

WAUKEGAN TOWNSHIP BOARD MEETING DECEMBER 11, 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 December 11, 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 Percy L. Johnson 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:** Attorney Torrie M. Newsome, Nancy Netherton/Financial Manager and Dulce Ortiz/Human Resources. **Excused:** Assessor Mark Stricklin. **Absent:** Trustee Jeff McBride.

Supervisor Jones requested a motion to approve the **Agenda** for the **December 11, 2014** Waukegan Township Board Meeting as presented. Motion by Trustee Francis, second by Trustee Johnson. **Ayes:** Trustee Francis, Trustee Johnson, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the **Minutes** for the **November 24, 2014** Waukegan Township Board Meeting as presented. Motion by Trustee Francis, second by Trustee Johnson. **Ayes:** Trustee Francis, Trustee Johnson, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Highway Commissioner Mike Hewitt entered the Board Meeting at 5:04 p.m.

Supervisor Jones requested a motion to approve the **Cash-on-Hand** as of **December 08, 2014** 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 December 8, 2014

Fund	Bank	Balance	Ins/outs
Town Fund	NorStates Checking	259,168.45	
	NorStates Money Market	1,142,245.68	
	Illinois Funds	37,468.70	
	No. Chicago Comm Bank	245,962.36	
Total Town Fund		\$1,684,845.19	
General Assistance Fund	First Midwest Checking	264,487.40	
	First Midwest Bank M/M	653,988.66	
	Illinois Funds	7,124.09	
Total General Assistance		\$925,600.15	
IMRF/FICA Fund	First Midwest Bank	61,486.95	
	First Midwest Bank M/M	157,544.67	
	Illinois Funds	163,025.89	
Total IMRF/FICA Fund		\$382,057.51	
Senior Fund	NorStates Financial	185,726.17	
	NorStates Money Market	258,213.67	
	First Midwest Money Market	24,999.00	
	Illinois Funds	35,901.70	
Total Senior Fund		\$504,840.54	
		3,497,343.39	
Road & Bridge	NorStates Financial	185,735.01	
Total Road & Bridge		\$185,735.01	

PPRT Taxes Received since last report -

Town - \$

R&B - \$

For the states fiscal year of we received a total of
for Town and for R & B

Town RE Tax - 11/13/14	\$9,315.70
Total received FY 2014/2015	\$1,321,759.14

GA RE Taxes - 11/13/14	\$4,492.68
Total received FY 2014/2015	\$637,444.12

IMRF/FICA RE Taxes - 11/13/14	\$1,475.54
Total received FY 2014/2015	\$235,214.18

SEN'R RE Taxes - 11/13/14	\$6,739.02
Total received FY 2014/2015	\$1,034,522.29

R&B RE Taxes - 11/13/14	\$1,050.55
Total received FY2014/2015	\$149,129.70

Other Payments Rec'd

Citizen Participation:

Supervisor Jones introduced Lake County Board Commissioner Audrey Nixon and Commissioner Mary Ross Cunningham/Staben House Advisory Committee member. Ms. Cunningham congratulated the Waukegan Township for their efforts to improve the lives of the women and children that enter the Staben House. Ms. Nixon commended the Township for their unending support to the citizens of Waukegan, North Chicago and other communities. The Commissioners presented Waukegan Township with a CDBG grant in the amount of \$36,550.00.

Ms. Nixon and Ms. Cunningham exit the Board Meeting at 5:10 p.m.

Supervisor's Report:

Supervisor Jones introduced Ted Haug/Legat Architects and asked him to address the Board members regarding the 149 S. Genesee Township office building renovation. Mr. Haug distributed the "Waukegan Township Offices Renovations" cost chart and blue prints. He said the renovation will improve the outside appearance of the building and save long term maintenance. The improvement is including the parking lot. Supervisor Jones asked if minority contractors would be utilized. Mr. Haug said yes minority contractors can be written into the bidding proposal.

Supervisor Jones asked Nancy Netherton/Financial Manager to address the Board members regarding the tax levy 2014. Mrs. Netherton said the tax levy information was provided in the Board packets, including the tax levy of 2013 for comparison. She reviewed the tax levy figures and said because of the tax cap there will only be changes in the Senior and the General Assistance funds and all other funds will stay the same. The Road & Bridge tax levy will also remain the same as last year.

Supervisor Jones mentioned the "A Home for the Holidays" celebration was well attended and thanked the Board members for supporting and attending the event. She said after the expenses the event made \$5,000.00.

Supervisor Jones mentioned that the Township 2015 calendar will soon be going to the printers.

Supervisor Jones mentioned the Annual "Children's Shopping Spree" is scheduled for December 13, 2014 from 6:30 a.m. to 2:00 p.m. starting at Park Place. She said the children will be escorted to the Target store then to People's Choice arcade and back to Park Place. She thanked the other sponsors Shawall Temple and Top Teens of Lake County for helping to make the shopping spree possible.

Supervisor Jones mentioned that the "Employee Recognition & Holiday Celebration" is scheduled for December 12, 2014 at 12:00 p.m. to be held at Park Place. She distributed the dessert contest flier for the event.

Supervisor Jones mentioned Township annual "Holiday Luncheon" is scheduled for December 14, 2014 at 2:00 p.m. to be held at Park Place.

Supervisor Jones mentioned the “Martin L. King Jr. Dreamers’ Breakfast” is scheduled for January 19, 2015 at 10:00 a.m. to be held at the Ramada Inn.

Supervisor Jones mentioned that the new Bob Ridings Ford trucks for the highway department are now at the highway department and she invited the Board Members to visit the department to see the new trucks at their convenience.

Supervisor Jones mentioned that the “North Shore Ministers’ Alliance” will be having their annual event. She asked Trustee Johnson to address the Board regarding the NSMA event. Trustee Johnson said this year’s event has a great service scheduled. He said he serves as the NSMA chairman and thanked the Township for their continued support.

Supervisor Jones mentioned that the North Chicago Rotary Club will be having their fundraiser. She said Trustee Johnson is a NCRC representative for Waukegan Township and asked him to expound on the event. Trustee Johnson said the annual fundraiser will be held at the Greenbelt Cultural Center.

Supervisor Jones mentioned that the Township will provide curbside service from Park Place to the “Salute to Gospel Music” concert scheduled at the Genesee Theater. She said the Township will be purchasing tickets at a buy one get one free deal.

Supervisor Jones mentioned that the HBCU tour date has been changed to collate with Waukegan High School dates. She said the new date will be March 20-28, 2015. The students will get school credit when attending the tour. Trustee Francis asked if students from the 2014 HBCU tour are eligible to participate in the 2015 tour. Supervisor Jones responded, yes.

Highway Commissioner’s Report:

Commissioner Mike Hewitt reported that black top surfacing will be done, thanks to the CDBG grant.

Assessor’s Report: None.

Commissioner Hewitt exits the Board Meeting at 5:33 p.m.

Executive Session:

Supervisor Jones requested a motion to enter into Executive Session for the purpose of Personnel-5ILCS 120/2 (C1) at 5:35 p.m. Motion by Trustee Francis, second by Trustee Willms. **Ayes:** Trustee Francis, Trustee Johnson, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Open Session resumed at 5:58 p.m.

Action on Payroll:

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending **November 28, 2014** in the amount of **\$83,982.41** as presented.

Motion by Trustee Johnson, second by Trustee Francis. **Ayes:** Trustee Francis, Trustee Johnson, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Paid Bills			
December 11, 2014			
The following is a list of bills that were paid after the board meeting of November 24, 2014, but before the meeting December 11, 2014			
Purpose	Payee		Amount
Senior Fund			
12/5/2014	North Chicago Rotary		\$400.00
	Event for Senior Services Committe		
12/8/2014	CLC - Lakeshore		\$575.00
	Salute to Gospel tickets (2 for 1 advance deal)		
Total Senior Fund			\$575.00
G/A Fund			
11/25-12/10	General Assistance Client Payments		\$6,702.00
	Payments made on behalf of GA Clients		
Total G/A Fund			\$6,702.00
R & B Fund			
Total R & B Fund			\$0.00
Town Fund			
12/4/2014	Children's Advocacy Center		\$130.00
	Event		
12/8/2014	Bob Ridings Ford		\$51,768.00
	For (2) Truck Delivery		
11/25-12/10/14	RRR Clients		\$20.00
	Transportation, ID's, Employment Needs		
Total Town Fund			\$51,918.00
Total all checks paid prior to board meeting			\$59,195.00

Action on Invoices:

Supervisor Jones requested a motion for the approval of **agenda item #14**, approval of the following invoices for bills submitted for the **December 11, 2014** Board Meeting: Invoices for Town Fund in the amount of **\$13,420.58**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$3,887.60**; Invoices for G/A Fund/Staben House in the amount of **\$5,429.21**; Invoices for Town Fund/Assessor's Office in the amount of **\$1,841.24**; Invoices for Road and Bridge/Highway Department the amount of **\$16,797.67**; Senior Fund/Park Place in the amount of **\$8,870.58**; Senior Fund/Gift Shoppe in the amount of **\$211.73**; Invoices for Home Sweet Home in the amount of **\$5,213.72**; Invoices for Fundraisers in the amount of **\$0** as presented. Motion by Trustee Francis, second by Trustee Johnson. **Ayes:** Trustee Francis, Trustee Johnson, Trustee Willms, 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 **November 24, 2014** Board Meeting in the amount of

\$59,195.00 as presented. Motion by Trustee Willms, second by Johnson. **Ayes:** Trustee Francis, Trustee Johnson, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Emergency Bills: None.

Action Items:

Supervisor Jones requested a motion for the approval of the “Town Tax Levy Ordinance” for 2014 as presented. Motion by Trustee Johnson, second by Trustee Francis. **Ayes:** Trustee Francis, Trustee Johnson, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the “Road & Bridge Tax Levy Ordinance” for 2014 as presented. Motion by Trustee Francis, second by Trustee Johnson. **Ayes:** Trustee Francis, Trustee Johnson, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of “Waukegan Township Recommendation for Staff Appointment” of Diane Hewitt/Administrative Assistant/Road Maintenance Worker for part-time at \$20.00 per hour as presented. Also for the approval of the “Employee Recognitions” anniversaries in the amount of \$500.00 and recognition in the amount of \$575.00 as presented. Motion by Trustee Francis, second by Trustee Johnson. **Ayes:** Trustee Francis, Trustee Johnson, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of “North Shore Ministers’ Alliance” donation request for their Martin L. King Jr. program in the amount of \$500.00. Motion by Trustee Francis, second by Trustee Johnson. **Ayes:** Trustee Francis, Trustee Johnson, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Old Business: None.

New Business: None.

Announcements: None.

Comments/Concerns-Trustees:

Supervisor Jones said due to the holiday, the second December Township Board meeting will be on December 22, 2014, a Monday.

Adjournment:

There being no further business to come before the Board, Supervisor Jones adjourned the December 11, 2014 meeting at 6:18 p.m.

PATRICIA JONES, Township Supervisor

ROSE M. STABEN, Township Clerk