

WAUKEGAN TOWNSHIP BOARD MEETING

MAY 22, 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 May 22, 2014.

The meeting was called to order at 5:00 p.m. by Supervisor Patricia Jones and was followed by the Pledge of Allegiance. Clerk Rose M. Staben led the members in prayer.

ROLL CALL: Trustee Katherine Rothwell-Francis, Trustee Charles "Chuck" Willms, Clerk Rose M. Staben, and Supervisor Patricia Jones. **Also Present:** Attorney Torrie M. Newsome and Tami Springs/Supervisor Assistant/Deputy Clerk. **Excused:** Trustee Percy L. Johnson and Assessor Mark Stricklin. **Absent:** Highway Commissioner Mike Hewitt and Jeff McBride.

Supervisor Jones requested a motion to approve the **Agenda** for the **May 22, 2014** Waukegan Township Board Meeting as presented. Motion by Trustee Francis, second by Trustee Willms. **Ayes:** Trustee Francis, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the **Minutes** for the **May 08, 2014** Waukegan Township Board Meeting as presented. Motion by Trustee Francis, second by Trustee Willms. **Ayes:** Trustee Francis, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the **Cash-on-Hand** as of **May 19, 2014** as presented. Motion by Trustee Francis, second by Trustee Willms. **Ayes:** Trustee Francis, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report
as of May 19, 2014

Fund	Bank	Balance	Ins/outs
Town Fund	NorStates Checking	20,676.82	
	NorStates Money Market	924,199.96	
	Illinois Funds	37,465.89	
	No. Chicago Comm Bank	245,847.02	
Total Town Fund		\$1,228,189.69	
General Assistance Fund	First Midwest Checking	8,720.16	
	First Midwest Bank M/M	278,098.69	
	Illinois Funds	7,123.58	
Total General Assistance		\$293,942.43	
IMRF/FICA Fund	First Midwest Bank	197,945.47	
	First Midwest Bank M/M	25,523.65	
	Illinois Funds	163,013.56	
Total IMRF/FICA Fund		\$386,482.68	

Senior Fund	NorStates Financial	48,050.18	15000 to taxi ckg
	NorStates Money Market	16,075.96	
	First Midwest Money Market	42,154.15	
	Illinois Funds	14,013.19	
Total Senior Fund		\$120,293.48	
		2,028,908.28	
Road & Bridge	NorStates Financial	72,852.27	
Total Road & Bridge		\$72,852.27	

PPRT Taxes Received since last report - May 8, 2014

Town - \$ 94,513.24

R&B - \$ 28,150.27

For the states 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 -

Total received FY 2014/2015 \$0.00

GA RE Taxes -

Total received FY 2014/2015 \$0.00

IMRF/FICA RE Taxes -

Total received FY 2014/2015 \$0.00

SEN'R RE Taxes -

Total received FY 2014/2015 \$0.00

R&B RE Taxes -

Total received FY2014/2015 \$0.00

Other Payments Rec'd

City of Waukegan - 2013/14 CDBG Reimb. \$9,947.00

Citizen Participation:

1st Sergeant Lloyd Cunningham of 1396 Stafford Drive, Gurnee, Ill. Sergeant Cunningham of Waukegan High School was present with several of his JROTC Bulldog Drill Team participants and a parent to share with the Supervisor and Township Board that the Drill Team placed second place in the competition. He said the team is a dedicated group of young people and the team was delighted to represent the community in this competition of 40 schools. He showed the Board members the trophies earned and presented Supervisor Jones with a photo of the team. Supervisor Jones thanked Sergeant for this dedication to our youth and for his support to send volunteers for Township events.

Supervisor's Report:

Supervisor Jones mentioned that the Township will be participating in the "Memorial Day Parade" on May 26, 2014 starting at 10:30 a.m. and invited the Board members to attend.

Supervisor Jones mentioned that the Exchange Club of North Chicago will be celebrating their "Field of Flags" on May 26, 2014 starting at 11:00 a.m. at their Memorial Park and invited the Board members to attend.

Supervisor Jones asked the Board members if the Township scholarship application date should be changed now or in 2015 for a later date in the year to allow the applicants more time. Trustee Francis responded, to change the date in the 2015 year.

Supervisor Jones mentioned that the Township received a letter of resignation from a Staben House employee. She said the position will be advertised/full-time with benefits.

Supervisor Jones mentioned that the "Home Sweet Home" program interviewed nine applicants and 6 past employees were called back for the program, currently with a total of 14 employees for the HSH program. She said the summer lawn service will start May 27, 2014.

Supervisor Jones mentioned that 6 returned employees with the "Home Sweet Home" program are now college students. She recommended that a few of the college students temporarily cover the vacant Township Marketing position as the Township seeks a permanent person.

Supervisor Jones mentioned that the Supervisor's office, Park Place and the Staben House are in need of volunteers and will offer this to the college students.

Supervisor Jones mentioned that the Special Projects Manager person will be on board on June 02, 2014.

Supervisor Jones mentioned that the Township has a partnership with Congressman Brad Schneider's office to discuss Legislation, Healthcare, Immigration and Social Security issues and concerns. She said a member from Congressman Schneider's office will be on hand to answer questions on the 3rd Wednesday of each month at Park Place from 10:00 a.m. to 12:00 p.m. beginning May 28, 2014.

Supervisor Jones mentioned that the Mount Rushmore trip now has 48 people signed up with two staff members attending.

Supervisor Jones distributed the Park Place bingo up-date earnings for April in the amount of \$1,193.00 and May in the amount of \$1,238.00.

Supervisor Jones mentioned that the “Health & Wellness Fair” is scheduled for May 31, 2014 to be held at Park Place from 9:00 a.m. to 12:00 p.m. and the Staben House graduation is scheduled this same date to be held at the Field House at 11:00 a.m. and invited the Board members to attend.

Supervisor Jones mentioned that the “Men of Distinction” luncheon is scheduled for June 13, 2014 to be held at the Milan Banquet Hall.

Supervisor Jones mentioned that Attorney Newsome “Carry & Concealed” workshop is scheduled for June 17, 2014 to be held at Park Place from 10:00 a.m. to 12:00 p.m. Attorney Newsome said that many law and police individuals have been invited to participate in the workshop.

Supervisor Jones distributed the “Waukegan Township Employee Spring Fair” flier scheduled for June 25, 2014 to be held at Park Place from 12:00 to 4:00 p.m. She said topics on health, education, finance, home ownership and insurance will be covered and invited the Board members to attend.

Supervisor Jones mentioned the new Township application form and asked the Board members for feedback. Trustee Francis said the application presented was well done.

Supervisor Jones mentioned that the EWC over 20 year old furnishings needed to be replaced. She said the company Office Plus was contacted for cabinets, chairs and desks cost and presented the Township with a replacement cost in the amount of \$4,445.42.

Supervisor Jones distributed the “FY 2014 Outside Agency & Investing in our Future Funding Requests” list for March 01, 2014 thru February 28, 2014.

Supervisor Jones mentioned that Trustee Francis attended the Staben House Advisory Committee meeting and asked Trustee Francis to up-date the Board members. Trustee Francis distributed the Staben House “Golf Outing” sponsorship flier. She said three holes were sold at the meeting. A potluck is scheduled for June 10, 2014. The “Home for the Holidays/Open House” is scheduled for December 05, 2014. She said the committee discussed purchasing housing. At this time the Staben House has 6 families with a total of 12 children. All 6 families are employed and 2 are attending school. The States Attorney office provided a Life Skill seminar. The committee chairperson is Lorraine Harris. The Exchange Club of North Chicago presented the Staben House with a grant and this allowed the children to attend Six Flags. The graduation is scheduled for May 31, 2014 to be held at the Field House. Supervisor Jones said finding permanent housing for the Staben House women would help complete the transition and bringing in Habitat would allow them to become homeowners.

Highway Commissioner’s Report: None.

Assessor’s Report: None.

Executive Session: None.

Action on Payroll:

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending **May 16, 2014** in the amount of **\$86,357.00** as presented. Motion by Trustee Willms, second by Trustee Francis. **Ayes:** Trustee Francis, 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 **May 22, 2014**: Invoices for Town Fund in the amount of **\$5,249.20**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$3,316.51**; Invoices for G/A Fund/Staben House in the amount of **\$791.17**; Invoices for Town Fund/Assessor's Office in the amount of **\$7,152.30**; Invoices for Road and Bridge/Highway Department the amount of **\$1,121.33**; Senior Fund/Park Place in the amount of **\$8,699.08**; Senior Fund/Gift Shoppe in the amount of **\$133.13**; Invoices for Home Sweet Home in the amount of **\$1,022.01**; Invoices for Fundraisers in the amount of **\$0** as presented. Motion by Trustee Francis, second by Trustee Willms. **Ayes:** Trustee Francis, 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 08, 2014** Board Meeting in the amount of **\$6,362.85** as presented. Motion by Trustee Francis, second by Trustee Willms. **Ayes:** Trustee Francis, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills
May 22, 2014**

The following is a list of bills that were paid after the board meeting of May 08, 2014, but before the meeting May 22, 2014

Purpose	Payee	Amount
Senior Fund		
5/12/2014	Sams Club	\$130.00
Supplies		
Total Senior Fund		\$130.00
G/A Fund		
5/9-5/22	General Assistance Client Payments	\$6,007.85
Payments made on behalf of GA Clients		
Total G/A Fund		\$6,007.85
R & B Fund		
Total R & B Fund		\$0.00
Town		

Fund		
5/21/2014	NAC Media	\$225.00
April web services		
	Harbor Lites Links	
Ad booklet		
Total Town Fund		\$225.00

Total all checks paid prior to board meeting \$6,362.85

Supervisor Jones requested a motion for the approval of **agenda item #15**, Paid Bills submitted after **April 08, 2014** Board Meeting in the amount of **\$79,461.24** as presented. Motion by Trustee Willms, second by Trustee Francis. **Ayes:** Trustee Francis, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills
April 24, 2014**

The following is a list of bills that were paid after the board meeting of April 08, 2014, but before the meeting April 24, 2014

Purpose	Payee	Amount
Senior Fund		
4/21/2014	Palatine P & D	\$1,000.00
Postage		
4/22/2014	Diamond Tours	\$23,127.00
Trip Payment-Mt Rushmore		
4/22/2014	Jeff Lang-Vintage Brass	\$300.00
Entertainment-Steel Workers Event		
Total Senior Fund		\$24,427.00
G/A Fund		
4/11/2014	Rick's Electric	\$775.00
Ewc Building Maintenance		
14-Oct	General Assistance Client Payments	\$8,898.49
Payments made on behalf of GA Clients		
Total G/A Fund		\$9,673.49
R & B Fund		
4/22/2014	City of Waukegan	\$16,805.21
April PPRT Tax		
4/22/2014	City of Park City	\$61.03
April PPRT Tax		
4/22/2014	City Of North Chicago	\$2,082.53
April PPRT Tax		
Total R & B Fund		\$18,948.77
Town Fund		

04/15-4/24/2014	Client Payments for RRR	\$434.00
	Transportation	
4/24/2014	Health Insurance All Vendors	\$25,977.98
	April Health Insurance	
Total Town Fund		\$26,411.98
Total all checks paid prior to board meeting		\$79,461.24

Emergency Bills: None.

Action Items:

Supervisor Jones requested a motion for the approval of the new Waukegan Township Application as presented. Motion by Trustee Willms, second by Trustee Francis. **Ayes:** Trustee Francis, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the “Office Plus” furnishings for the EWC in the amount of \$4,445.42 as presented. Motion by Trustee Willms, second by Trustee Francis. **Ayes:** Trustee Francis, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Old Business: None.

New Business: None.

Announcements:

Trustee Francis asked for “Golf Outing” support and items for the silent auction. She said the event is scheduled for August 22, 2014.

Comments/Concerns-Trustees: None.

Adjournment:

There being no further business to come before the Board, Supervisor Jones adjourned the May 22, 2014 meeting at 5:45 p.m.

PATRICIA JONES, Township Supervisor

ROSE M. STABEN, Township Clerk