

## NOTICE AND AGENDA

### GRAFTON TOWNSHIP REGULAR BOARD MEETING

Graton Township, McHenry County, Illinois  
Grafton Township Office, 10109 Vine Street, Huntley, IL 60142

*MONDAY, DECEMBER 18, 2017*

NOTICE IS HEREBY GIVEN that the Regular Township Board Meeting of the Grafton Township Board, McHenry County, Illinois will be held on Monday, December 18, 2017 @ 7:30 p.m.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda as posted
5. Regular Business
  - A. Approval of Minutes Township Regular Board Meeting, November 20, 2017
  - B. Audit and payment of unpaid bills/Warrant check detail for Town Fund
  - C. Audit and payment of unpaid bills/Warrant check detail for Road District
6. Public Comment
7. Board Members Response to Public comment
8. Executive Session pursuant to 5 ILCS 120/2(c)(21) past executive session meeting minutes; Executive Session if necessary, pursuant to 5 IL CS 120/2(c), section to be cited.
9. Discussion and potential action of items as discussed during Executive Session
10. Old Business
  - A. Discussion and possible action regarding 2018 Township Meeting Schedule
  - B. Discussion and possible action regarding Assessor FY 2018-19 Budget Recommendations
11. New Business
  - A. Discussion and possible action regarding Remote Attendance Policy
  - B. Discussion and possible action regarding Grafton Township Sexual Harassment Policy
  - C. Discussion and possible action regarding Chamber of Commerce Event
12. Committee and Officer Reports
  - Supervisor
  - Trustee
  - Facilities Update Committee
  - Assessor
  - Road District
  - Clerk
13. Adjournment

Dated and Posted by Township Clerk Kathleen Watson  
December 14, 2017

# **DRAFT MINUTES**

# GRAFTON TOWNSHIP REGULAR BOARD MEETING MINUTES

Grafton Township, McHenry County, Illinois  
Grafton Township Office, 10109 Vine Street, Huntley, IL 60142

MONDAY, NOVEMBER 20, 2017

The Regular Township Board Meeting of the Grafton Township Board, McHenry County, Illinois was held on Monday, November 20, 2017 at the Township Offices.

1. **Call to Order** -7:30 p.m. Clerk Watson will be recording the meeting minutes. From Executive Session and following, meeting was not correctly recorded.
2. **Roll Call** – Board Present: Trustee: Cratty, Cooper, Ziller, and Welch; Supervisor Ruth; Road Commissioner Poznanski; Assessor Alan Zielinski, Attorney Gottemoller, Clerk Watson.
3. **Pledge of Allegiance** was said.
4. **Approval of Agenda**  
A motion was made by Trustee Cratty, 2<sup>nd</sup> by Trustee Cooper, to accept the Agenda as presented. Roll call vote taken, all ayes recorded, motion carried.
5. **Regular Business**
  - A. A motion was made by Supervisor Ruth, 2<sup>nd</sup> by Trustee Cratty to approve the Minutes of the Township Regular Board Meeting as amended, dated October 16, 2017  
Amended changed included:  
*Meeting date corrected to read October 16, 2017.*  
*Executive Meeting, #8, was held according to State Statute 5 ILCS 120 (c) 3".*  
Roll call vote taken, all ayes recorded, motion carried.
  - B. A motion was made by Trustee Ziller, 2<sup>nd</sup> by Trustee Welch to approve the payment of unpaid bills/Warrant check detail for the Town Fund.
  - C. During the audit of the unpaid bills and check detail for the Road District, a discussion ensued regarding a Commonwealth Edison bill. Road Commissioner explained that this bill was for the Union/Ernesti Road light. A motion was made by Trustee Cratty, 2<sup>nd</sup> by Trustee Cooper to approve the payment of unpaid bills/Warrant check detail for the Road District. A roll call vote was taken. Voting was as follows: Supervisor Ruth-Yes; Trustee Cratty-Yes; Trustee Cooper-Yes, Trustee Welch-Yes; Trustee Ziller-No.  
Motion carried.
6. **Public Comment:**  
Resident Timothy Hoeft stated concerns regarding the Road District changes (formally explained in Road Commissioner Department report later in these minutes). He is specifically concerned that the Road Commissioner had asked him if he was willing to help with the township snow plowing this season, thus costing the Township more money. He also expressed concern that after the Spring, 2017 snow season, the equipment was not being taken care of properly with the current staff.



**7. Response to Public Comment:**

Road Commissioner Tom Poznanski explained that he did not agree with Mr. Hoefft's concerns regarding the proper care of the snow equipment.

**8. Executive Session**

A motion was made by Trustee Ziller, 2<sup>nd</sup> by Supervisor Ruth to call an Executive Session pursuant to State Statute 5ILCS 120/2(c)(11) Open Meetings Act to discuss possible Litigation, Roll call vote taken, all ayes noted, motion carried. Regular Board Meeting closed @ 7:43 p.m.

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

A motion was made by Supervisor Ruth, 2<sup>nd</sup> by Trustee Cooper to reconvene the Grafton Township Regular Board Meeting. Roll call vote taken, all ayes noted, motion carried. The Regular Board Meeting reconvened @ 8:08.

**10. Old Business:**

Motion was made by Trustee Ziller, 2<sup>nd</sup> by Trustee Cratty, to adopt the 2018/2019 Town Fund Levy with a decrease of 10%. Voice vote taken, all ayes noted, motion carried.

**11. New Business**

- A. Road Commissioner Tom Poznanski presented the Road District Levy, a Flat 0% increase, for the 2018/2019 Road District Levy. A motion was made by Trustee Cratty, 2<sup>nd</sup> by Trustee Welch to approve the 2018/2019 Road District Levy at 0%. Roll call vote taken. Voting was as follows: Supervisor Ruth-Yes; Trustee Cratty-Yes; Trustee Cooper-Yea, Trustee Welch-Yes, Trustee Ziller-No. Motion carried.
- B. A motion was made by Trustee Ziller, 2<sup>nd</sup> by Trustee Cratty to approve the 2018 McRide I.G.A. increase from \$6,000/yr. to \$7,200 on January 1, 2018. Roll call vote taken, all ayes noted, motion carried.
- C. A motion was made by Trustee Ziller, 2<sup>nd</sup> by Trustee Cratty to not have monetary involvement in the Route 47 Improvements as presented. Roll call vote taken. Voting as follows: Supervisor Ruth-Yes; Trustee Cooper-No; Trustee Cratty-Yes, Trustee Welch-Yes, Trustee-Ziller. Motion carried.
- D. 2018 Meeting Schedule tabled until December Board Meeting.
- E. Assessor FY 2018-2019 Budget Recommendations tabled until December Board Meeting.

**12. Committee and Officers Reports**

**A. SUPERVISOR REPORT**

- i. Phone policy for absent meetings discussed.
- ii Executive Meeting Minutes will be reviewed next month during an executive session.



B. TRUSTEES –

- i. Planning commission/comprehensive plan is out dated. Will be putting together a new planning commission and will update the comprehensive plan.
- ii. Trustee Cratty introduced the date of a future event – The Huntley Chamber of Commerce Annual Dinner.

C. FACILITY UPDATE COMMITTEE: None.

D. ASSESSOR'S REPORT

Residential appeal hearings will be in December, commercial appeals will be in January, 2018. Notices of hearings will be mailed in March.

E. ROAD DISTRICT REPORT

Road Commissioner Tom Poznanski informed the Board of the Re-Alignment of the Road District staff. He has taken a full time position with another company, and but has a probationary period with them. He will continue to serve as Administrator of the Road District. He reassured the Board that services will not be diminished. Board discussion ensued.

F. CLERK REPORT: None

12. ADJOURNMENT

Being no further business, a motion was made by Supervisor Ruth, 2<sup>nd</sup> by Trustee Welch to to adjourn the Regular Board Meeting. Voice vote taken, all ayes noted, motion carried. Meeting adjourned @ 8:29.

Respectfully submitted,  
Kathleen M. Watson  
Grafton Township Clerk

# **TOWN FUND FINANCIALS**

2:33 PM

11/30/17

Cash Basis

**GRAFTON TOWNSHIP**  
**TF Warrant Detail Report**  
**November 22 - 30, 2017**

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<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
<b>101 · CHECKING -American Community</b>				
11/27/2017	23824	BLUECROSS BLUESHIELD OF I...	VOID:	0.00
11/27/2017	23825	ComCast I	PO 2906, 2907	-150.05
11/27/2017	23826	Humana Dental Ins.Co.	PO 2898, 2900, 20705	-736.06
11/27/2017	23827	Interact Business Systems	PO 2909	-37.00
11/27/2017	23828	Leaf	PO 2901	-97.68
11/27/2017	23829	U.S. Bank Equipment Finance	PO 20703	-104.57
11/27/2017	23830	Village of Huntley (Water)	PO 2903	-22.08
11/27/2017	23831	ComCast I	PO 20702	-280.55
11/29/2017	23832	BLUECROSS BLUESHIELD OF I...	PO 2904, 20704	-9,484.68
<b>Total 101 · CHECKING -American Community</b>				<b>-10,912.67</b>



# GRAFTON TOWNSHIP

## Unpaid Bills Detail

### All Transactions

Date	Num	Memo	Split	Amount
<b>A-Able Alarm Service, Inc.</b>				
12/05/2017	63873	PO 2924	1511 · MAINTENANC...	7.99
Total A-Able Alarm Service, Inc.				7.99
<b>ACT Network Solutions</b>				
12/05/2017	23730	PO 2923	1512 · MAINTENANC...	201.83
12/05/2017	23730	PO 2922	5512 · MAINTENANC...	70.92
Total ACT Network Solutions				272.75
<b>Alarm Detection Systems</b>				
12/03/2017	204233-...	PO 2921	1512 · MAINTENANC...	193.29
Total Alarm Detection Systems				193.29
<b>CARDUNAL OFFICE SUPPLY</b>				
11/28/2017		PO 20709	1851 · OFFICE SUP...	327.92
12/11/2017	596559-0	PO 2890	1651 · OFFICE SUP...	16.48
Total CARDUNAL OFFICE SUPPLY				344.40
<b>COM ED</b>				
12/01/2017		PO 2918	5571 · UTILITIES	45.50
12/01/2017		PO 2919	1571 · UTILITIES	129.51
Total COM ED				175.01
<b>CoStar Realty Information, Inc.</b>				
11/03/2017	105514902	PO 20707	1756 · SOFTWARE	1,062.54
Total CoStar Realty Information, Inc.				1,062.54
<b>Entre Computer Solution</b>				
11/30/2017		PO 2926	1512 · MAINTENANC...	135.00
12/01/2017	00110533	PO 2905	1512 · MAINTENANC...	135.00
Total Entre Computer Solution				270.00
<b>Huntley Chamber of Commerce</b>				
12/01/2017	13484	PO 2912	1561 · DUES	175.00
Total Huntley Chamber of Commerce				175.00
<b>James Burke</b>				
12/08/2017		PO 20710	1760 · TRAVEL EXP...	13.14
Total James Burke				13.14
<b>Madsen, Sugden &amp; Gottemoller</b>				
12/01/2017		PO 2914	1533 · LEGAL SERVI...	280.00
Total Madsen, Sugden & Gottemoller				280.00
<b>McHenry County Division of Transportation</b>				
12/04/2017	7-25	PO 2915	970 · MISCELLANEO...	500.00
Total McHenry County Division of Transportation				500.00
<b>MDC Environmental Services, Inc.</b>				
12/01/2017	18023241	PO 2911	1511 · MAINTENANC...	50.00
Total MDC Environmental Services, Inc.				50.00
<b>NICOR GAS</b>				
12/01/2017		PO 2916	5571 · UTILITIES	33.84
12/01/2017		PO 2917	1571 · UTILITIES	96.32
Total NICOR GAS				130.16
<b>Ready Refresh by Nestle</b>				
11/30/2017		PO 2925	1651 · OFFICE SUP...	10.74

9:56 AM

12/13/17

**GRAFTON TOWNSHIP**  
**Unpaid Bills Detail**  
All Transactions

Date	Num	Memo	Split	Amount
Total Ready Refresh by Nestle				10.74
Stan's-LPS Midwest				
12/05/2017	333626	PO 20708	1751 · MAINTENANC...	193.50
Total Stan's-LPS Midwest				193.50
<b>TOTAL</b>				<b>3,678.52</b>

Grafton Township Assessor's Office Warrant List: December, 2017

Pending Board approval

<u>Account</u>	<u>Amount</u>	<u>Vendor</u>	<u>P.O. #</u>	<u>For</u>
1851	\$327.92	Cardunal Office Supply	20709	Office supplies
1751	\$193.50	Stan's	20708	Copier maintenance agreement
1760	\$13.14	James Burke	20710	CE meals
1756	\$1,062.54	CoStar	20707	Commerical property database fourth quarter
<b>Subtotal</b>	<b><u>\$1,597.10</u></b>			

Prior Board approval

<u>Account</u>	<u>Amount</u>	<u>Vendor</u>	<u>P.O. #</u>	<u>For</u>
1752	\$280.55	Comcast	20702	Telephone and Internet
1751	\$104.57	U.S. Bank Equipment Finance	20703	Copier lease
1243	\$370.60	Humana	20705	Healthcare insurance
1243	\$3,865.73	BlueCross/Blueshield	20704	Healthcare insurance
<b>Subtotal</b>	<b><u>\$4,621.45</u></b>			
<b>Total</b>	<b><u><u>\$6,218.55</u></u></b>			



**GRAFTON TOWNSHIP**  
**Year to date actual vs budget**  
**April 2017 through March 2018**

	Apr '17 - Mar 18	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>CORPORATE FUND REVENUE</b>			
1000 · PROPERTY TAXES	991,339.26	997,161.00	99.4%
1010 · REPLACEMENT TAXES	19,643.19	15,000.00	131.0%
1020 · INTEREST INCOME	6,622.01	0.00	100.0%
1040 · IGA ROAD COM SALARY	15,625.00	15,625.00	100.0%
1050 · TRANSPORTATION INCOME	269.00	0.00	100.0%
1055 · MISCELLANEOUS INCOME	202.72	50.00	405.4%
<b>Total CORPORATE FUND REVENUE</b>	<b>1,033,701.18</b>	<b>1,027,836.00</b>	<b>100.6%</b>
<b>CORPORATE INSURANCE FUND REV</b>			
2000 · PROPERTY TAXES	17,904.74	18,010.00	99.4%
2020 · INTEREST INCOME	0.67	0.00	100.0%
2050 · MISCELLANEOUS INCOME	0.00	0.00	0.0%
<b>Total CORPORATE INSURANCE FUND REV</b>	<b>17,905.41</b>	<b>18,010.00</b>	<b>99.4%</b>
<b>GENERAL ASSISTANCE FUND REVENUE</b>			
5000 · PROPERTY TAXES	32,818.72	33,011.00	99.4%
5020 · INTEREST INCOME	127.44	150.00	85.0%
5050 · MISCELLANEOUS INCOME	0.00	0.00	0.0%
<b>Total GENERAL ASSISTANCE FUND REVENUE</b>	<b>32,946.16</b>	<b>33,161.00</b>	<b>99.4%</b>
<b>Total Income</b>	<b>1,084,552.75</b>	<b>1,079,007.00</b>	<b>100.5%</b>
<b>Expense</b>			
<b>GENERAL ASSISTANCE FUND</b>			
<b>ADMINISTRATION</b>			
<b>CONTRACTUAL SERVICES</b>			
5512 · MAINTENANCE SERVICE - EQUIPMENT	1,509.36	2,000.00	75.5%
5534 · ACCOUNTING SERVICES	3,000.00	3,000.00	100.0%
5549 · OTHER PROFESSIONAL SERVICE	0.00	1,000.00	0.0%
5551 · POSTAGE	0.00	90.00	0.0%
5552 · TELEPHONE	416.21	1,000.00	41.6%
5556 · TRAINING	90.00	600.00	15.0%
5571 · UTILITIES	586.78	2,000.00	29.3%
<b>Total CONTRACTUAL SERVICES</b>	<b>5,602.35</b>	<b>9,690.00</b>	<b>57.8%</b>
<b>OPERATING EXPENSES</b>			
5611 · MAINTENANCE SUPPLIES - BUILDING	0.00	500.00	0.0%
5651 · OFFICE SUPPLIES	294.57	500.00	58.9%
<b>Total OPERATING EXPENSES</b>	<b>294.57</b>	<b>1,000.00</b>	<b>29.5%</b>
<b>PERSONNEL</b>			
5421 · SALARIES	13,440.00	15,000.00	89.6%
5451 · HEALTH INSURANCE	3,367.82	4,000.00	84.2%
<b>Total PERSONNEL</b>	<b>16,807.82</b>	<b>19,000.00</b>	<b>88.5%</b>
<b>Total ADMINISTRATION</b>	<b>22,704.74</b>	<b>29,690.00</b>	<b>76.5%</b>
<b>HOME RELIEF</b>			
<b>COMMODITIES</b>			
5781 · FOOD	0.00	0.00	0.0%
5782 · PERSONAL INCIDENTALS	203.68	500.00	40.7%
5783 · HOUSEHOLD INCIDENTALS	118.36	1,000.00	11.8%
5784 · FLAT GRANT	0.00	500.00	0.0%
5785 · DRUGS	0.00	250.00	0.0%
5786 · FUEL	0.00	250.00	0.0%
5790 · Catastrophic Deduction	0.00	51,848.60	0.0%
<b>Total COMMODITIES</b>	<b>322.04</b>	<b>54,348.60</b>	<b>0.6%</b>

**GRAFTON TOWNSHIP**  
**Year to date actual vs budget**  
**April 2017 through March 2018**

	<u>Apr '17 - Mar 18</u>	<u>Budget</u>	<u>% of Budget</u>
<b>CONTRACTUAL SERVICES</b>			
5805 · TRANSPORTATION ASSISTANCE	500.00	500.00	100.0%
5885 · OTHER MEDICAL SERVICE INSURANCE	2,650.00	4,000.00	66.3%
5887 · SHELTER	7,787.00	19,000.00	41.0%
5888 · UTILITY PAYMENTS	1,625.90	16,000.00	10.2%
<b>Total CONTRACTUAL SERVICES</b>	<b>12,562.90</b>	<b>39,500.00</b>	<b>31.8%</b>
<b>Total HOME RELIEF</b>	<b>12,884.94</b>	<b>93,848.60</b>	<b>13.7%</b>
<b>Total GENERAL ASSISTANCE FUND</b>	<b>35,589.68</b>	<b>123,538.60</b>	<b>28.8%</b>
<b>TOWN FUND EXPENDITURES</b>			
<b>ADMINISTRATION</b>			
<b>CAPITAL OUTLAY</b>			
1831 · DEFERRED EQUIP. PURCHASE RESE...	0.00	250,000.00	0.0%
1835 · CAPITAL EQUIPMENT PURCHASE	0.00	176,993.50	0.0%
<b>Total CAPITAL OUTLAY</b>	<b>0.00</b>	<b>426,993.50</b>	<b>0.0%</b>
<b>COMMODITIES</b>			
1651 · OFFICE SUPPLIES	560.57	3,000.00	18.7%
1652 · OPERATING SUPPLIES	559.61	3,000.00	18.7%
<b>Total COMMODITIES</b>	<b>1,120.18</b>	<b>6,000.00</b>	<b>18.7%</b>
<b>CONTRACTUAL SERVICES</b>			
1511 · MAINTENANCE SERVICE-BUILDING	5,091.03	150,000.00	3.4%
1512 · MAINTENANCE SERVICE - EQUIPMENT	4,767.11	35,000.00	13.6%
1531 · ACCOUNTING SERVICES	4,251.50	18,000.00	23.6%
1533 · LEGAL SERVICE	3,453.33	50,000.00	6.9%
1551 · POSTAGE	106.84	2,000.00	5.3%
1552 · TELEPHONE	592.29	2,000.00	29.6%
1553 · PUBLISHING	366.88	2,000.00	18.3%
1554 · PRINTING	303.36	2,000.00	15.2%
1561 · DUES	1,255.55	2,000.00	62.8%
1562 · TRAVEL EXPENSES	0.00	2,000.00	0.0%
1563 · TRAINING	441.50	1,500.00	29.4%
1565 · CLERK	399.26	3,500.00	11.4%
1571 · UTILITIES	1,785.71	5,000.00	35.7%
1572 · FUEL	0.00	2,000.00	0.0%
1573 · OTHER PROFESSIONAL SERVICES	0.00	20,000.00	0.0%
1574 · ANNUAL MEETING	0.00	500.00	0.0%
1575 · ROOM RENTAL	0.00	1,000.00	0.0%
<b>Total CONTRACTUAL SERVICES</b>	<b>22,814.36</b>	<b>298,500.00</b>	<b>7.6%</b>
<b>OTHER EXPENDITURES</b>			
1905 · MISCELLANEOUS EXPENSE	181.92	31,000.00	0.6%
1911 · CONTINGENCIES	0.00	25,000.00	0.0%
<b>Total OTHER EXPENDITURES</b>	<b>181.92</b>	<b>56,000.00</b>	<b>0.3%</b>
<b>PERSONNEL</b>			
1420 · OFFICE STAFF HOURLY	24,248.44	55,500.00	43.7%
1421 · ELECTED OFFICIALS SALARIES	133,950.61	186,000.00	72.0%
1451 · HEALTH INSURANCE	28,077.10	50,000.00	56.2%
<b>Total PERSONNEL</b>	<b>186,276.15</b>	<b>291,500.00</b>	<b>63.9%</b>

**GRAFTON TOWNSHIP**  
**Year to date actual vs budget**  
**April 2017 through March 2018**

	<u>Apr '17 - Mar 18</u>	<u>Budget</u>	<u>% of Budget</u>
<b>SENIOR SERVICES</b>			
900 · SALARIES	21,083.14	25,000.00	84.3%
901 · PAYROLL TAXES	1,519.80	3,600.00	42.2%
902 · HEALTH INSURANCE	6,715.32	7,459.00	90.0%
903 · IMRF	1,842.66	2,500.00	73.7%
930 · FUEL	180.15	5,000.00	3.6%
950 · OFFICE SUPPLIES	0.00	500.00	0.0%
959 · COMMUNITY SERVICE/SENIOR	200.00	6,000.00	3.3%
960 · TELEPHONE	592.28	2,000.00	29.6%
967 · PRINTING	42.71	500.00	8.5%
968 · POSTAGE	0.00	500.00	0.0%
970 · MISCELLANEOUS	4,202.99	16,500.00	25.5%
<b>Total SENIOR SERVICES</b>	<b>36,379.05</b>	<b>69,559.00</b>	<b>52.3%</b>
<b>Total ADMINISTRATION</b>	<b>246,771.66</b>	<b>1,148,552.50</b>	<b>21.5%</b>
<b>ASSESSOR</b>			
<b>COMMODITIES</b>			
1851 · OFFICE SUPPLIES	984.02	2,100.00	46.9%
<b>Total COMMODITIES</b>	<b>984.02</b>	<b>2,100.00</b>	<b>46.9%</b>
<b>CONTRACTUAL SERVICES</b>			
1751 · MAINTENANCE SERVICE	3,027.45	4,200.00	72.1%
1752 · TELEPHONE	2,240.47	4,500.00	49.8%
1753 · LEGAL FEES	0.00	0.00	0.0%
1755 · POSTAGE	0.00	250.00	0.0%
1756 · SOFTWARE	11,025.08	13,400.00	82.3%
1757 · PUBLISHING	0.00	600.00	0.0%
1758 · PRINTING	0.00	500.00	0.0%
1759 · DUES	40.00	750.00	5.3%
1760 · TRAVEL EXPENSE	964.95	1,000.00	96.5%
1761 · TRAINING	1,826.88	2,000.00	91.3%
1762 · PUBLICATIONS/SUBSCRIPTIONS	0.00	300.00	0.0%
<b>Total CONTRACTUAL SERVICES</b>	<b>19,124.83</b>	<b>27,500.00</b>	<b>69.5%</b>
<b>OTHER EXPENDITURES</b>			
1939 · MISCELLANEOUS	15.99	1,000.00	1.6%
1940 · UNIFORMS	0.00	500.00	0.0%
<b>Total OTHER EXPENDITURES</b>	<b>15.99</b>	<b>1,500.00</b>	<b>1.1%</b>
<b>PERSONNEL</b>			
1240 · SALARIES	148,852.80	215,000.00	69.2%
1241 · IMRF	13,009.68	18,791.00	69.2%
1242 · FICA/MEDICARE/TAXES	9,754.39	16,447.50	59.3%
1243 · HEALTH INSURANCE	30,499.23	47,000.00	64.9%
<b>Total PERSONNEL</b>	<b>202,116.10</b>	<b>297,238.50</b>	<b>68.0%</b>
<b>Total ASSESSOR</b>	<b>222,240.94</b>	<b>328,338.50</b>	<b>67.7%</b>
<b>Total TOWN FUND EXPENDITURES</b>	<b>469,012.60</b>	<b>1,476,891.00</b>	<b>31.8%</b>
<b>TOWN IMRF FUND EXPENDITURES</b>			
3262 · RETIREMENT CONTRIBUTION	11,509.68	28,000.00	41.1%
TOWN IMRF FUND EXPENDITURES - Other	27.72		
<b>Total TOWN IMRF FUND EXPENDITURES</b>	<b>11,537.40</b>	<b>28,000.00</b>	<b>41.2%</b>
<b>TOWN INSURANCE FUND EXPENDITURE</b>			
<b>CONTRACTED SERVICES</b>			
2593 · RISK MANAGEMENT CONTRIBUTION	14,365.00	15,000.00	95.8%
<b>Total CONTRACTED SERVICES</b>	<b>14,365.00</b>	<b>15,000.00</b>	<b>95.8%</b>



12/13/17

**GRAFTON TOWNSHIP**  
**Year to date actual vs budget**  
**April 2017 through March 2018**

	<u>Apr '17 - Mar 18</u>	<u>Budget</u>	<u>% of Budget</u>
PERSONNEL			
2453 · UNEMPLOYMENT INSURANCE	<u>33.96</u>	<u>4,576.00</u>	<u>0.7%</u>
Total PERSONNEL	<u>33.96</u>	<u>4,576.00</u>	<u>0.7%</u>
Total TOWN INSURANCE FUND EXPENDITURE	<u>14,398.96</u>	<u>19,576.00</u>	<u>73.6%</u>
TOWN SOCIAL SECURTY EXPENDITURE			
3761 · SOCIAL SECURITY CONTRIBUTION	<u>11,177.11</u>	<u>18,958.00</u>	<u>59.0%</u>
3762 · MEDICARE CONTRIBUTION	<u>2,614.01</u>	<u>4,400.00</u>	<u>59.4%</u>
Total TOWN SOCIAL SECURTY EXPENDITURE	<u>13,791.12</u>	<u>23,358.00</u>	<u>59.0%</u>
Total Expense	<u>544,329.76</u>	<u>1,671,363.60</u>	<u>32.6%</u>
Net Ordinary Income	<u>540,222.99</u>	<u>-592,356.60</u>	<u>-91.2%</u>
Net Income	<u>540,222.99</u>	<u>-592,356.60</u>	<u>-91.2%</u>

**American Community Bank**  
**Town Fund**  
**Bank Accounts**

<b>Town Fund General Checking</b>	<b>961</b>
<b>TF Reserve Money Market</b>	<b>183</b>
<b>General Assistance Checking</b>	<b>754</b>
<b>GA Money Market</b>	<b>987</b>

12:45 PM

12/01/17

961

# GRAFTON TOWNSHIP Reconciliation Summary

101 · CHECKING -American Community, Period Ending 11/30/2017

	Nov 30, 17
Beginning Balance	150,935.78
Cleared Transactions	
Checks and Payments - 23 items	-45,280.42
Deposits and Credits - 26 items	22,197.01
Total Cleared Transactions	-23,083.41
Cleared Balance	127,852.37
Uncleared Transactions	
Checks and Payments - 14 items	-12,116.71
Total Uncleared Transactions	-12,116.71
Register Balance as of 11/30/2017	115,735.66
Ending Balance	115,735.66

12:47 PM

12/01/17

183

# GRAFTON TOWNSHIP Reconciliation Summary

104 · TF RESERVED MONEY MARKET, Period Ending 11/30/2017

	Nov 30, 17
Beginning Balance	1,268,402.77
Cleared Transactions	
Deposits and Credits - 1 item	729.77
Total Cleared Transactions	729.77
Cleared Balance	1,269,132.54
Register Balance as of 11/30/2017	1,269,132.54
Ending Balance	1,269,132.54



12:50 PM

12/01/17

754

# GRAFTON TOWNSHIP Reconciliation Summary

151 · General Assistance - Amer Com, Period Ending 11/30/2017

	Nov 30, 17
Beginning Balance	5,735.64
Cleared Transactions	
Checks and Payments - 4 items	-735.02
Total Cleared Transactions	-735.02
Cleared Balance	5,000.62
Uncleared Transactions	
Checks and Payments - 4 items	-192.70
Total Uncleared Transactions	-192.70
Register Balance as of 11/30/2017	4,807.92
Ending Balance	4,807.92

12:49 PM

12/01/17

987

# GRAFTON TOWNSHIP Reconciliation Summary

150 · Gen Assistance MMF- Amer Com, Period Ending 11/30/2017

	Nov 30, 17
Beginning Balance	82,435.99
Cleared Transactions	
Deposits and Credits - 3 items	229.31
Total Cleared Transactions	229.31
Cleared Balance	82,665.30
Register Balance as of 11/30/2017	82,665.30
Ending Balance	82,665.30

**ROAD DISTRICT  
FUND  
FINANCIALS**

11:01 AM  
12/12/17  
Cash Basis

Grafton Township RB  
**WARRANT DETAIL REPORT**  
November 22 through December 12, 2017

Date	Num	Name	Memo	Paid Amount
103 · R&B General Amer. Comm. (new)				
11/27/2017	5520	Blue Cross	VOID: PO 11...	0.00
11/27/2017	5521	Comcast	PO 11901	-161.12
11/27/2017	5522	Humana Dental	PO 11900	-277.95
11/27/2017	5523	Verizon Wireless	PO 11898	-114.26
11/27/2017	5524	BLUECROSS BLUESHIELD OF ILL...	PO 11899	-2,807.55
Total 103 · R&B General Amer. Comm. (new)				-3,360.88
TOTAL				-3,360.88

11:16 AM

12/12/17

# Grafton Township RB

## Unpaid Bills Detail

### All Transactions

Date	Num	Memo	Split	Amount
<b>ALLIED ASPHALT PAVING COMPANY</b>				
11/18/2017	213785	PO 11910	9614 · MAINTENANCE SUPPLIES - RO...	76.44
11/30/2017	213995	PO 11921	9614 · MAINTENANCE SUPPLIES - RO...	98.98
Total ALLIED ASPHALT PAVING COMPANY				175.42
<b>BAKLEY CONSTRUCTION CORP</b>				
12/04/2017	22926	PO 11922	9614 · MAINTENANCE SUPPLIES - RO...	618.18
Total BAKLEY CONSTRUCTION CORP				618.18
<b>Cardmember Service</b>				
11/06/2017		PO 11902	9472 · Uniforms	318.90
11/10/2017		PO 11904	9472 · Uniforms	159.99
11/19/2017		PO 11908	6111 · MAINTENANCE SUPPLY - BUILD...	17.99
11/30/2017		PO 11915	6111 · MAINTENANCE SUPPLY - BUILD...	16.47
11/30/2017		PO 11916	6122 · OPERATING SUPPLIES	20.00
11/30/2017		PO 11917	6123 · SMALL TOOLS	10.49
12/04/2017		PO 11923	6122 · OPERATING SUPPLIES	4.89
Total Cardmember Service				548.73
<b>CARDUNAL OFFICE SUPPLY</b>				
11/20/2017	596982-0	PO 11909	6651 · OFFICE SUPPLIES	85.77
Total CARDUNAL OFFICE SUPPLY				85.77
<b>COM ED</b>				
12/01/2017		PO 11924	6371 · UTILITIES	159.44
Total COM ED				159.44
<b>COM ED STREET LIGHTS</b>				
11/20/2017		PO 11912	9519 · Street Lights	298.79
Total COM ED STREET LIGHTS				298.79
<b>Commercial Tire Services INC.</b>				
11/17/2017	4440009760	PO 11906	6113 · MAINTENANCE SUPPLY - VEHIC...	592.00
Total Commercial Tire Services INC.				592.00
<b>HINCKLEY SPRINGS WATER CO</b>				
12/03/2017	10164181120317	PO 11919	6122 · OPERATING SUPPLIES	23.82
Total HINCKLEY SPRINGS WATER CO				23.82
<b>Matuszewich &amp; Kelly, LLP</b>				
10/24/2017	9359	PO 11904	6533 · LEGAL SERVICE	224.75
Total Matuszewich & Kelly, LLP				224.75
<b>MCHENRY CO. DIV. OF TRANSPORTATION</b>				
12/06/2017	2017 road striping	PO 11928	9518 · ROAD STRIPPING	22,227.95
12/07/2017	201	PO 11925	9520 · ROAD SIGNS & MATERIALS	68.64
Total MCHENRY CO. DIV. OF TRANSPORTATION				22,296.59
<b>MDC Environmental Services Inc.</b>				
12/01/2017	18023241	PO 11918	6373 · GARBAGE DISPOSAL	150.01
Total MDC Environmental Services Inc.				150.01
<b>NICOR GAS</b>				
12/01/2017		PO 11920	6371 · UTILITIES	37.99
Total NICOR GAS				37.99
<b>Rush Truck Centers of Illinois, Inc.</b>				
11/17/2017	3008523026	PO 11907	6113 · MAINTENANCE SUPPLY - VEHIC...	34.96
Total Rush Truck Centers of Illinois, Inc.				34.96

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12/12/17

# Grafton Township RB

## Unpaid Bills Detail

### All Transactions

Date	Num	Memo	Split	Amount
<b>Vulcan Construction Materials, LLC</b>				
11/22/2017	31562081	PO 11911	9614 · MAINTENANCE SUPPLIES - RO...	359.40
Total Vulcan Construction Materials, LLC				359.40
<b>WEST SIDE EXCHANGE</b>				
11/10/2017	w59350	PO 11903	6112 · MAINTENANCE SUPPLY - EQUI...	115.80
Total WEST SIDE EXCHANGE				115.80
<b>ZIEGLER'S ACE HARDWARE</b>				
11/15/2017	72690b	PO 11905	6122 · OPERATING SUPPLIES	3.58
11/30/2017	72884b	PO 11913	6113 · MAINTENANCE SUPPLY - VEHIC...	22.95
12/07/2017	72969b	PO 11926	6122 · OPERATING SUPPLIES	5.99
12/08/2017	72979b	PO 11927	6113 · MAINTENANCE SUPPLY - VEHIC...	10.78
Total ZIEGLER'S ACE HARDWARE				43.30
<b>TOTAL</b>				<b>25,764.95</b>



**ROAD & BRIDGE WARRANT LIST - NOVEMBER 2017**

<u>FUND</u>	<u>VENDOR</u>	<u>PO #</u>			<u>DUE DATE</u>
6122	ACE HARDWARE / ZIEGLER'S	11905	Paint rollers	\$ 3.58	12/31/2017
6113	ACE HARDWARE / ZIEGLER'S	11913	Paint, spray paint & primer- #5 Rims	\$ 22.95	12/31/2017
6122	ACE HARDWARE / ZIEGLER'S	11926	3v Battery - Welding helmet	\$ 5.99	12/31/2017
6113	ACE HARDWARE / ZIEGLER'S	11927	20amp Fuses & light bulbs - #5	\$ 10.78	12/31/2017
9614	ALLIED ASPHALT PAVING COMPANY	11910	Blacktop-Pothole patching-1.56 tons	\$ 76.44	12/18/2017
9614	ALLIED ASPHALT PAVING COMPANY	11921	Blacktop-Pothole patching-2.02 tons	\$ 98.98	12/30/2017
9614	BAKLEY CONSTRUCTION CORP	11922	Shoulder gravel - 60.31 tons	\$ 618.18	12/31/2017
9472	CARDMEMBER SERVICE / VISA (F&F)	11902	Jeans-all 3, Work boots-Jenny	\$ 318.90	1/3/2018
9472	CARDMEMBER SERVICE / VISA (F&F)	11904	Work boots - Scott	\$ 159.99	1/3/2018
6111	CARDMEMBER SERVICE / VISA (F&F)	11908	Mouse bait	\$ 17.99	1/3/2018
6111	CARDMEMBER SERVICE / VISA (F&F)	11915	Softener salt	\$ 16.47	1/3/2018
6122	CARDMEMBER SERVICE / VISA (F&F)	11916	Paper towels	\$ 20.00	1/3/2018
6123	CARDMEMBER SERVICE / VISA (F&F)	11917	6" Wire wheel	\$ 10.49	1/3/2018
6122	CARDMEMBER SERVICE / VISA (F&F)	11923	1.5v Batteries - Calibrator	\$ 4.89	1/3/2018
6651	CARDUNAL OFFICE SUPPLY / IPO	11909	3 Ink cartridges - Colors	\$ 85.77	12/20/2017
6371	COM ED	11924		\$ 159.44	1/18/2018
9519	COM ED - STREET LIGHTS	11912		\$ 298.79	1/22/2018
6113	COMMERCIAL TIRE SERVICES, INC.	11906	New front tire & rim - #1	\$ 592.00	12/17/2017
6122	HINCKLEY SPRINGS	11919	Water	\$ 23.82	12/26/2017
6533	MATUSZEWICH & KELLY, LLP	11914	Legal service - Sept 2017	\$ 224.75	11/24/2017
9520	MCHENRY COUNTY DIV. OF TRANS.	11925	2 Street sings-Side Road & Right Turn	\$ 68.64	1/6/2018
9518	MCHENRY COUNTY DIV. OF TRANS.	11928	2017 Road Striping	\$ 22,227.95	1/30/2018
6373	MDC ENVIRONMENTAL SERVICES INC	11918	Garbage service	\$ 150.01	12/18/2017
6371	NICOR GAS	11920		\$ 37.99	1/16/2018
6113	RUSH TRUCK CENTERS OF IL, INC.	11907	Air brake line - #1	\$ 34.96	12/17/2017
9614	VULCAN CONSTRUCTION MATERIALS,LLC	11911	Rip rap #3 (8") - Adamson Rd.	\$ 359.40	12/15/2017
6112	WEST SIDE EXCHANGE	11903	Roller sweeps - Roller	\$ 115.80	12/10/2017
				<b>\$ 25,764.95</b>	

**BILLS PAID BEFORE MEETING**

9451	BLUECROSS BLUESHIELD OF IL	11899	Health insurance - Dec.	\$ 2,807.55	12/1/2017
6552	COMCAST	11901	Phone & Internet	\$ 161.12	12/20/2017
9451	HUMANA DENTAL INSURANCE	11900	Health insurance - Dec.	\$ 277.95	12/1/2017
6552	VERIZON WIRELESS	11898	Cell phone service	\$ 114.26	12/3/2017
				<b>\$ 3,360.88</b>	
Total				<b>\$ 29,125.83</b>	

**Road Commissioner:**


Shoulder gravel was used on:

Kreutzer, Union, Hamilton, Hemmer, Field Entrances &amp; Latos' Driveway (Foster Rd.).

Grafton Township RB  
**Actual vs Budget Year to Date**  
April 2017 through March 2018

	Apr '17 - Mar 18	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>PERMANENT HARD ROAD FD REVENUES</b>			
9000 · PROPERTY TAXES	548,541.16	551,597.00	99.4%
9020 · INTEREST INCOME	1,551.48	1,000.00	155.1%
9040 · Intergovernmental Agreement	2,400.00	500.00	480.0%
9050 · MISCELLANEOUS INCOME	525.00	1,050.00	50.0%
9060 · Permits & Bonds	5,101.00	2,000.00	255.1%
9080 · GRANT INCOME	0.00	5.00	0.0%
<b>Total PERMANENT HARD ROAD FD REVENUES</b>	<b>558,118.64</b>	<b>556,152.00</b>	<b>100.4%</b>
<b>ROAD &amp; BRIDGE FUND REVENUES</b>			
6000 · PROPERTY TAXES - ROAD & BRIDGE	134,226.19	261,289.00	51.4%
6002 · MUNICIPAL SHARE	0.00	-126,315.00	0.0%
6010 · REPLACEMENT TAXES-ROAD & BRIDGE	33,404.71	40,000.00	83.5%
6020 · INTEREST INCOME	3,222.52	450.00	716.1%
6030 · RENTAL INCOME	0.00	10.00	0.0%
6040 · INTERGOVERNMENT AGREEMENT	0.00	10.00	0.0%
6050 · MISCELLANEOUS INCOME	165.00	20.00	825.0%
6060 · COURT FINES & PERMITS	656.04	800.00	82.0%
6080 · GRANT INCOME	0.00	5.00	0.0%
<b>Total ROAD &amp; BRIDGE FUND REVENUES</b>	<b>171,674.46</b>	<b>176,269.00</b>	<b>97.4%</b>
<b>ROAD &amp; BRIDGE IMRF FUND REVENUE</b>			
8000 · PROPERTY TAXES	17,993.81	18,094.00	99.4%
8020 · INTEREST INCOME	47.76	30.00	159.2%
8050 · MISCELLANEOUS INCOME	0.00	10.00	0.0%
<b>Total ROAD &amp; BRIDGE IMRF FUND REVENUE</b>	<b>18,041.57</b>	<b>18,134.00</b>	<b>99.5%</b>
<b>ROAD &amp; BRIDGE INSURANCE REVENUE</b>			
7000 · PROPERTY TAXES	23,348.78	23,478.00	99.4%
7020 · INTEREST INCOME	71.57	45.00	159.0%
7050 · MISCELLANEOUS INCOME	0.00	2,900.00	0.0%
<b>Total ROAD &amp; BRIDGE INSURANCE REVENUE</b>	<b>23,420.35</b>	<b>26,423.00</b>	<b>88.6%</b>
<b>Total Income</b>	<b>771,255.02</b>	<b>776,978.00</b>	<b>99.3%</b>
<b>Expense</b>			
<b>PERMANENT HARD ROAD EXPENDITURE</b>			
<b>COMMODITIES</b>			
9614 · MAINTENANCE SUPPLIES - ROADS	8,356.57	65,000.00	12.9%
9652 · OPERATING SUPPLIES	88.83	8,000.00	1.1%
9655 · AUTO FUEL & OIL	6,899.66	45,000.00	15.3%
9656 · SALT, CALCIUM, ICE CONTROL	13,772.33	158,000.00	8.7%
<b>Total COMMODITIES</b>	<b>29,117.39</b>	<b>276,000.00</b>	<b>10.5%</b>
<b>CONTRACT SERVICES</b>			
9514 · MAINTENANCE SERVICE ROAD	230,505.57	410,000.00	56.2%
9518 · ROAD STRIPPING	0.00	28,000.00	0.0%
9519 · Street Lights	2,297.66	5,000.00	46.0%
9520 · ROAD SIGNS & MATERIALS	256.64	30,000.00	0.9%
9532 · ENGINEERING SERVICE	3,705.00	40,000.00	9.3%
9594 · RENTALS	0.00	10,000.00	0.0%
<b>Total CONTRACT SERVICES</b>	<b>236,764.87</b>	<b>523,000.00</b>	<b>45.3%</b>

Grafton Township RB  
**Actual vs Budget Year to Date**  
April 2017 through March 2018

	<u>Apr '17 - Mar 18</u>	<u>Budget</u>	<u>% of Budget</u>
<b>OTHER EXPENDITURES</b>			
9929 · MISCELLANEOUS	3,475.00	4,500.00	77.2%
9952 · Intergovernmental Agreement	15,625.00	15,625.00	100.0%
<b>Total OTHER EXPENDITURES</b>	<b>19,100.00</b>	<b>20,125.00</b>	<b>94.9%</b>
<b>PERSONNEL</b>			
9421 · SALARIES	83,761.66	182,000.00	46.0%
9451 · Health / Life Insurance	21,985.20	55,000.00	40.0%
9461 · Social Security Contribution	6,235.57	16,000.00	39.0%
9462 · Medicare Contribution	1,458.33	6,000.00	24.3%
9472 · Uniforms	214.99	2,000.00	10.7%
9475 · Payroll Expense	798.00	1,400.00	57.0%
<b>Total PERSONNEL</b>	<b>114,453.75</b>	<b>262,400.00</b>	<b>43.6%</b>
<b>Total PERMANENT HARD ROAD EXPENDITURE</b>	<b>399,436.01</b>	<b>1,081,525.00</b>	<b>36.9%</b>
<b>ROAD &amp; BRIDGE-IMRF-EXPENDITURE</b>			
<b>PERSONNEL</b>			
8463 · RETIREMENT CONTRIBUTION	8,790.10	46,000.00	19.1%
<b>Total PERSONNEL</b>	<b>8,790.10</b>	<b>46,000.00</b>	<b>19.1%</b>
<b>Total ROAD &amp; BRIDGE-IMRF-EXPENDITURE</b>	<b>8,790.10</b>	<b>46,000.00</b>	<b>19.1%</b>
<b>ROAD &amp; BRIDGE-INS-EXPENDITURE</b>			
<b>CONTRACT SERVICE</b>			
7593 · RISK MANAGEMENT CONTRIBUTION	20,672.00	60,000.00	34.5%
<b>Total CONTRACT SERVICE</b>	<b>20,672.00</b>	<b>60,000.00</b>	<b>34.5%</b>
<b>PERSONNEL</b>			
7453 · UNEMPLOYMENT INSURANCE	15.34	10,000.00	0.2%
<b>Total PERSONNEL</b>	<b>15.34</b>	<b>10,000.00</b>	<b>0.2%</b>
<b>Total ROAD &amp; BRIDGE-INS-EXPENDITURE</b>	<b>20,687.34</b>	<b>70,000.00</b>	<b>29.6%</b>
<b>ROAD &amp; BRIDGE FUND EXPENDITURES</b>			
<b>ADMINISTRATION</b>			
<b>CAPITAL OUTLAY</b>			
6831 · EQUIPMENT	0.00	5,000.00	0.0%
<b>Total CAPITAL OUTLAY</b>	<b>0.00</b>	<b>5,000.00</b>	<b>0.0%</b>
<b>COMMODITIES</b>			
6651 · OFFICE SUPPLIES	361.52	800.00	45.2%
<b>Total COMMODITIES</b>	<b>361.52</b>	<b>800.00</b>	<b>45.2%</b>



Grafton Township RB  
**Actual vs Budget Year to Date**  
April 2017 through March 2018

	Apr '17 - Mar 18	Budget	% of Budget
<b>CONTRACTED SERVICES</b>			
6512 · MAINTENANCE EQUIPMENT	329.99	1,000.00	33.0%
6531 · ACCOUNTING SERVICE	3,000.00	14,000.00	21.4%
6533 · LEGAL SERVICE	790.50	30,000.00	2.6%
6551 · POSTAGE	147.00	400.00	36.8%
6552 · TELEPHONE	2,198.53	5,000.00	44.0%
6553 · PUBLISHING	59.20	1,500.00	3.9%
6554 · PRINTING	0.00	200.00	0.0%
6561 · DUES AND SUBSCRIPTIONS	75.00	300.00	25.0%
6562 · TRAVEL & MEETING EXPENSE	485.10	6,000.00	8.1%
6563 · EDUCATION & TRAINING	0.00	1,000.00	0.0%
<b>Total CONTRACTED SERVICES</b>	<b>7,085.32</b>	<b>59,400.00</b>	<b>11.9%</b>
<b>OTHER EXPENDITURES</b>			
6914 · MUNICIPAL REPLACEMENT	0.00	8,500.00	0.0%
6929 · MISCELLANEOUS	0.00	8,000.00	0.0%
<b>Total OTHER EXPENDITURES</b>	<b>0.00</b>	<b>16,500.00</b>	<b>0.0%</b>
<b>PERSONNEL</b>			
6421 · SALARIES	16,812.00	27,000.00	62.3%
<b>Total PERSONNEL</b>	<b>16,812.00</b>	<b>27,000.00</b>	<b>62.3%</b>
<b>Total ADMINISTRATION</b>	<b>24,258.84</b>	<b>108,700.00</b>	<b>22.3%</b>
<b>MAINTENANCE</b>			
<b>CAPITAL OUTLAY</b>			
6820 · CAPITAL ASSET OUTLAY	1,100.00	100,000.00	1.1%
6833 · OTHER IMPROVEMENTS	0.00	160,000.00	0.0%
<b>Total CAPITAL OUTLAY</b>	<b>1,100.00</b>	<b>260,000.00</b>	<b>0.4%</b>
<b>COMMODITIES</b>			
6111 · MAINTENANCE SUPPLY - BUILDING	181.44	12,000.00	1.5%
6112 · MAINTENANCE SUPPLY - EQUIPM...	3,652.87	14,000.00	26.1%
6113 · MAINTENANCE SUPPLY - VEHICL...	3,583.88	14,000.00	25.6%
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	629.18	4,000.00	15.7%
6123 · SMALL TOOLS	197.40	6,000.00	3.3%
<b>Total COMMODITIES</b>	<b>8,244.77</b>	<b>55,200.00</b>	<b>14.9%</b>
<b>CONTRACT SERVICES</b>			
6311 · MAINTENANCE SERVICE - BUILDI...	74.50	10,000.00	0.7%
6312 · MAINTENANCE SERVICE - EQUIP...	0.00	15,000.00	0.0%
6313 · MAINTENANCE SERVICE - VEHIC...	12,772.23	15,000.00	85.1%
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	10,000.00	0.0%
6371 · UTILITIES	1,172.42	9,000.00	13.0%
6373 · GARBAGE DISPOSAL	1,075.02	6,000.00	17.9%
6394 · RENTALS	0.00	500.00	0.0%
<b>Total CONTRACT SERVICES</b>	<b>15,094.17</b>	<b>80,700.00</b>	<b>18.7%</b>



12/12/17  
Cash Basis

Grafton Township RB  
**Actual vs Budget Year to Date**  
April 2017 through March 2018

	<u>Apr '17 - Mar 18</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	<u>0.00</u>	<u>5,000.00</u>	<u>0.0%</u>
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>24,438.94</u>	<u>411,400.00</u>	<u>5.9%</u>
Total ROAD & BRIDGE FUND EXPENDITURES	<u>48,697.78</u>	<u>520,100.00</u>	<u>9.4%</u>
6391 · R&B - CONTINGENCIES	<u>0.00</u>	<u>23,000.00</u>	<u>0.0%</u>
9917 · PHR - CONTINGENCIES	<u>0.00</u>	<u>51,500.00</u>	<u>0.0%</u>
Total Expense	<u>477,611.23</u>	<u>1,792,125.00</u>	<u>26.7%</u>
Net Ordinary Income	<u>293,643.79</u>	<u>-1,015,147.00</u>	<u>-28.9%</u>
Net Income	<u><b>293,643.79</b></u>	<u><b>-1,015,147.00</b></u>	<u><b>-28.9%</b></u>

**American Community Bank**  
**Road District**  
**Bank Accounts**

---

<b>RB General Checking</b>	<b>159</b>
<b>Money Market</b>	<b>001</b>

1:06 PM  
12/01/17

159  
**Grafton Township RB**  
**Reconciliation Summary**  
103 · R&B General Amer. Comm. (new), Period Ending 11/30/2017

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	Nov 30, 17
Beginning Balance	764,673.71
Cleared Transactions	
Checks and Payments - 24 items	-253,660.00
Deposits and Credits - 12 items	4,838.28
Total Cleared Transactions	-248,821.72
Cleared Balance	515,851.99
Uncleared Transactions	
Checks and Payments - 6 items	-3,545.15
Total Uncleared Transactions	-3,545.15
Register Balance as of 11/30/2017	512,306.84
Ending Balance	512,306.84

1:01 PM  
12/01/17

001  
**Grafton Township RB**  
**Reconciliation Summary**  
501 · R & B Money Market - Amer Com, Period Ending 11/30/2017

---

	Nov 30, 17
Beginning Balance	549,831.90
Cleared Transactions	
Deposits and Credits - 1 item	316.34
Total Cleared Transactions	316.34
Cleared Balance	550,148.24
Register Balance as of 11/30/2017	550,148.24
Ending Balance	550,148.24

**OLD  
BUSINESS**

## Schedule of Grafton Township Meetings

The following is the schedule of Grafton Township Board Meetings for the 2018 calendar year:

**Monday, January 15, 2018**

**Monday, February 19, 2018**

**Monday, March 19, 2018**

**Monday, April 16, 2018**

**Monday, May 21, 2018**

**Monday, June 18, 2018**

**Monday, July 16, 2018**

**Monday, August 20, 2018**

**Monday, September 17, 2018**

**Monday, October 15, 2018**

**Monday, November 19, 2018**

**Monday, December 17, 2018**

**All meetings will start at 7:30 p.m. and will be held at:**

**Grafton Township Offices**

**10109 Vine Street**

**Huntley, IL 60142**





**Grafton Township Assessor  
10109 Vine Street, Unit C  
Huntley, IL 60142**

November 21, 2017

**Assessor's budget for the fiscal year beginning April 1, 2018 and ending March 31, 2019  
pursuant to 35 ILCS 200/2-30.**

Highlights

- This budget was built from the bottom-up with the input and full support of the Assessor's Office staff, i.e., we did not start with predetermined numbers and work backward.
- This budget was built looking toward the future and considering the expanding needs of Grafton Township.
- The township has a much more highly-qualified staff than it had on January 1, 2014. The staff includes three Deputies with advanced CIAO designations and one Deputy with an Illinois Certified General Appraiser certification and an advanced CIAO designation.

Executive Summary

- The FY2018-2019 Assessor's budget is well below (~33%) the FY2012-13 and FY 2013-14 budgets.
- This budget is only marginally above the FY2015-16 and FY2014-15 approved budgets yet provides significant enhancements in assessment accuracy and personnel qualifications.
- The budget is neutral relative to FY2017-18 if the Board approves the recommended 1/1/2018 transition plan.
- It represents the resources needed to accurately assess in the first year of a general assessment period (2019).
- It maintains and advances the significant increases already made in productivity, accuracy and professionalism.
- Reductions will likely cause the Assessor's Office to be incapable of fulfilling its statutory requirements.

Individual budget category contributions are allocated as follows.

Total Capital Investment	\$ 1,750	0.4%
Total Direct Fixed	\$ 51,510	12.5%
Total G&A Fixed	<u>\$329,662</u>	<u>87.1%</u>
	\$386,922	100.0%

Major individual account contributors (more than 2% of the total) to the budget are as follows.

Software	\$26,010	6.7%
Salaries	\$242,918	62.8%
FICA/Medicare/Taxes	\$ 18,950	4.6%
IMRF	\$ 21,231	5.2%
Health Insurance	\$ 46,562	18.2%

Discussion of Budget Allocation

Fixed costs, specifically Direct Fixed and G&A Fixed, constitute the entire budget. Therefore, regardless of the level of operation within the Assessor's Office, no economies of scale can be expected.

Capital Investment

This category equates to once per term costs because it deals with infrastructure. In this case, it is replacement of the solid-state hard drives (SSDs) for the office's workstations. The life span of SSDs is based on total read/write operations. Although the drives might have reliably lasted somewhat longer, leaving the drives on 24/7/365 and performing nightly cloud backups mandates their replacement in early 2018.

Direct Fixed

Software at \$26,010 is the largest contributor in this category. Roughly a third of that amount is consumed by a mandatory item: renewal of the Visual PAMS Pro license estimated to be \$9,000.

A significant expense delayed until this budget cycle is the conversion to PAMS's SQL database. Grafton's parcels have grown to where the current database format is severely over-worked. McHenry Township has been using the SQL database given their parcel count and Grafton has grown to where conversion is not only suggested but strongly recommended based on performance, database integrity as well as backup security and reliability issues.

The CoStar commercial database remains another mandatory item given Grafton's significant commercial property EAV. Implementation of formalized MLS usage for Grafton's residential properties (~ 96% of Grafton's EAV) is necessary to finally offset the Assessor's and one Deputy's use of their personal MLS accounts for township research.

#### G&A Fixed

Salaries consume the majority of the budget: \$242,918. That amount is based on the long-standing policy of pay-for-certification. It also assumes the Board's acceptance of the Assessor's recommendation for the 2018 transition in the event the township requires a contract assessor for 2018 through 2021.

Although the office had seven Deputies prior to 2014, the Assessor believes the current four Deputies are adequate given their higher CIAO designations coupled with the presence of one Certified General Appraiser/CIAO. Grafton's more highly-qualified and competent staff at a lower cost is a wonderful and applicable definition of success.

A year-to year budget comparison is shown to the right.

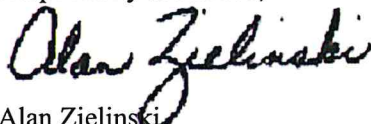
The Assessor's Office salary structure allows appropriate increases when Deputies achieve higher CIAO designations. This pay-for-certification approach benefits Grafton's property taxpayers via more highly-trained Deputies and motivates Deputies to continue enhancement of their valuation skills. No Deputies are expected to achieve additional advanced certifications in the foreseeable future. Therefore, no additional pay-for-certification increases beyond FY2018-19 are anticipated for several years due to IPAI's experience requirements.

In closing, the above phrase "the current four Deputies" cannot be adequately emphasized because Grafton Township has made a substantial investment in their training especially in the area of regression analysis. As more townships evolve to regression analysis for their assessments, these Deputies' skill sets and experience will be at even higher premiums. Therefore, Deputy retention should remain a major focus of Grafton Township.

We look forward to discussing any questions or concerns you might have during our upcoming meetings with you at your convenience.

Thank you for your time, consideration and approval of this budget as submitted.

Respectfully submitted,



Alan Zielinski  
Grafton Township Assessor

		2018-2019	2017-2018
		Submitted	Approved
	<i>Capital Costs</i>		
1854	Equipment	\$1,750	\$0
	Total Capital Investment	\$1,750	\$0
	<i>Direct Fixed Costs</i>		
1751	Copier Lease & Maintenance	\$4,200	\$4,200
1752	Telephone & Internet	\$6,300	\$4,500
1753	Legal Fees	\$6,000	\$0
1755	Postage	\$250	\$250
1756	Software	\$26,010	\$13,400
1757	Publishing and Presentations	\$600	\$600
1758	Printing	\$500	\$500
1759	Dues	\$750	\$750
1760	Travel	\$2,400	\$1,000
1761	Training	\$4,000	\$2,000
1762	Publications and Subscriptions	\$300	\$300
1851	Office Supplies	\$2,700	\$2,100
1939	Miscellaneous	\$1,500	\$1,000
	Total Direct Fixed	\$55,510	\$30,600
	<i>G &amp; A Fixed Costs</i>		
1240	Salaries	\$242,918	\$215,000
1241	IMRF	\$18,950	\$18,791
1242	FICA/Medicare/Taxes	\$21,231	\$16,448
1243	Health Insurance	\$46,562	\$47,000
	Total G&A Fixed	\$329,662	\$297,239
	<b>Total Assessor</b>	<b>\$386,922</b>	<b>\$327,839</b>



**Grafton Township Assessor's Office Pro Forma Monthly Cash Flow Statement**  
**For the fiscal year beginning April 1, 2018 and ending March 31, 2019, pursuant to 35 ILCS 200/2-30.**

Account		Apr./2018	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan./2019	Feb.	Mar.
<b>Capital Costs</b>													
1854 Equipment		\$1,750	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<i>Total Capital Investment</i>	\$1,750	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Direct Fixed Costs</b>													
1751 Copier Lease & Maintenance		\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350
1752 Telephone & Internet		\$525	\$525	\$525	\$525	\$525	\$525	\$525	\$525	\$525	\$525	\$525	\$525
1753 Legal Fees		\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500
1755 Postage		\$50	\$0	\$0	\$0	\$0	\$0	\$50	\$0	\$0	\$50	\$0	\$50
1756 Software		\$0	\$10,100	\$1,330	\$9,850	\$1,100	\$200	\$0	\$1,680	\$450	\$0	\$1,100	\$200
1757 Publishing and Presentations		\$0	\$0	\$0	\$0	\$0	\$200	\$200	\$200	\$0	\$0	\$0	\$0
1758 Printing		\$0	\$0	\$0	\$0	\$0	\$250	\$250	\$0	\$0	\$0	\$0	\$0
1759 Dues		\$300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300	\$150
1760 Travel		\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200
1761 Training		\$0	\$0	\$0	\$800	\$1,200	\$800	\$1,200	\$0	\$0	\$0	\$0	\$0
1762 Publications and Subscriptions		\$0	\$0	\$100	\$0	\$0	\$0	\$0	\$100	\$0	\$0	\$0	\$100
1851 Office Supplies		\$225	\$225	\$225	\$225	\$225	\$225	\$225	\$225	\$225	\$225	\$225	\$225
1939 Miscellaneous		\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125
	<i>Total Direct Fixed</i>	\$2,275	\$12,025	\$3,355	\$12,625	\$4,225	\$3,375	\$3,625	\$3,905	\$2,375	\$1,975	\$3,325	\$2,425
<b>G &amp; A Fixed Costs</b>													
1240 Salaries		\$20,243	\$20,243	\$20,243	\$20,243	\$20,243	\$20,243	\$20,243	\$20,243	\$20,243	\$20,243	\$20,243	\$20,243
1242 FICA/Medicare/Taxes		\$1,549	\$1,549	\$1,671	\$1,671	\$1,671	\$1,549	\$1,549	\$1,549	\$1,549	\$1,549	\$1,549	\$1,549
1241 IMRF		\$1,769	\$1,769	\$1,769	\$1,769	\$1,769	\$1,769	\$1,769	\$1,769	\$1,769	\$1,769	\$1,769	\$1,769
1243 Health Insurance		\$3,755	\$3,755	\$3,755	\$3,755	\$3,755	\$3,755	\$3,755	\$3,755	\$4,131	\$4,131	\$4,131	\$4,131
	<i>Total G&amp;A Fixed</i>	\$27,316	\$27,316	\$27,438	\$27,438	\$27,438	\$27,316	\$27,316	\$27,316	\$27,692	\$27,692	\$27,692	\$27,692
	<b>Total Assessor</b>	\$31,341	\$39,341	\$30,793	\$40,063	\$31,663	\$30,691	\$30,941	\$31,221	\$30,067	\$29,667	\$31,017	\$30,117

**Notes & Assumptions:**

Some differences occur due to rounding.

Grafton Township Assessor's Office Pro Forma Monthly Use of Funds Statement: Safety & Capital Improvement Investment  
Fiscal Year 2018-2019

Account	Total Year	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.
1854 Replacement SSD hard drives (7 @ \$250)	\$1,750	\$1,750		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Capital Investment</b>	<b>\$1,750</b>	<b>\$1,750</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Notes & Assumptions:**

Some differences occur due to rounding.

**Grafton Township Assessor's Office Pro Forma Monthly Use of Funds Statement: Software Expense**  
**Fiscal Year 2018-2019**

	Total Year	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.
PAMS mass appraisal software	\$18,850	\$0	\$9,000	\$0	\$9,850	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Microsoft SQL server	\$1,330	\$0	\$0	\$1,330	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CoStar commercial database: 1 seat	\$4,400	\$0	\$1,100	\$0	\$0	\$1,100	\$0	\$0	\$1,100	\$0	\$0	\$1,100	\$0
MLS residential database: 2 seats	\$980	\$0	\$0	\$0	\$0	\$0	\$200	\$0	\$580	\$0	\$0	\$0	\$200
Lynda.com in-house training	\$450	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$450	\$0	\$0	\$0
<b>Total Software Expense</b>	<b>\$26,010</b>	<b>\$0</b>	<b>\$10,100</b>	<b>\$1,330</b>	<b>\$9,850</b>	<b>\$1,100</b>	<b>\$200</b>	<b>\$0</b>	<b>\$1,680</b>	<b>\$450</b>	<b>\$0</b>	<b>\$1,100</b>	<b>\$200</b>

**Notes & Assumptions:**

The July PAMS charge is for the conversion from the current database to a more robust, reliable and faster SQL format (see attached quotation).

The June Microsoft SQL purchase is required to accommodate the PAMS SQL database upgrade and includes an estimate for installation.

September and March MLS charges are for one seat of MLS access charges.

November MLS charge is for one annual Realtor membership dues

MLS analysis is the only reliable approach to enhance assessment accuracy regarding finished basements

Some differences occur due to rounding.



**Grafton Township Assessor's Office Pro Forma Monthly Use of Funds Statement: Training Investment**  
**Fiscal Year 2018-2019**

<b>Position</b>	<b>Total Year</b>	<b>Apr.</b>	<b>May</b>	<b>Jun.</b>	<b>Jul.</b>	<b>Aug.</b>	<b>Sep.</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec.</b>	<b>Jan.</b>	<b>Feb.</b>	<b>Mar.</b>
Deputy: Burke	\$800	\$0	\$0	\$0	\$0	\$400	\$0	\$400	\$0	\$0	\$0	\$0	\$0
Deputy: Knutson	\$800	\$0	\$0	\$0	\$0	\$400	\$0	\$400	\$0	\$0	\$0	\$0	\$0
Deputy: Roldan	\$800	\$0	\$0	\$0	\$0	\$400	\$0	\$400	\$0	\$0	\$0	\$0	\$0
Appraiser: Kincaid	\$800	\$0	\$0	\$0	\$400	\$0	\$400	\$0	\$0	\$0	\$0	\$0	\$0
Assessor: Zielinski	\$800	\$0	0	\$0	\$400	\$0	\$400	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Training Investment</b>	<b>\$4,000</b>	\$0	\$0	\$0	\$800	\$1,200	\$800	\$1,200	\$0	\$0	\$0	\$0	\$0

**Notes & Assumptions:**

Training is mandatory per 35 ILCS 200/4-10 and the Illinois Property Assessment Institute:  
*"Effective January 1, 2011, all recipients of the Certified Illinois Assessing Officer (CIAO) or CIAO/A designation will be required to complete continuing education (CE) to maintain the designation."*

Assessor's training is higher due to the lack of any funding For Kincaid and Zielinski in FY 2015-16, FY 2016-17 and FY 2017-18.

Some differences occur due to rounding.

**Grafton Township Assessor's Office Pro Forma Monthly Use of Funds Statement: Personnel, Salary and Benefit Expense**  
**Fiscal Year 2018-2019**

<b>Position</b>	<b>Total Year</b>	<b>Apr.</b>	<b>May</b>	<b>Jun.</b>	<b>Jul.</b>	<b>Aug.</b>	<b>Sep.</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec.</b>	<b>Jan.</b>	<b>Feb.</b>	<b>Mar.</b>
Deputy: Burke (CIAO-S)	\$58,126	\$4,844	\$4,844	\$4,844	\$4,844	\$4,844	\$4,844	\$4,844	\$4,844	\$4,844	\$4,844	\$4,844	\$4,844
Deputy: Knutson (CIAO-I)	\$51,667	\$4,306	\$4,306	\$4,306	\$4,306	\$4,306	\$4,306	\$4,306	\$4,306	\$4,306	\$4,306	\$4,306	\$4,306
Deputy: Roldan (CIAO-S)	\$58,126	\$4,844	\$4,844	\$4,844	\$4,844	\$4,844	\$4,844	\$4,844	\$4,844	\$4,844	\$4,844	\$4,844	\$4,844
Appraiser: Kinzel (Cert. Gen.)	\$75,000	\$6,250	\$6,250	\$6,250	\$6,250	\$6,250	\$6,250	\$6,250	\$6,250	\$6,250	\$6,250	\$6,250	\$6,250
<b>Total Full-Time Salary</b>	<b>\$242,918</b>	<b>\$20,243</b>	<b>\$20,243</b>	<b>\$20,243</b>	<b>\$20,243</b>	<b>\$20,243</b>	<b>\$20,243</b>	<b>\$20,243</b>	<b>\$20,243</b>	<b>\$20,243</b>	<b>\$20,243</b>	<b>\$20,243</b>	<b>\$20,243</b>
<b>Part-Time (no benefits)</b>													
Field Person #1	\$2,400	\$0	\$0	\$800	\$800	\$800	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Field Person #2	\$2,400	\$0	\$0	\$800	\$800	\$800	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Part-Time Salary</b>	<b>\$4,800</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,600</b>	<b>\$1,600</b>	<b>\$1,600</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Salary</b>	<b>\$247,718</b>	<b>\$20,243</b>	<b>\$20,243</b>	<b>\$21,843</b>	<b>\$21,843</b>	<b>\$21,843</b>	<b>\$20,243</b>	<b>\$20,243</b>	<b>\$20,243</b>	<b>\$20,243</b>	<b>\$20,243</b>	<b>\$20,243</b>	<b>\$20,243</b>
<b>Benefits &amp; Taxes</b>													
Misc. payroll taxes	\$18,950	\$1,549	\$1,549	\$1,671	\$1,671	\$1,671	\$1,549	\$1,549	\$1,549	\$1,549	\$1,549	\$1,549	\$1,549
IMRF contribution	\$21,231	\$1,769	\$1,769	\$1,769	\$1,769	\$1,769	\$1,769	\$1,769	\$1,769	\$1,769	\$1,769	\$1,769	\$1,769
Employee healthcare	\$46,562	\$3,755	\$3,755	\$3,755	\$3,755	\$3,755	\$3,755	\$3,755	\$3,755	\$4,131	\$4,131	\$4,131	\$4,131
<b>Total taxes &amp; benefits</b>	<b>\$86,744</b>	<b>\$7,073</b>	<b>\$7,073</b>	<b>\$7,195</b>	<b>\$7,195</b>	<b>\$7,195</b>	<b>\$7,073</b>	<b>\$7,073</b>	<b>\$7,073</b>	<b>\$7,448</b>	<b>\$7,448</b>	<b>\$7,448</b>	<b>\$7,448</b>
<b>Total Personnel Expense</b>	<b>\$334,462</b>	<b>\$27,316</b>	<b>\$27,316</b>	<b>\$29,038</b>	<b>\$29,038</b>	<b>\$29,038</b>	<b>\$27,316</b>	<b>\$27,316</b>	<b>\$27,316</b>	<b>\$27,692</b>	<b>\$27,692</b>	<b>\$27,692</b>	<b>\$27,692</b>

**Notes & Assumptions:**

No Deputies are expected to attain higher designations during this fiscal year.  
Social Security taxes are based on 6.2% of salary, Medicare taxes are based on 1.45% of salary and IMRF costs are based on 8.74% of salary.  
Healthcare benefits are at the current rates through 11/18 and projected at 110% thereafter.  
Marty Kinzel assumes the position of contract Township Assessor on 1/1/18 and provides daily oversight of the office in addition to complex valuations.  
Part-time personnel are required to comply with the property viewing required by 35 ILCS 200/9-155.

Salary amounts are higher due to rounding to whole dollars.

# **SUPERVISOR'S REPORT**

# System Activity Report

[11/1/2017 - 11/30/2017] Report Date: 12/14/2017

## General Assistance

Grants (New Clients) :	0	
Grants (Previous Clients) :	0	
In-Process :	1	
Denials :	1	
Sanctions :	1	
Terminations :	0	
	<hr/>	
	3	\$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 :	1	\$600.00
In-Process :	0	
Denials :	0	
	<hr/>	
	1	\$600.00
Grand Totals:	4	\$600.00