

# WAUKEGAN TOWNSHIP BOARD MEETING

## February 28, 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 28, 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 Percy L. Johnson led the Members in prayer.

**ROLL CALL:** Trustee Katherine Rothwell-Francis, Trustee Percy L. Johnson, Clerk Rose M. Staben and Supervisor Patricia Jones. **Also Present:** Deputy Clerk Christine Ortega and Nancy Netherton/Financial Manager. **Excused:** Trustee Charles "Chuck" Willms. **Absent:** Trustee Jeff McBride, Assessor Pat Morris and Highway Commissioner Mike Hewitt.

Supervisor Jones requested a motion to approve the **Agenda for the February 28, 2013** Waukegan Township Board Meeting. Motion by Trustee Francis, second by Trustee Johnson. **Ayes:** Trustee Francis, Trustee Johnson, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the **Minutes for the February 14, 2013** Waukegan Township Board Meeting. Motion by Trustee Johnson, second by Trustee Francis. **Ayes:** Trustee Francis, Trustee Johnson, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the **Cash-on-Hand** as of February 21, 2013. Motion by Trustee Johnson, second by Trustee Francis. **Ayes:** Trustee Francis, Trustee Johnson, Supervisor Jones. **Nays:** None. **Motion carried.**

### Waukegan Township Cash-on-Hand Report as of February 21, 2013

Fund	Bank	Balance	Ins/outs
Town Fund	NorStates Checking	139,871.22	
	NorStates Money Market	1,234,159.60	
	Illinois Funds	37,490.75	
	No. Chicago Comm Bank	245,570.63	
<b>Total Town Fund</b>		<b>\$1,657,092.20</b>	
General Assistance Fund	First Midwest Checking	109,427.17	
	First Midwest Bank M/M	205,114.45	
	Illinois Funds	7,121.09	
<b>Total General Assistance</b>		<b>\$321,662.71</b>	
IMRF/FICA Fund	First Midwest Bank	31,291.28	
	First Midwest Bank M/M	130,484.87	

	Illinois Funds	262,942.47
<b>Total IMRF/FICA Fund</b>		<b>\$424,718.62</b>
Senior Fund	NorStates Financial	88,664.44
	NorStates Money Market	129,284.52
	First Midwest Money Market	35,204.72
	Illinois Funds	14,009.57
<b>Total Senior Fund</b>		<b>\$267,163.25</b>
<b>Total General Township Funds</b>		<b>2,670,636.78</b>
Road & Bridge	NorStates Financial	60,472.70
<b>Total Road &amp; Bridge</b>		<b>\$60,472.70</b>

PPRT Taxes Received since last report -

Town -

R&B -

For the states fiscal year of we received a total of  
for Town and for R & B (Final)

Town RE Tax - 9/27

**Total received FY 2013**

GA RE Taxes - 9/27

**Total received FY 2013**

IMRF/FICA RE Taxes - 9/27

**Total received FY 2013**

SEN'R RE Taxes - 9/27

**Total received FY 2013**

R&B RE Taxes - 9/27

**Total received FY 2013**

**Other Payments Rec'd**

### **Citizen Participation:**

Mr. William DeCosta of 1635 N. McAree, Apt. A, Waukegan. Mr. William said he was new to Waukegan and was present to learn about the Township and the Democratic Party operation. Supervisor Jones welcomed Mr. DeCosta and said that she would get him in touch with Lauren Beth Gash of the Tenth Dems organization of Lake County. The Board welcomed Mr. DeCosta.

### **Supervisor's Report:**

Supervisor Jones distributed a news paper article titled “Waukegan Township/Incumbent Trustees Cruise Toward Re-Election” mentioning that Trustee Francis, Trustee Johnson, Trustee McBride and Trustee Willms were successful in their February 26, 2013 election win.

Supervisor Jones asked Nancy Netherton/Financial Manager to address the Board regarding the “End of Year Budget Line Item Transfers” for 2013-2014 and said that the new fiscal year will begin March 01, 2013. She said the budget will be posted with an amendment for the extension of the budget date to allow citizens time to view. Mrs. Netherton distributed the newly revised budget packet with its new additions and reductions amounts as approved at the February 14, 2013 Board meeting. She reviewed the final budget totals for Town Fund/Administration and Assessor Division, General Assistance/Staben and Eddie Washington Center, IMRF and FICA Fund, Senior Fund/Park Place and Road & Bridge Fund.

Supervisor Jones distributed the “Senior Citizen’s Services Committee” member recommendation for the 2013-2014 term provided by Marty Williams. She mentioned that Beverly Bogdala, Norma Jenson and Mary Blair Moore have served their term and received plaques for their service. The new four candidates recommended are Edward Buschbacher, Evelyn Baily, Victor Ruiz and Ray Evelyn Curry, biographies were presented. She mentioned that Trustee Johnson will continue as liaison for the Eddie Washington Center and Trustee Francis with the Staben House.

Supervisor Jones mentioned that the Staben House and Eddie Washington Center fundraiser committee will meet in March.

Supervisor Jones distributed the agenda for the “Staben House Staff Meeting”, dated February 21, 2013. She mentioned that the meeting was held at the Field House to discuss its goals and visions for the new year.

Supervisor Jones distributed the “Coalition to Reduce Recidivism” agenda, dated February 25, 2013 titled “No More Victims”. She mentioned that the guest speaker Alan Mills talked on the overcrowding of prison cells and about the incarceration of many people for low level crimes. Mr. Mills will also speak at the October 11, 2013 luncheon.

Supervisor Jones mentioned that a letter will be sent out to the cast and crew for the Staben House and Eddie Washington Center dinner fundraiser.

Supervisor Jones mentioned the “Women’s History Month Luncheon” will be held on March 29, 2013.

Supervisor Jones mentioned that the Township “TOPICS Day” is set for May 07, 2013, a one day event. She asked if any Board member is interested in attending see Deputy Clerk Ortega for arrangements. She distributed a memorandum from TOI with Trustees membership form attached. Trustee Francis asked if they should lobby for a particular Bill at the “TOPICS DAY” in May. Supervisor Jones said that

the Senate Bill 26 needs to be supported to protect the affordable health care act, for everyone to call or email our Representative to lobby the Bill.

Supervisor Jones mentioned that the "Alaskan Cruise" now has 28 paid passengers are set to go via "Travel On Park Travel Agency" along with one chaperon. She distributed the submitted bill showing the cruise payment, copier/printer and the 10 conference/8 side chairs cost.

Supervisor Jones mentioned that the Brazil trip for 2014 is in progress and people are showing great interest.

Supervisor Jones distributed a letter from Mr. Michael Washington of "Waukegan Public Schools", dated February 06, 2013 on behalf of the Abbott Middle School thanking the Township for the donation for the "Young Men of Vision" monthly program, attached was a photo of the young participants. Trustee Johnson said that the Township support of these programs is very important to the future of our youth.

Supervisor Jones mentioned that the freezer at Park Place is no longer operating, she distributed the local "Federal Supply USA" quote (lowest quote offered) for a new upright freezer in the amount of \$3,895.00 and a quote from "US Foods of Chicago" in the amount of \$4,065.00 both quotes are for a 49 cubic foot freezer.

Supervisor Jones mentioned that by popular demand a second "Milwaukee Sky" tour has been added for May 26, 2013.

Supervisor Jones mentioned that the "Eddie Washington Center" graduation will be held on March 16, 2013 at noon at Park Place.

**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 February 22, 2013 in the amount of \$84,127.62. Motion by Trustee Francis, second by Trustee Johnson for the approval of payroll. **Ayes:** Trustee Francis, Trustee Johnson, 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 \$5,878.27; Invoices for G/A Fund/Eddie Washington Center in the amount of \$3,049.37; Invoices for G/A Fund/Staben House in the amount of \$1,742.55; Invoices for Town Fund/Assessor's Office in the amount of \$10,464.24; Invoices for Road and Bridge / Highway Department the amount of \$353.37; Invoices for Senior Fund/Park Place in the amount of \$6,787.24; Invoices for Senior Fund/Gift Shoppe in the amount of \$138.87; Invoices for Home Sweet Home in the amount of \$799.55; Invoices for Fundraisers in the amount of \$0.00. Motion by Trustee Francis, second by Trustee

Johnson for the approval of submitted invoices. **Ayes:** Trustee Francis, Trustee Johnson, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of **agenda item #15**, Paid Bills submitted after February 14, 2013 Board Meeting in the amount of \$13,848.00. Motion by Trustee Francis, second by Trustee Johnson for the approval of Paid Bills as presented. **Ayes:** Trustee Francis, Trustee Johnson, Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills  
February 28, 2013**

The following is a list of bills that were paid after the board meeting of February 14, 2012, but before the meeting February 28, 2012

	Purpose	Payee	Amount
<b>Senior Fund</b>			
	2/21/2013	<b>Dusable Museum</b>	\$210.00
		Payment for Senior Trip	
	2/21/2013	<b>Pearl's Place</b>	\$443.00
		Payment for Senior Trip	
	2/27/2013	<b>Palatine P &amp; D C</b>	\$500.00
		Postage for March Newsletter	
<b>Total Senior Fund</b>			<b>\$1,153.00</b>
<b>G/A Fund</b>			
	2/15-2/28	<b>General Assistance Client Payments</b>	\$12,695.00
		Payments made on behalf of GA Clients	
<b>Total G/A Fund</b>			<b>\$12,695.00</b>
<b>R &amp; B Fund</b>			
<b>Total R &amp; B Fund</b>			<b>\$0.00</b>
<b>Town Fund</b>			
<b>Total Town Fund</b>			<b>\$0.00</b>

Total all checks paid prior to board meeting \$13,848.00

Supervisor Jones requested a motion for the approval of **agenda item #16** Emergency Bills submitted after February 14, 2013 Board Meeting in the amount of \$60,804.59. Motion by Trustee Johnson, second by Trustee Francis for the approval of Emergency Bills as presented. **Ayes:** Trustee Francis, Trustee Johnson, Supervisor Jones. **Nays:** None. **Motion carried.**

**Emergency Payments  
Board Meeting of 2/28/13**

The following is a list of bills that were submitted after our cutoff but must be approved at the meeting of February 28, 2013

Date	Purpose	Payee	Acct No.	Amount
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<b>Senior Fund</b>		
2/28/2013	<b>Travel On Park Travel Agency</b> Payment due for Alaska cruise for 28+1 paid passengers (all money for trip has been received by Township)	\$46,455.39
<b>Total Senior Fund</b>		<b>\$46,455.39</b>
<b>Town</b>		
<b>Office Plus of Lake County</b>		
2/28/2013	Copier/Printer	\$9,507.00
	Chairs (10 conference and 8 side)	\$4,842.20
<b>Total Town</b>		<b>\$14,349.20</b>
<b>G/A Fund</b>		
<b>Total G/A Fund</b>		<b>\$0.00</b>
<b>Gift Shop</b>		
<b>Total Gift Shop</b>		<b>\$0.00</b>
<b>Road &amp; Bridge Fund</b>		
<b>Total Road &amp; Bridge</b>		<b>\$0.00</b>
<b>IMRF Fund</b>		
<b>IMRF Fund</b>		<b>\$0.00</b>
<b>Total All Funds</b>		<b>\$60,804.59</b>

**Action Items:**

Supervisor Jones requested a motion for the approval of the “End of the Year Budget Line Item Transfers for the fiscal year 2013-2014 as presented. Motion by Trustee Johnson, second by Trustee Francis. **Ayes:** Trustee Francis, Trustee Johnson, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the Park Place “Senior Citizen’s Services Committee Members” of Edward Buschbacher, Evelyn Bailey, Victor Ruiz and RayEvelyn Curry for the year 2013-2014 as presented. Motion by Trustee Francis, second by Trustee Johnson. **Ayes:** Trustee Francis, Trustee Johnson, Supervisor Jones. **Nays:** None. **Motion carried.**

**New Business:** None.

**Old Business:** None.

**Announcements:**

Supervisor Jones mentioned that William Caldwell will be retiring on December 31, 2013.

**Comments/Concerns-Trustees:** None.

There being no further business to come before the Board, Supervisor Jones

adjourned the February 28, 2013 meeting at 6:03 p.m.

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**PATRICIA JONES, Township Supervisor**

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**ROSE M. STABEN, Township Clerk**