

THE TOWNSHIP OFFICIALS OF ILLINOIS

township

Perspective

October 2023

TOWNSHIP OFFICIALS
OF ILLINOIS

116TH ANNUAL EDUCATIONAL CONFERENCE

November 12-14, 2023

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Volume 25 • Issue 8

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Volume 25 • Number 8



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The **Township Officials of Illinois**, organized in 1907, serves as a resource center for state and federal legislative agencies, as well as its member townships. The organization's attention to and involvement with the legislative process enables it to exert influence on behalf of its member units, as well as to report to them on decisions which affect their functioning.

In addition to offering information and guidance, **TOI** promotes and supports strong township government in the State of Illinois. To that end, it offers a series of continuing education programs designed to provide a sense of responsibility, assurance, dedication and unity.

TOI recognizes that offering service benefiting the citizens and taxpayers of Illinois requires the representation of diverse constituencies. Its Board of Directors is structured to accommodate that purpose, as are its respective divisions.

The organization provides leadership for the continuation and effectiveness of strong grassroots government in the state. Through education, dedication and unity, **TOI** has achieved and surpassed the goals of its founders and provides leadership for grassroots government in the 21st Century.

Subscription Rates TOI membership automatically provides a subscription for all elected township officials. Subscription rate is \$50.00 per year. Single issues are \$5.00.

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Article Submission Address all article submissions to Kayla Jeffers. **Deadline:** Copy is due by the first day of the month preceding the issue in which the article will appear. Send all article submissions to Township Officials of Illinois, 3217 Northfield Drive, Springfield, IL 62702 or e-mail kayla@toi.org. Telephone 217-744-2212 Fax 217-744-7419.

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UPCOMING EVENTS

October

Oct. 9 TOI Closed (Columbus Day)
Oct. 4 Lunch & Learn Webinar
Cybersecurity
Oct. 11 Lunch & Learn Webinar
Meeting Procedures

November

Nov. 10 TOI Closed (Veterans Day Observed)
Nov. 11 GATI Training *Springfield, IL*
Beginner's Basics
Nov. 12-14 TOI Annual Educational Conference
Springfield, IL

Nov. 23 TOI Closed (Thanksgiving)

Nov. 24 TOI Closed (Day after Thanksgiving)

December

Dec. 22 TOI Closed (Christmas Eve Observed)
Dec. 25 TOI Closed (Christmas Day)
Dec. 29 TOI Closed (New Year's Eve Observed)

January

Jan. 1 TOI Closed (New Year's Day)
Jan. 10 Lunch & Learn Webinar
Jan. 19 Q&A Day
Jan. 26 Professional Development Day 1



PSL

Jerry B. Crabtree

TOI Executive Director

October 2023. The season for PSLs and I am not talking about **PUMPKIN SPICE LATTES**. What I am referring to is Planning, Sensibility, and Learning in **TOWNSHIP GOVERNMENT**. However, we cannot ignore the beauty of Fall in Illinois as the leaves begin to change and we enter harvest season and the most important part for our association of this great time of year—the annual educational conference.

It is important for townships to embrace the following concepts:

Planning—*Focus on your Decennial report to provide a plan for your local government (Township) for the upcoming year. Develop a plan and how you can better serve the residents of your community. Plan events to showcase the value your township provides the local government community.*

Sensibility—*Be sensible in your abilities to forge change in your townships. Don't be afraid to try new innovative ways of providing services to your residents. Listen to what makes sense to the township board as suggested by the township residents.*

Learning—*Learn new things from your experiences and make the needed changes to your township. Attend the multitude of learning opportunities provided by the association to gain new practices and processes to make your township better than ever.*

The year upon us is challenging. We have a few new requirements that are forging ahead in January 2024, and I want everyone to become aware of them. TOI is finalizing updates to include in publications and our educational program circuit for 2024. Watch for new information on the following:

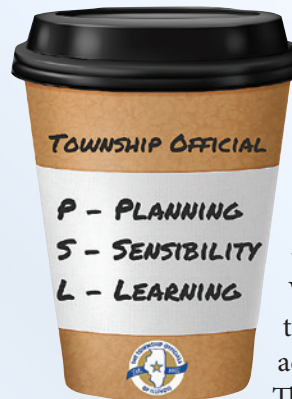
If you provide notary services in your township office, please be aware that recent changes to the Illinois Notary Public Act (5 ILCS 312/1-104) provide new requirements for the renewal of the certificate. Further, the notary (individual) is required to keep records of all documents notarized. The rules by the Secretary of State took effect on June 5, 2023.

Public Act 102-1143 that takes effect on January 1,

2024, provides Paid Time Off for all employees full and part time. This applies to township employees as well.

Public Act 103-0072 impacts the accumulation of funds in township budgeting. Townships on a cash basis or modified cash basis of accounting may only count levied tax funds toward the total township funds calculated in a fiscal year. Additionally, the highway commissioner's equipment and building fund is considered a capital fund account and is NOT subject to being included in the calculation. (60 ILCS 1-85-65).

Public Act 102-0753 (5 ILCS 140/7) Cybersecurity designee in local government. Townships are not included in the definition of local government designee so are not currently required to provide a cyber security designee. Additionally, not included as a required local government entity required to take training as outlined by the public act.



TOI is committed to speaking on behalf of our members. This is most evident by our development and participation by the members in the development of the policy platform for the upcoming legislative session. We are asking for our members to complete the legislative survey accessible by the QR code below.

The Association's legislative policy platform that guides TOI government relations efforts toward efficient goals and objectives for each legislative season.

We are about to enter veto session in November and then the second year of the legislative biennium. TOI members are encouraged to recommend any policy revisions that are needed by December 1, 2023. The Legislative Committee will review all submissions and present them to the TOI Board of Directors for approval. The survey is available on the TOI website.

Member proposed statutory changes are reviewed

EXECUTIVE DIRECTOR

by the Legislative committee to determine that they conform with the Association's overall goals and objectives. Contact our office at 217-744-2212 if you have any questions.

I look forward to seeing everyone in November at the Fall Educational Conference. My challenge to you is that you register and bring a fellow official with you! It is a great investment in your future and contributes to your PSL objectives!

All the best!

Jerry B. Crabtree

jerry@toi.org

QR Code for access to the legislative survey that is online.



MARK YOUR CALENDAR!



October 6, 2023 - Deadline for Hotel Reservations

October 27, 2023 - Deadline to purchase Awards Breakfast tickets and pre-register for Conference



November 12-14, 2023 -

The 116th Annual Educational Conference



Commander Snodgrass will focus on how to be a leader in your own life and career!

toi.org for details and registration

diane@toi.org



TOI Members Only Section

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116TH ANNUAL EDUCATIONAL CONFERENCE



PARADE OF FLAGS



THE PARADE OF
FLAGS RETURNS
TO THE 2023 TOI
ANNUAL
CONFERENCE

The 116th Annual Educational Conference is right around the corner. Snag your spot in the Parade of Flags that takes place during Opening Session Monday November 13. Email kayla@toi.org to take part!



GET ON BOARD WITH TOWNSHIP GOVERNMENT





One Month to Go!

Brad Ruppert

Director of Member Services

Another month down, one more to go until it's TOI Fall Conference time! As a first-time conference goer last year in 2022, I gained a much stronger knowledge on what it is, why it's important, and why we encourage all our nearly 11,000 members to attend. The staff at TOI is working very hard to make the 2023 Fall Conference a mix of entertaining, educational, and a great place to network with fellow elected township officials.

The chance of seeing old friends and making new ones is something I personally look forward to, but it's one of many reasons to attend. We have spent the year putting together what we think is an all-encompassing education program that appeals to township

supervisors, clerks, trustees, assessors, highway commissioners, and tax collectors.

We are also trying out a couple of new things this year. TOI President Chris Kain's President's reception will feature live music from the Ukulele Moonshiners. The night will end with Glo Bingo, complete with music, black lights, and singalongs. We will also again be offering items for guests to bid on in our Silent Auction, for a chance to win a golf trip, sports tickets, and other items.

When I asked the Chairman of the TOI Conference Committee Chuck Layer for a quote on why a township official should attend the 2023 Fall Conference, he responded, "The opportunity to speak to other elected officials in the same position as yours from throughout the state!"

We hope to see many old faces as well as new faces for the 2023 Fall Conference. For the full list of Educational topics and speakers, see page 15 for more information. Tickets and hotel reservations are on sale now at toi.org.

116TH ANNUAL EDUCATIONAL CONFERENCE NOVEMBER 12-14TH CROWNE PLAZA, SPRINGFIELD, ILLINOIS

TOI 2023 Conference Schedule at a Glance*

Sunday, November 12th

2:00 - 6:00 pm Registration Open
3:00 - 7:00 pm Exhibit Hall Open
5:30 - 7:00 pm - Opening Reception

Monday, November 13th

7:30 - 1:00 pm - Exhibit Hall Open
7:30 - 4:45 pm - Registration Open
7:30 - 9:00 am - Breakfast in Exhibit Hall
9:45 - 11:30 am - Keynote Speaker - Guy Snodgrass
11:30 - 1:00 pm - Lunch in Exhibit Hall
1:15 - 5:00 pm - Concurrent Educational Sessions
7:00 - 8:00 pm - President's Reception (Live music provided by: Moonshiners Band)
8:00 - 10:00 pm - Glo Bingo

Tuesday, November 14th

7:30 - Noon - Registration Open
7:45 - 9:15 am - Awards Breakfast
8:00 - 9:55 am - Concurrent Educational Sessions
10:00 - 11:20 am - Division Meetings
11:30 - 12:30 pm - Annual Meeting (Closing Session)
*Subject to Change



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toi.org for benefit package & registration details diane@toi.org

Lunch & Learn Webinar Series

Cyber Security: Mastering Security in a Connected World

October 4, 2023 | 1 PM | 60 Minutes | FREE

In today's interconnected world dominated by artificial intelligence, the need for robust cyber security practices has never been more critical. Join us for an insightful webinar that delves into the intricacies of safeguarding your digital assets. Led by Vanguard's Senior Manager of Security Operations, Grant Pate, this webinar will explore the latest cyber threats, vulnerabilities, and best practices to defend against them. From understanding the anatomy of cyberattacks to implementing proactive defense measures, we will cover a wide range of topics aimed at helping individuals and businesses fortify their online presence. Whether you're a seasoned IT professional or just starting to grasp the complexities of cybersecurity, this webinar promises valuable insights and actionable strategies to navigate the cyber frontier with confidence. Don't miss this opportunity to enhance your knowledge and join the ranks of cyber defenders.



Grant Pate is the senior manager of Vanguard Security Operations, where he is responsible for monitoring, assessing, and defending Vanguard from all cyber threats and internal threat actors. Mr. Pate is a security professional with more than 25 years' experience in the information security and security operations industry, including extensive hands-on experience in security operations in the outsourcing and financial services arena, with primary focus on security operations, security program management, and data center operations. Before joining Vanguard and after service in the United States Marine Corps' Surveillance, Reconnaissance, and Intelligence Group, Mr. Pate joined Unisys' security outsourcing division to facilitate the data security program for the Commonwealth of Pennsylvania's data center. He then joined Computer Sciences Corporation as the compliance and risk executive for the global health care security outsourcing division, overseeing all security programs outsourced to United States health care clients. Mr. Pate's responsibilities included designing, transitioning, and operating programs that protect health care client personally identifiable information. Mr. Pate is a certified information systems security professional and certified information security manager, and he holds certification in risk and information systems controls.

Township Board Meetings: The Good, The Bad, and the Hopefully Not So Ugly

October 11, 2023 | 11 AM | 60 Minutes | \$25

Jim Donelan, Executive Director of TOIRMA, will cover rules and tips for running a township board meeting.



Jim Donelan is presently the Executive Director of the Township Officials of Illinois Risk Management Association (TOIRMA). Prior to joining TOIRMA, Mr. Donelan worked in the Office of the Mayor, Springfield, IL. Mr. Donelan graduated from Illinois State with majors in Finance and Business Administration, and has completed graduate work at the University of Illinois Springfield. He has over 25 years of experience working with local governments, and has served as Associate Director of the Township Officials of Illinois. Jim has participated in numerous community organizations and is past president of Crime Stoppers of Sangamon & Menard Counties and a past member of the Sangamon County Citizens Efficiency Commission. He is co-author of Illinois Statehouse, an Images of America book and is co-founder of a website dedicated to our present capitol building, ilstatehouse.com. Mr. Donelan is married and has two children.

Webinars are convenient, affordable, and interactive.

Visit toi.org for more information and to register!

LEGAL DISCLAIMER: The information to be provided at this webinar is provided by the Township Officials of Illinois for informational purposes only and not for the purpose of providing legal advice. It is intended to provide timely general information of interest but should not be considered a substitution for legal advice. You should contact your attorney to obtain advice with respect to any particular issue or problem. Participation in the webinar does not create an attorney-client relationship with any attorneys participating in the webinar and participants.



CPR/AED Training Available

Jim Donelan

Executive Director, TOIRMA

Recently, I began writing the October “TOIRMA Update” for the *Township Perspective* focusing on multifactor authentication. About half-way through the article, I had to stop to participate with the TOIRMA and TOI staffs in a pre-scheduled CPR/AED training. Personally, I had gone through first aid and CPR training years and years ago and appreciate just how helpful it was to have the updated version. Sean Richardson and Tyler Knight from TOIRMA’s Loss Control Team provided an excellent and informative training session.

During our training someone asked, “What does CPR mean?” Sean explained that CPR was first introduced in 1960 and is the acronym for

cardiopulmonary resuscitation. We were taught the steps for administering CPR, just how important it can be in increasing a person’s chance of survival when experiencing sudden cardiac arrest. In fact, CPR can double a person’s chance of survival in these situations.

As a part of our training, Sean and Tyler demonstrated an automated external defibrillator (AED). According to the American Heart Association, “an AED is a lightweight, portable device. It delivers an electric shock through the chest to the heart when it detects an abnormal rhythm and changes the rhythm back to normal. AEDs help people who have a sudden cardiac arrest, which occurs when the heart suddenly stops beating regularly. This happens when the heart’s natural electrical system doesn’t work correctly. If not treated within minutes, cardiac arrest quickly leads to death. AEDs save lives. They are an important part of responding to a cardiac arrest. A person’s chance of surviving drops by 7% to 10% every minute a normal heartbeat isn’t restored. So, immediate CPR and AED use can double or triple the person’s chance of survival. CPR combined with using an AED provides the best chance of saving a life. If possible, use an AED every time you provide CPR.”

Not only did we get trained in how to use an AED properly, but each one of us was asked to use the training device in a unique situation. The lessons and discussion were invaluable.

It amazed me, and I believe opened all our eyes when we were discussing past situations life had presented for each one of us. Whether it was a person who had passed out, was choking, or in need of CPR, each of us had a real-life experience to share.

I believe all of us feel better prepared to assist others needing help as a result of our training.

TOIRMA has *Risk Reminders* on the “Members Only” section of toirma.org relating to both CPR and AEDs. The *Reminders* are single-page and in a concise,



TOIRMA Executive Director Jim Donelan and TOIRMA Associate Director Matt Knight practice applying an automated external defibrillator, or AED.

easy-to-read format, and may be printed and provided to employees during safety meetings/discussions or posted in township/road district buildings.

TOIRMA also offers CPR/AED training to our members. If your township/road district is interested, please contact Sean Richardson at 217-444-1384 or sean.richardson@ccmsi.com, or Tyler Knight at 217-444-1387 or tknight@ccmsi.com.

In case you were concerned and thought you were missing something, a future “TOIRMA Update” will focus on multifactor authentication, so stay tuned.

Thank you for your attention to these matters.

As always, if you have additional questions, please feel free to contact me at 888-562-7861 or by email at jdonelan@toirma.org.

Think Safe... Drive Safe... Work Safe



TOI and TOIRMA Staff taking CPR Training. L to R: TOI Executive Director Jerry Crabtree, TOI Director of Member Services Brad Ruppert, TOIRMA Executive Director Jim Donelan, TOIRMA Associate Director Matt Knight, Township Perspective Associate Editor Kayla Jeffers, TOIRMA Admin. Assistant Pam Butler, TOI Database Manager TJ Ruenger.

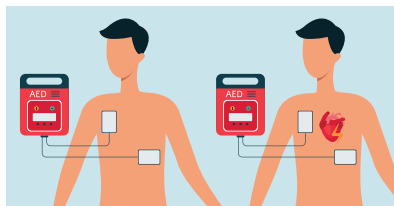


TOWNSHIP OFFICIALS OF ILLINOIS RISK MANAGEMENT ASSOCIATION

RISK REMINDER

AED: Automated External Defibrillator

- **WHO:** Anyone can use an AED when needed. Training is not required to use an AED in an effort to save someone's life, but attending a CPR/AED course can help people feel more comfortable using one
- **WHAT:** In the AED case will be the **machine, pads, and sometimes a grooming kit**. Everything you need will be packaged together
- **WHERE:** Know where the AED is kept at your location
- **WHEN:** As soon as an emergency takes place requiring CPR direct someone to grab the AED and call 911
- **WHY:** AEDs are able to shock the heart within minutes to reset the heart beat instead of waiting until EMS arrives or until the person gets to hospital. During an emergency every minute matters. Saving Time = Saving Lives
- **HOW:** Electricity goes between the two AED pads when it shocks, so it is important to place the pads correctly (see picture below). If they do not need shocked, the AED will not shock them, so always use it during CPR emergencies



STEPS FOR USING AN AED

- Turn it ON! AED will give directions
 - Place pads on bare skin (see picture)
 - Press button on AED to analyze heart rhythm. Do NOT touch patient
 - Push shock button if AED requires
 - Resume CPR
- * Follow the steps given by your device*
- * Never touch patient when AED is analyzing or shocking*

- AEDs often seem scary; they are very easy to use! Taking a CPR/AED class and knowing where your facility's AEDs are located can help gain confidence
- Laws for AED placement and training vary from state to state, so make sure to know your state's guidelines
- Good Samaritan laws are in place to protect people who attempt to use AEDs to save a life from legal responsibility

For more information, contact your Loss Control Consultant at (888) 562-7861
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Veto Session

Taylor Anderson

Anderson Legislative Consulting, Ltd.

The Fall months bring with them colder temperatures, a change of color in foliage, and inevitably, veto session. This year veto session is scheduled to take place over the typical six-day span and is set to convene October 24th-26th and will conclude November 7th-9th. At the time of this report's writing, Governor Pritzker has vetoed seven bills, a somewhat higher normal than average for his administration, and legislators will need to decide what, if any, of these pieces of legislation will be discussed during veto session.

Among those bills vetoed was SB 76, that sought to repeal Illinois' prohibition on building new nuclear reactors in the state, including traditional large-scale reactors and newer small modular reactors. The bill, passed with broad bipartisanship support in both chambers, was supported by a coalition of proponents that declared ending the moratorium would create jobs, lower utility cost for consumers, and provide more reliable clean energy. However, opponents of the bill claimed that ending the ban would come with risks to public safety due, in part, to the lack of a permanent waste solution and therefore could damage the environment and contaminate drinking water.

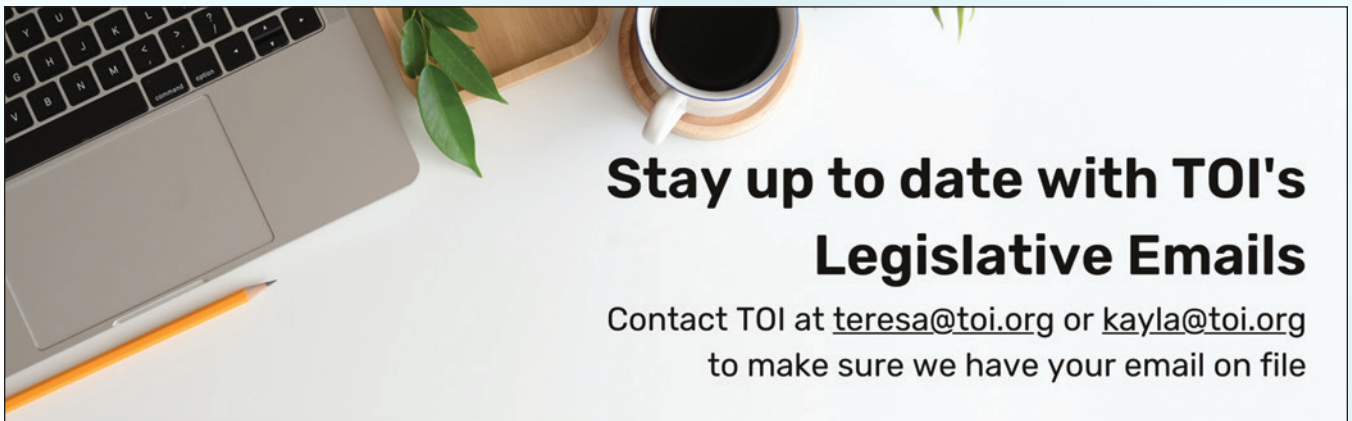
In the Governor's veto message, he states that his

veto was done, "at the request of the leadership team of the Speaker of the House and advocates." So, it is up in the air whether or not the General Assembly would be successful in overriding the veto or if a compromise can be worked out before veto session finishes. Sen. Rezin (R-38), one of the bill's sponsors, publicly stated her plans to try and override the veto.

In other news, last month Governor Pritzker and the Illinois Department of Agriculture (IDOA) announced a new grant program aimed at reducing the stigma around mental health care services for farmers and their families.

The Illinois Department of Agriculture (IDOA) and Gov. J.B. Pritzker unveiled the expansion of The Farm Family Resource Initiative pilot program, that began in six counties and expands its telehealth mental health care services to include all 102 counties in the state. The announcement included news that the fund will offer 20 grants at \$1,000 each to support FFA chapters to increase mental health awareness in schools and in local agricultural communities.

The Farm Family Resource Initiative also operates at 24/7 helpline for farmers, available at 1-833-FARM-SOS.



**Stay up to date with TOI's
Legislative Emails**

Contact TOI at teresa@toi.org or kayla@toi.org
to make sure we have your email on file

Township Officials of Illinois Annual Educational Conference
Advance Registration Form
November 12-14, 2023

(Please use one form per delegate, if paying for multiple delegates with one check/credit card, please submit all forms together for accurate processing)

Advance Registration Deadline is October 27, 2023

<p>SECTION I – REGISTRATION INFORMATION</p> <p>County: _____ Township: _____</p> <p>Name: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip Code: _____</p> <p>Phone: _____ Email: _____</p>	<p>Township Position:</p> <p><input type="checkbox"/> Assessor</p> <p><input type="checkbox"/> Attorney</p> <p><input type="checkbox"/> GA Caseworker</p> <p><input type="checkbox"/> Highway Commissioner</p> <p><input type="checkbox"/> Senior Citizen</p> <p><input type="checkbox"/> Supervisor</p> <p><input type="checkbox"/> Tax Collector</p> <p><input type="checkbox"/> Township Clerk</p> <p><input type="checkbox"/> Trustee</p> <p><input type="checkbox"/> Youth Committee</p> <p><input type="checkbox"/> Other</p>
<p>SECTION II – REGISTRATION FEES</p> <p>MEMBERS</p> <p>Advance Registrations received on or before October 27, 2023 On-site Registration</p> <p>Full Registration: \$185 Full Registration: \$225</p> <p>Monday Registration Only: \$110 Monday Registration Only: \$135</p> <p>Tuesday Registration Only: \$95 Tuesday Registration Only: \$125</p> <p><input type="checkbox"/> Full Registration <input type="checkbox"/> Monday Only Registration <input type="checkbox"/> Tuesday Only Registration</p> <p>NON-MEMBERS</p> <p>Advance Registrations received on or before October 27, 2023: \$250 per person</p> <p>On-site Registrations: \$310 per person</p> <p>Single-day registration includes admittance to non-ticketed activities occurring on that day ONLY. Monday only registrants MAY NOT attend Sunday or Tuesday events, and Tuesday only registrations MAY NOT attend Sunday or Monday events. Registration information may only be picked up on the day you have registered.</p> <p><input type="checkbox"/> Full Registration <input type="checkbox"/> Monday Only Registration <input type="checkbox"/> Tuesday Only Registration</p> <p>GUESTS <i>Does NOT include admission to education sessions</i></p> <p>Advance Registrations received on or before October 22, 2023 On-site Registration</p> <p>Full Registration: \$95 Full Registration: \$110</p> <p>Monday Registration Only: \$45 Monday Registration Only: \$55</p> <p>Tuesday Registration Only: \$30 Tuesday Registration Only: \$40</p> <p>Guest Registration: <input type="checkbox"/> Full <input type="checkbox"/> Monday Only <input type="checkbox"/> Tuesday Only</p> <p>Name of guest as it should appear on badge: _____</p> <p>Registration Fees (see all fees above)..... \$ _____</p> <p>Tickets must be ordered on or before October 27, 2023. Special event tickets will not be sold on-site.</p> <p>_____ Awards Breakfast ticket: \$35.00 each..... \$ _____</p> <p>TOTAL AMOUNT ENCLOSED..... \$ _____</p>	

continued on next page

SECTION III – PAYMENT INFORMATION

Payment must accompany advance registration form and should include Registrations, Banquet, and Award Breakfast tickets. A \$3.50 credit card processing fee is added if using a credit card.

Check Enclosed Visa MasterCard

Card Number: _____ Expiration Date: _____

Name on Card: _____

Billing Address: _____

Cardholder’s Signature: _____

SECTION IV – SPECIAL REQUIREMENTS

Please indicate any special requirements (dietary restrictions, handicap accessibility, interpreter, etc.) in this space or contact the TOI office. Special requirements can only be accommodated if requested at least two weeks in advance of Conference:

SECTION V – CANCELLATION POLICY & TICKET ORDER INFORMATION

Cancellations received by **October 13, 2023** will receive full refund.

Cancellations received between **October 13 to October 27, 2023** will receive a partial refund (\$20 administrative fee).

NO REFUNDS on cancellations received after **October 27, 2023**.

Registrations are transferable.

Advance orders and pre-payment for all Award Breakfast MUST BE RECEIVED by October 27, 2023 in order to meet facility meal guarantee requirements. Special event tickets will not be sold on site.

SECTION VI – HOUSING

Hotel reservations will only be made through the Housing Bureau and only those individuals registered for the Conference by October 6, 2023 will be assigned hotel reservations. Hotel reservations may be made on-line via a link on the TOI website, www.toi.org or by submitting the Housing Form. The Housing Form is available in the Township Perspective or on the TOI website, www.toi.org. Reservations must be received by October 6, 2023 and guaranteed with a credit card. Hotel assignment confirmations WILL NOT be emailed until the week of October 16, 2023. Read all of the Hotel Reservation Procedures in the Township Perspective or on the TOI website to make certain you comply with all requirements.

**Send this Registration Form to:
Township Officials of Illinois
3217 Northfield Dr.
Springfield, Illinois 62702**

HOUSING FORM
TOI Annual Educational Conference
November 12-14, 2023

Please complete one form per room reservation and **mail to:**
TOI Housing Bureau
3217 Northfield Drive
Springfield, IL 62702

Read Housing Information for all reservation requests policies and procedures.

This information is available in the *Township Perspective*, and on the TOI website, www.toi.org.

Housing forms will only be accepted when accompanied with credit card information.

Confirmation of hotel assignments will be **emailed** the week of October 16th.

Please type or print all information legibly

Name in which reservation should be made: _____

Number of people in room: _____ Name (s) of additional people in room: _____

Township: _____ County: _____

Zip Code: _____ Phone: _____ Email: _____

Date of arrival: _____ Date of departure: _____

EMAIL ADDRESS REQUIRED FOR RESERVATION ASSIGNMENT (CONFIRMATION OF HOTEL INFORMATION)

You will be placed at the Crowne Plaza, Holiday Inn Express, or at an overflow hotel if needed. All requests are considered on a first-come, first-serve basis by date of receipt, and if you are registered for the conference. Hotel assignment will be made based on type and length of reservation and hotel availability. **If you need a handicap accessible reservation, please turn in housing form as soon as possible.**

Preference will be given to those requests for a minimum of two nights. Reservations made for two nights and later changed risk being charged for two nights and/or moved to another hotel. **Room rate at the Crowne Plaza and Holiday Inn Express is \$106 plus tax per night.**

Indicate your preferred room type. This is a request only and cannot be guaranteed.

King: _____ **Double/Double:** _____ **Indicate any special requirements:** _____

Handicap Accessible: _____ **Type of Handicap accessibility needed:** _____

Housing forms **MUST BE RECEIVED** by the TOI Housing Bureau by **October 6, 2023**. Housing forms received after October 6th will not be processed.

Confirmation of hotel assignment will be **emailed** after October 16, 2023.

Card Type: _____ **Card #:** _____

Expiration date: _____ **Name on Credit Card:** _____

Signature: _____

GET ON BOARD WITH THE TOI CONFERENCE!



- ✓ Connect with over 650 Township Officials & Employees
- ✓ Showcase your products & services **IN PERSON**
- ✓ Increase your brand awareness

Sponsor

Several Sponsor Packages include:

- Conference registrations
- Magazine & conference program Advertisements
- Signage, website mobile app recognition
- Exhibit booth
- **EXCLUSIVE** marketing & acknowledgement

Exhibit

- Exclusive exhibit hours
- Opening reception in exhibit hall
- Attendee meals in exhibit hall
- Attendee incentive game

Advertise

- TOI social media posts
- conference program
- conference mobile app

**RESERVE
YOUR
SPONSOR
PACKAGE &
EXHIBIT
BOOTH
TODAY!**

116th TOI Annual Educational Conference

Event Information and Schedule

The next 14 pages include everything you need to know for the 116th TOI Annual Conference, *Township Government: Get On Board!* November 12-14 at the Crowne Plaza Hotel, Springfield, IL.

For up-to-date information, visit toi.org.





JOIN YOUR COLLEAGUES AT THE 116TH TOI ANNUAL EDUCATIONAL CONFERENCE!

The 2023 TOI Annual Educational Conference, *Township Government: Get On Board!*, is almost here! Don't miss your final chance to register for this spectacular event with outstanding educational sessions, vendors, and networking opportunities.

On the following pages you will find the daily conference schedule, session descriptions and speaker information.

The deadlines for registration, ticket sales and hotel reservations are fast approaching, so be sure to visit toi.org to register today!

REGISTRATION INFORMATION

The deadline for registration is **October 27th**. All registrations must be submitted online or postmarked (hardcopy forms) by this date.

On-site registration is available.

REFUNDS

For those needing to cancel registrations, written notification must be received at the TOI Office by **October 13th** in order to receive a full refund. Cancellations received after this date will be refunded minus a \$20 cancellation fee. **No refunds will be given for cancellations received after October 27th.**

SPECIAL EVENTS

- Exhibit Hall
- Welcome Back Reception
- Opening Session
- President's Reception
- Glo Bingo
- Awards Breakfast
 - Award Breakfast tickets are still available for purchase until **October 27th**.
- Division Annual Business Meetings
- Closing Session

Officials wishing to have guests attend special events/meals with them can purchase a **Guest Registration**. This registration allows guests attendance in the Exhibit Hall and breakfast and lunch on Monday.

Don't forget—if you don't register for the Full Conference you CANNOT pick up your registration materials OR enter the exhibit hall on Sunday. We appreciate everyone's cooperation with following these guidelines. Name badges will be checked at the door.

CONFERENCE APP

Download the Conference app to your smart phone or portable device prior to the Conference. Visit the Apple App Store or Android Play Store and download the **Guidebook** app. After installing the app, search the app for **Township Officials of Illinois** to use the TOI conference app on your mobile device.

DON'T FORGET!!

- | | |
|--------------------------------|---|
| October 6th | deadline for making hotel reservations, changes, or cancellations |
| October 16th | deadline for submitting written cancellations to TOI for full registration refund |
| October 27th | deadline for registering for the conference and purchasing special event tickets |
| October 27th | deadline for submitting written cancellations to TOI to receive partial registration refund |

IMPORTANT HOTEL INFORMATION—

Please read carefully!

Hotel room blocks are located at the Crowne Plaza and Holiday Inn Express. Individuals must be registered to attend the Conference in order to be assigned a hotel confirmation. Conference registrants may make their reservation requests by using the Housing Form included in the magazine or online by going to the TOI website, toi.org. **Reservations must be made by end of business day Wednesday, October 6th.**

All hotel reservation changes or cancellations must be made by end of business day Wednesday, October 6th. Cancellations made after October 6th will result in forfeiture of one night's room and tax.

Hotel assignments will be made October 16th. Conference participants will receive a hotel assignment via email. No paper confirmations will be provided.

**Please note that not everyone from the same township is assigned to the same hotel. All reservations are based upon a first-come, first-served, and length and type of reservation basis as well as hotel availability.

For questions regarding your reservation, please contact teresa@toi.org or (217) 744-2212.

For questions on directions or general hotel information, please contact your assigned hotel directly **AFTER** you have received your hotel assignment confirmation.

Crowne Plaza (217) 529-7777
Holiday Inn Express (217) 529-7771

**Please watch your email for your hotel assignment confirmation. Confirmations will be sent from the following email addresses. Please include these email addresses in your address book in order that your confirmation does not go into Spam.

guest.services@crowneplazaspringfield.com
dsidwell@cpspringfield.com
hiefdspringfield@gmail.com

HOTEL RESERVATION CANCELLATION REMINDER!!

Any changes to or cancellations of hotel reservations for the Annual Educational Conference **must be submitted by end of business day, Wednesday, October 6, 2023.**

Reservations made online or by housing form must be changed or cancelled by emailing teresa@toi.org

Hotel reservation requests will only be honored for those individuals who submit a Conference registration.

ATTENDEES are responsible for cancelling your reservation request even if you do not submit a Conference registration. A deposit of one night's room and tax will be forfeited for all reservations not cancelled by October 6, 2023.

Hotel reservation assignments will be made October 16, 2023.

Do not call hotels before that date as they will not have finalized room assignments.

HOTEL PAYMENTS

All reservation requests must be guaranteed with a credit card. Credit cards will not be charged until time of check-in, no-show, or cancellation after the deadline date of October 6th. Individuals or townships wishing to pay for hotel stays by check must guarantee the reservation by credit card and mail a check to the hotel where assigned.

If rooms are being paid for by credit card and individuals **will not have the credit card with them at time of check-in**, a Credit Card Authorization form must be submitted to the appropriate hotel prior to check-in. Credit Card Authorization forms available upon request from the hotel to which you are assigned

Crowne Plaza (217) 529-7777
Holiday Inn Express (217) 529-7771

116th TOI Annual Educational Conference Daily Schedule

This is a tentative schedule. Changes may occur prior to Sunday, November 12, 2023.

Sunday, November 12

2:00 – 6:00 pm

Registration

First Floor Lobby

Registration for the 2023 Annual Educational Conference on the first-floor lobby of the Crowne Plaza Hotel. See the Advance Registration form for registration fee information or visit toi.org to register online.

Attendees who register for Monday or Tuesday Only will NOT be allowed to pick up their registration materials on Sunday or attend the exhibit hall hours on Sunday.

Download the Conference app to your smart phone or portable device prior to the Conference. Visit App Store or Play Store and download the Guidebook app. After installing the Guidebook app, use the search function of the app for TOI to use the TOI conference app on your mobile device.

3:00 – 7:00 pm

Exhibit Hall

Plazas C-J

Conference attendees are encouraged to check-in Sunday afternoon and take advantage of this time to visit the many vendors who provide townships with products and services. Beverages and appetizers will be available. Name badges are required for entry into the Exhibit Hall.

3:00 – 7:00 pm

Silent Auction

Exhibit Hall – Plazas C-J

Silent Auction items are on display near the TOI Booth. Bidding closes at 9:30 p.m. in the Glo Bingo room on Monday night. Bid winners will be posted Tuesday morning at the Registration Desk.

4:00 pm

Hotel Check-In Starts

Don't cause a traffic jam! Hotel Check-In doesn't start until 4 p.m.! We have accommodations for you to store your luggage if your check-in is delayed. This allows you to attend the opening reception in the Exhibit Hall and begin to network with vendors and conference attendees.

5:30 – 7:00 pm

Grand Opening Reception

Exhibit Hall – Plazas C-J

Opening the 2023 conference with a reception in our action-packed exhibit hall! Enjoy a beverage, appetizers, and meeting up live and in person with colleagues. Meet old friends and make new friends at this new fun event! Visit the many vendors who make the conference possible.

Monday, November 13

7:30 am – 4:45 pm **Registration**

First Floor Lobby

If you are unable to check-in on Sunday, please do so Monday morning in order to enjoy coffee and breakfast in the Exhibit Hall while visiting with the many vendors. Please check-in before 9:00 a.m. to enjoy the patriotic music provided by the Springfield Municipal Band prior to the start of the Opening Session at 9:30 a.m.

7:30 am – 1:00 pm **Exhibit Hall**

Plazas C-J

Vendors who provide products and services to townships are available from 7:30 a.m. to 1:00 p.m. **Please note the Exhibit Hall is not open on Tuesday.**

Coffee and rolls are provided from 7:30 – 9:00 a.m. We encourage all Conference attendees to participate in the Opening Session. Name badges are required for entry into the Exhibit Hall.

7:30 am – 9:30 pm **Silent Auction**

Silent Auction items are located near the TOI Booth in the Exhibit Hall from 7:30 a.m. to 1:00 p.m. and in the Glo Bingo Event. Bidding for all Silent Auction items may take place during these times. Bidding stops promptly at 9:30 p.m. Bid winners are posted at the TOI Registration Desk at 7:45 a.m. Tuesday. Bid winners may pay for and pick-up their items at the TOI Registration Desk from 7:45 a.m. to 4:00 p.m. Tuesday.

9:00 am **Opening Session Doors Open**

Diamond Ballroom (second floor)

Enjoy patriotic music by the Springfield Municipal Band while waiting for the Opening Session to begin.

9:15 – 11:30 am **Opening Session Featuring Fighter Pilot and TOPGUN Graduate Guy Snodgrass**

Diamond Ballroom (second floor)

Call to Order

Christopher Kain, TOI President
Addison Township, Assessor

Presentation of Township Flags

Chris Kain, TOI President
Addison Township, Assessor

Presentation of Colors

Pledge of Allegiance

Craig Paulek, TOI 1st Vice President
Stonington Township, Township Clerk

Invocation

Rev. Percy Johnson
Waukegan Township Trustee/ TOI Director

Welcome

Chuck Layer, TOI Conference Committee Chair
Blackhawk Township Supervisor/TOI Director

Local Government Efficiency and Size in Illinois

Wendell Cox, *Demographia*

Keynote Speaker, Featuring Guy Snodgrass

Guy Snodgrass is the CEO of Defense Analytics, a national security and foreign policy strategic advisory firm specializing in strategy development, government policy, and technology adoption. Recognized as an influential national security and foreign policy expert, Guy recently published his first book, *Holding The Line*, to incredibly positive reviews. Guy appears as a commentator on CNN, FOX, and multiple international outlets; an opinion contributor to *The Washington Post*, *USA Today*, and other national security outlets; and a prominent commentator to publications such as *Politico*, *The New York Times*, *The Washington Post*, and Bloomberg. A career Navy F/A-18 fighter pilot, Commander Snodgrass led combat missions in support of forces on the ground in the Middle East. Subsequently selected as a TOPGUN Instructor, he served as the U.S. Navy and Marine Corps expert in air-to-air combat and tactics development.

Legislative/TOIPAC Report

Taylor Anderson, TOI Legislative Consultant

Report – State of the Association

Jerry B. Crabtree, TOI Executive Director

Adjournment of Opening Session**11:30 am – 1:00 pm Exhibit Hall & Lunch**

Plazas C-J

The Exhibit Hall reopens following the Opening Session and a complimentary lunch is provided to all paid delegates. **Your Conference badge serves as your admission ticket to the Exhibit Hall for lunch.** In addition to enjoying lunch and networking, Conference attendees are encouraged to use this last opportunity to visit the many vendors who help to underwrite the cost of the Conference. **The Exhibit Hall will close at 1:00 p.m.**

1:15 – 2:15 pm**Educational Sessions****Ask an Attorney**

Representatives of the Attorney's Division

The Illinois Township Attorneys' Association is happy to sponsor this panel presentation on hot legal topics for townships. If you have a nagging legal question you have not been able to get an answer to, come to this session. The panel includes all of your favorite township attorneys and is moderated by Chief Judge Michael J. Chmiel of the 22nd Judicial Circuit, who formerly served as an attorney for several townships.

Policies & Procedures for Highway Commissioners*John Redlingshafer, Mescher Law*

As you probably learned early on, getting elected as a highway commissioner is not just about taking care of your roads. You are the head of a sophisticated unit of government impacted by countless state and federal laws (and the related paperwork!). In this session, we will discuss some of the major policies and procedures you want to consider for (or may be required to have anyway at) your Road District.

See What the Clerks Are Cooking Up*Representatives of the Clerk's Division*

This is a Q & A format where no question (regarding your job as Township Clerk) is off limits! Here is a chance to meet other Clerks from around the state to compare notes about our wonderful job as Clerks! The Clerk's Board is eager to answer any questions that you may have encountered.

Township Levy & Ordinance Process*Sheryl Churney, Klein, Thorpe and Jenkins, Ltd*

This presentation reviews tax levies available to townships and road districts and explains how and when to calculate the tax levies, including how a taxing body's EAV affects tax levy amounts. Additionally, the procedures to be followed for adopting the township and road district tax levies, including complying with Truth in Taxation Law requirements is discussed.

Celebrating Seniors 2023*ITASCSC*

TBD

How's Your Poker Face: Dealing with Intergovernmental Agreements*Bob Porter, Ancel Glink*

Intergovernmental agreements are a great way for townships to save costs and increase efficiency. But similar to a marriage, there are best practices to avoid costly mistakes and potential disputes. "Know when to hold them and fold them."

The Role of Townships in Human Trafficking*Michael Airdo, Airdo Werwas LLC*

Those responsible for human trafficking target the most vulnerable in our communities. This presentation explores the history of trafficking, examines the most current statistics and trends, reviews the laws and regulations that currently apply, identifies what actions Townships can take to prevent trafficking from occurring in their communities, protects those currently being trafficked, and provides necessary services to trafficking survivors.

2:45 – 3:45 pm**Educational Sessions****TOI Legislative Update***Taylor Anderson, TOI Legislative Consultant*

TOI's legislative consultant provides a review of recent legislative issues related to the Township and Road Districts in Illinois. There is an opportunity for questions and answers.

Your Township as a Community Leader*John Redlingshafer, Mescher Law*

All of us connected with Township government already know you are community leaders. This session explores the Township Code and those laws that enable your Township to explore additional (and cost-effective) services your Township may want to provide in your area, both to the community at large and as a part of your General Assistance Office.

The LEO*Representatives of the Clerk's Division*

The Clerk is the Township Local Election Official! It's not too early to learn and review the Township Election process! Fall of 2024 will be here before we know it! This session reviews the nuts & bolts of the Township Election process.

Aging in Place*Dr. Kiresten Davin*

TBD

Trauma Informed Service Delivery: Part 1*Dr. Natalie Pamphile, Assistant Director of Clinical Services, Hanover Township Youth and Family Services*

This presentation utilizes current research on trauma from the perspective of a public health issue and how it impacts those in service-delivery roles. This overview includes a definition of trauma, how it can present, and how Township administration can equip their staff to provide the best service to Township residents, while also caring for their own health and safety.

Objectives for Part 1: Trauma-Informed Service Delivery

- Gain a general understanding of what trauma is, including a definition of ACEs and their prevalence in the United States.
- Gain a basic knowledge of how trauma can manifest across various domains of human experience, behavior, and functioning.
- Gain an understanding of what trauma-informed means, and how it translates into service delivery.

An Introduction to Municipal Bonds*Steve Adams, PMA Securities*

This session gives attendees a basic understanding of the general process and steps involving the issuance of municipal bonds. This includes the preparation of the official statement and preparing for a rating call. We review the main participants who are involved in a bond issuance. The different methods of sale to the investors is also discussed.

Township Employment Issues*Keri-Lyn Krafthefer, Ancel Glink*

“Who gets to hire and fire employees? How can we implement the new Paid Leave for All Workers Act? We want to terminate an employee who is in a protected class—how should we do that? Does the township board have any control over the assessor or highway commissioner’s employees?” Come one, come all to this session, which addresses those pesky labor and employment issues that arise from time to time. Bring your questions!

4:00 – 5:00 pm

Educational Sessions**Township Budgeting 101***Bryan E. Smith, TOI Senior Consultant*

Whether you are a brand new or veteran township official, this session is for you to get a better grasp on a better, simpler, and more productive understanding of your role in the budget process. Not only increase your knowledge of the budgeting process but learn helpful tips to make the budget process better for your township or road district.

How to Respond to FOIA*John Redlingshafer, Mescher Law*

“FOIA” is perhaps one of the most well-known acronyms in government. Perhaps many of you became increasingly familiar with it over the past few months, as a new wave of Freedom of Information Act (FOIA) requests came your way. This session is a nice refresher of your roles and responsibilities under FOIA, and what these past few months taught me as countless clients were inundated with anonymous emails during the summer of 2023 requesting public records and information.

Township Cemeteries*Anthony Schuering, Brown, Hay + Stephens*

This session covers the basics of managing township cemeteries, including the authority of townships to establish and maintain cemeteries, the authority of townships to take control of existing cemeteries, the revenue sources available to support township cemeteries, the statutory systems of township cemetery governance, and the requirements imposed on township cemeteries under the Cemetery Oversight Act.

Crafting UP Connection*Representatives from ITASCSC*

TBD

Trauma Informed Service Delivery: Part 2*Dr. Natalie Pamphile, Assistant Director of Clinical Services, Hanover Township Youth and Family Services*

This presentation utilizes current research on trauma from the perspective of a public health issue and how it impacts those in service-delivery roles. This overview includes a definition of trauma, how it can present, and how Township administration can equip their staff to provide the best service to Township residents, while also caring for their own health and safety.

Objectives for part 2: The Trauma-Informed Township

- Gain an understanding of how trauma-informed service delivery translates to Township settings and services.
- Learn basic de-escalation techniques.
- Learn ways to equip staff to cope with vicarious trauma.
- Identify ways the various Township departments can incorporate trauma-informed practices into their policies and procedures.

Food Banks and How They Operate

Barb Connet, Northern Illinois Food Bank

This program explores the design, implementation, and management of a township food bank. Have you ever wanted to start one? Have you wanted to learn how others are managing these types of programs? This session provides details on Township Food Banks!

5:00 – 7:00 pm

AITCOY Division Meeting

- I. Call to Order
 - a. Roll Call
 - b. Approval of minutes of Business Meeting held on August 24, 2023
 - c. Additions to the agenda
- II. Officers Reports
 - a. President
 - b. Vice Presidaent
 - c. Secretary
 - d. Treasurer
- III. Committee Chairperson Reports
 - a. Membership
 - b. Program
 - c. Awards
 - d. Audit
 - e. CEUs
 - f. Website
 - g. *Perspective*
 - h. Summer Olympics
- IV. Unfinished Business
- V. New Business
 - a. Election of 2024 Officers
 - b. FY 24 Budget
 - c. Planning for 2024
- VI. Agency Announcements
- VII. Adjournment

7:00 – 8:00 pm

President's Reception

Pre-Function Ballroom, 2nd Floor

TOI President Chris Kain (Addison Township, DuPage Co.) invites you to attend his welcome reception! This event features light snacks, drinks, and featured entertainment from the Ukulele Moonshiners!

8:00 – 10:00 pm

Glo Bingo

Diamond Ballroom

Open to all attendees, Glo Bingo is not your Grandma's bingo! The tunes are spinning all night long while our Emcee entertains the crowd with dancing, sing alongs, and 10 games of bingo under black lights. Come and enjoy an evening of fun!

Tuesday, November 14

7:30 am – 12:00 pm **Registration**

First Floor Lobby

7:45 – 9:15 am **Awards Breakfast**

Diamond Ballroom

Ticket Required - \$35 (deadline to purchase **October 27**)

Join your fellow TOI officials and enjoy breakfast during which Division awards are presented.

8:00 – 9:00 am **Early Risers Education**

Grants

Betsey Londrigan, USDA

Join Betsey Londrigan, the USDA Director of Rural Development, to learn more about grants available to townships and how to apply.

9:15 – 9:55 am **Educational Sessions**

Record Retention in Township Government

Bob Boots, Illinois Archives

This course is an overview of a defensible records management program as defined within the context of the Illinois Local Records Act (50 ILCS 205) and 44 ILL Admin Code 4000 for down-state governments, and Illinois Local Records Act (50 ILCS 205/60) and 44 ILL Admin Code 4500 for Cook County governments. The emphasis is on establishing an on-going records management process that supports the operational needs, and statutory, FOIA, and OMA compliance. It will also touch on electronic records, email, and social media management.

Township Board Meetings: The Good, The Bad, and the Hopefully Not So Ugly

Jim Donelan, TOIRMA

Jim Donelan, Executive Director of TOIRMA, covers rules and tips for running a township board meeting. In order to run an efficient township board meeting, you must be aware of the applicable rules. If you're interested in being better equipped to run meetings, this session is for you. Participants will be provided an overview of the Illinois Open Meetings Act, Township and Highway Codes, Robert's Rules of Order, and basic parliamentary procedures and rules. Making sure your township is following recommended procedures and guidelines in running an effective meeting will be stressed.

Comptroller Reporting Requirements

Rossana Barbaro-Flores, Director of Local Government Division, Comptroller's Office

At this session, the Illinois Office of Comptroller's Local Government Division team will present on the statutory reporting requirements to the Comptroller and the Annual Financial Report (AFR). We will also go over the delinquency and compliance processes.

Building Relationships with Your County Engineer

Steve Keeffer, JoDaviess County

This session covers the relationship between County Engineers and Township Highway Commissioners based on what the statutes and IDOT Policy have to say, as well as the advantages of having a “better” relationship between the County Engineer and Township Highway Commissioners and possible challenges to building this relationship.

Local Officials Role in Solar Projects

Kevin Borgia, Illinois Solar Energy Association

TBD

IMRF Discussion

Randy Stevens, IMRF

We are providing a room and brief overview for officials interested in learning more about IMRF and retirement benefits. Plan to stop by this session and introduce yourself to the IMRF representative Randy Stevens!

Practical Procedures in Project Development

Algis Rugienius and Aurimas Spucys, Morris Engineering

This session will share some of the practical approaches that have proved to be beneficial in the completion of township construction projects. We will address project planning and budgeting, grants, project bidding, procurement, and construction administration. Some of these experiences may assist you in the successful completion of your next capital improvement project.

10:00 – 11:20 am

Division Meetings

Supervisors Division

- I. Call to Order, President Chuck Layer
- II. Pledge of Allegiance, Vice President Jon Jagers
- III. Roll Call & Correspondence, Secretary Amy Victor
- IV. Approval of Minutes, Secretary Amy Victor
- V. Treasurer’s Report & Approval, Treasurer John Gardner
- VI. President’s Report, President Chuck Layer
- VII. Committee Reports
 - a. Executive Committee, President Chuck Layer
 - b. Legislative Committee, Chair Bill Catching
 - c. Nominating Committee, Chair Sherrill Knorr
 - d. Membership Committee, Chair Amanda Bean
 - e. Program Committee, Chair Sue Brokaw
 - f. GATI/Education Committee, Chair Amy Victor/Deb Skillrud
- VIII. Unfinished Business/Old Business
- IX. New Business
- X. Ask the Supervisors–Questions & Answers
- XI. Door Prizes
- XII. Adjournment

Clerks Division

- I. Call to Order/Welcome, President Katy Dolan Baumer
- II. Words of Inspiration, Director Kathy Brown
- III. Pledge of Allegiance, Director Barbara Parker
- IV. Roll Call and Introductions of Board Members, Secretary Marsha Johnston
- V. Approval of Annual Division Meeting November 2022 Minutes, Secretary Marsha Johnston
- VI. Approval of the 2023 Treasurer's Report, Treasurer Suzanne Fisher
- VII. TOI Association Report, Executive Director Jerry Crabtree
- VIII. State of the Clerks Division, President Katy Dolan Baumer
- IX. Program: Duties or Duel–You and the Road Commissioner
- X. Program Extra: Are You a “Seasoned” Clerk?
- XI. Committee Reports
 - a. Legislative, Director Sherry Tite
 - b. Public Relations, Vice President Pam Bruner and Director Bryan Smith
 - c. William Z. Ahrends Award, Director Bryan Smith
 - d. Membership, Vice President Pam Bruner and Director Barbara Parker
- XII. New Business
- XIII. Old Business
- XIV. Door Prizes, Vice President Pam Bruner, and “the Pig” Drawing, Director Jewel Ward
- XV. Adjournment

Highway Commissioners Division

- I. Call To Order, President Arnold Vegter
- II. Pledge Of Allegiance/Moment of Silence, Vice President Scott Seebach
- III. Minutes, Secretary Tim Killian
- IV. Treasurers Report, Treasurer Craig Smith
- V. Old Business
- VI. Legislative Update, Danny Hanning
- VII. New Business
- VIII. Summer Seminar 2024–New Venue, Arnold Vegter
- IX. Ideas for speakers/topics for 2024 Summer Seminar, Arnold Vegter
- X. Any New Business for The Good of The Order?
- XI. Speaker TBA
- XII. Adjournment

Illinois Assessors Association

TBD

Tax Collector Division

- I. Call to Order and Welcome
- II. Pledge of Allegiance
- III. Minutes of Last Meeting
- IV. Financial Report
- V. Election of Officers
- VI. Old Business – Discussion
- VII. New Business – Discussion
- VIII. Set time for 2024 Meeting
- IX. Adjournment



Trustees Division

- I. Check in
- II. Get Raffle ticket
- III. Call to Order
- IV. Pledge of Allegiance
- V. Invocation
- VI. Approval of Minutes of 2022 meeting
- VII. President's Report
- VIII. Treasurer's Report
- IX. Election of new officers
- X. Old Business
- XI. New Business
- XII. Guest Speaker
- XIII. Raffle
- XIV. Adjournment
- XV. Parting gifts—a one lb. box of candy will be given to each paid attendee as they leave

ITASCSC Division

For members joining virtually via Microsoft Teams:

Meeting ID: 222 133 135 183

Passcode: A7HdxN

- I. Call to Order
- II. Introductions
- III. Changes to Agenda
- IV. Financial Report
- V. Committee Reports
 - a. Executive
 - b. Whole
 - c. Education
 - d. Awards
 - e. Legislative
 - f. Membership
 - g. Transportation
 - h. Rebranding
 - i. Nominating Committee
 - j. Election of 2024 Officers
- VI. Old Business
 - a. Wrap Up Discussion of TOI Conference 2023
- VII. New Business
 - a. Approval of Regular Meeting Minutes of August 11, 2023
 - b. Approval of By-laws
 - c. Approval of 2024 Meeting Schedule
 - d. Approval of 2024 Subcommittees
 - e. Assignments for 2024 *Perspective* Articles
- VIII. Adjournment

ITAGAC

- I. Call to Order
- II. Division Updates
- III. Treasurer’s Report
- IV. Old Business
- V. New Business
 - a. Approval of 2022-2023 Meeting Minutes
 - b. Educational Workshops
 - c. Committees
 - d. 2024 Membership Dues
- VI. Adjournment

11:30 – 12:30 pm

Annual Meeting

Call to Order

Christopher Kain, TOI President
Addison Township Assessor

Invocation

Rev. Percy Johnson
Waukegan Township Trustee/ TOI Director

Pledge of Allegiance

Christopher Kain, TOI President

Introduction of Division Presidents and Division Meeting Reports

Association Report

Jerry B. Crabtree, TOI Executive Director

Nominating Committee Report

Michael Reynolds, Chair TOI Nominating Committee
Long Creek Township Trustee/TOI Director

Election of Officers & Directors

Oath of Office

Adjournment



Inaugural TOIPAC Golf Outing

On August 18th, 2023, the Township Officials of Illinois Political Action Committee (TOIPAC) hosted the Inaugural Golf Outing at Lincoln Greens Golf Course in Springfield, IL, and are happy to report it was a success. While they can't take credit for the weather, it was a perfect day for golf on the lake.

TOIPAC had 17 foursomes, 20-hole sponsors, and 4 drink cart sponsors. A special thanks to all the golfers, sponsors, and volunteers who helped make the first golf outing attempt a success and raise money for TOIPAC. TOIPAC funds go directly to TOI's lobbying efforts to help get legislation passed that helps townships and all of our members.

TOIPAC is already planning the 2024 Second Annual Golf Outing, so if you missed it this year, there will be another chance next year.



John Gardner, Chuck Layer, Curtis Barber, and Rick Heald



Matt King, Teresa King, Sherry Tite, and Greg Schumacher



Tom Shelley, Joe Stanfa, Tom Stanfa, and John Kwasigroch



Art Turner, Gabe Folyan, Makai Grant, and Herman Senor



Golfers lined up and ready to go!



Scott Selinger, Jim Donelan, Chuck Davis, and Matt Knight



Joel Fletcher, Kevin Bird, Jordan Bird, and Justin Bird



Arnold Vegter, Tyler Knight, Avery Arins, and Jeff Castle



James Weisiger, Pete Pistorius, and Craig Paulek



Chris Kain and Jerry B. Crabtree



Dean Stottler, Mike Zengilani, Todd Lucas, and Aaron Johnston



Wayne Padget, Rep (R-52) Martin McLaughlin, Danijela Sandberg, and Ryan Steinaker



Sen. (D-1) Javier Cervantes, Erick Ferrer, and Lacey Stauffer

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Willa (309) 231-4556

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Chuck Layer



**President, Township Supervisors of Illinois
Supervisor, Blackhawk Township, Rock Island County**

You blink your eyes, and you are halfway through the fiscal year! Where does the time go? The Supervisor's Division finished up the educational workshops for 2023. We tried a new approach this year and teamed up with the Trustees Division for our educational sessions. I would like to thank President of the Trustees Division Mike Reynolds for his input and helping hand. I think things went exceptionally well. We are planning once again next year to combine our sessions Supervisors/Trustees in 2024. I would also like to take this chance to thank our presenters—Jim Donelan, TOIRMA, and John Redlingshafer, Mescher Law—for their time and their great presentations. Also, a big thanks to TOI Executive Director Jerry B. Crabtree for always being there and keeping everyone up to date with what's going on throughout the state. We have come up with the tentative dates for our 2024 Workshops:

Collinsville	May 31
Rockford	June 21
Bloomington	July 19
Rock Island	August 9

Hoping to see you at one of these. Although it is Supervisor/Trustee, anyone and everyone is welcome to attend.

As you read through this article, we have just finished our GATI Session in Effingham. It was good to see Supervisors and Case Workers both attending. Our final GATI Session is November 11 in Springfield. Remember Supervisors, you are responsible for General Assistance in your township. My most sincere appreciation goes out to Supervisor Amy Victor and Supervisor Deb Skilrud for all the time and effort they put in behind the scenes to keep our GATI Workshops going throughout the year. We will be planning for 3 GATI Workshops again next year 2024: Rockford, Bloomington, and Effingham; dates are yet to be set.

Speaking of the 116th Annual Educational Conference, I am hoping to see many of you there. You have had plenty of time to plan on attending. I

have the great opportunity this year of serving as the chairperson of the November Conference Committee. We have put together a great line up of educational sessions, and of course a great Opening Session Speaker. You can check out the schedule in this issue of *Township Perspective* on page 15. This is a great opportunity to speak with elected officials from all over the state. With the new time schedules, you can attend your Division Meeting on Tuesday morning then be able to attend TOI Annual Meeting before leaving for home.

Now is probably a good time to be working on your Tax Levy. Tax Levies are to be certified on or before the last Tuesday in December. Your township must determine the amount of money to be raised by the tax levy at least 20 days prior to adopting the new tax levy ordinance. The estimate should be announced and approved at a board meeting. A public notice of hearing must be provided in a newspaper at least 7 but no more than 14 days before a hearing date only if the levy is more than 105% over last year's extension. Both Town and Road and Bridge Levies must be approved by your township board at the public hearing.

One more THANK YOU. I know that after the extended term, Past President Sherrill Knorr was ready to kick back and coast for a bit!! My heartfelt appreciation goes out to you for being there yet, for all the times you let me bend your ear... or all the ideas I run by you... or stepping up whenever I ask for your help with anything!!

**MAY ALL YOUR GOBLINS BE FRIENDLY
THIS HALLOWEEN. ENJOY!**





Pam Bruner



Vice President, TOI Clerks Division

We preserve the history of our Township as it happens.

Now is the time to sign up for the 116th Annual Educational Conference this November. Registration is open for the November 12, 13, and 14th event. You have until October 27, 2023 for advance registration.

There are a lot of training events at the conference, as well as the Exhibit Hall where the TOI Clerks division is well represented. Stop by and see us on Sunday or Monday and we will check your membership dues status. You will receive a sticker to place on your name tag and you will be able to breeze through the registration process on Tuesday for the business meeting. The business meeting will have a full agenda and time for a little fun and giveaways.

You will also have the ability to pay your dues if you have not already. Please remember we do not accept any cards and can take cash or check for the \$30 membership dues.

We will be firming up our plans for two training sessions on the first day at the conference at our

September 23 meeting. Session 1 will be at 1:15 “See What the Clerks Are Cooking Up” and Session 2 will be at 2:45 “The LEO”. Look for the schedule in this *Perspective* and make your plans to attend. We cannot wait to see you there.

October is the time of year for your Township to firm up the Levy(s). The Board will typically have a draft for the November meeting ready to review for a vote in December. Look at your Laws & Duties Handbook and review pages 176-193: Truth in Taxation, Town/Road Levy Process, Public Notices. Make sure to check to see if your Township is required to publish “Black Box” notice as there are very specific instructions if you need to.

If you have ideas for training or have topics you would like more information on, please contact me at the email below. It is our goal to provide you with the information you need to do your job efficiently.

If you have a question or suggestion, please send it to me. Email me at clerk@cordovatownship.com, write me at PO Box 311, Cordova, IL 61242, or call 309-533-1307.

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Arnold Vegter



**President, Township Highway Commissioners of Illinois
Highway Commissioner, Union Grove Township, Whiteside Co.**

It is October and Fall is upon us and harvest is well underway. This is the time of year that I really enjoy. Being a farmer means we are in full swing of harvesting the crops that we spent the spring planting and now we get to see the results of our work.

Being a Highway Commissioner is similar to being a farmer, in that this is the time of year that you are finishing up your summer projects and looking back at the fruits of your labor.

To me it is very rewarding to look back and see all of the improvements that you have made in your township in the past year. This is also the time of year to get the equipment ready for the winter season as October can bring temperatures in the 90s but also swing low enough for there to be snow to plow. Illinois is a very long state top to bottom, and I know that the northern part of the state has a much better chance of snow in October than the southern part of the

state. I hope that we have a mild winter this year with very little snow but as dry as it has been in Whiteside County this summer, I am afraid that it is going to be a rough winter.

On another subject, the 116th Annual Educational Conference is about 5 weeks away and it would be great to see you all there as it is a great event to educate yourself on how to properly and legally do your job and also to network with other Highway Commissioners. There is a lot of useful information there for us all to learn from. Some sessions that I think all Highway Commissioners should attend are Policies and Procedures for Highway Commissioners, Building Relationships with Your County Engineers, and the THCOI business meeting. You can see the full educational conference agenda on page 15. Have a safe fall and I look forward to seeing you at the Fall conference.





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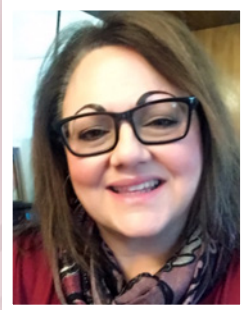












Tina Houdek

President, AITCOY

A Message from the President

It is hard to believe that the Annual Educational Conference will be here in a month. As a reminder, AITCOY is participating this year as well as offering the 2023 AITCOY Sponsored Annual Education Conference Workshop on Monday, November 13, 2023. We are hosting two workshops that day, both presented by Dr. Natalie Pamphile, PsyD, Hanover Township's very own Assistant Director of Clinical Services. Just a reminder that the first workshop is scheduled at 2:45 p.m. and titled "Trauma Informed Service Delivery" The second workshop is scheduled at 4:00 p.m. and titled "The Trauma Informed Township."

Please note that AITCOY's Annual Meeting will be

held at 5:00 p.m. in the Lincoln Board Room, also on Monday, November 13th. If you have any questions and are interested in attending, feel free to contact me at thoudek@hanover-township.org or 630-483-5799.

Come visit us at our booth in the Exhibit Hall on Sunday and Monday of the conference. Looking forward to seeing you all at the Annual Educational Conference.

Enjoy the fall weather!



TOI 2023 EDUCATIONAL CONFERENCE NOVEMBER 12-14, 2023



KEYNOTE SPEAKER GUY SNODGRASS



Commander Snodgrass will focus on how to be a leader in your own life and career!

toi.org for details and registration

diane@toi.org

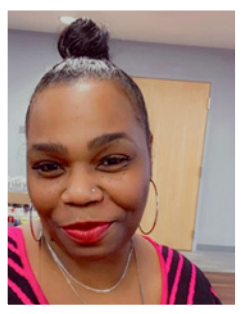
Did You Know?

Did you know that... World Mental Health Day is marked every October 10th to raise awareness of mental health around the world and to mobilize efforts to support those experiencing mental health issues. This day is centered on raising awareness and improving mental health care to all populations.

One in five adults in the United States will experience a mental health event in 2023.

Here in Illinois October 5, 2023, is National Depression Screening Day. Many townships and senior service agencies offer free depression screening. Please check your township for Mental Health and Depression Screening.

You may also dial or text 988 in a mental health emergency. Trained mental health professionals are available to speak with.



Lakeela Jennings



President, ITAGAC

The Illinois Township Association of General Assistance Caseworkers will be presenting awards at the 2023 Township of Illinois (TOI) conference. The association is accepting nominations for 2023 Outstanding Caseworker of the Year, 2023 Best Innovative Township Program, 2023 Township of the Year, and 2023 Supervisor of the Year. Nominations must be received no later than October 13th and has not won the same category in the past two years.

2023 Outstanding Caseworker of the Year must be nominated by the Supervisor, Administrator, General Assistance Director/Manager, or Case Manager. Candidates should be nominated in relation to the following criteria:

- Service Provided
- Going Above and Beyond Serving Residents
- Improving Services for the Community
- Community Involvement and Impact

PLEASE SUBMIT A ONE PAGE SUMMARY
DETAILING WHY THIS CANDIDATE SHOULD BE AWARDED!

2023 Best Innovative Program must be nominated by the Supervisor, Administrator, or Direct Manager of the Program. This program must be utilized within the General Assistance Department and meet the following criteria:

- Program Description
- Service It Provides
- Outcomes, How This Program Benefits General Assistance Recipients

PLEASE SUBMIT A ONE PAGE SUMMARY
DETAILING WHY THIS CANDIDATE SHOULD BE AWARDED!

2023 Township of The Year must be nominated by the Supervisor or Administrator and detail past year's Township accomplishments and improved services detailing why they should be awarded 2023 Township of the Year.

PLEASE SUBMIT A ONE PAGE SUMMARY

DETAILING WHY THIS CANDIDATE SHOULD BE AWARDED!

2023 Supervisor of the Year must be nominated by the General Assistance Director/Manager or Administrator and detail past year's accomplishments and improved services detailing why they should be 2023 Supervisor of the Year.

PLEASE SUBMIT A ONE PAGE SUMMARY
DETAILING WHY THIS CANDIDATE SHOULD BE AWARDED!

Nominations should be emailed to ljenning@thorntontwp.com no later than Friday, October 13th.

The General Assistance Caseworker Association Board strives to bring resources to assist in doing our jobs. If you have any topics or organizations you would like to share, please email them to ljenning@thorntontwp.com and we will schedule them into an upcoming *Perspective* article.

Respectfully Submitted,
Lakeela Jennings
General Assistance Caseworkers Association President

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Disrupt Aging by Combatting AGEISM

Megan Conway

ITASCSC President
Director of Aging Services, Hanover Township



Ageism is the most widespread and socially accepted form of prejudice in the world. Globally, statistics tell us that one out of two people are ageist. The World Health Organization defines ageism as “the stereotypes (how we think), prejudice (how we feel), and discrimination (how we act) towards others and oneself based on age.”

There are four forms of ageism:

- **Internalized**—ingrained beliefs on what is and is not accepted based on age (i.e., when is it okay to wear a bikini at the beach)
- **Implicit**—Unconscious bias toward a specific group (i.e., older people cannot drive as well as younger people)
- **Cultural**—normalized, negative messages in movies, commercials, and cultural examples (i.e., depictions of older people who cannot understand technological advances)
- **Benevolent**—patronizing approach to older adults (i.e., using “elderspeak”)

Ageism has health and longevity implications as well. Doctors may approach an older person’s health and wellness in an ageist way. They may ascribe symptoms or complaints due to “old age” instead of thoroughly investigating and discussing various treatment options. When accompanied by a caregiver, the doctor or healthcare professional may address the younger person/caregiver instead of the older adult.

Elderspeak is a way of addressing older adults by using patronizing language such as “sweetie,” “dear,” or “honey,” and has direct negative health repercussions on people. Employees in healthcare settings who use elderspeak reinforce ageist dynamics and cause older

adults to become more infirm and physically incapable. According to an issue brief from the American Society on Aging, “older individuals with more positive self-perceptions of aging **live 7.5 years longer** than those with less positive self-perceptions of aging.” It is time to *disrupt aging*.

Disrupt Aging is a movement led by AARP (<https://www.aarp.org/disrupt-aging>) to encourage all people to reimagine what it is to get older. On the website, you can find a collection of photographs, stories from “aging disruptors,” and additional information on combatting ageism. Consider working with your residents to share their stories on the website. Gail Zelitzky and Catherine Marienau are the duo behind *womenover70.com*, an innovative website and podcast that directs conversations toward women and aging.

There are many things that townships can do to combat ageism and draw attention to this important topic. **Ageism Awareness Day is recognized on October 7th** by the Illinois Department on Aging, American Society on Aging, and many other



organizations. Consider passing a resolution in your township declaring October 7th as Ageism Awareness Day (samples are available at <https://www.asaging.org/ageism-awareness>). Host a screening of a TedTalk or other online examples listed below and provide open discussion afterward. Educate yourself about what ageism is and call it out when you observe it in media or everyday conversations. Post about ageism on your township's social media or website. Invite a local expert to present on ageism to your community. Above all, be mindful of how you think, how you feel, and how you act toward people of all ages.

Online Resources

There are some great examples of videos on YouTube which can be screened for community discussion. Search for the following insightful YouTube videos: "Let's End Ageism" by Ashton Applewhite and the "Millennials Show Us What Old Looks Like" by AARP. Additionally, you can also search "ageism in commercials" for other examples in popular culture.

Websites to Review

- <https://www.asaging.org/ageism>
- <https://www.asaging.org/ageism-awareness>
- <https://www.aarp.org/disrupt-aging>
- <https://womenover70.com>

ITASCSC TOI Sessions

Let's keep the conversation going at this year's education conference! ITASCSC is proud to sponsor three sessions during the conference. We also encourage you to join us for our division's Annual Meeting on Tuesday, November 14. All three sessions below are on Monday, November 13. Location is TBD.

- **Celebrating Seniors 2023** at 1:15 PM—Hosts of the podcast *Women Over 70*, Gail Zelitsky and Catherine Marienau present a session on ageism.
- **Aging in Place** at 2:45 PM—Dr. Kirsten Davin presents valuable information on successful strategies to age in place and resources available to support older adults.
- **Crafting to Connection** at 4 PM—Join ITASCSC members for a networking session that involves delicious mocktails and a crafting session that is easily replicated in your township. Sign up in advance during the exhibitor fair on Sunday.

ITASCSC supports townships across Illinois in providing services to older adults. For more information about ITASCSC, visit www.itascsc.net. If your Township

is not yet a member, complete a membership application and submit it with annual dues of \$75. Get access to members-only resources and the opportunity to work alongside a great network of professionals serving older adults. Please reach out to President Megan Conway of Hanover Township at 630-483-4671 or mconway@hanover-township.org with additional questions.



REGISTER FOR THE 116TH ANNUAL EDUCATIONAL CONFERENCE NOVEMBER 12-14, 2023 CROWNE PLAZA, SPRINGFIELD, IL

toi.org for details and registration
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Please keep in mind your premiums can be legally paid from GA funds.

**MACI is a sponsor and will be representing at TOI's 116th ANNUAL EDUCATIONAL CONFERENCE
NOVEMBER 12th - 14th 2023**

MEDICAL ASSISTANCE CATASTROPHIC INSURANCE PROGRAM PRICING SHEET

It's not too late to enroll!

POPULATION		November 1, 2023 to June 30, 2024			November 1, 2023 to June 30, 2024		
		\$25,000 Deductible			\$15,000 Deductible		
		ADMIN FEE	PREMIUM	TOTAL COST	ADMIN FEE	PREMIUM	TOTAL COST
0 - 499		\$67	\$183	\$250	\$67	\$367	\$433
500 - 999		\$133	\$257	\$390	\$133	\$513	\$647
1,000 - 1,999		\$200	\$348	\$548	\$200	\$697	\$897
2,000 - 3,499		\$267	\$440	\$707	\$267	\$880	\$1,147
3,500 - 4,999		\$333	\$587	\$920	\$333	\$1,173	\$1,507
5,000 - 9,999		\$400	\$697	\$1,097	\$400	\$1,393	\$1,793
10,000 - 24,999		\$500	\$843	\$1,343	N/A	N/A	N/A
25,000 - 49,999		\$583	\$990	\$1,573	N/A	N/A	N/A
50,000 - 74,999		\$667	\$1,100	\$1,767	N/A	N/A	N/A
75,000 - 99,999		\$833	\$1,283	\$2,117	N/A	N/A	N/A
100,000 - 124,999		\$1,000	\$1,833	\$2,833	N/A	N/A	N/A
125,000 - 149,999		\$1,200	\$2,200	\$3,400	N/A	N/A	N/A
150,000 - 174,999		Individually Underwritten			N/A	N/A	N/A
175,000 - 200,000		Individually Underwritten			N/A	N/A	N/A

Visit our website at maciprotect.org

Please call Steve Barrett, if you have any questions or require an Enrollment Packet. Call toll-free TODAY at 1-800-540-6566 or email: maciprotect@gmail.com



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Question of Fact Regarding Pothole Visibility Negated Open and Obvious Summary Judgment Ruling

Steve Judge

Judge Law, LLC

This month's column discusses the Second District Appellate Court decision in *Tarango v. Village of Carpentersville*, reversing summary judgment in favor of the Defendant, determining that a question of fact existed as to whether a street pothole that was partially obscured and shaded by a parked vehicle was an open and obvious condition. *Tarango v. Village of Carpentersville, 2023 IL App (2d) 220389 (Ill. App. 2022).*

In this case, the Plaintiff suffered an ankle injury when she stepped into a pothole located behind her parked car. The incident occurred on Four Winds Way, a residential street in the Village of Carpentersville. Plaintiff had driven to her mother's house and parked on the street. Later, while carrying bags and walking towards her vehicle, she stepped into the pothole, injuring her ankle.

Plaintiff filed a two-count complaint against the Village of Carpentersville, claiming negligence and willful and wanton conduct. She alleged that the pothole, which caused her injury, was a result of the deteriorated street surface and that the Village failed to repair and maintain the roadway adequately.

The Village of Carpentersville moved for summary judgment, arguing that they did not owe plaintiff a duty of care because the condition of the roadway, including the pothole, was open and obvious, and that she was familiar with the area. The trial court granted summary judgment in favor of the Village, stating that Plaintiff should have seen and appreciated the condition of the roadway, including the pothole, as it was significant enough to be noticeable.

Plaintiff appealed the decision, arguing that the pothole was not open and obvious and that the distraction exception to the open and obvious rule applied in her case. The case revolved around whether the pothole's condition was evident enough to be considered an open and obvious danger, and whether Plaintiff's familiarity with the street negated the Village's duty of care. The court's decision hinged on whether Plaintiff should have noticed the significant pothole and exercised caution to avoid it.

The Appellate Court examined the standard of review for summary judgment, the elements of a

negligence cause of action, and the concept of duty of care. The Appellate Court's analysis sheds light on how these principles interplay in legal disputes.

The Standard of Review

Summary judgment is suitable only when the evidence, such as pleadings, depositions, and admissions, demonstrates the absence of any genuine issue of material fact. The purpose of summary judgment is not to resolve factual disputes but to ascertain whether a valid factual dispute exists for trial. The Appellate Court emphasized that reasonable persons might interpret undisputed facts differently, which can signal the presence of a genuine issue.

In this evaluation, the Appellate Court stressed that the trial court should interpret evidence liberally in favor of the nonmoving party and strictly against the party seeking summary judgment. The nonmoving party need not prove their entire case at this stage but must provide some evidentiary support for each element of their cause of action. Summary judgment should only be granted when the legal right of the moving party is unequivocal. The standard of review when reviewing a grant of summary judgment is *de novo*.

Elements of a Negligence Cause of Action and Duty

The Appellate Court addressed the essential elements of a negligence claim: duty of care, breach of duty, and proximate cause. To succeed in a negligence lawsuit, a plaintiff must establish these three elements. If a plaintiff fails to prove any element, including the duty of care, summary judgment in favor of the defendant is appropriate.

The court asserted that the existence of a duty is a question of law that the court must decide. To determine if a duty exists, the court examines whether a relationship between the parties imposes a legal obligation on the defendant for the plaintiff's benefit. The Appellate Court outlined four factors to assess when evaluating a duty: foreseeability of injury, likelihood of injury, burden of preventing injury, and consequences of burdening the defendant. These factors collectively determine the presence of a duty, with their weight varying based upon the case.

Open and Obvious Danger

The Appellate Court delved into the concept of open and obvious danger, a principle applicable in negligence cases. This doctrine states that landowners are not obligated to foresee and guard against injuries arising from conditions that are readily apparent. The Restatement (Second) of Torts explains that a possessor of land is not liable for harm if the danger is known or obvious to invitees, unless the possessor should anticipate harm despite its obviousness.

The Appellate Court clarified that a condition is “obvious” when both the danger and the risk are apparent to a reasonable person in the visitor’s position. The open and obvious exception exists because it is not foreseeable that an invitee would be harmed by an evident danger. This rule applies to various dangerous situations, including height, fire, water bodies, and even sidewalk defects.

Whether a condition is open and obvious can be a factual or legal question. If there’s no dispute about the condition’s nature, the court decides its obviousness. If there’s a dispute, especially concerning its visibility, the question becomes factual.

Key Factors of the Appellate Court’s Analysis

Visibility and Perception: The Appellate Court highlighted that determining whether the pothole was an open and obvious danger depended on its visibility to a reasonable person in the Plaintiff’s position. The court emphasized that based upon the evidence, including deposition testimony and photographs, there existed a genuine dispute regarding the physical nature and visibility of the pothole.

Precedent: The court referred to similar cases to illustrate the complexity of assessing the visibility of potential hazards. The case of *Becker v. Alexian Bros. Med. Ctr.* involved a plaintiff who fell due to a metal trench grate in dim lighting. *Becker v. Alexian Bros. Med. Ctr.*, 2021 IL App (1st) 200763. The Appellate Court concluded that downward sloping gaps in the grate were not patently visible, necessitating a factual determination by a jury. *Id.* The case of *Alqadhi v. Std. Parking, Inc.* involved a plaintiff tripping over a rise in concrete due to a lack of color contrast. *Alqadhi v. Std. Parking, Inc.*, 405 Ill. App. 3d 14. The Appellate Court held that the lack of visibility raised a question of fact. *Id.*

Conflicting Testimonies: The Appellate Court noted that Plaintiff and her sister testified that the pothole was difficult to observe due to shadows and its blending with the road surface. The Village presented photographs to counter this argument, but the Appellate Court found that these exhibits did not unequivocally demonstrate the pothole’s visibility.

Incomplete Evidence: The Appellate Court

criticized the Village’s presentation of evidence, which it perceived as selective and lacking context. The Village suggested the Plaintiff was aware of the road’s condition before her fall due to complaints, but the Plaintiff’s understanding was that the road had been repaired.

Was the Overall Area an Open and Obvious Danger?

The Village contended that the Plaintiff should have been aware of the danger of stepping onto the roadway not just due to the specific pothole but because of the general condition of the entire area. It referred to a case, *Conder v. Realington Enterprises, LLC*, to support its assertion that courts can consider the overall appearance of a street or roadway when determining whether a condition is open and obvious. *Conder v. Realington Enterprises, LLC* 2021 IL App (2d) 200660-U.

In *Conder*, the plaintiff fell into a pothole on a sloped driveway, sustaining injuries. The court there considered whether the overall deteriorated condition of the driveway, rather than just the specific pothole, constituted an open and obvious hazard. The plaintiff had conceded that the driveway had visible problems and that the entire area needed attention. The court ruled that the issue was not whether a reasonable person would anticipate the danger of stepping on a single hole, but rather whether they would foresee the danger of walking on a visibly broken driveway.

The case at bar was found to be distinguishable from *Conder* due to several factors. Unlike *Conder*, where the plaintiff conceded to the visibly broken nature of the driveway, the Plaintiff in the present case did not assert that the entire road surface was hazardous to walk on. Plaintiff’s testimony indicated that she did not observe any holes or depressions in the road prior to her fall. Moreover, photographs of the area did not unequivocally depict the entire road surface as “treacherous”.

Conclusion

In analyzing the details of the case, the Appellate Court concluded that the trial court’s assertion that the pothole was an open and obvious danger as a matter of law was premature and that the Village failed to establish that the entire road area was so hazardous as to constitute an open and obvious danger. The Appellate Court emphasized that the issue of whether the pothole’s visibility constituted an open and obvious danger should be determined by the jury, as there was conflicting evidence and testimony that required careful consideration. It is another disappointing ruling from our Appellate Court which seems to continue to find questions of fact when in a position to affirm summary judgment in favor of a public entity relying upon Tort Immunity Act defenses.

DuPage Township Old Ripley Township

While attending last year's 115th Annual Educational Conference, DuPage Township enjoyed watching the Parade of Flags in the Opening Session. When we went home, we realized that we did not have a flag; our Township Youth Committee decided to hold a flag contest in our township to design a flag for us.

The winner was selected from many entries—Varun, a Bolingbrook high school student, was our winner and the reasons he chose the elements in his design: **blue jay** signifies communication; **oak** signifies strength, justice and honesty; **river** DuPage River symbolizes the flow of life and the changes we adapt to; **sun** is for energy, warmth, and happiness. Colors: **green** signifies growth; **blue** signifies wisdom; and **orange** signifies happiness.

DuPage Township presented our new flag at our August Board meeting. We are looking forward to proudly displaying our new flag at this year's conference!

After five and one-half terms as Clerk of Old Ripley Township (Bond Co.), plus an additional four terms as a Trustee, Ruth Wise retired her position following the Old Ripley Township April 2023 Annual Meeting. She was first elected in 1985 as a Trustee for the township. Her 38 years of dedicated attendance, record keeping, and completing necessary forms for Township Officials of Illinois were of utmost importance to her.



Officers pictured from left: Lois Spies, trustee; Ronald Lurkins, highway commissioner; Bernice Lurkins, trustee; Ruth Wise, honoree; Robert Langel, supervisor; Luke Flagg, trustee; and Valerie Klenke, newly appointed clerk.



L to R: Supervisor Gary Marschke, Township Clerk Barbara Parker, Trustee Debi Savage, Trustee Reem Townsend, Trustee Terri Ransom, and Trustee Tom Braxton.

Contact kayla@toi.org to participate in the 2023 Parade of Flags.

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Terms of Sale: The closing of the transaction will take place within 48 hours of the delivery of the Road District's new truck, which is estimated to be delivered on or before November 30, 2023, at the ELMWOOD TOWN HALL, located at 111 West Main Street, Elmwood, Illinois, at which time the full purchase price must be paid for in certified funds in exchange for title to the item or items purchased. No warranty will be given and the Purchaser shall acquire the item purchased AS IS.

Anyone interested in purchasing the item listed above shall submit his or her written, sealed bid, which bid shall include all items set forth above, on or before 5:00 PM, Monday, the 13th day of November, 2023, to David Wagner, Highway Commissioner, TOWNSHIP OF ELMWOOD, 3603 North Wiley Road, Elmwood, Illinois 61529.

For an appointment to view the item listed above, contact the Highway Commissioner, David Wagner, at (309) 231-3774.

The sealed bids will be opened at a Public bid opening and the contents will be announced at a meeting of the ELMWOOD Township Board of Trustees to be held at 5:00 PM, on the 14th day of November, 2023, at the ELMWOOD TOWN HALL. The Highway Commissioner may reject any and all bids or accept the high bid or any other bid he determines to be in the best interests of the Road District.

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Township and Road District Checklist

2023 Township Calendar

Checklist dates are now available on the Events Calendar at toi.org

12/05/23	Last Day to Determine Tax Levy for Truth in Taxation	35 ILCS 200/18-60 35 ILCS 200/18-70	Last day for board of trustees to determine (estimate) property tax levy to comply with Truth in Taxation law. Highway commissioner determines levy for road district. Must determine levies at least 20 days before adoption. Basis for 5% computation and whether notices and hearings are necessary.
12/19/23	Last Day for Truth in Taxation Notice	35 ILCS 200/18-80	Last day notice of Truth in Taxation hearing can appear in newspaper. Notice must be in newspaper not more than 14 days or less than seven days prior to date of hearings.
12/26/23	Last Day to Hold Truth in Taxation Hearing, Adopt & File Tax Levies	35 ILCS 200/18-90	Last day to hold Truth in Taxation hearing, adopt and file township and road district certificates of levy, tax levies, and Certificate of Compliance for Truth in Taxation law with county clerk.

*Assumes fiscal year begins April 1

All dates re: Public Hearings for BUDGET and APPROPRIATION ORDINANCES are dates often used by many townships and road districts. Many townships and road districts adopt their budgets in February or March before their fiscal year begins. You do, however, have until the end of the first quarter of the fiscal year to hold your hearings and adopt the budget.

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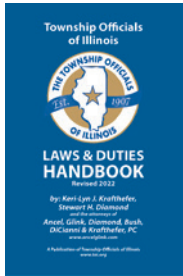




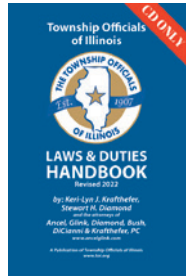
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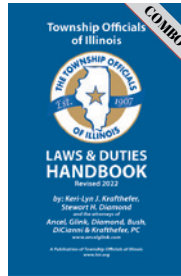
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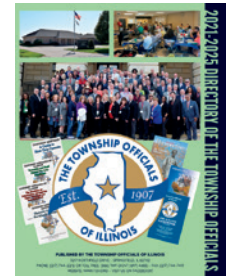
2022 Laws & Duties CD
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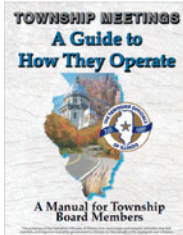
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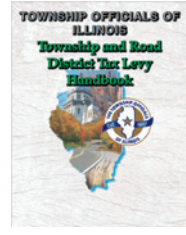
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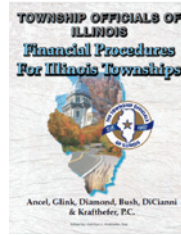
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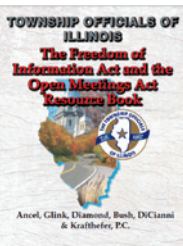
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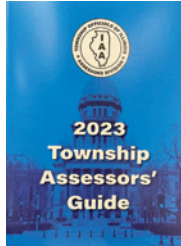
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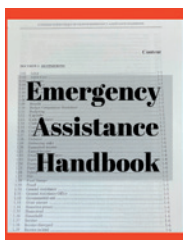
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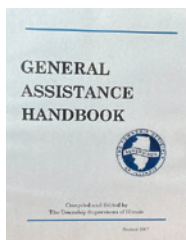
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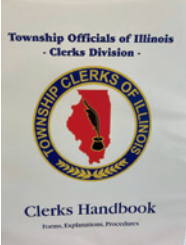


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Clerks Handbook

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IN MEMORIAM

Steven “Herm” Bartlett, 74, died August 13. He was a former Township Clerk of Winslow Township (Stephenson Co.)

Timothy Bierman, 59, of Island Grove died August 25. He was currently serving as Trustee for North Muddy Township (Jasper Co.)

Terry Giannoni, 76, of Lexington died August 8. He was a former Trustee, Township Clerk, and Supervisor of Money Creek Township (McLean Co.)

Robert Grampp, 91, of Shirley died April 27. He was currently serving as Trustee for Dale Township (McLean Co.)

Robert Hermsmeyer, 92, of Litchfield died August 2. He was a former Supervisor of North Litchfield Township (Montgomery Co.)

Keith Kniss, 90, of Lanark died August 22. He was a former Trustee of Freedom Township (Carroll Co.)

James Lance, 75, of Dixon died August 12. He was a former Highway Commissioner of Dixon Township (Lee Co.)

Gerald Melton, 55, of Fairfield died August 10. He was currently serving as Highway Commissioner of Leech Township (Wayne Co.)

Gary Newlon, 82, of Prophetstown died July 29. He was a former Assessor of Prophetstown Township (Whiteside Co.)

Peggy Shulke, 91, of Decatur died August 8. She was a former Township Clerk of Long Creek Township (Macon Co.)

Vernon Steiner, 93, of Pocahontas died July 23. He was a former Trustee of Leef Township (Madison Co.)

James Ufkin, 81, of Geneseo died August 14. He was a former Highway Commissioner of Yorktown Township (Henry Co.)

Maxine “JoAnn” Walker, 84, of New Canton died August 21. She was a former Trustee of Pleasant Vale Township (Pike Co.)





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