

Ela Township Board Meeting

Thursday,
August 10, 2023,
7:00 p.m.

Ela Town Hall
1155 E. RT 22,
Lake Zurich, IL



FYI

ELA TOWNSHIP UPCOMING EVENTS

DATE	EVENT	TIME	LOCATION
8/16/2023	Highway Committee Meeting	10:00 A.M.	Ela Town Hall - Upper Level Conference Room
8/22/2023	Communications Committee Meeting	10:00 A.M.	Ela Town Hall - Upper Level Conference Room
8/23/2023	Committee of the Whole Meeting	10:00 A.M.	Ela Town Hall - Upper Level Conference Room
9/12/2023	Parks Committee Meeting	8:30 A.M.	Ela Town Hall - Upper Level Conference Room
8/14/2023	Board Meeting	7:00 P.M.	Ela Town Hall - Board Room
9/17/2012	ET History Day, Antique Market, Vintage Baseball Game	10:00 A.M. - 4:00 P.M.	EHS/Ela Community Park
9/17/2023	Ela Community Center Celebration	1:00 P.M. - 4:00 P.M.	Community Center



Supervisor's Office
Gloria M. Palmblad

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

BOARD MEETING

Ela Town Hall
Thursday, August 10, 2023 at 7:00 p.m.
AGENDA

NOTICE IS HEREBY GIVEN that a Board Meeting of the Ela Township Board, Lake County, Illinois will be held on Thursday, August 10, 2023 at 7:00 p.m. at the Ela Township offices at 1155 East IL-22, Lake Zurich, IL 60047 in accordance with Section 80-10(b) of the Illinois Township Code, 60 ILCS 1/80-10(b). Said meeting has been called by Township Supervisor Gloria Palmblad. The meeting will be held for purposes of considering the following agenda:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Freedom of Information Requests
5. Public Comment
6. Approval of Board Meeting Minutes of July 13, 2023
7. Approval of Special Board Meeting Minutes of July 17, 2023
8. Committee Meeting Minutes – accept meeting minutes from C-O-W (7/13 & 7/26), - Community Center Committee (8/2) – Communication Committee () – Health & Wellness Committee (8/4) – Highway Committee (7/10) – Park Committee (7/12) – Cemetery (7/13) - Decennial ()
9. Approval of Board Audit from 7/10/2023 to 8/7/2023
10. Monthly Updates from Elected Officials and Department Heads (Assessor – Bus – Cemetery – Senior – Health & Wellness – Youth)

OLD BUSINESS:

11. Ordinance Establishing Standing Committees – Ordinance 2023 -02 – Approval to correct Ordinance 2023-01 to 2023-02

NEW BUSINESS:

12. Firehouse Service Company – consideration to approve their quote of \$96,330. to complete a new egress staircase at Ela Town Hall.
13. Inspire Cemetery Software – consideration to approve the purchase of the Cemetery Software for the initial cost of \$6500 and an annual fee of \$1800.
14. SGX 60 Stump Grinder – consideration to approve purchase of Bobcat SGX 60 Stump Grinder for \$11,971.10.
15. Tag 60" x 60" Construction Forks – consideration to approve purchase of TAG 60" x 60" Construction Forks from Alta Equipment Co. for \$7455.
16. 2023 Road Maintenance – consideration to approve road pavement contract with Peter Baker & Sons
17. Ordinance 2023-03 – consideration to approve Ordinance 2023-03 establishing Administrative Procedures for Compliance with the Illinois Freedom of Information Act.
18. Appointment of Township Manager Marciniak as FOIA Officer and Deputy Clerk Case as FOIA Designee.
19. Lionheart Generator Repair Proposal – consideration to approve generator repair work in the amount of \$10,569
20. Executive Session – for the purpose of discussing Personnel 5 ILCS 120/2(c) 1 or 3, Litigation 5 ILCS 120/2(c) 11, or Review of Executive Session Minutes 5 ILCS 120/2(c) 21.
21. Consideration and possible action on items discussed in closed session.
22. Adjournment

Posted this 8th day of August 2023

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4	<u>DATE REQUESTED:</u> 7/26/2023	<u>REQUESTER:</u> Bill Fairfield	<u>REQUEST:</u> 1. Copy of the posting for interviews for trustee & assessor positions 2. When were the opening dates for said positions 3. When was the closing date for the resumes for these positions 4. When were the postings removed for said positions
	<u>DATE RESPONDED:</u> 8/2/2023		<u>RESPONSE:</u> info emailed
5	<u>DATE REQUESTED:</u> 7/25/2023	<u>REQUESTER:</u> Rhonda Kruckenberg	<u>REQUEST:</u> 1. Copy of Mr. Zielinski's contract 2. Copy of the background check on Mr. Zielinski 3. Cost of the background check & when it was completed
	<u>DATE RESPONDED:</u> 8/1/2023		<u>RESPONSE:</u> info emailed

6	<u>DATE REQUESTED:</u>	7/20/2023	<u>REQUESTER:</u>	Linda Greene					<u>REQUEST:</u> Requested copy of the new Assessor's contract approved at the Board meeting on July 17, 2023
	<u>DATE RESPONDED:</u>	7/27/2023							<u>RESPONSE:</u> info emailed
7	<u>DATE REQUESTED:</u>	7/18/2023	<u>REQUESTER:</u>	Bill Kruckenberg					<u>REQUEST:</u> 1. Date Ancel Glick was appointed to be township attorney 2. Copy of board minutes when attorneys were approved 3. Who voted and what was their vote on above attorney 4. What was the date & show minutes to cancel agreement with Kelleher & Holland
	<u>DATE RESPONDED:</u>	7/25/2023							<u>RESPONSE:</u> info emailed
8	<u>DATE REQUESTED:</u>	7/18/2023	<u>REQUESTER:</u>	John Schneider					<u>REQUEST:</u> 1. Requested list of applicants for the publicly appointed jobs of trustee & assessor-both interviewed & non-interviewed 2. Include resumes & cover letters, plus any additional documentation, plus date & method of each submittal 3. Criteria used for evaluating the applications, plus scoring/ranking system, if applicable
	<u>DATE RESPONDED:</u>	7/20/2023							<u>RESPONSE:</u> info emailed

9	DATE REQUESTED: 7/18/2023	REQUESTER: John Schnecker	REQUEST: 1. How many total employees at Ela Township? 2. How many of those reside in Ela Township
	DATE RESPONDED: 7/20/2023		RESPONSE: info emailed
10	DATE REQUESTED: 7/18/2023	REQUESTER: Rhonda Kruckenberg	REQUEST: 1. Penny Herr's resignation letter including Herr's last day of work 2. A copy of the sign-in sheet for Board meetings on July 13 and 17, 2023
	DATE RESPONDED: 7/20/2023		RESPONSE: info emailed
11	DATE REQUESTED: 7/20/2023	REQUESTER: Jackie Ray	REQUEST: 1. Requesting any correspondence (email, texts, snail mail) from any person working in Ela Township (Administrator, Supervisor, Trustees, Clerk, and office staff) to each other, and/or all assessor applicants from June 1 to July 20, 2023 regarding the position of assessor. 2. What were the dates that the Trustees received each of the assessor applicant's resumes?
	DATE RESPONDED: 8/2/2023		RESPONSE: info emailed

12	DATE REQUESTED: 8/3/2023	REQUESTER: Jackie Ray	REQUEST: Additional Request to FOIA above -- 1. Requested attachments to emails sent with FOIA's above 2. Requested interview questions for Assessor 3. Requested Mr. Zielinski's references 4. Requested Township Manager review emails between Supervisor, Trustees Bowman & Samz and Mr. Zielinski for any that may not have been included in FOIA above.
	DATE RESPONDED: by 8/ 9		RESPONSE: info emailed

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

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BOARD MEETING

Ela Town Hall
Thursday, July 13, 2023
7:00pm – BOARD MEETING

MEETING MINUTES

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 July 13, 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: Supervisor Palmblad called the July 13, 2023, Ela Township Board meeting to order at 7:03 P.M.
2. Board Roll Call: Present were Supervisor Palmblad, Clerk Prouty, Township Manager Marciniak, Trustees Bowman, Samz, Ufodike, and Wilhoit, Highway Superintendent DePouw, Community Programs Director Dillon, and Health & Wellness Director Marx. Township Attorney Megan Mack was also present.

3. Pledge of Allegiance: Supervisor Palmblad led the Board in the Pledge of Allegiance.

At this time, Supervisor Palmblad introduced our newest Trustee, Doug Samz. A short biography was read, and we are looking forward to working together.

4. Award Township Scholarships to the following students: Benjamin Bayne, Braden Eckman, Kathryn Hilton, Alexandria Koulourianos, Sire McNeil (grandfather attended on his behalf), Margaret Miller, and Jane Yu. Sanya Ahuja did not attend.
5. Freedom of Information Requests: List will be attached to the minutes.
6. Public Comments: None.
7. Approval of Board Meeting Minutes of June 8, 2023: A Motion by Trustee Bowman and seconded by Trustee Wilhoit to approve the meeting minutes of June 8, 2023. Motion passed 4 to 0. Trustee Samz abstained (not present at the meeting). No additions or corrections.
8. Approval of Special Board Meeting Minutes of June 23, 2023: A Motion by Trustee Bowman and seconded by Trustee Wilhoit to approve the meeting minutes of June 23, 2023. Motion passed 4 to 0. Trustee Samz abstained. No additions or corrections.
9. Committee Meeting Minutes – accept meeting minutes from COW (6/28) – Community Center Committee () - Communication Committee (6/27) - Park Committee (4/25) – Cemetery (4/11):

A Motion by Trustee Bowman and seconded by Trustee Wilhoit to accept the committee meeting minutes from COW (6/28) — Communication Committee (6/27) - Park Committee (4/25) – Cemetery (4/11). Motion passed 4 to 0. Trustee Samz abstained. No additions or corrections

10. Approval of Board Audit from 6/6/2023 to 7/10/2023:

TOTAL GENALTOWN FUND-----	\$214,715.83
TOTAL GENERAL ASSISTANCE-----	\$0.00
TOTAL GENERAL ROAD FUND-----	\$15,590.92
TOTAL PERM ROAD FUND-----	\$23,210.58
TOTAL PARK MAINTENANCE FUND-----	\$32,186.42
TOTAL CEMETRY MAINTENANCE Fund-----	\$6,704.45
TOTAL PAYROLL-----	\$170,065.27
TOTAL ALL FUNDS-----	\$462,473.47

A Motion by Trustee Bowman and seconded by Trustee Ufodike to authorize the payment of the Board Audit from 6/6/23 – 7/10/23. Motion passed 5 to 0.

11. Monthly Updates from Elected Officials and Department Heads (Assessor – Bus – Cemetery - Senior – Social Work – Youth)

Supervisor Report: The ribbon cutting of the pickleball, and fitness courts was fun and well attended. The pickleball courts are getting a lot of use.

Clerk’s Report: None.

Township Manager Report: Would like to give thanks and recognition to all staff who were involved in the pickleball courts and ribbon cutting event. Thank you to Director Marx for planning the active shooter training. Welcome to our new Trustee Doug Samz. Full report will be attached to the minutes.

Senior and Youth: Director Dillon welcomed Trustee Samz and thanked the Highway Department for their help with the playground. Jim Dalbec won the innovative senior center award for his Happiness Class. The Community Center is being awarded a \$10,000 grant for the upcoming vaccine clinic being held every third Friday where they will be administering all types of vaccinations with Jewel/Osco. Full report will be attached to the minutes.

Highway: Welcome Trustee Samz, looking forward to working with you. Recently the Highway Department hosted a lift training event in conjunction with many other local Villages and Townships. The new bucket truck was used in the training, and it was very beneficial. Full report will be attached to the minutes.

Health and Wellness: Welcome to Trustee Samz. The lending closet is doing well, very busy. Thank you to Elk Grove Township for donating two knee scooters and two wheelchairs. Charity Knit is in great need of donations, please bring them to the Health & Wellness department. She and Supervisor Palmblad met with Hope Collective to see how the Township can better assist residents in need. Full report will be attached to the minutes.

Trustees:

Bowman: The pickleball courts are now open, thank you to everyone for their hard work. At the parks meeting this week maintenance items were reviewed and most are completed. The new fence will be installed at Knox Park in the coming weeks. Welcome Trustee Samz to the Ela Township Board.

Samz: No Report.

Ufodike: Spoke on how happy she was to work on the Scholarship selection. The quality of students we have in Lake Zurich is very impressive. Very excited about the pickleball courts. Welcome Trustee Samz to the Ela Township Board.

Wilhoit: Welcome Trustee Samz to the Ela Township Board. Congratulations to the Community Center on receiving the national award. Thanks to Director Marx for planning and implementing the active shooter training at Town Hall.

Bus: No Report.

Assessor: Karen Behrel (deputy Assessor) report will be attached to the minutes.

Cemetery: None.

OLD BUSINESS: None.

NEW BUSINESS

12. Enter Contract with Waste Management for Refuse/Recycling for Unincorporated Ela Township
A motion by Trustee Bowman and seconded by Trustee Wilhoit to accept the Contract with Waste Management for Refuse/Recycling for Unincorporated Ela Township. Motion passed 5 to 0.
13. Trustee Committee Assignments – Ordinance 2023-01: A motion by Supervisor and seconded by Trustee Bowman to approve Trustee Committee Assignments – Ordinance 2023-01. Motion passed 5 to 0. Ordinance included in minutes.
14. FY24 Pavement Contract: Motion to approve with caveat that length and width of the pavement at Fairfield Cemetery are verified. Motion by Trustee Wilhoit and seconded by Trustee Bowman. Motion passed 5 to 0.
15. Townhall Egress Staircase Contract Rebid: Tabled, waiting for updated quotes including performance bond.
16. Purchase Electrical Component for Highway Vehicle Lift: A motion by Trustee Bowman and seconded by Trustee Samz to approve the purchase of the Electrical Component for Highway Vehicle Lift. Motion passed 5 to 0.
17. Mutual Aid/Disaster Intergovernmental Agreement between Lake County Townships: A motion by Trustee Wilhoit and seconded by Trustee Bowman to approve the Agreement between Lake County Townships. Motion passed 5 to 0.
18. Fill Township Vacancy: Assessor: A Motion by Trustee Bowman and seconded by Trustee Samz to nominate to hire Alan Zielinski to fill the Assessor vacancy. Motion passed 3 to 2. Trustees Ufodike and Wilhoit voted nay.
19. Executive Session: A motion by Trustee Ufodike and seconded by Trustee Wilhoit to enter into closed Executive session at 7:57 P.M.

A motion by Trustee Wilhoit and seconded by Trustee Ufodike to come out of Executive session at 8:12 P.M.
20. Consideration and possible action on items discussed in closed session: None.
21. Adjourn: A motion by Trustee Bowman and seconded by Trustee Wilhoit to adjourn at 8:15 P.M.

Respectfully submitted: Clerk Lucy A. Prouty
Ela Township

August 4, 2023

Supervisor Gloria M. Palmblad
Trustee Larry Bowman **Trustee** Doug Samz

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





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

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SPECIAL BOARD MEETING

Ela Town Hall
Monday, July 17, 2023
7:00pm – BOARD MEETING AGENDA

MEETING MINUTES

NOTICE IS HEREBY GIVEN that a Special Township Board Meeting of the Ela Township Board, Lake County, Illinois will be held on Monday, July 17, 2023 at 7:00 p.m. the Ela Township offices at 1155 East IL-22, Lake Zurich, IL 60047 in accordance with Section 80-10(b) of the Illinois Township Code, 60 ILCS 1/80-10(b). Said meeting has been called by Township Supervisor Gloria Palmblad. The meeting will be held for purposes of considering the following agenda:

1. Call to Order: Supervisor Palmblad called July 17, 2023 Special Board Meeting to order at 7:03 P.M.
2. Roll Call: Present were Supervisor Palmblad, Clerk Prouty, Township Manager Marciniak, Trustees Bowman, Samz, Ufodike, and Wilhoit. Township Attorney Mark Heinle was also present.
3. Pledge of Allegiance: Supervisor Palmblad led the audience in the Pledge of Allegiance.

4. Public Comment:

- | | |
|-----------------------|---------------------|
| 1. Rhonda Kruckenberg | 2. Bill Kruckenberg |
| 3. Tom Hoffman | 4. John Schnecker |
| 5. Jim Tarbet | 6. John Mueller |
| 7. Stephanie Halen | 8. Kelly Zegler |
| 9. Paul Hurst | 10. Linda Greene |

5. Executive Session: Motion by Trustee Wilhoit and seconded by Trustee Samz to enter into Executive Session at 7:49 p.m. Motion passed 5 to 0.

A motion by Trustee Bowman and seconded by Trustee Ufodike to come out of Executive Session at 8:51 p.m. Motion passed 5 to 0.

6. Discussion and Potential Action to Approve Assessor Contract: A motion by Trustee Bowman and seconded by Trustee Samz to approve modifying the contract for the Assessor of \$90,722.00 with no benefits. Motion passed 3 to 2. Trustees Ufodike and Wilhoit voted nay.
7. Adjournment: A motion by Trustee Bowman and seconded by Trustee Ufodike to adjourn at 9:00 P.M. Motion passed 5 to 0.

Respectfully submitted: Clerk Lucy A. Prouty

Ela Township

Supervisor Gloria M. Palmblad
Trustee Larry Bowman **Trustee** Doug Samz

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





Clerk's Office
Lucy A. Prouty

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SPECIAL COW MEETING

Thursday, July 13, 2023 – 9:00 a.m.
Ela Town Hall –Upper Level Conference Room
1155 East Route 22, Lake Zurich

MEETING MINUTES

1. Call to Order: Supervisor Palmblad called July 13, 2023, Special COW meeting to order at 9:01 a.m.
2. Board Roll Call: Present were Supervisor Palmblad, Clerk Prouty, Township Manager Marciniak, Trustees Bowman, Samz, Ufodike, and Wilhoit.
3. Pledge of Allegiance: Supervisor Palmblad led the board in the Pledge of Allegiance.
4. Executive Session called for the purpose of interviewing candidates to fill a public office vacancy under section 5 ILCS 120/2(c)(3):
Entered into Executive Session at 9:03 a.m.
Came out of Executive session at 10:36 a.m.
5. New Business:
Discussion on electrical components for the lift at the Highway Department. The Board wanted to bring Trustee Wilhoit up to date.
6. Set Date of Next COW Meeting (July 26, 2023 @ 8:30 AM)
7. Adjourn: Supervisor Palmblad adjourned the meeting at 10:58 a.m.

Respectfully submitted: Clerk Lucy A. Prouty



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, July 26, 2023 at 8:30 a.m.

MEETING MINUTES

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 8:15 a.m. on July 26, 2023.

1. Call to Order: Supervisor Palmblad call the July 26, 2023 COW meeting to order at 8:35 a.m.
2. Board Roll Call: Present were Supervisor Palmblad, Clerk Prouty, Trustees Bowman, Samz, Ufodike and Wilhoit. Also present were Highway Superintendent DePouw, Township Manager Marciniak, Assistant Director Dalbec, Health & Wellness Director Marx, Community Programs Director Dillon, and Highway Foreman Meyer. Youth Coordinator Cacciatore was absent.
3. Pledge of Allegiance: Supervisor Palmblad led the Board in Pledge of Allegiance.
4. Discussion – Updates by Chair:
 - a. Township Manager: Township Manager Marciniak is working on creating a FOIA Policy.
 - b. Community Center Committee – Chair/Trustee Wilhoit, Members: Supervisor Palmblad, Trustee Samz, Director Dillon, Assistant Director Dalbec, Youth Coordinator Cacciatore: Director Dillon informed the Committee of a new shed coming from Home Depot. She has asked the fire department if they would like the old shed. Vaccination clinic started on July 21, 2023, from 9 to 11 at Community Center. Homework Club is already filled up this year. Employee Barb Orchard is resigning, and her last day is August 18, 2023. Jill Barnes will take over her duties as well as assisting Director Dillon in the kitchen. Assistant Director Dalbec is suggesting an end date for the plastic recycling collection.
 - c. Communication Committee – Chair/Supervisor Palmblad, Members: Assessor Herr, Director Dillon, Director Marx, Assistant Director Dalbec, and Staff: No report.
 - d. Health & Wellness – Chair/Trustee Samz, Members: Supervisor Palmblad, Trustee Ufodike, Director Marx: Everything is going smoothly with referrals and lending closet.
 - e. Parks & Recreation Committee – Chair/Trustee Ufodike, Members: Supervisor Palmblad, Trustee Bowman, Highway Superintendent DePouw, and Highway Foreman Meyer: Highway

Foreman Meyer needs to order three benches for Ela Park and just needs to decide on a color combination. Trustee Bowman said that Knox Park fence is being installed.

- f. Highway Committee – Chair/Trustee Bowman, Members: Supervisor Palmblad, Trustee Wilhoit, Highway Superintendent DePouw, and Highway Foreman Meyer: Highway Superintendent DePouw has two quotes for the stump grinder. Looking for approval from the Board to accept the quote from Bobcat. The grant to repair stormwater issues in Forest Lake was applied for and could be as much as \$300-\$350K.
- g. Bus Service – Board Liaison – Supervisor Palmblad: Supervisor Palmblad has asked the Highway Department to make a recommendation as to which bus to keep and which to send to auction since the new bus has been delivered and is now in service.
- h. Assessor: No Report
- i. Historic Society: No Report
- j. Cemetery: Jeff Thompson has agreed to be Cemetery Manager, Supervisor Palmblad offered \$7500, which is under budget.

5. Topics for Discussion:

- a. Ela Township Logos: Tabled.
 - b. Townhall Egress Staircase: The vendor we approved two months ago would not provide a performance bond therefore another vendor needs to be chosen. Manager Marciniak has reached out to the other two vendors that previously provided quotes. As long as both estimates include the bonds and don't include the cost of the permits, we will go with the lowest bidder, Firehouse.
 - c. Township Bus: Discussed above.
 - d. State Grant \$48,000: This state grant can only be used for infrastructure. If awarded, the money will be used for stormwater issues at Knigge Park.
 - e. Software for Cemetery: The new software the Cemetery Committee has been anxiously awaiting is ready for us to purchase. The initial cost is \$6500 (budgeted \$6000) and the annual fee after the initial purchase is \$1800. Looking for approval from the Board to accept this quote at the August Board meeting.
6. Closed Executive Session: The Board Entered Closed Executive Session at 9:44 a.m. The Board came out of Closed Executive Session at 10:12 a.m.
7. Set Date of Next COW Meeting (August 23, 2023 @ 8:30 a.m.): The Board agreed on the date of August 23rd but moved the time to 10:00 a.m.
8. Adjourn: Supervisor Palmblad adjourned the meeting at 10:13 A.M.

Respectfully Submitted: Clerk Lucy A. Prouty

Ela Township

August 3, 2023

Trustee Larry Bowman

Supervisor Gloria M. Palmblad
Trustee Doug Samz

Clerk Lucy A. Prouty
Trustee Tosi Ufodike

Trustee Laurie Wilhoit



Supervisor's Office

Gloria M. Palmblad

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E-mail: info@elatownship.org

COMMUNITY CENTER COMMITTEE MEETING

Ela Township Community Center
380 Surryse Road, Lake Zurich, IL
Wednesday, August 2, 2023 – 10:00 A.M

MEETING MINUTES

1. Call to Order: Trustee Wilhoit called the meeting to order at 10:00 a.m.
2. Roll Call: Present were Trustee Wilhoit, Trustee Samz, Supervisor Palmblad, Township Manager Marciniak, Community Programs Director Dillon, Assistant Director Dalbec, and Youth Coordinator Joe Cacciatore
3. Youth Programs: Summer Camp (Shooting Stars) going well. Will look to increase weekly rate from \$125 to \$150 in 2024 and hourly rate for staff by .50 in 2024 budgets. Possibly consider a new name for 2024. Homework Club is full with waiting list. See board report for details.
4. Senior Programs: see board report for program details. Congratulations to Jim Dalbec for being the award recipient of the National Council on Aging Program of Excellence Award on his Happiness program. Vaccine Initiative has begun. Clinics are held at the Community Center on the 3rd Friday of every month from 9 am. To 11 a.m. QR Code to make appt in the Ela 55+ Newsletter. \$10,000 grant will be received for providing these services.
5. Staffing: Youth is looking for Homework Club staff- posted on indeed.com and will work with High Schools for posting. Staff member Barb has resigned, and Jill Barnes will be taking over duties.
6. Projects/Maintenance: Playground installation scheduled for 8/24. See board report for details. Maintenance for projects exceeding \$1,000 for August include repairs on floor machine, dishwasher, and a/v system.
7. Old Business: Community Center Celebration on Sunday, 9/17 - see board report for details.
8. New Business: Staff to research cost for electrical sign for outside community center. Last bid around \$25,000. There will also be an all-department meeting to discuss what needs to be purchased after the active shooter drills for each building. Next newsletter will be sent late August for October – December events and programming. December 8th is the 55+ Holiday Dinner.
9. Set Date for Next meeting: Friday, November 3rd at 8:30 a.m.
10. Adjournment: 10:45 a.m.

Respectfully submitted by Trustee Wilhoit, 8/4/23.

HEALTH & WELLNESS COMMITTEE MEETING

Ela Town Hall 1155 E. Route 22, Lake Zurich
Friday, August 4, 2023, 8:30 A.M.

MEETING MINUTES

1. Call to Order: Trustee Samz called the August 4, 2023, Health & Wellness Committee meeting to order at 8:41 a.m.
2. Roll Call: Present were Supervisor Palmblad, Township Manager Marciniak, Trustee Samz, Trustee Ufodike, and Director Marx.

Since committee members were attending their first meeting, Director Marx gave an overview of the entire department and all they do to help the community.
3. Groups:
 - a. Care Giver Support Group starting in August - will be led by Betsy.
 - b. Grief Support Group will start in fall and will again be led by Melanie.
4. Events: Will have table at community center event 9/17/23.
5. Lending Closet: In need of ramps, otherwise in good shape.
6. Staffing: No staffing issues.
7. Monthly Statistics & Trends: Second quarter year to year comparison by service reason generally comparable. Seeing approximately 250 people per month and 230 phone calls per month.
8. New Business: Preparing for school starting soon and an increase in seeing students. Staff is also beginning to plan for the upcoming holidays.
9. Old Business: None
10. Set Date for Next Health & Wellness Committee Meeting: Friday, November 17, 2023 at 8:30 a.m.
11. Adjournment: 9:31 a.m.

Respectfully submitted by Trustee Samz 8/4/2023

HIGHWAY COMMITTEE MEETING MINUTES

July 10, 2023 at 8:20 a.m.

Ela Township Hall, 1155 East Route 22, Lake Zurich

1. Call to Order: Supervisor Palmblad called the July 10, 2023 Highway Committee meeting to order at 8:31 a.m.
2. Roll Call: Present were Supervisor Palmblad, Township Manager Marciniak, and Highway Superintendent DePouw. Douglas Pantle from Powerlink Electric was also in attendance. Trustee Bowman and Highway Foreman Meyer were excused. The Committee met regardless of there being no quorum due to the nature of the lift issues.
3. Project Updates: Mr. Doug Pantle from Powerlink was invited to attend the meeting to explain the issue the Highway Department is experiencing with the new lift. When the lift was purchased, we knew we would need an electrician as well as some changes to the hook up. Once the lift was installed, Doug reached out to Mohawk to confirm the single-phase converter would work. Mohawk's engineer agreed. Powerlink was given approval to order the part and install. A few days later on a conference call with the COO of Mohawk, Doug our electrician, and Mike, Mohawk said we needed a 3-phase converter. If we did not install the 3-phase, the 25 year warranty would be void. The Township spent a total of \$7200 for parts and labor for the phase one converter. The three-phase converter with labor will cost the Township \$19k. Restocking fees will run \$18k. Manager Marciniak was directed to email Mohawk to try and come to some resolution by deducting the extra cost (\$7200) from the invoice since this part is no longer returnable at full cost.

The stormwater project at Valley and Park in Echo Lake is still on hold. Awaiting word on whether Ela Township will be awarded grant money. Half of the project money has been put aside in the FY 23/24 budget with the other half planned for the FY 24/25 budget year should no grant money be awarded.

Ela Township has been awarded \$48K in grant money which will be used to help with drainage issues at Knigge Park. Darren from Gewalt Hamilton will submit the application on behalf of Ela Township. Gewalt Hamilton's fees to complete the paperwork will be deducted from the stormwater budget line.

4. Vehicles: Still awaiting new truck delivery – ETA next budget year. The vector truck was ordered by Fremont Township and is expected to arrive sometime during this FY 23/24 budget.
5. New Business: Chris Rafko was injured on the job and taken to the emergency room at Good Shepherd. A few days later, he was advised to get a CT scan. Awaiting word on outcome. The Highway Department is still trying to get a better understanding of how the new timecard program works. Highway Superintendent DePouw was advised that Cathy can help or can reach out to TimePro with their questions.
6. Old Business: Supervisor Palmblad requested an updated status on a list of items that had been verbally discussed with the Highway Department – cemetery plaques, bike rack, benches, another sign for pickleball courts, etc. Those completed were duly marked and the department will work on completing the remaining items.

7. Set Date for Next Highway Committee Meeting: Tentatively scheduled for August 9, 2023, at 8:30 a.m.
8. Adjournment: The meeting adjourned at 9:39 a.m.

Respectfully submitted: *Gloria M. Palmblad, Supervisor*

PARKS COMMITTEE MEETING MINUTES

Ela Town Hall – Upper Level Board Room
1155 E. Route 22, Lake Zurich, IL
Wednesday, July 12, 2023 – 8:30 A.M.

1. Call to Order: Trustee Bowman called the July 12, 2023 Parks Committee Meeting to order at 8:30 a.m.
2. Roll Call: Present were Supervisor Palmblad, Trustees Bowman and Ufodike, Township Manager Marciniak, Highway Superintendent DePouw and Highway Foreman Meyer.
3. Knox Park: Pickleball Courts - The Committee agreed to move forward with the purchase of two additional signs – one for the west side of the tennis courts and one on the north side closer to the entrance of the pickleball courts. The pickleball rackets have been moved to the north side of the fence facing the concession stand. The missing pieces of the tennis net have been ordered. They are expected to arrive today, and they should be installed by the end of the week. Since the cost of shipping a bench for the pickleball courts is very expensive, the Committee discussed installing two of the benches obtained via the Trex plastic recycling program. The Highway Department will check to see if they will fit on the newly installed concrete pad.

Currently the bathrooms are cleaned twice a week (Monday and Friday). Highway staff will begin a sweep on Wednesdays to see if additional cleaning is necessary now that the courts are open, and camp is filled to the maximum.

The new fence along Rt. 22 has been ordered and the permit received. Awaiting installation around the end of July.

In order to make an educated decision on whether to install field turf at Knox Park, Supervisor Palmblad was instructed to reach out to the Flames and ask them to research costs, maintenance, and fundraising ideas and submit a presentation to the Committee/Board at a future meeting.

4. Knigge Park: Certified mulch needs to be ordered and placed in the playground.
5. Ela Township Community Park: Supervisor Palmblad informed the Committee that the lock boxes were painted.
6. Tree Replacement: The Highway Department will schedule the removal of dead trees and install a couple new trees at Town Hall and one at the Community Center this fall.
7. New Business
8. Old Business
 - a. 2022 Parks Maintenance Report: Many of the items have already been taken care of. Will continue to review punch list and check things off as time allows.
9. Set Date for Next Parks Committee Meeting – Tuesday, September 12th at 8:30 a.m.
10. Adjournment: Meeting adjourned at 9:39 a.m.

Respectfully submitted: *Gloria M. Palmblad, Supervisor*

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ELA TOWNSHIP
 BOARD AUDIT REPORT
 FROM: 07/11/2023 - 08/07/2023

	INVOICE CHECKS	PAYROLL	TOTAL FUNDS
TOTAL GENERAL TOWN FUND:	\$45,305.90		\$45,305.90
TOTAL GENERAL ASSISTANCE FUND:	\$27.21		\$27.21
TOTAL GENERAL ROAD FUND:	\$13,814.80		\$13,814.80
TOTAL PERMANENT ROAD FUND:	\$11,417.23		\$11,417.23
TOTAL PARK MAINTENANCE FUND:	\$35,583.32		\$35,583.32
TOTAL CEMETERY MAINTENANCE FUND:	\$4,100.02		\$4,100.02
TOTAL PAYROLL:		\$171,685.65	\$171,685.65
*** TOTAL ALL FUNDS:			\$281,934.13

THE FOLLOWING INFORMATION HAS BEEN AUDITED AND APPROVED FOR PAYMENT.

THIS _____ DAY OF _____, 20____.

SUPERVISOR	TOWN CLERK
TRUSTEE	TRUSTEE
TRUSTEE	TRUSTEE

PAID
 BOARD AUDIT

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 1 GENERAL TOWN FUND					
Dept 1 ADMINISTRATIVE DIVISION					
1-1-509.00	DELTA DENTAL 8/1/2023	DELTA DENTAL OF ILLINOIS	DELTA DENTAL 8/1/2023	146.02	96601
1-1-509.00	HEALTH BENEFITS	BLUE CROSS AND BLUE SHIE	AUGUST PREMIUM	1,793.08	995
1-1-513.00	UNEMPLOYMENT COMPENSATION	ILLINOIS DEPARTMENT OF E	UNEMPLOYMENT INSURANCE 06/30/2023	143.72	992
1-1-520.00	CLEANING SUPPLIES (35%)	HOME DEPOT CREDIT SERVIC	#2908-JUNE STATEMENT	34.64	96585
1-1-520.00	FIRE/RADIO 8/1-10/31/2023 TH (3	FSS TECHNOLOGIES LLC	FIRE/RADIO 8/1-10/31/2023 TH	73.50	96635
1-1-520.00	ELEVATOR INSPECTION 7/12/2023 (THOMPSON ELEVATOR INSPEC	ELEVATOR INSPECTION 7/12/2023	33.75	96648
1-1-520.00	MATS-TH (35%)	UNIFIRST CORPORATION	MATS-TH	43.10	96649
1-1-520.00	MATS-TH (35%)	UNIFIRST CORPORATION	MATS-TH	43.10	96649
1-1-532.00	TELEPHONE 3016001336 7/1-7/31/2	ACCESS ONE	TELEPHONE 3016001336 7/1-7/31/2023	363.05	1011
1-1-532.00	8771100970242481 7/17-8/16/23	COMCAST	8771100970242481 7/17-8/16/23	262.29	1013
1-1-532.00	#8771100970050157 07-08/08/23	COMCAST	ACCT#8771100970050157 07-08/08/23	106.95	1015
1-1-532.00	TELEPHONE-CELL ADMIN - 3 UNITS	SPRINT	ACCT #838841513 6/9-7/8/23	166.08	1012
1-1-534.00	ELECTRICITY 3363121110 5/25-6/2	COMMONWEALTH EDISON	ELECTR. 5/25-6/26/23 3363121110 1155	240.15	1005
1-1-534.00	WATER 1155 E ROUTE 22 5/19-6/20	VILLAGE OF LAKE ZURICH	WATER 1155 E ROUTE 22 5/19-6/20/23	30.54	998
1-1-534.00	GAS 35% GAS 46-44-35-6488 8 5/1	NICOR GAS	GAS 46-44-35-6488 8 1155 E RT 22 5/16	72.05	1020
1-1-538.00	CERTIFIED MAIL TO LAKE COUNTY	JESSICA CASE	CERTIFIED MAIL TO LAKE COUNTY	9.72	96627
1-1-538.00	REIMBURSE CERTIFIED MAIL FORM 9	CATHY EDWARDS	REIMBURSE CERTIFIED MAIL FORM 941	5.94	96631
1-1-538.00	POSTAGE-202023	QUADIENT FINANCE USA, IN	POSTAGE 7900 0443 5186 7811 202023	298.80	96638
1-1-540.00	METERED COPIER USAGE 4/29-7/28/	WAREHOUSE DIRECT	METERED COPIER USAGE 4/29-7/28/2023	360.23	96653
1-1-546.00	AED SUPERSTORE-SALES TAX	CARDMEMBER SERVICE	JUNE STATEMENT	55.94	997
1-1-548.00	FORM 720 202023 PCOR	UNITED STATES TREASURY	FORM 720 202023 PCORI	54.00	96586
1-1-558.00	ENGRAVED NAME TAG/PLAQUE-SAMZ	ODP BUSINESS SOLUTIONS,	ENGRAVED NAME TAG/PLAQUE-SAMZ	47.46	96639
1-1-558.00	PAPER, PENS, HIGHLIGHTER	RUNCO OFFICE SUPPLY	PAPER, PENS, HIGHLIGHTER	99.11	96645
1-1-559.00	AED SUPERSTORE-ELECTRODE PADS-T	CARDMEMBER SERVICE	JUNE STATEMENT	47.25	997
1-1-568.00	LAKE ZURICH FLORIST-PEACEFUL BA	CITI CARDS	JUNE STATEMENT	195.65	996
1-1-572.00	AMAZON-MINI ENERGY BARS	CITI CARDS	JUNE STATEMENT	74.50	996
1-1-572.00	AMAZON-3XGATORADE	CITI CARDS	JUNE STATEMENT	38.52	996
1-1-600.00	GRAPHICS&LETTERING ON BUS	SUBURBAN ACCENTS, INC.	GRAPHICS&LETTERING ON BUS	2,200.00	96624
Total For Dept 1 ADMINISTRATIVE DIVISION				7,039.14	
Dept 3 HEALTH AND WELLNESS					
1-3-509.00	DELTA DENTAL 8/1/2023	DELTA DENTAL OF ILLINOIS	DELTA DENTAL 8/1/2023	273.01	96601
1-3-509.00	HEALTH BENEFITS	BLUE CROSS AND BLUE SHIE	AUGUST PREMIUM	5,705.07	995
1-3-510.00	TASC FSA PAYMENT 07/12/2023	TASC CUSTOMER CARE	TASC FSA PAYMENT 07/12/2023	349.99	991
1-3-510.00	TASC FSA PAYMENT 7/26/23	TASC CUSTOMER CARE	TASC FSA PAYMENT 7/26/23	349.99	994
1-3-513.00	UNEMPLOYMENT COMPENSATION	ILLINOIS DEPARTMENT OF E	UNEMPLOYMENT INSURANCE 06/30/2023	161.44	992
1-3-520.00	CLEANING SUPPLIES (25%)	HOME DEPOT CREDIT SERVIC	#2908-JUNE STATEMENT	24.74	96585
1-3-520.00	FIRE/RADIO 8/1-10/31/2023 TH (2	FSS TECHNOLOGIES LLC	FIRE/RADIO 8/1-10/31/2023 TH	52.50	96635
1-3-520.00	ELEVATOR INSPECTION 7/12/2023 (THOMPSON ELEVATOR INSPEC	ELEVATOR INSPECTION 7/12/2023	47.25	96648
1-3-520.00	MATS-TH (25%)	UNIFIRST CORPORATION	MATS-TH	30.79	96649
1-3-520.00	MATS-TH (25%)	UNIFIRST CORPORATION	MATS-TH	30.79	96649
1-3-532.00	TELEPHONE 3016001336 7/1-7/31/	ACCESS ONE	TELEPHONE 3016001336 7/1-7/31/2023	232.35	1011
1-3-532.00	#8771100970050157 07-08/08/23	COMCAST	ACCT#8771100970050157 07-08/08/23	76.39	1015
1-3-532.00	TELEPHONE-CELL H6w - 3 UNITS	SPRINT	ACCT #838841513 6/9-7/8/23	135.48	1012
1-3-534.00	ELECTRICITY 3363121110 /25-6/26	COMMONWEALTH EDISON	ELECTR. 5/25-6/26/23 3363121110 1155	171.53	1005
1-3-534.00	WATER 1155 E ROUTE 22 5/19-6/20	VILLAGE OF LAKE ZURICH	WATER 1155 E ROUTE 22 5/19-6/20/23	21.81	998
1-3-534.00	GAS 25% 46-44-35-6488 8 5/16-6/	NICOR GAS	GAS 46-44-35-6488 8 1155 E RT 22 5/16	51.46	1020
1-3-538.00	POSTAGE-202023	QUADIENT FINANCE USA, IN	POSTAGE 7900 0443 5186 7811 202023	1.20	96638
1-3-558.00	AMAZON-PEDESTAL SIGN HOLDER	CARDMEMBER SERVICE	JUNE STATEMENT	35.59	997
1-3-559.00	AED SUPERSTORE-ELECTRODE PADS-T	CARDMEMBER SERVICE	JUNE STATEMENT	33.75	997

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 1 GENERAL TOWN FUND					
Dept 3 HEALTH AND WELLNESS					
1-3-565.00	THERAPYNOTES DATABASE SUBSCRIPT	CARDMEMBER SERVICE	JUNE STATEMENT.	76.00	997
	Total For Dept 3 HEALTH AND WELLNESS			7,861.13	
Dept 5 COMMUNITY CENTER					
1-5-410.03	SHOOTING STARS CAMP REFUND	KELLY WITTICH	SHOOTING STARS CAMP REFUND	125.00	96655
1-5-509.00	DELTA DENTAL 8/1/2023	DELTA DENTAL OF ILLINOIS	DELTA DENTAL 8/1/2023	189.26	96601
1-5-509.00	HEALTH BENEFITS	BLUE CROSS AND BLUE SHIE	AUGUST PREMIUM	1,901.69	995
1-5-510.00	TASC FSA PAYMENT 07/12/2023	TASC CUSTOMER CARE	TASC FSA PAYMENT 07/12/2023	7.69	991
1-5-510.00	TASC FSA PAYMENT 7/26/23	TASC CUSTOMER CARE	TASC FSA PAYMENT 7/26/23	7.69	994
1-5-513.00	UNEMPLOYMENT COMPENSATION	ILLINOIS DEPARTMENT OF E	UNEMPLOYMENT INSURANCE 06/30/2023	552.70	992
1-5-520.00	ON SITE SERVICE REGARDING SPEAK	AVI SYSTEMS, INC	ON SITE SERVICE REGARDING SPEAKERS	578.54	96626
1-5-520.00	12 MOS RADIO MONITORING	FOX VALLEY AUDIO VIDEO	12 MOS RADIO MONITORING	444.00	96634
1-5-520.00	FIRE/RADIO 8/1-10/31/2023 CC	FSS TECHNOLOGIES LLC	FIRE/RADIO 8/1-10/31/2023 CC	210.00	96635
1-5-520.00	MATS-CC	UNIFIRST CORPORATION	MATS-CC	83.19	96649
1-5-520.00	MATS-CC	UNIFIRST CORPORATION	MATS-CC	83.19	96649
1-5-520.00	TRAVEL-MINUTEMAN, LABOR, BATTERY	UNIQUE PRODUCTS & SERVIC	TRAVEL-MINUTEMAN, LABOR, BATTERY KIT,CH	1,514.71	96650
1-5-524.00	MARIANOS- NUTRITION SENIORS	CITI CARDS	JUNE STATEMENT	58.46	996
1-5-524.00	COSTCO-NUTRITION SENIORS	CITI CARDS	JUNE STATEMENT	75.19	996
1-5-524.00	MARIANOS-NUTRITION SENIORS	CITI CARDS	JUNE STATEMENT	46.65	996
1-5-524.00	COSTCO-NUTRITION SENIORS	CITI CARDS	JUNE STATEMENT	62.17	996
1-5-524.00	MARIANOS-NUTRITION SENIORS	CITI CARDS	JUNE STATEMENT	11.63	996
1-5-524.00	COSTCO-NUTRITION SENIORS	CITI CARDS	JUNE STATEMENT	92.30	996
1-5-524.00	MARIANOS-NUTRITION SENIORS	CITI CARDS	JUNE STATEMENT	9.35	996
1-5-524.00	MARIANOS-NUTRITION SENIORS	CITI CARDS	JUNE STATEMENT	31.72	996
1-5-524.00	MARIANOS-NUTRITION SENIORS	CITI CARDS	JUNE STATEMENT	40.04	996
1-5-524.00	COSTCO-NUTRITION SENIORS	CITI CARDS	JUNE STATEMENT	86.67	996
1-5-524.00	MARIANOS-SENIOR NUTRITION (WEEK	CARDMEMBER SERVICE	JUNE STATEMENT	38.11	997
1-5-524.00	TRADER JOES-SENIOR NUTRITION	CARDMEMBER SERVICE	JUNE STATEMENT	6.78	997
1-5-524.00	MARIANOS-SENIOR NUTRITION	CARDMEMBER SERVICE	JUNE STATEMENT	17.37	997
1-5-524.00	MARIANOS-SENIOR NUTRITION	CARDMEMBER SERVICE	JUNE STATEMENT	41.21	997
1-5-524.00	MARIANOS-COOK BY THE BOOK	CARDMEMBER SERVICE	JUNE STATEMENT	29.35	997
1-5-525.00	L&L-JOHNNY CASH 9/12/2023	JIM GIBBONS	L&L-JOHNNY CASH 9/12/2023	300.00	96636
1-5-525.00	AUGUST 22ND PERFORMANCE	WILLIAM PACK	AUGUST 22ND PERFORMANCE	287.50	96640
1-5-532.00	TELEPHONE 3016001336 7/1-7/31/	ACCESS ONE	TELEPHONE 3016001336 7/1-7/31/2023	328.32	1011
1-5-532.00	TELEPHONE-CELL CC - 4 UNITS	SPRINT	ACCT #838841513 6/9-7/8/23	126.48	1012
1-5-534.00	#2211206014 380 SURRYSE 5/25-	COMMONWEALTH EDISON	# 2211206014 380 SURRYSE 5/25-6/26/2	573.01	1006
1-5-534.00	380 SURRYSE 06109-01 05/19-6/2	VILLAGE OF LAKE ZURICH	WATER 380 SURRYSE #006109-01 05/19-6/	83.29	1001
1-5-534.00	GAS 91-68-62-2268 7 5/16-6/15/2	NICOR GAS	GAS 380 SURRYSE RD 91-68-62-2268 7 5/	82.98	1018
1-5-536.00	CONFERENCE (MEALS) SUSAN DILON	SUSAN DILLON	CONFERENCE (MEALS) SUSAN DILON	133.10	96630
1-5-537.00	BACOA-DEMENTIA GAGGIANO	CITI CARDS	JUNE STATEMENT	77.72	996
1-5-537.00	MARRIOTT-CONFERENCE	CITI CARDS	JUNE STATEMENT	853.44	996
1-5-537.00	AMERICAN RED CROSS-TRAINING (4)	CARDMEMBER SERVICE	JUNE STATEMENT	144.00	997
1-5-540.00	COPIER MPC2504 RENT 8/18-9/17/2	RICOH USA, INC.	COPIER MPC2504 RENT 8/18-9/17/2023	110.08	96643
1-5-546.00	COSTAR SUITE	CARDMEMBER SERVICE	JUNE STATEMENT	420.86	997
1-5-547.00	HAMILTON 11/28/2023 (57)	BROADWAY IN CHICAGO	HAMILTON 11/28/2023 (57)	2,992.50	96587
1-5-547.00	MARIANOS-COOK BY THE BOOK	CITI CARDS	JUNE STATEMENT	13.05	996
1-5-547.00	CLAY MONET-PROGRAM YOUTH	CITI CARDS	JUNE STATEMENT	607.20	996
1-5-547.00	LAKE ZURICH PARK-YOUTH PROGRAM	CITI CARDS	JUNE STATEMENT	196.00	996
1-5-547.00	BINNYS-SENIOR PROGRAM	CITI CARDS	JUNE STATEMENT	168.23	996
1-5-547.00	WENDELLBOATS.COM-ARCHITECTURE	CITI CARDS	JUNE STATEMENT	1,023.00	996

PAID
 BOARD AUDIT

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 1 GENERAL TOWN FUND					
Dept 5 COMMUNITY CENTER					
1-5-547.00	LAKE ZURICH 12-YOUTH PROGRAM	CARDMEMBER SERVICE	JUNE STATEMENT	114.00	997
1-5-547.00	SLYCE COAL FIRED-CUISINE CLUB	CARDMEMBER SERVICE	JUNE STATEMENT	802.80	997
1-5-547.00	LAKE ZURICH 12-YOUTH PROGRAM	CARDMEMBER SERVICE	JUNE STATEMENT	10.00	997
1-5-547.00	CHICAGO DOGS-YOUTH PROGRAM	CARDMEMBER SERVICE	JUNE STATEMENT	64.00	997
1-5-547.00	ELEPHANT&CASTLE RESTAURANT-SENI	CARDMEMBER SERVICE	JUNE STATEMENT	1,399.84	997
1-5-547.00	LAKE ZURICH 12-YOUTH	CARDMEMBER SERVICE	JUNE STATEMENT	112.00	997
1-5-547.00	CHICAGO BOTANIC GARDEN-FIRST FR	CARDMEMBER SERVICE	JUNE STATEMENT	92.21	997
1-5-547.00	REGAL CINEMAS-YOUTH PROGRAM	CARDMEMBER SERVICE	JUNE STATEMENT	20.00	997
1-5-547.00	REGAL CINEMAS-YOUTH PROGRAM	CARDMEMBER SERVICE	JUNE STATEMENT	20.00	997
1-5-547.00	REGAL CINEMAS-YOUTH PROGRAM	CARDMEMBER SERVICE	JUNE STATEMENT	20.00	997
1-5-547.00	REGAL CINEMAS-YOUTH PROGRAM	CARDMEMBER SERVICE	JUNE STATEMENT	20.00	997
1-5-547.00	REGAL CINEMAS-YOUTH PROGRAM	CARDMEMBER SERVICE	JUNE STATEMENT	20.00	997
1-5-547.00	COSTCO-SNACK & CHAT (6/28)	CARDMEMBER SERVICE	JUNE STATEMENT	13.99	997
1-5-547.00	MARIANOS-SNACK & CHAT (6/27)	CARDMEMBER SERVICE	JUNE STATEMENT	12.68	997
1-5-547.00	DRIVER TIP-WI STATE FAIR 8/7/20	JEFF HUFFMAN	DRIVER TIP-WI STATE FAIR 8/7/2023	85.00	96602
1-5-547.00	FITNESS CLASSES (12)-JULY 2023	ELB CONSULTING, INC.	FITNESS CLASSES (12)-JULY 2023	384.00	96632
1-5-547.00	FITNESS CLASSES (2)-JULY 2023	ERIN CONWAY-FINNEY	FITNESS CLASSES (2)-JULY 2023	60.00	96633
1-5-547.00	CHRISTMAS CONCERT 12/5/23 (DEPO	SANFILIPPO FOUNDATION	CHRISTMAS CONCERT 12/5/23 (DEPOSIT)	350.00	96646
1-5-547.00	FITNESS CLASSES (11)-JULY 2023	THE LIGHT BETWEEN LLC	FITNESS CLASSES (11)-JULY 2023	352.00	96647
1-5-547.00	DEPOSIT FOR HAMILTON 11/28/23	VAN GALDER BUS/COACH USA	DEPOSIT FOR HAMILTON 11/28/23	330.00	96651
1-5-547.00	LIFE STORY WRITING CLASS	CHRISTY WAGNER	LIFE STORY WRITING CLASS	50.00	96652
1-5-547.00	FITNESS CLASSES (9)-JULY 2023	PATRICIA WISNIEWSKI	FITNESS CLASSES (9)-JULY 2023	288.00	96654
1-5-551.00	WHOLE FOODS-COOK BY THE BOOK	CITI CARDS	JUNE STATEMENT	7.04	996
1-5-551.00	AMAZON- CRAFTS, WATER BALOONS	CITI CARDS	JUNE STATEMENT	95.14	996
1-5-551.00	COSTCO-DAY TRIP SUPPLIES	CITI CARDS	JUNE STATEMENT	47.67	996
1-5-551.00	MARIANOS-WINE PAIRING	CITI CARDS	JUNE STATEMENT	14.77	996
1-5-551.00	COSTCO-WINE PAIRING	CITI CARDS	JUNE STATEMENT	174.25	996
1-5-551.00	AMAZON-PICTURE FRAME SET OF 5	CITI CARDS	JUNE STATEMENT	42.98	996
1-5-551.00	CRICUT-SUBSCRIPTION	CARDMEMBER SERVICE	JUNE STATEMENT	9.99	997
1-5-551.00	AMERICAN RED CROSS/FACE SHIELD/	CARDMEMBER SERVICE	JUNE STATEMENT	70.53	997
1-5-551.00	WALMART-SENIOR CRAFT SUPPLIES	CARDMEMBER SERVICE	JUNE STATEMENT	13.94	997
1-5-551.00	DOLLAR TREE-BASKETS YOUTH	CARDMEMBER SERVICE	JUNE STATEMENT	90.00	997
1-5-551.00	WALMART-YOUTH SUPPLIES	CARDMEMBER SERVICE	JUNE STATEMENT	18.04	997
1-5-551.00	WALMART-SENIOR SUPPLIES	CARDMEMBER SERVICE	JUNE STATEMENT	16.48	997
1-5-551.00	MARIANOS--COOK BY THE BOOK	CARDMEMBER SERVICE	JUNE STATEMENT	19.55	997
1-5-551.00	WALMART-MUSIC TRIVIA NIGHT	CARDMEMBER SERVICE	JUNE STATEMENT	60.45	997
1-5-551.00	MICHAELS-CRAFTS & BULLETIN BOAR	CARDMEMBER SERVICE	JUNE STATEMENT	15.58	997
1-5-551.00	CRICUT-SUBSCRIPTION	CARDMEMBER SERVICE	JUNE STATEMENT	9.99	997
1-5-558.00	BNDR, RNDR, 8.5X11, INDEX LTR 8T	RUNCO OFFICE SUPPLY	BNDR, RNDR, 8.5X11, INDEX LTR 8TB	171.84	96645
1-5-558.00	INDEX LTR 8TB-CREDIT	RUNCO OFFICE SUPPLY	INDEX LTR 8TB-CREDIT	(109.30)	96645
1-5-558.00	PAPER,20, BNDR,RNDR 8.5X11,1WHT	RUNCO OFFICE SUPPLY	PAPER,20, BNDR,RNDR 8.5X11,1WHT	75.87	96645
1-5-559.00	AED SUPERSTORE-ELECTRODE PADS-C	CARDMEMBER SERVICE	JUNE STATEMENT	171.00	997
1-5-559.00	AED SUPERSTORE-ELECTRODE PADS-K	CARDMEMBER SERVICE	JUNE STATEMENT	274.50	997
1-5-561.00	GASOLINE-COMMUNITY CENTER	CONSERV FS INC	JUNE STATEMENT	248.11	96610
1-5-563.00	AMAZON-BRITA WATER FILTER FOR S	CITI CARDS	JUNE STATEMENT	29.78	996
Total For Dept 5 COMMUNITY CENTER				21,054.14	
Dept 6 ASSESSORS DIVISION					
1-6-509.00	DELTA DENTAL 8/1/2023	DELTA DENTAL OF ILLINOIS	DELTA DENTAL 8/1/2023	352.94	96601
1-6-509.00	HEALTH BENEFITS	BLUE CROSS AND BLUE SHIE	AUGUST PREMIUM	3,803.38	995

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BOARD AUDIT

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 1 GENERAL TOWN FUND					
Dept 6 ASSESSORS DIVISION					
1-6-513.00	UNEMPLOYMENT COMPENSATION	ILLINOIS DEPARTMENT OF E	UNEMPLOYMENT INSURANCE 06/30/2023	236.77	992
1-6-520.00	CLEANING SUPPLIES (40%)	HOME DEPOT CREDIT SERVIC	#2908-JUNE STATEMENT	39.59	96585
1-6-520.00	FIRE/RADIO 8/1-10/31/2023 TH (4	FSS TECHNOLOGIES LLC	FIRE/RADIO 8/1-10/31/2023 TH	84.00	96635
1-6-520.00	ELEVATOR INSPECTION 7/12/2023 (THOMPSON ELEVATOR INSP	ELEVATOR INSPECTION 7/12/2023	54.00	96648
1-6-520.00	MATS-TH (40%)	UNIFIRST CORPORATION	MATS-TH	49.25	96649
1-6-520.00	MATS-TH (40%)	UNIFIRST CORPORATION	MATS-TH	49.25	96649
1-6-532.00	686572087-00001 06/16-07/15/23	VERIZON WIRELESS	686572087-00001 06/16-07/15/23	72.02	1014
1-6-532.00	TELEPHONE 3016001336 7/1-7/31/	ACCESS ONE	TELEPHONE 3016001336 7/1-7/31/2023	313.75	1011
1-6-532.00	#8771100970050157 07-08/08/23	COMCAST	ACCT#8771100970050157 07-08/08/23	122.22	1015
1-6-534.00	ELECTRICITY 3363121110 /25-6/26	COMMONWEALTH EDISON	ELECTR. 5/25-6/26/23 3363121110 1155	274.45	1005
1-6-534.00	WATER 1155 E ROUTE 22 5/19-6/20	VILLAGE OF LAKE ZURICH	WATER 1155 E ROUTE 22 5/19-6/20/23	34.90	998
1-6-534.00	GAS 40% 46-44-35-6488 8 5/16-6/	NICOR GAS	GAS 46-44-35-6488 8 1155 E RT 22 5/16	82.34	1020
1-6-537.00	ILLINOIS TAX POLICY SEMINAR-BEH	ILLINOIS PROPERTY ASSES	ILLINOIS TAX POLICY SEMINAR-BEHREL	380.00	96590
1-6-537.00	REIMBURSEMENT FOR I.P.A.I. CLASS	JESSICA PARMAN	REIMBURSEMENT FOR I.P.A.I. CLASS TEST	150.00	96641
1-6-546.00	BACKGROUND CHECK - ZIELINSKI	ILLINOIS STATE POLICE	BACKGROUND CHECK - ZIELINSKI	10.00	993
1-6-546.00	BACKGROUND CHECK FEE - ZIELINSK	ILLINOIS STATE POLICE	BACKGROUND CHECK - ZIELINSKI	0.50	993
1-6-559.00	AED SUPERSTORE-ELECTRODE PADS-T	CARDMEMBER SERVICE	JUNE STATEMENT	54.00	997
1-6-561.00	GASOLINE- ASSESOR'S DEP	CONSERV FS INC	GASOLINE	175.24	96610
1-6-565.00	INTERNET HOSTING SERVICE 8/1/20	JRM CONSULTING, INC.	INTERNET HOSTING SERVICE 8/1/2023-24	350.00	96637
1-6-569.00	OIL CHANGE - 2014 EXPLORER	ELA TOWNSHIP HIGHWAY DEP	OIL CHANGE - 2014 EXPLORER	15.00	96611
1-6-569.00	OIL CHANGE-2021 EXPLORER	ELA TOWNSHIP HIGHWAY DEP	OIL CHANGE-2021 EXPLORER	15.00	96611
1-6-569.00	OIL FILTER,MOTOROIL-2021 EXPLOR	O'REILLY AUTOMOTIVE, INC	OIL FILTER,MOTOROIL-2021 EXPLORER	43.45	96619
Total For Dept 6 ASSESSORS DIVISION				6,762.05	
Dept 7 TRANSPORTATION DIVISION					
1-7-509.00	DELTA DENTAL 8/1/2023	DELTA DENTAL OF ILLINOIS	DELTA DENTAL 8/1/2023	48.52	96601
1-7-509.00	HEALTH BENEFITS	BLUE CROSS AND BLUE SHIE	AUGUST PREMIUM	667.26	995
1-7-513.00	UNEMPLOYMENT COMPENSATION	ILLINOIS DEPARTMENT OF E	UNEMPLOYMENT INSURANCE 06/30/2023	142.20	992
1-7-532.00	TELEPHONE-CELL BUS - 3 UNITS	SPRINT	ACCT #838841513 6/9-7/8/23	146.61	1012
1-7-558.00	AED ELECTRODE PADS/REPL BATTERY	CARDMEMBER SERVICE	JUNE STATEMENT	540.00	997
1-7-561.00	GASOLINE-BUS	CONSERV FS INC	GASOLINE	695.39	96610
1-7-569.00	SAFETY INSPECTION-ELA1	BENNY'S SERVICE CENTER I	SAFETY INSPECTION-ELA1	30.00	96608
1-7-569.00	OIL CHANGE-ELA 1	ELA TOWNSHIP HIGHWAY DEP	OIL CHANGE-ELA 1	49.49	96611
1-7-569.00	OIL CHANGE-ELA 4	ELA TOWNSHIP HIGHWAY DEP	OIL CHANGE-ELA 4	36.24	96611
1-7-569.00	OIL CHANGE-ELA4	ELA TOWNSHIP HIGHWAY DEP	OIL CHANGE-ELA4	35.24	96611
1-7-569.00	DYE/OIL, SYSTEM&DYE TEST FOR LEA	LAKE ZURICH RADIATOR AND	DYE/OIL, SYSTEM&DYE TEST FOR LEAKS ELA	172.10	96616
1-7-569.00	AIR FILTERS-ELA4	O'REILLY AUTOMOTIVE, INC	AIR FILTERS	26.39	96619
Total For Dept 7 TRANSPORTATION DIVISION				2,589.44	
Total For Fund 1 GENERAL TOWN FUND				45,305.90	
Fund 2 GENERAL ASSISTANCE FUND					
Dept 0					
2-0-513.00	UNEMPLOYMENT COMPENSATION	ILLINOIS DEPARTMENT OF E	UNEMPLOYMENT INSURANCE 06/30/2023	27.21	992
Total For Dept 0				27.21	
Total For Fund 2 GENERAL ASSISTANCE FUND				27.21	
Fund 3 GENERAL ROAD FUND					
Dept 1 ADMINISTRATIVE DIVISION					
3-1-509.00	DELTA DENTAL 8/1/2023	DELTA DENTAL OF ILLINOIS	DELTA DENTAL 8/1/2023	250.50	96601

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 3 GENERAL ROAD FUND					
Dept 1 ADMINISTRATIVE DIVISION					
3-1-509.00	HEALTH BENEFITS		AUGUST PREMIUM	3,236.21	995
3-1-510.00	TASC FSA PAYMENT 07/12/2023	BLUE CROSS AND BLUE SHIE	TASC FSA PAYMENT 07/12/2023	57.69	991
3-1-510.00	TASC FSA PAYMENT 7/26/23	TASC CUSTOMER CARE	TASC FSA PAYMENT 7/26/23	57.69	994
3-1-513.00	UNEMPLOYMENT COMPENSATION	ILLINOIS DEPARTMENT OF E	UNEMPLOYMENT INSURANCE 06/30/2023	75.92	992
3-1-532.00	INTERNET 8771100980313769 6/21	COMCAST	COMCAST 23605 N ECHO LAKE RD 87711009	99.34	1004
3-1-532.00	686572087-00001 06/16-07/15/23	VERIZON WIRELESS	686572087-00001 06/16-07/15/23	114.02	1014
3-1-546.00	DRIVER LICENSE RENEWAL	GEOFF MEYER	DRIVER LICENSE RENEWAL	61.35	96618
3-1-559.00	AED SUPERSTORE-ELECTRODE PADS-H	CARDMEMBER SERVICE	JUNE STATEMENT	67.50	997
3-1-559.00	WIFI ADAPTER	PWP SYSTEMS LLC	WIFI ADAPTER	124.00	96620
			Total For Dept 1 ADMINISTRATIVE DIVISION	4,144.22	
Dept 4 MAINTENANCE DIVISION					
3-4-520.00	FIRE/RADIO 8/1-10/31/2023 HIGHW	FSS TECHNOLOGIES LLC	FIRE/RADIO 8/1-10/31/2023 HIGHWAY	210.00	96635
3-4-534.00	#1467261008 WS MIDLOTHIAN RD 5/	COMMONWEALTH EDISON	#1467261008 WS MIDLOTHIAN RD 5/25-6/2	291.71	1010
3-4-534.00	WATER #006631-00 23605 ECHO 5/1	VILLAGE OF LAKE ZURICH	WATER #006631-00 23605 ECHO LAKE 5/19	20.00	1002
3-4-534.00	GAS 5/15/23-06/14/23	NICOR GAS	GAS 67-22-64-1000 8 ES ECHO LAKE RD 5	50.18	1016
3-4-534.00	GAS 12830810003 5/15-6/14/23	NICOR GAS	GAS 23605 ECHO LAKE 12830810003 5/15-	163.70	1017
3-4-563.00	LED FLOOD PAIR DIFFUSED (3)-T8	SAE CUSTOMS INC.	LED FLOOD PAIR DIFFUSED (3)-T8	1,842.13	96623
3-4-563.00	WIDE BAND ANTENNA-T8	SAE CUSTOMS INC.	WIDE BAND ANTENNA-T8	40.79	96623
3-4-564.00	64E CHAIN LOOP RETURN/44E CHAIN	ARLINGTON POWER EQUIPMEN	64E CHAIN LOOP RETURN/44E CHAIN LOOP	(4.13)	96605
3-4-564.00	71PM3 64E CHAIN LOOP	ARLINGTON POWER EQUIPMEN	71PM3 64E CHAIN LOOP	19.06	96605
3-4-564.00	11 PC LONG REACH MULTI SET	MAC TOOLS	11 PC LONG REACH MULTI SET	99.99	96617
3-4-567.00	LOW VISCOS-JOHN DEERE	AHW LLC - WAUCONDA	LOW VISCOS-JOHN DEERE	330.03	96604
3-4-567.00	LIFT AND TILT ACTUATOR-SKIDSTEE	ATLAS BOBCAT, LLC	LIFT AND TILT ACTUATOR-SKIDSTEE	2,395.38	96606
3-4-567.00	KUBOTA BONNET ASSEMBLY-WING MOW	BURRIS EQUIPMENT COMPANY	KUBOTA BONNET ASSEMBLY-WING MOWER	2,382.86	96609
3-4-567.00	OIL/AIR/WATER FILTERS-DEERE & K	O'REILLY AUTOMOTIVE, INC	OIL/AIR/WATER FILTERS-DEERE & KUBOTA	257.19	96619
3-4-569.00	REMINGTON-FRONT END ALIGNMENT	CITI CARDS	JUNE STATEMENT	89.95	996
3-4-569.00	SENSOR EXHAUST GAS T3	RUSH TRUCK CENTER, HUNTL	SENSOR EXHAUST GAS T3	586.92	96622
3-4-577.00	DOG WASTE DEPOT.COM-BAGS	CITI CARDS	JUNE STATEMENT	251.98	996
3-4-577.00	SPRAY PAINT-DEER PARK	LAKE ZURICH ACE	SPRAY PAINT-DEER PARK	12.00	96603
3-4-577.00	IDOT N50 SURFACE (8.99 TON)-LG	PETER BAKER & SON CO.	IDOT N50 SURFACE (8.99 TON)-LG	593.34	96607
3-4-577.00	STREET NAME SIGNS 6/X36-DP	HI-VIZ INC.	STREET NAME SIGNS 6/X36-DP	37.50	96614
			Total For Dept 4 MAINTENANCE DIVISION	9,670.58	
Fund 4 PERMANENT ROAD FUND					
Dept 0					
4-0-509.00	DELTA DENTAL 8/1/2023	DELTA DENTAL OF ILLINOIS	DELTA DENTAL 8/1/2023	594.27	96601
4-0-509.00	HEALTH BENEFITS	BLUE CROSS AND BLUE SHIE	AUGUST PREMIUM	7,001.48	995
4-0-510.00	TASC FSA PAYMENT 07/12/2023	TASC CUSTOMER CARE	TASC FSA PAYMENT 07/12/2023	38.46	991
4-0-510.00	TASC FSA PAYMENT 7/26/23	TASC CUSTOMER CARE	TASC FSA PAYMENT 7/26/23	38.46	994
4-0-513.00	UNEMPLOYMENT COMPENSATION	ILLINOIS DEPARTMENT OF E	UNEMPLOYMENT INSURANCE 06/30/2023	140.75	992
4-0-561.00	GASOLINE -HIGHWAY	CONSERV FS INC	GASOLINE	346.73	96610
4-0-562.00	WASP SPRAY (4)	HOME DEPOT CREDIT SERVIC	#2908-JUNE STATEMENT	27.88	96585
4-0-562.00	RETURN-3/4 LPGLCOUP	HOME DEPOT CREDIT SERVIC	#2908-JUNE STATEMENT	(9.97)	96585
4-0-562.00	3/4" GAL COMP COUPLING/1/2" GAL	HOME DEPOT CREDIT SERVIC	#2908-JUNE STATEMENT	18.46	96585
4-0-562.00	SIMPLE GREEN	HOME DEPOT CREDIT SERVIC	#2908-JUNE STATEMENT	21.98	96585
4-0-562.00	1/2" GAL COUPLING/BLK NIPPLE/PI	HOME DEPOT CREDIT SERVIC	#2908-JUNE STATEMENT	25.37	96585
4-0-562.00	BATTERIES/HYDRAULIC WATER STOP	HOME DEPOT CREDIT SERVIC	#2908-JUNE STATEMENT	56.63	96585
4-0-562.00	MILWAUKEE SDS BIT 3/4"x12"	HOME DEPOT CREDIT SERVIC	#2908-JUNE STATEMENT	26.37	96585
			Total For Fund 3 GENERAL ROAD FUND	13,814.80	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 4 PERMANENT ROAD FUND					
Dept 0					
4-0-562.00	WATER NOZZLE (3)	HOME DEPOT CREDIT SERVIC	#2908-JUNE STATEMENT	20.94	96585
4-0-562.00	MISC FASTENERS	LAKE ZURICH ACE	MISC FASTENERS	11.76	96603
4-0-562.00	COLD SHED KEYS, MISC FASTENERS	LAKE ZURICH ACE	COLD SHED KEYS, MISC FASTENERS	8.06	96603
4-0-562.00	DIAMOND GRIP GLOVES-SHOP SUPPLI	MAC TOOLS	DIAMOND GRIP GLOVES-SHOP SUPPLIES	43.90	96617
4-0-582.00	2X4 WHITEWOOD STUD (11)	HOME DEPOT CREDIT SERVIC	#2908-JUNE STATEMENT	34.98	96585
4-0-582.00	DIRT MUNICIPAL (6)	FOX WATERWAY AGENCY	DIRT MUNICIPAL (6)	60.00	96612
4-0-582.00	MS4 YEAR 21	GEWALT HAMILTON ASSOCIAT	MS4 YEAR 21	876.38	96613
4-0-582.00	ENGINEERING-ECHO LAKE DRAINAGE	GEWALT HAMILTON ASSOCIAT	ENGINEERING-ECHO LAKE DRAINAGE	184.00	96613
4-0-582.00	ANNUAL NPDES FEE 2024 STORMWATE	ILLINOIS EPA	ANNUAL NPDES FEE 2024 STORMWATER	1,000.00	96615
4-0-584.00	ELECTRICITY 0706074008 4/24-5/2	COMMONWEALTH EDISON	ELECTRICITY 0706074008 ALL STRT LGHTS	850.34	1003
	Total For Dept 0			11,417.23	
	Total For Fund 4 PERMANENT ROAD FUND			11,417.23	
Fund 5 PARK MAINTENANCE FUND					
Dept 0					
5-0-509.00	DELTA DENTAL 8/1/2023	DELTA DENTAL OF ILLINOIS	DELTA DENTAL 8/1/2023	48.52	96601
5-0-509.00	HEALTH BENEFITS	BLUE CROSS AND BLUE SHIE	AUGUST PREMIUM	629.15	995
5-0-513.00	UNEMPLOYMENT COMPENSATION	ILLINOIS DEPARTMENT OF E	UNEMPLOYMENT INSURANCE 06/30/2023	44.75	992
5-0-520.00	FIRE/RADIO 8/1-10/31/2023 KNOX	FSS TECHNOLOGIES LLC	FIRE/RADIO 8/1-10/31/2023 KNOX	210.00	96635
5-0-521.00	CENTRAL TURF&IRRIGATIO-ROTOR	CITI CARDS	JUNE STATEMENT	116.85	996
5-0-521.00	FERTILIZER-KNOX	ROLLING GREEN	FERTILIZER-KNOX	292.80	96644
5-0-521.00	FERTILIZER-COMMUNITY PARK	ROLLING GREEN	FERTILIZER-COMMUNITY PARK	936.85	96644
5-0-534.00	1035656002 380 SURRYSE 5/25-6/	COMMONWEALTH EDISON	ELECTR #1035656002 ES TELSER RD 5/25	68.72	1008
5-0-534.00	WATER 1111 E ROUTE 22 6/13-6/20	VILLAGE OF LAKE ZURICH	WATER 1111 E ROUTE 22 6/13-6/20/23	41.65	1000
5-0-534.00	0429157040 1111 W RT 22 5/25-6	COMMONWEALTH EDISON	#0429157040 1111 W RT 22 ELA 5/25-6/	101.92	1009
5-0-555.00	SCHOLARSHIP-SANYA AHUJA	CARNEGIE MELLON UNIVERSI	SCHOLARSHIP-SANYA AHUJA	1,500.00	96656
5-0-555.00	SCHOLARSHIP-KATHRYN HILTON	CARROLL UNIVERSITY	SCHOLARSHIP-KATHRYN HILTON	1,500.00	96657
5-0-555.00	SCHOLARSHIP-SIRE MCNEIL	COLLEGE OF LAKE COUNTY	SCHOLARSHIP-SIRE MCNEIL	1,500.00	96658
5-0-555.00	SCHOLARSHIP-BENJAMIN BAYNE	ILLINOIS STATE UNIVERSIT	SCHOLARSHIP-BENJAMIN BAYNE	1,500.00	96659
5-0-555.00	SCHOLARSHIP-JANE KIM YU	NORTHWESTERN UNIVERSITY	SCHOLARSHIP-JANE KIM YU	1,500.00	96660
5-0-555.00	SCHOLARSHIP-MARGARET MILLER	UNIVERSITY OF GEORGIA	SCHOLARSHIP-MARGARET MILLER	1,500.00	96661
5-0-555.00	SCHOLARSHIP-A. KOULOURIANOS	UNIVERSITY OF MISSOURI	SCHOLARSHIP-A. KOULOURIANOS	1,500.00	96662
5-0-555.00	SCHOLARSHIP-BRADEN ECKMAN	UNIVERSITY OF WISCONSIN-	SCHOLARSHIP-BRADEN ECKMAN	1,500.00	96663
5-0-561.00	GASOLINE-PARKS	CONSERV FS INC	GASOLINE	1,229.07	96610
5-0-563.00	MENARDS-PEACE POLE	CITI CARDS	JUNE STATEMENT	32.00	996
5-0-563.00	MISC. FASTENERS-KNOX TENNIS COU	LAKE ZURICH ACE	MISC. FASTENERS-KNOX TENNIS COURT	18.80	96603
5-0-563.00	AIR FILTERS-SCAG MOWERS	O'REILLY AUTOMOTIVE, INC	AIR FILTERS	69.14	96619
5-0-563.00	SAW RENTAL-PLAYGROUND PAD	RENTALMAX L.L.C.	SAW RENTAL-PLAYGROUND PAD	229.76	96621
5-0-564.00	FLAT BAR LUMI/8X2X3	LAKE ZURICH ACE	FLAT BAR LUMI/8X2X3	12.74	96603
5-0-574.00	ELECTRICITY 1467506002 5/25-6/2	COMMONWEALTH EDISON	ELECTRICITY 1467506002 95 E MAIN ST	113.22	1007
5-0-574.00	WATER 95 MAIN 05/19-6/20/23	VILLAGE OF LAKE ZURICH	WATER 95 MAIN 05/19-6/20/23	39.66	999
5-0-574.00	RED SUPERSTORE-ELECTRODE PADS-H	CARDMEMBER SERVICE	JUNE STATEMENT	67.50	997
5-0-574.00	GAS 5/16-6/15/2023	NICOR GAS	GAS 68-34-08-1000 8 95 E MAIN ST 5/16	68.09	1019
5-0-574.00	ELA HISTORIC-FENCE	ARONSON FENCE CO. INC.	HISTORICAL FENCE	162.64	96625
5-0-574.00	FIRE/RADIO 8/1-10/31/2023 HISTO	FSS TECHNOLOGIES LLC	FIRE/RADIO 8/1-10/31/2023 HISTORICAL	210.00	96635
5-0-596.00	MOSQUITO ABATEMENT (2 OF 4)	CLARKE ENVIRONMENTAL MOS	MOSQUITO ABATEMENT (2 OF 4)	8,739.25	96588
5-0-596.00	MOSQUITO ABATEMENT (4 OF 4)	CLARKE ENVIRONMENTAL MOS	MOSQUITO ABATEMENT (4 OF 4)	8,739.25	96628
5-0-600.00	AMAZON-PICKLEBALL PADDLE RACK	CITI CARDS	JUNE STATEMENT	147.99	996
5-0-600.00	2022 TENNIS-PICKLEBALL CONSTRUC	GEWALT HAMILTON ASSOCIAT	2022 TENNIS-PICKLEBALL CONSTRUCTION	238.00	96613

PAID
 BOARD AUDIT

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 5 PARK MAINTENANCE FUND					
Dept 0					
5-0-600.00	2023 PARKING LOT MAINTENANCE	GEWALT HAMILTON ASSOCIAT	2023 PARKING LOT MAINTENANCE	625.00	96613
5-0-600.00	24X60 CUSTOM KNOX PARK	HI-VIZ INC.	24X60 CUSTOM KNOX PARK	350.00	96614
		Total For Dept 0		35,583.32	
		Total For Fund 5 PARK MAINTENANCE FUND		35,583.32	
Fund 6 CEMETERY MAINTENANCE FUND					
Dept 0					
6-0-521.00	1-1/2X10 PIPE/PIPE TAPE (4)	HOME DEPOT CREDIT SERVIC	#2908-JUNE STATEMENT	66.77	96585
6-0-521.00	1-1/4X10 GALV PIPE/COUPLING	HOME DEPOT CREDIT SERVIC	#2908-JUNE STATEMENT	51.25	96585
6-0-521.00	RHIZOPHAERA NEEDLE BLIGHT APP	THE DAVEY TREE EXPERT CO	RHIZOPHAERA NEEDLE BLIGHT APP	195.00	96629
6-0-521.00	ORGANICS/FERT INJ	THE DAVEY TREE EXPERT CO	ORGANICS/FERT INJ	250.00	96629
6-0-521.00	15 FOUNDATION REPAIRS-LZ CEM MO	PROFESSIONAL CEMETERY SE	15 FOUNDATION REPAIRS-LZ CEM MONUMENT	3,000.00	96642
6-0-523.00	PLAQUES (3)-MITCHELL/KANE/FIJOL	INTERNATIONAL BRONZE PLA	PLAQUES (3)-MITCHELL/KANE/FIJOL	537.00	96589
		Total For Dept 0		4,100.02	
		Total For Fund 6 CEMETERY MAINTENANCE FUND		4,100.02	

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund Totals:					
			Fund 1 GENERAL TOWN FU	45,305.90	
			Fund 2 GENERAL ASSISTA	27.21	
			Fund 3 GENERAL ROAD FU	13,814.80	
			Fund 4 PERMANENT ROAD	11,417.23	
			Fund 5 PARK MAINTENANC	35,583.32	
			Fund 6 CEMETERY MAINTA	4,100.02	
			Total For All Funds:	110,248.48	

CASH SUMMARY BY ACCOUNT FOR ELA TOWNSHIP
 FROM 07/01/2023 TO 07/31/2023
 FUND: ALL FUNDS
 INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 07/01/2023	Total Debits	Total Credits	Ending Balance 07/31/2023
Fund 1 GENERAL TOWN FUND					
100.00	INLAND-MM/DISB.#0192/0190	248,699.98	108,597.19	200,699.67	156,597.50
101.05	INLAND BK.#7986-MONEY MARKET	1,277,056.91	3,094.17	0.00	1,280,151.08
101.07	BARR.#0429-MONEY MARKET	633,343.54	207,619.84	204,710.08	636,253.30
103.09	BARR. 2.36% - 12 MO - 7/20/2023	201,961.02	7,459.14	209,420.16	0.00
103.10	BARR. 2.80% - 12 MO - 8/26/2023	504,628.58	0.00	0.00	504,628.58
103.12	BARR. 5.35% - 9 MO - 4/26/2024	0.00	204,710.08	0.00	204,710.08
104.16	CS/INTRAFFI 4.37% 6/15/2023-13WK	459,858.02	5,036.59	464,894.61	0.00
104.17	CS/CDARS 4.89% 7/6/2023-13WK	104,093.67	1,276.70	105,370.37	0.00
104.19	CS/INTRAFFI 5.38% 9/14/2023-13 WK	0.00	464,894.61	0.00	464,894.61
104.20	CS/CDARS 5.38% 10/5/2023-13WK	0.00	105,370.37	0.00	105,370.37
	GENERAL TOWN FUND	3,429,641.72	1,108,058.69	1,185,094.89	3,352,605.52
Fund 2 GENERAL ASSISTANCE FUND					
100.00	INLAND-MM/DISB.#0192/0190	4,214.20	0.29	2,412.63	1,801.86
101.05	INLAND BK.#7986-MONEY MARKET	106,479.42	337.20	0.00	106,816.62
	GENERAL ASSISTANCE FUND	110,693.62	337.49	2,412.63	108,618.48
Fund 3 GENERAL ROAD FUND					
100.00	INLAND-MM/DISB.#0192/0190	229,534.47	46,870.16	24,064.26	252,340.37
101.05	INLAND BK.#7986-MONEY MARKET	922,301.86	2,129.07	0.00	924,430.93
	GENERAL ROAD FUND	1,151,836.33	48,999.23	24,064.26	1,176,771.30
Fund 4 PERMANENT ROAD FUND					
100.00	INLAND-MM/DISB.#0192/0190	326,373.68	28,414.54	60,170.15	294,618.07
101.05	INLAND BK.#7986-MONEY MARKET	741,900.64	2,161.45	0.00	744,062.09
101.06	5/3 BANK-BOND ACCT #0773	89,092.71	5,200.00	0.00	94,292.71
103.11	BARR. 4.90% - 6 MO - 11/25/2023	250,000.00	0.00	0.00	250,000.00
104.18	INLAND BK-CDARS 5.02% 8/31/23-13W	250,000.00	0.00	0.00	250,000.00
	PERMANENT ROAD FUND	1,657,367.03	35,775.99	60,170.15	1,632,972.87
Fund 5 PARK MAINTENANCE FUND					
100.00	INLAND-MM/DISB.#0192/0190	156,216.85	20,864.73	39,800.93	137,280.65
101.05	INLAND BK.#7986-MONEY MARKET	180,252.73	254.15	0.00	180,506.88
101.08	CORNERSTONE MM #6332	129,500.72	139.73	0.00	129,640.45
	PARK MAINTENANCE FUND	465,970.30	21,258.61	39,800.93	447,427.98
Fund 6 CEMETERY MAINTENANCE FUND					
100.00	INLAND-MM/DISB.#0192/0190	42,293.14	87.13	7,264.69	35,115.58
101.05	INLAND BK.#7986-MONEY MARKET	195,665.82	619.64	0.00	196,285.46
	CEMETERY MAINTENANCE FUND	237,958.96	706.77	7,264.69	231,401.04
	TOTAL - ALL FUNDS	7,053,467.96	1,215,136.78	1,318,807.55	6,949,797.19

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 07/31/2023 INCREASE (DECREASE)	YTD BALANCE 07/31/2023 NORMAL (ABNORMAL)	2023-24 ORIGINAL BUDGET	AVAILABLE BALANCE NORMAL (ABNORMAL)
Fund 1 - GENERAL TOWN FUND					
Revenues					
Dept 0					
1-0-400.00	PROPERTY TAX	72,171.38	974,547.23	1,900,007.73	925,460.50
1-0-402.00	PERS PROP REPLACEMENT TAX	12,524.43	37,564.43	50,000.00	12,435.57
1-0-404.00	INTEREST INCOME	15,073.16	21,213.98	10,000.00	(11,213.98)
1-0-407.00	PROJ'D BEGINNING BALANCE	0.00	0.00	3,063,407.00	3,063,407.00
1-0-410.00	MISCELLANEOUS INCOME	0.00	75.00	2,000.00	1,925.00
1-0-410.01	COMMUNITY ROOM FEES	0.00	50.00	0.00	(50.00)
Total Dept 0		99,768.97	1,033,450.64	5,025,414.73	3,991,964.09
Dept 3 - HEALTH AND WELLNESS					
1-3-410.00	MISCELLANEOUS INCOME	0.00	50.00	0.00	(50.00)
Total Dept 3 - HEALTH AND WELLNESS		0.00	50.00	0.00	(50.00)
Dept 5 - COMMUNITY CENTER					
1-5-406.00	GRANTS	1,250.00	2,000.00	5,000.00	3,000.00
1-5-409.00	DONATIONS	0.00	550.00	2,000.00	1,450.00
1-5-410.00	MISCELLANEOUS INCOME	0.00	309.00	0.00	(309.00)
1-5-410.01	HOMEWORK CLUB RECOVERIES	7,645.00	9,885.00	48,330.00	38,445.00
1-5-410.02	TEEN CLUB RECOVERIES	0.00	0.00	0.00	0.00
1-5-410.03	SHOOTING STARS RECOVERIES	250.00	47,550.00	50,550.00	3,000.00
1-5-410.04	WINTER BREAK RECOVERIES	0.00	0.00	7,200.00	7,200.00
1-5-410.05	SPRING BREAK RECOVERIES	0.00	(50.00)	4,550.00	4,550.00
1-5-410.06	KIDS DAY OFF RECOVERIES	0.00	0.00	0.00	0.00
1-5-410.07	SAFE SITTER RECOVERIES	60.00	0.00	1,560.00	1,560.00
1-5-410.08	SAFE AT HOME RECOVERIES	25.00	25.00	600.00	575.00
1-5-411.01	SENIOR PROGRAM RECOVERIES	10,951.00	38,363.00	95,000.00	56,637.00
1-5-411.02	LONG DISTANCE TRIPS RECOVERIES	495.00	10,855.00	72,000.00	61,145.00
1-5-411.03	MEAL RECOVERIES	796.00	3,142.00	30,000.00	26,858.00
1-5-411.04	NON-RESIDENT FEES	35.00	315.00	500.00	185.00
Total Dept 5 - COMMUNITY CENTER		21,507.00	112,944.00	317,240.00	204,296.00
Dept 6 - ASSESSORS DIVISION					
1-6-410.00	MISCELLANEOUS INCOME	0.00	0.00	0.00	0.00
Total Dept 6 - ASSESSORS DIVISION		0.00	0.00	0.00	0.00
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	514.00	1,880.75	7,000.00	5,119.25
1-7-410.02	SUBSCRIPTION RECOVERIES	0.00	1,540.00	5,000.00	3,460.00
1-7-410.03	S.W. LAKE RECOVERIES	0.00	3,024.00	9,000.00	5,976.00
Total Dept 7 - TRANSPORTATION DIVISION		514.00	6,444.75	21,000.00	14,555.25
TOTAL REVENUES		121,789.97	1,152,889.39	5,363,654.73	4,210,765.34
Expenditures					
Dept 1 - ADMINISTRATIVE DIVISION					
1-1-500.00	SALARIES	15,408.93	63,789.21	225,750.00	161,960.79
1-1-509.00	HEALTH BENEFITS	1,688.52	6,628.79	25,000.00	18,371.21
1-1-510.00	HRA	(302.54)	(302.54)	3,100.00	3,402.54
1-1-511.00	SOCIAL SECURITY TAX	1,159.63	4,793.61	17,000.00	12,206.39
1-1-512.00	IMRF	457.65	1,894.58	8,000.00	6,105.42
1-1-513.00	UNEMPLOYMENT COMPENSATION	143.72	536.48	1,000.00	463.52
1-1-520.00	BUILDING MAINTENANCE	250.14	760.96	14,000.00	13,239.04
1-1-528.00	INSURANCE	0.00	29,352.00	35,000.00	5,648.00
1-1-532.00	TELEPHONE/INTERNET	897.49	2,806.24	7,500.00	4,693.76
1-1-534.00	UTILITIES	377.69	1,508.08	7,000.00	5,491.92
1-1-536.00	TRAVEL EXPENSE	0.00	42.97	2,000.00	1,957.03
1-1-537.00	EDUCATION	0.00	0.00	2,000.00	2,000.00
1-1-538.00	POSTAGE	162.49	4,570.88	12,000.00	7,429.12
1-1-540.00	PRINTING	0.00	3,655.06	11,000.00	7,344.94
1-1-544.00	PROFESSIONAL SERVICES	2,462.44	5,276.32	20,000.00	14,723.68
1-1-546.00	DUES/FEES	1,425.40	2,031.36	9,000.00	6,968.64
1-1-548.00	PUBLIC NOTICES	0.00	33.35	750.00	716.65
1-1-549.00	PERS. PROP. REPL. TAX-VILL. REFUND	0.00	3,583.22	20,000.00	16,416.78
1-1-555.00	GRANT FUNDING	23,000.00	23,000.00	36,000.00	13,000.00
1-1-558.00	OFFICE SUPPLIES	87.81	470.80	5,500.00	5,029.20
1-1-559.00	OFFICE EQUIPMENT	47.25	47.25	2,500.00	2,452.75

PERIOD ENDING 07/31/2023

GL NUMBER	DESCRIPTION	ACTIVITY FOR	YTD BALANCE	2023-24	AVAILABLE
		MONTH 07/31/2023 INCREASE (DECREASE)	07/31/2023 NORMAL (ABNORMAL)	ORIGINAL BUDGET	BALANCE NORMAL (ABNORMAL)
Fund 1 - GENERAL TOWN FUND					
Expenditures					
1-1-565.00	INFORMATION TECHNOLOGY	142.50	2,260.50	20,000.00	17,739.50
1-1-568.00	MISCELLANEOUS	793.45	1,280.07	5,000.00	3,719.93
1-1-572.00	COMMUNITY EVENTS	113.02	201.81	5,000.00	4,798.19
1-1-573.00	COMMUNITY SERVICE PROJECTS	0.00	449.00	3,500.00	3,051.00
1-1-585.00	TOWNHALL IMPROVEMENTS	0.00	0.00	5,000.00	5,000.00
1-1-600.00	CAPITAL IMPROVEMENTS	0.00	126,086.00	1,000,000.00	873,914.00
Total Dept 1 - ADMINISTRATIVE DIVISION		48,315.59	284,756.00	1,502,600.00	1,217,844.00
Dept 2 - ELECTED OFFICIALS					
1-2-501.00	SUPERVISOR	3,541.66	12,291.67	40,000.00	27,708.33
1-2-504.00	CLERK	1,250.00	5,000.00	15,000.00	10,000.00
1-2-505.00	TRUSTEES	1,319.45	6,319.49	20,000.00	13,680.51
1-2-506.00	TREASURER	83.33	333.32	1,000.00	666.68
1-2-511.00	SOCIAL SECURITY TAX	473.87	1,831.72	6,000.00	4,168.28
1-2-536.00	TRAVEL EXPENSE	0.00	0.00	3,000.00	3,000.00
1-2-537.00	EDUCATION	0.00	0.00	2,000.00	2,000.00
Total Dept 2 - ELECTED OFFICIALS		6,668.31	25,776.20	87,000.00	61,223.80
Dept 3 - HEALTH AND WELLNESS					
1-3-500.00	SALARIES	16,612.93	71,928.60	225,750.00	153,821.40
1-3-509.00	HEALTH BENEFITS	6,428.59	18,639.76	44,000.00	25,360.24
1-3-510.00	HRA	(0.04)	(0.05)	4,750.00	4,750.05
1-3-511.00	SOCIAL SECURITY TAX	1,186.23	5,150.65	17,270.00	12,119.35
1-3-512.00	IMRF	455.38	1,967.23	7,000.00	5,032.77
1-3-513.00	UNEMPLOYMENT COMPENSATION	161.44	633.64	1,000.00	366.36
1-3-520.00	BUILDING MAINTENANCE	178.69	517.28	5,500.00	4,982.72
1-3-528.00	INSURANCE	0.00	0.00	600.00	600.00
1-3-532.00	TELEPHONE/INTERNET	444.22	2,001.54	4,800.00	2,798.46
1-3-534.00	UTILITIES	269.77	1,077.18	4,000.00	2,922.82
1-3-536.00	TRAVEL EXPENSE	0.00	318.46	2,000.00	1,681.54
1-3-537.00	EDUCATION	0.00	209.99	3,000.00	2,790.01
1-3-538.00	POSTAGE	0.84	0.84	100.00	99.16
1-3-540.00	PRINTING	0.00	33.00	300.00	267.00
1-3-546.00	DUES/FEES	0.00	135.00	1,600.00	1,465.00
1-3-558.00	OFFICE SUPPLIES	35.59	266.09	1,500.00	1,233.91
1-3-559.00	OFFICE EQUIPMENT	33.75	33.75	1,000.00	966.25
1-3-565.00	INFORMATION TECHNOLOGY	76.00	1,516.28	2,800.00	1,283.72
1-3-568.00	MISCELLANEOUS	0.00	0.00	1,000.00	1,000.00
Total Dept 3 - HEALTH AND WELLNESS		25,883.39	104,429.24	327,970.00	223,540.76
Dept 5 - COMMUNITY CENTER					
1-5-500.00	SALARIES	38,852.65	151,053.72	475,000.00	323,946.28
1-5-509.00	HEALTH BENEFITS	1,819.35	7,141.60	26,000.00	18,858.40
1-5-510.00	HRA	0.00	0.00	3,000.00	3,000.00
1-5-511.00	SOCIAL SECURITY TAX	2,962.20	11,456.80	36,000.00	24,543.20
1-5-512.00	IMRF	837.56	3,264.57	13,000.00	9,735.43
1-5-513.00	UNEMPLOYMENT COMPENSATION	552.70	1,503.04	5,000.00	3,496.96
1-5-520.00	BUILDING MAINTENANCE	332.76	2,148.07	25,000.00	22,851.93
1-5-524.00	NUTRITION	647.00	2,178.99	31,000.00	28,821.01
1-5-525.00	LUNCH & LEARN PRESENTATIONS	0.00	1,175.00	7,500.00	6,325.00
1-5-532.00	TELEPHONE/INTERNET	454.80	2,834.22	7,500.00	4,665.78
1-5-534.00	UTILITIES	853.33	4,667.33	14,000.00	9,332.67
1-5-536.00	TRAVEL EXPENSE	0.00	56.32	1,000.00	943.68
1-5-537.00	EDUCATION	1,075.16	1,363.16	5,000.00	3,636.84
1-5-538.00	POSTAGE	0.60	611.36	9,750.00	9,138.64
1-5-540.00	PRINTING	1,815.59	2,437.19	16,000.00	13,562.81
1-5-546.00	DUES/FEES	422.76	1,587.70	4,000.00	2,412.30
1-5-547.00	PROGRAMS	11,094.50	27,321.03	80,000.00	52,678.97
1-5-550.00	LONG DISTANCE TRIPS	10,682.00	10,700.49	39,000.00	28,299.51
1-5-551.00	PROGRAM SUPPLIES	706.40	4,253.09	15,000.00	10,746.91
1-5-553.00	SPECIAL EVENTS	0.00	76.03	3,000.00	2,923.97
1-5-558.00	OFFICE SUPPLIES	78.97	165.17	2,000.00	1,834.83
1-5-559.00	OFFICE EQUIPMENT	445.50	445.50	2,000.00	1,554.50
1-5-561.00	FUEL/OIL	237.42	365.85	2,500.00	2,134.15
1-5-563.00	BUILDING EQUIPMENT	73.76	852.16	12,000.00	11,147.84
1-5-565.00	INFORMATION TECHNOLOGY	0.00	1,284.00	4,000.00	2,716.00
1-5-568.00	MISCELLANEOUS	56.20	218.34	2,000.00	1,781.66
1-5-585.00	GRANT PROJECTS	0.00	0.00	5,000.00	5,000.00
Total Dept 5 - COMMUNITY CENTER		74,001.21	239,160.73	845,250.00	606,089.27

GL NUMBER	DESCRIPTION	ACTIVITY FOR	YTD BALANCE	2023-24	AVAILABLE
		MONTH 07/31/2023 INCREASE (DECREASE)	07/31/2023 NORMAL (ABNORMAL)	ORIGINAL BUDGET	BALANCE NORMAL (ABNORMAL)
Fund 1 - GENERAL TOWN FUND					
Expenditures					
Dept 6 - ASSESSORS DIVISION					
1-6-500.00	SALARIES	22,792.84	117,795.20	425,000.00	307,204.80
1-6-509.00	HEALTH BENEFITS	3,665.16	12,907.54	50,000.00	37,092.46
1-6-510.00	HRA	836.10	836.10	9,000.00	8,163.90
1-6-511.00	SOCIAL SECURITY TAX	1,702.63	8,847.22	33,000.00	24,152.78
1-6-512.00	IMRF	655.66	2,917.15	13,000.00	10,082.85
1-6-513.00	UNEMPLOYMENT COMPENSATION	236.77	1,130.56	2,000.00	869.44
1-6-520.00	BUILDING MAINTENANCE	285.84	827.53	6,000.00	5,172.47
1-6-532.00	TELEPHONE/INTERNET	507.99	2,132.44	6,000.00	3,867.56
1-6-534.00	UTILITIES	431.63	1,723.49	7,000.00	5,276.51
1-6-536.00	TRAVEL EXPENSE	0.00	1,521.77	3,500.00	1,978.23
1-6-537.00	EDUCATION	380.00	2,180.00	6,500.00	4,320.00
1-6-538.00	POSTAGE	0.60	0.60	100.00	99.40
1-6-540.00	PRINTING	0.00	236.96	1,500.00	1,263.04
1-6-544.00	PROFESSIONAL SERVICES	110.00	440.00	5,000.00	4,560.00
1-6-546.00	DUES/FEES	10.50	1,424.94	9,000.00	7,575.06
1-6-558.00	OFFICE SUPPLIES	32.73	659.31	2,500.00	1,840.69
1-6-559.00	OFFICE EQUIPMENT	54.00	242.11	24,000.00	23,757.89
1-6-561.00	FUEL/OIL	520.84	1,164.12	5,000.00	3,835.88
1-6-565.00	INFORMATION TECHNOLOGY	0.00	5,828.99	24,500.00	18,671.01
1-6-568.00	MISCELLANEOUS	469.50	469.50	500.00	30.50
1-6-569.00	VEHICLE MAINTENANCE	52.37	52.37	5,000.00	4,947.63
Total Dept 6 - ASSESSORS DIVISION		32,745.16	163,337.90	638,100.00	474,762.10
Dept 7 - TRANSPORTATION DIVISION					
1-7-500.00	SALARIES	5,792.93	28,899.95	115,500.00	86,600.05
1-7-509.00	HEALTH BENEFITS	623.26	2,446.78	9,000.00	6,553.22
1-7-510.00	HRA	0.00	0.00	1,650.00	1,650.00
1-7-511.00	SOCIAL SECURITY TAX	436.10	2,179.02	9,000.00	6,820.98
1-7-512.00	IMRF	172.05	858.33	3,500.00	2,641.67
1-7-513.00	UNEMPLOYMENT COMPENSATION	142.20	358.40	800.00	441.60
1-7-515.00	UNIFORMS/TESTING	0.00	171.50	600.00	428.50
1-7-528.00	INSURANCE	0.00	1,799.00	4,000.00	2,201.00
1-7-532.00	TELEPHONE	134.89	757.74	2,500.00	1,742.26
1-7-544.00	PROFESSIONAL SERVICES	0.00	108.00	1,000.00	892.00
1-7-558.00	OFFICE SUPPLIES	540.00	540.00	250.00	(290.00)
1-7-561.00	FUEL/OIL	2,976.58	6,093.55	26,000.00	19,906.45
1-7-569.00	VEHICLE MAINTENANCE	394.50	2,019.93	10,000.00	7,980.07
Total Dept 7 - TRANSPORTATION DIVISION		11,212.51	46,232.20	183,800.00	137,567.80
TOTAL EXPENDITURES		198,826.17	863,692.27	3,584,720.00	2,721,027.73
Fund 1 - GENERAL TOWN FUND:					
TOTAL REVENUES		121,789.97	1,152,889.39	5,363,654.73	4,210,765.34
TOTAL EXPENDITURES		198,826.17	863,692.27	3,584,720.00	2,721,027.73
NET OF REVENUES & EXPENDITURES		(77,036.20)	289,197.12	1,778,934.73	1,489,737.61

GL NUMBER	DESCRIPTION	ACTIVITY FOR	YTD BALANCE	2023-24	AVAILABLE
		MONTH 07/31/2023	07/31/2023	ORIGINAL	BALANCE
		INCREASE (DECREASE)	NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)
Fund 2 - GENERAL ASSISTANCE FUND					
Revenues					
Dept 0					
2-0-400.00	PROPERTY TAX	(3.29)	(8.60)	0.00	8.60
2-0-404.00	INTEREST INCOME	337.49	626.53	500.00	(126.53)
2-0-407.00	PROJ'D BEGINNING BALANCE	0.00	0.00	119,303.00	119,303.00
Total Dept 0		334.20	617.93	119,803.00	119,185.07
TOTAL REVENUES		334.20	617.93	119,803.00	119,185.07
Expenditures					
Dept 0					
2-0-500.00	SALARIES	2,179.92	9,306.26	30,450.00	21,143.74
2-0-511.00	SOCIAL SECURITY TAX	137.47	580.10	2,300.00	1,719.90
2-0-512.00	IMRF	64.74	276.36	1,000.00	723.64
2-0-513.00	UNEMPLOYMENT COMPENSATION	27.21	82.94	100.00	17.06
2-0-537.00	EDUCATION	0.00	113.12	500.00	386.88
2-0-565.00	INFORMATION TECHNOLOGY	0.00	0.00	2,000.00	2,000.00
2-0-701.00	EMERGENCY ASSISTANCE	0.00	944.65	45,000.00	44,055.35
2-0-702.00	GENERAL ASSISTANCE	0.00	0.00	20,000.00	20,000.00
Total Dept 0		2,409.34	11,303.43	101,350.00	90,046.57
TOTAL EXPENDITURES		2,409.34	11,303.43	101,350.00	90,046.57
Fund 2 - GENERAL ASSISTANCE FUND:					
TOTAL REVENUES		334.20	617.93	119,803.00	119,185.07
TOTAL EXPENDITURES		2,409.34	11,303.43	101,350.00	90,046.57
NET OF REVENUES & EXPENDITURES		(2,075.14)	(10,685.50)	18,453.00	29,138.50

GL NUMBER	DESCRIPTION	ACTIVITY FOR	YTD BALANCE	2023-24	AVAILABLE
		MONTH 07/31/2023	07/31/2023	ORIGINAL	BALANCE
		INCREASE (DECREASE)	NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)
Fund 3 - GENERAL ROAD FUND					
Revenues					
Dept 0					
3-0-400.00	PROPERTY TAX	17,535.11	236,987.01	700,030.61	463,043.60
3-0-402.00	PERS PROP REPLACEMENT TAX	0.00	0.00	0.00	0.00
3-0-404.00	INTEREST INCOME	2,140.95	3,978.71	1,000.00	(2,978.71)
3-0-407.00	PROJ'D BEGINNING BALANCE	0.00	0.00	947,071.00	947,071.00
3-0-410.00	MISCELLANEOUS INCOME	0.00	29,191.50	5,000.00	(24,191.50)
3-0-410.01	HWY.ENT.INCOME/BUS REPAIRS	0.00	42.41	0.00	(42.41)
3-0-410.02	HWY.ENT.INCOME/VILL.DEER PARK	5,097.50	19,624.00	170,000.00	150,376.00
3-0-410.03	HWY.ENT.INCOME/VILL.LONG GROVE	5,642.30	17,764.25	50,000.00	32,235.75
3-0-410.04	HWY.ENT.INCOME/VILL. NORTH BARRINGTON	12,411.25	32,382.19	20,000.00	(12,382.19)
3-0-410.05	HWY.ENT.INCOME/VILL.KILDEER	4,780.50	16,581.03	45,000.00	28,418.97
3-0-418.00	TRANSFERS IN	0.00	0.00	0.00	0.00
Total Dept 0		47,607.61	356,551.10	1,938,101.61	1,581,550.51
TOTAL REVENUES		47,607.61	356,551.10	1,938,101.61	1,581,550.51
Expenditures					
Dept 1 - ADMINISTRATIVE DIVISION					
3-1-500.00	SALARIES	9,024.99	42,495.55	131,250.00	88,754.45
3-1-509.00	HEALTH BENEFITS	3,036.13	11,919.23	44,000.00	32,080.77
3-1-510.00	HRA	0.00	0.00	5,000.00	5,000.00
3-1-511.00	SOCIAL SECURITY TAX	647.11	3,056.07	9,850.00	6,793.93
3-1-512.00	IMRF	268.04	1,262.11	4,000.00	2,737.89
3-1-513.00	UNEMPLOYMENT COMPENSATION	75.92	331.77	750.00	418.23
3-1-528.00	INSURANCE	0.00	26,890.00	30,000.00	3,110.00
3-1-532.00	TELEPHONE/INTERNET	1,833.35	2,631.55	8,500.00	5,868.45
3-1-536.00	TRAVEL EXPENSE	0.00	0.00	3,000.00	3,000.00
3-1-537.00	EDUCATION	942.28	942.28	3,000.00	2,057.72
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	61.35	61.35	2,000.00	1,938.65
3-1-548.00	PUBLIC NOTICES	0.00	0.00	500.00	500.00
3-1-558.00	OFFICE SUPPLIES	459.96	1,010.40	2,500.00	1,489.60
3-1-559.00	OFFICE EQUIPMENT	67.50	1,567.49	3,500.00	1,932.51
3-1-565.00	INFORMATION TECHNOLOGY	0.00	1,733.91	6,000.00	4,266.09
Total Dept 1 - ADMINISTRATIVE DIVISION		16,416.63	93,901.71	255,350.00	161,448.29
Dept 4 - MAINTENANCE DIVISION					
3-4-520.00	BUILDING MAINTENANCE	0.00	210.00	130,000.00	129,790.00
3-4-533.00	ENGINEERING SERVICES	0.00	93.20	3,000.00	2,906.80
3-4-534.00	UTILITIES	311.71	2,652.45	8,500.00	5,847.55
3-4-535.00	RENTALS	0.00	0.00	2,000.00	2,000.00
3-4-562.00	OPERATING SUPPLIES	0.00	0.00	4,000.00	4,000.00
3-4-563.00	VEHICLE/HEAVY EQUIPMENT	0.00	1,707.78	160,000.00	158,292.22
3-4-564.00	SMALL TOOLS	60.97	140.94	4,000.00	3,859.06
3-4-567.00	EQUIPMENT MAINTENANCE	1,820.06	12,566.48	30,000.00	17,433.52
3-4-569.00	VEHICLE MAINTENANCE	1,153.79	5,515.60	45,000.00	39,484.40
3-4-575.00	GARBAGE SERVICE	0.00	0.00	500.00	500.00
3-4-577.00	VILLAGE MATERIALS	2,909.48	6,915.89	40,000.00	33,084.11
3-4-580.00	PAVING	0.00	3,148.00	500,000.00	496,852.00
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	675,000.00	675,000.00
Total Dept 4 - MAINTENANCE DIVISION		6,256.01	32,950.34	1,612,000.00	1,579,049.66
TOTAL EXPENDITURES		22,672.64	126,852.05	1,867,350.00	1,740,497.95
Fund 3 - GENERAL ROAD FUND:					
TOTAL REVENUES		47,607.61	356,551.10	1,938,101.61	1,581,550.51
TOTAL EXPENDITURES		22,672.64	126,852.05	1,867,350.00	1,740,497.95
NET OF REVENUES & EXPENDITURES		24,934.97	229,699.05	70,751.61	(158,947.44)

GL NUMBER	DESCRIPTION	ACTIVITY FOR	YTD BALANCE	2023-24	AVAILABLE
		MONTH 07/31/2023	07/31/2023	ORIGINAL	BALANCE
		INCREASE (DECREASE)	NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)
Fund 4 - PERMANENT ROAD FUND					
Revenues					
Dept 0					
4-0-400.00	PROPERTY TAX	26,657.40	359,121.11	700,004.24	340,883.13
4-0-404.00	INTEREST INCOME	2,171.16	8,376.55	4,000.00	(4,376.55)
4-0-407.00	PROJ'D BEGINNING BALANCE	0.00	0.00	1,398,233.00	1,398,233.00
4-0-410.00	MISCELLANEOUS INCOME	0.00	0.00	50,000.00	50,000.00
4-0-410.01	MFT FUND	0.00	57,652.18	45,000.00	(12,652.18)
4-0-410.02	ROAD BONDS	300.00	3,450.00	500.00	(2,950.00)
Total Dept 0		29,128.56	428,599.84	2,197,737.24	1,769,137.40
TOTAL REVENUES		29,128.56	428,599.84	2,197,737.24	1,769,137.40
Expenditures					
Dept 0					
4-0-500.00	SALARIES	33,500.44	148,580.08	485,000.00	336,419.92
4-0-509.00	HEALTH BENEFITS	6,614.13	25,965.71	95,000.00	69,034.29
4-0-510.00	HRA	(576.90)	(576.90)	6,500.00	7,076.90
4-0-511.00	SOCIAL SECURITY TAX	2,481.77	11,002.66	37,000.00	25,997.34
4-0-512.00	IMRF	994.96	4,417.63	14,378.00	9,960.37
4-0-513.00	UNEMPLOYMENT COMPENSATION	140.75	1,333.52	4,500.00	3,166.48
4-0-515.00	UNIFORMS/TESTING	720.60	1,070.60	8,000.00	6,929.40
4-0-535.00	RENTALS	0.00	0.00	500.00	500.00
4-0-561.00	FUEL/OIL	5,160.31	9,113.79	40,000.00	30,886.21
4-0-562.00	OPERATING SUPPLIES	1,309.98	2,553.78	8,500.00	5,946.22
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	90.00	4,000.00	3,910.00
4-0-575.00	GARBAGE SERVICE	0.00	0.00	500.00	500.00
4-0-580.00	PAVING	0.00	0.00	20,000.00	20,000.00
4-0-582.00	STORM WATER	7,226.69	21,190.08	250,000.00	228,809.92
4-0-584.00	STREET LIGHTS	850.34	3,518.98	15,000.00	11,481.02
4-0-586.00	ROAD SALT AND LIQUID DE-ICER	0.00	0.00	75,000.00	75,000.00
4-0-587.00	ROAD SUPPLIES & TREE REMOVAL	0.00	4,800.00	15,000.00	10,200.00
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		58,423.07	233,059.93	1,448,878.00	1,215,818.07
TOTAL EXPENDITURES		58,423.07	233,059.93	1,448,878.00	1,215,818.07
Fund 4 - PERMANENT ROAD FUND:					
TOTAL REVENUES		29,128.56	428,599.84	2,197,737.24	1,769,137.40
TOTAL EXPENDITURES		58,423.07	233,059.93	1,448,878.00	1,215,818.07
NET OF REVENUES & EXPENDITURES		(29,294.51)	195,539.91	748,859.24	553,319.33

GL NUMBER	DESCRIPTION	ACTIVITY FOR	YTD BALANCE	2023-24	AVAILABLE
		MONTH 07/31/2023 INCREASE (DECREASE)	07/31/2023 NORMAL (ABNORMAL)	ORIGINAL BUDGET	BALANCE NORMAL (ABNORMAL)
Fund 5 - PARK MAINTENANCE FUND					
Revenues					
Dept 0					
5-0-400.00	PROPERTY TAX	20,352.06	274,592.16	527,369.75	252,777.59
5-0-404.00	INTEREST INCOME	396.30	735.61	500.00	(235.61)
5-0-407.00	PROJ'D BEGINNING BALANCE	0.00	0.00	273,330.00	273,330.00
5-0-410.00	MISCELLANEOUS INCOME	0.00	0.00	5,000.00	5,000.00
5-0-410.01	KNIGGE PARK - STUDENT PARKING LOT REV	0.00	0.00	15,000.00	15,000.00
5-0-410.02	YOUTH SPORTS - PARK REV	0.00	2,450.00	4,500.00	2,050.00
5-0-418.00	TRANSFERS IN	0.00	0.00	0.00	0.00
Total Dept 0		20,748.36	277,777.77	825,699.75	547,921.98
TOTAL REVENUES		20,748.36	277,777.77	825,699.75	547,921.98
Expenditures					
Dept 0					
5-0-500.00	SALARIES	9,470.20	33,017.80	89,000.00	55,982.20
5-0-509.00	HEALTH BENEFITS	590.09	2,316.57	9,000.00	6,683.43
5-0-510.00	HRA	(430.00)	(430.00)	1,650.00	2,080.00
5-0-511.00	SOCIAL SECURITY TAX	717.78	2,495.71	7,000.00	4,504.29
5-0-512.00	IMRF	106.78	472.02	2,600.00	2,127.98
5-0-513.00	UNEMPLOYMENT COMPENSATION	44.75	165.89	1,000.00	834.11
5-0-520.00	BUILDING MAINTENANCE	0.00	253.98	10,000.00	9,746.02
5-0-521.00	PARK MAINTENANCE	5,895.16	13,894.14	42,000.00	28,105.86
5-0-534.00	UTILITIES	212.29	1,058.74	6,000.00	4,941.26
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	93.50	15,000.00	14,906.50
5-0-561.00	FUEL/OIL	1,991.36	2,157.70	6,000.00	3,842.30
5-0-562.00	LANDSCAPING SUPPLIES	0.00	0.00	20,000.00	20,000.00
5-0-563.00	PARK EQUIPMENT	613.16	613.16	90,000.00	89,386.84
5-0-564.00	SMALL TOOLS	22.56	289.46	2,000.00	1,710.54
5-0-568.00	MISCELLANEOUS	0.00	0.00	1,000.00	1,000.00
5-0-574.00	ELA HISTORIC-PROJECTS/MAINT	345.06	1,714.45	25,000.00	23,285.55
5-0-596.00	MOSQUITO ABATEMENT PLAN	17,478.50	26,217.75	38,000.00	11,782.25
5-0-600.00	CAPITAL IMPROVEMENTS	2,232.99	19,350.69	258,800.00	239,449.31
Total Dept 0		39,290.68	103,681.56	627,050.00	523,368.44
TOTAL EXPENDITURES		39,290.68	103,681.56	627,050.00	523,368.44
Fund 5 - PARK MAINTENANCE FUND:					
TOTAL REVENUES		20,748.36	277,777.77	825,699.75	547,921.98
TOTAL EXPENDITURES		39,290.68	103,681.56	627,050.00	523,368.44
NET OF REVENUES & EXPENDITURES		(18,542.32)	174,096.21	198,649.75	24,553.54

GL NUMBER	DESCRIPTION	ACTIVITY FOR		2023-24 ORIGINAL BUDGET	AVAILABLE BALANCE NORMAL (ABNORMAL)
		MONTH 07/31/2023 INCREASE (DECREASE)	YTD BALANCE 07/31/2023 NORMAL (ABNORMAL)		
Fund 6 - CEMETERY MAINTENANCE FUND					
Revenues					
Dept 0					
6-0-400.00	PROPERTY TAX	(1.08)	(2.06)	0.00	2.06
6-0-404.00	INTEREST INCOME	621.55	1,153.96	500.00	(653.96)
6-0-407.00	PROJ'D BEGINNING BALANCE	0.00	0.00	232,953.00	232,953.00
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	1,400.00	2,000.00	600.00
6-0-410.02	LAKE ZURICH CEMETERY REVENUE	0.00	8,950.00	10,000.00	1,050.00
Total Dept 0		620.47	11,501.90	245,453.00	233,951.10
TOTAL REVENUES		620.47	11,501.90	245,453.00	233,951.10
Expenditures					
Dept 0					
6-0-500.00	SALARIES	0.00	160.68	10,000.00	9,839.32
6-0-508.00	CEMETERY BOARD	0.00	0.00	1,500.00	1,500.00
6-0-509.00	HEALTH BENEFITS	0.00	0.00	0.00	0.00
6-0-511.00	SOCIAL SECURITY TAX	0.02	11.59	400.00	388.41
6-0-512.00	IMRF	0.00	0.00	0.00	0.00
6-0-513.00	UNEMPLOYMENT COMPENSATION	0.00	2.40	200.00	197.60
6-0-521.00	CEMETERY MAINTENANCE	4,113.02	7,383.02	20,000.00	12,616.98
6-0-522.00	BURIAL EXPENSES	0.00	850.00	8,000.00	7,150.00
6-0-523.00	CREM SCATTER GARDEN	3,065.00	4,465.00	5,000.00	535.00
6-0-532.00	TELEPHONE/INTERNET	0.00	0.00	250.00	250.00
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	6,000.00	5,892.00
6-0-568.00	MISCELLANEOUS	0.00	73.45	3,000.00	2,926.55
6-0-600.00	CAPITAL IMPROVEMENTS	0.00	0.00	100,000.00	100,000.00
Total Dept 0		7,178.04	13,054.14	158,750.00	145,695.86
TOTAL EXPENDITURES		7,178.04	13,054.14	158,750.00	145,695.86
Fund 6 - CEMETERY MAINTENANCE FUND:					
TOTAL REVENUES		620.47	11,501.90	245,453.00	233,951.10
TOTAL EXPENDITURES		7,178.04	13,054.14	158,750.00	145,695.86
NET OF REVENUES & EXPENDITURES		(6,557.57)	(1,552.24)	86,703.00	88,255.24
TOTAL REVENUES - ALL FUNDS					
TOTAL EXPENDITURES - ALL FUNDS		220,229.17	2,227,937.93	10,690,449.33	8,462,511.40
NET OF REVENUES & EXPENDITURES		328,799.94	1,351,643.38	7,788,098.00	6,436,454.62
NET OF REVENUES & EXPENDITURES		(108,570.77)	876,294.55	2,902,351.33	2,026,056.78

Payroll Check Register Report For Ela Township

For Check Dates 07/11/2023 to 08/07/2023

Name	Check Net
AXA EQUITABLE-EQUI VEST	438.42
EFTPS	35,744.00
ILL DEPT OF REVENUE	6,832.44
ILLINOIS MUNICIPAL	12,061.72
WISCONSIN DEPT OF REVENUE	188.48
EMPLOYEE PAYROLL	116,420.59
Total Payroll	171,685.65

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Date: August 2, 2023
To: Township Supervisor and Board of Trustees
From: Karen Behrel, Deputy Assessor
Subject: **Board Report – July 2023**

We have turned our books in and now have a **tentative** publishing date of August 17th. We're preparing for the appeal season and still have some seniors coming in for their freeze.
Thank you!



Date: July 17, 2023
 To: Township Supervisor and Board of Trustees
 From: Jessica P. Case, Bus Liaison
 Subject: **Board Report – June 2023**

<u>BUS SERVICE</u>	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
Ridership (One Way) - Ela	246	239	317	266	277	259
Ridership (One Way) - Wauconda	40	40	48	46	50	48
Total Number of Rides	286	279	365	312	327	307
Revenue Miles - Ela	1130	1262	1568	1260	1554	1318
Revenue Miles - LC	480	468	581	528	568	530
Total Miles	1610	1730	2149	1788	2122	1848
Revenue Hours - Ela	126.75	127.5	199	125.75	200.5	140
Revenue Hours - LC	26.5	25	30.25	29.75	31.75	28.25
Total Hours	153.25	152.5	229.25	155.5	232.25	168.25
Days in Service - Ela	19	19	23	20	22	21
Days in Service - LC	11	10	13	12	13	12
Fuel Usage (gallons)	480.8	452.4	396.9	488.5	493.6	321.6
Lift Usage	83	71	83	82	105	110



Date: August 7, 2023
 To: Township Supervisor and Board of Trustees
 From: Jessica P. Case, Bus Liaison
 Subject: **Board Report – July 2023**

<u>BUS SERVICE</u>	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
Ridership (One Way) - Ela	246					
Ridership (One Way) - Wauconda	44					
Total Number of Rides	290					
Revenue Miles - Ela	1322					
Revenue Miles - LC	510					
Total Miles	1832					
Revenue Hours - Ela	149.5					
Revenue Hours - LC	30					
Total Hours	179.5					
Days in Service - Ela	20					
Days in Service - LC	12					
Fuel Usage (gallons)	354.2					
Lift Usage	113					



Date: August 1st, 2023

To: Township Supervisor and Board of Trustees

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

Subject: Board Reports – July 2023

Clients and Groups:

Health & Wellness received 12 referrals in June. Of the 12 referrals, 7 requested therapy services, 3 were seeking consultations, and 2 case management requests. We have recently seen a decline in EA/GA requests and an increase in trauma and stress-related disorders. We continue Wellness Wednesday where we educate the public about current trends such as grooming, health trends, and mental health facts.

The Lending Closet helped 38 families with medical equipment. We are open for donations; however, ask people to call before donating. We welcome donations of ramps at any time due to their high demand.

The Care Giver Support Group runs the last Tuesday of each month from 3-4:30pm at Ela Town Hall. Residents are encouraged to reach out to Betsy Innocenti, MSW for more information.

Charity Knit continues to hold in-person groups the second and fourth Mondays of the month. In June, Charity Knit donated 165 items to local organizations that include Good Shephard Hospital Rainbow Project, Lutheran General Hospital, and NW Sexual Assault Team. Please consider donating yarn and fabric to this great cause. Health & Wellness is accepting donations on behalf of Charity Knit.

Community Events:

The Director wants to formally thank Kildeer Police Department, specifically Office DeKind, Santiago, and Dalbaik for providing Town Hall and Community Center Staff with the Active Shooter Response Trainings. And special Thank You to Officer Logan from Lake Villa that helped during the Ela Town Hall training. The vital information provided in the training is important in maintaining the safety of all. Health & Wellness made some departmental changes based on their recommendations. Health & Wellness will be reaching out to the schools in August to collaborate on the upcoming school year.

Goals:

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

Ela Crafters Monthly Donation Log

June 2023

Recipient Organization	Item Donated	Quantity	Monthly Total
Good Shephard Hosp – Rainbow Project	Rainbow Blankets	1	1
Lutheran General Hospital	Prayer Cloths	150	150
NW Sexual Assault Team	Lapghans	6	14
	Quilts	5	
	Throws	3	

Total Items Donated

165

YTD TOTAL

2,621

Date: 8/7/2023
To: Township Supervisor and Board of Trustees
From: Mike DePouw, Highway Superintendent
Subject: **Board Report – August 2023**

Highway Department Update:

- The Highway Department has been unexpectedly busy with storm damage clean up. Due to the frequency of the storms, some of our scheduled projects have been delayed or push back. Some larger projects that a bigger crew is needed cannot be started due to a lack of manpower. I am fully confident that everything we have scheduled will be completed before winter approaches.
- **2023-2024 Road Re-Surfacing:** On August 3rd the road re-surfacing bid opening was held at Gewalt Hamilton's office in Vernon Hills. Peter Baker & Sons came in as the lowest bidder at \$358,904.50 plus \$37,000 for engineering costs totaling \$395,904.50. We budgeted \$475,000 leaving us a balance around \$80,000 which we plan on using elsewhere in the Township.

Income from the Villages:

- Total income for July from Village Contracts \$29,830.60
- Village of Deer Park – 17 tickets preformed
 - Labor charges \$1,817.85
 - Material charges \$1,475.00
 - Equipment charges \$1,433.50
 - Totaling \$6,431.35
- Village of Kildeer – 29 work tickets preformed
 - Labor charges \$3,450.00
 - Material charges \$299.00
 - Equipment charges \$2,291.25
 - Totaling \$6,040.25
- Village of Long Grove – 17 work tickets preformed
 - Labor charges \$6,345.00
 - Material charges \$1,116.00
 - Equipment charges \$4,112.50
 - Totaling \$11,573.50
- Village of North Barrington – 18 work ticket preformed
 - Labor charges \$3,506.00
 - Material charges \$0.00
 - Equipment charges \$2,279.50
 - Totaling \$5,785.50

Labor hours performed throughout Ela Township – 328.50 work hours performed

- Assessor – 1 work tickets equaling 2 hours
- Buses – 4 work tickets equaling 7.5 hours
- Cemetery – 10 work tickets equaling 32.5 hours
- Community Center – 9 work tickets equaling 23.5 hours
- Health & Wellness – 0 work tickets equaling 0 hours
- Highway Department (unincorporated) – 76 work tickets equaling 126 hours
- Historical – 3 work tickets equaling 8.5 hours
- Parks – 26 work tickets equaling 111 hours
- Town Hall – 8 work tickets equaling 17.5 hours



Date: August 1, 2023
To: Township Supervisor and Board of Trustees
From: Jim Dalbec, Assistant Community Programs Director
Subject: Board Report – July 2023

Programming:

July started slowly with the Community Center being closed on July 3 and 4, but we made up for it with a very active and steady flow of participants the remainder of the month. Our Evening Programming has been successful with Music Trivia Nights, Concerts on the Patio, and our Friday Fun Nights. We also started Left, Center, Right and that was another popular activity to offer for evening participants. Based on feedback, we decided to send out weekly e-mail reminders for upcoming programs and activities. We have seen an immediate response and sold out a November Day Trip to see Hamilton in Chicago in just 72 hours. Since then, other Day Trips and in-person classes have been highlighted and numbers have been steadily increasing. We also just began an 8-week Fall Prevention course and due to the overwhelming interest, will be looking to offer again immediately after the Holiday Season. We brought in around \$4700 for the month in programming revenue.

Meals:

For lunches we brought in just around \$760 for the month. At the beginning of the month, we started offering lunch on Tuesdays and Thursdays only. We typically offer 2 Lunch & Learns on Tuesday and 1 Lunch & Movie on Thursday per month, so it seemed like a natural fit due to stagnant numbers of participants wanting to eat in person. Although those two programs generally have anywhere between 20-45 participants per offering, we were barely seeing 5 sign up for lunch on non-event days. As the weeks have progressed, we are now consistently seeing 10 or more. It's a small increase, but we are hopeful that people are once again looking for that social interaction that they can't get from a To-Go meal that they bring home.

Upcoming Events/Programming:

It's hard to believe, but we are actively looking to complete our Newsletter for October, November, December that goes out to the entire township. The 3rd Friday of every month we will be offering a vaccine clinic through Jewel Osco here at the Community Center and will also host a separate clinic at Zurich Meadows for those residents. Susan will be gone at the end of the Month on a 12-day Long Distance Trip to Alaska with almost 30 Seniors accompanying her. That will begin a flurry of Long Distance Travel to close out the year with a California Trip in October, and San Antonio from the end of November into the beginning of December. In staffing news, our current Day Trip and Event Specialist, Barb Orchard, will be parting ways with us in mid-August. Jill Barnes will be filling in on the majority of those responsibilities moving forward.

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



Date: August 4, 2023
To: Township Supervisor and Board of Trustees
From: Joe Cacciatore, Youth Coordinator
Subject: **Youth Board Report – July**

Homework Club

Homework Club payments for the 2023-2024 school year were coming in. We have around 50 kids that are signed up for Homework Club for this upcoming school year. We have 14 kids for the 3 transportation schools, and about 8 on the non-transportation list. Once Summer Camp is over, we will make our transition into that, and make sure we are ready for back to school!

Summer Camp

We had Shooting Stars Summer Camp weeks 5-9 during July. Numbers were really good for those weeks. Parents and kids both seem to be thinking we are doing a good job! Staff are still going strong, and everything is going well!

Staffing

We are looking for Homework Club staff, as our staff is going back to, or starting College in the Fall. We will have a couple Summer Camp staff to help out for a week or two. We are in the process of hiring for the school year.

Thank you again for your continued support,

Joseph Cacciatore
Youth Coordinator



Date: August 4th, 2023

To: Township Supervisor and Board of Trustees

From: Ted Marciniak, Township Manager

Subject: **Board Report – August 2023**

Pickleball Courts:

Both the pickleball and tennis courts continue to get heavy usage. I want to remind everyone that the courts are for recreational play, and encourage all users to respect both the courts, and other users.

Decennial Committee:

I have almost completed compiling the group of documents for our next meeting. Once completed, I will review, and we can then work on scheduling the second of the three required meetings.

Summer Camp:

I want to give quick recognition to Joe, for running an amazing summer camp program. Over the past several weeks, you have not been able to hear anything but children laughing and playing from outside Townhall. Joe and his staff deserve all the credit for creating a program that has kept the kids engaged and entertained for the duration of the Shooting Stars program.



ELA TOWNSHIP
LAKE COUNTY, ILLINOIS

ORDINANCE
NUMBER 2023-02

AN ORDINANCE ESTABLISHING STANDING COMMITTEES

Gloria M. Palmblad, Supervisor

Lucy A. Prouty, Town Clerk

&

Township Trustees

Lawrence Bowman
Doug Samz
Tosi Ufodike
Laurie Wilhoit

ORDINANCE NO. 2023-02

AN ORDINANCE ESTABLISHING STANDING COMMITTEES

WHEREAS, Ela Township is an Illinois public entity operating under the laws of the State of Illinois;
and

WHEREAS, the Township has expressed statutory authority to establish standing committees and the implied authority to establish other committees and to otherwise establish procedural rules to govern the Town Board; and

WHEREAS, the Town Board believes it is in the best interests of Ela Township to establish certain standing committees.

NOW, THEREFORE, BE IT ORDAINED BY THE SUPERVISOR AND BOARD OF TRUSTEES OF ELA TOWNSHIP, LAKE COUNTY, ILLINOIS, as follows:

SECTION 1: Standing Committees. Township standing committees are established to assist the Supervisor and Town Board in developing and reviewing various Township policies. Committees are not authorized to administer the day-to-day operations of the Township or its departments, which will remain the duty of the Supervisor and Township staff. Each committee shall have responsibilities as assigned from time-to-time by the Town Board. When committee responsibilities or objectives overlap, the Town Board will determine which committee or committees shall work on a project or event. In no event shall a committee member meet to discuss committee business without informing the other committee members of the time and purpose of the meeting. Committees shall not send correspondence to any person, other than to a department head, without prior approval of the Supervisor and Town Board. All committees are subject to the provisions of the Open Meetings Act.

The following shall be the standing committees of Ela Township:

- (1) Community Center Committee (Youth & Senior)
- (2) Communications Committee
- (3) Health and Wellness Committee

- (4) Parks & Recreation Committee
- (5) Highway Committee

SECTION 2: Committee Composition and Appointments. The Town Board shall make committee appointments every other year in April or as soon thereafter as possible. Each committee shall have at least two members. The Supervisor shall serve on each Committee. Each Trustee shall chair at least one committee and serve on one other committee.

SECTION 3: Committee Appointments. Committee appointments shall be as follows:

A. Community Center Committee

Chair: Trustee Laurie Wilhoit

Members: Supervisor Gloria Palmblad, Trustee Doug Samz, Susan Dillon, Jim Dalbec, and Joe Cacciatore

B. Communication Committee

Chair: Supervisor Gloria Palmblad

Members: Susan Dillon, Sara Marx, Assessor, Jim Dalbec, and Staff

C. Health and Wellness Committee

Chair: Trustee Doug Samz

Members: Supervisor Gloria Palmblad, Trustee Tosi Ufodike, and Sara Marx

D. Parks & Recreation Committee

Chair: Trustee Tosi Ufodike

Members: Supervisor Gloria Palmblad, Trustee Larry Bowman, Mike DePouw, & Geoff Meyer

D. Highway Committee

Chair: Trustee Larry Bowman

Members: Supervisor Gloria Palmblad, Trustee Laurie Wilhoit, Mike DePouw & Geoff Meyer

SECTION 4: Committee Purposes. The committees shall be responsible for recommending action on the following subjects and such other subjects as may be assigned to them from time-to-time by the Town Board.

- A. Community Center Committee:** This committee consists of both the Senior 55+ and Youth programs. Ela Township "55 Plus" is dedicated to providing the highest quality recreational, social and supportive services to adults 55 and older residing in Ela Township. The mission of the Ela Youth program is to provide comprehensive and innovative programs that serve all youth in our community. These programs also assist children in reaching their full potential as healthy and well-adjusted individuals.

- B. **Communication Committee:** The mission of the Communication Committee is to enhance the internal & external communications and expand awareness of the programs, benefits & services offered by Ela Township.
- C. **Health and Wellness Committee:** The mission of the Social work department is to assess, address and advocate for the needs and concerns of all residents of Ela Township
- D. **Parks & Recreation:** The Parks & Recreation Committee mission is to maintain and enhance the parks and recreational activities by forging collaborative efforts with local sports organizations and by having play areas and open space for all residents to enjoy.
- E. **Highway Committee:** The mission of the Highway Department is to maintain our unincorporated roads in Ela Township as well as provide Public Works' services to our surrounding Villages.

SECTION 5: Meeting Dates and Minutes. Each committee will establish a regular meeting schedule which will be posted in accordance with the Open Meetings Act. Each committee will designate one member to take minutes of committee meetings, which will be turned over to the Town Clerk following approval.

SECTION 6: If any section, paragraph, clause, or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Ordinance.

SECTION 7: All Ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 8: This Ordinance shall be in full force and effect from after its **passage**, approval and publication as provided by law.

	<u>Present</u>	<u>Absent</u>	<u>Yes</u>	<u>No</u>
<u>Supervisor Palmblad</u>	_____	_____	_____	_____
<u>Trustee Bowman</u>	_____	_____	_____	_____
<u>Trustee Samz</u>	_____	_____	_____	_____
<u>Trustee Ufodike</u>	_____	_____	_____	_____
<u>Trustee Wilhoit</u>	_____	_____	_____	_____

APPROVED by the Town Board on July 13, 2023

Gloria M. Palmblad, Supervisor

Lucy A. Prouty, Town Clerk

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Date: March 13, 2023
Revised July 10, 2023

To: Paul Virgilio, S.E., P.E.
Virgilio & Associates, LTD
24069 North Echo Lake Road
Lake Zurich, Illinois 60047

From: Justin Morson
FireHouse Service Company
8411B Crystal Springs Road
Woodstock, Illinois 60098
815-821-5267



RE: Egress Stair Project

FHSC Project #23-24069

After reviewing the project scope of work itemized below located at 1155 East IL Route 22, Lake Zurich, Illinois 60047, I hereby offer to furnish all labor and materials to complete the work as specified and presented in the drawings and specifications provided by Virgilio & Associates, LTD and identified below:

TOTAL PROJECT COST - \$96,330.00

SCOPE OF WORK

FireHouse Service Company shall produce a new egress staircase for the Ela Town Hall per the architectural drawings dated 9/27/2022 from Virgilio & Associates to include:

- Removal of the existing railing along the east side of the existing east balcony
- Installation of new egress stair in accordance with attached drawings.
- Re-work and re-installation of the east railing of balcony.
- Restoration of existing landscaping disturbed by installation of the stair.
- Utilization of heavy equipment and crane as necessary to facilitate the installation process.
- Prevailing wage and performance bond is included.

EXCLUDED FROM THE ABOVE PROJECT PRICE

- Permit Fees
- Architectural Drawings
- Engineering Documents
- Changes or Upgrades due to Code Requirements

Date: March 13, 2023
Revised July 10, 2023

To: Paul Virgilio, S.E., P.E.
Virgilio & Associates, LTD
24069 North Echo Lake Road
Lake Zurich, Illinois 60047

From: Justin Morson
FireHouse Service Company
8411B Crystal Springs Road
Woodstock, Illinois 60098
815-821-5267



RE: Egress Stair Project

FHSC Project #23-24069

TERMS

- Change orders and fees are not included and shall be billed separately at cost.
- Any and all changes shall be accompanied by a change order and authorized by the owner or their designee.

INSURANCE AND BONDING

- FireHouse Service Company is a fully licensed and insured general contractor that operates in Illinois and Wisconsin. Your project employs and subcontracts individuals and companies that are fully insured, licensed and bonded in the AHJ.
- Certificates of insurance and licensure are maintained for your project in our office and are available anytime.
- Upon acceptance of this proposal, please sign below.
- This proposal is valid for a period of 14 days and may be retracted.

Authorized Representative

Justin Morson, President
FireHouse Service Company

Printed Name

Date

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Ela Township

Lake Zurich, Fairfield Cemeteries

July 12, 2023

Inspire Cemetery Software
35W319 Forest Dr
Dundee IL 60118

Overview

Welcome to the Inspire Cemetery Software family! As a new customer, you can expect an exceptional and seamless experience that empowers your cemetery with modern, user-friendly tools for efficient management and history preservation.

Goals

1. Smooth Onboarding
2. Personalized Training
3. User-Friendly Interface
4. Cloud-Based Convenience
5. Data Security and Preservation
6. Fillable PDF Deeds

Specifications

Before we can begin setting up Inspire Cemetery Software for a new customer, we will need certain essential information to ensure a smooth and personalized onboarding process. Here are the details a new customer will need to provide:

1. **Contact Information:** This includes the customer's name, email address, phone number, and the name of the cemetery or organization they represent. Having accurate contact information helps us communicate effectively throughout the onboarding process.
2. **Cemetery Details:** Customers will need to provide specific details about their cemetery, such as its name, location, address, and any unique identifiers associated with the cemetery.

3. Existing Records: If the customer already maintains cemetery records through another system, they will need to provide access to these records or relevant data files. This will facilitate the data import process and ensure a seamless transition to Inspire Cemetery Software.
4. User Requirements: Customers should inform us about the number of users who will be accessing the software and their respective roles or access levels within the platform. Understanding user requirements allows us to create personalized training sessions for different user groups.
5. Customization Preferences: Customers may have specific customization preferences, such as customized fields or reports, that they would like to include in the software. Providing this information helps us tailor the platform to meet their unique needs.
6. Deed Format: If customers require the use of fillable PDF deeds, they will need to specify the format or template they use for legal documents. This information ensures that we can set up the fillable PDF deeds feature according to their requirements.
7. Billing and Payment Information: Customers will need to provide billing and payment details for their chosen pricing plan. This information enables us to set up their account and ensures a smooth billing process.
8. Preferred Training Schedule: Customers can inform us of their preferred training schedule, including date and time preferences for personalized training sessions. This helps us accommodate their availability and ensure a successful training experience.

By providing the above information, new customers enable us to tailor Inspire Cemetery Software to their specific needs, ensuring a seamless and efficient transition to our platform. At Inspire Cemetery Software, we value the trust and collaboration of our customers and strive to make the onboarding process as convenient and personalized as possible.

Milestones

- Initial Consultation
- Account Setup and Configuration
- Data Import and Migration
- Training Sessions
- Testing and Quality Assurance
- Go-Live and Launch

Pricing

● Data Migration , Cleanse and import of existing data.	\$3700.00
● Secure CRM License , Annual license includes 1 user	\$1400.00
● Website Integration , Records search, connected to existing site	\$1000.00
● Website Hosting , Website hosting billed annually	\$400.00
	<hr/>
TOTAL	\$6500.00

- **Annual License** **\$1800.00**



Thank you for choosing Inspire Cemetery Software to elevate your cemetery management. We look forward to building a strong partnership and helping you preserve the history and legacies of your cemetery for generations to come.

Agreed _____ Agreed _____

Cemetery

Inspire

By _____ By _____

Your name

Date

Customers

+ Customer

Name contains Ordering

Filter

Name	City	State	Mobile	Email	Action
Agretha Boyfield	Louisville	KY	(502) 694-7907	aboyfield34@etsy.com	
Aguste Feldmus	Peoria	IL	-	afeldmus2h@tripadvisor.com	
Alanah Brigg	El Paso	TX	(915) 180-9324	abriggt@theatlantic.com	
Alejandra Tesoe	Boynton Beach	FL	(561) 501-2008	atesoe1g@goodreads.com	

Burial Records

+ Burial Record

?

Deceased name contains Record is complete? Deceased is a veteran? Ordering

Filter

Deceased	Death	Interment	Plot	Action
Agretha Boyfield	-	-	(unassigned)	
Benton Westmacott	July 4, 2023	July 7, 2023	Plot 3-3-9-5	
Bear Hupka	May 1, 2023	May 2, 2023	Plot 1-3-10-7	
Solomon Bulstrode	April 4, 2023	April 8, 2023	Plot 3-3-6-1	
Dale Pawson	April 1, 2023	April 3, 2023	Plot 3-3-6-6	

Plots

Status Owner name Section Block Lot Ordering

Filter

Status	Section	Block	Lot	Grave	Owner	Action
Occupied	1	3	10	5	Debbi Fetteplace	
Occupied	1	3	10	7	Bear Hupka	
Occupied	1	3	6	1	Babette McCullum	
Reserved	1	3	6	3	Flora Wollers	
Unavailable	1	3	8	8	(unavailable)	

1

4



Product Quotation
 Quotation Number: TS22643
 Quote Sent Date: Jul 24, 2023
 Expiration Date: Aug 23, 2023

Prepared By
 Todd Swartz
 Phone: 847-529-1191
 Email: tswartz@atlasbobcat.com

Customer
 ELA TOWNSHIP HIGHWAY DEPARTMENT 272059 - LAKE
 ZURICH - IL
 23605 N ECHO LAKE RD #
 LAKE ZURICH, IL, 60047-9000

Contact
 Mike DePouw
 Phone: 8473664744
 Email:
 highway@elatownship.org

Dealer
 Atlas Bobcat, Elk Grove
 Village, IL
 1160 MCCABE AVE
 ELK GROVE VILLAGE, IL,
 60007

Item Name	Item Number	Quantity	Price Each	Total
SGX 60 Stump Grinder	7112201	1	\$11,971.10	\$11,971.10
Total for SGX 60 Stump Grinder				\$11,971.10
Quote Total - US dollars				\$11,971.10
Quote Total - US dollars				\$11,971.10

3-4-563 HEAVY EQUIPMENT

Customer Acceptance:
 Quotation Number: TS22643 Purchase Order: _____

Authorized Signature:
 Print: _____ Sign: _____

Date: _____ Email: _____ Tax Exempt: Y / N

15



Bloomington, IL
1035 Wylie Dr, Bloomington, IL 61705
309-585-3800
Ottawa, IL
613 E Stevenson Rd, Ottawa, IL 61350
815-313-2070
Spring Grove, IL
2500 Westward Dr # 2, Spring Grove, IL 60081
815-581-0071

South Elgin, IL
420 Nolen Dr, South Elgin, IL 60177
630-883-3320
Orland Park, IL
18405 115th Ave, Orland Park, IL 60467
708-349-8430
Gary, IN
480 Blaine St. Gary, IN 46406
219-977-4210

July 26, 2023

Ela Township Highway Department
23605 Echo lake Rd.
Lake Zurich, IL 60047

Brett,

Thank you for allowing Alta Equipment to quote you on a new set of 60" X 60" Construction Forks with Brick Guard for your Hyundai 730 Wheel Loader. These forks are manufactured by TAG manufacturing out of Tennessee. They are guaranteed to match your existing coupler. Please see below:

- TAG 60" X 60" Construction Forks with JRB 416 interchange and full brick Guard

\$ 7,455.00

These forks would take approximately 14 weeks to ship.

These units are priced as FOB at either our South Elgin or Spring Grove yard.

This quote is valid for 30 days from the above date.

Thank You,

Chris Mazzoni
630-816-5001
chris.mazzoni@altg.com

3-4-563
HEAVY EQUIPMENT

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August 7, 2023

Mike DePouw
Ela Township Highway Superintendent
1155 East IL Route 22
Lake Zurich, Illinois 60047

Via Email: miked@elatownship.org

Re: Bid Tabulation and Recommendation
Ela Township 2023 Road Maintenance Program



625 Forest Edge Drive, Vernon Hills, IL 60061

TEL 847.478.9700 ■ FAX 847.478.9701

www.gha-engineers.com

Dear Mr. DePouw:

On Thursday, August 3, 2023, bid proposals were received and opened for the Ela Township's 2023 Road Program, which is a joint project with the Village of Long Grove (lead agency), Kildeer and Ela Township, at Gewalt Hamilton's office. Bids were received from three (3) contractors. In attendance were several contractor representatives, Ken Meek (GHA), Brian Sears (GHA), and Jazmin Muniz (GHA). The 2023 roads selected for Ela Township are Eagle Drive, from Diamond Lake Road to W Tahoe Drive, W Tahoe Drive, Tahoe Court, and N Arrowhead Drive, from W Tahoe Drive to Eagle Drive.

As-read, the bid amounts for the base bid (Overall Project) ranged from \$1,421,568.25 to \$1,970,000.00. The final Engineer's Opinion of Probable Cost for the base bid (Overall Project) was \$1,564,428.50. The as-read low bid was received from Peter Baker & Son Co Inc of Lake Bluff, IL. As-read, the bid amounts for the ELA TOWNSHIP ONLY portion ranged from \$358,904.50 to \$479,402.35. The final Engineer's Opinion of Probable Cost for the ELA TOWNSHIP ONLY portion was \$407,220.00. The as-read low bid was received from Peter Baker & Son Co. Inc of Lake Bluff, IL. There were no discrepancies in the bids received, between the as-read bids and tabulated bids.

Our office has worked successfully with Peter Baker and Son Co. Inc on past projects of similar scope and size, and we expect that this project will be completed in a timely manner as outlined in the Bidding Documents.

We recommend the Township Board consider approval and award of the 2023 Road Maintenance Program Contract to Peter Baker & Son Co Inc Lake Bluff, Illinois in the amount of **\$358,904.50, (Ela Township Portion Only)** for the work as described in the contract documents. As summarized above, Peter Baker & Son was the lowest, responsive bidder for the overall Bid for all portions of the work for Ela Township and the other two towns involved in the Bid.

As with any other construction project, it is recommended that the Township Board consider budgeting a 10% contingency factor in addition to the bid amount for additions or changes due to unforeseen conditions (generally below grade). Our office will keep the board apprised of any significant changes in the project scope and obtain written approval prior to implementing any plan changes in the field.

Once the contract award is approved by all agencies (Long Grove, Kildeer and Ela Township), we will prepare the contract and contract bond documents for execution by the awarded contractor and then they will be forwarded to the Illinois DOT Bureau of Local Roads for concurrence of contract award (required due to use of MFT and Rebuild Illinois Bond funds) before construction can begin. We anticipate the earliest construction will begin would be late August.

As outlined in the Bid Documents, all work is to be complete by November 3, 2023. At the pre-construction meeting, Peter Baker & Son Co. Inc will provide a detailed schedule of work per agency. If you have any questions regarding the above, please do not hesitate to call me at 847-821-6243.

Sincerely,
Gewalt Hamilton Associates, Inc.

A handwritten signature in black ink, appearing to read 'Darren T. Monico', written over a white background.

Darren T. Monico, P.E.
Senior Engineer

Encl: Bid Tabulations



Client: Village of Long Grove, Kildeer, and Unincorporated Ela Township
Project: Long Grove, Ela Township, and Kildeer 2023 Road Program
GHA Project No.: 5000.051
Project Manager: Geoff Perry

Bid Opening Date: 8/3/2023
Bid Opening Time: 10:00:00 AM
Bid Opening Location: Gewalt Hamilton Associates, Inc.

ELA TOWNSHIP ONLY		Engineer's Estimate of Probable Cost			Peter Baker & Son Co.			Arrow Road Construction			Builders Paving, LLC		
Item No.	Description	Qty	Unit	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
20200100	Earth Excavation		CY	\$50.00	\$0.00	\$68.00	\$0.00	\$68.00	\$0.00	\$68.00	\$0.00	\$65.00	\$0.00
20201200	Removal and Disposal of Unsuitable Material		CY	\$45.00	\$0.00	\$70.00	\$0.00	\$70.00	\$0.00	\$70.00	\$0.00	\$55.00	\$0.00
20700220	Porous Granular Embankment		CY	\$50.00	\$0.00	\$77.00	\$0.00	\$77.00	\$0.00	\$77.00	\$0.00	\$65.00	\$0.00
21001000	Geotechnical Fabric for Ground Stabilization		SY	\$2.50	\$0.00	\$1.00	\$0.00	\$1.00	\$0.00	\$1.55	\$0.00	\$2.00	\$0.00
21101600	Topsoil Furnish and Place, Variable Depth		SY	\$8.00	\$0.00	\$4.00	\$0.00	\$4.20	\$0.00	\$4.20	\$0.00	\$4.00	\$0.00
25000110	Seeding, Class 1A		AC	\$3,250.00	\$0.00	\$7,260.00	\$0.00	\$7,260.00	\$0.00	\$7,615.00	\$0.00	\$7,290.00	\$0.00
25000400	Nitrogen Fertilizer Nutrient		LBS	\$1.50	\$0.00	\$1.00	\$0.00	\$1.00	\$0.00	\$1.00	\$0.00	\$1.00	\$0.00
25000600	Potassium Fertilizer Nutrient		LBS	\$1.50	\$0.00	\$1.00	\$0.00	\$1.00	\$0.00	\$1.00	\$0.00	\$1.00	\$0.00
25100127	Mulch, Method 3A		AC	\$2,250.00	\$0.00	\$4,840.00	\$0.00	\$4,840.00	\$0.00	\$5,100.00	\$0.00	\$4,840.00	\$0.00
28000500	Inlet and Pipe Protection		EA	\$100.00	\$0.00	\$160.00	\$0.00	\$160.00	\$0.00	\$157.35	\$0.00	\$250.00	\$0.00
28000510	Inlet Filters		EA	\$150.00	\$0.00	\$160.00	\$0.00	\$160.00	\$0.00	\$262.25	\$0.00	\$250.00	\$0.00
30300001	Aggregate Subgrade Improvement		CY	\$50.00	\$0.00	\$40.00	\$0.00	\$40.00	\$0.00	\$50.15	\$0.00	\$75.00	\$0.00
35101582	Aggregate Base Course, Type B 2"		SY	\$8.00	\$0.00	\$5.55	\$0.00	\$5.55	\$0.00	\$10.50	\$0.00	\$9.00	\$0.00
35101600	Aggregate Base Course, Type B 4"		SY	\$10.00	\$0.00	\$10.50	\$0.00	\$10.50	\$0.00	\$10.50	\$0.00	\$18.00	\$0.00
35101800	Aggregate Base Course, Type B 6"		SY	\$15.00	\$0.00	\$15.50	\$0.00	\$15.50	\$0.00	\$21.00	\$0.00	\$23.00	\$0.00
35102200	Aggregate Base Course, Type B 10"		SY	\$25.00	\$0.00	\$20.00	\$0.00	\$20.00	\$0.00	\$20.00	\$0.00	\$26.00	\$0.00
35102400	Aggregate Base Course, Type B 12"		SY	\$30.00	\$0.00	\$23.50	\$0.00	\$23.50	\$0.00	\$20.00	\$0.00	\$28.00	\$0.00
40600982	Hot-Mix Asphalt Surface Removal - Butt Joint		40.0	\$6.00	\$240.00	\$5.00	\$200.00	\$5.00	\$200.00	\$7.15	\$266.00	\$75.00	\$3,000.00
40602978	Hot-Mix Asphalt Binder Course, IL-9.5, N50, 1.0"		75.0	\$78.00	\$78,050.00	\$82.00	\$79,950.00	\$82.00	\$79,950.00	\$92.40	\$90,060.00	\$85.00	\$82,875.00
40603060	Hot-Mix Asphalt Binder Course, IL-19.0, N50, 2.25"		TN	\$78.00	\$0.00	\$73.00	\$0.00	\$73.00	\$0.00	\$84.55	\$0.00	\$85.00	\$0.00
40603060	Hot-Mix Asphalt Binder Course, IL-19.0, N50, 3.0"		TN	\$78.00	\$0.00	\$88.00	\$0.00	\$88.00	\$0.00	\$80.90	\$0.00	\$85.00	\$0.00
40603081	Hot-Mix Asphalt Binder Course, IL-19.0, N50, 4.0"		TN	\$79.00	\$0.00	\$71.00	\$0.00	\$71.00	\$0.00	\$84.95	\$0.00	\$85.00	\$0.00
40604060	Hot-Mix Asphalt Surface Course, Mix D, IL-9.5, N50, 1.75"		TN	\$64.00	\$0.00	\$80.00	\$0.00	\$80.00	\$0.00	\$105.00	\$0.00	\$90.00	\$0.00
40604060	Hot-Mix Asphalt Surface Course, Mix D, IL-9.5, N50, 2.0"		TN	\$84.00	\$159,600.00	\$80.00	\$152,000.00	\$80.00	\$152,000.00	\$88.00	\$167,200.00	\$90.00	\$171,000.00
40700100	Bituminous Materials (Tack Coat)		LBS	\$1.00	\$9,120.00	\$0.01	\$91.20	\$0.01	\$91.20	\$0.01	\$91.20	\$0.01	\$91.20
42000300	Portland Cement Concrete Pavement 8 inch		SY	\$50.00	\$0.00	\$125.00	\$0.00	\$125.00	\$0.00	\$194.00	\$0.00	\$140.00	\$0.00
42400200	Portland Cement Concrete Sidewalk 5 inch		SF	\$7.50	\$0.00	\$20.00	\$0.00	\$20.00	\$0.00	\$26.25	\$0.00	\$15.00	\$0.00
42400600	Delectable Walkings		SF	\$50.00	\$0.00	\$60.00	\$0.00	\$60.00	\$0.00	\$57.70	\$0.00	\$75.00	\$0.00
44000161	Hot-Mix Asphalt Surface Removal, 3"		SF	\$4.00	\$85,180.00	\$3.64	\$59,313.80	\$3.64	\$59,313.80	\$2.85	\$46,440.75	\$5.00	\$81,475.00
44000165	Hot-Mix Asphalt Surface Removal, 4"		SY	\$1.00	\$0.00	\$4.67	\$0.00	\$4.67	\$0.00	\$3.30	\$0.00	\$8.15	\$0.00
44000169	Hot-Mix Asphalt Surface Removal, 5"		SY	\$4.50	\$0.00	\$9.46	\$0.00	\$9.46	\$0.00	\$2.85	\$0.00	\$10.00	\$0.00
44000500	Combination Curb and Gutter Removal		FT	\$10.00	\$0.00	\$8.00	\$0.00	\$8.00	\$0.00	\$21.00	\$0.00	\$10.00	\$0.00
44000600	Sidewalk Removal		SF	\$3.00	\$0.00	\$2.50	\$0.00	\$2.50	\$0.00	\$21.00	\$0.00	\$9.00	\$0.00
44201690	Class D Patches, Type I, 4 inch		SY	\$50.00	\$0.00	\$15.00	\$0.00	\$15.00	\$0.00	\$31.00	\$0.00	\$40.00	\$0.00
44201692	Class D Patches, Type II, 4 inch		SY	\$45.00	\$3,375.00	\$15.00	\$1,125.00	\$15.00	\$1,125.00	\$30.00	\$2,250.00	\$40.00	\$3,000.00

44201684	Class D Patches, Type III, 4 Inch	75.0	SY	\$45.00	\$3,375.00	\$15.00	\$1,125.00	\$30.00	\$2,250.00	\$40.00	\$3,000.00	
44201696	Class D Patches, Type IV, 4 Inch	150.0	SY	\$40.00	\$6,000.00	\$15.00	\$2,250.00	\$28.00	\$4,200.00	\$40.00	\$5,000.00	
48102100	Aggregate Wedge Shoulder, Type B	61.0	TN	\$55.00	\$3,355.00	\$83.00	\$5,063.00	\$40.00	\$2,440.00	\$100.00	\$6,100.00	
60261900	Inlets to be Reconstructed with New Type 11 Frame and Grate		EA	\$1,500.00	\$0.00	\$2,800.00	\$0.00	\$2,625.00	\$0.00	\$2,300.00	\$0.00	
60603900	Combination Concrete Curb and Gutter, Type B.6.12		FT	\$40.00	\$0.00	\$46.00	\$0.00	\$78.70	\$0.00	\$65.00	\$0.00	
67100100	Mobilization	0.25	LS	\$72,000.00	\$18,000.00	\$63,961.00	\$15,965.25	\$57,710.00	\$14,427.50	\$215,244.60	\$53,811.15	
70102620	Traffic Control and Protection, Standard 701501	0.25	LS	\$30,000.00	\$7,500.00	\$6,045.00	\$1,511.25	\$12,800.00	\$3,200.00	\$30,000.00	\$7,500.00	
72400100	Remove Sign Panel Assembly - Type A		EA	\$300.00	\$0.00	\$50.00	\$0.00	\$157.35	\$0.00	\$50.00	\$0.00	
78000100	Thermoplastic Pavement Marking - Letters and Symbols		SF	\$10.00	\$0.00	\$5.00	\$0.00	\$5.25	\$0.00	\$5.00	\$0.00	
78000200	Thermoplastic Pavement Marking - Line 4"		FT	\$0.50	\$0.00	\$0.75	\$0.00	\$0.79	\$0.00	\$0.75	\$0.00	
78000400	Thermoplastic Pavement Marking - Line 6"		FT	\$1.00	\$0.00	\$1.00	\$0.00	\$1.05	\$0.00	\$1.00	\$0.00	
78000600	Thermoplastic Pavement Marking - Line 12"		FT	\$2.00	\$0.00	\$2.00	\$0.00	\$2.10	\$0.00	\$2.00	\$0.00	
78100100	Thermoplastic Pavement Marking - Line 24"		FT	\$5.00	\$0.00	\$5.00	\$0.00	\$5.25	\$0.00	\$5.00	\$0.00	
78100100	Raised Reflective Pavement Marker		EA	\$30.00	\$0.00	\$146.00	\$0.00	\$153.15	\$0.00	\$150.00	\$0.00	
86500600	Detector Loop Replacement		FT	\$15.00	\$0.00	\$27.00	\$0.00	\$20.00	\$0.00	\$19.00	\$0.00	
X4021000	Temporary Access (Private Entrance)	65.0	EA	\$50.00	\$3,250.00	\$50.00	\$3,250.00	\$50.00	\$3,250.00	\$50.00	\$3,250.00	
X4023000	Temporary Access (Road)	1.0	EA	\$250.00	\$250.00	\$100.00	\$100.00	\$300.00	\$300.00	\$100.00	\$100.00	
X4404400	Pavement Removal (Special), 18" max		SY	\$25.00	\$0.00	\$22.50	\$0.00	\$42.80	\$0.00	\$35.00	\$0.00	
X6003010	Frames & Lid to be Adjusted - Special	1.0	EA	\$900.00	\$900.00	\$850.00	\$850.00	\$3,410.00	\$3,410.00	\$3,250.00	\$3,250.00	
Z0004510	Hot-Mix Asphalt Driveway Pavement, 3" R&R	785.0	SY	\$65.00	\$51,025.00	\$46.00	\$36,110.00	\$60.55	\$47,531.75	\$70.00	\$54,950.00	
K1005482	Shredded Bark Mulch 3"		SY	\$30.00	\$0.00	\$20.00	\$0.00	\$21.00	\$0.00	\$20.00	\$0.00	
*	Pulverization, 14"-16"		SY	\$3.50	\$0.00	\$2.90	\$0.00	\$4.00	\$0.00	\$16.00	\$0.00	
*	Preparation of Base		SY	\$2.50	\$0.00	\$1.50	\$0.00	\$0.01	\$0.00	\$2.00	\$0.00	
*	Bollard Removal and Replacement		EA	\$1,000.00	\$0.00	\$1,750.00	\$0.00	\$1,835.75	\$0.00	\$1,750.00	\$0.00	
*	Wood Fence Removal and Replacement		FT	\$100.00	\$0.00	\$260.00	\$0.00	\$275.00	\$0.00	\$250.00	\$0.00	
*	Install ADA Sign Assembly and Post		EA	\$500.00	\$0.00	\$230.00	\$0.00	\$210.00	\$0.00	\$230.00	\$0.00	
85000205	Maintenance of Existing Traffic Signal Installation		EA	\$5,000.00	\$0.00	\$3,200.00	\$0.00	\$1,350.00	\$0.00	\$1,300.00	\$0.00	
Z0016702	Detour Signage		LS	\$0.00	\$0.00	\$4,859.00	\$0.00	\$9,755.70	\$0.00	\$5,000.00	\$0.00	
Z0073510	Temporary Traffic Signal Timing		EA	\$1,000.00	\$0.00	\$1,600.00	\$0.00	\$643.00	\$0.00	\$620.00	\$0.00	
Total Base Bid										\$469,904.50	\$387,467.20	\$479,402.35

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ELA TOWNSHIP
LAKE COUNTY, ILLINOIS

ORDINANCE
NUMBER 2023-03

**AN ORDINANCE ESTABLISHING ADMINISTRATIVE PROCEDURES FOR COMPLIANCE
WITH THE ILLINOIS FREEDOM OF INFORMATION ACT**

Gloria M. Palmblad, Supervisor

Lucy A. Prouty, Town Clerk

&

Township Trustees

Lawrence Bowman
Doug Samz
Tosi Ufodike
Laurie Wilhoit

**ADMINISTRATIVE PROCEDURES
FOR COMPLIANCE WITH
THE ILLINOIS FREEDOM OF INFORMATION ACT**

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**ADMINISTRATIVE PROCEDURES
FOR COMPLIANCE WITH
THE ILLINOIS FREEDOM OF INFORMATION ACT**

SECTION 1. DEFINITIONS

A. Business Day

A regular day of the week (Monday through Friday) when public offices are open. Saturdays, Sundays, and State/Federal holidays are not business days and are not counted in calculating time periods for response. Time periods for responses under FOIA are calculated in business days.

B. Commercial Purpose

The use of any part of a public record or information derived from public records for sale, resale, solicitation, or advertisement for sales or services.

Requests made by news media and non-profit, scientific, or academic organizations are not "made for a commercial purpose" when the principal purpose of the request is: 1) to access or disseminate information concerning news and current events, 2) for opinion or feature articles of public interest, or 3) for scientific, academic, or public research or education.

C. Copying

The reproduction of any public record by means of any photographic, electronic, mechanical or other process, device or means now known or hereafter developed and available to the public body.

D. Exemptions

Provisions of FOIA which allow a public body not to make certain categories of information available for inspection and copying.

1. General Exemptions

FOIA Section 7(1) provides 24 exemptions relating to general categories of information which may be withheld from disclosure, such as information specifically prohibited from disclosure by law, statutorily defined "private information," and minutes of closed meetings of the public body's governing board which have not been approved for release to the public.

2. Exemptions Related to Other Statutes

FOIA Section 7.5 provides 14 exemptions related to enumerated Illinois statutes. For example, disclosures prohibited by the Personnel Records Review Act is statutorily exempt by FOIA Section 7.5.

FOIA exemptions of primary relevance are listed in Appendix A to these Administrative Procedures.

E. Freedom of Information Act or "FOIA"

The Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.*, as amended.

F. Freedom of Information Officer

The official(s) or employee(s) formally designated by the Township to be primarily responsible to receive and to coordinate timely responses to FOIA requests.

G. Head of the Public Body

The Supervisor, Administrator, or other individual with primary executive and administrative authority for the Township.

H. News Media

Newspapers or other periodicals issued at regular intervals in print or electronic form, news services, radio stations, networks, community antenna television services, or individuals or corporations which make news in film formats for public showing.

I. Person

Any individual, corporation, partnership, firm, organization or association which acts individually or as a group.

J. Public Access Counselor

The official in the Illinois Attorney General's office who is responsible to (among other functions) develop an electronic training curriculum for FOIA officers, review denials of FOIA requests, and issue binding and non-binding decisions and advisory opinions concerning compliance with FOIA and the Illinois Open Meetings Act.

K. Public Interest Purpose

A FOIA request is "in the public interest" if its principal purpose is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public, and not for the principal purpose of personal or commercial benefit.

L. Public Records

FOIA generally defines public records to include all records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and other documentary materials pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of the public body.

FOIA specifically identifies the following as public records:

1. All records relating to the obligation, receipt, and use of public funds.
2. Certified payroll records submitted to a public body under Section 5(a)(2) of the Prevailing Wage Act (but contractors' employees' personal information must be redacted prior to disclosure).
3. Arrest reports and criminal history records.
4. Settlement agreements entered into by or on behalf of a public body, provided that information exempt from disclosure under FOIA Section 7 may be redacted.

5. Certain documents in the possession of government contractors. Specifically, the Act exempts records in the possession of a party with whom the public body has contracted to perform a governmental function on its behalf that directly relate to the governmental function, and are not otherwise exempt under FOIA. See FOIA Section 7(2).

M. Private Information

Unique identifiers, such as a person's social security number, driver's license number, employee identification number, biometric indicators, personal financial information, passwords, medical records, personal telephone numbers, and personal email addresses. Home address and personal license plates are also considered private information unless otherwise provided by law or when they are compiled without the possibility of being identified with any person.

N. Unduly Burdensome

A FOIA request may be considered unduly burdensome if:

1. It calls for all records falling within a category, there is no way to narrow the request, and the burden on the public body of responding outweighs the public interest in the information.
2. Repeated requests have been received from the same person for the same records that are unchanged or identical to records previously provided or properly denied under FOIA.

O. Unwarranted Invasion of Personal Privacy

The disclosure of information that is highly personal or objectionable to a reasonable person, and in which the subject's right to privacy outweighs any legitimate public interest in obtaining the information.

Information that bears on the public duties of public employees and officials is not considered an invasion of personal privacy.

SECTION 2. FOIA OFFICERS

A. Designation of FOIA Officers

The _____ and the _____ are designated as the Township's Freedom of Information Act ("FOIA") Officers, who will be referred to as the "FOIA Officer" in these procedures. The term "FOIA Officer" shall also include the FOIA Officer's designees, as appropriate.

B. Responsibilities of FOIA Officer, Generally

1. Summary of duties

The FOIA Officer shall receive requests for records submitted by members of the public, shall ensure that the Township responds to records requests in a timely manner, and shall perform other responsibilities as delineated in these Administrative Procedures.

FOIA Forms 1 through 7 appended to these Administrative Procedures shall be used whenever possible to facilitate processing of requests for public records, and compliance with the FOIA.

2. Requests to inspect / copy records to be made in writing to FOIA Officer

The FOIA Officer shall require records requests to be made in writing, and shall encourage (but may not require) the requester to use **FOIA Form 3** for that purpose. Written requests may be submitted to the Township by personal delivery, mail, facsimile, or other available means.

Public records shall be made available for inspection or copying only during regular business hours at the Township's administrative office.

All requests for inspection and copying received by the Township shall immediately be forwarded to the FOIA Officer, who shall communicate with Township officers and employees as needed to ensure that any request for public records of the Township is routed in this manner.

3. Steps to document receipt and processing of records requests

On receiving a written request to inspect and/or copy public records, the FOIA Officer shall:

- a. Note the date on which the Township received the written request;
- b. Compute the date on which the period for response will expire and note that date on the written request;
- c. Maintain an electronic or paper copy of the request, including all documents submitted with the request;
- d. Create a file for the retention of the original request and a copy of the Township's response and of all written communications with the requester, as well as a record of all other communications related to the request.

4. Processing of records requests

The FOIA Officer shall process requests for public records of the Township in accordance with Sections 4 through 12 of these Administrative Procedures.

5. Completion of Illinois Attorney General's training course; annual training

Each FOIA Officer designated by the Township shall successfully complete an electronic training curriculum provided by the Illinois Attorney General's Public Access Counselor shall within 30 days of his or her appointment (or by July 1, 2010, in the case of the FOIA Officer appointed by the Township to serve effective on January 1, 2010), and shall successfully complete an annual training program.

The FOIA Officer shall maintain records documenting compliance with these training requirements.

SECTION 3. GENERAL NOTICES TO PUBLIC REQUIRED BY FOIA

The Township shall prominently display at the Township's administrative office, post on the Township website, make available for inspection and copying, and send through the mail if requested, each of the following:

A. Description of Township

This description shall consist of a brief description of the Township, including a short summary of its purpose, a block diagram giving its functional subdivisions, the total amount of its operating budget, the number and location of all of its separate offices, the

approximate number of full and part-time employees, and the identification and membership of any advisory board, commission, or committee.

B. Types of public records maintained by the Township, including records that the Township will disclose immediately upon request.

See FOIA Form 1, which the FOIA Officer shall review and supplement as may be needed from time to time.

C. Description of procedure for submitting FOIA requests

In addition to briefly describing the procedure for making FOIA requests, this document should include a directory designating the FOIA Officer(s), the address to which requests for public records should be directed, and information about copying fees which may be charged. *See FOIA Form 2*.

The FOIA Officer shall be responsible to ensure that the Township is in compliance with the requirements of this Section 3.

SECTION 4. COPYING FEES; REQUESTS FOR FEE WAIVER OR REDUCTION

A. Copies and certification of records, generally

The Township shall charge 25 cents per page for black and white, standard-sized copies, except that no fees shall be charged for the first 50 pages. If the Township provides copies in color or in a size other than letter or legal, the Township shall charge its actual cost for reproducing the records. The calculation of actual cost shall not include the costs of any search for and review of the records or other personnel costs associated with reproducing the records.

B. Records in electronic format

When a person requests a copy of a record maintained in an electronic format, the Township shall furnish it in the electronic format specified by the requester, if feasible. If it is not feasible to furnish the public record in the specified electronic format, then the Township shall furnish the record in the format in which it is maintained by the Township, or in paper format at the option of the requester. The Township shall charge the requester the actual cost of purchasing the recording medium, whether disc, diskette, tape, or

other medium.

Except where provided by the FOIA or other state statutes, fees applicable to copies of public records furnished in a paper format shall not be applicable to those records when furnished in an electronic format.

C. Requests for waiver or reduction of copying fees

The FOIA Officer shall determine, on a case-by-case basis, whether documents shall be furnished to a FOIA requester without charge or at a reduced charge, upon request, when it is in the public interest to do so and when the records request is not for the principal purpose of personal or commercial benefit. See Section 1 of these Administrative Procedures (definition of "Public Interest Purpose") and **FOIA Form 3**.

In setting the amount of the waiver or fee reduction, the FOIA Officer may consider the amount of materials requested and the cost of copying them.

SECTION 5. TIME PERIODS FOR RESPONSE TO RECORDS REQUESTS

A. Generally: five business days to respond

Except as provided in Section 7 below (concerning requests for commercial purposes), the Township shall either comply with or deny a request for public records within five business days after its receipt of the request, unless the time for response is properly extended as described in Section 5.C. below. Any denial shall be in writing, specifying the responsive documents which are being withheld, the exemption(s) being asserted to support non-disclosure, and factual and legal basis for the denial.

FOIA Forms 4, 5 and 6 are designed to facilitate compliance with FOIA's requirements for responses to records requests, and may be used singly or in combination, as may be appropriate, to notify the requester of the Township's response.

An Appendix listing the exemptions of primary relevance provided for in the FOIA is included at the end of these Administrative Procedures. Consultation with legal counsel is recommended prior to asserting exemptions in the course of responding to a FOIA request.

Exemptions asserted under FOIA Section 7(1)(c) and / or FOIA Section 7(1)(f) shall be processed using **FOIA Form 6**, in consultation with legal counsel as may be appropriate, and shall be subject to the review process described in Section 12 of these

Administrative Procedures.

B. Consequences of untimely response

1. The Township will be deemed to have denied a records request if, within five business days of receiving the request, it fails to do one or more of the following: comply with a written request, notify the requester that the Township is extending the time for response, and/or deny the request in writing.
2. If the Township fails to respond to a request within the requisite periods in this Section, but thereafter provides the requester with copies of the requested public records, the Township shall not impose copying fees for the records.
3. The Township shall not treat a records request as unduly burdensome, if it fails to respond to the request within the time period required by the FOIA.

C. Extension of time for response

The Township may extend the time period for response by not more than five business days from the original due date, for one or more of the following reasons:

1. The requested records are stored in whole or in part at other locations than the office having charge of the requested records;
2. The request requires the collection of a substantial number of specified records;
3. The request has been made in categorical terms and requires an extensive search for the records responsive to it;
4. The requested records have not been located in the course of routine search and additional efforts are being made to locate them;
5. The requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt from disclosure under FOIA, or should be disclosed only with appropriate deletions;

6. The request for records cannot be complied with in five business days without unduly burdening or interfering with the operations of the Township;
7. The Township needs to consult with another public body or among two or more components of a public body having a substantial interest in the determination or in the subject matter of the request.

When additional time is required for any of the above reasons, the Township shall, within five business days after receipt of the request, notify the FOIA requester of the reasons for the extension and the date by which the response will be forthcoming. **See FOIA Form 7** which should be used to provide such notice.

Form 7 concludes with an (optional) invitation to the requester to consider consenting to a longer period for response, as allowed by FOIA, and asks the requester to contact the FOIA Officer if the requester is willing to agree to a longer period for response. *In any case in which agreement is reached regarding a longer period for response, the FOIA Officer shall promptly confirm such agreement to the requester in writing.*

SECTION 6. UNDULY BURDENSOME REQUESTS

The Township shall comply with requests which call for all records falling within a category, unless compliance would be unduly burdensome and there is no way to narrow the request. Before invoking this exemption, the Township shall allow the FOIA requester an opportunity to reduce the request to manageable proportions. **See FOIA Form 7.**

If the Township responds to a categorical request by stating that compliance would unduly burden its operation, and the conditions described above are met, the Township shall do so in writing, specifying the reasons why it would be unduly burdensome and the extent to which compliance will so burden the operations of the Township. Such a response shall be treated as a denial of the request for information.

Repeated requests from the same person for the same records that are unchanged or identical to records previously provided or properly denied by the Township shall be deemed unduly burdensome.

SECTION 7. RECORDS REQUESTS FOR COMMERCIAL PURPOSES

A. Written confirmation of commercial purpose may be requested

All FOIA requests made for commercial purposes shall be submitted in writing on the Township's standard FOIA request form (*see FOIA Form 3*), and shall disclose that the request is being made for a commercial purpose. It is a violation of the FOIA for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose.

B. Time period of 21 days for response to commercial purposes requests

The Township shall respond to a request for records to be used for a commercial purpose within 21 business days after receipt, unless the requester agrees to a specified longer period for response. Any such agreement must be confirmed in writing.

C. Content of response

The response shall:

1. Provide an estimate of the time the Township will require to provide the requested records requested and an estimate of the fees to be charged, which the Township may require the person to pay in full before copying the requested documents;
2. Deny the request pursuant to one or more of the exemptions provided for in the FOIA (after consultation with legal counsel, as may be appropriate);
3. Notify the requester that the request is unduly burdensome and extend an opportunity to attempt to reduce the request to manageable proportions (*see FOIA Form 7*); and/or
4. Provide the records requested.

Unless the records are exempt from disclosure, the Township shall comply with a request within a reasonable period considering the size and complexity of the request, and giving priority to records requests made for non-commercial purposes. The time periods for compliance or denial of a request to inspect or copy records set out in these Administrative Procedures shall not apply to requests for records made for a

commercial purpose.

SECTION 8. PRODUCING RECORDS WITH EXEMPT INFORMATION REDACTED

In consultation with legal counsel as may be appropriate, the Township shall redact from public records which it makes available for inspection or copying, all information that is exempt from disclosure under the FOIA, as amended. The Township's response shall identify the exemptions based on which the redacted information has been withheld.

SECTION 9. PROCEDURES FOR DENIAL OR PARTIAL DENIAL OF REQUEST

A. Denials, generally

When denying a request for public records in whole or part, the Township shall notify the requester in writing of the decision to deny the request; the reasons for the denial, including an explanation of the factual basis for the denial, exemptions invoked, and other legal authority for the denial. The notice shall also state the names and titles or positions of each person responsible for the denial.

Each notice of denial shall also inform the requester of the right to review by the Public Access Counselor and provide the address and phone number for the Public Access Counselor. Each notice of denial also shall inform such person of his right to judicial review under the FOIA. *See FOIA Form 5.*

B. Record of denials of FOIA requests

Copies of all notices of denial shall be retained by the Township, shall be open to the public, and shall be indexed according to the type of exemption asserted and, to the extent feasible, according to the types of records requested.

SECTION 10. REVIEW BY PUBLIC ACCESS COUNSELOR

A. Procedure on notice of a request for review by the PAC

On receiving notice of a request for review from the Illinois Attorney General's Public Access Counselor (PAC), the Township shall within seven business days provide copies of records requested by and shall otherwise fully cooperate with the PAC. The

Township shall also answer the allegations of the request for review. The answer may take the form of a letter, brief, or memorandum. The Township may furnish affidavits or other records concerning any matter germane to the review.

B. Procedure on receipt of binding opinion from PAC

On receipt of a timely issued binding opinion from the Public Access Counselor concluding that a violation of the FOIA has occurred, the Township shall either take action immediately to comply with the directive of the opinion, or in the alternative file a complaint for administrative review of the opinion in the circuit court of either Cook or Sangamon County as specified in the FOIA.

The Township shall be immune from liability for any disclosure of records in compliance with an opinion of the Attorney General.

SECTION 11. TOWNSHIP'S RIGHT TO REQUEST OPINION FROM PAC

The FOIA Officer, at the Board's direction, may ask legal counsel to submit a written request to the Public Access Counselor for an advisory opinion on a matter germane to the inspection or release of public records. The written request shall contain sufficient accurate facts from which a determination can be made. If the Township obtains and relies in good faith on an advisory opinion of the Attorney General in responding to a request, it shall not be liable for penalties under the FOIA.

SECTION 12. ASSERTING "PRIVACY" AND "PRELIMINARY DRAFTS" EXEMPTIONS

A. Notice of intent to assert exemptions

If the Township intends to assert that certain records are exempt under Section 7(1)(c) (pertaining to records, disclosure of which would result in an unwarranted invasion of personal privacy) or 7(1)(f) of FOIA (pertaining to preliminary policy drafts), the Township shall within the time periods provided for responding to a request, provide written notice to the FOIA requester and to the Public Access Counselor of its intent to deny the request in whole or in part on such grounds.

B. Content of notice

The notice shall include:

1. A copy of the request for access to records;
2. A copy of the Township's proposed response; and
3. A detailed summary of the basis for asserting the exemption.

C. PAC determination as to whether further inquiry is warranted

If the PAC determines that further inquiry is warranted, based on the Township's assertions, the procedures set out in Section 10 above regarding the PAC's review of denials, including the production of documents, shall also apply to the inquiry and resolution of the Township's notice of intent to deny a request in whole or part based on FOIA Section 7(1)(c) or 7(1)(f).

The time within which the Township is required to respond to or comply with the FOIA request is tolled (stops running) during the PAC's review of whether the Township may assert the exemptions.

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APPENDIX A: FOIA EXEMPTIONS OF PRIMARY RELEVANCE

FOIA expressly presumes that all records in the custody or possession of a public body are open to inspection and copying, and a public body which asserts a record is exempt from disclosure must prove the exemption by clear and convincing evidence.

FOIA requires that public records which contain exempt information must be available for inspection and copying, but permits the public body to redact the exempt information. The public body must identify the exemptions which permit the redactions.

Unless the applicability of a FOIA exemption or exemptions is clear, consultation with legal counsel is recommended when the Township contemplates denying a request in reliance on one or more FOIA exemptions.

FOIA exemptions are split into two categories: general exemptions and statutory exemptions.

A. General Exemptions

FOIA Section 7(1) provides 24 exemptions relating to general categories of information which may be withheld from disclosure.

General exemptions of primary importance to public educational entities include:

1. Section 7(1)(a) – Information specifically prohibited from disclosure by federal or state law, rules or regulations;
2. Section 7(1)(b) – “Private information,” as defined in FOIA Section 2(c-5) to include “unique identifiers” such as an individual’s:
 - a. Social security number
 - b. Driver’s license number
 - c. Employee identification number
 - d. Biometric identifiers
 - e. Personal financial information
 - f. Passwords or other access codes

- g. Medical records
 - h. Home or personal telephone numbers
 - i. Personal electronic mail addresses
 - j. Home addresses, except where provided by law
 - k. License plate numbers, except where provided by law
3. Section 7(1)(c) – Personal information contained in public records, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, unless disclosure is consented to in writing by the individual subjects of the information.

Note: The disclosure of information that bears on the public duties of public officials shall not be considered an invasion of personal privacy.

4. Section 7(1)(d) – Records in the possession of any public body created in the course of administrative enforcement proceedings, subject to additional conditions set out in this section.
5. Section 7(1)(f) – Preliminary drafts, notes or memoranda in which opinions are expressed or policies/actions are formulated, except when a specific record is publicly cited and identified by the head of the public body.
6. Section 7(1)(g) – Trade secrets and commercial or financial information obtained from a person or business, when such information has been furnished to the public body under a claim that it is proprietary, privileged, or confidential and that disclosure of the information would cause competitive harm to the person or business.
7. Section 7(1)(h) – Proposals and bids for any contract, grant, or agreement, including information which if it were disclosed would frustrate procurement or give an advantage to any person proposing to enter into a contract or agreement with the body, until an award or final selection is made. Information prepared by or for the public body in preparation of a bid solicitation shall be exempt until an award or final selection is made.

8. Section 7(1)(i) – Valuable formulae, computer geographic systems, designs, drawings and research data obtained or produced by any public body when disclosure could reasonably be expected to produce private gain or public loss.
9. Section 7(1)(j) – Enumerated types of information pertaining to educational matters, including:
 - a. Test questions, scoring keys, and examination data;
 - b. Information received by an educational entity under its procedures for the evaluation of faculty members by their academic peers;
 - c. Information concerning an educational entity's adjudication of student disciplinary cases, to the extent that disclosure would unavoidably reveal the student's identity; and
 - d. Course or research materials used by faculty members.
10. Section 7(1)(k) – Architects' plans, engineers' technical submissions, and other construction-related technical documents for projects without regard to whether such projects were constructed or developed with public funds, to the extent that disclosure would compromise security.
11. Section 7(1)(l) – Minutes of meetings of public bodies which are closed to the public under the Open Meetings Act until the public body makes the minutes available to the public under Section 2.06 of the Open Meetings Act.
12. Section 7(1)(m) – Communications between a public body and an attorney or auditor representing the public body that would not be subject to discovery in litigation, and materials prepared by or for the public body in anticipation of a criminal, civil, or administrative proceeding at the request of an attorney advising the public body, and materials prepared or compiled with respect to internal audits of public bodies.
13. Section 7(1)(n) – Records relating to the adjudication of employee grievances or disciplinary cases; however, this exemption does not extend to the final outcome of cases in which discipline is imposed.

14. Section 7(1)(o) – Administrative or technical information associated with automated data processing operations, including but not limited to software, operating protocols, computer program abstracts, file layouts, source listings, object modules, load modules, user guides, documentation pertaining to all logical and physical design of computerized systems, employee manuals, and any other information that, if disclosed, would jeopardize the security of the system or its data or the security of materials exempt under the Section.
15. Section 7(1)(p) – Records relating to collective negotiating matters between a public body and its employees, except that any final contract or agreement shall be subject to inspection and copying.
16. Section 7(1)(q) – Test questions, scoring keys, and other examination data used to determine the qualifications of an applicant for a license or employment.
17. Section 7(1)(r) – The records, documents and information relating to real estate purchase negotiations until those negotiations have been completed or otherwise terminated. With regard to a parcel involved in a pending or actually and reasonably contemplated eminent domain proceeding under the Eminent Domain Act, records, documents and information relating to that parcel shall be exempt except as may be allowed under discovery rules adopted by the Illinois Supreme Court. The records, documents and information relating to a real estate sale shall be exempt until a sale is consummated.
18. Section 7(1)(s) – Proprietary information and records related to the operation of an intergovernmental risk management association, self-insurance pool, or jointly self-administered health and accident cooperative pool.
19. Section 7(1)(v) – Vulnerability assessments, security measures, and response policies or plans that are designed to identify, prevent, or respond to potential attacks upon a community's population or systems, facilities, or installations, the destruction or contamination of which would constitute a clear and present danger to the health or safety of the community, but only to the extent that disclosure could reasonably be expected to jeopardize the effectiveness of the measures or the safety of the personnel who implement them or the public. Information exempt under this item may include such things as details pertaining to the mobilization or deployment of personnel or equipment, to the operation of communication systems or protocols, or to tactical operations.

B. Exemptions Related to Other Statutes

FOIA Section 7.5 provides 14 exemptions related to enumerated Illinois statutes.

Statutory exemptions of primary importance to public educational entities include:

1. Section 7.5(b) – Library circulation and order records identifying library users with specific materials, prohibited from disclosure under the Library Records Confidentiality Act.
2. Section 7.5(q) – Information which the Personnel Records Review Act prohibits from disclosure.
3. Section 7.5(f) – Firm performance evaluations under Section 55 of the Architectural, Engineering, and Land Surveying Qualifications Based Selection Act.
4. Section 7.5(r) – Information which the Illinois School Student Records Act prohibits from disclosure.

APPENDIX B: MODEL FOIA FORMS

Index of Model Forms

FOIA Form 1 – Types of Public Records Maintained by the Township

FOIA Form 2 – Notice of Procedure for Requesting Records

FOIA Form 3 – Request to Inspect and/or Copy Records

FOIA Form 4 – Notice For Records Inspection and/or Copying

FOIA Form 5 – Notice of Denial or Partial Denial of Records Request

FOIA Form 6 – Notice of Intent to Deny Records Request Based on Certain Exemptions

FOIA Form 7 – Notice of Need for Additional Time to Respond to Records Request

TYPES OF PUBLIC RECORDS MAINTAINED BY THE TOWNSHIP*

The types of public records maintained by the Township and available for inspection include the following:

GENERAL

- Board meeting schedules*
- Board minutes and resolutions*
- Board policies and administrative procedures*
- Legal notices
- Employee names, titles, and dates of employment
- Official bonds
- Records of Township ownership of real or personal property
- Contracts
- Contractors' records of their employees on public works of the Township

FINANCIAL

- Annual budgets*
- Tax levies*
- Audit reports*
- Bills or invoices issued and received by Township
- Receipts for revenue

Note:

Exemptions under the Illinois Freedom of Information Act may allow non-disclosure of some parts of public records maintained by the Township.

* Asterisked items describe types of records which will be made available immediately upon request.

NOTICE OF PROCEDURE FOR REQUESTING RECORDS

Requests for public records must be in writing and may be submitted on FOIA Form 3, available at:

[Central Administrative Office] _____

[Address] _____

[Address] _____

[Website Address] _____

Requests for records should be directed to:

[Freedom of Information Officer] _____

[c/o Central Administrative Office] _____

[Address] _____

[Phone Number] _____

[E-mail Address] _____

No fees shall be charged for the first 50 pages of black and white, letter or legal sized copies requested. After the first 50 pages, the fee for black and white, letter or legal sized copies shall be 25¢ per page. Actual cost will be charged for other documents not of standard size and for the recording medium (e.g. compact disk, tape, DVD). The Township may waive or reduce fees if the person requesting the records states the specific purpose for the request and indicates that a waiver or reduction of fees is in the public interest.

REQUEST TO INSPECT AND/OR COPY RECORDS

Date: _____

To: [FOIA Officer Name]

[Freedom of Information Officer]

[c/o Central Administrative Office]

[Address]

[Phone Number]

[E-mail Address]

I hereby request to inspect copy* the following records:
(Please describe requested records as specifically as possible, attaching additional page if necessary.)

* There is no copying fee for the first 50 black and white standard-sized copies. The fee for additional copies is 25¢ per page. Actual cost will be charged for copies of documents not of standard size, and for the recording medium (e.g., compact disk, tape, DVD), when applicable.

Is this request for a commercial purpose? Yes No

Are you requesting a waiver or reduction of copying fees? Yes No

If yes, what is the purpose of this request? _____

DO NOT WRITE IN THIS SPACE

DATE RECEIVED BY TOWNSHIP

Requester's (Printed) Name

Requester's Signature
[Address]

[Phone Number]

[E-mail Address]

NOTICE FOR RECORDS INSPECTION AND/OR COPYING

Date: _____

To: [Requester] _____

[Address] _____

[Address] _____

This will confirm the Township's receipt on [date of receipt] of your request dated _____ to inspect and/or copy the record(s) described in that request.

The following record(s) responsive to your request are posted and may be reviewed on and downloaded from the Township's website at www._____
:

The following additional record(s) responsive to your request may be inspected and/or copied during business hours at _____.

Please contact me to schedule your visit to inspect and/or copy the records, or if you have any questions.

[FOIA Officer Name] _____

[Freedom of Information Officer] _____

[c/o Central Administrative Office] _____

[Address] _____

[Phone Number] _____

[E-mail Address] _____

The name of the person responsible for the denial is [*Name and Title*].

You may ask the Illinois Attorney General's Public Access Counselor (PAC) to review this decision concerning your records request, by submitting a Request for Review to the PAC by electronic mail or U.S. Mail within 60 days after this denial or partial denial of your request. A Request for Review by the PAC should be directed to:

Public Access Bureau
Office of the Attorney General
500 S. 2nd Street
Springfield, Illinois 62706
publicaccess@atg.state.il.us

The PAC's telephone number is (217) 558-0486.

You also have the right to administrative review by a court of law pursuant to Section 11 of the Illinois Freedom of Information Act.

[*FOIA Officer Name*] _____

[*Freedom of Information Officer*] _____

[*c/o Central Administrative Office*] _____

[*Address*] _____

[*Phone Number*] _____

[*E-mail Address*] _____

Enclosure: Explanation of Factual Basis and Legal Authority for Denial

**NOTICE OF INTENT TO DENY RECORDS REQUEST
BASED ON CERTAIN STATUTORY EXEMPTIONS**

Date: _____

To: [Requester] _____

[Address] _____

[Address] _____

This will confirm receipt on [date of receipt] of your request dated _____ to inspect and/or copy the records described in that request.

Please be advised that the Township intends to deny your request as to certain of the responsive records involved, for the reason that they are exempt under from inspection and copying under one or both of the following sections of the Illinois Freedom of Information Act ("FOIA"):

Section 7(1)(c) – pertaining to records, the disclosure of which would result in an unwarranted invasion of personal privacy

Section 7(1)(f) – pertaining to preliminary policy drafts

The records involved are listed in the Detailed Summary of Basis for Asserting Exemption(s) which is enclosed with this Notice.

A copy of this Notice has been provided to the Illinois Attorney General's Public Access Counselor (PAC) as required by the FOIA. Within five (5) working days after receipt of this Notice, the PAC will notify you whether further inquiry is warranted. The time within which the Township is required to respond to your request is tolled (stops running) during the PAC's review of whether the Township may assert the exemption(s).

[FOIA Officer Name] _____

[Freedom of Information Officer] _____

[c/o Central Administrative Office] _____

[Address] _____

[Phone Number] _____

[E-mail Address] _____

Enclosure: Detailed Summary of Basis for Asserting Exemption(s)

NOTICE OF NEED FOR ADDITIONAL TIME TO RESPOND TO RECORDS REQUEST

Date: _____

To: [Requester][Address][Address]

This will confirm receipt on [date of receipt] of your request dated _____ to inspect and/or copy the record(s) described in that request.

Please be advised that the Township is extending the time period for response by an additional five business days from the original due date of [insert date which is five business days after date of receipt].

We are unable to comply with the request within five business days of receipt because:

- The requested record(s) are stored in whole or part in another location.
- A substantial number of records must be collected.
- The request has been made in categorical terms and an extensive search for records responsive to the request is required.
- The requested record(s) have not been located in the course of routine search and additional efforts are being made to locate them.
- The requested record(s) must be examined and evaluated by personnel having the necessary competence and discretion to determine if they are exempt from disclosure or should be disclosed only with appropriate deletions.
- The request for records is made in categorical terms and cannot be complied with in five business days without unduly burdening the operations of [insert name of public body]. *The Township hereby extends an opportunity to you to reduce the request to manageable proportions. Please call the undersigned to discuss how we may work with you to accommodate your request.*
- The [insert name of public body] needs to consult with another public body or among two or more components of a public body having a substantial interest in the subject matter of the request.

A response will be provided on [insert date which is 10 business days after date of receipt], unless you agree to allow the [insert name of public body] to have until [insert preferred date of response] to respond, by contacting the undersigned at your earliest convenience. Your consent to this longer period for response would be appreciated.

[FOIA Officer Name] _____

[Freedom of Information Officer] _____

[c/o Central Administrative Office] _____

[Address] _____

[Phone Number] _____

[E-mail Address] _____

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Quote Number Q-000109124
Quote Date 08/07/2023

Repair Proposal

Jessica Case
Ela Township
1155 E IL Route 22
Lake Zurich, IL 60047-2599

Hi Jessica,

Please view the attached scope of work and estimated costs for repairs recommended during the last service visit. Please, also, view the submitted Recommendations Sheet which provides the: recommendation(s); the reason; and the level of urgency.

Scope of Work & Estimated Cost

1155 E RT 22: #E182A 279698 1796078

Generator, REC-035377

Replace Engine Mounted Radiator: Due to Condition : Radiator is leaking coolant at the top right corner.,

Replace Engine Thermostat(s):

Replace Coolant:

Replace Oil Cooler Lines:

Replace Jacket Water / Block Heater Hose(s):

Clarifications and Exceptions:

* Parts Availability (as of date quoted): To be determined upon approval.
Labor including travel is quoted at Regular Time, M-F (7am – 3pm).
Equipment down time is estimated at 6.00 hours per unit.

Quote Sub Total	\$10,569.00
Sales Tax	Exempt
Freight	Included
Quote Total	\$10,569.00

LionHeart Field Service Engineers are required to test your equipment during service. Please ensure testing is allowed during the designated work hours and contact me with any questions.

Tax Exempt. Freight Included. Additional charges for freight and taxes may apply, if not included in the quoted total above. If expedited shipping is needed, additional freight charges will apply.

This estimate is valid for 30 days and is based on evaluation of the requirements to complete the designated scope of work. Supplemental charges may apply for additional labor or material required due to unforeseen circumstances. Parts and scheduling availability is determined at time of order, upon acceptance of this proposal or countersignature of other required documents. **Payment terms are Net 30**, unless approved in writing by LionHeart. Discounts do not apply. Payment to LionHeart is not contingent upon payment from a third party. LionHeart prefers payment by check or ACH. **Credit cards will be accepted for invoices of less than \$15,000.** A 3.0% fee will be invoiced separately for credit card charges in excess of this amount. Past due accounts shall bear finance charges computed on a monthly rate of 1.5%. LionHeart shall be entitled to recovery of reasonable attorney and collection fees in the event of any legal action.

Sincerely,

Steve Maye
Project Solutions Team - Team Lead
Office Direct: (815) 527-9105
24/7 PH: 844-LHPOWER | 844-547-6937
Steve.Maye@LHCPS.com

Acceptance Signature

Date



LIONHEART
CRITICAL POWER SPECIALISTS

Location:

Ela Township
1155 E II Route 22
Lake Zurich IL 60047-2599

Recommendation (REC) List

As of: August 7, 2023

Equipment ID	Urgency	Recommendation	REC/Quote Status
REC #	Date	Detailed Description	
#E182A 279698 REC-035377	1. High 8/4/2023	<p>Replace Engine Mounted Radiator Due to Condition : Radiator is leaking coolant at the top right corner.</p> <p>Replace Engine Thermostat(s) Due to Age : Change with radiator</p> <p>Replace Oil Cooler Lines Due to Age : Oil cooler hoses are original.</p> <p>Replace Coolant Due to Age : Change coolant with radiator.</p> <p>Replace Jacket Water / Block Heater Hose(s) Due to Age : Change with radiator</p>	Presented
#E182A 279698 REC-034908	4. Next PM 7/12/2023	<p>Replace Engine Start Battery(s) - Lead Acid Maintainable Due to Age : three years old in August 2024</p>	Accepted

1. High - FSE is HIGHLY confident failure will occur if not rectified.
 2. Medium - FSE is MODERATELY confident failure will occur if not rectified.
 3. Low - FSE is SLIGHTLY confident failure will occur if not rectified.
 4. Next PM - FSE is HIGHLY confident no issues will occur for at least 1 year.
- Unknown