

WAUKEGAN TOWNSHIP BOARD MEETING

DECEMBER 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, December 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 Katherine Rothwell-Francis led the Members in prayer.

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

Supervisor Jones requested a motion to approve the **Agenda for the December 26, 2013** Waukegan Township Board Meeting as presented. Motion by Trustee Francis, second by Trustee McBride. **Ayes:** Trustee Francis, Trustee McBride, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the **Minutes for the December 12, 2013** Waukegan Township Board Meeting as presented. Motion by Trustee Francis, second by Trustee McBride. **Ayes:** Trustee Francis, Trustee McBride, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the **Cash-on-Hand** as of **December 19, 2013** as presented. Motion by Trustee Francis, second by Trustee McBride. **Ayes:** Trustee Francis, Trustee McBride, Supervisor Jones. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report
as of December 19, 2013

Fund	Bank	Balance	Ins/outs
Town Fund	NorStates Checking	432,282.49	
	NorStates Money Market	1,164,628.75	
	Illinois Funds	37,464.01	
	No. Chicago Comm Bank	245,773.89	
Total Town Fund		\$1,880,149.14	
General Assistance Fund	First Midwest Checking	405,229.19	
	First Midwest Bank M/M	175,203.43	
	Illinois Funds	7,123.24	
Total General Assistance		\$587,555.86	
IMRF/FICA Fund	First Midwest Bank	66,424.20	
	First Midwest Bank M/M	25,515.26	

	Illinois Funds	263,002.42
Total IMRF/FICA Fund		\$354,941.88
Senior Fund	NorStates Financial	284,736.25
	NorStates Money Market	186,451.40
	First Midwest Money Market	64,992.28
	Illinois Funds	14,012.99
Total Senior Fund		\$550,192.92
		3,372,839.80
Road & Bridge	NorStates Financial	154,520.13
Total Road & Bridge		\$154,520.13

80,000. to FMW
M/M
15000.00 to taxi

PPRT Taxes Received since last report - 12/10/13

Town - \$ 28,525.84

R&B - \$ 8,496.28

For the states fiscal year of 7/1/13-6/30/14 we received a total of
\$224,953.90 for Town and \$67,001.34 for R & B

Town RE Tax - 12/12/13	\$28,462.54
Total received FY 2014	\$1,245,869.29

GA RE Taxes - 12/12/13	\$17,476.33
Total received FY 2014	\$764,978.40

IMRF/FICA RE Taxes - 12/12/13	\$5,421.07
Total received FY 2014	\$237,292.65

SEN'R RE Taxes - 12/12/13	\$24,459.28
Total received FY 2014	\$1,070,637.88

R&B RE Taxes - 12/12/13	\$3,542.13
Total received FY 2014	\$167,959.91

Other Payments Rec'd

\$10,214.87 - Lake County - HUD reimbursement Staben House - operations

\$58,458.42 - Lake County - HUD reimbursement Staben House - supportive

\$3,500.00 - Waukegan Housing - Reimbursement for Transportation to seniors

Citizen Participation:

Mr. Julian Muskat of 520 Genesee St., Waukegan IL. Mr. Muskat said he received a list of the local food pantries from Park Place. He suggested that the list should provide more information for the food pantries users, that the time should be listed and to indicate if the location is bus accessible. Supervisor Jones agreed that the hours should be listed and said that she will follow up with his concerns. She said

the Township is also listed but does not have a food pantry. She said that once the information is corrected and researched she will also place it onto the Township website and newsletter. Mr. Muskat also discussed the creation of jobs in the recording field with the use of the Genesee Theater. He said he reads the Township newsletter and would like to also recommend a movie and book for the seniors to enjoy. Supervisor Jones mentioned that Park Place has a book reading club and invited Mr. Muskat to join.

Supervisor's Report:

Supervisor Jones mentioned that Trustee Johnson is recovering well and will be returning to Waukegan from Carolina today. She mentioned that Jackie Nieves father's funeral will be held on January 03, 2014, Katie Strawder/Park Place volunteer son passed away and expressed condolences to Mr. Ronnel Ewing for the passing of his cousin. She said any act of kindness to these families will be greatly appreciated.

Supervisor Jones asked Nancy Netherton/Financial Manager to address the Board with the "2013 Tax Levy for General Town Purposes and Road & Bridge" break down. Mrs. Netherton distributed the "Ordinance No. 13-03/Certificate of Annual Township Tax Levy 2013" packet and reviewed several changes. She said the total for General Town Fund/Administration Division, was listed as \$980,000.00 and has been changed to \$920,000.00, the total for Assessor Division was listed as \$370,000.00 and has been changed to \$430,000.00. The General Assistance Fund, Senior Citizen Services Fund and IMRF & FICA Fund totals remain the same as presented at the previous Board meeting. Tax recapitulation are as follows; for Corporate \$1,360,000.00, for General Assistance \$680,000.00, for Senior Citizens Service \$1,020,000.00, for IMRF & FICA \$210,800.00, a tax total in the amount of \$3,270,800.00. She distributed the "Waukegan Township Road & Bridge Tax Levy Ordinance No. 13-04" packet with a tax recapitulation in the amount of \$301,356.00.

Supervisor Jones distributed the HUD "2013 Application for Continuation of Care Funding-Exhibit 2" for a request in the amount of \$186,789.00 for the Staben House.

Supervisor Jones distributed the "Senior SNAP Enrollment Initiative" letter from the National Council on Aging (NCOA). She mentioned that the application date for the proposal is January 03, 2014.

Supervisor Jones distributed a letter from "Waukegan Housing Authority" dated October 30, 2013. In the letter Mr. Charles J. Chambers/Executive Director thanked the Township for the years of support and presented the Township with a check in the amount of \$3,500.00 for providing the housing residents the Township transportation program. She said a thank you letter will be sent to Mr. Chambers for the check.

Supervisor Jones mentioned that the "HBCU College Tour" orientation is scheduled for December 30, 2013 at 6:30 p.m. to be held at Park Place, parents are welcomed

to attend with the students. She said the colleges tours will be within Tennessee, Kentucky, and the Mississippi areas. She also invited the Board members to attend.

Supervisor Jones mentioned that yoga and meditation classes will be the new addition to Park Place wellness program, starting on January 06, 2014 at 5:30 p.m.

Supervisor Jones mentioned that the “Children’s Shopping Spree” event went well with 70 participants. She congratulated Tami Springs, Demond Edwards, Jackie Nieves, Dulce Ortiz, Cheri Pierson for facilitating the event and Shawall Temple Shriners for sponsoring the event. She also distributed the “Budget for 2013 Kids Shopping Spree” with a total expense of \$3,358.52.

Supervisor Jones mentioned that the “Home Sweet Home” snow removal program had over 100 calls on the previous week end. She said because of the over whelming calls the program will be operated from the Supervisors office where more staff is available to facilitate the large volume of call request.

Supervisor Jones mentioned the new phone call system progress. Mr. Ewing said that the investment into the new system will bring more benefits to the Township with over flow calls and backup system.

Supervisor Jones asked Clerk Staben to swear in Tami Springs/Supervisor’s Assistant as the new Deputy Clerk for Waukegan Township.

Supervisor Jones asked Attorney Joanem to update the Board regarding the 2013 Executive Session Minutes. Attorney Joanem said that the Board can vote to accept the 2013 minutes as presented at the previous Board meeting. Attorney Joanem said that the Board approved the 2011 Executive Session Minutes and that at this time the Board should approve to have the closed minutes open to the public.

Supervisor Jones distributed the “2014 Waukegan Township Calendar” listing the Board meetings and national holiday/observances dates. She said the calendar will be sent to the press and the Lake County Clerk’s office for filing.

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 December 11, 2013 in the amount of **\$86,096.74**. Motion by Trustee Francis, second by Trustee McBride for the approval of payroll as presented. **Ayes:** Trustee Francis, Trustee McBride, 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 **\$22,317.09**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$5,207.73**; Invoices for G/A Fund/Staben House in the amount of **\$2,114.79**; Invoices for Town Fund/Assessor's Office in the amount of **\$2,504.41**; Invoices for Road and Bridge / Highway Department the amount of **\$1,400.74**; Senior Fund/Park Place in the amount of **\$7,964.44**; Senior Fund/Gift Shoppe in the amount of **\$461.06**; Invoices for Home Sweet Home in the amount of **\$2,424.57**; Invoices for Fundraisers in the amount of **\$236.00**. Motion by Trustee Francis, second by Trustee McBride for the approval of submitted invoices as presented. **Ayes:** Trustee Francis, Trustee McBride, Supervisor Jones. **Nays:** None. **Motion carried.**

Action on Paid Bills:

Supervisor Jones requested a motion for the approval of **agenda item #15**, Paid Bills submitted after December 12, 2013 Board Meeting in the amount of **\$23,352.28**. Motion by Trustee McBride, second by Trustee Francis for the approval of Paid Bills as presented. **Ayes:** Trustee Francis, Trustee McBride, Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills
December 26, 2013**

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

Purpose	Payee	Amount
Senior Fund		
12/16/2013	Waukegan Township General Fund	\$7,804.67
	Reimb. Town for paid Health Ins. PP & HSH	
Total Senior Fund		\$7,804.67
G/A Fund		
12/16/2013	Waukegan Township General Fund	\$6,701.84
	Reimb Town for paid Health Ins for GA, EWC & SH	
12/13-12/26	General Assistance Client Payments	\$7,318.13
	Payments made on behalf of GA Clients	
Total G/A Fund		\$14,019.97
R & B Fund		
Total R & B Fund		\$0.00
Town Fund		
12/16/2013	Waukegan Township General Fund	\$1,427.14
	Reimb. Town for paid Health Ins for Assessors	
12/17/2013	Greg Obryant	\$60.50
	Transp. For Passport Training	
12/17/2013	Rebound ReClaim ReEnter client payments	\$40.00

Total Town Fund**\$1,527.64**

Total all checks paid prior to board meeting

\$23,352.28

Emergency Bills: None.**Action Items:**

Supervisor Jones requested a motion for the approval of the 2013 Executive Session Minutes; 02/14/13, 03/14/13, 07/11/13, 07/25/13, 08/08/13, 08/22/13, 11/14/13 and 11/25/13 as presented. Motion by Trustee Francis, second by Trustee McBride. **Ayes:** Trustee Francis, Trustee McBride, Supervisor Jones. **Nays:** None. Trustee McBride. **Motion carried.**

Supervisor Jones requested a motion for the approval of the 2011 Executive Session Minutes; 02/24/11, 04/12/11, 04/28/11, 05/26/11 and 12/22/11 closed minutes be open to the public as presented. Motion by Trustee Francis, second by Trustee McBride. **Ayes:** Trustee Francis, Trustee McBride, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the "2014 Waukegan Township Calendar" as presented. Motion by Trustee Francis, second by Trustee McBride. **Ayes:** Trustee Francis, Trustee McBride, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the "2013 Tax Levy for General Town Purposes" in the amount of \$3,270,800.00 as presented. Motion by Trustee McBride, second by Trustee Francis. **Ayes:** Trustee Francis, Trustee McBride, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the "2013 Tax Levy for Road & Bridge Purposes" in the amount of \$301,356.00 as presented. Motion by Trustee Francis, second by Trustee McBride. **Ayes:** Trustee Francis, Trustee McBride, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the HUD grant of "Continuation of Care Funding Grant" for Staben House as presented. Motion by Trustee McBride, second by Trustee Francis. **Ayes:** Trustee Francis, Trustee McBride, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the "Senior SNAP Grant from the National Council on Aging" for Park Place seniors as presented. Motion by Trustee Francis, second by McBride. **Ayes:** Trustee Francis, Trustee McBride, Supervisor Jones. **Nays:** None. **Motion carried.**

New Business: None.

Old Business: None.

Announcements:

Supervisor Jones thanked the Board for attending the many Township retirement gatherings. She said Assessor Pat Morris retirement gathering will be held in 2014. Trustee McBride mentioned that the Township employee retiring gatherings went well.

Comments/Concerns-Trustees:

Supervisor Jones mentioned that her first encounter with Attorney Joanem was when she spotted him in a “What’s Happening” magazine. She said that he has been with the Waukegan Township for some 15 years. She wished him, wife Jackie and daughter Joslyn the very best. Trustee Francis said he will be missed. Trustee McBride said he appreciated Attorney Joanem professional manner and for his energy to keep the Township on track.

Attorney Joanem said he appreciated the opportunity to work with the Township. He said he enjoyed the various projects, experience and through it all he gained a lot.

Adjournment:

There being no further business to come before the Board, Supervisor Jones adjourned the December 26, 2013 meeting at 6:10 p.m.

PATRICIA JONES, Township Supervisor

ROSE M. STABEN, Township Clerk