

WAUKEGAN TOWNSHIP BOARD MEETING

December 27, 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, December 27, 2012.

The meeting was called to order at 5:03 p.m. by Supervisor Patricia Jones and was followed by the Pledge of Allegiance. Trustee Percy L. Johnson led the Members in prayer.

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

Supervisor Jones requested a motion to approve the **Agenda for the December 27, 2012** Waukegan Township Board Meeting. Motion by Trustee Willms, second by Trustee Francis. **Ayes:** Trustee Francis, Trustee Johnson, Trustee Willms, Supervisor Jones. **Nays:** None **Motion carried.**

Supervisor Jones requested a motion to approve the **Minutes for the November 19, 2012 and December 13, 2012** Waukegan Township Board Meeting. Motion by Trustee Francis, second by Trustee Johnson. **Discussion:** Trustee Willms made a correction in the December 13, 2012 Board minutes on page 7, paragraph 5, line 1 stating that where it says "Board meeting within", it should say "Board meeting minutes within". **Ayes:** Trustee Francis, Trustee Johnson, Trustee Willms, Supervisor Jones. **Nays:** None **Motion carried.**

Supervisor Jones requested a motion to approve the **Cash-on-Hand as of December 19, 2012.** Motion by Trustee Willms, second by Trustee Johnson. **Ayes:** Trustee Francis, Trustee Johnson, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report
as of December 19, 2012

Fund	Bank	Balance	Ins/outs
Town Fund	NorStates Checking	333,503.99	
	NorStates Money Market	1,234,002.41	
	Illinois Funds	37,502.25	
	No. Chicago Comm Bank	245,500.07	
Total Town Fund		\$1,850,508.72	
General Assistance Fund	First Midwest Checking	172,752.03	
	First Midwest Bank M/M	205,086.62	
	Illinois Funds	7,120.20	
Total General Assistance		\$384,958.85	

IMRF/FICA Fund	First Midwest Bank	26,293.26
	First Midwest Bank M/M	145,465.36
	Illinois Funds	262,909.37
Total IMRF/FICA Fund		\$434,667.99
Senior Fund	NorStates Financial	233,306.74
	NorStates Money Market	174,270.64
	First Midwest Money Market	35,216.05
	Illinois Funds	14,008.49
Total Senior Fund		\$456,801.92
Total General Township Funds		3,126,937.48
Road & Bridge	NorStates Financial	76,595.80
Total Road & Bridge		\$76,595.80

PPRT Taxes Received since last report - Dec. 15, 2013

Town - \$ 28,820.60

R&B - \$8,584.05

For the states fiscal year of 7/1/12-6/30/13 we received a total of \$215,092.87 for Town and \$64,064.19 for R & B

Town RE Tax - 12/13/12	\$29,892.97
Total received FY 2013	\$1,253,070.48

GA RE Taxes - 12/13/12	\$22,608.13
Total received FY 2013	\$957,353.08

IMRF/FICA RE Taxes - 12/13/12	\$5,442.70
Total received FY 2013	\$228,250.09

SEN'R RE Taxes - 12/13/12	\$25,790.01
Total received FY 2013	\$1,081,079.82

R&B RE Taxes - 12/13/12	\$3,676.78
Total received FY 2013	\$154,277.62

Other Payments Rec'd

\$ 28,636.79 - Lake County - HUD Grant Reimb for Staben House

\$ 5,000.00 - First Midwest Foundation - Staben House Grant

\$ 2,500.00 - Shawall Temple - Kids Shopping Spree donation

\$ 1,000.00 - Christian Valley - Kids Shopping Spree donation

Citizen Participation: None.

Supervisor's Report:

Supervisor Jones thanked the Township Board members Trustee Francis, Trustee Wilms, Trustee Johnson, Clerk Staben and Attorney John Joanem for all their

work, support and accomplishments during the current term. Trustee Johnson commended Supervisor Jones for her unique work for the betterment of the Township and its mission. Trustee Francis commended Attorney Joanem and the Township staff for their support and efforts throughout the years. Supervisor Jones said the Township will continue to work for its community and provide programs to service its constituents.

Supervisor Jones mentioned that the 2012 Levy for 2013 for General Town Purposes and Road & Bridge Purposes was filed with the County Clerk's office.

Supervisor Jones mentioned that the Snow Removal operation is up and moving forward.

Supervisor Jones mentioned that the "Children's Shopping Spree" went well. She distributed a News Sun article highlighting the shopping spree provided by the Waukegan Township and the Shawall Temple Shriners. She mentioned that the 2013 goal will be to add 50 more children to the shopping spree.

Supervisor Jones mentioned the Senior Housing/Nursing Home for visits and carol singing went well.

Supervisor Jones distributed the Staben House & Eddie Washington Center Luncheon agenda, dated December 19, 2012. Trustee Francis said the event was very impressive and was well attended.

Supervisor Jones distributed a copy of the Edward "Eddie" Williams resolution honoring Mr. Williams and his retirement and thanked the Board for attending the retirement luncheon.

Supervisor Jones distributed a thank you letter from the Davis family who received transportation assistance from the Township which allowed them to see their ill daughter at the Children's Hospital.

Supervisor Jones distributed a memo sent to Ana Albarran from the IRS. The memo stated that the IRS optional standard mileage rate of 55.5 cents per mile will change to 56.5 cents per mile as of January 01, 2013.

Supervisor Jones distributed a thank you letter from the Veterans Assistance Commission, dated November 14, 2012, thanking the Township for the donation of 80 coats.

Supervisor Jones distributed the "2013 Waukegan Township Calendar" listing the National holidays and Township Board meeting. She offered extra copies to the Board for distribution to the community and churches.

Highway Commissioner's Report: None.

Assessor's Report: None.

Executive Session:

Supervisor Jones requested a motion to enter into the Executive Session for the purpose of Executive Minutes-5ILCS 120/2 (C21) at 5:56 p.m. Motion by Trustee Johnson, second by Trustee Willms. **Ayes:** Trustee Francis, Trustee Johnson, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Open Session resumed at 6:17 p.m.

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending December 14, 2012 in the amount of \$88,712.64. Motion by Trustee Willms, second by Trustee Johnson for the approval of payroll. **Ayes:** Trustee Francis, Trustee Johnson, 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 \$20,234.28; Invoices for G/A Fund/Eddie Washington Center in the amount of \$2,244.35; Invoices for G/A Fund/Staben House in the amount of \$1,378.11; Invoices for Town Fund/Assessor’s Office in the amount of \$2,977.85; Invoices for Road and Bridge / Highway Department the amount of \$1,910.34; Invoices for Senior Fund/Park Place in the amount of \$11,815.42; Invoices for Senior Fund/Gift Shoppe in the amount of \$34.32; Invoices for Home Sweet Home in the amount of \$967.87; Invoices for Fundraisers in the amount of \$0.00. Motion by Trustee Francis, second by Trustee Willms for the approval of submitted invoices. **Ayes:** Trustee Francis, Trustee Johnson, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of **agenda item #15**, Paid Bills submitted after December 13, 2012 Board Meeting in the amount of \$17,297.12. Motion by Trustee Francis, second by Trustee Willms for the approval of Paid Bills as presented. **Ayes:** Trustee Francis, Trustee Johnson, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills
December 27, 2012**

The following is a list of bills that were paid after the board meeting of December 13, 2012, but before the meeting December 27, 2012

Purpose	Payee	Amount
Senior Fund		
12/18/2012	Gadson Charter	\$100.00
	Driver fee for bus - Kids Shopping Spree	
Total Senior Fund		\$100.00
G/A Fund		
12/14-12/27	General Assistance Client Payments	\$14,173.93
	Payments made on behalf of GA Clients	
Total G/A Fund		\$14,173.93
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		
12/17/2012	Curtis Pierre	\$150.00
	Entertainment - Employee Recognition & Retirement	
12/18/2012	Nancy Netherton	\$297.80
	Reimb. for purchases for Emp. Recognition & Kids Shopping	
12/18/2012	Waukegan High School	\$500.00
	Funding for school program	
12/18/2012	Petty Cash	\$148.68
	Reimb for misc. Town purchases	
12/14-12/27	C2R2 Payments on behalf of clients	\$66.00
	Transportation, Birth Cert. etc	
Total Town Fund		\$1,162.48
Total all checks paid prior to board meeting		\$17,297.12

Action Items:

Supervisor Jones requested a motion to approve personnel recommendation of Maurice Bankhead for Eddie Washington Center/House Manager as full-time and Nina Geater for Eddie Washington Center & Home Sweet Home Program/Administrative Assistant as full-time as presented. Motion by Trustee Francis, second by Trustee Willms. **Ayes:** Trustee Francis, Trustee Johnson, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to accept the employee resignation of Demond Edwards/Supervisor's Office Executive Assistant as of December 28, 2012 as presented. Motion by Trustee Willms, second by Trustee Johnson. **Ayes:** Trustee Francis, Trustee Johnson, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

New Business: None.

Supervisor Jones mentioned that as of December 26, 2012 there will be 6 Trustee candidates on the February 26, 2013 primary election ballot.

Old Business: None.

Announcements: None.

Comments/Concerns-Trustees: None.

There being no further business to come before the Board, Supervisor Jones adjourned the December 27, 2012 meeting at 6:30 p.m.

PATRICIA JONES, Township Supervisor

ROSE M. STABEN, Township Clerk