

NOTICE AND AGENDA
GRAFTON TOWNSHIP REGULAR BOARD MEETING
GRAFTON TOWNSHIP, MCHENRY COUNTY, ILLINOIS
MONDAY, NOVEMBER 16, 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, November 16, 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 October 19, 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. Executive Session**

Motion to convene an Executive Session to discuss pending legal actions pursuant to 5ILCS 120/2(c)(11).
- 8. Discussion and potential action of items as discussed during Executive Session**
- 9. New Business**
 - A. Discussion and possible action on the Township Levy
 - B. Discussion and possible action on the Road District Levy
 - C. Approval of the Grafton Township 2016 Regular Meeting dates.
- 10. Old Business**
 - A. Discussion and potential action to approve the Grafton Township FOIA policy.
- 11. Committee and Officer Reports**
 - Supervisor**
 - Trustee**
 - Audit Committee**
 - Assessor**
 - Road District**
 - Clerk**
- 12. Adjournment**

Dated and posted by Township Clerk Kathryn Hurley
This 12th Day of November, 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
MONDAY, OCTOBER 19, 7:30 P.M.**

1. Supervisor Kearns called the meeting to order at 7:31 P.M.

2. Roll Call

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

3 Pledge of Allegiance was said.

4. Approval of Agenda as posted

Motion by Trustee Zirk, second by Trustee Wagner to approve the agenda as posted.
Ayes: Trustees Zirk, Wagner, Holtorf, Supervisor Kearns
Nays: None. Motion Carries.

5. Regular Business

A. Approval of Minutes of September 21, 2015 Township Regular Meeting

Motion by Trustee Wagner, second by Trustee Zirk to approve the minutes with a correction to #11, 3rd paragraph—we're selling a van, not the bus. Also in #11, last paragraph, Trustee Wagner asked the board.

Trustee Ziller entered the meeting at 7:33

Ayes: Trustees Wagner, Zirk, Holtorf, Supervisor Kearns
Abstention: Ziller
Nays: None. Motion Carries

B. Audit and payment of unpaid bills/Warrant check detail for Town Fund.

Motion by Supervisor Kearns, second by Trustee Ziller to move the Gottemoller bill PO #1731 from line item 1939 to 1753 "Legal Fees".

Ayes: Supervisor Kearns; Trustees Ziller, Holtorf, Wagner, Zirk
Nays: None. Motion Carries

Motion by Trustee Zirk, second by Trustee Wagner to approve the bills with the change just voted on.

Ayes: Trustees Zirk, Wagner, Holtorf, Ziller; Supervisor Kearns
Nays: None. Motion Carries

C. Review Road and Bridge Warrant check detail.

There was a discussion among the trustees about PO #10896 from Lorig Construction. The trustees felt the price was too expensive for the amount of road that was done. Road Commissioner Poznanski explained that it was done properly so that it wouldn't have to be done again for a long time.

Motion by Trustee Ziller, second by Trustee Zirk to pay the bills including PO #10896.

Ayes: Trustees Ziller, Zirk, Holtorf, Wagner; Supervisor Kearns
Nays: None. Motion Carries

6. Public Comment/Board Members Response to Public Comment

None.

7. Executive Session

Motion to convene an Executive Session to discuss pending legal actions pursuant to 5ILCS 120/2(c)(11).

Motion by Supervisor Kearns, second by Trustee Wagner to adjourn the regular meeting for an executive session to discuss and review past executive session minutes.

All Ayes.

Nays: None.

Motion Carries.

Regular Meeting adjourns at 7:53pm

Supervisor Kearns returns the Regular Meeting to order at 8:23pm

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

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

Motion by Trustee Wagner, second by Trustee Ziller to approve the minutes from the executive meetings dated March 17, 2014; May 19, 2014; September 15, 2014; October 20, 2014; November 17, 2014; January 19, 2015.

Ayes: Trustees Wagner, Ziller, Holtorf, Zirk.

Nays: Supervisor Kearns.

Motion Carries.

Motion by Trustee Wagner, second by Trustee Ziller to release the executive meeting minutes from March 17, 2014; May 19, 2014; October 20, 2014.

Ayes: Trustees Wagner, Ziller, Holtorf, Zirk.

Nays: Supervisor Kearns.

Motion Carries.

9. New Business

Trustee Wagner said that he'd hoped to discuss the Freedom Of Information Act policy. The Township had a policy that was inherited by this board, but needs to be updated because the FOIA act has been amended. He said that he and Trustee Holtorf did research and modified one they found that appeared current. Trustee Wagner further noted that the budget must be included in the policy as well as the name of the members of the board so the policy should be reviewed annually around the time of the budget. A few revisions to the draft policy were suggested and it was requested that approval of the policy appear on the next meeting agenda.

10. Old Business

A. Discussion and potential action to seal-coat the Township parking lot.

The Trustees reviewed the bids presented and read off the bids and prices. There was a discussion about splitting the cost with the Township. Road Commissioner Poznanski suggested that we wait until Spring and complete the project in stages due to the narrow timing this fall and his need to have his vehicles accessible on the lot. There was a lot of discussion about sealcoating and filling cracks right away while the weather is still warm enough. Road Commissioner Poznanski does not believe that filling the cracks is effective and several board members disagree. Further, the board feels that the face of the building must be repaired next summer and they don't want to delay the sealcoating until next budget year due to those expenses needing to be considered.

Motion by Trustee Ziller to approve the quote from INA to sealcoat and fill the cracks.

Motion withdrawn.

Motion by Trustee Ziller to approve the bid for sealcoating for the township portion of the parking lot. Motion withdrawn.

The Trustees decided that they would complete the project in the Spring on next year's budget.

11. Committee and Officer Reports

Supervisor

Supervisor Kearns said that the new van had been delivered. The dealer took the bus on trade in, which they picked up. He is looking at a second vehicle now, probably for the Assessor. Supervisor Kearns told Assessor Zielinski, who agreed to it, that the van would be used for any travel that everyone is going to.

Supervisor Kearns said that we are covered on the Village side with McRide for this year since we paid them \$6,000. He said they expanded their hours, raised the fare, but did not expand service area. We will be giving ride cards for the food pantry which cost us \$3 each, saving us money over providing transportation ourselves.

He announced that we are going forward with health care provided by Blue Cross Blue Shield as we have been, but to a plan that costs \$24,000 less per year.

Trustee

Audit Committee

Assessor

Assessor Zielinski said that the books were published on Friday Oct 16th. Now they are working with the county and hope to have some issues resolved by the end of the week. He explained that the county purchased a read-only version of the software that is used by Grafton and most of the other townships in the county. There are some differences when their system reads ours which must be resolved.

Road District

The Road District has been trimming and removing trees, which is still underway. Final grass mowing of the season is being done and they are winterizing vehicles. The other skid loader was sold to Greenwood Township for the amount that Grafton paid for it.

Clerk

Clerk Hurley told the board that another FOIA request had come in which was nearly identical to the McKnight request.

Resident Matt Cooper asked if the new Grafton FOIA policy applies for new FOIA's only, or if existing FOIA's have to comply with the new policy. He was told that it is only for new FOIA's.

12. Adjournment

Motion by Trustee Zirk, second by Trustee Ziller to adjourn the meeting.

All Ayes.

No Nays.

Meeting adjourned at 9:08 pm

Submitted,
Township Clerk Kathryn Hurley

TOWN FUND FINANCIALS

GRAFTON TOWNSHIP

Unpaid Bills Detail

All Transactions

Date	Num	Memo	Due Date	Split	Amount
ACT Network Solutions					
11/10/2015		PO 2001	11/20/2015	1512 · MAINTENAN...	270.00
Total ACT Network Solutions					270.00
Cardmember Service					
11/10/2015		PO 20331	11/20/2015	1760 · TRAVEL EX...	299.04
11/10/2015	discount ...	PO 2006	11/20/2015	1512 · MAINTENAN...	179.56
11/10/2015	discount ...	PO 2005	11/20/2015	1512 · MAINTENAN...	202.68
11/10/2015	POW flag	PO 2010	11/20/2015	1511 · MAINTENAN...	22.90
Total Cardmember Service					704.18
CARDUNAL OFFICE SUPPLY					
11/10/2015		PO 1745	11/20/2015	1651 · OFFICE SUP...	9.99
Total CARDUNAL OFFICE SUPPLY					9.99
COM ED					
11/10/2015		PO 2027	11/20/2015	1571 · UTILITIES	130.16
11/10/2015		PO 2028	11/20/2015	5571 · UTILITIES	45.73
Total COM ED					175.89
CoStar Realty Information, Inc.					
11/10/2015		PO 20358	11/20/2015	1756 · SOFTWARE	972.99
Total CoStar Realty Information, Inc.					972.99
David Knutson					
11/10/2015		PO 20355	11/20/2015	1760 · TRAVEL EX...	46.78
Total David Knutson					46.78
Huntley Floral					
11/10/2015		PO 2018	11/20/2015	1905 · MISCELLAN...	58.14
Total Huntley Floral					58.14
ILLPS Labor Law Poster Service					
11/10/2015		PO 2026	11/20/2015	1553 · PUBLISHING	65.00
Total ILLPS Labor Law Poster Service					65.00
Interact Business Products, LLC					
11/10/2015		PO 2024	11/20/2015	1554 · PRINTING	30.04
11/10/2015		PO 2025	11/20/2015	5554 · PRINTING	10.56
Total Interact Business Products, LLC					40.60
Kathryn M. Hurley					
11/10/2015		PO 2017	11/20/2015	1451 · HEALTH INS...	227.30
Total Kathryn M. Hurley					227.30
Madsen, Sugden & Gottemoller					
11/10/2015		PO 2021	11/20/2015	1753 · LEGAL FEES	2,468.67
11/10/2015		PO 2020	11/20/2015	1533 · LEGAL SER...	58.33
Total Madsen, Sugden & Gottemoller					2,527.00
Marty Kinczel					
11/10/2015		PO 20356	11/20/2015	1760 · TRAVEL EX...	56.22
Total Marty Kinczel					56.22
MDC Environmental Services					
11/10/2015		PO 2032	11/20/2015	1511 · MAINTENAN...	40.57
Total MDC Environmental Services					40.57
NICOR GAS					
11/10/2015		PO 2029	11/20/2015	1571 · UTILITIES	55.31
11/10/2015		PO 2030	11/20/2015	5571 · UTILITIES	19.42
Total NICOR GAS					74.73
PetroLiance LLC					
11/10/2015		PO 20357	11/20/2015	1760 · TRAVEL EX...	58.94
11/10/2015		PO 2019	11/20/2015	930 · BUS FUEL	135.89
Total PetroLiance LLC					194.83

8:45 AM

11/12/15

GRAFTON TOWNSHIP
Unpaid Bills Detail
All Transactions

<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Due Date</u>	<u>Split</u>	<u>Amount</u>
Ready Refresh by Nestle					
11/10/2015	PO 20354		11/20/2015	1751 · MAINTENAN...	39.88
Total Ready Refresh by Nestle					39.88
Starkey Laboratories, Inc.					
11/10/2015	PO 2011		11/20/2015	970 · BUS MISCELL...	103.99
Total Starkey Laboratories, Inc.					103.99
WEX Bank					
11/10/2015	PO 2031		11/20/2015	930 · BUS FUEL	23.39
Total WEX Bank					23.39
ZIEGLER'S ACE HARDWARE					
11/10/2015	PO 2022		11/20/2015	1511 · MAINTENAN...	91.88
Total ZIEGLER'S ACE HARDWARE					91.88
TOTAL					5,723.36

9:16 AM
11/09/15
Cash Basis

GRAFTON TOWNSHIP
TF Warrant Detail Report
October 20 through November 12, 2015

Date	Num	Name	Memo	Paid Amount
101 · CHECKING -American Community				
10/26/2015	22907	BLUECROSS BLU...	PO 1749,1750,20351	-8,262.08
10/26/2015	22908	COM ED	PO 2013	-176.41
10/26/2015	22909	ComCast I	PO 2007, 2008, 20353	-335.32
10/26/2015	22910	Humana Dental Ins....	PO 2002,2003, 20350	-1,103.86
10/26/2015	22911	Interact Business P...	PO 1747, 1748	-40.60
10/26/2015	22912	Leaf	PO 1746	-97.68
10/26/2015	22913	U.S. Bank Equipme...	PO 20352	-10.46
10/26/2015	22914	Verizion Wireless	PO 2012	-23.26
Total 101 · CHECKING -American Community				-10,049.67

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

Pending Board approval

<u>Account</u>	<u>Amount</u>	<u>Vendor</u>	<u>P.O. #</u>	<u>For</u>
1751	\$39.88	Ready Refresh	20354	Potable water
1760	\$56.22	Martin Kinczel	20356	Continuing education travel reimbursment
1760	\$299.04	Cardmember Services	20331	Continuing education lodging
1760	\$46.78	David Knutson	20355	Continuing education travel reimbursment
1760	\$58.94	PetroLiance LLC	20357	Gasoline
1756	\$972.99	CoStar	20358	Commercial MLS
Subtotal	<u>\$1,473.85</u>			

Prior Board approval

<u>Account</u>	<u>Amount</u>	<u>Vendor</u>	<u>P.O. #</u>	<u>For</u>
1243	\$4,131.04	/Blue Shield of Illinois	20351	Healthcare insurance
1243	\$343.64	Humana	20350	Healthcare insurance
1751	\$10.46	Equipment Finance	2352	Copier lease
1752	\$199.06	Comcast	20353	Telephone & Internet
Subtotal	<u>\$199.06</u>			
Total	<u>\$1,672.91</u>			

11/12/15

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	1,098,322.66	1,107,939.00	99.1%
1010 · REPLACEMENT TAXES	22,149.82	10,000.00	221.5%
1020 · INTEREST INCOME	466.70	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	244.00	0.00	100.0%
1055 · MISCELLANEOUS INCOME	74,790.25	50.00	149,580.5%
Total CORPORATE FUND REVENUE	1,195,973.43	1,132,779.00	105.6%
CORPORATE INSURANCE FUND REV			
2000 · PROPERTY TAXES	17,854.97	18,000.00	99.2%
2020 · INTEREST INCOME	0.00	0.00	0.0%
2050 · MISCELLANEOUS INCOME	0.00	0.00	0.0%
Total CORPORATE INSURANCE FUND REV	17,854.97	18,000.00	99.2%
GENERAL ASSISTANCE FUND REVENUE			
5000 · PROPERTY TAXES	32,715.93	33,000.00	99.1%
5020 · INTEREST INCOME	68.81	150.00	45.9%
Total GENERAL ASSISTANCE FUND REVENUE	32,784.74	33,150.00	98.9%
Total Income	1,246,613.14	1,183,929.00	105.3%
Expense			
GENERAL ASSISTANCE FUND			
ADMINISTRATION			
CONTRACTUAL SERVICES			
5511 · MAINTENANCE SERVICE - BUILDING	0.00	1,000.00	0.0%
5512 · MAINTENANCE SERVICE - EQUIPMENT	1,382.04	2,000.00	69.1%
5513 · FUEL	0.00	775.00	0.0%
5533 · LEGAL FEES	0.00	850.00	0.0%
5534 · ACCOUNTING SERVICES	410.00	1,600.00	25.6%
5549 · OTHER PROFESSIONAL SERVICE	25.00	1,000.00	2.5%
5551 · POSTAGE	51.68	90.00	57.4%
5552 · TELEPHONE	403.70	1,000.00	40.4%
5553 · PUBLISHING	0.00	200.00	0.0%
5554 · PRINTING	32.86	150.00	21.9%
5555 · TRAVEL EXPENSE	0.00	100.00	0.0%
5556 · TRAINING	130.00	600.00	21.7%
5571 · UTILITIES	616.63	2,000.00	30.8%
Total CONTRACTUAL SERVICES	3,051.91	11,365.00	26.9%
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	11,640.00	15,000.00	77.6%
5451 · HEALTH INSURANCE	7,822.35	9,404.03	83.2%
Total PERSONNEL	19,462.35	24,404.03	79.8%
Total ADMINISTRATION	22,645.77	36,769.03	61.6%

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	9,539.88	12,000.00	79.5%
5888 · UTILITY PAYMENTS	6,389.79	20,000.00	31.9%
5889 · AMBULANCE	0.00	500.00	0.0%
5890 · EYE CARE	0.00	500.00	0.0%
Total CONTRACTUAL SERVICES	18,499.67	42,500.00	43.5%
Total HOME RELIEF	18,499.67	110,622.10	16.7%
Total GENERAL ASSISTANCE FUND	41,145.44	147,391.13	27.9%
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	46,715.00	46,715.00	100.0%
1838 · DEBT SERVICE INTEREST PYM	2,746.24	7,650.00	35.9%
1832 · DEBT SERVICE - Other	86,336.56	80,000.00	107.9%
Total 1832 · DEBT SERVICE	135,797.80	134,365.00	101.1%
1833 · DEFERRED MAINT. BUILDING	0.00	50,000.00	0.0%
1835 · CAPITAL EQUIPMENT PURCHASE	16,944.00	100,000.00	16.9%
Total CAPITAL OUTLAY	152,741.80	294,365.00	51.9%
COMMODITIES			
1651 · OFFICE SUPPLIES	341.47	3,000.00	11.4%
1652 · OPERATING SUPPLIES	597.30	3,000.00	19.9%
Total COMMODITIES	938.77	6,000.00	15.6%
CONTRACTUAL SERVICES			
1511 · MAINTENANCE SERVICE-BUILDING	844.48	35,000.00	2.4%
1512 · MAINTENANCE SERVICE - EQUIPMENT	4,007.49	35,000.00	11.4%
1531 · ACCOUNTING SERVICES	6,033.50	18,000.00	33.5%
1533 · LEGAL SERVICE	2,030.00	20,000.00	10.2%
1551 · POSTAGE	101.28	2,000.00	5.1%
1552 · TELEPHONE	574.52	2,000.00	28.7%
1553 · PUBLISHING	667.82	1,500.00	44.5%
1554 · PRINTING	68.94	1,500.00	4.6%
1561 · DUES	1,709.12	2,000.00	85.5%
1562 · TRAVEL EXPENSES	92.57	2,000.00	4.6%
1563 · TRAINING	151.74	1,500.00	10.1%
1565 · CLERK	50.40	3,500.00	1.4%
1571 · UTILITIES	1,756.14	5,000.00	35.1%
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	18,088.00	152,500.00	11.9%
OTHER EXPENDITURES			
1905 · MISCELLANEOUS EXPENSE	274.99	31,000.00	0.9%
1911 · CONTINGENCIES	0.00	25,000.00	0.0%
Total OTHER EXPENDITURES	274.99	56,000.00	0.5%
PERSONNEL			
1420 · OFFICE STAFF HOURLY	21,270.69	55,500.00	38.3%
1421 · ELECTED OFFICIALS SALARIES	104,033.22	198,000.00	52.5%
1451 · HEALTH INSURANCE	26,495.68	84,000.00	31.5%
Total PERSONNEL	151,799.59	337,500.00	45.0%
SENIOR SERVICES			
900 · BUS SALARIES	18,013.92	25,000.00	72.1%
901 · SENIOR SERVICES - PAYROLL TAXES	1,292.33	3,600.00	35.9%
902 · SENIOR SVCS HEALTH INSURANCE	7,424.37	7,459.00	99.5%
903 · SENIOR SERVICES IMRF	1,680.05	2,500.00	67.2%
930 · BUS FUEL	306.70	5,000.00	6.1%
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	616.51	2,000.00	30.8%
967 · PRINTING	21.94	500.00	4.4%
968 · POSTAGE	49.00	500.00	9.8%
970 · BUS MISCELLANEOUS	14,602.00	16,500.00	88.5%
Total SENIOR SERVICES	44,493.85	84,559.00	52.6%
Total ADMINISTRATION	368,337.00	930,924.00	39.6%
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	885.06	2,100.00	42.1%
Total COMMODITIES	885.06	2,100.00	42.1%
CONTRACTUAL SERVICES			
1751 · MAINTENANCE SERVICE	1,347.11	4,200.00	32.1%
1752 · TELEPHONE	1,393.27	4,500.00	31.0%
1753 · LEGAL FEES	1,703.33	0.00	100.0%
1755 · POSTAGE	0.00	250.00	0.0%
1756 · SOFTWARE	19,677.73	21,633.00	91.0%
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	1,425.64	2,000.00	71.3%
1761 · TRAINING	3,961.04	4,000.00	99.0%
1762 · PUBLICATIONS/SUBSCRIPTIONS	0.00	300.00	0.0%
Total CONTRACTUAL SERVICES	29,508.12	38,733.00	76.2%
OTHER EXPENDITURES			
1939 · MISCELLANEOUS	1,379.00	1,500.00	91.9%
Total OTHER EXPENDITURES	1,379.00	1,500.00	91.9%

11/12/15

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

	Apr '15 - Mar 16	Budget	% of Budget
PERSONNEL			
1240 · SALARIES	146,552.75	244,000.00	60.1%
1241 · IMRF	13,758.60	23,000.00	59.8%
1242 · FICA/MEDICARE/TAXES	10,612.43	19,000.00	55.9%
1243 · HEALTH INSURANCE	32,980.20	68,500.00	48.1%
Total PERSONNEL	203,903.98	354,500.00	57.5%
Total ASSESSOR	238,450.15	399,683.00	59.7%
Total TOWN FUND EXPENDITURES	606,787.15	1,330,607.00	45.6%
TOWN IMRF FUND EXPENDITURES			
3262 · RETIREMENT CONTRIBUTION	14,395.70	28,000.00	51.4%
Total TOWN IMRF FUND EXPENDITURES	14,395.70	28,000.00	51.4%
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	9,979.58	18,958.00	52.6%
3762 · MEDICARE CONTRIBUTION	2,333.93	4,400.00	53.0%
Total TOWN SOCIAL SECURITY EXPENDITURE	12,313.51	23,358.00	52.7%
Total Expense	688,964.50	1,548,170.13	44.5%
Net Ordinary Income	557,648.64	-364,241.13	-153.1%
Net Income	557,648.64	-364,241.13	-153.1%

**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

12:41 PM

11/03/15

961

GRAFTON TOWNSHIP
Reconciliation Summary

101 · CHECKING -American Community, Period Ending 10/31/2015

	Oct 31, 15
Beginning Balance	586,599.58
Cleared Transactions	
Checks and Payments - 36 items	-62,949.03
Deposits and Credits - 19 items	24,898.49
Total Cleared Transactions	-38,050.54
Cleared Balance	<u>548,549.04</u>
Uncleared Transactions	
Checks and Payments - 22 items	-19,446.20
Total Uncleared Transactions	-19,446.20
Register Balance as of 10/31/2015	<u>529,102.84</u>
Ending Balance	<u>529,102.84</u>

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11/03/15

191

GRAFTON TOWNSHIP
Reconciliation Summary
103 · TOWN FUND MONEY MARKET, Period Ending 10/31/2015

	<u>Oct 31, 15</u>
Beginning Balance	80,717.17
Cleared Transactions	
Deposits and Credits - 1 item	<u>6.63</u>
Total Cleared Transactions	<u>6.63</u>
Cleared Balance	<u><u>80,723.80</u></u>
Register Balance as of 10/31/2015	80,723.80
Ending Balance	80,723.80

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11/03/15

#183

GRAFTON TOWNSHIP
Reconciliation Summary
104 · TF RESERVED MONEY MARKET, Period Ending 10/31/2015

	Oct 31, 15
Beginning Balance	432,635.44
Cleared Transactions	
Deposits and Credits - 1 item	71.12
Total Cleared Transactions	71.12
Cleared Balance	<u>432,706.56</u>
Register Balance as of 10/31/2015	432,706.56
Ending Balance	432,706.56

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11/03/15

GRAFTON TOWNSHIP
Reconciliation Summary

754

151 · General Assistance - Amer Com, Period Ending 10/31/2015

	Oct 31, 15
Beginning Balance	5,734.61
Cleared Transactions	
Checks and Payments - 9 items	-2,387.71
Total Cleared Transactions	-2,387.71
Cleared Balance	3,346.90
Uncleared Transactions	
Checks and Payments - 6 items	-1,856.52
Total Uncleared Transactions	-1,856.52
Register Balance as of 10/31/2015	1,490.38
Ending Balance	1,490.38

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11/03/15

GRAFTON TOWNSHIP
Reconciliation Summary
150 · Gen Assistance MMF- Amer Com, Period Ending 10/31/2015

	<u>Oct 31, 15</u>
Beginning Balance	100,044.52
Cleared Transactions	
Deposits and Credits - 3 items	605.21
Total Cleared Transactions	<u>605.21</u>
Cleared Balance	<u>100,649.73</u>
Register Balance as of 10/31/2015	100,649.73
Ending Balance	100,649.73

ROAD DISTRICT FUND FINANCIALS

Grafton Township R & B

Unpaid Bills Detail

All Transactions

Date	Num	Memo	Split	Amount
ALLIED ASPHALT PAVING COMPANY				
10/23/2015	196408	PO 11012	9614 · MAINTENANCE SUPPLIES - RO...	154.50
10/24/2015	196497	PO 11026	9614 · MAINTENANCE SUPPLIES - RO...	73.50
10/31/2015	196704	PO 11025	9614 · MAINTENANCE SUPPLIES - RO...	131.50
Total ALLIED ASPHALT PAVING COMPANY				359.50
BONNELL INDUSTRIES INC				
11/05/2015	0164691-in	PO 11019	6113 · MAINTENANCE SUPPLY - VEHIC...	147.00
Total BONNELL INDUSTRIES INC				147.00
BOTTS WELDING & TRUCK SERVICE				
10/20/2015	591313	PO 11018	6313 · MAINTENANCE SERVICE - VEHI...	32.00
11/04/2015	592105	PO 11024	6313 · MAINTENANCE SERVICE - VEHI...	21.50
Total BOTTS WELDING & TRUCK SERVICE				53.50
Cardmember Service				
10/09/2015	menards	PO 10993	6122 · OPERATING SUPPLIES	8.67
10/16/2015	F&F	PO 10998	6111 · MAINTENANCE SUPPLY - BUILD...	11.98
10/16/2015	F&F	PO 10999	6113 · MAINTENANCE SUPPLY - VEHIC...	11.87
10/16/2015	F&F	PO 11000	6122 · OPERATING SUPPLIES	15.96
10/16/2015	F&F	PO 11001	9652 · OPERATING SUPPLIES	81.96
10/28/2015	F&F	PO 11009	6122 · OPERATING SUPPLIES	23.88
11/03/2015	late fee visa	PO 11017	6929 · MISCELLANEOUS	35.00
11/05/2015	int.charge visa	PO 11020	6929 · MISCELLANEOUS	2.96
Total Cardmember Service				192.28
COM ED				
11/05/2015		PO 11027	6371 · UTILITIES	107.46
Total COM ED				107.46
COM ED STREET LIGHTS				
10/22/2015		PO 11006	9519 · Street Lights	270.74
Total COM ED STREET LIGHTS				270.74
GESKE AND SONS, INC.				
10/21/2015	34649	PO 11005	9614 · MAINTENANCE SUPPLIES - RO...	135.72
Total GESKE AND SONS, INC.				135.72
HINCKLEY SPRINGS WATER CO				
10/11/2015	10164181 101115	PO 11003	6122 · OPERATING SUPPLIES	36.30
Total HINCKLEY SPRINGS WATER CO				36.30
Keystone Automotive Ind., Inc.				
10/12/2015	b3279815	PO 10995	6113 · MAINTENANCE SUPPLY - VEHIC...	683.29
Total Keystone Automotive Ind., Inc.				683.29
MDC ENVIRONMENTAL SERVICES (MARENGO)				
11/01/2015	14909541	PO 11022	6373 · GARBAGE DISPOSAL	121.72
Total MDC ENVIRONMENTAL SERVICES (MARENGO)				121.72
MICHAEL TODD & COMPANY INC				
10/23/2015	149009	PO 11007	9652 · OPERATING SUPPLIES	1,300.10
Total MICHAEL TODD & COMPANY INC				1,300.10
NICOR GAS				
11/04/2015		PO 11021	6371 · UTILITIES	37.98
Total NICOR GAS				37.98
PetroLiance LLC				
11/04/2015	9701247	PO 11014	9655 · AUTO FUEL & OIL	1,582.96
Total PetroLiance LLC				1,582.96
Rabine Paving, LLC				
10/28/2015	106495	PO 11016	9514 · MAINTENANCE SERVICE ROAD	10,872.00
Total Rabine Paving, LLC				10,872.00
Rush Truck Centers of Illinois, Inc.				
10/13/2015	3000351557	PO 10996	6113 · MAINTENANCE SUPPLY - VEHIC...	1,276.44

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11/12/15

Grafton Township R & B

Unpaid Bills Detail

All Transactions

Date	Num	Memo	Split	Amount
10/14/2015	3000368215	PO 10997	6113 · MAINTENANCE SUPPLY - VEHIC...	213.83
10/27/2015	3000503333	PO 11008	6113 · MAINTENANCE SUPPLY - VEHIC...	6.20
11/02/2015	3000572763	PO 11013	6113 · MAINTENANCE SUPPLY - VEHIC...	40.22
Total Rush Truck Centers of Illinois, Inc.				1,536.69
TOM POZNANSKI				
10/30/2015		PO 11010	6122 · OPERATING SUPPLIES	14.96
10/30/2015		PO 11011	6123 · SMALL TOOLS	24.02
Total TOM POZNANSKI				38.98
TOWNSHIP OFFICIALS OF ILLINOIS				
11/02/2015	2016 drug testing	PO 11015	9929 · MISCELLANEOUS	270.00
Total TOWNSHIP OFFICIALS OF ILLINOIS				270.00
WOODSTOCK HICKSGAS, LLC				
11/06/2015	hg 041460	PO 11023	6112 · MAINTENANCE SUPPLY - EQUI...	21.03
Total WOODSTOCK HICKSGAS, LLC				21.03
ZIEGLER'S ACE HARDWARE				
10/09/2015	63413/b	PO 10994	6122 · OPERATING SUPPLIES	4.27
10/19/2015	63520/b	PO 11002	6113 · MAINTENANCE SUPPLY - VEHIC...	4.47
10/20/2015	63543/b	PO 11004	6113 · MAINTENANCE SUPPLY - VEHIC...	4.78
Total ZIEGLER'S ACE HARDWARE				13.52
TOTAL				17,780.77

8:42 AM
11/09/15
Cash Basis

Grafton Township R & B
WARRANT DETAIL REPORT
October 20 through November 12, 2015

Date	Num	Name	Memo	Original Amount	Paid Amount
103 · R&B General Amer. Comm. (new)					
10/20/2015	4936	Cardmember Service	PO 10986	-165.00	-165.00
10/26/2015	4937	AT&T	PO 10989	-105.49	-105.49
10/26/2015	4938	AT&T U- Verse	PO 10992	-35.00	-35.00
10/26/2015	4939	BLUECROSS BLU...	PO 10990	-3,098.28	-3,098.28
10/26/2015	4940	COM ED	PO 10987	-99.71	-99.71
10/26/2015	4941	Humana Dental	PO 10991	-257.73	-257.73
10/26/2015	4942	Verizon Wireless	PO 10988	-104.10	-104.10
Total 103 · R&B General Amer. Comm. (new)					-3,865.31
TOTAL					-3,865.31

ROAD & BRIDGE WARRANT LIST - OCTOBER 2015

<u>FUND</u>	<u>VENDOR</u>	<u>PO #</u>			<u>DUE DATE</u>
6122	ACE HARDWARE	10994	Clamps, coupler - Drum	\$ 4.27	11/30/2015
6113	ACE HARDWARE	11002	Over flow line - #1	\$ 4.47	11/30/2015
6113	ACE HARDWARE	11004	Clamps - #1	\$ 4.78	11/30/2015
9614	ALLIED ASPHALT PAVING COMPANY	11012	Asphalt - 3.09 Tons	\$ 154.50	11/23/2015
9614	ALLIED ASPHALT PAVING COMPANY	11025	Asphalt - 2.63 Tons	\$ 131.50	11/30/2015
9614	ALLIED ASPHALT PAVING COMPANY	11026	Asphalt - 1.47 Tons	\$ 73.50	11/23/2015
6113	BONNELL INDUSTRIES INC	11019	Hyd filters - #1, 2 & 5	\$ 147.00	12/5/2015
6313	BOTTS WELDING & TRUCK SERVICE	11018	Safety test - #5	\$ 32.00	11/19/2015
6313	BOTTS WELDING & TRUCK SERVICE	11024	Safety test - #2	\$ 21.50	12/4/2015
6122	CARMEMBER SERVICE / VISA (MENARDS)	10993	Fittings - Drum	\$ 8.67	12/3/2015
6111	CARMEMBER SERVICE / VISA (F&F)	10998	Salt - Water softener	\$ 11.98	12/3/2015
6113	CARMEMBER SERVICE / VISA (F&F)	10999	Hitch pins, mini fuses	\$ 11.87	12/3/2015
6122	CARMEMBER SERVICE / VISA (F&F)	11000	Engine cleaner	\$ 15.96	12/3/2015
9652	CARMEMBER SERVICE / VISA (F&F)	11001	2 metal rakes, 2 leaf rakes	\$ 81.96	12/3/2015
6122	CARMEMBER SERVICE / VISA (F&F)	11009	Brake cleaner	\$ 23.88	12/3/2015
6929	CARMEMBER SERVICE / VISA	11017	Late Fee for Oct. payment	\$ 35.00	12/3/2015
6929	CARMEMBER SERVICE / VISA	11020	Interest charge for Oct pmt	\$ 2.96	12/3/2015
6371	COM ED	11027		\$ 107.46	12/21/2015
9519	COM ED - STREET LIGHTS	11006		\$ 270.74	12/22/2015
9614	GESKE & SONS, INC.	11005	Asphalt - 2.61 Tons	\$ 135.72	11/20/2015
6122	HINCKLEY SPRINGS	11003	Water	\$ 36.30	11/2/2015
6113	KEYSTONE AUTOMOTIVE	10995	Radiator - #1	\$ 683.29	10/22/2015
6373	MDC ENVIRONMENTAL SERVICES	11022	Garbage service	\$ 121.72	11/20/2015
9652	MICHAEL TODD & COMPANY, INC.	11007	3 Plow blades	\$ 1,300.10	11/22/2015
6371	NICOR GAS	11021		\$ 37.98	12/22/2015
9655	PETROLIANCE LLC	11014	Fuel	\$ 1,582.96	11/18/2015
9514	RABINE PAVING, LLC	11016	Patch on Hensel Rd - 720 SF	\$ 10,872.00	11/27/2015
6313	RUSH TRUCK CENTER OF IL, INC.	10996	Repair high pressure oil rail-#1	\$ 1,276.44	11/10/2015
6113	RUSH TRUCK CENTER OF IL, INC.	10997	Valve brake control - #5	\$ 213.83	11/10/2015
6113	RUSH TRUCK CENTER OF IL, INC.	11008	Axel flange gasket - #2	\$ 6.20	11/10/2015
6113	RUSH TRUCK CENTER OF IL, INC.	11013	Coolant filter - #5	\$ 40.22	11/10/2015
6122	TOM POZNANSKI	11010	Spray paint & primer	\$ 14.96	11/20/2015
6123	TOM POZNANSKI	11011	2 Shovels	\$ 24.02	11/20/2015
9929	TOWNSHIP OFFICIALS OF IL	11015	2016 Drug testing	\$ 270.00	12/1/2015
6112	WOODSTOCK HICKSGAS INC	11023	Propane - Forklift	\$ 21.03	12/7/2015
				\$ 17,780.77	

BILLS PAID BEFORE MEETING

6552	AT&T	10989	Telephone & fax lines	\$ 105.49	11/5/2015
6552	AT&T U-VERSE	10992	Internet service	\$ 35.00	11/10/2015
9451	BLUECROSS BLUESHIELD OF IL	10990	Health insurance - November	\$ 3,098.28	11/1/2015
6371	COM ED	10987		\$ 99.71	11/23/2015
9451	HUMANA DENTAL	10991	Health insurance - November	\$ 257.73	11/1/2015
6552	VERIZON WIRELESS	10988	Cell phone service	\$ 104.10	11/3/2015
				\$ 3,700.31	
Total				\$ 21,481.08	

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	523,136.65	527,181.00	99.2%
9020 · INTEREST INCOME	602.60	1,000.00	60.3%
9040 · Intergovernmental Agreement	7,700.00	500.00	1,540.0%
9050 · MISCELLANEOUS INCOME	525.00	1,050.00	50.0%
9060 · Permits & Bonds	1,581.00	2,000.00	79.1%
9080 · GRANT INCOME	0.00	10.00	0.0%
Total PERMANENT HARD ROAD FD REVENUES	533,545.25	531,741.00	100.3%
ROAD & BRIDGE FUND REVENUES			
6000 · PROPERTY TAXES - ROAD & BRIDGE	128,335.92	249,726.00	51.4%
6002 · MUNICIPAL SHARE	0.00	-122,000.00	0.0%
6010 · REPLACEMENT TAXES-ROAD & BRIDGE	37,667.26	40,000.00	94.2%
6020 · INTEREST INCOME	278.13	500.00	55.6%
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	586.84	800.00	73.4%
6080 · GRANT INCOME	0.00	1,900.00	0.0%
Total ROAD & BRIDGE FUND REVENUES	166,868.15	170,966.00	97.6%
ROAD & BRIDGE IMRF FUND REVENUE			
8000 · PROPERTY TAXES	17,140.16	17,269.00	99.3%
8020 · INTEREST INCOME	18.52	35.00	52.9%
8050 · MISCELLANEOUS INCOME	0.00	10.00	0.0%
Total ROAD & BRIDGE IMRF FUND REVENUE	17,158.68	17,314.00	99.1%
ROAD & BRIDGE INSURANCE REVENUE			
7000 · PROPERTY TAXES	22,249.35	22,412.00	99.3%
7020 · INTEREST INCOME	27.82	50.00	55.6%
7050 · MISCELLANEOUS INCOME	0.00	2,900.00	0.0%
Total ROAD & BRIDGE INSURANCE REVENUE	22,277.17	25,362.00	87.8%
Total Income	739,849.25	745,383.00	99.3%
Expense			
PERMANENT HARD ROAD EXPENDITURE			
COMMODITIES			
9614 · MAINTENANCE SUPPLIES - ROADS	9,484.50	55,000.00	17.2%
9652 · OPERATING SUPPLIES	197.70	8,000.00	2.5%
9655 · AUTO FUEL & OIL	6,115.90	42,000.00	14.6%
9656 · SALT, CALCIUM, ICE CONTROL	28,078.66	158,000.00	17.8%
Total COMMODITIES	43,876.76	263,000.00	16.7%
CONTRACT SERVICES			
9514 · MAINTENANCE SERVICE ROAD	248,123.40	350,000.00	70.9%
9518 · ROAD STRIPPING	0.00	25,000.00	0.0%
9519 · Street Lights	1,907.53	5,000.00	38.2%
9520 · ROAD SIGNS & MATERIALS	507.24	18,000.00	2.8%
9532 · ENGINEERING SERVICE	0.00	40,000.00	0.0%
9594 · RENTALS	0.00	10,000.00	0.0%
Total CONTRACT SERVICES	250,538.17	448,000.00	55.9%
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	77,656.92	180,000.00	43.1%
9451 · Health / Life Insurance	23,467.05	50,000.00	46.9%
9461 · Social Security Contribution	5,793.87	14,000.00	41.4%
9462 · Medicare Contribution	1,355.02	4,000.00	33.9%
9472 · Uniforms	204.99	2,000.00	10.2%
9475 · Payroll Expense	607.25	1,200.00	50.6%
Total PERSONNEL	109,085.10	251,200.00	43.4%
Total PERMANENT HARD ROAD EXPENDITURE	419,068.03	980,268.00	42.8%
ROAD & BRIDGE-IMRF-EXPENDITURE			
PERSONNEL			
8463 · RETIREMENT CONTRIBUTION	8,793.42	35,000.00	25.1%
Total PERSONNEL	8,793.42	35,000.00	25.1%
Total ROAD & BRIDGE-IMRF-EXPENDITURE	8,793.42	35,000.00	25.1%
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	1,725.18	5,000.00	34.5%
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	700.33	6,000.00	11.7%
6563 · EDUCATION & TRAINING	0.00	1,000.00	0.0%
Total CONTRACTED SERVICES	5,408.76	59,300.00	9.1%
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%

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

	<u>Apr '15 - Mar 16</u>	<u>Budget</u>	<u>% of Budget</u>
PERSONNEL			
6421 · SALARIES	15,692.00	25,000.00	62.8%
Total PERSONNEL	15,692.00	25,000.00	62.8%
Total ADMINISTRATION	21,413.11	107,000.00	20.0%
MAINTENANCE			
CAPITAL OUTLAY			
6820 · CAPITAL ASSET OUTLAY	27,500.00	155,000.00	17.7%
6833 · OTHER IMPROVEMENTS	0.00	50,000.00	0.0%
Total CAPITAL OUTLAY	27,500.00	205,000.00	13.4%
COMMODITIES			
6111 · MAINTENANCE SUPPLY - BUILDING	55.67	12,000.00	0.5%
6112 · MAINTENANCE SUPPLY - EQUIPM...	1,936.61	12,000.00	16.1%
6113 · MAINTENANCE SUPPLY - VEHICL...	2,103.72	14,000.00	15.0%
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	932.45	3,000.00	31.1%
6123 · SMALL TOOLS	51.55	6,000.00	0.9%
Total COMMODITIES	5,080.00	52,200.00	9.7%
CONTRACT SERVICES			
6311 · MAINTENANCE SERVICE - BUILDI...	360.00	10,000.00	3.6%
6312 · MAINTENANCE SERVICE - EQUIP...	2,690.48	15,000.00	17.9%
6313 · MAINTENANCE SERVICE - VEHIC...	2,165.79	15,000.00	14.4%
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	1,093.26	9,000.00	12.1%
6373 · GARBAGE DISPOSAL	838.62	6,000.00	14.0%
6394 · RENTALS	0.00	500.00	0.0%
Total CONTRACT SERVICES	7,148.15	75,700.00	9.4%
OTHER EXPENDITURES			
6919 · MISCELLANEOUS	100.00	5,000.00	2.0%
Total OTHER EXPENDITURES	100.00	5,000.00	2.0%
PERSONNEL			
6221 · SALARIES	100.76	10,500.00	1.0%
Total PERSONNEL	100.76	10,500.00	1.0%
Total MAINTENANCE	39,928.91	348,400.00	11.5%
Total ROAD & BRIDGE FUND EXPENDITURES	61,342.02	455,400.00	13.5%
6391 · R&B - CONTINGENCIES	0.00	22,000.00	0.0%
9917 · PHR - CONTINGENCIES	0.00	48,000.00	0.0%
Total Expense	509,699.90	1,590,668.00	32.0%
Net Ordinary Income	230,149.35	-845,285.00	-27.2%
Net Income	<u>230,149.35</u>	<u>-845,285.00</u>	<u>-27.2%</u>

American Community Bank

Road District

Bank Account

RB General Checking 159

Money Market 001

11:41 AM

11/06/15

**Grafton Township R & B
Reconciliation Summary**

159

103 · R&B General Amer. Comm. (new), Period Ending 10/31/2015

	Oct 31, 15
Beginning Balance	540,173.94
Cleared Transactions	
Checks and Payments - 22 items	-251,752.07
Deposits and Credits - 13 items	20,447.46
Total Cleared Transactions	-231,304.61
Cleared Balance	308,869.33
Uncleared Transactions	
Checks and Payments - 8 items	-3,903.96
Total Uncleared Transactions	-3,903.96
Register Balance as of 10/31/2015	304,965.37
New Transactions	
Deposits and Credits - 2 items	729.00
Total New Transactions	729.00
Ending Balance	305,694.37

1:09 PM

11/03/15

Grafton Township R & B
Reconciliation Summary

001

501 · R & B Money Market - Amer Com, Period Ending 10/31/2015

	Oct 31, 15
Beginning Balance	794,706.53
Cleared Transactions	
Deposits and Credits - 1 item	130.64
Total Cleared Transactions	130.64
Cleared Balance	<u>794,837.17</u>
Register Balance as of 10/31/2015	794,837.17
Ending Balance	794,837.17

OLD BUSINESS

FOIA Policy

**Grafton Township
McHenry County, Illinois
Board of Trustees Policy**

ILLINOIS FREEDOM OF INFORMATION ACT [5 ILCS 140/1]

Adopted:
Reviewed/Revised: N/A

ARTICLE 1. TOWNSHIP DESCRIPTION

Section 1.01 Purpose

The purpose of Grafton Township is to perform the functions set forth in the Illinois Township Code 60 ILCS 1/1-1 et seq. These functions include administering a general assistance program to qualifying residents, maintaining township road district highways and bridges, and appraising property values. Townships also are given a variety of statutory responsibilities which are somewhat lesser known, but equally important. For example, they may, among other services, provide senior services, conduct youth programs, appoint fire district trustees, and maintain cemeteries; additionally, township trustees serve as the township's official "fence viewers." The various powers of townships are set forth in the Township Code.

Section 1.02 Budget and Funding

The total amount of the Grafton Township operating budget for fiscal year 2015-2016 is \$ 1,548,170. The total amount of the Grafton Township Road District operating budget for 2015-2016 is \$ 1,590,668. Funding sources are property and personal property replacement taxes, state and federal grants, fees, and donations. Tax levies are:

TOWNSHIP

General Town Fund (for general operating expenditures)
Insurance (for employees' health insurance expenses)
General Assistance (general assistance to qualifying residents)

ROAD DISTRICT

Road and Bridge Fund
Permanent Road Fund
Insurance Fund
IMRF Fund

Section 1.03 Locations

The administration office is located at this address: 10109 Vine St., Huntley, IL 60142.

Section 1.04 Employees

The following numbers of persons are employed by Grafton Township. An organization chart is attached:

Elected Supervisor: 1

Supervisor's Office employees:

Full-time: 2

Part-time: 0

Elected Assessor: 1

Assessor's Office employees:

Full-time: 4

Part-time: 0

Elected Highway Commissioner: 1

Grafton Township Road District employees:

Full-time: 3

Part-time: 0

Elected Clerk: 1

Section 1.05 Township Responsibility

The following organization exercises control over the financing policies and procedures of Grafton Township: Board of Trustees of Grafton Township, which meets monthly on the third Monday of each month at 7:30 p.m. in the Township offices. The members of the Board of Trustees are: Jim Kearns, Supervisor and the following trustees: Robert J. Wagner, Daniel Ziller, Joe Holtorf and Betty Zink.

There are eight elected officials: a supervisor, clerk, four trustees, an assessor and a highway commissioner.

The Supervisor is chief executive officer of the township. The supervisor is responsible for chairing meetings, administration of general assistance program and serves as treasurer of all town and road district funds.

The Township Clerk is responsible for maintaining all township records except for general assistance case files. The clerk's responsibilities also include posting all public notices on behalf of the township.

The Township Board of Trustees consists of the supervisor, four trustees and the clerk, who is a non-voting member of the board. The trustees collectively act as the legislative body of the township. Responsible for establishing policies for the township, but cannot establish policies for the assessor or the highway commissioner.

The Highway Commissioner is responsible for construction and maintenance of all roads and bridges within the road district that are not part of any other government road system.

The Assessor establishes property values of all parcels in the township. The assessor does not levy taxes. This is the only elected position in Illinois that requires the candidate to undertake formal training before seeking the office.

Section 1.06 State Reporting

An annual audit of the Grafton Township records and accounts is performed by a Certified Public Accounting firm as required by 60 ILCS 1/80-20. In addition, the supervisor provides an annual accounting to the board in accordance with 60 ILCS 1/70-30 that includes a statement of all moneys received and disbursed by the supervisor. The annual accounting is filed with the McHenry County Clerk. In addition, the Annual Financial Report and audit are filed with the State Comptroller and County Clerk in accordance with Section 1 of the Public Funds Statement Publication Act.

ARTICLE 2. FREEDOM OF INFORMATION ACT REQUESTS

Section 2.01 The Freedom of Information Act Officer.

The Grafton Township Clerk, Kathryn Hurley, is designated as the sole and exclusive FOIA Officer for the township.

Section 2.02 Requests for Copies

Information and records available to the public may be requested in the following manner:

1. Direct the request to the Township Clerk, Kathryn Hurley, the FOIA Officer.
2. Information and records may be requested in person, in writing, or electronically. For convenience, the attached form can be used.
3. Specify the records requested to be disclosed for inspection, to be copied, or to be furnished in electronic format. Specify which, if any, records should be certified.
4. Reimburse Grafton Township for the cost of reproducing records in excess of fifty (50) pages and/or for certifying records. There is no charge for the first fifty (50) pages copied in "letter size" or "legal size" black-and-white format. Charges for copies in another size and/or in color are \$1.00 per page, which is not more than the township's actual cost for reproducing the records. Charges for certified records are \$1.00 per document to reimburse Grafton Township for the actual costs for certifying the records.

Section 2.03 Inspection of Records

Records may be inspected rather than copied. A Grafton Township employee must be present throughout the inspection. Records are available at: Grafton Township Offices, 10109 Vine St., Huntley, IL 60142, between 9:00 a.m. and 5:00 p.m. Monday through Friday, except holidays.

Section 2.04 Response Time

The office will respond to a written request within five (5) working days or sooner if possible. An extension of an additional five (5) working days may be necessary to properly respond. The office will respond to a written request made for a commercial purpose within twenty-one (21) days.

Section 2.05 Appeal

The decision of the FOIA Officer may be appealed to the Illinois Attorney General's Public Access Counselor.

Section 2.06 Types of Records

The following types or categories of records are maintained under the control of Grafton Township:

- Monthly Financial Statements
- Annual Receipts and Disbursements Reports
- Budget and Appropriation Ordinances
- Levy Ordinances
- Operating Budgets
- Annual Audits
- Minutes, ordinances, and resolutions of the Board of Trustees
- Township policies and procedures
- Annual Reports to the State Comptroller and County Clerk
- Records used to assess real estate

Section 2.06 Exemptions

Certain types of information maintained by Grafton Township are exempt from inspection and copying. The exemptions are set forth in 5 ILCS 140/7. These exemptions include, but are not limited to:

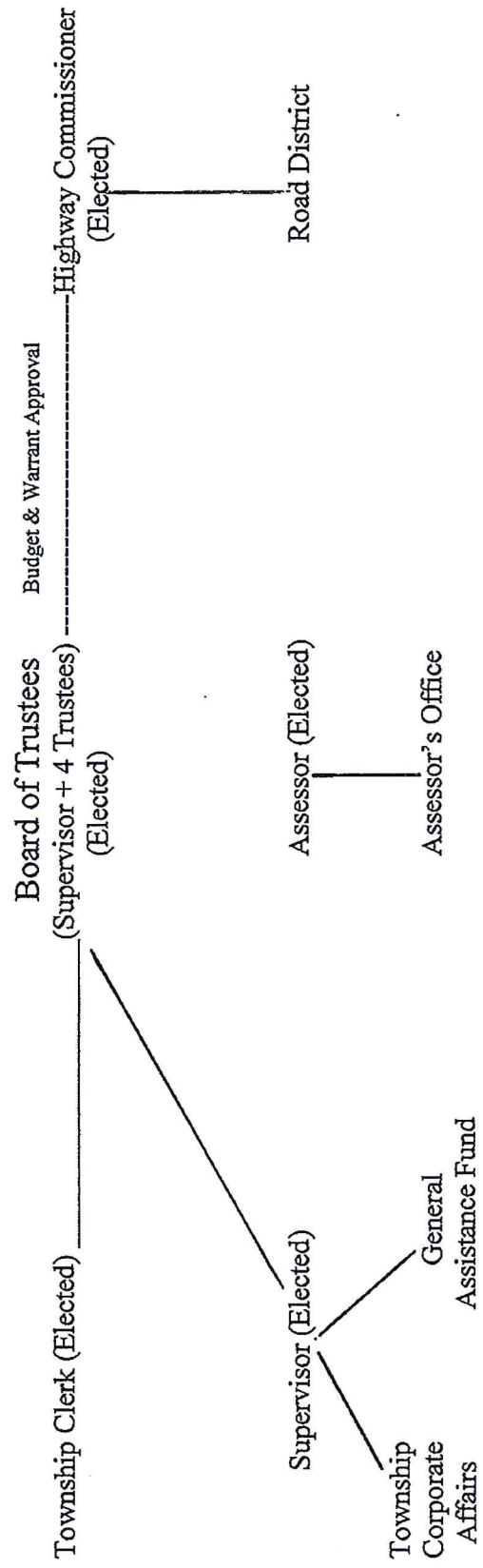
- Private information, which is defined as "unique identifiers, including a person's social security number, driver's license number, employee identification number, biometric identifiers, personal financial information, passwords or other access codes, medical records, home or personal telephone numbers, and personal e-mail addresses." Under FOIA, "private information also includes home addresses and personal license plate numbers, except as otherwise provided by law or when compiled without possibility of attribution to any person."

- Personal information that, if disclosed, would constitute a clearly unwarranted invasion of personal privacy, unless the disclosure is consented to in writing by the person who is the subject of the information. Under FOIA, the “unwarranted invasion of personal privacy” means the “disclosure of information that is highly personal or objectionable to a reasonable person and in which the subject’s right to privacy outweighs any legitimate public interest in obtaining the information.” Disclosing information that relates to the public duties of public employees is not considered an invasion of personal privacy.
- Law enforcement records that, if disclosed, would interfere with a pending or reasonably contemplated proceeding or that would disclose the identity of a confidential source.
- Information that, if disclosed, might endanger anyone’s life or physical safety.
- Preliminary drafts or notes in which opinions are expressed or policies are formulated unless the record is publicly cited and identified by the head of the public body.
- Business trade secrets or commercial or financial information that is proprietary, privileged or confidential and disclosure would cause a competitive harm to the person or business.
- Proposals and bids for any contract, until a final selection is made.

ARTICLE 3. REVISION OF FREEDOM OF INFORMATION ACT POLICY

Because the information regarding the Grafton Township budget, personnel, and trustees is subject to change, this policy is reviewed annually and revised as appropriate. The provisions of this policy shall supersede and replace any inconsistent provision or requirement of any prior FOIA policy or resolution.

GRAFTON TOWNSHIP & GRAFTON TOWNSHIP ROAD DISTRICT



SUPERVISOR'S REPORT

System Activity Report

[10/1/2015 - 10/31/2015] Report Date: 10/29/2015

General Assistance

Grants (New Clients) :	0	
Grants (Previous Clients) :	0	
In-Process :	2	
Denials :	4	
Sanctions :	0	
Terminations :	0	
	<hr/>	
	6	\$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 :	3	\$1,993.67
In-Process :	1	
Denials :	0	
	<hr/>	
	4	\$1,993.67
Grand Totals:	10	\$1,993.67

