

NOTICE AND AGENDA
GRAFTON TOWNSHIP REGULAR BOARD MEETING
GRAFTON TOWNSHIP, MCHENRY COUNTY, ILLINOIS
MONDAY, AUGUST 17, 7:30 P.M.
GRAFTON TOWNSHIP OFFICES 10109 VINE STREET, HUNTLEY, IL 60142

NOTICE IS HEREBY GIVEN that the Regular Township Board Meeting of the Grafton Township Board, McHenry County, Illinois will be held on Monday, August 17, 2015, At 7:30 P.M. for the purpose of considering the following agenda:

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Approval of Agenda as posted**
- 5. Regular Business**
 - A. Approval of Minutes of July 20, 2015 Township Regular Meeting
 - B. Audit and payment of unpaid bills/Warrant check detail for Town Fund.
 - C. Review Road and Bridge Warrant check detail.
- 6. Public Comment/Board Members Response to Public Comment**
- 7. New Business**

Discussion and potential to re-affirm the Township Clerk as the Township FOIA Officer
- 8. Old Business**
- 9. Committee and Officer Reports**

Supervisor
Trustee
Audit Committee
Assessor
Road District
Clerk
- 10. Executive Session**

Motion to convene an Executive Session to discuss two personnel issues and the transfer of real property pursuant to 5ILCS 120/2(c)(11).
- 11. Discussion and potential action of items as discussed during Executive Session**
- 12. Adjournment**

Dated and posted by Township Clerk Kathryn Hurley
This 13th Day of August, 2015

This agenda was prepared by the Township Clerk in accordance with the direction of the Township Board Rules.

DRAFT MINUTES

**GRAFTON TOWNSHIP REGULAR BOARD MEETING
GRAFTON TOWNSHIP, MCHENRY COUNTY, ILLINOIS
MONDAY, July 20, 7:30 P.M.**

1. Supervisor Kearns called the meeting to order at 7:37 P.M.

2. Roll Call

Present: Trustees Holtorf, Ziller and Zirk; Supervisor Kearns; Road Commissioner Poznanski; Clerk Hurley. Absent: Trustee Wagner, Assessor Zielinski

Deputy Assessor Marty Kinzel attended the meeting in Assessor Zielinski's absence.

3. Pledge of Allegiance was said.

4. Approval of Agenda as posted

Motion by Trustee Zirk, second by Trustee Holtorf to approve the agenda as posted.

Ayes: Trustees Zirk, Holtorf, Ziller, Supervisor Kearns

Nays: None. Motion Carries.

5. Regular Business

A. Approval of Minutes of June 15, 2015 Township Regular Meeting

Motion by Trustee Ziller, second by Trustee Zirk to approve the minutes of the June 15, 2015 Regular Meeting.

Ayes: Trustees Ziller, Zirk, Holtorf, Supervisor Kearns

Nays: None. Motion Carries.

B. Audit and payment of unpaid bills/Warrant check detail for Town Fund. **(Exhibit I)**

Motion by Trustee Holtorf, second by Trustee Zirk to approve payment of the unpaid bills for The Township.

Ayes: Trustees Holtorf, Zirk, Ziller, Supervisor Kearns

Nays: None. Motion Carries.

C. Review Road and Bridge Warrant check detail. **(Exhibit II)**

Motion by Trustee Holtorf, second by Trustee Zirk to approve the Road and Bridge Warrant Check detail.

Ayes: Trustees Holtorf, Zirk, Ziller, Supervisor Kearns

Nays: None. Motion Carries.

6. Public Comment/Board Members Response to Public Comment

Resident Bryan McKnight addressee The Board. He said that at the last meeting he and others expressed dissatisfaction with their tax bills and assessments. He said they were ignorant to the situation and were caught off guard, so they decided to take a look at Assessor Zielinski's calculations and educate themselves. One resident asked the Assessor a specific question about a specific document. The Assessor told him that he used the Shapiro-Wilke test and that it's documented that he used it. The resident asked to see the documentation and Assessor Zielinski "flat out" said he would not provide it. Mr. McKnight emailed Assessor Zielinski to complain that his taxes went up 25%, and received no response in return.

Two weeks ago Mr. McKnight submitted a FOIA request. He asked for:

1. Complete list of neighborhoods in Grafton Township & Average % change of total assessed value from 2013 to 2014
2. Neighborhood assessment summary sheets for 1) Cheswick Place, 2) The Gates, 3) Del Webb, and 4) Turnberry Original Estates
3. Complete data sets for same 4 neighborhoods listed in item 2 that was used in regression analysis
4. Complete calculation worksheets from the software used to complete regression analysis for all 4 neighborhoods listed in item 2
5. Any reports generated from assessment software showing assessment processes, procedures, information on calculations on the 4 neighborhoods listed in Item 2
summary sheets on their assessments, the data sets used, calculation worksheets and calculation procedures.

He received a response from Assessor Zielinski which Mr. McKnight determined to be incomplete. There was no information about the average percentage change of each neighborhood's assessments, there were no calculation worksheets, and the PIN numbers on the properties were redacted in the data sets so there was no way to determine which calculations fit which properties. He emailed Assessor Zielinski to tell him specifically what was missing from the documents and was told there would be a meeting on July 13th with his staff to discuss the request. A neighbor, Matt Cooper visited the Assessor's office at the time of the meeting and was turned away because he was told that staff meetings are exempt from the FOIA and Open Meetings Acts. Supervisor Kearns confirmed that is true, staff meetings are exempt.

Supervisor Kearns asked Deputy Assessor Kinzel if in his opinion PIN numbers would be redacted as exempt information under FOIA. He said that he did not believe they would be. A discussion ensued about how PIN numbers are public information because they can be looked up by anyone at any time and are even printed in the newspaper.

An anonymous resident said that she has 12,000 square feet of property and her taxes on the property went up \$12,000. She said that Assessor Zielinski's property in Turnberry is 60,000 square feet and the assessed value of his property is less than hers. A discussion ensued about who was assessing each neighborhood and was told that Assessor Zielinski assessed Del Webb and Turnberry.

An anonymous resident asked Deputy Assessor Kinzel if he believes the calculation records no longer exist as Assessor Zielinski stated. He said that it is possible they were inadvertently deleted but that they should exist.

An anonymous resident asked if The Clerk is responsible for the accuracy of the FOIA responses since she is the FOIA Officer. Clerk Hurley said that she is, and that when she told Assessor Zielinski about the FOIA request she also told him that he was to give her the response from his office. Instead, Assessor Zielinski sidestepped her and responded to Mr. McKnight directly.

An anonymous resident said that there are 30 data points to run a Shapiro Wilke test. He asked Deputy Assessor Kinzel about it and he told him that he had never run a Shapiro-Wilke test on any properties.

Pete Gonigan of First Electric Newspaper asked Mr McKnight if he was going to appeal the FOIA request and was told that he would the next day. Mr McKnight restated the discrepancies in the response and said that all they want is the truth. Deputy Assessor Kinzel offered to give the PIN numbers and pull whatever information he could if someone wanted to come into the office.

An anonymous resident said that Assessor Zielinski's taxes went down \$5,000 last year and that hers went up \$13,000.

An anonymous resident of Coral Township asked the Road Commissioner why Adamson was oiled and sanded. He said it was an outdated practice and a waste of money. His tractor is ruined after an antique tractor parade routed onto Adamson road. Road Commissioner Poznanski said he did not receive any notification that there would be an antique tractor parade on Grafton Township roads, and that oiling and sanding helps to maintain the roads. The Coral Township resident handed the Highway Commissioner a bill for the repair of his tractor.

7. Executive Session

Motion to convene an Executive Session to discuss the transfer of real property pursuant to 5ILCS 120/2(c)(11).
None occurred.

8. Discussion and potential action of items as discussed during Executive Session

None.

9. New Business

None.

10. Old Business

None.

11. Committee and Officer Reports

Supervisor

Supervisor Kearns asked the Road Commissioner about the Lakewood Annexation and a clarification about what is Grafton's.

Supervisor Kearns said that they would be seeking bids to blacktop the parking lot.

Supervisor Kearns asked the Road Commissioner about the removal of the stop sign at Union and Ernesti Roads. Road Commissioner Poznanski said that the County Engineer told him to do it. Supervisor Kearns said that he'd like to keep the stop sign and wonders if the county will force us to take it down. Road Commissioner Poznanski said to call the County and tell them our Board is opposed to it.

Supervisor Kearns asked Road Commissioner Poznanski what is the easement around intersections and street lights etc for crops etc. It is 30 yards off of the center line. The Supervisor is worried about our ditches being ruined and said it's a safety issue and the township is liable if someone gets hurt.

Supervisor Kearns complained that the phones in the Assessor's office, usually on a Friday, don't get answered. He said the staff is watching movies in the back room. He said he feels it is wrong they close the offices and it's a quadrennial year, so they should be busy. Deputy Assessor Kinzel said that they were down one person and it was a training video. Supervisor Kearns said that locking the door and closing the office never happened before Assessor Zielinski came to office and that now it happens all the time. He further stated that several residents had complained.

He was at a Supervisors meeting recently for all of the Townships and there is a movement to consolidate Townships. He wants the Trustees to attend the next one in August. He said it will go to vote in March.

Trustees

Trustee Zirk said that she attended a Townships of Illinois meeting in Rockford last month and was disappointed about the value of the meeting. Nothing was said about consolidation. She said there was only one good speaker for the entire meeting.

Audit Committee

Assessor

Road District

Road Commissioner Poznanski asked that whoever is in charge of the website to indicate that the public should go directly to his office on Road District matters. He said the links to his page don't work, so they are going to the Township Office.

Trustee Ziller asked what Com Ed did to the road north of Ruth's house. He said the shoulder bank is caving in and he almost lost a combine. Road Commissioner Poznanski said he would call Com Ed to find out.

Clerk

12. Adjournment

Motion by Trustee Holtorf, second by Trustee Zirk to adjourn the meeting at 8:56 P.M.

All Ayes.

No Nays. Meeting adjourned at 8:56 P.M.

Submitted,
Clerk Kathryn Hurley

TOWN FUND FINANCIALS

9:50 AM
08/11/15
Cash Basis

GRAFTON TOWNSHIP
TF Warrant Detail Report
July 21 through August 16, 2015

Date	Num	Name	Memo	Paid Amount
101 · CHECKING -American Community				
07/28/2015	22789	ComCast I	PO 20319	-199.08
07/28/2015	22790	BLUECROSS BLUESHIELD OF I...	PO 1644, 1646, 20321	-9,294.84
07/28/2015	22791	ComCast I	PO 22791	-143.66
07/28/2015	22792	Humana Dental Ins. Co.	PO 1648, 1650,20320	-1,189.77
07/28/2015	22793	Interact Business Products, LLC	PO 1639	-18.51
07/28/2015	22794	Leaf	PO 1643	-97.68
07/29/2015	22795	Verizion Wireless	PO 1655	-23.12
08/14/2015	EFT	American Community Bank & Trust	PO 1662, 1663	-4,543.71
Total 101 · CHECKING -American Community				-15,510.37

GRAFTON TOWNSHIP

Unpaid Bills Detail

All Transactions

Date	Num	Memo	Due Date	Split	Amount
CARDUNAL OFFICE SUPPLY					
07/27/2015		PO 1618	08/06/2015	1651 · OFFICE SU...	79.97
08/10/2015		PO 20324	08/20/2015	1851 · OFFICE SU...	144.41
Total CARDUNAL OFFICE SUPPLY					224.38
Cash					
07/30/2015		PO 1640	08/09/2015	1562 · TRAVEL EX...	52.57
07/30/2015		PO 1641	08/09/2015	1512 · MAINTENA...	16.96
Total Cash					69.53
COM ED					
08/06/2015		PO 1667	08/16/2015	5571 · UTILITIES	85.41
08/06/2015		PO 1668	08/16/2015	1571 · UTILITIES	243.08
Total COM ED					328.49
CoStar Realty Information, Inc.					
08/03/2015	103104525	PO 20322	08/13/2015	1756 · SOFTWARE	972.99
Total CoStar Realty Information, Inc.					972.99
JDM Auto Service, Inc.					
08/04/2015	25050	PO 1656	08/14/2015	1512 · MAINTENA...	323.19
Total JDM Auto Service, Inc.					323.19
Kathryn M. Hurley					
08/07/2015		po 1659	08/17/2015	1451 · HEALTH IN...	146.03
Total Kathryn M. Hurley					146.03
Madsen, Sugden & Gottemoller					
07/27/2015		PO 1658	08/06/2015	1533 · LEGAL SER...	151.67
Total Madsen, Sugden & Gottemoller					151.67
McHenry County Council Of Governments					
08/10/2015		PO 1669	08/20/2015	1561 · DUES	500.00
Total McHenry County Council Of Governments					500.00
MDC Environmental Services					
08/01/2015	14671033	PO 1666	08/11/2015	1511 · MAINTENA...	40.65
Total MDC Environmental Services					40.65
NICOR GAS					
08/03/2015		PO 1665	08/13/2015	1571 · UTILITIES	18.48
08/03/2015		PO 1664	08/13/2015	5571 · UTILITIES	6.49
Total NICOR GAS					24.97
Nunda Township					
08/04/2015		PO 1657	08/14/2015	1553 · PUBLISHING	9.92
Total Nunda Township					9.92
Paddock Publications, Inc.					
07/30/2015		PO 1651	08/09/2015	1553 · PUBLISHING	50.60
Total Paddock Publications, Inc.					50.60
WEX Bank					
08/06/2015		PO 1660	08/16/2015	930 · BUS FUEL	2.00
Total WEX Bank					2.00
TOTAL					2,844.42

Grafton Township Assessor's Office Warrant List: August, 2015

Pending Board approval

<u>Account</u>	<u>Amount</u>	<u>Vendor</u>	<u>P.O. #</u>	<u>For</u>
1756	\$972.99	CoStar	20322	Quarterly commercial sales database
1851	\$144.41	Cardunal Office Supply	20324	Office Supplies
Subtotal	\$1,117.40			

Prior Board approval

<u>Account</u>	<u>Amount</u>	<u>Vendor</u>	<u>P.O. #</u>	<u>For</u>
1243	\$429.55	Humana	20320	Healthcare insurance
1752	\$199.08	Comcast	20319	Telephone & Internet
1243	\$5,163.80	BlueCross/BlueShield	20321	Healthcare insurance
Subtotal	\$5,792.43			
Total	<u>\$6,909.83</u>			

08/13/15

GRAFTON TOWNSHIP
Year to date actual vs budget
April 2015 through March 2016

	Apr '15 - Mar 16	Budget	% of Budget
Ordinary Income/Expense			
Income			
CORPORATE FUND REVENUE			
1000 · PROPERTY TAXES	575,261.80	1,107,939.00	51.9%
1010 · REPLACEMENT TAXES	17,544.27	10,000.00	175.4%
1020 · INTEREST INCOME	230.90	0.00	100.0%
1030 · Loan Proceeds	0.00	0.00	0.0%
1040 · IGA ROAD COM SALARY	0.00	14,790.00	0.0%
1041 · IGA TRANSPORTATION	0.00	0.00	0.0%
1045 · GRANT INCOME	0.00	0.00	0.0%
1050 · TRANSPORTATION INCOME	141.00	0.00	100.0%
1055 · MISCELLANEOUS INCOME	2,118.75	50.00	4,237.5%
Total CORPORATE FUND REVENUE	595,296.72	1,132,779.00	52.6%
CORPORATE INSURANCE FUND REV			
2000 · PROPERTY TAXES	9,351.80	18,000.00	52.0%
2020 · INTEREST INCOME	0.00	0.00	0.0%
2050 · MISCELLANEOUS INCOME	0.00	0.00	0.0%
Total CORPORATE INSURANCE FUND REV	9,351.80	18,000.00	52.0%
GENERAL ASSISTANCE FUND REVENUE			
5000 · PROPERTY TAXES	17,135.43	33,000.00	51.9%
5020 · INTEREST INCOME	37.31	150.00	24.9%
Total GENERAL ASSISTANCE FUND REVENUE	17,172.74	33,150.00	51.8%
Total Income	621,821.26	1,183,929.00	52.5%
Expense			
GENERAL ASSISTANCE FUND			
ADMINISTRATION			
CONTRACTUAL SERVICES			
5511 · MAINTENANCE SERVICE - BUILDING	0.00	1,000.00	0.0%
5512 · MAINTENANCE SERVICE - EQUIPMENT	477.84	2,000.00	23.9%
5513 · FUEL	0.00	775.00	0.0%
5533 · LEGAL FEES	0.00	850.00	0.0%
5534 · ACCOUNTING SERVICES	0.00	1,600.00	0.0%
5549 · OTHER PROFESSIONAL SERVICE	410.00	1,000.00	41.0%
5551 · POSTAGE	49.39	90.00	54.9%
5552 · TELEPHONE	252.26	1,000.00	25.2%
5553 · PUBLISHING	0.00	200.00	0.0%
5554 · PRINTING	25.13	150.00	16.8%
5555 · TRAVEL EXPENSE	0.00	100.00	0.0%
5556 · TRAINING	0.00	600.00	0.0%
5571 · UTILITIES	372.00	2,000.00	18.6%
Total CONTRACTUAL SERVICES	1,586.62	11,365.00	14.0%
OPERATING EXPENSES			
5611 · MAINTENANCE SUPPLIES - BUILDING	0.00	500.00	0.0%
5651 · OFFICE SUPPLIES	131.51	500.00	26.3%
Total OPERATING EXPENSES	131.51	1,000.00	13.2%
PERSONNEL			
5421 · SALARIES	6,208.00	15,000.00	41.4%
5451 · HEALTH INSURANCE	4,466.34	9,404.03	47.5%
Total PERSONNEL	10,674.34	24,404.03	43.7%
Total ADMINISTRATION	12,392.47	36,769.03	33.7%

GRAFTON TOWNSHIP
Year to date actual vs budget
April 2015 through March 2016

	Apr '15 - Mar 16	Budget	% of Budget
HOME RELIEF			
COMMODITIES			
5781 · FOOD	0.00	500.00	0.0%
5782 · PERSONAL INCIDENTALS	0.00	500.00	0.0%
5783 · HOUSEHOLD INCIDENTALS	0.00	500.00	0.0%
5784 · FLAT GRANT	0.00	500.00	0.0%
5785 · DRUGS	0.00	500.00	0.0%
5786 · FUEL	0.00	500.00	0.0%
5790 · Catastastrophic Deduction	0.00	65,122.10	0.0%
Total COMMODITIES	0.00	68,122.10	0.0%
CONTRACTUAL SERVICES			
5805 · TRANSPORTATION ASSISTANCE	210.00	1,500.00	14.0%
5810 · PHYSICIAN SERVICE	0.00	500.00	0.0%
5882 · HOSPITAL SERVICE	0.00	500.00	0.0%
5884 · DENTAL SERVICE	0.00	500.00	0.0%
5885 · OTHER MEDICAL SERVICE INSURANCE	2,360.00	6,000.00	39.3%
5886 · FUNERAL & BURIAL SERVICE	0.00	500.00	0.0%
5887 · SHELTER	5,408.88	12,000.00	45.1%
5888 · UTILITY PAYMENTS	3,573.65	20,000.00	17.9%
5889 · AMBULANCE	0.00	500.00	0.0%
5890 · EYE CARE	0.00	500.00	0.0%
Total CONTRACTUAL SERVICES	11,552.53	42,500.00	27.2%
Total HOME RELIEF	11,552.53	110,622.10	10.4%
Total GENERAL ASSISTANCE FUND	23,945.00	147,391.13	16.2%
TOWN FUND EXPENDITURES			
ADMINISTRATION			
CAPITAL OUTLAY			
1831 · DEFERRED EQUIP. PURCHASE RESERV	0.00	10,000.00	0.0%
1832 · DEBT SERVICE			
1837 · AM.COMM. BK. PRINCIPAL LOAN PYM	20,461.66	46,715.00	43.8%
1838 · DEBT SERVICE INTEREST PYM	2,256.89	7,650.00	29.5%
1832 · DEBT SERVICE - Other	0.00	80,000.00	0.0%
Total 1832 · DEBT SERVICE	22,718.55	134,365.00	16.9%
1833 · DEFERRED MAINT. BUILDING	0.00	50,000.00	0.0%
1835 · CAPITAL EQUIPMENT PURCHASE	0.00	100,000.00	0.0%
Total CAPITAL OUTLAY	22,718.55	294,365.00	7.7%
COMMODITIES			
1651 · OFFICE SUPPLIES	166.97	3,000.00	5.6%
1652 · OPERATING SUPPLIES	597.30	3,000.00	19.9%
Total COMMODITIES	764.27	6,000.00	12.7%
CONTRACTUAL SERVICES			
1511 · MAINTENANCE SERVICE-BUILDING	623.11	35,000.00	1.8%
1512 · MAINTENANCE SERVICE - EQUIPMENT	1,983.12	35,000.00	5.7%
1531 · ACCOUNTING SERVICES	6,949.64	18,000.00	38.6%
1533 · LEGAL SERVICE	1,248.33	20,000.00	6.2%
1551 · POSTAGE	49.00	2,000.00	2.5%
1552 · TELEPHONE	359.03	2,000.00	18.0%
1553 · PUBLISHING	607.30	1,500.00	40.5%
1554 · PRINTING	0.00	1,500.00	0.0%
1561 · DUES	1,209.12	2,000.00	60.5%
1562 · TRAVEL EXPENSES	0.00	2,000.00	0.0%
1563 · TRAINING	121.74	1,500.00	8.1%
1565 · CLERK	50.40	3,500.00	1.4%
1571 · UTILITIES	1,058.84	5,000.00	21.2%
1572 · FUEL	0.00	2,000.00	0.0%
1573 · OTHER PROFESSIONAL SERVICES	0.00	20,000.00	0.0%

GRAFTON TOWNSHIP
Year to date actual vs budget
April 2015 through March 2016

	Apr '15 - Mar 16	Budget	% of Budget
1574 · ANNUAL MEETING	0.00	500.00	0.0%
1575 · ROOM RENTAL	0.00	1,000.00	0.0%
Total CONTRACTUAL SERVICES	14,259.63	152,500.00	9.4%
OTHER EXPENDITURES			
1905 · MISCELLANEOUS EXPENSE	175.00	31,000.00	0.6%
1911 · CONTINGENCIES	0.00	25,000.00	0.0%
Total OTHER EXPENDITURES	175.00	56,000.00	0.3%
PERSONNEL			
1420 · OFFICE STAFF HOURLY	13,112.59	55,500.00	23.6%
1421 · ELECTED OFFICIALS SALARIES	54,737.44	198,000.00	27.6%
1451 · HEALTH INSURANCE	15,001.72	84,000.00	17.9%
Total PERSONNEL	82,851.75	337,500.00	24.5%
SENIOR SERVICES			
900 · BUS SALARIES	10,693.79	25,000.00	42.8%
901 · SENIOR SERVICES - PAYROLL TAXES	742.60	3,600.00	20.6%
902 · SENIOR SVCS HEALTH INSURANCE	4,229.40	7,459.00	56.7%
903 · SENIOR SERVICES IMRF	990.49	2,500.00	39.6%
930 · BUS FUEL	249.56	5,000.00	5.0%
940 · BUS MAINTENANCE	462.03	15,000.00	3.1%
950 · BUS OFFICE SUPPLIES	0.00	500.00	0.0%
959 · BINGO/GAMES	25.00	6,000.00	0.4%
960 · BUS TELEPHONE	331.26	2,000.00	16.6%
967 · PRINTING	0.00	500.00	0.0%
968 · POSTAGE	54.44	500.00	10.9%
970 · BUS MISCELLANEOUS	14,602.00	16,500.00	88.5%
Total SENIOR SERVICES	32,380.57	84,559.00	38.3%
Total ADMINISTRATION	153,149.77	930,924.00	16.5%
ASSESSOR			
CAPITAL OUTLAY			
1854 · EQUIPMENT	2,773.99	2,850.00	97.3%
Total CAPITAL OUTLAY	2,773.99	2,850.00	97.3%
COMMODITIES			
1851 · OFFICE SUPPLIES	331.24	2,100.00	15.8%
Total COMMODITIES	331.24	2,100.00	15.8%
CONTRACTUAL SERVICES			
1751 · MAINTENANCE SERVICE	914.22	4,200.00	21.8%
1752 · TELEPHONE	796.05	4,500.00	17.7%
1753 · LEGAL FEES	0.00	0.00	0.0%
1755 · POSTAGE	0.00	250.00	0.0%
1756 · SOFTWARE	18,085.99	21,633.00	83.6%
1757 · PUBLISHING	0.00	600.00	0.0%
1758 · PRINTING	0.00	500.00	0.0%
1759 · DUES	0.00	750.00	0.0%
1760 · TRAVEL EXPENSE	134.80	2,000.00	6.7%
1761 · TRAINING	3,621.04	4,000.00	90.5%
1762 · PUBLICATIONS/SUBSCRIPTIONS	0.00	300.00	0.0%
Total CONTRACTUAL SERVICES	23,552.10	38,733.00	60.8%
OTHER EXPENDITURES			
1939 · MISCELLANEOUS	0.00	1,500.00	0.0%
Total OTHER EXPENDITURES	0.00	1,500.00	0.0%

08/13/15

GRAFTON TOWNSHIP
Year to date actual vs budget
April 2015 through March 2016

	Apr '15 - Mar 16	Budget	% of Budget
PERSONNEL			
1240 · SALARIES	88,582.25	244,000.00	36.3%
1241 · IMRF	8,344.49	23,000.00	36.3%
1242 · FICA/MEDICARE/TAXES	6,144.49	19,000.00	32.3%
1243 · HEALTH INSURANCE	21,352.95	68,500.00	31.2%
Total PERSONNEL	124,424.18	354,500.00	35.1%
Total ASSESSOR	151,081.51	399,683.00	37.8%
Total TOWN FUND EXPENDITURES	304,231.28	1,330,607.00	22.9%
TOWN IMRF FUND EXPENDITURES			
3262 · RETIREMENT CONTRIBUTION	8,567.88	28,000.00	30.6%
Total TOWN IMRF FUND EXPENDITURES	8,567.88	28,000.00	30.6%
TOWN INSURANCE FUND EXPENDITURE			
CONTRACTED SERVICES			
2593 · RISK MANAGEMENT CONTRIBUTION	14,223.00	14,238.00	99.9%
Total CONTRACTED SERVICES	14,223.00	14,238.00	99.9%
PERSONNEL			
2453 · UNEMPLOYMENT INSURANCE	99.70	4,576.00	2.2%
Total PERSONNEL	99.70	4,576.00	2.2%
Total TOWN INSURANCE FUND EXPENDITURE	14,322.70	18,814.00	76.1%
TOWN SOCIAL SECURITY EXPENDITURE			
3761 · SOCIAL SECURITY CONTRIBUTION	6,099.24	18,958.00	32.2%
3762 · MEDICARE CONTRIBUTION	1,426.43	4,400.00	32.4%
Total TOWN SOCIAL SECURITY EXPENDITURE	7,525.67	23,358.00	32.2%
Total Expense	358,592.53	1,548,170.13	23.2%
Net Ordinary Income	263,228.73	-364,241.13	-72.3%
Net Income	263,228.73	-364,241.13	-72.3%

American Community Bank
Town Fund
Bank Accounts

Town Fund General Checking	961
TF Money Market	191
TF Reserved Money Market	183
General Assistance Checking	754
GA Money Market	987

11:28 AM

08/03/15

961

GRAFTON TOWNSHIP
Reconciliation Summary

101 · CHECKING -American Community, Period Ending 07/31/2015

	<u>Jul 31, 15</u>
Beginning Balance	293,899.08
Cleared Transactions	
Checks and Payments - 41 items	-56,439.57
Deposits and Credits - 24 items	24,486.96
Total Cleared Transactions	<u>-31,952.61</u>
Cleared Balance	<u>261,946.47</u>
Uncleared Transactions	
Checks and Payments - 19 items	-20,326.14
Total Uncleared Transactions	<u>-20,326.14</u>
Register Balance as of 07/31/2015	<u>241,620.33</u>
New Transactions	
Checks and Payments - 2 items	-6,716.47
Total New Transactions	<u>-6,716.47</u>
Ending Balance	<u>234,903.86</u>

11:51 AM

08/03/15

191

GRAFTON TOWNSHIP
Reconciliation Summary
103 · TOWN FUND MONEY MARKET, Period Ending 07/31/2015

	<u>Jul 31, 15</u>
Beginning Balance	80,696.84
Cleared Transactions	
Deposits and Credits - 1 item	<u>6.85</u>
Total Cleared Transactions	<u>6.85</u>
 Cleared Balance	 <u><u>80,703.69</u></u>
Register Balance as of 07/31/2015	80,703.69
Ending Balance	80,703.69

11:48 AM

08/03/15

183

GRAFTON TOWNSHIP
Reconciliation Summary

104 · TF RESERVED MONEY MARKET, Period Ending 07/31/2015

	<u>Jul 31, 15</u>
Beginning Balance	432,417.42
Cleared Transactions	
Deposits and Credits - 1 item	<u>73.45</u>
Total Cleared Transactions	<u>73.45</u>
Cleared Balance	<u><u>432,490.87</u></u>
Register Balance as of 07/31/2015	432,490.87
Ending Balance	432,490.87

11:36 AM

08/03/15

754

GRAFTON TOWNSHIP
Reconciliation Summary

151 · General Assistance - Amer Com, Period Ending 07/31/2015

	Jul 31, 15
Beginning Balance	3,404.50
Cleared Transactions	
Checks and Payments - 13 items	-2,773.12
Deposits and Credits - 1 item	5,000.00
Total Cleared Transactions	2,226.88
Cleared Balance	5,631.38
Uncleared Transactions	
Checks and Payments - 6 items	-1,859.97
Total Uncleared Transactions	-1,859.97
Register Balance as of 07/31/2015	3,771.41
Ending Balance	3,771.41

11:45 AM

08/03/15

987

GRAFTON TOWNSHIP
Reconciliation Summary

150 · Gen Assistance MMF- Amer Com, Period Ending 07/31/2015

	<u>Jul 31, 15</u>
Beginning Balance	99,507.62
Cleared Transactions	
Checks and Payments - 1 item	-5,000.00
Deposits and Credits - 4 items	530.11
Total Cleared Transactions	<u>-4,469.89</u>
Cleared Balance	<u>95,037.73</u>
Register Balance as of 07/31/2015	95,037.73
Ending Balance	95,037.73

ROAD DISTRICT FUND FINANCIALS

11:26 AM
07/30/15
Cash Basis

Grafton Township R & B
WARRANT DETAIL REPORT
July 21 through August 10, 2015

Date	Num	Name	Memo	Original Amount	Paid Amount
103 · R&B General Amer. Comm. (new)					
07/28/2015	4871	AT&T	PO 10899	-106.15	-106.15
07/28/2015	4872	AT&T U- Verse	PO 10902	-35.00	-35.00
07/28/2015	4873	BLUECROSS BLUES...	PO 10900	-3,098.28	-3,098.28
07/28/2015	4874	Humana Dental	PO 10901	-257.73	-257.73
07/28/2015	4875	Verizon Wireless	PO 10898	-104.08	-104.08
Total 103 · R&B General Amer. Comm. (new)					-3,601.24
TOTAL					-3,601.24

3:10 PM

08/10/15

Grafton Township R & B

Unpaid Bills Detail

All Transactions

Date	Num	Memo	Due Date	Split	Amount
ALLIED ASPHALT PAVING COMPANY					
07/11/2015	192251	PO 10908	08/10/2015	9614 · MAINTENANCE SUPPLIES - RO...	303.50
07/18/2015	192491	PO 10912	08/17/2015	9614 · MAINTENANCE SUPPLIES - RO...	300.00
Total ALLIED ASPHALT PAVING COMPANY					603.50
Cardmember Service					
07/09/2015		PO 10903	07/19/2015	6122 · OPERATING SUPPLIES	14.48
07/12/2015		PO 10904	07/22/2015	6313 · MAINTENANCE SERVICE - VEHI...	619.64
08/04/2015		PO 10916	08/14/2015	6562 · TRAVEL & MEETING EXPENSE	291.54
08/04/2015		PO 10917	08/14/2015	6562 · TRAVEL & MEETING EXPENSE	52.26
Total Cardmember Service					977.92
COM ED					
07/25/2015		PO 10914	08/24/2015	9519 · Street Lights	264.48
Total COM ED					264.48
CORRECTIVE ASPHALT MATERIALS, LLC					
07/21/2015	15-2858	PO 10915	08/20/2015	9514 · MAINTENANCE SERVICE ROAD	15,562.50
Total CORRECTIVE ASPHALT MATERIALS, LLC					15,562.50
GEHRINGER BROS.					
07/21/2015	9545	PO 10910	08/05/2015	9520 · ROAD SIGNS & MATERIALS	16.00
Total GEHRINGER BROS.					16.00
HINCKLEY SPRINGS WATER CO					
07/19/2015	10164181071915	PO 10913	07/19/2015	6122 · OPERATING SUPPLIES	19.32
Total HINCKLEY SPRINGS WATER CO					19.32
MDC ENVIRONMENTAL SERVICES (MARENGO)					
08/01/2015	14671033	PO 10919	08/20/2015	6373 · GARBAGE DISPOSAL	121.94
Total MDC ENVIRONMENTAL SERVICES (MARENGO)					121.94
NICOR GAS					
08/05/2015		PO 10918	09/19/2015	6371 · UTILITIES	34.79
Total NICOR GAS					34.79
O'Reilly Automotive, Inc					
07/13/2015	3416367415	PO 10905	07/23/2015	6113 · MAINTENANCE SUPPLY - VEHI...	211.96
07/17/2015	3416367921	PO 10909	07/27/2015	6113 · MAINTENANCE SUPPLY - VEHI...	49.99
Total O'Reilly Automotive, Inc					261.95
Rush Truck Centers of Illinois, Inc.					
07/15/2015	98776068	PO 10906	07/25/2015	6113 · MAINTENANCE SUPPLY - VEHI...	141.18
Total Rush Truck Centers of Illinois, Inc.					141.18
Tom Peck Ford of Huntley, Inc.					
07/16/2015		PO 10907	07/26/2015	6113 · MAINTENANCE SUPPLY - VEHI...	23.00
Total Tom Peck Ford of Huntley, Inc.					23.00
Vulcan Construction Materials, LP					
07/21/2015	30965504	PO 10911	07/31/2015	9614 · MAINTENANCE SUPPLIES - RO...	90.15
Total Vulcan Construction Materials, LP					90.15
TOTAL					18,116.73

ROAD & BRIDGE WARRANT LIST - JULY 2015

<u>FUND</u>	<u>VENDOR</u>	<u>PO #</u>			<u>DUE DATE</u>
9614	ALLIED ASPHALT PAVING COMPANY	10908	Asphalt - 6.07 tons	\$ 303.50	8/10/2015
9614	ALLIED ASPHALT PAVING COMPANY	10912	Asphalt - 6.00 tons	\$ 300.00	8/17/2015
6122	CARDMEMBER / VISA (FARM & FLEET)	10903	Hyd jack oil, wire wheel	\$ 14.48	9/3/2015
6313	CARDMEMBER / VISA (FARM & FLEET)	10904	4 new tires - White pick-up	\$ 619.64	9/3/2015
6562	CARDMEMBER / VISA (PEORIA MARRIOTT)	10916	Hotel - Summer seminar	\$ 291.54	9/3/2015
6562	CARDMEMBER / VISA (MARATHON)	10917	Gas - Summer seminar	\$ 52.26	9/3/2015
9514	CORRECTIVE ASPHALT MATERIALS, LLC	10915	Reclamite seal coating	\$ 15,562.50	8/5/2015
9519	COM ED - STREET LIGHTS	10914		\$ 264.48	9/25/2015
9520	GEHRINGER BROS.	10910	Steel - Chevron brackets	\$ 16.00	8/20/2015
6122	HINCKLEY SPRINGS	10913	Water	\$ 19.32	8/10/2015
6373	MDC ENVIRONMENTAL SERVICES	10919	Garbage service	\$ 121.94	8/20/2015
6371	NICOR GAS	10918		\$ 34.79	9/21/2015
6113	O'REILLY AUTOMOTIVE INC.	10905	Ball joints - White pick-up	\$ 211.96	8/12/2015
6113	O'REILLY AUTOMOTIVE INC.	10909	ABS sensor - White pick-up	\$ 49.99	8/16/2015
6113	RUSH TRUCK CENTERS OF IL INC.	10906	CAM sensor - #1	\$ 141.18	8/10/2015
6113	TOM PECK FORD OF HUNTLEY, INC.	10907	Oil seal - White pick-up	\$ 23.00	8/15/2015
9614	VULCAN CONSTRUCTION MATERIALS, LP	10911	Aglime sand - 12.02 tons	\$ 90.15	8/15/2015
				\$ 18,116.73	

BILLS PAID BEFORE MEETING

6552	AT&T	10899	Telephone & fax lines	\$ 106.15	8/5/2015
6552	AT&T U-VERSE	10902	Internet service	\$ 35.00	8/12/2015
9451	BLUECROSS BLUESHIELD OF IL	10900	Health insurance-August	\$ 3,098.28	8/1/2015
9451	HUMANA DENTAL	10901	Health insurance-August	\$ 257.73	8/1/2015
6552	VERIZON WIRELESS	10898	Cell phone service	\$ 104.08	8/3/2015
				\$ 3,601.24	
			Total	\$ 21,717.97	

Road Commissioner:



Grafton Township R & B
Actual vs Budget Year to Date
April 2015 through March 2016

	Apr '15 - Mar 16	Budget	% of Budget
Ordinary Income/Expense			
Income			
PERMANENT HARD ROAD FD REVENUES			
9000 · PROPERTY TAXES	273,997.52	527,181.00	52.0%
9020 · INTEREST INCOME	345.06	1,000.00	34.5%
9040 · Intergovernmental Agreement	2,000.00	500.00	400.0%
9050 · MISCELLANEOUS INCOME	525.00	1,050.00	50.0%
9060 · Permits & Bonds	326.00	2,000.00	16.3%
9080 · GRANT INCOME	0.00	10.00	0.0%
Total PERMANENT HARD ROAD FD REVENUES	277,193.58	531,741.00	52.1%
ROAD & BRIDGE FUND REVENUES			
6000 · PROPERTY TAXES - ROAD & BRIDGE	67,216.39	249,726.00	26.9%
6002 · MUNICIPAL SHARE	0.00	-122,000.00	0.0%
6010 · REPLACEMENT TAXES-ROAD & BRIDGE	28,785.22	40,000.00	72.0%
6020 · INTEREST INCOME	159.26	500.00	31.9%
6030 · RENTAL INCOME	0.00	10.00	0.0%
6040 · INTERGOVERNMENT AGREEMENT	0.00	10.00	0.0%
6050 · MISCELLANEOUS INCOME	0.00	20.00	0.0%
6060 · COURT FINES & PERMITS	260.00	800.00	32.5%
6080 · GRANT INCOME	0.00	1,900.00	0.0%
Total ROAD & BRIDGE FUND REVENUES	96,420.87	170,966.00	56.4%
ROAD & BRIDGE IMRF FUND REVENUE			
8000 · PROPERTY TAXES	8,977.33	17,269.00	52.0%
8020 · INTEREST INCOME	10.61	35.00	30.3%
8050 · MISCELLANEOUS INCOME	0.00	10.00	0.0%
Total ROAD & BRIDGE IMRF FUND REVENUE	8,987.94	17,314.00	51.9%
ROAD & BRIDGE INSURANCE REVENUE			
7000 · PROPERTY TAXES	11,653.29	22,412.00	52.0%
7020 · INTEREST INCOME	15.93	50.00	31.9%
7050 · MISCELLANEOUS INCOME	0.00	2,900.00	0.0%
Total ROAD & BRIDGE INSURANCE REVENUE	11,669.22	25,362.00	46.0%
Total Income	394,271.61	745,383.00	52.9%
Expense			
PERMANENT HARD ROAD EXPENDITURE			
COMMODITIES			
9614 · MAINTENANCE SUPPLIES - ROADS	6,858.17	55,000.00	12.5%
9652 · OPERATING SUPPLIES	181.86	8,000.00	2.3%
9655 · AUTO FUEL & OIL	4,508.26	42,000.00	10.7%
9656 · SALT, CALCIUM, ICE CONTROL	28,078.66	158,000.00	17.8%
Total COMMODITIES	39,626.95	263,000.00	15.1%
CONTRACT SERVICES			
9514 · MAINTENANCE SERVICE ROAD	0.00	350,000.00	0.0%
9518 · ROAD STRIPPING	0.00	25,000.00	0.0%
9519 · Street Lights	1,107.89	5,000.00	22.2%
9520 · ROAD SIGNS & MATERIALS	0.00	18,000.00	0.0%
9532 · ENGINEERING SERVICE	0.00	40,000.00	0.0%
9594 · RENTALS	0.00	10,000.00	0.0%
Total CONTRACT SERVICES	1,107.89	448,000.00	0.2%
OTHER EXPENDITURES			
9929 · MISCELLANEOUS	500.00	3,000.00	16.7%
9952 · Intergovernmental Agreement	15,068.00	15,068.00	100.0%

Grafton Township R & B
Actual vs Budget Year to Date
April 2015 through March 2016

	Apr '15 - Mar 16	Budget	% of Budget
Total OTHER EXPENDITURES	15,568.00	18,068.00	86.2%
PERSONNEL			
9421 · SALARIES	45,694.23	180,000.00	25.4%
9451 · Health / Life Insurance	13,399.02	50,000.00	26.8%
9461 · Social Security Contribution	3,411.17	14,000.00	24.4%
9462 · Medicare Contribution	797.77	4,000.00	19.9%
9472 · Uniforms	204.99	2,000.00	10.2%
9475 · Payroll Expense	374.30	1,200.00	31.2%
Total PERSONNEL	63,881.48	251,200.00	25.4%
Total PERMANENT HARD ROAD EXPENDITURE	120,184.32	980,268.00	12.3%
ROAD & BRIDGE-IMRF-EXPENDITURE			
PERSONNEL			
8463 · RETIREMENT CONTRIBUTION	5,173.27	35,000.00	14.8%
Total PERSONNEL	5,173.27	35,000.00	14.8%
Total ROAD & BRIDGE-IMRF-EXPENDITURE	5,173.27	35,000.00	14.8%
ROAD & BRIDGE-INS-EXPENDITURE			
CONTRACT SERVICE			
7593 · RISK MANAGEMENT CONTRIBUTION	20,467.00	44,000.00	46.5%
Total CONTRACT SERVICE	20,467.00	44,000.00	46.5%
PERSONNEL			
7453 · UNEMPLOYMENT INSURANCE	29.43	6,000.00	0.5%
Total PERSONNEL	29.43	6,000.00	0.5%
Total ROAD & BRIDGE-INS-EXPENDITURE	20,496.43	50,000.00	41.0%
ROAD & BRIDGE FUND EXPENDITURES			
ADMINISTRATION			
CAPITAL OUTLAY			
6831 · EQUIPMENT	0.00	5,000.00	0.0%
Total CAPITAL OUTLAY	0.00	5,000.00	0.0%
COMMODITIES			
6651 · OFFICE SUPPLIES	312.35	800.00	39.0%
Total COMMODITIES	312.35	800.00	39.0%
CONTRACTED SERVICES			
6512 · MAINTENANCE EQUIPMENT	0.00	1,000.00	0.0%
6531 · ACCOUNTING SERVICE	2,706.00	14,000.00	19.3%
6533 · LEGAL SERVICE	54.25	30,000.00	0.2%
6551 · POSTAGE	98.00	300.00	32.7%
6552 · TELEPHONE	991.23	5,000.00	19.8%
6553 · PUBLISHING	0.00	1,500.00	0.0%
6554 · PRINTING	0.00	200.00	0.0%
6561 · DUES AND SUBSCRIPTIONS	125.00	300.00	41.7%
6562 · TRAVEL & MEETING EXPENSE	191.53	6,000.00	3.2%
6563 · EDUCATION & TRAINING	0.00	1,000.00	0.0%
Total CONTRACTED SERVICES	4,166.01	59,300.00	7.0%
OTHER EXPENDITURES			
6914 · MUNICIPAL REPLACEMENT	0.00	8,900.00	0.0%
6929 · MISCELLANEOUS	0.00	8,000.00	0.0%
Total OTHER EXPENDITURES	0.00	16,900.00	0.0%

8:34 AM
08/13/15
Cash Basis

Grafton Township R & B
Actual vs Budget Year to Date
April 2015 through March 2016

	Apr '15 - Mar 16	Budget	% of Budget
PERSONNEL			
6421 · SALARIES	9,224.00	25,000.00	36.9%
Total PERSONNEL	<u>9,224.00</u>	<u>25,000.00</u>	<u>36.9%</u>
Total ADMINISTRATION	13,702.36	107,000.00	12.8%
MAINTENANCE			
CAPITAL OUTLAY			
6820 · CAPITAL ASSET OUTLAY	0.00	155,000.00	0.0%
6833 · OTHER IMPROVEMENTS	<u>0.00</u>	<u>50,000.00</u>	<u>0.0%</u>
Total CAPITAL OUTLAY	0.00	205,000.00	0.0%
COMMODITIES			
6111 · MAINTENANCE SUPPLY - BUILDING	29.90	12,000.00	0.2%
6112 · MAINTENANCE SUPPLY - EQUIPM...	1,099.90	12,000.00	9.2%
6113 · MAINTENANCE SUPPLY - VEHICL...	1,545.26	14,000.00	11.0%
6114 · MAINTENANCE SUPPLY - ROAD	0.00	100.00	0.0%
6116 · MAINTENANCE - SNOW REMOVAL	0.00	100.00	0.0%
6118 · MAINTENANCE SUPPLY - BRIDGE	0.00	5,000.00	0.0%
6122 · OPERATING SUPPLIES	771.53	3,000.00	25.7%
6123 · SMALL TOOLS	<u>23.99</u>	<u>6,000.00</u>	<u>0.4%</u>
Total COMMODITIES	3,470.58	52,200.00	6.6%
CONTRACT SERVICES			
6311 · MAINTENANCE SERVICE - BUILDI...	300.00	10,000.00	3.0%
6312 · MAINTENANCE SERVICE - EQUIP...	595.67	15,000.00	4.0%
6313 · MAINTENANCE SERVICE - VEHIC...	78.00	15,000.00	0.5%
6314 · MAINTENANCE SERVICE ROADS	0.00	100.00	0.0%
6316 · MAINTENANCE - SNOW REMOVAL	0.00	100.00	0.0%
6318 · MAINTENANCE SERVICE BRIDGE	0.00	15,000.00	0.0%
6332 · ENGINEERING SERVICE	0.00	5,000.00	0.0%
6371 · UTILITIES	675.32	9,000.00	7.5%
6373 · GARBAGE DISPOSAL	474.20	6,000.00	7.9%
6394 · RENTALS	<u>0.00</u>	<u>500.00</u>	<u>0.0%</u>
Total CONTRACT SERVICES	2,123.19	75,700.00	2.8%
OTHER EXPENDITURES			
6919 · MISCELLANEOUS	<u>100.00</u>	<u>5,000.00</u>	<u>2.0%</u>
Total OTHER EXPENDITURES	100.00	5,000.00	2.0%
PERSONNEL			
6221 · SALARIES	<u>100.76</u>	<u>10,500.00</u>	<u>1.0%</u>
Total PERSONNEL	<u>100.76</u>	<u>10,500.00</u>	<u>1.0%</u>
Total MAINTENANCE	<u>5,794.53</u>	<u>348,400.00</u>	<u>1.7%</u>
Total ROAD & BRIDGE FUND EXPENDITURES	19,496.89	455,400.00	4.3%
6391 · R&B - CONTINGENCIES	0.00	22,000.00	0.0%
9917 · PHR - CONTINGENCIES	<u>0.00</u>	<u>48,000.00</u>	<u>0.0%</u>
Total Expense	<u>165,350.91</u>	<u>1,590,668.00</u>	<u>10.4%</u>
Net Ordinary Income	<u>228,920.70</u>	<u>-845,285.00</u>	<u>-27.1%</u>
Net Income	<u><u>228,920.70</u></u>	<u><u>-845,285.00</u></u>	<u><u>-27.1%</u></u>

American Community Bank
Road District
Bank Account

RB General Checking	159
Money Market	001

10:19 AM
08/03/15

159

**Grafton Township R & B
Reconciliation Summary**

103 · R&B General Amer. Comm. (new), Period Ending 07/31/2015

	<u>Jul 31, 15</u>
Beginning Balance	331,745.25
Cleared Transactions	
Checks and Payments - 30 items	-41,320.77
Deposits and Credits - 13 items	18,807.41
Total Cleared Transactions	<u>-22,513.36</u>
Cleared Balance	<u>309,231.89</u>
Uncleared Transactions	
Checks and Payments - 8 items	-5,203.40
Total Uncleared Transactions	<u>-5,203.40</u>
Register Balance as of 07/31/2015	<u>304,028.49</u>
New Transactions	
Checks and Payments - 2 items	-7,249.30
Total New Transactions	<u>-7,249.30</u>
Ending Balance	<u>296,779.19</u>

10:34 AM

08/03/15

001

Grafton Township R & B Reconciliation Summary

501 · R & B Money Market - Amer Com, Period Ending 07/31/2015

	Jul 31, 15
Beginning Balance	794,306.04
Cleared Transactions	
Deposits and Credits - 1 item	134.92
Total Cleared Transactions	134.92
Cleared Balance	794,440.96
Register Balance as of 07/31/2015	794,440.96
Ending Balance	794,440.96



OFFICE OF THE ATTORNEY GENERAL
STATE OF ILLINOIS

Lisa Madigan
ATTORNEY GENERAL

August 6, 2015

Via electronic mail

Mr. Alan Zielinski
Grafton Township Assessor
10109 Vine Street, Unit C
Huntley, Illinois 60142
Assessor@GraftonTownship.us

Via electronic mail

Mr. Joseph Gottemoller
Madsen, Sugden & Gottemoller
1 North Virginia Street, Suite A
Crystal Lake, Illinois 60014
joe@mchenrycountylaw.com

RE: FOIA Request for Review – 2015 PAC 36640

Dear Mr. Zielinski and Mr. Gottemoller:

The Public Access Bureau has received the enclosed correspondence from Mr. Alan Zielinski alleging that counsel for Grafton Township (Township) improperly informed him that FOIA requests for Assessor's Office records are to be handled by the Township's FOIA Officer, Ms. Kathryn Francis.

Section 9.5(a) of FOIA (5 ILCS 140/9.5(a) (West 2014)) provides that a "person whose *request to inspect or copy a public record is denied* by a public body * * * may file a request for review with the Public Access Counselor established in the Office of the Attorney General *not later than 60 days after the date of the final denial.*" (Emphasis added.) Mr. Zielinski has not alleged that the Township improperly denied a FOIA request within 60 days of his submission. Accordingly, this office will take no further action on Mr. Zielinski's complaint. 5 ILCS 140/9.5(c) (West 2014).

The Office of the Public Access Counselor, however, is also charged with providing advice and education to both the public and public officials. *See* 15 ILCS 205/7(a),

Mr. Alan Zielinski
Mr. Joseph Gottemoller
August 6, 2015
Page 2

(b), (c) (West 2014). Accordingly, we note that section 3.5(a) of FOIA (5 ILCS 140/3.5(a) (West 2014)) provides: "Each public body shall designate one or more officials or employees to act as its Freedom of Information officer or officers." Under the plain language of section 3.5(a), it is up to each public body to determine who shall serve as its FOIA Officer(s). Because the Assessor's Office is part of the Township, this matter is subject to internal Township resolution.

If you have any questions, please contact me at the Chicago address on the first page of this letter, jjones@atg.state.il.us, or (312) 814-8413. Thank you.

Very truly yours,

A handwritten signature in black ink, appearing to read "J. Jones", written in a cursive style.

JOSH JONES
Supervising Attorney
Public Access Bureau

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SUPERVISOR'S REPORT

System Activity Report

[7/1/2015 - 7/31/2015] Report Date: 7/30/2015

General Assistance

Grants (New Clients) :	0	
Grants (Previous Clients) :	0	
In-Process :	1	
Denials :	3	
Sanctions :	0	
Terminations :	0	
	<hr/> 4	\$0.00

General Assistance - Medical

Referrals :	0	
Disbursements :	0	
	<hr/> 0	\$0.00

General Assistance - Work Program Assignments

Job Training :	0	
Workfare :	0	
	<hr/> 0	

Emergency Assistance

Grants :	4	\$1,526.96
In-Process :	0	
Denials :	2	
	<hr/> 6	\$1,526.96
Grand Totals:	10	\$1,526.96

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