

# *Ela Township Board Meeting*

Thursday, February 9, 2023  
7:00 P.M.

Ela Town Hall ~ 1155 E. IL Route 22  
Lake Zurich, IL





## 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

Thursday, February 9, 2023 – 7:00 P.M.

1155 E. Route 22, Lake Zurich, IL

### AGENDA

This meeting will be conducted by audio or video conference and may not have a physically present quorum of the Ela Township Board because of a disaster declaration related to COVID-19 public health concerns affecting the Township. Pursuant to Section 7(e)(2) of the Open Meetings Act, the Supervisor has determined that an in-person meeting at the Township building with all participants is not practical or prudent because of the disaster. Township officials, legal counsel, and the Township Manager will not be physically present at the Township Hall, if that is unfeasible due to the disaster. Since physical public attendance at the Township Hall may be limited or not feasible, alternative arrangements for public access to hear the meeting has been made available by contacting the Supervisor's Office at (847) 438-7823 for the Zoom meeting link or the phone number to call into the meeting prior to 5:00 p.m. on February 9, 2023. In accordance with the Open Meetings Act, the meeting will also be audio or video recorded and made available to the public, as provided by law.

1. Call to Order
2. Board Roll Call
3. Pledge of Allegiance
4. Public Comments
5. Approval of Board Meeting Minutes of January 5, 2023
6. Committee Meeting Minutes – accept meeting minutes from COW (1/25) – Community Center Committee (11/4) - Communication Committee () – Health & Wellness Committee (2/3) – Highway (12/12) - Park Committee ()
7. Approval of Board Audit from 12/31/22 to 2/6/23
8. Monthly Updates from Elected Officials, Township Manager and Department Heads (Assessor – Bus – Cemetery – Health & Wellness - Highway - Senior – Youth)

### OLD BUSINESS

### NEW BUSINESS

9. Update to Employee Handbook: Employee Expense Policy – motion to approve changes to reimbursed meal expenses, effective immediately
10. Addition to Employee Handbook: Department Head Spending Limits – motion to approve a new policy, Department Head Spending, effective immediately
11. Mohawk Lifts – motion to approve purchase of one TR-35, 20' track and jacking beam at a cost of \$119,359.56 per quote no. Ela-TR35-020123
12. Request for Pricing: Refuse and Recycling Collection – motion to approve Refuse & Recycling Collection RFP with a bid opening date of March 9<sup>th</sup>
13. Annual Audit – consideration to approve Evans, Marshall & Pease, P. C. to complete audit for the FY ending 3/31/2023 in an amount not to exceed \$8150.
14. Executive Session
15. Consideration and possible action on items discussed in closed session
16. Adjournment

Ela Township

February 6, 2023

Trustee Larry Bowman

Supervisor Gloria M. Palmblad  
Trustee Joel Sikes

Clerk Lucy A. Prouty  
Trustee Tosi Ufodike

Trustee Laurie Wilhoit

**FYI**

## ELA TOWNSHIP UPCOMING EVENTS

DATE	EVENT	TIME	LOCATION
2/9/2023	Board Meeting	7:00 P.M	Ela Town Hall - Board Room
2/15/2023	Community Center Committee	8:30 A.M.	Community Center
2/17/2023	Special Budget Meeting: Highway Dept.	8:30 A.M.	Ela Town Hall - Board Room
2/17/2023	Wine Pairing Dinner	6-8 P.M.	Community Center
2/20/2023	Township Closed - President's Day	All Day	
2/22/2023	COW Meeting	8:30 A.M.	Ela Town Hall - Board Room
2/24/2023	Special Budget Meeting: Community Center	8:30 A.M.	Ela Town Hall - Board Room
2/28/2023	Communications Committee	10:00 A.M	Ela Town Hall - Upper Level Conference Room
3/1/2023	Special Budget Meeting: Assessor & Parks	8:30 A.M.	Ela Town Hall - Board Room

**\*\*VOLUNTEERS REQUESTED FOR WINE PAIRING DINNER\*\***

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**Clerk's Office  
Lucy A. Prouty**

**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**

Thursday, January 5, 2023  
7:00pm – BOARD MEETING

**Unappmins**

This meeting will be conducted by audio or video conference and may not have a physically present quorum of the Ela Township Board because of the disaster. Township officials, legal counsel, and the because of a disaster declaration related to COVID-19 public health concerns affecting the Township. Pursuant to Section 7(e)(2) of the Open Meetings Act, the Supervisor has determined that an in-person meeting at the Township building with all participants is not practical or prudent Township Manager will not be physically present at the Township Hall, if that is unfeasible due to the disaster. Since physical public attendance at the Township Hall may be limited or not feasible, alternative arrangements for public access to hear the meeting has been made available by contacting the Supervisor's Office at (847) 438-7823 for the Zoom meeting link or the phone number to call into the meeting prior to 5:00 p.m. on January 5, 2022. In accordance with the Open Meetings Act, the meeting will also be audio or video recorded and made available to the public, as provided by law.

1. Call to Order: Supervisor Palmblad called the January 5, 2023 Board meeting to order at 7:00 p.m.
2. Board Roll Call: Present were Supervisor Palmblad, Clerk Prouty, Township Manager Marciniak, Trustees Bowman, Ufodike, and Wilhoit. Assessor Herr, Community Programs Director Dillon, Highway Superintendent DePouw, and Director Marx. Trustee Sikes was absent.
3. Pledge of Allegiance: Supervisor Palmblad led the Pledge of Allegiance.
4. Public Comments: At this time, we welcome any public comments, three minutes a piece or a total of fifteen minutes. There were no public comments.
5. Approval of Board Meeting Minutes of December 8, 2022:  
A motion by Trustee Bowman and seconded by Trustee Wilhoit to approve the Board meeting minutes of December 8, 2022 with a correction needed to add that Clerk Prouty was absent. Motion passed 4 to 0. Trustee Sikes was absent.
6. Committee Meeting Minutes – accept meeting minutes from COW () – Community Center Committee (11/4) - Communication Committee (12/6) –Health & Wellness Committee (12/9) –Highway (12/12): A motion by Trustee Wilhoit and seconded by Trustee Ufodike to accept committee meeting minutes of Community Center Committee () - Communication Committee (12/6) –Health & Wellness Committee (12/9) –Highway () – motion passed 4 to 0. Trustee Sikes was absent.
7. Approval of Board Audit from 12/6/22 to 12/30/22:

GENERAL TOWN FUND-----	\$ 32,191.59
GENERAL ASSISTANCE FUND-----	\$ 1,477.63
GENERAL ROAD FUND-----	\$ 8,554.14
PERMANENT ROAD FUND-----	\$ 32,974.44
PARK MAINTENANCE FUND-----	\$ 4,190.36
CEMETERY MAINTENANCE FUND-----	\$ 14.50

PAYROLL-----\$ 156,187.76

TOTAL OF ALL FUNDS-----\$ 235,590.44

A motion by Trustee Wilhoit and seconded by Trustee Bowman to authorize the payment of the Board audit (12/06/2022 to 12/30/2022) of \$ 235,590.44. Motion passed 4 to 0. Trustee Sikes was absent.

8. Monthly Updates from Elected Officials, Township Manager and Department Heads:

(Assessor – Bus – Cemetery –Health & Wellness - Highway - Senior – Youth)

Supervisor Report: The Ela Township 2022 Holiday Decorating contest winners were the Miller, Fitzgibbons, and Wheeler families. A big thank you to Home Depot and MVP Sports for their donations.

Clerk Report: None

Township Manager Report: Ela Township is well on its way to getting our first bench from Trex through our plastic recycling program. New Audio will be installed in February. Thanks to Director Dillon for a wonderful time at the Jingle Ball.

Assessor Herr: Full report will be attached to the minutes.

Health and Wellness: Full report will be attached to the minutes.

Senior and Youth: The printer of our newsletter was very late in getting it out to residents on time so will give them one more chance. Seniors are coming back to the center in droves. Youth registration forms will be sent out in a couple of weeks. The winter break camp kids were supposed to go sledding, but there has not been enough snow, so they went to the Lincoln Park Zoo and had a terrific time.

Highway Superintendent: Full report will be attached to the minutes.

OLD BUSINESS

NEW BUSINESS

9. Scholarship Application-consideration & possible action to approve the 2023/2024 Ela Township Scholarship Application:

A motion by Trustee Bowman and seconded by Trustee Ufodike to approve the 2023/2024 Ela Township scholarship application. Motion passed 4 to 0. Trustee Sikes was absent.

10. Approve purchase of Proteus Lite System storm sewer televising equipment- \$56,636.50:

A motion by Trustee Bowman and seconded by Trustee Wilhoit to approve purchase of Proteus Lite System storm sewer televising equipment- \$56,636.50. Motion passed 4 to 0. Trustee Sikes was absent.

11. 2023 Lake Zurich Lacrosse Field Contract- consideration to approve Lacrosse Sports agreement for 2023 with a yearly maintenance fee of \$1,000.00:

A motion by Trustee Bowman and seconded by Trustee Wilhoit to approve the Lake Zurich Lacrosse field contract for 2023 with a yearly maintenance fee of \$1,000.00. Motion passed 4 to 0. Trustee Sikes was absent.

12. Executive Session:

A motion by Trustee Bowman and seconded by Trustee Wilhoit to enter in to closed executive session at 7:38 p.m. Motion passed 4 to 0. Trustee Sikes was absent.

A motion by Trustee Bowman and seconded by Trustee Ufodike to come out of closed executive session at 8:42 p.m. Motion passed 4 to 0. Trustee Sikes was absent.

13. Consideration and possible action on items discussed in closed session:

No vote needed.

14. Adjournment:

A motion by Trustee Bowman and seconded by Trustee Ufodike to adjourn at 9:44 p.m. Motion passed 4 to 0. Trustee Sikes was absent.

*Respectfully Submitted: Clerk Lucy A. Prouty*

Ela Township

January 3, 2023

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**Trustee** Larry Bowman

**Supervisor** Gloria M. Palmblad  
**Trustee** Joel Sikes

**Clerk** Lucy A. Prouty  
**Trustee** Tosi Ufodike

**Trustee** Laurie Wilhoit



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**Clerk's Office**  
**Lucy A. Prouty**

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## **COMMITTEE OF THE WHOLE (COW) MEETING**

Ela Township – Lower Level Board Room  
1155 East Route 22, Lake Zurich  
Wednesday, January 25, 2023 at 8:30 a.m.

### **UNAPPMIN**

This meeting will be conducted by audio or video conference and may not have a physically present quorum of the Ela Township Board because of a disaster declaration related to COVID-19 public health concerns affecting the Township. Pursuant to Section 7(e)(2) of the Open Meetings Act, the Supervisor has determined that an in-person meeting at the Township building with all participants is not practical or prudent because of the disaster. Township officials, legal counsel, and the Township Manager will not be physically present at the Township Hall, if that is unfeasible due to the disaster. Since physical public attendance at the Township Hall may be limited or not feasible, alternative arrangements for public access to hear the meeting has been made available by contacting the Supervisor's Office at (847) 438-7823 for the Zoom meeting link or the phone number to call into the meeting prior to 8:15a.m. on January 25, 2023.

1. Call to Order: Supervisor Palmblad called the January 25, 2023 COW meeting to order at 8:37 a.m.
2. Board Roll Call: Present were Supervisor Palmblad (via Zoom), Clerk Prouty, Trustee Bowman, Sikes, Ufodike, and Wilhoit. Also present were Township Manager Marciniak, Community Programs Director Dillon, Health & Wellness Director Marx, Assistant Director Dalbec, Highway Superintendent DePouw, Assessor Herr, Management Assistant Snyder, and Highway Foreman Meyer:
3. Pledge of Allegiance: Supervisor Palmblad led the Pledge of Allegiance.
4. Discussion – Updates by Chair:
  - a. Community Center Committee – Chair/Trustee Ufodike, Members: Supervisor Palmblad, Trustee Wilhoit, Community Programs Director Dillon, Assistant Director Dalbec, Youth Coordinator Cacciatore: The Youth Department winter break camp went better than expected and now we are rolling into registrations for homework club 2023/2024, spring break camp, and shooting stars summer camp. Youth Coordinator Cacciatore is busy finalizing details on upcoming programs, as well as bringing in new registrations, looking for additional staff, and working with the kids every day. Pricing for these programs has been adjusted to reflect increased costs, and Joe has done a great job communicating this to parents. Director Dillon reported that 55+ has been very busy. Today they are hosting a day trip to Milwaukee. Programming has been steadily increasing, both in attendance and number of programs. A Covid booster clinic was hosted at the Community Center on the 13th, numbers are lower, but after surveying our population, the majority are fully boosted. This will probably turn into an annual flu/pneumonia/covid clinic. Our winter luau is coming up this Friday. Fitness classes are well attended, it's January so everyone has made their resolutions to be healthier. Highway Foreman Meyer has brought in someone to assess the lighting/energy efficiency in the building, and it seems that there could be some big benefits with very little cost. A copy of the report was provided to the committee.

- b. Communication Committee – Chair/Supervisor Palmblad, Members: Assessor Herr, Director Dillon, Director Marx, Assistant Director Dalbec, and Staff: Our last meeting was cancelled due to lack of attendance. Our next meeting will focus on upcoming event at the Community Center in September and timeline for Spring Newsletter.
  - c. Health & Wellness – Chair/Trustee Wilhoit, Members: Supervisor Palmblad, Trustee Sikes, Director Marx: Fourteen new referrals have come in. The Lending closet is active, and the only donations currently taking in are transport wheelchairs and knee scooters. There are a few EA and GA cases that are waiting for applicants to bring in requested information in order to process the case.
  - d. Parks & Recreation Committee – Chair/Trustee Bowman, Members: Supervisor Palmblad, Trustee Ufodike, Highway Superintendent DePouw, and Highway Foreman Meyer: No report from Trustee Bowman.
  - e. Highway Committee – Chair/Trustee Sikes, Members: Supervisor Palmblad, Trustee Bowman, Highway Superintendent DePouw, and Highway Foreman Meyer: The Highway Department is working with Comed at the Community Center to replace all in and outdoor lighting for very little fee. They are also working on selling the old trailer to make room for the new trailer.
  - f. Bus Service – Board Liaison – Supervisor Palmblad: Buses are running well but still need to hire a bus driver.
  - g. Assessor: Assessor Herr is interviewing for field work position in the department.
  - h. Township Manager: Township Manager Marciniak was happy to share that we have our first bench coming from the Trex plastic recycling program, and we are well on our way to having enough collected plastic for our second bench.
  - i. Historic Society: No report.
5. Topics for Discussion:
- a. Department head spending limit: \$2500 spending limit for Department heads. There was discussion about allowing Department Heads to purchase items in their budget for \$2500 and under and not wait for Board approval.
  - b. Update travel food allowance policy: It was suggested the Township follow the GSA requirements in the future rather than include dollar limits in the handbook.
  - c. Timecards: Township Manager Marciniak explained the differences in the two vendors that offer timecard software compatible with our current financial software. After much discussion, this item was tabled for a future meeting.
  - d. RFP – Garbage Collection: The Waste Management contract is expiring in August, refuse service will be going out for bid. Township Manager Marciniak will work on rewriting it for approval at next Board meeting.
  - e. Purchase of new vehicle lift: The Highway Department is in need of a new hydraulic lift, as the current lift is too old to pass inspection. Highway Superintendent DePouw has two quotes and is looking to get a third.
6. Set Date of Next COW Meeting (March 1, 2023 @ 8:30 AM): The board was in agreement on the next Cow Meeting on March 1, 2023.

7. Executive Session: Assessor Herr requested to go into closed executive session at 10:07 a.m.  
Came out of executive session at 10:42 a.m.
8. Adjourn: Supervisor Palmblad adjourned the COW meeting at 10:43 a.m.

*Respectfully Submitted: Clerk Lucy A. Prouty*

Ela Township

January 19, 2023

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**Trustee** Larry Bowman

**Supervisor** Gloria M. Palmblad

**Trustee** Joel Sikes

**Clerk** Lucy A. Prouty

**Trustee** Tosi Ufodike

**Trustee** Laurie Wilhoit

**COMMUNITY CENTER COMMITTEE MEETING**

Ela Township Community Center  
380 Surryse Road, Lake Zurich, IL  
Friday, November 4, 2022 – 8:30 A.M.

**MEETING MINUTES**

1. Call to Order: Trustee Ufodike called the meeting to order at 8:35 a.m.
2. Roll Call: Present were Supervisor Palmblad, Trustee Ufodike, Trustee Wilhoit, Township Manager Marciniak, Community Programs Director Dillon, Assistant Director Dalbec joined at 8:46 a.m., and Youth Coordinator Cacciatore.
3. Youth Program: Homework club (through May 17) is running at 47 kids; average 33-34 kids per day. Safe Sitter on 11/19/22 has 8 kids signed up and will run from 10 a.m. to 4 p.m. The Safe@Home class on 12/10/22 has 4 kids signed up, it is a safety class for kids 4th -6th grade. Winter Break Camp will take place from 12/27-12/30/22, 1/3-1/6/23, and 1/9/23. The fee is \$50 per day with hours from 8:30 a.m. to 4:30 p.m.
4. Senior Program: Veterans Day Luncheon will be held on 11/10/22 from 11:30 a.m. to 12:30 p.m. 40 people are expected. 11/18/22 they will host Friendsgiving at the center from 12-1 p.m. for Ela 55+ with 80 people registered.
5. Staffing: Community Center looking to fill two more staff roles. Also looking to hire a second part-time chef. Supervisor Palmblad asked Director Dillon to provide a split/breakdown with hours and costs.
6. Projects: Soft seating chair estimates were between \$52-\$110 per chair with delivery. Director Dillon will investigate tax exemptions. Hoping to place an order before the end of the month. Walmart will probably be the best place for purchase; chairs cost \$68.
7. Old Business: Determine location for washer and dryer. Provide update at next meeting.
8. New Business: Testimonials were received from youth and seniors. Plan to communicate testimonials via website and social media. Trip leaving this Sunday for New Orleans: 11/6-11/11/22 and 12 people are attending. Director Dillon is working on creating a travel guide for trips.
9. Set Date for Next Community Center Committee Meeting: Wednesday, Feb. 15th at 8:30 a.m.
10. Adjournment: Trustee Ufodike adjourned the meeting at 9:01 a.m.

Respectfully Submitted: Trustee Ufodike

## **HIGHWAY COMMITTEE MEETING**

**Ela Town Hall – Upper Level Conference Room**  
**1155 E. Route 22, Lake Zurich, IL**  
**Monday, December 12, 2022 – 8:30 A.M.**

### MINUTES

1. Call to Order – Trustee Sikes called the meeting to order at 8:32 a.m.
2. Roll Call – Supervisor Palmblad, Trustee Sikes, Superintendent DePouw, Foreman Meyer, Township Manager Marciniak.
3. Project Updates – • Superintendent DePouw updated the committee on a public meeting recently held regarding an initiative of Lake County for the first phase of a project at McHenry Crossings to expand the road, as well as add crosswalks, sidewalks and a signal at Highland Dr. The Township would have to contribute 20% of the cost for the sidewalks and would be responsible for maintenance of the traffic signal. Another meeting is scheduled for February. Project would take place in 2025. • The Highway department has started planning paving projects for next summer.
4. Vehicles – • An invoice of \$163,000 has been received for the new bucket truck. Delivery is expected for the end of December. • The long-term vehicle maintenance and replacement schedule is still being finalized. • Standard pick-up trucks are no longer part of the state of Illinois bid process through Sourcewell for reduced pricing.
5. Staffing – Still looking for one on-call seasonal snowplow driver.
6. Old Business – Department is waiting to receive a demonstration on potential televising camera systems.
7. New Business – • Employee evaluations will go out to staff this week. Superintendent DePouw, Foreman Meyer, and Township Manager Marciniak will go over all evaluations in January. • First snow event of the season happened on Friday. Overall positive response from staff and residents.
8. Set Date for Next Highway Committee Meeting – Monday, February 6, 2023 at 8:30 a.m.
9. Adjournment – 9:23 a.m.

**Minutes Submitted by Trustee Sikes – February 6, 2023**



ELA TOWNSHIP  
 BOARD AUDIT REPORT  
 FROM: 12/31/2022 - 02/06/2023

	INVOICE CHECKS	PAYROLL	TOTAL FUNDS
TOTAL GENERAL TOWN FUND:	\$67,229.53		\$67,229.53
TOTAL GENERAL ASSISTANCE FUND:	\$1,636.37		\$1,636.37
TOTAL GENERAL ROAD FUND:	\$38,526.16		\$38,526.16
TOTAL PERMANENT ROAD FUND:	\$40,528.64		\$40,528.64
TOTAL PARK MAINTENANCE FUND:	\$3,749.09		\$3,749.09
TOTAL CEMETERY MAINTENANCE FUND:	\$4,958.99		\$4,958.99
TOTAL PAYROLL:		\$156,974.59	\$156,974.59
<b>*** TOTAL ALL FUNDS:</b>			<b>\$313,603.37</b>

THE FOLLOWING INFORMATION HAS BEEN AUDITED AND APPROVED FOR PAYMENT.  
 THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

SUPERVISOR	TOWN CLERK
TRUSTEE	TRUSTEE
TRUSTEE	TRUSTEE



GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
<b>Fund 1 GENERAL TOWN FUND</b>					
<b>Dept 1 ADMINISTRATIVE DIVISION</b>					
1-1-509.00	HEALTH BENEFITS	DELTA DENTAL OF ILLINOIS	JANUARY PREMIUM	146.02	95990
1-1-509.00	HEALTH BENEFITS	BLUE CROSS AND BLUE SHIE	JANUARY PREMIUM	3,650.43	806
1-1-509.00	HEALTH BENEFITS	DELTA DENTAL OF ILLINOIS	FEBRUARY PREMIUM	146.02	96019
1-1-509.00	HEALTH BENEFITS	BLUE CROSS AND BLUE SHIE	FEBRUARY PREMIUM	1,793.08	812
1-1-513.00	UNEMPLOYMENT COMPENSATION	ILLINOIS DEPARTMENT OF E	UNEMPLOYMENT COMPENSATION 12/31/2022	234.44	811
1-1-520.00	15FT EXT CORD(2)/PLC 32W 4' TI	HOME DEPOT CREDIT SERVIC	#2908 - DECEMBER STATEMENT	17.46	96004
1-1-520.00	HUMIDIFIER PAD	HOME DEPOT CREDIT SERVIC	#2908 - DECEMBER STATEMENT	41.91	96004
1-1-520.00	MENARDS-TIMERS	CITI CARDS	DECEMBER STATEMENT	29.92	808
1-1-520.00	CLEANING SERVICE-DECEMBER 2022	ALL PRO CLEANING SYSTEMS	CLEANING SERVICE-DECEMBER 2022	105.00	96042
1-1-520.00	CLEANING SUP/GARBAGE BAGS-REIMB	ARNUFLO GONZOLEZ BEDOLA	CLEANING SUP/GARBAGE BAGS-REIMB	123.01	96045
1-1-520.00	FIRE/RADIO 2/1-4/30/2023-TH (35	FSS TECHNOLOGIES LLC	FIRE/RADIO 2/1-4/30/2023-TH	73.50	96052
1-1-520.00	MATS-TH (35%)	UNIFIRST CORPORATION	MATS-TH	37.65	96066
1-1-520.00	MATS-TH (35%)	UNIFIRST CORPORATION	MATS-TH	37.65	96066
1-1-532.00	INTERNET/PHONE 12/9-1/8/2023	COMCAST	8771 10 097 0050157 12/9-1/8/2023	105.19	815
1-1-532.00	TELEPHONE-CELL PHONE/3 UNITS	SPRINT	ACCT #838841513 11/9-12/8/2022	166.97	817
1-1-532.00	TELEPHONE 3016001336 JAN 2023	ACCESS ONE	TELEPHONE 3016001336 JAN 2023	331.18	831
1-1-532.00	INTERNET/PHONE 1/9-2/8/2023 (3	COMCAST	8771 10 097 0050157 1/9-2/8/2023	106.94	838
1-1-534.00	WATER 1155 E RT 22 11/18-12/19/	VILLAGE OF LAKE ZURICH	WATER 006658-00 1155 E ROUTE 22 11/18	52.76	825
1-1-534.00	ELECTRICITY 3363121110 11/23-12	COMMONWEALTH EDISON	ELECTRICITY 3363121110 1155 W RT 22 1	274.54	828
1-1-534.00	GAS 35% 11/14-12/13/2022	NICOR GAS	GAS 46-44-35-6488 8 1155 E RT 22 11/1	214.32	836
1-1-534.00	MUNI AGGREGATION FEE 1123076121	COMMONWEALTH EDISON	MUNI AGGREGATION FEE 1123076121	22.40	96041
1-1-540.00	METERED COPIER USAGE 10/29-1/28	WAREHOUSE DIRECT	METERED COPIER USAGE 10/29-1/28/2023	321.03	96070
1-1-546.00	INDEED JOB POSTING	CARDMEMBER SERVICE	DECEMBER STATEMENT	349.96	810
1-1-546.00	CHAMBER ANNL DUES/ED SCHLRSHIP	LAKE ZURICH AREA	CHAMBER ANNL DUES/ED SCHLRSHIP DONATI	415.00	96048
1-1-546.00	CHAMBER BOD LUNCHEONS/QTRLY FEE	LAKE ZURICH AREA	CHAMBER BOD LUNCHEONS/QTRLY FEE	75.00	96048
1-1-558.00	AMAZON-MESH DRAWER ORGANIZER-RE	CITI CARDS	DECEMBER STATEMENT	(19.34)	808
1-1-558.00	COSTCO-TOILET PAPER/PAPER TOWEL	CITI CARDS	DECEMBER STATEMENT	38.98	808
1-1-558.00	AMAZON-MESH DRAWER ORGANIZERS	CITI CARDS	DECEMBER STATEMENT	25.33	808
1-1-558.00	AMAZON-DESK ORGANIZER	CITI CARDS	DECEMBER STATEMENT	26.49	808
1-1-558.00	READYREFRESH WATER (35%)	CARDMEMBER SERVICE	DECEMBER STATEMENT	40.91	810
1-1-558.00	1099-MISC FORMS	ODP BUSINESS SOLUTIONS,	1099-MISC FORMS	9.99	96057
1-1-558.00	TABS/POST-IT TABS/PENS	ODP BUSINESS SOLUTIONS,	TABS/POST-IT TABS/FILES/PENS	44.15	96057
1-1-558.00	W-2 4UP FORMS/1099-NEC FORMS	ODP BUSINESS SOLUTIONS,	W-2 4UP FORMS/1099-NEC FORMS	39.96	96057
1-1-558.00	COPY PAPER	ODP BUSINESS SOLUTIONS,	COPY PAPER	45.63	96057
1-1-558.00	DATE STAMPS (2)	RUNCO OFFICE SUPPLY	DATE STAMPS (2)	45.98	96064
1-1-568.00	WALMART-HOLIDAY PARTY SUPPLIES	CITI CARDS	DECEMBER STATEMENT	22.74	808
1-1-568.00	MARIANOS-HOLIDAY PARTY SUPPLIES	CITI CARDS	DECEMBER STATEMENT	11.56	808
1-1-568.00	SUBSCRIPTION 2/14-4/11/2023	PADDOCK PUBLICATIONS INC	ACCT#939689 SUBS 2/14-4/11/2023	43.80	96059
1-1-568.00	POLICE-FALSE ALARMS #2022-31462	VILLAGE OF LAKE ZURICH	POLICE-FALSE ALARMS #2022-314620	50.00	96067
<b>Total For Dept 1 ADMINISTRATIVE DIVISION</b>				<b>9,297.56</b>	
<b>Dept 2 ELECTED OFFICIALS</b>					
1-2-536.00	MEALS/LODGING-TOI CONF SPRINGFI	LUCY PROUTY	MEALS/LODGING-TOI CONF SPRINGFIELD	210.91	96060
<b>Total For Dept 2 ELECTED OFFICIALS</b>				<b>210.91</b>	
<b>Dept 3 SOCIAL SERVICES DIVISION</b>					
1-3-509.00	HEALTH BENEFITS	DELTA DENTAL OF ILLINOIS	JANUARY PREMIUM	394.33	95990
1-3-509.00	HEALTH BENEFITS	BLUE CROSS AND BLUE SHIE	JANUARY PREMIUM	6,396.70	806
1-3-509.00	HEALTH BENEFITS	DELTA DENTAL OF ILLINOIS	FEBRUARY PREMIUM	394.33	96019
1-3-509.00	HEALTH BENEFITS	BLUE CROSS AND BLUE SHIE	FEBRUARY PREMIUM	4,470.64	812

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
<b>Fund 1 GENERAL TOWN FUND</b>					
<b>Dept 3 SOCIAL SERVICES DIVISION</b>					
1-3-510.00	TASC FSA PAYMENT 01/11/2023	TASC CUSTOMER CARE	TASC FSA PAYMENT 01/11/2023	350.00	807
1-3-510.00	TASC FSA PAYMENT 01/25/2023	TASC CUSTOMER CARE	TASC FSA PAYMENT 01/25/2023	350.00	809
1-3-510.00	TASC ADMIN/RENEWAL FEE 2023	TASC CUSTOMER CARE	TASC ADMIN/RENEWAL FEE 2023	520.00	841
1-3-513.00	UNEMPLOYMENT COMPENSATION	ILLINOIS DEPARTMENT OF E	UNEMPLOYMENT COMPENSATION 12/31/2022	280.71	811
1-3-520.00	AMAZON-DOOR STOPPERS	CARDMEMBER SERVICE	DECEMBER STATEMENT	9.99	810
1-3-520.00	CLEANING SERVICE-DECEMBER 2022	ALL PRO CLEANING SYSTEMS	CLEANING SERVICE-DECEMBER 2022	75.00	96042
1-3-520.00	FIRE/RADIO 2/1-4/30/2023-TH (25	FSS TECHNOLOGIES LLC	FIRE/RADIO 2/1-4/30/2023-TH	52.50	96052
1-3-520.00	MATS-TH (25%)	UNIFIRST CORPORATION	MATS-TH	26.90	96066
1-3-520.00	MATS-TH (25%)	UNIFIRST CORPORATION	MATS-TH	26.89	96066
1-3-532.00	INTERNET/PHONE 12/9-1/8/2023	COMCAST	8771 10 097 0050157 12/9-1/8/2023	75.13	815
1-3-532.00	TELEPHONE-CELL SW-2 UNITS	SPRINT	ACCT #838841513 11/9-12/8/2022	63.54	817
1-3-532.00	INTERNET/PHONE 12/21-1/20/2023	COMCAST	8771 10 098 0313769 12/21-1/20/2023	181.65	820
1-3-532.00	TELEPHONE 3016001336 JAN 2023	ACCESS ONE	TELEPHONE 3016001336 JAN 2023	215.28	831
1-3-532.00	INTERNET/PHONE 1/9-2/8/2023 (2	COMCAST	8771 10 097 0050157 1/9-2/8/2023	76.39	838
1-3-534.00	WATER 1155 E RT 22 11/18-12/19/	VILLAGE OF LAKE ZURICH	WATER 006658-00 1155 E ROUTE 22 11/18	37.68	825
1-3-534.00	ELECTRICITY 3363121110 11/23-12	COMMONWEALTH EDISON	ELECTRICITY 3363121110 1155 W RT 22 1	196.09	828
1-3-534.00	GAS 25% 11/14-12/13/2022	NICOR GAS	GAS 46-44-35-6488 8 1155 E RT 22 11/1	153.08	836
1-3-534.00	MUNI AGGREGATION FEE 1123076121	COMMONWEALTH EDISON	MUNI AGGREGATION FEE 1123076121	16.00	96041
1-3-537.00	PESI-SELF-REGULATION INTERVENTI	CARDMEMBER SERVICE	DECEMBER STATEMENT	259.98	810
1-3-546.00	PAYPAL-SOC FOR POLICE & CRIM PS	CARDMEMBER SERVICE	DECEMBER STATEMENT	105.00	810
1-3-546.00	GA CASEWORKERS MEMBERSHIP DUES	ILLINOIS TOWNSHIP ASSOCI	GA CASEWORKERS MEMBERSHIP DUES	50.00	96055
1-3-558.00	AMAZON-BROCHURE HLDG/CLOCK/PENS	CARDMEMBER SERVICE	DECEMBER STATEMENT	98.04	810
1-3-558.00	AMAZON-COPY PAPER	CARDMEMBER SERVICE	DECEMBER STATEMENT	56.94	810
1-3-558.00	READYREFRESH WATER (25%)	CARDMEMBER SERVICE	DECEMBER STATEMENT	29.22	810
1-3-565.00	THERAPYNOTES DATABASE SUBSCRIPT	CARDMEMBER SERVICE	DECEMBER STATEMENT	76.00	810
1-3-568.00	MARIANOS-HOT CHOCO-LIBERTY LAKE	CARDMEMBER SERVICE	DECEMBER STATEMENT	15.98	810
<b>Total For Dept 3 SOCIAL SERVICES DIVISION</b>				<b>15,053.99</b>	
<b>Dept 5 COMMUNITY CENTER</b>					
1-5-509.00	HEALTH BENEFITS	DELTA DENTAL OF ILLINOIS	JANUARY PREMIUM	189.26	95990
1-5-509.00	HEALTH BENEFITS	BLUE CROSS AND BLUE SHIE	JANUARY PREMIUM	1,901.69	806
1-5-509.00	HEALTH BENEFITS	DELTA DENTAL OF ILLINOIS	FEBRUARY PREMIUM	189.26	96019
1-5-509.00	HEALTH BENEFITS	BLUE CROSS AND BLUE SHIE	FEBRUARY PREMIUM	1,901.69	812
1-5-510.00	TASC FSA PAYMENT 01/11/2023	TASC CUSTOMER CARE	TASC FSA PAYMENT 01/11/2023	7.69	807
1-5-510.00	TASC FSA PAYMENT 01/25/2023	TASC CUSTOMER CARE	TASC FSA PAYMENT 01/25/2023	7.69	809
1-5-510.00	TASC ADMIN/RENEWAL FEE 2023	TASC CUSTOMER CARE	TASC ADMIN/RENEWAL FEE 2023	305.00	841
1-5-513.00	UNEMPLOYMENT COMPENSATION	ILLINOIS DEPARTMENT OF E	UNEMPLOYMENT COMPENSATION 12/31/2022	516.76	811
1-5-520.00	COSTCO-GARBAGE BAGS	CITI CARDS	DECEMBER STATEMENT	19.99	808
1-5-520.00	AMAZON-ANTIBACTERIAL HANDWASH	CARDMEMBER SERVICE	DECEMBER STATEMENT	190.32	810
1-5-520.00	COSTCO-TOILET PPR/PPR TWLS/GBG	CARDMEMBER SERVICE	DECEMBER STATEMENT	188.21	810
1-5-520.00	CLEANING SERVICE-DECEMBER 2022	ALL PRO CLEANING SYSTEMS	CLEANING SERVICE-DECEMBER 2022	1,320.00	96042
1-5-520.00	GREASE TRAP SERVICE	DARLING INGREDIENTS INC.	GREASE TRAP SERVICE	185.00	96049
1-5-520.00	FIRE/RADIO 2/1-4/30/2023-CC	FSS TECHNOLOGIES LLC	FIRE/RADIO 2/1-4/30/2023-CC	210.00	96052
1-5-520.00	SEMI-ANNUAL FIRE SYSTEM MAINT-CC	INTERNATIONAL FIRE EQUIP	SEMI-ANNUAL FIRE SYSTEM MAINT-CC	162.84	96054
1-5-520.00	MATS-CC	UNIFIRST CORPORATION	MATS-CC	76.96	96066
1-5-520.00	MATS-CC	UNIFIRST CORPORATION	MATS-CC	76.96	96066
1-5-524.00	COSTCO-NUTRITION	CITI CARDS	DECEMBER STATEMENT	23.96	808
1-5-524.00	COSTCO-NUTRITION	CITI CARDS	DECEMBER STATEMENT	32.95	808
1-5-524.00	MARIANOS-NUTRITION SENIOR	CITI CARDS	DECEMBER STATEMENT	41.55	808
1-5-524.00	COSTCO-NUTRITION-SENIOR	CITI CARDS	DECEMBER STATEMENT	49.46	808

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 1 GENERAL TOWN FUND					
Dept 5 COMMUNITY CENTER					
1-5-524.00	JEWEL-NUTRITION SENIOR	CARDMEMBER SERVICE	DECEMBER STATEMENT	127.54	810
1-5-524.00	JEWEL-NUTRITION SENIOR	CARDMEMBER SERVICE	DECEMBER STATEMENT	21.13	810
1-5-524.00	JEWEL-NUTRITION SENIOR	CARDMEMBER SERVICE	DECEMBER STATEMENT	10.45	810
1-5-524.00	COSTCO-NUTRITION YOUTH	CARDMEMBER SERVICE	DECEMBER STATEMENT	9.38	810
1-5-524.00	JEWEL-NUTRITION SENIOR	CARDMEMBER SERVICE	DECEMBER STATEMENT	63.14	810
1-5-524.00	COSTCO-NUTRITION SENIOR	CARDMEMBER SERVICE	DECEMBER STATEMENT	163.17	810
1-5-524.00	JEWEL-NUTRITION SENIOR	CARDMEMBER SERVICE	DECEMBER STATEMENT	183.13	810
1-5-524.00	COSTCO-NUTRITION SENIOR	CARDMEMBER SERVICE	DECEMBER STATEMENT	186.41	810
1-5-524.00	COSTCO-NUTRITION SENIOR	CARDMEMBER SERVICE	DECEMBER STATEMENT	24.99	810
1-5-524.00	JEWEL-NUTRITION	CARDMEMBER SERVICE	DECEMBER STATEMENT	71.92	810
1-5-524.00	COSTCO-NUTRITION SENIOR	CARDMEMBER SERVICE	DECEMBER STATEMENT	126.14	810
1-5-524.00	JEWEL-NUTRITION SENIOR	CARDMEMBER SERVICE	DECEMBER STATEMENT	305.92	810
1-5-524.00	COSTCO-NUTRITION SENIOR	CARDMEMBER SERVICE	DECEMBER STATEMENT	60.76	810
1-5-525.00	NUTRITION CONSULTATION 1/25/2023	ELB CONSULTING, INC.	DECEMBER STATEMENT	269.27	810
1-5-532.00	INTERNET/PHONE 12/17-1/16/2023	COMCAST	NUTRITION CONSULTATION 1/25/2023	125.00	96051
1-5-532.00	TELEPHONE-CELL - 4 UNITS	SPRINT	8771 10 097 0242481 12/17-1/16/2022	255.18	816
1-5-532.00	TELEPHONE 3016001336 JAN 2023	ACCESS ONE	ACCT #838841513 11/9-12/8/2022	127.08	817
1-5-532.00	INTERNET/PHONE 1/17-2/16/2023	COMCAST	TELEPHONE 3016001336 JAN 2023	296.05	831
1-5-534.00	WATER 380 SURRYSE RD 11/18-12/1	VILLAGE OF LAKE ZURICH	8771 10 097 0242481 1/17-2/16/2023	272.04	839
1-5-534.00	ELECTRICITY 2211206014 11/23-1	COMMONWEALTH EDISON	WATER 006109.01 380 SURRYSE RD 11/18-	101.13	823
1-5-534.00	GAS 11/14-12/13/2022	NICOR GAS	ELECTRICITY 2211206014 380 SURRYSE RD	902.27	827
1-5-536.00	TRAVEL SHOW EXP REIMBURSEMENT	SUSAN DILLON	GAS 91-68-62-2268 7 380 SURRYSE RD 11	835.62	835
1-5-537.00	MASTERCLASS.COM-ANNUAL PASS 202	CITI CARDS	TRAVEL SHOW EXP REIMBURSEMENT	60.77	96050
1-5-540.00	WINTER 55+ NEWSLETTER JAN-MAR 2	AMERICAN LITHO	DECEMBER STATEMENT	276.00	808
1-5-540.00	COPIER MPC2504 RENT 1/18-2/17/2	RICOH USA, INC.	WINTER 55+ NEWSLETTER JAN-MAR 2023	1,259.00	96043
1-5-540.00	COPIER AGRMT-ADD'L COPIES-DEC 2	RICOH USA, INC.	COPIER MPC2504 RENT 1/18-2/17/2023	110.08	96062
1-5-546.00	BACKGROUND CHECK - HERRICK	ILLINOIS STATE POLICE	RICOH 13734233 COPIER AGRMT ADDL COPI	106.29	96063
1-5-546.00	BACKGROUND CHECK - PROCESSING F	ILLINOIS STATE POLICE	BACKGROUND CHECK - HERRICK	10.00	840
1-5-546.00	2023 LIQUOR LICENSE	VILLAGE OF LAKE ZURICH	BACKGROUND CHECK - HERRICK	0.50	840
1-5-547.00	REPTILE SHOW-YOUTH PROGRAM	JIM GALENO	2023 LIQUOR LICENSE	250.00	96068
1-5-547.00	BOOK OF MORMON 4/12/2023 DEPOSIT	BROADWAY IN CHICAGO	REPTILE SHOW-YOUTH PROGRAM	425.00	95989
1-5-547.00	BUS-CADALLIC PALACE 4/12/2023 D	VAN GALDER BUS/COACH USA	BOOK OF MORMON 4/12/2023 DEPOSIT	380.00	95992
1-5-547.00	BUS DRIVER TIP-MILWAUKEE	JEFF HUFFMAN	BUS-CADALLIC PALACE 4/12/2023 DEPOSIT	332.25	95994
1-5-547.00	PABST DOCENT TIP	JIM HEARTEL	BUS DRIVER TIP-MILWAUKEE	60.00	96013
1-5-547.00	BOWLERO-YOUTH PROGRAM	CARDMEMBER SERVICE	PABST DOCENT TIP	30.00	96014
1-5-547.00	WINTER LUAU	ALOHA CHICAGO ENTERTAINM	DECEMBER STATEMENT	134.85	810
1-5-547.00	ARMCHAIR TRAVEL-SVALBARD 1/30/2	BARBARA L. SUGDEN & RON	WINTER LUAU	450.00	96015
1-5-547.00	LINCOLN PARK ZOO/TOLLS 1/5/2023	BARRINGTON TRANSPORTATIO	ARMCHAIR TRAVEL-SVALBARD 1/30/2023	200.00	96016
1-5-547.00	DEPOSIT FOR LUNCH ON 4/12/2023	THE BERGHOFF RESTAURANT	LINCOLN PARK ZOO/TOLLS 1/5/2023	414.50	96044
1-5-547.00	FITNESS CLASSES (17)-JAN 2023	ELB CONSULTING, INC.	DEPOSIT FOR LUNCH ON 4/12/2023	150.00	96046
1-5-547.00	FITNESS CLASSES (11)-JAN 2023	THE LIGHT BETWEEN LLC	FITNESS CLASSES (17)-JAN 2023	542.00	96051
1-5-547.00	LIFE STORY WRITING CLASS 1/18/2	CHRISTY WAGNER	FITNESS CLASSES (11)-JAN 2023	352.00	96065
1-5-547.00	FITNESS CLASSES (9)-JAN 2023	PATRICIA WISNIEWSKI	LIFE STORY WRITING CLASS 1/18/2023	50.00	96069
1-5-550.00	SOUTHERN HARMONY 2022 EXP REIMB	LISA GAGGIANO	FITNESS CLASSES (9)-JAN 2023	288.00	96071
1-5-551.00	DIPIEROS PIZZA-DEC FIRST FRIDAY	CARDMEMBER SERVICE	SOUTHERN HARMONY 2022 EXP REIMB	229.71	96053
1-5-551.00	JEWEL-FIRST FRIDAY	CARDMEMBER SERVICE	DECEMBER STATEMENT	125.00	810
1-5-551.00	AMAZON-JAN CRAFT	CARDMEMBER SERVICE	DECEMBER STATEMENT	22.03	810
1-5-553.00	COSTCO-FLUTES/STEAMER/CRICUT	CITI CARDS	DECEMBER STATEMENT	83.82	810
1-5-553.00	COSTCO-SUPPLIES JINGLE BALL	CITI CARDS	DECEMBER STATEMENT	41.56	808
1-5-553.00			DECEMBER STATEMENT	256.12	808

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 1 GENERAL TOWN FUND					
Dept 5 COMMUNITY CENTER					
1-5-553.00	MARIANOS-FROSTING/DANISH/PECANS	CITI CARDS	DECEMBER STATEMENT	18.66	808
1-5-553.00	WALMART-SANTA SNOW	CITI CARDS	DECEMBER STATEMENT	3.96	808
1-5-553.00	WALMART-CAKE BOXES/SANTA SNOW	CITI CARDS	DECEMBER STATEMENT	106.02	808
1-5-553.00	WALMART-FIG PRESERVES/HANGERS	CITI CARDS	DECEMBER STATEMENT	85.29	808
1-5-553.00	AWAZON-BEER PITCHERS-JINGLE BAL	CITI CARDS	DECEMBER STATEMENT	41.28	808
1-5-553.00	DOLLAR TREE-SUPPLIES-JINGLE BAL	CITI CARDS	DECEMBER STATEMENT	77.94	808
1-5-553.00	COSTCO-SUPPLIES-JINGLE BALL	CITI CARDS	DECEMBER STATEMENT	362.17	808
1-5-553.00	WEBSTAUANT-STAINLESS STEEL SHA	CITI CARDS	DECEMBER STATEMENT	4.77	808
1-5-553.00	WALMART-SUPPLIES JINGLE BALL	CITI CARDS	DECEMBER STATEMENT	301.37	808
1-5-553.00	JEWEL-SUPPLIES JINGLE BALL	CITI CARDS	DECEMBER STATEMENT	48.13	808
1-5-553.00	COSTCO-SUPPLIES JINGLE BALL	CITI CARDS	DECEMBER STATEMENT	71.66	808
1-5-553.00	AMAZON-FLORAL FORM-JINGLE BALL	CARDMEMBER SERVICE	DECEMBER STATEMENT	70.59	810
1-5-553.00	HOME DEPOT-BOWLS-JINGLE BALL	CARDMEMBER SERVICE	DECEMBER STATEMENT	25.33	810
1-5-553.00	COSTCO-SUPPLIES-JINGLE BALL	CARDMEMBER SERVICE	DECEMBER STATEMENT	38.55	810
1-5-553.00	COSTCO-BEVERAGES-JINGLE BALL	CARDMEMBER SERVICE	DECEMBER STATEMENT	399.46	810
1-5-553.00	GFS-CUPS/GLOVES/HERBS-JINGLE BA	CARDMEMBER SERVICE	DECEMBER STATEMENT	200.88	810
1-5-553.00	PARTY CITY-PARTY SUPPLIES-JINGL	CARDMEMBER SERVICE	DECEMBER STATEMENT	24.00	810
1-5-553.00	COSTCO-SUPPLIES - JINGLE BALL	CARDMEMBER SERVICE	DECEMBER STATEMENT	23.96	810
1-5-553.00	JEWEL-SUPPLIES - JINGLE BALL	CARDMEMBER SERVICE	DECEMBER STATEMENT	88.50	810
1-5-563.00	AMAZON-9" BAKING PAN WITH LID S	CITI CARDS	DECEMBER STATEMENT	18.23	808
1-5-563.00	WEBSTAUANT-DISHWASHER RACKS	CITI CARDS	DECEMBER STATEMENT	62.92	808
1-5-563.00	AMAZON-BLINDS CORD HOLDER	CITI CARDS	DECEMBER STATEMENT	10.74	808
1-5-563.00	DISPENSERKEYS.COM- CAT 74 DISPE	CITI CARDS	DECEMBER STATEMENT	13.10	808
1-5-563.00	COSTCO-CRICUT BUNDLE	CITI CARDS	DECEMBER STATEMENT	284.95	808
1-5-563.00	AMAZON-BLINDS CORD HOLDER	CITI CARDS	DECEMBER STATEMENT	10.74	808
1-5-568.00	SUBSCRIPTION 12/17-2/11/2023	PADDOCK PUBLICATIONS INC	SUBSCRIPTION 12/17-2/11/2023	48.20	96058
1-5-597.00	MCDONALD'S-15 GIFTCARDS	CITI CARDS	DECEMBER STATEMENT	75.00	808
1-5-597.00	STARBUCKS-15 GIFTCARDS	CITI CARDS	DECEMBER STATEMENT	75.00	808
1-5-597.00	DUNKIN-15 GIFTCARDS	CITI CARDS	DECEMBER STATEMENT	75.00	808
1-5-597.00	CRICUT-STANDARD ACCESS	CARDMEMBER SERVICE	DECEMBER STATEMENT	9.99	810
1-5-597.00	CRICUT-REFUND	CARDMEMBER SERVICE	DECEMBER STATEMENT	(9.99)	810
1-5-597.00	MICHAELS-CRICUT VINYL/IRON-ONS	CARDMEMBER SERVICE	DECEMBER STATEMENT	66.59	810
Total For Dept 5 COMMUNITY CENTER				21,509.43	
Dept 6 ASSESSORS DIVISION					
1-6-509.00	HEALTH BENEFITS	DELTA DENTAL OF ILLINOIS	JANUARY PREMIUM	378.49	95990
1-6-509.00	HEALTH BENEFITS	BLUE CROSS AND BLUE SHIE	JANUARY PREMIUM	1,893.14	806
1-6-509.00	HEALTH BENEFITS	DELTA DENTAL OF ILLINOIS	FEBRUARY PREMIUM	193.93	96019
1-6-509.00	HEALTH BENEFITS	BLUE CROSS AND BLUE SHIE	FEBRUARY PREMIUM	2,568.95	812
1-6-510.00	TASC ADMIN/RENEWAL FEE 2023	TASC CUSTOMER CARE	TASC ADMIN/RENEWAL FEE 2023	305.00	841
1-6-513.00	UNEMPLOYMENT COMPENSATION	ILLINOIS DEPARTMENT OF E	UNEMPLOYMENT COMPENSATION 12/31/2022	289.66	811
1-6-520.00	CLEANING SERVICE-DECEMBER 2022	ALL PRO CLEANING SYSTEMS	CLEANING SERVICE-DECEMBER 2022	120.00	96042
1-6-520.00	FTRE/RADIO 2/1-4/30/2023-TH (40	FSS TECHNOLOGIES LLC	FIRE/RADIO 2/1-4/30/2023-TH	84.00	96052
1-6-520.00	MATS-TH (40%)	UNIFIRST CORPORATION	MATS-TH	43.03	96066
1-6-520.00	MATS-TH (40%)	UNIFIRST CORPORATION	MATS-TH	43.03	96066
1-6-532.00	TELEPHONE 11/16-12/15/2022	VERIZON WIRELESS	TELEPHONE 686572087-00001 11/16-12/15	72.02	814
1-6-532.00	INTERNET/PHONE 12/9-1/8/2023	COMCAST	8771 10 097 0050157 12/9-1/8/2023	120.21	815
1-6-532.00	TELEPHONE 3016001336 JAN 2023	ACCESS ONE	TELEPHONE 3016001336 JAN 2023	286.39	831
1-6-532.00	TELEPHONE 12/16-1/15/2023	VERIZON WIRELESS	TELEPHONE 686572087-00001 12/16-1/15/	72.02	837
1-6-532.00	INTERNET/PHONE 1/9-2/8/2023 (4	COMCAST	8771 10 097 0050157 1/9-2/8/2023	122.22	838

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
<b>Fund 1 GENERAL TOWN FUND</b>					
<b>Dept 6 ASSESSORS DIVISION</b>					
1-6-534.00	WATER 1155 E RT 22 11/18-12/19/	VILLAGE OF LAKE ZURICH	WATER 006658-00 1155 E ROUTE 22 11/18	60.30	825
1-6-534.00	ELECTRICITY 3363121110 11/23-12	COMMONWEALTH EDISON	ELECTRICITY 3363121110 1155 W RT 22 1	313.76	828
1-6-534.00	GAS 40% 11/14-12/13/2022	NICOR GAS	GAS 46-44-35-6488 8 1155 E RT 22 11/1	244.94	836
1-6-534.00	MUNI AGGREGATION FEE 1123076121	COMMONWEALTH EDISON	MUNI AGGREGATION FEE 1123076121	25.60	96041
1-6-540.00	BUS CRDS-HUZEK/BLOCK/CHRISTENS	JUMBO POSTCARD	BUS CRDS-HUZEK/BLOCK/CHRISTENSEN	111.00	96056
1-6-546.00	COSTAR SUITE	CARDMEMBER SERVICE	DECEMBER STATEMENT	397.03	810
1-6-546.00	BACKGROUND CHECK - PARMAN	ILLINOIS STATE POLICE	BACKGROUND CHECK - PARMAN	10.00	813
1-6-546.00	BACKGROUND CHECK - PROCESSING F	ILLINOIS STATE POLICE	BACKGROUND CHECK - PARMAN	0.50	813
1-6-558.00	WALMART-LS WINTERGREEN	CITI CARDS	DECEMBER STATEMENT	11.34	808
1-6-558.00	READYREFRESH WATER (40%)	CARDMEMBER SERVICE	DECEMBER STATEMENT	46.75	810
1-6-558.00	FILES	ODP BUSINESS SOLUTIONS,	TABS/POST-IT TABS/FILES/PENS	18.79	96057
1-6-561.00	AKROGOLD UNLEADED GASOLINE	CONSERV FS INC	AKROGOLD UNLEADED GASOLINE	220.32	96025
1-6-561.00	AKROGOLD UNLEADED GASOLINE	CONSERV FS INC	AKROGOLD UNLEADED GASOLINE	371.18	96025
<b>Total For Dept 6 ASSESSORS DIVISION</b>				<b>8,423.60</b>	
<b>Dept 7 TRANSPORTATION DIVISION</b>					
1-7-509.00	HEALTH BENEFITS	DELTA DENTAL OF ILLINOIS	JANUARY PREMIUM	48.52	95990
1-7-509.00	HEALTH BENEFITS	BLUE CROSS AND BLUE SHIE	JANUARY PREMIUM	667.26	806
1-7-509.00	HEALTH BENEFITS	DELTA DENTAL OF ILLINOIS	FEBRUARY PREMIUM	48.52	96019
1-7-509.00	HEALTH BENEFITS	BLUE CROSS AND BLUE SHIE	FEBRUARY PREMIUM	667.26	812
1-7-510.00	TASC ADMIN/RENEWAL FEE 2023	TASC CUSTOMER CARE	TASC ADMIN/RENEWAL FEE 2023	90.00	841
1-7-515.00	PRE-EMPL DRUG TEST/ANLN CHG-FLO	MIDWEST SERVICE CORPORAT	PRE-EMPL DRUG TEST/ANLN CHG-FLORIO	161.00	96035
1-7-532.00	TELEPHONE-CELL - 3 UNITS	SPRINT	ACCT #838841513 11/9-12/8/2022	102.65	817
1-7-561.00	AKROGOLD UNLEADED GASOLINE	CONSERV FS INC	AKROGOLD UNLEADED GASOLINE	1,198.63	96025
1-7-561.00	AKROGOLD UNLEADED GASOLINE	CONSERV FS INC	AKROGOLD UNLEADED GASOLINE	1,596.26	96025
1-7-569.00	BUS ROOF REPAIR-LOCTITE/SEALANT	HOME DEPOT CREDIT SERVIC	#2908 - DECEMBER STATEMENT	72.47	96004
1-7-569.00	OIL CHANGE-ELA4	ELA TOWNSHIP HIGHWAY DEP	OIL CHANGE-ELA4	35.24	96026
1-7-569.00	OIL CHANGE-ELA4	ELA TOWNSHIP HIGHWAY DEP	OIL CHANGE-ELA4	35.24	96026
1-7-569.00	OIL CHANGE-ELA2	ELA TOWNSHIP HIGHWAY DEP	OIL CHANGE-ELA2	27.99	96026
1-7-569.00	BODYWORK - ELA2	BILL'S AUTO & TRUCK REPA	BODYWORK - ELA2	7,983.00	96047
<b>Total For Dept 7 TRANSPORTATION DIVISION</b>				<b>12,734.04</b>	
<b>Total For Fund 1 GENERAL TOWN FUND</b>				<b>67,229.53</b>	
<b>Fund 2 GENERAL ASSISTANCE FUND</b>					
<b>Dept 0</b>					
2-0-513.00	UNEMPLOYMENT COMPENSATION	ILLINOIS DEPARTMENT OF E	UNEMPLOYMENT COMPENSATION 12/31/2022	141.37	811
2-0-701.00	CASE #2023-201112	LIBERTY LAKES APTS.	CASE #2023-201112	1,495.00	95991
<b>Total For Dept 0</b>				<b>1,636.37</b>	
<b>Total For Fund 2 GENERAL ASSISTANCE FUND</b>				<b>1,636.37</b>	
<b>Fund 3 GENERAL ROAD FUND</b>					
<b>Dept 1 ADMINISTRATIVE DIVISION</b>					
3-1-509.00	HEALTH BENEFITS	DELTA DENTAL OF ILLINOIS	JANUARY PREMIUM	250.50	95990
3-1-509.00	HEALTH BENEFITS	BLUE CROSS AND BLUE SHIE	JANUARY PREMIUM	3,236.21	806
3-1-509.00	HEALTH BENEFITS	DELTA DENTAL OF ILLINOIS	FEBRUARY PREMIUM	250.50	96019
3-1-509.00	HEALTH BENEFITS	BLUE CROSS AND BLUE SHIE	FEBRUARY PREMIUM	3,236.21	812
3-1-510.00	TASC FSA PAYMENT 01/11/2023	TASC CUSTOMER CARE	TASC FSA PAYMENT 01/11/2023	57.69	807
3-1-510.00	TASC FSA PAYMENT 01/25/2023	TASC CUSTOMER CARE	TASC FSA PAYMENT 01/25/2023	57.69	809
3-1-510.00	TASC ADMIN/RENEWAL FEE 2023	TASC CUSTOMER CARE	TASC ADMIN/RENEWAL FEE 2023	430.00	841

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 3 GENERAL ROAD FUND					
Dept 1 ADMINISTRATIVE DIVISION					
3-1-532.00	TELEPHONE 11/16-12/15/2022	VERIZON WIRELESS	TELEPHONE 686572087-00001 11/16-12/15	77.48	814
3-1-532.00	TELEPHONE 12/16-1/15/2023	VERIZON WIRELESS	TELEPHONE 686572087-00001 12/16-1/15/	78.03	837
3-1-546.00	ANNUAL PRINT/EMAIL TRANSMISSION	JULIE, INC.	ANNUAL PRINT/EMAIL TRANSMISSIONS	727.02	96032
3-1-558.00	COSTCO-BOTTLED WATER	CITI CARDS	DECEMBER STATEMENT	25.74	808
3-1-558.00	AMAZON-HDMI ADAPTER/TABLET DOCK	CITI CARDS	DECEMBER STATEMENT	34.98	808
3-1-558.00	JJ KELLER-LLP IL OSH ENG PSTR	CITI CARDS	DECEMBER STATEMENT	38.31	808
3-1-558.00	JJ KELLER-LLP FED & IL ENG SUB	CITI CARDS	DECEMBER STATEMENT	63.35	808
Total For Dept 1 ADMINISTRATIVE DIVISION				8,563.71	
Dept 4 MAINTENANCE DIVISION					
3-4-520.00	DOOR STOP MOULDING	HOME DEPOT CREDIT SERVIC	#2908 - DECEMBER STATEMENT	10.18	96004
3-4-520.00	SPARE KEY FOR COLD SHED	LAKE ZURICH ACE	SPARE KEY FOR COLD SHED	3.89	96020
3-4-520.00	SECURITY SYSTEM/INSTALLATION	ALLIED CENTRAL SECURITY	SECURITY SYSTEM/INSTALLATION	1,298.73	96023
3-4-520.00	REPLACE 2 MODINE UNIT HEATERS	SHERMAN MECHANICAL, INC.	REPLACE 2 MODINE UNIT HEATERS	11,855.00	96039
3-4-520.00	FIRE/RADIO 2/1-4/30/2023-HIGHWA	FSS TECHNOLOGIES LLC	FIRE/RADIO 2/1-4/30/2023-HIGHWAY	210.00	96052
3-4-533.00	GENERAL ENGINEERING	GEWALT HAMILTON ASSOCIAT	GENERAL ENGINEERING	643.00	96028
3-4-534.00	ELECTRICITY 1467261008 11/23-12	COMMONWEALTH EDISON	ELECTRICITY 1467261008 WS MIDLOTHIAN	315.99	819
3-4-534.00	WATER 23605 ECHO LAKE RD 11/18-	VILLAGE OF LAKE ZURICH	WATER 006631-00 23605 ECHO LAKE RD 11	18.50	821
3-4-534.00	GAS 11/11-12/12/2022	NICOR GAS	GAS 12-83-08-1000 3 23605 ECHO LAKE R	707.38	832
3-4-534.00	GAS 11/11-12/12/2022	NICOR GAS	GAS 67-22-64-1000 8 ES ECHO LAKE RD 1	137.64	833
3-4-562.00	40W 4FT T12 ALTO NATURAL 10PK	HOME DEPOT CREDIT SERVIC	#2908 - DECEMBER STATEMENT	56.98	96004
3-4-562.00	SURGE PROT/EXT CORDS/HDX TAPE	HOME DEPOT CREDIT SERVIC	#2908 - DECEMBER STATEMENT	61.16	96004
3-4-562.00	14.5" UV BLK CBL TIE	FASTENAL COMPANY	14.5" UV BLK CBL TIE	28.54	96027
3-4-563.00	REPLACE TAILGATE T10	BONNELL INDUSTRIES INC.	REPLACE TAILGATE T10	5,634.93	96024
3-4-567.00	ADAPTR SCH40 1.5SL1.5FPT	LAKE ZURICH ACE	ADAPTR SCH40 1.5SL1.5FPT	3.05	96020
3-4-567.00	CHIPPER KNIFE KIT (2) - CHIPPER	ALEXANDER EQUIPMENT COMP	CHIPPER KNIFE KIT (2) - CHIPPER	640.00	96022
3-4-567.00	BANJO 2" BALL VALVE/FLANG HARDW	CONSERV FS INC	BANJO 2" BALL VALVE/FLANG HARDWARE	170.50	96025
3-4-567.00	CALIBRATION HANDLE/SPACER	GROWER EQUIPMENT & SUPPL	CALIBRATION HANDLE/SPACER	87.02	96029
3-4-567.00	LIGHT KIT-T12 PLOW	HERMAN BROTHERS	LIGHT KIT-T12 PLOW	392.00	96030
3-4-567.00	HOSE ASSEMBLY (6)-WESTERN PLOWS	MIDWEST HOSE & FITTINGS,	HOSE ASSEMBLY (6)-WESTERN PLOWS	204.39	96033
3-4-567.00	NAPAGOLD FUEL FILTER-HOT BOX	NAPA AUTO PARTS-DIV. OF	NAPAGOLD FUEL FILTER-HOT BOX	56.99	96036
3-4-567.00	SERVICE CALL-DRIVE-ON LIFT REPA	P.R. STREICH & SONS, INC	SERVICE CALL-DRIVE-ON LIFT REPAIR	262.50	96037
3-4-569.00	ACE HARDWARE-PVC CHECK VLV 1/2"	CITI CARDS	DECEMBER STATEMENT	29.97	808
3-4-569.00	AMAZON-WINDSHIELD WIPER NOZZLE-	CITI CARDS	DECEMBER STATEMENT	16.48	808
3-4-569.00	QR1 VALVE 3/8" SUP T10	ACME TRUCK BRAKE & SUPPL	QR1 VALVE 3/8" SUP T10	43.66	96021
3-4-569.00	3/4" BANJO FITTING (2) T2	CONSERV FS INC	3/4" BANJO FITTING (2) T2	24.00	96025
3-4-569.00	POWER STEERING FILTER (4)	NAPA AUTO PARTS-DIV. OF	POWER STEERING FILTER (4)	174.76	96036
3-4-569.00	20" & 24" TRICO FORCE BLDES	NAPA AUTO PARTS-DIV. OF	20" & 24" TRICO FORCE BLDES	51.98	96036
3-4-569.00	POWER STEERING PUMP T7	RUSH TRUCK CENTER, HUNTL	POWER STEERING PUMP T7	660.00	96038
3-4-569.00	309 RESERVIOR T12	VICTOR FORD	309 RESERVIOR T12	442.18	96040
3-4-575.00	COUNTRYSIDE LANDFILL-1000T-MSW	CITI CARDS	DECEMBER STATEMENT	118.58	808
3-4-577.00	MENARDS-6X6 & 4X4 GREEN TREATED	CITI CARDS	DECEMBER STATEMENT	93.47	808
3-4-577.00	STREET SIGNS/POSTS-DEER PARK	HI-VIZ INC.	STREET SIGNS/POSTS-DEER PARK	1,615.00	96031
3-4-577.00	SIGNS (4) - LONG GROVE	HI-VIZ INC.	SIGNS (4) - LONG GROVE	243.50	96031
3-4-577.00	SIGN POSTS (30)	HI-VIZ INC.	SIGN POSTS (30)	1,600.00	96031
3-4-580.00	2023 ROAD PROGRAM DESIGN	GEWALT HAMILTON ASSOCIAT	2023 ROAD PROGRAM DESIGN	2,050.50	96028
Total For Dept 4 MAINTENANCE DIVISION				29,962.45	
Total For Fund 3 GENERAL ROAD FUND				38,526.16	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
<b>Fund 4 PERMANENT ROAD FUND</b>					
Dept 0					
4-0-509.00	HEALTH BENEFITS	DELTA DENTAL OF ILLINOIS	JANUARY PREMIUM	594.27	95990
4-0-509.00	HEALTH BENEFITS	BLUE CROSS AND BLUE SHIE	JANUARY PREMIUM	7,001.48	806
4-0-509.00	HEALTH BENEFITS	DELTA DENTAL OF ILLINOIS	FEBRUARY PREMIUM	594.27	96019
4-0-509.00	HEALTH BENEFITS	BLUE CROSS AND BLUE SHIE	FEBRUARY PREMIUM	7,001.48	812
4-0-510.00	TASC FSA PAYMENT 01/11/2023	TASC CUSTOMER CARE	TASC FSA PAYMENT 01/11/2023	38.46	807
4-0-510.00	TASC FSA PAYMENT 01/25/2023	TASC CUSTOMER CARE	TASC FSA PAYMENT 01/25/2023	38.46	809
4-0-510.00	TASC ADMIN/RENEWAL FEE 2023	TASC CUSTOMER CARE	TASC ADMIN/RENEWAL FEE 2023	700.00	841
4-0-513.00	UNEMPLOYMENT COMPENSATION	ILLINOIS DEPARTMENT OF E	UNEMPLOYMENT COMPENSATION 12/31/2022	280.66	811
4-0-561.00	AKROGOLD UNLEADED GASOLINE	CONSERV FS INC	AKROGOLD UNLEADED GASOLINE	726.49	96025
4-0-561.00	DIESELEX GOLD ULTRA	CONSERV FS INC	DIESELEX GOLD ULTRA	2,414.40	96025
4-0-561.00	DIESELEX GOLD ULTRA	CONSERV FS INC	DIESELEX GOLD ULTRA	1,014.13	96025
4-0-561.00	AKROGOLD UNLEADED GASOLINE	CONSERV FS INC	AKROGOLD UNLEADED GASOLINE	1,807.35	96025
4-0-562.00	AKROGOLD UNLEADED GASOLINE	CONSERV FS INC	AKROGOLD UNLEADED GASOLINE	301.42	96025
4-0-562.00	200L COOL WHITE FACETED M5 LED	HOME DEPOT CREDIT SERVIC	#2908 - DECEMBER STATEMENT	49.96	96004
4-0-562.00	200L COOL WHITE FACETED M5 LED	HOME DEPOT CREDIT SERVIC	#2908 - DECEMBER STATEMENT	33.27	96004
4-0-562.00	EMPIRE 9" POLYCAST POST LEVEL	HOME DEPOT CREDIT SERVIC	#2908 - DECEMBER STATEMENT	6.47	96004
4-0-562.00	ARMOR ALL/GOO GONE/RAIN-X/CLEAN	HOME DEPOT CREDIT SERVIC	#2908 - DECEMBER STATEMENT	159.02	96004
4-0-562.00	BATTERIES ALKLINE 9V 4PK	LAKE ZURICH ACE	BATTERIES ALKLINE 9V 4PK	16.14	96020
4-0-582.00	PARK-VALLEY SW DESIGN	GEWALT HAMILTON ASSOCIAT	PARK-VALLEY SW DESIGN	242.00	96028
4-0-582.00	MS4 YEAR 20	GEWALT HAMILTON ASSOCIAT	MS4 YEAR 20	570.00	96028
4-0-584.00	ELECTRICITY 0706074008 11/21-12	COMMONWEALTH EDISON	ELECTRICITY 0706074008 ALL STRT LIGHTS	858.80	818
4-0-586.00	BULK SAFE-T-SALT (87.49)	MORTON SALT, INC.	BULK SAFE-T-SALT (87.49)	6,967.70	96034
4-0-586.00	BULK SAFE-T-SALT (45.69)	MORTON SALT, INC.	BULK SAFE-T-SALT (45.69)	3,638.75	96034
4-0-586.00	BULK SAFE-T-SALT (21.79)	MORTON SALT, INC.	BULK SAFE-T-SALT (21.79)	1,735.36	96034
4-0-586.00	BULK SAFE-T-DALT (46.94)	MORTON SALT, INC.	BULK SAFE-T-DALT (46.94)	3,738.30	96034
Total For Dept 0				40,528.64	
Total For Fund 4 PERMANENT ROAD FUND				40,528.64	
<b>Fund 5 PARK MAINTENANCE FUND</b>					
Dept 0					
5-0-509.00	HEALTH BENEFITS	DELTA DENTAL OF ILLINOIS	JANUARY PREMIUM	48.52	95990
5-0-509.00	HEALTH BENEFITS	BLUE CROSS AND BLUE SHIE	JANUARY PREMIUM	629.15	806
5-0-509.00	HEALTH BENEFITS	DELTA DENTAL OF ILLINOIS	FEBRUARY PREMIUM	48.52	96019
5-0-509.00	HEALTH BENEFITS	BLUE CROSS AND BLUE SHIE	FEBRUARY PREMIUM	629.15	812
5-0-520.00	FIRE/RADIO 2/1-4/30/2023-KNOX	FSS TECHNOLOGIES LLC	FIRE/RADIO 2/1-4/30/2023-KNOX	210.00	96052
5-0-534.00	WATER KNOX PARK 11/18-12/19/20	VILLAGE OF LAKE ZURICH	WATER 006673-00 1111 E ROUTE 22 11/18	38.16	824
5-0-534.00	ELECTRICITY 1035656002 11/23-12	COMMONWEALTH EDISON	ELECTRICITY 1035656002 ES TELSER RD 1	20.31	829
5-0-534.00	ELECTRICITY 0429157040 11/23-12	COMMONWEALTH EDISON	ELECTRICITY 0429157040 1111 W RT 22 1	412.53	830
5-0-574.00	WATER 95 E MAIN ST 11/18-12/19/	VILLAGE OF LAKE ZURICH	WATER 002695-00 95 E MAIN ST 11/18-12	38.16	822
5-0-574.00	ELECTRICITY 1467506002 11/23-12	COMMONWEALTH EDISON	ELECTRICITY 1467506002 95 E MAIN ST 1	167.10	826
5-0-574.00	200L COOL WHITE FACETED M5 LED	HOME DEPOT CREDIT SERVIC	#2908 - DECEMBER STATEMENT	49.96	96004
5-0-574.00	PLC 40W 4' T12 UBEND FLOOR BW 3	HOME DEPOT CREDIT SERVIC	#2908 - DECEMBER STATEMENT	64.90	96004
5-0-574.00	200L COOL WHITE FACETED M5 LED	HOME DEPOT CREDIT SERVIC	#2908 - DECEMBER STATEMENT	33.27	96004
5-0-574.00	15FT EXT CORD(2)/PLC 32W 4' T1	HOME DEPOT CREDIT SERVIC	#2908 - DECEMBER STATEMENT	17.46	96004
5-0-574.00	GAS 11/14-12/13/2022	NICOR GAS	GAS 68-34-08-1000 8 95 E MAIN ST 11/1	367.40	834
5-0-574.00	FIRE/RADIO 2/1-4/30/2023-HISTOR	FSS TECHNOLOGIES LLC	FIRE/RADIO 2/1-4/30/2023-HISTORICAL	210.00	96052
5-0-600.00	2022 TENNIS-PICKLEBALL CONSTRUC	GEWALT HAMILTON ASSOCIAT	2022 TENNIS-PICKLEBALL CONSTRUCTION	764.50	96028
Total For Dept 0				3,749.09	

PAID  
 BOARD AUDIT

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 5 PARK MAINTENANCE FUND					
Fund 6 CEMETERY MAINTENANCE FUND					
6-0-513.00	UNEMPLOYMENT COMPENSATION		UNEMPLOYMENT COMPENSATION 12/31/2022	33.99	811
6-0-521.00	18X24 CUSTOM CEMETERY SIGN (2)	HI-VIZ INC.	18X24 CUSTOM CEMETERY SIGN (2)	100.00	96031
6-0-522.00	ADULT GRAVE OPENING-SONDAY	PROFESSIONAL CEMETERY SE	ADULT GRAVE OPENINGS-SONDAY/SCHNEIDER	850.00	96061
6-0-522.00	ADULT GRAVE OPENING-SCHNEIDER	PROFESSIONAL CEMETERY SE	ADULT GRAVE OPENINGS-SONDAY/SCHNEIDER	975.00	96061
6-0-568.00	REIMBURSE SALE OF 3 PLOTS	CHRISTINE MILLER	REIMBURSE SALE OF 3 PLOTS	3,000.00	95993
Total For Dept 0				4,958.99	
Total For Fund 6 CEMETERY MAINTENANCE FUND				4,958.99	
Fund 5 PARK MAINTENANCE FUND					
Total For Fund 5 PARK MAINTENANCE FUND				3,749.09	



PAID  
 BOARD AUDIT

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund Totals:					
			Fund 1 GENERAL TOWN FU	67,229.53	
			Fund 2 GENERAL ASSISTA	1,636.37	
			Fund 3 GENERAL ROAD FU	38,526.16	
			Fund 4 PERMANENT ROAD	40,528.64	
			Fund 5 PARK MAINTENANC	3,749.09	
			Fund 6 CEMETERY MAINTA	4,958.99	
			Total For All Funds:	<u>156,628.78</u>	

CASH SUMMARY BY ACCOUNT FOR ELA TOWNSHIP  
 FROM 01/01/2023 TO 01/31/2023  
 FUND: ALL FUNDS  
 INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 01/01/2023	Total Debits	Total Credits	Ending Balance 01/31/2023
<b>Fund 1 GENERAL TOWN FUND</b>					
100.00	INLAND-MM/DISB.#110192/110190	256,212.73	3,685.81	137,041.01	122,857.53
101.05	INLAND BK.#107986-MONEY MARKET	1,263,765.41	2,489.56	0.00	1,266,254.97
101.07	BARR.#930429-MONEY MARKET	622,038.39	2,006.49	0.00	624,044.88
103.09	BARR. 2.36% - 12 MO - 7/20/2023	200,000.00	1,961.02	0.00	201,961.02
103.10	BARR. 2.80% - 12 MO - 8/26/2023	500,000.00	4,628.58	0.00	504,628.58
104.09	CS/INTRAFFI 3.375% 1/4/2023	102,109.80	848.52	102,958.32	0.00
104.13	CS/INTRAFFI 4.32% 3/16/2023-13WK	454,932.44	0.00	0.00	454,932.44
104.14	CS/INTRAFFI 4.5% 4/6/2023-13WK	0.00	102,958.32	0.00	102,958.32
	<b>GENERAL TOWN FUND</b>	<b>3,399,058.77</b>	<b>118,578.30</b>	<b>239,999.33</b>	<b>3,277,637.74</b>
<b>Fund 2 GENERAL ASSISTANCE FUND</b>					
100.00	INLAND-MM/DISB.#110192/110190	12,284.80	0.00	3,384.26	8,900.54
101.05	INLAND BK.#107986-MONEY MARKET	115,182.15	195.90	0.00	115,378.05
	<b>GENERAL ASSISTANCE FUND</b>	<b>127,466.95</b>	<b>195.90</b>	<b>3,384.26</b>	<b>124,278.59</b>
<b>Fund 3 GENERAL ROAD FUND</b>					
100.00	INLAND-MM/DISB.#110192/110190	277,970.52	0.00	15,014.82	262,955.70
101.05	INLAND BK.#107986-MONEY MARKET	962,054.22	1,636.25	0.00	963,690.47
	<b>GENERAL ROAD FUND</b>	<b>1,240,024.74</b>	<b>1,636.25</b>	<b>15,014.82</b>	<b>1,226,646.17</b>
<b>Fund 4 PERMANENT ROAD FUND</b>					
100.00	INLAND-MM/DISB.#110192/110190	212,264.69	0.00	43,250.54	169,014.15
101.05	INLAND BK.#107986-MONEY MARKET	873,115.58	1,655.06	0.00	874,770.64
101.06	5/3 BANK-BOND ACCT #0773	83,142.71	0.00	0.00	83,142.71
104.11	INLAND BK-CDAR 2.12% 3/2/23-13WK	502,351.80	0.00	0.00	502,351.80
	<b>PERMANENT ROAD FUND</b>	<b>1,670,874.78</b>	<b>1,655.06</b>	<b>43,250.54</b>	<b>1,629,279.30</b>
<b>Fund 5 PARK MAINTENANCE FUND</b>					
100.00	INLAND-MM/DISB.#110192/110190	277,021.34	0.44	5,380.00	271,641.78
101.05	INLAND BK.#107986-MONEY MARKET	178,472.08	303.54	0.00	178,775.62
101.08	CORNERSTONE MM #3606332	128,871.70	0.00	0.00	128,871.70
	<b>PARK MAINTENANCE FUND</b>	<b>584,365.12</b>	<b>303.98</b>	<b>5,380.00</b>	<b>579,289.10</b>
<b>Fund 6 CEMETERY MAINTENANCE FUND</b>					
100.00	INLAND-MM/DISB.#110192/110190	34,656.32	0.00	3,242.25	31,414.07
101.05	INLAND BK.#107986-MONEY MARKET	193,441.52	329.01	0.00	193,770.53
	<b>CEMETERY MAINTENANCE FUND</b>	<b>228,097.84</b>	<b>329.01</b>	<b>3,242.25</b>	<b>225,184.60</b>
	<b>TOTAL - ALL FUNDS</b>	<b>7,249,888.20</b>	<b>122,698.50</b>	<b>310,271.20</b>	<b>7,062,315.50</b>

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 01/31/2023 INCREASE (DECREASE)	YTD BALANCE 01/31/2023 NORMAL (ABNORMAL)	2022-23 ORIGINAL BUDGET	AVAILABLE BALANCE NORMAL (ABNORMAL)
Fund 1 - GENERAL TOWN FUND					
Revenues					
Dept 0					
1-0-400.00	PROPERTY TAX	0.00	1,884,067.67	1,900,017.75	15,950.08
1-0-402.00	PERS PROP REPLACEMENT TAX	0.00	59,830.88	50,000.00	(9,830.88)
1-0-404.00	INTEREST INCOME	11,925.02	31,657.39	5,000.00	(26,657.39)
1-0-407.00	PROJ'D BEGINNING BALANCE	0.00	0.00	2,866,321.19	2,866,321.19
1-0-410.00	MISCELLANEOUS INCOME	0.00	72.50	2,000.00	1,927.50
1-0-410.01	COMMUNITY ROOM FEES	0.00	200.00	0.00	(200.00)
Total Dept 0		11,925.02	1,975,828.44	4,823,338.94	2,847,510.50
Dept 3 - SOCIAL SERVICES DIVISION					
1-3-410.00	MISCELLANEOUS INCOME	0.00	655.30	0.00	(655.30)
Total Dept 3 - SOCIAL SERVICES DIVISION		0.00	655.30	0.00	(655.30)
Dept 5 - COMMUNITY CENTER					
1-5-406.00	GRANTS	0.00	7,738.00	5,000.00	(2,738.00)
1-5-409.00	DONATIONS	0.00	2,000.00	1,500.00	(500.00)
1-5-410.00	MISCELLANEOUS INCOME	0.00	0.00	0.00	0.00
1-5-410.01	HOMEWORK CLUB RECOVERIES	1,542.00	20,087.00	26,640.00	6,553.00
1-5-410.02	TEEN CLUB RECOVERIES	0.00	0.00	9,000.00	9,000.00
1-5-410.03	SHOOTING STARS RECOVERIES	100.00	50,860.00	28,750.00	(22,110.00)
1-5-410.04	WINTER BREAK RECOVERIES	350.00	10,150.00	6,300.00	(3,850.00)
1-5-410.05	SPRING BREAK RECOVERIES	0.00	225.00	4,500.00	4,275.00
1-5-410.06	KIDS DAY OFF RECOVERIES	0.00	0.00	3,375.00	3,375.00
1-5-410.07	SAFE SITTER RECOVERIES	0.00	540.00	2,000.00	1,460.00
1-5-410.08	SAFE AT HOME RECOVERIES	0.00	325.00	800.00	475.00
1-5-411.01	SENIOR PROGRAM RECOVERIES	(2,045.00)	55,726.00	39,000.00	(16,726.00)
1-5-411.02	LONG DISTANCE TRIPS RECOVERIES	0.00	89,456.16	84,000.00	(5,456.16)
1-5-411.03	MEAL RECOVERIES	3,402.00	17,584.00	22,500.00	4,916.00
1-5-411.04	NON-RESIDENT FEES	210.00	639.00	500.00	(139.00)
Total Dept 5 - COMMUNITY CENTER		3,559.00	255,330.16	233,865.00	(21,465.16)
Dept 6 - ASSESSORS DIVISION					
1-6-410.00	MISCELLANEOUS INCOME	0.00	2,382.79	0.00	(2,382.79)
Total Dept 6 - ASSESSORS DIVISION		0.00	2,382.79	0.00	(2,382.79)
Dept 7 - TRANSPORTATION DIVISION					
1-7-410.00	MISCELLANEOUS INCOME	0.00	0.00	0.00	0.00
1-7-410.01	DIAL-A-RIDE RECOVERIES	0.00	4,488.58	7,000.00	2,511.42
1-7-410.02	SUBSCRIPTION RECOVERIES	0.00	3,878.00	5,000.00	1,122.00
1-7-410.03	S.W. LAKE RECOVERIES	0.00	7,182.00	9,000.00	1,818.00
Total Dept 7 - TRANSPORTATION DIVISION		0.00	15,548.58	21,000.00	5,451.42
TOTAL REVENUES		15,484.02	2,249,745.27	5,078,203.94	2,828,458.67
Expenditures					
Dept 1 - ADMINISTRATIVE DIVISION					
1-1-500.00	SALARIES	14,485.20	106,305.87	215,000.00	108,694.13
1-1-509.00	HEALTH BENEFITS	3,545.87	5,068.07	25,000.00	19,931.93
1-1-510.00	HRA	0.00	0.00	3,100.00	3,100.00
1-1-511.00	SOCIAL SECURITY TAX	1,088.96	8,093.46	17,000.00	8,906.54
1-1-512.00	IMRF	430.16	5,315.05	12,000.00	6,684.95
1-1-513.00	UNEMPLOYMENT COMPENSATION	234.44	1,596.90	2,000.00	403.10
1-1-518.00	TRANSFERS OUT	0.00	37,091.37	37,091.37	0.00
1-1-520.00	BUILDING MAINTENANCE	89.29	3,652.40	14,000.00	10,347.60
1-1-528.00	INSURANCE	0.00	28,609.00	33,000.00	4,391.00
1-1-532.00	TELEPHONE/INTERNET	603.34	5,670.95	7,500.00	1,829.05
1-1-534.00	UTILITIES	541.62	3,930.21	7,000.00	3,069.79
1-1-536.00	TRAVEL EXPENSE	0.00	362.07	2,000.00	1,637.93
1-1-537.00	EDUCATION	0.00	185.00	2,000.00	1,815.00
1-1-538.00	POSTAGE	0.00	9,509.24	11,000.00	1,490.76
1-1-540.00	PRINTING	28.25	7,878.16	12,000.00	4,121.84
1-1-544.00	PROFESSIONAL SERVICES	0.00	11,286.25	19,000.00	7,713.75
1-1-546.00	DUES/FEES	349.96	5,451.83	9,000.00	3,548.17
1-1-548.00	PUBLIC NOTICES	0.00	148.35	1,000.00	851.65
1-1-549.00	PERS.PROP.REPL.TAX-VILL.REFUND	0.00	8,720.60	20,000.00	11,279.40
1-1-555.00	GRANT FUNDING	0.00	36,000.00	36,000.00	0.00
1-1-558.00	OFFICE SUPPLIES	84.12	3,155.21	5,500.00	2,344.79

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 01/31/2023 INCREASE (DECREASE)	YTD BALANCE 01/31/2023 NORMAL (ABNORMAL)	2022-23 ORIGINAL BUDGET	AVAILABLE BALANCE NORMAL (ABNORMAL)
<b>Fund 1 - GENERAL TOWN FUND</b>					
<b>Expenditures</b>					
1-1-559.00	OFFICE EQUIPMENT	0.00	120.00	2,500.00	2,380.00
1-1-565.00	INFORMATION TECHNOLOGY	0.00	12,777.41	19,000.00	6,222.59
1-1-568.00	MISCELLANEOUS	34.30	1,314.59	5,000.00	3,685.41
1-1-572.00	COMMUNITY EVENTS	0.00	590.40	5,000.00	4,409.60
1-1-573.00	COMMUNITY SERVICE PROJECTS	0.00	2,167.30	3,500.00	1,332.70
1-1-585.00	TOWNHALL IMPROVEMENTS	0.00	0.00	15,000.00	15,000.00
1-1-600.00	CAPITAL IMPROVEMENTS	0.00	147,610.00	1,000,000.00	852,390.00
<b>Total Dept 1 - ADMINISTRATIVE DIVISION</b>		<b>21,515.51</b>	<b>452,609.69</b>	<b>1,540,191.37</b>	<b>1,087,581.68</b>
<b>Dept 2 - ELECTED OFFICIALS</b>					
1-2-501.00	SUPERVISOR	2,916.67	28,125.02	35,000.00	6,874.98
1-2-504.00	CLERK	1,250.00	12,500.00	15,000.00	2,500.00
1-2-505.00	TRUSTEES	1,666.68	16,666.80	20,000.00	3,333.20
1-2-506.00	TREASURER	83.33	833.30	1,000.00	166.70
1-2-511.00	SOCIAL SECURITY TAX	452.61	4,446.53	6,000.00	1,553.47
1-2-536.00	TRAVEL EXPENSE	0.00	50.18	3,000.00	2,949.82
1-2-537.00	EDUCATION	0.00	398.50	2,000.00	1,601.50
<b>Total Dept 2 - ELECTED OFFICIALS</b>		<b>6,369.29</b>	<b>63,020.33</b>	<b>82,000.00</b>	<b>18,979.67</b>
<b>Dept 3 - SOCIAL SERVICES DIVISION</b>					
1-3-500.00	SALARIES	13,164.43	149,877.58	215,000.00	65,122.42
1-3-509.00	HEALTH BENEFITS	6,167.87	28,417.05	44,000.00	15,582.95
1-3-510.00	HRA	520.00	820.08	4,750.00	3,929.92
1-3-511.00	SOCIAL SECURITY TAX	935.17	11,099.80	16,500.00	5,400.20
1-3-512.00	IMRF	355.18	6,905.28	11,500.00	4,594.72
1-3-513.00	UNEMPLOYMENT COMPENSATION	280.71	1,586.87	2,500.00	913.13
1-3-520.00	BUILDING MAINTENANCE	9.99	2,360.18	5,500.00	3,139.82
1-3-528.00	INSURANCE	0.00	0.00	600.00	600.00
1-3-532.00	TELEPHONE/INTERNET	535.60	3,497.49	4,800.00	1,302.51
1-3-534.00	UTILITIES	386.85	2,815.21	4,000.00	1,184.79
1-3-536.00	TRAVEL EXPENSE	0.00	667.74	2,000.00	1,332.26
1-3-537.00	EDUCATION	259.98	1,894.17	3,000.00	1,105.83
1-3-538.00	POSTAGE	0.00	3.94	100.00	96.06
1-3-540.00	PRINTING	74.75	74.75	300.00	225.25
1-3-546.00	DUES/FEES	105.00	1,325.03	1,600.00	274.97
1-3-558.00	OFFICE SUPPLIES	109.45	1,125.41	1,500.00	374.59
1-3-559.00	OFFICE EQUIPMENT	0.00	2,460.56	3,000.00	539.44
1-3-565.00	INFORMATION TECHNOLOGY	76.00	1,947.00	2,800.00	853.00
1-3-568.00	MISCELLANEOUS	15.98	312.96	1,000.00	687.04
<b>Total Dept 3 - SOCIAL SERVICES DIVISION</b>		<b>22,996.96</b>	<b>217,191.10</b>	<b>324,450.00</b>	<b>107,258.90</b>
<b>Dept 5 - COMMUNITY CENTER</b>					
1-5-500.00	SALARIES	31,026.93	332,319.65	442,000.00	109,680.35
1-5-509.00	HEALTH BENEFITS	1,819.35	18,073.51	26,000.00	7,926.49
1-5-510.00	HRA	305.26	232.88	3,000.00	2,767.12
1-5-511.00	SOCIAL SECURITY TAX	2,351.64	24,884.85	35,000.00	10,115.15
1-5-512.00	IMRF	713.09	13,077.53	18,500.00	5,422.47
1-5-513.00	UNEMPLOYMENT COMPENSATION	516.76	3,713.09	5,000.00	1,286.91
1-5-520.00	BUILDING MAINTENANCE	398.52	21,883.58	37,000.00	15,116.42
1-5-524.00	NUTRITION	1,771.27	15,507.52	25,000.00	9,492.48
1-5-525.00	LUNCH & LEARN PRESENTATIONS	0.00	2,250.00	7,500.00	5,250.00
1-5-532.00	TELEPHONE/INTERNET	678.31	6,180.08	7,500.00	1,319.92
1-5-534.00	UTILITIES	1,839.02	9,826.72	14,000.00	4,173.28
1-5-536.00	TRAVEL EXPENSE	0.00	291.90	1,000.00	708.10
1-5-537.00	EDUCATION	276.00	1,346.74	5,000.00	3,653.26
1-5-538.00	POSTAGE	0.00	5,146.33	9,750.00	4,603.67
1-5-540.00	PRINTING	0.00	11,133.78	16,000.00	4,866.22
1-5-546.00	DUES/FEES	231.66	3,622.18	4,000.00	377.82
1-5-547.00	PROGRAMS	2,012.10	46,503.57	60,000.00	13,496.43
1-5-550.00	LONG DISTANCE TRIPS	0.00	50,516.11	53,000.00	2,483.89
1-5-551.00	PROGRAM SUPPLIES	230.85	9,313.88	6,800.00	(2,513.88)
1-5-553.00	SPECIAL EVENTS	2,290.20	3,052.85	3,000.00	(52.85)
1-5-558.00	OFFICE SUPPLIES	0.00	1,051.29	2,000.00	948.71
1-5-559.00	OFFICE EQUIPMENT	0.00	797.20	4,700.00	3,902.80
1-5-561.00	FUEL/OIL	0.00	32.33	1,000.00	967.67
1-5-563.00	BUILDING EQUIPMENT	400.68	7,949.57	10,000.00	2,050.43
1-5-565.00	INFORMATION TECHNOLOGY	0.00	1,353.44	4,000.00	2,646.56
1-5-568.00	MISCELLANEOUS	0.00	899.29	2,000.00	1,100.71
1-5-585.00	GRANT PROJECTS	0.00	439.08	5,000.00	4,560.92
1-5-597.00	DONATION PROJECTS	291.59	291.59	1,500.00	1,208.41

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 01/31/2023 INCREASE (DECREASE)	YTD BALANCE 01/31/2023 NORMAL (ABNORMAL)	2022-23 ORIGINAL BUDGET	AVAILABLE BALANCE NORMAL (ABNORMAL)
Fund 1 - GENERAL TOWN FUND					
Expenditures					
Total Dept 5 - COMMUNITY CENTER		47,153.23	591,690.54	809,250.00	217,559.46
Dept 6 - ASSESSORS DIVISION					
1-6-500.00	SALARIES	25,075.07	290,514.04	410,000.00	119,485.96
1-6-509.00	HEALTH BENEFITS	2,006.79	31,376.39	58,000.00	26,623.61
1-6-510.00	HRA	305.00	513.42	9,000.00	8,486.58
1-6-511.00	SOCIAL SECURITY TAX	1,897.99	21,802.23	33,000.00	11,197.77
1-6-512.00	IMRF	530.82	11,053.48	17,000.00	5,946.52
1-6-513.00	UNEMPLOYMENT COMPENSATION	289.66	2,774.67	3,500.00	725.33
1-6-520.00	BUILDING MAINTENANCE	0.00	3,883.28	7,000.00	3,116.72
1-6-532.00	TELEPHONE/INTERNET	478.62	5,154.49	6,000.00	845.51
1-6-534.00	UTILITIES	619.00	4,483.69	7,000.00	2,516.31
1-6-536.00	TRAVEL EXPENSE	0.00	2,231.72	3,500.00	1,268.28
1-6-537.00	EDUCATION	0.00	3,400.54	6,500.00	3,099.46
1-6-538.00	POSTAGE	0.00	2.65	100.00	97.35
1-6-540.00	PRINTING	0.00	788.40	2,500.00	1,711.60
1-6-544.00	PROFESSIONAL SERVICES	0.00	1,024.25	5,000.00	3,975.75
1-6-546.00	DUES/FEES	407.53	5,730.85	8,000.00	2,269.15
1-6-558.00	OFFICE SUPPLIES	58.09	2,370.08	2,500.00	129.92
1-6-559.00	OFFICE EQUIPMENT	0.00	1,945.52	3,000.00	1,054.48
1-6-561.00	FUEL/OIL	0.00	2,276.24	5,000.00	2,723.76
1-6-565.00	INFORMATION TECHNOLOGY	0.00	17,506.90	20,000.00	2,493.10
1-6-568.00	MISCELLANEOUS	0.00	26.11	500.00	473.89
1-6-569.00	VEHICLE MAINTENANCE	0.00	2,567.06	2,000.00	(567.06)
Total Dept 6 - ASSESSORS DIVISION		31,668.57	411,426.01	609,100.00	197,673.99
Dept 7 - TRANSPORTATION DIVISION					
1-7-500.00	SALARIES	5,735.17	70,940.58	110,000.00	39,059.42
1-7-509.00	HEALTH BENEFITS	623.26	6,196.38	9,000.00	2,803.62
1-7-510.00	HRA	90.00	90.00	1,650.00	1,560.00
1-7-511.00	SOCIAL SECURITY TAX	431.67	5,348.41	9,500.00	4,151.59
1-7-512.00	IMRF	146.27	2,753.42	7,000.00	4,246.58
1-7-513.00	UNEMPLOYMENT COMPENSATION	0.00	850.83	1,400.00	549.17
1-7-515.00	UNIFORMS/TESTING	0.00	206.00	600.00	394.00
1-7-528.00	INSURANCE	0.00	2,040.00	4,000.00	1,960.00
1-7-532.00	TELEPHONE	102.65	1,373.49	2,000.00	626.51
1-7-544.00	PROFESSIONAL SERVICES	0.00	108.00	1,000.00	892.00
1-7-558.00	OFFICE SUPPLIES	0.00	184.43	500.00	315.57
1-7-561.00	FUEL/OIL	0.00	16,275.40	26,000.00	9,724.60
1-7-569.00	VEHICLE MAINTENANCE	72.47	(3,875.89)	10,000.00	13,875.89
Total Dept 7 - TRANSPORTATION DIVISION		7,201.49	102,491.05	182,650.00	80,158.95
TOTAL EXPENDITURES		136,905.05	1,838,428.72	3,547,641.37	1,709,212.65
Fund 1 - GENERAL TOWN FUND:					
TOTAL REVENUES		15,484.02	2,249,745.27	5,078,203.94	2,828,458.67
TOTAL EXPENDITURES		136,905.05	1,838,428.72	3,547,641.37	1,709,212.65
NET OF REVENUES & EXPENDITURES		(121,421.03)	411,316.55	1,530,562.57	1,119,246.02

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 01/31/2023 INCREASE (DECREASE)	YTD BALANCE 01/31/2023 NORMAL (ABNORMAL)	2022-23 ORIGINAL BUDGET	AVAILABLE BALANCE NORMAL (ABNORMAL)
Fund 2 - GENERAL ASSISTANCE FUND					
Revenues					
Dept 0					
2-0-400.00	PROPERTY TAX	0.00	19,842.75	20,002.06	159.31
2-0-404.00	INTEREST INCOME	195.46	684.80	500.00	(184.80)
2-0-407.00	PROJ'D BEGINNING BALANCE	0.00	0.00	121,376.42	121,376.42
Total Dept 0		195.46	20,527.55	141,878.48	121,350.93
TOTAL REVENUES		195.46	20,527.55	141,878.48	121,350.93
Expenditures					
Dept 0					
2-0-500.00	SALARIES	1,606.19	9,168.55	29,000.00	19,831.45
2-0-511.00	SOCIAL SECURITY TAX	93.57	661.83	2,400.00	1,738.17
2-0-512.00	IMRF	47.69	450.00	1,700.00	1,250.00
2-0-513.00	UNEMPLOYMENT COMPENSATION	141.37	163.62	200.00	36.38
2-0-537.00	EDUCATION	0.00	0.00	500.00	500.00
2-0-565.00	INFORMATION TECHNOLOGY	0.00	1,125.00	2,000.00	875.00
2-0-701.00	EMERGENCY ASSISTANCE	1,495.00	6,056.38	50,000.00	43,943.62
2-0-702.00	GENERAL ASSISTANCE	0.00	0.00	20,000.00	20,000.00
Total Dept 0		3,383.82	17,625.38	105,800.00	88,174.62
TOTAL EXPENDITURES		3,383.82	17,625.38	105,800.00	88,174.62
Fund 2 - GENERAL ASSISTANCE FUND:					
TOTAL REVENUES		195.46	20,527.55	141,878.48	121,350.93
TOTAL EXPENDITURES		3,383.82	17,625.38	105,800.00	88,174.62
NET OF REVENUES & EXPENDITURES		(3,188.36)	2,902.17	36,078.48	33,176.31

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 01/31/2023 INCREASE (DECREASE)	YTD BALANCE 01/31/2023 NORMAL (ABNORMAL)	2022-23 ORIGINAL BUDGET	AVAILABLE BALANCE NORMAL (ABNORMAL)
Fund 3 - GENERAL ROAD FUND					
Revenues					
Dept 0					
3-0-400.00	PROPERTY TAX	0.00	216,172.00	250,038.37	33,866.37
3-0-402.00	PERS PROP REPLACEMENT TAX	0.00	6,609.03	0.00	(6,609.03)
3-0-404.00	INTEREST INCOME	1,626.32	6,443.38	1,000.00	(5,443.38)
3-0-407.00	PROJ'D BEGINNING BALANCE	0.00	0.00	1,475,562.24	1,475,562.24
3-0-410.00	MISCELLANEOUS INCOME	0.00	2,417.35	5,000.00	2,582.65
3-0-410.01	HWY.ENT.INCOME/BUS REPAIRS	0.00	155.76	0.00	(155.76)
3-0-410.02	HWY.ENT.INCOME/VILL.DEER PARK	0.00	86,935.65	170,000.00	83,064.35
3-0-410.03	HWY.ENT.INCOME/VILL.LONG GROVE	0.00	63,700.45	40,000.00	(23,700.45)
3-0-410.04	HWY.ENT.INCOME/VILL. NORTH BARRINGTON	0.00	52,790.19	15,000.00	(37,790.19)
3-0-410.05	HWY.ENT.INCOME/VILL.KILDEER	0.00	47,429.25	40,000.00	(7,429.25)
3-0-418.00	TRANSFERS IN	0.00	0.00	0.00	0.00
Total Dept 0		1,626.32	482,653.06	1,996,600.61	1,513,947.55
TOTAL REVENUES		1,626.32	482,653.06	1,996,600.61	1,513,947.55
Expenditures					
Dept 1 - ADMINISTRATIVE DIVISION					
3-1-500.00	SALARIES	8,837.29	99,552.84	125,000.00	25,447.16
3-1-509.00	HEALTH BENEFITS	3,036.13	30,184.58	44,000.00	13,815.42
3-1-510.00	HRA	430.06	430.06	5,000.00	4,569.94
3-1-511.00	SOCIAL SECURITY TAX	632.76	7,136.02	10,000.00	2,863.98
3-1-512.00	IMRF	262.46	5,088.61	7,500.00	2,411.39
3-1-513.00	UNEMPLOYMENT COMPENSATION	0.00	654.48	750.00	95.52
3-1-528.00	INSURANCE	0.00	26,207.00	29,000.00	2,793.00
3-1-532.00	TELEPHONE/INTERNET	77.48	4,290.47	6,000.00	1,709.53
3-1-536.00	TRAVEL EXPENSE	0.00	0.00	4,000.00	4,000.00
3-1-537.00	EDUCATION	0.00	882.79	3,000.00	2,117.21
3-1-540.00	PRINTING	0.00	0.00	500.00	500.00
3-1-544.00	PROFESSIONAL SERVICES	0.00	0.00	1,000.00	1,000.00
3-1-546.00	DUES/FEES	0.00	781.00	1,000.00	219.00
3-1-548.00	PUBLIC NOTICES	0.00	0.00	500.00	500.00
3-1-558.00	OFFICE SUPPLIES	162.38	1,445.60	2,500.00	1,054.40
3-1-559.00	OFFICE EQUIPMENT	0.00	1,239.99	3,500.00	2,260.01
3-1-565.00	INFORMATION TECHNOLOGY	0.00	3,840.75	6,000.00	2,159.25
Total Dept 1 - ADMINISTRATIVE DIVISION		13,438.56	181,734.19	249,250.00	67,515.81
Dept 4 - MAINTENANCE DIVISION					
3-4-520.00	BUILDING MAINTENANCE	10.18	7,571.73	170,000.00	162,428.27
3-4-533.00	ENGINEERING SERVICES	0.00	83.50	3,000.00	2,916.50
3-4-534.00	UTILITIES	1,179.51	6,497.57	8,500.00	2,002.43
3-4-535.00	RENTALS	0.00	100.80	2,000.00	1,899.20
3-4-562.00	OPERATING SUPPLIES	118.14	1,277.31	4,000.00	2,722.69
3-4-563.00	VEHICLE/HEAVY EQUIPMENT	0.00	41,685.80	255,000.00	213,314.20
3-4-564.00	SMALL TOOLS	0.00	1,876.70	4,000.00	2,123.30
3-4-567.00	EQUIPMENT MAINTENANCE	0.00	10,576.22	30,000.00	19,423.78
3-4-569.00	VEHICLE MAINTENANCE	46.45	25,265.32	45,000.00	19,734.68
3-4-575.00	GARBAGE SERVICE	118.58	118.58	500.00	381.42
3-4-577.00	VILLAGE MATERIALS	93.47	27,171.49	40,000.00	12,828.51
3-4-580.00	PAVING	0.00	427,609.92	500,000.00	72,390.08
3-4-599.00	CONTINGENCIES	0.00	0.00	10,000.00	10,000.00
3-4-600.00	CAPITAL IMPROVEMENTS	0.00	0.00	700,000.00	700,000.00
Total Dept 4 - MAINTENANCE DIVISION		1,566.33	549,834.94	1,772,000.00	1,222,165.06
TOTAL EXPENDITURES		15,004.89	731,569.13	2,021,250.00	1,289,680.87
Fund 3 - GENERAL ROAD FUND:					
TOTAL REVENUES		1,626.32	482,653.06	1,996,600.61	1,513,947.55
TOTAL EXPENDITURES		15,004.89	731,569.13	2,021,250.00	1,289,680.87
NET OF REVENUES & EXPENDITURES		(13,378.57)	(248,916.07)	(24,649.39)	224,266.68

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 01/31/2023	2022-23 ORIGINAL BUDGET	AVAILABLE BALANCE NORMAL (ABNORMAL)
		MONTH 01/31/2023	INCREASE (DECREASE)			
Fund 4 - PERMANENT ROAD FUND						
Revenues						
Dept 0						
4-0-400.00	PROPERTY TAX	0.00	1,080,821.52	1,090,023.26		9,201.74
4-0-404.00	INTEREST INCOME	1,647.48	8,444.70	2,000.00		(6,444.70)
4-0-407.00	PROJ'D BEGINNING BALANCE	0.00	0.00	1,043,046.46		1,043,046.46
4-0-410.00	MISCELLANEOUS INCOME	0.00	0.00	50,000.00		50,000.00
4-0-410.01	MFT FUND	0.00	45,202.99	45,000.00		(202.99)
4-0-410.02	ROAD BONDS	0.00	1,400.00	500.00		(900.00)
Total Dept 0		1,647.48	1,135,869.21	2,230,569.72		1,094,700.51
TOTAL REVENUES		1,647.48	1,135,869.21	2,230,569.72		1,094,700.51
Expenditures						
Dept 0						
4-0-500.00	SALARIES	31,297.77	339,613.56	470,000.00		130,386.44
4-0-509.00	HEALTH BENEFITS	6,614.13	52,934.69	95,000.00		42,065.31
4-0-510.00	HRA	700.04	871.01	6,500.00		5,628.99
4-0-511.00	SOCIAL SECURITY TAX	2,313.29	25,239.03	36,000.00		10,760.97
4-0-512.00	IMRF	929.55	17,315.83	26,000.00		8,684.17
4-0-513.00	UNEMPLOYMENT COMPENSATION	280.66	3,628.12	4,500.00		871.88
4-0-515.00	UNIFORMS/TESTING	0.00	7,166.17	14,000.00		6,833.83
4-0-535.00	RENTALS	0.00	0.00	1,000.00		1,000.00
4-0-561.00	FUEL/OIL	0.00	20,417.45	50,000.00		29,582.55
4-0-562.00	OPERATING SUPPLIES	248.72	6,140.09	8,500.00		2,359.91
4-0-563.00	VEHICLE/HEAVY EQUIPMENT	0.00	0.00	10,000.00		10,000.00
4-0-570.00	ROAD SIGNS/JULIE	0.00	3,586.00	3,500.00		(86.00)
4-0-575.00	GARBAGE SERVICE	0.00	0.00	500.00		500.00
4-0-580.00	PAVING	0.00	6,572.16	20,000.00		13,427.84
4-0-582.00	STORM WATER	0.00	48,566.18	270,000.00		221,433.82
4-0-584.00	STREET LIGHTS	858.80	8,529.21	15,000.00		6,470.79
4-0-586.00	ROAD SALT AND LIQUID DE-ICER	0.00	24,456.87	75,000.00		50,543.13
4-0-587.00	ROAD SUPPLIES & TREE REMOVAL	0.00	16,450.00	15,000.00		(1,450.00)
4-0-599.00	CONTINGENCIES	0.00	0.00	10,000.00		10,000.00
4-0-600.00	CAPITAL IMPROVEMENTS	0.00	0.00	350,000.00		350,000.00
Total Dept 0		43,242.96	581,486.37	1,480,500.00		899,013.63
TOTAL EXPENDITURES		43,242.96	581,486.37	1,480,500.00		899,013.63
Fund 4 - PERMANENT ROAD FUND:						
TOTAL REVENUES		1,647.48	1,135,869.21	2,230,569.72		1,094,700.51
TOTAL EXPENDITURES		43,242.96	581,486.37	1,480,500.00		899,013.63
NET OF REVENUES & EXPENDITURES		(41,595.48)	554,382.84	750,069.72		195,686.88



GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 01/31/2023 INCREASE (DECREASE)	YTD BALANCE 01/31/2023 NORMAL (ABNORMAL)	2022-23 ORIGINAL BUDGET	AVAILABLE BALANCE NORMAL (ABNORMAL)
Fund 5 - PARK MAINTENANCE FUND					
Revenues					
Dept 0					
5-0-400.00	PROPERTY TAX	0.44	513,034.48	500,000.67	(13,033.81)
5-0-404.00	INTEREST INCOME	293.65	1,317.88	500.00	(817.88)
5-0-407.00	PROJ'D BEGINNING BALANCE	0.00	0.00	298,174.00	298,174.00
5-0-410.00	MISCELLANEOUS INCOME	0.00	13,586.00	37,644.40	24,058.40
5-0-410.01	KNIGGE PARK - STUDENT PARKING LOT REV	0.00	16,200.00	15,000.00	(1,200.00)
5-0-410.02	YOUTH SPORTS - PARK REV	0.00	2,935.00	4,500.00	1,565.00
5-0-418.00	TRANSFERS IN	0.00	37,091.37	37,091.37	0.00
Total Dept 0		294.09	584,164.73	892,910.44	308,745.71
TOTAL REVENUES		294.09	584,164.73	892,910.44	308,745.71
Expenditures					
Dept 0					
5-0-500.00	SALARIES	3,234.00	67,154.00	85,000.00	17,846.00
5-0-509.00	HEALTH BENEFITS	590.09	5,977.42	9,000.00	3,022.58
5-0-510.00	HRA	0.02	0.02	1,650.00	1,649.98
5-0-511.00	SOCIAL SECURITY TAX	240.70	5,032.04	7,000.00	1,967.96
5-0-512.00	IMRF	96.05	1,880.45	5,000.00	3,119.55
5-0-513.00	UNEMPLOYMENT COMPENSATION	0.00	327.24	1,700.00	1,372.76
5-0-520.00	BUILDING MAINTENANCE	0.00	4,702.15	10,000.00	5,297.85
5-0-521.00	PARK MAINTENANCE	0.00	39,770.28	32,000.00	(7,770.28)
5-0-534.00	UTILITIES	471.00	3,102.24	6,000.00	2,897.76
5-0-544.00	PROFESSIONAL SERVICES	0.00	0.00	3,000.00	3,000.00
5-0-555.00	SCHOLARSHIPS/KNIGGE PARKING MAINTENANCE	0.00	15,023.64	15,000.00	(23.64)
5-0-561.00	FUEL/OIL	0.00	6,676.81	6,000.00	(676.81)
5-0-562.00	LANDSCAPING SUPPLIES	0.00	7,075.25	25,000.00	17,924.75
5-0-563.00	PARK EQUIPMENT	0.00	15,872.32	26,500.00	10,627.68
5-0-564.00	SMALL TOOLS	0.00	2,375.40	2,000.00	(375.40)
5-0-568.00	MISCELLANEOUS	0.00	96.56	1,000.00	903.44
5-0-574.00	ELA HISTORIC-PROJECTS/MAINT	738.25	5,805.57	20,000.00	14,194.43
5-0-596.00	MOSQUITO ABATEMENT PLAN	0.00	33,775.00	35,000.00	1,225.00
5-0-600.00	CAPITAL IMPROVEMENTS	0.00	88,403.24	475,000.00	386,596.76
Total Dept 0		5,370.11	303,049.63	765,850.00	462,800.37
TOTAL EXPENDITURES		5,370.11	303,049.63	765,850.00	462,800.37
Fund 5 - PARK MAINTENANCE FUND:					
TOTAL REVENUES		294.09	584,164.73	892,910.44	308,745.71
TOTAL EXPENDITURES		5,370.11	303,049.63	765,850.00	462,800.37
NET OF REVENUES & EXPENDITURES		(5,076.02)	281,115.10	127,060.44	(154,054.66)

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 01/31/2023 INCREASE (DECREASE)	YTD BALANCE 01/31/2023 NORMAL (ABNORMAL)	2022-23 ORIGINAL BUDGET	AVAILABLE BALANCE NORMAL (ABNORMAL)
Fund 6 - CEMETERY MAINTENANCE FUND					
Revenues					
Dept 0					
6-0-400.00	PROPERTY TAX	0.00	13.15	0.00	(13.15)
6-0-404.00	INTEREST INCOME	327.77	1,149.37	500.00	(649.37)
6-0-407.00	PROJ'D BEGINNING BALANCE	0.00	0.00	198,290.37	198,290.37
6-0-409.00	DONATIONS	0.00	0.00	0.00	0.00
6-0-410.00	MISCELLANEOUS INCOME	0.00	0.00	0.00	0.00
6-0-410.01	FAIRFIELD CEMETERY REVENUE	0.00	1,000.00	2,000.00	1,000.00
6-0-410.02	LAKE ZURICH CEMETERY REVENUE	0.00	41,100.00	10,000.00	(31,100.00)
Total Dept 0		327.77	43,262.52	210,790.37	167,527.85
TOTAL REVENUES		327.77	43,262.52	210,790.37	167,527.85
Expenditures					
Dept 0					
6-0-500.00	SALARIES	192.31	4,038.51	5,000.00	961.49
6-0-508.00	CEMETERY BOARD	0.00	0.00	1,500.00	1,500.00
6-0-511.00	SOCIAL SECURITY TAX	14.71	308.94	400.00	91.06
6-0-513.00	UNEMPLOYMENT COMPENSATION	33.99	126.24	350.00	223.76
6-0-521.00	CEMETERY MAINTENANCE	0.00	1,164.50	15,000.00	13,835.50
6-0-522.00	BURIAL EXPENSES	0.00	3,400.00	8,000.00	4,600.00
6-0-523.00	CREM SCATTER GARDEN	0.00	4,002.10	2,500.00	(1,502.10)
6-0-532.00	TELEPHONE/INTERNET	0.00	220.00	500.00	280.00
6-0-536.00	TRAVEL EXPENSE	0.00	0.00	200.00	200.00
6-0-537.00	EDUCATION	0.00	0.00	200.00	200.00
6-0-544.00	PROFESSIONAL SERVICES	0.00	0.00	2,000.00	2,000.00
6-0-564.00	SMALL TOOLS	0.00	0.00	2,000.00	2,000.00
6-0-565.00	INFORMATION TECHNOLOGY	0.00	108.00	150.00	42.00
6-0-568.00	MISCELLANEOUS	3,000.00	3,000.00	3,000.00	0.00
6-0-600.00	CAPITAL IMPROVEMENTS	0.00	0.00	100,000.00	100,000.00
Total Dept 0		3,241.01	16,368.29	140,800.00	124,431.71
TOTAL EXPENDITURES		3,241.01	16,368.29	140,800.00	124,431.71
Fund 6 - CEMETERY MAINTENANCE FUND:					
TOTAL REVENUES		327.77	43,262.52	210,790.37	167,527.85
TOTAL EXPENDITURES		3,241.01	16,368.29	140,800.00	124,431.71
NET OF REVENUES & EXPENDITURES		(2,913.24)	26,894.23	69,990.37	43,096.14
TOTAL REVENUES - ALL FUNDS					
TOTAL REVENUES - ALL FUNDS		19,575.14	4,516,222.34	10,550,953.56	6,034,731.22
TOTAL EXPENDITURES - ALL FUNDS		207,147.84	3,488,527.52	8,061,841.37	4,573,313.85
NET OF REVENUES & EXPENDITURES		(187,572.70)	1,027,694.82	2,489,112.19	1,461,417.37

**Payroll Check Register Report For Ela Township**  
For Check Dates 12/31/2022 to 02/06/2023

Name	Check Net
AXA EQUITABLE-EQUI VEST	421.94
EFTPS	32,953.71
ILL DEPT OF REVENUE	6,025.80
ILLINOIS MUNICIPAL	10,548.76
WISCONSIN DEPT OF REVENUE	436.93
EMPLOYEE PAYROLL	106,587.45
Total Payroll	156,974.59





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Date: February 3, 2023

To: Township Supervisor and Board of Trustees

From: Penelope Herr- Township Assessor

Subject: **Board Report –January 2023**

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We have purchased two power surge/battery backups for the office. Over the weekend the one that was giving us a problem last week went down, so it was good that the new ones were delivered for Monday morning installation.

We hired Jessica Parman for the full-time data collection- field inspector position. She will be learning the fieldwork process- processing permits, etc. We are excited to have filled the position and look forward to working with Jessica.

As of February 1, 2023, there are 950 open permits in Ela Township. Of the 950 open permits, 101 are for new single family homes and 16 are for new commercial/industrial improvements.



Date: January 9, 2023  
 To: Township Supervisor and Board of Trustees  
 From: Jessica P. Case, Bus Liaison  
 Subject: **Board Report – December 2022**

<b><u>BUS SERVICE</u></b>	<b>Jul-22</b>	<b>Aug-22</b>	<b>Sep-22</b>	<b>Oct-22</b>	<b>Nov-22</b>	<b>Dec-22</b>
Ridership (One Way) - Ela	235	307	319	266	228	254
Ridership (One Way) - Wauconda	46	56	48	36	42	32
Total Number of Rides	281	363	367	302	270	286
Revenue Miles - Ela	1300	1757	1637	1431	1074	1250
Revenue Miles - LC	524	618	484	493	474	390
Total Miles	1824	2375	2121	1924	1548	1640
Revenue Hours - Ela	165	191.75	178	154.5	108.25	135
Revenue Hours - LC	26	31.25	24.75	25	25.25	21
Total Hours	191	223	202.75	179.5	133.5	156
Days in Service - Ela	20	23	21	21	18	19
Days in Service - LC	12	14	12	13	11	9
Fuel Usage (gallons)	661.8	557.9	487.9	556.1	362.2	442.3
Lift Usage	54	87	96	102	63	75



**Date:** February 6, 2023  
**To:** Township Supervisor and Board of Trustees  
**From:** Jessica P. Case, Bus Liaison  
**Subject:** **Board Report – January 2023**

<b><u>BUS SERVICE</u></b>	<b>Jan-23</b>	<b>Feb-23</b>	<b>Mar-23</b>	<b>Apr-23</b>	<b>May-23</b>	<b>Jun-23</b>
Ridership (One Way) - Ela	246					
Ridership (One Way) - Wauconda	40					
Total Number of Rides	286					
Revenue Miles - Ela	1130					
Revenue Miles - LC	480					
Total Miles	1610					
Revenue Hours - Ela	126.75					
Revenue Hours - LC	26.5					
Total Hours	153.25					
Days in Service - Ela	19					
Days in Service - LC	11					
Fuel Usage (gallons)	480.8					
Lift Usage	83					



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Date: January 30, 2023

To: Township Supervisor and Board of Trustees

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

**Subject: Board Reports – January 2023**

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**Clients and Groups:**

Health & Wellness received 17 referrals in January. Of the 15 referrals, 4 requested therapy services, 8 were seeking consultations, and 5 inquired into GA/EA. We are seeing an increase in consultations from adult children seeking help for their aging parents. We are contacting nursing homes, assisted living facilities, and rehabilitation centers to advertise for our Care Giver Support Group. As of now, individuals are interested but hesitant to confirm participate. Health & Wellness has been helping those we can and referring out for those individuals that need specialty care.

The Lending Closet helped 38 families with medical equipment. With the help of community members and partners, our Lending Closet remains fully stocked and we have limited our donations at this time. We welcome donations of smaller shower chairs, bed rails, and ramps due to their high demand.

Charity Knit has resumed in-person groups and will continue with a hybrid model. In January, Charity Knit has donated 61 items to local organizations. They received many donations in December and are eager to start creating. Health & Wellness is accepting donations of yarn and fabric on behalf of Charity Knit.

**Personnel:**

Melanie Lima will be returning from parental leave in February.

**Community Events:**

Health & Wellness wants to thank Lauren Vondrasek from Walgreens for their generous donation of shower chairs, rollators, and a bedrail. The Director along with Hawthorn Woods' Director of Public Safety hopes to finalize the IGA with the Village of Hawthorn Woods during their February board meeting. American Heart Association along with the LZFD is hosting a free hands-only CPR training on Saturday, February 4<sup>th</sup>. Mike Rossini, HWPD, is teaching a Women's Self Defense Series at LZ Family Martial Arts start in April 2023. The Director attended meetings with Lake Zurich Police Department, Kildeer Police Department, AITCOY, Ela Coalition, and Inter-agency Collaboration Meeting with surrounding first responders and school personnel.

**Goals:**

Health & Wellness continues to form relationships with Ela Township organizations and will continue to identify additional support services for our residents. Health & Wellness continues to offer telehealth sessions, virtual meetings, and in-person sessions.



Date: 2/1/2023  
To: Township Supervisor and Board of Trustees  
From: Mike DePouw, Highway Superintendent  
Subject: **Board Report – February 2023**

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**Highway Department Update:**

- On January 3<sup>rd</sup> Sherman Mechanical delivered and installed our two new furnaces in the mechanic's garage and they are working great.
- Our department along with Fremont Township Highway Department have been demoing combination vactor/jetter trailers. We have seen models from Ditch Witch, Vermeer and Ring O Matic (three different manufacturers). The models that we have seen from each company were without the jetter option and we are currently waiting for each company to come back and demo their vactor's with the jetter option.
- Geoff, Ted and I have completed all of the Highway Department evaluations. After each evaluation session the employee was given a chance to voice their opinion on what the Township could do better for them.
- We have finally received a delivery date of February 17<sup>th</sup> for our new bucket truck that we have been patiently waiting for.

**Income from the Villages:**

- Total income for January from Village Contracts \$50,685.79
- Village of Deer Park – 17 tickets preformed
  - Labor charges \$40,766.39
  - Material charges \$183.00
  - Equipment charges \$414.00
  - Totaling \$41,363.39
- Village of Kildeer – 10 work tickets preformed
  - Labor charges \$1,682.00
  - Material charges \$916.87
  - Equipment charges \$897.00
  - Totaling \$3,495.87
- Village of Long Grove – 11 work tickets preformed
  - Labor charges \$2,03.00
  - Material charges \$691.00
  - Equipment charges \$782.00
  - Totaling \$3,503.00
- Village of Long Grove Park District – 0 work ticket preformed
  - Labor charges \$0
  - Material charges \$0
  - Equipment charges \$0
  - Totaling \$0

- Village of North Barrington – 7 work ticket preformed
  - Labor charges \$1,392.00
  - Material charges \$333.53
  - Equipment charges \$598.00
  - Totaling \$2,323.53

**Labor hours performed throughout Ela Township – 132.25 work hours preformed**

- Assessor – 0 work ticket equaling 0 hours
- Buses – 1 work tickets equaling 1 hours
- Cemetery – 1 work tickets equaling 2 hours
- Community Center – 4 work tickets equaling 5.75 hours
- Health & Wellness – 1 work ticket equaling 2 hours
- Highway Department (unincorporated) – 13 work tickets equaling 96.5 hours
- Historical – 2 work tickets equaling 1.75 hours
- Parks – 3 work tickets equaling 9 hours
- Town Hall – 7 work tickets equaling 14.25 hours



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Date: February 2, 2023  
To: Township Supervisor and Board of Trustees  
From: Jim Dalbec, Assistant Community Programs Director  
Subject: **Board Report – January 2023**

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**Programming:**

Programming in January was an absolute explosion. The registration forms we took in for Fitness, Programs, and Trips was at least double what we have taken in any month over the last year. We have had 50+ participants for our Monday, Wednesday, Friday Morning Movers Class and needed to order more Exercise Balls to accommodate the crowd. One morning we even had to grab chairs from another room because there were so many participants. We also featured on online Virtual Wine Tasting, Day Trip to Milwaukee, 2 Lunch and Learns, and a new program we started called, "Eating Around the World."

We brought in over \$10,000 in program revenue for the month, which is double what December 2022 brought in. We are seeing an increase in our Fitness numbers as well as our Cuisine Clubs as well. Last year we produced our January, February, March newsletters in-house and mailed each month separately. Being 1 year removed from that, we have really come a long way.

**Meals:**

For lunches we brought in around \$1700 in revenue for the month. We're trying to make things easier on ourselves and not offer lunch after 3-day weekends or the same day as an evening event. Since we have limited kitchen and refrigerator space, we're trying to be realistic with what we're able to accomplish with all of the moving parts.

**Upcoming Events/Programming:**

We continue increasing our programming and have added some new Fitness Classes that have been extremely popular. There have been lots of new faces in our building and lots of "New Years Resolutioners" participating in the Fitness as well. Time will tell if they continue or give up. We have our Annual Wine Pairing Dinner coming up in February, which is typically our most labor intensive and most dressed up event of the year. If anyone is interested in helping, we would gladly accept serving with our 5 wines and 4 courses.

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



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Date: February 2, 2023  
To: Township Supervisor and Board of Trustees  
From: Joe Cacciatore, Youth Coordinator  
Subject: **Youth Board Report – January**

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### **Homework Club**

The final semester of Homework Club 2022-23 we have hit our largest number ever! We are at 47 participants this last semester, with still room to grow. We have 3 spots available for Isaac Fox, 1 spot for May Whitney, and 1 spot for Spencer Loomis/ Seth Paine. The School District is now busing another participant from Sarah Adams to bring that total to 3.

Homework Club registration for the 23-24 School year is out and online. We have great numbers for May Whitney (no current fifth graders), and Spencer Loomis / Seth Paine (one current fifth grader). Both of those buses are filled up and have a waitlist. Isaac Fox has 4 current fifth graders. The 7 other current participants are all returning. We have 7 open spots for the 23-24 school year at Isaac Fox. We are putting the word out to parents enrolled currently, and hoping to get it on E-blasts.

### **Summer Camp**

Summer Camp registration opened up a few weeks ago. I am very excited to say that our numbers are moving a lot faster than last year. There is only 3 weeks that we are under 20 participants (all usually low number weeks); our first week (18 participants), 4<sup>th</sup> of July week (15 participants), and last week (12 participants). We are working on the field trip calendar and should have majority of field trips done by March 1<sup>st</sup>.

### **Winter Break Camp**

Winter Break Camp ended smoothly, and we got some great feedback from parents. Field trips were a top hit with the campers, and parents are real happy their kids had a great time. Our staff is a huge part of what is making the camp so fun for the kids! We cannot wait for them to join us again for Summer Camp!

Thank you again for your continued support,

Joseph Cacciatore  
Youth Coordinator



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Date: February 2, 2023

To: Township Supervisor and Board of Trustees

From: Ted Marciniak, Township Manager

Subject: **Board Report – February 2023**

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**Plastic Donation Campaign:**

We have completed our first 500 lb goal and will be ordering our first bench in short order. The location of where the bench will go is still to be determined. The Community Center has created their own profile, so we can continue to get credit for the plastic we do send to the Ela Road Jewel.

**Budget Season:**

We kicked off the budget season by completing the employee reviews. Department budget meetings will happen this month and conclude on March 1.

**Staffing:**

As of the time of this writing, we are in search of a part-time bus driver for our township bus service. If there is anyone looking for part-time work, they should reach out to Town Hall for additional information.

**City Administrator/Mayor Meetings:**

I have met with the Village Administrator and or the Mayor of Kildeer, Hawthorn Woods, and North Barrington. Each made sure to praise the relationship between the township and the villages. In addition, they couldn't speak highly enough of both the highway and health and wellness departments. I will continue to try to get in front of the other Ela Township Administrators, and I look forward to building on the foundation that has been created.

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**Township Manager's Office**  
Ted Marciniak

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

**Update to Employee Expense Policy**

Proposed update to The Ela Township Employee Handbook's "Employee Expense Policy." This section can be found on page 28 of the *Ela Township Employee Handbook* November 2022 edition. The current section reads as follows:

"If meals are not provided, a maximum of \$10.00 for breakfast, \$15.00 for lunch, and \$25.00 for dinner will be reimbursed at actual cost if one price is charged to all participants. Professional breakfast, luncheon, or dinner meetings will be reimbursed at actual cost if one price is charged to all participants. Alcoholic beverages are not eligible for reimbursement. Receipts are required for all reimbursements".

The new policy will reflect changes in the amount an employee is eligible to be reimbursed for approved meal purchases. The new policy reads as such:

"If meals are not provided, a maximum rate as outlined by the current GSA (General Services Administration) per diem rate for Lake County, Illinois will be reimbursed. Professional breakfast, luncheon, or dinner meetings will be reimbursed at actual cost if one price is charged to all participants. Alcoholic beverages are not eligible for reimbursement. Receipts are required for all reimbursements." See GSA link for current reimbursement rates. <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

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**Township Manager's Office**  
Ted Marciniak

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

**Creation of Department Head Spending Policy**

Proposal of a new policy to be added to the *Ela Township Employee Handbook*. This new policy shall be referred to as "Department Head Spending Policy."

This new policy will grant all department heads spending authority without prior board approval if all of the following conditions are met:

- 1) The purchase must be less than \$2,500, or up to \$5,000 with Township Manager approval
- 2) The purchase must be a budgeted expense
- 3) The purchase will not make the department go over budget on any line item
- 4) The purchase was previously discussed with the board, either in committee or at the committee of the whole
- 5) The purchase will be brought to the board's attention at the earliest possible opportunity



# MOHAWK LIFTS

Vendor: **MOHAWK LIFTS LLC**  
 PO Box 110, Amsterdam, NY 12010  
 Phone: 800-833-2006 Fax: 518-842-1289  
 Contact: Jeff Sampson X4500  
 Email: [jsampson@mohawklifts.com](mailto:jsampson@mohawklifts.com)



For purchase of Mohawk equipment using:  
 Sourcewell Contract #  
 013020-MRL  
 Valid: 04/14/2020 - 04/13/2024

*All quoted equipment has been Competitively Bid and Awarded  
 and is Guaranteed Best Government Pricing.  
 Freight Included @ No Charge.*

CUSTOMER
Brett Dalton Ela Township Highway Department 23605 N Echo Lake Rd Lake Zurich, IL 60047 (847) 438-2371 garage@elatownship.org

QUOTE NUMBER	QUOTE DATE
Ela-TR35-020123	2/1/2023
Freight Terms:	FOB Destination, Freight Prepaid
Payment Terms:	Net 30
Lead Time:	Model Dependent
Good Through:	February 16, 2023

Part Number	Description	Qty	List Price	Purchase Price	Total
075-050-044	TR-35 (20' Tracks) - 35,000lb	1	\$ 102,885.00	\$ 91,095.48	\$ 91,095.48
075-050-048	TR-35 (25' Tracks) - 35,000lb		\$ 106,210.00	\$ 94,042.61	
075-050-052	TR-35 (30' Tracks) - 35,000lb		\$ 109,205.00	\$ 96,694.61	
035-035-000	TR-35 (35' Tracks) - 35,000lb		\$ 115,245.00	\$ 102,040.75	
035-040-000	TR-35 (40' Tracks) - 35,000lb		\$ 119,600.00	\$ 105,894.38	
Other	OTHER RECOMMENDED OPTIONS		\$ -	\$ -	
050-050-061	RJ-50-AH-24500 - Air/Hyd Jacking Beam (24,500lb RATED FOR TR-35)	2	\$ 12,290.00	\$ 10,882.04	\$ 21,764.09
050-050-038	Track Light Kit 30' - Explosion-Proof		\$ 7,745.00	\$ 6,530.91	
075-011-067	Airlines in Tracks		\$ 3,690.00	\$ 3,394.05	
075-011-054	Pivoting Approach Ramps - TR-33,35/50/75	1	N/C	\$ -	\$ -
050-011-083	Drive Thru Ramps - Pivoting, TR-33,35/50/75 (24" wide)		\$ 4,445.00	\$ 3,937.94	
075-011-055	Drive Thru Ramps - Stationary -TR-33,35/50/75 (24" wide)		\$ 4,445.00	\$ 3,937.94	
075-011-012	Console Caster Kit		N/C	\$ -	
freight	Freight		Included	Included	
Installation	Installation	1	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00

\*After Receipt of Completed Order - When applicable, includes signed quote, data sheets and receipt of required payment

SUBTOTAL	\$ 119,359.56
Sales Tax (if applicable)	Add if Applic.
Credit Card Fee**	
<b>TOTAL</b>	<b>\$ 119,359.56</b>

**NOTES:** TR35 is available in (N) narrow lift and (WT) 32" wide tracks. Customer is responsible for affloading the lift delivery. Installation is optional.

Click here for: Mohawk W9: [mohawklifts.com/w9](http://mohawklifts.com/w9) Payment/Wire Info: [mohawklifts.com/payment](http://mohawklifts.com/payment)

*This quotation is subject to the terms and conditions noted on the following page*

**TERMS AND CONDITIONS**

- 1) This order is subject to the Terms and Conditions of Sourcewell Contract #013020-MRL
- 2) A fork truck must be supplied at the offload site to unload the equipment from the freight carrier and, if applicable, for installation.
- 3) The Customer is responsible for inspecting all Products at the time of delivery and before signing the delivery receipt, freight bill, or bill of lading. Should the customer determine at the time of delivery that any items are damaged or missing the Customer must note the item discrepancy or condition on the delivery receipt, freight bill, or bill of lading. Mohawk is not responsible for missing or damaged products when the Customer has signed the delivery receipt, freight bill, or bill of lading in good condition. If equipment is refused at time of delivery or returned as undeliverable, shipping costs and restocking fees may apply. Standard commercial packaging applies.
- 4) Quoted installation does not include electrical hook-up or any concrete work which may be required. Electrical and any concrete work that may be required must be performed prior to installer's appointment date.
- 5) Quoted installation does not include any unforeseen circumstances such as plumbing, electrical, in floor heat, rebar, steel structures, drain, or drain slopes in the existing floor. Installation price is subject to change if the lift is unable to be installed at the time of scheduled appointment, if the shop condition is not ready for installation (lack of adequate concrete, no electrical service, etc), or any other condition which would require additional return trips by the installer.
- 6) Price does not include Sales tax (unless applicable), duties, brokerage, or any other fees. Down Payments are Non-refundable.
- 7) Any and all permits, licenses, fees, etc. are the Customers' responsibility.
- 8) If installation cannot be performed at the time of delivery, then equipment must be paid within terms specified from invoice date. Installation charge to be paid when service is performed.

DUNS: 117797939 / CAGE CODE: 8VDK6 / UEI: F9QME4G11RT5 / FEIN: 85-3221959 / SMALL BUSINESS SAM REGISTERED

*To place your order using this quotation, please fill in the following required information:*

**BILLING INFORMATION**

**SHIPPING INFORMATION**

Same as Billing

Name: _____	Name: _____
Address: _____ _____	Address: _____ _____
Contact: _____	Contact: _____
Phone: _____	Phone: _____
Email: _____	Email: _____
Delivery Hours/Instructions: _____	

*Acknowledged and Accepted by:*

_____ Authorized Buyers Name (PRINT)	_____ Authorized Buyers Signature
_____ Title	_____ Date
_____ Phone	_____ Email

Remit orders to:  
MOHAWK LIFTS LLC  
PO Box 110, Amsterdam, NY 12010  
[ORDERS@MOHAWKLIFTS.COM](mailto:ORDERS@MOHAWKLIFTS.COM)

***BUY ONCE. BUY RIGHT. BUY A MOHAWK!***

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### **Request for Proposals**

Township of Ela is accepting bids for Refuse Collection and Disposal, and collection of recyclables and landscape waste for all unincorporated areas of Township of Ela, Lake County. Sealed bids will be accepted until Bid Opening at 11:00 AM on March 9, 2023 at 1155 E Route 22, Lake Zurich, where written specifications are available. To receive a copy of the specs, please call 847-438-7823.

## Township of Ela

### **1.1 The Proposal**

Township of Ela invites sealed Proposals for refuse collection and disposal, and collection of recyclables and landscape waste for delivery to permitted and/or approved facilities from all single-family and multi-family dwelling units with individualized refuse collection located within the unincorporated sections of the Township. The Township estimates that there are approximately 1500 single-family and 0 multi-family units to be served. The proposed scope of work is described in detail within this Request for Proposals.

### **1.2 The Contract**

Township of Ela has prepared the Request for Proposal and Contract. The Contract hereto attached as ATTACHMENT B. is included and made a part of this Request for Proposals. The Request for Proposals shall be a part of the contract. Each Proposer shall carefully examine the proposal document before submitting a Proposal.

### **1.3 Proposed Collection and Disposal Program**

#### **1.3.1 Description of Program**

Township of Ela desires to enter a contract for a five (5) year period with an option at the Township's request, to extend the contract an additional five (5) years, for refuse collection and disposal, and collection of recyclables and landscape waste for delivery permitted and/or approved facilities from the Township and from all single-family dwelling units located in the unincorporated sections of the Township. Collection location, method and frequency, of the refuse, recyclables and yard waste, shall be based on the selected proposal or as accepted in an alternate proposal submitted by the successful Contractor.

The following is a detailed description of the requirements and services covered under this Request for Proposals.

#### **1.3.2 Requirements applicable to all Services**

- (A) **Reporting:** The CONTRACTOR shall prepare and submit to Township of Ela and to the SOLID WASTE AGENCY OF LAKE COUNTY, ILLINOIS (AGENCY), reports detailing solid waste disposal, recycling and landscape waste collection activities for the previous month, including without limitation, recycling participation rate, the amount of solid waste, recyclables or landscape waste collected; and the vendor purchasing or receiving the recyclables and the facilities receiving the waste materials. Reports shall be submitted quarterly no later than thirty (30) days following the end of the quarter.

(B) **Services to be Rendered in Workmanlike Manner**

The Services to be rendered by the CONTRACTOR herein shall be performed in an orderly, efficient, and workmanlike manner with a work force adequate to accomplish the same on a regular basis despite adverse conditions, equipment breakdowns or similar hindrances, all to the reasonable satisfaction of Township of Ela. All property, which suffers damage, caused by the CONTRACTOR, including, but not limited to sod, mailboxes, or gardens, shall be repaired or replaced as soon as possible to the equivalent quality at the time of the damage, and at no extra charge to the property owner. CONTRACTOR shall not litter premises in the process of making collections or allow any waste to blow or fall or spill from any vehicle used for collections. CONTRACTOR shall repair or replace at its expense containers damaged as a result of its handling thereof, reasonable wear and tear accepted. CONTRACTOR shall replace lids or covers on containers immediately after emptying.

(C) **Starting Time**

The starting time for the pick-up service described herein shall not commence earlier than 7:00 a.m. and end later than 7:00 p.m. Monday through Friday. Non-collection due to agreed upon holidays or acts of God, shall be the following day, which shall include Saturday. Holidays to be observed by the CONTRACTOR are as follows: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas.

**(D) Commencement of Service and Public Information**

CONTRACTOR, at its expense, shall be required to develop, print, and distribute to all residential customers, and all new customers establishing regular service throughout the Contract period, a brochure approved by Township of Ela explaining the solid waste and recycling programs. The brochure shall be updated and distributed not less than annually. Whenever there is a change in the service or programs, or as directed by Township of Ela the contractor shall also print and distribute an updated brochure. The brochure will also include a process to help residents change their service.

**1.3.3 Contractor Requirements**

- (A) The CONTRACTOR shall have available, for use throughout the CONTRACT term, an Illinois Environmental Protection Agency (IEPA) or a Wisconsin Department of Natural Resources (WDNR) permitted site for the ultimate disposal of all waste under this Agreement unless otherwise directed by the Township to the Countryside Landfill in Grayslake, the Veolia/Zion Landfill in Zion and the Pheasant Run Landfill in Kenosha County, Wisconsin.
- (B) In the event that any of the CONTRACTOR'S employees is deemed by Township of Ela to be unfit or unsuitable to perform the services required, under the terms of this proposal, then, upon request of the Township, the CONTRACTOR shall remove such employee from work within the Township and replace him/her with a suitable and competent employee.
- (C) The CONTRACTOR shall maintain an office and telephone, toll free, for the receipt of service calls or complaints and shall be available for such calls on all working days from 8:00 a.m. to 5:00 p.m. All complaints must be given prompt and courteous attention, and in the case of a missed scheduled collection, the CONTRACTOR shall immediately investigate, and if verified, shall arrange for pick-up of said waste within 24 hours after the complaint is received. The CONTRACTOR shall report weekly to Township of Ela the status of service calls or complaints and shall maintain a daily log of such calls or complaints received, which record shall be open to Township of Ela for inspection at any reasonable time.
- (D) The CONTRACTOR shall designate, in writing, the person to serve as agent for the CONTRACTOR and liaison between his organization and Township of Ela.
- (E) The CONTRACTOR shall comply with all applicable laws, ordinances, rules and regulations of any Federal agency or the State of Illinois, County of Lake, and Township of Ela relating to the services required under the terms of this proposal, use of premises and public places and safety of persons and property.
- (F) The CONTRACTOR who is awarded the contract shall be required to make an initial, accurate count, by individual street address or area, during the first month of services under the contract, of all dwelling units to be serviced under the terms of the agreement. Annually, the CONTRACTOR must provide an accounting of the number of homes receiving services. This number must be provided to the Township, at the anniversary date of the contract for review.

**1.3.3.1 Program Descriptions**

**(A) Municipal Waste Collection**

**(1) Definitions:**

(a) **"Municipal Waste"**: means garbage, refuse, industrial, lunchroom, or other waste, and other material resulting from operation of residential, municipal, commercial, or institutional establishments and from community activities, under 415 ILCS 5/1 Sec. 321 which are not defined as RECYCLABLES or LANDSCAPE WASTE.

(b) **Frequency of Collection:** Once-per-week

(c) **Start Date:** Shall be September 1, 2023



(2) Service Levels:

(a) Contractor will be responsible for establishing a collection schedule for Township of Ela, subject to the approval by the Township Board of Trustees, which shall remain consistent throughout the life of the contract. The CONTRACTOR shall collect unlimited amounts of Municipal Solid Waste in Containers.

(b) **SPECIAL PICK-UP AND OPTIONAL SERVICE:** All other solid waste materials not heretofore provided for shall be collected and disposed of in unlimited quantity as a special pick-up. Such items shall include white goods, auto parts, large amounts of building materials (including lumber, structural steel, concrete, bricks and stones), heavy appliances, pianos and such other bulky items that require more than one person to handle. The CONTRACTOR shall provide a customer with an estimate of the cost of a special pick-up service, for those items not listed as BULK ITEM SERVICE. The cost of such service shall be agreed to by the customer and the CONTRACTOR prior to rendering the service. Special pick-up shall be accomplished within one week after a cost estimate is given or otherwise at such time as is agreed to by the Customer. An additional charge for White Goods containing Freon may be assessed for the removal of Freon in order to render white goods capable of proper disposal. White goods shall be recycled for the scrap metal content of the item or recycle in such a manner, as technology shall allow.

- (3) Location of Service: All waste pick-ups shall be at the curbside in front of the dwelling unit to be served or the edge of the public street in front of the dwelling unit. All containers shall be placed appropriately for the collection by the resident, on the day of scheduled collection by 7:00 a.m.
- (4) Service Level: Unlimited collection of waste defined hereinabove.
- (5) Containers: CONTRACTOR will furnish each service location with one 90-gallon cart with lid.
- (6) Additional Containers: Customers may at their choosing rent additional 90 gallon carts from the CONTRACTOR or place additional waste in a container of standard waterproof construction of durable metal or plastic material, with a tight fitting cover and with handles suitable for lifting by (1) one person. Except as hereinafter provided, such containers shall have a capacity of not more than thirty-three (33) gallons.
- (7) Public Building Collection: CONTRACTOR shall be required to collect Township waste and recyclable materials from containers in public areas as described herein. The Township buildings included in this service are described in ATTACHMENT D.
- (8) Disposal: All Municipal Waste, as defined in this section, shall be removed from Ela Township at the close of each day of collection, and shall be disposed of at a Solid Waste Agency of Lake County-designated lawfully operated pollution control facility(ies) at the CONTRACTOR'S sole expense. The Agency-designated facilities in operation at the time of execution of this Contract are the Countryside Landfill in Grayslake, the Veolia/Zion Landfill in Zion, and Pheasant Run Landfill in Kenosha County, Wisconsin. Notwithstanding the foregoing, Township of Ela reserves the right to direct the location of disposal to another pollution control facility, provided that any increase or decrease in costs arising there from shall be negotiated to reflect the increase or decrease with the CONTRACTOR.
- (9) Equipment to be used by the CONTRACTOR: The CONTRACTOR agrees to collect all Municipal Waste in fully enclosed leak-proof modern packer-type trucks. Equipment used for special pick-up service may be open body trucks, dump trucks, and similar type equipment. When open body trucks are used, the CONTRACTOR will use care to see that no litter or scattering of waste material occurs by providing a suitable covering.

(B) Landscape Waste Collection

- (1) DEFINITIONS: "Landscape Waste" means all accumulations of grass or shrubbery cutting, leaves, tree limbs (as stated below), aquatic weeds, and other material accumulated as the result of the care of lawns, shrubbery, vines and trees, and otherwise described at 415 ILCS 5/3.20.
- (2) Disposal: All landscape waste shall be disposed of in a lawful manner. Disposal options include Illinois Environmental Protection Agency (IEPA) permitted landscape waste composting facilities or land application at legal agronomic rates. IEPA permitted landscape waste facilities may treat, compost, grind, or land-apply said landscape waste. The CONTRACTOR must disclose the disposal site and notify Township of Ela or any proposed change at least sixty (60) days in advance of any change. Notwithstanding the foregoing, Township of Ela reserves the right to reject any proposed change, or to direct the location of disposal, provided that any increase or decrease in costs arising there from shall be negotiated to reflect the increase or decrease with the CONTRACTOR. No landscape waste may be disposed of at a landfill or solid waste incinerator unless otherwise authorized by the Illinois Environmental Protection Act (415 ILCS 5/1) and as agreed to by Township of Ela in writing.
- (3) Frequency of Collection: Once each week from April 1 through November 30 of each year.
- (4) Service Levels: The resident may select one of two service levels. The resident that wants to switch to subscription service from a Pay-per-bag/tag after April 1 will be entitled to a prorated rate which will be determined calculating the remaining collection weeks and multiplying by the calculated weekly subscription rate.
  - (a) Pay-per-bag/tag system. One paid tag shall be required for each Container of landscape waste placed out for collection.
  - (b) Subscription Service. Up to six Containers per week.
- (5) Location of Service: Landscape waste pick-up shall be at the curbside in front of the dwelling unit to be serviced or the edge of the public street in front of the dwelling unit.
- (6) Containers:
  - (a) Biodegradable paper "kraft"-type bags, up to thirty-three (33) gallons in capacity.
  - (b) Metal or plastic cans up to thirty-three (33) gallons in capacity, not exceeding fifty (50) pounds each.

(C) Recyclables Collection

(1) DEFINITIONS

- (a) "Commingled Recyclables": means source separated, commingled and/or materials delivered to a facility or facilities for processing into marketable fractions. Commingled Recyclables shall consist of ferrous metal, aluminum, glass, rigid plastic (#1-#5) food and beverage containers and film plastics. Commingled recyclables may include other material that Township of Ela and CONTRACTOR by mutual agreement, may designate from time to time.
- (b) "Designated Facility": means a material recovery facility designated by the Agency and Township of Ela, as a facility to which Recyclable Materials are taken for processing.
- (c) "Paper Recyclables" : means source separated, commingled and/or pre-sorted paper delivered to a facility or facilities for processing into marketable fractions. Paper recyclables shall consist of newsprint, corrugated paper, junk mail, magazines, office paper, box board. Paper recyclables may include other materials that Township of Ela and CONTRACTOR, by mutual agreement, may designate from time to time.

(d) Recyclable Material or "Recyclables": means Commingled Recyclables and/or Paper Recyclables, or other materials which Township of Ela and CONTRACTOR by mutual agreement may designate as Recyclable Material from time to time.

(2) **CONTRACTOR OBLIGATIONS**

(a) Disposal: All recyclables shall be collected, separated, and otherwise treated so as to facilitate the sale of said materials to end-use markets, or Recycled Material brokers. No materials collected as Recyclable Materials may be deposited in a landfill or waste incinerator. All Recyclable Materials collected shall be recycled regardless of the income received or the cost to the CONTRACTOR resulting from the sale of said Recyclable Materials.

(b) Delivery of Recyclable Materials: The CONTRACTOR shall deliver all collected Recyclable Materials to the Waste Management Intermediate Processing Facility (FACILITY) in Grayslake, IL, or to such other Agency-designated facility that is directed by Township of Ela. If Township of Ela elects to direct a change in facilities, any increase or decrease in collection costs arising there from shall be negotiated to reflect the increase or decrease with the CONTRACTOR. The TOWNSHIP may terminate the CONTRACT if the CONTRACTOR fails to abide by the Rules and Regulations set forth by the facility used for the processing of collected Recyclable Materials.

(c) Revenues: All proceeds from the sale of Recyclable Materials shall be retained by the CONTRACTOR. The CONTRACTOR agrees to provide a quarterly accounting statement, pertaining to Township of Ela, detailing the volume of Recyclable Materials collected and verifying compliance with all provisions of this section of the Contract. Notwithstanding the foregoing, CONTRACTOR acknowledges that the Agency has in effect a rebate program whereby the Agency receives certain funds from the FACILITY, and distributes a portion of these funds to its members, including Township of Ela, and CONTRACTOR waives any claim to any portion of the funds collected by the Agency through this program.

(d) Frequency of Collection: Collection shall be once per week. The collection shall be on the same day as municipal waste collection.

(e) Location of Service: Recycling pick-up shall be at the curbside in front of the dwelling unit to be served or the edge of the public street in front of the dwelling unit.

(f) Service Level: Unlimited collection of the Recyclable Materials defined hereinabove.

(g) Containers: The CONTRACTOR will furnish each service location with one sixty-five (65) gallon cart with lid.

(h) Public Building Collection: The CONTRACTOR will furnish containers and collection services once a week, or as appropriate, for office generated recyclables and any public recyclables receptacle as the Township may request without cost to the Township. See Attachment D for listing of the facilities to receive service.

**1.3.3.2 Payment and Billing Accounts**

(A) **Adjustment Compensation**: On the 1<sup>st</sup> of each CONTRACT year, beginning the second year of the CONTRACT term (2024), the amount payable to the CONTRACTOR for services shall be increased or decreased as follows:

**Annual Adjustment**: CONTRACTOR shall be permitted to increase its charges for refuse collection, landscape waste collection and leaf pick up by a fixed 5% annually.

In addition, the CONTRACTOR shall be allowed to pass through 100% of any taxes, surcharges or fees imposed by the federal government or the State of Illinois on its services or the disposal of the waste products.

CONTRACTOR shall provide notice of the amount of the Annual Adjustment it wishes to impose not later than January 1<sup>st</sup> next preceding year. The CONTRACTOR shall provide its calculations and the basis of its proposed increase in detail to the Township of Ela at that time. The Township of Ela reserves the right to request such other information, whether financial or otherwise, from the CONTRACTOR as may be necessary to evaluate any proposed disposal rate increase or decrease. All requests shall be reviewed by the Township of Ela in good faith and shall authorize an appropriate rate adjustment which shall be effective after completion of one year of service.

(B) **Right to Audit:** The Township of Ela reserves the right to audit the CONTRACTOR'S records as follows:

(1) The Township of Ela shall have the authority to review and audit all records and receipts of the CONTRACTOR regarding this CONTRACT. The CONTRACTOR shall be given ten (10) calendar days' notice of the review or audit. All cost of the audit will be borne by the Township of Ela requiring the audit, except as provided above.

(2) The CONTRACTOR shall keep its books and records in such a manner as will readily facilitate the assessment of the CONTRACTOR'S billing, collecting, and recycling activities in the Township of Ela.

(3) If, upon the completion of an audit of the CONTRACTOR'S books or records, it is established that the adjustments to compensation have been overstated by five (5) percent or more, then the CONTRACTOR shall pay the entire cost of the audit or review. Any such audit shall be conducted in accordance with the generally accepted accounting principles. An audit or review in accordance herewith may be conducted at any time within three (3) years of the end of a CONTRACT year.

#### **1.3.3.3 Failure to Perform- Insolvency- Non-Assignability**

(A) In the event the CONTRACTOR in any way shall fail to collect and/or disposal and/or market the recyclable materials and landscape waste as required of it herein for any one (1) week:

(1) The CONTRACTOR shall give immediate notice to the Township of Ela of such failure in writing stating therein the reasons for such failure;

(2) The Township of Ela may then proceed with the work itself or cause such work to be undertaken by a third party, and the Township of Ela shall have the right to bill the CONTRACTOR for all costs incurred by it by reason of such failure of the CONTRACTOR to perform.

(3) At the election of the Township of Ela, the CONTRACTOR shall pay said costs to the Township of Ela or shall allow the Township of Ela for past services rendered which may be due an owning.

(B) In the event that any failure or alleged failure on the part of the CONTRACTOR to collect the material herein provided to be collected and disposed of by the CONTRACTOR shall continue for a period of ten (10) days following written notice of such failure, and provided such failure shall not be due to strikes, catastrophe, acts of God, or other causes beyond the CONTRACTOR'S reasonable control, then the Township of Ela, at their opinion, may continue to proceed according to the steps set forth in section 1.3.3.3-A(2) and (3) above, or may terminate the contract and/or proceed to a legal determination for loss or damage due to such break of contract or proceed to call upon the CONTRACTOR'S performance bond or pursue such other remedies as may be available to the Township of Ela.

(C) In the event CONTRACTOR shall be adjudge bankrupt, either by voluntary or involuntary proceedings, then the contract shall immediately terminate; and in no event shall the contract be, or be treated as, an asset of CONTRACTOR after adjudication of bankruptcy. If CONTRACTOR shall become insolvent or fail to meet its financial obligations, then the contract may be terminated at the option of the Township of Ela upon fifteen (15) days written notice to CONTRACTOR and in no event shall the contract be, or be treated as, an asset of CONTRACTOR after the exercise of said option.

- (D) The contract is not assignable by CONTRACTOR, either voluntarily or involuntarily, or by the process of law, without the prior written consent of the Township of Ela, and shall not be or come under control of the creditors, or a trustee, or trustees of CONTRACTOR in case of bankruptcy, or insolvency of CONTRACTOR, but shall be subject to termination as above provided.
- (E) Equal Employment Opportunity; During the performance of this Contract, the CONTRACTOR agrees that it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry, and further, that it will examine all job classifications to determine if minority persons or women are under-utilized and will take appropriate affirmative action to rectify any such under-utilization.

#### **1.4 Proposal and Contract Documents**

The Proposal and Contract Documents consist of all the following documents, attachments, and addendum all of which are by this reference made a part of this Request for Proposal as set forth herein.

The Contract documents are:

- A. Request for Proposals.
- B. Attachments A through F; and
- C. Contract for Refuse Collection and Disposal, and Collection of Recyclables and Landscape Waste for Delivery to Permitted and/or Approved Facilities.

#### **1.5 Pre-Proposal Conference**

The Township of Ela will not conduct a pre-bid conference. Perspective bidders are encouraged to submit written questions to the Township of Ela sufficiently in advance of the scheduled bid opening to ensure that all questions can be responded to before March 9, 2023.

#### **1.6 Submission of Proposal**

One (1) original and two (2) copies of the proposal (which includes all Attachments along with the required Security) must be delivered to the Township of Ela by the specified opening time. Proposals arriving after the specified time will not be accepted and returned to the originator unopened. Mailed proposals which are delivered after the specified hour will not be accepted regardless of postmarked time on the envelope. All proposals shall be submitted in sealed envelopes carrying the following information: Company Name, Contact Person, Address, Telephone Number, Subject Matter of Proposal, and Designated Time of Proposal Opening.

#### **1.7 Proposal Opening**

The Township of Ela will receive sealed Proposals for the Work until March 9, 2023, at the Township of Ela Town Hall, 1155 E Route 22, at which time all Proposals will be publicly opened and read out loud. Each sealed envelope or package containing a Proposal shall be identified as such and shall be marked with the title of the contract and the full legal name.

#### **1.8 Security, Bonds, Insurance, and Indemnification**

- (A) **Proposal Security:** Each proposal shall be accompanied by a letter of credit, bank draft, or a certified check in the amount of \$10,000.
- (B) **Return of Security:** Securities submitted in the form of a cashier's checks, bank draft, or the Township of Ela will return certified checks to all within fifteen (15) business days after execution of the contract.
- (C) **Liquidated Damages:** If a Proposer fails to timely submit all additional information requested by the Township of Ela or if the accepted Proposer fails to timely and properly submit the required Proposer Security and certificates and policies of insurance, or if the successful Proposer fails to timely and properly execute the contract, the CONTRACTOR'S Certification, and all other required documentation related to the contract, it will be difficult and impracticable to ascertain and determine the amount of damage that the Township of Ela will sustain by reason of any such failure. For such reason, every Proposer shall, by submitting its Proposal, be deemed to agree that the Township of Ela shall have estimated liquidated damages, and not as a penalty, the entire amount of the Security or to exercise any and all equitable remedies it may have against the defaulting Proposer.

- (D) **Performance Bond:** At the time of execution of the contract, the CONTRACTOR shall furnish the required Performance Bond (Attachment G) with corporate surety acceptable to the Township of Ela in the penal sum of \$50,000 for the period of this CONTRACT, including any renewal thereof, conditioned upon the faithful performance by the CONTRACTOR of its obligations under this CONTRACT and upon its full compliance with the laws of the State of Illinois and ordinances and regulations of the Township of Ela and said bond shall indemnify the Township of Ela against any loss resulting from any breach or failure of performance by the CONTRACTOR. The surety on said bond shall have at least an A- financial rating in the most recent edition of Best's Insurance Reports. Said Performance Bond shall act in addition to and not in lieu of the Indemnification as provided in paragraph F of this section below.
- (E) **Insurance:** The successful Proposer will be required to furnish at their sole cost original certificates of insurance upon award of the contract. Each Proposal must be accompanied by a letter from an insurance carrier or its agent, acceptable to the Township which has an AM BESTS rating of not less than "A-" and a classification of "VIII" or better, certifying that said insurer has read the requirements set forth in this section and will issue the required certificates of insurance upon award of the contract. Throughout the term, this CONTRACT and any renewal thereof the CONTRACTOR agrees, at a minimum, to carry and maintain in effect insurance as follows:
- (1) **Workman's Compensation:** The CONTRACTOR shall carry in a company authorized under the laws of the State of Illinois a policy to protect itself against liability under the Workman's Compensation and Occupational Diseases Statutes of the State of Illinois.
  - (2) **Motor Vehicle Liability Insurance:** The CONTRACTOR shall carry in its own name a policy under a comprehensive form to insure the entire motor vehicle liability for its operations with limits not less than \$3,000,000 each person and \$5,000,000 each accident bodily injury and death liability and \$1,000,000 each accident for property damage liability. This policy shall name the Township of Ela as additional insured as respects the operation of vehicles owned or operated by the CONTRACTOR.
  - (3) **General Liability:** The CONTRACTOR shall carry in its own name a comprehensive liability policy for its operations other than motor vehicle with limits of at least \$3,000,000 each person and \$5,000,000 each accident bodily injury and death liability, \$1,000,000 each accident for property damage liability. The Township of Ela shall be named as additional insured on this policy. Said insurance policies shall not be cancelable without thirty (30) days prior written notice to the Township of Ela. The CONTRACTOR shall furnish the Township of Ela with certificates evidencing that the CONTRACTOR maintains the insurance provided for herein within seven (7) days of the date of any request by the Township of Ela.
  - (4) The Insurance coverage specified herein constitutes the minimum requirements and said requirements shall in no way lessen or limit the liability of the CONTRACTOR under the terms of this Agreement. CONTRACTOR shall procure and maintain at its own cost and expense, any additional kinds and amounts of insurance which, in the CONTRACTOR'S own judgement, may be necessary for its proper protection in the prosecution of the work.
- (F) **Indemnification:** The CONTRACTOR shall indemnify and hold harmless the Township of Ela against any and all damages to property or injury or death of any person or persons, including property and employees, agents, or invitees of the Township of Ela from any and all claims, demands, suits, actions, or proceedings of any kind or nature, or by anyone whatsoever, including but not limited to costs, expenses and attorney fees, in any way resulting from or arising out of CONTRACTOR'S performance under the terms of this Proposal and/or the operations in connection herewith, including operations of sub-Contractors and actions or omissions of employees or agents of CONTRACTOR or its Contractors. The CONTRACTOR'S insurance shall include contractual coverage of the foregoing "hold harmless" agreement.
- (G) It is expressly agreed that in no event shall the Township of Ela be liable or responsible to the CONTRACTOR, or any other person, on account of stoppages, or delay in work herein provided for, by injunction or other legal or equitable proceedings brought against the CONTRACTOR, or from, or by account of, any delay from any cause whatsoever.

## **1.9 Examination of Documents and Work Site**

- (A) **Proposal and Contract Documents:** Each prospective Proposer shall, before submitting its proposal, carefully examine the RFP and Contract Documents.
- (B) **Work Conditions:** Each prospective Proposal shall, before submitting its Proposal, personally inform itself of all conditions under which the Work is to be performed and of the unusual conditions or difficulties that may be encountered.
- (C) **Representation and Warranty of Proposer:** Each company submitting a Proposal expressly thereby represents and warrants that it has had an adequate period of time to conduct, and has conducted, the independent examinations, inspections, and investigations required by this Section.
- (D) **Remedies for Failure to Comply:** The selected Proposal will be responsible for all errors in the Proposal resulting from their failure or neglect to comply with the terms of this Request for Proposals. The selected Proposer will not be allowed any extra compensation by reason of any such errors or by reason of any matters or things of which Proposer failed or neglected to inform itself prior to submitting its Proposal, and the successful CONTRACTOR shall bear all costs associated therewith or arising there from, including increased costs or decreased profits due to a change in the methods or increase in the equipment or personnel employed as a result of matters or conditions first discovered during the progress of the Work.

## **2.0 Interpretation of the Proposal Documents and the Contract**

- (A) **Addenda:** No interpretation of the RFP or Contract Documents will be made except by a written Addendum duly issued by the Township of Ela. No interpretation not contained in an Addendum shall be valid or have any force of affect whatsoever. All Addenda issued prior to the opening of Proposals shall become a part of the Proposal or Contract Documents, as the case may be.
- (B) **Informal Responses:** The Township of Ela will not give oral answers to any inquiries regarding the meaning of the RFP or Contract Documents or oral instructions prior to the award of the Contract. Any such oral answer or instruction shall not be binding, shall be deemed to be unauthorized and given informally for the convenience of prospective Proposers, shall not be guaranteed, and shall not be relied upon by any prospective Proposer. By submitting a Proposal, each Proposer shall be deemed to have agreed that such information has not been used as a basis of its Proposal and that giving of any such information does not entitle such Proposer to assert any claim or demand against the Township of Ela or its respective officers, employees, agents, or attorneys on account thereof.

## **2.1 Taxes**

The Township of Ela is exempt from state and local sales, use and excise taxes. A letter of exemption will be provided to the selected Proposer, if necessary. The Township of Ela will not reimburse, nor assist the selected Proposer in obtaining reimbursement, for any state or local sales, use, or excise taxes paid. The selected Proposer shall be required to reimburse the Township of Ela for any such taxes paid. All prices stated in Proposal shall include any other applicable taxes.

## **2.2 Permits and Licenses**

All proposals shall include the cost of obtaining all permits, licenses, and other authorizations required by law for performance of the Work. It shall be the sole responsibility of each prospective Proposer to determine the applicable licenses, permits, and other authorizations.

## **2.3 Preparation of Proposal**

Proposals for the Work shall be made on the blank Proposal form furnished by the Township of Ela and included in these documents. Entries on the Proposal form shall be typed or legibly written in ink. A Proposal may be rejected if it does not contain a requested rate or charge for each and every item named in the proposal form or may be interpreted as bidding "no charge" for any item left blank.

## **2.4 Signature Requirements**

Any proposal that fails to comply with this Section may be rejected.

- (A) **Proposals.** Each Proposal shall be signed, as applicable, by the president or other authorized officer of any corporation, or by all of the General Partners of any partnership; or by each signatory of any joint venture agreement in accordance with the immediately preceding requirements, or by any individual if the Proposal is submitted by an individual.
- (B) **Other Documents.** The signature requirements set for in Subsection 2.4 A. shall apply to all other Documents required to be executed by the Proposer, its sureties, and insurance representatives as well as the contract, the CONTRACTOR'S Certification, and all other required documentation related to the contract. Any Proposal that fails to comply with this requirement may be rejected.

## **2.5 Withdrawal of Proposal**

Any Proposal may be withdrawn at any time prior to the opening of any Proposal, provided that a request in writing, executed by the Proposer in the manner specified in section 2.4 of this Request for Proposals, for the withdrawal of such Proposal is filed with the Township of Ela prior to the opening of any proposal. The withdrawal of a Proposal prior to opening of any Proposal will not prejudice the right of the Proposer to file a new Proposal so long as such new proposal is submitted prior to the due date and time of the proposals. No Proposal shall be withdrawn without the consent of the Township of Ela for a period of sixty (60) calendar days after the opening of Proposals. Any Proposal may be withdrawn at any time following the expiration of said sixty (60) day period, provided that a request in writing, executed by the Proposer in the manner is specified in section 2.4 of this Request for Proposal, for the withdrawal of such Proposal is filed with the Township of Ela after said sixty (60) day period. If no such request is filed, the date for acceptance of such Proposal shall be deemed to be extended until such a request is filed or until the Township of Ela executes a CONTRACT pursuant to this Request for Proposals.

## **2.6 Qualification of Proposers**

(A) **Factors:** The Township of Ela intends to award the CONTRACT to a Proposer that furnishes satisfactory evidence that it has the requisite experience, ability, capital, facilities, organization, and staffing to enable it to perform the work successfully.

(B) **Final Determination:** The final selection of the selected Proposer shall be made on the basis of the above-mentioned facts and matters and any additional information that may be requested of all Proposers. Such additional information may include, but is not limited to, a listing of available personnel, plant, and equipment; a description of current workloads and any pending bids or proposals; financial and litigation statements; and any other pertinent information. If such additional information is required, then the Township of Ela shall issue a Request for Additional Information in the form included in these Documents to one or more of the Proposers.

If the Township of Ela issues a Request for Additional Information, then the responding vendor shall provide such information within two business days after the receipt of said Request for Additional Information or such other period as may be set forth therein. Failure to so answer shall be grounds for the imposition of liquidated damages at the Township of Ela option, all as is more specifically set forth in Section 1.8.C of this Request for Proposals.

## **2.7 Disqualification of Proposers**

(A) **More than One Proposal:** No more than one Proposal for the Work described in the RFP shall be considered from any single corporation, partnership, individual, or joint venture. Reasonable grounds for believing that any corporation, partnership, individual, or joint venture is interested in more than one Proposal for the Work may cause the rejection of all Proposals in which such corporation, partnership, individual, or joint venture is interested.

(B) **Collusion:** If there are any reasonable grounds for believing that collusion exists among any of the Proposers, the Proposal of the participants in such collusion will not be considered.

(C) **Default:** If a Proposer is or has been in default on a contract with the Township of Ela, or in the payment of monies due to the Township of Ela its Proposal may not be considered.

(D) **Deficiencies:** The Township of Ela expressly reserves the right in its sole and absolute discretion to disqualify any firm that submits a Proposal that contains omissions, alterations, or irregularities of any kind that may tend to make the Proposal incomplete, nonconforming, indefinite, or ambiguous as to its



meaning including but not limited to conditional surety and insurance commitment letters, or submits an unsigned or improperly signed Proposal.

## **2.8 Award of Contract**

(A) Reservation of Rights: The Township of Ela reserves the right to accept the Proposal that is, in its judgment, the best and most favorable to the interest of the Township of Ela and the public; to reject the low Schedule of Rates and Charges; to accept any item of any Proposal; to reject any and all Proposals; to accept and incorporate corrections, clarifications, or modifications following the opening of the Proposals when to do so would not, in the Township of Ela opinion, prejudice this process or create any improper advantage to any Proposer; and to waive irregularities and informalities in any Proposal defect or informality shall not be considered a waiver of any future or similar defects or informalities, and Proposers should not rely upon, or anticipate, such waiver in submitting their Proposals.

(B) Offers: All Proposals are firm offers to enter into the contract and no Proposals shall be deemed rejected, notwithstanding acceptance of any other Proposal, until the contract has been executed by both the Township of Ela and the selected Proposer.

## **2.9 Failure to Properly Execute and Provide Contract Documents**

(A) Annulment of Award: Liquidated Damages. Failure of the successful Proposer to sign the contract or the CONTRACTOR'S Certification, or to sign any other required documentation or to submit the required bond or certificates or policies of insurance within fourteen (14) days after notice from the Township of Ela of award of the contract shall be just cause for the annulment of the award and the imposition of liquidated damages as more specifically set forth in Section 1.8.C. of this Request for Proposals.

(B) Subsequent Awards. Upon annulment of an award, the Township of Ela may accept, and award a contract based on, any other Proposal as the Township of Ela, in its sole judgement, deems to be the best or may invite new Proposals or may abandon the bidding of process or the work.

## **3.0 Confidentiality**

Each Proposer shall identify any information submitted in this process that is considered by it to be confidential or proprietary. The Township of Ela shall not disclose, outside of this process, at any time, either during or subsequent to this process, any such designated confidential or proprietary information, unless such disclosure will not cause competitive harm, or such information was actually known to the Township of Ela prior to its submission by the Proposer, or such information was properly obtained or developed independently by the Township of Ela, or the Proposer consents to such disclosure. Notwithstanding the foregoing, each Proposer, by its submission of its Proposal acknowledges that he Township of Ela is subject to the Illinois Freedom of Information Act (Ill Rev. Stat. ch. 116 Section 201 et seq.) and that no disclosure made in good by the Township of Ela pursuant to such Act shall be deemed to violate this Section.

## **3.1 Disputes**

The CONTRACTOR'S performance of the work under this Proposal shall be observed and monitored by the Township of Ela. Should the Township of Ela determine during the life of the Contract that the CONTRACTOR has not performed satisfactorily, the CONTRACTOR, upon notification from the Township of Ela, shall increase his/her work force, tools, and equipment as needed to properly perform to the satisfaction of the Township of Ela. The failure of the Township of Ela to give such notification shall not relieve the CONTRACTOR of his/her obligation to perform the work at the time and in the manner specified. Where any dispute arises between a customer and the CONTRACTOR as to the manner of placing waste or the nature of the contents or the like, the CONTRACTOR agrees in the specific instance to remove the waste even though, in its opinion, it is improperly placed or contained. Thereafter, the CONTRACTOR will immediately report eh controversy to the Township of Ela for the settlement before additional collection becomes necessary in order to avoid further disputes or disagreements between the customers and the CONTRACTOR'S employees. To prevent misunderstandings and litigation, the Township of Ela shall decide any and all questions, which may arise concerning the quality and acceptability of the work and services performed, the sufficiency of the performance, the interpretation of the contract provisions, and the acceptable fulfillment of the contract on the part of the CONTRACTOR. The Township of Ela will determine whether or not the amount, quantity, character, and quality of the work performed is satisfactory, which determination shall be final, conclusive and binding upon both the Township of Ela and the CONTRACTOR and shall be issued in writing to the CONTRACTOR. The Township of Ela shall make such explanation as may be necessary to complete, explain or make definitive the provisions of the contract, and their findings and conclusions, when issued in writing to the CONTRACTOR, shall be final, and binding upon both the Township of Ela and the CONTRACTOR.

### **3.2 Proposal, Contract, and Agreement Terms**

It is the understanding and intention of the parties hereto that the CONTRACT shall constitute a Contract for Refuse Collection and Disposal, and Collection of Recyclables and Landscape Waste for Delivery to Permitted an/or Approved Facilities and that said CONTRACT shall not constitute a franchise.

All terms and conditions of the CONTRACT are considered material and failure to perform any of said conditions on the part of the CONTRACTOR shall be considered a breach of said CONTRACT. Should CONTRACTOR fail to perform any of said terms or conditions, the Township of Ela shall have the right to terminate the CONTRACT only after ten (10) days written notice to the CONTRACTOR of the violations of the CONTRACT and the failure of the CONTRACTOR to remedy the violations within said time. In addition to any and all equitable and legal remedies available to the Township of Ela in the event of a breach of the CONTRACT by the CONTRACTOR, the Township of Ela shall have the right to call upon the performance bond described in Section 1.8.D hereof. The remedies provided to the Township of Ela of a default by the CONTRACTOR under the CONTRACT shall be construed as a waiver by the Township of Ela of any continuing or subsequent default or failure to perform on the part of the CONTRACTOR.

**BID FORMS**

**ATTACHMENTS A - G**

ATTACHMENT A

Township of Ela  
Contract for Refuse Collection and Disposal, and Collection of Recyclables  
and Landscape Waste for Delivery to Permitted and/or Approved Facilities

REQUEST FOR ADDITIONAL INFORMATION

CERTIFIED MAIL/RETURN RECEIPT REQUESTED OR PERSONAL DELIVERY

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FROM: Gloria M. Palmblad  
Township of Ela  
1155 E. IL Route 22  
Lake Zurich, IL 60047

("Bidder")

(Representative for the "Township")

The Township preliminary found your Bidder's Proposal for the Contract entitled "CONTRACT FOR REFUSE COLLECTION AND DISPOSAL, AND COLLECTION OF RECYCLABLES AND LANDSCAPE WASTE FOR DELIVERY TO PERMITTED AND/OR APPROVED FACILITIES," dated \_\_\_\_\_, 2023, to be one of the most favorable to the interests of the Township.

To be eligible for further consideration, you must provide the items of information listed below. The requested information must be provided at the address of the Township set forth above within five (5) business days following your receipt of this Request.

Failure to supply the requested information within the indicated time shall result, at the Township's option, in the imposition of liquidated damages as is more specifically set forth in Section 1.8 of the Request for Proposals.

Information Requested:

Township of Ela:

By: \_\_\_\_\_

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

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

ATTACHMENT B

Township of Ela  
Contract for Refuse Collection and Disposal, and Collection of Recyclables  
and Landscape Waste for Delivery to Permitted and/or Approved Facilities

**BIDDERS PROPOSAL**

Full Name of Bidder: ("Bidder")

Principle Office Address:

Local Office Address:

Contact Person:

Telephone Number:

TO: Gloria M. Palmblad, Township Supervisor  
Township of Ela  
1155 E. IL Route 22  
Lake Zurich, IL 60047

(Representative for the "Township")

Bidder warrants and represents that Bidder has carefully examined, reviewed, and understood all documents included, referred to, or mentioned in this Bidder's Proposal, Addenda Nos. \_\_\_\_\_ (if none, write "NONE", which are securely stapled to the end of this Bidder's Proposal.

1. **Work Proposal:** If this Bidder's Proposal is accepted, Bidder proposes and agrees that Bidder shall, at its sole cost and expense, (a) provide, perform, and complete, in the manner specified and described, and upon the terms and conditions set forth, in this Bidder's Proposal, the Request for Proposals pursuant to which the Township solicited this Bidder's Proposal and the Contract Agreement to be entered into in the form attached to the Request for Proposals (collectively, the "Contract"), all necessary work, labor, services, transportation, materials, equipment, apparatus, machinery, tools, fuels, information, data, and other means and items necessary for the collection of solid waste, landscape waste, and recyclables from all customers during the term of the Contract; (b) procure and furnish all permits, licenses, and other governmental authorizations necessary in connection therewith and comply with all laws of the State of Illinois and ordinances and regulations of the Township on connection therewith; (c) procure and furnish the Performance Bond and all certificates and policies of insurance specified in the Contract; (d) pay all applicable federal, state, and local taxes; (e) indemnify the Township against any loss resulting from any breach or failure of performance by the Bidder under the Contract; (f) do all the other things required of the successful Bidder or the CONTRACTOR by the Contract; and (g) provide, perform, and complete all the foregoing in a proper and workmanlike manner and in full accordance with, and as required by, the Contract.
2. **Price Proposal:** If this Bidder's Proposal is accepted, Bidder Proposes and agrees that Bidder shall bill to residents in full payment for all matters set forth under Section 1 above, including overhead and profit, taxes, contributions, and premiums; and compensation to all subcontractors and suppliers, the compensation set forth in the following "Schedule of Prices" unless otherwise provided in the Request for Proposals:

**SCHEDULE OF PRICES**

Bidders are required to submit Prices for Each Option Outlined Below

**A. REFUSE COLLECTION DISPOSAL, AND RECYCLING PROGRAM**

1) For unlimited curbside collection of household waste with one 90 gallon cart, once per week services, including recyclable collection with one 65 gallon cart, described in section 1.3.3.1 A and C of the bid. \$ \_\_\_\_\_  
Per unit per month

2) For unlimited curbside collection of household waste with one 65 gallon cart, once per week services, including recyclable collection with one 65 gallon cart, described in section 1.3.3.1 A and C of the bid. \$ \_\_\_\_\_  
Per unit per month

3) For senior citizen (over age 65) discount from above rates. \$ \_\_\_\_\_  
Per unit per month

4) Cost of volume based waste collection for bulky items Exceeding the selected service level. \$ \_\_\_\_\_  
Per cubic yard

**B. LANDSCAPE WASTE COLLECTION PROGRAM**

1) For Landscape Waste Collection (Subscription Service) As described in section 1.3.3.1 B of the bid \$ \_\_\_\_\_  
Per unit per month

2) For Landscape Waste Collection (pay per bag/tag sticker system) as described in section 1.3.3.1 B of the bid. \$ \_\_\_\_\_  
Per sticker

**C. DISPOSAL INFORMATION**

1) Landfill to be used for Refuse Disposal:

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Current Base Rate Per Compacted Yard Or Ton:

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2) Compost Site to be used for Landscape Waste:

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Current Base Rate Per Compacted Yard:

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**D. BASIS FOR DETERMINING PRICES UNDER THE CONTRACT**

It is expressly understood and agreed that:

Adjustment of Compensation: On \_\_\_\_\_ 1<sup>st</sup> of each contract year, beginning the second year of the CONTRACT term (2024), the amount payable to the CONTRACTOR for services shall be increased or decreased as follows:

Annual Adjustment: CONTRACTOR shall be permitted to increase its charges for waste, recycling, and landscape collection by \_\_\_\_\_.

*(Note: this is negotiated on a case by case basis, we recommend using the CPI for the Chicago-Gary region and SWALCO strongly recommends that members not agree to any fuel surcharges).*

In addition, the CONTRACTOR shall be allowed to pass through 100% of any taxes, surcharges, or fees imposed by the federal government or the State of Illinois on its services or the disposal of the waste products.

*(Note: SWALCO recommends against any other pass through language that relates to changes in market rates for disposal, etc. The only pass through allowed should be federal or state taxes, fees, or surcharges).*

CONTRACTOR shall provide notice of the amount of the Annual Adjustment it wishes to impose not later than the January 1<sup>st</sup> next preceding year. The CONTRACTOR shall provide its calculations and the basis of its proposed increase in detail to the Township of Ela at that time. The Township of Ela reserves the right to request such other information, whether financial or otherwise, from the CONTRACTOR as may be necessary to evaluate any proposed disposal rate increase or decrease. All requests shall be reviewed by the Township of Ela in good faith and shall authorize an appropriate rate adjustment which shall be effective

\_\_\_\_\_.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_

Bidder (Company Name)

Attest/Witness:

By: \_\_\_\_\_

By: \_\_\_\_\_

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

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



ATTACHMENT C

Township of Ela  
Contract for Refuse Collection and Disposal, and Collection of Recyclables  
and Landscape Waste for Delivery to Permitted and/or Approved Facilities

**BIDDER'S SWORN STATEMENT**

\_\_\_\_\_ ("Deponent"), being first duly sworn on oath, deposes and states that the undersigned Bidder is organized as indicated below and that all statements herein are made on behalf of such Bidder in support of the Bidder's Proposal for the above Contract and that Deponent is authorized to make them.

Deponent also deposes and states that Bidder has carefully prepared, reviewed, and checked its Bidder's Proposal and that the statements contained in its Bidder's Proposal and in this Sworn Statement are true and correct.

(If necessary for full disclosure, add separate sheets. If Bidder is a successor to a prior organization, provide the information requested in Items 10-12 for both Bidder and the prior organization. If Bidder is a joint venture, separate sworn statements must be submitted by the joint venture and each signatory to the joint venture agreement).

**1. Sworn Acknowledgement**

(Complete Applicable Section)

A. *For Corporations:* Bidder is a corporation that is organized and existing under the laws of the State of \_\_\_\_\_, that is operating under the legal name of \_\_\_\_\_, and that is qualified to do business in the State of Illinois.

Pursuant to a Resolution of the corporation's Board of Directors taken on \_\_\_\_\_ (month) \_\_\_\_\_ (day), \_\_\_\_\_ (year), a certified copy of which is hereto attached, \_\_\_\_\_, who is the \_\_\_\_\_ (title) of the corporation, is authorized to sign this Bidder's Proposal, the Contract Agreement, and all documents related hereto.

The officers of the corporation are as follows:

<u>TITLE</u>	<u>NAME</u>	<u>ADDRESS</u>
President	_____	_____
Vice President	_____	_____
Secretary	_____	_____
Treasurer	_____	_____

The stockholders of the corporation who own ten percent or more of its stock of any class are as follows:

<u>NAME</u>	<u>ADDRESS</u>	<u>PERCENTAGE OF OWNERSHIP</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**B. For Partnerships:** Bidder is a partnership that is organized, existing, and registered under the laws of the State of \_\_\_\_\_ pursuant to that certain Partnership Agreement dated as of \_\_\_\_\_ (month) \_\_\_\_\_ (day), \_\_\_\_\_ (year), that is operating under the legal name \_\_\_\_\_, and that is qualified to do business in the State of Illinois. The general partners of the partnership are as follows:

<u>NAME</u>	<u>ADDRESS</u>	<u>PERCENTAGE OF OWNERSHIP</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Pursuant to a power of attorney executed by all of the General Partners on \_\_\_\_\_, a certified copy of which is hereto attached, \_\_\_\_\_ is the attorney-in-fact for the partnership and is authorized to sign this Bidder's Proposal, the Contract Agreement, and all documents related thereto for the partnership. (Strike out this paragraph if not applicable).

**C. For Individuals:** Bidder is an individual whose full name is \_\_\_\_\_, whose residence address is \_\_\_\_\_, whose business address is \_\_\_\_\_. If operating under a trade or assumed name, said trade or assumed name is as follows \_\_\_\_\_.

Pursuant to a power of attorney executed by Bidder on \_\_\_\_\_, a certified copy of which is hereto attached, \_\_\_\_\_ is the attorney-in-fact for Bidder and is authorized to sign this Bidder's Proposal, the Contract Agreement, and all document related thereto for the Bidder. (Strike out this paragraph if not applicable).

D. *For Joint Ventures:* Bidder is a joint venture that is organized and existing under the laws of the State of \_\_\_\_\_ pursuant to that certain Joint Venture Agreement dated as of \_\_\_\_\_ (month) \_\_\_\_\_ (day), \_\_\_\_\_ (year), that is qualified to do business in the State of Illinois, and that is operating under the legal name of \_\_\_\_\_.

The signatories to the aforesaid Joint Venture Agreement are as follows:

<u>NAME</u>	<u>ADDRESS</u>	<u>PERCENTAGE OF OWNERSHIP</u>
_____ (____)	_____	_____
_____ (____)	_____	_____
_____ (____)	_____	_____
_____ (____)	_____	_____
_____ (____)	_____	_____

(For each signatory indicate the type of entity (Corporation = "C"; Partnership = "P"; and Individual = "I")

Pursuant to the Power of Attorney executed by signatories to the aforesaid Joint Venture Agreement on \_\_\_\_\_, a certified copy of which is hereto attached, \_\_\_\_\_ is the attorney-in-fact for Bidder and is authorized to sign this Bidder's Proposal, the Contract, and all documents related thereto for Bidder. **Strike out this paragraph if not applicable).**

**2. Nature of Business**

State the nature of Bidder's business:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**3. Years in Business**

State the number of years that Bidder, under its current name and organization, has been continuously engaged in the aforesaid business: \_\_\_\_\_ years.

**4. Predecessor Organizations**

If Bidder has been in business under its current name and organization for less than five years, list any predecessor organizations:

<u>NAME</u>	<u>ADDRESS</u>	<u>YEARS</u>
_____	_____	_____
_____	_____	_____

**5. Related Experience**

List three contracts awarded to Bidder, or its predecessors, in the past five years comparable to the Work:

	<u>JOB ONE</u>	<u>JOB TWO</u>	<u>JOB THREE</u>
Owner (municipal or private):	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Reference:	_____	_____	_____
	_____	_____	_____
Telephone Number:	_____	_____	_____
Type of Work:	_____	_____	_____
	_____	_____	_____

**6. Suggested Procedures for Termination/Reinstatement of Service**

Bidder will follow the following procedures in terminating service to residents for nonpayment of rates and charges and in reinstating service following payment of past due amounts:

\_\_\_\_\_

\_\_\_\_\_

**7. Superintendents**

One or more of the following superintendents will be assigned to supervise the Work:

<u>NAME</u>	<u>SPECIAL QUALIFICATIONS</u>	<u>YEARS IN CURRENT OCCUPATION</u>
_____	_____	_____
_____	_____	_____

**8. Owned Equipment**

The following equipment is owned by Bidder, is in good condition and working order, and is available for and will be employed in the Work:

<u>EQUIPMENT DESCRIPTION (INCLUDING AGE)</u>	<u>NUMBER AVAILABLE</u>
_____	_____
_____	_____
_____	_____

**9. Current Projects**

Bidder is currently involved in the following on-going contracts for work similar to the Work:

<u>OWNER</u>	<u>DESCRIPTION OF WORK</u>	<u>SCHEDULED COLLECTION DAYS</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**10. Contracts Abandoned**

Bidder has never failed to complete a contract except as noted and explained below:

\_\_\_\_\_  
\_\_\_\_\_

**11. Contract Defaults**

Bidder has never defaulted on, or been terminated for cause on, a contract except as noted and explained below:

\_\_\_\_\_  
\_\_\_\_\_

**12. Litigation**

Bidder is, or within the past five years had been, a party to the following litigation and none other:

<u>CASE NAME</u>	<u>COURT JURISDICTION</u>	<u>DOCKET NUMBER</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**13. Supervisory Oversight**

Describe how the Work will be supervised, including route supervision and number of supervisors to be assigned to observe collection operations:

\_\_\_\_\_  
\_\_\_\_\_

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Bidder (Company Name)

Attest/Witness:

By: \_\_\_\_\_

By: \_\_\_\_\_

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

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

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Notary Public

[SEAL]

ATTACHMENT D

Township of Ela  
Contract for Refuse Collection and Disposal, and Collection of Recyclables  
and Landscape Waste for Delivery to Permitted and/or Approved Facilities

TOWNSHIP COLLECTION SITES

<u>SITE</u>	<u>DUMPSTER SIZE</u>	<u>FREQUENCY OF COLLECTION</u>
Ela Town Hall 1155 E. IL Route 22 Lake Zurich	1 Dumpster 1 Recycling Container	1 x Per Week 1 x Per Week
Ela Township Highway Dept. 23605 Echo Lake Road Lake Zurich	2 Dumpsters	1 x Per Week
Knox Park (Seasonal) 1155 E. IL Route 22 Lake Zurich	2-3 Dumpsters	1 x Per Week
Ela Historical Society 95 East Main Street Lake Zurich	1 Dumpster	1 x Per Week
Ela Township Community Center 380 Surryse Road Lake Zurich	1 Dumpster 1 Recycling Container	1 x Per Week 1 x Per Week

**ATTACHMENT E**

**Township of Ela  
Contract for Refuse Collection and Disposal, and Collection of Recyclables  
and Landscape Waste for Delivery to Permitted and/or Approved Facilities**

**ESTIMATED FORM AND COMPOSITION OF RECYCLABLE WASTES**

<b>AGENCY RECYCLABLE MATERIALS</b>	<b>SPECIFICATIONS</b>
<b>Paper Recyclables</b>	<b>60% - 80%</b>
<b>Comingled Recyclables</b>	<b>20% - 40%</b>

<b>PAPER RECYCLABLES</b>	<b>SPECIFICATIONS</b>
<b>News</b>	<b>30% - 80%</b>
<b>Mixed Paper</b>	<b>20% - 60%</b>
<b>OCC</b>	<b>5% - 30%</b>

<b>COMMINGLED RECYCLABLES</b>	<b>SPECIFICATIONS</b>
<b>Glass</b>	<b>60% - 75%</b>
<b>Ferrous</b>	<b>11% - 17%</b>
<b>Aluminum</b>	<b>5% - 11%</b>
<b>Plastic</b>	<b>5% - 10%</b>



ATTACHMENT F

Township of Ela  
Contract for Refuse Collection and Disposal, and Collection of Recyclables  
and Landscape Waste for Delivery to Permitted and/or Approved Facilities

WHEREAS, Township of Ela ("the TOWNSHIP") solicited proposals for refuse collection and disposal services, recyclable collection, and landscape waste collection in accordance with the Request for Proposals attached hereto and by this reference incorporated herein and made a part hereof; and

WHEREAS, the TOWNSHIP received and evaluated the proposals received; and

WHEREAS, the TOWNSHIP has elected to award the Contract, as defined in the Request for Proposals, to \_\_\_\_\_ (the "CONTRACTOR"), in accordance with its bidder's Proposal attached hereto and by this reference incorporated herein and made part hereof; and

WHEREAS, the CONTRACTOR is ready, willing, and able to perform the Contract:

NOW THEREFORE, it is hereby mutually understood and agreed by and between the TOWNSHIP and the CONTRACTOR as follows:

1. The CONTRACTOR is hereby awarded the Contract to perform residential refuse collection, refuse disposal, recyclable collection, and landscape waste collection service within the Township of Ela commencing \_\_\_\_\_, 2023, for a five (5) year term with an option, at the Township's request, to extend an additional five (5) years.
2. The CONTRACTOR shall provide, perform, and complete the work in the manner specified and described, and upon the terms and conditions set forth, in its Bidder's Proposal, the Request for Proposal and the attached Exhibit B.

IN WITNESS WHEREOF, the parties have entered into this Contract Agreement by action of their respective Boards as of this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

Attest/Witness:

\_\_\_\_\_  
(CONTRACTOR)

By: \_\_\_\_\_

By: \_\_\_\_\_

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

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

Attest/Witness:

Township of Ela

By: \_\_\_\_\_

By: \_\_\_\_\_

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

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

ATTACHMENT G

Township of Ela  
Contract for Refuse Collection and Disposal, and Collection of Recyclables  
and Landscape Waste for Delivery to Permitted and/or Approved Facilities

KNOW ALL MEN BY THESE PRESENTS, THAT WE \_\_\_\_\_  
Name & Address

as Principal, hereinafter called the Principal, and \_\_\_\_\_  
Name & Address

A corporation duly organized under the laws of the state of \_\_\_\_\_  
as Surety, hereinafter called the Surety, are held and firmly bound unto \_\_\_\_\_  
Name & Address

As Obligee, hereinafter called the Obligee, in the sum of \_\_\_\_\_  
Dollars (\$ \_\_\_\_\_), for the payment of which sum well and truly to be made, the said  
Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly  
and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for \_\_\_\_\_

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract  
with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the  
bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for  
the prompt payment of labor and materials furnished in the prosecution thereof, or in the event of the failure of the  
Principal to enter such Contract, and give such bond or bonds, if the Principal shall pay to the Obligee the difference  
not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the  
Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation  
shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Bidder (Company Name)

Attest/Witness:

By: \_\_\_\_\_

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

By: \_\_\_\_\_

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

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_

[SEAL]

Notary Public

\_\_\_\_\_

Surety

[SEAL]

\_\_\_\_\_

Attorney-in-Fact

Title

**13**



SINCE 1917

## EVANS, MARSHALL & PEASE, P.C.

CERTIFIED PUBLIC ACCOUNTANTS  
AND CONSULTANTS

1875 Hicks Road  
Rolling Meadows, Illinois 60008

Telephone (847) 221-5700  
Facsimile (847) 221-5701

January 31, 2023

Ela Township  
1155 East Route 22  
Lake Zurich, Illinois 60047

To the Board of Trustees and Management of Ela Township:

We are pleased to confirm our understanding of the services we are to provide Ela Township for the year ended March 31, 2023.

### **Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of Ela Township as of and for the year ended March 31, 2023.

The other information (OI) which consists of the management's discussion and analysis, budgetary comparison information, Schedule of Changes in Net Pension Liability and Related Ratios - IMRF and Schedule of Employers Contributions - IMRF, are the responsibility of management and presented for the purposes of additional analysis and are not a required part of the basic financial statements. Such information will not be subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we will not express an opinion or provide any assurance on it.

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with the modified cash basis of accounting. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2)

fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

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

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

Our audit of the financial statements does not relieve you of your responsibilities.

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

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We have identified the following significant risks of material misstatement as part of our audit planning:

- Management override of controls.
- Lack of expertise necessary to prepare the financial statements.

As of this date, planning has not been concluded and modifications may be made to these risks.

#### **Audit Procedures—Compliance**

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

#### **Other Services**

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

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

## **Responsibilities of Management for the Financial Statements**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with the modified cash basis of accounting.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

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

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

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

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

Jeffery M. Rollefson, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for these services will not exceed \$8,150, including out-of-pocket expenses for the year ended March 31, 2023. Our invoices for these fees will be rendered upon delivery of the final reports and are payable upon presentation. We reserve the right to invoice half of the fees at the conclusion of fieldwork should circumstances warrant. Of course, we will be available to you at any time in order to meet your accounting, auditing or consulting requirements. We agree that in the event unforeseen circumstances, beyond our control, develop, we will so inform you and gain approval before proceeding further.

## **Reporting**

We will issue a written report upon completion of our audit of Ela Township's financial statements. Our report will be addressed to the Board of Trustees of Ela Township. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

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

Very truly yours,

*Evans, Marshall and Pease, PC*

Evans, Marshall and Pease, PC  
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of Ela Township:

By: \_\_\_\_\_

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

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