

WAUKEGAN TOWNSHIP BOARD MEETING

December 8, 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, December 8, 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 Charles "Chuck" Willms, Clerk Rose M. Staben, Supervisor Patricia Jones. **ALSO PRESENT:** Attorney John Joanem, Highway Commissioner Mike Hewitt, Deputy Clerk Demond D. Edwards. **Excused:** Trustee Jeff McBride. **Absent:** Assessor Pat Morris.

Supervisor Jones called for a motion to approve the Agenda for the December 8, 2011 Waukegan Township Board Meeting. Motion by Trustee Johnson, second by Trustee Francis. **Ayes:** Trustee Francis, Trustee Johnson, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

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

Supervisor Jones called for a motion to approve the Cash-on-Hand as of November 30, 2011. Motion by Trustee Francis, seconded by Trustee Willms. **Ayes:** Trustee Francis, Trustee Johnson, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report
as of November 30, 2011

Fund	Bank	Balance	Ins/outs
Town Fund	NorStates Checking	25,589.27	
	NorStates Money Market	1,461,608.24	
	Illinois Funds	290,708.61	
	No. Chicago Comm Bank	245,170.53	
Total Town Fund		\$2,023,076.65	
General Assistance Fund	First Midwest Checking	24,759.50	
	First Midwest Bank M/M	285,325.42	60000.00 tfr to checking 11/17
	Illinois Funds	44,293.79	
Total General Assistance		\$354,378.71	
IMRF/FICA Fund	First Midwest Bank	9,856.07	
	First Midwest Bank M/M	280,304.28	15,000.00 tfr to chkg

	Illinois Funds	127,115.32
Total IMRF/FICA Fund		\$417,275.67
Senior Fund	NorStates Financial	7,142.73
	NorStates Money Market	364,785.71
	First Midwest Money Market	80,173.04
	Illinois Funds	43,978.68
Total Senior Fund		\$496,080.16
Total General Township Funds		3,290,811.19
Road & Bridge	NorStates Financial	168,532.96
Total Road & Bridge		\$168,532.96

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 - 11/17	\$9,377.97
Total received to date	\$1,214,200.55

GA RE Taxes - 11/17	\$7,994.79
Total received to date	\$1,035,114.94

IMRF/FICA RE Taxes - 11/17	\$1,908.79
Total received to date	\$247,138.16

SEN'R RE Taxes - 11/17	\$8,382.08
Total received to date	\$1,085,258.91

R&B RE Taxes - 11/17	\$1,182.37
Total received to date	\$153,097.32

Supervisor Jones acknowledged citizens present;

Mark Stricklin of 37571 N. Lake Crest, Beach Park, Illinois.

Mr. Stricklin redistributed a packet providing copies of a letter addressed to the Township Supervisor and Board of Trustees dated January 24, 2011, maps of Trustee Willm's property, the Illinois compiled statutes 605 ILCS 5 Illinois Highway Code section 6-201.7 statement, page 5 from the Highway Commissioner's handbook dated June 2005, a work sheet of the Highway Department projects for the years 2009 – 2010 and Superior Paving invoices. Mr. Stricklin said that he has asked the Township Board to look into his concerns with the process of no bid

contracts of the Highway Department and proof of payment for Trustee Willms's driveway paving and was present to hear what were the Township findings.

Supervisor Jones asked Attorney Joanem to up date the Board and guest on this matter. Attorney Joanem distributed a packet providing copies of a letter/fax sent to Superior Paving, fax from Attorney Joanem to Trustee Willms's Attorney, Mark Shaw, Superior Paving invoices/fax/proposals, faxes from Mr. Shaw, a letter from Trustee Willms addressed to Mr. Shaw and photos of Trustee Willms's driveway. Attorney Joanem said that more time is required on the Highway Road & Bridge issue and meanwhile he will be meeting with Highway Commissioner Hewitt before finalizing. Attorney Joanem reviewed the documents and conversations he had with Mr. Shaw regarding Trustee Willms form of payment for his driveway paving. Attorney Joanem said that Mr. Shaw informed him that Trustee Willms made a payment of \$2,000.00 in cash and provided him with the Superior Paving invoice showing the payment received.

Attorney Mark Shaw of 33 North County, Suite 300, Waukegan, Illinois on behalf of Trustee Charles Willms.

Mr. Shaw distributed a packet providing copies of a note to the attention of Trustee Willms dated August 11, 2008, a proposal of terms and conditions from Superior Paving, Superior Paving proposals, faxes from Attorney Joanem, faxes from Mr. Shaw addressed to Attorney Joanem, a pricing sheet and photos of Trustee Willms's driveway. Mr. Shaw reviewed the packet contents and distributed additional photos of Trustee Willms's property and driveway. Commissioner Hewitt then pointed out the Township property lines verses Trustee Willms's property lines. Mr. Shaw said that Trustee Willms paid for his parking pad and a little bit of drive way in back of his house and Superior Paving said they would charge \$2,000.00 if Trustee Willms would pay in cash, which he did. Mr. Shaw requested that the Board go into Executive Session to further discuss Trustee Willms form of payment.

After returning to open session, Supervisor Jones asked the Board if there were any comments. Mr. Stricklin said that he wasn't satisfied with the documents presented and indicated that the Superior Paving proposal dated September 21, 2009 provided by Mr. Shaw was different from Attorney Joanem's copy received from Superior Paving. The documents are different in that a signature is missing, writing has been added, a time stamp has been added and Trustee Willms signatures don't match. Trustee Johnson also noted that to him, Trustee Willms signatures appeared very different on the Superior Paving documents. Attorney Joanem suggested that since Trustee McBride is not present and he had specifically requested the documents that he should be provided with copies. Supervisor Jones said that Trustee McBride should be given the opportunity to review the documents and we can receive his feedback at the next meeting. If at that time the Board is satisfied with what was presented this matter will be concluded and if the Board is not satisfied an ethics commission will be formed consisting of Ana Albarran the Human Resource Manager, Trustee Johnson and Trustee Francis to provide further review.

Supervisors Report:

Supervisor Jones mentioned that the Board meeting recording equipment will be updated and asked Deputy Clerk Edwards and Clerk Staben to have the equipment for the next Board meeting.

Supervisor Jones mentioned the 2012 Levy for Town and Road & Bridge and asked Nancy Netherton to address the Board. Mrs. Netherton said that the Levy must be filed by December 27, 2011 and therefore will be slated for approval on the December 22, 2011 Board meeting. Mrs. Netherton reviewed the compared scenario charts provided in the Board packet along with the Certificate of Annual Township Tax Levy 2011 Ordinance No. 11-03 and Waukegan Township Road District Tax Levy Ordinance No. 11-04. She provided four scenarios based on a levy decrease of -15% with the assessed valuation at 945 billion dollars and the fifth scenario with a levy decrease of -12% with the assessed valuation at 975 billion dollars. The fifth scenario will be presented with a total levy increase of -4.4%. Supervisor Jones said that we will continue to reach the numbers with grants, foundations and fund raisers and thanked Mrs. Netherton for her tremendous work.

Supervisor Jones mentioned Attorney Joanem has contacted Attorney Chuck Smith regarding the Intergovernmental Agreement document and that it will be available on the December 22, 2011 Board meeting.

Supervisor Jones mentioned that Mayor Rockingham's wife is in the hospital and asked the Board to keep her in prayer.

Supervisor Jones mentioned the Coat Distribution for Veterans went well and that she will be contacting organizations for recommendation for how to distribute them.

Supervisor Jones mentioned the Outside Agency Requests for the First Baptist Church of North Chicago, Cool Food Pantry of Waukegan and the Mother's Trust Foundation of Lake Forest. She said that the food pantries provides the community well and the Mother's Trust Foundation has provided a lot of support to many families and recommended a donation of \$250.00 to the First Baptist Church, a donation of \$500.00 to COOL Pantry and \$1,000.00 to the Mother's Trust Foundation.

Supervisor Jones mentioned that the Thanksgiving Basket distribution went well and that an additional 50 baskets were provided.

Supervisor Jones mentioned that the Holiday Basket distribution will be on December 21, 2011 at Foss Park Recreation Center from 5:00 p.m. to 7:00 p.m. There will be 100 turkeys distributed along with toys and books. The center will waive the fee for the use of the facility. Trustee Johnson asked what was the procedure to receive a Holiday Basket. Supervisor Jones said that an R.S.V.P. must be made, a photo I.D. provided, qualify by income and be a resident of Waukegan Township. There will be a walk through at the center on December 9, 2011 at 8:30 a.m. and invited the Board to attend.

Supervisor Jones mentioned the Children's Shopping Spree will be in conjunction with Shawall Temple and will be on December 17, 2011 at 6:00 a.m. to 2:00 p.m. to be held at Park Place.

Trustee Johnson left the Board meeting at 7:47 p.m.

Supervisor Jones mentioned the Holiday Gathering will be on December 11, 2011 from 1:00 p.m. to 4:00 p.m. to be held at Greenbelt Cultural Center. Tickets are still available at \$6.00 for per ticket or \$8.00 for two.

Trustee Johnson returned to the Board meeting at 7:51 p.m.

Supervisor Jones mentioned that Mark Jones and Dulce Ortiz attended the C.D.B.G. hearing for North Chicago on December 8, 2011 and that 17 North Chicago seniors attended.

Highway Commissioner's Report: None.

Assessor's Report: None.

Executive Session:

Supervisor Jones called for a motion to enter into Executive Session for the purpose of Personnel – 5 ILCS 120/2 (C1) at 6:09 p.m. Motion by Trustee Willms, seconded by Trustee Francis. **Ayes:** Trustee Francis, Trustee Johnson, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones called for a motion to enter into Executive Session for the purpose of Personnel – 5 ILCS 120/2 (C1) at 7:08 p.m. Motion by Trustee Willms, seconded by Trustee Johnson. **Ayes:** Trustee Francis, Trustee Johnson, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of agenda item #13, Payroll period ending September 22, 2011 in the amount of \$79,331.50. Motion by Trustee Johnson, second by Trustee Willms. **Ayes:** Trustee Francis, Trustee Johnson, 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 \$9,849.86; Invoices for G/A Fund/Eddie Washington Center in the amount of \$1,848.74; Invoices for G/A Fund/Staben House in the amount of \$1,604.17; Invoices for Town Fund/Assessor's Office in the amount of \$4,602.45; Invoices for Road and Bridge / Highway Department in the amount of \$419.66; Invoices for Senior Fund/Park Place in the amount of \$9,165.30; Invoices for Senior Fund/Gift Shoppe in the amount of \$353.26; Invoices for Home Sweet Home in the amount of \$891.36. Motion by Trustee Francis, second by Trustee Johnson for the approval of submitted invoices. **Ayes:** Trustee Francis, Trustee Johnson, 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 \$34,682.43. Motion by Trustee Francis, seconded by Trustee Johnson. **Ayes:** Trustee Francis, Trustee Johnson, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills
December 8, 2011**

The following is a list of bills that were paid after the board meeting of November 21, 2011, but before the meeting December 8, 2011

Purpose	Payee	Amount
Senior Fund		
11/30/2011	Waukegan Public Schools	\$100.00
	Payment for Grandparent Group	
Total Senior Fund		\$100.00
G/A Fund		
11/22-12/7	General Assistance Client Payments	\$29,430.85
	Payments made on behalf of GA Clients	
Total G/A Fund		\$29,430.85
R & B Fund		
Total R & B Fund		\$0.00
Town Fund		
11/23/2011	Daisy's Resource Center	\$400.00
	Event Sponsor	
12/1/2011	RRR Payments for Clients	\$614.84
	Bus Passes, Transportation and Kmart Payments	
12/6/2011	Dental and Life Insurance Payments	\$4,136.74
	December premiums	
Total Town Fund		\$5,151.58

Total all checks paid prior to board meeting \$34,682.43

Action Items:

Supervisor Jones requested a motion for the approval of the Personnel Recommendation of John B. Patterson for Road & Bridge Department at \$15.00 per hour, Dulce Ortiz for Executive Assistant/Special Projects Coordinator at \$21.88 per hour, Ericka Sumner for Interim Receptionist/Information Clerk at \$12.74 per hour, Moises Soto for Floater House Manager at \$10.00 per hour and Maurice Bankhead for Floater House Manager at \$10.00 per hour. Employee Termination of LaQuana King as of December 19, 2011, Jeffery Hill as of November 13, 2011, Rickie Coleman as of December 03, 2011 and Patricia Trevino as of December 16, 2011. Motion by Trustee Johnson, seconded by Trustee Francis. **Ayes:** Trustee Francis, Trustee Johnson, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the 2012 Levy for Town as presented at a total Levy increase of -4.4%. Motion by Trustee Johnson, seconded by Trustee Francis. **Ayes:** Trustee Francis, Trustee Johnson, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the 2012 Levy for Road & Bridge as presented at a total Levy increase of -4.4%. Motion by Trustee Francis, seconded by Trustee Willms. **Ayes:** Trustee Francis, Trustee Johnson, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

New Business: None.

Old Business: None.

Announcements: None.

Comments/Concerns-Trustees:

Trustee Willms mentioned that a resident received a robo-dialed call at 3:00 a.m. Supervisor Jones said that the system was malfunctioning on Tuesday night and many residents received early morning calls. The robo-dialer is usually set to operate between the hours of 8:00 a.m. to 8:00 p.m. Supervisor Jones was able to talk to the residents and explain the malfunction.

Trustee Johnson mentioned that the Springfield conference went well. The conference provided many interesting sessions and he provided five invocations as the chaplain. There was a great deal of discussion about the elimination of Township government. It was nice to see Supervisor Jones at the conference and reminded the Board that we need to submit our session hours and award entries. Supervisor Jones said that the Township submitted entries this year for the Outstanding Trustee and for the Mighty Message. Supervisor Jones said that Trustee Johnson is truly appreciated as the TOI Official Chaplain and encouraged Clerk Staben and Deputy Clerk Edwards to attend future conferences for the Clerk sessions.

Trustee Johnson thanked Supervisor Jones and the Board members that attended his church anniversary celebration.

There being no further business to come before the Board, Supervisor Jones adjourned the December 8, 2011 meeting at 8:10 p.m.

PATRICIA JONES, Township Supervisor

ROSE M. STABEN, Township Clerk