

WAUKEGAN TOWNSHIP BOARD MEETING

NOVEMBER 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 Monday, November 25, 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 Katherine Rothwell-Francis 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, Nancy Netherton/Financial Manager, Tammy Springs/Supervisor Assistant and Ronnel Ewing/ATP, Enterprise. **Absent:** Highway Commissioner Mike Hewitt and Assessor Pat Morris.

Supervisor Jones requested a motion to approve the **Agenda for the November 25, 2013** Waukegan Township Board Meeting as presented. Motion by Trustee Willms, 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 November 14, 2013** Waukegan Township Board Meeting as corrected to reflect the Cash-on-Hand Report of November 4, 2013 as opposed to that of November 19, 2013. Motion by Trustee Francis, second by Trustee Willms. **Discussion:** It was mentioned that the Cash-on-Hand of November 4, 2013 should have been attached to these minutes as opposed to the Cash-on-Hand for the November 19, 2013 Board meeting. Supervisor Jones stated that the correct amounts were reported and approved at the November 14, 2013 Board meeting. **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 19, 2013** 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 to accept the correction Cash-on-Hand November 04, 2013 for Board meeting November 14, 2013 and Cash-on-Hand November 19, 2013 for Board meeting November 25, 2013 as presented and read by Supervisor Jones. Motion by Trustee Francis, second by Trustee Willms. **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 asked Nancy Netherton/Financial Manager to expound on the progress with the new phone system. Mrs. Netherton distributed a letter, dated November 25, 2013 outlining the need of licensing for all facilities and the phone system progress of the Eddie Washington Center (EWC) and Staben House (SH). She explained the importance of the "Safe at Office" system to protect Township data. Attached were quotes provided by ATP Enterprises for the set up in the amount of \$5,896.00 and additional network connections in the amount of \$1,100.00. Mr. Ewing explained the extreme importance of the safe guard to protecting Township data. He said it would provide the Township office computer system protection from information theft. Mr. Ewing thanked the Township for using his company and commented that since the time of the safe guard service that the Township has been virus free and cyber safe. Trustee McBride said that a safe guard system would be valuable to prevent outsiders from tapping into the Township personal information data. Trustee Johnson agreed with Trustee McBride. Trustee Willms asked if the license fee would be a onetime charge. Mrs. Netherton responded that the license is a protection fee and will be an annual cost. Mr. Ewing said that he and Mrs. Netherton will be meeting tomorrow to set up a disaster recovery plan to keep the Township data secured. Supervisor Jones mentioned that this issue will be voted on at the December 12, 2013 Board meeting.

Supervisor Jones distributed the a letter drafted by Mrs. Netherton regarding the Park Place new flooring dated November 15, 2013. The letter listed 2 bids for the old floor removal: a bid from Superior Flooring/Elk Grove in the amount of \$2,409.10 and a bid from Isakalis Flooring/Gurnee in the (\$1,300.00 per entry way) amount of \$2,600.00. The Isakalis Company was the only one who sent in a bid for flooring replacement with vinyl plank tile to be done in the library, media room and computer lab; the 2 entry ways would be done with a rubber flooring in the amount of \$6,900.00. Mrs. Netherton recommended both Isakalis bids for removal and replacement.

Attorney John Joanem was excused from the Board meeting at 5:50 p.m.

Supervisor Jones asked Mrs. Netherton to expound on the "Employee Incentives" with the Park Place gift shop, Township trips (local and overnight) and Wellness Incentives. Mrs. Netherton distributed an outline dated November 25, 2013 detailing the incentives. Supervisor Jones said that the Township wants to encourage the employees to use the Café, shop in the gift etc and include family members. Trustee Johnson asked if it includes the Elected Officials. Supervisor Jones said she will check into it and talk with the Township attorney.

Supervisor Jones distributed the "Transportation & Vehicle Use Policy Continued" revised November 2013. She said the purpose of the policy/monitoring all vehicles is

to monitor the driver's use of the vehicle and hold the drivers accountable for any violations and citations. Trustee Willms asked if this would include damages to the vehicle body. Supervisor Jones responded, yes.

Supervisor Jones mentioned that an evacuation plan will be implemented from the Township building as a result of a recent incident. She said there is an evacuation plan in place for hurricanes but not in the case of a gun intruder. A security company will be evaluating the Township to improve safety. She said that the EWC and the SH have a buzzer system in place for entering the facility.

Supervisor Jones distributed the "Senior Housing/Nursing Home Visits-2013" list. She said these are the locations that will be visited by "Red Hat Ladies Christmas Carols", country line dancers. Also, fun health activities will be provided.

Supervisor Jones mentioned the "Eddie Washington Diabetes Forum" held on November 22, 2013 and that it was well attended, she also distributed the event program. Trustee Francis said that the event provided new and very useful health information and that about 50-60 were in attendance.

Supervisor Jones mentioned that the Staben House "Open House" is scheduled for December 06, 2013 from 11:30 a.m. to 1:30 p.m. She said that invites will be sent out.

Supervisor Jones distributed the sponsorship list for the EWC/SH "A Home for the Holidays" winter gala scheduled for December 06, 2013 from 6:00 p.m. to 12:00 midnight, to be held at the Ramada Inn. She said this event is in place of the musical "That's Entertainment". She said tickets are available at the Township office and Park Place and fliers are on hand for distribution.

Supervisor Jones shared a thank you card sent by Alice Alviani from the "Family Piano Co. for the donation to be used for music lessons to deserving children.

Supervisor Jones mentioned that the "Lake County Center for Independent Living" is holding its holiday celebration in Libertyville at the United Methodist Baptist Church.

Supervisor Jones mentioned the "Saturday Transportation Initiative" has started and asked the Board to spread the word of the service. She distributed an ad providing the transportation schedule.

Supervisor Jones distributed the "HealthReach Inc." yearly service chart, providing stats and services provided, showing Waukegan as highest user.

Supervisor Jones distributed News Sun article "Waukegan sorority pushing awareness of premature births" with Trustee Francis pictured as member.

Supervisor Jones mentioned the "Meet Your Leaders" with Lake County Clerk Willard Helander held on October 18, 2013 was well attended. She distributed the Community Digest ad addressing the event.

Highway Commissioner's Report: None.

Assessor's Report: None.

Mr. Ewing left the Board meeting at 6:14 p.m.

Executive Session:

Supervisor Jones requested a motion to enter into Executive Session for the purpose of Personnel 5-ILCS 120/2 (C1) at 6:15 p.m. Motion by Trustee Johnson, second by Trustee Francis. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Open Session resumed at 6:25 p.m.

Action on Payroll:

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending 2013 in the amount of **\$85,524.58**. 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.**

Action on Invoices:

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 **\$4,499.68**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$1,518.44**; Invoices for G/A Fund/Staben House in the amount of **\$1,508.61**; Invoices for Town Fund/Assessor's Office in the amount of **\$2,425.30**; Invoices for Road and Bridge / Highway Department the amount of **\$384.74**; Senior Fund/Park Place in the amount of **\$3,835.55**; Invoices for Senior Fund/Gift Shoppe in the amount of **\$0**; Invoices for Home Sweet Home in the amount of **\$2,287.34**; Invoices for Fundraisers in the amount of **\$0**. Motion by Trustee McBride, second by Trustee Francis for the approval of submitted invoices as presented. **Discussion:** Supervisor Jones asked to include the responses to Trustee Willms questions of November 14, 2013 Town Funds, as follows; Trustee Willms questioned Town Fund, page 1, item CDW Government Inc (employee loan) in the amount of \$500.63. Response: this amount was for a computer purchase by a Park Place employee with payroll deduction for reimbursement. Also questioned, (equipment purchase) in the amount of \$257.34. Response: this amount was for a camera and camera equipment for Township photos to be taken by our Public Relations/Marketing personnel. Trustee Willms questioned Town Fund, page 5, item Sam's Club Direct (employee loan) in the amount of \$699.00. Response: this amount was for a computer purchase by another Park Place employee with payroll deduction for reimbursement. Also questioned, (building maintenance supplies) in the amount of \$407.70. Response: this amount was to purchase various items, such as paper towels, toilet paper, cleaning supplies, bottled water, etc. **New discussion:** Trustee Willms questioned

Staben House Fund page 1, item 5, North Shore Printers, Equipment Maintenance in the amount of \$6.22. Supervisor Jones said she the expense was for toner. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Action on Paid Bills:

**Paid Bills
November 25, 2013**

The following is a list of bills that were paid after the board meeting of November 14, 2013, but before the meeting November 25, 2013

Purpose	Payee	Amount
Senior Fund		
10/4/2013	Gurnee Postmaster	\$500.00
Bulk Mail Account- (Birthday Cards)		
Total Senior Fund		\$500.00
G/A Fund		
11/15- 11/25	General Assistance Client Payments	\$6,360.61
Payments made on behalf of GA Clients		
Total G/A Fund		\$6,360.61
R & B Fund		
Total R & B Fund		\$0.00
Town Fund		
11/18/2013	Classic Kia/Chevy	\$1,057.77
Auto repair		
11/18/2013	Iris McBride	\$87.27
Conference Travel Exp.		
Total Town Fund		\$1,145.04
Total all checks paid prior to board meeting		\$8,005.65

Supervisor Jones requested a motion for the approval of **agenda item #15**, Paid Bills submitted after November 14, 2013 Board meeting in the amount of **\$8,005.65**. Motion by Trustee Francis, 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.**

Action on Emergency Bills: None.

Action Items:

Supervisor Jones requested a motion for the approval of the “Health Benefit Renewal Package” for 2013-2014 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.**

Supervisor Jones requested a motion for the approval of the “General Liability Insurance” as presented. Motion by Trustee Francis, 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 Francis mentioned that Gideon Missionary Baptist Church will be performing “His Name Should is Grace” Christmas play on December 23, 2013 at 6:00 p.m. She said she will be performing in the play and invited the Board join her.

Comments/Concerns-Trustees:

Trustee Willms congratulated Tammy Springs/Supervisor Executive Assistance for the excellent and complete research she provided to answer his Town Fund expense questions at the November 14, 2013 Board meeting. He said he was unaware that the Township had payroll deduction agreement. He also said that he would appreciate having Mrs. Springs as the next Township Deputy Clerk.

Supervisor Jones said that is will be arranged to swear in Mrs. Springs as Deputy Clerk at the following Board meeting in December.

Supervisor Jones said that it has been an honor to have worked with a great Township Board and wished everyone a wonderful safe Thanksgiving holiday.

Adjournment:

There being no further business to come before the Board, Supervisor Jones adjourned the November 25, 2013 meeting at 6:35 p.m.

PATRICIA JONES, Township Supervisor

ROSE M. STABEN, Township Clerk