


**OVERVIEW OF TOWNSHIP
GOVERNMENT:
A DEEP DIVE INTO DUTIES &
RESPONSIBILITIES**


TOWNSHIP OFFICIALS OF ILLINOIS
2019 ANNUAL CONFERENCE

JEFFREY R. JURGENS &
GREGORY E. MOREDOCK
SORLING NORTHROP
JRJURGENS@SORLINGLAW.COM
GEMOREDOCK@SORLINGLAW.COM
(217) 544-1144



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TOWNSHIP GOVERNMENT



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TOWNSHIP FUNCTIONS


- Statutory Duties
 - General Assistance
 - Assessment of Real Property
 - Maintain Roads
- Community Link
 - Senior Citizen Programs
 - Youth Programs
 - Transportation Programs
 - Assistance to the Disabled
 - Parks and Recreation
 - Health Services
 - Cemeteries



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TOWNSHIP FUNCTIONS


EVALUATE THE NEEDS OF YOUR TOWNSHIP



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TOWNSHIP FUNCTIONS


Food Pantries – Transportation Programs – Abating Nuisances – Abandoned Vehicles – Disaster Relief – Mental Health Services – Alcohol & Drug Rehabilitation Programs – Police & Fire Contracts – Recycling Programs – Senior Services – Recreation Activities – Youth Programs



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TOWNSHIP FUNCTIONS SUPERVISOR


<p>Township Supervisor</p> <ul style="list-style-type: none">• CEO of the Township• Member of and Chairman of the Township Board• Supervisor of General Assistance• Road District Treasurer <p><u>Specific Authority:</u></p> <ul style="list-style-type: none">• Hire general assistance employees• Appoint attorney (with advice and consent of Township Board)	<p><u>Duties</u></p> <ul style="list-style-type: none">• Receive and pay out monies in the townships for defraying township charges• Keep accounts and receipts• Prepare and file annual financial report and treasurer's report
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TOWNSHIP FUNCTIONS TOWNSHIP BOARD

<p><u>General Purpose</u></p> <p><i>The board of township trustees implements and carries out orders prescribed for it by the electors assembled at a township meeting as well as other specific statutory functions.</i></p>	<p><u>Statutory Duties</u></p> <ul style="list-style-type: none">• Approve bills• Adopt rules to govern meetings• Hire township employees• Declare vacancies• Approve insurance contracts• Approve budget• Approve tax levy
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TOWNSHIP FUNCTIONS TOWNSHIP CLERK

<p><u>Clerk's Duties</u></p> <ul style="list-style-type: none">• Clerk of the Township Board• Only votes in case of tie to fill a vacancy• Can appoint a deputy if approved by the Township Board• Ex-officio clerk of the Road District• Custodian of the records	
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TOWNSHIP FUNCTIONS HIGHWAY COMMISSIONER / ASSESSOR

<p><u>Road District</u></p> <ul style="list-style-type: none">• Submit all warrants, bills and orders for payments to township board• Purchase or lease construction and maintenance equipment• Set personnel policies (required if 5 or more employees)• Submit budget (subject to township board approval)• Set tax levy (township board must approve)• Not a member of the township board	<p><u>Assessor</u></p> <ul style="list-style-type: none">• Assess property• May appoint employees and set employment policies (required if 5 or more)• Submit budget (subject to township board approval)• Not a member of the township board
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TOWNSHIP FUNCTIONS ELECTORS

Electors

- Power to take all necessary measures and give direction to the township board for the exercise of the township's corporate powers.

Article 30 Powers

- Sale, conveyance, regulation and use of property
- Police & Fire
- Authorize IMRF Application
- Advisory referenda questions
- Trees, fences & animals



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TOWNSHIP FUNCTIONS ELECTORS



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TOWNSHIP OPERATIONS: SEPARATE BUT ONE



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**TOWNSHIP OPERATIONS:
SEPARATE BUT ONE**

KEYS TO SUCCESS

- Understanding Your Role
- Interaction Between Township Officials
- Working Together
- Common Goals & Objectives



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**TOWNSHIP OPERATIONS:
SEPARATE BUT ONE**



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**TOWNSHIP OPERATIONS:
SEPARATE BUT ONE**

KEYS TO FAILURE

- Power Struggles
- Public Attacks
- Personal Attacks
- Smearing other officials in the press
- Forgetting the Electors
- Not following the law



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**COMMON ISSUES:
PROPERTY**


**Buying, selling, regulating, use
of township property...**



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**COMMON ISSUES:
REAL PROPERTY**

- Electors Control
- Specific Statutory Procedures (Section 30-50)
 - Sale or Lease of Real Property
 - Electors adopt a resolution
 - Intent to sell
 - Size, use and zoning of property
 - Conduct of sale
 - Appraisal (on file)
 - Publish resolution
 - Bids opened by clerk
 - Accept high bid as long as at least 80% of the appraised value



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**COMMON ISSUES:
PERSONAL PROPERTY**


Personal Property



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COMMON ISSUES: PERSONAL PROPERTY

- **Township Code:** Anytime during the year, the township or township road district may lease or sell personal property by a vote of the township board or request of the township highway commissioner.
- **Options**
 - Bidding
 - Accept the high bid or any other bid in the best interests of the township.
 - Public Auction (licensed auctioneer)
 - Internet Auction
- **Personal Property Sale Notice**
 - Published in newspaper
 - Posted
 - Information on bidding (if applicable)
- **Exceptions**
 - Trade-in of equipment
 - Declare surplus and sold to another governmental body



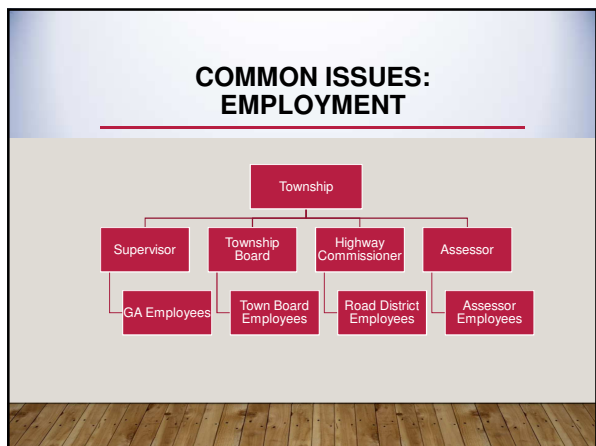
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COMMON ISSUES: EMPLOYMENT

- **Employment Issues**
 - Who hires who?
 - Who controls who?
- **Personnel Manuals**



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**COMMON ISSUES:
PUBLIC RECORDS**

**WHAT DO WE DO WITH ALL OF
THESE DOCUMENTS??**



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**COMMON ISSUES:
PUBLIC RECORDS**

- Local Records Retention Act
 - Must obtain approval for destruction of public records
 - Class 4 Felony to destroy public records without authorization



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**COMMON ISSUES:
COMPLYING WITH FOIA & OMA**



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COMMON ISSUES: COMPLYING WITH FOIA & OMA

OMA: Quick Tips

- Two trustees can discuss township business, but more than two = **MEETING**
- 48 hours continuous notice for posting agenda
- Be descriptive on your agenda
- Don't forget semi-annual review of closed session meeting minutes

FOIA: Quick Tips

- E-mails subject to FOIA
- Respond within 5 days
- Don't forget to include appeal language
- Keep copies



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COMMON ISSUES: COMPLYING WITH FOIA & OMA


TRAINING REQUIREMENTS



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COMMON ISSUES: COMPLYING WITH FOIA & OMA

Public Comment



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**COMMON ISSUES:
COMPLYING WITH FOIA & OMA**



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**COMMON ISSUES:
VACANCIES IN OFFICE**

- What Creates a Vacancy?
 - Resign
 - Move out of Township
- How are vacancies filled?
 - Filled by Township Board (within 60 days)
 - If not filled within 60 days, electors fill at special town meeting
 - Must be same political party



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**COMMON ISSUES:
POLICIES**

GOT POLICIES?



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QUESTIONS

Jeffrey R. Jurgens
Gregory E. Moredock

Sorling Northrup
Phone: (217) 544-1144
Email: gemoredock@sorlinglaw.com
www.sorlinglaw.com

