

WAUKEGAN TOWNSHIP BOARD MEETING

June 13, 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, June 13, 2013.

The meeting was called to order at 5:02 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, Percy L. Johnson, Jeff McBride, Charles "Chuck" Willms, Clerk Rose M. Staben and Supervisor Patricia Jones. **Also Present:** Deputy Clerk Christine Ortega. **Absent:** Highway Commissioner Mike Hewitt and Assessor Pat Morris.

Supervisor Jones requested a motion to approve the **Agenda for the June 13, 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 **Minutes for the May 20, 2013** Waukegan Township Board Meeting. Motion by Trustee Willms, second by Trustee McBride. **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 June 06, 2013. Motion by Trustee Johnson, 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 June 6, 2013

Fund	Bank	Balance	Ins/outs
Town Fund	NorStates Checking	228,291.60	
	NorStates Money Market	1,000,942.06	
	Illinois Funds	37,459.46	
	No. Chicago Comm Bank	245,630.51	
Total Town Fund		\$1,512,323.63	
General Assistance Fund	First Midwest Checking	146,607.71	60000. fr m/m 5/20
	First Midwest Bank M/M	25,144.20	
	Illinois Funds	7,122.68	
Total General Assistance		\$178,874.59	
IMRF/FICA Fund	First Midwest Bank	52,612.35	30000. fr m/m 5/17
	First Midwest Bank M/M	25,502.30	
	Illinois Funds	262,976.83	

Total IMRF/FICA Fund		\$341,091.48
Senior Fund	NorStates Financial	218,769.52
	NorStates Money Market	24,298.45
	First Midwest Money Market	0.00
	Illinois Funds	14,011.39
Total Senior Fund		\$257,079.36
Total General Township Funds		2,289,369.06
Road & Bridge	NorStates Financial	91,520.34
Total Road & Bridge		\$91,520.34

25000. to taxi ckg

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 \$436,971.80 for Town and \$112,190.08 for R & B

Town RE Tax - 5/23 & 6/6	\$227,184.72
Total received FY 2014	\$227,184.72

GA RE Taxes - 5/23 & 6/6	\$139,494.08
Total received FY 2014	\$139,494.08

IMRF/FICA RE Taxes - 5/23 & 6/6	\$43,270.40
Total received FY 2014	\$43,270.40

SEN'R RE Taxes - 5/23 & 6/6	\$195,231.19
Total received FY 2014	\$195,231.19

R&B RE Taxes - 5/23 & 6/6	\$28,373.62
Total received FY 2014	\$28,373.62

Other Payments Rec'd

Citizen Participation: None.

Supervisor's Report:

Supervisor Jones mentioned that the Alaskan Cruise trip on May 22-31, 2013 went well as schedule and all the seniors aboard had a great time. She said the trip generated \$9,100.00. The New Orleans trip is now at capacity and the Brazil trip is scheduled for April 03-14, 2014. Trustee Francis said the trip was magnificent with breath taking sites of snow, mountains, trees, places, shopping and it was a fascinating experience for the whole 2033 miles.

Attorney John Joanem entered the Board meeting at 5:10 p.m.

Supervisor Jones congratulated the Board members and wished them all a great new term.

Supervisor Jones mentioned that the "Eddie Washington Center Advisory Council" met on May 22, 2013. She was informed that the meeting went well and was well attended. She said she will provide the Board with the new council member's names and dates of meetings.

Supervisor Jones mentioned that the "Home Sweet Home" lawn service program is well on its way, currently serving 513 clients as of June 03, 2013 with help from the youth program. She distributed the "2013 Summer Youth Program Participants" list of 12 names. She said all participants are living within the Township boundaries.

Supervisor Jones distributed the "Waukegan Township Senior Citizens Services Committee" agenda, dated June 05, 2013. Trustee Johnson attended the current meeting and said several committee members who attended the Alaskan Cruise raved about the trip and some trip goers thanked Naveen Harvey for planning the trip. He also said that the Prairie State Legal Service speaker provided good information about the services they provide to the community for those who are eligible.

Supervisor Jones mentioned that the "Walk for Seniors" meeting and kickoff is scheduled for June 14, 2013 at (Seniors Board meeting at 10:00 a.m.) 11:00 a.m. at Park Place. She invited the Board to attend and said that States Attorney Mike Nerheim, North Chicago Mayor Rockingham and other community leaders will be present.

Supervisor Jones mentioned that the "Coalition to Reduce Recidivism" is inviting Father Pflieger as a guest and she is seeking a keynote speaker for the Coalition annual event. She said that Johnnie Jenkins/Employment Specialist is doing an amazing job and continues to place individuals with employment.

Supervisor Jones distributed a letter sent to her from State Representative Rita Mayfield, dated June 07, 2013. The letter stated that she has allocated funds from the Illinois House of Representative for the Waukegan Township and its endeavors. She said since the letter was sent the Township has been contacted with the good news that funds have been earmarked for the Eddie Washington Center for Men in the amount of \$300,000.00.

Supervisor Jones mentioned that the "Staben House Council" meeting was held on June 12, 2013. She asked Trustee Francis to expound on the council activities. Trustee Francis said that next fund raiser event is the Golf Outing, it will be held at the Medlane County Club and golfers are needed. She said raffles tickets will be sold and donated items are needed for the raffle. There are two new council members. The reading program began with volunteers and books are being collected for the program. The weekly landscape work and cleaning has begun at the Staben House provided by Coach Coz and volunteers.

Supervisor Jones distributed a news release "Appointment Announcement" for Trustee Percy Johnson who was appointed as a member of the Township Officials of Illinois Board of Directors and Vice President of the Trustees Division of Township Officials of Illinois as of May 20, 2013. Congratulations were given to Trustee Johnson from the Township Board. Trustee Willms said it was in the current issue of Perspective magazine.

Supervisor Jones mentioned that the "Independence Parade" is scheduled for June 30, 2013 at 1:00 p.m. She said the Township will participate in the parade and will meet at the same location. She said that this year's parade entry will not include a senior king and queen.

Supervisor Jones mentioned that more computer class time in late hours is being considered.

Supervisor Jones mentioned that a "Men of Distinction" celebration is scheduled for August 02, 2013 at 11:30 a.m. to be held at Park Place. She said the "Women's Day" celebration generated a profit of over \$500.00.

Supervisor Jones distributed a memo from Waukegan School Superintendent, Dr. Donald Batiste, dated June 13, 2013 regarding the first "Intergovernmental Breakfast" scheduled for June 15, 2013 at 8:30 a.m. to be held at the Juarez Middle School. She said Township information will be distributed and invited the Board to attend.

Supervisor Jones mentioned that the "Juneteenth" celebration is scheduled for June 15, 2013 at the Greater Faith Baptist Church.

Supervisor Jones mentioned that a transportation survey was conducted for feedback from past and current users of Waukegan Township and Park Place. She said 100 surveys were sent out and 40 plus responses were returned. She distributed the survey results along with a copy of the letter sent to users, dated May 17, 2013. She said the service will be changed on Tuesday and Thursday in order to provide services on Saturdays.

Supervisor Jones mentioned that the new Park Place bathroom stalls are in place and invited the Board to visit Park Place to see them. She said the lighting will also be improved. Trustee McBride said the stall purchase was all made possible with money generated from Park Place Bingo.

Supervisor Jones distributed a letter from Nancy Netherton/Financial Manager, dated June 10, 2013 regarding the Park Place bus purchase. She asked Trustee McBride to expound on the bus findings. Trustee McBride said that in his research with the bus features and diesel engine, that the best choice is the "Ford Entourage 33 Passenger Bus" for a cost of \$94,763.00. Trustee Johnson thanked Trustee McBride for his time and effort in researching the best Park Place bus.

Supervisor Jones distributed the new “2012 Investing in our Future” funding request list from March 2012 to February 2013. She said the list included the dates and amounts granted as suggested by Trustee Willms.

Supervisor Jones distributed the “A Cool Learning Experience” summer 2013 program flier attached with program description, budget and a list of volunteers needed. Deputy Clerk Ortega gave an overview on the programs provided. Trustee Johnson said that he would also like to hear about the summer program from Barbara Waller directly. Supervisor Jones said that she will invite Ms. Waller to a Board meeting.

Supervisor Jones distributed a request letter from Anita Hanna for donation request for the “Black Student’s Parent Organization” summer youth program, dated May 19, 2013. The letter stated that funds are needed to support three youth counselors.

Supervisor Jones distributed the donation request letter from the JIC Ministries “Vision Without Action Is Only a Dream” for their scholarship program.

Supervisor Jones distributed the donation request letter from “Latin Pentecostal Church of God” for their backpacks and school supplies. The letter also invited the Board to attend “Waukegan Day of Hope Festival” on July 27, 2013.

Supervisor Jones distributed the donation request letter from “Greater Faith Church Baptist, dated May 2013 for their “Community Cares Week” awareness event.

Supervisor Jones asked the Board to act on the summer youth programs tonight and act on the other request at the following Board meeting since they take place in July. Trustee McBride and Trustee Johnson said that Ms. Hanna’s summer program has been in existence for some time and serves the youth well.

Supervisor Jones distributed a thank you letter from a Webster Middle School parent, Andrea Fajardo Ochoa and her daughter Andrea. They both thanked the Township for making it possible for the student Andrea to attend a school trip to Great America Six Flags amusement park.

Supervisor Jones distributed the photos of the Jackie Robinson “42” youth movie outing held on May 19, 2013 for the Board to see.

Supervisor Jones distributed the “Waukegan Township Recommendation for Staff Appointment” for Taylor Netherton/Staben House Case Manager for full time at \$20.65 per hour. She also distributed the “Waukegan Township Employee Resignation” forms for Nancy Degen/Staben House Case Manager with no last date of employment and Rosa Gutierrez/Staben House Floater House Manager with last day as of May 29, 2013.

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 May 29, 2013 in the amount of \$89,535.97. Motion by Trustee Johnson, second by Trustee McBride for the approval of payroll. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Trustee McBride left the Board meeting at 6:25 p.m.

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 \$28,189.39; Invoices for G/A Fund/Eddie Washington Center in the amount of \$4,156.87; Invoices for G/A Fund/Staben House in the amount of \$8,187.86; Invoices for Town Fund/Assessor's Office in the amount of \$12,966.31; Invoices for Road and Bridge / Highway Department the amount of \$34,992.42; Invoices for Senior Fund/Park Place in the amount of \$16,228.77; Invoices for Senior Fund/Gift Shoppe in the amount of \$613.83; Invoices for Home Sweet Home in the amount of \$4,014.77; Invoices for Fundraisers in the amount of \$0.00. Motion by Trustee Francis, second by Trustee Johnson for the approval of submitted invoices. **Discussion:** Trustee Willms questioned invoice EWC page 1, item 7 and Staben House page 1, item 6 and Assessor page 1, item 3 and Highway Dept. page 1, item 5 and Senior page 2, item 3. He asked why did each invoice listed Supplies/G. Neil with the same amount of \$59.00. Supervisor Jones said that she will have to look into the line items and offered Trustee Willms to view the book invoices. **Ayes:** Trustee Francis, Trustee Johnson, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Trustee McBride re-entered the Board meeting at 6:28 p.m.

Supervisor Jones requested a motion for the approval of **agenda item #15**, Paid Bills submitted after May 20, 2013 Board Meeting in the amount of \$93,213.01. Motion by Trustee McBride, 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
June 13, 2013**

The following is a list of bills that were paid after the board meeting of May 20, 2013, but before the meeting June 13, 2013

Purpose	Payee	Amount
Senior Fund		
5/28/2013	WPSD #60	\$200.00
Emergency funds - Grandparents Grant		
6/11/2013	Bonnie Brook Golf Course	\$250.00
Deposit for Event		

6/7/2013	Waukegan Township General Fund	\$9,340.09
	Reimb. Town for paid Health Ins. PP & HSH	
Total Senior Fund		\$9,790.09
G/A Fund		
6/7/2013	Waukegan Township General Fund	\$8,275.21
	Reimb Town for paid Health Ins for GA, EWC & SH	
3/29-4/9	General Assistance Client Payments	\$14,736.77
	Payments made on behalf of GA Clients	
Total G/A Fund		\$23,011.98
R & B Fund		
6/7/2013	Waukegan Township General Fund	\$1,863.97
	Reimb. Town for paid Health Ins for R & B	
6/4/2013	Il Dept of Employment Security	\$51.48
	Unemployment Tax	
5/28/2013	City of Waukegan, Park City & No Chicago	\$16,204.17
	May PPRT tax prorations	
Total R & B Fund		\$18,119.62
Town Fund		
6/4/2013	Blue Cross Blue Shield	\$35,232.16
	Health Ins for all covered Township staff & EO	
6/4/2013	Guardian Life	\$4,224.76
	Life & Dental Ins for all covered Township staff & EO	
6/4/2013	Ameritas Life	\$548.72
	Vision Plan for all covered staff	
6/7/2013	Waukegan Township General Fund	\$1,460.68
	Reimb. Town for paid Health Ins for Assessors	
5/29/2013	Christine Ortega	\$25.00
	Reimb. For meeting expense	
5/31/2013	Youth Build of Lake County	\$500.00
	Township Programs	
6/11/2013	Waukegan Yacht Club	\$300.00
	Deposit for Volunteer Event	
Total Town Fund		\$42,291.32
Total all checks paid prior to board meeting		\$93,213.01

Action Items:

Supervisor Jones requested a motion for the approval of the “Ford Entourage 33 Passenger Bus” in the amount of \$94,673.00 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.**

Supervisor Jones requested a motion for the approval of “Black Student’s Parent Organization” summer youth program donation request in the amount of \$2,500.00 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 “JIC Ministries” educational/scholarship program donation request 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.**

Supervisor Jones requested a motion for the approval of “A Cool Learning Experience” summer youth program donation request in the amount of \$1,000.00 as presented. Motion by Trustee Willms, 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 “Waukegan Township Recommendation for Staff Appointment” for Taylor Netherton/Staben House Case Manager for full-time at \$20.65 an hour 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 “Waukegan Township Employee Resignations” for Nancy Degen/Staben House (for non-residency) and Rosa Gutierrez/Staben House as of June 29, 2013 as presented. Motion by Trustee Francis, second by Trustee Willms. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

New Business: None.

Old Business: None.

Announcements:

Trustee Johnson mentioned that the New Hope Missionary Baptist Church will have vacation bible school on August 7 to 9, 2013, it will conclude with its annual back to school picnic on August 10, 2013 from 12:00 to 4:00 p.m. He invited the Township office to participate with a table and information.

Comments/Concerns-Trustees:

Trustee Willms expressed his concern that the City of Waukegan ordinance requires that the Barber Shop have a registration and license. He suggested that the Township attorney review the ordinance to avoid any fines.

Trustee Willms expressed his concern that the Township has not taken any action on the two scholarship applicants. He said that the applications were distributed to the Board on April 25, 2013. He said that on the June 13, 2013 the scholarship application were not listed on the agenda under Action item XVII. That it has been two months since the scholarship applications were distributed to the Board and will now need to wait till the June 27, 2013 Board meeting.

Supervisor Jones responded stating that the scholarship applicants will be on the agenda for the June 27, 2013 Board meeting for Action. She said that time is needed to allow the applicants to send the information to the college and then the college to send proof of the enrollment as no funds are issued without verification of the student's enrollment. She said that the information generally is in by August and she thanked Trustee Willms for his observation.

There being no further business to come before the Board, Supervisor Jones adjourned the June 13, 2013 meeting at 6:35 p.m.

PATRICIA JONES, Township Supervisor

ROSE M. STABEN, Township Clerk