

WAUKEGAN TOWNSHIP BOARD MEETING JUNE 12, 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 June 12, 2014.

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

Supervisor Jones requested a motion to approve the **Agenda** for the **June 12, 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 **May 22, 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 **June 06, 2014** as presented. Motion by Trustee Francis, second by Trustee Johnson. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report
as of June 6, 2014

Fund	Bank	Balance	Ins/outs
Town Fund	NorStates Checking	307,170.60	
	NorStates Money Market	924,199.96	
	Illinois Funds	37,465.89	
	No. Chicago Comm. Bank	245,847.02	
Total Town Fund		\$1,514,683.47	
General Assistance Fund	First Midwest Checking	134,924.36	
	First Midwest Bank M/M	278,098.69	
	Illinois Funds	7,123.58	
Total General Assistance		\$420,146.63	
IMRF/FICA Fund	First Midwest Bank	194,946.35	
	First Midwest Bank M/M	25,523.65	

	Illinois Funds	163,013.56
Total IMRF/FICA Fund		\$383,483.56
Senior Fund	NorStates Financial	261,321.08
	NorStates Money Market	16,075.96
	First Midwest Money Market	42,154.15
	Illinois Funds	14,013.19
Total Senior Fund		\$333,564.38
		2,651,878.04
Road & Bridge	NorStates Financial	95,911.33
Total Road & Bridge		\$95,911.33

PPRT Taxes Received since last report -

Town - \$

R&B - \$

For the state's fiscal year of 7/1/13-6/30/14 we received a total of \$572,730.20 for Town and \$170,584.67 for R & B

Town RE Tax - 5/22 & 6/5	\$343,135.59
Total received FY 2014/2015	\$343,135.59
GA RE Taxes - 5/22 & 6/5	\$165,483.83
Total received FY 2014/2015	\$165,483.83
IMRF/FICA RE Taxes - 5/22 & 6/5	\$54,350.08
Total received FY 2014/2015	\$54,350.08
SEN'R RE Taxes - 5/22 & 6/5	\$248,225.74
Total received FY 2014/2015	\$248,225.74
R&B RE Taxes - 5/22 & 6/5	\$38,954.17
Total received FY2014/2015	\$38,954.17
Other Payments Rec'd	

Citizen Participation: None.

Supervisor's Report:

Supervisor Jones distributed a thank you note received from "NorthPointe Resources" and thanked Clerk Staben for attending the event.

Supervisor Jones distributed a copy of a NewsSun article covering the "Men of Distinction" awards luncheon. She mentioned that the event is scheduled for June 13, 2014 to be held at the Milan banquet hall and invited the Board members to attend.

Supervisor Jones thanked Trustee McBride for attending the "Community Symposium & Job Fair" held on June 06, 2014 and distributed the program. She mentioned that approximately 280 people were in attendance many vendors participated and several individuals were hired for employment at the fair. Trustee McBride said that the event provided jobs, expungement information and resources available. He said it was a great turn out and the speakers provided useful information. Supervisor Jones mentioned that 18 elected officials attended the event and 3 Coalition members were enrolled.

Supervisor Jones mentioned the Township summer employees for the Home Sweet Home program, Park Place, Eddie Washington Center and the Supervisor's office. She asked Dulce Ortiz/Human Resources Manager to address the Board members about the positions. Ms. Ortiz distributed the "Personnel Action Form" list dated June 12, 2014. She mentioned the names of the 19 summer college students, the college's they are attending and the departments they will be assigned to work. Trustee Willms asked where the funds are for the summer employees coming from. Supervisor Jones responded, the money is budgeted yearly for summer programs and the salary is \$10.00 per hour. Ms. Ortiz distributed "Waukegan Township Recommendation for Staff Appointment" for Cheryl Dunlap/Special Events & Programs Manager for full-time at \$19.23 per hour and Jose Ramos/Staben House Maintenance for part-time at \$11.75 per hour. Ms. Ortiz distributed "Waukegan Township Employee Resignation" for Ronisha Crenshaw/Staben House Child Specialist-House Manager, last day of employment 05/16/14 and last day of payroll 05/30/14. She mentioned that there are 4 other full-time positions open, Facility Coordinator/Staben House, Program Coordinator/Park Place, Marketing Assistance/Supervisor's office all full-time positions also Fitness Instructor/Park Place a part-time position.

Supervisor Jones distributed the "Waukegan Township Scholarship" applications/credentials for the Board members to review. Supervisor Jones mentioned not many high school students are not applying or are aware of the Township scholarship and the Township will work towards getting the word out to the students of Waukegan, Park City, North Chicago and Beach Park and hopes to have 5 applicants in 2015. She said that of the 3 applicants, only 1 applicant provided all necessary information and 1 other applicant is incomplete and will be given time to provide the correct government essay and 1 other will be rejected. Trustee Johnson asked if only Ms. Bankhead provided the information and credentials. Supervisor Jones said Mr. Rodriguez addressed his essay to the City of Waukegan and will be given the opportunity to correct his essay to address the Waukegan Township government.

Supervisor Jones mentioned the "Conceal & Carry" workshop is scheduled for June 15, 2014 to be held at Park Place at 10:00 a.m. facilitated by Attorney Newsome. Attorney Newsome said personnel from the States Attorney office, police department officers from Waukegan, Park City and North Chicago will be attending the workshop. He said presentations will be given by the Sheriff's department and others.

Dulce Ortiz left the Board meeting at 5:40 p.m.

Supervisor Jones mentioned the Belle Cruise will be departing June 24, 2014 from Park Place at 7:45 a.m. and encouraged the Board members interested in attending to sign up as soon as possible. She said the Mount Rushmore trip went well and everyone had a great time.

Supervisor Jones distributed the "Waukegan Township Senior Citizens Service Committee" agenda for June 04, 2014. Trustee Johnson attended the meeting and expounded on the day's event and the Family First Center resources.

Supervisor Jones distributed the "Staben House/Eddie Washington Center 10th Annual Golf Outing" agenda for June 05, 2014. Assessor Stricklin credited Supervisor Jones for her efforts and success with the Township events to raise funds. Supervisor Jones thanked the Board members for their support in this endeavor and Attorney Newsome for his sponsorship.

Supervisor Jones mentioned the "Waukegan Township Employee Spring Fair" is scheduled for June 25, 2014 to be held at Park Place from 12:00 to 4:00 p.m.

Supervisor Jones mentioned the "TOI Education Program" is scheduled for June 20, 2014 to be held at Hilton Lisle in Naperville. She asked the Board members to see Deputy Clerk Springs for reservation arrangements.

Supervisor Jones distributed "FY 2014 Outside Agency & Investing in our Future Funding Requests" list. She said there are 9 requests and the Board will vote on these request today.

Supervisor Jones mentioned that the Staben House advisory committee toured the facility. Trustee Francis said the Staben House graduation May 31, 2014 had the largest attendance and the speakers delivered great messages and stories. She mentioned a pot luck dinner was held for the Staben House mothers. Supervisor Jones thanked Trustee Francis, Assessor Stricklin and Clerk Staben for attending the graduation.

Supervisor Jones distributed the "Healthcare Foundation of Northern Lake County" letter, dated May 19, 2014. The letter stated that the foundation will provide the Township with a grant in the amount of \$30,000.00 for the Park Place "Senior Center's Wellness" programs.

Highway Commissioner's Report:

Commissioner Hewitt reported he will be entering into an intergovernmental agreement and he distributed the "Intergovernmental Agreement between Waukegan Township Road District and the Village of Gurnee to Share Road Repair Equipment" he prepared, dated May 05, 2014. He said the agreement will allow the village of Gurnee to share a truck-mounted asphalt hot-box equipment. He said Gurnee would utilize the hot-box and maintain it. He mentioned that the County bided for salt at \$68.75 (only \$5.00 more than last year) a ton.

Assessor's Report:

Assessor Stricklin reported that the books are 95% done, due July 15, 2014. He said the Assessor's office is working in advance on the 2015 quadrennial assessments, the office calls are few and the office is moving along timely.

Executive Session: None.

Action on Payroll:

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending **May 30, 2014** in the amount of **\$91,160.07** 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.**

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 **June 12, 2014**: Invoices for Town Fund in the amount of **\$27,254.70**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$4,936.12**; Invoices for G/A Fund/Staben House in the amount of **\$6,021.27**; Invoices for Town Fund/Assessor's Office in the amount of **\$9,580.95**; Invoices for Road and Bridge/Highway Department the amount of **\$5,243.13**; Senior Fund/Park Place in the amount of **\$11,365.53**; Senior Fund/Gift Shoppe in the amount of **\$318.18**; Invoices for Home Sweet Home in the amount of **\$1,454.55**; Invoices for Fundraisers in the amount of **\$0** 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.**

Action on Paid Bills:

Supervisor Jones requested a motion for the approval of **agenda item #15**, Paid Bills submitted after **May 22, 2014** Board Meeting in the amount of **\$14,965.33** as presented. Motion by Trustee Francis, second by Johnson. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills
June 12, 2014**

The following is a list of bills that were paid after the board meeting of May 22, 2014, but before the meeting June 12, 2014

Purpose	Payee	Amount
Senior Fund 6/3/2014	LBM Trailers and Hitches	\$2,176.00
	SHS Equipment Purchase	

Total Senior Fund		\$2,176.00
G/A Fund 5/24- 6/12/14	General Assistance Client Payments Payments made on behalf of GA Clients	\$12,339.33
Total G/A Fund		\$12,339.33
R & B Fund		
Total R & B Fund		\$0.00
Town Fund 05/24- 6/12/14	Client Payments for RRR Transportation	\$450.00
Total Town Fund		\$450.00
Total all checks paid prior to board meeting		\$14,965.33

Emergency Bills: None.

Action Items:

Supervisor Jones requested a motion for the approval of the "Personnel Action Form" of college summer employees. Also, "Waukegan Township Recommendation for Staff Appointment" for Cheryl Dunlap/Special Events & Program Manager for full-time at \$19.23 per hour and Jose Ramos/Staben House-Maintenance for part-time at \$11.75 per hour. Also, "Waukegan Township Employee Resignation" of Ronisha Crenshaw as of 05/16/14 as presented. Motion by Trustee Johnson, second by Trustee Francis. **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 "Outside Agency Request" for JIC Community Development Corp/Scholarship Program, Knights of Columbus/Food Pantry, Waukegan Park District/Parade -Festival and Lake County Renegades/Program Support each in the amount of \$500.00. Also, Greater St. James Temple/Program Support for \$100.00, Rafael Rivera III Memorial Golf Outing/Asthma Research for \$150.00, North Chicago High School/Booster Club Golf Outing for \$300.00, Puerto Rican Society/Scholarship Ad \$320.00 and University of Illinois Extension/Program Support for \$2,000.00 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 for the approval of the "2014 Waukegan Township Scholarship Recipients" for Brianna Bankhead and pending Antonio Rodriguez each in the amount of \$1,000.00 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.**

Old Business: None.

New Business: None.

Announcements: None.

Comments/Concerns-Trustees: None.

Adjournment:

There being no further business to come before the Board, Supervisor Jones adjourned the June 12, 2014 meeting at 6:18 p.m.

PATRICIA JONES, Township Supervisor

ROSE M. STABEN, Township Clerk

