

WAUKEGAN TOWNSHIP BOARD MEETING

August 23, 2012

The Regular meeting of the Board of Trustees of Waukegan Township, County of Lake, of the State of Illinois was held at Waukegan Township's Supervisor's Office located at 149 South Genesee Street, Waukegan, Illinois on Thursday, August 23, 2012.

The meeting was called to order at 5:30 p.m. by Supervisor Patricia Jones and was followed by the Pledge of Allegiance. Trustee Jeff McBride 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:** Assessor Pat Morris, Highway Commissioner Mike Hewitt.

Supervisor Jones requested a motion to approve the Agenda for the August 23, 2012 Waukegan Township Board Meeting. Motion by Trustee Francis, second by Trustee Johnson. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the Minutes for the August 8, 2012 Waukegan Township Board Meeting. **Discussion:** Trustee Willms questioned page 6, paragraph 3, sentence 1. It stated the "Walk For Recovery" sponsorship in the amount of \$25.00. He asked if the amount should be \$250.00. Supervisor Jones said she will look into the sponsorship amount. 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 to approve the Cash-on-Hand as of August 6, 2012. Motion by Trustee Johnson, second by Trustee Francis. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report as of August 16, 2012

Fund	Bank	Balance	Ins/outs
Town Fund	NorStates Checking	52,878.05	
	NorStates Money Market	1,233,796.20	
	Illinois Funds	37,432.80	
	No. Chicago Comm Bank	245,395.10	
Total Town Fund		\$1,569,502.15	
General Assistance Fund	First Midwest Checking	19,087.26	
	First Midwest Bank M/M	205,008.94	60000.00 to ckg 8/09
	Illinois Funds	7,117.65	

Total General Assistance		\$231,213.85
IMRF/FICA Fund	First Midwest Bank	48,227.28
	First Midwest Bank M/M	145,416.40
	Illinois Funds	262,789.47
Total IMRF/FICA Fund		\$456,433.15
Senior Fund	NorStates Financial	26,490.58
	NorStates Money Market	249,223.44
	First Midwest Money Market	65,196.13
	Illinois Funds	14,001.45
Total Senior Fund		\$354,911.60
Total General Township Funds		2,612,060.75
Road & Bridge	NorStates Financial	76,619.93
Total Road & Bridge		\$76,619.93

PPRT Taxes Received since last report - 08/07/2012

Town - 98,984.28

R&B - 11,960.45

For the states fiscal year of 7/1/12-6/30/13 we received a total of \$110,944.73 for Town and \$33,044.26 for R & B (Final)

Town RE Tax - 8/16/2012 \$25,130.78
Total received FY 2013 \$652,261.84

GA RE Taxes - 8/16/2012 \$19,006.47
Total received FY 2013 \$493,307.29

IMRF/FICA RE Taxes - 8/16/2012 \$4,575.63
Total received FY 2013 \$118,759.16

SEN'R RE Taxes - 8/16/2012 \$21,861.46
Total received FY 2013 \$562,915.73

R&B RE Taxes - 8/16/2012 \$3,094.02
Total received FY 2013 \$80,305.00

Other Payments Rec'd
IDHS-EWC Grant 23,689.00

Citizen Participation: None.

Supervisor's Report:

Supervisor Jones welcomed back Trustee McBride who was recently in the hospital.

Supervisor Jones mentioned that Supervisor Marge Dennison of Warren Township passed away on August 5, 2012. She said that Mrs. Dennison also served as secretary for a past Waukegan Mayor and she will missed.

Supervisor Jones distributed the letter of engagement from “Evoy, Kamschulte, Jacobs & Co. LLP.” dated August 16, 2012. She mentioned that the fee was not to exceed \$5,750.00 and that the audit will began on August 27, 2012.

Supervisor Jones distributed a packet regarding ATP. In the packet a letter was prepared by Nancy Netherton, dated August 22, 2012. The packet included the Agreements 1 & 2, current invoices and “All Things Possible IT” planning and support agreement. Trustee Willms had some questions regarding the contract fees. Supervisor Jones said she will arrange a meeting to discuss this matter with Nancy Netherton, Trustee Willms and herself.

Supervisor Jones distributed the “Notice of Scheduled Meeting of Waukegan Township for 2013” for the Board members to view.

Supervisor Jones distributed the “2013 Waukegan Township Calendar” for the Board members to view.

Supervisor Jones mentioned the “2012 TOI Annual Conference” will be held on November 11-13, 2012 and asked for the Board members interested in attending to make arrangements with Christine Ortega.

Supervisor Jones mentioned that the “50’s and 60’s Dinner Dance” held on August 18, 2012 went well and complimented the committee for their efforts.

Supervisor Jones mentioned the 8th Annual Golf Outing is set for on August 31, 2012 to take place at Bonnie Brook Golf Course in Waukegan. She thanked Attorney Joanem for being on the committee and bringing in participants. She said that former Chicago Bear coach Glen Kozlowski and others visited the Eddie Washington Center and that they were impressed with the center and its operations. Mr. Kozlowski mentioned that he would like to create a benefit dinner for the Center and also make significant donations towards the Eddie Washington Center and the Staben House. She mentioned that Manny Hanna was instrumental in arranging the Chicago Bears to participate with the Golf Outing.

Supervisor Jones mentioned the “Walk for Seniors” is set for September 8, 2012. She said that part of the walk will take place going down Genesee Street. She said that the Waukegan downtown restaurants will be awaiting the walkers for dining. Also, that Dulce Ortiz was invited to join the Board of Trustees for the Waukegan Main Street.

Supervisor Jones mentioned the “Legislative Breakfast” is set for September 21, 2012 to be held at the Illinois State Holiday Inn in Zion.

Supervisor Jones mentioned the “Hispanic Heritage Month” is set for September 28, 2012 at 6:00 p.m. to be held at the Puerto Rican Society. Trustee Johnson mentioned that the TOI Board of Trustee’s will be meeting on September 28, 2012.

Supervisor Jones distributed a letter of request from “North Shore Youth Life and Learning Center” dated August 5, 2012. Trustee McBride briefly explained the program and how the youth and families that participate benefit. Supervisor Jones asked if the “Universal Soul Circus” tickets are included. Trustee McBride said that it is tied into the programs. Trustee Willms asked what was the age group. Trustee McBride said it is for pre-school up to High School. Trustee McBride said that he will inform Supervisor Jones with who is the contact person.

Supervisor Jones distributed a letter from the “Illinois Municipal Retirement Fund” dated August 15, 2012. The letter stated that the employers will be limited to offering the “Early Retirement Incentive” (ERI) program once every five years. Supervisor Jones mentioned that the ERI program was to go into effect on December 31, 2012 but after discussing the plan with Nancy Netherton it was concluded that the program was not affordable.

Supervisor Jones mentioned that Phil Carrigain, Judy Masterson, Johnnie Jenkins and she met with the Deputy Clerk Keith Brin of the Lake County Circuit Court regarding assisting the Township with the “Legal Help Desk” on expungement and the sealing process. On August 22, 2012, the Supervisor along with Mr. Carrigain, Ms. Jenkins and Attorney Christy Fisher visited Cook County Circuit Court Clerk Dorothy Brown’s office to view their similar services.

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 August 10, 2012 in the amount of \$97,103.87. Motion by Trustee Johnson, second by Trustee Willms. **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 \$5,299.95; Invoices for G/A Fund/Eddie Washington Center in the amount of \$3,136.12; Invoices for G/A Fund/Staben House in the amount of \$2,144.10; Invoices for Town Fund/Assessor’s Office in the amount of \$3,534.88; Invoices for Road and Bridge / Highway Department the amount of \$4,947.15; Invoices for Senior Fund/Park Place in the amount of \$4,977.95; Invoices for Senior Fund/Gift Shoppe in the amount of \$214.29; Invoices for Home Sweet Home in the amount of \$1,470.00; Invoices for Fundraisers in the amount of \$15. Motion by Trustee Francis, second by Trustee McBride for the approval of submitted invoices. **Discussion:** Trustee Willms questioned Town, page 2, line item 8, City of Waukegan in the amount of \$361.69

and Eddie Washington Center, page 2, line item 1, City of Waukegan in the amount of \$361.69. Supervisor Jones said that the amounts were for water and sewage and said she will check to see if the amounts are correct. **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 August 8, 2012 Board Meeting in the amount of \$24,715.98 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
August 23, 2012**

The following is a list of bills that were paid after the board meeting of August 9, 2012, but before the meeting August 23, 2012

Purpose	Payee	Amount
Senior Fund		
8/17/2012	Ernie Garner	\$300.00
DJ 50/60's dance		
8/17/2012	Reggie Hughes	\$700.00
Entertainment 50/60's Dance		
Total Senior Fund		\$1,000.00
G/A Fund		
8/10-8/22	General Assistance Client Payments	\$23,715.98
Payments made on behalf of GA Clients		
Total G/A Fund		\$23,715.98
R & B Fund		
Total R & B Fund		\$0.00
Town Fund		
Total Town Fund		\$0.00

Total all checks paid prior to board meeting \$24,715.98

Supervisor Jones requested a motion for the approval of agenda item #16, Emergency Bills submitted for August 23, 2012 Board Meeting in the amount of \$3,653.40 Motion by Trustee Willms, second by Trustee Francis for the approval of Paid Bills as presented. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

**Emergency Payments
Board Meeting of 8/23/12**

The following is a list of bills that were submitted after our cutoff but must be approved at the meeting of August 23, 2012

Date	Purpose	Payee	Acct No.	Amount
Senior Fund				\$630.00
Total Senior Fund				\$630.00
Town (For Assessor)				
8/23/2012		Hubbard, Adams & Associates		\$3,023.40
	Accounting Software Update and Install			
Total Town				\$3,023.40
G/A Fund				
Total G/A Fund				\$0.00
Gift Shop				
Total Gift Shop				\$0.00
Road & Bridge Fund				
Total Road & Bridge				\$0.00
IMRF Fund				
IMRF Fund				\$0.00
Total All Funds				\$3,653.40

Action Items:

Supervisor Jones requested a motion for the approval of the letter of engagement with “Evoy, Kamschulte Jacobs & Co. LLP” be approved as presented, not exceed \$5,750.00. Motion by Trustee McBride, second by Trustee Willms. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the Outside Agency Request from “North Shore Youth Life and Learning Center” as presented in the amount of \$900.00. Motion by Trustee Johnson, second by Trustee Willms. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

New Business: None.

Old Business: None.

Announcements:

Trustee Francis mentioned that Gideon Missionary Baptist Church will be celebrating its annual “Women and Men’s Day” on August 26, 2012 with the men’s program at 10:45 a.m. and the women’s program at 4:00 p.m.

Trustee Johnson mentioned that New Hope Missionary Baptist Church will have their annual Back To School picnic on August 25, 2012 from 10:00 a.m. to 4:00 p.m. at the time school back packs will be distributed and invited the Eddie Washington Center and the Staben House to attend.

Supervisor Jones mentioned that on August 25, 2012 Reverend Gass will be celebrating his 25 years of service at the CAP facilities.

Clerk Staben mentioned that she will donate an original painting to the silent auction of the Golf Outing on August 31, 2012.

Comments/Concerns-Trustees: None.

There being no further business to come before the Board, Supervisor Jones adjourned the August 8, 2012 meeting at 6:40 p.m.

PATRICIA JONES, Township Supervisor

ROSE M. STABEN, Township Clerk