

Thursday, October 10, 2024 - 7:00 P.M. Ela Town Hall 1155 E. IL Route 22, Lake Zurich



ELA TOWNSHIP UPCOMING EVENTS

DATE	EVENT	T
10/14/2024	Township Closed in Observation of Indigenous Peoples Day	All
10/23/2024	Highway Commmittee Meeting	10:00
10/23/2024	Community Center Committee Meeting	11:0
10/29/2024	Communications Committee Meeting	10:00
10/30/2024	Committee of the Whole Meeting	8:30
10/30/2024	Health & Wellness Committee Meeting	10:00
11/5/2024	Township Closed - Election Day	All
11/11/2024	Township Closed in Observation of Veterans Day	All
11/11 - 11/13/24	TOI Conference	All
11/14/2024	Board Meeting	7:00

TIME
All Day
10:00 A.M.
11:00 A.M
10:00 A.M.
8:30 A.M.
10:00 A.M.
All Day
All Day
All Day
7:00 P.M.

LOCATION	
200	_
Community Center	
Community Center	
Ela Town Hall - Upper Level Boa Room	ard
Ela Town Hall - Lower Level Boa Room	ard
Ela Town Hall - Lower Level Boa Room	ard
Springfield, IL	_
Ela Town Hall - Lower Level Boa Room	ard



Supervisor's Office

Gloria M. Palmblad

Town Hall: 1155 East Route 22 • Lake Zurich, IL 60047 Phone: 847-438-7823 Fax: 847-438-9269 E-mail: info@elatownship.org

BOARD MEETING

Ela Town Hall 1155 E. Route 22, Lake Zurich, IL Thursday, October 10, 2024, at 7:00 p.m.

AGENDA

NOTICE IS HEREBY GIVEN that a Board Meeting of the Ela Township Board, Lake County, Illinois will be held on Thursday October 10, 2024, at 7:00 p.m. at the Ela Township offices at 1155 East IL-22, Lake Zurich, IL 60047 in accordance with Section 80-10(b) of the Illinois Township Code, 60 ILCS 1/80-10(b). Said meeting has been called by Township Supervisor Gloria Palmblad. The meeting will be held for purposes of considering the following agenda:

- 1. Call to Order
- 2. Board Roll Call
- 3. Pledge of Allegiance
- 4. Freedom of Information Act Requests
- 5. Public Comment
- 6. Approval of Board Meeting Minutes of September 12, 2024
- Committee Meeting Minutes accept meeting minutes from COW (9/25) Community Center Committee () - Communication Committee (9/24) – Health & Wellness Committee () – Highway () -Park Committee () – Cemetery ()
- 8. Approval of Board Audit from 9/1/2024 to 9/30/2024
- Monthly Updates from Elected Officials and Department Heads

(Assessor – Bus – Health & Wellness - Highway – 55+ - Youth – Township Manager)

OLD BUSINESS

NEW BUSINESS

- 10. Proclamation recognizing October as Domestic Violence Awareness Month
- 11. Proclamation recognizing October 21 thru 25 as Red Ribbon Week
- 12. Herman Brothers Snowplow- Discussion and possible action to approve Herman Brothers Western 8'6" Pro Plus snowplow not to exceed \$6731.40
- 13. Accubase Contract- Discussion and possible action to continue Accubase contract with Assessor's office for date range of 1/1/2025 thru 12/31/2025 in the amount of \$63,000
- Tailored Security Cameras- Discussion and possible action to approve purchase of security cameras for the boardroom and pickleball courts not to exceed \$4297
- 15. Salary Study- Discussion and possible action to enter an agreement to complete a salary study
- 16. Executive Session- for the purpose of discussion Personnel 5 ILCS 120/2(c) 1 or 3, Litigation 5 ILCS 120/2(c) or Review of Executive Session Minutes 5 ILCS 120/21
- Highway Superintendent- Discussion and possible action to increase the annual salary of the Highway Superintendent
- 18. Adjournment

Posted this 8th day of October 2024





Clerk's Office Lucy A. Prouty

Town Hall: 1155 East Route 22 • Lake Zurich, IL 60047
Phone: 847-438-7823Fax: 847-438-9269
E-mail: info@elatownship.org

BOARD MEETING

Ela Town Hall 1155 E. Route 22, Lake Zurich, IL Thursday, September 12, 2024, at 7:00 p.m.

MEETING MINUTES

NOTICE IS HEREBY GIVEN that a Board Meeting of the Ela Township Board, Lake County, Illinois will be held on Thursday September 12, 2024, at 7:00 p.m. at the Ela Township offices at 1155 East IL-22, Lake Zurich, IL 60047 in accordance with Section 80-10(b) of the Illinois Township Code, 60 ILCS 1/80-10(b). Said meeting has been called by Township Supervisor Gloria Palmblad. The meeting will be held for purposes of considering the following agenda:

- 1. Call to Order: Clerk Prouty called the September 12, 2024, Ela Township Board meeting to order at 7:00 p.m.
- Board Roll Call: Present were Clerk Prouty, Township Manager Marciniak, Trustees Bowman, Samz, Ufodike, and Wilhoit, and Highway Superintendent DePouw. Supervisor Palmblad, Assessor Herr, and Directors Dillon and Marx were excused.
- 3. Motion to Appoint Trustee Bowman as temporary chairperson: Clerk Prouty requested a motion to appoint Trustee Bowman as chair of the September 12, 2024, Board meeting. Trustee Bowman is the longest standing Trustee on the Ela Township Board. A motion by Trustee Bowman and seconded by Trustee Ufodike to appoint Trustee Bowman as temporary chair of the September Board meeting. Motion passed 4 to 0. Supervisor Palmblad was excused.
- Pledge of Allegiance: Trustee Bowman led the Board in the Pledge of Allegiance.
- 5. Freedom of Information Public Requests: The list will be attached to the minutes.
- Public Comment: There were no public comments at this time.
- 7. Approval of Board Meeting Minutes of August 8, 2024: A motion by Trustee Samz and seconded by Trustee Wilhoit to approve the August 8, 2024, Board meeting minutes with any correction or additions. Motion passed 4 to 0, with no additions or corrections. Supervisor Palmblad was excused.
- Committee Meeting Minutes accept meeting minutes from COW (8/21) Community Center Committee () Communication Committee (8/27)–Health & Wellness Committee (8/21) Highway () Park Committee (8/15) Cemetery (): A motion by Trustee Samz and seconded by Trustee Wilhoit to accept the Committee meeting minutes from COW (8/21) Communication Committee (8/27)–Health & Wellness Committee (8/21) Park Committee (8/15). Motion passed 4 to 0. Supervisor Palmblad was excused.
- 9. Approval of Board Audit from 8/1/2024 to 8/31/2024:
 TOTAL GENERAL TOWN FUND------\$167,651.60
 TOTAL GENERAL ASSISTANCE FUND------\$2,993.24
 TOTAL GENERAL ROAD FUND------\$31,614.24
 TOTAL PERM ROAD FUND ------\$69,124.67
 TOTAL PARK MAINTENANCE-----\$47,312.09

TOTAL CEMETERY MAINTENCE FUND-----\$399.22 TOTAL OFALL FUNDS-----\$319,095.06

A motion by Trustee Samz and seconded by Trustee Wilhoit to authorize the payment of the board audit (8/01/24 to 8/31/24) of \$319,095.06. Motion passed 4 to 0. Supervisor Palmblad was excused.

10. Monthly Updates from Elected Officials and Department Heads (Assessor – Bus – Health & Wellness - Highway – 55+ - Youth – Township Manager):

Supervisor Report: Supervisor Palmblad was excused, no report.

Clerk Report: We have petition packet in the office for the Consolidated Election in April.

Township Manager Report: Read from his report, which will be attached to the minutes.

Trustee Bowman: No report at this time

Samz: Read highlights of Director Marx report.

Ufodike: YMCA is having a fund raiser this weekend for needy kids. Parks meeting on 8/15 was very productive.

Wilhoit: Trustee Wilhoit wanted to congratulate the Community Center team on the fabulous Wisconsin Supper Club-themed dinner. Supervisor Palmblad and I helped serve, and it was so much fun. Trustee Wilhoit attended History Day at Ela Township Historic Society & Museum on September 8th, what a beautiful day, great attraction and vendors. Thank you to all that worked tireless to put that together- what a great event for our community. Trustee Wilhoit has been working with community Center to promote National Senior Center month in the local media. Kickoff starts 09/14 and events are held thru the week (Monday to Friday) events include Scam prevention, healthy living, and self-defense classes.

Assessor: Assessor Herr is excused; her report is attached to the minutes.

Health and Wellness-Marx: Director Marx was excused; her report will be attached to the minutes.

Community Center- Dillon: Director Dillon was excused; the senior and youth reports will be attached to the minutes.

Bus: Full report will be attached to the minutes.

OLD BUSINESS

NEW BUSINESS

- 11. Knigge Park Project- Consideration and possible action to approve addition/change order with Berger Contractors Inc. in the amount not to exceed \$16,605. A Motion by Trustee Wilhoit and seconded by Trustee Bowman to approve addition/change order with Berger Contractors Inc. in the amount, not to exceed \$16,605. Motion passed 4 to 0. Supervisor Palmblad was excused.
- 12. Parks Rental Agreement- Consideration and possible to action to approve amended Ela Parks Rental Agreement: A motion by Trustee Wilhoit and seconded by Trustee Samz to approve amended Ela Parks Rental Agreement. Motion passed 4 to 0. Supervisor Palmblad was excused.

13. Executive Session- for the purpose of discussion Personnel 5 ILCS 120/2(c) 1 or 3, Litigation 5 ILCS 120/2(c) or Review of Executive Session Minutes 5 ILCS 120/21:

A motion by Trustee Samz and seconded by Trustee Ufodike to enter into closed executive session (Personnel 5 ILCS 120/(c) at 7:15 P.M. Motion passed 4 to 0. Supervisor Palmblad was excused.

A motion by Trustee Wilhoit and seconded by Trustee Bowman to come out of Executive session at 7:45 P.M. Motion passed 4 to 0. Supervisor Palmblad was excused.

An amended motion by Trustee Samz and seconded by Trustee Wilhoit to approve the current Administrative Coordinator keeping the position as Administrative Coordinator modifying it to full time with compensation. Motion passed 4 to 0. Supervisor Palmblad was excused.

Adjournment: A motion by Trustee Wilhoit and seconded by Trustee Ufodike to adjourn at 7:47 P.M. Motion passed 4 to 0. Supervisor Palmblad was excused.

Respectfully submitted: Clerk Lucy A. Prouty





Clerk's Office Lucy A. Prouty

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E-mail: info@elatownship.org

COMMITTEE OF THE WHOLE (COW) MEETING

Ela Township – Lower Level Board Room 1155 East Route 22, Lake Zurich Wednesday, September 25, 2024, at 8:30 a.m.

MEETING MINUTES

- Call to Order: Supervisor Palmblad called the September 25, 2024, Committee of the Whole meeting to order at 8:30 a.m.
- Board Roll Call: Present were Supervisor Palmblad, Clerk Prouty, Township Manager Marciniak,
 Trustee Samz, Trustee Ufodike, Trustee Wilhoit, Assessor Herr, Community Programs Director Dillon,
 and Highway Superintendent DePouw. Trustee Bowman and Health & Wellness Director Marx were
 absent.
- Pledge of Allegiance: Supervisor Palmblad led the Pledge of Allegiance.
- 4. Public Comment: None at this time
- 5. Discussion with Ela Township Pageant President: The representative from Ela Township Community Pageant did not attend.
- Administration Updates:
 - a. Township Manager: Trustee Wilhoit requested an update on the back staircase at Town Hall. Township Manager Marciniak told Trustee Wilhoit that he is not getting any answers back from the company, and there are no monies yet involved. The Township will be contacting our Attorney to see what next steps can be taken.
 - b. Township Supervisor: None at this time.

7. Committee Updates:

- a. Community Center Committee Chair/Trustee Wilhoit: Trustee Wilhoit congratulated Director Dillon on a successful Community Center Celebration on September 14, 2024. Director Dillon reported that since the 55+ Newsletter was mailed, the Community Center has received many calls about their activities.
- b. Communication Committee Chair/Supervisor Palmblad: The Committee discussed doing something different for the holiday season. Rather than the Holiday Home Decorating Contest, the Committee is working on a giveaway for seniors in need and plans to work with 2 assisted/supportive living facilities in Ela Township. All articles for the Fall Newsletter need to be sent to Administrative Coordinator Case by October 28, 2024.
- c. Health & Wellness Committee Chair/Trustee Samz: Supervisor Palmblad gave Director Marx report as director Marx was absent. Director Marx has given up on hiring a Certified Licensed Clinician, which she has been advertising since January. The job description has been modified to Case Worker, it was posted on LinkedIn, and she has already had three inquiries.
- d. Parks & Recreation Committee Chair/Trustee Ufodike: Next meeting is November 12, 2024.
- e. Highway Committee Chair/Trustee Bowman: Highway Superintendent DePouw presented the board with information on a new Wing Mower. Brett and Highway Superintendent DePouw attended a demonstration which provided an overview of the multiple attachments for additional

- functions other than just mowing, the cost is roughly \$250,000. The current wing mower is down in Joliet while they determine how to repair it.
- f. Bus Service Board Liaison Supervisor Palmblad: Barrington Township called to inform that they have been transporting two Ela Township residents to work and medical appointments multiple times per week. Supervisor Palmblad and Township Manager Marciniak will meet with the residents to find an alternate plan.
- g. Assessor-Penny Herr: Everything is running smoothly in the office. We have had 104 appeals so far. Ela Township assessments for 2024 were published on September 12, 2024. The Township factor will be 1.0276. The last day to appeal your assessments will be October 15, 2024.
- Historic Society- Township Manager Marciniak: Informed that the Peace Pole in Ela Park has been vandalized.
- Cemetery-Supervisor Palmblad: No report.
- 8. Topics for Consideration:
 - Discussion on remaining COW dates 2024: There will be Cow meetings on October 30th and November 20th, and none in December.
 - Discussion on executive training-James Arnt executive training proposal: This item will be tabled.
 - c. Discussion on salary survey- discussion on proposals for the Township to receive a salary study. Trustee Samz thought that the Arnt proposal was very expensive, and he gave Ela Township Manager Marciniak two additional companies that may provide this service, Sikich and Cbiz. This item will be tabled
 - d. Approval of FY24 Board audit-discussion and possible action to approve the FY24 board audit: Discussion approving Board member receipt of the Board audit. No action was taken.
- 9. Executive Session for the purpose of discussing Personnel 5 ILCS 120/2(c) 1 or 3, Litigation 5 ILCS 120/2(c) or Review of Executive Session Minutes 5 ILCS 120/2(c) 21: None.
- Set the Date of Next COW Meeting (October 30, 2024 @ 8:30 AM): The committee agreed on the date of October 30th for the next COW meeting.
- Adjourn: A motion by Trustee Wilhoit and seconded by Trustee Ufodike to adjourn at 9:53 a.m. Motion passed 4 to 0. Trustee Bowman was absent.

Respectfully Submitted: Clerk Lucy A. Prouty



Supervisor's Office

Gloria M. Palmblad

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COMMUNICATIONS COMMITTEE MEETING

Ela Town Hall – Upper Level Conference Room 1155 E. Route 22 Lake Zurich, IL Tuesday, September 24, 2024 - 10:00 A.M.

MEETING MINUTES

- Call to Order: Supervisor Palmblad called the September 24, 2024, Communications Committee meeting to order at 10:02 a.m.
- Roll Call: Present were Supervisor Palmblad, Assessor Herr, Community Programs Director Dillon, Health & Wellness Director Marx, Administrative Coordinator Case, and Administrative Coordinator Mendocha. Township Manager Marciniak and Assistant Director Dalbec were absent.
- 3. Public Comment: None.
- 4. Old Business
 - A. New Resident Mailing: Administrative Coordinator Case received a list of 42 new residents and will send out the mailing this week.
 - B. E-Blast: October E-Blasts will be sent out October 7 & 21. Please send content to Administrative Coordinator Case by October 3.
 - C. Township Tuesday: 55+ was the department highlight for September Township Tuesday. October will highlight the Cemetery Department and Administrative Coordinator Case will work with Cemetery Manager Thompson on content.
 - D. Community Center Banners: The fall banner design is complete and as soon as final sizing is determined the banner will be made. The winter banner text and design have been finalized, once the Township receives and installs the fall banner the winter banner will be ordered.
 - E. Community Center Celebration: The event went very well, and Community Programs Director Dillon is receiving a lot of positive feedback. Some changes will be put in place for the 2025 event and staff is looking forward to planning.
 - F. 2024/2025 Winter Newsletter: As determined by the Committee, the 2024/2025 will be in electronic format and posted to the website, Facebook, and an e-blast containing a link to the newsletter on our website will be sent out to subscribers. Content is due October 28, with a goal of possible Board approval at the November 14th Board meeting and making it available for the public thereafter.
 - G. Holiday Home Decorating Contest: With low participation in the 2023 holiday decorating contest, the Committee agreed to take a year off. Ideas were discussed revolving around some type of gift giving for seniors in supportive/assisted living facilities located in the Township.
- 5. New Business: Supervisor Palmblad informed the Committee of an upcoming referendum on the November ballot regarding Lake County Forest Preserves 155 million dollar renovation to make improvements to current preserves and acquire land for additional preservation. The Township will make any information it receives available to residents via social media and Township website news. Community Programs Director Dillon will include it in her weekly email to 55+ members as well.
- 6. Set Date for Next Communications Committee meeting: October 29, 2024, @ 10:00 a.m.
- 7. Adjournment: Supervisor Palmblad adjourned the meeting at 10:45 a.m.

Respectfully submitted: Deputy Clerk Case



ELA TOWNSHIP

BOARD AUDIT REPORT FROM: 09/01/2024 - 09/30/2024

	INVOICE CHECKS	PAYROLL & PAYROLL TAXES & RETIREMENT	TOTAL FUNDS
TOTAL GENERAL TOWN FUND:	\$64,944.17	\$105,824.70	\$170,768.87
TOTAL GENERAL ASSISTANCE FUND:	\$1,082.12	\$2,948.23	\$4,030.35
TOTAL GENERAL ROAD FUND:	\$226,079.56	\$2,651.24	\$228,730.80
TOTAL PERMANENT ROAD FUND:	\$24,293.26	\$48,918.98	\$73,212.24
TOTAL PARK MAINTENANCE FUND:	\$4,144.11	\$10,994.76	\$15,138.87
TOTAL CEMETERY MAINTENANCE FUND:	\$549.00	\$621.05	\$1,170.05
*** TOTAL ALL FUNDS:	\$321,092.22	\$171,958.96	\$493,051.18

THE FOLLOWING INFORMATION HAS BEEN AUDITED AND APPROVED FOR PAYMENT. DAY OF THIS

TOWN CLERK	TRUSTEE	TRUSTEE
SUPERVISOR	TRUSTEE	TRUSTEE

10/03/2024 12:45 PM User: CATHY

DB: Ela Township

INVOICE GL DISTRIBUTION REPORT FOR ELA TOWNSHIP EXP CHECK RUN DATES 09/01/2024 - 09/30/2024

Page: 1/8

JOURNALIZED

PAID AND PARTIALLY PAID BOARD AUDIT

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 1 GENERAL TOWN FUND Dept 01 ADMINISTRATIVE DIVISION	NOTSTA				G
	HEALTH BENEFITS	BLUE CROSS AND BLUE SHIE	SEPTEMBER PREMIUM	2,865.55	1440
1-01-509.00	HEALTH BENEFITS	DELTA DENTAL OF ILLINOIS	SEPTEMBER PREMIUM	250.50	97845
1-01-514.00		MUTUAL OF OMAHA		8.70	1442
1-01-520.00	CLOSIDE EXTERMINATION SERVICE I	ORKIN	ACCT#28551951 MONTHLY EXTERMINATION S	3.85	97921
1 01 520 00	WARRY WILL 30%	KUNCO OFFICE SUPPLY	ŝ	8.02	97924
1-01-520.00	MATS - TH 35%	UNIFIEST CORPORATION	MATS - IH	57.09	97927
1-01-532.00	INTERNET/PHONE 8/9-9/8/2024 (3			154 50	1465
1-01-532.00	8/15/2024	T-MOBILE	ACCT# 993594012 7/16-8/15/2024	91.62	1467
1-01-532.00	TELEPHONE 3016001336 SEPT 2024	ACCESS ONE	TELEPHONE 3016001336 SEPT 2024	403.37	1466
1-01-534.00	ELECTRICITY #0497513000 7/30-8/	COMMONWEALTH EDISON	ELECTRICITY #0497513000 22155 W RT 22	259.55	1456
1-01-534.00	WATER 1155 E RT 22 7/19-8/20/24	VILLAGE OF LAKE ZURICH	WATER #006658-00 1155 E RT 22 7/19-8/	17.25	1461
1-01-538.00	POSTAGE - CERTIFIED MAIL FED 94	CITI CARDS	AUGUST STATEMENT	10.72	1448
1-01-544.00	DESAL SERVICES - AUGUST 2024		LEGAL SERVICES - AUGUST 2024	191.25	97904
1-01-544.00	ANNUAL AUDIT 3/31/2024	EVANS, MAKSHALL & PEASE,	ANNUAL AUDIT 3/31/2024	8,650.00	97910
1-01-546.00	ANNUAL MEMBERSHIP DUES 6/1/24-5	MINICIPAL CLERKS OF LAKE	AUGUSI SIAIEMENI ANNIAI, DIFE 6/1/24-5/31/25 FOR PROUT	(3.68)	97478
1-01-548.00	AVAILABILITY OF AUDIT NOTICE 20	PADDOCK PUBLICATIONS, IN		29.90	97923
1-01-558.00	PRIMO WATER - 35%	CITI CARDS		15.56	1448
1-01-558.00	WALMART-DISINFECTANT	CITI CARDS	AUGUST STATEMENT	96.8	1448
1-01-558.00	WREATHS (2) 50%	TROOP 353	WREATHS (2)	65.00	97865
1-01-558.00	GARBAGE BAGS - TH	ARNUFLO GONZOLEZ BEDOLA	GARBAGE BAGS	21.87	97905
1-01-558.00	EMBROIDERY FOR 2 T-SHIRTS		EMBROIDERY FOR 2 T-SHIRTS	40.00	97917
1-01-559.00	EPIPHAN.COM - PEARL NANO VIDEO			529.99	1448
1-01-565.00	ADOBE SUB. 8/9/24-8/8/25		AUGUST STATEMENT	701.12	1448
1 01 565 00	CONSTANTCONIACI.COM		AUGUST STATEMENT	249.60	1448
1-01-565.00	TIMPRO HOSTING - AUGUST 2024	SOMARC SVSTEMS INC	GENERAL LEDGER .NET CUSTUMIZATION (CH TIMBBO DOSTING - ANGRET 2024	241 00	97906
1-01-565.00	MONTHLY IT SERVICES - OCTOBER 2			00.152	97908
1-01-565.00			· VIDEO CAN	16.00	97908
1-01-568.00	WALMART - COOK OUT	CITI CARDS	AUGUST STATEMENT	17.46	1448
1-01-568.00	ACCT#939689 SUBSC 10/8-12/3/24	PADDOCK PUBLICATIONS INC	ACCT#939689 SUBSC 10/8-12/3/24	80.20	97922
1-01-572,00	CUSTOM PRINTED 8' TABLE DRAPE	HALLMARK PROMOTIONS, INC	CUSTOM PRINTED 8' TABLE DRAPE	346.48	97863
1-01-572.00		PROMOTIONS,	SQUARE 39" TAPE MEASURE KEY RINGS (26	195.12	97863
1-01-572.00				167.08	97863
1-01-5/2.00	BRAIN STRESS RELIEVER (150)			633.15	97863
1-01-372.00	12x18 CHEMOM STON - IVNN	HALLMAKA PROBULLONS, INC	477-2023 CUSIOM CALENDAR MAGNEIS (103	20.08	97863
1-01-573 00	FALL BANNER FOR COMMINITY CENTE	STGNS NOW MINDELETIN	FAIL BANNER FOR COMMINITY CENTER BITT.	284 00	97975
1-01-600.00	TH EMERGENCY STAIRS-SOIL TESTIN	SOIL AND MATERIAL CONSUL	SOIL/AGGREGATE TESTING 5/21/24 TH EME	500.00	97864
		Total For Dept 01 ADMINISTRATIVE DIVISION	BATTUE BIVISION	19 112 95	
Dent 03 HEALTH AND WELLINESS	U				
1-03-509.00	HEALTH BENEFITS	BLUE CROSS AND BLUE SHIE	SEPTEMBER PREMIUM	3,846.70	1440
1-03-509.00	HEALTH BENEFITS		SEPTEMBER PREMIUM	302.84	97845
1-03-510.00	TASC FSA PAYMENT 9/4/24		TASC FSA PAYMENT 9/4/2024	607.67	1441
1-03-510.00	TASC FSA PAYMENT 9/18/24	TASC CUSTOMER CARE	TASC FSA PAYMENT 9/18/24	79.709	1446
1-03-314.00	MONTHLY EXTERMINATION SERVICE T	ORKIN		20.87	1447
1-03-520.00	GLOVES, SOAP 4/CT - 25%	RUNCO OFFICE SUPPLY	GLOVES, SOAP 4/CT	5.73	97924

10/03/2024 12:45 PM User: CATHY

DB: Ela Township

INVOICE GL DISTRIBUTION REPORT FOR ELA TOWNSHIP EXP CHECK RUN DATES 09/01/2024 - 09/30/2024 JOURNALIZED PAID AND PARTIALLY PAID

2/8

Page:

		BOARD AUDIT			
GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
J 02 520 00	0				
1 02 520.00	SCZ HI - SIEW	UNIFIRST CORPORATION	1	40.77	97927
1-03-520.00		UNIFIRST CORPORATION	MATS - TH	40.77	97927
1-03-532.00	INTERNET/PHONE 8/9-9/8/2024 (2	COMCAST	8771 10 097 0050157 8/9-9/8/2024	110.36	1465
1-03-532.00	TELEPHONE 7/16-8/15/2024	T-MOBILE	ACCT# 993594012 7/16-8/15/2024	91.62	1467
1-03-532.00	TELEPHONE 3016001336 SEPT 2024	ACCESS ONE	TELEPHONE 3016001336 SEPT 2024	263.18	1466
1-03-534.00	ELECTRICITY #0497513000 7/30-8/	COMMONWEALTH EDISON	ELECTRICITY #0497513000 22155 W RT 22	185.39	1456
1-03-534.00	WATER 1155 E RT 22 7/19-8/20/24	VILLAGE OF LAKE ZURICH	WATER #005658-00 1155 E RT 22 7/19-8/	12.32	1461
1-03-536.00	MILEAGE REIMB-TRAINING COURSE	BETSY J INNOCENTI	MILEAGE REIMB-TRAINING COURSE	18.76	97914
1-03-536.00	MILEAGE REIMB EA/GA TRAINING 8/	BETSY J INNOCENTI	MILEAGE REIMB FOR EA/GA TRAINING 8/21	46.90	97914
1-03-540.00	JUMBO POST CARD	ELAN FINANCIAL SERVICES	AUGUST STATEMENT 2024	33.00	1470
1-03-546.00	JOB POSTING FEE FOR MEMBER MUNI	ILCMA	JOB POSTING FEE FOR MEMBER MUNICIPALI	50.00	97913
1-03-558.00	PRIMO WATER - 25%	CITI CARDS	AUGUST STATEMENT	11.12	1448
1-03-558.00	GARBAGE BAGS - TH	ARNUFIO GONZOLEZ BEDOLA	GARBAGE BAGS	15.58	97905
1-03-558.00	AMAZON-BUSINESS CARD HOLDER/DIS	ELAN FINANCIAL SERVICES	AUGUST STATEMENT 2024	37.58	1470
1-03-559.00	CUBICLEKEYS-KEYS	ELAN FINANCIAL SERVICES	AUGUST STATEMENT 2024	89.55	1470
1-03-565.00	THERAPY NOTES DATABASE SUBSCRIP	ELAN FINANCIAL SERVICES	AUGUST STATEMENT 2024	51.00	1470
		Total For Dept 03 HEALTH AND WELLNESS	AND WELLNESS	6,499.86	
Dept 05 COMMUNITY CENTER					
1-05-411.01	SENIOR PROGRAM REFUND	NEIL WENDTLAND	SENIOR PROGRAM REFUND	70.00	97919
1-05-509.00	HEALTH BENEFITS		SEPTEMBER PREMIUM	4.521.56	1440
1-05-509.00	HEALTH BENEFITS	eε	SEPTEMBER PREMIUM	299.02	97845
1-05-510.00	TASC FSA PAYMENT 9/18/24	TASC CUSTOMER CARE	TASC FSA PAYMENT 9/18/24	125.00	1446
1-05-514.00	VOLUNTARY LIFE INSURANCE/AD&D	MUTUAL OF OMAHA	INSURANCE SEPTEMBER 2024 PREMIUM	8.70	1442
1-05-520.00	COSTCO-PAPER TOWELS/WATER BOTTL	CITI CARDS	AUGUST STATEMENT	27.97	1448
1-05-520.00	DISHWASHER INSPECT/REPAIR		DISHWASHER INSPECT/REPAIR	233.00	97916
1-05-520.00	MATS - CC	UNIFIRST CORPORATION	MATS - CC	112.00	97927
1-05-520.00	MATS - CC	UNIFIRST CORPORATION	- 1	110.50	97927
1-05-524.00	COSTCO-8/22 LUNCH & MOVIE	CITI CARDS	AUGUST STATEMENT	27.18	1448
1-05-524.00	MARIANOS-NUTRITION	CITI CARDS	AUGUST STATEMENT	5.99	1448
1-05-524.00	COSTCO-NUTRITION	CITI CARDS	AUGUST STATEMENT	15.16	1448
1-05-524.00	COSTCO-7/30 L&L	CITI CARDS	AUGUST STATEMENT	26.41	1448
1-05-524.00	COSTCO-7/30 L&L	CITI CARDS	AUGUST STATEMENT	143.15	1448
1-05-524.00	COSTCO-7/30 L&L	CITI CARDS	AUGUST STATEMENT	14.99	1448
1-05-524.00	MARIANOS-NUTRITION	CITI CARDS	AUGUST STATEMENT	24.81	1448
1-05-524.00	TRADER JOE'S-8/6 L&L			48.38	1448
1-05-524.00	MARIANOS-8/6 L&L			83.44	1448
1-05-524.00	SEOUL SUPERMARKET-8/6 L&L		AUGUST STATEMENT	11.36	1448
1-05-524.00	SEOUL SUPERMARKET-8/6 L&L		AUGUST STATEMENT	11.63	1448
1-05-524.00	COSTCO-8/8 LUNCH & MOVIE		AUGUST STATEMENT	169.53	1448
1-05-524.00	JEWEL-NUTRITION			50.93	1448
1-05-524.00	MARIANOS-8/13 LUNCH			48.41	1448
1-05-524.00	COSTCO-NUTRITION			167,16	1448
1-05-524.00	REIMBURSMENT FOR PROGRAMS	GAGGIANO	SMENT FOR	7.94	97912
1-05-524.00	MAKIANOS-SALES TAX REFUND	FINANCIAL	STATEMENT	(0.21)	1470
1-05-524.00	MAKIANUS-8/2/ LUNCH	FINANCIAL	STATEMENT	3,99	1470
1-05-524.00	COSTCO-SENIOR NUTRITION	FINANCIAL	STATEMENT	6.99	1470
1-03-324.00	COSTCU-SENIOR NUIKITION	ELAN FINANCIAL SERVICES	AUGUST STATEMENT 2024	17.50	14/0
1-03-324.00	COSTCO-SENIOR NOINTITON	FINANCIAL	CTATEMENT	36.26	1470
1-00-124.vv	COSTCO_TOOTH MOTERATION	FINANCIRD	SIMILMENI	100.43	07.51

INVOICE GL DISTRIBUTION REPORT FOR ELA TOWNSHIP EXP CHECK RUN DATES 09/01/2024 - 09/30/2024 JOURNALIZED PAID AND PARTIALLY PAID BOARD AUDIT

3/8

Page:

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 1 GENERAL TOWN FUND Dept 05 COMMUNITY CENTER					
1-05-524.00	COSTCO-SENIOR NUTRITION	ELAN FINANCIAL SERVICES	AUGUST STATEMENT 2024	90.62	1470
1-05-524.00	MARIANOS-8/20 L&L		AUGUST STATEMENT 2024	79.37	1470
1-05-524.00	MARIANOS-8/20 L&L	FINANCIAL	AUGUST STATEMENT 2024	14.97	1470
1.05.53.00	TANDDAMP / PROME 0/17 0/17/2004	ELAN FINANCIAL SERVICES	AUGUST STATEMENT 2024	12.14	1470
1-05-532.00	INIDENDE 1/16-0/15/2024	COMCAST WORLTE	8//I 10 09/ 0242481 8/1/-9/16/2024	301.09	1464
1-05-532.00	TELEPHONE 3016001336 SEPT 2024	ACESS ONE	#CCI# 3933394012 //16-8/13/2024	370 66	1467
1-05-534.00	ELECTRICITY #8827271222 7/30-8/	COMMONWEALTH EDISON	FLECTRICITY #8827271222 380 SIRRYSE 7	767 02	1455
1-05-534.00	WATER 380 SURRYSE 7/19-8/20/24	VILLAGE OF LAKE ZURICH	WATER #006109-01 380 SURRYSE 7/19-8/2	119.70	1460
1-05-537.00	CERTUS FUSION TRAINING		AUGUST STATEMENT 2024	13.99	1470
1-05-540.00			RICOH 13734233 COPIER AGRMT ADDL COPI	152.93	1444
1-05-540.00	COPIER MPC2504 RENT 9/18-10/17		COPIER MPC2504 RENT 9/18-10/17/24	110.08	1443
1-05-540.00	ELA 55+ OCT-DEC 2024 NEWSLETTER	AMERICAN LITHO	ELA 55+ OCT-DEC 2024 NEWSLETTER	6,791.00	97902
1-05-546.00	BACKGROUND CHECK - CROOK	ILLINOIS STATE	BACKGROUND CHECK - CROOK	10.00	1445
1-05-546.00	DOSTON MEMBERSHIP IT DARWED	ILLINOIS STATE POLICE	BACKGROUND CHECK - CROOK	0.50	1445
1-05-546.00	DACKCROTHER CURCK MERCENHOUR	CILI CAKUS	AUGUST STATEMENT	30.00	1448
1-05-546 00	BACKGROUND CHECK-CROOKSTON	TITINGTS STATE FOLICE	DACACROTHE - IDSSENDORF/CROOKSTON	10.00	1 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4
1-05-546.00	BACKGROUND CHECK FEE	STATE	1	0.00	1447
1-05-547.00	9/18/24 PRESENTATION		9/18/24 PRESENTATION - JOY OF RETIREM	150.00	07856
1-05-547.00	SELF-DEFENSE INSTRUCTION 9/20/2		SELF-DEFENSE INSTRUCTION 9/20/2024	100.00	97858
1-05-547.00	BUS-ANDERSON GARDENS 9/12/24		BUS-ANDERSON GARDENS 9/12/24	1,170.00	97861
1-05-547.00	BUS DRIVER TIP-ANDERSON GARDENS		BUS DRIVER TIP-ANDERSON GARDENS	90.00	97862
1-05-547.00	LZ PARKS REC-YOUTH CAMP	CITI CARDS	AUGUST STATEMENT	126.00	1448
1-05-547.00	LZ PARKS REC-YOUTH FIELD TRIP		AUGUST STATEMENT	147.00	1448
1-05-547.00	CITY EXPERIENCES-ARCHITECTURAL		AUGUST STATEMENT	4,349.10	1448
1-05-547.00	HWANG DAE GHAM-CUISINE CLUB	CITI		90.48	1448
1-05-547.00	HONEY BUTTER FRIED CHICKEN-CUIS	CITI		792.00	1448
1-05-547.00	MARIANOS-8/8 LUNCH & MOVIE		AUGUST STATEMENT	4.00	1448
1-03-547.00		CITI	E-4	(118.11)	1448
1 05 547.00			ZUMBA CLASSES - SEPTEMBER 2024 (16)	480.00	97911
1-05-547.00	IOGA CLASSES - SEFIEMBER ZUZ4 (384.00	97926
1-05-547 00	COSTCO-SENIOR DESCRAM	FAIRLIA WISHIEMSAL	FILINGSS CLASSES - SEFIEMBER 2024 (12)	33 37	91929
1-05-547 00	MARTANOS-SENTOR PROCRAM		AUGUST STATEMENT 2024	10.57	1470
1-05-547.00	LAKE ZURICH 12-YOUTH PROGRAM	FINANCIAL	STATEMENT	55.00	1470
1-05-547.00	BOWLERO-YOUTH PROGRAM	FINANCIAL	STATEMENT	249.75	1470
1-05-547.00	COSTCO-SENIOR PROGRAM	ELAN FINANCIAL SERVICES	AUGUST STATEMENT 2024	49.41	1470
1-05-550.00	WALMART-LD TRAVEL SUPPLIES	CITI CARDS	AUGUST STATEMENT	105.43	1448
1-05-550.00	REIMBURSEMENT FOR GB TRIP		REIMBURSEMENT FOR GB TRIP AUG/SEPT 20	568.26	97909
1-05-551.00	AMAZON-BANNER FLAGS REFUND			(75.14)	1448
1-05-551.00	RESTAURANT DEPOT-PROGRAM SUPPLI			458.24	1448
1.05-551.00	MAKLANOS-8/23 SPECIAL EVENT	CITI CARDS		28.64	1448
1-05-551 00	COSTOC-8/23 SUPPLIES DESCRIP	CIEL	AUGUST STATEMENT	61.U2	1446
1-05-551.00	COSTCO-SUPPER CLUB			105.92	1448
1-05-551.00	MARIANOS-TRIVIA PRIZES			25.00	1448
1-05-551.00	AMAZON-LEMON SQUEEZER/THERMOMET		72	31.05	1448
1-05-551.00	DOLLAR TREE-STORAGE BASKETS	CILI	AUGUST STATEMENT	144.45	1448
1-05-551.00	AMAZON-PROGRAM SUPPLIES DRESSIN	CITI CARDS	AUGUST STATEMENT	20.56	1448

INVOICE GL DISTRIBUTION REPORT FOR ELA TOWNSHIP EXP CHECK RUN DATES 09/01/2024 - 09/30/2024 JOURNALIZED PAID AND PARTIALLY PAID BOARD AUDIT

Page: 4/8

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 1 GENERAL TOWN FUND			The processing of the processing of the state of t		8
Dept 05 COMMUNITY CENTER					
1-05-551.00	MARIANOS-SUPPER CLUB			144.33	1448
1-05-551 00	COSTCO-SOFFER CLUB	CITI CARDS		257.56	1448
1-05-551 00	MARTANOS-DROCDAM SHEDITES	CITI CARDS		56.93	1448
1-05-551 00	COSTOO DESCRIPTION CONTINUES			29.59	1448
1-05-551 00	MADIANOS 2/26 CRECIAL CARDA			27.96	1448
1 05 551 00	MAKENOS-1/20 SPECIAL BVENT			45.99	1448
1 06 551 00	WARACIN-IST ALD COLD PACKS			68.64	1448
1-05-551.00	XAVUS SOLUTIONS-MY SENIOR CENTE	CARDS		315.00	1448
1-05-551.00	BINNYS-SENIOR PROGRAM SUPPLIES	ELAN FINANCIAL SERVICES	AUGUST STATEMENT 2024	150.51	1470
1-05-553.00	MUSICAL PERFORMANCE 9/14/2024	WEAVER	MUSICAL PERFORMANCE 9/14/2024	675.00	97847
1-05-553.00	SIGNARAMA-CC CELEBRATION	ELAN FINANCIAL SERVICES		325.00	1470
1-05-558.00		CITI CARDS	AUGUST STATEMENT	19.99	1448
1-02-228.00	GARBAGE BAGS - CC	ARNUFLO GONZOLEZ BEDOLA	CARBAGE BAGS	62,32	97905
1-05-558.00			SOAP HERBAL 4/CT	39,99	97924
1-03-338.00	PENS, PENCILS, CUPS, ORGANIZER, AKROGOLD UNLEADED GASOLINE	CONSERV FS INC	PENS, PENCILS, CUPS, ORGANIZER, FLAGS AKROGOLD UNLEADED GASOLINE	48.51	97924
		Total For Dept 05 COMMINITY CENTER	agringo V	78 151 71	
8		THORNE OF THE TOTAL TOTAL		17:101/07	
Dept 06 ASSESSORS DIVISION					
1-06-509.00	HEALTH BENEFITS	BLUE CROSS AND BLUE SHIE		573.63	1440
1-06-509.00	HEALTH BENEFITS	DELTA DENTAL OF ILLINOIS	SEPTEMBER PREMIUM	102.90	97845
1-06-514.00	VOLUNTARY LIFE INSURANCE/AD&D	MUTUAL OF OMAHA	INSURANCE SEPTEMBER 2024 PREMIUM	3.40	1442
1-06-520.00		ORKIN	ACCT#28551951 MONTHLY EXTERMINATION S	4.40	97921
1-06-520.00	GLOVES, SOAP 4/CT - 40%	RUNCO OFFICE SUPPLY	GLOVES, SOAP 4/CT	9.17	97924
1-06-520.00	MATS - TH 40%	UNIFIRST CORPORATION	MATS - TH	65.24	97927
1-06-520.00	MATS - TH 40%	UNIFIRST CORPORATION	MATS - TH	65.24	97927
1-06-532.00	INTERNET/PHONE 8/9-9/8/2024 (4	COMCAST	8771 10 097 0050157 8/9-9/8/2024	176.57	1465
1-06-532.00	TELEPHONE 8/16-9/15/2024	VERIZON WIRELESS	TELEPHONE 686572087-00001 8/16-9/15/2	72.02	1468
1-06-532.00	TELEPHONE 3016001336 SEPT 2024	ACCESS ONE	TELEPHONE 3016001336 SEPT 2024	350.47	1466
1-06-534.00	ELECTRICITY #0497513000 7/30-8/	COMMONWEALTH EDISON	ELECTRICITY #0497513000 22155 W RT 22	296.63	1456
1-06-534.00	WATER 1155 E RT 22 7/19-8/20/24	VILLAGE OF LAKE ZURICH	WATER #006658-00 1155 E RT 22 7/19-8/	19.72	1461
1-06-536.00	TRAVEL-IPAI COURSE- EAST PEORIA	AMAYA ARRIEN		780.24	97903
1-06-540.00	ASSESOR NOTICE DOORHANGER	JUMBO POSTCARD	ASSESOR NOTICE DOORHANGER	214.21	97915
1-06-540.00	METERED COPIER USAGE 8/23-9/22/	WAREHOUSE DIRECT	METERED COPIER USAGE 8/23-9/22/2024	27.01	97928
1-06-544.00	LEGAL SERVICES-6/12-7/31/2024	ANCEL GLINK, P.C.	LEGAL SERVICES-6/12-7/31/2024	3,570.00	97904
1-06-544.00	LEGAL SERVICES - AUGUST 2024	ANCEL GLINK, P.C.	LEGAL SERVICES - AUGUST 2024	1,466.25	97904
1-06-546.00	COSTAR SUITE	ELAN FINANCIAL SERVICES	AUGUST STATEMENT 2024	439.79	1470
1-06-558.00	AMAZON-PORTABLE FILE BOX	CITI CARDS	AUGUST STATEMENT	41.05	1448
1-06-558.00	PRIMO WATER - 40%	CITI CARDS	AUGUST STATEMENT	17.78	1448
1-06-558.00		TROOP 353	WREATHS (2)	65.00	97865
1-06-558.00	GARBAGE BAGS - TH	ARNUFLO GONZOLEZ BEDOLA	GARBAGE BAGS	24.93	91905
1-06-561.00	AKROGOLD UNLEADED GASOLINE	CONSERV FS INC	AKROGOLD UNLEADED GASOLINE	140.50	97887
		Total For Dept 06 ASSESSORS DIVISION	NO DIVISION	8,526.15	
Dept 07 TRANSPORTATION DIVISION	NOIS				
1-07-509.00	HEALTH BENEFITS	BLUE CROSS AND BLUE SHIE	SEPTEMBER PREMIUM	674.86	1440
1-07-514.00	VOLUNTARY LIFE INSURANCE/AD&D	MUTUAL OF OWARA		28.00	1442
1-07-532.00	TELEPHONE 7/16-8/15/2024	T-MOBILE	ACCT# 993594012 7/16-8/15/2024	91.62	1467
1-07-544.00	LEGAL SERVICES - AUGUST 2024	ANCEL GLINK, P.C.	LEGAL SERVICES - AUGUST 2024	63.75	97904

INVOICE GL DISTRIBUTION REPORT FOR ELA TOWNSHIP EXP CHECK RUN DATES 09/01/2024 - 09/30/2024 JOURNALIZED

5/8

Page:

PAID AND PARTIALLY PAID BOARD AUDIT

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Chank
Fund 1 GENERAL TOWN FUND Dept 07 TRANSPORTATION DIVISION 1-07-561.00 AKRO 1-07-569.00 COAC 1-07-569.00 ELA	IISION AKROGOLD UNLEADED GASOLINE COACH & EQUIPMENT-ELA1 GAS SPRI ELA 3-OIL CHANGE SUPPLIES		AKROCOLD UNLEADED GASOLINE AUGUST STATEMENT ELA 3-OIL CHANGE SUPPLIES	1,370.04 171.50 48.49	00 4.00
1-07-569.00 1-07-569.00	ELA 5-OIL CHANGE SUPPLIES ELA 3-CANISTER PURGE VALVE/AIR	ELA TOWNSHIP HIGHWAY DEP NAPA AUTO PARTS-LAKE ZUR	ELA 5-OIL CHANGE SUPPLIES ELA 3-CANISTER PURGE VALVE/AIR FILTER	36.99	97888 97896
		Total For Dept 07 TRANSPORTATION DIVISION	STATION DIVISION	2,653.50	
		Total For Fund 1 GENERAL TOWN FUND	FOWN FUND	64,944.17	
Fund 2 GENERAL ASSISTANCE FUND Dept 00	FUND				
2-00-701.00 2-00-701.00 2-00-701.00	CASE #2024-24975-03 CASE #2024-24975-02 CASE #2024-24975-01	NICOR GAS VILLAGE OF LAKE ZURICH COMMONWEALTH EDISON	CASE #2024-24975-03 CASE #2024-24975-02 CASE #2024-24975-01	127.71 317.27 637.14	97866 97867 97868
		Total For Dept 00		1,082.12	
		Total For Fund 2 GENERAL A	2 GENERAL ASSISTANCE FUND	1,082.12	
Fund 3 GENERAL ROAD FUND Dept 01 ADMINISTRATIVE DIVISION	NOISI				
3-01-509.00	HEALTH BENEFITS	BLUE CROSS AND BLUE SHIE	SEPTEMBER PREMIUM	1,923.35	1440
3-01-509.00	HEALTH BENEFITS	DELTA DENTAL OF ILLINOIS	SEPTEMBER PREMIUM	151.42	97845
3-01-510.00	TASC FSA PAYMENT 9/18/24		TASC FSA PAYMENT 9/18/24	57.69	1441
3-01-532.00	TELEPHONE 8/16-9/15/2024		TELEPHONE 686572087-00001 8/16-9/15/2	114.15	1468
3-01-532.00		COMCAST	8771 10 098 0313769 8/21-9/20/2024	151.09	1469
3-01-558.00	COSTCO - DIXIE PLATES	ANCEL GLINK, P.C.	LEGAL SERVICES - AUGUST 2024	1,742.50	97904
3-01-558.00	MOUSE ATTRACTANT, MOUSE TRAP, SO		#2908 AUGUST STATEMENT	16.35	97869
3-01-559.00	AMAZON-COFFEE MAKER	CITI CARDS	AUGUST STATEMENT	34.99	1448
3-01-565.00	MONTHLY SUBSCRIPTION-AUG 2024	VERIZON CONNECT FLEET US	MONTHLY SUBSCRIPTION-AUG 2024	223.30	1449
		Total For Dept 01 ADMINISTRATIVE DIVISION	TRATIVE DIVISION	4,492.52	
Dept 04 MAINTENANCE DIVISION	NO				
3-04-520.00	NEPLACEMENT MOTOR/WHEEL BATHROO	HOME DEPOT CREDIT SERVIC	#2908 AUGUST STATEMENT	19.98	97869
3-04-520.00	REPAIR 1.25" DOMESTIC RPZ/FLUSH	SHERMAN MECHANICAL, INC.	REPAIR 1.25" DOMESTIC RPZ/FLUSH	1,504.00	97899
3-04-534.00	WATER 23605 ECHO LAKE 7/19-8/20	VILLAGE OF LAKE ZURICH	WATER #006631-00 23605 ECHO LAKE 7/19	25.94	1463
3-04-534.00	ELECTRICITY #1889272222 6/28-7/			304.28	1451
3-04-534.00	GAS 7/12-8/13/2024	NICOR GAS	1-08-1000 3 23605	142.03	1458
3-04-564.00	CHAINSAW CLUTCH ASSEMBLY	ARLINGTON POWER EQUIPMEN	CHAINSAW PARIS - BAR SN, CHAIN LOOPS CHAINSAW CLINCH ASSEMBLY	535.83	97883
3-04-564.00	CHAIN LOOPS	RUSSO POWER EQUIPMENT	GIPPMS CHAIN LOOP, 26RMS CHAIN LOOP	165.94	97898
3-04-564.00	CHAINSAW / 59CC	RUSSO POWER EQUIPMENT	CHAINSAW / 59CC / 3/8 .050/ M-TRONIC	759.00	97898
3-04-567.00	SKIDSTEER-BRUSH KT POL	ALTORFER INDUSTRIES, INC	SKIDSTEER-BRUSH KT POL	409.37	97881
3-04-567.00	BOBCAT-KIT BOB-C3A	ATLAS BOBCAT, LLC	100	23.41	97884
3-04-567.00	OIL PUMP, WORM GEAR, OIL HOSE	RUSSO POWER EQUIPMENT		78.97	97898
3-04-569.00	T2 - PLUG ASSEMBLY	CIT TRUCKS - GRAYSLAKE	T2 - PLUG ASSEMBLY	52.06	97886
3-04-569.00	BLADE, GUARD, WASHER, BOLT	GROWER EQUIPMENT & SUPPL	BLADE, GUARD, SPINDLE/ANTI-STRING, WA	182.00	97897

INVOICE GL DISTRIBUTION REPORT FOR ELA TOWNSHIP EXP CHECK RUN DATES 09/01/2024 - 09/30/2024

8/9

Page:

JOURNALIZED

PAID AND PARTIALLY PAID BOARD AUDIT

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amonnt	Check #
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Fund 3 GENERAL ROAD FUND Dept 04 MAINTENANCE DIVISION	N.O.				
	BELIS, ARM PTO IDLER, SET COLLA	GROWER EQUIPMENT & SUPPL	BELTS, ARM PTO IDLER, SET COLLAR, OIL	536.36	97891
3-04-569.00	TRUCK 9 - MTP-65HD AT IBL MTP		TRUCK 9 - MTP-65HD AT IBL MTP	202.90	97893
3-04-569.00	T7-DRIVE, FAN, CLUTCH, MNTG GASKET		T7-DRIVE, FAN, CLUTCH TWO-SPEED, MNTG	1,126.26	97894
3-04-569.00	HYD FILTER		HYD FILTER	40.99	97897
3-04-569.00	PLUG-REFUND, CLIP ASSORT, FUEL	O'REILLY AUTOMOTIVE,	VPOWER PLUG-REFUND, CLIP ASSORT, FUEL	(2.90)	97897
3-04-569.00	RETURN OF HYD FILTER #1996-3712	O'REILLY AUTOMOTIVE,	RETURN OF HYD FILTER #1996-371259 8/2	(40.99)	97897
3-04-569.00	AIR, OIL, HYD & FUEL FILTERS			3,617.29	97897
3-04-569.00	OIL AND HYD FILTERS	O'REILLY AUTOMOTIVE,	OIL AND HYD FILTERS - 20 ITEMS	2,122.79	97897
3-04-569.00	REFUND FOR INVOICE #1996-373006	O'REI		(2, 201.13)	97897
3-04-5//.00	FEDEX-KD GARBAGE CAN RETURN			246.04	1448
3-04-5//.00	MENARDS-NB IX6-10' CEDAR			23.59	1448
3-04-5//.00	MENARDS-KD CRACK FILL		AUGUST STATEMENT	25.96	1448
3-04-577.00	Ħ	CARDS	AUGUST STATEMENT	238.33	1448
3-04-577.00	KD - 50LBS 82 CONCRETE MIX	CREDIT	#2908 AUGUST STATEMENT	373.10	97869
3-04-577.00	KD - PALLET DEPOSIT	HOME DEPOT CREDIT SERVIC	#2908 AUGUST STATEMENT	50.00	97869
3-04-577.00	DP - 1-3/16" GARRETT KNOB FB	HOME DEPOT CREDIT	#2908 AUGUST STATEMENT	2.68	97869
3-04-577.00	NB - ROOFING NAILS, LG - 10&20L	HOME DEPOT	#2908 AUGUST STATEMENT	66.91	97869
3-04-577.00	- PALLET	HOME DEPOT CREDIT SERVIC		(25.00)	97869
3-04-577.00	KILDEER - 50 LBS CONCRETE MIX R	HOME DEPOT CREDIT SERVIC	#2908 AUGUST STATEMENT	(163.80)	97869
3-04-577.00	KILDEER - PALLET DEP-RETURN	HOME DEPOT CREDIT SERVIC	#2908 AUGUST STATEMENT	(25.00)	97869
3-04-577.00	DIRT MUNICIPAL (6)	FOX WATERWAY AGENCY	DIRT MUNICIPAL (6)	78.00	97889
3-04-577.00	18X30 LG, 9/X36 KD SIGNS	HI-VIZ INC.	STREET SIGNS FOR ELA, LONG GROVE, KIL	160.00	97892
3-04-577.00	12"PVC NON-SHEAR COUPLING	MID AMERICAN WATER OF WA	KILDEER - 12"PVC NON-SHEAR COUPLING	136.00	97895
3-04-577.00	PVC PIPE, TEE-SDR 35, PVC COUPL		KILDEER-PVC PIPE, TEE-SDR 35, PVC NON	1,817.24	97895
3-04-600.00	2024 ELA TWP ROAD PROGRAM #1 RE	BUILDERS PAVING, LLC.	2024 ELA TWP ROAD PROGRAM #1 REQUEST	199,054.18	97885
3-04-600.00	PROFFESIONAL SERV. 7/29-8/31/24	GEWALT HAMILTON ASSOCIAT	ELA TWP 2024 RD PRGM CONST OBSERVATIO	9,497.75	97890
		Total For Dept 04 MAINTENANCE DIVISION	ANCE DIVISION	221,587.04	
			1		
		Total For Fund 3 GENERAL ROAD FUND	ROAD FUND	226,079.56	
Fund 4 PERMANENT ROAD FUND					
Dept 00					
4-00-209.00	HEALTH BENEFITS	BLUE CROSS AND BLUE SHIE	SEPTEMBER PREMIUM	9,819.21	1440
4-00-209.00	HEALTH BENEFITS			792.43	97845
4-00-510.00	TASC FSA PAYMENT 9/4/24		TASC FSA PAYMENT 9/4/2024	129.99	1441
4-00-510.00	TASC FSA PAYMENT 9/18/24	TASC CUSTOMER CARE	8/24	129.99	1446
4-00-514.00	VOLUNTARY LIFE INSURANCE/AD&D		INSURANCE SEPTEMBER 2024 PREMIUM	44.20	1442
4-00-562.00	AMAZON-FLASHLIGHTS (2)			39.98	1448
4-00-562.00	CITRUS DEPOT-DEGREASER		AUGUST STATEMENT	273.15	1448
4-00-562.00	COSTO - BOTTLED WATER		AUGUST STATEMENT	27.93	1448
4-00-562.00	SIMPLE GREEN ALL PURPOSE CLEANE	DEPOT CREDIT		21.98	97869
4-00-562.00	TILE TROWELS, MX16 ZN HEX BOLT 2	HOME DEPOT CREDIT SERVIC	#2908 AUGUST STATEMENT	17.09	97869
4-00-562.00	HUSKY 6 CU STEEL WHEELBARROW	HOME DEPOT CREDIT SERVIC	#2908 AUGUST STATEMENT	119.00	97869
4-00-562.00	TRUCK WASH BRUSH, 1ST AYD CATAL	1ST AYD CORPORATION	TRUCK WASH BRUSH, 1ST AYD CATALOG	306.50	97880
4-00-562.00	ZU BAR SN 3/8 U5U	ARLINGTON POWER EQUIPMEN	ZO BAR SN 3/8 050 (ZQTY)	100.78	97883
4-00-530.00	CV34 CURDER STON FIRE STA	ROSSO FOMER EQUIPMENT	TIE SIKAF 3/8 20PA, PKESEI IIE SIKAF	31.13	97898
4-00-583 00	ODORESSIONAL SERVICES 7/20-6/31	HI-VIS INC.	SIREEI SIGNS FOR ELA, LONG GROVE, KIL	7 300 00	97892
4-00-582.00	PROF. SERVICES FROM 7/29-8/31/2	GEWALT HAMILTON ASSOCIAT	ELA TWP - MS4 SERVICES YR 22	328 11	07870
4-00-582.00	PROFESSIONAL SERVICES 7/29-8/31	GEWALT HAMILTON ASSOCIAT	ELA TWP - GENERAL ENGINEERING	1,900.00	97890
	AND		CARABERT CARACTER CAR	THE PROPERTY OF THE PROPERTY O	631000-00000

INVOICE GL DISTRIBUTION REPORT FOR ELA TOWNSHIP EXP CHECK RUN DATES 09/01/2024 - 09/30/2024 JOURNALIZED PAID AND PARTIALLY PAID BOARD AUDIT

1/8

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	Invoice Line Desc	BOARD AUDIT Vendor	Invoice Description	Amount	Check #
4 PERMANENT ROAD FUND		il de la constant de	0		
	MIXED CLEAN FILL 4 WHERLER	SUPER AGGREGATES	MIXED CIPSU FILL & WHERIED - 4 00 103	00 000	0000
	2.55 TN SAND TORPEDO	THELEN MATERIALS, LLC	2.55 TN SAND TORPEDO - PP	28.05	97901
	ELECTRICITY #9780827000 6/26-7/		ELECTRICITY #9780827000 ALL STRT LGHT	952.14	1452
	TREE REMOVAL AND TRIMMING	ARBOR CARE SOLUTIONS INC	23928 OVERHILL - TREE REMOVAL AND TRI	2,500.00	97882
	TREE REMOVAL (NO STUMP)	ARBOR CARE SOLUTIONS INC	2359 N EAST RD - TREE REMOVAL (NO STU	2,200.00	97882
		Total For Dept 00		24,293.26	
		Total For Fund 4 PERMANENT ROAD FUND	ROAD FUND	24,293.26	
5 PARK MAINTENANCE FUND	D				
	HEALTH BENEFITS	THE CHIEF CAME STORY THIRD	MITMAGG GEGWONGGG	00 000	0 8 8 6
	HEALTH BENEFITS	P(I)	SEPTEMBER PREMIUM	48.52	97845
	VOLUNTARY LIFE INSURANCE/AD&D	MUTUAL OF OMAHA	INSURANCE SEPTEMBER 2024 PREMIUM	7.40	1442
	SOAP HS REFILL	HOME DEPOT CREDIT SERVIC	#2908 AUGUST STATEMENT	6.48	97869
	MENARDS-EXPANSION JOINT/SCREWS/	CITI CARDS	AUGUST STATEMENT	53.67	1448
		MILIEU DESIGN, LLC	LANDSCAPE MAINTENANCE-SEPT 2024	2,020.00	97918
	ELECT #4630512222 5/30-6/28/2	COMMONWEALTH EDISON	ELECT #4630512222 0E TESLSER 5/30-6/2	53.92	1450
	ELECTRICITY #4461724000 7/30-8/	COMMONWEALTH EDISON	ELECTRICITY #4461724000 1111 W RT-22	118.20	1455
	MAIER ANDA FARR 1/19-8/20/24	VILLAGE OF LAKE ZURICH	MATER #U066/3-00 KNOX PARK //19-8/20/	147.86	1459
	ELECTRICIII #4630312222 6/20-//	CONSEDUTES EDISON	ELECTRICITY #4630512222 0 E TELSER RD	68.76	1453
	12X18 SIGN - LOST AND FOUND (2)	HI-VIZ INC	12X18 SIGN - LOST AND FOUND (2)	443.13	97007
		HI-VIZ INC.	12X18 SIGN LOST AND FOUND	20.00	97892
	BLADE, SCAR, GATOR G5, 21IN	RUSSO POWER EQUIPMENT	BLADE, SCAR, GATOR G5, 21IN	95.94	97898
	HHCS, 5X8-11 X 9.5 SPCISTRAT	RUSSO POWER EQUIPMENT	HHCS, 5X8-11 X 9.5 SPCISTRAT	54.95	97898
	WATER 95 E MAIN ST 7/19-8/20/24	VILLAGE OF LAKE ZURICH	WATER #002695-00 95 E MAIN ST 7/19-8/	46.94	1462
	DECKMATE DECK SCREW 1 LB-BOX	HOME DEPOT CREDIT SERVIC	#2908 AUGUST STATEMENT	8.97	97869
	CONCRETE ANCHORS (75PK), CORNER	HOME DEPOT CREDIT SERVIC	#2908 AUGUST STATEMENT	31.74	97869
	ELECTRICITY #4438772222 6/28-7/	COMMONWEALTH EDISON	ELECTRICITY #4438772222 95 E MAIN ST	179.68	1454
	CORK HANDLE TROWEL - GAGAPIT RE	HOME DEPOT CREDIT SERVIC	#2908 AUGUST STATEMENT	(37.96)	97869
	10' TREATED LUMBER RETURN		#2908 AUGUST STATEMENT	(22.36)	97869
	2X4-10FT PREMIUM SPF - GAGAPIT	DEPOT CREDIT		57.68	97869
	CORK HANDLE TROWEL - GAGAPIT	CREDIT	#2908 AUGUST STATEMENT	37.96	97869
	BLADES FOR TILE TROWEL - GAGAPI	HOME DEPOT CREDIT SERVIC	#2908 AUGUST STATEMENT	30.52	97869
	10' TREATED LUMBER	HOME DEPOT CREDIT SERVIC	#2908 AUGUST STATEMENT	22.36	69826
		Total For Dept 00		4,144.11	
		Total For Fund 5 PARK MAINTENANCE FUND	TENANCE FUND	4,144.11	
ANCE	6 CEMETERY MAINTENANCE FUND				
	REGUPOL AMERICA-GAGA PIT FLOOR	CITI CARDS	AUGUST STATEMENT	549.00	1448
				100	
		Total For Dept 00		549.00	
		Total For Fund 6 CEMETERY MAINTENANCE FUND	MAINTENANCE FUND	549.00	

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INVOICE GL DISTRIBUTION REPORT FOR ELA TOWNSHIP
EXP CHECK RUN DATES 09/01/2024 - 09/30/2024
JOURNALIZED
PAID AND PARTIALLY PAID
BOARD AUDIT

8/8

Page:

Amount Check #								
Amount		64,944.17	1,082.12	226,079.56	24,293.26	4,144.11	549.00	321,092.22
Invoice Description	Fund Totals:	Fund 1 GENERAL TOWN FU	Fund 2 GENERAL ASSISTA	Fund 3 GENERAL ROAD FU	Fund 4 PERMANENT ROAD	Fund 5 PARK MAINTENANC	Fund 6 CEMETERY MAINTE	Total For All Funds:
Vendor								
Invoice Line Desc								

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CASH SUMMARY BY ACCOUNT FOR ELA TOWNSHIP FROM 09/01/2024 TO 09/30/2024

FUND: ALL FUNDS

INVESTMENT ACCOUNTS Beginning Ending

Page:

1/1

Fund Account	Description	Balance 09/01/2024	Total Debits	Total Credits	Balance 09/30/2024
Fund 1 GE	NERAL TOWN FUND		**************************************	200000000000000000000000000000000000000	
100.00	BYLINE-MM/DISB.#0192/0190	146,183.01	708,136.33	176,132.67	678,186.67
101.05	BYLINE #7986-MONEY MARKET	1,295,068.23	5,213.66	0.00	1,300,281.89
101.07	BARR.#0429-MONEY MARKET	1,434,755.39	6,336.35	0.00	1,441,091.74
104.22	CS CDARS 5.00% 9/12/24-52WK	471,007.12	23,484.31	0.00	494,491.43
104.27	CS CDARS 4.40% 01/02/25-26WK	110,565.78	0.00	0.00	110,565.78
	GENERAL TOWN FUND	3,457,579.53	743,170.65	176,132.67	4,024,617.51
	NERAL ASSISTANCE FUND				
100.00	BYLINE-MM/DISB.#0192/0190	4,225.84	7,615.82	4,030.35	7,811.31
101.05	BYLINE #7986-MONEY MARKET	75,467.02	303.68	0.00	75,770.70
	GENERAL ASSISTANCE FUND	79,692.86	7,919.50	4,030.35	83,582.01
Fund 3 GE	NERAL ROAD FUND				4
100.00	BYLINE-MM/DISB.#0192/0190	176,292.05	147,230.17	231,189.62	92,332.60
101.05	BYLINE #7986-MONEY MARKET	1,062,730.13	4,276.47	0.00	1,067,006.60
	GENERAL ROAD FUND	1,239,022.18	151,506.64	231,189.62	1,159,339.20
	RMANENT ROAD FUND				
100.00	BYLINE-MM/DISB.#0192/0190	132,135.32	493,959.03	73,212.24	552,882.11
101.05	BYLINE #7986-MONEY MARKET	1,284,025.91	5,169.22	0.00	1,289,195.13
101.06	5/3 BANK-BOND ACCT #0773	93,642.71	7,700.00	2,450.00	98,892.71
101.07	BARR.#0429-MONEY MARKET	264,853.72	1,169.68	0.00	266,023.40
	PERMANENT ROAD FUND	1,774,657.66	507,997.93	75,662.24	2,206,993.35
Fund 5 PA	RK MAINTENANCE FUND				
100.00	BYLINE-MM/DISB.#0192/0190	118,353.35	200,521.35	15,748.19	303,126.51
101.05	BYLINE #7986-MONEY MARKET	218,572.70	1,281.94	0.00	219,854.64
101.08	CORNERSTONE MM #6332	135,540.05	517.77	0.00	136,057.82
	PARK MAINTENANCE FUND	472,466.10	202,321.06	15,748.19	659,038.97
Fund 6 CEN	METERY MAINTENANCE FUND				
100.00	BYLINE-MM/DISB.#0192/0190	5,177.35	7,569.11	1,470.05	11,276.41
101.05	BYLINE #7986-MONEY MARKET	230,020.41	925.61	0.00	230,946.02
	CEMETERY MAINTENANCE FUND	235,197.76	8,494.72	1,470.05	242,222.43
	TOTAL - ALL FUNDS	7,258,616.09	1,621,410.50	504,233.12	8,375,793.47

REVENUE AND EXPENDITURE REPORT FOR ELA TOWNSHIP

Page:

1/8

DB: ELA TOWNSHIP	PERIOD EN	DING 09/30/2024			
GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2024 INCREASE (DECREASE)	YTD BALANCE 09/30/2024 NORMAL (ABNORMAL)	2024-25 Original Budget	AVAILABLE BALANCE NORMAL (ABNORMAL)
Fund 1 - GENERAL TO	OWN FUND	1 000 (1 000 MOVE) - 1 000 MOVE (1 00 MOVE)	and the second second second second second		30.000 p. 50.000
Revenues					
Dept 00	MERCHANISM EXPLOSES - AN EXPLOSES		56 DEC 1980 198		2 228 2200 2000
1-00-400.00	PROPERTY TAX PERS PROP REPLACEMENT TAX	677,282.59 0.00	1,661,975.71	1,784,294.00	122,318.29
1-00-402.00	INTEREST INCOME	35,617.69	22,424.18 85,870.89	50,000.00 40,000.00	27,575.82 (45,870.89)
1-00-407.00	PROJ'D BEGINNING BALANCE	0.00	0.00	3,163,752.00	3,163,752.00
1-00-410.00	MISCELLANEOUS INCOME	0.00	0.00	100.00	100.00
1-00-410.01	COMMUNITY ROOM FEES	0.00	0.00	0.00	0.00
Total Dept 00		712,900.28	1,770,270.78	5,038,146.00	3,267,875.22
Dept 03 - HEALTH AN		40000			79 W. W. W.
1-03-410.00	MISCELLANEOUS INCOME	19.00	19.00	0.00	(19.00)
Total Dept 03 - HEA	ALTH AND WELLNESS	19.00	19.00	0.00	(19.00)
Dept 05 - COMMUNITY 1-05-406.00		625.00	2 500 00	F 000 00	0 500 00
1-05-409.00	GRANTS DONATIONS	625.00 0.00	2,500.00 1,350.00	5,000.00 2,000.00	2,500.00 650.00
1-05-410.00	MISCELLANEOUS INCOME	0.00	0.00	0.00	0.00
1-05-410.01	HOMEWORK CLUB RECOVERIES	480.00	29,297.50	66,290.00	36,992.50
1-05-410.02	TEEN CLUB RECOVERIES	0.00	0.00	0.00	0.00
1-05-410.03 1-05-410.04	SHOOTING STARS RECOVERIES	0.00	73,135.00	79,100.00	5,965.00
1-05-410.04	WINTER BREAK RECOVERIES SPRING BREAK RECOVERIES	2,300.00	2,300.00 750.00	14,700.00 6,000.00	12,400.00 5,250.00
1-05-410.06	KIDS DAY OFF RECOVERIES	0.00	0.00	0.00	0.00
1-05-410.07	SAFE SITTER RECOVERIES	0.00	360.00	960.00	600.00
1-05-410.08	SAFE AT HOME RECOVERIES	0.00	0,00	480.00	480.00
1-05-411.01	SENIOR PROGRAM RECOVERIES	7,827.00	55,904.00	95,000.00	39,096.00
1-05-411.02 1-05-411.03	LONG DISTANCE TRIPS RECOVERIES MEAL RECOVERIES	9,698.20 764.00	42,091.70 4,785.00	55,000.00 12,000.00	12,908.30
1-05-411.04	NON-RESIDENT FEES	160.00	680.00	1,000.00	7,215.00 320.00
Total Dept 05 - COM	MUNITY CENTER	21,854.20	213,153.20	337,530.00	124,376.80
Dept 06 - ASSESSORS 1-06-410.00	DIVISION MISCELLANEOUS INCOME	0.00	528.98	0.00	(528,98)
Total Dept 06 - ASS	SESSORS DIVISION	0.00	528.98	0.00	(528,98)
		0.00	520.50	0.00	(320,30)
Dept 07 - TRANSPORT 1-07-410.00	MISCELLANEOUS INCOME	0:00	1 021 04	0.00	(1 001 04)
1-07-410.00	DIAL-A-RIDE RECOVERIES	0.00 636.27	1,031.94 3,157.52	0.00 7,000.00	(1,031.94) 3,842.48
1-07-410.02	SUBSCRIPTION RECOVERIES	1,008.00	2,877.00	5,000.00	2,123.00
1-07-410.03	S.W. LAKE RECOVERIES	1,092.00	5,943.00	9,000.00	3,057.00
Total Dept 07 - TRA	NSPORTATION DIVISION	2,736.27	13,009.46	21,000.00	7,990.54
TOTAL REVENUES		737,509.75	1,996,981.42	5,396,676.00	3,399,694.58
Expenditures					
Dept 01 - ADMINISTR					
1-01-500.00	SALARIES	15,465.81	98,714.03	220,000.00	121,285.97
1-01-509.00 1-01-511.00	HEALTH BENEFITS SOCIAL SECURITY TAX	2,776.77 1,157.16	16,507.21	40,000.00	23,492.79
1-01-512.00	IMRF	471.71	7,382.96 2,901.47	18,000.00 8,000.00	10,617.04 5,098.53
1-01-513.00	UNEMPLOYMENT COMPENSATION	0.00	958.11	1,500.00	541.89
1-01-514.00	VOLUNTARY LIFE INSURANCE/AD&D	(0.94)	(1.74)	0.00	1.74
1-01-520.00	BUILDING MAINTENANCE	126.05	3,329.76	14,000.00	10,670.24
1-01-528.00	INSURANCE	0.00	30,124.00	35,000.00	4,876.00
1-01-532.00 1-01-534.00	TELEPHONE/INTERNET UTILITIES	649.49 276.80	3,752.24	9,000.00	5,247.76
1-01-536.00	TRAVEL EXPENSE	0.00	2,144.66 668.62	7,000.00 2,000.00	4,855.34 1,331.38
1-01-537.00	EDUCATION	0.00	343.41	2,000.00	1,656.59
1-01-538.00	POSTAGE	10.72	5,587.77	12,000.00	6,412.23
1-01-540.00	PRINTING	0.00	4,184.37	12,000.00	7,815.63
-01-544.00	PROFESSIONAL SERVICES	8,841.25	16,497.62	50,000.00	33,502.38
1-01-546.00	DUES/FEES	34.32	1,782.56	9,000.00	7,217.44
L-01-548.00 L-01-549.00	PUBLIC NOTICES PERS.PROP.REPL.TAX-VILL.REFUND	29.90 0.00	133.40 3,208.96	750.00 20,000.00	616.60
1-01-555.00	GRANT FUNDING	0.00	34,000.00	36,000.00	16,791.04 2,000.00
1-01-558.00	OFFICE SUPPLIES	497.87	1,507.62	5,500.00	3,992.38
1-01-559.00	OFFICE EQUIPMENT	529.99	2,931.21	2,500.00	(431,21)

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REVENUE AND EXPENDITURE REPORT FOR ELA TOWNSHIP

Page:

2/8

DB: ELA TOWNSHIP	PE	RIOD ENDING 09/30/2024			
GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2024 INCREASE (DECREASE)	YTD BALANCE 09/30/2024 NORMAL (ABNORMAL)	2024-25 Original Budget	AVAILABLE BALANCE NORMAL (ABNORMAL)
Fund 1 - GENERAL TO	WN FUND	sarry, with Department and the Conference of the	ASSESSED ASSESSED ASSESSED ASSESSED	INVANOCINI DEL	ALTEROPORTE MANAGEMENT COM
Expenditures	1010				
1-01-565.00	INFORMATION TECHNOLOGY	2,757.72	12,117.66	35,000.00	22,882.34
1-01-568.00 1-01-572.00	MISCELLANEOUS COMMUNITY EVENTS	80.20	273.11	5,000.00	4,726.89
1-01-573.00	COMMUNITY SERVICE PROJECTS	1,352.43 284.00	2,363.42 284.00	4,000.00 3,500.00	1,636.58 3,216.00
1-01-585.00	TOWNHALL IMPROVEMENTS	0.00	0.00	20,000.00	20,000.00
1-01-600.00	CAPITAL IMPROVEMENTS	500.00	500.00	1,000,000.00	999,500.00
Total Dept 01 - ADM	INISTRATIVE DIVISION	35,841.25	252,196.43	1,571,750.00	1,319,553.57
Dept 02 - ELECTED C					
1-02-501.00 1-02-504.00	SUPERVISOR CLERK	3,333.33 1,250.00	19,999.98 7,500.00	40,000.00 15,000.00	20,000.02 7,500.00
1-02-505.00	TRUSTEES	1,666.68	10,000.08	20,000.00	9,999.92
1-02-506.00	TREASURER	83.33	499.98	1,000.00	500.02
1-02-511.00 1-02-536.00	SOCIAL SECURITY TAX TRAVEL EXPENSE	484.53 0.00	2,907.00 0.00	6,000.00 3,000.00	3,093.00 3,000.00
1-02-537.00	EDUCATION	0.00	30.00	2,000.00	1,970.00
Total Dept 02 - ELE	CTED OFFICIALS	6,817.87	40,937.04	87,000.00	46,062.96
Dept 03 - HEALTH AN	D WELLNESS				
1-03-500.00	SALARIES	12,943.29	82,996.88	245,000.00	162,003.12
1-03-509.00 1-03-510.00	HEALTH BENEFITS HRA	3,613.26 0.00	21,416.82	75,000.00	53,583.18
1-03-511.00	SOCIAL SECURITY TAX	888.80	0.00 5,690.39	4,500.00 20,000.00	4,500.00 14,309.61
1-03-512.00	IMRF	350.86	2,240.96	8,000.00	5,759.04
1-03-513.00	UNEMPLOYMENT COMPENSATION	0.00	1,165.19	1,000.00	(165.19)
1-03-514.00 1-03-520.00	VOLUNTARY LIFE INSURANCE/AD&D BUILDING MAINTENANCE	2.20 90.02	0.00 4,317.57	0.00 8,500.00	0.00 4,182.43
1-03-532.00	TELEPHONE/INTERNET	465.16	2,681.20	6,000.00	3,318.80
1-03-534.00	UTILITIES	197.71	1,539.29	4,000.00	2,460.71
1-03-536.00 1-03-537.00	TRAVEL EXPENSE EDUCATION	65.66 0.00	65.66 139.99	2,000.00 3,000.00	1,934.34 2,860.01
1-03-538.00	POSTAGE	0.00	0.00	100.00	100.00
1-03-540.00	PRINTING	33.00	33.00	300.00	267.00
1-03-546.00 1-03-558.00	DUES/FEES OFFICE SUPPLIES	50.00 64.28	409.00 558.56	1,600.00 1,500.00	1,191.00 941.44
1-03-559.00	OFFICE EQUIPMENT	89.55	198.59	1,000.00	801.41
1-03-565.00	INFORMATION TECHNOLOGY	51.00	1,737.80	2,800.00	1,062.20
1-03-568.00	MISCELLANEOUS	(100.00)	438.26	1,000.00	561.74
Total Dept 03 - HEA	LTH AND WELLNESS	18,804.79	125,629.16	385,300.00	259,670.84
Dept 05 - COMMUNITY					
1-05-500.00 1-05-509.00	SALARIES	34,615.52 4,214.05	246,414.82	510,000.00	263,585.18
1-05-510.00	HEALTH BENEFITS HRA	0.00	18,707.48 0.00	45,000.00 4,500.00	26,292.52 4,500.00
1-05-511.00	SOCIAL SECURITY TAX	2,592.11	18,575.76	42,000.00	23,424.24
1-05-512.00	IMRF	919.00	5,684.88	15,000.00	9,315.12
1-05-513.00 1-05-514.00	UNEMPLOYMENT COMPENSATION VOLUNTARY LIFE INSURANCE/AD&D	0.00 (2.47)	3,010.46 (3.00)	6,000.00 0.00	2,989.54 3.00
1-05-520.00	BUILDING MAINTENANCE	483.47	5,479.27	20,000.00	14,520.73
1-05-524.00	NUTRITION	1,355.54	3,909.72	15,000.00	11,090.28
1-05-525.00 1-05-532.00	LUNCH & LEARN PRESENTATIONS TELEPHONE/INTERNET	0.00 751.91	2,540.00 4,698.12	7,500.00 9,000.00	4,960.00 4,301.88
1-05-534.00	UTILITIES	886.72	6,495.72	14,000.00	7,504.28
1-05-536.00	TRAVEL EXPENSE	0.00	460.58	500.00	39.42
1-05-537.00 1-05-538.00	EDUCATION POSTAGE	13.99 0.00	135.78 5,641.39	4,000.00 11,000.00	3,864.22 5,358.61
1-05-540.00	PRINTING	7,054.01	10,013.51	18,000.00	7,986.49
1-05-546.00	DUES/FEES	238.28	1,709.63	4,000.00	2,290.37
1-05-547.00	PROGRAMS	8,570.27	44,843.70	80,000.00	35,156.30
1-05-550.00 1-05-551.00	LONG DISTANCE TRIPS PROGRAM SUPPLIES	673.69 1,938.05	12,878.85 6,281.00	30,000.00 18,000.00	17,121.15 11,719.00
1-05-553.00	SPECIAL EVENTS	900.00	900.00	3,000.00	2,100.00
1-05-558.00	OFFICE SUPPLIES	170.81	710.66	2,000.00	1,289.34
1-05-559.00	OFFICE EQUIPMENT	0.00	807.60	2,000.00	1,192.40
1-05-561.00 1-05-563.00	FUEL/OIL BUILDING EQUIPMENT	167.97 0.00	1,055.03 1,086.90	2,500.00 6,000.00	1,444.97 4,913.10
1-05-565.00	INFORMATION TECHNOLOGY	0.00	2,973.33	4,000.00	1,026.67
1-05-568.00 1-05-585.00	MISCELLANEOUS GRANT PROJECTS	0.00	52.32 15,000.00	2,000.00	1,947.68 15,000.00
		0 52004 V	na net kameranare ese		
Total Dept 05 - COM	MUNITY CENTER	65,542.92	420,063.51	905,000.00	484,936.49

REVENUE AND EXPENDITURE REPORT FOR ELA TOWNSHIP

Page:

3/8

DB: ELA TOWNSHIP	PERIOD EN	DING 09/30/2024			
GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2024 INCREASE (DECREASE)	YTD BALANCE 09/30/2024 NORMAL (ABNORMAL)	ORIGINAL	BALANCE
			nemine (nemine)	, , , , , , , , , , , , , , , , , , ,	HOME (ADMONIAL)
Fund 1 - GENERAL TO	WN FUND				
Expenditures	DIVISION				
Dept 06 - ASSESSORS 1-06-500.00		21 522 25	140 760 60	120 000 00	
1-06-509.00	SALARIES HEALTH BENEFITS	21,699.85	140,368.60	430,000.00	289,631.40
1-06-510.00	HRA	308.61	14,060.43	45,000.00	30,939.57
1-06-511.00	SOCIAL SECURITY TAX	1,631.91	10,558.81	6,000.00 36,000.00	6,000.00
1-06-512.00	IMRF	478.07	3,042.25	15,000.00	25,441.19 11,957.75
1-06-513.00	UNEMPLOYMENT COMPENSATION	0.00	1,935.71	2,000.00	64.29
1-06-514.00	VOLUNTARY LIFE INSURANCE/AD&D	1.84	1.06	0.00	(1.06)
1-06-520.00	BUILDING MAINTENANCE	144.05	3,647.84	6,000.00	2,352.16
1-06-532.00	TELEPHONE/INTERNET	599.06	3,432.18	6,000.00	2,567.82
1-06-534.00	UTILITIES	316.35	2,443.63	7,000.00	4,556.37
1-06-536.00	TRAVEL EXPENSE	780.24	1,360.93	3,500.00	2,139.07
1-06-537.00	EDUCATION	0.00	250.00	6,500.00	6,250.00
1-06-538.00	POSTAGE	0.00	34.42	100.00	65.58
1-06-540.00	PRINTING	241.22	574.90	1,500.00	925.10
1-06-544.00	PROFESSIONAL SERVICES	5,036.25	21,423.75	10,000.00	(11,423.75)
1-06-546.00	DUES/FEES	439.79	2,294.51	9,000.00	6,705.49
1-06-558.00	OFFICE SUPPLIES	148.76	740.74	2,500.00	1,759.26
1-06-559.00 1-06-561.00	OFFICE EQUIPMENT FUEL/OIL	0.00	0.00	5,000.00	5,000.00
1-06-565.00		140.50	1,664.76	5,000.00	3,335.24
1-06-568.00	INFORMATION TECHNOLOGY MISCELLANEOUS	0.00	23,374.46	24,500.00	1,125.54
1-06-569.00	VEHICLE MAINTENANCE	0.00	0.00 994.96	500.00 8,000.00	500.00 7,005.04
1 00 505.00	VEHICLE PAINTENANCE	0.00	334.30	8,000.00	7,005.04
Total Dept 06 - ASSE	ESSORS DIVISION	31,966.50	232,203.94	629,100.00	396,896.06
Dept 07 - TRANSPORTA	ATION DIVISION				
1-07-500.00	SALARIES	8,105.11	47,281.52	98,000.00	50,718.48
1-07-509.00	HEALTH BENEFITS	629.88	3,732.53	9,000.00	5,267.47
1-07-510.00	HRA	0.00	0.00	1,650.00	1,650.00
1-07-511.00	SOCIAL SECURITY TAX	612.89	3,570.52	9,000.00	5,429.48
1-07-512.00	IMRF	247.20	1,442.09	3,500.00	2,057.91
1-07-513.00 1-07-514.00	UNEMPLOYMENT COMPENSATION	0.00	806.96	800.00	(6.96)
1-07-515.00	VOLUNTARY LIFE INSURANCE/AD&D UNIFORMS/TESTING	2.24 0.00	0.06	0,00	(0.06)
1-07-528.00	INSURANCE	0.00	0.00 1,989.00	600.00 4,000.00	600.00
1-07-532.00	TELEPHONE	91.62	549.72	2,500.00	2,011.00 1,950.28
1-07-544.00	PROFESSIONAL SERVICES	63.75	234.30	1,000.00	765.70
1-07-558.00	OFFICE SUPPLIES	0.00	12.72	250.00	237.28
1-07-561.00	FUEL/OIL	1,370.04	10,381.66	20,000.00	9,618.34
1-07-569.00	VEHICLE MAINTENANCE	375.71	3,184.36	10,000.00	6,815.64
Total Dept 07 - TRAN	SPORTATION DIVISION	11,498.44	73,185.44	160,300.00	87,114.56
TOTAL EXPENDITURES		170,471.77	1,144,215.52	3,738,450.00	2,594,234.48
Fund 1 - GENERAL TOW	IN FUND:				
TOTAL REVENUES		737,509.75	1,996,981.42	5,396,676.00	3,399,694.58
TOTAL EXPENDITURES		170,471.77	1,144,215.52	3,738,450.00	2,594,234.48
NET OF REVENUES & EX	PENDITURES	567,037.98	852,765.90	1,658,226.00	805,460.10

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NET OF REVENUES & EXPENDITURES

DB: ELA TOWNSHIP

REVENUE AND EXPENDITURE REPORT FOR ELA TOWNSHIP

Page:

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4/8

PERIOD ENDING 09/30/2024

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2024 INCREASE (DECREASE)	YTD BALANCE 09/30/2024 NORMAL (ABNORMAL)	2024-25 Original Budget	AVAILABLE BALANCE NORMAL (ABNORMAL)
Fund 2 - GENERAL Revenues	ASSISTANCE FUND				
Dept 00					
2-00-400.00	PROPERTY TAX	7,598.95	18,667.07	20,022.00	1,354.93
2-00-404.00	INTEREST INCOME	320.55	1,112.87	500.00	(612.87)
2-00-407.00	PROJ'D BEGINNING BALANCE	0.00	0.00	88,120.00	88,120.00
Total Dept 00		7,919.50	19,779.94	108,642.00	88,862.06
TOTAL REVENUES		7,919.50	19,779.94	108,642.00	88,862.06
Expenditures Dept 00					
2-00-500.00	SALARIES	2,692.75	17,246.41	35,000.00	17,753.59
2-00-511.00	SOCIAL SECURITY TAX	173.36	1,107.23	2,300.00	1,192.77
2-00-512.00	IMRE	82.12	525.96	1,000.00	474.04
2-00-513.00	UNEMPLOYMENT COMPENSATION	0.00	159.68	200.00	40.32
2-00-537.00	EDUCATION	0.00	65.00	500.00	435.00
2-00-565.00	INFORMATION TECHNOLOGY	0.00	0.00	2,000.00	2,000.00
2-00-701.00	EMERGENCY ASSISTANCE	1,082.12	5,213.59	45,000.00	39,786.41
2-00-702.00	GENERAL ASSISTANCE	0.00	0.00	20,000.00	20,000.00
Total Dept 00		4,030.35	24,317.87	106,000.00	81,682.13
TOTAL EXPENDITURE	s	4,030.35	24,317.87	106,000.00	81,682.13
Fund 2 - GENERAL	ASSISTANCE FUND.				
TOTAL REVENUES	ADDIDITATES FORD.	7,919.50	19,779.94	108,642.00	88,862.06
TOTAL EXPENDITURE	S	4,030.35	24,317.87	106,000.00	81,682.13
	550° CANADAS CANADAS				

3,889.15 (4,537.93)

Page: REVENUE AND EXPENDITURE REPORT FOR ELA TOWNSHIP

5/8

DB: ELA TOWNSHIP	PERIOD ENDIN	G 09/30/2024			
GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2024 INCREASE (DECREASE)	YTD BALANCE 09/30/2024 NORMAL (ABNORMAL)	2024-25 Original Budget	AVAILABL BALANC NORMAL (ABNORMAL
V300 V1300 V1500 V	NORTH MANAGEMENT	Ministra Andrews		111.111	manually amount
Fund 3 - GENERAL Revenues	ROAD FUND				
Dept 00					
3-00-400.00	PROPERTY TAX	102,292.76	250,950.56	267,626.00	16,675.44
3-00-402.00	PERS PROP REPLACEMENT TAX	0.00	0.00	0.00	0.00
3-00-404.00	INTEREST INCOME	4,979.99	15,206.37	15,000.00	(206.37
3-00-407.00	PROJ'D BEGINNING BALANCE	0.00	0.00	1,091,636.00	1,091,636.00
3-00-410.00	MISCELLANEOUS INCOME	0.00	516.00	5,000.00	4,484.00
3-00-410.01	HWY.ENT.INCOME/BUS REPAIRS	77.23	224.70	0.00	(224.70
3-00-410.02	HWY ENT INCOME/VILL DEER PARK	3,063.18	34,155.92	175,100.00	140,944.08
3-00-410.03 3-00-410.04	HWY ENT INCOME/VILL LONG GROVE	16,584.75 9,246.45	62,950.40 44,784.22	51,500.00	(11,450.40
3-00-410.04	HWY.ENT.INCOME/VILL, NORTH BARRINGTON HWY.ENT.INCOME/VILL.KILDEER	12,803.46	39,757.80	20,600.00 46,350.00	(24,184.22 6,592.20
3-00-418.00	TRANSFERS IN	0.00	0.00	0.00	0.00
		10 TO	UNANCISCHIENE	W. Contr. Oct.	G-12 (M/M)
Total Dept 00		149,047.82	448,545.97	1,672,812.00	1,224,266.03
TOTAL REVENUES		149,047.82	448,545.97	1,672,812.00	1,224,266.03
Expenditures					
Dept 01 - ADMINIS					
3-01-500.00	SALARIES	2,767.94	17,842.40	44,000.00	26,157.60
3-01-509.00	HEALTH BENEFITS	1,806.63	10,705.71	26,500.00	15,794.29
3-01-510.00	HRA SOCIAL SECURITY TAX	0.00	0.00	4,500.00	4,500.00
3-01-511.00 3-01-512.00	IMRF	182.40 84.42	1,174.24 544.18	3,500.00	2,325.76
3-01-512.00	UNEMPLOYMENT COMPENSATION	0.00	319.36	2,000.00 750.00	1,455.82 430.64
3-01-528.00	INSURANCE	0.00	27,669.00	32,000.00	4,331.00
3-01-532.00	TELEPHONE/INTERNET	265.24	3,750.05	8,500.00	4,749.95
3-01-536.00	TRAVEL EXPENSE	0.00	0.00	3,000.00	3,000.00
3-01-537.00	EDUCATION	0.00	0.00	3,000.00	3,000.00
3-01-540.00	PRINTING	0.00	0.00	500.00	500.00
3-01-544.00	PROFESSIONAL SERVICES	1,742.50	1,742.50	1,000.00	(742.50
3-01-546.00	DUES/FEES	0.00	0.00	2,000.00	2,000.00
3-01-548.00 3-01-558.00	PUBLIC NOTICES OFFICE SUPPLIES	0.00 36.34	0.00	500.00	500.00
3-01-559.00	OFFICE SOFFLIES	34.99	624.29 34.99	2,500.00 3,500.00	1,875.71 3,465.01
3-01-565.00	INFORMATION TECHNOLOGY	223.30	5,090.96	9,000.00	3,909.04
Total Dept 01 - A	DMINISTRATIVE DIVISION	7,143.76	69,497.68	146,750.00	77,252.32
Dept 04 - MAINTEN	ANCE DIVISION				
3-04-520.00	BUILDING MAINTENANCE	1,745.59	3,042.01	50,000.00	46,957.99
3-04-533.00	ENGINEERING SERVICES	0.00	1,230.00	3,000.00	1,770.00
3-04-534.00	UTILITIES	472.25	3,834.54	8,500.00	4,665.46
3-04-535.00	RENTALS	0.00	0.00	2,000.00	2,000.00
3-04-562.00	OPERATING SUPPLIES	0.00	256.70	4,000.00	3,743.30
3-04-563.00 3-04-564.00	VEHICLE/HEAVY EQUIPMENT SMALL TOOLS	0.00 1,512.76	0.00 1,681.76	50,000.00 4,000.00	50,000.00 2,318.24
3-04-567.00	EQUIPMENT MAINTENANCE	546.04	11,115.12	35,000.00	23,884.88
3-04-569.00	VEHICLE MAINTENANCE	5,754.42	12,893.15	45,000.00	32,106.85
3-04-575.00	GARBAGE SERVICE	0.00	0.00	500.00	500.00
3-04-577.00	VILLAGE MATERIALS	3,004.05	23,039.26	40,000.00	16,960.74
3-04-580.00	PAVING	0.00	0.00	5,000.00	5,000.00
3-04-599.00	CONTINGENCIES	0.00	0.00	10,000.00	10,000.00
3-04-600.00	CAPITAL IMPROVEMENTS	208,551.93	254,252.63	675,000.00	420,747.37
Total Dept 04 - M	AINTENANCE DIVISION	221,587.04	311,345.17	932,000.00	620,654.83
TOTAL EXPENDITURE	s	228,730.80	380,842.85	1,078,750.00	697,907.15
Fund 3 - GENERAL	ROAD FUND:	-			
TOTAL REVENUES		149,047.82	448,545.97	1,672,812.00	1,224,266.03
TOTAL EXPENDITURE.		228,730.80	380,842.85	1,078,750.00	697,907.15
NET OF REVENUES &	EXPENDITURES	(79,682.98)	67,703.12	594,062.00	526,358.88

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REVENUE AND EXPENDITURE REPORT FOR ELA TOWNSHIP

Page:

6/8

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2024 INCREASE (DECREASE)	YTD BALANCE 09/30/2024 NORMAL (ABNORMAL)	2024-25 Original Budget	AVAILABLE BALANCE NORMAL (ABNORMAL)
T I A DEDMANDA	PARTY PROPERTY.	uni i i de sono con de secelo.	DECOMMENS DECEMBERS AND		
Fund 4 - PERMANENT Revenues	ROAD FUND				
Dept 00					
4-00-400.00	PROPERTY MAY	402 421 74	1 011 506 05	1 300 005 00	00 420 45
4-00-404.00	PROPERTY TAX INTEREST INCOME	493,431.74	1,211,586.85	1,300,025.00	88,438.15
4-00-407.00	PROJ'D BEGINNING BALANCE	6,866.19 0.00	21,659.12 0.00	4,000.00	(17,659.12)
4-00-410.00	MISCELLANEOUS INCOME	0.00	50,159.52	1,350,162.00 0.00	1,350,162.00
4-00-410.01	MFT FUND	0.00	4,957.77	45,000.00	(50,159.52) 40,042.23
4-00-410.02	ROAD BONDS	350.00	5,800.00	500.00	(5,300.00)
			(43) (44) (44)		
Total Dept 00		500,647.93	1,294,163.26	2,699,687.00	1,405,523.74
TOTAL REVENUES		500,647.93	1,294,163.26	2,699,687.00	1,405,523.74
		F-10 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			
Expenditures Dept 00					
4-00-500.00	SALARIES	45,813.93	282,494.61	650,000.00	367,505.39
4-00-509.00	HEALTH BENEFITS	9,240,22	53,585.82	130,000.00	76,414.18
4-00-510.00	HRA	0.00	0.00	15,000.00	15,000.00
4-00-511.00	SOCIAL SECURITY TAX	3,379.93	20,822.42	48,000.00	27,177.58
4-00-512.00	IMRF	1,397.32	8,623.75	20,000.00	11,376.25
4-00-513.00	UNEMPLOYMENT COMPENSATION	0.00	2,853.52	6,000.00	3,146.48
4-00-514.00	VOLUNTARY LIFE INSURANCE/AD&D	3.40	0.45	0.00	(0.45)
4-00-515.00	UNIFORMS/TESTING	0.00	2,873.11	8,000.00	5,126.89
4-00-535.00	RENTALS	0.00	0.00	500.00	500.00
4-00-561.00	FUEL/OIL	0.00	18,040.40	45,000.00	26,959.60
4-00-562.00	OPERATING SUPPLIES	944.14	4,352.93	8,500.00	4,147.07
4-00-563.00	VEHICLE/HEAVY EQUIPMENT	0.00	0.00	10,000.00	10,000.00
4-00-570.00	ROAD SIGNS/JULIE	25.00	585.00	4,000.00	3,415.00
4-00-575.00	GARBAGE SERVICE	0.00	0.00	500.00	500.00
4-00-580.00	PAVING	0.00	0.00	20,000.00	20,000.00
4-00-582.00	STORM WATER	6,756.16	35,858.86	663,600.00	627,741.14
4-00-584.00	STREET LIGHTS	952.14	5,689.06	15,000.00	9,310.94
4-00-586.00	ROAD SALT AND LIQUID DE-ICER	0.00	0.00	75,000.00	75,000.00
4-00-587.00	ROAD SUPPLIES & TREE REMOVAL	4,700.00	4,700.00	15,000.00	10,300.00
4-00-599.00	CONTINGENCIES	0.00	0.00	10,000.00	10,000.00
4-00-600.00	CAPITAL IMPROVEMENTS	0.00	0.00	650,000.00	650,000.00
Total Dept 00		73,212.24	440,479.93	2,394,100.00	1,953,620.07
TOTAL EXPENDITURES		73,212.24	440,479.93	2,394,100.00	1,953,620.07
Fund 4 - PERMANENT	ROAD FUND:				
TOTAL REVENUES		500,647.93	1,294,163.26	2,699,687.00	1,405,523.74
TOTAL EXPENDITURES		73,212.24	440,479.93	2,394,100.00	1,953,620.07
NET OF REVENUES &	EXPENDITURES	427,435.69	853,683.33	305,587.00	(548,096.33)

REVENUE AND EXPENDITURE REPORT FOR ELA TOWNSHIP

ACTIVITY FOR

YTD BALANCE

7/8

AVAILABLE

Page:

2024-25

GL NUMBER	DESCRIPTION	MONTH 09/30/2024 INCREASE (DECREASE)	09/30/2024 Normal (Abnormal)	ORIGINAL BUDGET	BALANCE NORMAL (ABNORMAL)
Fund 5 - PARK N	MAINTENANCE FUND				
Revenues					
Dept 00					
5-00-400.00	PROPERTY TAX	199,988.73	490,787.09	515,005.00	24,217.91
5-00-404.00	INTEREST INCOME	2,272.01	9,309.33	500.00	(8,809.33)
5-00-407.00	PROJ'D BEGINNING BALANCE	0.00	0.00	368,972.00	368,972.00
5-00-410,00	MISCELLANEOUS INCOME	0.00	304.60	2,500.00	2,195.40
5-00-410.01	KNIGGE PARK - STUDENT PARKING LOT REV	0.00	15,750.00	15,000.00	(750.00)
5-00-410.02	YOUTH SPORTS - PARK REV	0.00	3,250.00	4,500.00	1,250.00
5-00-418.00	TRANSFERS IN	0.00	0.00	0.00	0.00
Total Dept 00		202,260.74	519,401.02	906,477.00	387,075.98
TOTAL REVENUES		202,260.74	519,401.02	906,477.00	387,075.98
Expenditures	5				
Dept 00					
5-00-500.00	SALARIES	10,196.60	55,822.46	85,000.00	29,177.54
5-00-509.00	HEALTH BENEFITS	573.13	3,396.24	9,000.00	5,603.76
5-00-510.00	HRA	0.00	(570.00)	1,500.00	2,070.00
5-00-511.00	SOCIAL SECURITY TAX	773.52	4,228.10	8,000.00	3,771.90
5-00-512.00	IMRF	116.56	746.99	2,600,00	1,853.01
5-00-513.00	UNEMPLOYMENT COMPENSATION	0.00	327.29	1,500.00	1,172.71
5-00-514.00	VOLUNTARY LIFE INSURANCE/AD&D	0.56	(0.06)	0.00	0.06
5-00-520.00	BUILDING MAINTENANCE	6.48	1,173.22	10,000.00	8,826.78
5-00-521.00	PARK MAINTENANCE	2,073.67	26,499.46	53,000.00	26,500.54
5-00-534.00 5-00-544.00	UTILITIES PROFESSIONAL SERVICES	388.74 0.00	1,651.51 (184.00)	6,000.00 3,000.00	4,348.49 3,184.00
5-00-561.00	FUEL/OIL	443.19	3,470.27	7,000.00	3,529.73
5-00-562.00	LANDSCAPING SUPPLIES	0.00	1,623.49	20,000.00	18,376.51
5-00-563.00	PARK EQUIPMENT	60.00	10,107.92	25,000.00	14,892.08
5-00-564.00	SMALL TOOLS	150.89	1,728.03	2,000.00	271.97
5-00-567.00	EQUIPMENT MAINTENANCE	0.00	148.94	0.00	(148.94)
5-00-568.00	MISCELLANEOUS	0.00	164.50	1,000.00	835.50
5-00-569.00	VEHICLE MAINTENANCE	0.00	120.00	0.00	(120.00)
5-00-574.00	ELA HISTORIC-PROJECTS/MAINT	267.33	5,869.13	40,000.00	34,130.87
5-00-596.00	MOSQUITO ABATEMENT PLAN	0.00	36,000.00	40,000.00	4,000.00
5-00-600.00	CAPITAL IMPROVEMENTS	637.20	77,105.85	258,800.00	181,694.15
Total Dept 00		15,687.87	229,429.34	573,400.00	343,970.66
TOTAL EXPENDITU	URES	15,687.87	229,429.34	573,400.00	343,970.66
	MAINTENANCE FUND:	Participal Harmania Labora	CELETER PERMIT AND	1264002 CANNOO SOM	0,0136,250 (Walk-561 Nath-
TOTAL REVENUES		202,260.74	519,401.02	906,477.00	387,075.98
TOTAL EXPENDITU	JRES	15,687.87	229,429.34	573,400.00	343,970.66
NET OF REVENUES	& EXPENDITURES	186,572.87	289,971.68	333,077.00	43,105.32

10/03/2024 01:29 PM User: CATHY

DB: ELA TOWNSHIP

REVENUE AND EXPENDITURE REPORT FOR ELA TOWNSHIP

ACTIVITY FOR

Page:

2024-25

YTD BALANCE

8/8

AVAILABLE

GL NUMBER	DESCRIPTION	MONTH 09/30/2024 INCREASE (DECREASE)	09/30/2024 NORMAL (ABNORMAL)	ORIGINAL	BALANCE NORMAL (ABNORMAL)
	PERY MAINTENANCE FUND				
Revenues					
Dept 00		E2 923600 1000	325 (2020) 213	202 2020 202	8220 200
6-00-400.00	PROPERTY TAX	3,799.48	9,336.14	10,011.00	674.86
6-00-404.00	INTEREST INCOME	946.24	3,208.19	500.00	(2,708.19)
6-00-407.00	PROJ'D BEGINNING BALANCE	0.00	0.00	235,274.00	235,274.00
6-00-409.00	DONATIONS	0.00	0.00	0.00	0.00
6-00-410.00	MISCELLANEOUS INCOME	0.00	0.00	0.00	0.00
6-00-410.01	FAIRFIELD CEMETERY REVENUE	0.00	0.00	2,000.00	2,000.00
6-00-410.02	LAKE ZURICH CEMETERY REVENUE	2,900.00	6,600.00	10,000.00	3,400.00
Total Dept 00		7,645.72	19,144.33	257,785.00	238,640.67
TOTAL REVENUES		7,645.72	19,144.33	257,785.00	238,640.67
Expenditures					
Dept 00					
6-00-500.00	SALARIES	576.92	3,749.98	10,000.00	6,250.02
6-00-508.00	CEMETERY BOARD	0.00	0.00	1,500.00	1,500.00
6-00-509.00	HEALTH BENEFITS	0.00	0.00	0.00	0.00
6-00-510.00	HRA	0.00	0.00	0.00	0.00
6-00-511.00	SOCIAL SECURITY TAX	44.13	304.70	400.00	95.30
6-00-512.00	IMRF	0.00	0.00	0.00	0.00
6-00-513.00	UNEMPLOYMENT COMPENSATION	0.00	88.12	200.00	111.88
6-00-521.00	CEMETERY MAINTENANCE	0.00	3,184.97	15,000.00	11,815.03
6-00-522.00	BURIAL EXPENSES	0.00	4,150.00	8,000.00	3,850.00
6-00-523.00	CREM SCATTER GARDEN	0.00	179.00	5,000.00	4,821.00
6-00-532.00	TELEPHONE/INTERNET	0.00	10.48	250.00	239.52
6-00-536.00	TRAVEL EXPENSE	0.00	0.00	200.00	200.00
6-00-537.00	EDUCATION	0.00	0.00	200.00	200.00
6-00-544.00	PROFESSIONAL SERVICES	0.00	255.00	2,000.00	1,745.00
6-00-564.00	SMALL TOOLS	0.00	0.00	2,000.00	2,000.00
6-00-565.00	INFORMATION TECHNOLOGY	0.00	239.40	6,000.00	5,760.60
6-00-568.00	MISCELLANEOUS	0.00	33,88	3,000.00	2,966.12
6-00-600.00	CAPITAL IMPROVEMENTS	0.00	0.00	100,000.00	100,000.00
Total Dept 00		621.05	12,195.53	153,750.00	141,554.47
TOTAL EXPENDIT	URES	621.05	12,195.53	153,750.00	141,554.47
	ERY MAINTENANCE FUND:				
TOTAL REVENUES	500240000	7,645.72	19,144.33	257,785.00	238,640.67
TOTAL EXPENDIT	URES	621.05	12,195.53	153,750.00	141,554.47
NET OF REVENUE	S & EXPENDITURES	7,024.67	6,948.80	104,035.00	97,086.20
MOMAI DEVENIUS	- ALL PHANE	1 605 021 46	4 200 015 04	11 042 070 00	
TOTAL REVENUES TOTAL EXPENDIT	- ALL FUNDS URES - ALL FUNDS	1,605,031.46 492,754.08	2,231,481.04	11,042,079.00 8,044,450.00	6,744,063.06 5,812,968.96
NET OF REVENUE	S & EXPENDITURES	1,112,277.38	2,066,534.90	2,997,629.00	931,094.10

Payroll Check Register Report For Ela Township

For Check Dates 9/1/2024 to 9/30/2024

	Check
Name	Net
AXA EQUITABLE-EQUI VEST	650.84
EFTPS	36,524.04
ILL DEPT OF REVENUE	6,654.74
ILLINOIS MUNICIPAL	12,566.65
WISCONSIN DEPT OF REVENUE	548.38
EMPLOYEE PAYROLL	115,014.31
Total Payroll	171,958.96





Date:

October 2, 2024

To:

Township Supervisor and Board of Trustees

From:

Penelope Herr- Assessor

Subject:

Board Report - September

Assessment Publication:

The 2024 assessments were published September 12, and the last day to file an appeal was October 15, 2024. If the property owners find that there was a factual error in the calculations of square footage or the assessed improvements are incorrect in size or count, they can bring that to our attention so that corrections can be made. We have been working on the evidence needed for the appeals process.

Exemptions

The cutoff for certificate of errors, with the county is October 31, 2024. If property owner's notice that all the exemptions they should have received were not on the 2023 tax bill, we need to know to add them into the system before the October 31st cutoff date.



Date:

October 3, 2024

To:

Township Supervisor and Board of Trustees

From: Subject:

Jessica P. Case, Transport Liaison Board Report – September 2024

BUS SERVICE	Apr- 24	May-24	Jun-24	Jul-24	Aug- 24	Sep- 24
Ridership (One Way) - Ela	287	329	241	290	296	329
Ridership (One Way) - Wauconda	48	50	36	44	52	42
Total Number of Rides	335	379	277	334	348	371
Revenue Miles - Ela	1481	1772	1176	1386	1511	1624
Revenue Miles - LC	577	603	465	602	524	552
Total Miles	2058	2375	1641	1988	2035	2176
Revenue Hours - Ela	175.5	179.75	124.75	150.75	170.75	202.75
Revenue Hours - LC	29.5	31.25	23.75	30.75	31.75	29.5
Total Hours	205	211	148.5	181.5	202.5	232.25
Days in Service - Ela	22	22	18	22	22	20
Days in Service - LC	13	13	10	13	13	12
Fuel Usage (gallons)	477	404	320.3	457-7	438.2	473.9
Lift Usage	91	86	90	110	113	144



To: Township Supervisor and Board of Trustees

From: Sara Marx LCPC, NCC, Director of Health & Wellness

Subject: Board Reports - September 2024

Clients and Groups:

In the month of September, the Health & Wellness department received a total of 15 referrals. We have noticed a rise in cases of severe depression, heightened anger issues, and challenges in accessing necessary resources. The **Lending Closet** helped 49 families with medical equipment. Our closet is currently accepting donations. Those interested in donating are encouraged to call or stop by. Our successful **Care Giver Support Group** runs the *last Tuesday of each month from 3-4:30pm* at Ela Town Hall. Residents are encouraged to reach out to Betsy Innocenti, LSW for more information.

Personnel:

At this time, we have shifted our focus and are actively seeking a Case Worker to handle case management, GA/EA assistance, as well as providing information, referrals, and resources. We are pleased to share that we have received several applications.

Community Events:

Our collaboration with Ela Area Public Library is progressing smoothly, and the mental health training for their staff was a success. Betsy Innocenti delivered a fantastic presentation on Mindful Aging during Senior Resource Week at the Community Center, and we were also thrilled to participate in the Community Center Celebration.

Looking ahead, we have several exciting events lined up, including collaborations with LZHS, Trunk-or-Treat with the Kildeer Police Department and the Village of Kildeer, Giving Tree for youth, Holiday Meals, and Shop with a Cop with the Lake Zurich Police Department.

Goals:

As we move into October, we recognize the many health and wellness themes this month celebrates, including Domestic Violence Awareness Month, Breast Cancer Awareness Month, Global Mental Health Day, World Food Day, National Coming Out Day, National Bullying Prevention Month, and National Disability Employment Awareness Month. These important observances highlight critical issues that affect individuals and communities around the world. By spreading awareness, promoting education, and fostering understanding, we can continue to support those impacted and advocate for positive change. We plan to use this month as an opportunity to amplify these causes and encourage everyone to engage in meaningful actions that promote health, safety, and inclusivity for all.

Ela Crafters Monthly Donation Log

August, 2024

Recipient Organization	Item Donated	Quantity	Monthly Total
Geneva Hospital	Baby Hats	58	58
Staben House	Baby Hat	1	1
	Toddler Hat	2	2
	Toddler Mittens	2	2
	Youth Hats	7	7
	Youth Mittens	6	6
	Adult Hats	4	4
	Adult Scarves	5	4
United Way	Asst Hats	100	100
	Headbands	30	30
NW Sexual Assault	Throws	2	2
WINGS Domestic Violence	Baby Afns	12	12
Independence Center	Adult Hats	25	25
macpendence denter	Scarves	25	25
Emmaus House	Toddler Hats	10	10
Elimidas riodse	Adult Hats	54	54
	Mittens	4	4
	Scarves	24	24
Women's Residence	Adult Hats	50	50
	Scarves	50	50
	Lapghans	2	2
	Shawls	20	20
	Cosmetic Bags	16	16
	Prayer Cloths	59	50
City of Hope Cancer Hospital	Quilts	11	11
	Adult Hats	25	25
Ela Area Public Library	Crocheted Bags	2	2
Northwest Oncology	Bandanas	20	20
	Prayer Cloths	50	50
Dr. Feldman Pain Clinic	Prayer Cloths	20	20
Lutheran General Hospital	ital Prayer Cloths		160
GSH – Rainbow Project	Baby blankets	2	2
	Baby Hats	2	2
Good Shepherd Hospital	Toe Warmers	5	5



To: Township Supervisor and Board of Trustees

From: Mike DePouw, Highway Superintendent

Subject: Board Report - September 2024

Highway Department Update:

- The Highway Department is still in the process of hiring a part-time seasonal worker for snow plowing and mowing. We have had a couple interviews with candidates that look promising. We would like to get someone hired as soon as possible due to Peter's early leave for knee surgery and David's last day for his retirement is October 31st.
- Unfortunately, we are losing one of our full-time employees Austin Barilow. He is going on to pursue a different
 opportunity. We currently have the position posted on our website, Indeed and ILCMA. We have received a
 couple very good resumes whom we will be interviewing. This position also needs to be filled as soon as possible
 due to the training that is required for the upcoming winter season.
- Unfortunately, we have not received any updates on our Kubota wing mower repair. Last that we know it was shipped to Joliet to be looked at.

Income from the Villages:

- Total income for September from Village Contracts \$30,951.96
- Village of Deer Park 10 tickets preformed
 - Labor charges \$1,426.00
 - Material charges \$50.00
 - Equipment charges \$528.00
 - Totaling \$2,004.00
- Village of Kildeer 27 work tickets preformed
 - Labor charges \$5,843.50
 - Material charges \$2,744.81
 - Equipment charges \$3,132.00
 - Totaling \$11,720.31
- Village of Long Grove 25 work tickets preformed
 - Labor charges \$7,016.00
 - Material charges \$551.50
 - Equipment charges \$3,252.00
 - Totaling \$10,819.50
- Village of North Barrington 23 work ticket preformed
 - Labor charges \$4,076.50
 - Material charges \$15.65
 - Equipment charges \$2,316.00
 - Totaling \$6,408.15

Labor hours performed throughout Ela Township - 336.25 work hours preformed

- Assessor 0 work ticket equaling 0 hours
- o Buses 2 work ticket equaling 7 hours
- o Cemetery 9 work tickets equaling 27.50 hours
- Community Center 11 work tickets equaling 18 hours
 Health & Wellness 1 work tickets equaling 2 hours
- o Highway Department (unincorporated) 89 work tickets equaling 161.25 hours
- Historical 6 work tickets equaling 8.50 hours
- o Parks 26 work tickets equaling 97.50 hours
- o Town Hall -9 work tickets equaling 14.50 hours



Date:

October 4, 2024

To:

Township Supervisor and Board of Trustees

From:

Jim Dalbec, Assistant Community Programs Director

Subject:

Board Report - September 2024

Programming:

We had a busy month starting with another Long Distance Trip to the UK. We followed that up with our Community Center Celebration and Super Senior Week where we had multiple activities and programs daily for our members to show we appreciate them and attempt to provide support for their needs. Because many of those programs and activities were free, our program revenue reflected that and we brought in about \$6500 for the month. An ENORMOUS thank you to Trustee Wilhoit, Brett Dalton from the Highway Department, Township Manager Ted Marciniak, and all of the Ela Township staff and department heads that were here for our Community Center Celebration. Last year we had to cancel due to weather and luckily we had a gorgeous day this year complete with a Bouncy House, live music, balloon art and a lot of items to give to everyone that stopped by. We were extremely pleased with the turnout and hope to build off that momentum for next year. Lisa Gaggiano and myself assisted with a Vaccine Clinic at Zurich Meadows with Jewel Osco and we were able to get about 30 residents vaccinated and on their way. We were able to close our Community Center doors for 3 days once again in the first week of October to plan all of our themes, programs and activities for 2024. With that time, we were not only able to recertify staff in First Aid and CPR, but were also able to tweak existing programming that needed adjustments and really focus on the current needs of our members. As our membership has evolved, we have been mindful to offer programming that targets our changing demographics and to focus on being inclusive to all members.

Meals:

Lunch revenue came in at around \$750 for the month which is slightly more than what we had in September 2023. We had 2 Lunch & Learns in September with an average of 35 in attendance each time.

Upcoming Events/Programming:

We are in a bit o a transitional period with staff as our long time staff member of over 20 years, Lynn Neumaier has retired. Words cannot express the gratitude we have toward Lynn for her years of service and for the hundreds of positives of relationships she has built over the last two decades with countless members. We know she'll be signing up for much of our programming in the future here so it's nice to know she'll still be in the building. Our Newsletter for October, November, December went out to the entire township and the next three months are always our busiest with inhouse programs and activities between Halloween, Thanksgiving, Veteran's Day Luncheon, Friendsgiving, and our annual Jingle Ball.

Thank you again for your continued support, Jim Dalbec Assistant Community Programs Director



Date: October 4, 2024

To: Township Supervisor, Township Manager, and Board of Trustees

From: Joe Cacciatore, Youth Director

Subject: Youth Board Report - September

Homework Club

Homework Club is going well. Homework Club is averaging about 37 kids per day, with Friday being our lowest average at around 31 kids. We have 51 kids currently on our roster. We are looking to fill in 2 more transportation spots at Isaac Fox to completely fill all our transportation spots. May Whitney, and Spencer Loomis/Seth Paine bus routes currently have a waitlist. We have some returning volunteers that help at Homework Club weekly, as well as National Honors Society (NHS) volunteers through the Lake Zurich High School that volunteer at Homework Club Monday – Thursday. This has been a huge help, and we are extremely grateful that we get so much support.

Winter Break Camp

Winter Break Camp registration is out to the public. The registration is available to Kindergarteners through 6th graders that live in the Ela Township. The schedule for Winter Break this year allows us to have 7 days of camp, while last year, we were able to have 9 days of camp. The minimum number of participants needed to run a camp day is 20. The average participant number last year was 38 kids. We still have a couple of months to get registration in. Winter Break Camp starts Thursday, December 26, and the last day is Monday, January 6.

Thank you again for your continued support,

Joseph Cacciatore Youth Director



Date: October 10, 2024

To: Township Supervisor and Board of Trustees

From: Ted Marciniak, Township Manager

Subject: Board Report – October 2024

Plastic Benches:

Community support continues to drive the popularity of the plastic bench recycle program. We have received our 4th bench and are close to receiving our 5th bench. These benches are being placed around the Township as a visual reminder of the benefits of recycling.

Early Voting:

Early voting is scheduled to begin October 21st. This election cycle, the Township is NOT an early voting location. Any Ela Township resident who wants to vote early can do so at any early voting location, with the closest being the Ela library. Attached are the locations for early voting sites.

MTA:

In partnership with the Illinois Treasures Office, MTA hosted a Symposium that I attended. The symposium was well attended, and I thank the board for the opportunity to attend.

Community Center Event:

I want to thank Director Dillon for putting on an amazing Community Center event last month. I also want to thank all the Ela staff who worked the event, and most importantly thank the residents who stopped by.

TOI:

I have registered for the annual TOI conference in Springfield, and will be out of town for that event from November 11-13.



Anthony Vega Lake County Clerk 18 N. County Street, Room 101 Waukegan, Illinois 60085-4364 Phone 847 377-2400 Fax 847 984-5824 http://www.lakecountyclerk.info

LAKE COUNTY EARLY VOTING SITES

For the November 5, 2024, General Election

September 26 – October 18

Mon - Fri: 9 a.m. to 5 p.m.

LAKE COUNTY MAIN COURTHOUSE LOBBY

18 N. County Street, Waukegan

October 21 - November 2

Mon - Fri: 9 a.m. to 5 p.m. Sat: 9 a.m. to 2 p.m. Sun: Closed

Community High School District 117	Lake Barrington Village Hall
1625 Deep Lake Rd., Lake Villa	23860 N. Barrington Rd., Lake Barrington
Deerspring Pool 200 Deerfield Rd., Deerfield	Lake County Central Permit Facility 500 W. Winchester Rd., Libertyville
Fremont Township Office	Lake Forest City Hall
22385 W. Route 60, Mundelein	220 E. Deerpath Rd., Lake Forest
Grant Township Center	Wauconda Township Office
26725 W. Molidor Rd., Ingleside	505 W. Bonner Rd., Wauconda
Gurnee Village Hall	William E. Peterson Park
325 N. O'Plaine Rd., Gurnee	16652 N. Buffalo Grove Rd., Prairie View
Zion C 2828 Sherid	ity Hall

EARLY VOTING SITES WITH EXTENDED HOURS

October 21 – October 27	October 28 – November 3	November 4
Mon-Fri: 9 a.m. to 5 p.m.	Mon-Fri: 9 a.m. to 7 p.m.	Mon: 9 a.m. to 7 p.m.
Sat: 9 a.m. to 2 p.m.	Sat: 9 a.m. to 4 p.m.	The state is a property comment of contact of contacts of contact of the state of t
Sun: 10 a.m. to 4 p.m.	Sun: 9 a.m. to 4 p.m.	

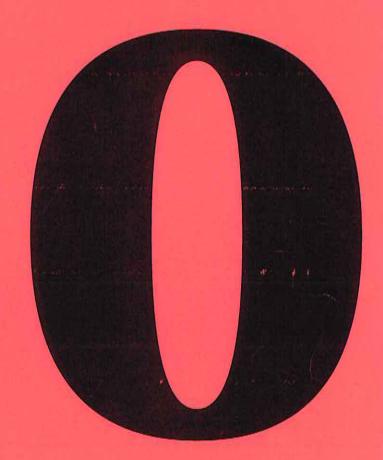
Avon Township 433 E. Washington St., Round Lake Park	*Jane Addams Center/Bowen Park 95 Jack Benny Dr., Waukegan
Ela Area Public Library	Lake County Main Courthouse Lobby
275 Mohawk Trail, Lake Zurich Highwood Library & Community Center	18 N. County St., Waukegan Mundelein H.S. West District Office
102 Highwood Ave., Highwood	1500 W. Hawley St., Mundelein

^{*}Early Voting CLOSES at 11 a.m. on Saturday, October 26, ONLY at Jane Addams Center/Bowen Park.

Early Voting will be available at the Lake County Adult Corrections Facility for pretrial detainees only on October 29th from 9 a.m. to 5 p.m.

For additional election information, please visit <u>LakeCountyClerk.Info</u>, and <u>LakeVoterPower.Info</u> for all personalized voter information. Contact us by dialing 847-377- 2410, or email <u>Elections@lakecountyil.gov</u>.





Proclamation

RECOGNIZING DOMESTIC VIOLENCE PREVENTION MONTH

Nearly 20 people per minute are physically abused by an intimate partner in the United States; amounting to more than 10 million victims of domestic violence every year. Once kept a secret among families, domestic violence must be recognized and prosecuted as a serious crime, one that often has severe consequences for the survivors, their children, the civilian community and the military community.

We must take a stance that we can no longer be a bystander, one who sees harmful and hostile conduct or is aware that it is occurring and does nothing about it. We must vow to become involved, to intervene when it is safe to do so and, most importantly, we must report this conduct to proper authorities to stop the cycle of violence.

A commitment to intervene on any level promotes an assurance to your colleague, neighbor, family member, friend or shipmate, that interpersonal violence in any form will not be tolerated in your presence.

We are firmly committed to the policy of zero tolerance of domestic violence and encourage all of you to join us in promoting Domestic Violence Prevention Month.

Therefore, we, the undersigned do hereby proclaim

October 2024 as Domestic Violence Prevention Month.

We hereby encourage all members of the civilian and military community to dedicate themselves to reducing domestic violence and we call upon everyone to educate themselves about domestic violence and its available resources.

Gloria M. Palmblad, Supervisor, Ela Township
Lucy A. Prouty, Clerk, Ela Township
Lawrence Bowman, Trustee, Ela Township
Doug Samz, Trustee, Ela Township
Tosi Ufodike, Trustee, Ela Township
Laurie Wilhoit, Trustee, Ela Township





Red Ribbon Week Proclamation

WHEREAS, drug and alcohol abuse in the United States prevents millions of people from reaching their full potential at school, on the job and in their communities; and

WHEREAS, research indicates that young people who avoid the early use of alcohol, tobacco and other drugs are less likely to engage in self-destructive behaviors such as crime, delinquency and other harmful activities; and

WHEREAS, founded in 1988 in honor of undercover Drug Enforcement Agent Enrique "Kiki" Camarena who was kidnapped, tortured and murdered by members of a drug gang in Mexico on February 7, 1985, National Red Ribbon Week is designed to raise awareness of the dangers of drug use while encouraging all citizens to take an active role in their community drug prevention activities; and

WHEREAS, the 2024 observance of Red Ribbon Week proved residents of Ela Township the opportunity to demonstrate their commitment to healthy, drug-free lifestyles by wearing and displaying red ribbons.

NOW, THEREFORE, I, Gloria Palmblad, Supervisor of Ela Township, do hereby proclaim October 21 – 25, 2024 as RED RIBBON WEEK through the Township of Ela and encourage all citizens to work together in making our community a healthy and safe place to live.

Gloria Palmblad

Supervisor

Ela Township









HERMAN BROTHERS

18451 W. Gages Lake Road Gages Lake, 1L 60030 PH: 847-223-3332 FAX: 847-223-2257 hermanbrothersplows@gmail.com

October 8, 2024

(1) Ela Township

TRU	JCK MODEL	MAKE	YEAR	UNIT/STK#	TAX EXEMPT?	P.O. #
	2500 HD	Chevy	2024		yes	
QTY	ITEM#		DESCRIPTION	UNIT PRICE		LINE TOTAL
1.00	IUTPP85	Western 8'6" Pro P	lus Snowplow package installed		\$6,485.00	\$6,485.00
1.00	62220-1	rubber snow deflec	tor	\$308.00	\$246.40	\$246.40
		1790.04				

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		4	The second of the second of		SUBTOTAL	\$6,731.40
Quotation p	prepared by:				SALES TAX 7%	
To accept t	his quotation, sign h	ere and return:		-12	LABOR	\$0,00
					TOTAL	\$6,731.40



Customer Agreement

This Agreement for Real Estate Assessment Services and Consulting (the "Agreement") is made and entered into by and between **Ela Township** (Lake County) ("Township"), a body politic and corporate of the State of Illinois, and **AccuBase Solutions**, L.L.C. ("ABS"), an Illinois Limited Liability Corporation. Township and ABS are hereinafter sometimes referred to together as the "Parties" and individually as a "Party."

Section 1: Real Estate Assessment Services and Consulting.

ABS shall provide real estate assessment services and consulting (the "Services"), which include, but are not limited to, establishing assessed values, sales ratio and review, assessment engagement, exemption administration and training, CAMA Systems Integration, Township, BOR, and PTAB hearing preparation and defense, and assessment staff consulting services, as more fully described in the attached Exhibit A.

Section 2: Schedule for Performance of Services.

The Services shall be performed in a timely manner according to the Township's reasonable requirements and procedures and in compliance with all applicable federal, state, county and local laws, regulations, codes, ordinances, and orders, and those of any other body having jurisdiction which have been disclosed to ABS and in accordance with this Agreement, as may be amended from time-to-time by the Parties in writing. The Parties acknowledge and agree that Time is of the essence in the performance of all terms and provisions of this Agreement.

Section 3: Performance of Work.

- (a) ABS agrees to perform faithfully, industriously, and to the best of its ability, experience, and talents and in accordance with: (a) the standards of professional practice, skill, care, and diligence practiced by recognized members of ABS's profession in performing services of a similar nature in existence during the Term; (b) the Township's reasonable requirements and procedures; and (c) all applicable federal, state, county and local laws, regulations, codes, ordinances, and orders, and those of any other body having jurisdiction which have been disclosed to ABS.
- (b) Township understands that ABS may provide the same or similar services to another governmental entity whose jurisdiction, albeit non-conterminous, may include properties within the Township's boundaries. This would include auditing for any local unit of government. However, ABS shall provide all personnel necessary to complete the Services in accordance with this Agreement. Further, the Parties acknowledge and agree that Warren L. Dixon III shall be primarily responsible for carrying out the Services on behalf of ABS, unless otherwise agreed to in writing by the Township.

Address: 111 E Jefferson Ave., Naperville, IL 60540 Phone: 630-686-3668 Email: info@accubasesolutions.com Web: www.accubasesolutions.com



Section 4: Fees and Expenses

(a) The total amount paid by Township to ABS for the Services pursuant to this Agreement shall not exceed \$105,000 (the "Contract Sum") over two periods including the Assessment years of 2024, and 2025, as set forth below:

Assessment Year	Annual Contract	Discount	Annual Payment after Multi-Year Discount
2024	\$70,000	\$7,000	\$63,000 (\$42,000*)
2025	\$70,000	\$7,000	\$63,000
*2024 is prorated for 8 months			
May 2024 thru December 2024			
Total	\$150,000	\$15,000	\$105,000

- (b) The Township and ABS from time-to-time may agree upon additional services (the "Additional Services") pursuant to a mutually agreed Work Order. The Township agrees to compensate ABS for authorized Additional Services in accordance with the attached Exhibit B. Work Orders or any series of Work Orders which authorize or necessitate an increase in the Contract Sum of more than \$5,000.00 shall be subject to prior approval of the Township Board. All other Work Orders may be authorized by the Township Assessor.
- (c) ABS acknowledges and agrees that the Township shall not be liable for any costs incurred by ABS in connection with any services provided by ABS that are outside the scope of the Contract, regardless of whether such Additional Services are requested or directed by client, except upon the prior written consent of the Township. No claim for additional compensation shall be valid unless made in accordance with this Section 4.

Section 5: Payment for Services.

The Township agrees to compensate ABS for providing the Services as set forth in Section 4 above. The payment procedures and interest rate shall be as provided under the Illinois Local Government Prompt Payment Act, 50 ILCS 505/2 et seq. ABS will invoice the Township on an annual basis that aligns with the assessment year, which begins on January 1st of each calendar year and ends on December 31st of the subsequent calendar year.

Section 6: Intellectual Property Ownership.

(a) Township acknowledges that, as between ABS and Township, ABS owns all right, title, and interest, including all intellectual property rights, in and to any software and documentation created or used by ABS to provide the Services to the Township, including, but not limited to, the software, dashboard information, and other trade secret information, but excluding any Township-utilized CAMA and other software, documentation, materials, equipment, and property furnished to ABS by the Township. Notwithstanding the preceding sentence, and to clarify the Parties' intent,

Address: 111 E Jefferson Ave., Naperville, IL 60540 Phone: 630-686-3668 Email: info@accubasesolutions.com Web: www.accubasesolutions.com



the Township shall own all assessment and valuation data. ABS affirmatively represents and warrants that software and documentation created or used by ABS to provide the Services to the Township are not subject to any trademark, copyright, or other property rights of any other entity in any jurisdiction.

- (b) Notwithstanding the provisions of Subsection (a) above, if Township or any of its employees or contractors sends or transmits any communications or materials to ABS by mail, email, telephone, or otherwise, suggesting or recommending changes to the software or documentation, including without limitation, new features or functionality relating thereto, or any comments, questions, suggestions, or the like ("Feedback"), ABS is free to use such Feedback irrespective of any other obligation or limitation between the Parties governing such Feedback. Township hereby assigns to ABS on Township's behalf, and on behalf of its employees, contractors and/or agents, all right, title, and interest in, and ABS is free to use, without any attribution or compensation to any party, any ideas, know-how, concepts, techniques, or other intellectual property rights contained in the Feedback, for any purpose whatsoever, although ABS is not required to use any Feedback.
- (c) Except as otherwise provided herein, all software, documentation, materials, equipment, and property provided to ABS by the Township in connection with the Services shall remain the property of the Township, and all work products created or developed under this Agreement shall be the exclusive property of the Township. ABS hereby irrevocably assigns and transfers all right, title, and interest, including all intellectual property rights, in and to such work products to the Township, and irrevocably and unconditionally waives all property and other rights in all such work products. ABS shall immediately deliver all such work products at the conclusion of Services hereunder or at any earlier time upon demand by the Township.

Section 7: Confidentiality.

From time to time either Party may disclose or make available to the other Party information about its business affairs, products, confidential intellectual property, trade secrets, third-party confidential information, and other sensitive or proprietary information, whether orally or in written, electronic, or other form or media, and whether or not marked, designated or otherwise identified as "confidential" (collectively, "Confidential Information"). Confidential Information does not include information that, at the time of disclosure is: (a) in the public domain through no wrongful act or omission or other fault of the receiving Party; (b) known to the receiving Party at the time of disclosure; (c) rightfully obtained by the receiving Party on a non-confidential basis from a third party; or (d) independently developed by the receiving Party. The receiving Party shall not disclose the disclosing Party's Confidential Information to any person or entity, except to the receiving Party's employees who have a need to know the Confidential Information for the receiving Party to exercise its rights or perform its obligations hereunder. Moreover, the Parties acknowledge that said information is proprietary and confidential information and that disclosure would cause competitive harm as defined in 5 ILCS 140/7(1)(g). Notwithstanding the foregoing, each Party may disclose Confidential Information to the limited extent required (i) in order to comply with the judicial or administrative order, or as otherwise necessary to comply with applicable law, including but not limited to the Open Meetings Act and Freedom of Information Act, provided that the Party making the disclosure pursuant to the order or request shall first have



given written notice to the other Party and allowed the other Party a reasonable opportunity to obtain a protective order or otherwise limit discloure; or (ii) to establish a Party's rights under this Agreement, including to make required court filings. On the expiration or termination of the Agreement, the receiving Party shall promptly return to the disclosing Party all copies, whether in written, electronic, or other form or media, of the disclosing Party's Confidential Information, or destroy all such copies and certify in writing to the disclosing Party that such Confidential Information has been destroyed. Each Party's obligations of non-disclosure with regard to Confidential Information are effective as of the execution of this agreement and will expire five years from the date first disclosed to the receiving Party.

Section 8: Term & Termination.

The term of this Agreement (the "Term") is for the Assessment Years/Cycle of 2024, and 2025 from the date of the last signature below until December 31, 2025. Either Party may terminate this Agreement, with or without cause, upon ninety (90) day's prior written notice to the other Party as provided herein. If the event of termination by either Party prior to the expiration of the Term, ABS shall refund the Township a pro rata portion of any prepaid fees allocable to the remaining Term and/or Services which have not been completed at the time of termination. The following provisions will survive any expiration or termination of the Agreement: Sections 6, 7, 8, and 11, and any other provisions that, by their nature, would reasonably be considered intended to survive.

Section 9: Relationship of the Parties.

It is understood, acknowledged, and agreed by the Parties that the relationship of ABS to the Township arising out of this Agreement shall be that of an independent contractor. Neither ABS, nor any employee or agent of ABS, is an employee, partner, joint venturer, and/or agent of the Township, and, therefore, is not entitled to any benefits provided to employees of the Township. ABS has no authority to employ/retain any person as an employee or agent for or on behalf of the Township for any purpose. Neither ABS nor any person engaging in any work or services related to this Agreement at the request or with the actual or implied consent of ABS may represent himself to others as an employee of the Township. Should any person indicate to ABS or any employee or agent of ABS by written or oral communication, course of dealing or otherwise, that such person believes ABS to be an employee or agent of the Township, ABS shall use its best efforts to correct such belief. In ordering or accepting delivery of or paying for any goods or services, ABS shall do so in ABS's own business. ABS shall at all times have control over the manner, means, and methods of performing the services according to its independent judgment, subject to the direction and control of the Township Supervisor and Board of Trustees. ABS shall devote such time and resources as necessary to produce the contracted for results.

Section 10: Conflict of Interest

ABS represents and certifies that, to the best of its knowledge: (1) no elected or appointed official, employee, or agent of the Township has a personal financial interest in the business of ABS or this Agreement or has personally received payment or other consideration for this Agreement; (2) as of the date of this Agreement, neither ABS nor any person employed or associated with ABS has



any interest that would conflict in any manner or degree with the performance of any obligation under this Agreement; and (3) neither ABS nor any person employed by or associated with ABS shall at any time during the term of this Agreement obtain or acquire any interest that would conflict in any manner or degree with the performance of any obligation under this Agreement.

Section 11: Liability.

ABS shall indemnify, defend, and hold harmless the Township as set forth in the attached Exhibit C. ABS shall, further, procure and maintain insurance as set forth in the attached Exhibit D. ABS agrees to waive any right which it may have to punitive, consequential, special, indirect, incidental, and/or exemplary damages against Township and any other party indemnified under this Agreement and agrees not to make any claim or demand for the same.

Section 12: Notices.

Any and all notices or communications permitted or required under this Agreement shall be in writing and shall become effective on the day of mailing thereof by U.S. registered, or certified mail, postage prepaid, addressed as follows:

Ela Township Office

_ 10 J€S	Attn: Ted Marciniak, Township Manager 1155 E. Route 22 Lake Zurich, IL 60047
With copy to:	
If to ABS:	AccuBase Solutions, LLC Attn: Warren Dixon 111 E. Jefferson Avenue Naperville, IL 60540
With copy to:	

If to the Township:

(a) <u>Assignment</u>. ABS shall not assign this Agreement, nor any duties or obligations under this Agreement, without the prior written consent of the Township.

Section 13: Miscellaneous.

(b) Governing Law & Venue. This Agreement shall be construed in accordance with the applicable laws of the State of Illinois and any dispute, action, or proceeding arising from or relating to this Agreement shall be in the Circuit Court of Lake County, Illinois, and, where applicable, the United States District Court, Northern District of Illinois.



- (c) <u>Entire Agreement; Modifications</u>. This Agreement constitutes the entire agreement and understanding between ABS and the Township regarding the subject matter addressed herein. No modification or extensions of this Agreement shall be effective unless in writing and signed by both parties hereto, except the areas of discretion reserved by the Township set forth herein.
- (d) <u>Waiver & Enforceability</u>. A waiver by either Party of a breach of any provision hereof does not constitute a waiver of any succeeding breach of the same or any other provision, not constitute a waiver of the responsibility or obligation itself.
- (e) <u>Partial Invalidity</u>. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.
- (f) <u>Construction</u>. The Contract has been subject to negotiations and discussions between the Parties and their counsel. It has been, and shall be construed to have been, drafted by all Parties, so that any rule construing ambiguities against the drafted shall have no force and effect.
- (g) <u>Headings</u>. The headings of paragraphs herein are included solely for convenience of reference and shall not control the meaning or interpretation of any of the provisions hereof.
- (h) Execution in <u>Counterparts</u>. This Agreement may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed and effective as of the date of the last signature below.

ELA T	OWNSHIP OFFICE		ACCUBASE SOLUTIONS, L.L.C.
By:	Ted Maraniel	By:	Warren L. Dixon III
	Ted Marciniak, Township Manager		Warren L. Dixon III, CEO/President
Attest:	Glorin M. Garnered	Date:	05/03/2024
Date:	5-10-24		

Tailored Security

1141 E Main St Suite 107
East Dundee, IL 60118 US
(847) 915-5520
info@tlrdsecurity.com
tlrdsecurity.com



Estimate

ADDRESS
Ela Township
1155 E Route 22
Lake Zurich, IL 60047
United States

ESTIMATE 1927 DATE 10/08/2024

DATE		DESCRIPTION	QTY	RATE	AMOUNT
	CD62-30	CD62 30	1	1,125.00	1,125.00
	1YR Camera License	Camera License	1	149.00	149.00
Indoor Camera		SUBTOTAL			1,274.00
		TAX			0.00
		TOTAL			\$1,274.00

Accepted By

Accepted Date

Tailored Security

1141 E Main St Suite 107
East Dundee, IL 60118 US
(847) 915-5520
info@tlrdsecurity.com
tlrdsecurity.com



Estimate

ADDRESS

Ela Township 1155 E Route 22 Lake Zurich, IL 60047 United States ESTIMATE DATE 1925

10/07/2024

DATE		DESCRIPTION	QTY	RATE	AMOUNT
	CD62-30	CD62 30	i	1,125.00	1,125.00
	CD62-E-30	CD62-E 30 Days	1	1,275.00	1,275.00
	MNT-3	L-Bracket Mount	1	99.00	99.00
	ACC-POE-90W-E-NA	90W PoE++ (802.3bt Type 4) Injector, GigE, Outdoor, North America Type B Plug	Ĭ	225.00	225.00
	GC31-E-HW	GC31 Cellular Gateway, Outdoor	i	975.00	975.00
	LIC-GC-1Y	1-Year Cellular Gateway License, includes unlimited data for Verkada non- video devices	1	225.00	225.00
	ACC-MNT-CLIP-1	Tile Clip Mount	1	75.00	75.00
	1YR Camera License	Camera License	2	149.00	298.00
Indoor Camera		SUBTOTAL			4,297.00
		TAX			0.00
		TOTAL			\$4,297.00

Accepted By

Accepted Date



MGT



SEPTEMEBER 12, 2024

Classification & Compensation Study

Ela Township, Illinois

Submitted by:

RACHEL SKAGGS DIRECTOR 790 FRONTAGE ROAD **SUITE 213** NORTHFIELD, IL 60093 815.303.2187 RSKAGGS@MGT.US

ELA TOWNSHIP

CLASSIFICATION & COMPENSATION STUDY SEPTEMBER 12, 2024

Table of Contents

COVER LETTER	1
FIRM PROFILE	3
EXPERIENCE & QUALIFICATIONS	6
KEY PERSONNEL	8
PROJECT APPROACH & METHODOLOGY 1	0
PROJECT UNDERSTANDING 1	0
PROPOSED WORK PLAN1	1
PROJECT TIMELINE 1	6
REFERENCES 1	7
COST PROPOSAL 1	8
APPENDIX A. STAFF BIOGRAPHIES	0





Cover Letter

September 12, 2024

Ela Township 1155 East IL-22 Lake Zurich, IL 60047



RE: CLASSIFICATION AND COMPENSATION STUDY PROPOSAL

Dear Evaluation Committee:

MGT Impact Solutions, LLC (MGT) is pleased to present this Classification and Compensation Study proposal for Ela Township (Township). This response reflects our understanding that the Ela Township is seeking a Classification and Compensation Study for a review of 55 positions. MGT's response provides the Township with related firm qualifications, key experience, a detailed work plan with a timeline, and associated fees to provide services that exceed expectations. We are experts in classification and compensation studies and know we would be a perfect fit for the Township.

We understand human resources (HR) management continues to be a significant concern as governmental services continue to increase in cost and complexity, and the resources to fund local governments are constrained. Day-to-day operations present challenging administrative problems in planning, organizing, and directing human resource functions to achieve maximum efficiency and effectiveness in the delivery of municipal services. A properly developed and administered compensation plan forms the foundation for meeting these challenges. It helps to ensure the Township can recruit and retain the best and brightest employees, even in a competitive marketplace. We understand the high expectations that have been established in the Township for recruiting and retaining excellent employees. These factors will be taken into consideration in the analysis and reflected in the Study results.

MGT provides comprehensive executive recruitment, interim staffing, HR consulting, and organizational analysis consulting services for local governments, intergovernmental organizations, and school districts, as well as other governmental and non-profit entities. MGT consultants have worked in all areas of local government leadership including city/county management, human resources, public safety, finance, public works, parks and recreation, and utilities. This combined hands-on knowledge, and experience has made MGT a proven leader in public-sector consulting.

MGT CONTACT INFORMATION

MGT HEADQUARTERS	MGT Impact Solutions, LLC 4320 West Kennedy Boulevard Tampa, Florida 33609 P: 813.327.4717 www.mgt.us FEIN: 81-0890071
PROPOSAL CONTACT	Rachel Skaggs, Director – Human Capital Solutions 790 Frontage Road, Suite 213 Northfield, IL 60093 P: 815.303.2187 E: rskaggs@mgt.us



COVER LETTER

Thank you for the opportunity to submit a proposal to Ela Township. Should you have questions on any aspect of this proposal, please contact **Rachel Skaggs** at **815.303.2187** or **rskaggs@mgt.us**.

Regards,

Patrick J. Dyer, Vice President Authorized to bind the firm





Firm Profile

Impacting communities for good.

MGT brings 50 years of experience driving positive social change and performance in education, government, nonprofits, and critical infrastructure/private industries through assisting clients to strengthen their foundation, change systematically, and enable resiliencies for long-lasting change. Since its inception, MGT has significantly grown in size and capacity – working with state and local governments and education partners. Today, we bring a team of over 900 professionals who offer in-depth market knowledge and understanding so we can hit the ground running.

MGT is a privately held, employee-owned and financially stable limited liability company with a deep roster of staff and a commitment to serving the public. Our clients care about addressing the world's most-pressing problems, and so do we. Their "why" is our why.

MGT | FIRST LOOK

Name: MGT Impact Solutions, LLC (MGT)

Locations: Headquarters in Tampa, FL; branch offices nationwide.

Cooperative Contracts:

ASC 20-7359, 24-7484 OMNIA LS4612 TIPS 220601, 220802, 230105 TXShare 2024-019

Structure: Privately held, employee-owned, client-driven Limited Liability Company.

Lines of Business: Strategy and Implementation, Performance and Operations, IT Infrastructure, and Cyber Security and Resilience for public sector and commercial companies.

What sets us apart is our ability to customize and offer individualized support but also the resources of a larger infrastructure to enable flexibility in impacting to-scale. Throughout our history, MGT has successfully delivered more than 30,000 projects through a thoughtful balance of balancing the "immediate" needs while changing systems to plan for future resilience and success.

Our Commitment

MGT embraces the most complex challenges on the leadership agenda with deep commitment, agility, and local expertise to make a measurable and profound impact. Simply stated, **We are impacting communities for good**.







A Social Impact Commitment

DEFINED BY IMPACT

Making a profound impact on society is at the heart of who we are and what we do. MGT will provide the Ela Township with a data-driven roadmap for creating a fair, competitive, and strategic compensation structure. This study will be a valuable investment in the Township's future, fostering a motivated workforce and supporting the achievement of its long-term goals. The Township should be proud to make a difference in the lives of the citizens in your community, and we are proud to work with you toward this goal. Our team empowers organizations through innovations in people, processes, and technology to lift and strengthen your solutions.

MGT's Expertise

Our firm includes more than **900 professionals**, structured into the following primary groups, along with various internal infrastructure groups to support our operations and growth.





Strategy & Implementation

Working alongside an organization's Csuite, we help leaders co-create strategy through organizational reviews and data analytics to create actionable roadmaps for success.



IT Infrastructure & Digital

We provide engineering expertise to modernize IT infrastructure and ensure your technology implementation is properly designed, integrated, modernized, and maintained.



Cyber Security & Resilience

From real-time, 24/7 monitoring to proactive threat detection and rapid incident response, we can give you the tools to heighten your network's security posture and keep it there.



Performance & Operations

Bridging the gap between strategy and enduring change, we support efficient revenue allocation, promote economic development, and create fairness in hiring and contracting systems.



FIRM PROFILE



Our MGT Vision

To achieve our mission of being the social impact and performance leader in our industry, we are continuously improving to earn the privilege of being selected as our client's partner of choice in the mission-critical domains we impact. By elevating education systems, managing and securing critical networks, solving complex human capital and fiscal problems, and advancing equity as a performance imperative, we can impact communities for good through client partnership.

We deliver these solutions through our "three-point stance" of technology, education, and performance offerings. With our long-term vision of creating profound social impact through client performance, we seek out the "best of the best" to join us in our work supporting clients' top priorities.

PEOPLE



We believe in the power of connecting people and ideas which solve mission-critical, complex challenges to foster a trusted connection with our clients...for life.

PURPOSE



We are led by a transformative movement, fueled by people, innovation, and solutions designed to provide enduring opportunities for prosperity and well-being.

Markets we serve:

- Higher Education
- Prek-12
- Government
- Nonprofits
- Commercial Industries

PERFORMANCE



We partner with clients to advance learning outcomes, reduce operational costs, recover revenue, improve workflows, and provide resilient and hardened technology networks and infrastructure.





Experience & Qualifications

Incomparable Classification and Compensation Consulting Expertise.

We are proud to offer the exceptional expertise of our team members, and our understanding and knowledge of the Ela Township's scope based on years of relevant experience. We bring the breadth and depth of knowledge and expertise vital to identifying real, practical solutions that meet our clients' needs. Part of our success is based upon our commitment to be flexible and responsive. We are acutely aware of the political, economic, social, and technological environments of today's public sector environment.



Success Stories

"What I liked most about working with MGT staff is their creative approach in providing solutions to each project. The County has implemented MGT's recommendations...."

MGT has conducted more than 270 classification and compensation studies in the past 10 years. More specifically, MGT's consultants are adept at HR consulting in the state of Illinois and for similar organizations, as illustrated by our list of completed projects below.

Illinois

Village of Bensenville Village of Berkeley Village of Bloomingdale Cary Park District Village of Channahon Village of Clinton Village Crest Hill **DeKalb County Health** Department City of East Moline Fox River Water Reclamation District City of East Moline Elk Grove Village City of Galesburg City of Geneva Glenview Park District Village of Gurnee Village of Hanover Park

Village of Hazel Crest Henry County Highland Park District City of Lake Forest Village of Lincolnwood Village of Lisle City of Lockport Village of Machesney Park Village of Matteson McHenry County Conservation District Village of North Aurora Village of Northfield Northern Suburban Special Recreation Association Village of Oak Park Village of Oregon Oswegoland Park District Palatine Park District

City of Peoria
City of Plano
City of Quincy
Village of Red Bud
Village of Richton Park
Village of Skokie
St. Charles Park District
Village of Vernon Hills
Wilmette Park District
Winnetka Park District

EXPERIENCE & QUALIFICATIONS

Why is MGT the Most Qualified to Conduct the Township's Study?

- ✓ Experience. MGT has the experience and certifications that HR departments need. MGT staff are certified as Senior Human Resources Management Certified Professionals (SHRM-CP), Project Management Professionals (PMP), and Change Management Professionals (CCMP). Additionally, MGT has conducted numerous human capital studies nationwide, such as HR audits, compensation and classification studies, staffing reviews, performance system updates, and organizational reviews. Furthermore, many of our clients are repeat clients, attesting to our acumen for local government human resources consulting services and our desire to work with each public sector client to create a lasting bond that ensures their success over time.
- ✓ Best Practices Comparisons. MGT offers the Township our extensive experience to identify exemplary management practices reflective of Township input and that of comparable localities. This experience gives us not only a ready reference point for reviewing the Township's compensation system, but also provides us with practices that have been proven successful in other similar organizations. This knowledge is of significant value when we design recommendations for improvements.
- ✓ Sound Findings and Data-Driven Recommendations. In our experience, most major improvements in local government operations require bold thinking. In helping the Township reconcile its pay system with its evolution and workforce changes, our team members will not hesitate to question existing organizational structures, programs, policies, rules, statutes, operations, work processes, and staffing patterns. We will make sound recommendations for improvements that produce real not just on paper savings, and ease of future pay administration for the Township.
- ✓ Assistance in the Implementation of Recommendations. We will not simply leave the Township with a report and a plethora of recommendations. We will create detailed implementation strategies to support the Township with initial implementation and best practice guidance for maintaining and sustaining an equitable compensation study and classification system over the long-term.
- ✓ Objectivity and Flexibility. As an independent entity, our only vested interest is that of the client. Therefore, we will apply our extensive experience to generate objective, independent solutions to assist the Township in achieving the best outcomes. In addition, we will be receptive to your insights and concerns and will accommodate any changes necessary to ensure the successful completion of project deliverables, a valid and responsive final report, and, more importantly, an implementable and flexible compensation system relevant to the Township's current realities and beyond.





Key Personnel

The success of a consulting engagement is founded on the qualifications of the project team and the way in which it is structured and managed.

Our work with clients is characterized by the belief that we can only be successful if our clients develop the knowledge, capacity, and mechanisms to help themselves. To that end, all our services:

- Build on our clients' existing strengths and resources while empowering them to address
 present challenges.
- Assist our clients in learning about widely recognized best practices and emerging research.
- Encourage our clients to develop the habit of identifying, collecting, and acting on essential, current, and relevant data.
- Help our clients maximize the efficiency and effectiveness of their human and fiscal resources.
- Provide pragmatic and affordable solutions that will be deliverable and sustainable over the long term.

The proposed management structure for this project has been designed to define the roles and responsibilities of each team member assigned to this project and to facilitate project management. The strength and experience of our team will allow for efficient and effective project management and results. Each team member has a wide range of project experience working with clients similar to those in the Township. The team we have designated is highly experienced with this type of engagement and, therefore, requires little orientation time. Biographies of each team member listed below are provided in **Appendix A**.

Project Staff Roles and Responsibilities

ROLE ASSIGNED	RESPONSIBILITIES	
ELA TOWNSHIP REPRESENTATIVE	We look forward to working with the Township Representative to build a long-lasting and trustworthy partnership that produces innovative solutions.	
PROJECT MANAGER* Rachel Skaggs Katy Yee Rachel King	 The Project Manager holds the following responsibilities: Main point of contact for the Township. Day-to-day management of the project, tasks, and deliverables. Oversight over service and deliverable quality. Management of all project deadlines. Maintains frequent contact with the Township Representative throughout the lifecycle of the project. 	

KEY PERSONNEL

ROLE ASSIGNED	RESPONSIBILITIES
CONSULTANT TEAM** Alice Bieszczat Julie Hawkins	 The Consultant Team holds the following responsibilities: Work closely with the Township under the direction of the Project Manager to carry out the various tasks and deliverables. Utilize individual subject matter expertise to customize and execute each work task and fulfill the Township's stated expectations. Conduct collection and analysis of relevant data. Review, document, evaluate, and generate recommendations in accordance with each component of the work plan.

^{*}The Project Manager will be assigned at the time of contract commencement and will be determined depending on workload and commitments at that time.

^{**}Additional consultants with subject matter expertise will be used to assist with employee interviews.







Project Approach & Methodology

A detailed work plan and schedule designed for conducting a quality compensation study with clear reporting dates for each major activity.

Project Understanding

Ela Township is a Lake County, Illinois government unit established in 1850. It served 44,026 residents in 2016 and offers property tax, general assistance, highway services, mental health programs, and youth/senior initiatives. The township maintains parks, cemeteries, and a subsidized transportation program. The Ela Township is interested in a review of its current classification and compensation plan for employees in approximately 55 positions in the organization. The conducted Study will ensure an equitable compensation system that is fair and competitive, enabling the Township to recruit and retain qualified employees. The system will also be easy to administer in an organized and consistent fashion and sustainable for years to come.

MGT will focus on developing a more competitive compensation plan that ensures internal fairness and external competitiveness. We will achieve this by evaluating the current point-factor system and proposing a revised structure that accurately reflects the demands and responsibilities of each position.

MGT has conducted over 270 classification and compensation studies in the past 10 years. Over 90% of pay plans recommended by MGT have been successfully implemented by the client. All these studies included the use of public-sector salary data and included the following recommendations:

- New classification and compensation plans, assuring internal equity.
- Recommendations for job title changes where appropriate.
- Recommendations on dealing with specific problems during the study (i.e., compression issues, internal equity issues, market discrepancy issues, etc.).
- Pay plans that were tied to performance.

Project Management

MGT uses proven project management methodologies to ensure we deliver project results that are on time, on budget, and meet or exceed client expectations by identifying long-term, decision-making solutions.

We find that the two most critical keys to project success are planning and communication.

We take very intentional measures to define milestones, responsibilities, and delivery dates in our **planning** process, and to track work progress against the work plan daily, providing regular project status reports. After the contract is awarded, we enhance the project work plan that was included in our proposal by adding specific milestones, delivery dates, and consultant responsibilities. We refine this plan with input from our project initiation meeting(s) with the



client. We employ problem-solving skills, technology, and staff adaptability to react to variances between work plan projections and actuals to meet the Township's deadline.

Throughout this process, we remain in frequent **communication** with the client to avoid surprises or conflict. Our project teams are in regular contact with the Township Project Manager, providing regular project status updates and calls to provide a summary of progress and to address any risks or variances from the planned schedule.



Our team's approach to compensation studies is based on the methodologies, models, and tools that we have developed for this specific type of work, coupled with **50 years** of service to public sector organizations across the country. To successfully conduct a study, it is important to fully understand the environment in which an organization operates and the objectives of the study to provide a complete, forward-thinking compensation program and final report.

Proposed Work Plan

To accomplish the Township's objectives, MGT will take the following steps listed in the order in which the work will be performed. Please note, we have specified those areas where we will need the Township's input/assistance.

TASK 1.0: MEETINGS, SALARY SURVEY, & JOB ANALYSIS

Activities

1.1 Study Preparation and Project Meeting

Meet with Township representatives to discuss study methods, review organization charts, personnel policies/practices, and the current classification and pay plans. MGT will review the timeline, answer questions, and review the scope and schedule of work. MGT will require the Township to submit a data collection worksheet along with the following information (if available): copies of organizational charts for each department, pay plans, the current personnel manual, and any other relevant information related to salaries.

1.2 Establishing Comparables

Working with Township staff and using our broad-based cohort methodology, MGT will determine a logical survey sample of "like" entities that impact the compensation market for the Township. In selecting comparable jurisdictions, we use criteria such as number of employees, population served, Equalized Assessed Value (EAV), budget size, and proximity.



In addition, MGT partners with Salary.com and uses their CompAnalyst tool to collect employer reported market data, updated monthly, which is designed to support unique situations, such as hybrid positions, or for collecting private sector market data. CompAnalyst data can be controlled for geographic area, industry, and/or organizational full-time equivalent (FTE) or budget size. All positions included in the scope of this study can be benchmarked to this data source. This data source is also utilized to address gaps in peer data responses from the Market Survey and to provide additional data verification for gathered market survey data. This tool is the most reliable way to gather private sector data

1.3 Preparing for and Hosting Employee Kick Off Meeting

Shortly after the initial project meeting with the Township representatives, MGT will meet virtually with employees to explain the scope of the project and distribute Job Analysis Questionnaire (JAQ) forms. MGT understands many employees have not participated in this type of process before, and we take the time to carefully explain the purpose of the project to the employees and to answer any questions they may have. If any of the employees are not available when these first meetings are held, a recorded presentation of the meeting will be made available to them. Employees will then be allowed two weeks to complete the questionnaire. The questionnaires will also be reviewed by each employee's supervisor and returned to MGT within four weeks of distribution.

1.4 Prepare Market Survey, Survey Distribution, and Follow-Up

MGT will prepare the market surveys to gather data for benchmark classifications in the comparable entities. To accomplish this, the Project Manager will work with Township representatives to select benchmark classifications. These positions will be chosen on the criteria of those that are most common in all entities and that cover all the various pay grades in the Township. In addition to job titles, brief position descriptions are included in the market survey to make sure we are receiving salary data for "like" positions in the comparable entities. MGT will also use the CompAnalyst tool from Salary.com to gather market data for positions in the Study. The criteria will be determined at the time of analysis.

Note: While MGT will prepare all the materials to be sent out for the market surveys, we have found sending out the survey under the client's email generates a better/faster response than when it is sent out under our letterhead/name. In addition, the Township may be asked to make one follow-up contact with those entities that do not initially respond to the survey request.

- 1.5 Job Evaluation Analysis and Establishment of Job Classification System
 Upon return of the JAQs by the Township, MGT will perform the following:
 - A. Read each JAQ and corresponding Job Description (up to 55), in their entirety.
 - B. Prepare for and conduct a virtual interview with at least one employee from each position to further understand the scope of their job.
 - C. Analyzing Data, Assigning Skill Levels, and Establishing a Classification Plan: Apply a measurement system of job evaluation factors, using nine main factors used in our job evaluation instrument to evaluate the internal/comparable worth of each job classification. Upon completion of the job evaluation measurements, a new Classification Plan will be developed. It is important to emphasize the job, not the qualifications or performance of the incumbents, is being evaluated. Part of this process will include the evaluation of current job titles and the



recommendation for any changes, assuring the job title and related recommended pay range match the employee's actual tasks.

Note: A formal job evaluation system, such as the one utilized by MGT, is an attempt to objectify the reasons jobs are compensated differently. Most compensation practitioners agree that three basic factors are important in determining compensation. These are: (1) skills required, (2) responsibility, and (3) working conditions. The Equal Employment Opportunity Commission (EEOC) recognizes these three basic factors, along with seniority and performance, as valid determinants of compensation. The nine factors used by MGT are essentially subdivisions of the first three factors mentioned above. In addition, it is MGT's practice that - under Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and the Age Discrimination of Employment Act (ADEA) - it is illegal to discriminate in any aspect of employment. MGT will not use discriminatory practices on the basis of race, color, religion, sex, national origin, disability, or age when performing a classification analysis. Decisions and recommendations will not be based on stereotypes or assumptions about the abilities, traits, or performance of individuals of a certain sex, race, age, religion, or ethnic group, or individuals with disabilities.

Based on the results of the job evaluation process outlined above, assign all classifications to skill levels. Logical breaks in the continuum of points determine the skill levels used for determining the classification system. For example, skill level 1 might contain jobs that scored between 185 and 200 points, skill level 2 between 205 and 220 points, and so on.

Review the results of the job evaluation exercise with Township representatives and revise, as necessary.

In addition, MGT will invite Department Heads to participate in an online survey, the Management Issues Process Survey (MIP), as an opportunity to communicate specific concerns related to the Township current classification and compensation system. The feedback collected will augment the Classification process.

Deliverables

- Start Up Documents
- JAQ Form
- MIP Survey

TASK 2.0: DATA ANALYSIS

Activities

2.1 Compiling and Analyzing Market Data and Creating the New Compensation Plan

Tabulate, summarize, and analyze comparative market data. MGT's pay tabulations compare the Township's salaries for the positions, with the minimum and the maximum of the market data for each position, when possible. Data is displayed for each jurisdiction and summarized in an overall table. This data is analyzed to determine the percentage difference between the Township's present pay for each position and the market data.



MGT will incorporate the market data with the Skill Levels described in Task 1.5 to put together the new Compensation Plan. MGT will work with the Township to determine the Township's policy (or MGT will make a recommendation) with respect to compensation (i.e., 50th percentile, 75th percentile, etc.). Once this is determined, MGT will use the market data to develop and recommend new salary schedules for the Township's 55 classifications. This process will include a recommendation regarding how employees are inserted into the new plan and how they move through the proposed pay plan (either via a merit system or defined merit increment plan), with recommendations for a specific performance-oriented program with respect to salary advancement through the new salary ranges. The salary schedules will outline what the specific percentages are between ranges and grades.

2.2 Preliminary Analysis Review and Training

MGT will meet with the Township to review the preliminary analysis. The preliminary analysis is a draft version of the proposed Classification and Compensation Plan. The review can take multiple meetings to ensure that everything is covered, and all questions are answered. MGT will also require feedback from the Township on certain aspects of the proposed Plan.

During these meetings, MGT will train designated staff on the use of the system, maintenance, and upkeep of the Plan. A manual outlining the process will be provided to the Township.

Additionally, MGT will provide **support services at no additional cost** to the Township for one year from the date of an executed contract. This will include any communication regarding questions concerning the report.

Deliverables

- Market Data
- Proposed Pay Plan(s)

TASK 3.0: PROGRESS COMMUNICATION AND UPDATES

Activities

- MGT prides itself on our attention to and communication with our clients as the project proceeds. As such, MGT will strive to maintain regular contact with the Township's representative and to be available to address the Township's questions, concerns, and needs.
- MGT will share updates with the Township as requested, and particularly at critical
 points in the Study. Additionally, the Project Manager will meet with the Township
 representative, and, if requested, other key staff such as department heads, to review the
 results of the job evaluation exercise and the proposed new salary schedules.

Deliverables

- Ongoing communication with the Township
- Progress Updates



TASK 4.0: DRAFT AND FINAL REPORT PREPARATION

Activities

- 4.1 A draft report will be prepared by the Consultants and sent electronically to the Township that includes:
 - Executive Summary highlighting the overall scope of the Study, and the general observations, outcomes, and recommendations contained within the Report.
 - Summary of all aspects of the Study, including recommendations, methods, and guidelines for achieving the overall aspects of the Study, as well as recommendations for annual maintenance and review of the new plans.
 - Pay ranges that are consistent with the Township's pay policy, outlining the pros and cons of each option.
 - Assignment of each position to an appropriate classification and pay grade based on internal equity and marketplace considerations.
 - Maintenance plan with recommendations on keeping the plan equitable and up to date over the next 5-10 years, and recommendations on review of position descriptions as vacancies arise, evaluation of new position requests, etc.
 - Implementation plan and cost estimates of implementing the Study's findings and recommendations.

Note: Overtime costs will not be included, and the analysis will be estimates only, with sufficient detail to allow the Township to compare various options.

4.2 Once the Township representatives return review comments, a final report will be prepared and sent to the Township.

Deliverables

- Draft Report
- Final Report

TASK 5.0: PRESENTATION OF FINDINGS

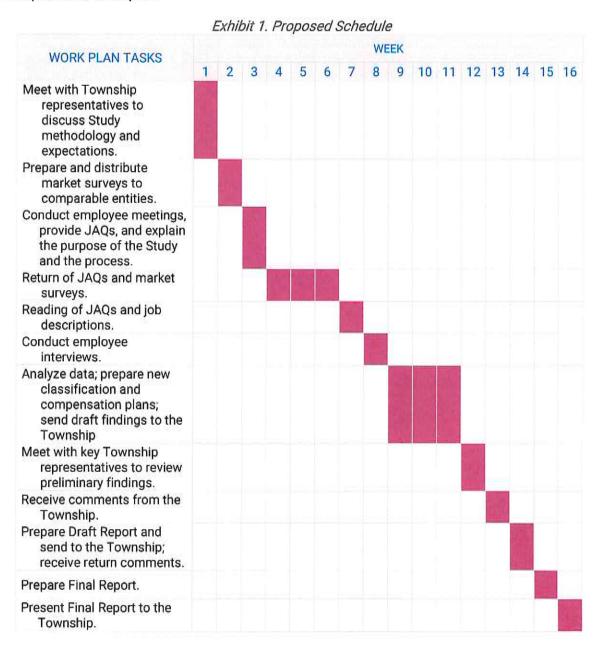
Activities

The MGT Project Manager will present the finalized plan recommendations and final report to the Township.



Project Timeline

MGT is available to start this project within four to six weeks of acceptance of the proposal. Based on MGT's experience conducting similar projects, we anticipate the proposed project can be completed within approximately 16 weeks of project initiation, as illustrated in **Exhibit 1**. The schedule is contingent, however, upon the timely response from the comparable entities supplying the market data, and the employees and supervisors in returning the completed JAQs. Any delays in receipt of this information are beyond the control of MGT and may lengthen the completion of the report.





References

A leader in classification and compensation studies.

More than one-third of the organizations served by MGT have contracted for multiple projects; we feel repeat business is the greatest testament to our commitment to customer service and client satisfaction. We encourage you to contact any of our references to learn of our professionalism, ability to meet timelines, and the expertise of our staff.

BENSENVILLE, ILLINOIS - CLASSIFICATION AND COMPENSATION STUDY

Marisol Leyva, Human Resources Manager 12 South Center Street, Bensenville, Illinois 60106 630-350-3401 | Mleyva@Bensenville.II.Us

CITY OF LOCKPORT, ILLINOIS - COMPENSATION STUDY

Lisa Heglund, Finance Director Central Square Building – 2nd Floor 222 East 9th Street, Lockport, Illinois, 60441 815-838-0549, Ext. 2109 | <u>Lheglund@Lockport.Org</u>

EAST MOLINE, ILLINOIS -CLASSIFICATION AND COMPENSATION STUDY

Meranda Porter, Management Analyst 912 16th Ave., East Moline, Illinois 61244 309-752-1593 | Mporter@Eastmoline.Com

FOX RIVER WATER RECLAMATION DISTRICT - COMPENSATION STUDY

Eric Johnson, Executive Director 1957 N. LaFox Street South Elgin, Illinois 60177 847-429-4048 | ejohnson@frwrd.com

PARK DISTRICT OF HIGHLAND PARK, ILLINOIS - CLASSIFICATION AND COMPENSATION STUDY

Brian Romes, Executive Director 636 Ridge Road, Highland Park, Illinois 60035 847-579-3119 | Brianromes@Pdhp.Org

VILLAGE OF VERNON HILLS, ILLINOIS - CLASSIFICATION AND COMPENSATION STUDY

Kevin Timony, Village Manager 290 Evergreen Drive, Vernon Hills, Illinois 60061 847-918-3550 | <u>KevinT@vhills.org</u>





Cost Proposal

Defined by Impact. Driven by People. Dedicated to the Community.

Our cost proposal reflects our interpretation of the written requirements within your solicitation. We take pride in customizing our client's needs — and we will work with you to ensure our fees are aligned with your expectations and budget. We have proposed the entire Study be conducted virtually; however, if the Township requests any in-person meetings, MGT will provide an additional estimate for travel and related expenses. By conducting our studies virtually, we can provide significant cost savings for our clients.

In keeping with the above statement of our usual practices, we estimate the fixed fee for the entire study to be \$21,450 plus other Optional Services (see below). We have listed the cost of our professional fee for each study component below. Payment will be due as follows: 50% of the professional fees will be due after the initial project meeting, and the balance will be billed after the Study is completed. Invoices will be sent to the Township and are payable within 30 days of receipt.

NOTE: MGT prides itself on employee inclusion as a vital part of the Study process. This is done by conducting individual interviews with at least one employee in each position. We understand this can be a significant cost. While we highly recommend this process be included, we can remove item B under Task 1.5 if no employee interviews are needed.

Exhibit 2. Proposed Cost by Task

	Milestones and Tasks	Professional Hours	TOTAL (\$)
1.0	Meetings, Market Survey, and Job Analysis		
1.1	Study Preparation and Project Meeting	2	390
1.2	Establish Comparables	10	1,950
1.3	Prepare for and Host Employee Kick-Off Meeting	2	390
1.4	Prepare Market Survey, Survey Distribution, and Follow-up	6	1,170
	A. Review and Reading of JAQs and Job Descriptions	10	1,950
1.5	B. Prepare for Interviews and Conduct Employee Interviews	22	4,290
1.5	C. Analyze Data, Assign Skill Levels, FLSA Review, and Prepare a Classification Plan	10	1,950
2.0	Data Analysis		
2.1	Compile, Analyze, and Review Market Survey Data	10	1,950
	Incorporate the Classification Plan with the External Market Data	8	1,560
	Establish a New Compensation Plan with Salary Schedules	8	1,560
2.2	Preliminary Analysis Review and Training	6	1,170
3.0	Progress Communication and Updates	2	390
4.0	Draft and Final Report Preparation		



COST PROPOSAL

	Milestones and Tasks	Professional Hours	TOTAL (\$)
4.1	Prepare Draft Report	8	1,560
4.2	Final Report	4	780
5.0	Presentation of Findings	2	390
	Total Hours and Cost for Classification and Compensation:	110	21,450
	Total for Compensation Only:	52	10,140
	Total for Classification Only:	58	11,310

NOTE: If the Township accepts our proposal for this project, MGT will provide **support services** at no additional cost for one year from contract execution. This will include any communication regarding questions concerning the report.

Optional Services/Cost

PROGRESS REPORTS – It is customary to have periodic telephone conversations throughout the Study to provide progress reports. There will be no charge for these periodic telephone updates.

SITE VISITS – If the Township requests any on-site visits, there will be additional costs for the MGT's time and expenses.

JOB DESCRIPTIONS – Updates to existing job descriptions cost \$250 each; new job descriptions, if needed, cost \$300 each. Job descriptions will be completed upon conclusion of the Study and are billed separately.

ADDITIONAL SERVICES – Any additional services not covered in this proposal and requested by the Township will be billed at the rate of \$195 per hour plus expenses, including assistance with employee appeals.

This quote is firm and irrevocable for a period of three months, after which prices may increase.





Appendix A. Staff Biographies

Biographies of our proposed project personnel are provided on the following pages. The personnel described in our proposal are the professionals who will provide the services for this project. We may use additional staff consultants with subject matter expertise to assist with employee interviews, if needed.





- Local Government Management
- Capital and General Budgets
- Economic Development Initiatives
- Human Resources
- FLSA Requirements
- Debt Refinancing
- Contract Negotiation
- Community Engagement

Education

- Master of Public Administration, Northern Illinois University
- B.A., English and Political Science, Northern Illinois University

Professional Development & Speaking Engagements

- Presentation on Females in Local Government:
 - ICMA Conference, Phoenix, Arizona, 2012
 - The Legacy Project
 - ILCMA
- Public Management Magazine article "Women Leading Government," co-authored with Heidi Voorhees
- Public Voices XIII No. 2 article "Advancing Women in Local Government: The Case in Illinois", co-authored with Dr. Kimberly Nelson

Rachel Skaggs Director



Rachel Skaggs is a seasoned Director with over a decade of experience in local government management. Specializing in budget management, economic development initiatives, human resources, and community engagement, Rachel has successfully led more than 50 projects across diverse communities nationwide. Her comprehensive approach ensures that strategic plans promote both internal and external equity, achieving long-term administrative efficiency. Rachel's expertise is backed by her significant contributions to Illinois municipalities, including the Village of Montgomery, the Village of Schaumburg, and the City of Princeton, where she demonstrated fiscal responsibility and strategic leadership in various projects.

In her previous roles as a management analyst, Rachel managed HR tasks, budgeting, and community outreach efforts, consistently fostering vibrant and engaged communities. She is passionate about advancing diversity and inclusivity in municipal decision-making processes, having co-authored articles on women in government leadership and implemented initiatives to enhance citizen involvement. Rachel's commitment to collaboration and trust-building is reflected in her active memberships in professional organizations, contributing to her reputation as a trusted leader in local government management.

Memberships & Affiliations

International City and County Management Association Illinois City/County Management Association Illinois Public Employer Labor Relations Association Princeton Rotary Club The Legacy Project

Professional Experience

Princeton, IL, City Manager, 2015-2019

Village of Schaumburg, IL, Management Analyst, 2012-2015 Village of Montgomery, IL, Management Analyst; HR Manager, 2009-2012





- · Korn-Ferry methodology
- ACA compliance
- Accreditation
- Services Integration
- Client care access
- Client intake processes
- · Medical records protocols
- Classification and Compensation Project Management

Education

- B.A., Urban Studies, Elmhurst College
- Certificate, Marketing Analytics, Udacity

Certifications

- SHRM-CP, Society for Human Resources, Certificate
- Time Management Trainer, Certificate

Katy Yee Project Manager



Katy Yee brings over 25 years of experience in multiple public sector settings, focusing on human resources and administrative management. Katy's human resources areas of concentration have included organizational development, compensation, recruitment and retention, and training and staff development.

The cornerstone of Katy's career is with the DuPage County Government and the DuPage County Health Department. At those organizations, she coordinated and participated in several agencywide compensation studies utilizing and applying the Korn-Ferry (formally Hay Group) methodology. While working in public health as Director of Organizational Development, Katy was directly responsible for the areas of quality improvement, compliance, and accreditation. In addition, she led agency-wide initiatives focused on integrating services and improving client access to care. Some of these initiatives included redesigning client intake processes, supporting the implementation of an electronic medical record, and ensuring compliance with ACA requirements.

Most recently, Katy worked with Elgin Community College and the Forest Preserve District of Kane County. These opportunities highlighted Katy's ability to engage in and contribute to organizational effectiveness in a variety of public sector settings. Her broad depth of knowledge, professionalism, and approachable style have enabled her to build relationships at all levels within each organization and provide relevant, practical, and valuable human resources support.

Katy's philosophy on human resources and organizational development has always been that of a "business partner" – she truly enjoys working on solutions that help to support the operational needs of the organization.

Memberships & Affiliations

Society for Human Resources (SHRM)
Illinois Park and Recreation Association (IPRA)

Professional Experience

Forest Preserve District of Kane County, Geneva, IL; Director of Human Resources

Elgin Community College, Elgin, IL; Director of Compensation and Talent Acquisition

DuPage County Health Department, Wheaton, IL; Director of Organizational Development; Human Resources Manager

DuPage County Government; Interim Director of Human Resources, Human Resources Manager; Human Resources Supervisor; Human Resources Generalist and Recruitment Specialist





- HRIS & ATS
- Benefits Administration
- Performance Management
- HR Strategy Creation & Execution
- Onboarding & Offboarding
- Training & Leadership Development
- Employee Relations Management
- Policy Development
- · Project Management
- · Compensation Management
- Employee Retention
- Employee Engagement & Satisfaction

Education

 B.S., HR Management, Southern New Hampshire University

Rachel King

Project Manager



Rachel King has nearly seven years of experience devising and implementing HR procedures. Her areas of expertise include policy development, employee recognition and engagement, classification and compensation, benefits reviews, and performance management. Ms. King also has experience with the management and development of annual operating budgets, preparing monthly financial reports and analysis, and contributing to the maintenance of accurate, up-to-date general ledgers. Her primary responsibilities include obtaining, compiling, and analyzing complex information and data for projects, survey administration, supporting the project director with project communications, and writing and editing reports.

Ms. King is currently studying for her SHRM-CP Certification and the SHRM People Analytics Specialty Credential.

Selected Project Highlights

Diversity & Inclusion/Disparity

Athens-Clarke County, GA DEIB Study

City of Pleasanton, CA DEIB Study

Housing Authority of the County of San Buenaventura, CA

DEIB Study

City of Houston, TX DEIB Study

Howard County, MD DEIB Study

City of Portsmouth, VA DEIB Study

Pitkin County, CO DEIB Study

City of Richmond, VA

DEIB Study

City of Snohomish, WA DEIB Study

State of Maryland DEIB Study

Human Capital

Hawkeye Community College,

IA

Classification and Compensation Study

Livingston County, MI Classification and Compensation Study

Livingston County Community Mental Health, MI Classification and Compensation Study

Navajo Tribal Utility Authority,

AZ

Classification and Compensation Study

Rhode Island Housing, RI Executive Compensation Survey & Analysis

Tampa Housing Authority, FL Classification and Compensation Study

Work Experience

MGT Impact Solutions, LLC, Project Manager, 2022-present cove.tool, HR Manager, May 2021-March 2022 Edward Jones, HR Generalist, June 2019-May 2021 Edward Jones, Office Manager/Retirement Specialist, February 2016-June 2019





- Classification and Compensation Studies
- Human Resources Consulting
- Non-Profit Consulting
- Municipalities, Counties, Park Districts, and Special Services Agencies
- Union and Non-Union Environments
- Management, Technical, and Administrative Positions
- Transportation Innovation Research

Education

- M.P.S., DePaul University
- B.S., Mathematics, DePaul University

Professional Development & Speaking Engagements

- Published Research on Transportation Innovations in Transportation Research Journal and Transport Policy
- Lecturer on Transportation Innovations

Alice Bieszczat Classification and Compensation Specialist



Alice Bieszczat is a seasoned Classification and Compensation Specialist with over 25 years of diverse experience across the private, non-profit, and public sectors. Over the past decade, she has spearheaded or contributed to over 120 Classification and Compensation Studies across 15 states, collaborating with municipalities, counties, park districts, special services agencies, and non-profit organizations. Her expertise spans union, non-union, management, technical, and administrative positions, showcasing her adaptability to various organizational structures and complexities.

In addition to her extensive consulting background with firms like Voorhees Associates and the PAR Group, Alice has provided non-profit consulting services for esteemed institutions such as the Ann & Robert H. Lurie Children's Hospital of Chicago and the Archdiocese of Milwaukee. Her recent projects have involved Classification and Compensation Studies in multiple states, highlighting her broad geographic reach and comprehensive approach to human resources consulting. Prior to her consulting roles, Alice contributed to transportation innovation research published in reputable journals and national media outlets and led fundraising efforts at Lurie Children's Hospital, demonstrating her multifaceted skill set and dedication to driving positive organizational change.

Professional Consulting

Aurora Healthcare and the Archdiocese of Milwaukee Ann & Robert H. Lurie Children's Hospital of Chicago North Shore Senior Center Logan Square Neighborhood Association

Professional Experience

Chaddick Institute of Metropolitan Development DePaul University, 2009-2012

Lurie Children's Hospital of Chicago, 2005-2008 American Diabetes Association, 2004-2005 Accelerated Fundraising Solutions, 2000-2003 Sprint Cellular/Alltel, 1996-2000





- Classification and Compensation Studies
- Personnel Policy and Job Description Creation and Updates
- Recruitment and Staffing Studies
- Human Resource Compliance in the Public Sector
- Hiring and Onboarding Processes
- Performance Management
- · Training and Development

Education

- M.P.A., Northern Illinois University
- B.A., Public Administration & Political Science, Augustana College

Julie Hawkins Classification & Compensation Specialist



Julie Hawkins is a seasoned Classification and Compensation with MGT, bringing over 30 years of experience in local government administration and human resources. Throughout her career, Julie has successfully led more than 25 Classification and Compensation Studies in the past year alone, with numerous additional studies completed over the years. Her expertise encompasses a wide range of HR functions, including personnel policy and Job description creation and updates, recruitment, and staffing studies. Julie's collaborative approach has seen her work effectively with elected and appointed officials across various municipal, park, library, and water agencies.

Julie is dedicated to the public sector, understanding its critical role in daily life. She is an accomplished speaker and trainer, having presented on topics such as hiring and onboarding, performance management, HR compliance in the public sector, I-9 compliance, and ethics programs. Julie has also contributed significantly to professional organizations by serving on boards and organizing events for annual conferences. Her academic credentials include a Master of Arts in Public Administration from Northern Illinois University and a Bachelor of Arts in Public Administration and Political Science from Augustana College.

Memberships & Affiliations

International City/County Management Association (ICMA) – Annual Conference Committee

Illinois City/County Management Association (ILCMA)

Illinois Association of Municipal Management Assistants (IAMMA)

- Past President

Society for Human Resource Management (SHRM)

Illinois Public Employer Labor Relations Association (IPELRA)

Illinois Association of Park Districts (IAPD/IPRA)

Illinois Library Association (ILA)

Illinois Government Finance Officers Association (IGFOA)

Professional Experience

Sikich LLP, Human Resources Consultant, 2009-2017

CCF Consulting, Public Sector Human Resources Consulting Services, Owner, 1996-2009

Village of Carol Stream, IL, Assistant to the Village Manager, 1989-1996

Village of Elk Grove, IL, Village Manager's Office, Administrative Assistant, 1987-1989

City of Rock Island, IL, Administrative Intern, 1986-1987









CBIZ Compensation Consulting

721 Emerson Road, Suite 400 St. Louis, MO 63141 (314) 692-2249

October 7, 2024

Ted Marciniak, MPM Township Manager Ela Township 1155 East Route 22 Lake Zurich, IL 60047

Dear Ted:

I enjoyed visiting with you and learning about the current compensation consulting needs at Ela Township ("the Township"). Based upon our conversation, CBIZ Compensation Consulting ("CBIZ" or "the Firm") is pleased to present the following proposal describing how we can assist in the area of compensation.

In serving the Township, we will provide you with the highest quality of professional service. We will bring extensive resources, experience, fresh ideas and approaches, responsiveness to your interests, and sound judgment.

We are excited about this opportunity and look forward to working with you. Please let me know if you desire any additional information or explanation.

Sincerely,

Joe Rice

Managing Director, Compensation Consulting

Table of Contents

About CBIZ	3
Compensation Experts in the Public Sector	5
Service Team	6
Project Approach	
Phase I: Project Launch	7
Phase II: Market Research	8
Phase II: Design Preliminary Compensation System	8
Phase III: Deliver Results	10
Phase IV: Post-Implementation Support	11
Timeline	12
Professional Fees and Expenses	13
Acceptance and Authorization	14
Appendix A: Professional Summaries	15
Appendix B: Data Request	16



About CBIZ

CBIZ Benefits & Insurance Services, Inc., doing business as CBIZ Compensation Consulting, will assist the Township on this engagement. CBIZ Benefits & Insurance Services, Inc. is a wholly-owned subsidiary of CBIZ, Inc.

CBIZ, Inc. (NYSE: CBZ) is a \$1.4 billion professional services company headquartered in Cleveland, Ohio. CBIZ is the largest provider of multi-specialty professional service offerings to organizations of all sizes. We offer employee benefits consulting, executive search services, compensation consulting, valuation assistance, retirement plan services, payroll, property & casualty insurance, tax services, and many other services from over 120 offices and through more than 6,500 associates located throughout the United States.



Your Team.



offices

team members

clients



Local, Trusted, Nationwide,









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Commitment to Community

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Compensation Experts in the Public Sector

At CBIZ, we are dedicated to delivering innovative and customized compensation consulting solutions. Our team brings a wealth of experience and a deep understanding of diverse compensation landscapes. We pride ourselves on our ability to align compensation strategies with organizational goals, ensuring that our clients attract, retain, and motivate top talent. Our approach is rooted in comprehensive market analysis and a keen awareness of industry-specific challenges and opportunities.

In the public sector, we recognize the unique balance between taxpayer interests and the need to offer competitive compensation packages. CBIZ focuses on creating equitable and transparent compensation structures that comply with regulatory requirements while addressing the specific needs of public service professionals.

Recent Municipal Clients

- City of Bristol, Tennessee
- City of Charleston, South Carolina
- City of Chesterfield, Missouri
- City of Fenton, Missouri
- City of Frontenac, Missouri
- City of Ladue, Missouri
- City of Lansing, Kansas
- City of Manchester, Missouri
- City of Nixa, Missouri
- City of O'Fallon, Illinois
- City of Overland Park, Kansas
- City of Perryville, Missouri
- City of Paducah, Kentucky
- City of Spring Hill, Kansas
- City of Ste. Genevieve, Missouri
- City of St. Charles, Missouri
- City of Sunset Hills, Missouri
- City of University City, Missouri
- City of Wentzville, Missouri



Service Team

Our Firm's ability to provide quality, efficient and timely service is largely dependent upon the skills and experience of our people. We are proud to present a team of individuals who have a proven record of bringing the necessary blend of technical competence, industry experience, innovative ideas and suggestions, and value-added services to our clients. Our philosophy of utilizing highly experienced personnel allows us to perform extremely efficiently and enables us to provide unmatched quality.

Joe Rice, Carrie Blackwell, Jennifer Fischer, Jason Holdener, Taylor Sprague, Adam Reckamp, Tyler McClure, Grant Gardiner, Gaby Davidson, and Cece Golinvaux will be responsible for the services provided. Professional summaries for key individuals are presented in the appendix of this proposal. The service team will be assisted by other qualified human resources consulting professionals, as necessary.

Managing Director

Joe Rice

Joe will manage and oversee all aspects of the project and serve as the primary client contact.

Carrie Blackwell

Carrie will lead the day-to-day project activities, providing guidance, timeline management, and quality control to consultants.

Data Scientist

Jason Holdener

Jason will serve as an analytical subject matter expert (SME), overseeing all statistical methods and complex data interpretation. In addition to ensuring that the project follows robust statistical practices, Jason will be responsible for providing actionable insights for implementation and optimizing compensation strategies.

Consultants

Taylor Sprague, Adam Reckamp, Tyler McClure, Grant Gardiner, Gaby Davidson, and Cece Golinvaux

Taylor, Adam, Tyler, Grant, Gaby, and Cece will provide day-to-day technical and client service, assisting with all facets of the compensation analyses.



Project Approach

It is our understanding that the Township is seeking a qualified compensation consulting firm to assist in reviewing and updating its formal market-competitive compensation plan for its employees.

In an effort to meet the Township's needs, CBIZ proposes to conduct the project steps detailed on the following pages. The objective of the study will be to provide the Township with a compensation plan that will continue to accurately reflect job roles and responsibilities, establish an organizational structure that is flexible in order to accommodate the Township's growth and is well-aligned with its broader goals and strategies.

Phase I: Project Launch

Step 1 - Planning Discussion

Objective: To discuss foundational aspects of the project including compensation philosophy, market placement strategy, and project goals.

- Conduct a virtual meeting with the internal project team to discuss foundational aspects of the project, such as:
 - The compensation philosophy, including defining the market placement strategy and competitive labor market(s) in terms of geography, industry, and size of organization.
 - Differentiation or segmentation whereby segments of the workforce may warrant a separate compensation philosophy or special needs.
 - Current program strengths, areas for improvement, key challenges, and culture.
 - The ideal competitive positioning of various rewards components, such as base salary, total cash compensation, and benefits.
 - The organizational structure, hierarchy of jobs, and ability for employees to advance through the organization.
 - The project goals and schedule, including key dates with employees, leadership, and governing bodies.
- Provide a draft compensation philosophy document (see Image 1) following the meeting to ensure that CBIZ and the Township agree regarding the key factors that will drive subsequent analysis.



Step 2 – Data Collection and Reconciliation

Objective: To collect and assess necessary data for project accuracy and to reflect current job titles and supporting documentation.

- Issue a data request outlining the specific items required for the project. This will encompass
 organization scoping metrics, employee census information, current pay practices and programs,
 existing job documentation, organizational charts, and internal equity considerations.
 - The data request is included for reference as Appendix B.
- Collect data that represents a specific point-in-time snapshot of the organization.
 - Ongoing updates or refreshes of employee data can be facilitated independently using the Implementation File, which is described later.



- Thoroughly review the collected data to verify completeness and identify any discrepancies. This step is crucial to ensure the new compensation plan is based on current and accurate job titles and supporting documentation for each employee included in the plan.
- Cross-check submitted job descriptions with employee job titles. Confirm that a relevant job description exists for each employee and that all job descriptions are current and valid.

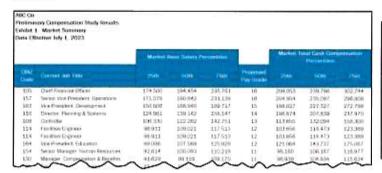
Phase II: Market Research

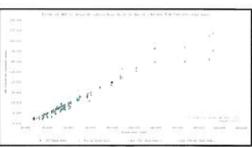
Step 3 - External Market Analysis

Objective: To conduct a comprehensive compensation benchmarking analysis, ensuring industry comparisons are relevant and accurately tailored to the specific roles and responsibilities of each job.

- Conduct published survey benchmarking analysis to collect and document competitive base salary and total cash compensation (base salary plus annual incentive) data for all of the jobs included in the scope of the proposal.
- In addition to data collected from the custom survey, utilize our proprietary database that automatically compiles data from numerous published surveys to identify appropriate supplemental data for the analysis.
- Evaluate and incorporate any surveys to which the Township subscribes into the analysis.
- Analysis will be based on comparable organizations as discussed in the planning discussion.
 - The three most important labor market characteristics are the size of the organization, geographic scope, and industries from which an organization recruit's talent.
 - CBIZ will determine each characteristic as it relates to the Township before reviewing survey sources and conducting the market analysis.
- Match jobs to surveys based on the actual skills, duties, and responsibilities as opposed to merely matching jobs based on title.
- Document market pricing benchmarking results at the 25th, 50th, and 75th percentiles (see Image 2), as well as other percentiles (e.g., 65th percentile) if relevant to market placement philosophy.

Image 2





Phase II: Design Preliminary Compensation System

Step 4 - Pay Structure(s)

Objective: To develop market-based pay structures ensuring external competitiveness, internal equity, and rational pay decisions.

- Develop new market-based pay plans to simplify compensation administration and to help the
 Township maintain its competitive position, or update the salary ranges currently in place.
- Pay structures will consist of pay grades, each with a salary range minimum, midpoint, and maximum.



- The salary range minimum will approximate competitive entry level pay.
- The salary range midpoint will approximate the target market competitive placement (e.g., market 50% percentile).
- The salary range maximum is a tool of management control that establishes a cap on pay.
 This approximates the upper range of market competitive pay and encourages employees to expand their skills and seek promotion opportunities.
- Discuss the need for, and pros and cons of, creating separate salary structures for different segments of the workforce.
- Evaluate the design characteristics of the structure, including the number of grades, range spreads, and midpoint differentials to align with internal job architecture and scope of positions.
- Evaluate the means by which employees progress through the pay structure, such as performance based, open ranges, or step based.
- Finalize the draft market-competitive pay structures considering the number of jobs, career levels, compensation philosophy, and potential for future growth.
- Slot jobs into the pay structure(s) based upon the market-competitive compensation data.

Step 5 - Implementation Analysis

Objective: To compare actual compensation practices with market data and assess financial impact of proposed changes.

 Compare actual compensation practices to the market-competitive data collected in the market analysis step and the pay structures designed previously (see Image 3).

Image 3

- Assess the financial impact of implementing the recommended compensation practices.
- Identify any employees paid below the proposed pay grade minimums or above the proposed pay range maximums.
- Document the results on a job-by-job and employee-by-employee basis with specific pay recommendations.

Step 6 - Pay Compression Analysis

Objective: To address current pay compression issues and create space to avoid future pay compression.

- Pay compression exists primarily in two scenarios:
 - When employees with less tenure are paid a similar rate or higher compared to peers with greater tenure.
 - When subordinates are paid at a rate too near that of their supervisor.
- Analyze peer-to-peer compression by designing a compression-based pay model to identify inequitable pay.



- Pay compression is identified by comparing current pay to a theoretical salary-range placement based on job experience and performance.
- Should current pay lag the calculated range placement, an increase is recommended.
- The tool will be interactive to allow for modeling of different scenarios that can back into a budget number and can be set to implement the changes over multiple years.
- Analyze subordinate-to-supervisor compression by analyzing pay spreads and identifying areas for further evaluation. In some cases, such as in dual career path job families, compression may be identified but it may not be an issue.

Phase III: Deliver Results

Step 7 - Preliminary Results Meeting

Objective: To review draft results of the full project deliverables and begin the process of gathering feedback.

- Complete an internal project team review of the draft analysis as a final quality check.
- Conduct a virtual meeting to review the draft results. Items for review include:
 - Project report and supporting exhibits
 - Market pricing results
 - Pay structure design
 - Internal equity of each job
 - Implementation cost analysis
- Discuss the need for compression-based pay adjustments to alleviate internal pay compression and/or improve the overall pay competitiveness to the market.
- Provide copies of project report and supporting exhibits.

Step 8 - Incorporate the Township's Feedback

Objective: To gather feedback on internal equity and salary structure adjustments for optimal implementation strategy.

- Gather internal equity feedback regarding adjustments needed to correct for internal comparisons between jobs.
- Identify salary structure adjustments needed to address cultural considerations.
- Discuss and determine the optimal implementation strategy that considers cost, culture, timeline, and other issues.
- All changes to employee data should be in writing so that CBIZ can proof data entry to make sure the Township's reports are accurate.
- The Township will have the opportunity to make one set of changes.

Step 9 - Implementation File

Objective: To provide a comprehensive file for managing employee data changes and modeling implementation costs.

- Provide a comprehensive Implementation File that allows the Township to process employee data changes and model implementation costs.
- Key Features of the Implementation File:
 - Employee Data Refresh: Facilitate the updating and management of employee data to align with new compensation structures.
 - Job Editing: Enable modifications for new positions, reclassifications, and slotting to reflect organizational changes.
 - Cost Modeling: Incorporate salary structure edits and compression model refinement for accurate financial planning.



- Live Data Visualization: Generate dynamic tables and charts that reflect real-time changes, providing a clear overview of the compensation landscape post-implementation.
- The Implementation File is intended as a strategic tool exclusively for the initial implementation phase. It is designed to assist in the point-in-time transition to the new compensation model. It is important to note that CBIZ's role does not include ongoing maintenance or support of the file following the completion of the project.

Step 10 - Present Final Results

Objective: To provide a comprehensive presentation of the final project results, ensuring transparency to stakeholders.

- Work through feedback requests and issue the final project report.
- If needed, prepare and present summarized results to the Board.
 - Prepare a draft presentation summarizing the scope of the project, methodology, findings, and recommendation for the project team review and feedback.
 - Present the approved presentation virtually to the respective audience and address any questions.

Phase IV: Post-Implementation Support

Step 11 - Salary Administration Guide

Objective: To update and provide a guide for maintaining the compensation plan.

- Equip the Township with a salary administration guide that provides direction for maintaining the compensation plan.
- Topics may include:
 - annual compensation planning
 - pay increase recommendations
 - hiring pay
 - promotions
 - demotions
 - job classification/reclassification
 - assigning new jobs to the pay structure
 - policy exceptions
 - approvals and notifications

Annual Salary Planning Letter

Objective: To offer recommendations for ongoing compensation changes and adjustments that maintain market competitiveness.

Provide the Township with an annual letter of salary trend market intelligence for up to five years.
The letter will assist with the following:



- Share trends for what other organizations are forecasting for their annual salary increase process. This will assist the Township with benchmarking increase budgets to the market.
- Share trends for what other organizations are forecasting for annual salary structure adjustments. This will assist the Township with annual structure updates that will ensure salary range minimums remain competitive and that salary range maximums remain appropriate.
- No additional fees will be charged for the annual salary trend market intelligence letter.



Timeline

- CBIZ expects the compensation and classification study to last approximately 12 weeks..
- The project schedule is highly dependent upon the timely receipt of requested data from the Township.
- The Data Request in the Appendix specifies the items needed to conduct the analysis.



Professional Fees and Expenses

Our professional fee structure is based upon standard hourly rates for consulting services. We have repeatedly found that our philosophy of utilizing highly experienced personnel allows us to provide effective and efficient services at a cost that represents an exceptional value. Based upon our prior experience in conducting similar projects, professional fees for the project are as follows:

Phase/Project Scope	Professional Fees
Standard Compensation Study	\$10,000

CBIZ will be committed to the future effectiveness of the Township's new compensation plan. There will be no costs associated with providing annual salary increase and structure update factors for up to five years. Following the completion of the project, the cost of evaluating market-competitive compensation and recommending grade assignments for new positions or revised existing positions will be \$750 per position (this excludes executive and sales positions). The costs of such ad hoc compensation evaluations are not included in the above fees.

Professional fees and expenses will be billed monthly based on the project's progress. No additional expenses are anticipated within the proposed scope of work.

If the volume of work changes substantially due to a change in scope, we may need to discuss an adjustment in the professional fees documented herein. We do not anticipate that this will occur; however, we would discuss this with you before proceeding and obtain your prior approval.



Acceptance and Authorization

If the Township agrees with and accepts the contents of this proposal (including, but not limited to the Project Approach and Professional Fees and Expenses), please sign in the space provided below and return one signed copy of the proposal to CBIZ via e-mail.

CBIZ's compensation professionals assert that they will not be acting as a member of management or making management decisions or providing the primary basis for management to make decisions that are significant to the subject matter under audit. Other factors that should be considered in making decisions include, but are not limited to, employee performance, tenure, and experience as well as economic and organizational influences.

You agree that CBIZ may use descriptive information about the Township in our internal client database (e.g., the number of your employees, or the size of your revenue) so we can identify other business services or products that might be useful to you. We do not sell this information to anyone, and you will not be contacted by anyone other than us to determine if you have any interest in receiving our other services or products.

Accepted by Ela Township	-	
Title		
Date		
X Compensation Study		
Custom Peer Survey		



Appendix A: Professional Summaries



Joe Rice

Managing Director, Compensation Consulting

Saint Louis University, B.A. History Saint Louis University, B.A. Education

Mr. Rice leads a comprehensive practice in broad-based compensation. With extensive experience working within organizations in total rewards and human resources roles, he has a track record of success in developing and executing total rewards programs, including base pay, incentives, benefits, and retirement programs, for large multi-national organizations.

As the head of CBIZ's broad-based compensation practice, Mr. Rice provides expert evaluation and counsel on organization-wide total rewards practices. He is known for his strategic approach, innovative solutions, and proven results.

In addition to his professional achievements, Mr. Rice is also actively involved in the broader compensation and benefits community, serving as the President of the Compensation and Benefits Network of Greater St. Louis (CBN), a member organization dedicated to advancing the field of total rewards and fostering professional development among its members.



Carrie Blackwell, CCP

Senior Project Manager, Compensation Consulting Missouri State University, B.S. Human Resources Management

Mrs. Blackwell oversees a team of compensation consultants and provides project management oversight and quality control. She has over 20 years of experience in a corporate setting managing broad based compensation programs in both the public and private sectors.

Mrs. Blackwell holds a B.S. degree in Human Resources Management and holds the accreditation, Certified Compensation Professional (CCP).



Jason Holdener

Data Scientist / Senior Compensation Consultant

Saint Louis University, M.S. Bioinformatics and Computational Biology Southern Illinois University-Carbondale, B.S. Human Physiology

Mr. Holdener is a Data Scientist/Senior Compensation Consultant with CBIZ Compensation Consulting located within the St. Louis, MO branch. He works on a variety of projects including extracting publicly available compensation data, statistical analysis of large datasets, natural language processing tasks, data visualization, and others that are directed at ensuring our clients receive quality results and improving the overall workflow of his team and colleagues.

Mr. Holdener acquired his Master of Bioinformatics and Computational Biology from Saint Louis University and during that time gained valuable knowledge and skills on extracting, transforming, and visualizing data at scale.



Appendix B: Data Request

- Employee census: The following data fields are extremely important and should be provided for each employee included in the scope of the study. An Excel template has been provided for your convenience.
 - Unique employee identification number (NOT Social Security Number)
 - Employee name
 - Job title
 - Job code (if available)
 - Date of hire
 - Date of service within the current title
 - Onsite, remote, or hybrid work arrangement (if applicable, available)
 - Location (City, State/Province, and Postal Code)
 - Department name
 - Job family (if available)
 - Sub-job family or function (if available)
 - Pay period (i.e., monthly, semi-monthly, bi-weekly, weekly, etc.)
 - Standard hours worked per pay period (to calculate full-time equivalent)
 - Exempt/non-exempt status under the Fair Labor Standards Act (FLSA)
 - Current Salary (annual or hourly)
 - Actual most recent bonus awarded (if available/applicable)
 - Target bonus (if available/applicable)
 - Current salary grade/range (if available/applicable; if salary grade is provided by employee, salary ranges by grade may be provided as a separate Excel file)
 - Most recent performance score (if available)
 - Employee email address (for the job analysis questionnaire process)
 - Supervisor email address (for the job analysis questionnaire process)
 - Supervisor name
 - Supervisor employee identification number
- Current or most recent fiscal year revenue/budget
- Copies of job descriptions
- Any additional salary structure(s) information such as the number of salary grades, minimum, maximum and steps for each grade and which job titles slot into which structures and grades
- Any plan documents or other documentation related to the current annual incentive/bonus and longterm incentive programs
- Organizational charts
- Current compensation philosophy documentation (if available)
- Human Resource policies and procedures related to compensation and benefits administration
- Copies of any salary surveys which you currently use (original hard copies are acceptable and will be returned at the end of the project)





PREPARED FOR:

ELA TOWNSHIP

SUBMITTED BY:

Sikich LLC
Laura Fischer
Managing Director
262-317-8553
Laura.fischer@sikich.com



EXECUTIVE SUMMARY

ABOUT SIKICH

Sikich offers a formula of professional services uniquely crafted to address your business's challenges and opportunities. Our comprehensive skillsets, obtained over decades of experience as entrepreneurs, business owners, and industry innovators, allow us to provide insights and transformative services.

From corporations and not-for-profits to state and local governments, Sikich clients utilize a broad spectrum of services and products to help them improve performance and achieve long-term, strategic goals.









INDUSTRY EXPERTISE

Since its inception, Sikich has taken an industry-focused approach because we understand that the differences that make your organization unique matter. It is what gives you a competitive edge and drives your business forward.

We have experienced and skilled management teams dedicated to the State & Local Government sector that we will leverage throughout this process. The consultants within that team have dedicated their craft to keeping on top of current trends and understanding the nuances of your sector to help grow your business.

HUMAN CAPITAL MANAGEMENT SERVICES FOR ELA TOWNSHIP

Thank you for the opportunity to present our proposal to Ela Township for Compensation Consulting. We are pleased to be considered as a partner to assist your organization with this key initiative and have outlined our approach, process, and capabilities, in the following sections. We look forward to discussing our proposal and potential partnership with you further.

WHY SIKICH?

OUR UNIQUE APPROACH

Engaging with Sikich on Human Capital Management Services is different because we never take a onesize-fits-all approach. We form strategic partnerships with clients to present customized and innovative solutions to the challenges they face. Our experienced consultants position your organization to make effective and strategic decisions and support and fuel your growth and success.



Sikich has worked with a multitude of organizations like Ela Township to successfully meet similar objectives. Based on that success, we have determined several key strategies, which we would deploy to benefit your organization:

CUSTOM SOLUTIONS. We understand that your organization is unique, which is why we provide tailored, high-touch solutions designed to meet your distinct needs.

PROFESSIONAL SERVICES INTEGRATION. Sikich's depth of service offerings, in addition to the

SUBJECT MATTER EXPERTISE. Our consultants bring decades of experience across HR disciplines, both as practitioners and consultants, and stay up to date on the latest trends and technology.

COLLABORTIVE APPROACH. We work alongside clients throughout the engagement, maintaining open and candid communication, asking the right questions, and striving for

Additional details around these strategies, our specific capabilities, and our project plan are included in the Scope of Services section. We are appreciative of the opportunity to work together to support this critical initiative and look forward to partnering with you.

SCOPE OF SERVICES

Based on a recent discussion with Ted Marciniak and Gloria Palmblad, we are pleased to present this proposal for Compensation Consulting services for the Ela Township. As discussed, we understand Ela Township's primary goal is to conduct a compensation analysis and the project scope may include the following support:

- 1. Conduct compensation benchmarking to compare current pay rates for all full-time, permanent employees, with market salary data.
- 2. Review and recommend revisions to current salary structure and pay ranges to ensure that compensation is externally competitive and internally equitable.
- 3. Provide consultative support to Ela Township's leadership team to aid with the successful implementation and adoption of new compensation rates.

Sikich maintains flexibility in the process to allow the Client to maximize the use of current internal resources. Details around the services that Sikich can provide along with associated activities and costs are outlined below.



COMPENSATION BENCHMARKING

Sikich utilizes best in class compensation tools, including CompAnalyst® Market Data and Economic Research Institute (ERI,) to produce clients with detailed, accurate salary data derived from multiple salary survey sources. Additionally, Sikich may seek secondary market comparative data, as needed. Compensation Benchmarking services that Sikich provides include the following activities:

Major Activities:

- Discuss compensation philosophy and establish where the Township would like to position themselves in the market.
- Review all job descriptions and work with the project team members to clarify questions regarding roles and responsibilities.
- Match Ela Township jobs to the survey market data (approximately 40 unique positions)
 - o Base salary and total cash compensation data will be collected at the 25%, 50%, and 75% percentiles.
 - Blended job matches will be recommended, when appropriate.

Workstep Key Deliverables:

- Complete Compensation Analysis Report with appendix of:
 - Detailed salary assessment report for each unique position.
 - Role descriptions of job match from survey source(s).
 - Data source with relevant market information for each position.

DEVELOPMENT OF NEW SALARY RANGES

Once the compensation benchmarking activities are complete, Sikich can assist with analyzing the data and developing pay ranges for each position, ensuring that the ranges align with Ela Township's compensation philosophy and are internally equitable across the organization.

Major Activities

- Develop Salary Impact Report, which will include:
 - Employees' compa-ratio in new structure.
 - Categorize employee salaries and jobs that are outside the new salary ranges and those that are just above the minimum or just below the maximum.
 - Identify any internal equity issues and potential pay compression within job families.
- Modify and finalize new salary ranges to reflect identified internal salary structures with market data to attract and retain top talent.
- Create Cost Impact Report, detailing the coast associated with bringing employees' pay up to salary range minimums and mitigating potential pay compression and equity issues.

Key Deliverables:

- Salary Impact Report, including internal equity and pay structure analysis.
- Compensation adjustment recommendations to align employees with developed pay ranges.
- Documentation for updated salary ranges and adjustments to salary structures.
- Cost Impact Report, detailing the total estimated cost of pay adjustments and noting areas that may require a gradual pay increase strategy.



IMPLEMENTATION & CHANGE MANAGEMENT

Sikich understands that communicating changes around compensation structures and employee pay is a sensitive matter. The successful implementation of new compensation ranges and policies includes an educational component. In addition, thoughtful and strategic employee messaging is critical to instill perceptions of fairness, equity, and overall positive employee relations. If Ela Township would like support in these implementation areas, Sikich can assist with the following activities:

Major Activities:

- Assist in preparation of communication and training materials to roll out details surrounding Ela Township's compensation model to employee groups.
- Provide a 1-hour education session to managers to ensure messaging is aligned across the organization.
- Document compensation administration guidelines relating to pay practices.

TIMELINE & PRICING FOR COMPENSATION SERVICES

TIMELINE

Sikich can begin the engagement upon receipt of the signed proposal. A formal timeline will be discussed and agreed upon at the beginning of the project, based on the scope of services selected. Sikich will work with the project team and assign appropriate resources to meet desired project completion date of February 28, 2025.

However, the time to complete this work is heavily influenced by the responsiveness of the client to questions and requests for data, in addition to the quality, consistency, and completeness of supporting documents and data. Ela Township is responsible for providing necessary data as requested by Sikich and will make timely decisions in support of the jointly created project timeline.

PRICING

The investment for professional services is based on time and materials, the level of expertise required to perform services, and the utilization of tools to expedite each step. The estimated investment for services performed for Ela Township is outlined below.

The bill rate for all activities within the project is \$250/hour, based on the level of experience required for the work. Work is recorded in 1/4-hour increments and invoiced monthly.

CONSULTING SERVICE	ESTIMATED HOURS	ESTIMATED COST
Compensation Benchmarking	20 – 30 hours	\$5,000 - \$7,500
Development of Salary Ranges	15 – 20 hours	\$3,750 - \$5,000
Implementation & Change Management	10 – 15 hours	\$2,500 - \$3,750
ESTIMATED TOTAL INVESMENT	45 – 65 hours	\$11,250 - \$16,250



ACCOUNT TEAM

LAURA FISCHER, MANAGING DIRECTOR & HR ADVISORY TEAM LEADER



Laura Fischer, Managing Director of the HR Advisory team at Sikich, has more than a decade of experience in HR leadership and business strategy. Laura's expertise includes talent acquisition, organizational development, compensation strategy & planning, employment policies, talent management, and leadership development. Laura is a proven strategic partner to senior leaders, driving organizational transformation through innovative HR strategies and streamlined processes. Adept at aligning talent strategies with long-term strategic goals, Laura's keen business acumen contributes to her ability to enhance organizational performance and drive profitable growth.

Laura graduated from Marquette University with a BS in HR Management & Psychology and possesses a Professional in Human Resources (PHR) certification through HRCI.

JENNIFER BERGMANN, COMPENSATION CONSULTANT



With over 25 years of experience in strategic planning, compensation, organizational design, internal communciations, and employee engamement, Jennifer is known for developing customized solutions for clients that are high-value, sustainable, and culturally relevant. As a trusted business partner, Jennifer collaborates with influential stakeholders to demonstrate value and ensure organizational buy in to achieve successful outcomes.

Jennifer has consulted in numerous industries, including state & local government, non-profit, healthcare, manufacturing, construction, real estate, and higher education.

Jennifer received her BS from the University of Illinois and her MS in Human Resources from Loyola University Chicago. Jennifer is also a WorldatWork Certified Compensation Professional (CCP) & Global Renumeration Professional (GRP).



ASSUMPTIONS AND TERMS FOR PROJECT SERVICES

ASSUMPTIONS

- All work will be completed remotely.
- This proposal is based on the estimate of analyzing approximately 40 unique positions. Additional positions requested for analysis may be subject to additional fees.
- Ela Township is responsible for providing up-to-date job descriptions, for all positions, to be used by Sikich for market evaluations, and ensuring the ability to obtain and provide necessary data as requested by Sikich.
- Additional services requested outside of the scope of work will be billed at a rate of \$250/hour for time incurred.
- Additional expenses for travel, materials, or salary data that is not available through primary sources will be billed to Ela Township on a pass-through basis. Sikich will seek approval prior to purchasing materials or resources that would incur additional cost.

TERMS

The foregoing proposes Sikich's professional services to be provided to Ela Township. Ela Township is responsible for management decisions and functions; for designating a management-level individual with suitable skills, knowledge, and experience to oversee the services Sikich is providing, and for evaluating the adequacy and results of those services and accepting responsibility for them.

These services will not satisfy any requirements for an audit in accordance with auditing standards generally accepted in the United States of America. We accept this engagement as consultants rather than auditors. Therefore, we request that you do not record this as an audit engagement in your minutes and other memoranda.

Additional work not quoted in the project proposal will be priced separately. The professional fees quoted in this proposal will remain in effect for 30 days. Following 30 days with no agreement to move forward, Sikich retains the right to modify pricing as it deems appropriate.

Ela Township agrees to pay Sikich the amount stated earlier, plus any and all other costs incurred as outlined. Sikich's philosophy on additional fees and/or billings is based on an understanding between Sikich and the Ela Township on the scope of the work to be performed. Invoices not paid within 30 days are assessed a finance charge of 11/2% per month (18% annual rate). In accordance with our firm policies, work may be suspended if your account balance becomes 60 days or more overdue and will 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 the services. You will be obligated to compensate us for all time expended and to reimburse us for all reasonable out-of-pocket expenditures through the date of termination.



Client understands and agrees that (i) the advice provided by Sikich is based upon commonly accepted HR practices consistent with applicable Federal and State employment laws as commonly understood by HR professionals as of the date of the consultation, (ii) Sikich assumes no obligation to supplement or modify its advice to Client if any applicable laws change after the date of the consultation, (iii) Sikich assumes no obligation to provide advice to anyone other than the individuals authorized to receive services hereunder, (iv) the personnel at Sikich are not attorneys licensed to practice law, (v) the advice provided by Sikich is not intended to replace qualified legal counsel and Client is encouraged to seek such legal counsel, and (vi) in no event shall the liability of Sikich under any circumstances exceed the amounts actually paid to it by Client for rendering services hereunder and (vii) in no event shall Sikich liable for any incidental, indirect, punitive, special or consequential damages related to the services provided under this engagement. Furthermore, you agree to indemnify and hold Sikich, our partners and employees, harmless against any damages, costs, expenses, or fees arising out of any claims by third parties related to our provision of services under this engagement agreement, provided that the Client will have no indemnity obligation to the extent that a court of competent jurisdiction finds that any third party liability was caused by Sikich's gross negligence or willful misconduct in connection with the services performed hereunder.

Sikich currently practices in an alternative practice structure in accordance with the AICPA Professional Code of Conduct and applicable law, regulations, and professional standards. Sikich CPA LLC is a licensed CPA firm that provides audit and attest services to its clients. Sikich LLC has a contractual arrangement with Sikich CPA LLC under which Sikich LLC provides Sikich CPA LLC with professional and support personnel and other services to support Sikich CPA LLC's performance of its professional services, and Sikich CPA LLC shares certain client information with Sikich LLC with respect to the provision of such services.

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ACCEPTANCE OF THE PROPOSAL

Thank you for allowing Sikich to submit a proposal for compensation consulting services. Should you have any questions, please do not hesitate to reach out to Laura Fischer to discuss.

This further constitutes our entire working agreement which is subject to changes or additions only if both parties agree to modifications. Your acceptance of this engagement letter is authorized by signing and returning the full agreement.

Prepared by:

Laura Fischer, PHR Managing Director **Human Resource Advisory Services** 262.317.8553 laura.fischer@sikich.com

If you agree with the terms of the engagement as described above and intend to be legally bound thereby, please sign the enclosed copy and return it to us.

October 7, 2024	Kinth Eranny
Date	Signature of Authorized Representative of Sikich LLC
Date	Signature of Authorized Representative of Ela Township
Package Selection: (please initial next to the	services that you are choosing)
Compensation	on Benchmarking
Developmer	nt of New Salary Ranges
Implementa	tion Support & Change Management