

WAUKEGAN TOWNSHIP BOARD MEETING

April 25, 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, April 25, 2013.

The meeting was called to order at 5:03p.m. by Supervisor Patricia Jones and was followed by the Pledge of Allegiance. Trustee Percy L. Jonson led the Members in prayer.

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

Supervisor Jones requested a motion to approve the **Agenda for the April 25, 2013** Waukegan Township Board Meeting. Motion by Trustee Johnson, 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 April 9, 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 **Minutes for the April 9, 2013** Waukegan Township Town Budget 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 April 9, 2013** Waukegan Township Road & Bridge Budget Meeting. Motion by Trustee Willms, second by Trustee Francis. **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 April 19, 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 April 19, 2013

Fund	Bank	Balance	Ins/outs
Town Fund	NorStates Checking	173,065.35	
	NorStates Money Market	1,138,093.29	
	Illinois Funds	37,457.95	
	No. Chicago Comm Bank	245,608.98	

Total Town Fund		\$1,594,225.57
General Assistance Fund	First Midwest Checking	104,826.00
	First Midwest Bank M/M	145,134.02
	Illinois Funds	7,122.40
Total General Assistance		\$257,082.42
IMRF/FICA Fund	First Midwest Bank	10,537.11
	First Midwest Bank M/M	85,497.62
	Illinois Funds	262,966.23
Total IMRF/FICA Fund		\$359,000.96
Senior Fund	NorStates Financial	108,519.30
	NorStates Money Market	49,424.97
	First Midwest Money Market	5,195.31
	Illinois Funds	14,010.83
Total Senior Fund		\$177,150.41
Total General Township Funds		2,387,459.36
Road & Bridge	NorStates Financial	88,518.98
Total Road & Bridge		\$88,518.98

30,000 to taxi fund
and
50,000 to ckg acct

PPRT Taxes Received since last report - April, 2013

Town - \$121373.33

R&B - \$18190.86

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 -

Total received FY 2013 **\$1,255,213.83**

GA RE Taxes -

Total received FY 2013 **\$958,974.10**

IMRF/FICA RE Taxes -

Total received FY 2013 **\$228,640.34**

SEN'R RE Taxes -

Total received FY 2013 **\$1,082,928.98**

R&B RE Taxes -

Total received FY 2013 **\$154,533.58**

Other Payments Rec'd

Citizen Participation: None

Supervisor's Report:

Supervisor Jones welcomed the Board and asked for prayers to go out to the Boston family and friends of the tragedy.

Trustee Jeff McBride was seated at 5:08 p.m.

Assessor Pat Morris was seated at 5:09 p.m.

Supervisor Jones asked Ana Albarran/Human Recourses to address the Board with Personnel recommendations. Mrs. Albarran distributed the "Waukegan Township Recommendation for Staff Appointment" for Nancy Degen/Case Manager for Staben House as full-time, starting date May 23, 2013. Ms. Degen currently lives in Libertyville and will be relocating to Waukegan. Also, recommended is Iris McBride/Public Relations/Marketing for Supervisor's Office as full-time, starting date May 13, 2013. Supervisor Jones and Mrs. Albarran agreed that both applicants are well qualified for the positions and said they come with strong references.

Ana Albarran left the Board meeting at 5:17 p.m.

Supervisor Jones distributed the new Park Place bus information. Supervisor Jones said that it would be best to purchase a new bus and that the money is in the budget. In the information the "Glaval Bus/Entourage" has a 33 passenger seating bus for \$89,400.00 with a 10 week delivery time. The "Nationwide Bus Sales/Starcraft" has a 32 passenger seating bus for \$79,500.00 with a 2 week delivery time and operates with diesel fuel. Trustee McBride said he would recommend the diesel operated bus. Trustee Johnson asked if any of the buses are handicap accessible. Supervisor Jones responded, yes. Trustee Johnson mentioned that the April 09, 2013 Board minutes said a new bus was purchased. Supervisor Jones said a correction will be made to show that details on a bus were being looked into but one was not purchased at that time.

Supervisor Jones distributed the only two applications for scholarships from Brianna Bankhead and Montarae H. Talbott for the Board to read. She said the Board will vote on this issue at the May 09, 2013 Board meeting. She mentioned that solicitation letters are sent to all high schools for applicants and that the outcome is always low.

Supervisor Jones distributed "Waukegan Township Elected Officials 2013-2017" formal invites, for the Board to send to family and friends.

Supervisor Jones mentioned that the "Senior Spelling Bee" was cancelled due to low enrollment. She said that the spelling bee for 2014 will include other areas of Lake County and libraries to increase interest. Trustee Francis said that Warren Township also had a low enrollment. Assessor Morris said that the Zion library conducts a spelling bee contest.

Supervisor Jones mentioned the "Mother's Day & Women's History Month" luncheon is scheduled for May 03, 2013. She said the individual tickets are \$25.00 and \$350.00 for a table.

Supervisor Jones distributed the “Senior Walk” agenda dated April 23, 2013. She said that committee suggested that runners be contacted to participate with all walkers and runners finishing at “Victory Park.” She said she will invite Waukegan Mayor Motley, North Chicago Mayor Rockingham and Park City Mayor Pannell as honoraries to the senior committee.

Supervisor Jones distributed “Laws Every Local Government Official Needs to Know” seminar registration form, sponsored by the Lake County Bar Association scheduled for May 01, 2013 to be held at the College of Lake County. She asked the Board members to see Deputy Clerk Ortega if you wish to attend.

Supervisor Jones distributed the “Lunch With The Mayor At The Genesee” flier. The event is scheduled for May 13, 2013 at 11:30 a.m. She said the swearing in of the new Mayor; City Clerk and Treasurer will be on May 06, 2013 at City Hall.

Supervisor Jones distributed a thank you note from Mr. Todd Freer/Cooke Magnet School science teacher. Mr. Freer thanked the Township Board for the generous donation towards the classroom Whiteboard. She said Mr. Freer and a few students will attend the May 09, 2013 Board meeting.

Supervisor Jones distributed a Great Lakes news paper article dated April 05, 2013. The article showed Supervisor Jones as a guest speaker at the Recruit Training Command celebrating “Women’s History Month” event.

Supervisor Jones mentioned that the Staben House Advisory Council met April 24, 2013. She said that Trustee Francis will serve as liaison, Sam Johnson as chairperson and Edith Newsome as vice chairperson for 2013-2014. She said the new Board members were sworn in by Judge Jay Ukena.

Highway Commissioner’s Report: None

Assessor’s Report:

Assessor Pat Morris mentioned that the 2013 tax notices will be going out early May and it will reflect an increase of 23% because of the city and school primarily.

He said the County building floors 6, 7, 8, and 9 and is under construction and the County will be occupying office space starting April 26, 2013 in the old Sears building for two years. He said the Assessor’s lease will expire in 2015 and will check into the exact date.

Assessor Morris said that his staff and others from the County Assessor’s office will be at Park Place on April 26, 2013 to assist senior’s with the “Senior Tax Except” forms and that July 1st is the deadline to file.

Assessor Morris mentioned that he attended a meeting that was organized by Mr. Carbone under the name “For Our Children’s Future” to discuss the policy for board of reviews process. He said two pages of information were distributed at this meeting, with names and phone numbers of the State Representative/Senators and

Lake County Board Members for citizens to contact with Board of Review complaints. He said on March 18, 2013 County Board members passed a new policy eliminating the tax agents for filing tax reductions. In 1992 Supreme Court ruled that anyone acting as an agent for any property owner in Illinois is practicing law. Therefore if you are not an attorney you are considered engaging in the unauthorized practice of law (UPL). So now the homeowners will have to go themselves to the Board of Review or hire an attorney and at the hearing only the homeowner, or a qualified professional or an attorney can speak. Supervisor Jones said we can invite Mr. Carbone to speak at Park Place. Assessor Morris said he would also like to have some time to speak to explain the Assessor's role with the Board of Review and taxes.

Executive Session: None.

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending April 19, 2013 in the amount of \$82,897.79. 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 \$17,793.69; Invoices for G/A Fund/Eddie Washington Center in the amount of \$2,458.72; Invoices for G/A Fund/Staben House in the amount of \$1,711.64; Invoices for Town Fund/Assessor's Office in the amount of \$2,965.34; Invoices for Road and Bridge / Highway Department the amount of \$1,292.20; Invoices for Senior Fund/Park Place in the amount of \$11,255.83; Invoices for Senior Fund/Gift Shoppe in the amount of \$872.37; Invoices for Home Sweet Home in the amount of \$1,244.68; Invoices for Fundraisers in the amount of \$0.00. Motion by Trustee Francis, second by Trustee McBride 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 April 09, 2013 Board Meeting in the amount of \$48,512.41. Motion by Trustee McBride, second by Trustee Willms 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
April 25, 2013**

The following is a list of bills that were paid after the board meeting of April 09, 2013, but before the meeting April 25, 2013

	Purpose	Payee	Amount
Senior Fund			
	4/25/2013	Illinois Department of Security	
		1st Qtr Unemployment Tax	\$3,041.44
Total Senior Fund			\$3,041.44

G/A Fund			
04/09/2013-04/25/2013	General Assistance Client Payments		\$19,608.22
	Payments made on behalf of GA Clients		
25-Apr	Illinois Department Employment Security		
	1st Qtr Unemployment Tax		4467.15
Total G/A Fund			\$24,075.37
R & B Fund			
4/18/2013	City of Waukegan		\$15,927.85
	April PPRT Tax		
4/18/2013	City of Park City		\$57.84
	April PPRT Tax		
4/18/2013	City of North Chicago		\$1,973.81
	April PPRT Tax		
4/25/2013	Illinois Department of Security		\$413.53
	1st Qtr Unemployment Tax		
Total R & B Fund			\$18,373.03
Town Fund			
4/17/2013	Comcast		\$107.90
	Computer		
4/18/2013	Client Payments for RRR		\$30.00
	Transportation		
4/25/2013	Warren Township High School		\$400.00
	Client Assistance		
4/25/2013	Petty Cash		\$150.49
4/25/2013	Illinois Department Employment Security		
	1st Qtr Unemployment Tax		\$2,334.18
Total Town Fund			\$3,022.57
Total all checks paid prior to board meeting			\$48,512.41

Emergency Bills: None.

Action Items:

Supervisor Jones requested a motion for the approval Personnel of “Waukegan Township Recommendation for Staff Appointment” for Nancy Degen/Case Manager for Staben House as full-time at \$20.65 per hour and Iris McBride/Public Relations/Marketing for Supervisor’s Office as full-time at \$23.00 per hour 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.**

New Business: None.

Old Business: None.

Announcements:

Trustee Johnson mentioned that he will be attending the Trustee Division Board of Directors meeting on May 04, 2013 in Bloomington.

Supervisor Jones said that she would like to present to the legislators that the "Annual Town Meeting" should be abolished as it is archaic and unnecessary and because the public does not attend. She said she will discuss this issue at the "TOPICS Day, scheduled for May 07, 2013 in Springfield.

Trustee Francis mentioned that the Gideon Missionary Baptist Church will be celebrating its 91st Anniversary April 25, 2013 at 7:00 p.m. and its conclusion on April 28, 2013 at 4:00 p.m. and invited the Board to attend the celebration. She said Trustee Johnson will be participating in the service tonight.

Comments/Concerns-Trustees:

Trustee Willms said the "Annual Town Meeting" was held on April 16, 2013. The minutes for the April 10, 2012 were approved and that he would like a copy of these minutes along with a copy of the Supervisor's Report. Supervisor Jones said she did distribute her report.

Trustee Willms said that the March 27, 2012 Board meeting minutes Supervisor Jones mentioned the Park Place Café attendance. He requested an up-date of meals served each day, expenses and profits of the Café. Supervisor Jones said they have met and discussed having the Café open 3 days and will provide Trustee Willms with the information.

Trustee Willms said that May 10, 2012 the Board voted to employ Yvette Ewing as a grant writing contracting services, with All Things Possible (ATP). For a flat rate of \$2,000.00 per month with to-date having paid \$6,000.00. He said that several meeting ago Supervisor Jones reported that Mrs. Ewing was working on a \$90,000.00 grant and he would like an up-date report on the status of this grant and suggested that the Mrs. Ewing meet the Township Board members to explain the status of grant writing from the date of employment to the present time.

Supervisor Jones said that this was discussed and that ATP also provides computer services. She said that Mrs. Ewing has not received any money for grant writing because no grants have been produced. Supervisor Jones invited Trustee Willms to come into the office to discuss this further. She said that there is a contract for grant writing and another contract for computer services.

Supervisor Jones thanked the Board members for the support and donations in memory of Silas Herndon. She said donations can be made out to the Sign of the Dove or the Eddie Washington Center in memory of Mr. Herndon.

Trustee Johnson thanked the Board members for the prayers sent to him and his family for the loss of his aunt.

There being no further business to come before the Board, Supervisor Jones adjourned the April 25, 2013 meeting at 6:29 p.m.

PATRICIA JONES, Township Supervisor

ROSE M. STABEN, Township Clerk