

WAUKEGAN TOWNSHIP BOARD MEETING

August 22, 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, August 22, 2013.

The meeting was called to order at 5:00 p.m. by Supervisor Patricia Jones and was followed by the Pledge of Allegiance. Trustee Johnson 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:** Ana Albarran/Resource Manager, Dulce Ortiz/Special Projects and Tammy Springs/Supervisor Assistant. **Absent:** Assessor Pat Morris.

Supervisor Jones requested a motion to approve the **Agenda for the August 22, 2013** Waukegan Township Board Meeting. 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 to approve the **Minutes for the August 08, 2013** Waukegan Township Board Meeting. Motion by Trustee Francis, second by Trustee Johnson. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Highway Commissioner Mike Hewitt and Attorney Joanem entered the Board meeting at 5:10 p.m.

Supervisor Jones requested a motion to approve the **Cash-on-Hand** as of August 16, 2013. Motion by Trustee Johnson, second by Trustee Francis. **Ayes:** Trustee Francis, Trustee Johnson, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report
as of August 16, 2013

Fund	Bank	Balance
Town Fund	NorStates Checking	183,148.99
	NorStates Money Market	1,301,073.01
	Illinois Funds	37,461.41
	No. Chicago Comm Bank	245,692.13
Total Town Fund		\$1,767,375.54
General Assistance Fund	First Midwest Checking	82,782.85
	First Midwest Bank M/M	175,156.97
	Illinois Funds	7,122.76
Total General Assistance		\$265,062.58
IMRF/FICA Fund	First Midwest Bank	67,143.35

	First Midwest Bank M/M	25,508.50
	Illinois Funds	262,984.05
Total IMRF/FICA Fund		\$355,635.90
Senior Fund	NorStates Financial	42,710.18
	NorStates Money Market	274,301.51
	First Midwest Money Market	74,988.00
	Illinois Funds	14,012.03
Total Senior Fund		\$406,011.72
		2,794,085.74
Road & Bridge	NorStates Financial	96,880.58
Total Road & Bridge		\$96,880.58

PPRT Taxes Received since last report - 8/8/13

Town - \$11,223.56

R&B - \$3,342.87

For the states fiscal year of 7/1/13-6/30/14 we received a total of \$118,228.83 for Town and \$35,213.83 for R & B

Town RE Tax - 8/15/13 \$20,403.73
Total received FY 2014 \$653,336.77

GA RE Taxes - 8/15/13 \$12,528.13
Total received FY 2014 \$401,156.43

IMRF/FICA RE Taxes - 8/15/13 \$3,886.17
Total received FY 2014 \$122,086.01

SEN'R RE Taxes - 8/15/13 \$17,553.95
Total received FY 2014 \$561,464.96

R&B RE Taxes - 8/15/13 \$2,546.31
Total received FY 2014 \$80,031.50

Other Payments Rec'd

State of IL - 1/2 payment for DHS Homeless Grant (EWC) \$23,370.00

Citizen Participation:

Ms. Jill Franz, Head Competitive Dance Coach for "Waukegan High School Winter Competitive Dance Team" was present with dance student Juana. Ms. Franz explained the school dance team will be competing in the National Competition for the last time in February 2014. The cost per student to attend the competition is \$800.00 for all expenses with a total cost of \$10,000.00 for the 13 dance team members. She said many fund raisers have taken place bringing in a total of \$2,000.00 to-date. Because the trip is over 200 miles and out of state, the school will not cover any expenses.

Supervisor Jones distributed a copy of the donation request letter sent by Ms. Franz, dated July 26, 2013. Trustee McBride recommended Ms. Franz to contact Ms. Hanna regarding the “Star” program for funds. Supervisor Jones said that high school students have been helpful to the Township with volunteering for the “Walk for Seniors” and various events.

Supervisor’s Report:

Supervisor Jones introduced Tammy Springs as the new Waukegan Township/ Supervisor Assistant and soon to be the Deputy Clerk. She mentioned that Ms. Springs comes to the Township through the Express Temporary Job Services with great qualifications and resources.

Supervisor Jones mentioned that the Staben House Advisory Council Retreat was successful and it provided the opportunity for the council members to ask questions and discuss goals. Trustee Francis expounded on the retreat and she mentioned that Nancy Netherton/Financial Manager provided an efficient financial history. Supervisor Jones distributed the “Waukegan Township Staben House Strategic Planning Meeting” agenda, dated August 14, 2013. She said that the Staben House will be moving into permanent housing to follow HUD funding regulations and that the Township will implement the same for the “Eddie Washington Center”.

Supervisor Jones distributed the “Coalition to Reduce Recidivism” agenda, dated August 19, 2013 and former North Chicago Mayor Bette Thomas was present. She mentioned that the Coalition’s 10th Luncheon is scheduled for October 18, 2013 and awards will be presented to seven individuals.

Supervisor Jones mentioned that Congressman Schneider visited Park Place on August 19, 2013.

Supervisor Jones mentioned that the “Golf Outing” committee for the Staben House/Eddie Washington Center met on August 21, 2013. She distributed the “SH/EWC 2013 Golf Outing Goals” up-date, dated August 21, 2013. The up-date listed the events numbers of golfers, hole sponsors, raffle items, silent auction items and dinner tickets sold. She mentioned that all proceeds will be divided equally for the SH/EWC, and that this year marks 20 years for the EWC.

Supervisor Jones mentioned that the Hawaiian Luau and thanked Trustee Francis for attending. Trustee Francis said the event was well attended, good music and lots of fun. Supervisor Jones said that in the past up to 100 people have attended the event and recently 40 were in attendance. The events of this sort will continue with new activities.

Supervisor Jones mentioned that the “Walk for Seniors” is one week away and this year there will be runners and bike riders for the walk. She mentioned that the registration cost is \$25.00 which will give the participant a t-shirt. She said that vehicles will be on hand for those who will need a ride; this is Park Place major fund raiser and appreciates the Board participation.

Highway Commissioner's Report:

Commissioner Hewitt report that it has been a very busy summer with paving and that the department received some black top grindings. He said the grindings will be used for shoulder repairs. Supervisor Jones mentioned that the City of Waukegan signed a contract with S.W.A.L.C.O. and asked if the unincorporated area is included for drop – off. Commissioner Hewitt said that S.W.A.L.C.O. offered to place a container at the department, perhaps by the end of September. Supervisor Jones said the Township would like to be part of keeping the community clean and green and that the information would be placed on the website.

Assessor's Report: None.

Executive Session:

Supervisor Jones requested a motion to enter into the Executive Session for the purpose of Personnel 5-ILCS 120/2 (C1) at 5:46 p.m. Motion by Trustee McBride, second by Trustee Johnson. **Nays:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Ayes:** None. **Motion carried.**

Open Session resumed at 6:18 p.m.

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending July 12, 2013 in the amount of **\$98,505.23**. Motion by Trustee Willms, second by Trustee Francis 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 **\$14,943.36**; Invoices for Eddie Washington Center in the amount of **\$2,759.77**; Invoices for G.A. Fund/Staben House in the amount of **\$1,715.37**; Invoices for Town Fund/Assessor's Office in the amount of **\$2,335.89**; Invoices for Road and Bridge/Highway Department in the amount of **\$3,500.17**; Invoices for Senior Fund/Park Place in the amount of **\$36,040.73**; Invoices for Senior Fund/Gift Shoppe in the amount of **\$11.48**; Invoices for Home Sweet Home in the amount of **\$4,135.79**; Invoices for Golf Outing Fundraiser in the amount of **\$733.78**. Motion by Trustee Francis, second by Trustee Willms for the approval of the 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 August 08, 2013 Board Meeting in the amount of **\$21,022.12**. Motion by Trustee Johnson, second by Trustee McBride 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
August 22,
2013**

The following is a list of bills that were paid after the board meeting of August 8, 2013, but before the meeting August 22, 2013

Purpose	Payee	Amount
Senior Fund		
8/19/2013 Fee for senior Trip	Racine Art Museum	\$36.00
8/19/2013 Lunch charge for senior trip	Chancery	\$240.00
Total Senior Fund		\$276.00
G/A Fund		
8/9-8/22 Payments made on behalf of GA Clients	General Assistance Client Payments	\$14,607.35
Total G/A Fund		\$14,607.35
R & B Fund		
8/20/2013 PPRT proration	Cities of Waukegan, No Chicago & Park City	\$5,903.87
Total R & B Fund		\$5,903.87
Town Fund		
8/13-8/22 Client stipend	RRR Client/Program Payments	\$27.00
8/15/2013 Internet payment	Comcast	\$107.90
8/16/2013 Township program - sponsor	Live 4 Lali	\$100.00
Total Town Fund		\$234.90
Total all checks paid prior to board meeting		\$21,022.12

Emergency Bills: None.

Action Items:

Supervisor Jones requested a motion for the approval of the “Waukegan Township Recommendation for Staff Appointment” of Josephine Johnson/Floater House Manager-Staben House, on-call basis as presented. Also, “Personnel Recommendations” pay raises for Maurice Bankhead/Case Manager, Johnnie Jenkins/Employment Specialist/Assistance Program Coordinator, Naveen Harvey/Senior Program Administrator and Ana Albarran/Human Resources Manager 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 “Outside Agency Request” for the “Waukegan High School Dance Team” in the amount of \$1,000.00. Also, the approval of “Lake County Head Start” in the amount of \$1,000.00 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.**

New Business: None.

Old Business: None.

Announcements:

Supervisor Jones mentioned that there will be changes with the GED process fee to conduct the testing via internet. She said that the GED applicants will have to pay the \$30.00 fee with a credit card or debit card and if paid in cash the fee will be \$150.00 for the enrollment beginning January 2014.

Trustee Francis mentioned that the Gideon Missionary Baptist Church will have its “Men & Women Day” on August 24, 2013 with the men in charge of the service at 10:00 a.m. and the women in charge at 4:00 p.m. and she invited the Board to attend.

Trustee Johnson mentioned that he attended his first TOI Board of Directors meeting after being sworn in as Township Board of Directors on August 16, 2013. He also thanked Supervisor Jones and Trustee Francis for attending the New Hope Missionary Baptist Church “Back to School” picnic held on August 10, 2013.

Comments/Concerns-Trustee:

There being no further business to come before the Board, Supervisor Jones adjourned the August 22, 2013 meeting at 6:35 p.m.

PATRICIA JONES, Township Supervisor

ROSE M. STABEN, Township Clerk