

WAUKEGAN TOWNSHIP BOARD MEETING

November 21, 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 Monday, November 21, 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 Francis led the Members in prayer.

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

Assessor Pat Morris was seated at 5:39 p.m.

Supervisor Jones called for a motion to approve the Agenda for the November 21, 2011 Waukegan Township Board Meeting. Motion by Trustee Francis, second by Trustee Willms. **Ayes:** Trustee Francis, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones called for a motion to approve the Minutes for the November 10, 2011 Waukegan Township Board Meeting. Motion by Trustee Francis, second by Trustee Willms. **Discussion:** Trustee Willms asked that there be an addition to the November 10, 2011 Board meeting minutes. On page 4, paragraph 4, should end with "The Waukegan Township Supervisor Jones directed Attorney Joanem to contact Attorney Mark Shaw. Trustee Willms then said that as of last Friday his attorney hasn't received a call from Attorney Joanem. Supervisor Jones said that Attorney Joanem will not be at tonight's meeting and that he has not communicated with Mr. Shaw. **Ayes:** Trustee Francis, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones called for a motion to approve the Cash-on-Hand as of November 4, 2011. Motion by Trustee Willms, seconded by Trustee Francis. **Ayes:** Trustee Francis, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report
as of November 16, 2011

Fund	Bank	Balance	Ins/outs
Town Fund	NorStates Checking	37,107.64	
	NorStates Money Market	1,290,041.60	
	Illinois Funds	290,708.61	
	No. Chicago Comm Bank	245,170.53	
Total Town Fund		\$1,863,028.38	
General Assistance Fund	First Midwest Checking	43,864.19	
	First Midwest Bank M/M	345,325.42	

	Illinois Funds	44,293.79
Total General Assistance		\$433,483.40
IMRF/FICA Fund	First Midwest Bank	7,528.74
	First Midwest Bank M/M	295,304.28
	Illinois Funds	127,115.32
Total IMRF/FICA Fund		\$429,948.34
Senior Fund	NorStates Financial	20,594.26
	NorStates Money Market	449,527.37
	First Midwest Money Market	80,173.04
	Illinois Funds	43,978.68
Total Senior Fund		\$594,273.35
Total General Township Funds		3,320,733.47
Road & Bridge	NorStates Financial	168,532.96
Total Road & Bridge		\$168,532.96

15000.00 TO TAXI
11/14

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 \$212,058.35 for Town and \$49726.65 for R & B

Town RE Tax -

Total received to date \$1,204,822.58

GA RE Taxes -

Total received to date \$1,027,120.15

IMRF/FICA RE Taxes -

Total received to date \$245,229.37

SEN'R RE Taxes -

Total received to date \$1,076,876.83

R&B RE Taxes -

Total received to date \$151,914.95

Supervisor Jones acknowledged citizens present; None.

Supervisors Report:

Supervisor Jones distributed the Interfund Receivables report dated November 18, 2011 indicating the transfers that will be made to clear up Interfund Receivables from FYE 2/28/10 and 2/28/11 in the Senior Fund, General Assistance and Road & Bridge Fund. A transfer of \$777.40 will be made from the Senior Fund to the

Road & Bridge for electric service provided to the Home Sweet Home office. A spread sheet was attached showing these charges.

Supervisor Jones mentioned that the Thanksgiving Baskets will be distributed on November 22, 2011 at 2:00 p.m. from the Township office. A local college will be donating 100 turkeys to the Township for Christmas to be distributed on December 20, 2011 from Foss Park Community Center.

Supervisor Jones distributed an IMRF outline. She mentioned that Irma Rodriguez was unable to attend the Board meeting to discuss the IMRF and asked Ana Albarran to address the Board. Mrs. Albarran said that Illinois state law requires the Township employees and elected officials to participate in the IMRF when the number of work hours are equal or exceed the employer's annual hourly standard. The Township contributes 9.45% and employee 4.5% per pay-period. The Township contribution for 2012 will be 9.92%. The elected officials have to meet the required 1000 work hours per year in order to participate and will be required to provide factual evidence of the work hours. Supervisor Jones said that this pertains to the Trustees and Clerk. Trustee Willms asked if those that have put money into the IMRF and no longer qualifying will be reimbursed. Supervisor Jones responded yes, that a check will be sent to the Township and then be disbursed to the elected officials. The Board has till the end of December to decide the number of work hours performed and sign the necessary papers.

Supervisor Jones mentioned that the Intergovernmental Agreement with North Chicago needs a few changes before signing and will be continued when Attorney Joanem is present.

Supervisor Jones mentioned that the Personnel listed on the agenda pertaining to Trustee Willms will be carried over to the next Board meeting.

Supervisor Jones mentioned that she didn't have the information on hand regarding the 2012 Levy for Town and Road & Bridge. She asked Assessor Morris to expound on his view of where the Township stands. Assessor Morris said that the levy is due by the last Monday of December. That several decisions will have to be made, if the Township decides to levy more then 5% above last year's levy a public hearing has to be held. If the Township goes 4.49% increase or anything less then a public hearing isn't necessary. At this time the school district is proposing a 7.49% and will be having their public hearing tomorrow. This is good news from a tax payer stand point that they have reached their ceiling almost in every fund. Unfortunately the assessed valuation is dropping this year at an estimate of 16%. This would amount to losing 50% of our assessed valuation in a four year period. Trustee Willms asked where the original figures come from that the levy is based upon. Assessor Morris said that the government agencies can levy what ever they want. The levies are submitted by the end of December and the County Clerk holds those levies till March. Once the County Clerk knows the assessed valuation the levies are then divided by the new assessed valuation and this calculates the rate. If the rate is higher then what the law allows then they trim back. Trustee Willms said that the document he is looking at says the 2010 evaluation was \$1,060,000,000.00. Assessor Morris says that this tax base amount is about right and that in 2009 we

hit about \$1,200,000,000.00 but it has been going down. This year the sum of \$1,060,000,000.00 is going to be about a \$900,000,000.00 tax base. The Township will be losing about 15% or 16% from the tax base this year and also next year. Supervisor Jones said that each department is being asked to cut back about 15% from their budgets and the Township will continue to be aggressive in reference to bringing in additional monies with fund raisers, grants, and other resources available to the Township.

Supervisor Jones distributed photos taken at the Veteran's Day Celebration held on November 5, 2011.

Supervisor Jones mentioned the Kid's Shopping Spree set for December 17, 2011 at 6:00 a.m. to 2:00 p.m. to be held at Park Place. Welcomed the Board to attend and thanked Deputy Clerk Edwards, Ms. Dulce and staff for their efforts with this event.

Supervisor Jones mentioned the Eddie Washington Diabetes Workshop will be on November 22, 2011 at 10:00 a.m. to 2:00 p.m. to be held at Park Place.

Supervisor Jones distributed a letter and insurance plan packet from Joe Bove of Hausmen Kunkel, Inc. dated November 14, 2011 regarding the Group Insurance Renewal which was approved at the last Board meeting.

Supervisor Jones mentioned that the Gift Shop, rentals for the dining room and trips are bringing in more revenue then anticipated.

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 September 22, 2011 in the amount of \$76,563.72. Motion by Trustee Francis, second by Trustee Willms. **Ayes:** Trustee Francis, 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 6,999.13; Invoices for G/A Fund/Eddie Washington Center in the amount of \$1,293.72; Invoices for G/A Fund/Staben House in the amount of \$163.97; Invoices for Town Fund/Assessor's Office in the amount of \$9,283.71; Invoices for Road and Bridge / Highway Department in the amount of \$4,825.73; Invoices for Senior Fund/Park Place in the amount of \$5,319.61; Invoices for Senior Fund/Gift Shoppe in the amount of \$22.08; Invoices for Home Sweet Home in the amount of \$1,245.36. Motion by Trustee Francis, second by Trustee Willms for the approval of submitted invoices. **Discussion:** **Ayes:** Trustee Francis, 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 \$14,875.76. Motion by Trustee Francis, seconded by Trustee Willms. **Ayes:** Trustee Francis, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills
November 21, 2011**

The following is a list of bills that were paid after the board meeting of November 10, 2011, but before the meeting November 21, 2011

	Purpose	Payee	Amount
Senior Fund			
Total Senior Fund			\$0.00
G/A Fund			
	10/28-11/10	General Assistance Client Payments Payments made on behalf of GA Clients	\$14,875.76
Total G/A Fund			\$14,875.76
R & B Fund			
Total R & B Fund			\$0.00
Town Fund			
Total Town Fund			\$0.00

Total all checks paid prior to board meeting \$14,875.76

Action Items:

Supervisor Jones requested a motion for the approval of Interfund Receivables and transfers as presented. Motion by Trustee Francis, seconded by Trustee Willms. **Ayes:** Trustee Francis, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the purpose of complying with the requirements of the IMRF, to take affect immediately. Motion by Trustee Willms, seconded by Trustee Francis. **Ayes:** Trustee Francis, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

New Business: None.

Old Business: None.

Announcements: None.

Comments/Concerns-Trustees:

Trustee Francis mentioned that Donald Moore a Park Place member has passed away. Supervisor Jones said that a Resolution will be presented to his family.

Trustee Willms referred to the Board minutes of November 10, 2011 page 21, paragraph 1, line 17. He said that he didn't understand what Attorney Joanem meant by "the minutes have not been sent back to be corrected nor has Trustee Willms voted no to approve minutes". Supervisor Jones said that it was referring to the discussion of Mark Stricklin's concerns which went into the minutes and wasn't objected to by Trustee Willms.

Trustee Willms read from the News Sun dated November 18, 2011 from the Talk of the Town article. The article was addressing that the Waukegan Township Supervisor was using taxpayer money to double print a newsletter and that the newsletter should not be printed in Spanish. Trustee Willms asked what was the total of number of each newsletter printed and the cost. Supervisor Jones said that a couple of hundred Spanish newsletters are printed in house and the 7000 English newsletters are done by a printer. Trustee Willms asked if the Township is going to continue to print the Spanish newsletter. Supervisor Jones responded, yes.

Trustee Willms mentioned that several months ago he requested a study to determine the savings for the Township if they would distribute the newsletter only 6 months a year. Supervisor Jones said that this is a great recommendation and recently the Township has come about an arrangement with a local company that will allow the Township to print the newsletter for free.

There being no further business to come before the Board, Supervisor Jones adjourned the November 21, 2011 meeting at 6:40 p.m.

PATRICIA JONES, Township Supervisor

ROSE M. STABEN, Township Clerk