

# WAUKEGAN TOWNSHIP BOARD MEETING

## February 14, 2013

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, February 14, 2013.

The meeting was called to order at 5:03 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 and Supervisor Patricia Jones. **Also Present:** Deputy Clerk Christine Ortega Attorney John Joannem and Nancy Netherton/Financial Manager. **Absent:** Assessor Pat Morris and Highway Commissioner Mike Hewitt.

Supervisor Jones requested a motion to approve the **Agenda for the February 14, 2013** Waukegan Township Board Meeting. Motion by Trustee Willms, 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 January 24, 2013** Waukegan Township Board Meeting. 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 to approve the **Cash-on-Hand** as of February 05, 2013. Motion by Trustee Willms, second by Trustee Johnson. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report  
as of February 5, 2013

Fund	Bank	Balance	Ins/outs
Town Fund	NorStates Checking	232,118.41	
	NorStates Money Market	1,234,002.41	
	Illinois Funds	37,502.25	
	No. Chicago Comm Bank	245,500.07	
<b>Total Town Fund</b>		<b>\$1,749,123.14</b>	
General Assistance Fund	First Midwest Checking	9,094.51	
	First Midwest Bank M/M	205,086.62	
	Illinois Funds	7,120.20	
<b>Total General Assistance</b>		<b>\$221,301.33</b>	
IMRF/FICA Fund	First Midwest Bank	21,316.43	
	First Midwest Bank M/M	145,465.36	

	Illinois Funds	262,909.37
<b>Total IMRF/FICA Fund</b>		<b>\$429,691.16</b>
Senior Fund	NorStates Financial	146,223.22
	NorStates Money Market	129,270.64
	First Midwest Money Market	50,216.05
	Illinois Funds	14,008.49
<b>Total Senior Fund</b>		<b>\$339,718.40</b>
<b>Total General Township Funds</b>		<b>2,739,834.03</b>
Road & Bridge	NorStates Financial	75,694.33
<b>Total Road &amp; Bridge</b>		<b>\$75,694.33</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 \$291,641.46 for Town and \$86,863.76 for R & B

Town RE Tax -

**Total received FY 2013 \$1,253,070.48**

GA RE Taxes -

**Total received FY 2013 \$957,353.08**

IMRF/FICA RE Taxes -

**Total received FY 2013 \$228,250.09**

SEN'R RE Taxes -

**Total received FY 2013 \$1,081,079.82**

R&B RE Taxes -

**Total received FY 2013 \$154,277.62**

**Other Payments Rec'd**

County of Lake - Collector's Office - TIFF Surplus Payment \$2303.72

County of Lake - Collector's Office - TIFF Surplus Payment \$4911.43

County of Lake - Collector's Office - TIFF Surplus (Hwy Dept) \$209.24

County of Lake - Collector's Office - TIFF Surplus (Hwy Dept) \$101.23

**Citizen Participation:** None

**Supervisor's Report:**

Supervisor Jones asked Nancy Netherton/Financial Manager to address the Board with the Budget for 2013-2014. Mrs. Netherton distributed the Budget Packet with the new revisions of the expenditures and revenue amounts. She reviewed the General Town Fund/Administrative and Assessor's Division, General Assistance/Staben House and Eddie Washington Center, IMRF and FICA Fund, Senior Fund, and the Road & Bridge Fund.

Mrs. Netherton mentioned that a new copier will be purchased to replace an old limited copier for the front end of the Township office and new chairs will be purchased for the conference room and the conference room lobby. She also mentioned that the Staben House may need some roof repairs and that the Township is in need of leasing another PACE bus. Supervisor Jones said that the new chair purchase will be further discussed at the following Board meeting. Supervisor Jones mentioned that samples of the new chairs were on hand for the Board members to test for comfort.

Supervisor Jones mentioned that the application from the State of Illinois for "2014 DHS Emergency Shelter Grant for the Eddie Washington Center" will be due by March 08, 2013.

Supervisor Jones mentioned that "Coalition to Reduce Recidivism" President Judy Masterson's term will expire in February 2013. She mentioned that Dr. Phil Carrigan's name will be submitted for president. She distributed the Coalition agenda, dated January 28, 2013 and said that the Coalition will be celebrating its 10 years on October 11, 2013.

Supervisor Jones distributed the Eddie Washington Center & Staben House planning committee agenda, dated January 31, 2013. She mentioned that the Eddie Washington Center will be celebrating 20 years of operation. The graduation will take place on March 16, 2013.

Supervisor Jones mentioned that the "Musical Revue" will not take place this year. In place of it a dinner fund raiser will be planned featuring Chicago Bears Hall of Famer Richard Dent.

Supervisor Jones distributed the "HealthCare Foundation of Northern Lake County" 2010-2012 biennial report booklet. She mentioned that we are ending the 3 year foundation cycle and will seek grant assistance in the future. She mentioned that Attorney Joanem sits on the HealthCare Foundation Board of Directors. Attorney Joanem said that the grant submissions of the Township are greatly welcomed and encouraged the Township to seek future awards.

Supervisor Jones distributed the "Waukegan Township Senior Citizens Services Committee" agenda, dated February 06, 2013. She mentioned that 3 members have served on their 3 year term and that new names will be submitted at the following Board meeting. Trustee Johnson said that the Senior Committee is very supportive of the senior programs and that Park Place is proud to provide the service.

Supervisor Jones distributed the "YouthBuild of Lake County" up-date letter, dated December 21, 2012.

Supervisor Jones distributed the "The 17<sup>th</sup> Annual Waukegan High School Booster Club Auction" flier for its fundraiser.

Supervisor Jones the "Exchange Club of North Chicago" letter, dated February 04, 2013. The letter requested support for the installation of the Freedom Shrine in the

North Chicago High School. Supervisor Jones recommended a Milestone of Freedom donation in the amount of \$400.00.

Supervisor Jones distributed the "HealthReach Inc." up-date letter, dated January 21, 2013. The letter included the 2012 chart of services provided to all Townships with a total of 1943 of patients seen from Waukegan.

Trustee McBride left the Board meeting at 6:08 p.m.

Supervisor Jones distributed the "Candidates Forum 2013" flier for Waukegan mayor and clerk candidates to be held on February 17, 2013 hosted by Park Place and the League of Women Voters.

Supervisor Jones distributed the NewsSun article with Trustee Francis in photo, dated February 13, 2013 featuring "Black History Month" soul food demonstration held at Park Place.

Supervisor Jones mentioned that the "DuSable Museum Exhibit & Luncheon" is sold out for February 22, 2013. She mentioned that the "Alaskan Cruise" is set for May 23, 2013 and the trip to New Orleans via bus if filling up.

Supervisor Jones distributed the "TOI" letter with registration form attached, dated January 31, 2013. She said the TOPICS day in Springfield will be held on May 07, 2013 and asked the Board members attending for an overnight to see Ms. Ortega to make arrangements.

**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 Personnel-5ILCS 120/2 (C1) at 5:40 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.**

#### **Open Session resumed at 5:50pm**

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending January 25, 2013 in the amount of \$96,507.22. Motion by Trustee Willms, second by Trustee Johnson for the approval of payroll as presented. **Ayes:** Trustee Francis, Trustee Johnson, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the payroll period ending February 08, 2013 in the amount of \$84,558.35. Motion by Trustee Willms, second by Trustee Johnson for the approval of payroll as presented. **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 \$23,764.40; Invoices for G/A Fund/Eddie Washington Center in the amount of \$2,571.73; Invoices for G/A Fund/Staben House in the amount of \$1,463.51; Invoices for Town Fund/Assessor's Office in the amount of \$8,189.07; Invoices for Road and Bridge / Highway Department the amount of \$295.45; Invoices for Senior Fund/Park Place in the amount of \$16,763.43; Invoices for Senior Fund/Gift Shoppe in the amount of \$278.45; Invoices for Home Sweet Home in the amount of \$197.86; Invoices for Fundraisers in the amount of \$0.00. Motion by Trustee Francis, second by Trustee Willms for the approval of submitted invoices as presented. **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 January 24, 2013 Board Meeting in the amount of \$82,163.60. Motion by Trustee Francis, second by Trustee Johnson for the approval of Paid Bills as presented. **Ayes:** Trustee Francis, Trustee Johnson, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills  
February 14, 2013**

The following is a list of bills that were paid after the board meeting of January 24, 2012, but before the meeting February 14, 2012

	Purpose	Payee	Amount
<b>Senior Fund</b>			
1/29/2013		<b>IL Dept of Employment Security</b>	\$524.67
	4th Qtr Unemployment Taxes		
2/1/2013		<b>Little Fort Lions</b>	\$250.00
	Ad and tickets for breakfast		
2/5/2013		<b>Waukegan Township General Fund</b>	\$8,579.96
	Reimb. Town for paid Health Ins. PP & HSH		
<b>Total Senior Fund</b>			<b>\$9,354.63</b>
<b>G/A Fund</b>			
2/5/2013		<b>Waukegan Township General Fund</b>	\$8,236.22
	Reimb Town for paid Health Ins for GA, EWC & SH		
1/29/2013		<b>IL Dept of Employment Security</b>	\$670.88
	4th Qtr Unemployment Taxes		
1/25-02/5/13		<b>General Assistance Client Payments</b>	\$21,598.53
	Payments made on behalf of GA Clients		
<b>Total G/A Fund</b>			<b>\$30,505.63</b>
<b>R &amp; B Fund</b>			
1/29/2013		<b>IL Dept of Employment Security</b>	\$6.48
	4th Qtr Unemployment Taxes		
12/11/2012		<b>Waukegan Township General Fund</b>	\$1,847.01
	Reimb. Town for paid Health Ins for R &		

B		
<b>Total R &amp; B Fund</b>		<b>\$1,847.01</b>
<b>Town Fund</b>		
2/5/2013	<b>Blue Cross Blue Shield</b>	\$34,194.35
	Health Ins for all covered Township staff & EO	
2/5/2013	<b>Guardian Life</b>	\$3,938.90
	Life & Dental Ins for all covered Township staff & EO	
2/5/2013	<b>Waukegan Township General Fund</b>	\$1,445.24
	Reimb. Town for paid Health Ins for Assessors	
1/29/2013	<b>IL Dept of Employment Security</b>	\$726.85
	4th Qtr Unemployment Taxes	
1/25-2/14	<b>RRR - Client Payments</b>	\$150.99
	Transportation, ID's, Work Needs	
<b>Total Town Fund</b>		<b>\$40,456.33</b>

Total all checks paid prior to board meeting \$82,163.60

**Action Items:**

Supervisor Jones requested a motion for the approval of the “Budget 2013-2014 as presented. Motion by Trustee McBride, second by Trustee Johnson. **Ayes:** Trustee Francis, Trustee Johnson, McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of a donation to the “North Chicago Exchange Club Freedom Shrine at the North Chicago High School” in the amount of \$400.00 as presented. Motion by Trustee Johnson, second by Trustee Francis. **Ayes:** Trustee Francis, Trustee Johnson, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the staff approval of Cyril Jervis/Eddie Washington Center as part-time at \$12.02 per hour 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 for the approval of “2014 DHS Emergency Shelter Grant for Eddie Washington Center” 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:**

Supervisor Jones mentioned that met with Russ Tomland from the city of Waukegan on behalf of “Crown Castle Cell Tower”, they are interested in relocating the tower

and may consider an area near the Eddie Washington Center. She said if the tower is placed near the EWC it will generate revenue to the EWC.

**Old Business:** None.

**Announcements:**

Supervisor Jones mentioned that “Meet Your Leaders” will be held on February 15, 2013 at Park Place; she distributed the flier and encouraged the Board to attend.

**Comments/Concerns-Trustees:**

Trustee Willms mentioned that he attended the “Valentine Day Luncheon” at Park Place and that he had a great time.

There being no further business to come before the Board, Supervisor Jones adjourned the February 14, 2013 meeting at 6:29 p.m.

---

**PATRICIA JONES, Township Supervisor**

---

**ROSE M. STABEN, Township Clerk**