

## **WAUKEGAN TOWNSHIP BOARD MEETING DECEMBER 12, 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.

The meeting was called to order at 5:00 p.m. by Supervisor Patricia Jones and was followed by the Pledge of Allegiance. Trustee Jeff McBride 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 and Nancy Netherton/Financial Manager. **Excused: Absent:** Highway Commissioner Mike Hewitt and Assessor Pat Morris.

Supervisor Jones requested a motion to approve the **Agenda for the December 12, 2013** Waukegan Township Board Meeting 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.**

Supervisor Jones requested a motion to approve the **Minutes for the November 25, 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 **December 04, 2013** as presented. Motion by Trustee McBride, 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 December 4, 2013

<b>Fund</b>	<b>Bank</b>	<b>Balance</b>	Ins/outs
Town Fund	NorStates Checking	371,436.28	
	NorStates Money Market	1,164,531.44	
	Illinois Funds	37,462.16	
	No. Chicago Comm Bank	245,754.36	
<b>Total Town Fund</b>		<b>\$1,819,184.24</b>	
General Assistance Fund	First Midwest Checking	380,340.36	
	First Midwest Bank M/M	175,180.39	
	Illinois Funds	7,122.90	
<b>Total General Assistance</b>		<b>\$562,643.65</b>	
IMRF/FICA Fund	First Midwest Bank	57,561.79	
	First Midwest Bank M/M	25,511.91	
	Illinois Funds	262,989.36	
<b>Total IMRF/FICA Fund</b>		<b>\$346,063.06</b>	
Senior Fund	NorStates Financial	259,627.47	
	NorStates Money Market	266,432.10	
	First Midwest Money Market	34,991.07	
	Illinois Funds	14,012.30	
<b>Total Senior Fund</b>		<b>\$575,062.94</b>	
		<b>3,302,953.89</b>	
Road & Bridge	NorStates Financial	142,481.72	
<b>Total Road &amp; Bridge</b>		<b>\$142,481.72</b>	

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:**

Mrs. Sandra Atwater of 4298 Sterling Lane, Wadsworth, Illinois was present on behalf of the North Shore Church of Christ in Waukegan. Mrs. Atwater expressed her appreciation for the Township support with "Senior's (Golden Saints) Appreciation" event held on November 09, 2013. She presented Supervisor Jones and each Trustee with a gift of appreciation. Supervisor Jones thanked Mrs. Atwater for her endless support for the community and allowing the residents of the Eddie Washington Center (EWC) to participate with serving at the Saturday soup kitchen.

Mrs. Atwater left the Board meeting at 5:14 p.m.

Mr. Ronnel Ewing/ATP Enterprises entered the Board meeting at 5:16 p.m.

### **Supervisor's Report:**

Supervisor Jones asked Nancy Netherton to report on the 2013 Tax Levy for General Town purposes and Road & Bridge with filing date of December 31, 2013. Mrs. Netherton distributed an outline of five scenarios, all at an assessed valuation of \$680,000,000.00 with levy and tax rate increase variations. The report also included the 2012 assessed valuation figures. The Highway Department was listed with two scenarios. Trustee Willms asked Mrs. Netherton which scenario she would recommend. Mrs. Netherton responded, that scenario four would be her recommendation which is the option that has a moderate increase. Trustee Willms said that he would not vote if it will increase the Waukegan Township taxes. Supervisor Jones said that Mrs. Netherton recommendation is the more conservative scenario with a levy increase of 10.8%.

Supervisor Jones asked Mrs. Netherton to expound on the phone system progress. She distributed the EWC proposal, date November 07, 2013 and the Staben House (SH) proposal, date November 18, 2013 from "Frame Work" in the amount of \$3,695.80 for each location. She mentioned that the Department of Human Services (DHS) tax donation grant applied for in the amount of \$3,000.00 can be used for the phones at the EWC. Supervisor Jones said that at the November 25, 2013 meeting, totals for hardware and licenses was presented.

Supervisor Jones thanked the Board members for attending the EWC and SH "A Home for the Holidays" winter gala held on December 06, 2013. She acknowledged Tami Springs/Supervisor Assistant for her efforts with the event. She mentioned that Mrs. Springs went home early today due to illness and will be sworn in at a later date. Dulce Ortiz/Human Resources is at this Board meeting in Mrs. Springs place.

Supervisor Jones mentioned that the "Children's Holiday Shopping Spree" is scheduled for December 14, 2013. The event will start at 6:30 at Park Place, then Target for shopping spree, to People's Choice for lunch and games and back to Park Place ending at 3:00 p.m. She invited the Board members to attend.

Supervisor Jones distributed the “Winter Fundraiser” revenues/expenses bringing to date a revenue total of \$4,188.70 with an outstanding total of \$1,700.00. She said the 2014 winter gala planning will soon start, in place of the musical “That’s Entertainment” giving the staff a lot less work for preparations. Trustee Johnson mentioned that New Hope Missionary Baptist Church was a Silver Sponsor and was not listed in the program. Supervisor Jones apologized for the error and for the misspelled Trustee Francis name.

Supervisor Jones mentioned that Deanna Gridny/Events & Program Manager did an outstanding job with the winter gala. She said that for personal reasons Ms. Gridny will be leaving the Waukegan Township and returning to her recent position with the College of Lake County.

Supervisor Jones mentioned that Mr. Ewing was present to assist with the tablets. Mr. Ewing apologized for being late to the meeting. He said he would like to take the tablets to make minor adjustments and updates.

Mr. Ewing left the Board meeting at 6:08 p.m.

Supervisor Jones distributed the “Spring Break College Tour” agenda, dated December 12, 2013. She said the tour is scheduled for March 2014; the tour cost will be \$500.00 to \$600.00 week-end stay per student. She said that the tour will take 20 to 25 students and application can be completed online.

Supervisor Jones distributed the “HBCU College Tour” rules and regulations code of conduct presented by Waukegan Township and Partners. She also distributed the “HBCU Spring Break College Tour” flier. She said the next meeting will be held on December 19, 2013 at the Supervisor’s office at 11:30 a.m. and orientation on December 30, 2013 at Park Place at 11:30 a.m. Trustee Willms asked if this is for Waukegan and North Chicago. Supervisor Jones said yes, and that Zion will also be included.

Trustee Francis left the Board meeting at 6:25 p.m.

Supervisor Jones mentioned that after a discussion with Attorney Joanem has been concluded that the elected officials can participate in the “Employee Incentive” discounts as presented at the November 25, 2013 Board meeting.

Supervisor Jones distributed the “Change in Health Benefits Contribution” letter, stating that the Waukegan Township contributions will be changed to 77.5% for PPO and 82.5% for HMO. The employee contributions will be changed to 22.5% for PPO and 17.5% for HMO. She said this is a mandated Affordable Care Act Fee/ Reinsurance Fee and all changes will take effect as of January 01, 2014.

Supervisor Jones distributed sample figures for the “PPO Health, PPO Dental, Life Insurance and Vision” for employee and family. The Township portion is 77.5% and employee portion is 22.5%.

Supervisor Jones distributed sample figures for the “HMO Health, PPO Dental, Life Insurance and Vision” for employee and children. The Township portion is 82.5% and the employee portion is 17.5%.

Supervisor Jones distributed sample figures for the “PPO Health, PPO Dental, Life Insurance and Vision” for employee only. The Township portion is 77.5% and the employee portion is 22.5%.

Supervisor Jones distributed sample figures for the “HMO Health, PPO Dental, Life Insurance and Vision: for employee only. The Township portion is 82.5% and the employee portion is 17.5%.

Supervisor Jones distributed a letter of request from “North Shore Baptist Ministers’ Alliance” dated November 27, 2013. She asked Trustee Johnson to expound regarding the Minister Alliance. Trustee Johnson mentioned that the program started in 1970 in memory of Dr. Martin L. King, Jr. and has become community wide. He said that the Waukegan Township has been a long time supporter. The event has taken place in many locations including the Waukegan High School. The January 19, 2014 Memorial Program will be hosted by the First Corinthian Baptist Church and he invited the Board members to attend. Trustee McBride said the event brings together many people from all walks of life to participate with the memorial.

Supervisor Jones distributed a thank you letter from “Christian Faith Fellowship Church” dated November 27, 2013. The letter went on to thank the Waukegan Township for the generous support that went towards serving 150 people.

Supervisor Jones mentioned that the “Employee Holiday Gathering” is scheduled for December 13, 2013 to be held at Park Place beginning at 12:00 p.m. and she invited the Board to attend.

**Highway Commissioner’s Report:** None.

**Assessor’s Report:** None.

**Executive Session:** None.

**Action on Payroll:**

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending November 29, 2013 in the amount of **\$92,679.58**. Motion by Trustee Johnson, second by Trustee McBride for the approval of payroll. **Ayes:** 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 **\$9,565.90**;

Invoices for G/A Fund/Eddie Washington Center in the amount of **\$3,437.38**; Invoices for G/A Fund/Staben House in the amount of **\$3,156.42**; Invoices for Town Fund/Assessor's Office in the amount of **\$9,871.91**; Invoices for Road and Bridge/Highway Department the amount of **\$2,847.82** Senior Fund/Park Place in the amount of **\$6,464.65**; Senior Fund/Gift Shoppe in the amount of **\$701.71**; Invoices for Home Sweet Home in the amount of **\$340.15**; Invoices for Fundraisers in the amount of **\$0**. Motion by Trustee Willms, second by Trustee Johnson for the approval of submitted invoices. **Ayes:** 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 November 25, 2013 Board Meeting in the amount of **\$41,346.82**. Motion by Trustee McBride, second by Trustee Johnson for the approval of Paid Bills as presented. **Ayes:** Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills  
December 12, 2013**

The following is a list of bills that were paid after the board meeting of November 25, 2013, but before the meeting December 12, 2013

Purpose	Payee	Amount
<b>Senior Fund</b>		
12/12/2013	<b>Curtis Pierre</b> Senior Housing (11) Hat & Glove Giveaways	\$275.00
<b>Total Senior Fund</b>		<b>\$275.00</b>
<b>G/A Fund</b>		
11/26-12-12	<b>General Assistance Client Payments</b> Payments made on behalf of GA Clients	\$10,905.66
<b>Total G/A Fund</b>		<b>\$10,905.66</b>
<b>R &amp; B Fund</b>		
<b>Total R &amp; B Fund</b>		<b>\$0.00</b>
<b>Town Fund</b>		
12/6/2013	<b>Blue Cross Blue Shield</b> Health Ins for all covered Township staff & EO	\$25,816.90
12/6/2013	<b>Guardian Life</b> Life & Dental Ins for all covered Township staff & EO	\$3,309.92
12/6/2013	<b>Ameritas Life</b> Vision Plan for all covered staff	\$421.44
12/11/2013	<b>Cecelia Pryor</b> Retirement Open House	\$250.00
12/12/2013	<b>Comcast</b> Internet	\$107.90
12/12/2013	<b>North Chicago Rotary</b> Annual Dinner	\$200.00
11/25-12/12	<b>Rebound ReClaim ReEnter client payments</b> Clothing, transportation, ID's, Birth Certs.	\$60.00
<b>Total Town Fund</b>		<b>\$30,166.16</b>
Total all checks paid prior to board meeting		\$41,346.82

**Emergency Bills:** None.

**Action Items:**

Supervisor Jones requested a motion for the approval of the “2013 Tax Levy for General Town Purposes and Road & Bridge” scenario four as presented. Motion by Trustee Johnson, second by Trustee McBride. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Supervisor Jones. **Nays:** Trustee Willms. **Motion carried.**

Supervisor Jones requested a motion to rescind the “2013 Tax Levy for General Town Purposes and Road & Bridge” of scenario four. She said it is not listed as Action on the agenda but listed for preliminary discussion only. 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 for the approval of “ATP Enterprises” presented at the November 25, 2013 Board meeting in the amount total of \$6,996.00 for phone upgrades as presented. Motion by Trustee McBride, 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 “Frame Work” proposal installations for the EWC/SH in the amount of \$3,695.80 per facility as presented. Motion by Trustee McBride, 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 “Employee Incentive” discount program as presented at the November 25, 2013 Board meeting. Motion by Trustee McBride, second by Trustee Willms. **Ayes:** Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of Park Place flooring with “Isakalis Flooring” as presented at the November 25, 2013 Board meeting. Motion by Trustee Johnson, second by Trustee McBride. **Ayes:** Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the “Insurance-Health Benefits Contributions” as presented. Motion by Trustee Johnson, second by Trustee McBride. **Ayes:** Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the “Employee Transportation Policy” as presented at the November 25, 2013 Board meeting. Motion by Trustee McBride, second by Trustee Willms. **Ayes:** Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval to submit the “IL DHS Grant” in the amount of \$3,000.00 for the purchase/renovation of the phone system as presented. Motion by Trustee Johnson, second by Trustee McBride. **Ayes:** Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of “North Shore Baptist Ministers’ Alliance” donation in the amount of \$500.00 as presented. Motion by Trustee McBride, second by Trustee Johnson. **Ayes:** Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

**New Business:**

Supervisor Jones mentioned that the IRS has decreased the amount for mileage.

**Old Business:** None.

**Announcements:**

Supervisor Jones mentioned that the “Dreamers Breakfast” is scheduled for January 18, 2013 to be held at the Ramada Inn.

**Comments/Concerns-Trustees:** None.

**Adjournment:**

There being no further business to come before the Board, Supervisor Jones adjourned the December 12, 2013 meeting at 7:12 p.m.

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**PATRICIA JONES, Township Supervisor**

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**ROSE M. STABEN, Township Clerk**