

WAUKEGAN TOWNSHIP BOARD MEETING

JUNE 26, 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 26, 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 Katherine Rothwell-Francis 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 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 26, 2014** Waukegan Township Board Meeting 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.**

Supervisor Jones requested a motion to approve the **Minutes** for the **June 12, 2014** Waukegan Township Board Meeting 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.**

Supervisor Jones requested a motion to approve the **Minutes** for the **February 27, 2014** Waukegan Township Town Public Hearing Minutes and the Road & Bridge Public Hearing Minutes 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.**

Supervisor Jones requested a motion to approve the **Cash-on-Hand** as of **June 18, 2014** 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.**

Waukegan Township Cash-on-Hand Report
as of June 18, 2014

Fund	Bank	Balance	Ins/outs
Town Fund	NorStates Checking	140,314.28	350000. to m/m
	NorStates Money Market	1,274,279.31	
	Illinois Funds	37,466.65	
	No. Chicago Comm Bank	245,879.35	
Total Town Fund		\$1,697,939.59	

General Assistance Fund	First Midwest Checking	224,253.03	
	First Midwest Bank M/M	278,097.08	
	Illinois Funds	7,123.72	
Total General Assistance		\$509,473.83	
IMRF/FICA Fund	First Midwest Bank	200,400.93	
	First Midwest Bank M/M	25,527.00	
	Illinois Funds	163,016.92	
Total IMRF/FICA Fund		\$388,944.85	
Senior Fund	NorStates Financial	135,821.09	275000. to m/m
	NorStates Money Market	291,079.79	
	First Midwest Money Market	42,161.67	
	Illinois Funds	14,013.95	
Total Senior Fund		\$483,076.50	
Total General Township Funds		3,079,434.77	
Road & Bridge	NorStates Financial	117,883.92	
Total Road & Bridge		\$117,883.92	

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 \$572,730.20 for Town and \$170,584.67 for R & B

Town RE Tax - 6/12	\$253,098.70
Total received FY 2014/2015	\$596,234.29

GA RE Taxes - 6/12	\$122,061.78
Total received FY 2014/2015	\$287,545.61

IMRF/FICA RE Taxes - 6/12	\$40,088.92
Total received FY 2014/2015	\$94,439.00

SEN'R RE Taxes - 6/12	\$183,092.67
Total received FY 2014/2015	431,318.41

R&B RE Taxes - 6/12	\$28,548.56
Total received FY 2014/2015	\$67,502.73

Other Payments Rec'd

\$4500.00 Hawthorne Woods Grant for.

Citizen Participation:

Members and Lionel Clay of the North Shore Youth Life and Learning Center, 326 Julian Street, Waukegan were present to thank the Township for supporting their youth endeavors. Mr. Clay presented the Board members with a letter, dated June 24, 2014 explaining their interest to attend the Mid-West Youth Conference for ages

10 to 18 and expressed the needed financial support to attend the 4-day conference for 15 young people scheduled for July 16, 2014.

Supervisor's Report:

Supervisor Jones thanked the Board members who attended the "Waukegan Township Employee Spring Fair" held on June 25, 2014. She thanked Trustee McBride and Assessor Stricklin for attending and Deputy Clerk Springs for her efforts in this event. Trustee McBride said the IMRF presentation was very informative. Assessor Stricklin said the presenters were great and inspiring.

Supervisor Jones mentioned that the Township will be participating in the "Independence Day Parade" scheduled for June 29, 2014. She said the Township employees and Board members will be wearing the spirit t-shirt provided and a bus will be at Park Place at 12:30 p.m. to drive everyone to the parade.

Supervisor Jones distributed the "Eddie Washington Center Advisory Council" meeting agenda held on June 19, 2014. She said there are now 7 new members.

Supervisor Jones mentioned the "Senior Services Advisory Council Committee" had their June 04, 2014 and Trustee Johnson is a member.

Supervisor Jones mentioned that Park Place will be submitting a grant to the HFNLC.

Supervisor Jones mentioned that the EWC received a grant in the amount of \$346,000.00 with the support of State Representative Rita Mayfield.

Supervisor Jones mentioned that a letter was sent to a Township Scholarship applicant for the essay revision and the Township is waiting for a response.

Supervisor Jones mentioned that 52 people went to the Mississippi trip on June 25, 2014 and the Galena goers went on their trip today.

Supervisor Jones mentioned the Faith breakfast for the "Walk for Senior's" is scheduled for June 27, 2014 at 10:00 a.m. to be held at Park Place.

Supervisor Jones asked Dulce Ortiz/Human Resources Manager to address the Board members with the current personnel changes. Ms. Ortiz distributed the "Waukegan Township Recommendation for Staff Appointment" for Christine Ortega/Marketing Assistant at the Supervisor's Office, effective as of June 23, 2014. Supervisor Jones said this position is seasonal and Ms. Ortega will be going back to teaching in the fall. Ms. Ortiz distributed the "Assessor's Department Salary Increase Retro-Pay" for employees Tina Elloian, Ted Strychalski and Laura Rodriguez. Assessor Stricklin said the increase is based on a 1.5% merit increase and 3.0% cost of living increase (4.5% increases) for full-time staff only. Supervisor Jones said her staff evaluations are close to completion and she will have her proposed salary increase for her staff by the Board meeting of July 10, 2014. Ms. Ortiz mentioned that there are 3 other open positions; Marketing

Assistant/Supervisor's Office, Facility Coordinator/Staben House and Fitness Program Coordinator for Park Place.

Highway Commissioner's Report: None.

Assessor's Report:

Assessor Stricklin mentioned that the building 425 Washington/Assessor's office is going into foreclosure. He said the rent for the Assessor's office is close to \$62,000.00 a year and perhaps now is the time to consider purchasing a building at a reduced rate. Supervisor Jones said that she met with Nancy Netherton/Financial Manager regarding the possibility of purchasing a building and after researching it was concluded that it would not be a good move for the Township. She said Mrs. Netherton will report on this matter at the following Board meeting.

Executive Session: None.

Action on Payroll:

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending **June 13, 2014** in the amount of **\$89,299.22** 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.**

Dulce Ortiz/Human Resources Manager left the Board meeting at 5:35 p.m.

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 26, 2014**: Invoices for Town Fund in the amount of **\$9,055.56**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$1,723.76**; Invoices for G/A Fund/Staben House in the amount of **\$1,465.12**; Invoices for Town Fund/Assessor's Office in the amount of **\$2,735.09**; Invoices for Road and Bridge/Highway Department the amount of **\$1,060.37**; Senior Fund/Park Place in the amount of **\$14,853.43**; Senior Fund/Gift Shoppe in the amount of **\$417.35**; Invoices for Home Sweet Home in the amount of **\$1,952.37**; Invoices for Fundraisers in the amount of **\$0** as presented. Motion by Trustee Francis, second by Trustee McBride. **Discussion:** Trustee Willms questioned Town Bill page 2, item 6, "Toyota Financial Services" in the amount of \$428.96. He asked when the last lease agreement was signed for the Supervisor vehicle and what the terms of the lease were. Supervisor Jones replied, that it was voted on in May 2013 and that she will provide Trustee Willms with the information. **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 **June 12, 2014** Board Meeting in the amount of **\$29,008.82** 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.**

**Paid Bills
June 26, 2014**

The following is a list of bills that were paid after the board meeting of June 12, 2014, but before the meeting June 26, 2014

Purpose	Payee	Amount
Senior Fund		
Total Senior Fund		\$0.00
G/A Fund		
6/13-6/26/14	General Assistance Client Payments	\$5,590.87
Payments made on behalf of GA Clients		
Total G/A Fund		\$5,590.87
R & B Fund		
Total R & B Fund		\$0.00
Town Fund		
6/23/2014	Health Insurance All Vendors	\$23,251.95
June Health Insurance		
6/25/2014	Walmart	\$126.00
Meeting		
6/13-6/26/14	Client Payments for RRR	\$40.00
Transportation		
Total Town Fund		\$23,417.95
Total all checks paid prior to board meeting		\$29,008.82

Emergency Bills: None.

Action Items:

Supervisor Jones requested a motion for the approval of the “Waukegan Township Recommendation for Staff Appointment” for Christine Ortega/Marketing Assistant as a seasonal position at \$15.00 per hour and for the approval of the “Assessor’s Department Salary Increase Retro-Pay” at 4.5% increase for full-time employees Tina Elloina, Ted Strychalski and Laura Rodriguez as presented. Motion by Trustee

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

Supervisor Jones requested a motion for the approval of Kevin Kinnavy & Co. LLP auditors for 2014-2015 audit services 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.**

Supervisor Jones requested a motion for the approval of the HFNLC Grant for Park Place in the amount of \$30,000.00 as presented. Motion by Trustee Willms, 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 State of Illinois/State Representative Rita Mayfield for EWC in the amount of \$346,000.00 as presented. Motion by Trustee McBride, second by Trustee Johnson. **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:

Trustee McBride mentioned that the “Waukegan Township Employee Spring Fair” was very informative with IMRF and pension information. Supervisor Jones said it is important to have informative seminars to provide information and empower the community.

Adjournment:

There being no further business to come before the Board, Supervisor Jones adjourned the June 26, 2014 meeting at 5:45 p.m.

PATRICIA JONES, Township Supervisor

ROSE M. STABEN, Township Clerk