

WAUKEGAN TOWNSHIP BOARD MEETING

JANUARY 23, 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, January 23, 2014.

The meeting was called to order at 5:00 p.m. by Supervisor Patricia Jones and was followed by the Pledge of Allegiance. Township Assessor Mark Stricklin lead the Members in prayer.

ROLL CALL: Trustee Katherine Rothwell-Francis, Trustee Jeff McBride, Trustee Charles "Chuck" Willms, Clerk Rose M. Staben and Supervisor Patricia Jones. **Also Present:** Torrie M. Newsome/Township Attorney, Nancy Netherton/Financial Manager and Tammy Springs/Supervisor Assistant/Deputy Clerk. **Excused:** Trustee Percy L. Johnson.

Supervisor Jones requested a motion to approve the **Agenda for the January 23, 2014** Waukegan Township Board Meeting as presented. Motion by Trustee Willms, second by Trustee McBride. **Ayes:** Trustee Francis, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the **Minutes for the January 09, 2014** Waukegan Township Board Meeting as presented. Motion by Trustee Willms, second by Trustee McBride. **Ayes:** Trustee Francis, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the **Cash-on-Hand** as of **January 17, 2014** as presented. Motion by Trustee Francis, second by Trustee McBride. **Ayes:** Trustee Francis, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report
as of February 10, 2014

Fund	Bank	Balance	Ins/outs
Town Fund	NorStates Checking	242,810.84	
	NorStates Money Market	1,164,678.20	
	Illinois Funds	37,464.56	
	No. Chicago Comm Bank	245,815.23	
Total Town Fund		\$1,690,768.83	
General Assistance Fund	First Midwest Checking	239,581.93	
	First Midwest Bank M/M	175,215.71	
	Illinois Funds	7,123.34	
Total General Assistance		\$421,920.98	
IMRF/FICA Fund	First Midwest Bank	108,329.09	
	First Midwest Bank M/M	25,517.05	

	Illinois Funds	163,006.32	100,000 to ckg
Total IMRF/FICA Fund		\$296,852.46	
Senior Fund	NorStates Financial	133,783.53	
	NorStates Money Market	186,459.32	
	First Midwest Money Market	34,995.72	30,000 to taxi ckg
	Illinois Funds	14,013.19	
Total Senior Fund		\$369,251.76	
		2,778,794.03	
Road & Bridge	NorStates Financial	147,783.53	
Total Road & Bridge		\$147,783.53	

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

\$197.50 - County RX Program
Rebate

Citizen Participation: None.

Supervisor's Report:

Supervisor Jones mentioned that Trustee Johnson is recovery at home and resting well.

Commissioner Hewitt entered the Board meeting at 5:10 p.m.

Supervisor Jones asked Nancy Netherton/Financial Manager to expound on the 2014-2015 preliminary budgets for General Town and Road & Bridge. Mrs. Netherton distributed the "Waukegan Township Budget for General Township Purposes for Town Fund, General Assistance Fund, IMRF & FICA Fund and Senior Fund packet. She also distributed the "Waukegan Township Budget for Road & Bridge Purposes" for Administrative and Road Division. She discussed the revenues, expenditures and recap totals.

Supervisor Jones mentioned the "Martin Luther King Jr. Dreamers' Breakfast" held on January 18, 2014. She thanked the Board members for attending. She mentioned the event grossed \$9,150.00 with expenses of \$6,250.00. Trustee Francis said the speakers were dynamic. Trustee McBride said it turned out to be a great celebration with many people in attendance.

Supervisor Jones mentioned that the transportation fee will be set at \$1.50 per trip with an initial cost for the card.

Supervisor Jones mentioned that the Park Place flooring installation will begin on January 24, 2014 and take several days to complete.

Supervisor Jones distributed the "HBCU College Tour" orientation flier, held January 20, 2014. She mentioned that Attorney Newsome is a \$500.00 supporter of the college tour, scheduled for March 24-28, 2014. She invited the Board to solicit students for the tour.

Supervisor Jones distributed the "Waukegan Township & Partners Spring Break 2014/Historically Black Colleges & Universities College Tour" letter, dated January 13, 2014 with application attached.

Supervisor Jones distributed the "Waukegan Township 2014 Calendar." She said the calendar will be distributed to the community and offered copies to the Board for distribution.

Supervisor Jones mentioned that "Second City" will be featured at the Genesee Theater to benefit the "Waukegan School Foundation." She said to see Deputy Clerk Springs for tickets if you are interested in attending.

Supervisor Jones mentioned that the "Waukegan JROTC Drill Team" will be traveling to Florida for competition in May 2014. She said the donation request will be held over till the new fiscal year.

Supervisor Jones distributed the "HBCU" dear friend letter, dated January 07, 2014. The letter is addressing the college tour, admission fee and soliciting sponsorship.

Supervisor Jones distributed the "Waukegan Township Recommendation for Staff Appointment" for Kimberly McBride/Receptionist/Information Clerk/General Office Clerk for the Assessor's Office.

Highway Commissioner's Report:

Commissioner Hewitt reported that the CDBG grant was received in the amount of \$35,000.00.

Assessor's Report:

Assessor Stricklin said he was glad to be on board and thanked everyone for their support. He said he attended the Assessor meeting and for sees some challenges ahead. He invited the Township Board to visit the Assessor's office and meet the staff.

Executive Session: None.

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending January 09, 2014 in the amount of **\$84,487.92**. Motion by Trustee McBride, second by Trustee Willms for the approval of payroll as presented. **Ayes:** Trustee Francis, 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 **\$24,173.04**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$11,318.13**; Invoices for G/A Fund/Staben House in the amount of **\$2,047.12**; Invoices for Town Fund/Assessor's Office in the amount of **\$1,696.46**; Invoices for Road & Bridge/Highway Department the amount of **\$929.15**; Invoices for Senior Fund/Park Place in the amount of **\$14,355.36**; Invoices for Senior Fund/Gift Shoppe in the amount of **\$1,056.38**; Invoices for Home Sweet Home in the amount of **\$435.83**; Invoices for Fundraisers in the amount of **\$0**. **Discussion:** Trustee Willms questioned Senior Fund, page 1, item 3, American Outfitters-Building Maintenance Supplies. Supervisor Jones said shirts were purchased. Motion by Trustee Francis, second by Trustee McBride for the approval of submitted invoices as presented. **Ayes:** Trustee Francis, 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 09, 2014 Board Meeting in the amount of **\$67,274.25**. Motion by Trustee McBride, second by Trustee Francis for the approval of Paid Bills as presented. **Ayes:** Trustee Francis, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills
January 23, 2014**

The following is a list of bills that were paid after the board meeting of January 9, 2014, but before the meeting January 23, 2014

Purpose	Payee	Amount
Senior Fund		
1/13/2014	Waukegan Township General Fund	\$12,256.39
	Health Insurance PP & HSH	
1/17/2014	Tranelle Duffy	\$250.00
	MLK Entertainment	
1/17/2014	Gregory Livingston	\$500.00
	Honorarium - MLK Keynote	
1/17/2014	SMS Sound	\$600.00
	Sound System - MLK	
1/17/2014	WHS Orchestra	\$50.00
	Entertainment - MLK	
Total Senior Fund		\$13,606.39
G/A Fund		
11/26-12-12	General Assistance Client Payments	\$7,010.96
	Payments made on behalf of GA Clients	
1/13/2014	Waukegan Township General Fund	\$8,735.19
Total G/A Fund		\$15,746.15
R & B Fund		
Total R & B Fund		\$0.00
Town Fund		
1/13/2014	Blue Cross Blue Shield	\$32,425.06
	Health Ins for all covered Township staff & EO	
1/13/2014	Guardian Life	\$3,614.11
	Life & Dental Ins for all covered Township staff & EO	
1/13/2014	Ameritas Life	\$389.64
	Vision Plan for all covered staff	
1/14/2014	Johnnie Jenkins	\$29.50
	Transportation - Seminar	
1/14/2014	Waukegan Township General Fund	\$1,463.40
	Health Insurance - Assessors	
Total Town Fund		\$37,921.71

Total all checks paid prior to board meeting \$67,274.25

Emergency Bills: None.

Action Items:

Supervisor Jones requested a motion for the approval of “Waukegan Township Recommendation for Staff Appointment” of Kimberly McBride/Assessor’s Office at \$19.24 per hour, full time as presented. Motion by Trustee Francis, second by Trustee Willms. **Ayes:** Trustee Francis, Trustee Willms, Supervisor Jones. **Nays:** Trustee McBride. **Motion carried.**

Supervisor Jones requested a motion for the approval of the “General Town 2014-2015 Budget” as presented. Motion by Trustee Francis, second by Trustee McBride. **Ayes:** Trustee Francis, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the “Road & Bridge 2014-2015 Budget” as presented. Motion by Trustee McBride, second by Trustee Willms. **Ayes:** Trustee Francis, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

New Business: None.

Old Business: None.

Announcements: None.

Comments/Concerns-Trustees:

Trustee Willms commented that at the November 14, 2013 Board meeting he mentioned that several meetings back he requested an up-to-date grant list. He said that Supervisor Jones said she would provide him with the list but that he has not received it. Supervisor Jones responded that she will see to it that he receives he list.

Adjournment:

There being no further business to come before the Board, Supervisor Jones adjourned the January 23, 2014 meeting at 6:10 p.m.

PATRICIA JONES, Township Supervisor

ROSE M. STABEN, Township Clerk