

WAUKEGAN TOWNSHIP BOARD MEETING

July 14, 2011

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, July 14, 2011.

The meeting was called to order at 5:30 PM. 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 Jeff McBride, Trustee Charles "Chuck" Willms, Clerk Rose M. Staben, Assessor Pat Morris, Supervisor Patricia Jones. **ALSO PRESENT:** Attorney John Joanem, Deputy Clerk Demond Edwards. **Excused:** Trustee Katherine Rothwell-Francis **Absent:** Highway Commissioner Mike Hewitt.

Supervisor Jones called for a motion to approve the Agenda for the July 14, 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 June 23, 2011 Waukegan Township Board Meeting. Motion by Trustee Willms, second by Trustee Johnson. **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 July 7, 2011. Motion by Trustee Willms, seconded by Trustee Johnson. **Ayes:** Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report as of July 7, 2011

Fund	Bank	Balance
Town Fund	NorStates Checking	192,849.02
	NorStates Money Market	1,132,934.18
	Illinois Funds	368,700.99
Total Town Fund		\$1,694,484.19
General Assistance Fund	First Midwest Checking	85,093.32
	First Midwest Bank M/M	270,228.82
	Illinois Funds	44,285.62
Total General Assistance		\$399,607.76
IMRF/FICA Fund	First Midwest Bank	64,989.28
	First Midwest Bank M/M	250,174.44
	Illinois Funds	49,045.71

Total IMRF/FICA Fund		\$364,209.43
Senior Fund	NorStates Financial	140,944.38
	NorStates Money Market	270,282.59
	First Midwest Money Market	85,138.55
	Illinois Funds	43,970.57
Total Senior Fund		\$540,336.09
Total General Township Funds		2,998,637.47
Road & Bridge	NorStates Financial	160,650.39
Total Road & Bridge		\$160,650.39

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 \$585,427.99 for Town and \$174,366.90 for R & B

Town RE Tax - 6/23	\$181,402.45
Total received to date	\$604,377.28

GA RE Taxes - 6/23	\$154,646.93
Total received to date	\$515,236.09

IMRF/FICA RE Taxes - 6/23	\$36,922.62
Total received to date	\$123,014.84

SEN'R RE Taxes - 6/23	\$162,138.48
Total received to date	\$540,195.63

R&B RE Taxes - 6/23	\$22,872.96
Total received to date	\$76,205.17

Supervisor Jones acknowledged citizens present; None.

Supervisors Report:

Supervisor Jones distributed photos showing the storm destruction of trees that had fallen on the Park Place building and said that the Park District will be removing the tree. The Staben Center has been without power and it is currently closed, the residents are staying at PADS and at a local motel. The Staben House was closed for two days and the residents went to live with family members and one resident went to a motel, the power was restored on Wednesday.

Supervisor Jones mentioned that Mr. Herndon is in Evanston Hospital and asked the Board to keep him in prayer.

Supervisor Jones mentioned that Marty Williams is back to work at Park Place and Dulce Ortiz has returned back to work on Monday. Both had surgeries.

Supervisor Jones distributed a letter dated July 12, 2011. The letter was sent out to the Mayor of Waukegan and neighboring towns. The letter addressed food getting spoiled due to the power outage and asked for families to seek help with some food at the Waukegan Township office and for SNAP recipients to seek help with food at the DHS office. The 10th Dems Community Connection office at 118 Genesee Street is open as a cooling center and will be providing breakfast and lunch. The office of Congressman Dold called to offer help to Waukegan Township residents.

Supervisor Jones mentioned the "Investing in our Future" and asked the Board if they had any questions. There were no questions from the Board.

Supervisor Jones mentioned the Personnel Handbook Update and asked the Board if they had any questions. There were no questions from the Board.

Supervisor Jones distributed the Home Sweet Home Application Development Proposal dated June 17, 2011. Meeting Essentials By Design, Inc. will be making the software changeover at a cost in the amount of \$7,820.00.

Supervisor Jones distributed the Letter of Engagement from Evoy, Kamschulte, Jacobs & Co. LLP dated July 24, 2011. The fee remains the same as last year in the amount of \$5,600.00 for the audit ending on February 28, 2011.

Supervisor Jones mentioned that she received a call on July 1, 2011 from Springfield that the Governor has signed a Bill eliminating the Earnfare program. There were currently 40 individuals in the Earnfare program. This has resulted in a loss of State money for the Staben Center within the last 10 days in the amount of \$57,000.00. Supervisor Jones reached State Representative Rita Mayfield to inform her of the Bill.

Supervisor Jones distributed Subrecipient Agreement for Supportive Housing Program Grant Implementation from the County showing to agree to pay \$184,940.00 towards the Staben House.

Supervisor Jones mentioned the Expungement Workshop. She thanked Attorney Joanem for participating and Trustee Johnson and Trustee McBride for attending. At this time there are 13 individuals that have gone through the process. Attorney Joanem said that the turn out was massive, that the people that attended were thankful to receive the information, that it was a pleasure to be part of the workshop and that other attorneys enjoyed the workshop. Supervisor Jones said that the main purpose is to get these individuals employed. The Lake County Health Department contacted Supervisor Jones and said that they would like to be included in the future workshops and that they were very impressed with the workshop. Trustee Johnson said that he enjoyed the workshop and was impressed with the process and is looking forward to participating in the future workshop.

Supervisor Jones mentioned the Family Fun Day. There were give-a-ways of toys, pajamas, and baby equipment and thanked Deputy Clerk Edwards for his efforts.

Supervisor Jones mentioned the Outdoor Music Festival on July 16, 2011 at 2:00 p.m. to 6:00 p.m.

Supervisor Jones mentioned the Volunteer Appreciation Breakfast and thanked the Board members for attending and Deputy Clerk Edwards for his efforts.

Supervisor Jones mentioned the Independence Day Festival and thanked Clerk Staben for attending and Deputy Clerk Edwards for his efforts.

Supervisor Jones mentioned that Home Sweet Home has received many calls from seniors for tree branch and stomp removal. The callers were told that the Township does not provide this type of service.

Assessor's Report:

Assessor Morris reported on the Assessor's Office rental lease. He stated that he had several conversations with Attorney Joanem and with the landlord. It was suggested by one of the Trustees at a previous Board meeting about renting a smaller office. Assessor Morris distributed a 2011 thru 2016 Rent Proposal Comparison for Suites 206 & 112 at 415 Washington Street showing the current space cost in the amount of \$3,600.00 for 3,069 sq. ft. with Common Area Maintenance (CAM) cost in the amount of \$1,825.00 and the proposed space cost in the amount of \$2,900.00 for 2,558 sq. ft. with CAM cost in the amount of \$1,525.00. The lease expires on September 1, 2011 and the landlord has assured Assessor Morris that he can rent on a month to month basis while the lease is under discussion. He said that he can talk to the landlord about reducing the per sq. ft. price for suite 112. Trustee McBride asked if he can do a walk thru the office. Assessor Morris said that he can come tomorrow or whenever was convenient. Trustee Johnson also expressed interest in touring the Assessor's Office.

Executive Session: None

Supervisor Jones requested a motion for the approval of agenda item #13, Payroll period ending May 20, 2011 in the amount of \$93,664.43. Motion by Willms, second by Johnson. **Ayes:** 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 \$11,73.50 Invoices for G/A Fund/Staben Center in the amount of \$5,519.37; Invoices for G/A Fund/Staben House in the amount of \$3,168.42; Invoices for Town Fund/Assessor's Office in the amount of \$3,674.73; Invoices for Road and Bridge / Highway Department in the amount of \$5,187.77; Invoices for Senior Fund/Park Place in the amount of \$14,257.25; Invoices for Senior Fund/Gift Shoppe in the amount of \$845.92; Invoices for Home Sweet Home in the amount of \$4,283.68.

Motion by Willms, second by Johnson for the approval of submitted invoices. **Discussion:** Trustee Willms asked about Town Fund page 1, item Balmes Flower Shop for \$179.97, if it was the store in North Chicago or Warren Township. Supervisor Jones replied that it is not in Warren Township and that when there is a special event Balmes would provide the flowers. Willms asked about Staben Center Fund page 1, item Closs Tire & Auto for \$916.51 and item Green Town Tavern for \$35.00. Supervisor Jones replied that Green Town Tavern was an error and should say Glass City Inc. Staben House page 1, item Closs Tire & Auto for \$916.51. Supervisor replied that the amount \$916.51 is for the Staben House vehicle and \$912.53 for the Staben Center vehicle. **Ayes:** 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 June 9th Board Meeting in the amount of \$99,192.82. Motion by Trustee Johnson, seconded by Trustee Willms. **Ayes:** Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills
July 13, 2011**

The following is a list of bills that were paid after the board meeting of June 23, 2011, but before the meeting July 14, 2011

Purpose	Payee	Amount
Senior Fund		
7/6/2011	Waukegan Township General Fund Health Insurance HSH & PP	\$9,297.51
Total Senior Fund		\$9,297.51
G/A Fund		
6/24-7/13	General Assistance Client Payments Payments made on behalf of GA Clients	\$39,750.62
7/6/2011	Waukegan Township General Fund Health Insurance GA, SC & SH	\$6,998.41
Total G/A Fund		\$46,749.03
R & B Fund		
7/6/2011	Waukegan Township General Fund Health Insurance	\$1,423.53
Total R & B Fund		\$1,423.53
Town Fund		
7/6/2011	Health Insurance - All Vendors June Health Insurance Premiums	\$40,541.35
7/13/2011	Lewis Market Emergency Food Vouchers	\$875.00
6/24-7/14	Client Payments - RRR Payments made on behalf of RRR Clients	\$306.40

Total Town Fund	\$41,722.75
Total all checks paid prior to board meeting	\$99,192.82

Action Items:

Supervisor Jones requested a motion for the approval of the “Improving in our Future” planning committee, Jeff McBride, Alonzo Jenkins, Chetara Jenkins, Shakida Jones, Marcela Hardin, Percy L. Johnson, Dulce Ortiz, and Miguel Rivera. Motion by Trustee Willms, seconded by Trustee McBride. **Ayes:** Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the Personnel Handbook Update with recommended changes as presented. Motion by Trustee Johnson, seconded by Trustee McBride. **Ayes:** Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the Home Sweet Home Application Development Proposal as presented in the amount of \$7,820.00. Motion by Trustee Willms, seconded by Trustee Johnson. **Ayes:** Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the letter of engagement from for the fiscal year 2011 with Evoy, Kamschulte, Jacobs & Co. LLP as presented in the amount for \$5,600.00. Motion by Trustee Johnson, seconded by Trustee McBride. **Ayes:** Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

New Business: None.

Old Business: None.

Announcements:

Trustee McBride recommended that a Resolution be presented to Mr. Earl Whitehead for 50 years of service in the hair cutting business and for giving employment and training to many people. Supervisor Jones and the Board agreed upon providing a Resolution. Supervisor Jones and the Board also agreed to provide a Resolution for Chief Nathaniel Hamilton who is retiring after 44 years of service.

Trustee Johnson mentioned that the New Hope Missionary Baptist Church will be celebrating its 70th year Church Anniversary. The service will take place on July 21, 2011 at 7:00 p.m. to be held at New Hope Missionary Baptist Church with a 70th year Anniversary banquet on July 22, 2011 at 6:00 p.m. to be held at the Ramada Inn and July 24, 2011 at 4:00 p.m. will be the Culmination Service to be held at the New Hope Missionary Baptist Church. Trustee Johnson invited the Board to attend these very important events.

Comments/Concerns-Trustees: None.

There being no further business to come before the Board, Supervisor Jones adjourned the July 14, 2011 meeting at 6:45 p.m.

PATRICIA JONES, Township Supervisor

ROSE M. STABEN, Township Clerk