

WAUKEGAN TOWNSHIP BOARD MEETING NOVEMBER 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, 2013 November 14, 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 Jeff McBride, Trustee Charles "Chuck" Willms, Clerk Rose M. Staben and Supervisor Patricia Jones. **Also Present:** John Joanem/Township Attorney, Tammy Springs/Supervisor Assistant, Ana Albarran/Human Resource and Dulce Ortiz/Events & Program Manager. **Absent:** Highway Commissioner Mike Hewitt and Assessor Pat Morris.

Supervisor Jones requested a motion to approve the **Agenda for the November 14, 2013** Waukegan Township Board Meeting as presented. Motion by Trustee Francis, second by Trustee Johnson. **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 October 24, 2013** Waukegan Township Board Meeting as presented. Motion by Trustee Willms, second by Trustee Francis. **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 **November 04, 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 November 19, 2013

Fund	Bank	Balance	Ins/outs
Town Fund	NorStates Checking	412,690.09	
	NorStates Money Market	1,164,531.44	
	Illinois Funds	37,462.16	
	No. Chicago Comm Bank	245,754.36	
Total Town Fund		\$1,860,438.05	
General Assistance Fund	First Midwest Checking	426,771.88	
	First Midwest Bank M/M	175,180.39	
	Illinois Funds	7,122.90	
Total General Assistance		\$609,075.17	
IMRF/FICA Fund	First Midwest Bank	76,432.03	
	First Midwest Bank M/M	25,511.91	
	Illinois Funds	262,989.36	
Total IMRF/FICA Fund		\$364,933.30	
Senior Fund	NorStates Financial	285,913.62	
	NorStates Money Market	266,432.10	
	First Midwest Money Market	34,991.07	
	Illinois Funds	14,012.30	
Total Senior Fund		\$601,349.09	
		3,435,795.61	
Road & Bridge	NorStates Financial	143,391.03	
Total Road & Bridge		\$143,391.03	

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 \$196,428.06 for Town and \$58,505.06 for R & B

Town RE Tax -

Total received FY 2014 **\$1,217,406.75**

GA RE Taxes -

Total received FY 2014 **\$747,502.07**

IMRF/FICA RE Taxes -

Total received FY 2014 **\$231,871.58**

SEN'R RE Taxes -

Total received FY 2014 **\$1,046,178.60**

R&B RE Taxes -

Total received FY 2014 **\$164,413.78**

Other Payments Rec'd

Citizen Participation: None.

Supervisor's Report:

Supervisor Jones congratulated Trustee Johnson who has been elected as the Township Official of Illinois (TOI) Chaplain.

Supervisor Jones asked Mr. Brad West accompanied by Mr. Jeff Ray from "West's Insurance Agency" to present the Board with the renewal quotes for the Waukegan Township and Road District, renewing December 01, 2013. Mr. West acknowledged retirement of Ana Albarran and said it has been a pleasure to have worked with Mrs. Albarran through the years. Mrs. Albarran distributed the property/casualty insurance proposal packet. Mr. West reviewed the packet and discussed the new increases. Trustee Willms asked if the coverage was the same as last year. Mr. West responded yes. Supervisor Jones extended an appreciation to Mr. West for supporting Waukegan Township in its endeavors and events throughout the years.

Mr. West and Jeff Ray left the Board meeting at 5:19 p.m.

Supervisor Jones distributed the "Senior Citizen Services Committee" minutes of November 06, 2013.

Supervisor Jones mentioned that the Park Place carpet and floor is in poor condition and an unsafe trip hazard needing replacement. She distributed flooring quotes from Superior Corp. of Illinois for \$2,409.10 and Iskalis American Floor Show, Inc., \$1,300.00 for removal and prep of existing flooring and two quotes from Iskalis for vinyl flooring. She said some of the cost for the new flooring can be provided from bingo funds.

Supervisor Jones distributed the "Waukegan Township 2013 Veterans Celebration" program held on November 09, 2013. She said the event went well and the keynote speaker Erica Borggren/Director-Illinois Department of Veterans Affairs delivered an amazing message. Trustee Willms said that the event was good but too lengthy with too many speakers. Trustee McBride disagreed and said that all of the Veteran speakers were well received and told great stories and that he was especially impressed with the viewpoint provided by the female Veterans.

Supervisor Jones mentioned the "Eddie Washington Diabetes Forum" is scheduled for November 23, 2013 at 12:00 p.m. to be held at Park Place and invited the Board to attend. She said a chef will be cooking on site.

Supervisor Jones reminded the Board that the second November Township Board meeting will be held on a Monday on November 25, 2013 starting at 4:30 p.m., due to the Thanksgiving holiday.

Supervisor Jones mentioned that the next “Meet Your Leaders” speaker is Greg Petry/Executive Director Waukegan Park District, scheduled for November 22, 2013 at 11:00 a.m. to be held at Park Place.

Supervisor Jones mentioned that Alice Alviani of the “Family Piano Co.” has processed the new music students and is looking forward to grant support from Waukegan Township.

Supervisor Jones mentioned that the bus pass cost for Waukegan Township bus transportation will be \$1.00 for a one way trip and wishes to implement the pass by January 2014. She said a membership card with benefits can be implemented for the Park Place. Trustee Johnson said that he would be in agreement with a \$2.00 charge for round trip.

Supervisor Jones mentioned that Waukegan Township Saturday transportation may be provided in Shields Township portion of North Chicago on a once a month basis and scheduled by wards. Supervisor Jones said that details of this information would be posted in the “Park Place Preview” and a public service announcement made. She mentioned that the 33 passenger Township bus was rented to provide a round trip ride to the airport.

Supervisor Jones mentioned that a medical reimbursement for transportation in the amount of \$3,500.00 was received from the Waukegan Housing Authority. She said a grant of the same will be requested from the North Chicago Housing Authority. She said once a month on Saturdays transportation will be provided to North Chicago and Park City Township residents and will be mentioned in the “Park Place Preview” with dates and time. She distributed the current “Park Place Preview” and offered copies for Board members to share with residents.

Supervisor Jones mentioned that the Open House for Aly Echevarria is scheduled for November 20, 2013 from 12:00 to 2:00 p.m. to be held at the Township office.

Supervisor Jones distributed the “TOI Souvenir Banquet” program held on November 12, 2013 in Springfield. She mentioned that she attended the event along with along with her mother and Trustee Johnson. She said the “2013-15 Directory of TOI” will be on display at the Township office. Trustee Johnson said he was impressed with the educational classes he attended he said that there were 2100 newly elected officials. Trustee Johnson said it was an eventful banquet with many new faces. Supervisor Jones mentioned that Assessor Pat Morris received the Assessor of the Year award and she passed around pictures of the event for the Board to see.

Highway Commissioner’s Report: None.

Assessor’s Report: None.

Executive Session:

Supervisor Jones requested a motion to enter into Executive Session for the purpose of Personnel 5-ILCS 120/2 (C1) at 5:20 p.m. Motion by Trustee Francis, second by Trustee McBride. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Open Session resumed at 5:35 p.m.

Mrs. Albarran and Ms. Ortiz left the Board meeting at 5:38 p.m.

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending 2013 in the amount of **\$90,026.16**. Motion by Trustee McBride, 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 **\$21,923.30**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$4,407.57**; Invoices for G/A Fund/Staben House in the amount of **\$2,415.92**; Invoices for Town Fund/Assessor's Office in the amount of **\$11,093.66**; Invoices for Road and Bridge / Highway Department the amount of **\$2,518.10**; Senior Fund/Park Place in the amount of **\$9,251.69**; Invoices for Senior Fund/Gift Shoppe in the amount of **\$334.73**; Invoices for Home Sweet Home in the amount of **\$1,234.02**; Invoices for Fundraisers in the amount of \$. Motion by Trustee Francis, second by Trustee Johnson for the approval of submitted invoices as presented. **Discussion:** Trustee Willms questioned Town Fund, page 1, item CDW Government Inc (employee loan) in the amount of \$500.63 and (equipment purchase) in the amount of \$257.34. Trustee Willms questioned Town Fund, page 5, item Sam's Club Direct (employee loan) in the amount of \$699.00 and (building maintenance supplies) in the amount of \$407.70. Supervisor Jones said she will look into what **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Paid Bills: None.

Emergency Bills: None.

Action Items:

Supervisor Jones requested a motion for the approval of the "Recommend Hiring for Current Positions of Dulce Ortiz/Human Resources Manager as of 12/23/13, Deanna Gridny/Events & Program Manager as of 12/16/13, Dane Cruz/Caseworkers Assistance Program as of 11/18/13 and Tami Springs/Executive Assistant as of 11/20/13 all full time positions. 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 music scholarship to Alice Alviani "Family Piano Co. 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:

Supervisor Jones mentioned that Trustee Johnson celebrated 6 years as Pastor of New Hope Missionary Baptist Church. Trustee Johnson thanked Supervisor Jones, Trustee Francis and Attorney Joanem for attending the celebration.

Trustee Johnson mentioned that he was elected as Vice President of Trustees Division of the Township Officials of Illinois for a two year term.

Old Business:

Trustee Willms mentioned that several Board meeting ago he requested an up-date of the grant list. Supervisor Jones apologized and said a list will be provided to him.

Announcements: None.

Comments/Concerns-Trustees: None.

Adjournment:

There being no further business to come before the Board, Supervisor Jones adjourned the November 14, 2013 meeting at 6:33 p.m.

PATRICIA JONES, Township Supervisor

ROSE M. STABEN, Township Clerk