

# WAUKEGAN TOWNSHIP BOARD MEETING

## November 19 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 Monday, November 19, 2012.

The meeting was called to order at 5:38 p.m. by Supervisor Patricia Jones and was followed by the Pledge of Allegiance. Attorney Joanem led the Members in prayer.

**ROLL CALL:** Trustee Katherine Rothwell-Francis, Percy L. Johnson via conference call, Trustee Jeff McBride, Trustee Charles "Chuck" Willms, Clerk Rose M. Staben, Highway Commissioner Mike Hewitt, Supervisor Patricia Jones. **ALSO PRESENT:** Christine Ortega, Ana Albarran, Nancy Netherton, Attorney John Joanem. **Absent:** Assessor Pat Morris.

Supervisor Jones requested a motion to approve the Agenda for November 19, 2012 Waukegan Township Board Meeting. Motion by Trustee Francis, second by Trustee Willms. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None **Motion carried.**

Supervisor Jones mentioned that the Minutes for the November 08, 2012 Waukegan Township Board Meeting will be presented at the December 13, 2012 Board Meeting.

Supervisor Jones requested a motion to approve the Cash-on-Hand as of November 15, 2012. Motion by Trustee Francis, second by Trustee McBride. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report  
as of November 15, 2012

| Fund                            | Bank                   | Balance               | Ins/outs |
|---------------------------------|------------------------|-----------------------|----------|
| Town Fund                       | NorStates Checking     | 350,539.53            |          |
|                                 | NorStates Money Market | 1,233,899.30          |          |
|                                 | Illinois Funds         | 37,494.59             |          |
|                                 | No. Chicago Comm Bank  | 245,474.65            |          |
| <b>Total Town Fund</b>          |                        | <b>\$1,867,408.07</b> |          |
| General Assistance Fund         | First Midwest Checking | 223,338.53            |          |
|                                 | First Midwest Bank M/M | 205,045.83            |          |
|                                 | Illinois Funds         | 7,119.43              |          |
| <b>Total General Assistance</b> |                        | <b>\$435,503.79</b>   |          |
| IMRF/FICA Fund                  | First Midwest Bank     | 60,344.57             |          |
|                                 | First Midwest Bank M/M | 145,436.43            |          |

|                                     |                            |                     |                       |
|-------------------------------------|----------------------------|---------------------|-----------------------|
|                                     | Illinois Funds             | 262,855.53          |                       |
| <b>Total IMRF/FICA Fund</b>         |                            | <b>\$468,636.53</b> |                       |
| Senior Fund                         | NorStates Financial        | 304,966.44          |                       |
|                                     | NorStates Money Market     | 174,256.08          |                       |
|                                     | First Midwest Money Market | 25,201.76           | 15000.00 to taxi acct |
|                                     | Illinois Funds             | 14,003.52           |                       |
| <b>Total Senior Fund</b>            |                            | <b>\$518,427.80</b> |                       |
| <b>Total General Township Funds</b> |                            | <b>3,289,976.19</b> |                       |
| Road & Bridge                       | NorStates Financial        | 72,200.10           |                       |
| <b>Total Road &amp; Bridge</b>      |                            | <b>\$72,200.10</b>  |                       |

PPRT Taxes Received since last report -

Town -

R&B -

For the states fiscal year of 7/1/12-6/30/13 we received a total of \$186,272.27 for Town and \$55,480.14 for R & B

Town RE Tax - 11/15/12 \$10,303.91  
**Total received FY 2013 \$1,223,177.51**

GA RE Taxes - 11/15/12 \$7,792.87  
**Total received FY 2013 \$925,092.25**

IMRF/FICA RE Taxes - 11/15/12 \$1,876.06  
**Total received FY 2013 \$222,807.39**

SEN'R RE Taxes - 11/15/12 \$8,889.64  
**Total received FY 2013 \$1,055,289.81**

R&B RE Taxes - 11/15/12 \$1,270.91  
**Total received FY 2013 \$150,598.84**

**Other Payments Rec'd** \$1500.00 - North Shore Unitarian Church for Grandparents Group, Staben House & Coalition

**Citizen Participation:** None

**Supervisor's Report:**

Supervisor Jones asked Mr. Brad West and Geoff Raef of West Insurance Agency to address the Board regarding the renewal proposal. Ana Albarran distributed a packet prepared by West Insurance, dated November 11, 2012. Mr. West said that the property/casualty insurance program will be renewing on December 01, 2012 and the workers compensation coverage will be renewing on January 01, 2013. He reviewed the packet with the Board and said that the renewal proposal is a compatible plan with good coverage for the Township. Supervisor Jones said that

action on the insurance proposal will be taken at the December 13, 2012 Board meeting.

Supervisor Jones asked Mrs. Albarran to address the Board regarding the health, dental, vision, and life plans. She distributed the "BlueCross/BlueShield Benefit Program Application". The application Eligible Person, Domestic Partner Coverage and Retiree Coverage were highlighted and discussed. Trustee Willms stated that the Eligible Person says a person working a minimum of 30 hours per week, so if the employee doesn't work more than 30 hours per week and we approve this plan then the Board is responsible for the coverage. Supervisor Jones said yes, that is what we are discussing now. She said the Board would vote on Eligible Person as defined but would not take up Domestic Partner Coverage and Retiree Coverage those were not part of coverage provided previously. Supervisor Jones said after discussing the medical insurance with Mrs. Albarran, Mr. Bove was asked to have future quotes prepared by September, in order to present them to the Board by October for a November vote.

Supervisor Jones asked Mrs. Netherton to address the Board regarding the tax levy recommendation. Mrs. Netherton distributed a 2011/2012 spread sheet comparison. She said according to Assessor Morris the assess valuation has decreased by a 13½% to 15½% so on the spread sheet she did an assessed valuation using a 14% decrease. Trustee Willms asked if there was a way we could decrease expenses so that we would not have to increase the tax levy. Mrs. Netherton replied there is no increase to the tax levy this year and that it is the same dollar amount as last year. Supervisor Jones said we are always cutting expenses, watching expenses and finding ways to generate dollars. She said that this tax levy recommendation can be further discussed at the next Board meeting.

Supervisor Jones distributed the "Salaries of Elected Officials" recommendation by the "2012 Salary Review Committee" chaired by Dean Eleanor Murkey. The committee recommended a 1<sup>st</sup> year salary increase for Supervisor, Assessor, Clerk and Trustees at 10% higher than 4<sup>th</sup> year salary of current term and at 5% higher for Highway Commissioner. Also recommended were 2.5% increases for the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> years for all offices. She said the IMRF pension, health insurance, dental plan and life insurance benefits will be offered to the Supervisor, Assessor, and Highway Commissioner. The computers and monthly allotment provided will remain the same with monthly allotment increase to the Clerk and the Supervisor's auto will remain the same with no increase.

Supervisor Jones distributed the "Salary Review Board Recommendation Budget" for a six month period of May 01, 2013 to February 28, 2014 listing showing amounts for salaries/stipends, IMRF, FICA and Health insurance amounts for Town and Road & Bridge.

Supervisor Jones distributed the "Save Our YMCA Community Forum" agenda. She thanked the Board for their support and mentioned that the goal is to keep the doors opened beyond December 2012, to raise \$400,000.00 and enroll 1000 new members to remain open for another year. There is a possibility to sell the YMCA and then lease it. Trustee Francis suggested that anyone can buy a membership as

a gift for a child to attend the YMCA. She said the check donations given for the cause will be refunded if the YMCA will not remain open. Supervisor Jones said Congressman-Elect, Brad Schneider, will make a pledge. She said that 8000 fliers will be distributed through out the schools, churches and community.

Supervisor Jones thanked the Board members for participating at the “Veteran’s Day Celebration & Luncheon” held on November 10, 2012. She gave a special thank you to Trustee Johnson and Trustee Willms for their service in the U.S. Navy and Christine Ortega for her service in the U.S. Army.

Supervisor Jones mentioned the “TOI Education Conference” held on November 11 – 13, 2012 in Springfield. Trustee Francis, Trustee Johnson and Clerk Staben shared their experience with the classes they attended and the Capital visit. Trustee Francis thanked Ms. Ortega for attending the conference and her company.

Supervisor Jones mentioned the Eddie Washington Center and Staben House will share an open house on December 19, 2012 and invited the Board to attend.

Supervisor Jones mentioned that the snow removal program will begin on November 26, 2012.

#### **Highway Commissioner’s Report:**

Commissioner Hewitt distributed photos of a past SWALCO operation done with the City of Waukegan.

**Assessor’s Report:** None.

#### **Executive Session:**

Supervisor Jones requested a motion to enter into the Executive Session for the purpose of Personnel 5ILCS 120/2 (C1) at 6:52 p.m. Motion by Trustee McBride, second by Trustee Willms. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Open Session resumed at 7:22 p.m.

Supervisor Jones requested a motion for the approval of agenda item # 13, Payroll period ending November 16, 2012 in the amount of \$86,936.28. Motion by Trustee Francis, second by Trustee Willms for the approval of payroll. **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 \$5,348.12; Invoices for G/A Fund/Eddie Washington Center in the amount of \$1,352.26; Invoices for G/A Fund/Staben House in the amount of \$1,177.46; Invoices for Town Fund/Assessor’s Office in the amount of \$7,227.96; Invoices for Road and Bridge/ Highway Department the amount of \$1,024.77; Invoices for Senior Fund/Park Place

in the amount of \$10,975.84; Invoices for Senior Fund/Gift Shoppe in the amount of \$70.00; Invoices for Home Sweet Home in the amount of \$5,332.50; Invoices for Fundraisers in the amount of \$0.00. Motion by Trustee Willms, second by Trustee Francis for the approval of submitted invoices. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Item # 15 was not voted on.

**Paid Bills  
November 8, 2012**

The following is a list of bills that were paid after the board meeting of October 25, 2012, but before the meeting November 8, 2012

|                             | Purpose                                               | Payee                                     | Amount             |
|-----------------------------|-------------------------------------------------------|-------------------------------------------|--------------------|
| <b>Senior Fund</b>          |                                                       |                                           |                    |
| 11/5/2012                   |                                                       | <b>Waukegan Township General Fund</b>     | \$9,725.86         |
|                             | Reimb Town for paid Health Ins for Park Place and HSH |                                           |                    |
| 10/31/2012                  |                                                       | <b>IL Dept of Employment Security</b>     | \$2,379.73         |
|                             | 3rd Quarter Unemployment Tax - PP and HSH             |                                           |                    |
| <b>Total Senior Fund</b>    |                                                       |                                           | <b>\$12,105.59</b> |
| <b>G/A Fund</b>             |                                                       |                                           |                    |
| 11/5/2012                   |                                                       | <b>Waukegan Township General Fund</b>     | \$7,139.14         |
|                             | Reimb Town for paid Health Ins for GA, EWC & SH       |                                           |                    |
| 10/25-11/8                  |                                                       | <b>General Assistance Client Payments</b> | \$11,087.58        |
|                             | Payments made on behalf of GA Clients                 |                                           |                    |
| 31-Oct                      |                                                       | <b>IL Dept of Employment Security</b>     | \$387.41           |
|                             | 3rd Quarter Unemployment Tax -GA, SH & EWC            |                                           |                    |
| <b>Total G/A Fund</b>       |                                                       |                                           | <b>\$18,614.13</b> |
| <b>R &amp; B Fund</b>       |                                                       |                                           |                    |
| 10/31/2012                  |                                                       | <b>IL Dept of Employment Security</b>     | \$18.71            |
|                             | 3rd Quarter Unemployment Tax                          |                                           |                    |
| 11/5/2012                   |                                                       | <b>Waukegan Township General Fund</b>     | \$1,665.69         |
|                             | Reimb. Town for paid Health Ins for R & B             |                                           |                    |
| <b>Total R &amp; B Fund</b> |                                                       |                                           | <b>\$1,684.40</b>  |
| <b>Town Fund</b>            |                                                       |                                           |                    |
| 10/31/2012                  |                                                       | <b>IL Dept of Employment Security</b>     | \$833.14           |
|                             | 3rd Quarter Unemployment Tax - Assessor & Town        |                                           |                    |
| 11/5/2012                   |                                                       | <b>Blue Cross Blue Shield</b>             | \$36,122.98        |
|                             | Health Ins for all covered Township staff & EO        |                                           |                    |
| 11/5/2012                   |                                                       | <b>Guardian Life</b>                      | \$3,666.98         |
|                             | Life & Dental Ins for all covered Township            |                                           |                    |

|                                |                                                                                                |  |                    |
|--------------------------------|------------------------------------------------------------------------------------------------|--|--------------------|
|                                | staff & EO                                                                                     |  |                    |
| 11/5/2012                      | <b>Ameritas Life</b><br>Vision Ins for all covered Township staff<br>& EO                      |  | \$548.72           |
| 11/5/2012                      | <b>Waukegan Township General Fund</b><br>Reimb. Town for paid Health Ins for<br>Assessors      |  | \$658.02           |
| 11/5/2012                      | <b>Christine Ortega</b><br>Mileage & travel per-diem for TOI Conf and Passport Training (11/6) |  | \$510.97           |
| 11/5/2012                      | <b>Erica Sumner</b><br>Travel exp for Passport Training                                        |  | \$44.50            |
| 11/7/2012                      | <b>Percy Johnson</b><br>Mileage & Travel per-diem for TOI Conf                                 |  | \$466.47           |
| <b>Town - Cont. from front</b> |                                                                                                |  |                    |
| 11/7/2012                      | <b>Katherine Rothwell-Francis</b><br>Travel per-diem for TOI Conf                              |  | \$214.50           |
| 11/7/2012                      | <b>Rose Staben</b><br>Travel per-diem for TOI Conf                                             |  | \$214.50           |
| <b>Total Town Fund</b>         |                                                                                                |  | <b>\$43,280.78</b> |

Total all checks paid prior to board meeting

\$75,684.90

### Action Items:

Supervisor Jones requested a motion for the approval of the BlueCross/BlueShield Benefit Program Application, Eligible Person Coverage as defined 30 hours per week, Domestic Partner Coverage reply as no and Retiree Coverage reply as no, as presented. 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 the "Salary of Elected Officials for 2013-2017" term recommendations as presented. Motion by Trustee Francis, second by Trustee McBride. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Supervisor Jones. **Nays:** Trustee Willms. **Motion carried.**

Supervisor Jones requested a motion for the approval of the Dental, Vision and Life Insurance as presented. Motion by Trustee McBride, second by Trustee Francis. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

**New Business:** None.

**Old Business:** None.

**Announcements:**

Trustee McBride shared with the Board that he was married on November 18, 2012 to Kimberly Coleman.

Trustee Johnson thanked Supervisor Jones and Trustees for attending his 5<sup>th</sup> Anniversary as Pastor.

**Comments/Concerns-Trustees:**

Supervisor Jones said that it has been a busy year with a lot accomplished. It's been a joy and honor to have worked with the Board and wished everyone a great Thanksgiving holiday.

There being no further business to come before the Board, Supervisor Jones adjourned the November 19, 2012 meeting at 7:29 p.m.

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**PATRICIA JONES, Township Supervisor**

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**ROSE M. STABEN, Township Clerk**