

WAUKEGAN TOWNSHIP BOARD MEETING

October 27, 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, October 27, 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 Percy L. Johnson, Trustee Charles "Chuck" Willms, Trustee Jeff McBride, Clerk Rose M. Staben, Supervisor Patricia Jones. **ALSO PRESENT:** Attorney John Joanem, Deputy Clerk Demond D. Edwards. **Absent:** Assessor Pat Morris, Highway Commissioner Mike Hewitt.

Trustee Francis was seated at 5:39 p.m.

Supervisor Jones called for a motion to approve the Agenda for the October 27, 2011 Waukegan Township Board Meeting. Motion by Trustee Johnson, second by Trustee Willms. **Ayes:** Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones called for a motion to approve the Minutes for the October 13, 2011 Waukegan Township Board Meeting. Motion by Trustee McBride, second by Trustee Johnson. **Discussion:** Trustee Willms mentioned that there was an omission on the Board minutes on page 3, paragraph 2. He said that it should have been included that he stated that the Waukegan Township and City of North Chicago have discussed a partnership agreement in writing and that Trustee Johnson stated that there should be a signed intergovernmental agreement and that Supervisor Jones requested the Township Attorney to prepare the agreement. Attorney Joanem said that it was the Board that discussed having something in writing and that there wasn't a specific request to make an intergovernmental agreement. Trustee Johnson said that he recalled it wasn't stated as an intergovernmental agreement but did state that something should be placed in writing pertaining to the partnership. Trustee Willms said that it should be on the tape. Attorney Joanem said that the Board minutes are a summary and not verbatim and he recalled the Board having discussed that there should be something in writing and that he and Supervisor Jones would discuss the details of the proposed partnership after the township meeting. Attorney Joanem informed the Board that there would be something in writing presented during this evening's meeting. Supervisor Jones thanked Trustee Willms for making his point and said that something would be presented tonight in writing on this matter. Trustee McBride asked Trustee Willms what was the issue. Trustee Willms responded with that he thought that there was going to be an intergovernmental agreement to be signed by the Waukegan Township and the City of North Chicago. Supervisor Jones said that there is a proposal in the form of a Resolution to be presented tonight.

Ayes: 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 October 20, 2011. Motion by Trustee McBride, 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 October 20, 2011

Fund	Bank	Balance	Ins/outs
Town Fund	NorStates Checking	141,635.92	
	NorStates Money Market	1,289,271.67	
	Illinois Funds	290,685.32	
	No. Chicago Comm Bank	245,067.79	
Total Town Fund		\$1,966,660.70	
General Assistance Fund	First Midwest Checking	16,677.09	
	First Midwest Bank M/M	405,283.11	60000. to chkg 10/7
	Illinois Funds	44,290.25	
Total General Assistance		\$466,250.45	
IMRF/FICA Fund	First Midwest Bank	11,861.90	
	First Midwest Bank M/M	295,265.89	
	Illinois Funds	127,105.14	
Total IMRF/FICA Fund		\$434,232.93	
Senior Fund	NorStates Financial	79,187.94	
	NorStates Money Market	449,520.81	21000 to chkg 10/1
	First Midwest Money Market	110,161.67	15000 to taxi 10/4
	Illinois Funds	43,975.17	
Total Senior Fund		\$682,845.59	
Total General Township Funds		3,549,989.67	
Road & Bridge	NorStates Financial	195,633.55	
Total Road & Bridge		\$195,633.55	

PPRT Taxes Received since last report - 10/11/11

Town - 121,269.91

R&B - 36,119.66

For the states fiscal year of 7/1/10-6/30/11 we received a total of \$212,058.35 for Town and \$49726.65 for R & B

Town RE Tax - 10/20/11

\$34,122.88

Total received to date

\$1,204,822.58

GA RE Taxes - 10/20/11	\$29,090.01
Total received to date	\$1,027,120.15
IMRF/FICA RE Taxes - 10/20/11	\$6,945.36
Total received to date	\$245,229.37
SEN'R RE Taxes - 10/20/11	\$30,499.21
Total received to date	\$1,076,876.83
R&B RE Taxes - 10/2011	\$4,302.38
Total received to date	\$151,914.95

Supervisor Jones acknowledged citizens present; None.

Supervisors Report:

Supervisor Jones mentioned that she will be meeting the president of NorStates Bank along with Nancy Netherton and Marty Williams on October 28, 2011 to discuss the charitable donations on behalf of the NorStates Bank.

Supervisor Jones distributed the draft copy of the Waukegan Township Resolution to establish a Waukegan Township Satellite Center within the City of North Chicago. Clerk Staben read the Resolution to the Board. Supervisor Jones mentioned that the Township will provide its own computer and printer and the City of North Chicago will provide a telephone with the office. A press release will be sent.

Supervisor Jones distributed a 2011 Client Information sheet showing client totals from March 2011 to October 2011. The sheet outlined totals as of the month of October there have been 38 new cases, 24 cases were reopened, 381 on going cases, 74 ex-offenders have been seen and 1 case for SNAP.

Supervisor Jones distributed the Employment Specialist Report for the Coalition to Reduce Recidivism dated October 1 – October 27, 2011 prepared by Johnnie Jenkins. The report indicated that there have been 735 clients placed with employment since August 2005.

Supervisor Jones mentioned the Infinity and Beyond program and invited the Board members to speak to the group at any time to encourage the attendees.

Supervisor Jones distributed Waukegan Township Recommendations for Staff Appointments of Nina Geater for the Office Clerk part-time position at the Eddie Washington Center, Ericka Sumner for the Office Clerk part-time position at the Home Sweet Home program and Anne Wiggins for the House Manager Floater part-time position at the Staben House. Trustee Willms asked if these part-time positions provide health insurance. Supervisor Jones responded that the part-time positions do not provide any insurance coverage.

Supervisor Jones distributed a letter from Joseph Bove Insurance Services dated October 10, 2011 in reference to the Group Life, Accidental Death &

Dismemberment and Dental Insurance with renewal letter from Guardian attached and also distributed the letter for Vision Care Policy #20506 with the renewal letter from Ameritas Group. Other letters distributed were for Blue Cross/Blue Shield's Group Insurance dated October 17, 2011 and Group Dental Insurance dated October 21, 2011 with quotes attached. Supervisor Jones said that Mr. Bove will be available at the first Board meeting of November to discuss the insurance quotes and also he will be looking into reducing the amounts. Supervisor Jones is recommending that we remain with Blue Cross/Blue Shield.

Supervisor Jones mentioned a letter was provided to the Board about the old Park Place tables being donated to the North Chicago Housing. She also mentioned that there was a donation of chairs donated to the Waukegan Housing in the past. The new tables purchased for Park Place were made possible with donations made in memory of Charlotte Lenarsic.

Supervisor Jones distributed a Chicago Tribune news article regarding Evanston Township dissolving its office dated October 25, 2011.

Supervisor Jones distributed a copy of the invitation for the SEDOL benefit set for November 5, 2011, attached was a biography with a list of sponsorship. She mentioned that the proceeds will benefit Lake County children with special needs and that the Township should support this endeavor. She also asked that if any of the Board members wish to attend the benefit to let the Township office know.

Supervisor Jones distributed a donation letter from the Waukegan High School Winter Poms team dated October 19, 2011. The Poms team is qualified for the 2012 National Dance Team Championships set for February 4 & 5, 2012. Supervisor Jones recommended that the Township make a donation in 2012. Trustee McBride asked what amount did the Township donate to the High School's basketball team last year. Supervisor Jones said that she could obtain that information.

Supervisor Jones mentioned that at the Coalition to Reduce Recidivism luncheon the North Chicago superintendent was present to receive an award for A. J. Katzenmaier School. She thanked Trustee Francis and Trustee Johnson for attending the event and asked them for their comments on the luncheon. Trustee Francis said that the program was good, the food was good, the event was well attended and she enjoyed herself. Trustee Johnson said he agrees with Trustee Francis and added that the information delivered was very important and that there appeared to be a great deal of networking. Attorney Joanem said that he didn't attend the event but friends and fellow attorneys that attended commented that the information provided was very enlightening.

Supervisor Jones mentioned the Wadsworth/Lewis Economic Development Project Area Tax Increment Financing District, Joint Review Board Meeting Fiscal Year 2011 packet and offered a packet to the Board members for their review. The TIF will be meeting on November 10, 2011 at 10:00 a.m. at the Beach Park City Hall.

Highway Commissioner's Report: None.

Assessor's Report: None.

Attorney Joanem mentioned that he spoke with Assessor Morris to follow up with the lease for the Assessor's office. He stated that the Assessor's Office has been extremely busy with assessment filings and overwhelmed with work due to an ultimatum which the Lake County Assessor sent to all assessors throughout the county to have their work completed earlier than usual. Concerning the lease, there has been some discussion with the landlord and the landlord has a proposal. Also there is a possibility that the landlord will be taking in a new tenant to occupy the entire 2nd floor to include the Assessor's Office. Meanwhile the landlord will be getting back to Mr. Morris sometime in mid November. Trustee McBride asked when the lease will expire. Attorney Joanem said that the lease is currently month-to-month and it is being negotiated for a five year lease. Supervisor Jones distributed a letter from Pat Morris addressed to Attorney Joanem dated October 26, 2011 regarding the 3 different proposals that are being negotiated for office rental space at the Washington Street location.

Supervisor Jones asked Trustee McBride to expound on his proposal for a new site. Trustee McBride said that there's a vacant building on the corner of Elmwood and Washington and it is available for rent to own but the amount for rent is not know yet. Supervisor Jones said that we should set a tour to see this site. Trustee Willms said that we will be paying to move the Assessor into an office, paying to set up the computer system and we may have to move a second time if the whole 2nd floor gets rented out to another. Attorney Joanem said that if the move would take place within the current building that the landlord would be requested to move the Assessor's Office and absorb the expense. Trustee Willms asked what is wrong with the space the Assessor is occupying now. Attorney Joanem stated that previously when Trustee McBride was asking about the lease expiration, it was questioned if the lease could be negotiated for a better price which led to the present discussion. Trustee Johnson said that it was also discussed that the current office has a lot of space that is not being occupied. Supervisor Jones said that the Assessor's Office would move if we would find another building, or we would move if the landlord rents the entire 2nd floor to another. Trustee McBride said that we need to compare the cost between renting to own with to what is paid in leasing for the next five years.

Supervisor Jones mentioned that the Art Bus is no longer operating and asked the Board to inform the Township if one can be donated to the Township.

Trustee Francis left the Board meeting at 6:21 p.m.

Supervisor Jones requested a motion for the approval of agenda item #13, Payroll period ending September 22, 2011 in the amount of \$78,207.19. Motion by Trustee Johnson, second by Trustee McBride. **Ayes:** Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Trustee Francis was seated at 6:25 p.m.

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 \$11,455.23; Invoices for G/A Fund/Eddie Washington Center in the amount of \$327.00; Invoices for G/A Fund/Staben House in the amount of \$1,662.15; Invoices for Town Fund/Assessor's Office in the amount of \$9,315.99 Invoices for Road and Bridge / Highway Department in the amount of \$3,895.33; Invoices for Senior Fund/Park Place in the amount of \$10,705.98; Invoices for Senior Fund/Gift Shoppe in the amount of \$206.10; Invoices for Home Sweet Home in the amount of \$88.22. Motion by Trustee McBride, second by Trustee Johnson, for the approval of submitted invoices. **Discussion:** Trustee Willms questioned Senior Fund page 4, line 2, City of Waukegan/False Alarm in the amount of \$923.23. Supervisor Jones said that the invoice number was 92323 and that the amount should read \$75.00; the charge was because the alarm was tripped. Supervisor Jones said that this would change the Senior Fund/Park Place from \$10,705.98 to \$9,782.75. **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 October 13th Board Meeting in the amount of \$27,399.58. 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
October 27, 2011**

The following is a list of bills that were paid after the board meeting of October 13, 2011, but before the meeting October 27, 2011

Purpose	Payee	Amount
Senior Fund		
10/24/2011 Seminar- travel	Cheri Pierson White	\$39.52
Total Senior Fund		\$39.52
G/A Fund		
10/14-10/27 Payments made on behalf of GA Clients	General Assistance Client Payments	\$26,950.06
Total G/A Fund		\$26,950.06
R & B Fund		
Total R & B Fund		\$0.00
Town Fund		
10/17/2011 Artbus Repair	Lake County Towing	\$225.00
10/17/2011 Pancake Day	Exchange Club of Waukegan	\$100.00
10/25/2011 Seminar-	Ana Albarran	\$49.00

	travel	
10/14-10/26	Rebound Reclaim Rentry Program Expenses	\$36.00
	Client Stipends, Ids, Work needs, etc.	
Total Town Fund		\$410.00

Total all checks paid prior to board meeting \$27,399.58

Supervisor Jones requested a motion for the approval of agenda item #16, Emergency Bills submitted for the October 27th Board Meeting in the amount of \$300.00. 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 10/27/11**

The following is a list of bills that were submitted after our cutoff but must be approved at the meeting of October 27, 2011

Date	Purpose	Payee	Acct No.	Amount
Senior Fund				
Total Senior Fund				\$0.00
Town				
Total Town				\$0.00
G/A Fund				
		Evelyn Chenier		\$300.00
	September Family Counseling Chgs - St. House			
Total G/A Fund				\$300.00
Gift Shop				
Total Gift Shop				\$0.00
Road & Bridge Fund				
Total Road & Bridge				\$0.00
IMRF Fund				
IMRF Fund				\$0.00
Total All Funds				\$300.00

Action Items:

Supervisor Jones requested a motion for the approval of the Waukegan Township Satellite Center within the City of North Chicago as of November 9, 2011. 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 donating the old Park Place tables to the North Chicago Housing. 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 Staff Appointments as presented for Anne Wiggins as House Manager Floater Position/Staben House at \$11.80 per hour, Ericka Sumner as Office Clerk/Home Sweet Home at \$10.00 per hour and Nina Geater as Office Clerk/Eddie Washington Center at \$10.00 per hour. Motion by Trustee McBride, seconded by Trustee Johnson. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

New Business: None.

Old Business: None.

Announcements:

Trustee Johnson mentioned that New Hope Missionary Baptist Church will be celebrating the Pastors 4th year Anniversary on November 6, 10 and 13, 2011. Celebrations will take place on Sunday the 6th at 3:00 p.m., on Thursday the 10th at 7:00 p.m. and on Sunday the 13th at 4:00 p.m.

Trustee McBride mentioned that the viewing for Effie Mae Wroten will be held at the Bradshaw Range funeral home on October 26, 2011 at 5:00 p.m. to 7:00 p.m. and a second viewing at the Greenbelt Cultural Center on October 27, 2011 at 10:30 a.m. Supervisor Jones said that a Resolution will be presented to Effie Mae Wroten's family.

Comments/Concerns-Trustees: None.

There being no further business to come before the Board, Supervisor Jones adjourned the October 13, 2011 meeting at 6:35 p.m.

PATRICIA JONES, Township Supervisor

ROSE M. STABEN, Township Clerk