

# WAUKEGAN TOWNSHIP BOARD MEETING

## September 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, September 12, 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 Charles "Chuck" Willms, Clerk Rose M. Staben and Supervisor Patricia Jones. **Also Present:** Nancy Netherton/Financial Manager, Tammy Springs/Supervisor Assistant and Ronnel Ewing/ATP Consultant. **Excused:** Trustee Jeff McBride. **Absent:** Highway Commissioner Mike Hewitt and Assessor Pat Morris.

Supervisor Jones requested a motion to approve the **Agenda for the September 12, 2013** Waukegan Township Board Meeting as presented. 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 August 22, 2013** Waukegan Township Board Meeting as presented. 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 **Cash-on-Hand** as of September 05, 2013 as presented. 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 September 5, 2013

<b>Fund</b>	<b>Bank</b>	<b>Balance</b>
Town Fund	NorStates Checking	266,206.70
	NorStates Money Market	1,164,429.01
	Illinois Funds	37,461.41
	No. Chicago Comm Bank	245,692.13
<b>Total Town Fund</b>		<b>\$1,713,789.25</b>
General Assistance Fund	First Midwest Checking	96,621.02
	First Midwest Bank M/M	175,156.97
	Illinois Funds	7,122.76
<b>Total General Assistance</b>		<b>\$278,900.75</b>
IMRF/FICA Fund	First Midwest Bank	95,964.85
	First Midwest Bank M/M	25,508.50
	Illinois Funds	262,984.05
<b>Total IMRF/FICA Fund</b>		<b>\$384,457.40</b>
Senior Fund	NorStates Financial	290,438.26
	NorStates Money Market	274,301.51
	First Midwest Money Market	74,988.00
	Illinois Funds	14,012.03
<b>Total Senior Fund</b>		<b>\$653,739.80</b>
		<b>3,030,887.20</b>
Road & Bridge	NorStates Financial	114,861.20
<b>Total Road &amp; Bridge</b>		<b>\$114,861.20</b>

Ins/outs  
136,644. to Senior  
for  
PPRT Tax proration

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  
\$118,228.83 for Town and \$35,213.83 for R & B

Town RE Tax - 9/5/13 \$215,007.34  
**Total received FY 2014 \$868,344.00**

GA RE Taxes - 9/5/13 \$132,017.03  
**Total received FY 2014 \$533,173.46**

IMRF/FICA RE Taxes - 9/5/13 \$40,951.05  
**Total received FY 2014 \$165,387.86**

SEN'R RE Taxes - 9/5/13 \$184,766.56  
**Total received FY 2014 \$746,211.52**

R&B RE Taxes - 9/5/13 \$26,838.18  
**Total received FY 2014 \$108,410.52**

**Other Payments Rec'd**

\$ 226.50 County RX - prescription reimbursement

Attorney Joanem entered the Board meeting at 5:10 p.m.

**Citizen Participation:**

Todd Freer of 1748 Court Mundelein, a Cooke Magnet School science teacher was present to thank the Township for the \$500.00 donation used towards the purchase of a white board for the school science laboratory program. Mr. Freer expressed the student's gratitude and great progress. He provided the Board with photos of the students and the newly installed white board. He said that other tools and equipment are needed and explained how the community can make contributions via internet on the "Donor's Choice" website.

Marcella Hardin and Alice Howell/Representatives of the "Southside Positive Youth" (SPY) program founded by Jeff McBride were present to thank the Township for its continuing support and presented Supervisor Jones with a plaque of appreciation with a poem especially for Supervisor Jones. Supervisor Jones said she was honored to receive the award. Ms. Howell distributed a donation request letter and mentioned that the SPY program is sending children to the "Universoul Circus" held in Chicago on September 28, 2013. She was seeking support for the program so that 80 children (\$20.00 per ticket) could participate this year. Supervisor Jones said that the Township can keep a sign up list at the Township office and asked the Board to send prospects for the event and invited the Board to the event.

Mr. Ronnel Ewing/All Things Possible consultant was present to update the Board regarding the new tablets. Mr. Ewing congratulated the Township Board on their accomplishments with the tablets for the use of Township Board packets and other media. He said that the Board should be in full force to use the tablet by October 10, 2013 Board meeting. He said in the meantime he will have to service the tablets to operate within the Board room without interference.

**Supervisor's Report:**

Supervisor Jones asked Nancy Netherton to expound on the new phone system and on the financial report. Mrs. Netherton explained the concept of the new phone system. She said the Park Place phones will be replaced with direct external connections to all departments. Phone calls will be designed to show on the computer screen and by next year the EWS and Staben House will be part of the new system. Mrs. Netherton distributed the "Waukegan Township Annual Financial Report" for the year ended February 28, 2013, prepared by Evoy, Kamschulte, Jacobs & Co. LLP. She mentioned that Mr. Evoy will be present in the October Board meeting to review the packet. She asked the Board to look over the packet in the meantime.

Supervisor Jones asked Mrs. Netherton to expound on the grant secured by State Representative Rita Mayfield. She said that the grant total is \$346,000.00 (\$23,000.00 was received) will be received from the Department of Human Services (DHS) in portions for the Eddie Washington Center. Supervisor Jones said this grant

will provide many services to the EWC residents with counseling, dental and staff training to name a few.

Supervisor Jones mentioned that the new Township bus is here and in the parking lot at 6:00 p.m. today. She said a ribbon cutting will take place. She said the bus will be first used to transport 6 veterans to the Milwaukee airport on September 13, 2013 to be hosted by the Lake County Illinois Honor Flight and arranged by the North Chicago Exchange Club. The veterans will be flown to Washington D.C. to see the National World War II memorial and other sites. She invited the Board to attend the send off on September 13, 2013 at 9:00 a.m. at the Exchange Club meeting location.

Supervisor Jones distributed the "2013 EWC/Staben House Golf Outing" revenues and expenses update showing the golfing event netted \$7,156.14.

Supervisor Jones mentioned that the "Walk for Senior's" is set for this Saturday. She said the event will include runners and bikers with a 9:30 a.m. kick off.

Supervisor Jones mentioned the "Stroke Education & Prevention" workshop was held on the same day as Marty Williams' farewell celebration and thanked the Board for attending the farewell. Trustee Francis said the workshop was very informative.

Supervisor Jones distributed the "Waukegan Township Senior Citizens Services Committee" agenda, dated September 04, 2013. Trustee Johnson said it was a good meeting and Mrs. Williams send off was great. He said the guest speaker Ms. Terri Wolman/Assistant State Director of AARP provided important information pertaining to seniors, their well being and the services available.

Supervisor Jones mentioned the "Legislative Breakfast" is scheduled for September 20, 2013 at 8:00 a.m. to be held at the Illinois Beach Resort. She said there are now 29 sponsors with a goal of 30.

Supervisor Jones mentioned the Township "Hispanic Heritage Month" celebration is scheduled for September 27, 2013 at 6:00 p.m. to be held at the Puerto Rican Society.

Supervisor Jones mentioned the "Hispanic Patria Parade" is scheduled for September 15, 2013 with kick off time at 12:00 p.m. The Township will be participating and invited the Board to attend.

Supervisor Jones mentioned the "Meet Your Leaders" featuring Richard Lee/Executive Director of the Waukegan library is scheduled for September 20, 2013 to be held at 11:00 a.m. at Park Place. She also mentioned that the Donna King Book signing will be held on September 30, 2013.

Supervisor Jones mentioned "Latino Coalition" scholarship banquet will be held on September 13, 2013 at 6:30 p.m. to be held at the Deerpath Inn.

Supervisor Jones mentioned that the “Coalition to Reduce Recidivism” will be meeting on September 16, 2013 at 8:00 a.m. at the United Way office.

Supervisor Jones mentioned that Mrs. Springs is preparing an updated list on “Agency Requests” for the current year.

The Board took time out to see the new Township bus at 6:05 p.m.

The Board returned to the Board meeting at 6:12 p.m.

**Executive Session:** None.

**Action on Payroll:**

Supervisor Jones requested a motion for the approval of **agenda item #14**, Payroll period ending July 12, 2013 in the amount of \$145,077.55 as presented. Motion by Trustee Johnson, second by Trustee Willms 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 #15**, approval of the following invoices: Invoices for Town Fund in the amount of **\$21,286.56**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$3,723.90**; Invoices for G/A Fund/Staben House in the amount of **\$2,367.34**; Invoices for Town Fund/Assessor’s Office in the amount of **\$10,468.55**; Invoices for Road and Bridge / Highway Department the amount of **\$6,055.13**; Invoices for Senior Fund/Park Place in the amount of **\$14,135.82**; Invoices for Senior Fund/Gift Shoppe in the amount of **\$252.65**; Invoices for Home Sweet Home in the amount of **\$5,638.27**; Invoices for Fundraisers in the amount of **\$298.96** as presented. Motion by Trustee Johnson, second by Trustee Willms for the approval of submitted invoices. **Ayes:** Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Trustee Francis returned to the Board meeting at 6:14 p.m.

**Action on Paid Bills:**

Supervisor Jones requested a motion for the approval of **agenda item #16**, Paid Bills submitted after September 12, 2013 Board Meeting in the amount of \$164,269.80 as presented. Motion by Trustee Francis, second by Trustee Willms for the approval of Paid Bills. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills  
September  
12, 2013**

The following is a list of bills that were paid after the board meeting of August 22, 2013, but before the meeting September 12, 2013

Purpose	Payee	Amount
<b>Senior Fund</b>		
9/9/2012	<b>Best Bus Sales</b>	\$85,328.00
	Balance due on bus delivery	
9/9/2012	<b>Nancy Netherton</b>	\$63.31
	Mileage reimb	
	-	
9/4/2013	<b>Waukegan Township General Fund</b>	\$9,340.09
	Reimb. Town for paid Health Ins. PP & HSH	
<b>Total Senior Fund</b>		<b>\$94,731.40</b>
<b>G/A Fund</b>		
8/30/2013	<b>Midlane Golf Course</b>	\$5,291.28
	2nd qtr unemployment GA, EWC & SH	
9/4/2013	<b>Waukegan Township General Fund</b>	\$8,378.80
	Reimb Town for paid Health Ins for GA, EWC & SH	
8/23-9/12	<b>General Assistance Client Payments</b>	\$16,089.45
	Payments made on behalf of GA Clients	
<b>Total G/A Fund</b>		<b>\$29,759.53</b>
<b>R &amp; B Fund</b>		
9/4/2013	<b>Waukegan Township General Fund</b>	\$1,863.97
	Reimb. Town for paid Health Ins for R & B	
<b>Total R &amp; B Fund</b>		<b>\$1,863.97</b>
<b>Town Fund</b>		
9/4/2013	<b>Blue Cross Blue Shield</b>	\$30,142.51
	Health Ins for all covered Township staff & EO	
9/4/2013	<b>Guardian Life</b>	\$3,770.76
	Life & Dental Ins for all covered Township staff & EO	
9/4/2013	<b>Ameritas Life</b>	\$486.32
	Vision Plan for all covered staff	
9/4/2013	<b>Waukegan Township General Fund</b>	\$1,460.68
	Reimb. Town for paid Health Ins for Assessors	
9/11/2013	<b>Tami Springs</b>	\$54.63
	Reimb for meeting expense supplies	
8/28/2013	<b>Community Action Partnership</b>	\$1,000.00
	Outside Agency (per 8/22 Bd Mtg)	
8/28/2013	<b>Waukegan High School</b>	\$1,000.00
	Outside Agency (per 8/22 Bd Mtg)	

**Total Town Fund****\$37,914.90**

Total all checks paid prior to board meeting

\$164,269.80

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

Supervisor Jones requested a motion for the approval of "Southside Positive Youth" Universoul Circus program donation in the amount of \$500.00 as presented. Motion by Trustee Johnson, second by Trustee Willms. **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 have their musical on September 15, 2013 starting at 5:00 p.m. and invited the Board to attend.

**Comments/Concerns-Trustees:**

Trustee Willms expressed his concern that the August 08, 2013 Board minutes page 7, paragraph 2 says "Waukegan Township Salary Increase as presented" and instead should say "the Waukegan Township salaries increases of 5% or 3% would be based upon performance". He said this would be more informative for the residents of Waukegan Township when reading the Board minutes on the Township website. He said otherwise these motions would be incorrect and that the Board should no longer vote on them and asked the attorney for his legal opinion of the approval of these motions with the "as presented." Supervisor Jones said she will review the August 08, 2013 Board minutes and discuss it at a later time.

Trustee Willms presented the Board with the September 2013 "Perspective" Clerk's Corner page magazine article. Stating that the Clerk is the only person who can change the minutes before they are voted on although it mentions that someone can proofread them for typos or spelling errors but the content can't be changed by anyone but the clerk. He said he looked forward to this statement, that the Clerk is the only person who can make any changes to the minutes and that not even the Township legal advisor can make any changes. Attorney Joanem responded that he has not made any content changes to any minutes and that the tape recording is maintained to accompany the written Board minutes and that Trustee Willms could check them against one another if he wished. Trustee Willms said that no one should change the minutes. Trustee Johnson asked what was his concern. Trustee Willms said he was concerned that at times the minutes have been changed. Supervisor Jones said that the attorney does go over the minutes to proofread them for typos errors. Attorney Joanem said he receives the Board minutes as a draft

from the Clerk to proof read/may make recommendations and sends the draft back to the Clerk who prepares and finalizes them for the Board packet.

Trustee Willms said that nothing was stated of what he said in the Board minutes discussing the salary pay raises. Supervisor Jones said that the Clerk has the authority to present the minutes as her choices. Clerk Staben responded that Trustee Willms is very thrall in his comments and wishes to have it translated into the minute's word per word and she tries to generalize it. Supervisor Jones responded the Clerk has the authority to present what is efficient to what is said. Attorney Joanem said the minutes are a summary of what was said. Trustee Willms said not a word was mentioned on the pay increase percentage. Clerk Staben said that the Board went into Executive Session to discuss the salary increase and it was mentioned in detail and perhaps the Board minutes should include the 3% or 5% salary increase. Trustee Willms said if it's on the tape then it should be in the minutes. Attorney Joanem said that perhaps what Trustee Willms was looking for is contained in the executive session minutes. Supervisor Jones said it's a matter of inclusion and not alteration and thanked Trustee Willms for pointing this out. She said we want to be proceeding transparently and that there isn't anything being hidden from the residents of Waukegan Township.

There being no further business to come before the Board, Supervisor Jones adjourned the September 12, 2013 meeting at 6:28 p.m.

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**PATRICIA JONES, Township Supervisor**

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**ROSE M. STABEN, Township Clerk**