

WAUKEGAN TOWNSHIP BOARD MEETING

February 13, 2014

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 February 13, 2014.

The meeting was called to order at 5:00 p.m. by Supervisor Patricia Jones and was followed by the Pledge of Allegiance. Trustee 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, Assessor Mark Stricklin and Supervisor Patricia Jones. **Also Present:** Attorney Torrie M. Newsome, Tammy Springs/Supervisor Assistant/Deputy Clerk and Dulce Ortiz/Human Resources Manager. **Absent:** Highway Commissioner Mike Hewitt.

Supervisor Jones requested a motion to approve the **Agenda for the February 13, 2014** Waukegan Township Board Meeting as presented. Motion by Trustee Francis, 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 January 23, 2014** Waukegan Township Board Meeting as presented. Motion by Trustee Francis, 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 **Cash-on-Hand** as of **February 10, 2014** as presented. 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 February 24, 2014

Fund	Bank	Balance	Ins/outs
Town Fund	NorStates Checking	148,777.44	
	NorStates Money Market	1,164,678.20	
	Illinois Funds	37,464.56	
	No. Chicago Comm Bank	245,815.23	
Total Town Fund		\$1,596,735.43	
General Assistance Fund	First Midwest Checking	176,406.67	
	First Midwest Bank M/M	175,215.71	
	Illinois Funds	7,123.34	
Total General Assistance		\$358,745.72	
IMRF/FICA Fund	First Midwest Bank	104,136.58	
	First Midwest Bank M/M	25,518.79	

	Illinois Funds	163,006.32
Total IMRF/FICA Fund		\$292,661.69
Senior Fund	NorStates Financial	74,798.13
	NorStates Money Market	186,459.32
	First Midwest Money Market	34,997.74
	Illinois Funds	14,013.19
Total Senior Fund		\$310,268.38
		2,558,411.22
Road & Bridge	NorStates Financial	144,370.25
Total Road & Bridge		\$144,370.25

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 \$224,953.90 for Town and \$67,001.34 for R & B

Town RE Tax -

Total received FY 2014 **\$1,259,099.47**

GA RE Taxes -

Total received FY 2014 **\$773,101.83**

IMRF/FICA RE Taxes -

Total received FY 2014 **\$239,812.50**

SEN'R RE Taxes -

Total received FY 2014 **\$1,082,007.16**

R&B RE Taxes -

Total received FY 2014 **\$157,192.64**

Other Payments Rec'd

Citizen Participation: None.

Supervisor's Report:

Supervisor Jones mentioned that the Eddie Washington Center will be celebrating its 20th Anniversary on February 23, 2014 at the Shiloh Baptist Church; the celebration will start at 10:45 a.m.

Supervisor Jones distributed the "HBCU College Tour" packets and said the orientation is scheduled for February 17, 2014 to take place at Park Place at 6:30 p.m. Supervisor said the list is open to take more applicants. Trustee Francis asked how are funds coming along for the college tour. Supervisor Jones said partners are asked to make \$500.00 donations and that at this time a sponsorship of \$500.00

was received from Attorney Newsome and Dr. Phill Carrigan. She mentioned that other individuals made \$50.00 donations.

Supervisor Jones mentioned that the Springfield "TOPIC Day" is scheduled for April 30, 2014. She said if anyone on the Board is interested in going to inform Deputy Clerk Springs for arrangements.

Supervisor Jones distributed the "Township Officials of Lake County" installation dinner program scheduled for February 21, 2014 hosted by Ela Township. She said if anyone is interested in going to inform Deputy Clerk Springs for reservations.

Supervisor Jones mentioned that the "Township Officials of Lake County" committee is seeking a representative from each Township. She said the committee meets several times a year in different locations. She said she will submit Trustee McBride as the Waukegan Township representative.

Supervisor Jones mentioned that the "Senior Citizen Service Committee" will have their installation of officers in March at Park Place. She said Trustee Johnson is currently the liaison for the SCSC committee and invited the Board to attend.

Supervisor Jones mentioned that the "Women's History Month" celebration is scheduled for March 21, 2014. She said Barbara Martin/CEO of Vista Health will be the keynote speaker and twelve dynamic women of the community will be honored.

Supervisor Jones distributed the "Soul Food Cook Off" scheduled for February 22, 2014 to take place at Park Place with two sessions, a 9-11:00 a.m. and a 12-2:00 p.m. She said 20 stations will be set up and great prizes will be given with a \$300.00 cash prize to the first place winner. She invited the Board to attend with family and friends.

Supervisor Jones mentioned that the "HealthReach Clinic" continues to assist the Township clients with medical support services and would like to recommend a donation to them in the amount of \$1,000.00.

Supervisor Jones mentioned that the Township received a check for the North Shore Unitarian Church in support of the "Coalition to Reduce Recidivism" in the amount of \$639.37.

Supervisor Jones mentioned that the "Grandparents Raising Grandchildren" will continue to have two sessions (day and evening) per month. She said three new grandparents have joined the group meetings and the schools and churches will be reached for new members.

Supervisor Jones mentioned that the city of North Chicago Chamber will be having their annual "Forecast" event featuring State Representative Rita Mayfield, Mayor Rockingham, and Senator Terry Link among others on February 14, 2014 at 8:00 p.m.

Highway Commissioner's Report: None.

Assessor's Report:

Assessor Mark Stricklin reported that he met with several County Board members, Bill Durkin, Diane Hewitt, Audrey Nixon and Mary Cunningham. He said they discussed setting up five learning sessions (at different locations) to educate the tax payer the evaluation/assess process for property taxes and provide literature in Spanish. After the sessions the tax payer will have the proper paper work, can then agree to settle with the lower taxes presented to them and skip the Board of Review process. Trustee McBride said information on the role of the Assessor and the County will clear the perception that the Assessor's office raises the property taxes. Assessor Stricklin said that the tax bills will be going out in May. For the month of July the County will have a help center.

Assessor Stricklin said at this time the Assessor office employees use their personal vehicles for field work and would recommend a vehicle for office use. He said he can research an economical siècle for this use if the Board would allow him to go forward.

Executive Session:

Supervisor Jones requested a motion to enter into Executive Session for the purpose of Personnel-5ILSC 120/2 (C1) at 5:25 p.m. Motion by Trustee McBride, second by Trustee Francis. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Open Session resumed at 5:56 p.m.

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending February 07, 2013 in the amount of **\$85,746.03**. Motion by Trustee Johnson, second by Trustee McBride for the approval of payroll as presented. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

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 **\$14,391.10**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$10,993.13**; Invoices for G/A Fund/Staben House in the amount of **\$7,147.20**; Invoices for Town Fund/Assessor's Office in the amount of **\$6,274.11**; Invoices for Road and Bridge / Highway Department the amount of **\$2,446.91**; Senior Fund/Park Place in the amount of **\$22,862.59**; Senior Fund/Gift Shoppe in the amount of **\$440.47**; Invoices for Home Sweet Home in the amount of **\$2,300.85**; Invoices for Fundraisers in the amount of **\$0** as presented. Motion by Trustee McBride, second by Trustee Francis for the approval of submitted invoices. **Ayes:** Trustee Francis, 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 January 23, 2014 Board Meeting in the amount of **\$90,738.95**. 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.**

**Paid Bills
February 13, 2014**

The following is a list of bills that were paid after the board meeting of January 23, 2014, but before the meeting February 13, 2014

Purpose	Payee	Amount
Senior Fund		
2/13/2014	Waukegan Township General Fund	\$9,776.67
	Health Insurance PP & HSH	
1/31/2014	IL Department of Employment Security	\$998.17
	4th qtr unemployment	
Total Senior Fund		\$10,774.84
G/A Fund		
1/25/2/13	General Assistance Client Payments	\$18,954.98
	Payments made on behalf of GA Clients	
1/31/14	IL Department of Employment Security	956.25
	4th qtr unemployment	
1/13/2014	Waukegan Township General Fund	\$7,722.87
Total G/A Fund		\$27,634.10
R & B Fund		
1/27/2014	City of Waukegan, NoChicago, Park City	
	PPRT Tax Proration	\$14,258.56
1/31/2014	II Dept of Employment Security	
	4th Qtr unemployment	\$142.27
Total R & B Fund		\$14,400.83
Town Fund		
2/11/2014	Blue Cross Blue Shield	\$29,126.10
	Health Ins for all covered Township staff & EO	
2/11/2014	Guardian Life	\$3,523.74
	Life & Dental Ins for all covered Township staff & EO	
2/11/2014	Ameritas Life	\$431.40
	Vision Plan for all covered staff	
1/31/2014	Illinois Dept of Employment Security	\$259.24
	4th Qtr Unemployment	

1/29/2014	February payment	Classic Toyota	\$428.96
1/29/2014	February Phone bill	Call One	\$2,450.54
2/7/2004	Pat Morris Retirement	Hillary's	\$263.00
2/13/2014	Health Insurance - Assessors	Waukegan Township General Fund	\$1,446.20
Total Town Fund			\$37,929.18
Total all checks paid prior to board meeting			\$90,738.95

Emergency Bills: None.

Action Items:

Supervisor Jones requested a motion for the approval of the Personnel “Waukegan Township Employee Termination” of Maurice Bankhead/EEC Case Manager effective as of 02/04/14 with last day of payroll effective as of 03/21/14 as presented. Motion by Trustee McBride, second by Trustee Johnson. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** Trustee McBride. **Motion carried.**

Supervisor Jones requested a motion for the approval of the “Sick Hours Accumulative” 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.**

Supervisor Jones requested a motion for the approval of the “HealthReach Clinic” donation in the amount of \$1,000.00 as presented. Motion by Trustee McBride, second by Trustee Johnson. **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 “Proclamation” of Township Attorney Torrie M. Newsome as of January 01, 2014 to February 01, 2015 for a monthly salary in the amount of \$1,500.00. Motion by Trustee McBride, second by Trustee Willms. **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 “Agreement for Residency Investigation Services” two year contracts, to be provided by Daniel L. Greathouse (DLG) as presented. Motion by Trustee McBride, second by Trustee Johnson. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

New Business: None.

Old Business: None.

Announcements:

Supervisor Jones mentioned that the inaugural for the new president for the North Shore Baptist Minister Alliance is scheduled for February 16, 2014 to be held at Gideon Missionary Baptist Church and invited the Board to attend the celebration.

Trustee Johnson mentioned that the New Hope Missionary Baptist Church will be having their “Black History” program on February 23, 2014 beginning at 3:30 p.m. and invited the Board to attend the celebration.

Comments/Concerns-Trustees:

Trustee Johnson thanked the Township Board and staff for the abundance of get well wishes, services, flowers and moral support, he said he deeply needed. He welcomed Attorney Newsome to the Township Board. He said God has been good to him and he was very happy to be back.

Adjournment:

There being no further business to come before the Board, Supervisor Jones adjourned the February 13, 2014 meeting at 6:30 p.m.

PATRICIA JONES, Township Supervisor

ROSE M. STABEN, Township Clerk