

## NOTICE AND AGENDA

### GRAFTON TOWNSHIP REGULAR BOARD MEETING

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

*MONDAY, March 15, 2021*

NOTICE IS HEREBY GIVEN that the Regular Township Board Meeting of the Grafton Township Board, McHenry County, Illinois will be held on Monday, March 15, 2021 @ 7:30 p.m. **Due to the Corona Virus, this meeting will be held remotely via Webex software program. Please see Grafton Township Website ([www.Graftontownship.us](http://www.Graftontownship.us)) for invitation code to participate.**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Regular Business
  - A. Approval of Minutes Township Regular Board Meeting, February 15, 2021
  - 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. Old Business
  - A. Discussion and possible action 2021-2022 Town Fund Budget
  - B. Discussion and possible action regarding 2020-2021 Township Audit
  - C. Discussion and possible action regarding 2021 Annual Town Meeting
9. New Business
  - A. Discussion and possible action regarding 2021-2022 Road District Budget
  - B. Discussion and possible action regarding funds transfer to the Assessor Budget for Software
  - C. Discussion and possible action regarding replacement copier/printer for Assessor office
10. 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.
11. Discussion and potential action of items as discussed during Executive Session
12. Committee and Officer Reports
  - Supervisor
  - Trustee
  - Facilities Update Committee
  - Assessor
  - Road District
  - Clerk
13. Adjournment

Dated and Posted by Township Clerk Kathleen Watson  
March 11, 2021

# **DRAFT MINUTES**

**GRAFTON TOWNSHIP REGULAR BOARD MEETING MINUTES**  
Grafton Township, McHenry County, Illinois  
Grafton Township Office, 10109 Vine Street, Huntley, IL 60142

*MONDAY, February 15, 2021*

The Regular Township Board Meeting of the Grafton Township Board, McHenry County, Illinois was held on Monday, February 15, 2021. Due to the Corona Virus Pandemic, this meeting was remotely via web access due to Covid 19 pandemic and governmental mandates.

1. **Call to Order** -7:30np.m.
2. **Roll Call**– Board Present: Supervisor Ruth; Trustee: Cooper, Cratty, Welch and Ziller; Assessor Zielinski, and Clerk Watson. Road Commissioner Poznanski was absent. This meeting was recorded.
3. **Pledge of Allegiance** was said.
4. **A motion was made by Trustee Welch, 2<sup>nd</sup> by Trustee Cratty to Approve the Agenda as presented.** Roll call vote taken, all ayes noted, motion carried.
5. **Regular Business**
  - A. **Approval of Minutes**

A motion was made by Trustee Ziller, 2<sup>nd</sup> by Supervisor , to approve the January 18, 2021 Grafton Township Meeting minutes. Roll call vote taken, all ayes noted, motion carried.
  - B. **Audit and payment of unpaid bills/Warrant check detail for Town Fund**
    1. Supervisor Ruth presented an additional bill for payment, PO #3726, Line Item 1512, in the amount of One Hundred Ninety-Five and 00/100 Dollars (\$195.00).
    2. A motion was made by Trustee Cooper to approve the audit and payment of unpaid bills/Warrant check detail for the Town Fund. There was no second. Motion failed.
    3. A discussion ensued regarding clarification of PO #20821, Training, in the amount of Seven Hundred Forty and 00/100 (\$740.00).
    4. **A motion was made by Trustee Cooper, 2<sup>nd</sup> by Trustee Cratty, to approve the audit and payment of unpaid bills/Warrant check detail for the Town Fund.** Roll call vote taken: Trustee Cooper-Yes; Trustee Cratty-Yes; Trustee Welch-No; Trustee Ziller-Yes; Supervisor Ruth-Yes. Motion carried.
  - C. **Audit and payment of unpaid bills/warrant check detail Road District**

A motion was made by Trustee Ziller, 2<sup>nd</sup> by Trustee Cratty to approve the audit and payment of unpaid bills/warrant check detail Road District. Roll call vote taken, all ayes, noted, motion carried.

6. **Public Comment -**  
Resident John Mueller had public comments regarding the following:
  - A. Assessors Zielinski's election data.
  - B. Assessor Zielinski's Campaign web site.
  - C. Relationship between Assessor Zielinski and Lakewood Attorney.
7. **Board Response to Public Comment -**  
The Board thanked Resident Mueller for educating the residents of Grafton with his time and efforts.
8. **Old Business - Discussion and possible action 2021-2022 Town Fund Budget**  
A discussion ensued by no action was taken.
9. **New Business -**
  - a. **Discussion and possible action regarding 2021 Township Audit**  
No action was taken.
  - b. **Discussion and possible action regarding 2021 Annual Town Meeting**  
A discussion ensued regarding meeting locations but no action was taken
10. **Executive Session - None**
11. **Discussion and potential actions of items as discussed during Executive Session-NONE**
12. **Committee and Officer Reports**  
**SUPERVISOR REPORT -**  
Supervisor Ruth reminded all Board Members to submit their Statement of Economic Interest.  
  
TRUSTEES-None  
ASSESSOR -None  
ROAD COMMISSIONER- None  
CLERK-None
13. **ADJOURMENT**  
Being no further business, a **motion was made by Trustee Ziller, 2<sup>nd</sup> by Trustee Cooper to adjourn the Regular Board Meeting.** Voice vote taken, all ayes noted, motion carried. The Regular Board meeting adjourned @ 8:32 p.m.

Respectfully submitted,  
Kathleen M. Watson, Grafton Township Clerk



# **TOWN FUND FINANCIALS**

12:02 PM  
03/03/21  
Cash Basis

**GRAFTON TOWNSHIP**  
**TF Warrant Detail Report**  
**February 23 through March 3, 2021**

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Date	Num	Name	Memo	Paid Amount
101 · CHECKING -American Community				
02/23/2021	24748	BLUECROSS BLUESHIEL...	PO 3729 20955	-3,992.91
02/23/2021	24749	ComCast	PO 3727 20953	-346.66
02/23/2021	24750	Humana Health Plan Inc.	PO 3728 20954	-321.17
Total 101 · CHECKING -American Community				-4,660.74
<b>TOTAL</b>				<b>-4,660.74</b>

# GRAFTON TOWNSHIP

## Unpaid Bills Detail

### All Transactions

Date	Num	Memo	Split	Amount
<b>Cardmember Service</b>				
03/08/2021		PO 3739	1512 · MAINTENANC...	446.59
03/08/2021		PO 20961	1939 · MISCELLANE...	419.97
Total Cardmember Service				866.56
<b>Cash</b>				
03/08/2021		PO 3736	1551 · POSTAGE	177.35
Total Cash				177.35
<b>CoStar Realty Information, Inc.</b>				
03/08/2021	1127002...	PO 20957	1756 · SOFTWARE	1,160.31
Total CoStar Realty Information, Inc.				1,160.31
<b>Entre Computer Solution</b>				
03/10/2021	00138627	PO 3740	1512 · MAINTENANC...	157.50
Total Entre Computer Solution				157.50
<b>Gottmoller &amp; Associates</b>				
03/08/2021	4156	PO 3738	1533 · LEGAL SERVI...	154.00
Total Gottmoller & Associates				154.00
<b>HINCKLEY SPRINGS WATER CO</b>				
03/08/2021	1842529...	PO 3734	1651 · OFFICE SUP...	8.37
Total HINCKLEY SPRINGS WATER CO				8.37
<b>Illinois Assessors Association</b>				
03/08/2021		PO 20959	1759 · DUES	50.00
Total Illinois Assessors Association				50.00
<b>Illinois Property Assessment Inst.</b>				
03/08/2021	224215	PO 20956	1761 · TRAINING	740.00
Total Illinois Property Assessment Inst.				740.00
<b>Jensen's Plumbing &amp; Heating</b>				
03/08/2021	111002	PO 3735	1511 · MAINTENANC...	244.90
Total Jensen's Plumbing & Heating				244.90
<b>Leading IT</b>				
03/08/2021	30572WB	PO 3732	1512 · MAINTENANC...	424.00
Total Leading IT				424.00
<b>MDC Environmental Services, Inc.</b>				
03/08/2021	20276888	PO 3731	1511 · MAINTENANC...	62.57
Total MDC Environmental Services, Inc.				62.57
<b>NICOR GAS</b>				
03/08/2021		PO 3733	1571 · UTILITIES	219.86
Total NICOR GAS				219.86
<b>Ready Refresh by Nestle</b>				
03/08/2021		PO 20958	1751 · MAINTENANC...	104.00
Total Ready Refresh by Nestle				104.00
<b>Warehouse Direct, Inc.</b>				
03/08/2021		PO 3730	1651 · OFFICE SUP...	165.00
03/08/2021		PO 20960	1851 · OFFICE SUP...	19.06
Total Warehouse Direct, Inc.				184.06
<b>ZIEGLER'S ACE HARDWARE</b>				

9:32 AM

03/10/21

## GRAFTON TOWNSHIP

### Unpaid Bills Detail

#### All Transactions

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<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
03/08/2021	084963/B	PO 3737	1511 · MAINTENANC...	16.57
Total ZIEGLER'S ACE HARDWARE				16.57
TOTAL				<u><u>4,570.05</u></u>



03/10/21

**GRAFTON TOWNSHIP**  
**Year to date actual vs budget**  
**April 2020 through March 2021**

	Apr '20 - Mar 21	Budget	% of Budget
Ordinary Income/Expense			
Income			
CORPORATE FUND REVENUE			
1000 · PROPERTY TAXES	0.00	0.00	0.0%
1010 · REPLACEMENT TAXES	27,724.66	20,000.00	138.6%
1020 · INTEREST INCOME	1,491.06	7,500.00	19.9%
1040 · IGA ROAD COM SALARY	15,625.00	15,625.00	100.0%
1055 · MISCELLANEOUS INCOME	1,785.98	500.00	357.2%
Total CORPORATE FUND REVENUE	46,626.70	43,625.00	106.9%
CORPORATE INSURANCE FUND REV			
2000 · PROPERTY TAXES	17,747.11	18,000.00	98.6%
Total CORPORATE INSURANCE FUND REV	17,747.11	18,000.00	98.6%
GENERAL ASSISTANCE FUND REVENUE			
5000 · PROPERTY TAXES	32,528.43	33,000.00	98.6%
5020 · INTEREST INCOME	83.79	400.00	20.9%
Total GENERAL ASSISTANCE FUND REVENUE	32,612.22	33,400.00	97.6%
Total Income	96,986.03	95,025.00	102.1%
Gross Profit	96,986.03	95,025.00	102.1%
Expense			
GENERAL ASSISTANCE FUND			
ADMINISTRATION			
CONTRACTUAL SERVICES			
5512 · MAINTENANCE SERVICE - EQUIPMENT	600.00	2,000.00	30.0%
5534 · ACCOUNTING SERVICES	2,025.00	3,000.00	67.5%
5549 · OTHER PROFESSIONAL SERVICE	0.00	1,000.00	0.0%
5551 · POSTAGE	0.00	250.00	0.0%
5552 · TELEPHONE	0.00	1,000.00	0.0%
5554 · PRINTING	0.00	1,000.00	0.0%
5556 · TRAINING	25.00	500.00	5.0%
5571 · UTILITIES	0.00	1,000.00	0.0%
Total CONTRACTUAL SERVICES	2,650.00	9,750.00	27.2%
OPERATING EXPENSES			
5611 · MAINTENANCE SUPPLIES - BUILDING	0.00	500.00	0.0%
5651 · OFFICE SUPPLIES	0.00	1,000.00	0.0%
Total OPERATING EXPENSES	0.00	1,500.00	0.0%
PERSONNEL			
5421 · SALARIES	3,753.60	5,000.00	75.1%
5451 · HEALTH INSURANCE	0.00	7,500.00	0.0%
Total PERSONNEL	3,753.60	12,500.00	30.0%
Total ADMINISTRATION	6,403.60	23,750.00	27.0%
HOME RELIEF			
COMMODITIES			
5781 · FOOD	0.00	1,000.00	0.0%
5782 · PERSONAL INCIDENTALS	0.00	1,000.00	0.0%
5783 · HOUSEHOLD INCIDENTALS	0.00	1,000.00	0.0%
5784 · FLAT GRANT	0.00	1,000.00	0.0%
5785 · DRUGS	0.00	1,000.00	0.0%
5786 · FUEL	0.00	1,000.00	0.0%
5790 · Catastrophic Deduction	0.00	7,905.30	0.0%
Total COMMODITIES	0.00	13,905.30	0.0%

**GRAFTON TOWNSHIP**  
**Year to date actual vs budget**  
**April 2020 through March 2021**

	Apr '20 - Mar 21	Budget	% of Budget
<b>CONTRACTUAL SERVICES</b>			
5805 · TRANSPORTATION ASSISTANCE	0.00	2,500.00	0.0%
5885 · OTHER MEDICAL SERVICE INSURANCE	2,650.00	7,000.00	37.9%
5887 · SHELTER	3,219.00	35,000.00	9.2%
5888 · UTILITY PAYMENTS	557.30	30,665.70	1.8%
<b>Total CONTRACTUAL SERVICES</b>	<b>6,426.30</b>	<b>75,165.70</b>	<b>8.5%</b>
<b>Total HOME RELIEF</b>	<b>6,426.30</b>	<b>89,071.00</b>	<b>7.2%</b>
<b>Total GENERAL ASSISTANCE FUND</b>	<b>12,829.90</b>	<b>112,821.00</b>	<b>11.4%</b>
<b>TOWN FUND EXPENDITURES</b>			
<b>ADMINISTRATION</b>			
<b>CAPITAL OUTLAY</b>			
1831 · CAPITAL IMPROVEMENT RESERVE	0.00	250,000.00	0.0%
1835 · CAPITAL EQUIPMENT RESERVE	0.00	148,863.00	0.0%
<b>Total CAPITAL OUTLAY</b>	<b>0.00</b>	<b>398,863.00</b>	<b>0.0%</b>
<b>COMMODITIES</b>			
1651 · OFFICE SUPPLIES	1,419.46	5,000.00	28.4%
1652 · OPERATING SUPPLIES	277.25	3,000.00	9.2%
<b>Total COMMODITIES</b>	<b>1,696.71</b>	<b>8,000.00</b>	<b>21.2%</b>
<b>CONTRACTUAL SERVICES</b>			
1511 · MAINTENANCE SERVICE-BUILDING	2,696.09	250,000.00	1.1%
1512 · MAINTENANCE SERVICE - EQUIPMENT	10,824.83	75,000.00	14.4%
1531 · ACCOUNTING SERVICES	5,732.67	20,000.00	28.7%
1533 · LEGAL SERVICE	2,792.00	165,000.00	1.7%
1551 · POSTAGE	0.00	2,000.00	0.0%
1552 · TELEPHONE	1,961.27	5,000.00	39.2%
1553 · PUBLISHING	579.58	2,000.00	29.0%
1554 · PRINTING	0.00	3,000.00	0.0%
1561 · DUES	1,459.45	5,000.00	29.2%
1562 · TRAVEL EXPENSES	0.00	2,000.00	0.0%
1563 · TRAINING	25.00	5,000.00	0.5%
1565 · CLERK	578.82	5,000.00	11.6%
1571 · UTILITIES	3,268.65	10,000.00	32.7%
1572 · FUEL	0.00	2,000.00	0.0%
1573 · OTHER PROFESSIONAL SERVICES	0.00	50,000.00	0.0%
1574 · ANNUAL MEETING	0.00	2,500.00	0.0%
1575 · ROOM RENTAL	0.00	2,500.00	0.0%
<b>Total CONTRACTUAL SERVICES</b>	<b>29,918.36</b>	<b>606,000.00</b>	<b>4.9%</b>
<b>OTHER EXPENDITURES</b>			
1905 · MISCELLANEOUS EXPENSE	5.02	50,000.00	0.0%
1911 · CONTINGENCIES	0.00	60,000.00	0.0%
<b>Total OTHER EXPENDITURES</b>	<b>5.02</b>	<b>110,000.00</b>	<b>0.0%</b>
<b>PERSONNEL</b>			
1420 · OFFICE STAFF HOURLY	61,353.60	85,000.00	72.2%
1421 · ELECTED OFFICIALS SALARIES	143,019.20	165,000.00	86.7%
1451 · HEALTH INSURANCE	28,976.80	60,000.00	48.3%
<b>Total PERSONNEL</b>	<b>233,349.60</b>	<b>310,000.00</b>	<b>75.3%</b>

**GRAFTON TOWNSHIP**  
**Year to date actual vs budget**  
**April 2020 through March 2021**

	Apr '20 - Mar 21	Budget	% of Budget
<b>SENIOR SERVICES</b>			
900 · SALARIES	23,117.86	25,000.00	92.5%
901 · PAYROLL TAXES	0.00	4,000.00	0.0%
902 · HEALTH INSURANCE	0.00	7,500.00	0.0%
903 · IMRF	0.00	2,500.00	0.0%
930 · FUEL	0.00	4,000.00	0.0%
950 · OFFICE SUPPLIES	0.00	1,000.00	0.0%
959 · COMMUNITY SERVICE/SENIOR	0.00	10,000.00	0.0%
960 · TELEPHONE	0.00	2,000.00	0.0%
967 · PRINTING	0.00	1,000.00	0.0%
968 · POSTAGE	0.00	1,000.00	0.0%
970 · MISCELLANEOUS	125.98	10,000.00	1.3%
971 · UTILITIES	0.00	2,000.00	0.0%
972 · McRIDE	5,670.00	15,000.00	37.8%
<b>Total SENIOR SERVICES</b>	<b>28,913.84</b>	<b>85,000.00</b>	<b>34.0%</b>
<b>Total ADMINISTRATION</b>	<b>293,883.53</b>	<b>1,517,863.00</b>	<b>19.4%</b>
<b>ASSESSOR</b>			
<b>CAPITAL OUTLAY</b>			
1854 · EQUIPMENT	0.00	0.00	0.0%
<b>Total CAPITAL OUTLAY</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>COMMODITIES</b>			
1851 · OFFICE SUPPLIES	1,703.83	3,000.00	56.8%
<b>Total COMMODITIES</b>	<b>1,703.83</b>	<b>3,000.00</b>	<b>56.8%</b>
<b>CONTRACTUAL SERVICES</b>			
1751 · MAINTENANCE SERVICE	1,240.39	4,200.00	29.5%
1752 · TELEPHONE	1,961.25	2,400.00	81.7%
1755 · POSTAGE	0.00	250.00	0.0%
1756 · SOFTWARE	11,720.62	12,000.00	97.7%
1757 · PUBLISHING	0.00	600.00	0.0%
1758 · PRINTING	0.00	500.00	0.0%
1759 · DUES	220.00	1,000.00	22.0%
1760 · TRAVEL EXPENSE	393.27	2,500.00	15.7%
1761 · TRAINING	1,145.00	2,600.00	44.0%
1762 · PUBLICATIONS/SUBSCRIPTIONS	0.00	300.00	0.0%
<b>Total CONTRACTUAL SERVICES</b>	<b>16,680.53</b>	<b>26,350.00</b>	<b>63.3%</b>
<b>OTHER EXPENDITURES</b>			
1939 · MISCELLANEOUS	374.14	1,500.00	24.9%
1940 · UNIFORMS	318.00	500.00	63.6%
<b>Total OTHER EXPENDITURES</b>	<b>692.14</b>	<b>2,000.00</b>	<b>34.6%</b>
<b>PERSONNEL</b>			
1240 · SALARIES	175,948.19	225,260.00	78.1%
1241 · IMRF	14,440.43	19,268.00	74.9%
1242 · FICA/MEDICARE/TAXES	10,170.91	17,232.00	59.0%
1243 · HEALTH INSURANCE	20,349.88	51,080.00	39.8%
<b>Total PERSONNEL</b>	<b>220,909.41</b>	<b>312,840.00</b>	<b>70.6%</b>
<b>Total ASSESSOR</b>	<b>239,985.91</b>	<b>344,190.00</b>	<b>69.7%</b>
<b>Total TOWN FUND EXPENDITURES</b>	<b>533,869.44</b>	<b>1,862,053.00</b>	<b>28.7%</b>
<b>TOWN IMRF FUND EXPENDITURES</b>			
3262 · RETIREMENT CONTRIBUTION	10,971.16	28,000.00	39.2%
<b>Total TOWN IMRF FUND EXPENDITURES</b>	<b>10,971.16</b>	<b>28,000.00</b>	<b>39.2%</b>

03/10/21

**GRAFTON TOWNSHIP**  
**Year to date actual vs budget**  
**April 2020 through March 2021**

	<u>Apr '20 - Mar 21</u>	<u>Budget</u>	<u>% of Budget</u>
<b>TOWN INSURANCE FUND EXPENDITURE</b>			
<b>CONTRACTED SERVICES</b>			
2593 · RISK MANAGEMENT CONTRIBUTION	<u>14,078.00</u>	<u>25,000.00</u>	<u>56.3%</u>
<b>Total CONTRACTED SERVICES</b>	<u>14,078.00</u>	<u>25,000.00</u>	<u>56.3%</u>
<b>PERSONNEL</b>			
2453 · UNEMPLOYMENT INSURANCE	<u>560.20</u>	<u>10,000.00</u>	<u>5.6%</u>
<b>Total PERSONNEL</b>	<u>560.20</u>	<u>10,000.00</u>	<u>5.6%</u>
<b>Total TOWN INSURANCE FUND EXPENDITURE</b>	<u>14,638.20</u>	<u>35,000.00</u>	<u>41.8%</u>
<b>TOWN SOCIAL SECURTY EXPENDITURE</b>			
3761 · SOCIAL SECURITY CONTRIBUTION	<u>14,117.79</u>	<u>25,000.00</u>	<u>56.5%</u>
3762 · MEDICARE CONTRIBUTION	<u>3,971.78</u>	<u>10,000.00</u>	<u>39.7%</u>
<b>Total TOWN SOCIAL SECURTY EXPENDITURE</b>	<u>18,089.57</u>	<u>35,000.00</u>	<u>51.7%</u>
<b>Total Expense</b>	<u>590,398.27</u>	<u>2,072,874.00</u>	<u>28.5%</u>
<b>Net Ordinary Income</b>	<u>-493,412.24</u>	<u>-1,977,849.00</u>	<u>24.9%</u>
<b>Net Income</b>	<u><u>-493,412.24</u></u>	<u><u>-1,977,849.00</u></u>	<u><u>24.9%</u></u>



11:13 AM

03/01/21

**GRAFTON TOWNSHIP**  
**Reconciliation Summary**

**101 - CHECKING -American Community, Period Ending 02/28/2021**

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	<u>Feb 28, 21</u>
Beginning Balance	1,460,210.60
Cleared Transactions	
Checks and Payments - 20 items	-39,920.97
Deposits and Credits - 22 items	1,307.01
	<u>                    </u>
Total Cleared Transactions	-38,613.96
	<u>                    </u>
Cleared Balance	<u><u>1,421,596.64</u></u>
Uncleared Transactions	
Checks and Payments - 14 items	-16,108.33
	<u>                    </u>
Total Uncleared Transactions	-16,108.33
	<u>                    </u>
Register Balance as of 02/28/2021	<u><u>1,405,488.31</u></u>
New Transactions	
Checks and Payments - 1 item	-5,328.90
	<u>                    </u>
Total New Transactions	-5,328.90
	<u>                    </u>
Ending Balance	<u><u>1,400,159.41</u></u>

11:07 AM

03/01/21

**GRAFTON TOWNSHIP**  
**Reconciliation Summary**

**151 · General Assistance - Amer Com, Period Ending 02/28/2021**

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	Feb 28, 21
Beginning Balance	99,972.08
Cleared Transactions	
Deposits and Credits - 3 items	155.83
Total Cleared Transactions	155.83
Cleared Balance	100,127.91
Uncleared Transactions	
Checks and Payments - 2 items	-775.00
Total Uncleared Transactions	-775.00
Register Balance as of 02/28/2021	99,352.91
Ending Balance	99,352.91

**ROAD DISTRICT  
FUND  
FINANCIALS**

12:03 PM  
03/03/21  
Cash Basis

**Grafton Township RB**  
**WARRANT DETAIL REPORT**  
February 23 through March 3, 2021

Date	Num	Name	Memo	Paid Amount
<b>103 · R&amp;B General Amer. Comm.</b>				
02/23/2021	6344	BLUECROSS BLUESHIELD OF ILL...	PO 13135	-3,183.04
02/23/2021	6345	Comcast	PO 13136	-173.33
02/23/2021	6346	Humana Health Plan Inc.	PO 13137	-244.80
02/23/2021	6347	NICOR GAS	PO 13139	-91.35
02/23/2021	6348	Verizon Wireless	PO 13138	-121.88
Total 103 · R&B General Amer. Comm.				-3,814.40
<b>TOTAL</b>				<b>-3,814.40</b>



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# Grafton Township RB

## Unpaid Bills Detail

### All Transactions

Date	Num	Memo	Split	Amount
<b>BOTTS WELDING &amp; TRUCK SERVICE</b>				
02/26/2021	671562	PO 13156	6112 · MAINTENANCE SUPPLY - EQU...	35.85
Total BOTTS WELDING & TRUCK SERVICE				35.85
<b>Cardmember Service</b>				
02/08/2021		PO 13140	6112 · MAINTENANCE SUPPLY - EQU...	12.67
02/09/2021		PO 13142	9655 · AUTO FUEL & OIL	37.96
02/17/2021		PO 13147	9655 · AUTO FUEL & OIL	18.98
02/17/2021		PO 13148	6122 · OPERATING SUPPLIES	35.88
02/17/2021		PO 13149	6123 · SMALL TOOLS	4.99
02/24/2021		PO 13153	6113 · MAINTENANCE SUPPLY - VEHI...	41.04
02/26/2021		PO 13157	6122 · OPERATING SUPPLIES	59.73
03/01/2021		PO 13159	6111 · MAINTENANCE SUPPLY - BUIL...	12.30
03/03/2021		PO 13161	9614 · MAINTENANCE SUPPLIES - R...	105.42
03/04/2021		PO 13163	6122 · OPERATING SUPPLIES	7.99
Total Cardmember Service				336.96
<b>CARGILL, INCORPORATED</b>				
02/10/2021	2906006860	PO 13143	9656 · SALT, CALCIUM, ICE CONTROL	1,952.12
02/11/2021	2906010691	PO 13144	9656 · SALT, CALCIUM, ICE CONTROL	2,000.00
02/24/2021	2906042648	PO 13154	9656 · SALT, CALCIUM, ICE CONTROL	3,378.27
02/25/2021	2906047618	PO 13155	9656 · SALT, CALCIUM, ICE CONTROL	2,522.36
Total CARGILL, INCORPORATED				9,852.75
<b>COM ED STREET LIGHTS</b>				
02/24/2021		PO 13158	9519 · STREET LIGHTS	328.38
Total COM ED STREET LIGHTS				328.38
<b>Elburn Napa, Inc.</b>				
02/12/2021	578885	PO 13145	6113 · MAINTENANCE SUPPLY - VEHI...	232.24
Total Elburn Napa, Inc.				232.24
<b>Hickgas, LLC (Woodstock)</b>				
02/08/2021	e046057	PO 13164	6112 · MAINTENANCE SUPPLY - EQU...	5.00
03/04/2021	018152	PO 13162	6112 · MAINTENANCE SUPPLY - EQU...	21.03
Total Hickgas, LLC (Woodstock)				26.03
<b>MDC Environmental Services Inc.</b>				
03/01/2021	20276888	PO 13160	6373 · GARBAGE DISPOSAL	187.72
Total MDC Environmental Services Inc.				187.72
<b>PetroChoice LLC</b>				
02/12/2021	50472144	PO 13146	9655 · AUTO FUEL & OIL	916.85
02/22/2021	50479087	PO 13152	9655 · AUTO FUEL & OIL	1,823.05
03/04/2021	50489596	PO 13167	9655 · AUTO FUEL & OIL	256.87
Total PetroChoice LLC				2,996.77
<b>Rush Truck Centers of Illinois, Inc.</b>				
02/08/2021	3022347781	PO 13150	6313 · MAINTENANCE SERVICE - VE...	553.68
03/09/2021	3022662777	PO 13168	6113 · MAINTENANCE SUPPLY - VEHI...	150.00
Total Rush Truck Centers of Illinois, Inc.				703.68
<b>TOWNSHIP HWY COMM OF IL</b>				
02/23/2021	2021 dues	PO 13151	6561 · DUES AND SUBSCRIPTIONS	60.00
Total TOWNSHIP HWY COMM OF IL				60.00
<b>Whitey's Towing Inc.</b>				
02/04/2021	208005	PO 13165	6313 · MAINTENANCE SERVICE - VE...	300.00
Total Whitey's Towing Inc.				300.00
<b>ZIEGLER'S ACE HARDWARE</b>				

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03/10/21

**Grafton Township RB**  
**Unpaid Bills Detail**  
All Transactions

Date	Num	Memo	Split	Amount
02/08/2021	84779/b	PO 13141	6112 · MAINTENANCE SUPPLY - EQU...	6.00
03/05/2021	85000/b	PO 13166	6122 · OPERATING SUPPLIES	8.59
Total ZIEGLER'S ACE HARDWARE				14.59
TOTAL				15,074.97

# ROAD & BRIDGE WARRANT LIST - FEBRUARY 2021

FUND	VENDOR	PO #			DUE DATE
6112	ACE	13141	2 5/8" Grade 8 Nuts - Plows	\$ 6.00	3/31/2021
6122	ACE	13166	High Temp Black Spray Paint	\$ 8.59	3/31/2021
6112	BOTT'S WELDING & TRUCK SERVICE, INC.	13156	5 Bolts & Nuts - Loader Bucket Blade	\$ 35.85	3/24/2021
6112	CARDMEMBER SERVICE / VISA (F&F)	13140	2 Clevis Shackles & Bolts - Plows	\$ 12.67	4/3/2021
9655	CARDMEMBER SERVICE / VISA (F&F)	13142	DEF Fluid - 4 Boxes	\$ 37.96	4/3/2021
9655	CARDMEMBER SERVICE / VISA (F&F)	13147	DEF Fluid - 2 Boxes	\$ 18.98	4/3/2021
6122	CARDMEMBER SERVICE / VISA (F&F)	13148	Brake Cleaner - 12 Cans	\$ 35.88	4/3/2021
6122	CARDMEMBER SERVICE / VISA (F&F)	13149	Impact Bit Tip Holder	\$ 4.99	4/3/2021
6113	CARDMEMBER SERVICE / VISA (EBAY)	13153	Dump Body-up Indicator - #3 Paper Towels, WD-40 - 4 Cans,	\$ 41.04	4/3/2021
6122	CARDMEMBER SERVICE / VISA (F&F)	13157	2 Extension Cord Ends	\$ 59.73	4/3/2021
6111	CARDMEMBER SERVICE / VISA (WALMART)	13159	Hard Start Capacitor - Water Cooler	\$ 12.30	4/3/2021
9614	CARDMEMBER SERVICE / VISA (DECK EXPRESSIONS)	13161	3 - 108" Post Sleeves - Mailboxes	\$ 105.42	4/3/2021
6122	CARDMEMBER SERVICE / VISA (HARBOR)	13163	O-Ring Assortment Box	\$ 7.99	4/3/2021
9656	CARGILL, INCORPORATED	13143	Road Salt - 41.99 Tons	\$ 1,952.12	3/12/2021
9656	CARGILL, INCORPORATED	13144	Road Salt - 43.02 Tons	\$ 2,000.00	3/13/2021
9656	CARGILL, INCORPORATED	13154	Road Salt - 85.49 Tons	\$ 3,378.27	3/26/2021
9656	CARGILL, INCORPORATED	13155	Road Salt - 67.82 Tons	\$ 2,522.36	3/27/2021
9519	COM ED - STREET LIGHTS	13158		\$ 328.38	4/26/2021
6113	ELBURN NAPA, INC.	13145	Filters - Filter Sale	\$ 232.24	3/10/2021
6112	HICKSGAS, LLC - WOODSTOCK	13162	Propane - Forklift	\$ 21.03	4/2/2021
6112	HICKSGAS, LLC - WOODSTOCK	13164	Propane Tank Rental - Yearly	\$ 5.00	3/6/2021
6373	MDC ENVIRONMENTAL SERVICES INC	13160	Garbage Service	\$ 187.72	3/20/2021
9655	PETROCHOICE, LLC	13146	Fuel	\$ 916.85	3/4/2021
9655	PETROCHOICE, LLC	13152	Fuel	\$ 1,823.05	3/15/2021
9655	PETROCHOICE, LLC	13167	Fuel	\$ 256.87	3/24/2021
6313	RUSH TRUCK CENTERS OF IL, INC.	13150	Repair #5 - Replaced Ignition Fuse	\$ 553.68	3/10/2021
6113	RUSH TRUCK CENTERS OF IL, INC.	13168	Battery / ECU Cable - #5	\$ 150.00	4/10/2021
6561	TOWNSHIP HIGHWAY COMM OF IL	13151	2021 Dues	\$ 60.00	3/31/2021
6313	WHITEY'S TOWING	13165	Towed #5 to Rush Truck - Died on Road	\$ 300.00	3/31/2021
				<b>\$ 15,074.97</b>	
<b>BILLS PAID BEFORE MEETING</b>					
9451	BLUECROSS BLUESHIELD OF IL	13135	Health insurance - March	\$ 3,183.04	3/1/2021
6552	COMCAST	13136	Phone & Internet	\$ 173.33	3/16/2021
9451	HUMANA DENTAL INSURANCE	13137	Health insurance - March	\$ 244.80	3/1/2021
6371	NICOR GAS	13139		\$ 91.35	4/6/2021
6552	VERIZON WIRELESS	13138	Cell phone service	\$ 121.88	2/28/2021
				<b>\$ 3,814.40</b>	
				<b>Total \$ 18,889.37</b>	

Road Commissioner:





## Actual vs Budget Year to Date

03/10/21

Cash Basis

April 2020 through March 2021

	Apr '20 - Mar 21	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>PERMANENT HARD ROAD FD REVENUES</b>			
9000 · PROPERTY TAXES	473,335.27	474,690.00	99.7%
9020 · INTEREST INCOME	877.50	5,450.00	16.1%
9040 · INTERGOVERNMENTAL AGREEMENT	8,700.00	100.00	8,700.0%
9050 · MISCELLANEOUS INCOME	967.57	10.00	9,675.7%
9060 · PERMITS & BONDS	2,706.00	2,000.00	135.3%
9080 · GRANT INCOME	0.00	5.00	0.0%
<b>Total PERMANENT HARD ROAD FD REVENUES</b>	<b>486,586.34</b>	<b>482,255.00</b>	<b>100.9%</b>
<b>ROAD &amp; BRIDGE FUND REVENUES</b>			
6000 · PROPERTY TAXES - ROAD & BRIDGE	115,413.97	223,425.00	51.7%
6002 · MUNICIPAL SHARE	0.00	-107,681.00	0.0%
6010 · REPLACEMENT TAXES-ROAD & BRIDGE	47,148.06	40,000.00	117.9%
6020 · INTEREST INCOME	405.07	1,100.00	36.8%
6030 · RENTAL INCOME	0.00	5.00	0.0%
6040 · INTERGOVERNMENT AGREEMENT	0.00	5.00	0.0%
6050 · MISCELLANEOUS INCOME	0.00	10.00	0.0%
6060 · COURT FINES & PERMITS	825.00	800.00	103.1%
6080 · GRANT INCOME	0.00	5.00	0.0%
<b>Total ROAD &amp; BRIDGE FUND REVENUES</b>	<b>163,792.10</b>	<b>157,669.00</b>	<b>103.9%</b>
<b>ROAD &amp; BRIDGE IMRF FUND REVENUE</b>			
8000 · PROPERTY TAXES	11,990.26	12,025.00	99.7%
8020 · INTEREST INCOME	26.98	75.00	36.0%
8050 · MISCELLANEOUS INCOME	0.00	5.00	0.0%
<b>Total ROAD &amp; BRIDGE IMRF FUND REVENUE</b>	<b>12,017.24</b>	<b>12,105.00</b>	<b>99.3%</b>
<b>ROAD &amp; BRIDGE INSURANCE REVENUE</b>			
7000 · PROPERTY TAXES	9,994.59	10,023.00	99.7%
7020 · INTEREST INCOME	40.33	125.00	32.3%
7050 · MISCELLANEOUS INCOME	0.00	3,000.00	0.0%
<b>Total ROAD &amp; BRIDGE INSURANCE REVENUE</b>	<b>10,034.92</b>	<b>13,148.00</b>	<b>76.3%</b>
<b>Total Income</b>	<b>672,430.60</b>	<b>665,177.00</b>	<b>101.1%</b>
<b>Expense</b>			
<b>PERMANENT HARD ROAD EXPENDITURE</b>			
<b>COMMODITIES</b>			
9614 · MAINTENANCE SUPPLIES - ROADS	15,246.80	65,000.00	23.5%
9652 · OPERATING SUPPLIES	2,252.76	8,000.00	28.2%
9655 · AUTO FUEL & OIL	8,139.15	40,000.00	20.3%
9656 · SALT, CALCIUM, ICE CONTROL	14,345.30	110,000.00	13.0%
<b>Total COMMODITIES</b>	<b>39,984.01</b>	<b>223,000.00</b>	<b>17.9%</b>
<b>CONTRACT SERVICES</b>			
9514 · MAINTENANCE SERVICE ROAD	333,453.19	440,000.00	75.8%
9518 · ROAD STRIPING	0.00	28,000.00	0.0%
9519 · STREET LIGHTS	3,940.18	5,000.00	78.8%
9520 · ROAD SIGNS & MATERIALS	722.42	30,000.00	2.4%
9532 · ENGINEERING SERVICE	0.00	40,000.00	0.0%
9594 · RENTALS	153.72	10,000.00	1.5%
<b>Total CONTRACT SERVICES</b>	<b>338,269.51</b>	<b>553,000.00</b>	<b>61.2%</b>



**Actual vs Budget Year to Date**

April 2020 through March 2021

03/10/21

Cash Basis

	<u>Apr '20 - Mar 21</u>	<u>Budget</u>	<u>% of Budget</u>
<b>OTHER EXPENDITURES</b>			
9929 · MISCELLANEOUS	1,040.00	12,000.00	8.7%
9952 · INTERGOVERNMENTAL AGREEMENT	15,625.00	15,625.00	100.0%
<b>Total OTHER EXPENDITURES</b>	<b>16,665.00</b>	<b>27,625.00</b>	<b>60.3%</b>
<b>PERSONNEL</b>			
9421 · SALARIES	129,148.96	185,000.00	69.8%
9451 · HEALTH/LIFE INSURANCE	35,964.08	65,000.00	55.3%
9461 · SOCIAL SECURITY CONTRIBUTION	9,347.81	16,000.00	58.4%
9462 · MEDICARE CONTRIBUTION	2,186.19	6,000.00	36.4%
9472 · UNIFORMS	309.61	2,000.00	15.5%
9475 · PAYROLL EXPENSE	1,068.50	1,400.00	76.3%
<b>Total PERSONNEL</b>	<b>178,025.15</b>	<b>275,400.00</b>	<b>64.6%</b>
<b>Total PERMANENT HARD ROAD EXPENDITURE</b>	<b>572,943.67</b>	<b>1,079,025.00</b>	<b>53.1%</b>
<b>ROAD &amp; BRIDGE-IMRF-EXPENDITURE</b>			
<b>PERSONNEL</b>			
8463 · RETIREMENT CONTRIBUTION	14,131.05	50,000.00	28.3%
<b>Total PERSONNEL</b>	<b>14,131.05</b>	<b>50,000.00</b>	<b>28.3%</b>
<b>Total ROAD &amp; BRIDGE-IMRF-EXPENDITURE</b>	<b>14,131.05</b>	<b>50,000.00</b>	<b>28.3%</b>
<b>ROAD &amp; BRIDGE-INS-EXPENDITURE</b>			
<b>CONTRACT SERVICE</b>			
7593 · RISK MANAGEMENT CONTRIBUTION	20,258.00	51,000.00	39.7%
<b>Total CONTRACT SERVICE</b>	<b>20,258.00</b>	<b>51,000.00</b>	<b>39.7%</b>
<b>PERSONNEL</b>			
7453 · UNEMPLOYMENT INSURANCE	228.75	7,900.00	2.9%
<b>Total PERSONNEL</b>	<b>228.75</b>	<b>7,900.00</b>	<b>2.9%</b>
<b>Total ROAD &amp; BRIDGE-INS-EXPENDITURE</b>	<b>20,486.75</b>	<b>58,900.00</b>	<b>34.8%</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	410.28	1,000.00	41.0%
<b>Total COMMODITIES</b>	<b>410.28</b>	<b>1,000.00</b>	<b>41.0%</b>

## Actual vs Budget Year to Date

April 2020 through March 2021

03/10/21  
Cash Basis

	Apr '20 - Mar 21	Budget	% of Budget
<b>CONTRACTED SERVICES</b>			
6512 · MAINTENANCE EQUIPMENT	156.25	1,000.00	15.6%
6531 · ACCOUNTING SERVICE	3,033.33	14,000.00	21.7%
6533 · LEGAL SERVICE	151.75	34,000.00	0.4%
6551 · POSTAGE	4.60	500.00	0.9%
6552 · TELEPHONE	3,279.39	5,000.00	65.6%
6553 · PUBLISHING	66.42	1,500.00	4.4%
6554 · PRINTING	0.00	200.00	0.0%
6561 · DUES AND SUBSCRIPTIONS	0.00	400.00	0.0%
6562 · TRAVEL & MEETING EXPENSE	0.00	2,000.00	0.0%
6563 · EDUCATION & TRAINING	0.00	1,000.00	0.0%
<b>Total CONTRACTED SERVICES</b>	<b>6,691.74</b>	<b>59,600.00</b>	<b>11.2%</b>
<b>OTHER EXPENDITURES</b>			
6914 · MUNICIPAL REPLACEMENT	10,036.15	10,100.00	99.4%
6929 · MISCELLANEOUS	0.00	8,000.00	0.0%
<b>Total OTHER EXPENDITURES</b>	<b>10,036.15</b>	<b>18,100.00</b>	<b>55.4%</b>
<b>PERSONNEL</b>			
6421 · SALARIES	21,622.10	30,000.00	72.1%
<b>Total PERSONNEL</b>	<b>21,622.10</b>	<b>30,000.00</b>	<b>72.1%</b>
<b>Total ADMINISTRATION</b>	<b>38,760.27</b>	<b>113,700.00</b>	<b>34.1%</b>
<b>MAINTENANCE</b>			
<b>CAPITAL OUTLAY</b>			
6820 · CAPITAL ASSET OUTLAY	4,500.00	120,000.00	3.8%
6833 · OTHER IMPROVEMENTS	0.00	273,000.00	0.0%
<b>Total CAPITAL OUTLAY</b>	<b>4,500.00</b>	<b>393,000.00</b>	<b>1.1%</b>
<b>COMMODITIES</b>			
6111 · MAINTENANCE SUPPLY - BUILDING	1,341.30	15,000.00	8.9%
6112 · MAINTENANCE SUPPLY - EQUIPM...	1,572.45	15,000.00	10.5%
6113 · MAINTENANCE SUPPLY - VEHICL...	5,338.06	20,000.00	26.7%
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	1,210.90	4,000.00	30.3%
6123 · SMALL TOOLS	384.83	6,000.00	6.4%
<b>Total COMMODITIES</b>	<b>9,847.54</b>	<b>65,200.00</b>	<b>15.1%</b>
<b>CONTRACT SERVICES</b>			
6311 · MAINTENANCE SERVICE - BUILDI...	687.01	15,000.00	4.6%
6312 · MAINTENANCE SERVICE - EQUIP...	266.25	40,000.00	0.7%
6313 · MAINTENANCE SERVICE - VEHIC...	9,832.97	70,000.00	14.0%
6314 · MAINTENANCE SERVICE ROADS	0.00	10,000.00	0.0%
6316 · MAINTENANCE - SNOW REMOVAL	0.00	100.00	0.0%
6318 · MAINTENANCE SERVICE BRIDGE	0.00	25,000.00	0.0%
6332 · ENGINEERING SERVICE	0.00	9,000.00	0.0%
6371 · UTILITIES	1,948.57	9,000.00	21.7%
6373 · GARBAGE DISPOSAL	1,949.44	6,000.00	32.5%
6394 · RENTALS	0.00	500.00	0.0%
<b>Total CONTRACT SERVICES</b>	<b>14,684.24</b>	<b>184,600.00</b>	<b>8.0%</b>

**Actual vs Budget Year to Date**

April 2020 through March 2021

03/10/21

Cash Basis

	<u>Apr '20 - Mar 21</u>	<u>Budget</u>	<u>% of Budget</u>
OTHER EXPENDITURES			
6919 · MISCELLANEOUS	<u>37.00</u>	<u>5,000.00</u>	<u>0.7%</u>
Total OTHER EXPENDITURES	37.00	5,000.00	0.7%
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>29,068.78</u>	<u>658,300.00</u>	<u>4.4%</u>
Total ROAD & BRIDGE FUND EXPENDITURES	67,829.05	772,000.00	8.8%
6391 · R&B - CONTINGENCIES	0.00	38,000.00	0.0%
9917 · PHR - CONTINGENCIES	<u>0.00</u>	<u>51,000.00</u>	<u>0.0%</u>
Total Expense	<u>675,390.52</u>	<u>2,048,925.00</u>	<u>33.0%</u>
Net Ordinary Income	<u>-2,959.92</u>	<u>-1,383,748.00</u>	<u>0.2%</u>
Net Income	<u><u>-2,959.92</u></u>	<u><u>-1,383,748.00</u></u>	<u><u>0.2%</u></u>

11:06 AM

03/01/21

**Grafton Township RB**  
**Reconciliation Summary**  
**103 · R&B General Amer. Comm., Period Ending 02/28/2021**

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	<u>Feb 28, 21</u>
Beginning Balance	1,420,213.47
Cleared Transactions	
Checks and Payments - 18 items	-31,792.16
Deposits and Credits - 10 items	<u>2,907.51</u>
Total Cleared Transactions	<u>-28,884.65</u>
Cleared Balance	<u>1,391,328.82</u>
Uncleared Transactions	
Checks and Payments - 8 items	<u>-3,876.76</u>
Total Uncleared Transactions	<u>-3,876.76</u>
Register Balance as of 02/28/2021	<u>1,387,452.06</u>
New Transactions	
Checks and Payments - 1 item	<u>-3,370.42</u>
Total New Transactions	<u>-3,370.42</u>
Ending Balance	<u>1,384,081.64</u>

# **OLD BUSINESS**

## TOWN FUND

	actual January 1, 2021	projected March 31, 2021	2020/2021 Budget	proposed Budget
Ordinary Income/Expense				
BANK BALANCE	\$ 1,481,573.00	\$ 1,326,805.00	\$ 1,898,428.00	\$ 1,326,805.00 (projected)
Income				
CORPORATE FUND REVENUE				
1000 - PROPERTY TAXES	0.00	0.00	0.00	726,922.00
1010 - REPLACEMENT TAXES	21,488.05	23,000.00	20,000.00	20,000.00
1020 - INTEREST INCOME	1,148.18	1,527.00	7,500.00	2,500.00
1040 - IGA ROAD COM SALARY	15,625.00	15,625.00	15,625.00	16,250.00
1055 - MISCELLANEOUS INCOME	586.00	650.00	500.00	500.00
Total CORPORATE FUND REVENUE	38,827.23	40,802.00	43,625.00	766,172.00
CORPORATE INSURANCE FUND REV				
2000 - PROPERTY TAXES	17,510.67	18,000.00	18,000.00	18,000.00
Total CORPORATE INSURANCE FUND REV	17,510.67	18,000.00	18,000.00	18,000.00
Total Income	56,337.90	58,802.00	61,625.00	784,172.00
TOTAL CAPITAL	1,537,910.90	1,385,607.00	1,960,053.00	2,110,977.00
Expense				
TOWN FUND EXPENDITURES				
ADMINISTRATION				
CAPITAL OUTLAY				
1831 - CAPITAL IMPROVEMENT RESERVE	0.00	0.00	250,000.00	250,000.00
1835 - CAPITAL EQUIPMENT RESERVE	0.00	0.00	148,863.00	250,000.00
Total CAPITAL OUTLAY	0.00	0.00	398,863.00	500,000.00
COMMODITIES				
1651 - OFFICE SUPPLIES	1,039.97	1,500.00	5,000.00	5,000.00
1652 - OPERATING SUPPLIES	277.25	400.00	3,000.00	3,000.00
Total COMMODITIES	1,317.22	1,900.00	8,000.00	8,000.00
CONTRACTUAL SERVICES				
1511 - MAINTENANCE SERVICE-BUILDING	2,157.85	5,000.00	250,000.00	250,000.00
1512 - MAINTENANCE SERVICE - EQUIPMENT	9,459.63	15,000.00	75,000.00	75,000.00
1531 - ACCOUNTING SERVICES	5,374.42	8,000.00	20,000.00	20,000.00
1533 - LEGAL SERVICE	2,312.00	3,500.00	165,000.00	165,000.00
1551 - POSTAGE	0.00	100.00	2,000.00	2,000.00
1552 - TELEPHONE	1,621.92	2,500.00	5,000.00	5,000.00
1553 - PUBLISHING	389.88	600.00	2,000.00	2,000.00
1554 - PRINTING	0.00	0.00	3,000.00	3,000.00
1561 - DUES	1,459.45	2,000.00	5,000.00	5,000.00
1562 - TRAVEL EXPENSES	0.00	0.00	2,000.00	2,000.00
1563 - TRAINING	25.00	150.00	5,000.00	5,000.00
1565 - CLERK	578.82	1,000.00	5,000.00	5,000.00
1571 - UTILITIES	2,657.67	4,000.00	10,000.00	10,000.00
1572 - FUEL	0.00	0.00	2,000.00	2,000.00
1573 - OTHER PROFESSIONAL SERVICES	0.00	0.00	50,000.00	50,000.00
1574 - ANNUAL MEETING	0.00	0.00	2,500.00	2,500.00
1576 - ROOM RENTAL	0.00	0.00	2,500.00	2,500.00
Total CONTRACTUAL SERVICES	26,038.64	41,850.00	606,000.00	606,000.00
OTHER EXPENDITURES				
1905 - MISCELLANEOUS EXPENSE	5.02	100.00	50,000.00	50,000.00
1911 - CONTINGENCIES	0.00	0.00	60,000.00	60,000.00
Total OTHER EXPENDITURES	5.02	100.00	110,000.00	110,000.00
PERSONNEL				
1420 - OFFICE STAFF HOURLY	46,080.00	71,000.00	85,000.00	90,000.00
1421 - ELECTED OFFICIALS SALARIES	113,942.20	152,000.00	165,000.00	175,000.00
1461 - HEALTH INSURANCE	23,295.94	31,000.00	60,000.00	60,000.00
Total PERSONNEL	183,318.14	254,000.00	310,000.00	325,000.00
SENIOR SERVICES				
900 - SALARIES	20,488.38	24,000.00	25,000.00	30,000.00
901 - PAYROLL TAXES	0.00	0.00	4,000.00	4,000.00
902 - HEALTH INSURANCE	0.00	0.00	7,500.00	7,500.00
903 - IMRF	0.00	0.00	2,500.00	2,500.00
930 - FUEL	0.00	0.00	4,000.00	4,000.00
950 - OFFICE SUPPLIES	0.00	0.00	1,000.00	1,000.00
959 - COMMUNITY SERVICE/SENIOR	0.00	0.00	10,000.00	10,000.00
960 - TELEPHONE	0.00	0.00	2,000.00	2,000.00
967 - PRINTING	0.00	0.00	1,000.00	1,000.00
968 - POSTAGE	0.00	0.00	1,000.00	1,000.00
970 - MISCELLANEOUS	125.98	200.00	10,000.00	10,000.00
971 - UTILITIES	0.00	0.00	2,000.00	2,000.00
972 - MERIDE	5,670.00	5,670.00	15,000.00	0.00
Total SENIOR SERVICES	26,284.36	29,870.00	85,000.00	75,000.00
Total ADMINISTRATION	236,961.38	327,720.00	1,517,863.00	1,624,000.00
ASSESSOR				
CAPITAL OUTLAY				
1854 - EQUIPMENT	0.00	0.00	0.00	3,800.00
Total CAPITAL OUTLAY	0.00	0.00	0.00	3,800.00
COMMODITIES				
1651 - OFFICE SUPPLIES	1,703.83	3,000.00	3,000.00	3,000.00
Total COMMODITIES	1,703.83	3,000.00	3,000.00	3,000.00
CONTRACTUAL SERVICES				
1751 - MAINTENANCE SERVICE	1,033.39	4,200.00	4,200.00	4,200.00
1752 - TELEPHONE	1,621.90	2,400.00	2,400.00	2,400.00
1755 - POSTAGE	0.00	250.00	250.00	250.00
1756 - SOFTWARE	11,720.62	12,000.00	12,000.00	12,000.00
1757 - PUBLISHING	0.00	600.00	600.00	600.00
1758 - PRINTING	0.00	500.00	500.00	500.00
1759 - DUES	220.00	1,000.00	1,000.00	1,000.00
1760 - TRAVEL EXPENSE	393.27	2,500.00	2,500.00	2,500.00
1761 - TRAINING	405.00	2,600.00	2,600.00	3,000.00

1/18/21  
REVISIONS2/15/21  
REVISIONS

4

12,000

2,500  
3,000



## TOWN FUND

	actual	projected	2020/2021	proposed
	January 1, 2021	March 31, 2021	Budget	Budget
1762 - PUBLICATIONS/SUBSCRIPTIONS	0.00	300.00	300.00	300.00
Total CONTRACTUAL SERVICES	15,394.18	26,350.00	26,350.00	39,365.00
OTHER EXPENDITURES				
1939 - MISCELLANEOUS	374.14	1,500.00	1,500.00	1,500.00
1940 - UNIFORMS	318.00	500.00	500.00	<del>1,000.00</del> 500
Total OTHER EXPENDITURES	692.14	2,000.00	2,000.00	2,500.00
PERSONNEL				
1240 - SALARIES	140,591.99	225,260.00	225,260.00	<del>243,899.60</del> 225,500
1241 - IMRF	11,361.23	19,268.00	19,268.00	<del>18,958.00</del>
1242 - FICA/MEDICARE/TAXES	7,414.85	17,232.00	17,232.00	<del>20,397.00</del>
1243 - HEALTH INSURANCE	17,402.58	51,080.00	51,080.00	<del>52,090.00</del>
Total PERSONNEL	176,770.65	312,840.00	312,840.00	335,533.00
Total ASSESSOR	194,560.80	344,190.00	344,190.00	384,198.00
Total TOWN FUND EXPENDITURES	431,522.18	671,910.00	1,862,053.00	2,008,198.00
TOWN IMRF FUND EXPENDITURES				
3262 - RETIREMENT CONTRIBUTION	8,646.53	12,000.00	28,000.00	28,000.00
Total TOWN IMRF FUND EXPENDITURES	8,646.53	12,000.00	28,000.00	28,000.00
TOWN INSURANCE FUND EXPENDITURE				
CONTRACTED SERVICES				
2593 - RISK MANAGEMENT CONTRIBUTION	14,078.00	14,078.00	25,000.00	25,000.00
Total CONTRACTED SERVICES	14,078.00	14,078.00	25,000.00	25,000.00
PERSONNEL				
2453 - UNEMPLOYMENT INSURANCE	200.70	500.00	10,000.00	10,000.00
Total PERSONNEL	200.70	500.00	10,000.00	10,000.00
Total TOWN INSURANCE FUND EXPENDITURE	14,278.70	14,578.00	35,000.00	35,000.00
TOWN SOCIAL SECURITY EXPENDITURE				
3761 - SOCIAL SECURITY CONTRIBUTION	11,246.61	15,000.00	25,000.00	25,000.00
3762 - MEDICARE CONTRIBUTION	3,300.29	5,000.00	10,000.00	10,000.00
Total TOWN SOCIAL SECURITY EXPENDITURE	14,546.90	20,000.00	35,000.00	35,000.00
TOTAL EXPENSE	468,994.31	718,488.00	1,860,053.00	2,106,198.00
ENDING BALANCE	1,068,916.59	667,119.00	0.00	4,779.00



## GENERAL ASSISTANCE FUND

Ordinary Income/Expense	actual	projected	2020/2021	proposed
	January 1, 2021	March 31, 2021	Budget	Budget
<b>BANK BALANCE</b>	\$ 99,818.00	\$ 95,840.00	\$ 79,421.00	\$ 95,840.00 (projected)
<b>Income</b>				
GENERAL ASSISTANCE FUND REVENUE				
5000 - PROPERTY TAXES	32,085.20	33,000.00	33,000.00	33,000.00
5020 - INTEREST INCOME	60.26	100.00	400.00	400.00
Total GENERAL ASSISTANCE FUND REVENUE	32,155.46	33,100.00	33,400.00	33,400.00
Total Income	32,155.46	33,100.00	33,400.00	33,400.00
<b>TOTAL CAPITAL</b>	131,973.46	128,940.00	112,821.00	129,240.00
<b>Expense</b>				
GENERAL ASSISTANCE FUND				
ADMINISTRATION				
CONTRACTUAL SERVICES				
5512 - MAINTENANCE SERVICE - EQUIPMENT	600.00	800.00	2,000.00	2,000.00
5534 - ACCOUNTING SERVICES	2,025.00	2,025.00	3,000.00	3,500.00
5549 - OTHER PROFESSIONAL SERVICE	0.00	0.00	1,000.00	1,000.00
5551 - POSTAGE	0.00	0.00	250.00	250.00
5552 - TELEPHONE	0.00	0.00	1,000.00	1,000.00
5564 - PRINTING	0.00	0.00	1,000.00	1,000.00
5566 - TRAINING	0.00	0.00	500.00	500.00
5571 - UTILITIES	0.00	0.00	1,000.00	1,000.00
Total CONTRACTUAL SERVICES	2,625.00	2,825.00	9,750.00	10,250.00
OPERATING EXPENSES				
5611 - MAINTENANCE SUPPLIES - BUILDING	0.00	0.00	500.00	500.00
5651 - OFFICE SUPPLIES	0.00	100.00	1,000.00	1,000.00
Total OPERATING EXPENSES	0.00	100.00	1,500.00	1,500.00
PERSONNEL				
5421 - SALARIES	3,753.60	5,000.00	5,000.00	30,000.00
5451 - HEALTH INSURANCE	0.00	0.00	7,500.00	5,000.00
Total PERSONNEL	3,753.60	5,000.00	12,500.00	25,000.00
Total ADMINISTRATION	6,378.60	7,925.00	23,750.00	36,750.00
HOME RELIEF				
COMMODITIES				
5781 - FOOD	0.00	0.00	1,000.00	1,000.00
5782 - PERSONAL INCIDENTALS	0.00	0.00	1,000.00	1,000.00
5783 - HOUSEHOLD INCIDENTALS	0.00	0.00	1,000.00	1,000.00
5784 - FLAT GRANT	0.00	0.00	1,000.00	1,000.00
5785 - DRUGS	0.00	0.00	1,000.00	1,000.00
5786 - FUEL	0.00	0.00	1,000.00	1,000.00
5790 - Catastrophic Deduction	0.00	0.00	7,905.30	25,000.00
Total COMMODITIES	0.00	0.00	13,905.30	31,000.00
CONTRACTUAL SERVICES				
5805 - TRANSPORTATION ASSISTANCE	0.00	0.00	2,500.00	2,500.00
5885 - OTHER MEDICAL SERVICE INSURANCE	2,650.00	2,650.00	7,000.00	7,000.00
5887 - SHELTER	2,469.00	5,000.00	35,000.00	30,000.00
5888 - UTILITY PAYMENTS	557.30	3,000.00	30,665.70	20,000.00
Total CONTRACTUAL SERVICES	5,676.30	10,650.00	75,165.70	59,500.00
Total HOME RELIEF	5,676.30	10,650.00	89,071.00	90,500.00
Total GENERAL ASSISTANCE FUND	12,054.90	18,575.00	112,821.00	127,250.00
<b>TOTAL EXPENSE</b>	12,064.90	18,575.00	112,821.00	127,250.00
<b>ENDING BALANCE</b>	119,918.56	110,365.00	0.00	1,990.00

2/15/21  
REVISIONS

10,000

35,000  
30,000



44 North Walkup Ave.  
Crystal Lake, IL 60014  
T: 815-459-0700  
W:<http://GRA-CPA.com>

January 12, 2021

To the Township Supervisor and  
Members of the Grafton Township Board  
Huntley, Illinois

We are pleased to confirm our understanding of the services we are to provide Grafton Township for the year ended March 31, 2021. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Grafton Township as of and for the year ended March 31, 2021. Accounting standards generally accepted in the United States of America provide for certain other information (OI), such as management's discussion and analysis (MD&A), to supplement Grafton Township's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Grafton Township's OI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following OI is required by the modified cash basis of accounting and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary comparison schedules
- 3) Schedules of pension liabilities and contributions, when applicable

#### **Audit Objective**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with the modified cash basis of accounting and to report on the fairness of the other information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Grafton Township's financial



statements. Our report will be addressed to the board of Grafton Township. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

#### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

#### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Grafton Township's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

### **Other Services**

We will also prepare the financial statements of Grafton Township in conformity with the modified cash basis of accounting, based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Management Responsibilities**

Management is responsible for designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with the modified cash basis of accounting.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the other information in conformity with the modified cash basis of accounting. You agree to include our report on the other information in any document that contains and indicates that we have reported on the other information. You also agree to include the audited financial statements with any presentation of the other information that includes our report thereon OR make the audited financial statements readily available to users of the other information no later than the date the other information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation



of the other information in accordance with the modified cash basis of accounting; (2) you believe the other information, including its form and content, is fairly presented in accordance with the modified cash basis of accounting; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the other information.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

#### **Engagement Administration, Fees, and Other**

We may from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of George Roach & Associates, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State of Illinois or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of George Roach & Associates, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the State of Illinois or its designee. The State of Illinois or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

We expect to begin our audit and to issue our reports according to your schedule. George Roach is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses will not exceed \$9,250 annually for 2021, 2022 and 2023. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse

us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Grafton Township and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

A handwritten signature in cursive script that reads "George Roach".

George Roach & Associates, P.C.

RESPONSE:

This letter correctly sets forth the understanding of Grafton Township.

Management signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Governance signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



# NOTICE AND AGENDA ANNUAL TOWN MEETING

## GRAFTON TOWNSHIP REGULAR BOARD MEETING

Grafton Township, McHenry County, Illinois

*Monday, April 13, 2020*

NOTICE IS HEREBY GIVEN to the legal voters, residents of Grafton Township the County of McHenry and State of Illinois, that the Annual Township Board Meeting of the Grafton Township Board, McHenry County, Illinois will take place on **Tuesday, April 13, 2020**, at the hour of **7:00 PM** at: **Grafton Township Board Room, 10109 Vine Street, Huntley IL**, for the transaction of the miscellaneous business of the said Township. **Due to governmental mandates because of the Covid 19 Pandemic, this meeting may be held online via computer software. Please check Grafton Township website ([www.graftontownship.us](http://www.graftontownship.us)) for meeting update and online login instructions.** After a Moderator having been elected, will proceed to hear and consider reports of officers, and decide on such measures as may, in pursuance of law, come before the meeting; and especially to consider and decide the following

1. Call to Order
2. Pledge of Allegiance
3. Explanation of Procedures
4.
  - A. Selection/Oath of Moderator
  - B. Nominations for Moderator
  - C. Close of Nominations for Moderator
  - D. Election of Moderator
  - E. Moderator's Oath of Office
  - F. Signing of Moderator's Oath
5. Adoption of Rules
  - A. Adoption of rules of order for the Grafton Township 2021 Annual Town Meeting.
6.
  - A. Approval of the Minutes of the December, 2020 Annual Town Meeting.
7. Presentation of Annual Township Financial Reports
  - A. Presentation of Supervisor's Annual Financial Report: Discussion and potential action to waive the reading.
  - B. Presentation of Highway Commissioner's Annual Financial Report: Discussion and potential action to waive the reading.
8. Old Business.
9. New Business
  - A. Motion to sell surplus Township equipment valued at \$100 or more.
  - B. Motion to sell surplus Road District equipment valued at \$100 or more and purchase equipment in compliance with Illinois State Statute
  - C. Motion to set Annual Town Meeting for Tuesday, April 12, 2022 at 7:00 p.m.
10. Public Comment
11. Adjournment

Dated and Posted by Township Clerk Kathleen Watson

Posted March 26, 2021 This agenda was prepared by the Township Clerk in accordance with the direction of the Township Board Rules.



# **NEW BUSINESS**

**BUDGET & APPROPRIATION ORDINANCE**

**ROAD DISTRICT**

**ORDINANCE No. \_\_\_\_\_**

An ordinance appropriating for all road purposes for Grafton Township Road District, McHenry County, Illinois, for the fiscal year beginning April 1, 2021 and ending March 31, 2022.

BE IT ORDAINED by the Board of Trustees of Grafton Township, McHenry County, Illinois.

SECTION 1: That the amounts hereinafter set forth, or so much thereof as may be authorized by law, and as may be needed or deemed necessary to defray all expenses and liabilities of Grafton Township Road District, be and the same are hereby appropriated for road purposes of Grafton Township Road District, McHenry County, Illinois, as hereafter specified for the fiscal year beginning April 1, 2021 and ending March 31, 2022.

SECTION 2: That the following budget containing an estimate of revenues and expenditures is hereby adopted for the following funds,

General Road Fund

Insurance Fund

Illinois Municipal Retirement Fund

Permanent Road Fund

6 GENERAL ROAD FUND

**BEGINNING BALANCE** April 1, 2021 744,591

REVENUES

6000	Property Tax Total	223,425
6002	Municipal Share	(107,681)
6010	Replacement Tax	40,000
6020	Interest Income	425
6030	Rental Income	5
6040	Intergovernmental Agreement	5
6050	Miscellaneous Income	10
6060	Court Fines & Permits	800
6080	Grant Income	5

**TOTAL REVENUES:**

156,994

**TOTAL FUNDS AVAILABLE:**

901,585

EXPENDITURES

Administration	116,900
Maintenance	742,600

**TOTAL EXPENDITURES:**

859,500

6391	Contingencies	42,000
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**TOTAL APPROPRIATIONS:**

901,500

**ENDING BALANCE** March 31, 2022

85

**2021-2022**  
**Budgeted**

**ADMINISTRATION**

**CAPITAL OUTLAY**

6831	Equipment	5,000	
			-----
			5,000

**COMMODITIES**

6651	Office Supplies	1,000	
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			1,000

**CONTRACTUAL SERVICES**

6512	Maintenance Equipment	1,000	
6531	Accounting Service	14,000	
6533	Legal Service	34,000	
6551	Postage	600	
6552	Telephone	5,100	
6553	Publishing	1,500	
6554	Printing	300	
6561	Dues & Subscriptions	400	
6562	Travel & Meeting Expense	6,000	
6563	Education & Training	1,000	
			-----
			63,900

**OTHER EXPENDITURES**

6914	Municipal Replacement Tax	9,000	
6929	Miscellaneous Expense	8,000	
			-----
			17,000

**PERSONNEL**

6421	Salaries	30,000	
			-----
			30,000

**TOTAL ADMINISTRATION:**

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116,900

2021-2022

Budgeted

**MAINTENANCE**

**CAPITAL OUTLAY**

6820	Capital Asset Outlay	200,000
6833	Other Improvements	273,000

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473,000

**COMMODITIES**

6111	Maintenance Supplies-Building	15,000
6112	Maintenance Supplies-Equipment	15,000
6113	Maintenance Supplies-Vehicle	20,000
6114	Maintenance Supplies-Road	1,000
6116	Maintenance Supplies-Snow Removal	1,000
6118	Maintenance Supplies-Bridge	5,000
6122	Operating Supplies	4,000
6123	Small Tools	6,000

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67,000

**CONTRACTUAL SERVICES**

6311	Maintenance Service-Building	15,000
6312	Maintenance Service-Equipment	40,000
6313	Maintenance Service-Vehicle	70,000
6314	Maintenance Service-Road	10,000
6316	Maintenance Service-Snow Removal	100
6318	Maintenance Service-Bridge	35,000
6332	Engineering Service	12,000
6371	Utilities	9,000
6373	Garbage Disposal	6,000
6394	Rentals	500

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197,600

**OTHER EXPENDITURES**

6919	Miscellaneous Expense	5,000
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5,000

**PERSONNEL**

6221	Salaries	0
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0

**TOTAL MAINTENANCE:**

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742,600

2021-2022  
Budgeted

22 INSURANCE FUND

BEGINNING BALANCE April 1, 2021 38,303

REVENUES

7000	Property Tax	10,023
7020	Interest Income	40
7050	Miscellaneous Income	3,000

TOTAL REVENUES: 13,063

TOTAL FUNDS AVAILABLE: 51,366

EXPENDITURES

PERSONNEL

7453	Unemployment Insurance	6,350
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CONTRACTUAL SERVICES

7593	Risk Management Contribution	45,000
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TOTAL EXPEND/APPROPRIATION: 51,350

ENDING BALANCE March 31, 2022 16



2021-2022  
Budgeted

23 ILLINOIS MUNICIPAL RETIREMENT FUND

BEGINNING BALANCE April 1, 2021 35,314

REVENUES

8000	Property Tax	12,025
8020	Interest Income	25
8050	Miscellaneous Income	5

TOTAL REVENUES: 12,055

TOTAL FUNDS AVAILABLE: 47,369

EXPENDITURES

PERSONNEL

8463	Retirement Contribution	47,350
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TOTAL EXPEND/APPROPRIATION: 47,350

ENDING BALANCE March 31, 2022 19

25 **PERMANENT ROAD FUND**

**BEGINNING BALANCE** April 1, 2021 537,282

**REVENUES**

9000	Property Tax	474,690
9020	Interest Income	900
9040	Intergovernmental Agreement	100
9050	Miscellaneous Income	10
9060	Permits & Bonds	2,000
9080	Grant Income	5

**TOTAL REVENUES:** 477,705

**TOTAL FUNDS AVAILABLE:** 1,014,987

**EXPENDITURES**

**COMMODITIES**

9614	Maintenance Supplies-Road	60,000
9652	Operating Supplies	8,000
9655	Auto Fuel & Oil	40,000
9656	Salt, Calcium, Ice Control	105,000

213,000

**CONTRACTUAL SERVICES**

9514	Maintenance Service-Road	353,150
9518	Road Striping	28,000
9519	Street Lights	5,000
9520	Road Signs & Materials	30,000
9532	Engineering Service	40,000
9594	Rentals	10,000

466,150

**OTHER EXPENDITURES**

9929	Miscellaneous Expense	12,000
9952	Intergovernmental Agreement	1,000

13,000

**PERSONNEL**

9421	Salaries	185,000
9451	Health / Life Insurance	65,000
9461	Social Security Contribution	16,000
9462	Medicare Contribution	6,000
9472	Uniforms	2,000
9475	Payroll Expenses	1,800

275,800

**TOTAL EXPENDITURES:** 967,950

9917	Contingencies	47,000
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**TOTAL APPROPRIATIONS:** 1,014,950

**ENDING BALANCE** March 31, 2022 32-7 37

SECTION 3: That the amount appropriated for road purposes for the fiscal year beginning April 1, 2021 and ending March 31, 2022 by fund shall be as follows:

6	General Road Fund	901,500
22	Insurance Fund	51,350
23	Illinois Municipal Retirement Fund	47,350
25	Permanent Road Fund	1,014,950

**TOTAL APPROPRIATIONS:**

2,015,150

SECTION 4: That if any section, subdivision, or sentence of this ordinance shall for any reason be held invalid or to be unconstitutional, such decision shall not affect the validity of the remaining portion of this ordinance.

SECTION 5: That each appropriated fund total shall be divided among the several objects and purposes specified, and in particular amounts stated for each fund respectively in Section 2 constituting the total appropriations in the amounts of two million fifteen thousand one hundred fifty Dollars (\$2,015,150) for the fiscal year beginning April 1, 2021 and ending March 31, 2022.



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

TO: Grafton Township Board of Trustees  
FROM: Alan Zielinski, Grafton Township Assessor  
DATE: March 5, 2021  
SUBJECT: Assessor's Request for a Township Transfer of Appropriation

Gentlemen:

Attached is my request for a Township Transfer of Appropriation.

The request is financially sound and well-founded on good business practices for the following reasons among others.

1. Line item 1243 in the Assessor's FY 2019-2020 budget has available excess funds.
2. The request complies with all applicable state statutes in that less than 10% of line item 1243 in the Assessor's FY 2019-2020 budget is being transferred.
3. The requested increase for line item 1756 (Software) was necessitated by Board's dramatic reduction in this office's requested amount of \$18,165 to \$11,000 (a reduction of \$7,165). That reduction did not provide adequate funds to meet the contractual obligation for our office's Costar license.

I look forward to your approval.

Sincerely,

Alan Zielinski  
Grafton Township Assessor

**ASSESSOR’S REQUEST FOR TOWNSHIP TRANSFER OF APPROPRIATION**

WHEREAS there was adopted on the 15<sup>th</sup> day of June, 2020 by the Board of Trustees of Grafton Township, McHenry County, Illinois, a Budget & Appropriation Ordinance for the fiscal year beginning April 1, 2020 and ending March 31, 2021, and

WHEREAS it now appears that certain adjustments between appropriated line items in the Assessor’s Budget of the Grafton Township Town Fund in said ordinance are desirable and necessary, and

WHEREAS Section 3 of the Illinois Municipal Budget Law (50 ILCS 330/3), as approved July 12, 1937, as amended, authorizes transfers between the various line items within any fund in such Appropriation Ordinance not exceeding 10% of the total amount appropriated in such fund by such ordinance, now therefore

BE IT RESOLVED by the Board of Trustees of Grafton Township, McHenry County, Illinois that there is hereby transferred the following amounts to and from the following accounts:

1756	Software.....	\$1,200
1243	Health Insurance.....	-\$1,200

This transfer shall be in full force and effect from and after this date.

ADOPTED this 15<sup>th</sup> day of March, 2021 by the Board of Trustees of Grafton Township, McHenry County, Illinois.

\_\_\_\_\_  
Town Clerk

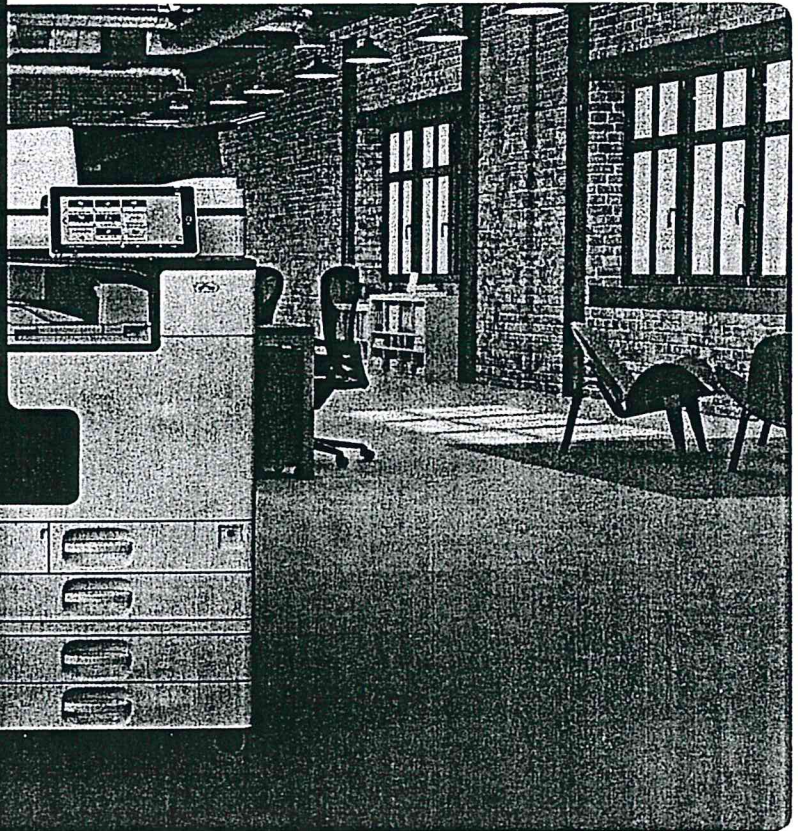
\_\_\_\_\_  
Chairman



**RICOH**  
imagine. change.

# RICOH IM C3000 IM C3500

☑ Copier ☑ Printer ☑ Facsimile ☑ Scanner



## 11" x 17" Multifunction Color

Welcome to a new era of technology that keeps your workplace up-to-date, now and in the future. Smarter working made simple thanks to the RICOH IM C3000/C3500.

### It's time to:

- Protect your devices with easy access to security updates.
- Take advantage of easy productivity upgrades at your own pace.
- Save costs by bringing high-standard quality print output in-house.
- Maximize productivity with streamlined workflows.

Today's workplace needs to be ready for tomorrow. RICOH Intelligent Devices provide smooth access to functionality upgrades and productivity enhancements when they are released, without needing to change your hardware. Turn your device into a powerful hub that helps you manage information workflows efficiently, using technology that's scalable, secure, sustainable and simple.



Ricoh  
Outstanding Achievement in Innovation for  
RicoH Intelligent Scanning



#### Get greater control of scan and print management:

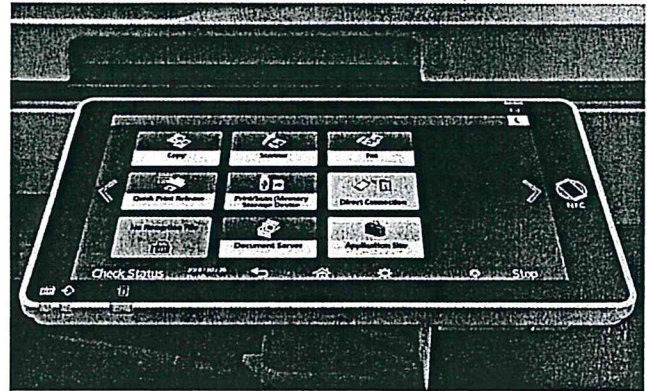
- Scan small documents — with the small size paper scan unit.
- Improve scan accuracy — double feed detection unit.
- Enhance print management — with Color Controller E-25C.
- Produce professional grade flyers with inner multifolding unit.

Embrace lower running costs and reduced energy consumption thanks to environmentally friendly low TEC (Typical Electricity Consumption) values. Furthermore, take advantage of RICOH Intelligent Support services that anticipate potential issues and send corrective instructions via the Smart Operation Panel, avoiding interruptions and prolonging the optimal performance of your device — avoiding the need for intervention by more costly IT resources.

#### Our intelligent devices provide:

- Efficient working and reduced user intervention — by expanding paper capacity.
- Variable finishing and paper options — for a professional touch.
- A consistent user experience across your fleet.
- Maximum device uptime and minimal disruption with RICOH Intelligent Support.

Printing from 30 to 35 CPM, the RICOH IM C3000/C3500 offer next-level productivity. Interact with the 10.1" Smart Operation Panel like a typical smart device and configure it for quick and easy access to apps you use most often. A variety of mobile connectivity options enable printing or scanning to the office network or cloud from a smart device, with built-in support for NFC, AirPrint® or Mopria. All this underpinned by a unique suite of support apps from RICOH Smart Integration.





# RICOH IM C3000/IM C3500

## MAIN SPECIFICATIONS

### IM C3000

### IM C3500

#### GENERAL

Warm-up time	21 seconds
First output speed: B/W	4.5 seconds
First output speed: full color	6.9 seconds
Continuous output speed	30 ppm
Memory: standard	2 GB
Memory: maximum	4 GB
HDD: standard	320 GB
HDD: maximum	320 GB
SPDF capacity	220 sheets
Weight	219.1 lbs / 99.3 kg
Dimensions: W x D x H	587 x 685 x 963mm, 23" x 27" x 37.9"
Power source	120V - 127V 60Hz

#### COPIER (STANDARD)

Multiple copying	Up to 999 copies
Resolution	600 dpi
Zoom	From 25% to 400% in 1% steps

#### PRINTER (STANDARD)

CPU	Intel Apollo Lake 1.3GHz
Printer language: standard	PCL5c, PCL6, PostScript 3 (emulation), PDF direct (emulation)
Printer language: option	Genuine Adobe® PostScript® 3™, PDF Direct from Adobe®
Print resolution	Up to 1,200 x 1,200 dpi
Network interface: standard	Ethernet 10 base-T/100 base-TX/1000 base-T, USB Host I/F Type A, USB Device I/F Type B
Network interface: option	Wireless LAN (IEEE 802.11a/b/g/n), Additional NIC (2nd port)
Mobile printing capability	Apple AirPrint®, Mopria, Google Cloud Print, NFC, Ricoh Smart Device Connector
Windows® environments	Windows® 7, Windows® 8.1, Windows® 10, Windows® Server 2008, Windows® Server 2008R2, Windows® Server 2012R2, Windows® Server 2016
Mac OS environments	Macintosh OS X v10.11 or later
UNIX environments	UNIX Sun® Solaris, HP-UX, SCO OpenServer, RedHat® Linux Enterprise, IBM® AIX
SAP® environments	SAP® R/3®, S/4®
Other supported environments	IBM iSeries AS/400 using OS/400 Host Print Transform

#### SCANNER (STANDARD)

Scanning speed	120 ipm (simplex)/240 ipm (duplex)
Resolution: maximum	Up to 1,200 dpi
Compression method	TIFF (MH, MR, MMR, JBIG2), Grayscale
File formats	Single Page: TIFF, JPEG, PDF, PDF/A, High Compression PDF, encryption PDF, OCR* Multi Page: TIFF, PDF (Default), PDF/A, High Compression PDF, encryption PDF, OCR* * Requires optional OCR Unit Type M13
Scan modes	E-mail, Folder, USB, SD Card

#### FACSIMILE (OPTIONAL)

Circuit	PSTN, PBX
Transmission speed	2 seconds (200 x 100 dpi, JBIG, ITUT #1 chart TTI off, memory transmission)
Modem speed: maximum	33.6 Kbps
Resolution: standard	8 x 3.85 line/mm, 200 x 100 dpi
Resolution: option	16 x 15.4 line/mm, 400 x 400 dpi
Compression method	MH, MR, MMR, JBIG
Scanning speed	81 spm (A4/LF Image Rotation)
Memory: standard	4 MB (320 pages)
Memory: maximum	60 MB (4,800 pages)

#### PAPER HANDLING

Recommended paper size	Tray 1: 8-1/2" x 11" (A4); Tray 2: 5-1/2" x 8" - 12" x 18" (SRA3, A3 - A6, B4 - B6), Envelopes Bypass tray: Up to 12" x 18", Envelopes, Custom Sizes [Width: 3.5" - 12.6" (90 - 320 mm), Length: 5.8" - 49.6" (148 - 1260 mm)]
Paper input: standard	1,200 sheets
Paper input: maximum	4,700 sheets
Paper output: standard	500 sheets 8.5" x 11" (A4) or smaller; 250 sheets (B4) or larger
Paper output: maximum	1,625 sheets
Paper weight	Trays: 16 - 80 lb. Bond/166 lb. Index (60 - 300 g/m²) Bypass: 14 - 80 lb. Bond/166 lb. Index (52 - 300 g/m²) Duplex: 14 - 68 lb. Bond/142 lb. Index (52 - 256g/m²)
Paper types	Plain, Recycled, Special, Colored, Letterhead, Cardstock, Pre-printed, Bond, Coated, Envelope, Label, OHP, Gloss

#### ECOLOGY

Power consumption: maximum	Less than 1,584 W
Power consumption operation: B/W	507.7 W
Power consumption operation: full color	560.8 W
Power consumption: ready	47.7 W
Power consumption: sleep	0.53 W
TEC	1.1 kWh
ENERGY STAR®	Certified
EPEAT®	Gold Rated*
	* EPEAT Gold rating is applicable only in the USA.



# RICOH IM C3000/IM C3500

## MAIN SPECIFICATIONS

### IM C3000

### IM C3500

#### OUTPUT TRAYS AND FINISHER OPTIONS

1 x 550-sheet Paper Tray (P83270)	Paper size: 5.5" x 8.5" to 12" x 18" (A6 - A3), Paper weight: 16 - 80 lb. Bond/166 lb. Index (60 - 300 g/m <sup>2</sup> )
2 x 550-sheet Paper Tray (P83280)	Paper size: 5.5" x 8.5" to 12" x 18" (A6 - A3), Paper weight: 16 - 80 lb. Bond/166 lb. Index (60 - 300 g/m <sup>2</sup> )
2,000-sheet Large Capacity Tray (LCIT P83290)	Paper size: 8.5" x 11" (A4), Paper weight: 16 - 80 lb. Bond/166 lb. Index (60 - 300 g/m <sup>2</sup> )
1,500-sheet Side Large Capacity Tray (LCIT RT3040)	Paper size: 8.5" x 11" (A4, B5), Paper weight: 16 - 80 lb. Bond/166 lb. Index (60 - 300 g/m <sup>2</sup> )
1,000-sheet Hybrid Finisher (SR3260)	Paper size: Proof Tray: 5.5" x 8.5" to 12" x 18" (A6 - A3); Shift Tray: 5.5" x 8.5" to 12" x 18" (A6 - A3); Paper weight: 14 - 80 lb. Bond/166 lb. Index (52 - 300 g/m <sup>2</sup> ); Staple capacity: 50 sheets; Staple paper size: 8.5" x 11" to 12" x 18" (A4 - A3); Staple paper weight: 14 - 28 lb. Bond (52 - 105 g/m <sup>2</sup> ); Staple positions: Top, Bottom, 2 staples
1,000-sheet Booklet Finisher (SR3270)	Paper size: Proof Tray: 5.5" x 8.5" to 12" x 18" (A6 - A3); Shift Tray: 5.5" x 8.5" to 12" x 18" (A6 - A3); Booklet Tray: 8.5" x 11" to 12" x 18" (A4 - A3); Paper weight: 14 - 80 lb. Bond/166 lb. Index (52 - 300 g/m <sup>2</sup> ); Stack capacity: 1,000 sheets; Staple capacity: 50 sheets; Staple paper size: Normal Staple: 8.5" x 11" to 12" x 18" (A4 - A3); Saddle Stitch: 8.5" x 11" to 12" x 18" (A4 - A3); Staple paper weight: 14 - 28 lb. Bond (52 - 105 g/m <sup>2</sup> ); Staple positions: Top, Bottom, 2 staples, Booklet
250-sheet Internal Finisher (SR3300)	Paper size: 5.5" x 8.5" to 12" x 18" (A6 - A3), Paper weight: 14 - 80 lb. Bond/166 lb. Index (52 - 300 g/m <sup>2</sup> ), Stack capacity: 250 sheets, Staple capacity: 5 sheets, Staple paper size: 7.25" x 10.5" to 11" x 17" (B5 - A3), Staple paper weight: 17 - 21 lb. Bond (64 - 80 g/m <sup>2</sup> ), Staple positions: Top
500-sheet Internal Finisher (SR3250)	Paper size: 5.5" x 8.5" to 12" x 18" (A6 - A3), Paper weight: 14 - 80 lb. Bond/166 lb. Index (52 - 300 g/m <sup>2</sup> ), Stack capacity: 500 sheets, Staple capacity: 50 sheets, Staple paper size: 7.25" x 10.5" to 11" x 17" (B5 - A3), Staple paper weight: 14 - 28 lb. Bond (52 - 105 g/m <sup>2</sup> ); Staple positions: Top, Bottom, 2 staples
Internal Shift Tray (SH3080)	Tray capacity: 250 sheets with 80 g/m <sup>2</sup> paper (A4, LT or smaller); 125 sheets with 80g/m <sup>2</sup> paper (B4, LG or larger); Paper size: 12.60" x 23.62" or smaller, Paper weight: 14 - 80 lb. Bond/166 lb. Index (52 - 300 g/m <sup>2</sup> )
One-bin Tray (BN3130)	Tray capacity: 125 sheets, Paper size: 5.5" x 8.5" to 12" x 18" (A5-A3), Paper weight: 14 - 80 lb. Bond/166 lb. Index (52 - 300 g/m <sup>2</sup> )
Internal Multi-fold Unit (FD3010)	When External Finisher is attached: A3 - A6 SEF, DLT - HLT, 12.6" x 17.7", 12" x 18" Z folding: A3, B4, A4, DLT, LG, LT, 8.5" x 13.4" (Oficio) Half-folding: A3, B4, A4, DLT, LG, LT, 8.5" x 13.4" (Oficio), 12" x 18", 12.6" x 17.7" (SRA3) Inner three-folding: A3, A4, DLT, LG, LT, 8.5" x 13.4" (Oficio)  When External Finisher is not attached: A3 - A6 SEF, DLT - HLT Z folding: A3, B4, A4, DLT, LG, LT, 8.5" x 13.4" (Oficio) Half-folding: A3, B4, A4, DLT, LG, LT, 8.5" x 13.4" (Oficio) Inner three-folding: A3, A4, DLT, LG, LT, 8.5" x 13.4" (Oficio) Outer three-folding: A3, A4, DLT, LG, LT, 8.5" x 13.4" (Oficio)  Paper Weights for Folding: 20 - 28 lb. Bond/58 lb. Index (64 - 105 g/m <sup>2</sup> )  Stack Capacity: Folded: 20 sheets Unfolded: 100 sheets

#### OTHER OPTIONS

Fax Option Type M37, G3 Interface Unit Type M37, Memory Unit Type M37 4GB, Cabinet Type F, Caster Table Type M3, VM CARD Type M37, Punch units (PU3070, PU3080), PostScript3 Unit Type M37, IEEE 802.11 a/g/n Interface Unit Type M19, Device Server Option Type M37, File Format Converter Type M19, OCR Unit Type M13, Small Paper Feeding Unit Type M37, Page Keeper Type M37, Imageable Area Extension Unit Type M19, External Keyboard Bracket Type M19, Optional Counter Interface Unit Type M12, Key Counter Bracket Type M3, NFC Card Reader Type M37, Smart Card Reader Built-in Unit Type M37, ESP XG-PCS-15D, External USB Keyboard (No Bracket), EFI Impose Type FS150, EFI Compose Type FS150, Hot Folders Type FS-100, Spot On Type FS100, Auto Trap Type FS-100, Fery CPS v4, Fery ES-2000 Spectrophotometer, EFI Productivity Pack for Fery E22b E22c, FAX Memory Unit Type M19 64MB, Bridge Unit BU3090, Color Controller E-25C, Banner Paper Guide Tray Type M19

#### CONSUMABLES

Toner: black	31,000 prints
Toner: cyan/magenta/yellow	19,000 prints
Consumable yield measuring method based on A4, 5% coverage	

Some options may not be available at the time of market release.

Specifications are subject to change without notice.

For maximum performance and yield, we recommend using genuine Ricoh parts and supplies.

Some features may require additional options and/or charges.

Ricoh USA, Inc.

70 Valley Stream Parkway  
Malvern, PA 19355



1-800-63-RICOH



www.ricoh-usa.com

**RICOH**  
imagine. change.

Ricoh USA, Inc., 70 Valley Stream Parkway, Malvern, PA 19355, 1-800-63-RICOH

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R4020-1



	Existing Ricoh Aficio MP C3002	New Ricoh IM C3000	Comments
<b>BACKGROUND INFORMATION</b>			
Speed	30 pages per minute color/30 pages per minute black	30 pages per minute color/30 pages per minute black	Same speed
Domestic Intro Date	February 2012	January 2019	Much newer technology Current model
Replacement Date	07/01/2013	Current	
TYPE	Full-color copier, MF	Full-color copier, MF	
Scanner	Digital	Digital	
Technology	Laser	Laser	
<b>GENERAL SPECIFICATIONS/PAPER HANDLING</b>			
Max Original Size	11 x 17	11 x 17	
System Memory (Std/Max)	1.5-GB RAM, 190-GB HD/1.5-GB RAM, 190-GB HD	2-GB RAM, 320-GB HD/4-GB RAM, 320-GB HD	More memory, larger hard drive
Document Feeder	Auto Reversing	Single Pass	Scans two sided documents in one pass
Document Feeder Capacity	50 orig	220 orig	Much larger document feeder capacity
<b>SCANNER AND IMAGE MANAGEMENT SPECIFICATIONS</b>			
Scan Speed (Simplex/Duplex)	51 Images per minute color, 51 images per minute black	120 images per minute color, 120 images per minute black/240 images per minute color, 240 images per minute black	Much faster scanner, especially for duplex (double sided) documents



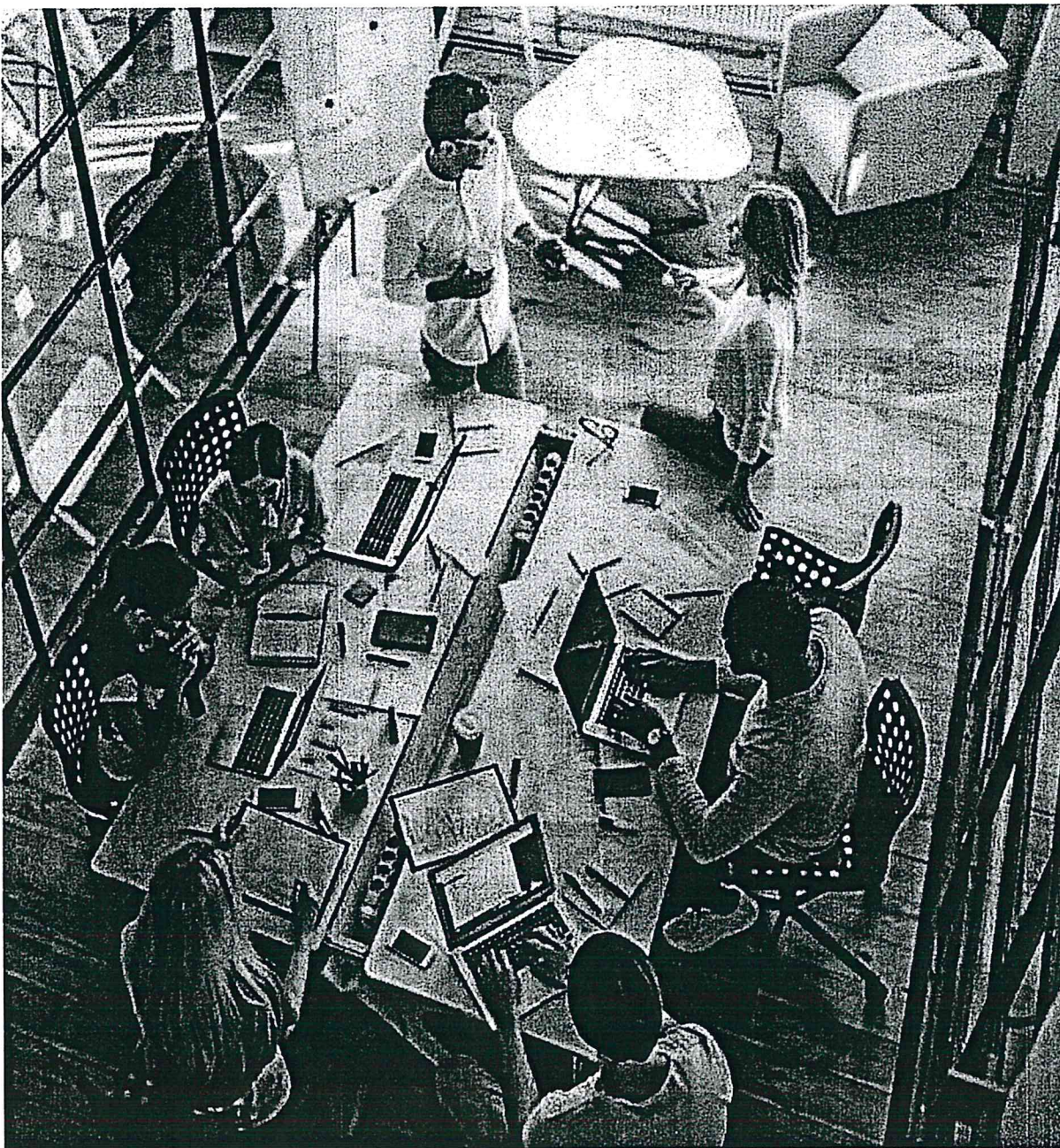
## 2/23/2021

**Existing Machine**

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**Please Note: In 2012, the 60 Month \$1 Buyout Option was selected.**





**Prepared By:**  
Neal Carpenter  
Stan's LPS-Midwest  
815-338-0549 x134  
ncarpenter@stans.com  
February 9, 2021

**STAN'S**

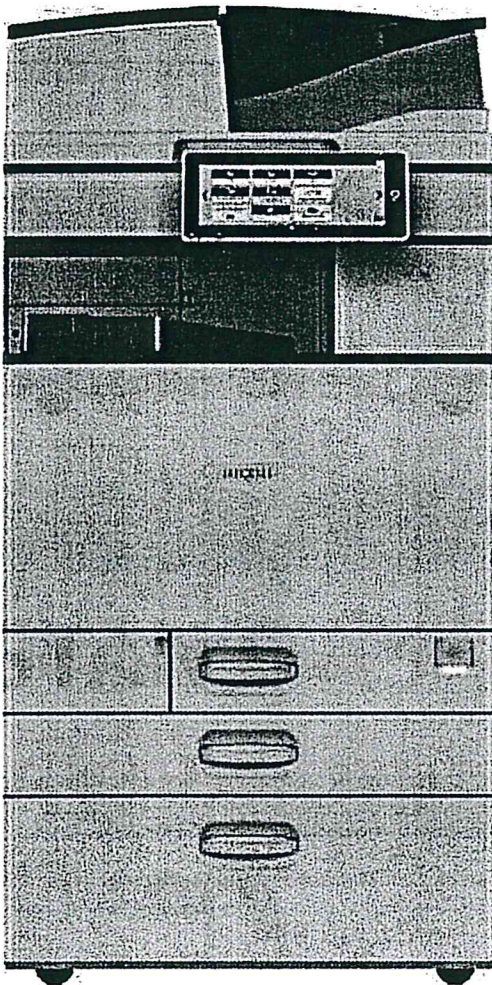


## RICOH



## New Ricoh Color Multifunction Printer

### Model: IM C3000



### Features and Configuration

- Copy, Print, & Scan
- Output Speed – 30 PPM
- 10.1" Keyless Smart Operation Panel
- 220-Sheet Single Pass Document Feeder
- Automatic Duplex
- PostScript3 Emulation
- 2 x 550-Sheet Paper Tray
- 100-Sheet Bypass Tray
- Color Scanning and Printing
- PDF Direct Print Emulation
- Scan to/Print From USB/SD Card
- 2 GB RAM
- 320 GB HDD
- OCR Unit

# Proposed Solution

## Purchase Option

**Purchase  
Price**

**\$5,396.00**

**Initial  
Selection**

☐

## Dollar Buyout Lease Option

Should the leasing option be selected, Stan's will be responsible for all of the tasks associated with establishing a Dollar Buyout lease for the machine detailed in this proposal. At the end of the lease period, the machine will be owned by you.

**Term**

**Lease  
Payment**

**Initial  
Selection**

**36 Months**

**\$175.49**

☐

**48 Months**

**\$137.02**

☐

**60 Months**

**\$110.52**

☐

The lease payment quotations are valid for 30-days from the date of this proposal.

## Hardware Removal Services

If desired, Stan's will remove the existing Ricoh MP C3002 and recycle it at no additional cost to you.

**STAN'S**



## Services and Supplies Agreement

This agreement includes parts, black toner (based on 6% image area (8½" x 11")), additional toner may need to be purchased, based on application), labor, service calls, under normal operating conditions and operator manual specifications and procedures. The cost of color toner, paper, staples and shipping of supplies is excluded.

Annual Base Fee: \$335.00  
10,000 Black and White Pages Included  
\$.009 Per Excess Black and White Page

10,000 Color Pages Included  
\$.011 per Excess Color Page

Billed Quarterly in Arrears Based on Actual Usage

## Hardware Installation and Training Services

The new equipment will be shipped to Stan's. Our Ricoh Certified Technicians will assemble the equipment and perform full bench testing. Firmware will be updated.

The new equipment will be delivered and installed at the client site at a time and date of your convenience. Staff will be fully trained on how to operate the new equipment.

Stan's – LPS Midwest provides a 30-day warranty on all installation work as defined above. Installation fees include labor only. Any material used such as cables or memory are billed separately. Any changes made to the system after installation that change or affect functionality are not covered under this warranty.

## Network Integration

Two Hours Included. \$150 Per Hour Thereafter

Hardware connectivity services included:

1. Printer drivers will be installed on workstations, as requested by customer.
2. All utilities will be loaded and tested on workstations, as requested by customer.
3. MFP will be connected to network queues.
4. Prints from all supported customer identified applications as listed in pre-install site survey will be tested and confirmed as working.
5. All required documentation will be turned over to the customer.

# Proposed Solution

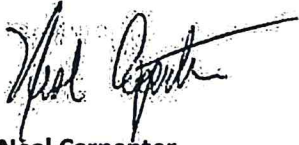
Network must be in good working order, and all passwords required for installation must be available. Recovery of lost passwords, time to locate passwords, and repair of preexisting problems will be billable to the customer at the current hourly rate. Stand-alone installations do not require analyst support, but if boards for connectivity are added later, additional installation fees will apply. It may be necessary to coordinate with other service providers who have been involved with the current configuration of your network. Stan's – LPS Midwest is not responsible for any fees charged by such service providers.

## Purchase Price Payment Terms

Payment in full due upon completed equipment installation, unless other payment arrangements are approved in advance. We accept all major credit cards. Lease payment based on 36/48/60 month term, 0 payment security deposit, \$99.00 one-time processing fee may appear on first statement. Other lease programs are available. Monthly lease payment excludes service agreement and supplies. Preferred lease terms based on credit approval. All prices are subject to all applicable taxes.

# Proposed Solution

This Confidential Proposal is Respectfully Submitted by:



Neal Carpenter  
Account Executive  
**STAN'S**

Accepted By:

Grafton Township

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**STAN'S**

# **SUPERVISOR'S REPORT**



# System Activity Report

[2/1/2021 - 2/28/2021] Report Date: 3/1/2021

## General Assistance

Grants (New Clients) :	0	
Grants (Previous Clients) :	0	
In-Process :	0	
Denials :	1	
Sanctions :	0	
Terminations :	0	
	<hr/>	
	1	\$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	\$750.00
In-Process :	0	
Denials :	0	
	<hr/>	
	1	\$750.00
Grand Totals:	2	\$750.00