

# WAUKEGAN TOWNSHIP BOARD MEETING

## July 28, 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, July 28, 2011.

The meeting was called to order at 5:30 PM by Clerk Rose M. Staben and was followed by the Pledge of Allegiance. Trustee McBride led the Members in prayer.

**ROLL CALL:** Trustee Katherine Rothwell-Francis, Trustee Jeff McBride, Trustee Charles "Chuck" Willms, Clerk Rose M. Staben, Highway Commissioner Mike Hewitt. **ALSO PRESENT:** Attorney John Joanem, Dulce Ortiz. **Excused:** Trustee Percy L. Johnson.

Supervisor Jones was seated at 5:40 p.m.

Clerk Staben called for a motion to appoint Senior Trustee Katherine Rothwell-Francis to preside as acting chairperson for the Waukegan Township Board Meeting of July 28, 2011. Motion by Trustee McBride, seconded by Trustee Willms. **Ayes:** Trustee McBride, Trustee Willms, Trustee Francis. **Nays:** None. **Motion carried.**

Trustee Francis called for a motion to approve the Agenda for the July 28, 2011 Waukegan Township Board Meeting. Motion by Trustee McBride, second by Trustee Willms. **Ayes:** Trustee Francis, Trustee McBride, Trustee Willms. **Nays:** None. **Motion carried.**

Trustee Francis called for a motion to approve the Minutes for the July 14, 2011 Waukegan Township Board Meeting. Motion by Trustee McBride, second by Trustee Willms. **Discussion:** Trustee Willms referred to page 2, paragraph 1, says that the Staben Center and Staben House residents went to stay with family members, stayed in a motel or PADS since it was closed due to the power outage. Trustee Willms was concerned if the residents had family members to live with at the time would they be eligible to be living at the shelters. Trustee McBride said that the families were being gracious in providing a place for just a few days. Trustee Francis said that spending a night somewhere doesn't constitute living with them. Attorney Joanem said that this was an emergency situation and that anyone that comes into the Staben House or the Washington Center is screened and goes thru the process to determine their eligibility. **Ayes:** Trustee Francis, 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 22, 2011. Motion by Trustee McBride, seconded by Trustee Francis. Trustee Francis Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report  
as of July 22, 2011

<b>Fund</b>	<b>Bank</b>	<b>Balance</b>	
Town Fund	NorStates Checking	175,846.77	Ins/outs
	NorStates Money Market	1,133,234.14	
	Illinois Funds	368,712.23	
<b>Total Town Fund</b>		<b>\$1,677,793.14</b>	
General Assistance Fund	First Midwest Checking	55,745.27	60000.00 tfr to chkg
	First Midwest Bank M/M	210,230.95	
	Illinois Funds	44,286.97	
<b>Total General Assistance</b>		<b>\$310,263.19</b>	
IMRF/FICA Fund	First Midwest Bank	68,074.69	
	First Midwest Bank M/M	250,196.33	
	Illinois Funds	49,047.20	
<b>Total IMRF/FICA Fund</b>		<b>\$367,318.22</b>	
Senior Fund	NorStates Financial	93,173.96	15,000.00 to Taxi chkg
	NorStates Money Market	270,282.59	
	First Midwest Money Market	70,144.15	
	Illinois Funds	43,971.91	
	<b>Total Senior Fund</b>		
<b>Total General Township Funds</b>		<b>2,832,947.16</b>	
Road & Bridge	NorStates Financial	163,484.77	
<b>Total Road &amp; Bridge</b>		<b>\$163,484.77</b>	

PPRT Taxes Received since last report -

Town - 7/8/11 **\$72,613.01**

R&B - 7/8/11 **\$10,882.93**

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 -

**Total received to date \$604,377.28**

GA RE Taxes -

**Total received to date \$515,236.09**

IMRF/FICA RE Taxes -

**Total received to date \$123,014.84**

SEN'R RE Taxes -

**Total received to date \$540,195.63**

R&B RE Taxes -

**Total received to date \$76,205.17**

Supervisor Jones acknowledged citizens present; None.

## **Supervisors Report:**

Supervisor Jones mentioned the General Town Fund-New Money Market account with North Chicago Community Bank. Supervisor Jones distributed a letter dated July 28, 2011 from Nancy Netherton stating that bank does not have collateral authorities therefore there will be a deposit made in the amount of \$245,000.00 at a current rate of .4%. Trustee Willms asked where is the money going to be withdrawn from. Supervisor Jones replied that it is coming from the NorStates Bank account.

Supervisor Jones mentioned that there has been another 111 individuals added to General Assistance since June 30, 2011. At this time there are three caseworkers and a fourth will be hired.

Supervisor Jones mentioned that many gift cards were distributed to the families who lost food due to the power outage. The money for the gift cards was provided from the Township program funds.

Supervisor Jones thanked Trustee Francis, Trustee McBride for buying tickets to attend Trustee Johnson's Church 70<sup>th</sup> Anniversary banquet and Supervisor Jones also attended the event.

Supervisor Jones mentioned that Chief Hamilton will be retiring and that the Angel Drill Team will be celebrating its final salute and encouraged the Board to participate with the event to be held on September 3, 2011.

Supervisor Jones mentioned that the Waukegan Main Street will be having their Wine and Art Stroll this weekend and asked the Board to participate in this important event.

Supervisor Jones mentioned that since the Earnfare program has been terminated by the State of Illinois, there has been a loss of approximately \$60,000.00. She reported that 38 individuals have been turned away since the program has been terminated. The State has asked for the Earnfare workers to return to their place of employment as volunteers.

Supervisor Jones mentioned that Mr. Herndon is home on sick leave and improving well and asked the Board to keep him in prayer. At this time Lety Castellanos is in his place at the Washington Center.

Supervisor Jones mentioned that the News-Sun presented good coverage on the Waukegan Township Eddie Washington Center for Men. A copy of the article was provided in the Board packet and she thanked Trustee Francis for attending the event.

Supervisor Jones mentioned the Outdoor Music Festival held on July 16, 2011. Trustee McBride said he attended the music festival. There were many vendors and the music was great. Trustee Francis said her friends attended it and they had a

good time. Supervisor Jones said that if the music festival continues to go well that they will be continued and that we will need to work on getting more sponsors.

Supervisor Jones mentioned the Washington Center and Staben House Annual Golf Outing to be held on August 12, 2011. She asked the Board to see Ana Albarran if they wanted to make a deduction for sponsoring a golf hole.

Supervisor Jones distributed an up-date of the Waukegan Township & Coalition to Reduce Recidivism sheet. There have been a total of 153 participants since the inception of the program. Johnnie Jenkins has received a request to provide 10 individuals for clerical duty positions.

Supervisor Jones distributed a Waukegan Township Recommendation for Staff Appointment for Rickie Coleman who has been with the Washington Center since Mr. Herndon has taken ill. Mr. Coleman is a graduate of the center.

Supervisor Jones distributed a Waukegan Township Personnel Recommendation for Anthony Moore employed at Park Place to change his salary of \$8.25 per hour to \$11.34 per hour. There has been an increase in the rental of the Park Place dining area. The increase for Mr. Moore's salary will come from the rental funds.

Supervisor Jones mentioned that a Resolution will be presented to honor the accomplishments Masie M. Davis honoring her accomplishments.

Supervisor Jones mentioned that a Resolution will be presented to New Hope Missionary Baptist Church honoring its 70 years of service. A copy was provided in the Board packet.

Supervisor Jones mentioned the North Chicago Days to be held on August 6 and 7, 2011, the Township will be participating and welcomed the Board to participate with the parade.

#### **Highway Commissioner's Report:**

Commissioner Hewitt reported that the storm damaged the roof of the salt bin. The County declared the area to be a disaster. He is now waiting for Illinois to declare it a disaster in order to get reimbursed for some of the repair expenses.

**Assessor's Report:** None.

**Executive Session:** None.

Supervisor Jones requested a motion for the approval of agenda item #13, Payroll period ending July 15, 2011 in the amount of \$92,985.68. Motion by Francis, second by Trustee McBride. **Ayes:** Trustee Francis, 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 \$15,819.15

Invoices for G/A Fund/Staben Center in the amount of \$3,348.78; Invoices for G/A Fund/Staben House in the amount of \$1,447.64; Invoices for Town Fund/Assessor's Office in the amount of \$2,758.14; Invoices for Road and Bridge / Highway Department in the amount of \$14,648.15; Invoices for Senior Fund/Park Place in the amount of \$7,116.92; Invoices for Senior Fund/Gift Shoppe in the amount of \$286.65; Invoices for Home Sweet Home in the amount of \$424.85. Motion by Francis, second by McBride for the approval of submitted invoices.

**Discussion:** Trustee Willms questioned Senior Bill page 1, item 1 Captain's Security/Building Maintenance for \$385.00. Trustee Willms said it should say Security for the Building and not Maintenance and thought that it was for the cost of using a policeman. Supervisor Jones said that it was for the video camera. Trustee McBride said audio security. Trustee Willms questioned Staben Center page 2, item 1 Waukegan Park District/Meeting Room Rental for \$189.00. Supervisor Jones replied that the rental is actually for the Staben House graduation to be held on July 30, 2011 at 11:00 a.m. **Ayes:** Trustee Francis, 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 9<sup>th</sup> Board Meeting in the amount of \$31,143.55. Motion by Trustee Francis, seconded by Trustee McBride. **Ayes:** Trustee Francis, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills  
July 28, 2011**

The following is a list of bills that were paid after the board meeting of July 14, 2011, but before the meeting July 28, 2011

	Purpose	Payee	Amount
<b>Senior Fund</b>			
<b>Total Senior Fund</b>			<b>\$0.00</b>
<b>G/A Fund</b>			
	7/15-7/27	<b>General Assistance Client Payments</b>	\$29,493.55
		Payments made on behalf of GA Clients	
<b>Total G/A Fund</b>			<b>\$29,493.55</b>
<b>R &amp; B Fund</b>			
<b>Total R &amp; B Fund</b>			<b>\$0.00</b>
<b>Town Fund</b>			
	7/18/2011	<b>Walmart</b>	\$825.00
		Gift cards for food emergency	
	7/18/2011	<b>Nancy Netherton</b>	\$825.00
		Reimburse for emer. food cards purchased at Jewel	
<b>Total Town Fund</b>			<b>\$1,650.00</b>

Total all checks paid prior to board meeting \$31,143.55

Supervisor Jones requested a motion for the approval of agenda item #16, Emergency Bills submitted for the June 23<sup>rd</sup> Board Meeting in the amount of \$8,790.00. Motion by Trustee Willms, seconded by Trustee Francis. **Ayes:** Trustee

Francis, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

**Emergency Payments  
Board Meeting of 7/28/11**

The following is a list of bills that were submitted after our cutoff but must be approved at the meeting of July 28, 2011

Date	Purpose	Payee	Acct No.	Amount
<b>Senior Fund</b>				
7/15/2011		<b>Meeting Essentials by Design</b>		
	50% due for 2 computer data base projects			\$7,650.00
7/28/2011		<b>New Hope Missionary Bapt Church</b>		
	4 tix for Ambassadors			\$140.00
<b>Total Senior Fund</b>				<b>\$7,790.00</b>
<b>Town</b>				
7/28/2011		<b>Trinity A.M.E.</b>		
	Grant - Investing in Youth -			\$500.00
7/28/2011		<b>FLY (Forever Loving Yourself)</b>		
	Grant - Investing in Youth -			\$500.00
<b>Total Town</b>				<b>\$1,000.00</b>
<b>G/A Fund</b>				
<b>Total G/A Fund</b>				<b>\$0.00</b>
<b>Gift Shop</b>				
<b>Total Gift Shop</b>				<b>\$0.00</b>
<b>Road &amp; Bridge Fund</b>				
<b>Total Road &amp; Bridge</b>				<b>\$0.00</b>
<b>IMRF Fund</b>				
<b>IMRF Fund</b>				<b>\$0.00</b>
<b>Total All Funds</b>				<b>\$8,790.00</b>

**Action Items:**

Supervisor Jones requested a motion for the approval of the General Town Fund- New Money Market account with North Chicago Community Bank in the amount of \$245,000.00. Motion by Trustee McBride, seconded by Trustee Willms. **Ayes:** Trustee Francis, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of Recommendation for Staff Appointment of Rickie Coleman as Washington Center Weekend House Manager in part-time position. Motion by Trustee McBride, seconded by Trustee Francis. **Ayes:** Trustee Francis, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

**New Business:** None.

**Old Business:** None.

**Announcements:** None.

**Comments/Concerns-Trustees:**

Trustee Willms said that the sponsored Waukegan Township Drill Team was not mentioned in the Independence Parade program and asked if they were still active. Supervisor Jones replied that they are not.

There being no further business to come before the Board, Supervisor Jones adjourned the July 28, 2011 meeting at 6:25 p.m.

---

**PATRICIA JONES, Township Supervisor**

---

**ROSE M. STABEN, Township Clerk**