

THE TOWNSHIP OFFICIALS OF ILLINOIS

township Perspective

June 2022

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Township Officials of Illinois

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Phone: 217-744-2212
or 1-866-897-4688
Fax: 217-744-7419

Web Site: www.toi.org

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- Brad Ruppert**, Director of Member Services - brad@toi.org
- Pam Butler**, Office Manager & Drug & Alcohol Program - pam@toi.org
- Kayla Jeffers**, Associate Editor, *Township Perspective* - kayla@toi.org
- Teresa Ruenger**, Database Manager - teresa@toi.org

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 \$25.00 per year. Single issues are \$5.00.

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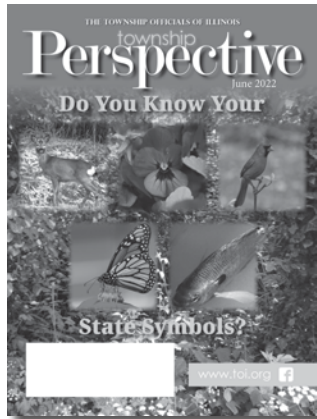
Article Submission Address all article submissions to Kayla Jeffers. **Deadline:** Copy is due by the tenth day of the month preceding the issue in which the article will appear. Send all article submissions to Township Officials of Illinois, 3217 Northfield Drive, Springfield, IL 62702 or e-mail kayla@toi.org.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

Advertising Address all display advertising and Professional Directory inquiries to Kayla Jeffers. **Deadline:** Both display and directory ads are due by the first day of the month preceding the issue in which the ad will appear. Send all ads to Township Officials of Illinois, 3217 Northfield Drive, Springfield, IL 62702. Telephone 217-744-2212.

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township Perspective

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This month's cover:

Do you know your state symbols? Test your knowledge on page 24!

In this issue

- 9 Register for the 115th Annual Educational Conference!
- 11 Sign up to be an Exhibitor at the Annual Conference
- 19 Township Clerk: The Record Keeper

In every issue

- 3 From the Executive Director's Desk
- 15 Legislative Report
- 17 TOIRMA Update
- 31 The Scoop on Supervisors
- 33 Clerks Corner
- 34 Highway Commissioner's Beat
- 36 Assessing the Facts
- 37 Ready for the Defense
- 39 ITAGAC
- 40 AITCOY
- 41 ITASCSC
- 48 In Memoriam

Editorial staff

Editor Jerry B. Crabtree

Associate Editor Kayla Jeffers

Coming Events

2022

June 7	Education District Event – Mt. Sterling, 6 pm to 8 pm
June 10	TOI Q & A Day
June 17	TSI Zone Meeting – Rockford
June 23	Professional Development Day 2 – Quickbooks for Beginners
July 15	TSI Zone Meeting – Bloomington
July 20	Lunch & Learn Webinar
July 22	TOI Q & A Day
July 28	Education District Event – Bloomington
Aug. 1-3	THCOI Summer Seminar – Peoria
Aug. 9	Education District Event – Wood River, 6 pm to 8 pm
Aug. 11	Lunch & Learn Webinar
Aug. 12	TOI Q & A Day
Aug. 12	TSI Zone Meeting – East Peoria
Aug. 25	Professional Development Day 3 – Quickbooks for Intermediate Users

Editor's Note:

Please be advised of a publication error. The cover of the May 2022 magazine has the date "April 12, 2022" and it should be April 6, 2022. This was inadvertently carried over on the printed cover from the April magazine. We apologize for this error.

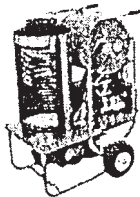
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from the Executive Director's Desk



By Jerry B. Crabtree

TOI Executive Director

AS WE START SUMMER 2022, there are many things that are occurring across the state in township government. I recently sent an email to all of our members asking for highlights on summer calendar events promoting township government. The association would like to put together a tour of events for legislators over the summer months to see just how beneficial township government is in Illinois.

Please consider forwarding TOI any information on scheduled events you have coming up over the summer months so that we can try to promote township events to our members in the Illinois Legislature.

Together, we can work toward educating the value and benefit of township government in Illinois. You can forward information to me via email at jerry@toi.org or you can call the TOI office toll free at 866.897.4688.

June 1 is the formal release of the registration process for the 2022 Fall TOI Annual Educational Conference. We are live! That is right—in person and looking forward to a great event. The theme this year—Step Up to the Plate for Township Government! We are releasing the registration process a month earlier this year. The schedule has changed a bit. Some of the changes are due to hotel capacity and the conference schedule itself. The biggest change, in my opinion, is that we are no longer having the Conference banquet. We have decided to replace the banquet with a Sunday evening welcome reception in the Exhibit Hall. This will help promote networking with the first in-person event in over two years. The exhibitors benefit from extended time to meet with our members to discuss and promote the services they provide in township government. Housing for the event remains the same. Reservations are made with the forms provided. It is a first come first serve basis and reservations are made exclusively by the Crowne Plaza. To ensure that you are booked for the Crowne Plaza you must register early and for all three nights of the conference. Check out the schedule and available event information we have provided in this edition of *Township Perspective*.

Please remember to discuss attending our education events with your boards. The success of the association and our member services is directly related to YOU participating in the many programs we offer to assist you in your duties and an elected township official. Remember to review the calendar of events and attend virtual meetings or those in your area of the state.

I look forward to seeing everyone at our events and the fall conference in November.

Jerry B. Crabtree
jerry@toi.org

Susan Curtiss, 1950-2022



We dedicate this edition of Perspective magazine to Susan Curtiss, Esmen Township (Livingston Co.) Supervisor and TOI's 2nd Vice President, who passed away on May 8, 2022. Susan was an important part of the Township Officials of Illinois and a friend to so many. I first met Susan in 2005, when I started working as the Associate Director. She had just been appointed to fill a vacancy on the TOI Board of Directors. Throughout her 24 years spent serving township government in Illinois, she provided leadership, guidance and strong beliefs in the purpose and benefits of local government—Township Government. I appreciated her contributions to the many programs and services we aim to provide township officials across the state. She always had time for the association and contributed a great deal to our goals and objectives. Thank you Susan, for your friendship and service to township officials across Illinois. The Association offers its deepest sympathy to Susan's family.

Welcome to Brad Ruppert

Director of Member Services



TOI WOULD LIKE TO WELCOME our newest staff member: Mr. Brad Ruppert. Brad started with the association on June 1st as the Director of Member Services. Brad previously worked in Constituent Services for Senator Richard Durbin in Springfield. He has a background in Communications and is familiar with our goals and objectives as they relate to township government. We look forward to you all welcoming Brad to our TOI family. Brad can be reached at brad@toi.org.

After high school graduation, Brad attended John A. Logan College and graduated from Southern Illinois University-Carbondale, where he majored in political science and minored in journalism. In his time at SIU, Brad

was a student worker at the Paul Simon Public Policy Institute, and was involved in national and local politics, and a student worker for the SIU athletic department.

Brad has worked at the Chicago public relations firm, Serafin and Associates in downtown Chicago. He worked on the congressional campaigns of Congresswoman Cheri Bustos and Bill Enyart. He worked on the congressional staff of Congressman Bill Enyart. Brad has spent the last 7 plus years as a senate aide to United States Senator Richard J. Durbin, where he handled outreach duties as well as constituent casework in the Senator's Springfield office. Welcome to TOI, Brad!

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Lunch & Learn Webinar Series

<u>Date</u>	<u>Title</u>	<u>Description</u>
July 20, 2022 \$25	Shop Safety	Is my shop safe? Common sense goes a long way in shop safety. TOIRMA discusses some of the items most often overlooked when providing a safe shop and work area for you and your employees. Shop safety guidelines, personal protective equipment (PPE), and other safety recommendations will be the topic of this presentation. <i>Sponsored by TOIRMA.</i>
August 11, 2022 \$25	Township Board Meeting Gone Bad	Instructional video: Township Board Meeting Gone Bad with Questions and Answers hosted by TOI.
September 14, 2022 \$25	Agendas, Minutes, and Best Practices	A discussion of meeting agendas, meeting minutes, and best practices. Hosted by Chuck Davis of Brown, Hay & Stephens.
October 12, 2022 \$25	To be Announced	To Be Announced

If you have any ideas or suggestions for webinar topics, please send them to the TOI office by contacting jerry@toi.org or kayla@toi.org.

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.

Lunch & Learn

On Demand Programs

EVERY MONTH, TOI offers a live Lunch & Learn Webinar Program. But we also offer an extensive catalog of our live programs! The following is a complete list of our On Demand Catalog. You can access these webinars at <https://tgen.toi.org/>. The cost to view any of the catalog is \$25 each.

Adopting the Sexual Harassment Policy In Local Government

Jeff Jurgens, Attorney

Asphalt Maintenance and Prevention

John Redlingshafer, Mescher Law Offices

Patrick Meyer, Engineering Consultant

Best Practices for Township Use of Social Media

Julie Tappendorf, Ancel Glink

Bidding and Purchasing

Derke Price, Ancel Glink

CDL License in Township Government

Kevin Dueterhaus, Illinois Secretary of State

- Driver Services

Clerk Attestation of Township Payments

John Redlingshafer, Mescher Law Offices

Comptroller Reporting Requirements

Rosana Barbaro-Flores, Office of the Comptroller

Controlling Township Workers Compensation Costs

Britt Islay, Ancel Glink

COVID-19 and getting back to normal in Township Government

Daniel Hamilton

Covid-19 Vaccine and Township Employees: Can it be Mandated?

Brian Smith, Heyl Royster

Do You Have a Succession Plan for Your Office?

Jeff Adkisson, Grain and Feed Association of Illinois

DOT-mandated Supervisors Training Course for Reasonable Suspicion Testing of CDL drivers

Dr. Donna Smith, Regulatory Compliance

Officer WorkforceQA

Drug And Alcohol Regulations in the Trucking Industry

Fletcher Morgan for Mid-West Truckers Association

Employment Issues in Township Government

John Redlingshafer, Mescher Law

Jerry B. Crabtree, TOI Executive Director

Ethics in Township Government

Jerry B. Crabtree, TOI Executive Director

Keri-Lyn Krafthefer, Ancel Glink

Highway Commissioner Duties and Responsibilities

Jim Donelan, TOIRMA

Implementing Employee Safety in Your Township

Matt Knight, TOIRMA

Sean Richardson, TOIRMA

Motor Fuel Tax (MTF) and Township Government

Amy Whitecotton, IDOT - MFT Program Manager

Greg Lupton, IDOT - Local Project Implementation Engineer

Tim Peters, IDOT - Local Policy and Technology Engineer

Stephane B. Seck-Birhame, IDOT-Local Program Development Engineer

Debbie Jarvis

Nuts & Bolts: Township Clerks Duties 101

Katy Dolan Baumer, Hanover Township

Nuts & Bolts: Township Clerks Duties 102

Katy Dolan Baumer, Hanover Township

Preparing the Township Levy Step by Step

Sheryl Churney, Klein, Thorpe & Jenkins, Ltd.

Road District Issues

John Redlingshafer, Mescher Law Offices

Running a Township Meeting and Parliamentary Procedure

Jim Donelan, TOIRMA

Serving the People in Township Government

Jeff Jurgens, Attorney

Jim Donelan, TOIRMA

Jerry B. Crabtree, TOI Executive Director

Sign Safety in Township Government

Jim Donelan, TOIRMA

Matt Knight, TOIRMA

Succession Planning in Township Government

John Redlingshafer, Mescher Law Offices

Jerry B. Crabtree, TOI Executive Director

The Mid-west Trucker's Program

Matt Wells, Mid-West Truckers Association

Township Agendas and Public Comments in Township Government

Alan Jedlicka, Sorling Northrup

Township Government and Media Relations Part 1: Establishing a Proactive Media Relations Strategy

Ryan McLaughlin, Mac Strategies Group

Transparency 101: A Deeper Dive into OMA/FOIA

Andrew Keyt, Heyl Royster

Trustees and Their Role on the Township Government

John Redlingshafer, Mescher Law

Understanding FMCSA's Drug and Alcohol Testing Clearinghouse

Fletcher Morgan for Mid-West Trucker's Association

Understanding TIFs in Illinois

Jim Donelan, TOIRMA

Updating your Township Record Keeping

Gregory Moredock, Sorling Northrup

When Disaster Hits, We'll Get You Through: IPWMAN

Barbara Stiehl, IPWMAN

Mark Doerfler, IPWMAN

Your Rights to Right of Way

Gregory Ray, Craig & Craig, LLC

Jim Donelan, TOIRMA

Jerry B. Crabtree, TOI Executive Director

You're Elected! Now What to Do?

Gregory Moredock, Sorling Northrup

Step Up to the Plate For



Township Government

The theme of this year's Township Officials of Illinois Annual Educational Conference is ***Step Up to the Plate for Township Government***. The event begins on Sunday, November 13th through Tuesday, November 15th. The Springfield Crowne Plaza Hotel is the conference hotel. Officials have over 30 educational sessions to take part in, plus networking opportunities, a vendor tradeshow, and much more.

SUNDAY

The conference begins at 2 p.m. on Sunday, November 13th with attendee registration and the exhibit hall. There is a variety of vendors representing products and services available to townships. TOI encourages everyone to stop by each booth and get acquainted with vendors and what they have to offer. TOI Divisions also have information tables in the exhibit hall for officials to visit. An evening reception in the exhibit hall starts at 6 p.m. This is a welcome back reception for all conference attendees.

MONDAY

Monday morning starts with coffee and donuts in the exhibit hall, providing attendees with another opportunity to connect with vendors before attending the Opening Session. The Springfield Municipal Band honors veterans with a variety of patriotic music, and the popular township flag ceremony will be featured in the Opening Session.



Steve Ford



Following welcoming remarks from TOI staff and officers, ***Steve Ford***, third son of President and Mrs. Gerald R. Ford, will be the Keynote Speaker. He is also highly sought after nationally as a motivational speaker for corporate events relating his inspiring experiences during his family's stay in the White House and his years in Hollywood. Steve also speaks about his own successful battle overcoming alcoholism over twenty-five years ago. He shares with audiences inspiring stories of character and leadership that lead to the Ford family's success which will help audiences rethink their own lives.

At the conclusion of the Opening Session, lunch is available for attendees, and guests in the exhibit hall, followed by an afternoon of education sessions.

Monday evening will feature Cocktails & Dueling Pianos, a free event hosted by Danny Hanning, TOI President.

TUESDAY

Tuesday's activities include the annual Awards Breakfast (ticket required), education sessions, division meetings and the Annual Association Meeting.

REGISTRATION INFORMATION

EARLY BIRD SPECIAL Member registrations received on or before **August 1st:**

Full registration - \$175 per person
Monday only registration - \$100 per person
Tuesday only registration - \$85 per person

Member registrations received on or before October 28th:

Full registration - \$185 per person
Monday only registration - \$110 per person
Tuesday only registration - \$95 per person

Member on-site registrations:

Full registration - \$225 per person
Monday only registration - \$135 per person
Tuesday only registration - \$125 per person

EARLY BIRD SPECIAL Guest registrations received on or before **August 1st:**

Full registration - \$85 per guest
(includes exhibit hall on Sunday & Monday, breakfast & lunch in exhibit hall on Monday & sack lunch on Tuesday)
Monday only registration - \$35 per guest
(includes breakfast & lunch in exhibit hall)
Tuesday only registration - \$30 per guest
(includes sack lunch on Tuesday)

Guest registrations received on or before October 28th:

Full registration - \$95
Monday only registration - \$45
Tuesday only registration - \$30

Guest on-site registrations:

Full registration - \$110
Monday only registration - \$50
Tuesday only registration - \$40

Members and guests registering for a single day may only pick-up their registration packet on the day registered for and may only attend events on that day only.

Non-Member registrations received on or before August 1st:

\$240 per person

Non-Member registrations received on or before October 28th:

\$250 per person

Non-member on-site registrations:

\$310 per person

Those who register prior to September 20th are entered in a drawing to win one of 3 prizes:

First Prize - complimentary 2022 conference registration

Second Prize - one complimentary room night stay at the Crowne Plaza

Third Prize - one complimentary ticket to the Monday night Banquet

HOTEL HOUSING INFORMATION

Hotel reservations may only be made through the Housing Bureau and only those individuals registered for the Conference are allocated hotel reservations. Hotel reservations may be made online via a link on the TOI website, www.toi.org, or by submitting the Housing Form on the TOI website.

Reservations must be received by **October 9th** and guaranteed with a credit card. You will be assigned a hotel and sent an email confirmation the week of October 21st. Read all of the Hotel Reservation Procedures in this issue of *Township Perspective* to make certain you comply with all requirements.

Mark November 13-15th on your calendars, be sure to register today, and join us for ***Step Up to the Plate for Township Government!***

If you have any questions about the conference registration or housing process, please contact TJ Ruenger at 217-744-2212 or via email at teresa@toi.org.



Township Officials of Illinois 115th Annual Educational Conference

Advance Registration Form

November 13–15, 2022

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

EARLY BIRD Registration Deadline is August 1, 2022 | Advance Registration Deadline is October 28, 2022

<p>SECTION I – REGISTRATION INFORMATION</p> <p>County: _____ Township: _____</p> <p>Name: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip Code: _____</p> <p>Phone: _____</p> <p>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 style="text-align: center;">(specify)</p>
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<p>SECTION II – REGISTRATION FEES</p> <p>MEMBERS</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top; padding: 5px;"> <p>EARLY BIRD Registrations received on or before August 1, 2022</p> <p>Full Registration: \$175</p> <p>Monday Registration Only: \$100</p> <p>Tuesday Registration Only: \$85</p> </td> <td style="width: 33%; vertical-align: top; padding: 5px;"> <p>Registrations received on or before October 28, 2022</p> <p>Full Registration: \$185</p> <p>Monday Registration Only: \$110</p> <p>Tuesday Registration Only: \$95</p> </td> <td style="width: 33%; vertical-align: top; padding: 5px;"> <p>On-site registration</p> <p>Full Registration: \$225</p> <p>Monday Registration Only: \$135</p> <p>Tuesday Registration Only: \$125</p> </td> </tr> </table> <p> <input type="checkbox"/> Full Registration <input type="checkbox"/> Monday Only Registration <input type="checkbox"/> Tuesday Only Registration </p> <p>NON-MEMBERS</p> <p>EARLY BIRD Registrations received on or before August 1, 2022: \$240 per person</p> <p>Advance Registrations received on or before October 28, 2022: \$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 registrants 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> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top; padding: 5px;"> <p>EARLY BIRD Registrations received on or before August 1, 2022</p> <p>Full Registration: \$85</p> <p>Monday Registration Only: \$45</p> <p>Tuesday Registration Only: \$30</p> </td> <td style="width: 33%; vertical-align: top; padding: 5px;"> <p>Registrations received on or before October 28, 2022</p> <p>Full Registration: \$95</p> <p>Monday Registration Only: \$45</p> <p>Tuesday Registration Only: \$30</p> </td> <td style="width: 33%; vertical-align: top; padding: 5px;"> <p>On-site registration</p> <p>Full Registration: \$110</p> <p>Monday Registration Only: \$150</p> <p>Tuesday Registration Only: \$40</p> </td> </tr> </table> <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 Fee (see all fees above).....\$ _____</p> <p>Tickets must be ordered on or before October 28, 2022. Special event tickets will not be sold on-site.</p> <p>_____ Awards Breakfast ticket – \$35.00 each.....\$ _____</p> <p>TOTAL AMOUNT ENCLOSED.....\$ _____</p>	<p>EARLY BIRD Registrations received on or before August 1, 2022</p> <p>Full Registration: \$175</p> <p>Monday Registration Only: \$100</p> <p>Tuesday Registration Only: \$85</p>	<p>Registrations received on or before October 28, 2022</p> <p>Full Registration: \$185</p> <p>Monday Registration Only: \$110</p> <p>Tuesday Registration Only: \$95</p>	<p>On-site registration</p> <p>Full Registration: \$225</p> <p>Monday Registration Only: \$135</p> <p>Tuesday Registration Only: \$125</p>	<p>EARLY BIRD Registrations received on or before August 1, 2022</p> <p>Full Registration: \$85</p> <p>Monday Registration Only: \$45</p> <p>Tuesday Registration Only: \$30</p>	<p>Registrations received on or before October 28, 2022</p> <p>Full Registration: \$95</p> <p>Monday Registration Only: \$45</p> <p>Tuesday Registration Only: \$30</p>	<p>On-site registration</p> <p>Full Registration: \$110</p> <p>Monday Registration Only: \$150</p> <p>Tuesday Registration Only: \$40</p>
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SECTION III – COMPLIMENTARY MEAL FUNCTIONS

In an effort to make the most efficient use of registration fees, please indicate if you plan to attend the following complimentary events:

- _____ I will attend the Monday continental breakfast in the exhibit hall.
- _____ I will attend the Monday lunch in the exhibit hall.
- _____ I will attend my Division Meeting on Tuesday afternoon that includes a box lunch.

SECTION IV – PAYMENT INFORMATION

Payment must accompany advance registration form and should include Registrations 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 V – 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 VI – CANCELLATION POLICY & TICKET ORDER INFORMATION

Cancellations received by **October 14, 2022** will receive full refund.

Cancellations received from **October 14 to October 28, 2022** will receive a partial refund (\$20 administrative fee).

NO REFUNDS on cancellations received after **October 28, 2022**.

Registrations are transferable.

Advance orders and pre-payment for all Award Breakfast tickets MUST BE RECEIVED by October 28, 2022 in order to meet facility meal guarantee requirements. Special event tickets will not be sold on-site.

SECTION VII – HOUSING

Hotel reservations will only be made through the Housing Bureau and only those individuals registered for the Conference by October 9, 2022 will be assigned hotel reservations. Hotel reservations may be made online 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 9, 2022 and guaranteed with a credit card.** Hotel assignment confirmations **WILL NOT** be emailed until the week of October 21st. 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**



Township Officials of Illinois

2022 Education Sponsor Packages

November 13, 14, & 15, 2022



Check out our *NEW* for 2022 sponsor benefit packages and reserve your sponsorship *TODAY!*

The 2022 Township Officials of Illinois Annual Conference Sponsor, Exhibit and Advertising packages include value added recognition and year-round marketing opportunities. Several of the new tiered bundle package highlights include: *TOI Monthly Magazine recognition & advertising; Exhibit booths; Conference Registrations; TOI Directory advertising; Conference program advertising.* Just to name a few!

All conference sponsor packages provide value-added recognition to Township Government officials & employees and ensure you will receive high visibility and company brand awareness. Step Up to the Plate and support Township Officials of Illinois.

Package Perks	Platinum \$5,000	Gold \$3,000	Silver \$1,500	Bronze \$750
Recognition during the conference daily "Welcoming Remarks"	☑	☑	☑	☑
Company logo on conference signage & looped slide show during all scheduled breaks.	☑	☑	☑	☑
Recognition as conference sponsor in special edition of pre-conference magazine. Includes description/company logo	☑	☑	☑	☑
Company sponsor bio and recognition in the conference program. Includes company description/logo	☑	☑	☑	☑
Advertisement in conference program	Full Page Ad	1/2 Page Ad	1/3 Page Ad	1/4 Page Ad
One conference app push notification	☑	☑	☑	
Advertisements in the 2022 TOI monthly magazine	Full Page Ad	1/2 Page Ad	1/3 Page Ad	
Advertisement in the 2022 Directory of Township Officials * Deadline for camera ready art is July 29, 2022.	Full Page Ad	1/2 Page Ad	25% Off Discount	
One Conference app rolling ad	☑	☑		
Feature article in one 2022 edition of the TOI monthly magazine provided by sponsor and approved by TOI (Choice of pre or post conference edition.)	Full Page Ad	1/2 Page Ad		
Exhibit Booths	2	1		
Conference Registrations	3	2		
Sponsor of one 2023 TOI Training Program: <ul style="list-style-type: none"> Exhibit (draped table, 2 chairs) in lobby of one 2023 TOI training program Sponsor recognition included in all pre-event marketing (magazine ad and website) Welcome and presentation at one 2023 TOI training program Two complimentary training program registrations 	☑ ☑ ☑ ☑	☑ ☑		
Choice of 2- 1-minute video presentations that will be played prior to 2 different scheduled conference sessions of choice (first come first served) or one 5 min live presentation prior to TOI approved session.	☑			

For more information on TOI Sponsorship, contact Diane Mathis via email diane@toi.org or by telephone at 217-381-2626. For general questions, contact the TOI Office at 217-744-2212 or visit the TOI website at www.toi.org.

Township Officials of Illinois

Exclusive Sponsorship Packages
Limited Availability

Step Up to the Plate For



Welcome Reception with Exhibitors \$3,000 Sunday November 13, 2022

Opening the 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!



Exhibit Booth:

- 1 - Conference (premier location)
- 1 - Training program
- Conference Registration:
- Two full registrations
- Speaking: ~5 min welcome address to conference attendees at reception

Marketing:

- Conference welcome remarks, signage, program & slide show, magazine, mobile app

Advertising:

- Conference program listing
- Conference program ad – half page
- Conference mobile app – one push notification
- Magazine ad – quarter page
- Magazine feature article – quarter page
- Directory of Township Officials
- 1/4-page advertisement in the 2022 Directory of Township Officials Deadline for camera ready art July 29, 2022.
- TOI website – company logo and link – 1 year

Breakfast Sponsor

\$3,000 Monday November 14, 2022

Kick start your day with continental breakfast with the exhibitors!



Exhibit Booth:

- 1 - Conference (premier location)
- 1 - Training program
- Conference Registration
- Two full registrations

Marketing:

- Conference welcome remarks, signage, program & slide show, magazine, mobile app

Advertising:

- Conference program listing
- Conference program ad – half page
- Conference mobile app – one push notification
- Magazine ad – quarter page
- Magazine feature article – quarter page
- Directory of Township Officials
- 1/4-page advertisement in the 2022 Directory of Township Officials Deadline for camera ready art July 29, 2022.
- TOI website – company logo and link – 1 year

Tote Bags

\$2,000

All registrants receive a conference tote bag sponsored by you. Place your logo prominently displayed "a walking advertisement" throughout the conference and you likely will see someone using it after the conference at the store!



Marketing:

- Conference welcome remarks, signage, program & slide show, magazine feature article

Advertising:

- Logo on all conference bags
- TOI website – company logo and link – 1 year

Cocktails & Dueling Pianos

\$3,000 Monday November 14, 2022

An evening of fun after dinner on your own and before you "call it a night" stop for a nightcap and terrific entertainment!



Exhibit Booth:

- 1 - Conference (premier location)
- 1 - Training program
- Conference Registration:
- Two full registrations
- Speaking: ~5 min welcome address to conference attendees at reception

Marketing:

- Conference welcome remarks, signage, program & slide show, magazine, mobile app

Advertising:

- Conference program listing
- Conference program ad – half page
- Conference mobile app – one push notification
- Magazine ad – quarter page
- Magazine feature article – quarter page
- Directory of Township Officials
- 1/4-page advertisement in the 2022 Directory of Township Officials Deadline for camera ready art July 29, 2022.
- TOI website – company logo and link – 1 year

Annual Awards Breakfast

\$2,500 Tuesday November 15, 2022

This popular event starts out the morning with a delicious plated breakfast and special time to recognize and honor our 2022 award winners!



Exhibit Booth:

- 1 - Conference (premier location)
- 1 - Training program
- Speaking: ~5 min welcome address to conference attendees at Awards Breakfast

Marketing:

- Conference welcome remarks, signage, program & slide show, magazine, mobile app

Advertising:

- Conference program listing
- Conference program ad – half page
- Conference mobile app – one push notification
- Magazine ad – quarter page
- Magazine feature article – quarter page
- Directory of Township Officials
- 1/4-page advertisement in the 2022 Directory of Township Officials Deadline for camera ready art July 29, 2022.
- TOI website – company logo and link – 1 year

Charging Stations

\$550

As the Charging Station sponsor, you'll power the conference and keep our attendees "plugged-in & batteries full!" Charging stations are located at the conference registration throughout the conference.



Marketing:

- Conference welcome remarks, signage, program & slide show, magazine feature article

Advertising:

- TOI website – company logo and link – 1 year

For more information on TOI Sponsorship, contact Diane Mathis via email diane@toi.org or by telephone at 217-381-2626. For general questions, contact the TOI Office at 217-744-2212 or visit the TOI website at www.toi.org.



Township Officials of Illinois

Exhibit Booth Pricing/Advertisement Pricing

Limited Availability



Our exhibit hall is the center of the conference activity, assuring a volume of attendee traffic. Check out these great new activities! Breakfast, lunch, breaks and a reception are held in the exhibit hall. Exhibit Hall Opening Reception is an exclusive event scheduled to "kick off" the conference Sunday evening.

All exhibit booths include:

- All exhibit booths include:
 - 2 company representatives
 - 8' skirted table
 - 2 chairs and identification sign.
 - Incentive "game" requiring all participants to visit each booth for drawings and prizes.
- Additional booth representatives can be added for an additional \$150.00 each.*

All exhibit booth representatives are welcomed to attend all educational sessions and non-ticketed special events. Ticketed events can be purchased at registration.

Single Booth 10'x8'

TOI Member: \$500

Early Bird Rate: \$450 (deadline for registration and payment June 1, 2022)



Non-Member: \$700

Early Bird Rate: \$650 (deadline for registration and payment June 1, 2022)

Government Agency: \$475

Early Bird Rate: \$425 (deadline for registration and payment June 1, 2022)

Double Booth 20'x20'

TOI Member: \$950

Early Bird Rate: \$900 (deadline for registration and payment June 1, 2022)



Non-Member: \$1,350

Early Bird Rate: \$1,300 (deadline for registration and payment June 1, 2022)

Government Agency: \$900

Early Bird Rate: \$850 (deadline for registration and payment June 1, 2022)

Conference Program



Full page: \$300
8.5"x5.5"

Half Page: \$175
4.25"x5.5" or 8.5"x2.75"

Third Page: \$100
2.83"x5.5" or 8.5"x1.83"

Quarter Page: \$75
2.13"x5.5" or 8.5"x1.38"

Conference Mobile App



Rolling Ad: \$125
(Limited Availability)

Push Notifications: \$50
(Limited Availability)

Conference Tote Bag Insert



\$300 (Send your company brochure (quantity of 700) to TOI for insertion in the conference tote bags. Price is per (700)inserts.)

For more information on TOI Sponsorship, contact Diane Mathis via email diane@toi.org or by telephone at 217-381-2626. For general questions, contact the TOI Office at 217-744-2212 or visit the TOI website at www.toi.org.

2022 Professional Development Course 3

QuickBooks for Intermediate Users

The TOI Education Program is pleased to offer several Professional Development Courses in 2022 for township officials and staff. The third program of the year is **Thursday, August 25, 2022**, at the TOI Office in Springfield and online. We are offering this as a **hybrid course**. The **in-person session** capacity is limited to 25 attendees; the cost is \$75 and includes lunch. The **online session** capacity is unlimited; the cost is \$25. The seminar is scheduled from 10am – 3pm to accommodate travel time.



All online registrants will receive the login link prior to the scheduled event.

This class is designed for individuals who are responsible for the Township bookkeeping processes who have some experience in QuickBooks Desktop and would like a better understanding of how to use, customize, and navigate the software. This course is aimed at intermediate QuickBooks Users.

Deadline to register is Thursday, August 18, 2022
Please fill in all information below and print clearly.

\$75 In-Person Course

\$25 Online Course

Name: _____

Township Position: _____

County/Township: _____

Address: _____

City, State, Zip: _____

Phone/Email: _____

Registration is \$75/person OR \$25/person, depending on course type. Refunds cannot be given for any cancellations received after the deadline to register.

Payment method: Check or Credit Card. Please make checks payable to Township Officials of Illinois.

Credit Card (Visa / MasterCard only) Card Number: _____ **Exp:** _____

Signature: _____

Return to the TOI office by fax at 217.744.7419, email to kayla@toi.org, or mail to 3217 Northfield Dr., Springfield, IL 62702.

Legislative Report

By Allison Richard

Anderson Legislative Consulting, LLC

WITH THE LEGISLATURE now being recessed for over a month, all focus has drastically shifted to the upcoming elections. This campaign cycle is voluminous and widespread—from statewide constitutional officers to locally held seats and everything in between. In all, Illinois voters will cast ballots in the following elections—U.S. Senate, U.S. House, Governor/Lt. Governor, Attorney General, Secretary of State, Treasurer, Comptroller, State Senate, State House, State Supreme Court, and Appellate Courts. Importantly, voters will also see a constitutional amendment on the ballot in November. This Spring session the General Assembly approved explanatory language that outlines arguments for and against a proposed **constitutional amendment** concerning workers' rights (**SJR55-Villavalam/Evans**). Voters have an opportunity to read the approved language prior to casting their vote on the constitutional measure.

Notably, there is an unusual number of primary races this cycle; roughly 45 in the House and 17 in the Senate, and of those there are 19 Democrat house incumbents, 17 GOP house incumbents, 6 Democrat senate incumbents, and 10 GOP senate incumbents. The high number of primary races is due in large part to changes to the legislative districts from the recent re-map. While several primary challengers were already kicked off the ballot, following petitions challenges, many of those incumbents (primarily Democratic) will still face a general challenger that they will

have to prepare for this summer. There is speculation that with the new map, the Republican Party has a unique opportunity to turn currently-held Democratic seats Republican. That fight, however, will play out in November. Right now, many incumbents—both in the House and Senate—are fighting to make sure their name makes it on the November ballot.

We are also seeing the congressional and statewide races impacting state elections. Sitting state legislatures have thrown their hat into the congressional campaign ring, leaving their respective Illinois state seats up for grabs—**Delia Ramirez**, the State Representative for the 4th district, is currently one of three candidates for the newly created Illinois Congressional 3rd District. **Jacqueline Collins** has been the State Senator for the 16th District since 2003; she is currently in the crowded field of candidates for the Illinois Congressional 1st District, previously held by Bobby Rush. **Tom Demmer**, House Deputy Republican leader, is running for Treasurer and will face Patrice McDermand in the Republican primary. **Dan Brady**, House Deputy Republican Leader, is one of three in the Republican primary for Secretary of State.

State Senator John Connor (43rd District) announced his resignation Friday, April 29. Will County Democrats recently announced that Joliet Firefighter Eric Mattson will succeed Senator Connor for the remaining days of his term.

****The primary will occur on June 28, 2022. The general election will occur on November 8, 2022.***



Incentives for Custom Projects Increased by 30%!

The Ameren Illinois Energy Efficiency Program is excited to announce custom project incentives have increased by 30% for 2022!*

Both electric and natural gas-saving custom projects are eligible for the incentive increase.

Some examples of custom projects include:

- » Control upgrades for HVAC systems
- » Combined heat & power
- » Water treatment plant process improvements
- » New Construction custom measures

To find out how to save on your energy costs please contact us at 1.866.800.0747 to schedule a **FREE** Energy Consultation or visit us at AmerenIllinoisSavings.com/Government.

*Limited time offer



As Spring marches on, the state blooms positive financial news with the improved credit rating and the ‘April Surprise.’ Legislators often refer to higher than estimated income tax collections as the ‘April Surprise.’ Personal income tax receipts are up 99.9% from those collected in April 2021—the state collected approximately \$5.4 billion this April as compared to the \$2.7 billion collected last year. Corporate income taxes are up 56.5%, a collection of \$1.9 billion. Individual income tax receipts are also up \$3.9 billion, more than 18% from the previous year.

Further, the state’s credit rating has continued to upgrade. In the last year, Illinois has earned two-notch bond rating upgrades from all three major credit rating agencies—resulting in six upgrades in less than one year. With a higher bond rating, the state will have the ability to borrow at a lower interest rate, potentially saving taxpayers millions of dollars. It cannot go without saying, that state attained these upgrades in the wake of the enacting its fourth balanced budget in a row; while also importantly making strategic budgetary decision in the FY23 budget—a \$1.8 billion tax relief package, historically contributing to a Rainy-Day

Fund for the first time in 18 years and making a \$500 million extra payment toward the state’s pensions.

Specifically, **S&P Global** upgraded Illinois’ rating on its General Obligation bonds to BBB+ (stable outlook) from BBB (positive outlook), as well as upgraded Build Illinois sales tax bonds to A- (stable outlook) from BBB+ (positive outlook). **Fitch** upgraded Illinois’ rating on its General Obligation bonds to BBB+ (stable outlook) from BBB- (positive outlook), and also upgraded Build Illinois sales tax bonds to A (stable outlook) from BBB+ (positive outlook). **Moody’s** upgraded Illinois’ rating on its General Obligation bonds to Baa1 (stable outlook) from Baa2 (stable outlook), as well as upgraded Build Illinois sales tax bonds to Baa1 from Baa2 while maintaining their stable outlook.

Lastly, the governor has announced a new advertising campaign to attract tourist to Illinois—portraying Illinois as “The Middle of Everything.” The campaign includes commercials with Illinois native, Jane Lynch. The ads will highlight Illinois rich history of Abe Lincoln, the architecture, the food, and the state’s unique natural resources.

HB 4251 was signed by the Governor on May 6, 2022. There is a legislative oversight that has been identified relative to the applicability of the change in the Illinois Highway Code. The bid threshold for bidding requirements is provided in both the township code and the highway code. The statutory provision below (the highway code) was not updated to include the change from \$20,000 to \$30,000. This is an oversight that will be proposed for clarification during the fall veto session. The only change provided by HB4251 applies exclusively to township purchases not road district purchases. We will provide further details as a change is proposed. The statute below is what need to be updated to reflect the change for road districts from the highway code.

(605 ILCS 5/6-201.7) (from Ch. 121, par. 6-201.7)

Sec. 6-201.7. Construct, maintain and repair and be responsible for the construction, maintenance and repair of roads within the district, let contracts, employ labor and purchase material and machinery therefor, subject to the limitations provided in this Code. Contracts, labor, machinery, disposal, and incidental expenses related to special services under Section 6-201.21 of this Code constitute maintenance, for purposes of this Section.

Except for professional services, when the cost of construction, materials, supplies, new machinery or equipment exceeds \$20,000, the contract for such construction, materials, supplies, machinery or equipment shall be let to the lowest responsible bidder after advertising for bids at least once, and at least 10 days prior to the time set for the opening of such bids, in a newspaper published within the township or road district, or, if no newspaper is published within the township or road district then in one published within the county, or, if no newspaper is published within the county then in a newspaper having general circulation within the township or road district, but, in case of an emergency, such contract may be let without advertising for bids. For purposes of this Section “new machinery or equipment” shall be defined as that which has been previously untitled or that which shows fewer than 200 hours on its operating clock and that is accompanied by a new equipment manufacturer’s warranty.

(Source: P.A. 93-109, eff. 7-8-03; 93-164, eff. 7-10-03; 93-610, eff. 11-18-03; 94-435, eff. 8-2-05.)

TOIRMA Update

By Jim Donelan

TOIRMA Executive Director



TOIRMA Increases the Tree Removal Coverage Limit

THE TOIRMA BOARD OF TRUSTEES has increased the tree removal coverage limit from \$2,500 to \$5,000. This coverage applies for storm damage clean-up (i.e., from lightning, wind, rain, or ice), removal and replacement of downed trees on township property. This amount applies to all trees damaged during any continuous 24-hour period. The change is effective June 1, 2022 and does not apply to trees located within the right-of-way under the normal responsibility of the road district.

Increasing the limit was brought to the TOIRMA Board of Trustees as a result of TOIRMA's recent "Member Survey." TOIRMA Chair Barbara McGrew said, "I want to thank our members for responding to the survey, and for the Board's efforts in ensuring that TOIRMA is true to its mission of providing the necessary coverage to help townships solve problems and operate in the most fiscally efficient way. Your input is listened to and appreciated."

Remember the Three-Point Contact Rule

Unfortunately, a significant portion of our latest claims review meeting dealt with injuries relating to getting on and off of equipment or vehicles. As the weather warms up and we enter into the summer months, please keep in mind your safety and the well-being of your employees. Remember the three-point contact rule.

While dismounting or mounting equipment, it is imperative that individuals maintain three-points of contact. One should face the equipment and keep either both hands and one foot, or two feet and one hand in constant contact with the equipment. Three-point contact helps maintain a center of gravity and helps prevent an injury.

Resources Available

Three-Point Contact Reminder Sticker

Members can obtain "Three-Point Contact Stickers" designed to be placed on the steps of equipment. The sticker assists in the daily reminder and use of the three-point rule when mounting and dismounting equipment. Stickers can be ordered, at no-charge on



the "TOIRMA Members Only" section of our website, toirma.org.

Three-Point Contact Risk Reminder

Also available on the "Members Only" section of toirma.org, is the "Mounting and Dismounting" *Risk Reminder* which may be downloaded, printed, and provided to township employees during safety meetings and discussions.

Three-Point Contact Training Video

The "Three-Point Contact Training Video" is a brief demonstration of the proper way to get onto and off of vehicles and equipment. This video along with others are available to TOIRMA Members in the "Members Only" section of toirma.org.

Thank you for your attention to these matters. As always, if you have any additional questions, please feel free to contact me toll-free at (888) 562-7861 or by email at jdonelan@toirma.org.

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



MEDICAL ASSISTANCE CATASTROPHIC INSURANCE PROGRAM

Administered by Allied Benefit Systems, LLC



Notice
Receiving township protection has been cut. MACI will help protect your township, enroll today!

In Illinois, Townships are liable for the medical care and costs generated by the General Assistance recipients. The early response for renewals has been overwhelming. It only proves that townships are aware of the uncertainty that exists, and through this program they relieve themselves mentally and financially from the burden of what a large claim can cause.

There could still be catastrophic claims!

Thank you TOI for your endorsement!

Premiums can be paid from GA funds.

POPULATION	July 1, 2022 to June 30, 2023					
	\$25,000 Deductible			\$15,000 Deductible		
	ADMIN FEE	PREMIUM	TOTAL COST	ADMIN FEE	PREMIUM	TOTAL COST
0 - 499	\$100	\$275	\$375	\$100	\$550	\$650
500 - 999	\$200	\$385	\$585	\$200	\$770	\$970
1,000 - 1,999	\$300	\$523	\$823	\$300	\$1,045	\$1,345
2,000 - 3,499	\$400	\$660	\$1,060	\$400	\$1,320	\$1,720
3,500 - 4,999	\$500	\$880	\$1,380	\$500	\$1,760	\$2,260
5,000 - 9,999	\$600	\$1,045	\$1,645	\$600	\$2,090	\$2,690
10,000 - 24,999	\$750	\$1,265	\$2,015	N/A	N/A	N/A
25,000 - 49,999	\$875	\$1,485	\$2,360	N/A	N/A	N/A
50,000 - 74,999	\$1,000	\$1,650	\$2,650	N/A	N/A	N/A
75,000 - 99,999	\$1,250	\$1,925	\$3,175	N/A	N/A	N/A
100,000 - 124,999	\$1,500	\$2,750	\$4,250	N/A	N/A	N/A
125,000 - 149,999	\$1,800	\$3,300	\$5,100	N/A	N/A	N/A
150,000 - 200,000	Individually Underwritten			N/A	N/A	N/A

The application process is simple and swift. Please contact Steve Barrett, if you require an application or have any questions.

Call toll-free **TODAY** at 1-800-540-6566
or email: s-barrett@comcast.net

TOWNSHIP CLERK: The Record Keeper

By Kayla Jeffers, Associate Magazine Editor

THE TOWNSHIP CLERK is charged with vital important duties within the township. The Township Clerk must keep minutes of all township meetings and record closed sessions. Posting and publishing notice of all meetings is also one of their responsibilities. The person elected to this position needs to be accurate, punctual and meticulous.

The Township Clerk maintains all township records except for active general assistance cases. They are required to keep accurate records of all township board meetings and maintain records of the board's executive sessions. The Township Clerk serves as the local election authority and is responsible for accepting petitions concerning township elections and/or referendums.

— *TOI's What's My Job?*



**CRAIG
PAULEK**

“The Township Clerk is the keeper of the records, recording all the business of the township,” said Craig Paulek, Stonington Township (Christian Co.) Township Clerk and TOI Secretary. The Township Clerk is the clerk for the township board, the ex officio clerk for the highway commissioner and the clerk for all of the town meetings. “The only time that the Township Clerk votes is in the event of a tie, when a vacancy is being filled,” Paulek added. The Township Clerk is to keep minutes of all the town meetings and township board meetings. The Township Clerk is required to record the minutes of the proceedings of every meeting held in the township and enter in the book every order or direction and all bylaws, rules and regulations made by the electors at the meeting.

Paulek was elected as a Stonington Township Trustee in 2005, and then was elected in 2009 as the Township Clerk. “I grew up in Stonington, attended Taylorville High School, Lake Land College, and graduated from Illinois State University. After college I moved back to Stonington and currently reside in Stonington Township with my wife Katie and our three

boys, Cole, Waylon, and Levi,” he said. Stonington has always had a close place in Paulek's heart, and that continues with his dedication to the Stonington Township Board and its history.

“The history of township business is only as good as the records that are being kept. In order for the township to properly conduct business it has to be able to look back and see what has been previously done. This is important to move the township forward when creating new ordinances and requirements,” said Paulek. The Township Clerk gives notice of meetings. Is the official custodian of all records, books and papers of the township, and must duly file all certificates or oaths and other papers required by law to be filed in the clerk's office.

All township actions must be recorded by the Township Clerk, the Township Clerk may administer oaths and take affidavits in all cases required by law to be administered or taken by township officers. The Township Clerk may administer oaths for absent voters as required by general election law. The Township Clerk, when authorized by the township board, may appoint one deputy clerk. The Township Clerk must annually certify to the County Clerk the amount of taxes required to be raised for all township purposes (levy). The authority of the County Clerk to extend the township tax is the Township Clerk's Certificate, without which any attempt to extend tax is illegal and void.

Public Act 100-0983 requires Township Clerks to “attest” the signatures of Supervisors on all payouts from the Township and Road District treasury (including payments for cemetery purposes). The law is straightforward and provides a great opportunity for Township government to demonstrate a continued commitment to transparency, as every payment made will now have the Clerk verifying its authenticity.

The Township Clerk also administers the Oath of Office to the rest of the Township Board when they enter office. “The process of administering the Oath of Office is very important,” Paulek said. “It is essentially the right of passage to becoming an elected official.”

When the township board accepts a resignation, the Township Clerk enters it in the minutes for the

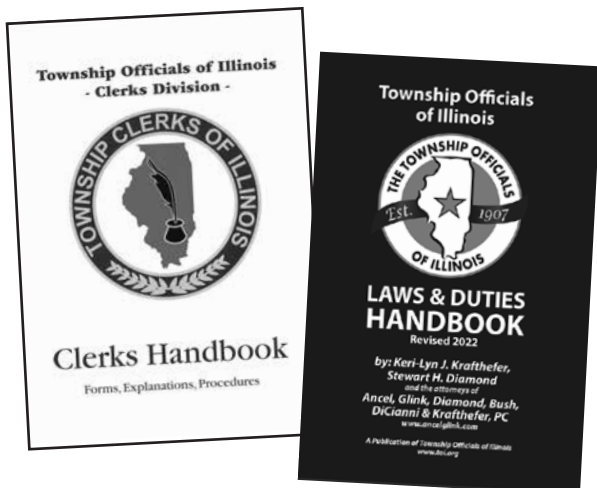
township records. Each individual appointed to office should receive a notice of appointment from the Township Clerk, who should also notify the county. In addition, upon the supervisor's or any (two) board members' request, the Township Clerk shall call a meeting at the time requested and provide at least 48 hours' notice to the board members. The local election officer is the Township Clerk. Most Township Clerks are also responsible for producing agendas, securing audio recordings of closed sessions, and other related tasks, according to local custom.

But like any other job, the Township Clerk does have some difficulties to overcome. For Paulek, the most difficult part was, "just getting started in the position, learning all of the deadlines, and posting requirements." He did point out the most enjoyable part, as well. "[it] is working with the board and learning all aspects of my position."

Paulek offers five pieces of advice to be a successful clerk:

1. Reach out to other Township Clerks with questions.
2. Don't be afraid to call the TOI office, (217) 744-2212 or toll free 1-866-897-4688.
3. Stay current reading the *Township Perspective* and TOI Website, www.toi.org.
4. If a problem comes up work with the board, communicate and work through the issue.
5. Always keep learning.

Along with his advice, Paulek also offers what he has found to be helpful in his duties as Township Clerk. "Be a member of your Clerks Division organization. Attend as many of the educational opportunities offered. The Clerk's Handbook is a great reference tool to use when you have some questions. The Laws & Duties Handbook is also a great asset to learn from."



Township records are the clerk's responsibility. Destroying any kind of government papers without documentation from the state is a Class 4 felony.

Some documents, such as board minutes, are permanent and never to be destroyed, while cancelled checks can be disposed of after seven years.

The Local Records Unit of the Illinois State Archives will visit your township, free of charge, by appointment, to inventory records to see what can be disposed of, and what needs to be kept. For more information, call the Archives (a division of the Secretary of State's Office) at 217-782-7075.



LISA HODGE

Township Clerk's Division President, TOI Board of Directors, and Blackberry Township (Kane Co.) Township Clerk Lisa Hodge also has insight for Township Clerks. "The Township Clerk is charged with many duties and responsibilities within the township. The clerk must keep and maintain minutes of all township meetings and must record closed

sessions. It is the responsibility of the clerk to publish and/or post notices of all meetings. The clerk is considered the official custodian of all records, books and papers of the township and must file all certificates or oaths and any other papers required by law to be filed in the clerk's office. The clerk may also file ordinances, levies and other documents, with the County Clerk."

Hodge also suggest that Township Clerks join the Clerk's division, as it "allows the Division to continue to provide quality education opportunities. Materials for the taping of the two virtual conferences and handouts for the in-person education sessions were made possible by the dues that our members paid. Dues also help provide the William Z. Ahrends Award and provide the VTCC Program materials."

William Z. Ahrends was a strong advocate of local government and served as Rooks Creek Township Clerk in Livingston County from April 1949 to August 1990. Mr. Ahrends was inspired to organize two township officials' associations, the Town Clerks Division of TOI and the Livingston County Association of TOI. A past president of the organization, he is the only person ever appointed director of emeritus of TOI. "The clerk's division recognizes one clerk each year, that has demonstrated a high level of professionalism and presents them the William Z. Ahrends Award. The VTCC (Voluntary Township Clerk Certificate) Program was developed to enhance the job performance

The township clerk is the official custodian of all records, books, and papers of the township, and must duly file all certificates or oaths and other papers required by law to be filed in the clerk's office. — *TOI's Laws & Duties Handbook*



**JERRY B.
CRABTREE**

Clerks Often Ask ...

Here are two of the most commonly asked questions received by TOI Executive Director Jerry B. Crabtree, regarding township Clerks.

Does the Township Clerk vote in meetings of the township board?

The only time a clerk votes is when a tie happens when the township board is filling a vacancy. The vote is to break the tie.

What can we do with old township records?

It is our best practices recommendation that you contact the Index Department of the Illinois Secretary of State. They provide field representatives that will come to your township office and provide an overview of the Record Retention Program. It is important to secure adequate township records from a historical perspective. Clerks are, in fact, recording history.

of the clerks in Illinois townships. The clerk's division also supports the TOI Scholarship Program," Hodge explained.

"The Clerk's Division Bylaws charges us '... to provide educational opportunities with training for Township Clerks by conducting educational conferences in

geographical locations ...' Education is essential for being the best clerk you can be. Attend the Education Sessions, attend the webinars, get the Clerk's Handbook and/or thumb-drive, and get the Laws & Duties Handbook, read *Township Perspective*, especially the Clerk's Corner, click on the Clerks Division tab on the TOI website."

The Clerk's Handbook has been recently revised and reprinted. Order forms are online and in the *Perspective*. "It is a 'must have' for every clerk whether veteran or newly elected. It is an important tool and great resource. There are sample forms and documents available for use or can be re-formatted for your township's specific use. I encourage you to take the time to become familiar with the information found there," continued Hodge. "I place the Handbook on the table near me, at every township meeting in case a question arises from the board. The Clerk's Board of Directors uses the Handbook as a great resource when planning the education sessions and the Annual Conference sessions. I have found that sharing the information found in the Handbook, with the other township elected officials, benefits everyone."

The Annual Town Meeting

This year's Annual Town Meeting was held Tuesday, April 12. The clerk is the ONLY township official with any official role at the Annual Town Meeting. It is the clerk's job to post notice in three public places (and publish, if there is a newspaper, published in the township) of the time, place and the agenda at least 15 days before the meeting. The clerk also verifies that electors attending the meeting are registered voters and performs duties of the clerk.

The Annual Town Meeting gives township residents the chance to come in and voice their opinions about issues facing the township and take action on any issue they are authorized by law to take action on, as long as it is on the approved agenda before the meeting.

Your assistance is needed ...

To make sure that you, or the officials in your township, receive their issue of *Township Perspective*, please make sure that TOI is notified when there is a change of official or address. We are receiving several address changes from the postal service and sometimes is after we have already sent out another mailing.

Please call the TOI Office toll free at 1.866.897.4688 and ask for Pam or Kayla, or email your change to pam@toi.org or kayla@toi.org.

Your assistance is much appreciated!



RESPONSIBILITIES OF THE TOWNSHIP CLERK

THE TOWNSHIP CLERK is also the ex-officio clerk of the road district, the local election authority, and keeps all the township and road district records except for general assistance case records. The clerk is also responsible for posting legal announcements for the township and road district.

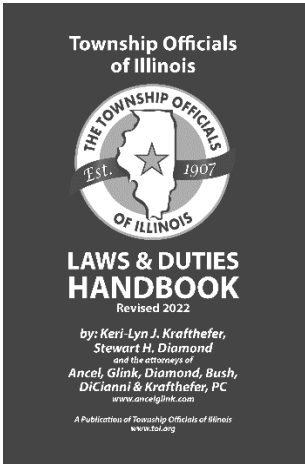
1. The township clerk is clerk for the township, board of trustees, clerk of all township meetings, and ex-officio clerk for the highway commissioner.
2. The clerk must give notice of the time and place of annual and special township meetings by posting written or printed notes in 3 of the most public places in the township at least 15 days before the meeting and by at least one publication in the newspaper, if there is an English language newspaper published in the township. The notice must set forth the agenda, as approved by the township board.
3. The clerk is to keep minutes of the proceedings of all township meetings.
4. The clerk may administer oaths and take affidavits in all cases required by law to be administered or taken by township officials.
5. The township clerk shall annually certify to the county clerk the amount of taxes required to be raised for all township purposes.
6. The clerk is responsible for taking the roll call on all votes. Appointments of filling of vacancies, setting of salaries, etc. require roll call votes.
7. The township clerk must be present at all bid openings for both the township and the road district. The clerk is also responsible for placing the advertisement of bids at least once in the newspaper.
8. The township clerk approves the supervisor's bond. The bond is filed in the township clerk's office with the clerk's approval endorsed on it.
9. The clerk is a non-voting member of the township board of trustees. However, the clerk is entitled to cast a vote in the case of a tie vote to fill a vacancy in a township office.
10. The township clerk accepts and files the Annual Supervisor's Report and posts a copy of the statement at the place of the annual township meeting 2 days before the meeting is held. The clerk reads the statement aloud at the annual township meeting.
11. Public Act 100-0983 requires Township Clerks to "attest" the signatures of Supervisors on all payouts from the Township and Road District treasury (including payments for cemetery purposes).



Building and running
a Township Website
is easy through TOI's
Website Program.



Contact Kayla Jeffers at (217) 744-2212 or
kayla@toi.org for more information



New Edition: 2022 TOI Laws & Duties Handbook

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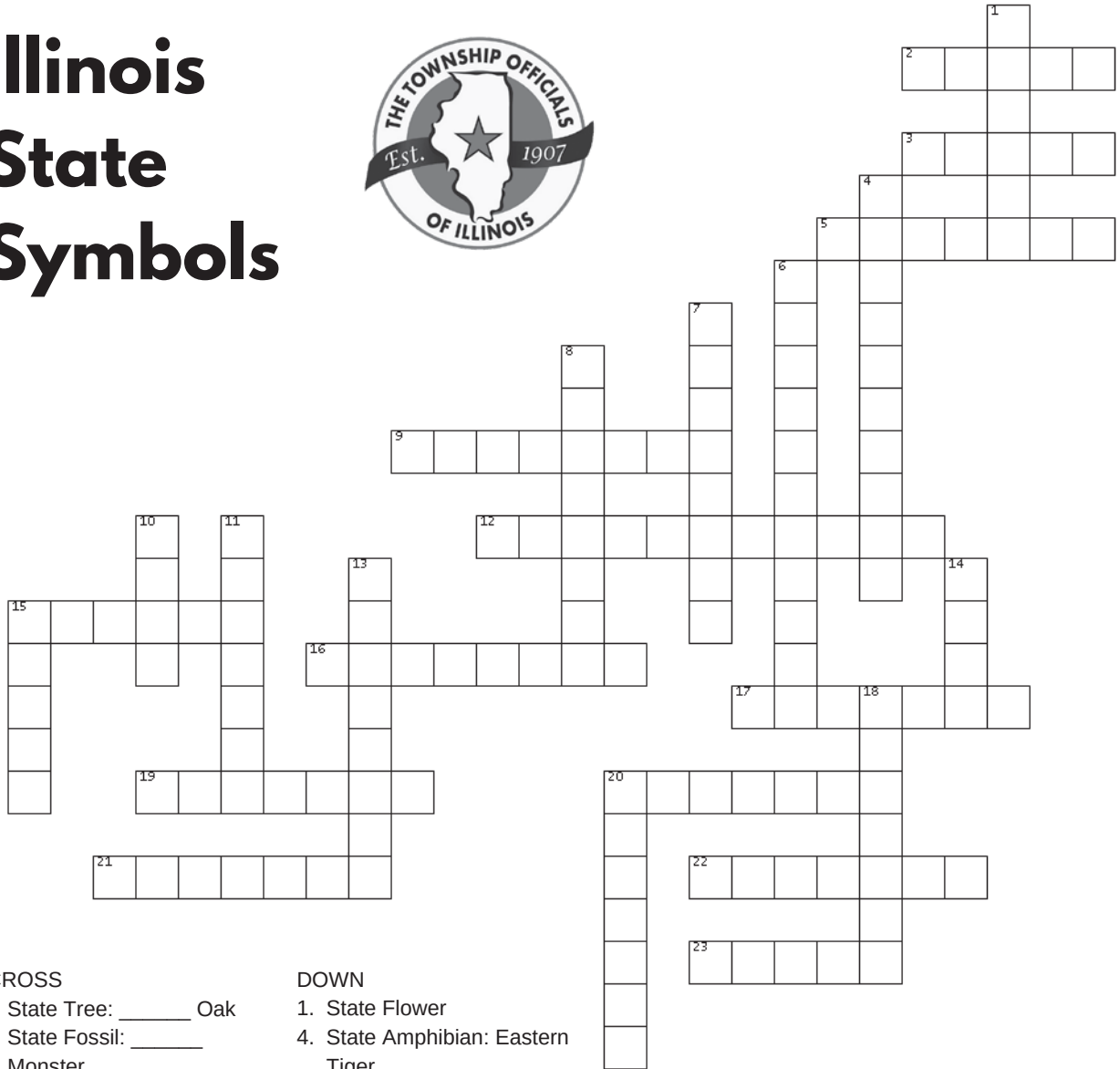
City/State/ Zip: _____

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Email: _____

You can order this publication online in the TOI Bookstore or by completing this form and returning it with your payment to the TOI Office.

Illinois State Symbols



ACROSS

2. State Tree: _____ Oak
3. State Fossil: _____
Monster
5. State Reptile: _____
Turtle
9. State Mineral

12. State Animal: _____
Deer
15. State Dance: _____ Dance
16. State Fish

17. State Exercise

19. State Artifact

20. State Pie

21. State Insect: _____
Butterfly
22. State Snack

23. State Motto Cont.: "National
_____."

DOWN

1. State Flower

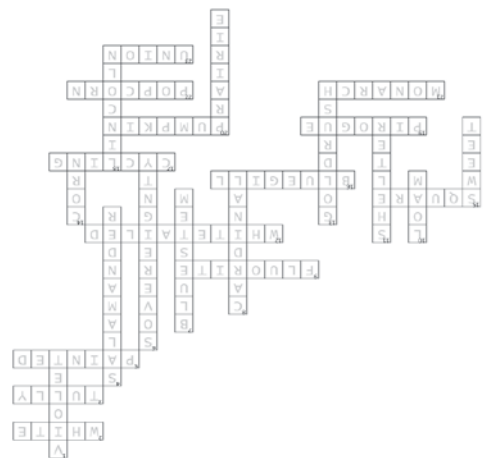
4. State Amphibian: Eastern
Tiger _____
6. State Motto: "State _____,"

7. State Prairie Grass: Big

8. State Bird

10. State Soil: Drummer Silty
Clay _____
11. State Pet: _____
Dog/Cat
13. State Fruit: _____ Apple
14. State Grain

15. State Vegetable: _____
Corn
18. State Slogan: "Land of
_____"
20. State Nickname "The _____
State."



Do You Know Your State Symbols?

By Kayla Jeffers, Associate Editor

ILLINOIS IS HOME to a vast and diverse range of flora, fauna, and people. The symbols of this great state have been chosen with care to represent all Illinoisians. But do you truly know all of your state symbols? On the previous page is a crossword to test your knowledge, and now here is the history of those various symbols.

Illinois State Amphibian

Eastern Tiger Salamander



Glenn Bartolotti / Wikipedia

The Eastern Tiger Salamander is a mole salamander, one of the largest terrestrial salamanders

in North America. These salamanders usually to be about 6–8 inches and live to around 12–15 years. To spot one in the wild, look for markings varying in color on the back of their head, body, and tail. These spots range from greenish yellow to brownish yellow, while the rest of their back is dark brown or black. In 2004, Illinoisans voted for the Eastern Tiger Salamander to be the State Amphibian, and in 2005 the General Assembly approved the choice.

Illinois State Animal

White-Tailed Deer



Weighing from 100–300 pounds, the White-Tail Deer is a large mammal. Their coloring varies throughout the seasons. During the summer, the hair has a red tint, but during the fall and winter, it is gray-brown. The belly fur is white as well as the large tail having a white underside; young white-tailed deer have white

spots on their back. These deer can be found throughout the entire state. The White-Tailed Deer was chosen as the State Animal by schoolchildren across the state in 1980.

Illinois State Artifact

Pirogue

Pirogue is the name for a canoe made from hollowing out a tree trunk. It was picked as the State Artifact by eight-grade students at St. Joseph School in Wilmette, as a tribute to the Native Americans who first lived in Illinois. Illinois officially made it the state artifact in 2016.

Illinois State Bird

Northern Cardinal



The northern cardinal is a mid-sized songbird with a body size of about 8.3–9.1 in. They are known for their distinctive mask on the face and a crest on the head, which is gray in the female and black in the male. The male is a brilliant red, while the

female is a reddish olive color. Illinois schoolchildren voted for the State Bird, and the cardinal was chosen in 1929. Illinois was the first of seven states to select the Northern Cardinal as its State Bird.

Illinois State Dance

Square Dance

Square dance is the term used to describe many dances done in a style that traces its origins back to Morris dancing in England, as well as French dancing with influences of Irish, Spanish, and Scottish dancing mixed in. It was revived in the 1950s and remains popular. In 1990, then Governor James R. Thompson signed into law the square dance as the American folk dance of Illinois.

Illinois State Exercise

Cycling

“Cycling” is defined as riding a bicycle for exercise. Cycling was designated the official state exercise in Illinois by the General Assembly, effective January 1, 2018. The designation is meant to honor the role that cycling has played in Illinois both historically and currently.

Illinois State Fish

Bluegill



The bluegill lives around five to six years. The average bluegill weighs one-fourth pound, and is about 8-10 inches long. In appearance, dark flap extends from the gill cover, its pectoral fin is long and pointed, and three spines are in the bottom fin. The body is deep and flattened side-to-side. A black spot may be seen at the rear of both the dorsal and bottom fins. A typical bluegill has a green back, green sides, and a yellow white belly; sometimes dark bars are visible on the sides. In 1986, schoolchildren voted for the Bluegill as the State Fish.

Illinois State Flag



Illinois has had two flags over the course of its history. The first was adopted on July 6, 1915, after a campaign by Mrs. Ella Park Lawrence, State

Regent of the Daughters of the American Revolution. Thirty-five designs were submitted, and the Rockford Chapter entry designed by Miss Lucy Derwent was chosen. In 1969, there was a petition to amend this original design and add "ILLINOIS" along the bottom. In 1970, the new State Flag was made official.

Illinois State Grain

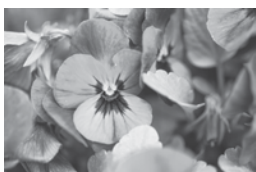
Corn



As of January 1, 2018, Corn was named the official Illinois state grain by the Illinois General Assembly. Agricultural commodities generate more than \$19 billion annually for Illinois, and corn accounts for 54 percent of that total, according to the Illinois Department of Agriculture.

Illinois State Flower

Violet



While many may only think of the signature purple color, there are several kinds of violets, and you can find violets with lilac-purple, yellow, white, blue-violet, and even

green flowers! Violets are found growing all over, from woods and wetlands to prairies and lawns. Wild rabbits eat the entire violet plant, while other species, like mice, wild turkeys and mourning doves, eat only the seeds. It was selected by schoolchildren in 1908 as the State Flower, and Illinois was the first of four states to choose the violet.

Illinois State Fossil

Tully Monster



Wikipedia

In 1958, Francis Tully discovered the first Tully monster fossil. Fossils of the Tully monster have been found only in Illinois. The Tully monster was

a soft-bodied animal. Its fossils are found in ironstone concretions, which are red-brown, rounded stones commonly found in rock removed from coal mines. This strange creature lived about 300 million years ago during the Pennsylvanian Period. It swam in the tropical ocean that covered Illinois at that time. Its body proportions imply that it was an active swimmer, perhaps a carnivore. Its one-foot-long body was segmented, it was also flexible and round or oval in shape. The Tully monster had two eyelike projections on stalks. At the front of the body was an "arm" that ended in a mouthlike structure with eight to 14 sharp projections, these may have been used for catching prey. This animal is a mystery. Scientists don't really know exactly what kind of animal it was. Researchers are continuing to search for the answer. It was selected as the state fossil in 1989.

Illinois State Fruit

Goldrush Apple

Goldrush apples were created by the joint efforts of Indiana, New Jersey, and Illinois agricultural experimentation stations. The breeding program created the Goldrush Apple tree from the seed of a Golden Delicious apple. These apples show resistance to apple scab, apple mildew, and fire blight. These crisp apples are characterized by their golden-green color. Elementary students from Woodlawn campaigned for this category, and the Goldrush Apple was chosen in 2007.

Illinois State Insect

Monarch Butterfly

The Monarch Butterfly is most known for its striking orange, black, and white appearance. The monarch is found throughout the state and country. 1-3 broods are raised during the warm part of the year. The Mon-



arch Butterfly migrates to central Mexico or, rarely, in the United States along the coasts of the southern Atlantic Ocean or the Gulf of Mexico for winter. Third grade classes in Decatur originally suggested this species as the State Insect, and it was designated in 1975.

Illinois State Mineral

Fluorite

Fluorite is present in large deposits in southern Illinois. Native Americans collected fluorite and carved it to make objects. In the early 1800's, modern mining of fluorite began; today fluorite is used in making aluminum, iron, and other metal alloys. Fluorite even provides the fluoride in toothpastes! The Illinois General Assembly named fluorite as the State Mineral in 1965.

Illinois State Motto

State Sovereignty, National Union.

The state motto comes from the State Seal and is also emblazoned on the Illinois State Flag.

Illinois State Slogan

Land of Lincoln

This slogan was adopted by the General Assembly, 1955. The phrase is also copyrighted.

Illinois State Nickname

The Prairie State

The first settlers of Illinois gave this nickname, due to the vast expanses of prairie. This nickname dates back as far as 1842.

Illinois State Pet

Shelter Cats & Dogs

Cats and Dogs are currently rescued by and living in shelters were named the State Pet in 2017 by the General Assembly.

Illinois State Prairie Grass

Big Bluestem

The native Big Bluestem grows statewide in moist soils and lowlands. It was the most abundant grass in the prairies that once covered most of the state. The plant's leaves are long and narrow, while its flowering structure grows in 3 finger-like branches. It gets the "bluestem" name from the flower stalks that have blue-green stems that turn yellow in autumn. Big Bluestem is Illinois' tallest prairie grass, the smooth upright stems grow up to eight feet tall. Pioneers once said that it grew as tall as a man on horseback. Big

Bluestem was named the State Prairie Grass in 1989 by the General Assembly.

Illinois State Pie

Pumpkin Pie



In honor of the Morton Pumpkin Festival, and its designation as "Pumpkin Capital of the World," due to the Libby's pumpkin processing plant which makes 80% of the world's canned pumpkin, Pumpkin Pie was named the State Pie in 2015 by the General Assembly.

Illinois State Reptile

Painted Turtle



Only growing to 5-10 inches the painted turtled has a ridgeless dark and smooth shell. Their skin is black to olive in color, with yellow, orange, or red stripe. The bottom of the shell is either a plain yellow, or in some subspecies, a brilliant red. They get their name of "painted turtle" as they look like an artist's rendition of a turtle. The Painted turtled was voted in as the State Reptile in 2004 by Illinoisans and approved by the General Assembly in 2005.

Illinois State Snack Food

Popcorn



Second and Third graders from a Joliet Elementary School worked on a class project to attempt to make popcorn the official snack food of Illinois, and in 2003 the General Assembly officially made that designation.

Illinois State Soil

Drummer Silty Clay Loam

This rich and fertile prairie soil is found in over 1.5 million acres of land in Illinois and is one the most fertile and productive soils in the world. Drummer Silty Clay Loam was declared the State Soil in 2001.

Illinois State Song

Illinois

The state song was written by Charles H. Chamberlain, a Civil War veteran, in the 1890's; he set the verses to the tune of "Baby Mine," a popular 1870 song by Archibald Johnston. It was part of the successful campaign to host the 1983 World's Columbian

Exposition in Chicago. In 1925, the song was made the official State Song.

*By thy rivers gently flowing, Illinois, Illinois,
O'er thy prairies verdant growing, Illinois, Illinois,
Comes an echo on the breeze.
Rustling through the leafy trees, and its mellow tones are
these, Illinois, Illinois,
And its mellow tones are these, Illinois.
And its mellow tones are these, Illinois.*

*From a wilderness of prairies, Illinois, Illinois,
Straight thy way and never varies, Illinois, Illinois,
Till upon the inland sea,
Stands thy great commercial tree, turning all the world to
thee, Illinois, Illinois,
Turning all the world to thee, Illinois.
Turning all the world to thee, Illinois.*

*When you heard your country calling, Illinois, Illinois,
Where the shot and shell were falling, Illinois, Illinois,
When the Southern host withdrew,
Pitting Gray against the Blue, there were none more brave
than you, Illinois, Illinois,
There were none more brave than you, Illinois.
There were none more brave than you, Illinois.*

*Not without thy wondrous story, Illinois, Illinois,
Can be writ the nation's glory, Illinois, Illinois,
On the record of thy years,
Abraham Lincoln's name appears, Grant and Logan, and
our tears, Illinois, Illinois,
Grant and Logan, and our tears, Illinois.
Grant and Logan, and our tears, Illinois.*

Illinois State Tree

White Oak



Schoolchildren in 1908 were given the honor to pick the State Tree, and they chose the native oak. There are many types of native oak trees to Illinois, though, so again in 1973 schoolchildren were asked to pick a specific oak as the State Tree, and the White Oak was picked. The White Oak can be found throughout the state. They grow to be over 100 feet in height, and three feet in diameter, and live for 350-400 years. The White Oak has gray-white bark (hence the name), and green-brown acorns.

Illinois State Vegetable

Sweet Corn



Sweet corn is one of the six major types of corn, and is grown for human consumption. It is picked when immature, or in the milk stage, and is prepared and eaten as a vegetable rather than a grain. When left to dry on the plant and then cooked in oil, they become corn nuts! Elementary school students in Chatham worked to have this category proposed to the General Assembly, and Sweet Corn was picked as the State Vegetable in 2015.

Does your township have a truck or other piece of equipment for sale?

Advertise your township equipment in *Township Perspective* for \$25, or \$75 with photo. Deadline is one month prior to publication. For more information, call Kayla at the TOI Office at (217) 744-2212, or e-mail at kayla@toi.org.

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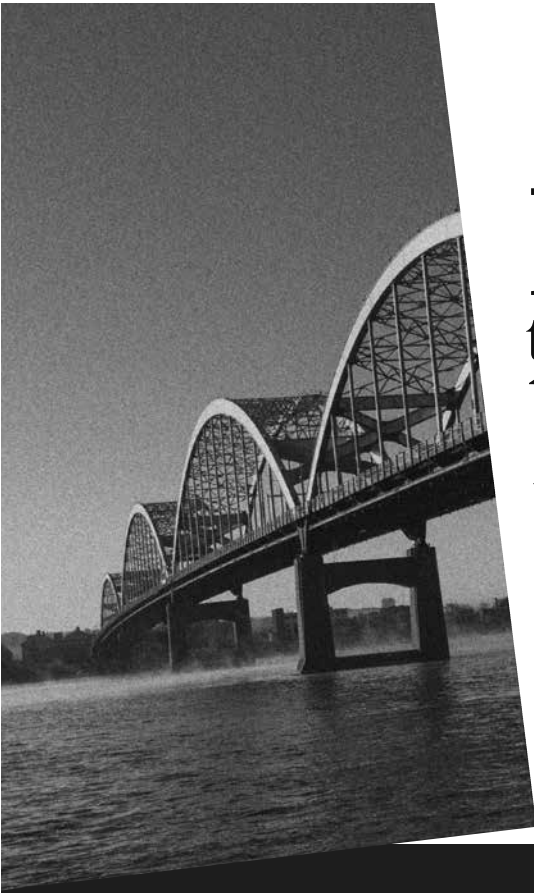
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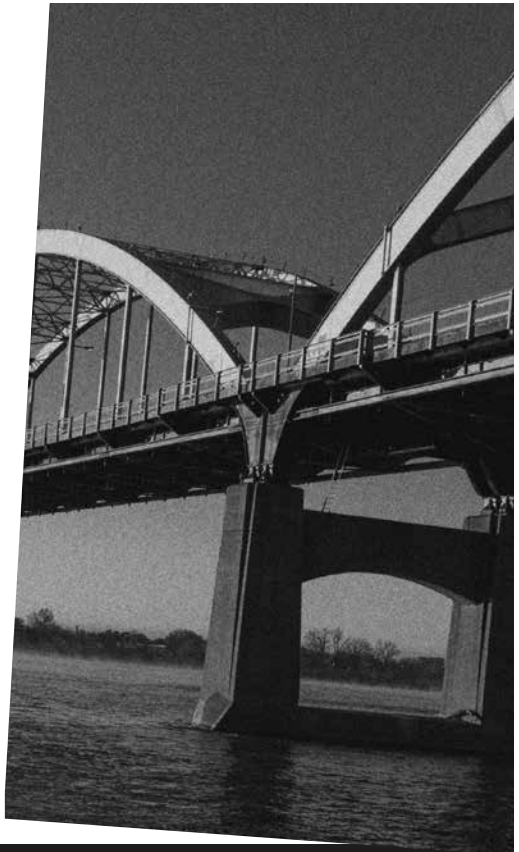
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Download Center at

www.toi.org

and see if we've got
what you need!



Let's
fix
the rural
bridge
problem
in Illinois



1 in 7
bridges need
repair in Illinois

8.5%
of bridges have
elements that are in
poor or worse
condition

167
of these bridges
are on **Illinois**
Interstates

1,191
bridges have posted
restrictions on the size
and weight of vehicles
that can use them

Funded by the Illinois Soybean Association Checkoff Program.

Bridge Bundling – It's tested and shovel ready

You know how bad our rural Illinois bridges are. You drive over them every day, but so do our farmers as they move equipment and goods around the state. One proven solution used in other states is "bridge bundling," which issues a single contract for the replacement, rehabilitation, and repair of multiple bridges in the same area. By taking advantage of an "economy of scale," this is a smarter, less expensive model that provides jobs and improves our infrastructure. Bridge bundling won't mean that the issues with every bridge are addressed, but a significant number of bridges will be fixed quicker and less expensively than through traditional methods.



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The Scoop on Supervisors

By Sherrill Knorr

President, Township Supervisors of Illinois



AS I SIT DOWN to write my article, I am reflecting on life. It is with a heavy heart that I am writing this.

One of the Supervisors longest-sitting members and a very dear friend to so many was suddenly taken from us. Susan Curtiss had been a member of the TSI board since 2001 serving on many committees, including the Program and GATI committees where she has been an instructor for many years. She served as President of TSI from November 2016 until November 2018. She was appointed to the TOI board in 2005 as a director and was elected to the TOI Executive board as secretary in 2015 working her way to 2nd Vice-President in 2017 and serving until her passing. The TSI Board not only lost a friend but also a family member. She will be sadly missed by so many for her smile and her kindness. Thank you, Susan, for not only being a dear friend but also a mentor when I came onto the board. To Susan's family. May our condolences bring you comfort and may our prayers ease the pain of this loss.

To all supervisors, it is the time to get your new budget for the upcoming fiscal year made available for public inspection for 30 days, approved and adopted

at a public hearing and filed with your county clerk. This process must be completed by June 30 (if our township is on an April 1 to March 31 fiscal year), including the filing with your county clerk. I hope everyone has either completed this process or is at the end of completion.

The supervisors have completed their three GATI training for this year. We are happy to announce that it was very well received. We started our educational sessions May 20 in Mount Vernon. The remaining educational dates are:

June 17 Radisson, Rockford
July 15 Doubletree, Bloomington
August 12 Stoney Creek, East Peoria

Anyone who is interested in attending can obtain a registration form either on the TOI website under the Supervisor's Division tab or from the *Perspective* magazine.

In closing I offer this ...

*"Those we have held in our arms for a short while
we hold in our hearts forever."*

Call for Submissions

**Want to share the accomplishments
and achievements of your Township?
Submit any pictures and articles to
kayla@toi.org and you might just be
in the next issue of *Township
Perspective!***

TOWNSHIP SUPERVISORS OF ILLINOIS

DIVISION OF THE TOWNSHIP OFFICIALS OF ILLINOIS

2022 ZONE EDUCATIONAL WORKSHOPS

Supervisors & Interested Township Officials

_____ June 17 - Radisson Hotel, 200 S. Bell School Road, Rockford
_____ July 15 - Double Tree Hotel, 19 Brickyard Dr., Bloomington
_____ August 12 - Stoney Creek Hotel, 101 Mariners Way, East Peoria

Program Agenda

8:30 a.m.	Registration and Coffee
9:00 a.m.	Welcome, Introduction, TOI & TOIRMA Update
9:30 a.m.	Levy
10:30 a.m.	Break
10:45 a.m.	Budget
11:45 a.m.	Ask a Supervisor
Noon	Lunch



FEE: Advance Registration \$40.00

\$50.00 Registration at door

Printed materials guaranteed to registered participants only.

Advance Registration Form

Must be received two weeks before event

Name /Township Position _____

Address _____ City _____

Zip Code _____ Phone Number _____

Township/County _____ E-mail _____

Make checks payable to Township Supervisors of Illinois

Mail form and fee to:

Sue Brokaw

Dorr Township

1039 Lake Ave., Woodstock, IL 60098

Clerk's Corner



By Lisa Hodge

President, TOI Clerks Division

We preserve the history of our Township as it happens

TOI Conference November 13-15, 2022

THE CLERK'S BOARD OF DIRECTORS had a very fun and productive meeting in April. We finalized our division's plans for the two sessions that we will sponsor/present: Records Retention and a skit: "A Year in the Life of a Clerk," at the TOI fall conference. We also finalized the education portion of the business meeting on Tuesday, November 15, 2022. We will hear from a couple Clerks about doing "Outreach" in their Townships. There will also be a "gift" for each Clerk in good standing, (dues have been paid) that attends the Tuesday business meeting during the conference.

The format of the Conference has a fresh and new look! The Silent Auction will be back, and the Clerk's Board of Directors will have an item available for the auction. The Vendor Hall will be available for longer hours. Please plan to attend the TOI Conference! Register Early!

June 30th is the last day to conduct budget hearings and pass Township and Road District budgets. Budgets may be passed before or during the first quarter of the township fiscal year. The Township budget may be passed at the public hearing. The Road District budget shall be passed at the public hearing.

July 30, 2022, is the last day to file the budget(s) with the County Clerk if the budget(s) were passed at the end of June. They must be filed within 30 days of adoption.

Thank you to everyone who sent in their dues and corrected form. As of May 3, 2022, there are over 550 Division members! Remember that dues are transferable.

Sales of the Clerk's Handbooks continue. We are selling more of the thumb-drives than the Handbook. Either way, the Clerk's Handbook and/or thumb-drive is an essential tool for EVERY Township Clerk. The other essential tool is the newly revised Laws & Duties Handbook from TOI. Executive Director Jerry Crabtree shared that the paper for printing it, was delayed due to the pandemic. Orders are being accepted, and the order forms for both Handbooks can be found in this magazine and only at www.toi.org.

The Rockford Education Event was May 26, and that leaves just one more day event and three evening events. I encourage you to plan to attend one of the remaining events! We network over coffee break and lunch, and I find that it's so important for Veteran and newly elected Clerks to attend. The Clerk that was in office before me, shared that she attended as many education events as possible that she could, because she learned something new at each one.

As always, if you have a question/suggestion, please send it along to me. Email me at clerk@blackberrytwp.com, write me at 43W390 Main Street Road, Elburn, IL 60119, or call 630-365-9109, ext. 5.

Advertising Gets Results

Township Perspective ads get results!

Advertisements in *Township Perspective* reach over 11,000 readers across Illinois every month.

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- 177 state legislators and 21 U.S. Senators and Congressmen

To learn how you can target this audience with your company's ad, call Jody Bunker at (309) 693-9667 ext. 14 or Email: jodyb@rbpro1.com

Highway Commissioner's Beat



By Arnold Vegter

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

Summer Construction Projects

THIS IS THE TIME OF YEAR when construction of bridges, box culverts, and putting in tubes is in full swing. Also, the resurfacing of the roads is underway that includes hauling rock, sealcoating, hot mixing, and—in some cases—cementing the different road surfaces to make a better driving surface for all to drive on.

With construction season in full swing please take time to put up the proper signage whether it is men working, road closed, one lane road ahead, flagger ahead or whatever the case may be. With the proper signage it will help keep all of township road districts safe and also help keep the traveling public safe. Also remember that if you are using flaggers, they need to be trained and certified through the flagger training program. Contact the Illinois Department of Transportation for upcoming flagger training dates, the training is free.

A lot of the information that you need to know about the proper signage and even different ways or strategies that you may want to use in the resurfacing of the roads can be learned at the Township Highway Commissioners (THCOI) Summer Seminar (August 1-3, 2022 in Peoria) as well at TOI's Educational Seminar in November in 2022.

These two events are great resources to learn different techniques on how to do things and learn the proper way to do things. TOI and THCOI are both here to help teach you how to do things the right way and not chastise you for doing something wrong. Everyone can learn something at these events whether you are a seasoned veteran at your job or if you are a beginner, we can all learn something.

Have a safe construction season! If you have any questions, you can always call me at 815-535-5170.

Mark Your Calendars!

38th Annual Summer Seminar for
Highway & Road District Commissioners
August 1-3, 2022 Peoria, IL



You don't want to miss this event!

- Vendor Displays & Equipment Show
- Educational Sessions & Speakers
- Collaboration with other Highway & Road District Commissioners
- Social time and prizes

REGISTRATION
Township Highway Commissioners of Illinois
Summer Seminar 2022

Peoria Civic Center/Peoria Marriott Pere Marquette

Peoria, IL

August 1st, 2nd & 3rd

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Guests/Spouse are welcome for a \$50 registration fee.

Highway Commissioner

Name _____

Township _____ County _____

Address _____

City _____ Zip _____

Phone Number (_____) _____

E-Mail _____

GUEST/SPOUSE of HIGHWAY COMMISSIONER

Guest Name _____ Title _____

Guest Name _____ Title _____

_____ Guest/Spouse Registration(s) at \$50 \$ _____

TOTAL SEMINAR Registrations \$ _____

Last Date to Pre-Register: Friday, July 22, 2022

-----Be sure to make your HOTEL reservations directly with your hotel-----

Peoria Marriott Pere Marquette - 309-637-6500 or Courtyard by Marriott 309-671-5050

Remit Registration Form To: Alice Reed, Township Highway Commissioners of Illinois, P.O. Box 291, Blue Mound, IL 62513 Any questions - Alice Reed (217) 972-3039

Assessing the Facts



By Deb Lane

CIAO-Multi-Township Assessor
Meriden, Ophir, Troy Grove Townships, LaSalle County

Education Season!

THERE WAS A REQUEST to write about the Education an Assessor needs and what is required to maintain their designation.

Education and Continuing Education is required, to be the Assessor or Multi Township Assessor in the Township.

First you need a Designation, i.e., Certified Illinois Assessing Official (CIAO) from the Illinois Property Assessment Institute (IPAI) or you could also be an Appraiser with a designation or have an International Appraisal Assessor Organization (IAAO) designation, to be eligible to be on the ballot and run for election, be appointed or contracted as the Assessor.

Currently, the IPAI designation requires six classes to be certified, four core classes and two electives. Electives can be taken by the IPAI or the Illinois Department of Revenue (IDOR).

After receiving your certification, you are required to complete 60 hours of Continuing Education (CE) classes during every 4-year cycle. Please check with the IPAI if you are getting your certification during a cycle—you may not need to take CE that particular cycle.

IPAI makes it easy to accomplish the CE credits by offering classes at locations throughout Illinois and online. Each course is usually 15 hours of credit, so that is one class per year. Or you can take two classes per year, one being an exam class, then you are eligible for the State issued Stipend.

The IAAO requires six courses to receive a Residential Appraisal Designation.

Contacts:

IPAI ipaieducation.org

DOR www2.illinois.gov/rev/localgovernments/property/Pages/Education-Program.aspx

IAAO illinois.iaao.org

If you are new to the Assessment field, it takes a couple of years to learn the tax cycle process. Sometimes, not only are you educating yourself, you are learning more about Township Government, and the way to do things Right. You can Educate your Board on your duties, and the reasons why the assessment

work needs to be done.

We have many different properties to Assess, a few examples: Residential, Commercial, Industrial, Exempt, Mobile Homes, and Land (Farm & Open Space). Market, Sales, or Cost are the three ways to value.

Working on a property Assessment value, is NOT a “drive by” value! Data is collected, a cost is applied to each component, and then arrive at a total value. This value must be close to the 3-year average value of like properties sold. You might arrive at the same value as a drive by, but you must show how you arrived at your value and support your value to the Board of Review.

I have heard from other Officials, that they would like more knowledge on what the Assessor really does, and are they doing their job? Properties that are not up to date on assessments are impacting the Township.

I know some of the Townships need Assessors. Maybe we need to look at this vacancy another way? People that might want to do the job, adequate funding for the Assessor position, staff, and office supplies. I know we are not doing the same job as the Road District, but we cover the same area. We work with less equipment and personnel. What if the Road Commissioner did not plow the snow, for about 4 years? Do you think the constituents would be angry, and complain? Just something to think about.

If you have an idea for an article, please let me know. You can email me at dlane@udnet.net, or regular mail to Box 54, Troy Grove, IL 61372 or call me at cell 815-343-2127.



Ready For the Defense



By Steve Judge

Judge Law, LLC

Illinois Supreme Court Held Transportation Taxes are Properly Subject to the Transportation Funds Amendment to the Illinois Constitution

THIS MONTH'S COLUMN discusses the recent Supreme Court of Illinois opinion in *Illinois Road and transportation Builders Association, et al., v. The County of Cook*, 2022 IL 127126, finding that Plaintiffs, a group of various business and trade associations that represent a variety of sectors in the transportation planning and construction industries, had standing to state a cause of action and that money derived from Cook County Transportation taxes was subject to the transportation taxes and fees lockbox amendment regardless of whether or not the taxing body was a home-rule unit.

Amendment to the State Revenue Article of the Illinois Constitution (Ill. Const. 1970, art. IX, § 11(a))

In the 2016 general election, 80% of voters across the state were in favor of an amendment to the Illinois Constitution preventing funds from transportation-related taxes from being used for any non-transportation related purposes. According to the amendment, any proceeds generated by transportation-related taxes, fees, bonds, and licenses may only be used for transportation-related purposes. (Ill. Const. 1970, art. IX, § 11(a)).

In 2018, a group of transportation-related trade associations and businesses filed suit claiming the County was using revenue from transportation-related taxes for the Public Safety Fund, a non-transportation-related use, including taxes from:

- (1) the Cook County Home Rule County Use Tax Ordinance (see Cook County Code of Ordinances § 74-270 et seq. (adopted Feb. 16, 2011));
- (2) the Cook County Retail Sale of Gasoline and Diesel Fuel Tax Ordinance (see id. § 74-470 et seq.);
- (3) the Cook County New Motor Vehicle and Trailer Excise Tax Ordinance (see id. § 74-230 et seq.);
- (4) the Cook County Home Rule Use Tax Ordinance for Non-Retailer Transfers of Motor Vehicles (see id. § 74-595 et seq. (adopted Nov. 15, 2011));
- (5) the Cook County Wheel Tax on Vehicles Ordinance

(see id. § 74-550 et seq. (adopted May 21, 2020)); and

- (6) the Cook County Parking Lot and Garage Operations Tax Ordinance (see id. § 74-510 et seq. (adopted July 17, 2013)).

Ill. Rd. & Transp. Builders Ass'n v. Cnty. of Cook, 2021 IL App (1st) 190396 (Ill. App. 2021).

Under the Amendment, Plaintiffs alleged that each of these taxes should have been considered transportation-related, yet the County was diverting proceeds from these taxes to the Public Safety Fund. According to Plaintiffs, the Public Safety Fund directly benefits county offices including the sheriff, the state's attorney, criminal justice, court clerk and department of corrections. As alleged by Plaintiffs, none of these offices are transportation related.

The trial court granted Defendant's 2-619.1 Motion to Dismiss, finding that Plaintiffs did not sufficiently state a constitutional violation and lacked standing to plead a sufficient cause of action. The Illinois Supreme Court reversed the circuit court's dismissal finding that Plaintiffs have associational standing.

Associational Standing

Organizations have standing to challenge actions that may allegedly cause them direct harm. An organization may bring a lawsuit on behalf of its representative body. The test for associational standing was adopted by the United States Supreme Court in *Hunt v. Washington State Apple Advertising Comm'n*, 432 U.S. 333 (1977). The three-part test under *Hunt* consisted of:

- (a) its members would otherwise have standing to sue in their own right;
- (b) the interests it seeks to protect are germane to the organization's purpose; and
- (c) neither the claim asserted nor the relief requested requires the participation of individual members in the lawsuit. *Id.*

The Defendant does not dispute the second and third standard which leaves it to the general standing principles as follows:

“(1) distinct and palpable; (2) fairly traceable to defendant’s actions; and (3) substantially likely to be prevented or redressed by the grant of the requested relief. *Wexler*, 211 Ill. 2d at 23.” *Ill. Rd. & Transp. Builders Ass’n v. Cnty. of Cook*, 2021 IL App (1st) 190396 (Ill. App. 2021)

The County argued that Plaintiffs lack standing as it is purely speculative whether Plaintiffs would actually receive any contracts or benefit from projects related to the transportation tax funds. However, the appellate court agreed with Plaintiffs stating:

“To be sure, standing cannot be founded on a “highly attenuated chain of possibilities.” *Clapper v. Amnesty International USA*, 568 U.S. 398, 410 (2013). But neither is certainty required. Particularly when the injury to a plaintiff is the loss of opportunity to obtain a benefit due to the government’s failure to perform a required act—here, sequestering transportation funds—it is rarely possible to know with any confidence what might have happened, had the government performed that act, much less what precisely will happen in the future if the improper conduct is corrected. If such certainty were required,

the doctrine of standing would substantially reduce, if not altogether eliminate, entire categories of lawsuits. And, as we explain below, that is not how we read the case law.” *Ill. Rd. & Transp. Builders Ass’n v. Cnty. of Cook*, 2021 IL App (1st) 190396 (Ill. App. 2021)

Plaintiffs’ complaint, as transportation-related businesses, is greater than any complaint common to the general public and has sufficient standing. *Id.*

The Language of the Amendment is Plain and Unambiguous

The County additionally argued that the Amendment is ambiguous, and that extrinsic evidence is necessary to properly interpret the amendment. “[I]f a [provision] is capable of being understood by reasonably well-informed persons in two or more different ways, the statute will be deemed ambiguous.” *Solon v. Midwest Medical Records Ass’n*, 236 Ill. 2d 433, 440 (2010). If the court does not deem the Amendment ambiguous, then the court has no reason to look to extrinsic sources to determine the interpretation. *Illinois Road and Transportation Builders Association, et al., v. The County of Cook*, 2022 IL 127126. The County contends that certain sponsors of the Amendment agreed that the Amendment was ambiguous and that it was not intended to apply to home rule-taxes. However, the court need not look to such legislative intent gleaned from extrinsic sources should the court find that the plain meaning is unambiguous:

“The plain language of a provision “remains the best indication” of intent. *In re Marriage of Dynako*, 2021 IL 126835, ¶ 14. The County attempted to create ambiguity by discussing these extrinsic sources at the outset of its brief. However, “[w]here the language is clear and unambiguous, we must apply the [provision] without resort to further aids of statutory construction.” *Andrews v. Kowa Printing Corp.*, 217 Ill. 2d 101, 106 (2005).

Finding Plaintiffs had associational standing and that the funds generated under the Transportation Taxes were properly subject to the Amendment, the Illinois Supreme Court reversed the circuit court’s dismissal of the complaint, remanding the case for further proceedings consistent with its opinion.

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Illinois Township Association of General Assistance Caseworkers

By Mary Jo Imperato

President, ITAGAC



SANDY LEITH from the Department on Aging presenting on Medicare and Medicaid at the General Assistance Caseworkers Association Conference in April.

AS GENERAL ASSISTANCE CASEWORKERS it is important to have access to available resources in order to assist residents resolve their financial crisis. When meeting with residents often times the amount of the emergency exceeds the maximum emergency assistance grant amount offered through their township. Salvation Army is a great resource to coordinate benefits in order help residents alleviate their financial crisis. With a maximum grant benefit of \$600 coordinated with your township grant will help resolve larger balances allowing residents to alleviate their emergency and sustain moving forward.

Salvation Army also offers townships the opportunity to be a liaison site where residents can apply in the convenience of the township office when they apply for emergency assistance.

The Salvation Army is an organization that helps families worldwide seeking the help with basic life necessities including food and shelter. The Salvation Army

provides the following support services: Adult Rehabilitation, Veterans Affairs Services, Prison Ministries and Elderly Services. They also provide services for Children and Families that include Hunger Relief, Housing and Homeless Services, Holiday Program Assistance as well as Youth Services.

If you are interested in learning more about becoming a Liaison Site contact your local Salvation Army Corps Center for more information or visit: www.salvationarmyusa.org.

Thank you to the many Townships that attended the first annual conference of the General Assistance Caseworkers. More than 80 were in attendance learning more about current available resources. If you are interested in receiving a copy of the presentations from the conference please email Angela Scaggs at ascaggs@troytownship.com.

Please watch *Perspective* magazine for more information on upcoming workshops.

The Association makes every effort to present on topics relevant



RODRIGO CARRILLO from the Illinois Housing Development Authority presenting on the newly opened Mortgage Assistance Program at the General Assistance Caseworkers Association Conference in April.



HEATHER GREINER from the Department of Human Services presenting on SNAP as well as other available programs at the General Assistance Caseworkers Association Conference in April.

to our work. If there is an organization or topic you would be interested in hearing about, please let us know.

Thank you for all you do to assist residents in need. Please stay healthy and safe.



By Tina Houdek

President, AITCOY

A Message from the President

BY THE TIME you are reading this, school is out, and summer is around the corner. The youth in our communities are ready for some summer fun and with some normalcy resuming with the pandemic there are more opportunities to do this during the summer months. The AITCOY executive committee members did make a decision to cancel the Annual Summer Olympics again this summer that is typically scheduled for July. Again, this has not been an easy decision but with the planning for this event starts early in the year and at that time, Omicron took over. With the uncertainty and the utmost concern for the safety of our youth, AITCOY had made the decision early on to postpone this for another year.

There is still time to submit your application for the post-secondary scholarship for graduate students with studies in social work, counseling, parks and recreation, human services and other degrees related to youth and families. The 2022 Sandra Koscielniak Graduate Scholarship Application deadline is September 16, 2022. Please feel free to share our website link to those you know who could benefit from this. The applications and instructions are located on our website at www.aitcoy.org.

AITCOY continues to offer opportunities for professional development, networking and resources for program development and evaluation. We are still in the planning process, but our next virtual workshop is scheduled for August 25, 2022. Please continue to view our website for further information.

Have a safe summer!

Tina Houdek

Did You Know?

Did you know that June is National Say Something Nice Month? A simple compliment can leave one smiling all day. A recognition of hard work can lead one to feel confident in their role. If we feel good as adults when we hear nice things, why not pass that on to our children? A great way to promote confidence and self-esteem in your child is to remind them of all the wonderful things you see in them.

Maya Angelou's famous statement is "people will forget what you said, people will forget what you did, but people will never forget how you made them feel." If we spread positivity and kindness to our children, we are contributing to them growing up feeling important and loved. They may not remember the exact words over time, but the feeling that is associated with it may last a lifetime.

National Today suggests great positive comments are acknowledging an accomplishment, recognizing a personality trait, or thanking someone. Some examples of nice things you may say to your child are:

"I'm proud of you"

"You did a great job"

"You are important to me"

"I trust you"

"I believe in you"

"I love you"

"I love spending time with you"

Remember: You are a role model to your children. Help them build their inner confidence and teach them nice things to say to others, by saying nice things to them!



By Marlou Eckert, Mary Heberer & Karen Witte

Millstadt Township

Help Isolated Seniors Stay Connected

Telephone reassurance programs are a great option

MILLSTADT TOWNSHIP'S Telephone Reassurance Program was developed to provide a friendly phone call to its local senior citizens. Calls may be placed daily, weekly or monthly based on the needs of our senior community. The focus of our program is to check on individuals, and to provide positive communication as a way to alleviate feelings of anxiety, isolation, loneliness and depression.

According to a 2020 American Association of Retired Persons (AARP) survey, two-thirds of American adults feel socially isolated. Retirement, death of friends and family, or a lack of mobility, contribute to this feeling of loneliness and isolation. The past two years of COVID have added to this feeling of remoteness for many seniors in our rural community.

As members of the Millstadt Township Senior Center, our participation in the Telephone Reassurance program has been incredibly rewarding. In conversations with seniors, we have found that they just want someone to talk to and listen to them. We talk about anything and everything. Our discussions include topics about health, food requests, family, holidays, scheduling transportation, weather, finding housekeepers to do light housekeeping, gardening, television programs, and in the past two years—helping to schedule COVID vaccines.

We live in a small, rural community where we support and take care of one another. If our seniors need something, there is always someone who will step up. This may include rides to the beauty shop, a trip to the veterinarian or to the local grocery store for a gallon of milk (or their favorite beverage). In a recent phone call, one of callers spoke to a woman who had just lost her husband. She began crying and the caller apologized for upsetting her. She then asked the senior to share something about him. The senior began to talk all about what a kind man and wonderful husband and father he was and how much she missed him. Her family and the volunteer caller



MILLSTADT TOWNSHIP Senior Services Building

encouraged her to become involved in activities at our Senior Center so she wouldn't be so lonely.

Other Townships should consider starting a program like this. A simple phone call to check in may not seem to be much, but for some people it could be the most important part of their day. If anyone would like more information about how Millstadt Township runs their program, please feel free to contact Patty Evansco, the Executive Director of Millstadt Township Senior Services: (618) 476-3731

ITASCSC can support you in developing or launching programs in your communities for all sizes. ITASCSC members represent a variety of townships in size and scope. Membership is \$75 per year and includes many benefits. If you would like more information about the ITASCSC (Illinois Township Association of Senior Citizen Services Committees), visit www.itascsc.net. As a member, you'll gain access to members-only resources and the opportunity to work alongside a great network of professionals serving older adults. We'd love to have you join this dynamic and growing group!

News From Around the State

Moline Township Holds Inaugural Easter Egg Hunt

Saturday April 9th the Moline Township (Rock Island Co.) held its Inaugural Easter Egg Hunt at noon.

There were over 850 eggs hidden throughout Stephens Square Park directly behind the Township Building.

There were also several raffle items and prizes. As a special treat, take home snack bags were handed out while supplies lasted.

While there was no official count taken of the participants it was estimated at over 200. This represented all ages. The hunt started promptly at noon and was very exciting. It was nice to see the park alive with townspeople and their children. The Easter

Bunny also appeared and provided a meet and greet for the children as well as a photo opportunity. Even the Township Officials got in on the photo opportunity with the Easter Bunny. Some children arrived late and missed out on the hunt, so Township Supervisor, Bonnie Johnson got on the microphone and asked for others who had extra eggs to share with those that didn't get any. To everyone's surprise they saw several people "give up" their eggs for the ones that didn't have any. It was a touching moment to realize that the event did move and bring people together.

This first event was successful, and Moline Township is evaluating how they can make next years an even bigger event.



MOLINE TOWNSHIP Supervisor Bonnie Johnson, Moline Township Trustee Stacie Early with child, Easter Bunny, Moline Township Activity Center Director Roxann Adamson, Moline Township Assessor Derek Devers, and Moline Township Clerk Theresa Oak.



ATTENDEES at the Moline Township Inaugural Easter Egg Hunt!



Township and Road District Checklist

2022 Township Calendar

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.

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

06/30/22	Budget Hearing & Adoption*	50 ILCS 330/3 605 ILCS 5/6-501	Last day to conduct budget hearings and adopt township and road district budgets. Budgets may be adopted before or during the first quarter of the fiscal year. (Do not adopt at the annual town meeting.) The township budget may be adopted at the public hearing. The road district budget shall be adopted at the public hearing.
07/30/22	Budget Filing*	35 ILCS 200/18-50	Last day to file certify budget and revenue sources with county clerk if budget is adopted at end of June. Must be filed with county clerk within 30 days of adoption. Therefore, filing deadline varies with the date of adoption. Clerk certifies the budget and supervisor certifies the revenue sources.
09/27/22	Fiscal Responsibility Report Card*	35 ILCS 200/30-30	Last day to file Fiscal Responsibility Report Card; shall submit within 180 days of the conclusion of the fiscal year. The Annual Financial Report meets this requirement. See reference above.
09/27/22	Comptroller's Report*	50 ILCS 310/3 50 ILCS 310/6	Last day to file Annual Financial Report with state comptroller's office and county clerk. Must be filed within 6 months from end of fiscal year. The report also serves as the Fiscal Responsibility Report Card.
09/30/22	Annual Treasurer's Report Completed*	30 ILCS 15/1	Last day for the supervisor to prepare combined Annual Treasurer's Report for township and road district. Report must be completed within 6 months from end of fiscal year, sworn to and filed with county clerk.
09/30/22	Annual Treasurer's Report Published*	30 ILCS 15/2 60 ILCS 1/70-30	Last day to publish Annual Treasurer's Report in an English language newspaper. Must be published within 6 months from end of fiscal year and filed with county clerk's office. Supervisor must provide each board member with copy of report as soon as possible after filing. However, such publication requirement shall not apply to any county funds or county offices or funds or offices of other units of local government when an audit of such funds or offices has been made by a certified public accountant and a report of such audit has been filed with the appropriate county board or county clerk and a notice of the availability of the audit report has been published one time in an English language newspaper published in the town, district or municipality in which that public officer holds his or her office, or, if no newspaper is published in such town, district or municipality, then in a newspaper printed in the English language published in the county in which that public officer holds his or her office. The notice of availability shall include, at a minimum, the time period covered by the audit, the name of the firm conducting the audit, and the address and business hours of the location where the audit report may be publicly inspected.

* Assumes fiscal year begins April 1

09/30/22	Audit	50 ILCS 310/6 60 ILCS 1/80-20	Last day for townships to file CPA audit with state comptroller's office and county clerk. Townships receiving revenues of \$850,000 or more for a fiscal year, exclusive of road district funds, must have CPA audit within 6 months from end of fiscal year. Townships receiving revenues of less than \$850,000 for a fiscal year, exclusive of road district funds, may have a 3-member independent audit committee instead of CPA audit. Committee audit must be filed with county clerk within 6 months from end of fiscal year. CPA audit required at end of supervisor's term or if vacancy occurs anytime in the position of supervisor.
09/30/22	Audit	50 ILCS 310/6	Last day for road districts to file CPA audit with state comptroller's office and county clerk. Road districts receiving revenues of \$850,000 or more for a fiscal year must have a CPA audit within 6 months from end of fiscal year.
12/06/22	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.
12/20/22	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.
12/27/22	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

Check Your Inbox!

Make Sure You Are Receiving TOI Emails

Now more than ever, it is critical for TOI member township officials to receive important emails and updates from the Association. If we don't have your email address on file or you aren't receiving our emails, you are missing important updates impacting your township/road district, as well as legislative alerts, and confirmations and guidance on attending TOI's online educational events.

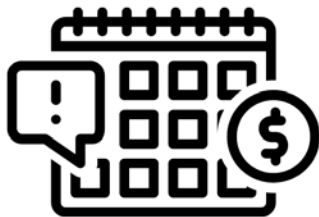
To provide your email address, or ensure we have the correct email address, call 866-897-4688, email pam@toi.org or kayla@toi.org, or go to <https://www.toi.org/about-us/update-contact-information/>. We sometimes hear that emails sent from TOI end up in your junk email. Please be sure to check your junk email in case these important emails are going there. If they are, sometimes you can remedy the issue by "unjunking them" or marking the email as "safe" and then future emails will go to your inbox.

If you are still not receiving TOI's emails, please feel free to contact us.

TOI Membership Dues



TOI Membership Dues were sent out in mid-May to Township Supervisors. If your township has not received the Dues Statement for the 2022-2023 year, please contact the TOI Office at (217) 744-2212.



A 5% late-charge for all payments received after September 1, 2022.

60" Brush Cutter

Attention: All Township Officials

Larry Heuerman Trucking

Montrose, IL 217-924-4207 Cell 217-663-0552

Cut Limbs up to
6" - 8" in Diameter

Cut Ditches with
A 22" cut

20 Foot Reach
From Tractor

Cut Brush & Limbs
On Overgrown
Roadways and Ditches

**\$160/hour. Available on a
Day, Week, or Month basis
(includes operator)**



Tired of patching old roads over and over?

Especially your roads that are worn out or have heavy traffic?
Then why don't you consider stabilizing your roads?

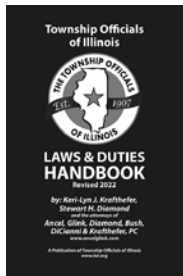
Depending on road width, pricing will average around \$4,000 per mile. The more miles you have, the less expensive it will be.
This is our machine and will be operated by our workers.

Don't wait until the last minute!

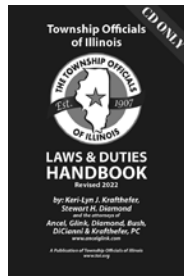
Make your reservation for this machine in April or May before the busy season hits!

TOI Bookstore

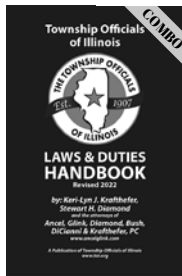
<https://my.toi.org/toi-store>



2022 Laws & Duties
\$35



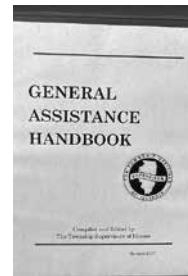
2022 Laws & Duties CD
\$30



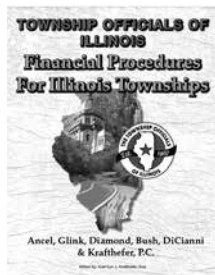
2022 Laws & Duties
Combo
\$30



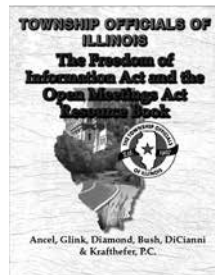
Emergency Assistance
Handbook
\$40



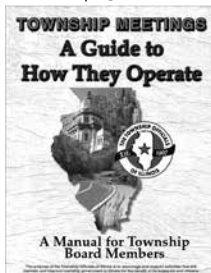
General Assistance
Handbook
\$150



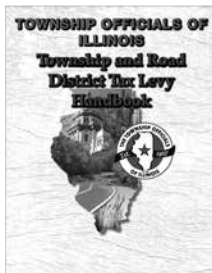
Financial
Procedures for
Illinois Townships
\$15



FOIA & OMA
Resource Book
\$15



Township Meetings: A
Guide to How They
Operate
\$15



Township and Road
District Levy Handbook
\$15



What's My Job?
\$5

Clerks Handbook

- Handbook & Thumb Drive - \$50
 - Thumb Drive only - \$25
- Mail form and check to:*
Katy Dolan Baumer
Hanover Township Clerk
250 S. State Route 59
Bartlett, IL 60103

Questions? Call Clerk Katy at (312) 215-5577 or e-mail her at kdolanbaumer@hanover-township.org

Township: _____

County: _____

Clerk's
Name: _____

Best
Phone: _____

E-mail
Address: _____

Street
Address: _____

City: _____ Zip: _____

E-mail address is essential in order to receive timely updates and other information.

Like us on Facebook! Visit us at TOI.org.

The TOI Bookstore is now exclusively online! Visit our website to find more details on these publications, prices, and discounts! Questions can be sent to the TOI office via phone (217) 744-2212 or via email kayla@toi.org

In Memoriam



Susan M. Curtiss, 72, of Pontiac died May 8. She was currently serving as Supervisor of Esmen Township (Livingston Co.). Susan was on the TOI Board since 2005; she served as TOI Secretary (2015-2016), she served as TOI Treasurer (2016-2017), and TOI Second Vice President (2017-present). Susan also served as the Township Supervisors of Illinois President 2016-2018, and served as the GATI Chairperson and GATI Instructor.

Delores Busz, 97, of Peotone died April 14. She was a former Township Clerk of Will Township (Will Co.).

Robert DeBoever, 76, of Geneso died April 18.

He was a former Trustee of Geneseo Township (Henry Co.).

Don Clark, 90, of Jewett died February 1. He was currently serving as Trustee of Woodberry

Township (Cumberland Co.).

Deacon "Bill" Gray, 83, of Hamilton died April 4. He was a former Trustee of Montebello Township (Hancock Co.).

Chuck Mockbee, 74, of Danville died February 23. He was currently serving as Assessor of Blount Township (Vermilion Co.).

Jill Ryan, 56, of Island Lake died March 31. She was a former Trustee of Wauconda Township (Lake Co.).

Judy Taylor, 78, of Brook, Indiana died March 30. She was a former Trustee of

Washington Township (Will Co.).

Fred "Bud" Thoman, 100, of Bloomington died April 29. He was a former Trustee of Bloomington Township (McLean Co.).

Wilbert Wernecke, 89, of Addieille died March 27. He was a former Trustee of Plum Hill Township (Washington Co.).

Francis Wozniak, 88, of Lemont died March 28. He was a former Trustee of Lemont Township (Cook Co.).



Township

CLASSIFIEDS

Visit <https://www.toi.org/Township-Perspective/Township-Classifieds/>

FOR SALE BY MENOMINEE TOWNSHIP:



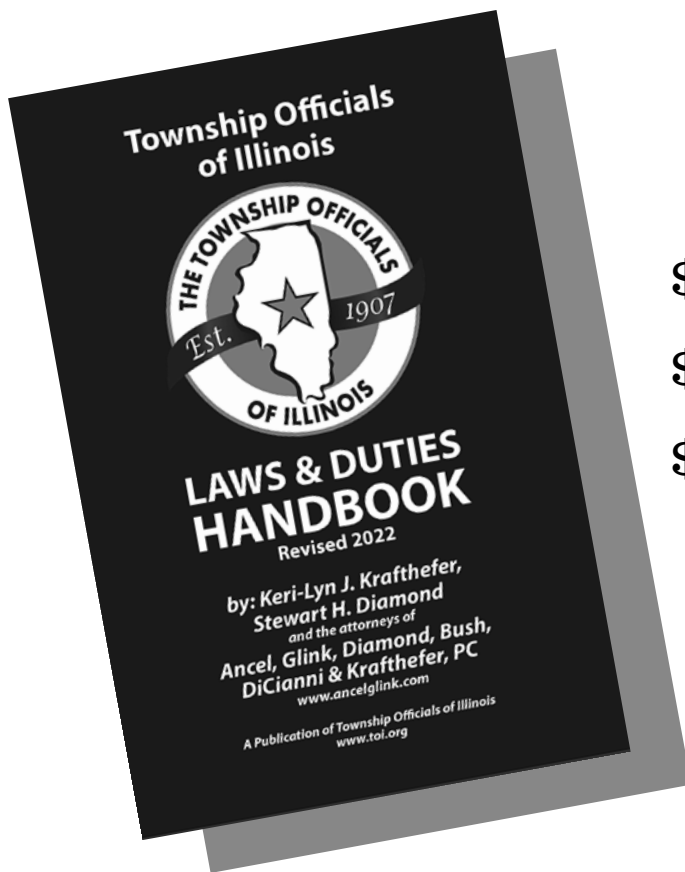
1970 Galion 160 grader series B with 7400 hours. Please make offer to Eldie at 563-451-5094.

FOR SALE BY MENOMINEE TOWNSHIP:



V plow is a Baker with 29 inch Hastings style hitch. Please make offer to Eldie at 563-451-5094.

Have you ordered your copy of the 2022 Laws & Duties Handbook?



\$35 single copy, \$30 2 or more

\$45 for book & CD combo

\$30 for single CD

The **Revised 2022 Edition of the Township Officials of Illinois *Laws and Duties Handbook***, a valuable resource for township officials, is out now!

The revised Township Officials of Illinois Laws and Duties Handbook helps officials perform their duties as township officials. EVERY township official should have their own copy of this handbook!



3-POINT RULE:

Always maintain three points of contact (two hands and a foot, or two feet and a hand) with equipment or vehicle.

Don't give safety the slip.

Falling while getting in or out of truck cabs or heavy equipment can cause serious injuries. Likewise, jumping from equipment onto uneven ground or objects causes knee, ankle and back injuries. By simply following the 3-point rule, your workers will significantly reduce slips and falls on the job.

TOIRMA offers free online safety training to its members. Call us toll-free or visit our website to learn more.



**PARTNERING
WITH TOWNSHIPS**

(800) 252-5059 ext. 1139 • toirma.org

CLAIM REPORTING HOTLINE (844) 562-2720