

THE TOWNSHIP OFFICIALS OF ILLINOIS  
township

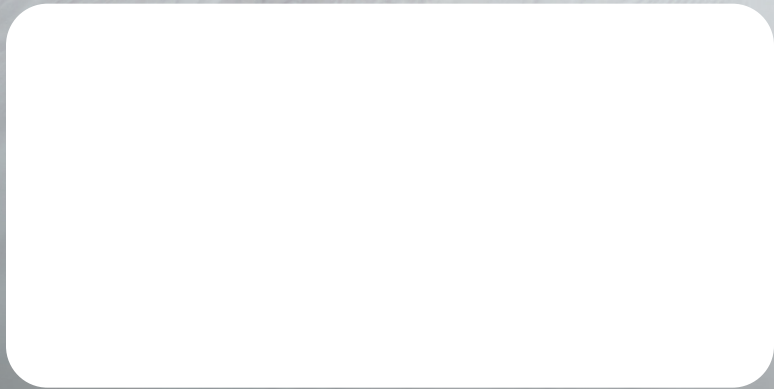
# Perspective

May 2024

TOWNSHIP

# EMPLOYMENT

## ISSUES







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**Township Officials of Illinois**  
**Volume 26 • Number 4**



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**Executive Director/Publishing Editor:** Jerry B. Crabtree, jerry@toi.org  
**Director of Member Services:** Brad Ruppert, brad@toi.org  
**Managing Editor:** Kayla Jeffers, kayla@toi.org  
**Office Manager:** Teresa Ruenger, 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 \$50.00 per year. Single issues are \$5.00.

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

**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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THE TOWNSHIP OFFICIALS OF ILLINOIS

**township**  
**Perspective**

Volume 26 • Number 4 May 2024



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Union Grove Twp., Whiteside Co.  
Deanna Wilkins  
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## UPCOMING EVENTS

### May

May 10 Q&A Day  
May 15 Lunch & Learn Webinar - Township Budgeting 101  
May 23 Virtual District Event  
May 27 TOI Closed (Memorial Day)

### June

June 05 District Event - Normal  
June 07 Q&A Day  
June 19 TOI Closed (Juneteenth)  
June 28 Professional Development Day 2

### July

July 04 TOI Closed (Independence Day)  
July 09 District Event - Mt. Sterling  
July 17 Lunch & Learn Webinar  
July 30 Township Election Seminar

### August

Aug. 16 TOI Q&A Day  
Aug. 21 Lunch & Learn Webinar  
Aug. 27 District Event - St. Charles

### September

Sept. 05 Professional Development Day 3  
Sept. 13 Q&A Day  
Sept. 18 Lunch & Learn Webinar  
Sept. 26 District Event - Wood River

### October

Oct. 9 Lunch & Learn Webinar

### November

Nov. 11-13 Annual Educational Conference





# Employment Issues in Township Government

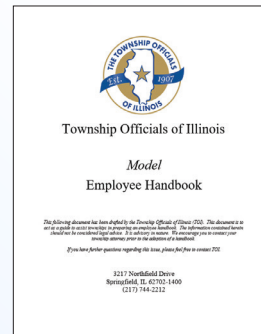
Jerry B. Crabtree

TOI Executive Director

So, the theme for the cover of this issue is **Employment Issues in Township Government**. How prepared is your township for employees? No matter how many employees you have or even just elected officials, it is more important today than ever to have adopted Human Resources policies covering the benefits and expectations and conduct with everyone involved with the administration of your individual township government entity.

With the recent passage of the Paid Leave for All Workers Act (PLAWA) in 2023, you are required to track hours worked for all employees. It is important to note that case law defines that an elected official is NOT AN EMPLOYEE in any capacity. Therefore, the PLAWA requirements are not applicable to elected township officials. If you need a formal legal opinion on this issue, we recommend that you contact your Township Attorney.

The PLAWA act also encourages the adoption of a



personnel or HR manual for your employees. We have a sample HR manual available in the MEMBERS ONLY SECTION of the TOI website for your convenience. This sample manual is updated to include the new requirements of the PLAWA. Please note that one manual can be adopted for the entire (Township/Road District/Assessors) office, or they can individually be adopted.

With all the recent changes to employment in addition to the adoption of the salary resolution for all elected township officials in November of this year for the next four (4) year term, we encourage each township to review its policies and make changes where applicable to be efficient and effective on all employee related issues.

## Elected Official Salary Setting Information

(60 ILCS 1/65-20)

Sec. 65-20. Road district treasurer; new township; multi-township officers.

(a) Compensation of township officers shall be set by the township board at least 180 days before the beginning of the terms of officers, including compensation of the road district treasurer, which shall be not less than \$100 or more than \$1,000 per year. Compensation of a township assessor and collector shall be set at the same time as the compensation of the township supervisor. Compensation of a multi-township assessor shall be set at least 150 days before his or her election.

(b) The compensation to be paid to each officer in a new township established under Section 10-25 shall be determined under this Section by the township board of the township the whole or a part of which comprises the new township and that has the highest equalized assessed valuation (as of December 31, 1972) of the old townships that comprise the new township.

(c) At least 150 days before the election of multi-township officers, the multi-township board may establish additional pay of those board members for their services in an amount not to exceed \$25 per day for each day of services.

(d) For the first term of a township consolidated or merged under Article 22 or 23, compensation for township officers of the consolidated or merged township shall be set by the Transition Township Board no later than the first day in April before the consolidated election at which the township officers are to be elected.

(Source: P.A. 100-107, eff. 1-1-18.)

(60 ILCS 1/65-25)

Sec. 65-25. Township assessor compensation. The township assessor shall receive for his or her services as assessor a sum as provided in the Property Tax Code as full compensation for services performed by township assessors in making assessments of property.

(Source: P.A. 88-62; 88-670, eff. 12-2-94.)



# EXECUTIVE DIRECTOR

The implementation requirements of the PLAWA regarding time keeping are not new. State law already requires you to track employee hours and keep them on file. This new law clarifies the necessity of keeping such records.

The association works diligently to provide you with educational resources for these and other important

issues to make your townships accountable and efficient. Please remember to check out our program agendas and attend one that meets your needs.

*Jerry B. Crabtree*

[jerry@toi.org](mailto:jerry@toi.org)



## 2024 Education Events

**SIGN UP TODAY!**



REGISTER AT TOI.ORG



2024 Winner



2024 Runnerup

Cover Photo

# CONTEST

**Criteria Photo Contest :**

- 01. Township Related
- 02. Your Own Photo
- 03. Brief Story of Importance

Submit to  
[kayla@toi.org](mailto:kayla@toi.org) by  
August 1, 2024

**TAKE A CHANCE TO BE  
FEATURED**

**ON THE SEPTEMBER  
2024 COVER**

Runner-ups will be featured inside

# EDUCATION

# EVENTS AGENDA



## DAY PROGRAM EVENTS

8:00 AM - 3:00 PM

**JUNE 5 NORMAL**

Normal Activity and Recreation Center  
600 E Willow Street, Normal, IL 61761

**JULY 9 MT. STERLING**

KC Hall  
Quincy Road, Mt. Sterling, IL 62353

**AUGUST 27 ST. CHARLES**

Clarke Mosquito Control and Management  
675 Sidwell Court, St. Charles, IL 60174

8:00 AM	Registration
8:30 AM	Program Introduction Pledge of Allegiance Opening Comments, <i>Chris Kain, TOI President</i> Welcome, <i>Jerry B. Crabtree, TOI Executive Director</i> Comments, <i>Jim Donelan, TOIRMA Executive Director</i>
9:00 AM	Cyber Security - <i>Jeff Reiter, RWK IT Services</i>
10:00 AM	Break
10:15 AM	Township Website Program - <i>Dennis Poshard, Arthur Agency</i>
10:30 AM	Townships Working Together - <i>Bryan Smith, TOI Consultant</i>
11:45 AM	Lunch
12:30 PM	Comptroller Reporting Requirements - <i>Rosanna Flores-Barbado, Illinois Comptroller's Office</i>
1:30 PM	Breakout: Program 1 Elections; Township Board Packets; Record Retention - <i>Clerks Division - Lightning Round</i> Program 2 Paid Leave for All Workers Act - <i>Keri-Lyn Krafthefer, Ancel Glink</i>
2:30 PM	Ask a Township Official - Panel
3:00 PM	Adjourn

## EVENING PROGRAM EVENT

5:30 PM - 8:00 PM

**SEPT. 26 WOOD RIVER**

Wood River Township Community Room  
49 S. 9th Street, East Alton, Illinois 62024

5:30 PM	Registration
6:00 PM	Program Introduction Pledge of Allegiance Opening Comments, <i>Chris Kain, TOI President</i> Welcome, <i>Jerry B. Crabtree, TOI Executive Director</i> Comments, <i>Jim Donelan, TOIRMA Executive Director</i>
6:15 PM	Paid Leave for All Workers Act - <i>Jerry B. Crabtree</i>
7:30 PM	Questions & Answers Session
8:00 PM	Adjourn





# Employment Questions and Answers

Brad Ruppert

Director of Member Services

As we inch closer to the mid-point of 2024, I figure it would be a good time to do an article on the frequently asked questions we get daily at the TOI office. To our loyal readers—if you have seen these questions being answered in the *Township Perspective* too many times to count, I apologize.

I would also like to note that as the Director of Member Services, it is my job to answer questions, and TOI Executive Director Jerry B. Crabtree and I love to hear from our members. There is no such thing as a bad question, and we would much rather you call us to clarify a statute or ask a question than not.

With the cover of this month's *Township Perspective* being Township Employment Issues, I will include a few questions related to that topic. With the new Paid Leave for All Workers Act (PLAWA) going into effect on January 1, 2024, managing township employment has changed a little bit. For more information on PLAWA, please visit [toi.org](http://toi.org) and the Download Center.

With that said, let's answer some frequently asked questions.

**Q:** When an elected or appointed Township Official creates a vacancy, what is the process for appointing a new one?

**A:** If it's a resignation, we recommend requesting a letter of resignation to record in the meeting minutes. The board has 60 days from the date of the resignation (or death) to replace the elected official with (1) someone from the same political party as the outgoing elected official; (2) who has lived in the township for one year; (3) is a registered voter. It is simple board approval of 3 affirmative votes in the initial 60 days. After 60 days, a special town meeting is scheduled and the electors who attend vote. The only requirement not included is political party. Should a tie vote occur, it is the only time a clerk may vote—to break the tie when considering a vacancy. The replacement will receive the same salary and benefits and finish out the term.

**Q:** Does the Paid Leave for All Workers Act grant five (5) days paid leave for township elected officials?

**A:** No, it does not. Elected officials are not considered township employees. No additional days are added to regular employees either. It is a reclassification of time already provided.

**Q:** Does the Township Board have the ability to hire employees to handle and administer General Assistance in the township?

**A:** No. Only supervisors have the ability to hire general assistance employees. 60 ILCS 1/100-5

## Other General Township FAQ's

**Q:** When can salaries for elected and appointed township officials be raised or lowered?

**A:** The Local Government Compensation Act states the compensation of elected officers of townships must be fixed at least 180 days before the beginning of the terms of the officers whose compensation is to be fixed. For the upcoming term, the last day to set salaries is November 2, 2024, for Multi-Township Assessment Districts and November 20, 2024, for all other Township Officials. 50 ILCS 145/2

**Q:** Can a township do business with a company that is owned by an elected or appointed township official?

**A:** It depends. If the township official has a less than 7.5% share in the ownership, you can. If the township official owns more than 7.5% share in the company, the township would be ineligible to do business with said company. 60 ILCS 1/85-45

**Q:** When in the fiscal year can I amend my budget?

**A:** Amending the budget is the same procedure as adopting the original budget—on file for inspection, notice published in a newspaper thirty (30) days before the scheduled hearing; conduct the hearing; and board adopts the amended budget. This can be done anytime in the fiscal year. Even on the last day of the fiscal year. 50 ILCS 330/3

# Lunch & Learn Webinar Series

## **Township Budgeting 101**

May 15, 2024 | 12 PM | 60 Minutes | \$25

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



*Bryan E. Smith is a 6th generation resident of Long Creek Township, Macon County. He is a 1987 graduate of Millikin University. Bryan was employed for 35 years at the Township Officials of Illinois and was named Executive Director/CEO in 1996, only the third person in the Association's over 100-year history to serve in that position. He served for 25 years, the second longest serving CEO for the Association. He also served for 25 years as Editor of the association's magazine, Township Perspective and a former Township Supervisor and Township Clerk. Bryan also served for 25 years representing Illinois on the National Association of Towns and Townships (NATaT) Board of Directors. He retired from the Township Officials of Illinois in 2021 and started BS Consulting where he assists townships and road districts with budgetary issues and various other issues.*

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## **Illinois State Police and Public Corruption Investigations**

July 17, 2024 | 12 PM | 60 Minutes | \$25

The Illinois State Police Special Investigations Unit's investigative priorities are public corruption crimes, and criminal misconduct by elected officials and government appointees at the state, county, and local levels. Public corruption is a breach of the public's trust by government officials who use their office to obtain personal gain. Examples of public corruption crimes include Fraud as it relates to government procurement contracts, Embezzlement, Bribery, Kickbacks, Extortion, Bid-Rigging, and Misuse of Government Funds. This session will give a brief history and overview of the Special Investigations Unit, define public corruption and its impact, share examples of corruption, provide safeguards on how to protect against corruption, and explain how to report public corruption.



*Special Investigations Unit (SIU) - Citizens of Illinois have the right to be represented by public officials without corruption and dereliction. The Illinois State Police was founded on the motto of "Integrity, Service, and Pride" and has adhered to those tenets for more than a century. Because of that unwavering spirit, it is only fitting ISP is the agency responsible for investigating allegations of malfeasance. The Special Investigations Unit within the Division of Criminal Investigation is a cadre of seasoned agents who have statewide jurisdiction and handle a wide range of criminal investigations, including allegations of criminal wrongdoing by elected officials, or criminal acts perpetrated by appointees of a government body at the state and local levels. Cases are referred to the Special Investigations Unit by local agencies, prosecutors, and other public officials. Ultimately, the Special Investigations Unit strives to build public trust in state and local government by conducting comprehensive, objective investigations while encouraging voluntary accountability by those officials elected by the people.*

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## **Motor Fuel Tax**

August 21, 2024 | 12 PM | 60 Minutes | \$25

Learn more about Motor Fuel Tax in this webinar with Kevin Burke.



*Kevin Burke is the Vice President of the Illinois Asphalt Pavement Association. He has been IAPA's Executive Vice President for five years and has more than 25 years of experience in the asphalt industry.*

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*Webinars are convenient, affordable, and interactive.*

*Visit [toi.org](http://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.





# 2024 Virtual Events Registration

\_\_\_ May 23      10:00 am – 2:00 pm

### Agenda

- 10:00 AM      Program Introduction  
Pledge of Allegiance  
Opening Comments, *Chris Kain, TOI President*  
Welcome, *Jerry B. Crabtree, TOI Executive Director*  
Comments, *Jim Donelan, TOIRMA Executive Director*
- 10:30 AM      Townships Working Together, *Bryan Smith, TOI Consultant*
- 11:30 AM      Lunch
- 12:00 PM      Comptroller Reporting Requirements, *Rosanna Flores-Barbado, Illinois Comptroller's Office*
- 1:00 PM      Breakout  
TBD, *Clerks Division*  
Paid Leave for All Workers Act, *Keri-Lyn Krafthefer, Ancel Glink*
- 2:00 PM      Adjourn

County \_\_\_\_\_ Township \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Names & Email of those who will attend (please print clearly):

Supervisor: \_\_\_\_\_

Township Clerk: \_\_\_\_\_

Highway Comm.: \_\_\_\_\_

Assessor: \_\_\_\_\_

Trustee: \_\_\_\_\_

Trustee: \_\_\_\_\_

Trustee: \_\_\_\_\_

Trustee: \_\_\_\_\_

Collector: \_\_\_\_\_

Other/title: \_\_\_\_\_

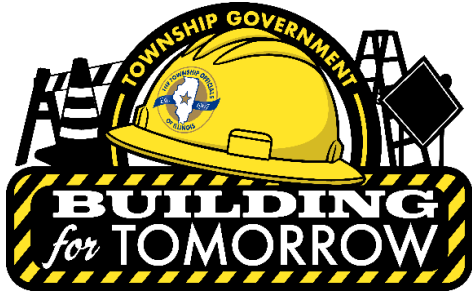
**Registration is \$25 per person.**

\*Please make checks payable to the Township Officials of Illinois; mail to 3217 Northfield Drive, Springfield, IL 62702. Forms may also be emailed to [kayla@toi.org](mailto:kayla@toi.org). If you are paying by credit card, only Visa and MasterCard are accepted:

Name, as it appears on card: \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Exp.: \_\_\_\_\_

# 2024 Education Events Registration



\_\_\_ **JUNE 5    NORMAL (DAY)**  
*Normal Activity and Recreation Center  
600 E. Willow Street, Normal, IL 61761*

\_\_\_ **JULY 9    MT. STERLING (DAY)**  
*KC Hall  
Quincy Road, Mt. Sterling, IL 62353*

\_\_\_ **AUGUST 27    ST. CHARLES (DAY)**  
*Clarke Mosquito Control and Management  
675 Sidwell Court, St. Charles, IL 60174*

\_\_\_ **SEPTEMBER 26    WOOD RIVER (EVENING)**  
*Wood River Township Community Room  
49 S. 9th Street, East Alton, Illinois 62024*

County \_\_\_\_\_ Township \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact person name, email, and phone number:

Names & Email of those who will attend (please print clearly):

Supervisor: \_\_\_\_\_

Township Clerk: \_\_\_\_\_

Highway Comm.: \_\_\_\_\_

Assessor: \_\_\_\_\_

Trustee: \_\_\_\_\_

Trustee: \_\_\_\_\_

Trustee: \_\_\_\_\_

Trustee: \_\_\_\_\_

Collector: \_\_\_\_\_

Other/title: \_\_\_\_\_

**Registration is \$50 per location, per person or \$400/township for up to nine attendees. On-site registration is \$75 per person. No refunds will be given once TOI has confirmed attendance with venue.**

\*Please make checks payable to the Township Officials of Illinois; mail to 3217 Northfield Drive, Springfield, IL 62702. Forms may also be emailed to [kayla@toi.org](mailto:kayla@toi.org). If you are paying by credit card, only Visa and MasterCard are accepted:

Name, as it appears on card: \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Exp.: \_\_\_\_\_



# 2024 Professional Development Course 2

## QuickBooks Foundations for Townships

The TOI Education Program is pleased to offer several Professional Development Courses in 2024 for township officials and staff. The second program of the year is **Friday, June 28, 2024**, at the TOI Office in Springfield; the cost is \$75 and includes lunch. The seminar is scheduled from 10am–3pm to accommodate travel time.



This class is designed for individuals who are responsible for the Township bookkeeping processes who are relatively new to QuickBooks Desktop and would like a better understanding of how to use, customize, and navigate the software. This course is aimed at beginner QuickBooks Users, and is divided into two sections: **Part 1 Getting Started with Quickbooks** and **Part 2 Entering Transactions & Reconciling Statements**.

**\*Deadline to register is Friday, June 21, 2024\***  
**Please fill in all information below and print clearly.**

**Name:** \_\_\_\_\_

**Township Position:**

\_\_\_\_\_  
**County/Township:**

**Address:**

\_\_\_\_\_  
**City, State, Zip:**

\_\_\_\_\_  
**Phone/Email:**

**Registration is \$75/person. 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](mailto:kayla@toi.org), or mail to 3217 Northfield Drive, Springfield, IL 62702.**

# 2024 Professional Development Course 3



## Quickbooks for Townships: Beyond the Basics

The TOI Education Program is pleased to offer several Professional Development Courses in 2024 for township officials and staff. The third program of the year is **Thursday, September 5, 2024**, at the TOI Office in Springfield; the cost is \$75 and includes lunch. The seminar is scheduled from 10am–3pm to accommodate travel time.

This class is designed for individuals who are responsible for the Township bookkeeping processes who have some familiarity with 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 and is divided into two sections: **Part 3 Reporting & Budgeting** and **Part 4 Payroll**.

**\*Deadline to register is Thursday, August 29, 2024\***  
Please fill in all information below and print clearly.

Name: \_\_\_\_\_

Township Position:

County/Township:

Address:

City, State, Zip:

Phone/Email:

Registration is \$75/person. 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](mailto:kayla@toi.org), or mail to 3217 Northfield Drive, Springfield, IL 62702.





# Legislative Update on Senate and House Bills

Taylor Anderson

Anderson Legislative Consulting, Ltd.

Every year, April marks the halfway point for the General Assembly and its spring session. And with that comes an increase in pressure as legislators head into the final stretch and the need to move bills heats up. Which means bill deadlines will start to help wean down the number of bills moving forward. The third reading deadline for the Senate is April 12, while the third reading deadline for the House is April 19. This means TOI's Lobby Day took place right in the middle of a very important week. This timing was perfect for those of you making the trip to Springfield because there were several bills that impact townships. TOI has been engaged on the various pieces of legislation and Lobby Day was an excellent opportunity for township officials across the state to make their voices heard together under the dome. Below are some of the bills TOI has been working on and that was active during the rest of the month.

**HB5050**–Rep. Natalie Manley (D-98th)

Provides that, after each decennial census and no later than 24 months after the formation of all of the committees of the governmental units in a county, the county board must prepare a report to the General Assembly that **includes a plan to reduce the number of governmental units within the county by 10% to 20%.**

**TOI Opposes**

**HB2048**–Rep. Laura Faver Dias (D-62nd)

Provides that vegetation within the first 8 feet adjacent to the surface of a highway or road, or to the shoulder if there is one, may be mowed at any time, but not to a height of less than 4 inches. Provides that other vegetation within a right-of-way may be mowed up to 2 times between October 15 and April 1 and up to 2 times between July 1 and July 20, but not to a height of less than 12 inches. Provides that mowing at other times or at lower heights is not allowed unless authorized for necessary safety reasons: (i) by rule of the Department of Transportation; or (ii) after consultation with the Department and if not less restrictive than or in conflict with Department rules, by ordinance of the county,

township, or road district having jurisdiction. Provides that the Department may also adopt rules: (i) for noxious weed control that causes minimal disruption of habitat; and (ii) that set conditions to allow for mowing, burning, or tilling to prepare the land for the establishment of a habitat consisting of native, low-maintenance, and permanent vegetative cover or for prairie vegetation management. Provides that weed control under the Code and under the Illinois Noxious Weed Law must be accomplished in compliance with the new provisions. Provides that a violation is a petty offense for the first offense and a Class B misdemeanor for a second or subsequent offense. Provides that, if an offense is not prosecuted by the State's Attorney, the Attorney General, or a special prosecutor appointed by the Attorney General, may bring the prosecution. Makes a corresponding change in the Illinois Noxious Weed Law. Effective immediately. **TOI Opposes**

**HB3548**–Rep. Bradley Fritts (R-74th)

Provides that the operation of a non-highway vehicle is authorized if it is operated only on streets where the posted speed limit is 55 (rather than 35) miles per hour or less and the use of the non-highway vehicle is permitted by the unit of local government. Provides that a non-highway vehicle may cross a road or street at an intersection where the road or street has a posted speed limit of more than 55 (rather than 35) miles per hour. Provides that a county board located in a county that permits the use of a non-highway vehicle on its roadways shall not be deemed liable for crashes involving the use of a non-highway vehicle on its roadways. **TOI Opposes**

**HB5436**–Rep. Tony McCombie (R-89th)

Permits the operation of an all-terrain vehicle that meets certain criteria on any street, roadway, or highway in the State, unless the highway is an interstate system, is near a grade-separated portion of the highway, is within a municipality, or has a posted speed limit higher than 45 miles per hour. Provides that an all-terrain vehicle must be registered with the Secretary of State if the

all-terrain vehicle is operated on roads within the State. Provides for the distribution of registration fees. Outlines the vehicle equipment requirements for the operation of an all-terrain vehicle on a roadway. Establishes that a township, county, or other unit of local government may authorize, by ordinance or resolution, the operation of all-terrain vehicles on roadways under its jurisdiction if the unit of local government determines that the public safety will not be jeopardized. Requires a non-highway vehicle that is manufactured not to exceed 40 miles per hour to have a slow moving emblem on the rear of the non-highway vehicle. Provides that the Department of Transportation may authorize the operation of all-terrain vehicles on the roadways under its jurisdiction if the Department determines that the public safety will not be jeopardized. Allows a unit of local government or the Department to restrict the types of all-terrain vehicles that are authorized to be used on its streets. Provides that a unit of local government that permits the use of an all-terrain vehicle on its roadways shall not be deemed liable for crashes involving the use of an all-terrain vehicle on its roadways. Makes other changes. **TOI Opposes**

**HB4419**–Rep. Maura Hirschauer (D-49th)

Amends the Open Meetings Act. Provides that an elected or appointed member of a public body of a township may satisfy specified training requirements of the Act by participating in a course of training sponsored or conducted by an organization that represents townships created under the Township Code. Specifies the contents of the course of training. Provides that if an organization that represents townships provides a course of training, it must provide a certificate of course completion to each elected or appointed member of a public body who successfully completes that course of training. **TOI Supports**

**HB4442**–Rep. Daniel Didech (D-59th)

Provides that a township that has a website that the full-time staff of the township maintains shall also post on its website the notice and agenda of the annual and any special township meetings. Provides that a notice and agenda of the annual or a special township meeting that is posted on a township's website shall remain posted on the website at least until the annual or special township meeting is concluded. **TOI Supports**

**HB5011**–Rep. Bradley Fritts (R-74th)

In provisions requiring an annual audit by a governmental unit to be performed of all the accounts

and funds of the governmental unit, provides that township accounts and funds audited under the provisions do not include road district accounts or funds. In provisions relating to the type of audit report a governmental unit must provide based upon whether the unit has revenue of less or more than \$850,000, provides that township revenue shall be calculated exclusive of road district funds. Effective immediately. **TOI Supports**

**HB5543**–Rep. Tracy Katz Muhl (D-57th)

When the electors in a township in a county with a population of 1,000,000 or more authorize the township board to contract with one or more municipalities in the township or with the county within which the township is located to furnish police protection in the unincorporated area of the township, requires using funds levied under the provisions to furnish the police protection. Provides that a township board's authority to declare the unincorporated area of the township a special police district is to provide and maintain police protection in the unincorporated area of the township. Allows the township board to use the special police district funds levied under the provisions for public safety services, including, but not limited to, crime prevention measures and community safety measures, such as license plate readers, graffiti abatement, and anti-gang and anti-violence community support and intervention programs. **TOI Supports**

**SB 2752**–Sen. Dan McConchie (R-26th)

Provides that a township assessor or multi-township assessor shall be elected as provided in the Article unless the board of trustees of a township or, in the case of a multi-township assessor, the multi-township board of trustees adopts an ordinance or resolution requiring the township assessor to be appointed by the board. Provides that, if a board of trustees has adopted an ordinance or resolution to appoint the assessor, the township assessor or multi-township assessor shall be appointed by the board upon the expiration of the township assessor's or multi-township assessor's elected term next following the adoption of the ordinance or resolution. Makes conforming changes in the Article. **TOI is working with the sponsor to address concerns**

**SB2851**–Sen. Dan McConchie (R-26th)

Provides that a person appointed to fill a vacant office on the township board does not need to be a member of the same political party as the person vacating the office if appointed during a special township meeting after a vacancy of more than 60 days. **TOI Supports**





# Human Resources Help Line (888) 472-6785

Jim Donelan

Executive Director, TOIRMA

This month's issue of *Township Perspective* is dedicated to employment issues. With 1,711 members in the TOIRMA Program, there are a significant number of moving parts. As with any employer, local governments such as Townships and Road Districts have an abundance of opportunities for employment situations and questions. An essential part of a good risk management program is an ongoing effort towards the prevention of claims. As an insurance pool and not a for-profit insurance company, TOIRMA always seeks to assist our members with their challenges. TOIRMA is happy to offer members the Human Resources Help Line, which can provide support for employment-related issues.

TOIRMA's Human Resources Help Line is a valuable service that gives members the opportunity to consult with human resource experts who have experience in helping with employment-related matters and problems. This service was launched in 1999 to help lower claims related to human resources and offer members access to professionals who are knowledgeable in employment rules, regulations, and practices. All TOIRMA members can benefit from human resource specialists who have expertise in supporting officials with employment related matters and problems. In our professional lives, we all have a significant number of things to do and deal with, so take advantage of the Help Line *before* acting. This professional Help Line is there to simplify your life and to help prevent more issues in the future.

If members have any questions about employment matters, such as hiring, discipline, termination, or discrimination, they can contact the Help Line for assistance. Help Line staff can advise members on how to handle an employment issue *before* they take any action. Moreover, members should not hesitate to call whenever they have any employment-related question. The Help Line is a free service that TOIRMA provides to all its members and the phone number is (888) 472-6785.

Whether your Township or Road District has one employee or many, the Human Resources Help Line offered by TOIRMA is a useful service for members who need professional help with questions and issues related to employment. We have plenty of examples of Help Line staff assisting Townships and Road Districts with employment and personnel matters. Our goal is that by using the Help Line, members can get sound advice and prevent possible troubles.

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](mailto:jdonelan@toirma.org).

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

**KEEP AN EYE OUT FOR DUES**

It's Dues Season!  
Keep an eye on your mailboxes for Division Dues this Spring and TOI Dues this Summer!

Not sure if we have your current mailing address? Contact the TOI office!

- 217.744.2212
- 3217 Northfield Drive, Springfield, IL 62702
- [toi.org](http://toi.org)



# TOIRMA Dividend Checks Distributed

On March 1, 2024, TOIRMA mailed dividend checks to each eligible member's TOIRMA contact. This is the 33rd consecutive year that the TOIRMA Board of Trustees has declared a dividend. This year the amount returned to members is \$2.2 million for a total returned to members of \$54.6 million.

Please remember that according to the Public Funds Deposit Act [30 ILCS 225/1], the dividend check should be deposited within two working days. Members who have not deposited their dividend check by May 31, 2024, will have their township's name published in the *Township Perspective* magazine.



Linda Raber, Edwards County Road District #4.



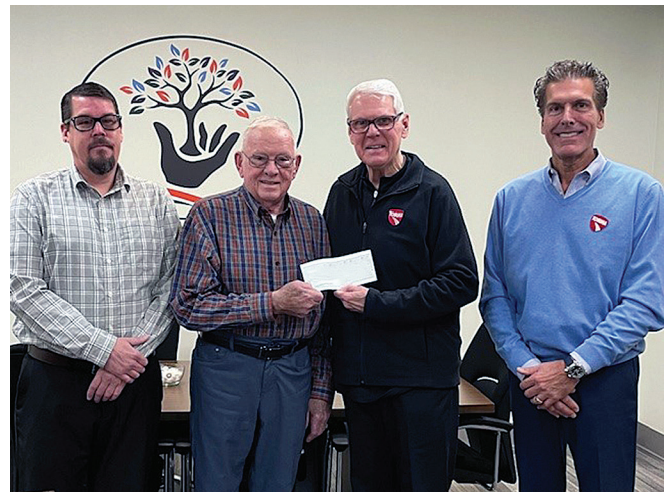
Allison Township (Lawrence Co.) Supervisor Keith Kocher accepts the dividend check.



Supervisor Ricky Gill, Gold Hill Township (Gallatin Co.) with his TOIRMA dividend check.

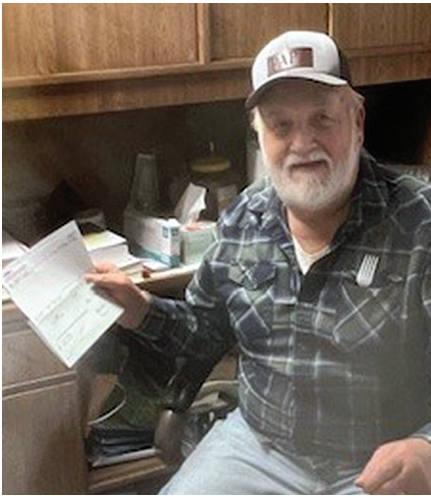


Rockford Township (Winnebago Co.) Supervisor and TOIRMA Trustee Jasper St. Angel and Roscoe Township (Winnebago Co.) Supervisor Bob Nowicki receiving dividend check from TOIRMA Member Services Associate Mickey Goral.



Harlem Township (Winnebago Co.) Assessor Jon Vaiden and Harlem Township Supervisor Gary Jury receiving dividend check from TOIRMA Member Services Associate Mickey Goral and Rockford Township (Winnebago Co.) Supervisor and TOIRMA Trustee Jasper St. Angel.

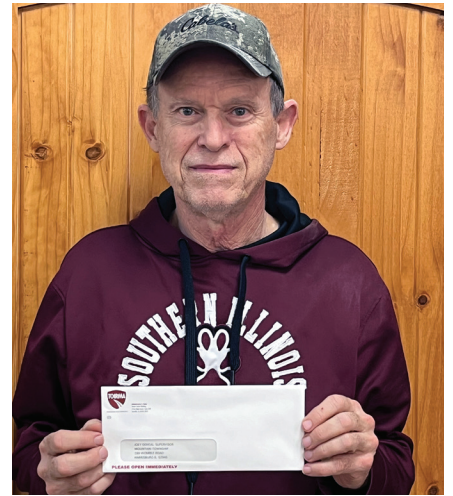




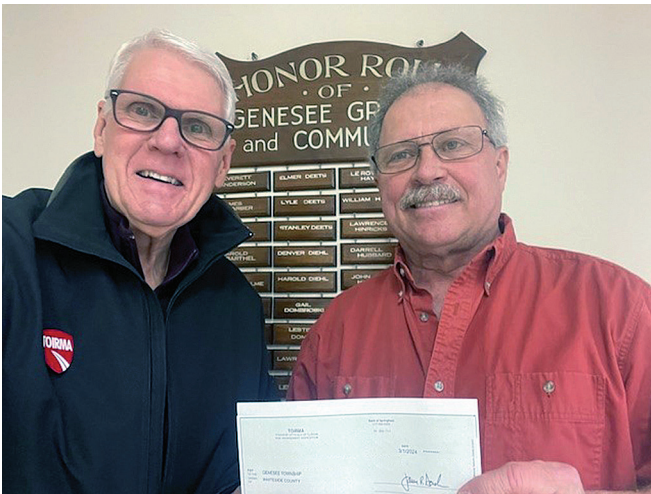
*Dover Township (Bureau Co.) Township Clerk Gene Krabbenhoft receives the dividend check.*



*Supervisor Art Kleinfeldt, Norman Township (Grundy Co.), receives the dividend check.*



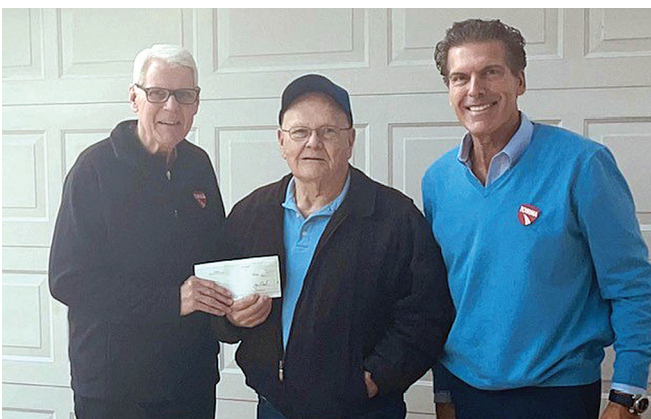
*Mountain Township (Saline Co.) Township Clerk Tom DeNeal accepts the dividend check.*



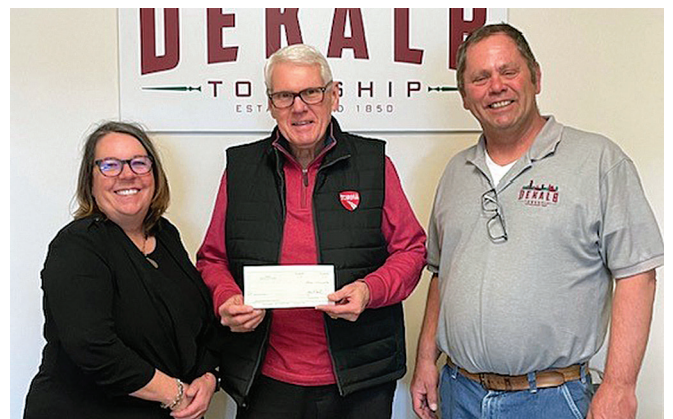
*TOIRMA Member Services Associate Mickey Goral presenting dividend check to Genesee Township (Whiteside Co.) Supervisor Ken Reins.*



*TOIRMA Member Services Associate Mickey Goral presenting dividend check to Willow Creek Township (Lee Co.) Supervisor Ann Kenney.*



*TOIRMA Member Services Associate Mickey Goral presenting dividend check to Owen Township (Winnebago Co.) Supervisor Owen Bach along with Rockford Township (Winnebago Co.) Supervisor and TOIRMA Trustee Jasper St. Angel.*



*DeKalb Township (DeKalb Co.) Supervisor Mary Hess along with DeKalb Township Highway Commissioner and TOI Board of Directors Craig Smith receiving dividend check from TOIRMA Member Services Associate Mickey Goral.*





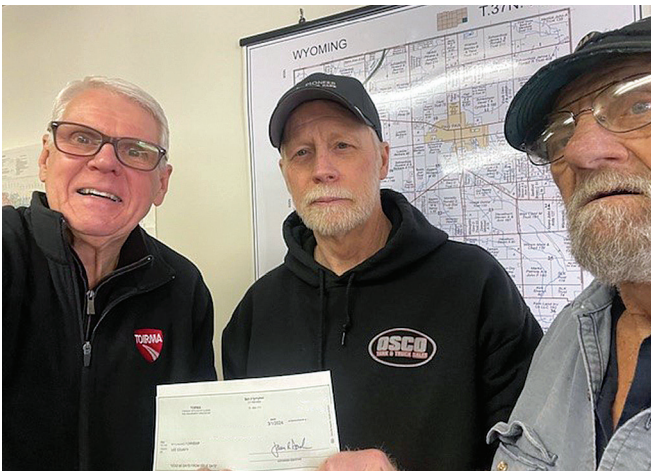
*Kris Grier presents the TOIRMA dividend check to Neponset Township (Bureau Co.) Supervisor Tom Davis.*



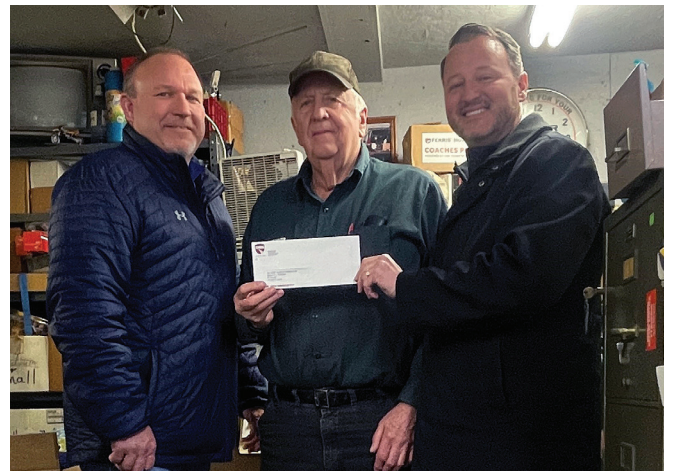
*Supervisor Dan Duckworth, Wethersfield Township (Henry Co.), receives the dividend check from Kris Grier.*



*TOIRMA Executive Jim Donelan presents the dividend check to Beverly Township (Adams Co.) Supervisor Don Loos.*



*TOIRMA Member Services Associate Mickey Goral presenting dividend check to Wyoming Township (Lee Co.) Supervisor Jeff Politsch and Assistant Highway Commissioner Don Pierce.*



*TOIRMA Associate Director Matt Knight (left) and TOIRMA Executive Director Jim Donelan (right) present the dividend check to Broadwell Township (Logan Co.) Highway Commissioner Bill Cosby (center).*



*TOIRMA Member Services Associate Mickey Goral presenting dividend check to Union Grove Township (Whiteside Co.) Highway Commissioner and TOI Secretary Arnie Vegter.*



*TOIRMA Member Services Associate Mickey Goral presenting dividend check to Lyndon Township (Whiteside Co.) Supervisor Mike Ransom and Highway Commissioner Arian Landheer.*





Rockford Township (Winnebago Co.) Supervisor and TOIRMA Trustee Jasper St. Angel and Rockford Township Director of Fiscal Services Vicky Carlson, receiving dividend check from TOIRMA Member Services Associate Mickey Goral.



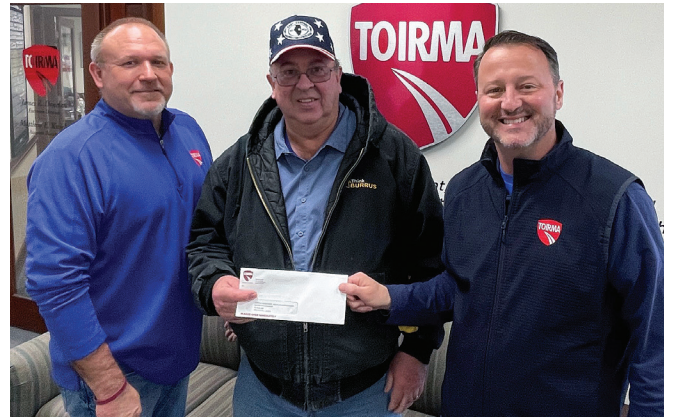
TOIRMA Member Services Associate Mickey Goral presenting dividend check to Sublette Township (Lee Co.) Highway Commissioner Denis Erbes.



TOIRMA Executive Director Jim Donelan presents the dividend check to Supervisor Corey Stegeman, Ellington Township (Adams Co.)



Freedom Township (LaSalle Co.) Highway Commissioner Mike Woods accepts the dividend check.



TOIRMA Associate Director Matt Knight (left) and TOIRMA Executive Director Jim Donelan (right) present the dividend check to Rochester Township (Sangamon Co.) Highway Commissioner Darrell Maxheimer (center).



TOIRMA Member Services Associate Mickey Goral presenting dividend check to Winnebago Township (Winnebago Co.) Highway Commissioner Aaron Rowley and Winnebago Township Supervisor Greg Hodges.

TOIRMA 3217 Northfield Drive Springfield, IL 62702		March 1, 2024
PAY TO THE ORDER OF	TOIRMA Members	\$ 2,254,242.00
Two million two hundred fifty four thousand two hundred forty two and no/100		DOLLARS
MEMO: Result of Good Risk Management	TOIRMA Board of Trustees	



# Logan County

*TOI attended the March Logan County Association Meeting.*



*TOI Director of Member Services Brad Ruppert addresses the Logan County Association.*



*Logan County Association Meeting.*

# IPAI

*The Illinois Property Assessment Institute held the 66th Annual IPAI State Conference on April 8-12.*



*TOI Executive Director Jerry B. Crabtree spoke about the Paid Leave for All Workers Act at the IPAI Conference.*



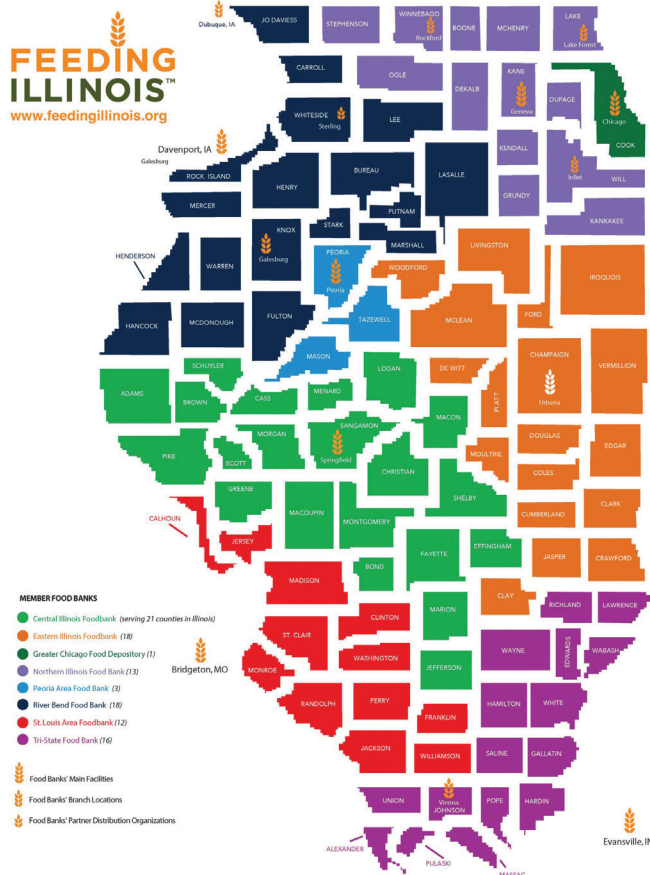
*TOI was proud to be an exhibitor at the 66th Annual IPAI State Conference. L to R Addison Township (DuPage Co.) Assessor and TOI President Christopher Kain, TOI Director of Member Services Brad Ruppert, and TOI Executive Director Jerry B. Crabtree.*



# Foodbanks and Townships

Kayla Jeffers, Associate Editor

Food insecurity is a rising concern across the country; one out of 12 Illinois residents, including 1 in 9 children, struggle with hunger. To combat this issue, Feeding Illinois (a division of the non-profit Feeding America) has partnered with eight food banks across the state that supply food and resources to food pantries, mobile food trucks, and soup kitchens.



Those eight foodbanks are **Central Illinois Foodbank** (serving Adams, Bond, Brown, Cass, Christian, Effingham, Fayette, Greene, Jefferson, Logan, Macon, Macoupin, Marion, Menard, Montgomery, Morgan, Pike, Sangamon, Schuyler, Scott, and Shelby Counties), **Eastern Illinois Foodbank** (serving Champaign, Clark, Clay, Coles, Crawford, Cumberland, DeWitt, Douglas, Edgar, Ford, Iroquois, Jasper, Livingston, McLean, Moultrie, Piatt, Vermilion, and Woodford Counties), **Greater Chicago Food Depository** (serving Cook County), **Northern Illinois Food Bank** (serving Boone, DeKalb, DuPage, Grundy, Kane, Kankakee, Kendall, Lake, McHenry, Ogle, Stephenson, Will, and Winnebago Counties), **Peoria Area**

**Food Bank** (serving Mason, Peoria, and Tazewell Counties), **River Bend Food Bank** (serving Bureau, Carroll, Fulton, Hancock, Henderson, Henry, Jo Daviess, Knox, LaSalle, Lee, Marshall, McDonough, Mercer, Putnam, Rock Island, Stark, Warren, and Whiteside Counties), **St. Louis Area Foodbank** (serving Calhoun, Clinton, Franklin, Jackson, Jersey, Madison, Monroe, Perry, Randolph, St. Clair, Washington, and Williamson Counties), and **Tri-State Food Bank** (serving Alexander, Edwards, Gallatin, Hamilton, Hardin, Johnson, Lawrence, Massac, Pope, Pulaski, Richland, Saline, Union, Wabash, Wayne, and White Counties).

**Food pantry:** Brick and mortar buildings typically located in community buildings, churches, and/or commercial spaces where people can access food/groceries for free.

**Mobile Food Trucks:** Arrives on location for short period of time to distribute free food/groceries in communities.

**Soup Kitchen:** A public or charitable organization that maintains an established feeding operation to provide food to needy homeless persons on a regular basis, without charge.

Food insecurity, as defined by the United States Department of Agriculture, is the lack of access, at times, to enough food for an active, healthy life. There are many adverse health and social outcomes associated with food insecurity, and it's seen as an increasingly critical public health issue. Food insecurity is commonly associated with unemployment, poverty, and income shocks, as this can prevent access to food.



Northern Illinois Food Bank is just one foodbank in Illinois; they work across 13 counties and provide 250,000 meals a day. "Really working together to eliminate hunger is our focus," said Barb Connet, Agency Relations Area Manager for Northern Food Bank. "And we know we can't do it alone! We need our community partners. We need our townships. We need our local non-profits, our churches, our pantries, our soup kitchens; it takes all of us working together."

Connet has been with the Northern Illinois Food Bank since 2021 and had worked in their distribution center before moving into Agency Relations. She works directly with townships in Lake and Cook Counties in providing resources and food to their food pantries.

“We love townships!” Connet said. “They are the best, they’re just very efficient pantries. And they are great partners to the Food Bank.”

Food Banks work with food pantry partners to fight hunger and make sure no one’s neighbor goes hungry.

“We get the food, and we can get it to our agency partners who can then distribute it,”



Nikia Hults, Partner Relations Manager for Eastern Illinois Food Bank, said. “When people think of a food pantry or a food bank, they kind of correlate those two things as one in the same. Food pantries don’t usually have the capacity to house large donations or mega buys or palettes of product that would otherwise just go to waste or go to the dump. We have the capability to store and house those products to be able to distribute to them later. So, we kind of act as a storage facility.”



In order for a township to get their own food pantry up and running, there are some steps to follow.

“Initially, it would be a board decision,” said TOI Executive Director Jerry B. Crabtree. “Then we recommend that you reach out to neighboring townships to see if anyone in the area has created a food pantry. We then ask that you verify you have enough funding in the town fund (not General Assistance) to manage the proposed food pantry. The important factor is to create the program to benefit your targeted audience.”

Setting up a food pantry is not an overnight process; reaching out to other township food pantries in the area will help determine the proper avenues in securing a location, donations, volunteers, and more. Fighting hunger and food insecurity in townships requires everyone to work together.

Once a food pantry is up and running, they should reach out to their local food bank to investigate partnerships.

“It’s super helpful for agencies to be a member of a food bank, just because of the buying power we have, and the resources available through our partnership,” Connet said.

Additionally, food banks can provide monetary support. “We are able to provide ways to supplement that budget that agency partners have,” Hults said. “We have grants, we have donated product, we have different ways that we can still get them the product they need to be able to serve their neighbors who are facing food insecurity.”

Starting the process of beginning a partnership with a food bank is as simple as reaching out to the food bank that services the county the township is located in. From there, though, it may take some time. “It can take anywhere between six weeks to six months,” Connet shared. “It just depends on how long the process is to get them the information for us to be able to come out and arrange a site visit. Get all the things in place to get them in compliance. It can be a very quick process or not just depending on all the moving pieces.”

Every food bank has a list of items needed to be in compliance as a member agency, typically consisting of health department permit, 501(c) status, pest control, operating board. All requirements will be provided by the food bank to potential agency partners. The Food Banks will also regularly check in with agency partners and are there to support the food pantry. “Really helping agencies—which are food pantries, soup kitchens, and feeding sites. Really, come around and help them do what they do,” Connect added.

The importance of food security is sometimes easy to overlook. Hults shared an impactful story from when the Eastern Illinois Foodbank was doing direct distributions. “We had gotten some bread and bakery donated to us, and there was a birthday cake in that donation. A mother and her daughter were coming through the line and her birthday was the next day. She was excited because she was actually going to get a birthday cake for her birthday. That’s something other people might take for granted.”

Beyond fighting food insecurity and hunger, food pantries should also be sure that they are addressing the needs of their communities. If there is an existing food pantry in the area, and the township wishes to provide support, there are avenues to do so.

“If a township would like to provide financial assistance to a food pantry, we recommend that it be from town funds. Remember that General Assistance funds are dedicated and can only be spent on general assistance activities,” Crabtree stated. “We recommend that any town funds donated be accompanied with a letter of intent so that the food pantry understands that the funding is for the specific purpose of the food pantry.”

If your township is interested in starting their own food pantry, reach out to other township food pantries for advice and guidance. If you already have a township food pantry and wish to be connected to a food bank to start a partnership, visit [feedingillinois.org](http://feedingillinois.org) to get started.



2024

# Annual Educational Seminar

Presented at  
Hanover Township  
240 S IL Route 59  
Bartlett, Illinois 60103  
May 16 and 17, 2024



All Attorneys and Township Officials Invited  
**REGISTER NOW!**

## AGENDA

### Thursday, May 16, 2024

**5:00pm WELCOME RECEPTION**

Join us for an open bar, delicious appetizers, and networking at the Hanover Township Senior Center!

**7:30pm "DINE-AROUND" NETWORKING DINNER EXPERIENCE**

Gather with clients, colleagues, and friends for dinner on your own at carefully selected local restaurants!

### Friday, May 17, 2024

**Program Moderator:**  
Otto Faulbaum, ITAA Vice President  
Law Offices of Otto Faulbaum

**8:00am SIGN-IN & BREAKFAST**

**9:00am WELCOME & INTRODUCTION**

Keri-Lyn J. Krafthefer, ITAA President  
Ancel Glink, P.C.  
Brian P. McGuire, Supervisor  
Hanover Township  
Jerry Crabtree, Executive Director  
Township Officials of Illinois

**9:15am LEGISLATIVE UPDATE**

Chris Welch, Speaker  
Illinois House of Representatives

**9:30am LEGAL UPDATE FROM THE PUBLIC ACCESS COUNSELOR'S OFFICE**  
.75 CLE CREDIT (PENDING APPROVAL)

Leah Bartelt, Public Access Counselor  
Illinois Attorney General's Office

**10:15am BREAK**

**10:30am PREPARING FOR THE UPCOMING TOWNSHIP ELECTIONS IN 2025**  
.75 CLE CREDIT (PENDING APPROVAL)

Ross D. Secler, Partner  
Odelson, Murphey, Frazier & McGrath  
RSecler@OMFMLaw.com

**11:15am CURRENT TOPICS & TRENDS IN LEGAL ETHICS**  
.75 CLE CREDIT (PENDING APPROVAL)

Mary F. Andreoni, Senior Counsel  
Illinois ARDC, Ethics Education

**12:00pm LUNCH**

**12:30pm ACCOMMODATING MIGRANTS & TRANSGENDER POPULATIONS**  
1.0 D&I-CLE CREDIT (PENDING APPROVAL)

Keri-Lyn J. Krafthefer, Partner  
Ancel Glink, P.C.  
KKrafthefer@AncelGlink.com

**1:30pm PANEL: EMPLOYMENT LAW CHALLENGES & BEST PRACTICES**  
.75 CLE CREDIT (PENDING APPROVAL)

**Moderator:**  
Michael A. Airdo, Founding Member  
Airdo Werwas, LLC

**Participants:**  
Arin Thrower, Supervisor  
Dundee Township  
James Barr, Administrator  
Hanover Township  
James C. Jansen, Senior Counsel  
Airdo Werwas, LLC  
JJansen@AirdoWerwas.com

**2:15pm BREAK**

**2:30pm NEW LEGISLATION IN GA, MENTAL HEALTH BOARDS & FOUNDATIONS**  
.75 CLE CREDIT (PENDING APPROVAL)

Michael A. Airdo, Founding Member  
Mark J. Kimzey, Member  
Airdo Werwas, LLC  
MAirdo@AirdoWerwas.com  
MKimzey@AirdoWerwas.com

**3:15pm TOWNSHIP OFFICES AND SEPARATION OF POWERS**  
.5 CLE CREDIT (PENDING APPROVAL)

James P. Kelly, Partner  
Matuszewich, Kelly & McKeever, LLP  
JPKelly@FKMLaw.com

**3:45pm PANEL: HOT TOPICS IN TOWNSHIP GOVERNMENT**  
.75 CLE CREDIT (PENDING APPROVAL)

**Moderator:**  
Chief Judge Michael J. Chmiel  
22<sup>nd</sup> Judicial Circuit

**Topics:**  
Caselaw Updates  
Budgets, Levies & Financial Reports  
Tax Objections  
1st Amendment/FOIA Audits  
Generative AI for Lawyers  
And Many, Many More!

**4:30pm ADJOURNMENT**

**Annual Seminar Director**  
Mollie Werwas  
Airdo Werwas, LLC  
MWerwas@AirdoWerwas.com  
(312) 506-4474

**COST:**  
\$175.00 – Attorney Member  
\$225.00 – Attorney Non-Member  
\$200.00 – Township Official

**REGISTER**  
To register please email your contact information to [MWerwas@AirdoWerwas.com](mailto:MWerwas@AirdoWerwas.com)





# 2024 EIGHTEENTH ANNUAL EDUCATIONAL SEMINAR

Presented at  
**Hanover Township**  
240 S IL Route 59  
Bartlett, Illinois

**Registration Form**

6 CLE Hours  
0.75 PR-CLE Hours  
1.00 D&I-CLE Hours

**Name:** \_\_\_\_\_

**Township(s) represented, if any:**  
\_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Will you be attending the Welcome Reception?**  
 Yes     No

**COST:**  
 \$175.00 – Attorney Member  
 \$225.00 – Attorney Non-Member  
 \$200.00 – Township Official

**Register by April 15 for a \$25.00 discount!**

Please make checks payable to:  
**Illinois Township Attorneys Association**

**Send completed Registration Form and check to:**  
 Michael A. Airdo  
 ITAA Treasurer  
 Airdo Werwas, LLC  
 111 E Wacker Drive, Suite 500  
 Chicago, IL 60601



NOVEMBER 11-13, 2024  
CROWNE PLAZA, SPRINGFIELD, IL



## REGISTRATION IS OPEN

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CHECK OUT THESE GREAT BENEFITS! EASY ONLINE REGISTRATION: REGISTER [HTTPS://WWW.TOI.ORG/2024-CONFERENCE/SPONSOR-EXHIBIT-AND-ADVERTISE](https://www.toi.org/2024-conference/sponsor-exhibit-and-advertise)



TOI.ORG



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# Township Officials of Illinois

## 2024 Education Sponsor Packages

November 11, 12, 13, 2024

The 2024 Annual Conference Sponsor, Exhibit, and Advertising packages provide value added recognition to Township Government officials & employees and ensure you will receive high visibility and exclusive company brand awareness. Several different levels of sponsorships are available to meet your marketing needs. **Join our “Building for Tomorrow” team!!!**

### Platinum Sponsor

**\$5,000**

#### *A Brief Snapshot of Benefits*

##### **Before Conference**

- Exclusive one full page feature article and advertisements in the TOI monthly magazine
- Sponsor of one 2025 TOI Training Program
  - Exhibit, presentation, and marketing
  - Two complimentary training program registrations

##### **During Conference**

- Two premium adjoining exhibit booths
- Three full conference registrations
- Exclusive video presentation
- Recognition on signage, slideshow, and remarks
- Full page advertisement in conference program
- Conference mobile app push notification and rolling advertisement

##### **After Conference**

- Sponsor of one 2025 TOI Training Program
  - Exhibit, presentation, and marketing
  - Two complimentary training program registrations
- Company logo and link on TOI website for one year

### Gold Sponsor

**\$3,000**

#### *A Brief Snapshot of Benefits*

##### **Before Conference**

- Exclusive one 1/2 page feature article and advertisements in the TOI monthly magazine
- Sponsor of one 2025 TOI Training Program
  - Exhibit, presentation, and marketing

##### **During Conference**

- One premium exhibit booth
- Two full conference registrations
- Recognition on signage, slideshow, and remarks
- One 1/2 page advertisement in conference program
- One conference mobile app rolling advertisement

##### **After Conference**

- Sponsor of one 2025 TOI training program, includes:
  - Exhibit, presentation, and marketing
- Company logo and link on TOI website for one year

### Silver Sponsor

**\$1,500**

#### *A Brief Snapshot of Benefits*

##### **Before Conference**

- Advertisements in the TOI monthly magazine

##### **During Conference**

- Recognition on signage, slideshow, and remarks
- One 1/4 page advertisement in conference program
- One conference mobile app push notification

##### **After Conference**

- Company logo and link on TOI website for 1 year

### Bronze Sponsor

**\$750**

#### *A Brief Snapshot of Benefits*

##### **Before Conference**

- Advertisements in the TOI monthly magazine

##### **During Conference**

- Recognition on signage, slideshow, and remarks

##### **After Conference**

- Company logo and link on TOI website for one year

For full benefits information of TOI Sponsorship, visit [toi.org](http://toi.org) or contact Diane Mathis via email [diane@toi.org](mailto: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 [toi.org](http://toi.org).





# Township Officials of Illinois

## 2024 Education Sponsor Packages

November 11, 12, 13, 2024

### Welcome Reception with Exhibitors \$3,000 Monday, November 11, 2024

#### A Brief Snapshot of Benefits

The exhibit hall welcome reception is a popular action-packed event that opens the conference.

#### Before Conference

- One 1/4 page feature article and one 1/4 page advertisement in the 2024 TOI monthly magazine

#### During Conference

- One premiere exhibit booth
- Two full conference registrations
- Cocktail napkins with company logo at reception
- Special recognition on signage, slideshow, and remarks
- One 1/2 page advertisement in conference program
- One conference mobile app push notification

#### After Conference

- Company logo and link on TOI website for one year

### Annual Awards Breakfast \$2,500 Wednesday, November 13, 2024

#### A Brief Snapshot of Benefits

This popular event starts out the morning with a delicious plated breakfast and time to recognize and honor our 2024 award winners!

#### Before Conference

- One 1/4 page feature article and one 1/4 page advertisement in the TOI monthly magazine

#### During Conference

- One premiere exhibit booth
- Special recognition on signage, slideshow, and remarks
- One 1/2 page advertisement in conference program
- One conference mobile app push notification

#### After Conference

- Company logo and link on TOI website for one year

### Cocktails & Evening Entertainment \$2,000 Tuesday, November 12, 2024

#### A Brief Snapshot of Benefits

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

#### Before Conference

- One 1/4 page feature article and one 1/4 page advertisement in the 2024 TOI monthly magazine

#### During Conference

- One premiere exhibit booth
- Special recognition on signage, slideshow, and remarks
- Cocktail napkins with company logo at event
- One 1/2 page advertisement in conference program
- One conference mobile app push notification

#### After Conference

- Company logo and link on TOI website for one year

### Lanyards

\$1,500

#### A Brief Snapshot of Benefits

All registered attendees will receive a lanyard with their name badge. Your logo is displayed throughout the entire conference!

#### Before Conference

- Recognition in TOI magazine

#### During Conference

- Sponsor logo on all conference lanyards
- Recognition on signage, slideshow, and remarks
- Advertisement in conference program

#### After Conference

- Company logo and link on TOI website for one year

## Exhibit Booth Pricing/Advertisement Pricing

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:** • 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. Early Bird rates for exhibit booths prior to May 1, 2024.

### Single Booth 10'x8'

Member: \$500

Non-Member: \$700

Government Agency: \$475

### Double Booth 20'x20'

Member: \$950

Non-Member: \$1,350

Government Agency: \$900

### 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 Tote Bag

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

### Conference App

Rolling Ad: \$125 (Limited Availability)

Push Notifications: \$50 (Limited Availability)


**ONEDIGITAL**

GARY KOSNOFF  
Principal

Office: (224) 257-4077  
Cell: (847) 533-1587

3025 Highland Parkway, Suite 650  
Downers Grove, IL 60515  
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# SCOOP ON SUPERVISORS



**Chuck Layer**



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

**M**ay ~ I hope that everyone's Annual Town Meeting went as planned. It's a good idea to get together with your clerk and agree to get the minutes completed as soon as you can. If you wait too long there's a chance of not being able to find your moderator.

Your budget and appropriation ordinance should be at least in its tentative approval form. Remember, it needs to be adopted by the township board within or before the end of the first quarter of each fiscal year (June 30). Every elected official **must** file a Statement of Economic Interest with the County Clerk, which is due by May 1 of each year.

This is also **DUES** season. Supervisors' dues forms have already been sent out. The Supervisors' dues have been decreased this year! I would like to acknowledge and thank all the Supervisors—last year we had a record total of 978 paid members, that included some counties with 100% participation.

This is the time of year when our educational workshops begin. Again, this year the Supervisors and Trustees will team together. I want to welcome Mary Rob Clarke—President of the Trustees Division, and I

would also like to thank Mike Reynolds for his help and friendship these past few years. New this year for registration will be **BOGO**—BUY ONE GET ONE FREE! The whole board can attend with a great discount in cost. Why not attend together, after all we work together as a group to do what is best for our residents. Our dates for this year are:

**Supervisor / Trustee**

**May 31 Collinsville • Double Tree** (new location)

**June 21 Rockford • Radisson**

**July 19 Bloomington • Double Tree**

**August 9 Rock Island • Bally's**

As always, refer to your township and road district checklist in the back of your *Township Perspective* magazine. Always use your Laws and Duties Handbook for reference. Make sure to make one of Township Officials of Illinois educational sessions. Jerry and Brad and the TOI Staff always do a great job of having informative information at these events.

That's it for now... May the 4th be with you

**Happy Mother's Day • Happy Memorial Day**

**Brent (309) 231-4559**

**Willa (309) 231-4556**

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# TOWNSHIP SUPERVISORS OF ILLINOIS

and

## TRUSTEES' DIVISION 2024 EDUCATIONAL WORKSHOPS



- May 31 DoubleTree Hotel, 1000 E. Port Plaza Drive, Collinsville *NEW LOCATION!*
- June 21 Radisson Hotel, 200 S. Bell School Road, Rockford
- July 19 DoubleTree Hotel, 19 Brickyard Drive, Bloomington
- August 9 Bally's Quad Cities, 777 Bally Boulevard, Rock Island

### Program Agenda

8:30 a.m.	Registration and Coffee
9:00 a.m.	Welcome, Introduction, TOI & TOIRMA Update
9:30 a.m.	Review of Election Procedures (Primary & Caucus) for Township Officials – Chuck Davis & Anthony Schuering
10:30 a.m.	Break
10:45 a.m.	Current Topics – John Redlingshafer
11:45 a.m.	Ask a Township Official
Noon	Lunch
1 - 3 p.m.	Visual GA – NJS Enterprises

**FEE: Advance Registration \$40.00    \$50.00 Registration at door  
NEW THIS YEAR! - BuyOneGetOne FREE!**

*Printed materials guaranteed to registered participants only.*

Please check one:

\_\_\_\_\_ May 31    \_\_\_\_\_ June 21    \_\_\_\_\_ July 19    \_\_\_\_\_ August 9

### Advance Registration Form

Must be received two weeks before event

Name/Township Position \_\_\_\_\_

BOGO Name/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

1039 Lake Avenue, Woodstock, IL 60098





Pam Bruner



Vice President, TOI Clerks Division

## ***We preserve the history of our Township as it happens.***

**D**id you receive a legislative alert from TOI? Do you know what to do? Please make sure when you receive these alerts that you are contacting your legislator and letting them know the association's position on legislation of interest. This is the only way we have to make sure our voice and opinions on how a bill will affect our constituents is heard. You can also file a witness slip. How do you file a witness slip? When we receive an alert to act it has a **click here** and it will take you right to the witness slip for the bill. These steps are taken from the Illinois State Bar Association:

Go to the Illinois General Assembly Dashboard  
On the left column, click either House or Senate  
In the dropdown, select Committee Hearings  
In the tabs lining the top, select Week or Month  
Find your committee of interest, organized in chronological order of hearing.

Click the icon on the right under the "Witness Slips" column next to the bill which you wish your slip in support or position.

**If you click on the "File a Witness Slip by Clicking Here" on the Legislative Alert button here is where your instructions begin.**

Under Section I, fill in your identification information.  
Under Section II fill out your organization if you are representing one or write "self" if you are representing yourself. You can also fill in N/A.

In Section III, select "Opponent" or "Proponent."  
In Section IV, select "Record of Appearance Only," unless you are submitting other forms of testimony, in which case select those as well.  
Agree to the ILGA Terms of Agreement  
Select the "Create Slip" button.  
Congratulations, you have submitted a Witness Slip!

You should have received your Township Clerks Division Dues notice letter by now. Please make sure when you submit your dues you update your contact information on the form. It is especially important to give us an email contact as the dues receipt and membership card will be emailed to you. We continue to keep our dues at the rate of \$30 and in order to do this we need to reduce expenses where we can, and postage is one place we can cut back. Make sure to fill in County and Township. Please make sure you change the submit to address. This information has changed. Submit forms and check to: **Clerk Barbara Parker, Membership Coordinator, Township Clerks of IL, P.O. Box 1591, Bolingbrook, IL 60440.**

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

If you have a question or suggestion, please send it to me. Email me at [clerk@cordovatownship.com](mailto:clerk@cordovatownship.com), write me at PO Box 311, Cordova, IL 61242, or call 309-654-2447.

A photograph of a desk setup featuring a silver laptop, a white coffee cup on a wooden coaster, a yellow pencil, and some green leaves in a wooden tray.

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

Contact TOI at [teresa@toi.org](mailto:teresa@toi.org) or [kayla@toi.org](mailto:kayla@toi.org)  
to make sure we have your email on file

# July 30<sup>th</sup> Township Election Seminar



*Sponsored by the Clerks Division*

**Northfield Inn, Suites & Conference Center  
3280 Northfield Drive, Springfield, IL 62702**

Agenda	
8:30 AM	Registration
9:00 AM	Opening Remarks, <i>Chris Kain TOI President</i>
9:15 AM	Welcome, <i>Jerry B. Crabtree TOI Executive Director</i>
9:30 AM	Welcome, <i>Katy Dolan Baumer Township Clerks Division President</i>
9:45 AM	Overview of Program and Materials, <i>Brad Ruppert Director of Member Services</i>
10:00 AM	Local Elected Officials and Consolidation Election 2025, <i>Illinois State Board of Elections</i>
11:30 AM	Lunch
12:00 PM	Running a Caucus, <i>Bryan E. Smith</i>
1:15 PM	Township Legal Discussion of Election Procedures, <i>Ross Secler OMF Law Firm</i>
2:30 PM	Adjourn

County \_\_\_\_\_ Township \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Names & Email of those who will attend (please print clearly):

Supervisor: \_\_\_\_\_

Township Clerk: \_\_\_\_\_

Highway Comm.: \_\_\_\_\_

Assessor: \_\_\_\_\_

Trustee: \_\_\_\_\_

Trustee: \_\_\_\_\_

Trustee: \_\_\_\_\_

Trustee: \_\_\_\_\_

Collector: \_\_\_\_\_

Other/title: \_\_\_\_\_

**Registration is \$50 per person or \$400/township for up to nine attendees. On-site registration is \$75 per person. No refunds will be given once TOI has confirmed attendance numbers with venue.**

\*Please make checks payable to the Township Officials of Illinois; mail to 3217 Northfield Drive, Springfield, IL 62702. Forms may also be emailed to [kayla@toi.org](mailto:kayla@toi.org). If you are paying by credit card, only Visa and MasterCard are accepted:

Name, as it appears on card: \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Exp.: \_\_\_\_\_





# Life of a Traffic Control Device

Guest Columnist  
Tim Killian

Highway Commissioner, Chenoa Township, McLean Co.

I am about to be retired, so I will relate some of the happenings that have led me to this point in my life as a traffic control device.



About eleven years ago my 8-sided plate was bolted to a wood 4X4 post by the Highway Commissioner of the Township. This took place in a rural location, not to hinder the traffic but to inform the drivers. I replaced a sign that had cracks in the plate.

There are no trees on my corner and that is a good thing. Sometimes the branches of trees can hang out over the face of a sign. When this is observed by the Highway Commissioner, action will be taken to remove the branches so the sign is visible. I note the Highway Commissioner does go by as a routine to inspect the signs.

Tall grass and weeds can also block the view of a sign. In the event this is observed, the Highway Commissioner will cut down the vegetation so the sign is visible.

There are other perils for us signs that impact our longevity and the ability to inform the public.

I heard about a sign that was only put into service for a few weeks and it was spray painted. That career to inform the public was ended in the moment and the sign had to be replaced.

In another situation a 2-year-old sign was stolen and put up in a garage. That theft left the intersection unprotected. A motorist being uninformed was involved in a collision by cross traffic. A serious matter with damage to property and injuries.

A classmate of mine was not damaged when a vehicle pulled off the road and intentionally pushed the post over to break the post off. The plate, my classmate, was not damaged and was rehung on a new post by the Highway Commissioner. While the sign laid in the ditch, drivers were uninformed of the need to stop. Another

dangerous situation without that post and sign to inform drivers. As signs we do our best when in place.

There is a question out there that needs to be answered. How many bullet holes in a sign does it take to end the career of road sign? Some say one-hole others say more holes. The answer is unclear, but one thing for sure—the sign plate will be retired early. The holes do not enhance the reflectivity of the sign.

Speaking of reflectivity, what does that fancy word mean? Reflectivity is the ability of the sign to reflect the illumination of the sign plate back to the driver.

Why is reflectivity important? The reflectivity alerts the driver to the approaching sign. The brightness of the reflection is important anytime and critical when fog, rain, and snow are involved. We signs need to shine.

Weather is tough on us signs. The wind, for example, can flex a sign plate back and forth until stress cracks develop. If left unobserved, the plate will fall from its position onto the ground.

Sunlight aids in the fading of signs and shortens the useful life of the sign. The signs facing the north are the lucky ones and can be in service well over ten years—in some cases double that. For those of us facing south, we fade in about 10 years. The cost to replace a sign and plate runs about \$125.00.

So, what happens when a sign is missing or down? The Highway Commissioner will respond, putting up a new sign or placing a temporary sign on a barricade or temporary post until a permanent sign is obtained and placed.

We signs are not just put up by the Highway Commissioner to annoy drivers. We signs are allowed and determined by the county engineer. We signs are then maintained by the Township Road District by the Highway Commissioner.

As I am now faded and soon to be replaced. For your safety and the safety of others, PLEASE be looking for me and STOP.

Sincerely, A Township STOP Sign

**West Central Illinois Highway Commissioners Association  
TO HOST 31st ANNUAL SUMMER SEMINAR**

**Dates: Tuesday, June 11th, 2024 and Wednesday, June 12th, 2024**

Location: Spoon River College Community Outreach Center, 2500 E. Jackson Street, Macomb, IL 61455. Located east side of Macomb.

We will have vendors set up inside and outside.

Informative speakers will provide education as well as our annual meeting will be held.

Please register by the due date so we can get a count for meals and seating. We don't want to turn anyone away.

Make a check out to WCIHCA and send with the registration form (below) to:

**WCIHCA  
PO Box 152  
Macomb, IL 61455**

**PLEASE HAVE YOUR RESERVATION IN BY MAY 31ST, 2024**

**Any questions, please email us at [wcihca@gmail.com](mailto:wcihca@gmail.com)**

**TUESDAY, JUNE 11TH, 2024**

08:00 AM Breakfast/Registration  
 09:00 AM Opening comments-Dennis Gibb, Pres.  
           Speaker from TOI  
           Speaker from TOIRMA  
 09:45 AM BREAK  
 10:15 AM George Tapas, IDOT  
           Norine Hammond, State Representative  
 11:45 AM LUNCH  
 01:00 PM John Redlingshafer, Attorney  
           (Legal Updates, Q&A)  
 02:30 PM Rodeo/Vendor Show  
 04:30 PM DINNER

**WEDNESDAY, JUNE 12TH, 2024**

08:00 AM Breakfast/Registration  
 09:00 AM County Engineers Session  
           Megan Crook-McDonough County  
           Dewayne Fender-Warren County  
           Duane Ratermann-Knox County  
 10:00 AM BREAK  
 10:30 AM Business Meeting/Vendor Show  
 11:30 AM LUNCH  
 12:30 PM Prize Drawings  
           **MUST BE PRESENT TO WIN!**

\_\_\_\_\_  
 (Name- Highway Commissioner or Other)

\_\_\_\_\_  
 (Township)

\_\_\_\_\_  
 (County)

\_\_\_\_\_  
 (Township Mailing Address)

Highway Comm. \_\_\_\_\_ Guest \_\_\_\_\_

Highway Commissioner fee (\$55.00)      \$ \_\_\_\_\_

Guest \_\_\_\_\_ x \$45.00 =      \$ \_\_\_\_\_

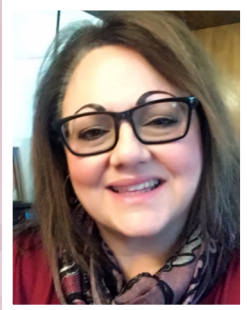
(include guest names below or on back- optional)

No Refunds

**TOTAL ENCLOSED**      \$ \_\_\_\_\_

Deadline by May 31st, 2024





Tina Houdek

President, AITCOY

# A Message from the President

As I am writing this, we have recently had another cold spell and hoping that Spring is just around the corner. With the changes associated with Spring comes some changes in adolescent acting out behaviors. Whether or not your Township provides, funds, or supports services for youth and their families, Spring is a good time to think about how your Township can make a difference in the quality of life for all by supporting and providing services to youth.

Members of AITCOY provide an array of services to combat and prevent juvenile delinquency and high school dropout. Some examples include clinical services, tutoring services, after school programs, parenting classes, youth employment services, athletic programs, court diversion programs, community service, and leadership programs to name a few. Programs are offered to Township residents for free, on a sliding scale, or for a nominal cost. Schools, Police, Village/City Halls, Juvenile Probation, religious institutions, and community social service providers rely on the services provided by our members—they are affordable, reliable, convenient, and are responsive to community needs.

As a reminder, the next workshop that AITCOY is offering is on Thursday, May 23, 2024. Ela Township is hosting the AITCOY business meeting from 10 a.m. to noon and the workshop is from 1 to 3 p.m. There is a networking luncheon also provided that day. We are still in the process of securing our presenter. Please visit our website at <https://www.aitcoy.org/workshops.html> for additional information and registration. Looking forward to seeing you there. And again, please do not hesitate to reach out to me if you have any questions regarding AITCOY.

Happy Spring!!  
Tina Houdek

## Did You Know?

Did you know... that mental health is just as vital as physical health, yet stigma often surrounds discussions about it. As children and teens, it's essential to recognize that experiencing emotions and facing challenges with mental well-being is normal and part of being human. Destigmatizing mental health begins with education and understanding. By learning about emotions, mental health conditions, and the importance of seeking help when needed, we can break down barriers and create a supportive environment where everyone feels valued and accepted.

A crucial step in destigmatizing mental health is promoting open dialogue. Encouraging conversations about feelings, emotions, and mental well-being from a young age fosters a culture of acceptance and understanding. Children and teens need to feel comfortable expressing themselves without fear of judgment or ridicule. By providing safe spaces for discussions and actively listening to their experiences, we can empower young individuals to speak up about their mental health and seek support when necessary.

Challenging stereotypes and misconceptions about mental health is key to destigmatization. Instead of viewing mental health conditions as weaknesses or character flaws, we must recognize them as medical conditions that can affect anyone. Teaching empathy, compassion, and acceptance can help combat negative attitudes and promote inclusivity. Together, by educating ourselves and others, fostering open dialogue, and challenging stigma, we can create a world where mental health is prioritized, understood, and destigmatized for children and teens everywhere.

*Submitted by Sara Marx, Ela Township*



Lakeela Jennings



President, ITAGAC

We would like to thank everyone for attending the conference. We had an awesome turnout. Thank you to the speakers who took the time to come out and talk with us, hope everyone needed information to take back and use for their communities. ITAGAC hopes to continue the success of the conference every year and to continue to bring vital information as needed. Again, thank you! If you would like for us to discuss anything that is important to the Caseworkers Association or think that we should have someone come out and speak about something that is going on in your area, please reach out to us and we would gladly add it to any of our workshops. You may never know, what could be happening in your community may be helpful to someone else.

An organization I would like to bring up again is the National Alliance on Mental Illness (NAMI). I have talked about them before in a previous article, but with today's society and the things that are happening in our communities and in our everyday lives, I thought it would be nice to shed light on a great organization again. NAMI is one of the largest mental health organizations that is dedicated to building a better life for the millions of Americans affected by mental illness. According to nami.org, NAMI's primary role in research is to ensure that people affected by mental illness—both individuals and their families—have access to accurate and timely information regarding symptoms, conditions, and treatments. This includes sharing new insights from

research in brain science, genetics, treatment options, and other discoveries, as well as advocating for current and future research efforts. A mental illness is a condition that affects a person's thinking, feeling, behavior, or mood. These conditions deeply impact day-to-day living and may also affect the ability to relate to others. If you have—or think you might have—a mental illness, the first thing you must know is that **you are not alone**. Mental health conditions are far more common than you think, mainly because people do not like to, or are scared to, talk about them. Call the NAMI Helpline at 800-950-6264 or text "HelpLine" to 62640. You can also visit the website at [www.NAMI.org](http://www.NAMI.org). Please do not be afraid to spread this information to as many as needed.

Please consider joining the General Assistance Caseworkers Association for an annual fee of \$50 for two caseworkers and \$100.00 for three or more caseworkers. The fees cover the cost of educational workshops, quality trainings and resources, and supports the annual Township Illinois Association conference. Also, if you have any topics or organizations you would like to share, please email them to [ljennin@thorntontwp.com](mailto:ljennin@thorntontwp.com). Our next workshop will be on August 22nd, with more details to come and the TOI conference in November.

Thank you for working vigorously to assist residents in need.

President, Illinois Township Association of General Assistance Caseworkers

To become a member, please mail payment to:

Illinois Township Association of General Assistance Caseworkers  
c/o Mary Jo Imperato, Hanover Township, 7431 Astor Avenue, Hanover Park, IL 60133

Yes, we want to be a member. My \$50.00 check is enclosed for 2 caseworkers.

Yes, we want to be a member. My \$100.00 check is enclosed for 3 or more caseworkers.

No, I do not wish to join, but please keep me on your mailing list.

_____	_____
Name	Township
_____	_____
Address	City and Zip Code
_____	_____
Email Address	Phone Number



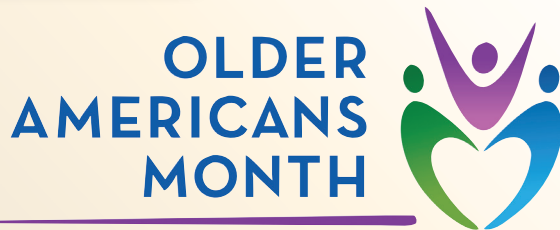


# Celebrating Older Americans Month

*Powered by Connection*

Becky Cordes

ITASCSC President  
Director of Disability & Senior Services, Schaumburg Township



POWERED BY CONNECTION: MAY 2024

Established in 1963, Older Americans Month (OAM) is celebrated every May. Led by a federal agency, the Administration for Community Living (ACL), OAM is a time to recognize older Americans' contributions, highlight aging trends, and reaffirm commitments to serving the older adults in our communities.

This year's theme, "Powered by Connection," focuses on the profound impact that meaningful connections have on the well-being and health of older adults—a relationship underscored by the U.S. Surgeon General's Advisory on the Healing Effects of Social Connection and Community.

It's not just about having someone to chat with. It's about the transformative potential of community engagement in enhancing mental, physical, and emotional well-being. By recognizing and nurturing the role that connectedness plays, we can mitigate issues like loneliness, ultimately promoting healthy aging for more Americans.

## How Can Townships Mark OAM?

- Spread the word about the mental, physical, and emotional health benefits of social connection through proclamations, social media posts, and newsletter articles.
- Encourage social media followers to share their thoughts and stories of connection using the hashtag #PoweredByConnection to inspire and uplift.
- Promote opportunities to engage, like cultural activities, recreational programs, and interactive virtual events.

- Connect older adults with local services, such as counseling, that can help them overcome obstacles to meaningful relationships and access to support systems.
  - Host connection-centric events or programs where older adults can give back through volunteering, teaching, and building new relationships.
- For more information on OAM 2024, visit the official website: [acl.gov/oam/2024/older-americans-month-2024](https://acl.gov/oam/2024/older-americans-month-2024).

For more information about ITASCSC (Illinois Township Association of Senior Citizen Services Committees), **visit us at [itascsc.net](https://itascsc.net)**. If your Township offers services to seniors—or would like to start—and isn't a member of ITASCSC yet, complete a membership application (available in the forms section on the website) and submit it with your payment. Get access to members-only resources and the opportunity to work alongside a great network of professionals serving older adults. If you have questions, reach out to ITASCSC President Becky Cordes at Schaumburg Township: 847-285-4542, or at [BCordes@SchaumburgTownship.org](mailto:BCordes@SchaumburgTownship.org).





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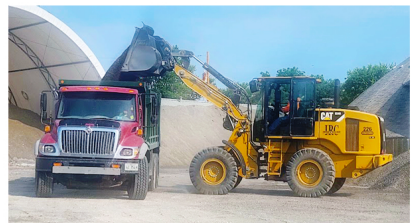
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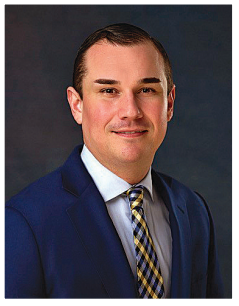


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# No Exceptions for Untimely Appeal in Williams-Huntley v. Illinois Department of Employment Security

Steve Judge

Judge Law, LLC

In line with the employment issues theme, this month's column discusses the recent First District Appellate Court decision in *Williams-Huntley v. Ill. Dep't of Emp. Sec s*, 2024 IL App (1st) 230979.

The plaintiff, Melody Estella Maria Williams-Huntley, found her appeal dismissed due to a procedural misstep, serving as a cautionary tale for all those navigating the complexities of administrative law.

Williams-Huntley applied for unemployment insurance benefits in September 2019. However, her application was denied on the grounds that she was already receiving retirement payments from a previous employer. Despite being informed of her right to appeal within 30 days, Williams-Huntley's appeal was filed well beyond the statutory time limit.

Upon review, the appellate court upheld the decision of the Board of Review, which affirmed the dismissal of Williams-Huntley's appeal due to its untimely submission. The court emphasized the significance of adhering to procedural deadlines, emphasizing that administrative agencies operate within the confines of statutory authority.

## Notice Under The Employment Insurance Act

Under 820 ILCS 405, Appeals from decisions made by a claims adjudicator shall generally be directed to a Referee, unless otherwise specified. However, if the determination made by the claims adjudicator pertains to eligibility under Section 604, appeals must be directed to the Director or a representative appointed for this purpose. If no appeal is filed by the claimant or any other party entitled to notice within 30 calendar days of receiving notification of the claims adjudicator's decision, or within 30 calendar days of such notification being mailed to their last known address, the decision shall be considered final for all parties notified. 820 ILCS 405/800.

An Illinois Department of **Employment Security** (IDES) claim adjustor may determine that a person received unemployment benefits for which he or she was ineligible. 820 ILCS 405/703, 900-01 (2018). This determination may be appealed to a Referee within the

time limits prescribed by § 800 of the Act for appeal from a determination. 820 ILCS 405/900(B) (2018). The Act provides that appeals from a claims adjudicator shall be taken to a Referee and that unless the claimant files an appeal within 30 days from the date the decision is mailed to him or her, the claims adjudicator's determination shall be final. 820 ILCS 405/800 (2018). This is a mandatory provision that acts as a statute of limitations. The 30-day deadline must be strictly complied with and is calculated from the date of service, that is, the mailing of the decision to the last known address of the party entitled to receive it.

*Maskevich v. Illinois Department of Employment Security*, 2022 IL App (1st) 210779, ¶ 1, 227 N.E.3d 574

In *Flores v. Board of Review*, Plaintiff did not have actual notice of referee's decision; although plaintiff's friend read the letter to herself and then gave plaintiff her interpretation of its contents, she omitted any reference to the referee's decision and, therefore, plaintiff was not precluded from appealing the decision. *Flores v. Board of Review*, 74 Ill. App. 3d 667, 668, 393 N.E.2d 638, 640 (1st Dist. 1979)

Under *Gutierrez v. Board of Review*, the court held that the legislature intended to create a definite time limitation within which a decision of the administrative body must be challenged; in that sense, the time limitations set forth in the statute are clearly mandatory and thus jurisdictional; however, the legislature intended only to bind those parties given actual notice of the administrative decision. *Gutierrez v. Board of Review*, 35 Ill. App. 3d 186, 187, 341 N.E.2d 115, 116 (1st Dist. 1975).

In *Huggins v. Board of Review*, where a claimant first stated that she did receive a copy of the deputy's determination that she was not eligible for unemployment compensation, stated that she did not, and finally stated that she previously had trouble with her mail, this could not be regarded as a sufficient showing of a good cause reason for delay in filing the appeal beyond the statutory period. *Huggins v. Board of Review*, 10 Ill. App. 3d 140, 141, 294 N.E.2d 32 (1st Dist. 1973).

**Agencies Are Limited to the Powers Instilled by Legislature**

“Agencies have no inherent or common-law power; they are creatures of statute that have only the power that their legislative creators gave them.” *Mercury Sightseeing Boats, Inc. v. County of Cook*, 2019 IL App (1st) 180439. When a court discusses the jurisdiction of an administrative agency, it refers to the agency’s power to take action. Agencies do not possess inherent or customary authority; they exist solely by statute and possess only the authority granted to them by their legislative creators. Therefore, when an agency exceeds its statutory powers, a court frequently concludes that the agency is acting beyond its jurisdiction.

An administrative agency acts without “jurisdiction” when it “acts outside its statutory authority.” *Deicke Center v. Illinois Health Facilities Planning Board*, 389 Ill. App. 3d 300, 302, 906 N.E.2d 64, 329 Ill. Dec. 219 (2009); see also *Alvarado v. Industrial Comm’n*, 216 Ill. 2d 547, 554, 837 N.E.2d 909, 297 Ill. Dec. 458 (2005). “Although the term ‘jurisdiction’ is not strictly applicable to an administrative body, this court has held that the term may be employed to designate the authority of an administrative body to act.” *Williams-Huntley v. Illinois Department of Employment Security*, 2024 IL App (1st) 230979.

**Conclusion**

The *Williams-Huntley* case serves as a reminder that administrative proceedings are bound by strict timelines and procedural requirements. Failure to adhere to these guidelines can result in the loss of jurisdiction and, ultimately, the dismissal of one’s appeal.

In essence, *Williams-Huntley v. Illinois Department of Employment Security* underscores the vital importance of timeliness in legal matters. It serves as a stark reminder that in the intricate dance of administrative law, missteps in timing can have profound consequences.



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toi.org

- Electronic access of Township Perspective
- Full length legislative reports
- Electronic access to the 2022 Laws & Duties handbook (with purchase)
- And More!



# ECIHCA

March 26-27 was the East Central Illinois Highway Commissioners Association (ECIHCA) Spring Seminar in Decatur.



TOI Executive Director Jerry B. Crabtree and TOI Director of Member Services Brad Ruppert attend the ECIHCA Spring Seminar.



Some of the attendees at the ECIHCA Spring Seminar.

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Hydraulic Valves, Dump Bodies, Service Bodies and Service  
Cranes, Platforms, Liftgates, Van Bodies, Snow Plows and Salt  
Spreaders. We can make hydraulic hoses while you wait!!!



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# NWIHCA

North Western Illinois Highway Commissioners Association (NWIHCA) met on April 5 in Amboy, Illinois.



TOI Executive Director Jerry B. Crabtree speaking to the NWIHCA meeting attendees.

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## FOR SALE



Logan Township Road District will be accepting sealed bids for the sale of:  
2007 Mack Granite CTP 713

Features include:

- 425 LP Mack Engine
- 6 sp Allison Automatic Transmission
- 15' Heil Dumpbed (Refurbished in Oct 2023)
- 11' Wausau Reversible Poly Plow
- Henderson under tailgate Spreader
- 240 K Miles

\$50,000 Minimum Bid—Bids will be accepted until May 10th and will be opened at the Township Board meeting on May 14th @ 7:00 PM

Road Commissioner reserves the right to reject any and all bids  
Mail bids to: Logan Township Joel Woerner-Road Commissioner,  
P.O. Box 192, Hanna City, IL 61536

Any questions please call and leave a message for Joel Woerner  
@ (309) 657-7043

## FOR SALE



The Mason County Highway Department will be accepting sealed bids on a used  
2017 Tandem Axel Mack Granite Truck. The Mack Tandem has a 345 HP Cummins  
ISL9 engine with 33,273 miles.

The Tandem Truck includes the following:

- Brandon 14' Dump Body 304 Stainless Steel
- Mailhot Trunnion Hoist CS130-5.5-3
- Wausau HSP4812RHHW Snowplow
- 30½" Center Pin Plow Hitch
- Force America Designed Load Sense Hydraulic System
- AFT Tow Hitch
- 9" Stainless Steel Under Tailgate Spreader
- Stainless Steel Oil Pan
- Calcium Chloride Tank

All equipment will be sold on an "AS IS" condition basis with no warranty or guarantee of equipment condition or performance. All sales are final. The terms of the sale are cash or good check once the highest bidder is determined.

The 2017 Tandem Axel Mack Granite Truck may be viewed by appointment at 29890 CR 1150N, Mason City, IL 62664. Call (309) 696-6682 to schedule an appointment. All bids must be received by 4:00 p.m. on May 23, 2024, at the Office of the County Engineer, 1164 East Laurel Avenue, Havana, IL. The sealed bids will be opened on May 24, 2024, at 9:30 a.m. in the office of the County Engineer, 1164 East Laurel Avenue, Havana, IL 62644.

The Mason County Road & Bridge Committee reserves the right to reject any or all bids and waive irregularities therein. Mason County Highway Department

**Township equipment sells from our website, [toi.org/Township-Perspective/Township-Classifieds](http://toi.org/Township-Perspective/Township-Classifieds), and from *Township Perspective*. List your surplus equipment now for results! For \$75 (copy w/ photo) or \$25 (copy only), your township ad will be on our website and in the next available issue of *Township Perspective*. Email [kayla@toi.org](mailto:kayla@toi.org) to advertise or for more information.**



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- Steve D, Town of Garfield



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# Township and Road District Checklist

## 2024 Township Calendar

Checklist dates are now available on the Events Calendar at [toi.org](http://toi.org)

05/01/24	<b>Statement of Economic Interest</b>	5 ILCS 420/4A-101 5 ILCS 420/4A-105	Elected and certain appointed officials must file a Statement of Economic Interest with county clerk by May 1st of each year. Persons appointed to fill vacancies must also file statements at time of appointment.
05/30/24	<b>Budget Notice*</b>	50 ILCS 330/3 60 ILCS 1/80-60	Last day to publish a notice announcing budget hearings and that the tentative budgets are available for inspection. Separate township and road district notices must be published at least 30 days before hearings in a newspaper published in the township. If there is no township newspaper, post in five of the most public places in township.
05/30/24	<b>Budget Inspection*</b>	50 ILCS 330/3 60 ILCS 1/80-60	Last day for clerk to make tentative budgets available for public inspection. Tentative budgets must be prepared and made available for inspection at least 30 days before hearings. It is the duty of clerk to arrange for the public hearings.
06/30/24	<b>Budget Hearing &amp; Adoption*</b>	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. ( <b>Do not adopt at the annual town meeting.</b> ) The township budget may be adopted at the public hearing. The road district budget <b>shall</b> be adopted at the public hearing.
07/30/24	<b>Budget Filing*</b>	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.
09/27/24	<b>Fiscal Responsibility Report Card*</b>	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.
09/27/24	<b>Comptroller's Report*</b>	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.
09/30/24	<b>Annual Treasurer's Report Completed*</b>	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.

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.

09/30/24	<b>Annual Treasurer's Report Published*</b>	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. <b>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.</b>
09/30/24	<b>Audit</b>	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. <b>CPA audit required at end of supervisor's term or if vacancy occurs anytime in the position of supervisor.</b>
09/30/24	<b>Audit</b>	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.
11/02/24	<b>Multi-Township Assessing District Salaries</b>	60 ILCS 1/65-5	Last day for multi-township assessing districts to set the salaries for multi-township assessors and MTAD board members. Must be set at least 150 days before the election.
11/03/24	<b>Notifying Township Central Committee of Reporting Caucus Time/Location</b>	60 ILCS 1/45-10	Last day the township clerk shall notify the chairman or membership of each township central committee by first class mail of the chairman's or membership's obligation to report the time and location of the political party's caucus.
11/04/24	<b>Notifying Multi-Township Central Committee of Reporting Caucus Time/Location</b>	60 ILCS 1/45-25	Last day the multi-township clerk shall notify the chairman or membership of each multi-township central committee by first-class mail of the chairman's or membership's obligation to report the time and location of their political party's caucus.
11/13/24	<b>Notifying Township Clerk of Caucus Time/Location</b>	60 ILCS 1/45-10	Last day each chairman of the township central committee shall notify the township clerk by first-class mail of the time and location of their political party's caucus.



11/14/24	<b>Notifying Multi-Township Clerk of Caucus Time/ Location</b>	60 ILCS 1/45-25	Last day each chairman of the multi-township central committee shall notify the multi-township clerk by first-class mail of the time and location of their political party's caucus.
11/20/24	<b>Township Official Salaries</b>	50 ILCS 145/2	Last day for township boards to set salaries for all township officials for the new term of office. Must be set at least 180 days before the new term of office begins.
11/23/24	<b>Publishing Caucus Notice</b>	60 ILCS 1/45-10	At least 10 days before the caucus, the township board must publish notice of the time/location for each party caucus. The township publication deadline is Saturday, Nov. 23, 2024. The notice must be published in a newspaper of general circulation in the township.
11/23/24	<b>Publishing Multi-Township Caucus Notice</b>	60 ILCS 1/45-25	At least 10 days before the caucus, the multi-township central committee must publish notice of the time/location for each multi-township caucus. The multi-township publication deadline is Sunday, Nov. 24, 2024. The notice must be published in a newspaper of general circulation in the multi-township district.
12/03/24	<b>Township Caucus</b>	60 ILCS 1/45-10	Must be after 6:00 p.m.
12/04/24	<b>Multi-Township Assessing District Caucus</b>	60 ILCS 1/45-25	Must be after 6:00 p.m.
12/11/24	<b>Last Day to Determine Tax Levy for Truth in Taxation</b>	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.
12/24/24	<b>Last Day for Truth in Taxation Notice</b>	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.
12/31/24	<b>Last Day to Hold Truth in Taxation Hearing, Adopt &amp; File Tax Levies</b>	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





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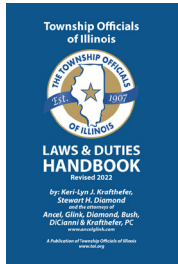
CUTTING EDGES

CYLINDER REBUILDING

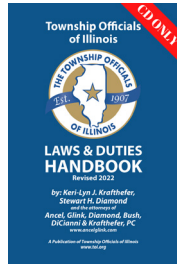
# TOI Bookstore

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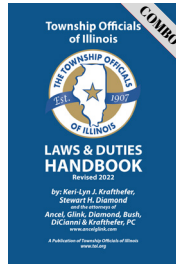
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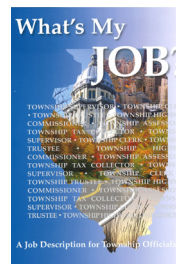
2022 Laws & Duties  
\$35



2022 Laws & Duties CD  
\$30



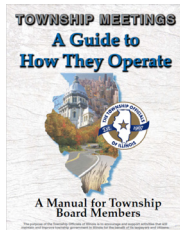
2022 Laws & Duties  
Combo  
\$45



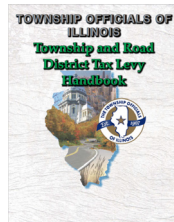
What's My Job?  
\$5



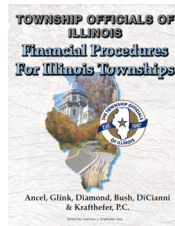
2021-2025 TOI Directory  
\$50



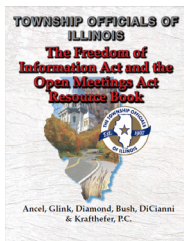
Township Meetings: A  
Guide to How They  
Operate  
\$15



Township and Road  
District Levy Handbook  
\$15



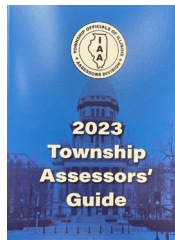
Financial  
Procedures for  
Illinois Townships  
\$15



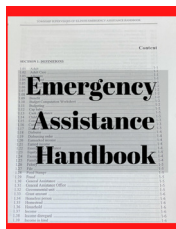
FOIA & OMA  
Resource Book  
\$15



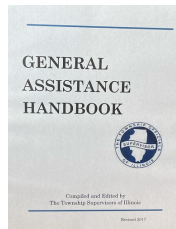
Desk Reference Set  
\$45



2023 Township  
Assessors' Guide  
\$20



Emergency Assistance  
Handbook  
\$40



General Assistance  
Handbook  
\$150

## Clerks Handbook

- Handbook & CD - \$50
- CD only - \$25

*Mail form and check to:*  
Katy Dolan Baumer  
Hanover Township Clerk  
250 S. State Route 59  
Bartlett, IL 60103

*Checks payable to Township  
Clerks of Illinois*

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

*Township:* \_\_\_\_\_

*County:* \_\_\_\_\_

*Clerk's Name:* \_\_\_\_\_

*Best Phone:* \_\_\_\_\_

*E-mail Address:* \_\_\_\_\_

*Street Address:* \_\_\_\_\_

*City:* \_\_\_\_\_ *Zip:* \_\_\_\_\_

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# IN MEMORIAM

**Ignatius “Stanley” Geppert**, 89, of Oakdale died March 11. He was a former Trustee of Oakdale Township (Washington Co.)

**Gerald Hartmann**, 86, of Maple Park died March 25. He was a former Trustee of Cortland Township (DeKalb Co.)

**Bill Hayes**, 95, of Wilsonville died March 30. He was a former Supervisor and currently serving as Trustee of Dorchester Township (Macoupin Co.)

**Richard Hickman**, 86, of Gays died March 29. He was a former Trustee of Whitley Township (Moultrie Co.)

**Leo Hietter**, 101, of Peoria died March 25. He was a former Trustee of Princeville Township (Peoria Co.)

**Andrew Holtzclaw**, 83, of Carmi died March 10. He was currently serving Highway Commissioner of Emma Township (White Co.)

**Stephen Ladage**, 74, of Waverly died March 3. He was a former Trustee of Talkington Township (Sangamon Co.)

**Sharon McBride**, 84, of West Peoria died March 23. She was a former Trustee of West Peoria Township (Peoria Co.)

**Joseph Nord**, 84, of Carrollton died March 16. He was a former Supervisor of Linder Township (Greene Co.)

**Donald Rice**, 88, of Philo died March 10. He was a former Trustee of Philo Township (Champaign Co.)

**Roy Sangmeister**, 78, of Manhattan died March 31. He was a former Supervisor of Green Garden Township (Will Co.)

**Donna Schaefer**, 69, of McHenry died March 24. She was a former Supervisor of McHenry Township (McHenry Co.)

**Emmett “Pete” Schrader**, 92, of Warsaw died March 16. He was a former Supervisor of Wythe Township (Hancock Co.)

**Everett Schurman**, 93, of Peotone died March 13. He was a former Trustee and Supervisor of Will Township (Will Co.)

**Kermit Smiddy**, 86, of Barrington died March 6. He was a former Highway Commissioner of Cuba Township (Lake Co.)

**Ricky Thompson**, 59, of Havana died March 17. He was currently serving as Highway Commissioner of Havana Township (Mason Co.)





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