

WAUKEGAN TOWNSHIP BOARD MEETING

March 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, March 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 Katherine Rothwell-Francis led the Members in prayer.

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

Supervisor Jones requested a motion to approve the **Agenda for the March 14, 2013** Waukegan Township Board Meeting. 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 approve the **Minutes for the February 28, 2013** Waukegan Township Board Meeting. Motion by Trustee Francis, second by Trustee Johnson. **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 March 08, 2013. 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 March 8, 2013

Fund	Bank	Balance	Ins/outs
Town Fund	NorStates Checking	232,118.41	
	NorStates Money Market	1,137,999.60	
	Illinois Funds	37,454.57	
	No. Chicago Comm Bank	245,570.63	
Total Town Fund		\$1,653,143.21	
General Assistance Fund	First Midwest Checking	68,795.93	
	First Midwest Bank M/M	205,086.62	
	Illinois Funds	7,120.20	
Total General Assistance		\$281,002.75	
IMRF/FICA Fund	First Midwest Bank	31,291.28	
	First Midwest Bank M/M	145,465.36	

	Illinois Funds	262,909.37
Total IMRF/FICA Fund		\$439,666.01
Senior Fund	NorStates Financial	79,265.16
	NorStates Money Market	129,270.64
	First Midwest Money Market	35,204.72
	Illinois Funds	14,008.49
Total Senior Fund		\$257,749.01
Total General Township Funds		2,631,560.98
Road & Bridge	NorStates Financial	58,328.49
Total Road & Bridge		\$58,328.49

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

Citizen Participation:

Todd Freer of 1748 Leeds Court, Mundelein, a Cooke-Magnet School science teacher was present to explain the importance of purchasing a white board to enhance the science laboratory program and his efforts to secure funds from many sources to purchase it and have it installed in the classroom/lab. He explained that his was the only science lab in the Waukegan school district and that it was in need of all sorts of basic equipment like microscopes and curriculum learning modules as well as the white board.

Trustee McBride was seated at 5:22 p.m.

Supervisor's Report:

Supervisor Jones mentioned that the Township Annual Town Meeting is scheduled on the second Tuesday of April 09, 2013 to be held at Park Place.

Supervisor Jones distributed the quotes for the Park Place bathroom stalls from Bristol Commercial Specialties, at \$6,898.35 and Commercial specialties Inc., at \$5,525.00. This information was provided by Marty Williams/Park Place Director. Supervisor Jones mentioned that the cost for the bathroom stalls will be paid from the bingo proceeds.

Supervisor Jones mentioned that the fund raiser for the Eddie Washington Center/Staben House will be a dinner with the theme "Roasting a Bear" with Richard Dent as the roast guest. She also mentioned that the Staben House will give a tour to a group from Corporate America.

Supervisor Jones mentioned that the planning for the Annual Gulf Outing is in process.

Supervisor Jones distributed the "Inside/Out" publication dated March/April 2013 circulated by the "Coalition to Reduce Recidivism". She mentioned that the CRR will be celebrating its 10th year with a luncheon on October 11, 2013. Also, that Dr. Phil Carrigan will be sworn in as the next coalition president as Judith Masterson exits.

Supervisor Jones mentioned that the "Senior Citizens Services Committee" met on March 06, 2013. Trustee Johnson said he attended the meeting and commented that the tax law presentation was interesting. Supervisor Jones mentioned that Judge Jay Ukena swore in the new committee members.

Supervisor Jones distributed the flyer for "Meet Your Leaders at Park Place." Dell Urban, the North Chicago Fire Chief will be the speaker, scheduled for March 15, 2013 at 11:00 a.m. to be held at Park Place.

Supervisor Jones mentioned the "Luck of the Irish" luncheon is scheduled for March 15, 2013 at 12:00 p.m. to be held at Park Place.

Supervisor Jones mentioned the Eddie Washington Center will be celebrating its 20th year and there will be 20 graduates scheduled for March 16, 2013 at 12:00 p.m. to be held at Park Place.

Supervisor Jones mentioned the "Milwaukee Sky-waukee" tour is scheduled for March 26, 2013.

Supervisor Jones mentioned the "Women's History" luncheon with a fashion show is scheduled for March 26, 2013 at 11:30 p.m. to be held at the Ramada Inn.

Supervisor Jones mentioned "Field Museum" trip in Chicago is scheduled for May 18, 2013.

Supervisor Jones distributed a copy of the "Illinois Public Risk Fund" grant check, dated February 25, 2013 received in the amount of \$2,500.00. She said the grant will be used for safety measures.

Supervisor Jones mentioned that she spoke at the "Lake County Chamber of Commerce" and has been invited to speak at the "Great Lakes Naval Training Center" and invited the Board to attend.

Supervisor Jones distributed a letter from "ChrioMedia" music entertainers, dated March 01, 2013, seeking support for its March 19, 2013 event.

Supervisor Jones distributed a letter from "North Shore Youth Life and Learning Center", dated March 08, 2013, seeking support for their bridging generational gaps program.

Highway Commissioner's Report: None

Assessor's Report:

Assessor Morris congratulated the Waukegan Township Board on their primary success on February 26, 2013.

Executive Session:

Supervisor Jones requested a motion to enter into the Executive Session for the purpose of Personnel 5ILCS 120/2 (C1) at 5:33 p.m. Motion by Trustee Francis, second by Trustee Willms. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Open Session resumed at 5:50 p.m.

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending March 8, 2013 in the amount of \$87,513.99. 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 \$6,946.22; Invoices for G/A Fund/Eddie Washington Center in the amount of \$2,383.65; Invoices for G/A Fund/Staben House in the amount of \$1,864.31; Invoices for Town Fund/Assessor's Office in the amount of \$9,863.71; Invoices for Road and Bridge / Highway Department the amount of \$4,153.33; Invoices for Senior Fund/Park Place in the amount of \$16,705.10; Invoices for Senior Fund/Gift Shoppe in the amount of \$230.07; Invoices for Home Sweet Home in the amount of \$1,713.33; 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 McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of **agenda item #15**, Paid Bills submitted after February 28, 2013 Board Meeting in the amount of \$72,502.26. 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
March 14,
2013**

The following is a list of bills that were paid after the board meeting of February 28, 2013, but before the meeting March 14, 2013

Purpose	Payee	Amount
Senior Fund		
3/4/2013	Francine Givens	\$100.00
	Room Rental deposit return	
3/7/2013	Waukegan Township General Fund	\$10,016.60
	Reimb. Town for paid Health Ins. PP & HSH	
Total Senior Fund		\$10,116.60
G/A Fund		
3/7/2013	Waukegan Township General Fund	\$9,879.22
	Reimb Town for paid Health Ins for GA, EWC & SH	
3/1-3/14	General Assistance Client Payments	\$11,710.89
	Payments made on behalf of GA Clients	
Total G/A Fund		\$21,590.11
R & B Fund		
3/7/2013	Waukegan Township General Fund	\$1,860.13
	Reimb. Town for paid Health Ins for R & B	
Total R & B Fund		\$1,860.13
Town Fund		
3/7/2013	Blue Cross Blue Shield	\$32,283.75
	Health Ins for all covered Township staff & EO	
3/7/2013	Guardian Life	\$4,579.15
	Life & Dental Ins for all covered Township staff & EO	
3/7/2013	Ameritas Life	\$556.36
	Vision Plan for all covered staff	
3/7/2013	Waukegan Township General Fund	\$1,457.16
	Reimb. Town for paid Health Ins for Assessors	
3/1-3/14	RRR - Client Payments	\$59.00
	Transportation, ID's, Work Needs	
Total Town Fund		\$38,935.42

Total all checks paid prior to board meeting \$72,502.26

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.**

Action Items:

Supervisor Jones requested a motion for the approval of a donation to “ChiroMedia” in the amount of \$250.00 and “North Shore Youth Life and Learning Center” in the amount of \$500.00 as presented. 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 for the approval of Personnel vacant positions in 2013 to be filled within the office for; Park Place Director/Cheri Pierson, Eddie Washington Center/Marc Jones, Park Place Wellness Coordinator/Jacqueline Nieves, Supervisor’s Office Administrative Assistant/Erika Sumner, and to advertize for the positions of: Human Resources Manager, Caseworker and Staben House Case Manager as presented. She also recommended a new position of Public Relations/Marketing Coordinator and an internal position recommendation of Ashley Jackson/Financial Assistant 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.**

New Business: None.

Old Business: None.

Announcements: Trustee Percy Johnson’s shared with the Board that his birthday was on March 05, 2013.

Comments/Concerns-Trustees: None.

There being no further business to come before the Board, Supervisor Jones adjourned the March 14, 2013 meeting at 6:27 p.m.

PATRICIA JONES, Township Supervisor

ROSE M. STABEN, Township Clerk