

**NOTICE AND AGENDA
GRAFTON TOWNSHIP REGULAR BOARD MEETING
GRAFTON TOWNSHIP, MCHENRY COUNTY, ILLINOIS
MONDAY, NOVEMBER 21, 2016 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 21, 2016, At 7:30 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 17, 2016 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 action on the Township levy for Truth in Taxation
 - B. Discussion and action on the Road District levy for Truth in Taxation
 - C. Discussion and possible action regarding an ordinance about travel expenses
- 10. Old Business**
 - A. Discussion and possible action for facility update and repair
 - B. Snowplowing procedures for the parking lots at Grafton offices
- 11. Committee and Officer Reports**

Supervisor
Trustee
Facilities Update Committee
Assessor
Road District
Clerk
- 12. Adjournment**

Dated and posted by Township Clerk Kathryn Hurley
This 17th Day of November, 2016

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 17, 2016 7:30 P.M.
GRAFTON TOWNSHIP OFFICES 10109 VINE STREET, HUNTLEY, IL 60142

1. **Supervisor Kearns called the meeting to order at 7:30 P.M.**
2. **Roll Call**
Present: Trustees Holtorf, Wagner, Ziller and Zirk; Supervisor Kearns; Road Commissioner Poznanski; Assessor Zielinski; Clerk Hurley
Absent: None
- 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, Wagner, Ziller; Supervisor Kearns
Nays: None. Motion Carries.
5. **Regular Business**
 - A. Approval of Minutes of September 19, 2016 Township Regular Meeting
Supervisor Kearns pointed out that the salary for the road commissioner should be \$62,500. Also the 25% contributed by the Road District budget would then be \$15,625.
Motion by Trustee Ziller, second by Trustee Zirk to approve the minutes as amended.
Ayes: Trustees Ziller, Zirk, Holtorf, Wagner; Supervisor Kearns
Nays: None. Motion Carries.
 - B. Audit and payment of unpaid bills/Warrant check detail for Town Fund. **(Exhibit I)**
Motion by Trustee Ziller, second by Trustee Holtorf to approve unpaid bills.
Ayes: Trustees Ziller, Holtorf, Wagner, Zirk; Supervisor Kearns
Nays: None. Motion Carries.
 - C. Review Road and Bridge Warrant check detail. **(Exhibit II & III)**
Road Commissioner Poznanski provided Trustees with a revised warrant list which includes PO #11441 for \$270.00 for drug testing. Also included is a bill from the September warrant list making the revised warrant list amount \$76,103.60. Motion by Trustee Wagner, second by Trustee Zirk to approve the Road and Bridge Warrant Detail.
Ayes: Trustees Wagner, Zirk, Holtorf; Supervisor Kearns
Nays: Trustee Ziller. Motion Carries.
6. **Public Comment/Board Members Response to Public Comment (Exhibit IV & V)**
Road Commissioner Poznanski signed up to address The Board on behalf of Tom Kelly. He said it was about The Board voting against the approval of a bill on the warrant list in September. He said that since that bill has now been approved for payment, he does not need to discuss it further.
7. **Executive Session**
Motion to convene an Executive Session to discuss pending legal actions pursuant to 5ILCS 120/2(c)(11).
None.
8. **Discussion and potential action of items discussed during Executive Session.**
None.
9. **New Business**
 - A. Discussion and potential action on the recording of township regular meetings.
The Trustees discuss that there is a discrepancy between the audio recording policies and video recording policies. Trustee Wagner proposes adding that the person who wants to audio record the meetings should notify the board first. The trustees discuss where the device should be located.
Motion by Trustee Wagner to adopt proposed revisions as set forth in the board packet. Supervisor Kearns asks Assessor Zielinski if he'll put his recording device on top of the refrigerator, which he did. Motion seconded by Trustee Zirk.

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

Trustee Wagner asks Assessor Zielinski if he is now announcing to The Board that he is recording the meeting. Assessor Zielinski said that he was.

B. Discussion and potential action on McRide Intergovernmental Agreement.
Motion by Trustee Wagner, second by Trustee Zirk to enter into an Intergovernmental Agreement with McHenry County to continue the McRide Dial-A-Ride.
Ayes: Trustees Wagner, Zirk, Holtorf, Ziller; Supervisor Kearns
Nays: None. Motion Carries.

10. Old Business

A. Discussion and possible action for facility update and repair
The last two pages of the board packet list the status of the projects for the Township and for the Road District. They discussed the hook-up to city water. Only the Township side will be hooked up to city water. The pipes run to the Road and Bridge side but so far there is no service because they use a lot more water. If the well malfunctions, they only need to switch a valve and they will have city water. Also, they talked about how the weather may cause them to wait for the roof and siding projects. Additionally, they may have to open the siding project to a public bid process.

11. Committee and Officer Reports

Supervisor

Trustees

Trustee Wagner reminded the board that there is now a law that requires the township to have a policy on the reimbursement of travel expenses. He said Townships of Illinois has a proposed model ordinance which he will edit and propose as a draft at the next meeting.

Facilities Update Committee

Assessor

Trustee Holtorf notified The Board that the Assessor's power supply went out and that it needs to be updated. Supervisor Kearns said that he could take the funds from his miscellaneous budget and Assessor Zielinski agreed.

Road District

Clerk

12. Adjournment

Motion by Trustee Wagner, second by Trustee Ziller to adjourn at 8:13 pm.

All Ayes. No Nays.

Meeting adjourned at 8:13 pm

Submitted,
Clerk Kathryn Hurley

TOWN FUND FINANCIALS

9:02 AM

11/15/16

Cash Basis

GRAFTON TOWNSHIP
TF Warrant Detail Report
October 18 through November 16, 2016

Date	Num	Name	Memo	Paid Amount
101 · CHECKING -American Community				
10/19/2016	23389	Cardmember Service	PO 20570	-397.06
10/26/2016	23397	BLUECROSS BLUESHIELD OF IL...	PO 2447, 2448, 20578	-11,207.78
10/26/2016	23398	ComCast I	PO 2468, 2470	-148.62
10/26/2016	23399	Humana Dental Ins. Co.	PO 2460, 2461, 20579	-1,172.33
10/26/2016	23400	Leaf	PO 2457	-97.68
10/26/2016	23401	Verizion Wireless	PO 2471	-28.17
10/26/2016	23402	ComCast I	PO 20580	-215.25
11/10/2016	23406	Grafton Township General Assistan...	TF pays balance of 2016 audit on behalf of GA	-1,333.33
Total 101 · CHECKING -American Community				-14,600.22

GRAFTON TOWNSHIP

Unpaid Bills Detail

All Transactions

Date	Num	Memo	Split	Amount
ACT Network Solutions				
11/04/2016	22102	PO 2478	1512 · MAINTENANCE S...	190.92
11/04/2016	22102	PO 2479	5512 · MAINTENANCE S...	67.08
Total ACT Network Solutions				258.00
Cardmember Service				
10/11/2016		PO 2462	1651 · OFFICE SUPPLIES	79.50
10/20/2016	0037648508	PO 1651	1651 · OFFICE SUPPLIES	114.98
10/24/2016		PO 2472	959 · SENIOR SERVICE ...	21.94
10/26/2016		PO 2465	1563 · TRAINING	25.00
10/27/2016		PO 20586	1751 · MAINTENANCE S...	347.18
Total Cardmember Service				588.60
CARDUNAL OFFICE SUPPLY				
10/26/2016		PO 20582	1851 · OFFICE SUPPLIES	676.05
10/26/2016		PO 2458	1651 · OFFICE SUPPLIES	56.66
Total CARDUNAL OFFICE SUPPLY				732.71
COM ED				
11/03/2016		PO 2480	5571 · UTILITIES	44.36
11/03/2016		PO 2481	1571 · UTILITIES	126.29
Total COM ED				170.65
CoStar Realty Information, Inc.				
11/03/2016	104179055	PO 20585	1756 · SOFTWARE	1,016.79
Total CoStar Realty Information, Inc.				1,016.79
Jameson's Charhouse				
11/07/2016		PO 2477	959 · SENIOR SERVICE ...	200.00
Total Jameson's Charhouse				200.00
Kathryn M. Hurley				
11/14/2016		PO 2490	1451 · HEALTH INSURA...	227.30
Total Kathryn M. Hurley				227.30
Madsen, Sugden & Gottemoller				
11/01/2016		PO 2484	1533 · LEGAL SERVICE	163.33
Total Madsen, Sugden & Gottemoller				163.33
Marty Kinczel				
10/27/2016		PO 1760	1760 · TRAVEL EXPENSE	15.00
Total Marty Kinczel				15.00
McHenry County Division of Transportation				
11/04/2016	7-12	PO 2476	970 · SENIOR SERVICE ...	500.00
Total McHenry County Division of Transportation				500.00
MDC Environmental Services				
11/01/2016	16488090	PO 2433	1511 · MAINTENANCE S...	42.48
Total MDC Environmental Services				42.48
NICOR GAS				
11/02/2016		PO 2483	1571 · UTILITIES	37.38
11/02/2016		PO 2482	5571 · UTILITIES	13.13
Total NICOR GAS				50.51
Orkin				
11/04/2016		PO 2475	1511 · MAINTENANCE S...	60.00
Total Orkin				60.00

GRAFTON TOWNSHIP

Unpaid Bills Detail

All Transactions

Date	Num	Memo	Split	Amount
PetroLiance LLC				
11/01/2016	9921055	PO 20583	1760 · TRAVEL EXPENSE	40.57
Total PetroLiance LLC				40.57
Petty Cash				
10/24/2016		PO 2473	959 · SENIOR SERVICE ...	140.00
11/01/2016		PO 2474	1551 · POSTAGE	47.00
Total Petty Cash				187.00
Ready Refresh by Nestle				
10/27/2016	06j0123155087	PO 1751	1751 · MAINTENANCE S...	34.50
11/08/2016	06k0122956980	PO 2488	1651 · OFFICE SUPPLIES	10.44
Total Ready Refresh by Nestle				44.94
River Valley Land Improvement Co.				
11/14/2016		PO 2431	1511 · MAINTENANCE S...	34,980.00
Total River Valley Land Improvement Co.				34,980.00
Ruperto Herrera				
10/23/2016	10	PO 2467	1512 · MAINTENANCE S...	400.00
Total Ruperto Herrera				400.00
U.S. Bank Equipment Finance				
10/26/2016	316940642	PO 20584	1751 · MAINTENANCE S...	104.57
Total U.S. Bank Equipment Finance				104.57
United States Treasury..				
11/14/2016		PO 2482	1905 · MISCELLANEOUS...	724.85
11/14/2016		PO 2486	1905 · MISCELLANEOUS...	724.84
11/14/2016		PO 2487	1905 · MISCELLANEOUS...	724.85
Total United States Treasury..				2,174.54
WEX Bank				
11/14/2016		PO 2489	930 · SENIOR SERVICE ...	55.98
Total WEX Bank				55.98
TOTAL				42,012.97

Grafton Township Assessor's Office Warrant List: November, 2016

Pending Board approval

<u>Account</u>	<u>Amount</u>	<u>Vendor</u>	<u>P.O. #</u>	<u>For</u>
1751	\$34.50	Ready Refresh	20586	Potable water
1939	\$676.05	Cardunal Office supply	20582	Office supplies including replacement shredder
1752	\$40.57	PetroLiance LLC	20583	Gasoline
1760	\$347.18	Cardmember Service	20577	CE travel-Kinczel lodging
1760	\$15.00	Martin Kinczel	20581	CE travel-Kinczel fuel
1760	\$1,016.79	CoStar	20585	Quarterly commercial database license
1751	\$104.57	U.S. Bank Equipment Finance	20584	Copier/printer lease
Subtotal	<u>\$2,234.66</u>			

Prior Board approval

<u>Account</u>	<u>Amount</u>	<u>Vendor</u>	<u>P.O. #</u>	<u>For</u>
1752	\$215.25	Comcast	20580	Telephone & internet
1243	\$360.60	Humana	20579	Healthcare insurance
1243	\$3,198.72	BlueCross/BlueShield	20578	Healthcare insurance
Subtotal	<u>\$3,774.57</u>			
Total	<u>\$6,009.23</u>			

11/16/16

GRAFTON TOWNSHIP
Year to date actual vs budget
April 2016 through March 2017

	Apr '16 - Mar 17	Budget	% of Budget
Ordinary Income/Expense			
Income			
CORPORATE FUND REVENUE			
1000 · PROPERTY TAXES	1,095,383.79	1,107,943.00	98.9%
1010 · REPLACEMENT TAXES	14,605.51	24,000.00	60.9%
1020 · INTEREST INCOME	1,180.60	0.00	100.0%
1030 · Loan Proceeds	0.00	0.00	0.0%
1040 · IGA ROAD COM SALARY	15,388.00	15,387.00	100.0%
1041 · IGA TRANSPORTATION	0.00	0.00	0.0%
1045 · GRANT INCOME	0.00	0.00	0.0%
1050 · TRANSPORTATION INCOME	283.00	0.00	100.0%
1055 · MISCELLANEOUS INCOME	7,347.51	50.00	14,695.0%
Total CORPORATE FUND REVENUE	1,134,188.41	1,147,380.00	98.9%
CORPORATE INSURANCE FUND REV			
2000 · PROPERTY TAXES	17,802.65	18,007.00	98.9%
2020 · INTEREST INCOME	0.00	0.00	0.0%
2050 · MISCELLANEOUS INCOME	0.00	0.00	0.0%
Total CORPORATE INSURANCE FUND REV	17,802.65	18,007.00	98.9%
GENERAL ASSISTANCE FUND REVENUE			
5000 · PROPERTY TAXES	32,636.47	33,000.00	98.9%
5020 · INTEREST INCOME	47.80	150.00	31.9%
5050 · MISCELLANEOUS INCOME	1,333.33	0.00	100.0%
Total GENERAL ASSISTANCE FUND REVENUE	34,017.60	33,150.00	102.6%
Total Income	1,186,008.66	1,198,537.00	99.0%
Expense			
GENERAL ASSISTANCE FUND			
ADMINISTRATION			
CONTRACTUAL SERVICES			
5511 · MAINTENANCE SERVICE - BUILDING	0.00	0.00	0.0%
5512 · MAINTENANCE SERVICE - EQUIPMENT	1,401.51	2,000.00	70.1%
5513 · FUEL	0.00	0.00	0.0%
5533 · LEGAL FEES	0.00	0.00	0.0%
5534 · ACCOUNTING SERVICES	1,600.00	1,600.00	100.0%
5549 · OTHER PROFESSIONAL SERVICE	0.00	1,000.00	0.0%
5551 · POSTAGE	0.00	90.00	0.0%
5552 · TELEPHONE	417.54	1,000.00	41.8%
5553 · PUBLISHING	0.00	0.00	0.0%
5554 · PRINTING	0.00	0.00	0.0%
5555 · TRAVEL EXPENSE	0.00	0.00	0.0%
5556 · TRAINING	0.00	600.00	0.0%
5571 · UTILITIES	508.70	2,000.00	25.4%
Total CONTRACTUAL SERVICES	3,927.75	8,290.00	47.4%
OPERATING EXPENSES			
5611 · MAINTENANCE SUPPLIES - BUILDING	0.00	500.00	0.0%
5651 · OFFICE SUPPLIES	0.00	500.00	0.0%
Total OPERATING EXPENSES	0.00	1,000.00	0.0%
PERSONNEL			
5421 · SALARIES	12,056.00	15,000.00	80.4%
5451 · HEALTH INSURANCE	4,011.75	4,012.00	100.0%
Total PERSONNEL	16,067.75	19,012.00	84.5%
Total ADMINISTRATION	19,995.50	28,302.00	70.7%

GRAFTON TOWNSHIP
Year to date actual vs budget
April 2016 through March 2017

	Apr '16 - Mar 17	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	70.00	500.00	14.0%
5784 · FLAT GRANT	342.23	500.00	68.4%
5785 · DRUGS	0.00	500.00	0.0%
5786 · FUEL	0.00	500.00	0.0%
5790 · Catastrophic Deduction	0.00	44,515.62	0.0%
Total COMMODITIES	412.23	47,515.62	0.9%
CONTRACTUAL SERVICES			
5805 · TRANSPORTATION ASSISTANCE	90.00	500.00	18.0%
5810 · PHYSICIAN SERVICE	0.00	0.00	0.0%
5882 · HOSPITAL SERVICE	0.00	0.00	0.0%
5884 · DENTAL SERVICE	0.00	0.00	0.0%
5885 · OTHER MEDICAL SERVICE INSURANCE	2,360.00	4,000.00	59.0%
5886 · FUNERAL & BURIAL SERVICE	0.00	0.00	0.0%
5887 · SHELTER	5,276.00	19,000.00	27.8%
5888 · UTILITY PAYMENTS	5,013.63	16,000.00	31.3%
5889 · AMBULANCE	0.00	0.00	0.0%
5890 · EYE CARE	0.00	0.00	0.0%
Total CONTRACTUAL SERVICES	12,739.63	39,500.00	32.3%
Total HOME RELIEF	13,151.86	87,015.62	15.1%
Total GENERAL ASSISTANCE FUND	33,147.36	115,317.62	28.7%
TOWN FUND EXPENDITURES			
ADMINISTRATION			
CAPITAL OUTLAY			
1831 · DEFERRED EQUIP. PURCHASE RESERV	0.00	0.00	0.0%
1832 · DEBT SERVICE			
1837 · AM.COMM. BK. PRINCIPAL LOAN PYM	0.00	0.00	0.0%
1838 · DEBT SERVICE INTEREST PYM	0.00	0.00	0.0%
1832 · DEBT SERVICE - Other	0.00	0.00	0.0%
Total 1832 · DEBT SERVICE	0.00	0.00	0.0%
1833 · DEFERRED MAINT. BUILDING	0.00	0.00	0.0%
1835 · CAPITAL EQUIPMENT PURCHASE	1,500.00	142,013.00	1.1%
Total CAPITAL OUTLAY	1,500.00	142,013.00	1.1%
COMMODITIES			
1651 · OFFICE SUPPLIES	339.21	3,000.00	11.3%
1652 · OPERATING SUPPLIES	627.22	3,000.00	20.9%
Total COMMODITIES	966.43	6,000.00	16.1%
CONTRACTUAL SERVICES			
1511 · MAINTENANCE SERVICE-BUILDING	10,374.69	170,900.00	6.1%
1512 · MAINTENANCE SERVICE - EQUIPMENT	13,594.61	35,000.00	38.8%
1531 · ACCOUNTING SERVICES	6,617.39	18,000.00	36.8%
1533 · LEGAL SERVICE	2,111.67	50,000.00	4.2%
1551 · POSTAGE	94.00	2,000.00	4.7%
1552 · TELEPHONE	594.22	2,000.00	29.7%
1553 · PUBLISHING	279.20	2,000.00	14.0%
1554 · PRINTING	195.22	2,000.00	9.8%
1561 · DUES	1,732.11	2,000.00	86.6%
1562 · TRAVEL EXPENSES	0.00	2,000.00	0.0%
1563 · TRAINING	49.00	1,500.00	3.3%
1565 · CLERK	155.56	3,500.00	4.4%
1571 · UTILITIES	1,447.88	5,000.00	29.0%
1572 · FUEL	0.00	2,000.00	0.0%
1573 · OTHER PROFESSIONAL SERVICES	55.00	20,000.00	0.3%

GRAFTON TOWNSHIP
Year to date actual vs budget
April 2016 through March 2017

	<u>Apr '16 - Mar 17</u>	<u>Budget</u>	<u>% of Budget</u>
1574 · ANNUAL MEETING	0.00	500.00	0.0%
1575 · ROOM RENTAL	0.00	1,000.00	0.0%
Total CONTRACTUAL SERVICES	37,300.55	319,400.00	11.7%
OTHER EXPENDITURES			
1905 · MISCELLANEOUS EXPENSE	119.25	31,000.00	0.4%
1911 · CONTINGENCIES	0.00	25,000.00	0.0%
Total OTHER EXPENDITURES	119.25	56,000.00	0.2%
PERSONNEL			
1420 · OFFICE STAFF HOURLY	19,989.64	55,500.00	36.0%
1421 · ELECTED OFFICIALS SALARIES	114,792.61	203,000.00	56.5%
1451 · HEALTH INSURANCE	38,198.45	84,000.00	45.5%
Total PERSONNEL	172,980.70	342,500.00	50.5%
SENIOR SERVICES			
900 · SENIOR SERVICE SALARIES	17,123.27	25,000.00	68.5%
901 · SENIOR SERVICE - PAYROLL TAXES	1,229.29	3,600.00	34.1%
902 · SENIOR SERVICE HEALTH INSURANCE	7,071.20	7,459.00	94.8%
903 · SENIOR SERVICE IMRF	1,531.54	2,500.00	61.3%
930 · SENIOR SERVICE FUEL	237.78	5,000.00	4.8%
940 · SENIOR SERVICE MAINTENANCE	0.00	0.00	0.0%
950 · SENIOR SERVICE OFFICE SUPPLIES	0.00	500.00	0.0%
959 · SENIOR SERVICE BINGO/GAMES	89.52	6,000.00	1.5%
960 · SENIOR SERVICE TELEPHONE	1,018.46	2,000.00	50.9%
967 · SENIOR SERVICE PRINTING	96.52	500.00	19.3%
968 · SENIOR SERVICE POSTAGE	0.00	500.00	0.0%
970 · SENIOR SERVICE MISCELLANEOUS	3,749.92	16,500.00	22.7%
Total SENIOR SERVICES	32,147.50	69,559.00	46.2%
Total ADMINISTRATION	245,014.43	935,472.00	26.2%
ASSESSOR			
CAPITAL OUTLAY			
1854 · EQUIPMENT	0.00	0.00	0.0%
Total CAPITAL OUTLAY	0.00	0.00	0.0%
COMMODITIES			
1851 · OFFICE SUPPLIES	834.26	2,100.00	39.7%
Total COMMODITIES	834.26	2,100.00	39.7%
CONTRACTUAL SERVICES			
1751 · MAINTENANCE SERVICE	1,841.65	4,200.00	43.8%
1752 · TELEPHONE	1,468.36	4,500.00	32.6%
1753 · LEGAL FEES	186.67	187.00	99.8%
1755 · POSTAGE	47.00	250.00	18.8%
1756 · SOFTWARE	10,508.58	12,600.00	83.4%
1757 · PUBLISHING	0.00	600.00	0.0%
1758 · PRINTING	0.00	500.00	0.0%
1759 · DUES	50.00	750.00	6.7%
1760 · TRAVEL EXPENSE	508.96	2,000.00	25.4%
1761 · TRAINING	0.00	0.00	0.0%
1762 · PUBLICATIONS/SUBSCRIPTIONS	0.00	300.00	0.0%
Total CONTRACTUAL SERVICES	14,611.22	25,887.00	56.4%
OTHER EXPENDITURES			
1939 · MISCELLANEOUS	397.06	1,500.00	26.5%
Total OTHER EXPENDITURES	397.06	1,500.00	26.5%

GRAFTON TOWNSHIP
Year to date actual vs budget
April 2016 through March 2017

	<u>Apr '16 - Mar 17</u>	<u>Budget</u>	<u>% of Budget</u>
PERSONNEL			
1240 · SALARIES	129,740.17	211,020.00	61.5%
1241 · IMRF	11,520.84	22,000.00	52.4%
1242 · FICA/MEDICARE/TAXES	8,710.29	18,000.00	48.4%
1243 · HEALTH INSURANCE	28,423.68	56,780.00	50.1%
Total PERSONNEL	<u>178,394.98</u>	<u>307,800.00</u>	<u>58.0%</u>
Total ASSESSOR	<u>194,237.52</u>	<u>337,287.00</u>	<u>57.6%</u>
Total TOWN FUND EXPENDITURES	<u>439,251.95</u>	<u>1,272,759.00</u>	<u>34.5%</u>
TOWN IMRF FUND EXPENDITURES			
3262 · RETIREMENT CONTRIBUTION	12,806.27	28,000.00	45.7%
Total TOWN IMRF FUND EXPENDITURES	<u>12,806.27</u>	<u>28,000.00</u>	<u>45.7%</u>
TOWN INSURANCE FUND EXPENDITURE			
CONTRACTED SERVICES			
2593 · RISK MANAGEMENT CONTRIBUTION	14,365.00	15,000.00	95.8%
Total CONTRACTED SERVICES	<u>14,365.00</u>	<u>15,000.00</u>	<u>95.8%</u>
PERSONNEL			
2453 · UNEMPLOYMENT INSURANCE	37.33	4,576.00	0.8%
Total PERSONNEL	<u>37.33</u>	<u>4,576.00</u>	<u>0.8%</u>
Total TOWN INSURANCE FUND EXPENDITURE	<u>14,402.33</u>	<u>19,576.00</u>	<u>73.6%</u>
TOWN SOCIAL SECURITY EXPENDITURE			
3761 · SOCIAL SECURITY CONTRIBUTION	8,916.60	18,958.00	47.0%
3762 · MEDICARE CONTRIBUTION	2,085.35	4,400.00	47.4%
Total TOWN SOCIAL SECURITY EXPENDITURE	<u>11,001.95</u>	<u>23,358.00</u>	<u>47.1%</u>
Total Expense	<u>510,609.86</u>	<u>1,459,010.62</u>	<u>35.0%</u>
Net Ordinary Income	<u>675,398.80</u>	<u>-260,473.62</u>	<u>-259.3%</u>
Net Income	<u><u>675,398.80</u></u>	<u><u>-260,473.62</u></u>	<u><u>-259.3%</u></u>

**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

9:55 AM
11/02/16

961
GRAFTON TOWNSHIP
Reconciliation Summary
101 · CHECKING -American Community, Period Ending 10/31/2016

	Oct 31, 16
Beginning Balance	613,635.51
Cleared Transactions	
Checks and Payments - 53 items	-68,318.78
Deposits and Credits - 19 items	15,351.29
Total Cleared Transactions	-52,967.49
Cleared Balance	560,668.02
Uncleared Transactions	
Checks and Payments - 14 items	-13,895.80
Total Uncleared Transactions	-13,895.80
Register Balance as of 10/31/2016	546,772.22
New Transactions	
Checks and Payments - 1 item	-5,911.98
Total New Transactions	-5,911.98
Ending Balance	540,860.24

11:20 AM

11/02/16

191

**GRAFTON TOWNSHIP
Reconciliation Summary**

103 · TOWN FUND MONEY MARKET, Period Ending 10/31/2016

	<u>Oct 31, 16</u>
Beginning Balance	10,114.55
Cleared Transactions	
Deposits and Credits - 1 item	<u>0.86</u>
Total Cleared Transactions	<u>0.86</u>
Cleared Balance	<u><u>10,115.41</u></u>
Register Balance as of 10/31/2016	10,115.41
Ending Balance	10,115.41

11:26 AM

11/02/16

183

**GRAFTON TOWNSHIP
Reconciliation Summary**

104 · TF RESERVED MONEY MARKET, Period Ending 10/31/2016

	<u>Oct 31, 16</u>
Beginning Balance	838,545.59
Cleared Transactions	
Deposits and Credits - 1 item	<u>213.66</u>
Total Cleared Transactions	<u>213.66</u>
Cleared Balance	<u><u>838,759.25</u></u>
Register Balance as of 10/31/2016	838,759.25
Ending Balance	838,759.25

2:15 PM

11/01/16

754

**GRAFTON TOWNSHIP
Reconciliation Summary**

151 · General Assistance - Amer Com, Period Ending 10/31/2016

	Oct 31, 16
Beginning Balance	2,535.63
Cleared Transactions	
Checks and Payments - 12 items	-1,851.53
Deposits and Credits - 1 item	5,000.00
Total Cleared Transactions	3,148.47
Cleared Balance	5,684.10
Uncleared Transactions	
Checks and Payments - 3 items	-462.53
Total Uncleared Transactions	-462.53
Register Balance as of 10/31/2016	5,221.57
Ending Balance	5,221.57

11:30 AM

11/02/16

987

**GRAFTON TOWNSHIP
Reconciliation Summary**

150 · Gen Assistance MMF- Amer Com, Period Ending 10/31/2016

	Oct 31, 16
Beginning Balance	93,366.84
Cleared Transactions	
Checks and Payments - 1 item	-5,000.00
Deposits and Credits - 3 items	333.87
Total Cleared Transactions	-4,666.13
Cleared Balance	88,700.71
Register Balance as of 10/31/2016	88,700.71
Ending Balance	88,700.71

ROAD DISTRICT FUND FINANCIALS

10:49 AM
11/15/16
Cash Basis

Grafton Township RB
WARRANT DETAIL REPORT
October 21 through November 16, 2016

Date	Num	Name	Memo	Original Amount	Paid Amount
103 · R&B General Amer. Comm. (new)					
10/25/2016	5232	BLUECROSS BLUESHIELD ...	PO 11444	-2,268.89	-2,268.89
10/25/2016	5233	COM ED	PO 11442	-122.08	-122.08
10/25/2016	5234	Comcast	PO 11446	-158.56	-158.56
10/25/2016	5235	Humana Dental	PO 11445	-270.45	-270.45
10/25/2016	5236	Verizon Wireless	PO 11443	-113.78	-113.78
Total 103 · R&B General Amer. Comm. (new)					-2,933.76
TOTAL					<u>-2,933.76</u>

Grafton Township RB

Unpaid Bills Detail

All Transactions

Date	Num	Memo	Split	Amount
Airgas USA, LLC				
10/06/2016	9056112148	PO 11462	9652 · OPERATING SUPPLIES	36.60
Total Airgas USA, LLC				36.60
ALLIED ASPHALT PAVING COMPANY				
10/08/2016	204613	PO 11463	9614 · MAINTENANCE SUPPLIES - ROADS	798.70
10/15/2016	204905	PO 11469	9614 · MAINTENANCE SUPPLIES - ROADS	129.85
Total ALLIED ASPHALT PAVING COMPANY				928.55
BAKLEY CONSTRUCTION CORP				
10/21/2016	22470	PO 11468	9614 · MAINTENANCE SUPPLIES - ROADS	232.10
Total BAKLEY CONSTRUCTION CORP				232.10
BOTTS WELDING & TRUCK SERVICE				
10/11/2016	607649	PO 11455	6112 · MAINTENANCE SUPPLY - EQUIPM...	117.00
11/02/2016	608740	PO 11481	6313 · MAINTENANCE SERVICE - VEHICLES	32.00
11/02/2016	608740	PO 11480	6112 · MAINTENANCE SUPPLY - EQUIPM...	23.72
11/07/2016	609010	PO 11491	6112 · MAINTENANCE SUPPLY - EQUIPM...	64.93
11/10/2016	609140	PO 11494	6112 · MAINTENANCE SUPPLY - EQUIPM...	41.25
Total BOTTS WELDING & TRUCK SERVICE				278.90
C & L Rentals, Sales & Service Inc.				
10/11/2016	89370	PO 11453	6123 · SMALL TOOLS	329.95
Total C & L Rentals, Sales & Service Inc.				329.95
Cardmember Service				
10/06/2016	738645	PO 11448	6820 · CAPITAL ASSET OUTLAY	980.00
10/06/2016	738801	PO 11449	6820 · CAPITAL ASSET OUTLAY	126.89
10/18/2016	Menards	PO 11457	6123 · SMALL TOOLS	359.00
10/19/2016	menards	PO 11458	6123 · SMALL TOOLS	24.97
10/20/2016	Menards	PO 11459	6122 · OPERATING SUPPLIES	34.82
10/20/2016	Farm & Fleet	PO 11460	6122 · OPERATING SUPPLIES	11.98
10/26/2016	69881A	PO 11472	6123 · SMALL TOOLS	66.53
11/03/2016	Menards	PO 11483	9652 · OPERATING SUPPLIES	2.98
11/03/2016	Farm & Fleet	PO 11484	6111 · MAINTENANCE SUPPLY - BUILDING	19.16
11/03/2016	Farm & Fleet	PO 11485	6122 · OPERATING SUPPLIES	19.89
Total Cardmember Service				1,646.22
COM ED				
11/04/2016		PO 11492	6371 · UTILITIES	126.27
Total COM ED				126.27
COM ED STREET LIGHTS				
10/21/2016		PO 11471	9519 · Street Lights	270.82
Total COM ED STREET LIGHTS				270.82
Commercial Tire Services INC.				
11/04/2016	4440008018	PO 11487	6113 · MAINTENANCE SUPPLY - VEHICLES	707.50
Total Commercial Tire Services INC.				707.50
ED'S AUTOMOTIVE				
11/01/2016	552 & 706	PO 11489	6313 · MAINTENANCE SERVICE - VEHICLES	58.00
Total ED'S AUTOMOTIVE				58.00
HAMPSHIRE AUTO PARTS				
11/03/2016	436771	PO 11482	6122 · OPERATING SUPPLIES	69.29
Total HAMPSHIRE AUTO PARTS				69.29
HINCKLEY SPRINGS WATER CO				
10/09/2016	10164181 100916	PO 11452	6122 · OPERATING SUPPLIES	42.06

8:47 AM

11/16/16

Grafton Township RB

Unpaid Bills Detail

All Transactions

Date	Num	Memo	Split	Amount
11/06/2016	10164181 110616	PO 11490	6122 · OPERATING SUPPLIES	12.56
Total HINCKLEY SPRINGS WATER CO				54.62
Lawson Products				
10/18/2016	9304449948	PO 11467	6123 · SMALL TOOLS	53.60
10/21/2016	9304458533	PO 11475	6123 · SMALL TOOLS	39.97
Total Lawson Products				93.57
Lorig Construction Company				
10/26/2016	2016 Paving	PO 11477	9514 · MAINTENANCE SERVICE ROAD	185,608.65
Total Lorig Construction Company				185,608.65
Madsen, Sugden & Gottemoller				
10/03/2016		PO 11451	6533 · LEGAL SERVICE	46.67
Total Madsen, Sugden & Gottemoller				46.67
Matuszewich & Kelly, LLP				
10/20/2016	8458	PO 11470	6533 · LEGAL SERVICE	700.25
Total Matuszewich & Kelly, LLP				700.25
MDC ENVIRONMENTAL SERVICES (MARENGO)				
11/01/2016	16488090	PO 11493	6373 · GARBAGE DISPOSAL	127.45
Total MDC ENVIRONMENTAL SERVICES (MARENGO)				127.45
NICOR GAS				
11/03/2016		PO 11486	6371 · UTILITIES	42.19
Total NICOR GAS				42.19
O'Reilly Automotive, Inc				
11/04/2016	3416429387	PO 11488	6112 · MAINTENANCE SUPPLY - EQUIPM...	30.59
Total O'Reilly Automotive, Inc				30.59
PetroLiance LLC				
11/01/2016	9921055	PO 11479	9655 · AUTO FUEL & OIL	1,310.45
Total PetroLiance LLC				1,310.45
Ralph Helm Inc.				
10/26/2016	79725	PO 11473	6112 · MAINTENANCE SUPPLY - EQUIPM...	10.19
Total Ralph Helm Inc.				10.19
Rhomar Industries Inc.				
10/12/2016	86931	PO 11464	9652 · OPERATING SUPPLIES	399.34
Total Rhomar Industries Inc.				399.34
Snap-On Industrial				
10/13/2016	ARV/30444965	PO 11461	6123 · SMALL TOOLS	270.84
Total Snap-On Industrial				270.84
WOODSTOCK HICKSGAS, LLC				
10/11/2016	032858	PO 11454	6112 · MAINTENANCE SUPPLY - EQUIPM...	21.03
Total WOODSTOCK HICKSGAS, LLC				21.03
ZIEGLER'S ACE HARDWARE				
10/06/2016	68048/b	PO 11447	6113 · MAINTENANCE SUPPLY - VEHICLES	1.98
10/07/2016	68053/b	PO 11450	6122 · OPERATING SUPPLIES	14.99
10/13/2016	68116/b	PO 11456	6112 · MAINTENANCE SUPPLY - EQUIPM...	12.05
10/21/2016	68206/b	PO 11465	6112 · MAINTENANCE SUPPLY - EQUIPM...	4.77
10/21/2016	68209/b	PO 11466	6111 · MAINTENANCE SUPPLY - BUILDING	8.32
10/27/2016	30322/l	PO 11474	6112 · MAINTENANCE SUPPLY - EQUIPM...	11.36
10/28/2016	68296/b	PO 11476	6123 · SMALL TOOLS	4.99
10/31/2016	68323/b	PO 11478	6122 · OPERATING SUPPLIES	3.59
Total ZIEGLER'S ACE HARDWARE				62.05
TOTAL				193,462.09

ROAD & BRIDGE WARRANT LIST - OCTOBER 2016

FUND	VENDOR	PO #			DUE DATE
6113	ACE HARDWARE	11447	Cotter pins - #1	\$ 1.98	11/30/2016
6122	ACE HARDWARE	11450	AAA batteries	\$ 14.99	11/30/2016
6112	ACE HARDWARE	11456	Pipe, elbow & connectors - Air Comp.	\$ 12.05	11/30/2016
6112	ACE HARDWARE	11465	Fuel line & clamp - Generator	\$ 4.77	11/30/2016
6111	ACE HARDWARE	11466	Nuts, bolts, washers - Signs	\$ 8.32	11/30/2016
6112	ACE HARDWARE	11474	Fuel filter & 3 clamps-Generator	\$ 11.36	11/30/2016
6123	ACE HARDWARE	11476	Tap plug	\$ 4.99	11/30/2016
6122	ACE HARDWARE	11478	Paint roller cover	\$ 3.59	11/30/2016
9652	AIRGAS USA, LLC	11462	Filled oxygen tank - Welder	\$ 36.60	11/5/2016
9614	ALLIED ASPHALT PAVING COMPANY	11463	Black top - 16.3 tons	\$ 798.70	11/7/2016
9614	ALLIED ASPHALT PAVING COMPANY	11469	Black top - 2.65 tons	\$ 129.85	11/14/2016
9614	BAKLEY CONSTRUCTION CORP	11468	Gravel - 23.21 tons	\$ 232.10	11/20/2016
6112	BOTT'S WELDING & TRUCK SERVICE INC	11455	Angle steel - Air Compressor	\$ 117.00	11/10/2016
6112	BOTT'S WELDING & TRUCK SERVICE INC	11480	Repaired Hose - Pressure Washer	\$ 23.72	12/2/2016
6313	BOTT'S WELDING & TRUCK SERVICE INC	11481	Safety Test - #5	\$ 32.00	12/2/2016
6112	BOTT'S WELDING & TRUCK SERVICE INC	11491	Coupler - Skid Loader	\$ 64.93	12/7/2016
6112	BOTT'S WELDING & TRUCK SERVICE INC	11494	Coupler, adapter - Skid Loader	\$ 41.25	12/10/2016
6123	C&L RENTALS, SALES & SERVICE INC	11453	Asphalt blade - Concrete saw	\$ 329.95	11/10/2016
6820	CARDMEMBER SERVICE / VISA (QUINCY)	11448	Air Compressor - Shop	\$ 980.00	12/3/2016
6820	CARDMEMBER SERVICE / VISA (QUINCY)	11449	Extended warranty - Air Compressor	\$ 126.89	12/3/2016
6123	CARDMEMBER SERVICE / VISA (MENARDS)	11457	Paint Sprayer	\$ 359.00	12/3/2016
6123	CARDMEMBER SERVICE / VISA (MENARDS)	11458	Paint Sprayer tip	\$ 24.97	12/3/2016
6122	CARDMEMBER SERVICE / VISA (MENARDS)	11459	Brake cleaner, screws	\$ 34.82	12/3/2016
6122	CARDMEMBER SERVICE / VISA (F&F)	11460	Hand cleaner	\$ 11.98	12/3/2016
6123	CARDMEMBER SERVICE / VISA (UNIQUE)	11472	12 Volt service minder	\$ 66.53	12/3/2016
9652	CARDMEMBER SERVICE / VISA (MENARDS)	11483	Paint strainer bags	\$ 2.98	12/3/2016
6111	CARDMEMBER SERVICE / VISA (F&F)	11484	Softener salt	\$ 19.16	12/3/2016
6122	CARDMEMBER SERVICE / VISA (F&F)	11485	Disposable respirators	\$ 19.89	12/3/2016
6371	COM ED	11492		\$ 126.27	12/22/2016
9519	COM ED - STREET LIGHTS	11471		\$ 270.82	12/27/2016
6113	COMMERCIAL TIRE SERVICE	11487	2 Spare tires - #3 & 5	\$ 707.50	12/4/2016
6313	ED'S AUTOMOTIVE	11489	Safety Test - #1 & 3	\$ 58.00	11/30/2016
6122	HAMPSHIRE AUTO PARTS	11482	Floor cleaner	\$ 69.29	12/2/2016
6122	HINCKLEY SPRINGS	11452	Water	\$ 42.06	10/31/2016
6122	HINCKLEY SPRINGS	11490	Water	\$ 12.56	11/28/2016
6123	LAWSON PRODUCTS	11467	Band saw blade	\$ 53.60	11/17/2016
6123	LAWSON PRODUCTS	11475	Cut off wheels	\$ 39.97	11/20/2016
9514	LORIG CONSTRUCTION COMPANY	11477	2016 Paving Project	\$ 185,608.65	11/25/2016
6533	MADSEN, SUGDEN & GOTTEMOLLER	11451	Legal service	\$ 46.67	10/31/2016
6533	MATUSZEWICH & KELLY, LLP	11470	Legal service	\$ 700.25	11/19/2016
6373	MDC ENVIRONMENTAL SERVICES	11493	Garbage service	\$ 127.45	11/20/2016
6371	NICOR GAS	11486		\$ 42.19	12/20/2016
6112	O'REILLY AUTOMOTIVE INC	11488	Cut off switch - Hot Box	\$ 30.59	12/4/2016
9655	PETROLIANCE LLC	11479	Fuel	\$ 1,310.45	11/21/2016
6112	RALPH HELM INC.	11473	Starter pulley - Generator	\$ 10.19	11/25/2016
9652	RHOMAR INDUSTRIES, INC.	11464	Rhoma-Sol & Enviro-Slide	\$ 399.34	11/11/2016
6123	SNAP-ON INDUSTRIAL	11461	Welding helmet	\$ 270.84	11/12/2016
6112	WOODSTOCK HICKSGAS, LLC	11454	Propane - Forklift	\$ 21.03	11/30/2016
				\$ 193,462.09	
BILLS PAID BEFORE MEETING					
9451	BLUECROSS BLUESHIELD OF IL	11444	Health insurance - Nov	\$ 2,268.89	11/1/2016
6552	COMCAST	11446	Phone & Internet	\$ 158.56	11/19/2016
6371	COM ED	11442		\$ 122.08	11/21/2016
9451	HUMANA DENTAL INSURANCE	11445	Health insurance - Nov	\$ 270.45	11/1/2016
6552	VERIZON WIRELESS	11443	Cell phone service	\$ 113.78	11/3/2016
				\$ 2,933.76	
				Total \$ 196,395.85	

Road Commissioner:



11/16/16
Cash Basis

Grafton Township RB
Actual vs Budget Year to Date
April 2016 through March 2017

	Apr '16 - Mar 17	Budget	% of Budget
Ordinary Income/Expense			
Income			
PERMANENT HARD ROAD FD REVENUES			
9000 · PROPERTY TAXES	532,758.91	538,870.00	98.9%
9020 · INTEREST INCOME	824.15	1,000.00	82.4%
9040 · Intergovernmental Agreement	5,800.00	500.00	1,160.0%
9050 · MISCELLANEOUS INCOME	545.00	1,050.00	51.9%
9060 · Permits & Bonds	2,672.00	2,000.00	133.6%
9080 · GRANT INCOME	0.00	10.00	0.0%
Total PERMANENT HARD ROAD FD REVENUES	542,600.06	543,430.00	99.8%
ROAD & BRIDGE FUND REVENUES			
6000 · PROPERTY TAXES - ROAD & BRIDGE	130,508.08	255,260.00	51.1%
6002 · MUNICIPAL SHARE	0.00	-123,257.00	0.0%
6010 · REPLACEMENT TAXES-ROAD & BRIDGE	31,953.39	40,000.00	79.9%
6020 · INTEREST INCOME	380.37	450.00	84.5%
6030 · RENTAL INCOME	0.00	10.00	0.0%
6040 · INTERGOVERNMENT AGREEMENT	0.00	10.00	0.0%
6050 · MISCELLANEOUS INCOME	95.31	70.00	136.2%
6060 · COURT FINES & PERMITS	774.12	800.00	96.8%
6080 · GRANT INCOME	0.00	10.00	0.0%
Total ROAD & BRIDGE FUND REVENUES	163,711.27	173,353.00	94.4%
ROAD & BRIDGE IMRF FUND REVENUE			
8000 · PROPERTY TAXES	17,467.51	17,668.00	98.9%
8020 · INTEREST INCOME	25.35	30.00	84.5%
8050 · MISCELLANEOUS INCOME	0.00	10.00	0.0%
Total ROAD & BRIDGE IMRF FUND REVENUE	17,492.86	17,708.00	98.8%
ROAD & BRIDGE INSURANCE REVENUE			
7000 · PROPERTY TAXES	22,669.94	22,930.00	98.9%
7020 · INTEREST INCOME	38.07	45.00	84.6%
7050 · MISCELLANEOUS INCOME	0.00	2,900.00	0.0%
Total ROAD & BRIDGE INSURANCE REVENUE	22,708.01	25,875.00	87.8%
Total Income	746,512.20	760,366.00	98.2%
Expense			
PERMANENT HARD ROAD EXPENDITURE			
COMMODITIES			
9614 · MAINTENANCE SUPPLIES - ROADS	11,418.22	55,000.00	20.8%
9652 · OPERATING SUPPLIES	90.70	8,000.00	1.1%
9655 · AUTO FUEL & OIL	5,425.81	42,000.00	12.9%
9656 · SALT, CALCIUM, ICE CONTROL	20,141.21	158,000.00	12.7%
Total COMMODITIES	37,075.94	263,000.00	14.1%
CONTRACT SERVICES			
9514 · MAINTENANCE SERVICE ROAD	11,475.00	355,000.00	3.2%
9518 · ROAD STRIPPING	0.00	25,000.00	0.0%
9519 · Street Lights	1,916.58	5,000.00	38.3%
9520 · ROAD SIGNS & MATERIALS	0.00	18,000.00	0.0%
9532 · ENGINEERING SERVICE	0.00	40,000.00	0.0%
9594 · RENTALS	1,093.78	10,000.00	10.9%
Total CONTRACT SERVICES	14,485.36	453,000.00	3.2%

Grafton Township RB
Actual vs Budget Year to Date
April 2016 through March 2017

	Apr '16 - Mar 17	Budget	% of Budget
OTHER EXPENDITURES			
9929 · MISCELLANEOUS	647.07	3,000.00	21.6%
9952 · Intergovernmental Agreement	15,388.00	15,388.00	100.0%
Total OTHER EXPENDITURES	16,035.07	18,388.00	87.2%
PERSONNEL			
9421 · SALARIES	73,841.91	180,000.00	41.0%
9451 · Health / Life Insurance	17,749.94	50,000.00	35.5%
9461 · Social Security Contribution	5,504.11	15,000.00	36.7%
9462 · Medicare Contribution	1,287.25	5,000.00	25.7%
9472 · Uniforms	200.22	2,000.00	10.0%
9475 · Payroll Expense	695.10	1,200.00	57.9%
Total PERSONNEL	99,278.53	253,200.00	39.2%
Total PERMANENT HARD ROAD EXPENDITURE	166,874.90	987,588.00	16.9%
ROAD & BRIDGE-IMRF-EXPENDITURE			
PERSONNEL			
8463 · RETIREMENT CONTRIBUTION	7,883.26	40,000.00	19.7%
Total PERSONNEL	7,883.26	40,000.00	19.7%
Total ROAD & BRIDGE-IMRF-EXPENDITURE	7,883.26	40,000.00	19.7%
ROAD & BRIDGE-INS-EXPENDITURE			
CONTRACT SERVICE			
7593 · RISK MANAGEMENT CONTRIBUTION	20,672.00	50,000.00	41.3%
Total CONTRACT SERVICE	20,672.00	50,000.00	41.3%
PERSONNEL			
7453 · UNEMPLOYMENT INSURANCE	12.65	6,000.00	0.2%
Total PERSONNEL	12.65	6,000.00	0.2%
Total ROAD & BRIDGE-INS-EXPENDITURE	20,684.65	56,000.00	36.9%
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	54.25	800.00	6.8%
Total COMMODITIES	54.25	800.00	6.8%

Grafton Township RB
Actual vs Budget Year to Date
April 2016 through March 2017

	Apr '16 - Mar 17	Budget	% of Budget
CONTRACTED SERVICES			
6512 · MAINTENANCE EQUIPMENT	212.50	1,000.00	21.3%
6531 · ACCOUNTING SERVICE	2,933.34	14,000.00	21.0%
6533 · LEGAL SERVICE	333.25	30,000.00	1.1%
6551 · POSTAGE	141.00	300.00	47.0%
6552 · TELEPHONE	1,902.10	5,000.00	38.0%
6553 · PUBLISHING	59.20	1,500.00	3.9%
6554 · PRINTING	25.99	200.00	13.0%
6561 · DUES AND SUBSCRIPTIONS	75.00	300.00	25.0%
6562 · TRAVEL & MEETING EXPENSE	741.90	6,000.00	12.4%
6563 · EDUCATION & TRAINING	75.00	1,000.00	7.5%
Total CONTRACTED SERVICES	6,499.28	59,300.00	11.0%
OTHER EXPENDITURES			
6914 · MUNICIPAL REPLACEMENT	0.00	9,500.00	0.0%
6929 · MISCELLANEOUS	185.95	8,000.00	2.3%
Total OTHER EXPENDITURES	185.95	17,500.00	1.1%
PERSONNEL			
6421 · SALARIES	14,934.00	26,000.00	57.4%
Total PERSONNEL	14,934.00	26,000.00	57.4%
Total ADMINISTRATION	21,673.48	108,600.00	20.0%
MAINTENANCE			
CAPITAL OUTLAY			
6820 · CAPITAL ASSET OUTLAY	75,733.91	150,000.00	50.5%
6833 · OTHER IMPROVEMENTS	0.00	110,000.00	0.0%
Total CAPITAL OUTLAY	75,733.91	260,000.00	29.1%
COMMODITIES			
6111 · MAINTENANCE SUPPLY - BUILDING	99.86	12,000.00	0.8%
6112 · MAINTENANCE SUPPLY - EQUIPM...	4,083.59	12,000.00	34.0%
6113 · MAINTENANCE SUPPLY - VEHICL...	1,768.04	14,000.00	12.6%
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	671.51	3,000.00	22.4%
6123 · SMALL TOOLS	1,521.12	6,000.00	25.4%
Total COMMODITIES	8,144.12	52,200.00	15.6%
CONTRACT SERVICES			
6311 · MAINTENANCE SERVICE - BUILDI...	134.00	10,000.00	1.3%
6312 · MAINTENANCE SERVICE - EQUIP...	3,678.04	15,000.00	24.5%
6313 · MAINTENANCE SERVICE - VEHIC...	2,687.75	15,000.00	17.9%
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	2,850.00	10,000.00	28.5%
6371 · UTILITIES	993.86	9,000.00	11.0%
6373 · GARBAGE DISPOSAL	884.12	6,000.00	14.7%
6394 · RENTALS	0.00	500.00	0.0%
Total CONTRACT SERVICES	11,227.77	80,700.00	13.9%

11/16/16
Cash Basis

Grafton Township RB
Actual vs Budget Year to Date
April 2016 through March 2017

	<u>Apr '16 - Mar 17</u>	<u>Budget</u>	<u>% of Budget</u>
OTHER EXPENDITURES			
6919 · MISCELLANEOUS	<u>0.00</u>	<u>5,000.00</u>	<u>0.0%</u>
Total OTHER EXPENDITURES	0.00	5,000.00	0.0%
PERSONNEL			
6221 · SALARIES	<u>0.00</u>	<u>10,500.00</u>	<u>0.0%</u>
Total PERSONNEL	<u>0.00</u>	<u>10,500.00</u>	<u>0.0%</u>
Total MAINTENANCE	<u>95,105.80</u>	<u>408,400.00</u>	<u>23.3%</u>
Total ROAD & BRIDGE FUND EXPENDITURES	116,779.28	517,000.00	22.6%
6391 · R&B - CONTINGENCIES	0.00	20,000.00	0.0%
9917 · PHR - CONTINGENCIES	<u>0.00</u>	<u>48,000.00</u>	<u>0.0%</u>
Total Expense	<u>312,222.09</u>	<u>1,668,588.00</u>	<u>18.7%</u>
Net Ordinary Income	<u>434,290.11</u>	<u>-908,222.00</u>	<u>-47.8%</u>
Net Income	<u><u>434,290.11</u></u>	<u><u>-908,222.00</u></u>	<u><u>-47.8%</u></u>

American Community Bank
Road District
Bank Accounts

RB General Checking	159
Money Market	001
Certificate of Deposit	613

11:39 AM

11/02/16

159

Grafton Township RB Reconciliation Summary

103 · R&B General Amer. Comm. (new), Period Ending 10/31/2016

	Oct 31, 16
Beginning Balance	636,282.86
Cleared Transactions	
Checks and Payments - 25 items	-90,135.03
Deposits and Credits - 13 items	16,099.13
Total Cleared Transactions	-74,035.90
Cleared Balance	562,246.96
Uncleared Transactions	
Checks and Payments - 4 items	-2,663.31
Total Uncleared Transactions	-2,663.31
Register Balance as of 10/31/2016	559,583.65
New Transactions	
Checks and Payments - 1 item	-1,484.64
Total New Transactions	-1,484.64
Ending Balance	558,099.01

11:46 AM

11/02/16

001

Grafton Township RB Reconciliation Summary

501 · R & B Money Market - Amer Com, Period Ending 10/31/2016

	Oct 31, 16
Beginning Balance	796,662.85
Cleared Transactions	
Checks and Payments - 1 item	-250,000.00
Deposits and Credits - 1 item	174.22
Total Cleared Transactions	-249,825.78
Cleared Balance	546,837.07
Register Balance as of 10/31/2016	546,837.07
Ending Balance	546,837.07

Certificate 613 - GRAFTON TOWNSHIP ROAD DISTRICT

	Relationship	Date of Birth	Phone Number	Tax Identification
 GRAFTON TOWNSHIP ROAD DISTRICT  10109 VINE ST UNIT D HUNTLEY IL 60142	 Owner		*****	EIN **-*****

Additional Relationships

Tax Name: GRAFTON TOWNSHIP ROAD DISTRICT

Summary

Memo Balance:	\$250,000.00	Term:	18 Months
Current Balance:	\$250,000.00	Maturity Date:	Apr 18, 2018
Interest Balance:	\$102.74	Last Anniversary Oct 18, 2016:	\$250,000.00
Redemption Amount:	\$248,856.16	Last Deposit Oct 18, 2016:	\$250,000.00
Forfeiture:	\$1,246.58	Original Issue Date:	Oct 18, 2016
Current Rate:	1.0000%		

Interest

Current Accrued Interest:	\$102.74	Current Rate:	1.0000%
Date Accrued Through:	Nov 01, 2016	Current Effective Rate:	1.0000%
Date Next Interest:	Apr 17, 2017	Deposit Rate Index:	[67] 18 MONTHS
Interest Payment Frequency:	Semiannually	Rate Adjuster Option:	Rate Adjuster Is Not Expressed as a Percentage Variance 0.0000%
Interest Cycle:	(None)	Rate Adjuster:	
Interest Payment Method:	Compound	Compounding Code:	Simple
Days Into This Period:	15	Reg DD Compound Frequency:	Interest Frequency
Previous Accrued Interest:	\$95.89	Interest Method:	[0] Date of Deposit-365/365
Net Interest Adjustment:	\$0.00	Interest Reporting Code:	1099-INT
Interest This Period:	\$1,246.58	Withholding Code:	No Withholding
Total Days This Period:	182	Rate Change Frequency:	At Maturity
		Rate Change Method:	[B] Variable Rate
		Base Rate:	1.0000%
		Maturity Rate Method:	Current Rate
		Maturity Date:	Apr 18, 2018
		Interest Cycle Rates	
		Oct 18, 2016	1.0000%

NEW BUSINESS

ORDINANCE NO. _____

**AN ORDINANCE ESTABLISHING THE
REIMBURSEMENT OF ALL TRAVEL, MEAL, AND LODGING EXPENSES OF
OFFICERS AND EMPLOYEES IN THE TOWNSHIP OF GRAFTON, ILLINOIS**

WHEREAS, Grafton Township, McHenry County, Illinois is a non-home rule unit of local government pursuant to Article VII, § 8 of the 1970 Illinois Constitution;

WHEREAS, the Local Government Travel Expense Control Act, Pub. Act 99-0604, requires all non-home rule local public agencies, including townships, to regulate, by ordinance or resolution, the reimbursement of all travel, meal, and lodging expenses of their officers and employees by the effective date of January 1, 2017; and

WHEREAS, the Board of Trustees has determined that it must comply with the Act by passage of this ordinance.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF GRAFTON TOWNSHIP, MCHENRY COUNTY, ILLINOIS, THAT THE FOLLOWING ORDINANCE TO REGULATE THE REIMBURSEMENT OF ALL TRAVEL, MEAL, AND LODGING EXPENSES OF THEIR OFFICERS AND EMPLOYEES BE AND HEREBY IS ADOPTED:

SECTION I.: Definitions.

The following words, terms and phrases, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Entertainment: includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

Travel: any expenditure directly incident to official travel by employees and officers of the Township or by wards or charges of the Township involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

SECTION II: Official Business for which Expenses May Be Reimbursed.

(1) An official of the Township shall be entitled to reimbursement for travel, including meals or lodging, related to the following types of official business:

- a. Education conferences and meetings with other government officials related to the duties of the officer of the Township;

- b. Site visits to current or potential vendors, appraisers, accountants, or attorneys of the Township; and
- c. Property inspections incidental to the real estate assessments of properties located within the township.

(2) An employee shall be entitled to reimbursement for travel, including meals or lodging, related to the following types of official business:

- a. Education conferences related to the duties of the employee of the Township;
- b. Site visits to current or potential vendors, appraisers, accountants, or attorneys of the Township; and
- c. Property inspections incidental to the real estate assessments of properties located within the township.

SECTION III: Maximum Allowable Reimbursement for Expenses.

(1) Unless otherwise excepted herein, the maximum allowable reimbursement for an employee or officer of the Township shall be as set forth in the attached Illinois Department of Central Management Services "Travel Reimbursement Schedule."

(2) The following exceptions shall not be controlled by Section III (1) and shall be limited as indicated: travel, including meals or lodging as pre-approved by the Board of Trustees by a roll call vote at an open meeting of the Board of Trustees.

SECTION IV: Approval of Expenses.

The Board of Trustees must approve the following reimbursements for travel, including meals or lodging, by a roll call vote at an open meeting of the Board of Trustees:

- (1) Any expense of any officer or employee that exceeds the maximum permitted in Section III;
or
- (2) Any expense of any member of the Board of Trustees of the Township.

SECTION V: Documentation of Expenses.

Before any reimbursement for travel, including meals or lodging, may be approved pursuant to Section IV, a standardized form for submission of travel, meal, and lodging expenses supported by the following minimum documentation shall first be submitted to the Board of Trustees:

- (1) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
- (2) the name of the individual who received or is requesting the travel, meal, or lodging expense;
- (3) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
- (4) the date or dates and nature of the official business in which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act, 5 ILCS 140/1

SECTION VI: Entertainment Expenses.

No employee or officer of the Township shall be reimbursed by the Township for any entertainment expense.

SECTION XII: Effective Date.

This Ordinance shall be in full force and effect from and after its passage.

Passed by the Board of Trustees this _____ day of _____, 2016.

AYES: _____
 NAYS: _____
 PRESENT: _____
 ABSTAIN/ABSENT: _____

 TOWNSHIP CLERK

Passed and Approved this _____ day of _____, 2016.

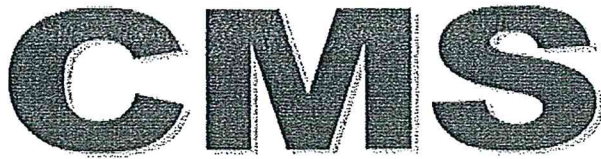
 SUPERVISOR, GRAFTON TOWNSHIP

ATTEST:

 TOWNSHIP CLERK

Y:\Rjw\Grafton Township Trustee\Travel Expense Ordinance\TOI Model Ordinance - Travel Expenses.docx

Illinois Department of Central Management Services



(/cms/)

[\(/cms/search\)](#)

CMS (/cms/Pages/default.aspx) **Employee Services** (/cms/Employees/Pages/default.aspx) **Travel**
Guide

Travel Reimbursement Schedule

The following rates are effective for Agencies under the jurisdiction of the Board.

Mileage

Category	Rate
Auto	\$0.54/mile (effective January 1, 2016) (see section 3000.300(f)(2) of the Travel Regulation Council Rules)

EMPLOYEE SERVICES
(/CMS/EMPLOYEES
/PAGES
/DEFAULT.ASPX)

Benefits
(/cms/Employees
/benefits/Pages
/Default.aspx)

Education
(/cms/Employees
/Education/Pages
/default.aspx)

IT Help Desk
(<http://wwwqa.illinc/BCCS/support/Pages/Contact-Us.aspx>)

Personnel
(/cms/Employees
/Personnel/Pages
/default.aspx)

Travel Guide
(/cms/Employees
/travel/Pages
/default.aspx)

Per Diem/Meals – Within the State of Illinois

Category	Rate
Breakfast	\$5.50
Lunch	\$5.50
Dinner	\$17.00
Per Diem – Quarter	\$7.00
Per Diem – Day	\$28.00

Per Diem/Meals – Outside the State of Illinois

Category	Rate
Breakfast	\$6.50
Lunch	\$6.50
Dinner	\$19.00
Per Diem – Quarter	\$8.00
Per Diem – Day	\$32.00

Lodging – Within the State of Illinois

Category	Rate
Chicago Metro	Federal Rate * (/cms/Employees /travel/Pages /TravelReimbursement.aspx#foot1)
Suburban Cook County	\$132.00
Counties of DuPage, Kane, Lake, McHenry and Will	\$80.00

Events Calendar
(/cms/events)
Event Request Form
(/cms/events
/Documents
/CMS_Event_Request_Fr

Downstate Illinois – Counties of Champaign, Kankakee, LaSalle, McLean, Macon, Madison, Peoria, Rock Island, St. Clair, Sangamon, Tazewell, and Winnebago	\$70.00
Downstate Illinois – All other counties	\$60.00

Lodging – Outside the State of Illinois

Category	Rate
District of Columbia (Includes the cities of Alexandria, Falls Church, and Fairfax, the counties of Arlington, Loudoun, and Fairfax in Virginia; and the counties of Montgomery and Prince Georges in Maryland)	(See Section 3000.400(b) of the Travel Regulation Council Rules and Travel Update 07-03 for Clarification) * (/cms/Employees/travel/Pages/TravelReimbursement.aspx#foot1)
New York City (Includes the boroughs of the Bronx, Brooklyn, Manhattan, Queens, and Staten Island; Nassau and Suffolk Counties)	\$110.00
All other out-of-state locations	\$90.00
Out-of-Country	Actual Reasonable

* The maximum reimbursement rate in Cook County and in the District of Columbia is equal to the rate established by the federal government. However, hotels in Suburban Cook County (on the Preferred Hotel Listing) have agreed to offer state employees rates of \$132.00 or less for Fiscal Year 2017. Hotels in the Chicago Metro area will utilize the Federal General Services Administration rate which fluctuates. When making reservations in the Chicago Metro Area Employees should always attempt to obtain a room at or below the rate listed for the time period at www.gsa.gov (<http://www.gsa.gov/>).

Privacy Statement (</cms/Pages/Privacy.aspx>) Kids Privacy (</Pages/kids-privacy.aspx>)

Web Accessibility (<http://www.dhs.state.il.us/page.aspx?item=32765>)

Agency Webmaster (<mailto:cms.webmaster@illinois.gov>)

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**GRAFTON TOWNSHIP
TRAVEL EXPENSE FORM**

Date	Paid To	Purpose/Description of Expense	Amount

TOTAL: _____

Please attach all receipts for which reimbursement is sought.

Date: _____, 20__

SIGNATURE

PRINT NAME

PRINT TITLE

APPROVED: _____
Supervisor

SUPERVISOR'S REPORT

GRAFTON TOWNSHIP									
BUS SERVICE FOR THE YEAR									
		2016		2016		2016		2016	
Date	Rides	Riders	City	City	N/C	Township Revenue	M	N	SH
October 3, 2016									
October 4, 2016									
October 5, 2016									
October 6, 2016	3	1				\$7.00	3		
October 7, 2016									
October 10, 2016									
October 11, 2016	2	1				\$6.00	2		
October 12, 2016									
October 13, 2016	2	1				\$6.00	2		
October 14, 2016									
October 17, 2016	2	1				\$6.00	2		
October 18, 2016									
October 19, 2016									
October 20, 2016	3	1				\$7.00	3		
October 21, 2016									
October 24, 2016	2	1				\$6.00	2		
October 25, 2016									
October 26, 2016									
October 27, 2016	2	1				\$6.00	2		
October 28, 2016									
October 31, 2016	2	1				\$4.00	2		
October Total	18	8	0	0	0	\$48.00	18	0	0

TRUSTEES REPORT

Township Renovation Projects

Updated 11/17/2016

Completed Township Renovations

- Paint Township Office & Conference Room
- Carpet Township Office & Conference Room
- Replace Front Door Threshold
- Paint Assessor's Office
- Carpet Assessor's Office
- Carpet Clerk's Office
- Replace Main Furnace & A/C Unit
- Install Insulation-Township Garage & Township Office
- Repair and Paint Roof
- Replace Assessor Rear Door
- Upgrade to Township Office Lighting
- Hook up to City water

In Process Renovations

- None at this time

Township Pending Renovations

- Repair the skylights on the garage roof – Needs to be scheduled
- Paint Outside of Building, Including Salt Shed – On Hold
- Repair Garage Structure and Replace Siding on All Sides – On Hold
- Review Exterior Lighting – On Hold
- Replace Bathroom Fixtures – On Hold

Cancelled or Inactive Township Renovations

- Review Township Well & Pressure Tank
- Review Need for Water Softener
- Re-Wire Assessor's Office with New CAT 6 Wire
- Replace Hardware, Server, and Security Hardware with B/U

Road & Bridge Renovation Projects

Updated 11/17/2016

Completed Road & Bridge Renovations

- Fire Extinguisher Installed Near Garage Wood Stove - Done
- Recycle event for the public – Scheduled - 10/08/2016

Pending Road & Bridge Renovations

- Remove and Replace Parking Lot Pavement – No Plan
- Relocate Wood Pile & Reduce Size – No Plan
- Clean Up Around All Township buildings – To Be Completed
- Build Enclosure Around Fuel Cell Area – No Plan
- Replace Garage Doors, Including Service Doors & Windows – No Plan
- Relocate and Enclose Dumpster – No Plan