be meeting with the auditor on August 29, 2011. The report will be mailed to the Board members by August 30, 2011.

Supervisor Jones distributed a letter from Illinois General Assembly regarding the status of House Bill HB 268 also listed were the legislative members appointed to the Local Government Commission Act. She stated that reasons for the House Bill HB 268 are to consolidate local government as a means to streamline the budget,

that Illinois is a state with more taxing bodies than any other state and therefore it is a good idea to review the various taxing bodies and seek where it is best to provide services.

Supervisor Jones distributed a letter from Kathleen O'Connor, Libertyville Township Supervisor dated August 16, 2011 regarding the passing of the House Bill HB 268 with concerns that an Elected Official from the Township be named to the Local Government Commission Act.

Supervisor Jones distributed a letter from Lake Villa Township Supervisor Daniel Venturi to Michael J. Goral, TOI President dated August 18, 2011 regarding the House Bill 268 with concerns about the 17 member appointed to the Local Government Commission Act. Also attached were the LCTOI Public Relations Committee Minutes for July 27, 2011 and June 22, 2011, Legislative Update letter dated June 8, 2011 and a Lake County Township Officials Public Relations Committee letter dated May 11, 2011. Trustee Johnson said that there will be a TOI Trustee meeting on September 24, 2011 and the House Bill 268 will be the topic. He also suggested that Supervisor Jones serve on the Local Government Commission Act because of her knowledge of Township operations. Supervisor Jones thanked Trustee Johnson for his confidence in her and said that the decision would be made by Governor Quinn.

Supervisor Jones mentioned that the 2012 Waukegan Township Board & Holiday Schedule Personnel and asked the Board if they had any suggestions or questions. The calendar will be sent to the press for publishing.

Supervisor Jones mentioned that there will be a bowling league at Brunswick to start on September 24, 2011 and chess playing on October 3, 2011 at Park Place and invited the Board including Attorney Joanem to participate.

Supervisor Jones distributed the 2011 E. Washington Center/Staben House Golf Outing project budget statement showing net proceeds of \$8,540.00, going over 2010 proceeds of \$8,162.06

Supervisor Jones distributed the Zumba Fitness flier to begin on September 17, 2011 at 10:00 a.m. at Park Place.

Supervisor Jones mentioned that she contacted Alderman Rivera regarding his Golf Outing date so that our Golf Outing date for 2012 don't conflict. We may be moving our Golf Outing to July or August.

Supervisor Jones and the Board presented a Resolution to Reverend Whitehead honoring his years of service in the community and the Army.

Supervisor Jones distributed a letter from Jim Stanczak dated August 2011 regarding sponsorship for the Wings over Waukegan Air Show to be held on September 10, 2011. Supervisor Jones recommended that we take a group of children to attend the event and said that if the Township makes a contribution the \$5.00 per person fee will be waived. Trustee McBride said he can provide the

transportation to take the children. Supervisor Jones also mentioned that one of the Tuskegee Airmen will be at the event and a Tuskegee pilot jet will be on display.

Supervisor Jones asked the Trustees for feedback on their trip to the Assessor's office. Trustee McBride said that he visited the current Assessor's office. The space is occupied by many filing cabinets and downsizing can be possible and that we need to find space that will accommodate the Assessor and save thousands of dollars on rent. Attorney Joanem said that the lease has been extended for one more month into October. That it's not so much the rent cost but the extensive amount of money it will cost to move. Attorney Joanem and Assessor Pat Morris will meet with the landlord regarding reducing the rent.

Highway Commissioner's Report: None.

Assessor's Report: None.

Executive Session: None.

Supervisor Jones requested a motion for the approval of agenda item #13, Payroll period ending July 29, 2011 in the amount of \$92,666.17. Motion by Trustee Johnson, second by Trustee McBride. **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, approval of the following invoices: Invoices for Town Fund in the amount of \$25,741.53 Invoices for G/A Fund/Staben Center in the amount of \$3,456.88; Invoices for G/A Fund/Staben House in the amount of \$1,359.36; Invoices for Town Fund/Assessor's Office in the amount of \$8,825.29 Invoices for Road and Bridge / Highway Department in the amount of \$7,759.60; Invoices for Senior Fund/Park Place in the amount of \$8,085.25; Invoices for Senior Fund/Gift Shoppe in the amount of \$309.30; Invoices for Home Sweet Home in the amount of \$141.13. Motion by Francis, second by McBride for the approval of submitted invoices. **Discussion:** Trustee Willms questioned Town Fund page 4, item 4, Statim LLC/Monthly Management Support for \$1,500.00 asking what was the purpose of this monthly management report and which Township office requires this report. He stated that he has not seen this type of monthly management report in the Town Fund before. Supervisor Jones replied that it is part of a contractual agreement that was signed with Statim LLC they give us a monthly assessment of what should be and shouldn't be repaired. Trustee Willms said that this was the first time he has seen this transaction. Supervisor Jones said that we signed a contract to service all the facilities. **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 #15, Paid Bills submitted after August 11th Board Meeting in the amount of \$29,455.56. Motion by Trustee Francis, seconded by Trustee McBride. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Paid Bills

August 25, 2011

The following is a list of bills that were paid after the board meeting of August 11, 2011, but before the meeting August 25, 2011

Purpose	Payee	Amount
Senior Fund		
8/22/2011 Trip Refund - cancelled	Pat Petitclair	\$50.00
Total Senior Fund		\$50.00
G/A Fund		
7/29-8/10 Payments made on behalf of GA Clients	General Assistance Client Payments	\$28,825.56
Total G/A Fund		\$28,825.56
R & B Fund		
Total R & B Fund		\$0.00
Town Fund		
8/15/2011 Investing in our Youth Funding	First Baptist Church	\$400.00
8/19/2011 Investing in our Youth Funding	Waukegan High School Athletic Dept	\$180.00
Total Town Fund		\$580.00

Total all checks paid prior to board meeting \$29,455.56

Action Items:

Supervisor Jones requested a motion for the approval of the Board regular meeting schedule be changed from September 8, 2011 to September 12, 2011. 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 2012 Waukegan Township Board & Holiday Schedule Personnel as presented. Motion by 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 Recommendation for Staff Appointment of Rose McDonald/Fitness Instructor, part-time for Park Place as presented. Motion by Trustee Johnson, seconded by Trustee Francis. **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:

Trustee Willms stated that in the June 23, 2011 Board minutes it was mentioned that HUD conducted a Lead Risk Assessment Report at the Staben House. Trustee Willms asked if the report has been filed. Supervisor Jones replied that the work was done and that a report was presented to the Board. Trustee Willms questioned Senior Fund page 7, item 8, Mary Zubek/Adult Day Care Survey for \$500.00. He requested a list of the Townships areas that participated in the survey, the number of participants and their addresses, and the results of the survey. Supervisor Jones said that she would provide him with a copy of the survey. That the survey cost is about \$1,500.00 or \$2,000.00 and that the local mayors have committed to assist to cover the cost with the Township providing \$500.00.

Trustee McBride said that he has heard that the E. Washington Center is operating well under the administration of Lety Castellanos. Supervisor Jones thanked Trustee McBride for this observation. She said it was planned for Mr. Herndon to return to work but he was unable to due to illness. Mrs. Castellanos had worked at the Center for 11 years prior to becoming manager at the Staben House and is well aware of the requirements and its operation.

Trustee Francis mentioned that Gideon Missionary Baptist Church will be celebrating its Annual Women's and Men's Day on August 28, 2011 starting at 10:45 a.m. and invited the Board to attend.

Trustee Johnson mentioned that New Hope Missionary Baptist Church will be having its Back to School picnic on August 27, 2011 and invited the Board to attend.

Supervisor Jones distributed invitations to the United Belizeans of Northern Illinois/Anniversary, Awards & Scholarship Gala on September 4, 2011. Supervisor Jones will be receiving an award at the Gala and invited the Board to attend.

Supervisor Jones distributed Walk for Senior flier for September 10, 2011.

There being no further business to come before the Board, Supervisor Jones adjourned the August 25, 2011 meeting at 6:45 p.m.

PATRICIA JONES, Township Supervisor

ROSE M. STABEN, Township Clerk