

WAUKEGAN TOWNSHIP BOARD MEETING

October 10, 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, October 10, 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, Charles "Chuck" Willms, Clerk Rose M. Staben and Supervisor Patricia Jones. **Also Present:** Attorney John Joanem and Tammy Springs/Supervisor's Assistant. **Absent:** Highway Commissioner Mike Hewitt and Assessor Pat Morris.

Supervisor Jones requested a motion to approve the **Agenda for the October 10, 2013** Waukegan Township Board Meeting 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.**

Supervisor Jones requested a motion to approve the **Minutes for the September 26, 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 **Cash-on-Hand** as of **October 04, 2013** as presented. Motion by Trustee McBride, 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 October 4, 2013

Fund	Bank	Balance	Ins/outs
Town Fund	NorStates Checking	506,523.34	
	NorStates Money Market	1,164,483.03	
	Illinois Funds	37,461.85	
	No. Chicago Comm Bank	245,712.62	
Total Town Fund		\$1,954,180.84	
General Assistance Fund	First Midwest Checking	376,402.73	
	First Midwest Bank M/M	175,168.49	
	Illinois Funds	7,122.84	
Total General Assistance		\$558,694.06	
IMRF/FICA Fund	First Midwest Bank	134,366.47	
	First Midwest Bank M/M	25,510.18	

	Illinois Funds	262,987.14
Total IMRF/FICA Fund		\$422,863.79
Senior Fund	NorStates Financial	380,384.25
	NorStates Money Market	266,421.15
	First Midwest Money Market	34,989.38
	Illinois Funds	14,012.19
Total Senior Fund		\$695,806.97
		3,631,545.66
Road & Bridge	NorStates Financial	144,080.93
Total Road & Bridge		\$144,080.93

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 - 9/26/13	\$146,585.25
Total received FY 2014	\$1,194,976.13

GA RE Taxes - 9/26/13	\$90,005.06
Total received FY 2014	\$7,337,239.40

IMRF/FICA RE Taxes - 9/26/13	\$27,919.14
Total received FY 2014	\$227,599.36

SEN'R RE Taxes - 9/26/13	\$125,968.04
Total received FY 2014	\$1,026,902.84

R&B RE Taxes - 9/26/13	\$27,919.14
Total received FY 2014	\$158,804.10

Other Payments Rec'd	
10/2/13 - DHS Human Services	\$150,000.00

Citizen Participation: None.

Supervisor's Report:

Supervisor Jones and the Township Board wished Trustee Francis a happy 80th birthday and acknowledged Trustee Willms who is now 81 years of age. Supervisor Jones thanked the Trustees for their contributions to the community and ongoing support.

Supervisor Jones distributed the TOI "Trustee Operation Manual" to each Trustee and the "Laws & Duties Handbook" revised 2013 to all Board members.

Supervisor Jones mentioned that the “Hispanic Heritage Month” celebration held on September 27, 2013 was well attended. She congratulated Clerk Staben for her volunteer services and presented her with a certificate of appreciation.

Supervisor Jones distributed the “Waukegan Township 2013 Total Clients” list and reviewed the various columns. She said as the General Assistance clients are becoming employed in turn the list of ongoing assistance is declining.

Supervisor Jones distributed the “Coalition to Reduce Recidivism” flier for their 10th annual luncheon scheduled for October 18, 2013 to be held at the Milan Banquet Hall at 11:30 a.m. and invited the Board to attend.

Supervisor Jones distributed the “Waukegan Township Recommendation for Staff Appointment” of Erik Perez/Administrative Assistant-EWC and Loretta Pable/Park Place Events & Trips Coordinator for full time positions.

Supervisor Jones mentioned that the Township caseworkers Mr. Caldwell (November) and Mrs. Echeverria (December) will be retiring in 2013. She said the open positions will be combined with one caseworker since the General Assistance incoming clients will continue to decline.

Supervisor Jones mentioned that the “Home Sweet Home” summer program ended for the season and that preparations are being made for the winter season. She said residents can apply for snow removal at the Township office or Township website.

Supervisor Jones mentioned that the “Thanksgiving Holiday” luncheon is scheduled for November 14, 2013 to be held at Park Place. She said that the luncheon may be canceled if not enough people sign up for it by November 1st, which will lead to eliminating the event altogether.

Supervisor Jones mentioned that the Park Place Gift Shop is open to the public and marketing the Gift Shop is in action to draw in more shoppers.

Supervisor Jones mentioned that the Park Place “Bingo Night” is doing well and that more space is needed for the players and more volunteers. She said Park Place will be closed on a Mon.-Tues.-Wed. at the latter part of October for deep cleaning of the facility and carpet replacement in the computer room.

Supervisor Jones mentioned that the “Book of Mormons” event was well attended.

Supervisor Jones mentioned that as a result of the state grant to the EWC a therapist will be hired and dental care will now be provided to the residents. She said that the grant must be utilized by June 2014.

Supervisor Jones mentioned that the Township purchased tickets to the “Edwin Montano Scholarship Banquet” for October 12, 2013 and encouraged 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 October 04, 2013 in the amount of \$94,721.31. Motion by Trustee Willms, second by Trustee Francis for the approval of payroll as presented. **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 **\$11,229.91**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$1,836.68**; Invoices for G/A Fund/Staben House in the amount of **\$272.29**; Invoices for Town Fund/Assessor's Office in the amount of **\$9,120.93**; Invoices for Road and Bridge / Highway Department the amount of **\$6,009.59**; Invoices for Senior Fund/Park Place in the amount of **\$11,485.06**; Invoices for Senior Fund/Gift Shoppe in the amount of **\$2,576.32**; Invoices for Home Sweet Home in the amount of **\$890.60**; Invoices for Fundraisers in the amount of **\$71.92**. Motion by Trustee Francis, second by Trustee McBride for the approval of submitted invoices as presented. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Action on Paid Bills:

**Paid Bills
October 10, 2013**

The following is a list of bills that were paid after the board meeting of September 26, 2013, but before the meeting October 10, 2013

Purpose	Payee	Amount
Senior Fund		
10/1/2013	Bubba Gump Shrimp	\$612.00
	Payment for Senior Trip	
9/30/2013	Palatine P & DC	\$100.00
	Additional postage	
10/4/2013	Waukegan Township General Fund	\$6,402.43
	Reimb. Town for paid Health Ins. PP & HSH	
Total Senior Fund		\$7,114.43
G/A Fund		
9/4/2013	Waukegan Township General Fund	\$6,988.98
	Reimb Town for paid Health Ins for GA, EWC & SH	

9/26-10/9	General Assistance Client Payments	\$6,899.57
	Payments made on behalf of GA Clients	
Total G/A Fund		\$13,888.55
R & B Fund		
Total R & B Fund		\$0.00
Town Fund		
10/4/2013	Blue Cross Blue Shield	\$28,248.35
	Health Ins for all covered Township staff & EO	
10/4/2013	Guardian Life	\$3,589.48
	Life & Dental Ins for all covered Township staff & EO	
10/4/2013	Ameritas Life	\$475.00
	Vision Plan for all covered staff	
10/4/2013	Waukegan Township General Fund	\$1,295.32
	Reimb. Town for paid Health Ins for Assessors	
9/30/2013	North Chicago High School	\$1,000.00
	Grant for music program	
9/30/2013	Love, Inc.	\$500.00
	Outside Agency Grant	
10/1/2013	Johnnie Jenkins	\$61.53
	Travel Exp.	
Total Town Fund		\$35,169.68
Total all checks paid prior to board meeting		\$56,172.66

Action on Emergency Bills: None.

Action Items:

Supervisor Jones requested a motion for the approval of the “Waukegan Township Recommendation for Staff Appointment” of Erik Perez/Administrative Assistant-EWC and Loretta Pable/Events & Trips Coordinator-Park Place in full time positions 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.**

New Business: None.

Old Business: None.

Announcements:

Attorney Joanem thanked the Township Board for all their prayers and concerns in the passing of his mother-in-law Mrs. Eloise Applewhite. Supervisor Jones read a

thank you note received from Jacqueline Joanem giving the Board many thanks for the kind words of encouragement, prayers and flowers.

Trustee Johnson mentioned that Mr. and Mrs. Roger Hilton will be celebrating 60 years of marriage.

Comments/Concerns-Trustee:

Trustee Willms asked Supervisor Jones if the 1) Annual Treasurers Report, 2) Township/Road & Bridge District CPA audit with state comptroller's office & County Clerk and 3) Annual Financial Report with the state comptroller's office & County Clerk reports were filed on time to comply with the September 30, 2013 filing and requested a copy of the reports. Supervisor Jones responded, yes the reports were filed on time and a copy of the reports can be provided to him.

Trustee Willms commented on the News-Sun article of September 28-29, 2013 under "Talk of the County" column, "Delusional" heading stating that the city of Waukegan will have to overcome the extremely high property taxes in order to attract new businesses.

There being no further business to come before the Board, Supervisor Jones adjourned the October 10, 2013 meeting at 6:00 p.m.

PATRICIA JONES, Township Supervisor

ROSE M. STABEN, Township Clerk