

WAUKEGAN TOWNSHIP BOARD MEETING

SEPTEMBER 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 September 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. Assessor Mark Stricklin led the Members in prayer.

ROLL CALL: Trustee Percy L. Johnson, Trustee Charles "Chuck" Willms, Clerk Rose M. Staben, Assessor Mark Stricklin, and Supervisor Patricia Jones. **Also Present:** Attorney Torrie M. Newsome, Nancy Netherton/Financial Manager and Tami Springs/Supervisor Assistant/Deputy Clerk. **Absent:** Highway Commissioner Mike Hewitt.

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

Trustee Katherine Rothwell Francis entered the Board meeting at 5:03.

Supervisor Jones requested a motion to approve the **Minutes** for the **August 28, 2014** Waukegan Township Board Meeting as presented. Motion by Trustee Johnson, second by Trustee Willms. **Ayes:** Trustee Francis, Trustee Johnson, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

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

Fund	Bank	Balance	Ins/outs
Town Fund	NorStates Checking	516,935.60	
	NorStates Money Market	924,279.31	
	Illinois Funds	37,466.65	
	No. Chicago Comm Bank	245,879.35	
Total Town Fund		\$1,724,560.91	
General Assistance Fund	First Midwest Checking	419,151.52	
	First Midwest Bank M/M	278,097.08	
	Illinois Funds	7,123.72	
Total General Assistance		\$704,372.32	

IMRF/FICA Fund	First Midwest Bank	217,618.29	
	First Midwest Bank M/M	25,527.00	
	Illinois Funds	163,016.92	
Total IMRF/FICA Fund		\$406,162.21	
Senior Fund	NorStates Financial	88,759.46	
	NorStates Money Market	291,079.79	
	First Midwest Money Market	12,161.67	
	Illinois Funds	14,013.95	
Total Senior Fund		\$406,014.87	
		3,241,110.31	
Road & Bridge	NorStates Financial	153,971.56	
Total Road & Bridge		\$153,971.56	

15000 to taxi

PPRT Taxes Received since last report -

August

Town - \$ 10242.54

R&B - \$ 3050.68

For the states fiscal year of 7/1/14-6/30/15 we received a total of \$105464.53 for Town and \$31412.05 for R & B

Town RE Tax - 9/4/14	\$237,279.82
Total received FY 2014/2015	\$945,594.03

GA RE Taxes - 9/4/14	\$114,432.82
Total received FY 2014/2015	\$456,031.16

IMRF/FICA RE Taxes - 9/14/14	\$37,583.33
Total received FY 2014/2015	\$175,632.46

SEN'R RE Taxes - 9/14/14	\$171,649.23
Total received FY 2014/2015	\$762,402.85

R&B RE Taxes -	\$26,765.21
Total received FY2014/2015	\$106,698.61

Other Payments Rec'd

Citizen Participation: None.

Supervisor's Report:

Supervisor Jones asked Kevin Kinnavy auditor of Evoy, Kamschulte, Jacobs & Co. LLP. to address the Board regarding the Waukegan Township annual financial report for the year ended February 28, 2014. Mr. Kinnavy reviewed the financial report provided to each Board member. He highlighted several financial statements stating that the Waukegan Township is in good financial shape. The financial report is on file and available for review.

Mr. Kinnavy left the Board meeting at 5:15 p.m.

Supervisor Jones asked Nancy Netherton/Financial Manager to address the Board regarding construction for the Supervisors office at 149 S. Genesee Street. Mrs. Netherton distributed several building elevation drawings of the office, prepared by Legat Architects. She explained the need for the renovation of new windows to replace the windows/glass doors, the need of brick resurfacing for the exterior look and better insulation. She said the architects gave her an estimated cost of \$236,160.00 for renovation, permits and fees with a contingency of 23%. Supervisor Jones said the construction would start in March of 2015. Assessor Stricklin said he could be of some assistance with information on material quality.

Trustee Jeff McBride entered the Board meeting at 5:18 p.m.

Supervisor Jones asked Mrs. Netherton to address the Board regarding the Township work truck. Mrs. Netherton said the Township is in need of two work trucks. She researched work trucks and found a Ford model that will be available in 2015 for \$25,000.00 per truck. Supervisor Jones said one Township truck was in an accident and another caught on fire.

Supervisor Jones mentioned the “Walk for Seniors” is scheduled for September 13, 2014.

Supervisor Jones distributed the TOI 2015 Legislative survey and asked the Board to complete the survey and the Township will type up a final letter of concern.

Supervisor Jones mentioned that the Staben House Advisory Committee held their meeting. She distributed the “Staben House Strategic Planning for August 2014-July 2016” listing the goals, objectives and tactics. Trustee Francis mentioned the next upcoming events for the remaining year. She said the advisory committee is very busy to make the upcoming year a successful one. Supervisor Jones mentioned that all Staben House parents are employed except for one person.

Supervisor Jones mentioned that Johnnie Jenkins/Employment Specialist has close to 80 individuals employed. She said yesterday job interviews were conducted at the Township office for 40 individuals and 36 were hired.

Supervisor Jones distributed the “Personnel Action Form” for Octavius Hayes/Operation & Support Assistant at full time effective as of September 08, 2014.

Highway Commissioner’s Report: None.

Assessor’s Report:

Assessor Stricklin reported that the end for tax appeals was on September 08, 2014. He said he has received close to 1,000 appeals via mail and expects more. He said he is working on a project to reach all new open sale home owners to check their home assessment based on the purchase price. He spoke at the Rotary Club and explained the appeal process.

Executive Session: None.

Action on Payroll:

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending September **04, 2014** in the amount of **\$96,836.28** 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.**

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 **September 11, 2014**: Invoices for Town Fund in the amount of **\$16,759.10**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$3,139.10**; Invoices for G/A Fund/Staben House in the amount of **\$3,680.02**; Invoices for Town Fund/Assessor's Office in the amount of **\$2,290.87**; Invoices for Road and Bridge/Highway Department the amount of **\$8,079.83**; Senior Fund/Park Place in the amount of **\$10,933.31**; Senior Fund/Gift Shoppe in the amount of **\$638.53**; Invoices for Home Sweet Home in the amount of **\$3,117.48**; Invoices for Fundraisers in the amount of **\$799.50** 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.**

Action on Paid Bills:

Supervisor Jones requested a motion for the approval of **agenda item #15**, Paid Bills submitted after **August 28, 2014** Board Meeting in the amount of **\$6,466.71** as presented. Motion by Trustee Johnson, second by Trustee McBride. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills
September 11, 2014**

The following is a list of bills that were paid after the board meeting of August 28, 2014, but before the meeting September 11, 2014

Purpose	Payee	Amount
Senior Fund		
9/11/2014	Casino Tours & Shuttle	\$1,220.00
	Payment for upcoming Four Winds Trip	
Total Senior Fund		\$1,220.00
G/A Fund		
8/29-9/11	General Assistance Client Payments	\$5,122.34
	Payments made on behalf of GA Clients	

Total G/A Fund		\$5,122.34
R & B Fund		
Total R & B Fund		\$0.00
Town Fund		
8/29-9/11	RRR Payments for Clients	\$124.37
	Employment Needs	
Total Town Fund		\$124.37

Total all checks paid prior to board meeting \$6,466.71

Emergency Bills: None.

Action Items:

Supervisor Jones requested a motion for the approval of Octavius Hayes/Operations & Support Assistant, effective September 08, 2014 full time at \$15.51 per hour as presented. Motion by Trustee Johnson, second by Trustee McBride. **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 “2013-2014 Annual Financial Report” as presented. Motion by Trustee Willms, second by Trustee Francis. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Old Business: None.

New Business: None.

Announcements:

Trustee Willms mentioned that he and his wife Yvonne will be celebrating their 60th anniversary.

Comments/Concerns-Trustees:

Trustee Johnson thanked Trustee’s Francis, McBride and Supervisor Jones for attending the New Hope Missionary Baptist Church “Annual Day”. He said he appreciates their support for the church and for him as well.

Supervisor Jones thanked the Board members who participated in the Zion “Jubilee Days”. She said the “Township Staff Volunteer Appreciation” event will be held at the Yacht Club on September 27, 2014 from 11:00 a.m. to 1:00 p.m. She said the Home Coming Parade for the High School will be on the same day and a few Township representatives will be in the parade.

Trustee Johnson asked about the flag for the purpose of the TOI conference. Supervisor Jones said that a contest will be held within the Township staff for a design but the flag will be for the upcoming year of 2015.

Adjournment:

There being no further business to come before the Board, Supervisor Jones adjourned the September 11, 2014 meeting at 6:00 p.m.

PATRICIA JONES, Township Supervisor

ROSE M. STABEN, Township Clerk