

WAUKEGAN TOWNSHIP BOARD MEETING

March 8, 2012

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, March 8, 2012.

The meeting was called to order at 5:35 p.m. by Supervisor Patricia Jones and was followed by the Pledge of Allegiance. Trustee Willms led the Members in prayer.

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

Trustee Francis was seated at 5:50 p.m.

Supervisor Jones called for a motion to approve the Agenda for the March 8, 2012 Waukegan Township Board Meeting. Motion by Trustee Johnson, second by Trustee Willms. **Ayes:** Trustee Johnson, Trustee Willms, Supervisor Jones. **Nays:** None. Trustee McBride was not present for the vote. **Motion carried.**

Supervisor Jones called for a motion to approve the Minutes for the February 28, 2012 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 February 28, 2012 Waukegan Township Public Hearing. 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 Minutes for the February 28, 2012 Waukegan Township Road & Bridge Public Hearing. Motion by Trustee Willms, second by Trustee McBride. **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 March 7, 2012. Motion by Trustee McBride, second by Trustee Willms. **Ayes:** Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report
as of March 7, 2012

Fund	Bank	Balance	Ins/outs
Town Fund	NorStates Checking	37,389.02	
	NorStates Money Market	1,122,535.46	135000. to chkg

	Illinois Funds	37,389.02	
	No. Chicago Comm Bank	245,230.99	
Total Town Fund		\$1,442,544.49	
General Assistance Fund	First Midwest Checking	48,874.00	
	First Midwest Bank M/M	45,360.18	
	Illinois Funds	62,104.84	
Total General Assistance		\$156,339.02	
IMRF/FICA Fund	First Midwest Bank	20,010.64	
	First Midwest Bank M/M	205,358.74	30000. to ckg
	Illinois Funds	262,381.13	
Total IMRF/FICA Fund		\$487,750.51	
Senior Fund	NorStates Financial	44,719.72	
	NorStates Money Market	155,040.45	25000. to ckg
	First Midwest Money Market	20,183.29	15000. to chkg
	Illinois Funds	43,984.13	
Total Senior Fund		\$263,927.59	
Total General Township Funds		2,350,561.61	
Road & Bridge	NorStates Financial	72,577.17	
Total Road & Bridge		\$72,577.17	

PPRT Taxes Received since last report -

Town -

R&B -

For the states fiscal year of 7/1/11-6/30/12 we received a total of \$212,058.35 for Town and \$49726.65 for R & B

Town RE Tax -

Total received to date \$1,214,200.55

GA RE Taxes -

Total received to date \$1,035,114.94

IMRF/FICA RE Taxes -

Total received to date \$247,138.16

SEN'R RE Taxes -

Total received to date \$1,085,258.91

R&B RE Taxes -

Total received to date \$153,097.32

Other Payments Rec'd

Trustee Francis was seated.

Citizen Participation: None.

Supervisor's Report:

Supervisor Jones distributed the Waukegan Township Town Fund-Revenues and Expenditures for period ended 02-29-12. She reviewed several of the Revenue entries.

Supervisor Jones mentioned that the Annual Township Meeting will be held on April 10, 2012 at Park Place.

Supervisor Jones mentioned the Celebrating Women's History luncheon will be held on March 21, 2012 and many tickets are available for the event.

Supervisor Jones mentioned the Waukegan Township, Illinois Free Discount Prescription Card. At this time there has been an increase in the prescription card enrollment putting the Township over the threshold. As a result of this a check will be sent to the Township for participating. A press release will be conducted to inform the community of the free prescription card.

Supervisor Jones distributed the Senior Citizens Services Committee agenda. She mentioned that they met on March 07, 2012 and the Board and new members Opal Rice and Joe Coleman were sworn in by Judge Jay Ukena. Trustee Johnson said he attended the meeting. The speaker June Melber from the Alzheimer's Association gave a very interesting presentation.

Supervisor Jones mentioned that in celebration of the Park Place 20th Anniversary different programs will be taking place. Faith Clark recommended the new program Skype to be provided at Park Place beginning in March. In the month of April, Della Steele will be arranging a fashion show.

Supervisor Jones distributed a Legislative Bulletin from TOI dated March 02, 2012. The bulletin was informing us on proposed legislation House Bill 5228 and Senate Bill 3435. TOI opposed Senate Bill 2874, House Bill 4973 and Senate Bill 2073. The deadline for bills to move out of committee is March 09, 2012.

Supervisor Jones distributed the Bill-IMRF prepared by Nancy Netherton. Attached was a copy of the Resolution 6.64 relating to the termination of participation by elected officials in the Illinois Municipal Retirement Fund. The Assessor, Highway Commissioner and Supervisor will continue to be eligible for IMRF.

Supervisor Jones mentioned that she met with Mary Love Advance Manager of Foss Park. She said that the Township will be joining the City of North Chicago for activities at the Twin Park for the benefit of the youth.

Supervisor Jones mentioned that Mark Jones will be soliciting for employees from CLC for the Home Sweet Home program.

Supervisor Jones mentioned that the Park Place Café will open on March 12, 2012 at 12:00 p.m. to 1:30 p.m. The Café will be open regularly from Monday to Friday and a Café menu was distributed.

Supervisor Jones mentioned the Lake County's Got Talent. She said there will be 12 performers for the June 16, 2012 event. The talent will range from singing, comedy to dancing. The veteran cast will perform an opening and closing number. Auditions will begin on March 12 & 13, 2012 at 6:00 p.m. at the North Chicago High School.

Supervisor Jones mentioned that there will be a youth workshop on March 12, 2012 at 9:00 a.m. at the CLC-C Wing to discuss preventing recidivism in conjunction with Zion.

Supervisor Jones distributed the Talk of the County news dated March 07, 2012. The article criticized the new complimentary coffee 2:00 p.m. cut off time in March and available from 9:00 a.m. to 11:00 a.m. in April. Also went on to say that the Supervisor's benefit package and salary should be cut to afford more coffee. She mentioned that coffee was provided all day at the Park Place Center for 20 years at a cost of \$6,000.00 to \$10,000.00 a year. A survey was conducted finding that many senior centers do not provide complimentary coffee at all. The few senior centers that do provide coffee only provide it for a portion of the day. Trustee Johnson said that with the way the economy is we need to make changes.

Supervisor Jones responded to the Trustee Willms letter dated February 28, 2012 presented at the February 28, 2012 Board meeting. Supervisor Jones said that Trustee Willms letter was very accurate. She went on to say that the Township has three of the most impoverished cities in Lake County. We are getting a decreased amount from the state and this is why there has been a drastic increase in General Assistance. The increase of individuals that we have had to serve is 65% with a Levy decrease of 3%. Because of the limitations of the tax rates and the rising costs, the Town Fund has had to use it's surplus of the four years to help pay over \$400,020,000.00 and that is one of the reasons we have a surplus. If we didn't have a surplus, we would have to lay people off and cut services. In four years the health insurance has increased 51% while the Tax Levy has decreased 3.1%.



Waukegan Township

Patricia Jones, Supervisor

Trustees:

Katherine
Rothwell-Francis

Percy L. Johnson

Jeff McBride

Charles "Chuck"
Willms

Clerk:

Rose Staben

Supervisor's Office

149 S Genesee Street
Waukegan, IL 60085
P. 847-244-4900
F. 847-244-5185

Staben Center

424 South Avenue
Waukegan, IL 60085
P. 847-244-0805
F. 847-244-2048

Staben House

3000 Grand Ave
Waukegan, IL 60085
P. 847-244-9944
F. 847-625-0437

Park Place

414 S Lewis Ave
Waukegan, IL 60085
P. 847-244-9242
F. 847-244-9258

Home Sweet Home

149 South Genesee St.
Waukegan, IL 60085
P. 847-599-2932
F. 847-244-5185

March 8, 2012

Mr. Charles "Chuck" Willms
36325 N. Greenbay Rd.
Waukegan, IL 60085

Re: Correspondence dated 2/28/12

Dear Trustee Willms:

Thank you for presenting your concerns by letter and at the February 28, 2012 meeting, regarding the Waukegan Township Levy and Budget.

First off, let us begin by saying you are absolutely correct with regards to the statements you raise in your letter. Waukegan Township serves three of the most impoverished communities in the entire state of Illinois; Waukegan, North Chicago and Park City. With the State of Illinois in constant turmoil, we are receiving less and less aid from the state and its lawmakers to tackle these ever growing concerns. It is exactly the reasons you state in your letter that have led to the drastic increase in Waukegan Township's General Assistance clientele.

Since 2009, our General Assistance clientele has gone from 248 qualified persons receiving a monthly stipend to 355 persons in 2011. The dollars spent on the monthly stipend has increased from \$425,505 in 2009 to \$703,490 at the end of this fiscal year. Please note this is a **65% increase in services** compared to a 3.1% decrease in the tax levy. These same increases have been realized for those seeking transportation, pharmaceutical assistance, utility assistance, rental assistance and burial assistance.

Because of limitations on tax rates and rising costs, the Town fund has had to use its surplus over the past four years to help pay over **\$620,000** in state mandated general assistance payments. If we had no surplus, Waukegan Township would be in the same financial crisis as other cities and municipalities, including the State of Illinois, facing major layoffs, programming cuts, etc.

In addition to increases in General Assistance, expenses are increasing at a rate well beyond the increase (or decrease this year) in the tax levy. For example in 2009, Health Insurance cost the Township \$22,946 per month. In 2010, it was \$24,444 (an increase of 6.5%) and in 2011 it increased to \$28,565 (17% increase) and currently it is \$34,716 (21% increase). Fuel costs have risen by double digit percentages as well as all goods and services provided by our contractors.

www.waukegantownship.com

Reducing a levy of \$1.2M to \$200,000, as you suggest in paragraph three of your letter, would be an enormous act of fiscal irresponsibility. Although the Township would have enough money for the upcoming year, the subsequent years would be locked to a tax rate that would only raise \$200,000 per year (plus whatever the CPI is for that year per taxing statutes). With only \$200,000 in funds and over \$1.6M in expenditures for both the Town fund and the Assessor's division, the Township would barely cover the salaries and insurance for a single department.

All costs are increasing but our tax dollars ARE NOT. Sooner or later the rising costs without equal higher revenues will diminish any reserves. As a rule of thumb, taxing bodies are allowed to have no more than 2.5 x their annual budget in reserve funds before taxpayers can request a reduction in levies. Currently, Waukegan Township has approximately \$1,845,000 in reserved revenues for Town purposes, General Assistance and the Senior Fund. The annual budget for these same funds is \$4,658,975. If you applied the 2.5 X rule, the **maximum reserve would be \$11,647,362**. This is well below the \$1,845,000 we have on hand.

Because our fiscal year starts March 1st without a reserve, we would find ourselves having to depend on Tax Anticipation warrants annually, borrowing money and paying interest on the borrowed amount, to pay the bills that are incurred from 3/1-6/15 (taxes are received from the County in increments starting June 1 each year). Three months of expenses for Town, Senior & GA from 3/1/11-6/15/11 were equal to \$1,383,687. The township's reserve funds cover approximately 4 months of expenditures.

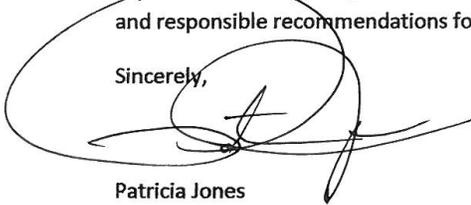
With regards to Avon Township decreasing their levy, this Township cannot be compared in any way to Waukegan Township. Although they did lower their tax levy 13% overall, 2.4 % was for General Town Purposes and the remaining was the Road and Bridge Division. According to Avon's own Audit and budget, the combined fund balance (reserve) for Town Purposes and General Assistance is \$1,033,971. Their annual expenditures for this same period for Town and General Assistance Purposes were \$819,283. By comparison, the fund balance for Waukegan Township for these two funds equal 1,840,874 with annual expenditures of 2,961,141. **The Road and Bridge division for Avon has a surplus of \$1,024,075.**

Another comparison I would like to make is that of the \$160,274 in expenditures for General Assistance in Avon Township, only \$26, 422 was for actual assistance with the remaining \$133,852 for Administration of the General Assistance. By contrast, Waukegan Township spent \$1,701,422 in General Assistance with only \$279,205 in Administration. To break it down further - **Avon Township spent \$5 on administering every \$1 of assistance. Waukegan Township spent .16 for administering every dollar spent of General Assistance.** For Town purposes 75% of Avon Township's Town fund expenses is spent on administration compared to 59% at Waukegan Township.

At year end 2011, the net assets of Avon Township were \$4,503,201 with annual expenditures of \$2,301,565 (1,433,218 was in road improvements). The net assets for Waukegan Township were \$4,269,892 with expenditures of 4,807,752.

In conclusion, we applaud you for your mindful watch of the Township revenues and expenses, but hope we have detailed our reasoning by showing that having a reserve equal to approximately four months of spending, is truly not as much of a reserve as one would think. Cutting a levy that drastically in one year using the entire in fund balance for expenditures would bring chaos to future year's funding. We will continue to make sound and responsible recommendations for the betterment of the Township.

Sincerely,

A handwritten signature in black ink, appearing to be 'Patricia Jones', written over a large, loopy scribble that partially obscures the word 'Sincerely,'.

Patricia Jones
Township Supervisor

Cc: Trustee Katherine Rothwell Francis
Trustee Percy L. Johnson
Trustee Jeff McBride
Clerk Rose Staben

Supervisor Jones mentioned that the new vehicle was purchased for the Eddie Washington Center and it has no history of being in a flood.

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 Executive Minutes – 5ILCS 120/2 (C21) at 6:47 p.m. Motion by Trustee McBride, second 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 agenda item #13, Payroll period ending March 9, 2012 in the amount of \$75,746.96. Motion by Trustee McBride, second 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 agenda item #14, approval of the following invoices: Invoices for Town Fund in the amount of \$4,811.28; Invoices for G/A Fund/Eddie Washington Center in the amount of \$1,226.39; Invoices for G/A Fund/Staben House in the amount of \$1,999.66; Invoices for Town Fund/Assessor's Office in the amount of \$5,234.43; Invoices for Road and Bridge / Highway Department the amount of \$2,677.68; Invoices for Senior Fund/Park Place in the amount of \$6,441.28; Invoices for Senior Fund/Gift Shoppe in the amount of \$760.47; Invoices for Home Sweet Home in the amount of \$2,240.34. Motion by Trustee Francis, second by Trustee McBride for the approval of submitted invoices. **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 February 28, 2012 Board Meeting in the amount of \$65,881.40. Motion by Trustee Johnson, second by Trustee McBride for the approval of Paid Bills as presented. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills
March 8, 2012**

The following is a list of bills that were paid after the board meeting of February 28, 2012, but before the meeting March 8, 2012

	Purpose	Payee	Amount
Senior Fund			
	3/2/2012	City of Waukegan	\$25.00
	Permit Fees		
	3/5/2012	Waukegan Township General Fund	\$10,449.39
	Health Insurance HSH & PP		
Total Senior Fund			\$10,474.39

G/A Fund			
3/1-3/8	General Assistance Client Payments		\$11,320.00
	Payments made on behalf of GA Clients		
3/5/2012	Waukegan Township General Fund		\$7,941.06
	Health Insurance GA, SC & SH		
Total G/A Fund			\$19,261.06
R & B Fund			
3/5/2012	Waukegan Township General Fund		\$1,356.96
	Health Insurance		
Total R & B Fund			\$1,356.96
Town Fund			
3/5/2012	Health Insurance - All Vendors		\$34,780.99
	Jan Health Insurance Premiums – Assessor		
2/28-3/8	Rebound Reclaim Program Expenses		\$8.00
	Client Needs		
Total Town Fund			\$34,788.99
Total all checks paid prior to board meeting			\$65,881.40

Action Items:

Supervisor Jones requested a motion for the approval of Annual Town Meeting Agenda for April 10, 2012 to begin at 6:05 p.m. Motion by Trustee Johnson, second by Trustee Francis. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

New Business: None.

Old Business:

Supervisor Jones requested a motion to accept the IMRF Resolution 6.64 for termination of participation by elected officials in the Illinois Municipal Retirement Fund as presented. Motion by Trustee Willms, second by Trustee Francis. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Announcements:

Supervisor Jones mentioned that the Waukegan City Treasurer John Schwab will be at the Township on March 14, 2012 at 12:30 p.m. to present a check to the Township and invited the Board to attend.

Trustee Francis mentioned that Gideon Missionary Baptist Church will be having it's Youth for Crisis Weekend event and there will be "Lake Shore Alive" musical on March 10, 2012 at 6:30 p.m.

Comments/Concerns-Trustees: None.

There being no further business to come before the Board, Supervisor Jones adjourned the March 8, 2012 meeting at 7:29 p.m.

PATRICIA JONES, Township Supervisor

ROSE M. STABEN, Township Clerk