

WAUKEGAN TOWNSHIP BOARD MEETING

September 26, 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, September 26, 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 Percy L. Johnson led the Members in prayer.

ROLL CALL: Trustee Katherine Rothwell-Francis, Trustee Percy L. Johnson, Trustee Charles "Chuck" Willms, Clerk Rose M. Staben and Supervisor Patricia Jones. **Also Present:** Nancy Netherton/Financial Manager and Tammy Springs/Supervisor Assistant. **Excused:** Attorney John Joanem. **Absent:** Highway Commissioner Mike Hewitt and Assessor Pat Morris.

Supervisor Jones requested a motion to approve the **Agenda for the September 26, 2013** Waukegan Township Board Meeting as presented. Motion by Trustee Francis, second by Trustee Johnson. **Discussion:** Supervisor Jones mentioned that the Board packet agenda was sent with the incorrect date of September 12, 2013 and should be September 26, 2013. **Ayes:** Trustee Francis, Trustee Johnson, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones mentioned that the **Minutes for the September 12, 2013** will be presented at the following Board minutes.

Trustee Jeff McBride was seated at 5:10 p.m.

Supervisor Jones requested a motion to approve the **Cash-on-Hand** as of September 20, 2013 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.**

Waukegan Township Cash-on-Hand Report
as of September 20, 2013

Fund	Bank	Balance	Ins/outs
Town Fund	NorStates Checking	411,527.62	
	NorStates Money Market	1,164,429.01	
	Illinois Funds	37,461.41	
	No. Chicago Comm Bank	245,692.13	
Total Town Fund		\$1,859,110.17	
General Assistance Fund	First Midwest Checking	174,651.14	
	First Midwest Bank M/M	175,156.97	
	Illinois Funds	7,122.76	
Total General Assistance		\$356,930.87	
IMRF/FICA Fund	First Midwest Bank	108,855.36	
	First Midwest Bank M/M	25,508.50	
	Illinois Funds	262,984.05	
Total IMRF/FICA Fund		\$397,347.91	
Senior Fund	NorStates Financial	301,762.05	
	NorStates Money Market	274,301.51	
	First Midwest Money Market	74,988.00	
	Illinois Funds	14,012.03	
Total Senior Fund		\$665,063.59	
		3,278,452.54	
Road & Bridge	NorStates Financial	131,025.85	
Total Road & Bridge		\$131,025.85	

PPRT Taxes Received since last report -

Town - \$

R&B - \$

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 - 9/12/13	\$180,046.88
Total received FY 2014	\$1,048,390.88

GA RE Taxes - 9/12/13	\$110,550.88
Total received FY 2014	\$643,724.34

IMRF/FICA RE Taxes - 9/12/13	\$34,292.36
Total received FY 2014	\$199,680.22

SEN'R RE Taxes - 9/12/13	\$154,723.28
Total received FY 2014	\$900,934.80

R&B RE Taxes - 9/12/13	\$22,474.44
Total received FY 2014	\$130,884.96

Other Payments Rec'd

Citizen Participation: None.

Supervisor's Report:

Supervisor Jones mentioned that the funeral services for Mrs. Eloise Applewhite, the mother-in-law of Attorney John Joanem will be on September 28, 2013 at First Corinthian Missionary Baptist Church at 11:00 a.m. with visitation at 10:00 a.m. She said that the Township sent flowers to the family on behalf of Township Board and staff and that a Resolution honoring Mrs. Applewhite's life will be presented to the family.

Supervisor Jones asked Mr. Kevin Evoy to address the Board with the "Waukegan Township Annual Financial Report 2012-2013" packet distributed at the September 12, 2013 Board meeting. Mr. Evoy said that the financial report is an unqualified opinion by the auditor and any statements decisions can be made. He discussed the "Statement of Assets, Liabilities and Fund Balances Arising from Cash Transactions Government Funds" shown on page 10 of the report. He discussed the "Statement of Cash Receipts, Disbursements and Changes in Fund Balance Government Funds" shown on page 11 of the report. Also, the "Schedule of Cash Receipts, Disbursements and Changes in Fund Balance/Budget and Actual" shown on page 25. He said the Township is in strong financial standings. Supervisor Jones applauded Nancy Netherton/Financial Manager for her efforts with the Township budgeting.

Supervisor Jones asked Nancy Netherton to discuss the proposed Tax Increment Financing (TIF) district proposal narrated by the City of Waukegan. Mrs. Netherton distributed material she received from the TIF joint review meeting. She will be a representative on the panel (23 year life span) with other taxing bodies. She distributed a letter addressed to the City of Waukegan and Staff, dated September 20, 2013 from Kane, McKenna & Associates, Inc with figures attached showing tax revenue from TIF for the Township in the amount of \$152,382.00 and other entities. She also distributed maps of the three proposed TIF districts and mentioned that a Public Hearing will be held on November 04, 2013. Trustee Johnson asked if the proposal is accepted would the most received be \$152,382.00 regardless of growth. Mrs. Netherton said this would be the amount for the three parcels and it would be the same for the 23 year life span.

Supervisor Jones asked Mrs. Netherton to discuss the Eddie Washington Center grant. Mrs. Netherton mentioned that the Department of Human Services grant (DHS) forms were submitted and the Township was notified that one half of the \$346,000.00 (the \$46,000.00 regular DHS grant was already received) will be sent within a week. Supervisor Jones said the \$300,000.00 was made possible by the efforts of State Representative Rita Mayfield.

Supervisor Jones asked Mrs. Netherton to discuss the Community Block Grant (CDBG). She said Highway Commissioner Mike Hewitt is working with an engineer to match monies to qualify for \$41,000.00 from CDBG and that the money would be

used for repaving. Supervisor Jones said Commissioner Hewitt will report on this at the next Board meeting.

Supervisor Jones asked Mrs. Netherton to provide the Board with an update on the new phone system. She said she met with the phone technician; training will start to make the phone system transition. Trustee Johnson asked if there is someone who can be reached on a 24 hour basis. Supervisor Jones said that there are staff members that can be reached. Mrs. Netherton said that the department managers will be furnished with a cell phone for this purpose. Trustee McBride asked if there is always someone in the facilities. Supervisor Jones also distributed the "Transitional Housing Programs" policy for facility 24/7 coverage/communication for first reading.

Supervisor Jones mentioned that Cheri Pierson is the official Park Place director as of September 23, 2013.

Supervisor Jones mentioned that the Township vehicle will have GPS system for the purpose of safety, monitoring drivers and tracking vehicle activities. She said that as of November 01, 2013 transportation for medical appointments and grocery shopping will be extended to Saturdays.

Supervisor Jones thanked the Board for their participation in the "Walk for Senior's" and distributed the revenues and expenses sheet. She said the goal was \$25,000.00 and as of today there is a total of \$24,331.00 in revenues.

Supervisor Jones mentioned that the "Golf Outing" is compiling its revenues and expenses sheet and will present it at the next Board meeting. She said it is in discussion to award scholarships to individuals at the Staben House and the EWC.

Supervisor Jones mentioned the "Legislative Breakfast" went well. Trustee Johnson said he was very pleased with the event and that the legislative panel stayed for the entire program. Supervisor Jones said that the panel was encouraged to stay for the entire event by members of the committee. The new survey questionnaire completed by attendees concluded that the panel spoke too long and answering the same questions should be changed.

Supervisor Jones mentioned the "Hispanic Heritage Celebration" is scheduled for September 27, 2013 to be held at the Puerto Rican Society from 6:00 to 8:00 p.m. She said several individuals will be honored at the event and invited the Board to attend.

Supervisor Jones mentioned the "Waukegan Township Celebrates our Veterans" is scheduled for November 09, 2013 to be held at Park Place. She thanked Trustee Willms and Trustee Johnson for serving our country.

Supervisor Jones mentioned the "Coalition to Reduce Recidivism" will be meeting for the luncheon event. She said the money raised goes towards to making a difference to those seeking a second chance.

Supervisor Jones mentioned that new and gently used coats can be dropped off at Park Place for the “Veteran Coat Drive” now. She said the coats will be distributed to the VA and delivered to veterans at other places.

Supervisor Jones mentioned the “Meet Your Leaders” is scheduled for October 08, 2013 at 11:00 a.m. with Willard Helander, Lake County Clerk, as speaker.

Supervisor Jones mentioned the “Thanksgiving Holiday” luncheon scheduled for November 14, 2013 at 12:00 p.m. at \$7.00 per person.

Supervisor Jones mentioned that the “North Chicago High School Marching Band” led by their Director, Robert Pressley, will be performing in the Auto Zone Liberty Bowl in Memphis, TN in December 2013. She said the performance will be televised and the students will tour the city. Mr. Pressley has also directed many of the Township’s Musicals. Trustee McBride said Mr. Pressley is a dedicated music artist.

Supervisor Jones mentioned the “Children’s Shopping Spree” for December 2013 had its first meeting on September 25, 2013. She said the topic of bullying and social media will be discussed at the event. The event will begin at 6:30 a.m. and end by 2:30 p.m. to allow discussion time. She distributed the Township letter sent to Shawall Temple, thanking them for their past support.

Supervisor Jones distributed the “Township Officials of Illinois” (TOI) memorandum from Bryan Smith/Executive Director, dated September 18, 2013. The memo outlines the Affordable Care Act (ACA) requirements. She also distributed the TOI October 09, 2013 at 5:30 p.m. conference to discuss ACA, have the nomination and election of TOI officers to be held in Gurnee and mentioned the TOI “Boot Camp” for November in Springfield.

Supervisor Jones mentioned that the “Love Inc” fundraiser is scheduled for October 11, 2013 at 6:00 p.m. to be held at the Midlane Country Club. She said the Township will be purchasing a table and invited the Board to attend and to check in with Mrs. Springs for reservations.

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 September 06, 2013 in the amount of \$98,340.09. Motion by Trustee Francis, 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 #13**, payroll period ending September 20, 2013 in the amount of \$105,381.33. 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 **agenda item #14**, approval of the following invoices: Invoices for Town Fund in the amount of **\$13,141.44**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$2,345.44**; Invoices for G/A Fund/Staben House in the amount of **\$911.48**; Invoices for Town Fund/Assessor's Office in the amount of **\$2,395.14**; Invoices for Road and Bridge / Highway Department the amount of **\$4,715.30**; Invoices for Senior Fund/Park Place in the amount of **\$8,341.70**; Invoices for Senior Fund/Gift Shoppe in the amount of **\$159.00**; Invoices for Home Sweet Home in the amount of **\$3,255.50**; Invoices for Fundraisers in the amount of **\$325.00**. Motion by Trustee Willms, second by Trustee Francis 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 June 27, 2013 Board Meeting in the amount of \$12,291.91. 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
September 26, 2013**

The following is a list of bills that were paid after the board meeting of September 12, 2013, but before the meeting September 26, 2013

Purpose	Payee	Amount
Senior Fund		
9/18/2013	Family First	\$120.00
	Events Fundraiser/ Tickets given to seniors	
9/24/2013	Alexis Bell	\$37.00
	Travel expense	
9/25/2013	City of Chicago	\$100.00
	Auto Transportation expense	
Total Senior Fund		\$257.00
G/A Fund		
9/26/2013	Petty Cash	\$274.00
9/16-9/26	General Assistance Client Payments	\$8,465.36
	Payments made on behalf of GA Clients	
Total G/A Fund		\$8,739.36
R & B Fund		
		\$0.00
Total R & B Fund		\$0.00
Town Fund		
9/16/2013	Client payments for RRR	\$70.00
9/18/2013	Universoul Circus	\$1,000.00
	Agency Grant	
9/18/2013	Petty Cash	\$168.05
9/23/2013	IL Beach Resort & Conference	\$2,057.50
	Legislative Breakfast	
Total Town Fund		\$3,295.55
Total all checks paid prior to board meeting		\$12,291.91

Emergency Bills: None.

Action Items:

Supervisor Jones requested a motion for the approval of the “Waukegan Township Annual Financial Report 2013/2014 as presented. Motion by Trustee Willms, second by Trustee Francis. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** Trustee McBride. **Motion carried.**

Supervisor Jones requested a motion for the approval of “North Chicago High School Marching Band” to perform in the Auto Zone Liberty Bowl in Memphis, TN request in the amount of \$1,000.00 as presented. Motion by Trustee, second by Trustee. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of “Love Inc” 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.**

New Business: None.

Old Business: None.

Announcements:

Trustee McBride mentioned that a guest minister from Memphis TN will be speaking at the North Shore Church of Christ and invited the Board to attend.

Comments/Concerns-Trustees: None.

Adjournment:

There being no further business to come before the Board, Supervisor Jones adjourned the September 26, 2013 meeting at 6:35 p.m.

PATRICIA JONES, Township Supervisor

ROSE M. STABEN, Township Clerk