

WAUKEGAN TOWNSHIP BOARD MEETING

December 13, 2012

The Regular meeting of the Board of Trustees of Waukegan Township, County of Lake, State of Illinois was held at Waukegan Township's Supervisor's Office located at 149 South Genesee Street, Waukegan, Illinois on Thursday, December 13, 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 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, Highway Commissioner Mike Hewitt, Supervisor Patricia Jones. **ALSO PRESENT:** Christine Ortega, Ana Albarran, Nancy Netherton. **Absent:** Assessor Pat Morris, Attorney John Joanem.

Supervisor Jones requested a motion to approve the Agenda for the December 13, 2012 Waukegan Township Board Meeting. Motion by Trustee Johnson, 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 Minutes for the November 08, 2012 Waukegan Township Board Meeting. Motion by Trustee McBride, 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 Cash-on-Hand as of December 06, 2012. Motion by Trustee Willms, 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 December 06, 2012

Fund	Bank	Balance	Ins/outs
Town Fund	NorStates Checking	349,215.26	
	NorStates Money Market	1,233,951.70	
	Illinois Funds	37,498.66	
	No. Chicago Comm Bank	245,474.65	
Total Town Fund		\$1,866,140.27	
General Assistance Fund	First Midwest Checking	177,149.72	
	First Midwest Bank M/M	205,073.17	
	Illinois Funds	7,120.20	
Total General Assistance		\$389,343.09	
IMRF/FICA Fund	First Midwest Bank	71,561.07	

	First Midwest Bank M/M	145,445.33	
	Illinois Funds	262,884.14	
Total IMRF/FICA Fund		\$479,890.54	
Senior Fund	NorStates Financial	246,323.47	
	NorStates Money Market	174,263.48	
	First Midwest Money Market	25,201.76	
	Illinois Funds	14,006.47	
Total Senior Fund		\$459,795.18	
Total General Township Funds		3,195,169.08	
Road & Bridge	NorStates Financial	68,061.49	
Total Road & Bridge		\$68,061.49	

15000.00 to taxi acct

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 -

Total received FY 2013 **\$1,223,177.51**

GA RE Taxes -

Total received FY 2013 **\$925,092.25**

IMRF/FICA RE Taxes -

Total received FY 2013 **\$222,807.39**

SEN'R RE Taxes -

Total received FY 2013 **\$1,055,289.81**

R&B RE Taxes -

Total received FY 2013 **\$150,598.84**

Other Payments Rec'd

Citizen Participation: None

Supervisor's Report:

Supervisor Jones asked Nancy Netherton to address the Board regarding the 2012 Tax Levy for 2013 for General Town purposes and Road & Bridge purposes. Mrs. Netherton referred to the Tax Levy Ordinance information provided in the Board packet. She said that the Tax Levy for Road & Bridge would remain the same, with a total in the amount of \$306,051.00. Highway Commissioner Hewitt expressed that keeping cost down with a zero increase is good. Mrs. Netherton referred to the Tax Levy for General Town. She said the totals would remain the same except for a

reduction in the General Assistance, with a total in the amount of \$3,432,310.00 this including Corporate, General Assistance, Senior Citizens Service and IMRF & FICA Taxes. Supervisor Jones said that the Township has been and will continue to be fiscally responsible with its budget.

Supervisor Jones asked Ana Albarran to address the Board regarding the Insurance/Liability. Mrs. Albarran referred to the West Insurance/Illinois Public Risk Fund (IPRF) information provided in the November 22, 2012 Board packet. She mentioned that there was an increase of 3.2% in the insurance proposal and a reduction in the workers compensation of 1.7% from the IPRF. Also, the IPRF grant money will increase from \$1,600.00 to \$2,500.00 for the purchase of safety equipment, this bringing a 1.2% over all increase.

Supervisor Jones distributed the "Waukegan Township Personnel Recommendation" for Moises Soto/Home Sweet Home Supervisor/Vehicle and Small Engine Repair/Safety Coordinator for full-time. Mrs. Albarran mentioned that Mr. Soto is a good hard working employee. Trustee McBride said Mr. Soto's knowledge of repairing small engines will be a money saver for the Township. Commissioner Hewitt mentioned that he has had the opportunity to work with Mr. Soto and finds him to be a great employee and person and his work performance is outstanding.

Supervisor Jones distributed the "Request for Tentative Retirement Date" employee form. Mrs. Albarran reviewed the form and said it should be submitted one year prior to retirement so that the proper paper work procedure can be conducted. She also reviewed the Authorization and Seasonal Employment forms.

Supervisor Jones mentioned the "Genesee USE License Agreement", dated October 09, 2012, provided in the Board packet.

Supervisor Jones mentioned the "Save Our Y". She said the November 23, 2012 follow up meeting will be canceled and the meetings will resume on November 30th and December 7th, 2012.

Supervisor Jones mentioned the employee "Holiday Celebration" will be held at Park Place on December 14, 2012 starting at 12:00 p.m. She said there will be an employee recognition and voting at this event. Also, employee Eddie Williams will be honored for his retirement. She invited the Board to attend and assist with the voting.

Supervisor Jones mentioned the "Senior Housing/Nursing Home" holiday visits and singing. She distributed the calendar list with dates, times and locations and said a small gift will be provided for the residents. Also, the "Red Hatters Society" and line dancers will participate and invited the Board to participate.

Supervisor Jones thanked the Board for attending the Staben House/Eddie Washington Center open house, held on December 7, 2012.

Jones distributed a donation request letter from the Waukegan High School Dance Team who will be competing in the 2013 National Dance Championship in Orlando, Florida.

Supervisor Jones mentioned the “Children’s Shopping Spree” will be held on December 15, 2012 starting at Park Place with a 120 children participating, the event will start at 7:00 a.m. to 1:00 p.m. She said a donation of \$1,000.00 was received from the Christian Valley Church to assist with the shopping spree and invited the Board to attend.

Supervisor Jones distributed a letter from Attorney John Joanem dated December 12, 2012. The letter was regarding the health insurance eligibility requirements. She distributed a list of Townships and their eligibility for health benefits. Trustee Johnson asked if the Board had selected a different insurance carrier would we have been eligible. Supervisor Jones said the matter would have been the same because of the small number of employees the Township has and if we were to go with another insurance carrier the pre-conditions would be an issue and the quotes would then be high.

Supervisor Jones mentioned that the swearing in Christine Ortega as Deputy Clerk will take place at the January Board meeting.

Highway Commissioner’s Report:

Trustee Johnson asked about the salt supply. Commissioner said there is a good supply of salt.

Assessor’s Report: None.

Executive Session: None.

Supervisor Jones requested a motion for the approval of agenda item #13, Payroll period ending November 30, 2012 in the amount of \$87,816.96. Motion by Trustee Willms, second by Trustee Johnson 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 \$14,429.65; Invoices for G/A Fund/Eddie Washington Center in the amount of \$2,162.59; Invoices for G/A Fund/Staben House in the amount of \$1,924.79; Invoices for Town Fund/Assessor’s Office in the amount of \$11,244.95; Invoices for Road & Bridge / Highway Department the amount of \$424.02; Invoices for Senior Fund/Park Place in the amount of \$11,426.17; Invoices for Senior Fund/Gift Shoppe in the amount of \$714.03; Invoices for Home Sweet Home in the amount of \$1,673.72; Invoices for Fundraisers in the amount of \$0.00. Motion by Trustee McBride, second by Trustee Willms 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 #15, Paid Bills submitted after November 19, 2012 Board Meeting in the amount of \$92,393.04. Motion by Trustee Johnson, 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.**

**Paid Bills
December 13, 2012**

The following is a list of bills that were paid after the board meeting of November 19, 2012, but before the meeting December 13, 2012

	Purpose	Payee	Amount
Senior Fund			
11/27/2012		Gurnee Post Office	\$9,725.86
	Bulk Mail Postage - Bday cards		
12/1/2000		Jewel Food Store	\$455.33
	Supplies for Kids Shopping, Senior Holiday event, Senior Housing		
12/11/2012		Waukegan Township General Fund	\$6,269.54
	Reimb. Town for paid Health Ins. PP & HSH		
Total Senior Fund			\$16,450.73
G/A Fund			
12/11/2012		Waukegan Township General Fund	\$9,255.63
	Reimb Town for paid Health Ins for GA, EWC & SH		
11/21-12-13		General Assistance Client Payments	\$24,152.86
	Payments made on behalf of GA Clients		
Total G/A Fund			\$33,408.49
R & B Fund			
12/11/2012		Waukegan Township General Fund	\$1,860.71
	Reimb. Town for paid Health Ins for R & B		
Total R & B Fund			\$1,860.71
Town Fund			
12/11/2012		Blue Cross Blue Shield	\$33,296.54
	Health Ins for all covered Township staff & EO		
12/11/2012		Guardian Life	\$3,705.47
	Life & Dental Ins for all covered Township staff & EO		
12/11/2012		Ameritas Life	\$486.32
	Vision Ins for all covered Township staff & EO		
12/11/2012		Waukegan Township General Fund	\$1,543.53
	Reimb. Town for paid Health Ins for Assessors		
12/11/2012		First Midwest Bank	\$1,141.25

	Purchase anniversary gift cards	
12/6/2012	BAM for the Mind	\$500.00
	Sponsor event	
Total Town Fund		\$40,673.11

Total all checks paid prior to board meeting \$92,393.04

Action Items:

Supervisor Jones requested a motion for the approval of the 2012 Tax Levy for 2013 for General Town Purposes Ordinance including Town, Senior, General Assistance and IMRF & FICA Fund as presented. Motion by Trustee McBride, second by Trustee Johnson. **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 2012 Tax Levy for 2013 for Road & Bridge Ordinance as presented. Motion by Trustee McBride, second by Trustee Johnson. **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 Liability Insurance from West Insurance for Liability in the amount of \$57,300.00 and IPRF in the amount of \$39,176.00 as presented. 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 Personnel, Second Reading for retirement policy proposal as presented. Motion by Trustee Francis, second by Trustee McBride. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of Personnel Recommendation for Moises Soto/Home Sweet Home Supervisor/Vehicle and Small Engine Repair/Safety Coordinator for full-time employment at \$15.00 per hour as presented. Motion by Trustee Johnson, second by Trustee McBride. **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 Genesee Theatre Lease Agreement for the 2013 "That's Entertainment" as presented. 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 the Outside Agency Request for Waukegan High School Dance Team championship competition in Florida in the amount of \$500.00 as presented. Motion by Trustee Johnson, second by Trustee McBride. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

New Business:

Supervisor Jones mentioned that the Coalition to Reduce Recidivism last meeting of the year will be held on December 17, 2012 at 8:00 a.m. at United Way's office in Gurnee.

Old Business: None.

Announcements:

Trustee Francis mentioned that she and her husband will be in the Gideon Missionary Baptist Church play on December 23, 2012.

Trustee Willms distributed a newspaper article "Letter to the Editor" regarding the actions at Shield's Township concerning Trustee salaries.

Trustee Johnson mentioned that he was in the December issue of the Perspective Magazine.

Comments/Concerns-Trustees:

Trustee Willms said that it would be nice to have the Board meetings within ample time. Supervisor Jones said she agrees, that Clerk Staben and Ms. Ortega have done their part with the minutes and we are waiting to hear from Attorney Joanem.

There being no further business to come before the Board, Supervisor Jones adjourned the December 13, 2012 meeting at 6:48 p.m.

PATRICIA JONES, Township Supervisor

ROSE M. STABEN, Township Clerk