

Maine Township Town Hall
1700 Ballard Road Park Ridge, IL 60068
Tuesday, January 22, 2019 @ 7:30 pm

AGENDA

Bill Review/6:30 in Open Meeting Board Room

- Review of General Assistance, Town fund, and Road District Expenditures.

Call Regular Meeting to Order/7:30

Pledge of Allegiance

Roll Call

1. Presentation of Check to Honor Flight Chicago
2. Presentation of Plaque to Jewel
3. Approval of Minutes of December 18, 2018 Special Board Meeting
4. Approval of Minutes of December 27 2018 Bill Pay Review
5. Approval of Minutes of December 27, 2018 Board Meeting
6. Public Participation
7. Approval of General Assistance Expenditures
8. Approval of Road District Expenditures
9. Approval of General Town Fund Expenditure

Discussion and Potential Action on the Following Items Listed Under Old & New Business:

10. New Business

- Contract for Front Patio Paver Replacement Project

11. Old Business

- Policies & Procedures:
 - Posting Financial and Other Records on our Website
- Tax Abatement Ordinance as Proposed by Trustees Sweeney & Carrabotta
- Salary Study Vendor -McGrath Consulting

12. Personnel

13. Officials' Reports

14. Administrator's Report

15. Closed Session

16. Adjournment



ADMINISTRATOR'S REPORT

Date: January, 2019

To: All Elected Officials

From: Dayna Berman, Administrator

Hope all of you had a wonderful New Year. The start of a new calendar year also means winding down our fiscal year. Supervisor Morask and I have started to meet with Department Heads to review departmental line items under both Revenue and Expenditures. These meetings entail discussions of outgoing expenses, incoming revenues, planning, monthly income statement tracking, budget vs. actual, etc. The purpose is also to ensure that spending follows a plan, we stay within preset limits and do not exceed available funds.

I am scheduled to meet with Bob McCabe from Ancil Glink next week to wrap up the minute details of our Personal Policy Manual. I am excited to have a new amended version with up-to date policies.

As you are all aware, the government shut down is now approaching four weeks. Although local government programs, per se, are not affected, some residents we assist in General Assistance who receive public aid and use the SNAP program (food stamps) can be affected if this continues past February. We have put out a press release informing the community that the township will be "up and running as usual", however, for those using the SNAP program we, here, at Town Hall are currently developing a plan to keep the food supplies stocked in case the shutdown continues into Spring.

Mike Samaan, Maintenance Foreman and I met the Des Plaines Fire Inspector at the OEM building for the yearly building inspection. We are also handling some of the essential functions until the direction of the OEM department is discussed. Everything was in order, except a couple of our fire extinguishers needed replacing. Mike and I also took note of some equipment inventory as well as placement of vehicle keys and have a plan in place in the event of an emergency.

All my departments will have a table and be represented at the Senior Expo in April. Please put this day, April 25th, on your calendar and stop by if you can. We are so excited for this event as it is one of our biggest of the year!

Stay warm and drive careful, the snow is coming!

MAINE TOWNSHIP GENERAL ASSISTANCE FUND

9%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD DISBURSE	BUDGET	BALANCE	% Left
	Wednesday, January 23, 2019	10:26:43 AM													
	REVENUE														
	Beginning Balance														
	Property Tax	405,233.40	6,931.26	10,954.92	0.00	95,100.08	169,166.52	1,605.10	1,612.63	2,213.64	289.82	693,107.37	1,131,362.00	438,254.63	39%
	SS Reimbursement	1,445.00	0.00	0.00	0.00	0.00	1,140.00	2,000.00	2,493.15	0.00	5,180.00	12,258.15	20,900.00	8,641.85	41%
	Interest Income	328.52	355.86	527.76	477.37	527.60	542.32	496.69	585.76	532.99	551.42	4,926.29	3,685.00	-1,241.29	-34%
	Energy Assistance Revenue	5.00	1,320.00	780.00	420.00	200.00	109.00	419.00	216.00	1,128.00	3,552.00	8,149.00	12,960.00	4,811.00	37%
	Food Pantry Cash Donations	937.05	11,190.00	1,079.00	2,795.00	116.05	2,132.00	2,482.90	2,148.61	15,760.00	9,976.00	48,616.61	43,269.00	-5,347.61	-12%
	NET REVENUE	407,948.97	19,797.12	13,341.68	3,692.37	95,943.73	173,089.84	7,003.69	7,056.15	19,634.63	19,549.24	767,057.42	1,212,176.00	445,118.58	37%
	EXPENSES														
	EXPENSES-ADMINISTRATIVE														
	Gross Pay Account	29,179.60	29,179.60	29,179.60	43,769.40	32,616.10	29,853.44	29,853.44	29,863.53	44,780.16	36,637.34	334,912.21	392,586.00	57,673.79	15%
	IDES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Social Security	2,185.76	2,185.76	2,185.76	3,278.64	2,442.23	2,230.88	2,230.88	2,231.66	3,370.17	2,582.98	24,924.72	29,875.00	4,950.28	17%
	IMRF	3,682.47	3,682.47	3,682.47	5,523.70	4,116.15	3,767.50	3,767.50	3,768.78	5,651.26	4,339.68	41,981.98	47,823.00	5,841.02	12%
	Administrative Div. Health Ins.	12,228.33	8,627.33	10,427.83	10,175.54	11,111.36	11,111.36	11,111.36	11,111.36	11,111.36	9,936.67	106,952.50	130,434.00	23,481.50	18%
	Life Insurance	97.30	97.30	97.30	97.30	97.30	97.30	97.30	97.30	97.30	83.40	959.10	1,191.00	231.90	19%
	Dental Insurance	438.00	42.00	528.50	76.40	1,412.00	220.20	785.00	42.00	42.00	349.00	3,935.10	4,433.00	497.90	11%
	Tuition Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Accounting Services	421.24	432.24	433.94	597.66	3,638.40	433.94	433.94	444.94	597.66	429.05	7,863.01	8,486.00	622.99	7%
	Conferences Meetings	0.00	0.00	0.00	0.00	71.71	0.00	0.00	165.00	0.00	102.92	339.63	514.00	174.37	34%
	Dues Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Print Management	1,273.34	636.67	636.47	636.76	636.97	636.67	636.67	636.67	636.67	636.67	7,003.56	6,500.00	-503.56	-8%
	General Insurance-Liab-Bond	0.00	0.00	17,445.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	17,945.00	14,941.00	-3,004.00	-20%
	Legal Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Mileage-Travel-Lodging	0.00	0.00	0.00	20.71	34.38	21.25	0.00	22.34	0.00	761.08	859.76	892.00	32.24	4%
	Postage	374.98	344.61	206.29	346.21	380.70	398.92	474.05	201.56	225.43	211.24	3,163.99	3,000.00	-163.99	-5%
	Printing Publishing	0.00	0.00	0.00	0.00	0.00	0.00	949.41	0.00	0.00	0.00	949.41	1,500.00	550.59	37%
	Telecommunication/ISP	156.96	158.49	158.49	158.49	158.46	158.68	158.68	159.47	159.47	159.47	1,586.66	1,374.00	-212.66	-15%
	Staff Training	0.00	0.00	20.00	0.00	0.00	0.00	50.00	199.00	0.00	0.00	269.00	478.00	209.00	44%
	Utilities	219.00	200.51	148.27	203.49	129.84	189.68	207.04	175.07	210.77	278.61	1,962.28	2,252.00	289.72	13%
	Hearing Officer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32.00	32.00	100%
	Office Supplies	0.00	515.15	30.94	0.00	199.94	104.72	77.60	0.00	476.28	256.84	1,661.47	6,330.00	4,668.53	74%
	Operating Supplies/Maint	0.00	51.00	0.00	0.00	541.15	12.38	0.00	161.52	112.89	0.00	878.94	1,150.00	271.06	24%
	Building Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Computer Software Development	0.00	0.00	0.00	0.00	2,350.00	0.00	0.00	0.00	0.00	0.00	2,350.00	2,350.00	0.00	0%
	Comp Tech Support	545.00	545.00	545.00	545.00	520.00	520.00	520.00	520.00	520.00	520.00	5,300.00	6,290.00	990.00	16%
	Admin Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Total	50,801.98	46,698.13	65,725.86	65,429.30	60,456.69	50,256.92	51,352.87	49,800.20	67,991.42	57,284.95	565,798.32	662,438.00	96,639.68	15%
	EXPENSES-ASSISTANCE														
	Client Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	134.00	134.00	100%

MAINE TOWNSHIP GENERAL ASSISTANCE FUND

9%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD DISBURSE	BUDGET	BALANCE	% Left
	Wednesday, January 23, 2019	10:26:43 AM													
	Emergency Assist Program	300.00	0.00	250.00	0.00	0.00	0.00	0.00	600.00	0.00	0.00	1,150.00	1,200.00	50.00	4%
	Prescription Drugs	0.00	0.00	562.81	0.00	44.49	0.00	0.00	0.00	0.00	0.00	607.30	2,693.00	2,085.70	77%
	Dental Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Medical Services	0.00	0.00	0.00	0.00	12.10	0.00	0.00	0.00	0.00	0.00	12.10	114.00	101.90	89%
	Funeral & Burial Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Client Utilities	438.17	75.00	338.64	442.77	387.80	656.79	1,123.83	788.05	825.25	930.34	6,006.64	5,913.00	-93.64	-2%
	Shelter-Rent	5,445.22	5,445.22	5,095.22	5,120.22	6,856.06	6,206.29	6,038.14	4,770.22	5,120.22	5,820.22	55,917.03	71,102.00	15,184.97	21%
	Ambulance Paramedic	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Food/Pers essentials	2,676.74	6,000.00	2,834.78	4,895.25	6,078.08	8,070.00	0.00	0.00	6,000.00	6,000.00	42,554.85	33,887.00	-8,667.85	-26%
	Transport/Clothing	1,680.00	1,595.55	2,096.33	1,840.00	1,908.51	2,027.39	2,029.00	1,820.00	1,775.00	1,840.00	18,611.78	19,803.00	1,191.22	6%
	Transient	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Food Pantry	78.98	1,182.70	0.00	0.00	0.00	0.00	119.94	12,000.00	161.87	1,185.10	14,728.59	23,410.00	8,681.41	37%
	Catastro. Med. Insurance	0.00	0.00	4,080.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,080.00	4,200.00	120.00	3%
	CWP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Prov for contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Total	10,619.11	14,298.47	15,257.78	12,298.24	15,287.04	16,960.47	9,310.91	19,978.27	13,882.34	15,775.66	143,668.29	162,462.00	18,793.71	12%
	TOTAL OPERATING EXPENSES	61,421.09	60,996.60	80,983.64	77,727.54	75,743.73	67,217.39	60,663.78	69,778.47	81,873.76	73,060.61	709,466.61	830,891.00	121,424.39	15%

MAINE TOWNSHIP GENERAL TOWN FUND

9%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD DISBURSE	BUDGET	BALANCE	% Left
		10:31:27 AM													
	REVENUE														
	Property Tax	1,620,713.00	27,304.72	43,690.57	0.00	1,102,494.85	849,934.16	9,172.22	11,076.66	12,029.57	2,299.88	3,678,715.63	4,522,119.00	843,403.37	19%
	Interest Income	1,285.87	1,342.17	1,967.66	1,802.97	1,932.31	2,155.99	1,946.70	2,256.28	1,960.26	1,989.80	18,640.01	13,198.00	-5,442.01	-41%
	MaineStay Fees	842.00	3,794.00	6,201.00	1,519.00	1,680.00	1,331.00	979.00	2,874.00	394.00	1,775.90	21,389.90	14,952.00	-6,437.90	-43%
	Senior Programs	1,500.00	0.00	500.00	1,554.00	0.00	0.00	0.00	0.00	0.00	0.00	3,554.00	11,633.00	8,079.00	69%
	MaineStreamers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	312,365.00	312,365.00	100%
	Yard Stickers and Rebates	195.00	1,714.71	857.50	1,017.35	2,289.09	1,117.05	0.00	2,246.41	0.00	364.85	9,801.96	11,355.00	1,553.04	14%
	Postage	570.68	241.78	659.40	373.66	373.62	263.76	175.84	324.80	373.66	175.84	3,533.04	7,685.00	4,151.96	54%
	Garage Sale	0.00	0.00	0.00	0.00	0.00	2,850.00	1,185.00	66.49	250.00	0.00	4,351.49	5,700.00	1,348.51	24%
	Passport Fees	7,656.00	7,144.00	7,729.00	5,829.00	6,056.00	6,367.00	3,855.00	4,770.94	4,317.00	2,635.00	56,358.94	69,000.00	12,641.06	18%
	Vehicle Sticker Fees	25.00	0.00	115.00	9,303.22	6,575.80	218.00	0.00	106.25	715.30	60.00	17,118.57	17,500.00	381.43	2%
	Transportation Fees	20.00	77.00	132.00	160.00	140.00	133.00	123.00	60.00	110.00	65.00	1,020.00	1,600.00	580.00	36%
	Prsnl Prop Replacement Tax	7,138.75	27,805.60	14,958.37	0.00	11,655.76	1,178.01	0.00	10,548.05	0.00	2,579.40	75,863.94	73,030.00	-2,833.94	-4%
	Other Income	459.40	-34.45	25.00	334.40	250.00	0.00	743.90	1,190.00	128.67	5,484.40	8,581.32	2,000.00	-6,581.32	-329%
	NET REVENUE	1,640,405.70	69,389.53	76,835.50	21,893.60	1,133,447.43	865,547.97	18,180.66	35,519.88	20,278.46	17,430.07	3,898,928.80	5,062,137.00	1,163,208.20	23%

MAINE TOWNSHIP GENERAL TOWN FUND

9%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD DISBURSE	BUDGET	BALANCE	% Left
	EXPENSES														
	ADMINISTRATION														
	Gross Pay Account	62,660.15	57,164.51	66,616.57	81,232.12	63,951.92	58,084.74	56,679.26	56,810.38	81,543.80	56,894.79	641,638.24	782,450.00	140,811.76	18%
	IDES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Social Security	4,759.83	4,309.26	5,088.27	6,176.46	4,855.07	4,406.22	4,298.69	4,308.74	6,206.93	4,315.17	48,724.64	61,729.00	13,004.36	21%
	IMRF	5,957.92	5,196.21	6,403.72	7,460.54	5,762.54	5,130.99	5,133.71	5,160.87	7,678.56	5,100.81	58,985.87	67,812.00	8,826.13	13%
	Administrative Div. Health Ins.	27,327.21	27,379.89	26,353.44	25,629.28	20,316.62	25,296.00	25,296.00	25,296.00	24,867.35	25,296.00	253,057.79	305,000.00	51,942.21	17%
	Life Insurance	194.60	194.60	180.70	180.70	166.80	180.70	180.70	180.70	162.84	180.70	1,803.04	2,255.00	451.96	20%
	Dental Insurance	2,537.69	142.20	1,997.45	2,641.30	4,034.50	-186.30	1,229.60	314.90	526.40	1,504.80	14,742.54	20,000.00	5,257.46	26%
	Accounting Services	1,240.85	1,226.40	3,432.57	1,602.39	14,184.51	5,789.27	1,248.76	2,476.12	1,580.81	1,257.77	34,039.45	30,887.00	-3,152.45	-10%
	Building & Grounds Maint	1,204.18	2,119.09	1,654.93	1,691.59	1,586.08	5,024.89	1,757.61	2,137.61	2,327.72	373.25	19,876.95	25,242.00	5,365.05	21%
	Community Info-Support	0.00	3,541.00	3,541.00	3,541.00	3,541.00	3,541.00	3,541.00	3,541.00	3,541.00	3,541.00	31,869.00	47,578.00	15,709.00	33%
	Conferences Meetings	75.00	0.00	0.00	40.00	0.00	0.00	0.00	785.00	-165.00	72.49	807.49	3,570.00	2,762.51	77%
	Special Programs	500.00	0.00	525.00	25.00	0.00	90.41	250.00	976.03	0.00	0.00	2,366.44	6,459.00	4,092.56	63%
	Dues Subscriptions	0.00	0.00	350.00	35.00	0.00	3,592.59	0.00	0.00	0.00	0.00	3,977.59	6,316.00	2,338.41	37%
	Equipment Leasing Maint	1,191.11	522.00	0.00	3,364.27	717.44	1,191.11	1,364.16	1,050.00	0.00	7,868.27	17,268.36	18,527.00	1,258.64	7%
	Gen Ins Liability Ins Bond	0.00	0.00	52,959.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	52,959.00	53,835.00	876.00	2%
	Website\Email Host	5,000.00	0.00	0.00	3,933.76	450.00	3,500.00	0.00	0.00	0.00	3,500.00	16,383.76	14,000.00	-2,383.76	-17%
	Print Management	584.68	381.09	527.30	456.70	426.42	393.23	430.29	410.40	362.34	362.34	4,334.79	4,637.00	302.21	7%
	Computer Tech Support	545.00	545.00	545.00	545.00	495.00	520.00	520.00	520.00	520.00	520.00	5,275.00	8,052.00	2,777.00	34%
	Legal Services	6,831.88	828.75	25,703.22	34,541.87	22,332.48	16,604.68	8,972.40	13,841.05	11,934.83	5,300.50	146,891.66	165,000.00	18,108.34	11%
	Mileage-Travel-Lodging Exp	0.00	0.00	0.00	0.00	0.00	0.00	25.18	6.87	0.00	596.17	628.22	1,630.00	1,001.78	61%
	Police Protection	4,600.00	4,200.00	4,400.00	0.00	4,400.00	0.00	4,400.00	4,000.00	0.00	8,200.00	34,200.00	45,600.00	11,400.00	25%
	Plan Commission	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Postage	1,460.72	-1,350.42	3,579.46	7,559.74	-1,400.95	3,584.97	7,591.20	-1,519.73	3,990.15	-1,636.26	21,858.88	33,962.00	12,103.12	36%
	Printing Publishing	598.74	1,539.84	1,618.48	2,286.44	1,529.00	6,754.39	8,896.62	330.94	1,590.26	301.25	25,445.96	38,796.00	13,350.04	34%
	Code Enforcement Expense	44.71	60.96	143.77	25.47	124.49	25.40	25.40	25.54	165.54	47.04	688.32	673.00	-15.32	-2%
	Maine Township Rec. Connections	4,160.25	4,060.50	4,719.63	4,181.66	1,898.23	2,244.70	7,771.79	3,842.74	2,385.78	2,291.68	37,556.96	45,060.00	7,503.04	17%
	Telecommunications	1,871.88	1,945.15	1,944.95	1,640.82	1,918.19	1,952.54	1,952.40	1,969.37	1,981.31	1,656.53	18,833.14	25,519.00	6,685.86	26%
	Staff Training	99.00	25.00	0.00	0.00	0.00	0.00	0.00	199.00	-199.00	0.00	124.00	436.00	312.00	72%
	Transportation/Mainelines	0.00	203.00	545.00	620.00	390.00	585.00	425.00	0.00	880.00	0.00	3,648.00	5,281.00	1,633.00	31%
	Utilities	1,968.37	2,226.24	1,337.17	1,719.98	1,969.77	1,954.57	1,975.26	1,728.67	2,161.54	2,760.28	19,801.85	21,100.00	1,298.15	6%
	Miscellaneous (Adminstr)	0.00	0.00	0.00	65.98	0.00	0.00	0.00	0.00	0.00	0.00	65.98	500.00	434.02	87%
	Neighborhood Watch	35.00	240.00	0.00	0.00	0.00	1,964.74	0.00	0.00	0.00	0.00	2,239.74	3,029.00	789.26	26%
	Office Supplies/Sm. Equipment	473.82	485.03	447.97	386.48	660.84	243.42	0.00	1,603.88	1,463.57	3,388.31	9,153.32	17,500.00	8,346.68	48%
	Operating Supplies Maint	372.46	867.05	1,042.70	634.72	1,123.27	183.11	340.13	556.83	1,367.47	589.77	7,077.51	8,500.00	1,422.49	17%
	Vehicle Expense	124.55	75.36	231.25	62.70	1,372.39	50.95	15.00	38.53	0.00	0.00	1,970.73	3,381.00	1,410.27	42%
	Building	0.00	0.00	0.00	0.00	0.00	0.00	0.00	137.80	0.00	433.67	571.47	10,000.00	9,428.53	94%
	Equipment Purchases	0.00	0.00	0.00	0.00	5,875.00	0.00	0.00	0.00	0.00	0.00	5,875.00	10,000.00	4,125.00	41%
	Capital Fund	0.00	165.00	141.30	0.00	0.00	3,482.00	0.00	6,600.00	0.00	0.00	10,388.30	250,000.00	239,611.70	96%
	Prov for contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Total	136,419.60	118,457.71	216,171.15	192,280.97	162,680.61	156,185.32	144,320.16	137,329.24	156,874.20	134,716.33	1,555,435.29	2,144,319.00	589,190.01	27%

MAINE TOWNSHIP GENERAL TOWN FUND

9%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD DISBURSE	BUDGET	BALANCE	% Left
	ASSESSOR														
	Assessor Division Salary	13,652.45	13,978.72	13,946.95	20,962.79	15,316.03	14,168.00	14,303.00	14,173.40	21,252.00	14,189.60	155,942.94	179,147.00	23,204.06	13%
	Assessor Division SS	976.87	999.40	994.56	1,495.07	1,094.55	1,006.74	1,017.07	1,007.15	1,529.15	1,008.39	11,128.95	12,813.00	1,684.05	13%
	Assessor Division IMRF	1,511.94	1,542.26	1,542.26	2,313.39	1,683.35	1,569.92	1,569.92	1,569.92	2,354.88	1,569.92	17,227.76	20,009.00	2,781.24	14%
	Health Insurance	9,010.47	9,010.47	9,010.47	8,792.46	9,465.24	9,465.24	9,465.24	9,465.24	9,465.24	9,465.24	92,615.31	110,090.00	17,474.69	16%
	Dental Insurance	18.00	312.00	167.00	322.00	1,712.30	207.60	756.80	238.40	651.60	686.20	5,071.90	5,022.00	-49.90	-1%
	Life Insurance	41.70	41.70	41.70	41.70	41.70	41.70	41.70	41.70	41.70	41.70	417.00	487.00	70.00	14%
	Conferences Meetings	10.10	0.00	0.00	0.00	18.00	0.00	0.00	0.00	0.00	0.00	28.10	848.00	819.90	97%
	Cook Cty Assessor Tie-in	0.00	0.00	475.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	475.00	1,025.00	550.00	54%
	Dues-Subscriptions	0.00	0.00	88.00	0.00	0.00	59.00	0.00	0.00	5.00	0.00	152.00	300.00	148.00	49%
	Equipment Leasing-Maint	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	350.00	350.00	100%
	Mileage-Travel-Lodging Exp	0.00	0.00	22.45	0.00	134.52	48.73	0.00	0.00	60.93	0.00	266.63	1,200.00	933.37	78%
	Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Printing-Publishing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	151.00	151.00	100%
	Sidwell Maps	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	707.00	707.00	100%
	Staff Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	116.00	116.00	100%
	Miscellaneous	72.99	0.00	104.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	177.21	1.00	-176.21	-17621%
	Office Supplies/Sm Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Total	25,294.52	25,884.55	26,392.61	33,927.41	29,465.69	26,566.93	27,153.73	26,495.81	35,360.50	26,961.05	283,502.80	332,268.00	48,765.20	15%

MAINE TOWNSHIP GENERAL TOWN FUND

9%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD DISBURSE	BUDGET	BALANCE	% Left
	MAINESTAY														
	MaineStay Salary	26,869.62	26,974.27	27,033.65	37,781.75	29,825.61	26,518.96	26,464.51	26,464.51	39,723.99	26,518.96	294,175.83	362,140.00	67,964.17	19%
	Social Security	1,963.40	1,967.44	1,971.99	2,690.62	2,182.22	1,929.24	1,924.54	1,924.54	2,914.04	1,924.54	21,392.57	27,708.00	6,315.43	23%
	IMRF	3,320.52	3,320.52	3,320.52	4,561.36	3,559.78	3,319.20	3,319.20	3,319.20	4,978.80	3,319.20	36,338.30	46,917.00	10,578.70	23%
	Administrative Div. Health Ins.	12,736.45	12,736.45	12,736.45	12,480.98	12,347.36	12,347.36	13,522.05	13,522.05	13,522.05	12,522.05	128,473.25	160,000.00	31,526.75	20%
	Life Ins.	97.30	97.30	97.30	97.30	83.40	83.40	97.30	97.30	97.30	97.30	945.20	1,135.00	189.80	17%
	Dental Ins.	530.80	325.00	462.00	833.00	36.00	306.00	532.20	274.00	42.00	42.00	3,383.00	7,000.00	3,617.00	52%
	Conferences-Meetings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	330.00	159.98	0.00	489.98	823.00	333.02	40%
	Consultation/Staff Training	0.00	0.00	0.00	0.00	0.00	488.99	210.99	81.00	247.00	599.00	1,626.98	1,971.00	344.02	17%
	Special Programs - MaineStay	28.44	289.47	5,212.56	965.87	0.00	0.00	215.00	77.93	309.18	686.66	7,785.11	10,000.00	2,214.89	22%
	Dues-Subscriptions/Licensures	250.00	0.00	125.00	0.00	0.00	250.00	850.00	0.00	0.00	268.00	1,743.00	1,874.00	131.00	7%
	Print Management	482.34	482.34	482.34	482.34	482.34	482.34	482.34	482.34	482.34	482.34	4,823.40	5,900.00	1,076.60	18%
	Gen Ins Liability Ins Bond	0.00	1,150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,150.00	1,200.00	50.00	4%
	Computer Tech Support	545.00	545.00	545.00	545.00	520.00	520.00	520.00	520.00	520.00	520.00	5,300.00	6,340.00	1,040.00	16%
	Mileage-Travel-Lodging Exp	0.00	56.51	0.00	0.00	51.03	54.61	112.98	21.09	779.74	310.84	1,386.80	924.00	-462.80	-50%
	Postage	184.71	17.22	20.42	4.70	44.65	9.40	18.80	11.75	5.85	101.97	419.47	420.00	0.53	0%
	Printing-Publishing	0.00	126.40	132.41	134.00	14.98	63.22	38.25	38.25	38.25	75.25	661.01	1,391.00	729.99	52%
	Community Education	20.28	20.94	0.00	0.00	0.00	0.00	0.00	40.08	0.00	20.08	101.38	137.00	35.62	26%
	Training Manual & Books	0.00	0.00	0.00	0.00	107.66	0.00	0.00	0.00	0.00	0.00	107.66	289.00	181.34	63%
	Miscellaneous	0.00	0.00	40.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.85	45.00	4.15	9%
	Office Supplies/Sm Equipment	0.00	398.49	74.88	0.00	477.60	40.85	0.00	353.19	0.00	760.19	2,105.20	4,000.00	1,894.80	47%
	Substance Abuse Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Youth Recreation Fund	0.00	0.00	0.00	463.82	187.50	1,773.00	0.00	0.00	540.00	0.00	2,964.32	3,000.00	35.68	1%
	Summer Youth Camp	0.00	1,020.00	2,582.95	842.47	3,783.67	1,719.16	0.00	0.00	0.00	0.00	9,948.25	10,000.00	51.75	1%
	Garage Sale	0.00	0.00	0.00	0.00	0.00	0.00	173.97	256.51	0.00	0.00	430.48	800.00	369.52	46%
	Total	47,028.86	49,527.35	54,838.32	61,883.21	53,703.80	49,905.73	48,482.13	47,813.74	64,360.52	48,248.38	525,792.04	654,015.00	128,222.96	20%

MAINE TOWNSHIP GENERAL TOWN FUND

9%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD DISBURSE	BUDGET	BALANCE	% Left
	SENIOR														
	Senior Salary	16,357.08	18,420.77	13,477.62	22,883.38	19,607.81	17,559.24	17,559.24	17,559.24	26,338.86	17,559.24	187,322.48	221,117.00	33,794.52	15%
	Social Security	1,221.02	1,378.90	1,009.54	1,777.87	1,470.52	1,313.80	1,313.80	1,313.80	1,985.44	1,313.80	14,098.49	16,913.00	2,814.51	17%
	IMRF	2,064.26	2,324.70	1,700.88	2,992.73	2,474.51	2,215.98	2,215.98	2,215.98	3,323.97	2,215.98	23,744.97	28,104.00	4,359.03	16%
	Life Ins.	55.60	55.60	41.70	41.70	55.60	55.60	55.60	55.60	55.60	55.60	528.20	769.00	240.80	31%
	Dental Ins.	18.00	24.00	24.00	18.00	24.00	355.00	580.60	248.00	319.20	24.00	1,634.80	5,787.00	4,152.20	72%
	Administrative Div. Health Ins.	8,184.35	8,184.35	5,809.56	5,616.32	7,321.10	7,321.10	7,321.10	7,321.10	8,557.61	6,084.59	71,721.18	90,000.00	18,278.82	20%
	Conferences-Meetings	0.00	0.00	157.00	0.00	84.19	0.00	0.00	0.00	0.00	0.00	241.19	866.00	624.81	72%
	Special Programs	0.00	0.00	120.49	6,033.15	0.00	0.00	0.00	0.00	629.15	0.00	6,782.79	9,657.00	2,874.21	30%
	Print Management	318.34	318.34	318.34	318.34	318.34	318.34	318.34	318.34	318.34	318.34	3,183.40	3,856.00	672.60	17%
	Dues-Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	100.00	125.00	25.00	20%
	Mileage-Travel-Lodging Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,084.00	1,084.00	100%
	Postage	1,071.61	956.46	1,052.91	1,001.18	1,006.33	1,023.52	765.34	901.47	801.97	1,285.01	9,865.80	11,552.00	1,686.20	15%
	Printing-Publishing	890.00	934.00	934.00	890.00	940.00	890.00	850.00	807.00	807.00	1,850.67	9,792.67	12,197.00	2,404.33	20%
	Telecommunications	2.56	2.42	2.42	2.56	1.89	2.52	4.02	2.52	1.89	2.10	24.90	25.00	0.10	0%
	Staff Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00	600.00	100%
	Office Supplies/Sm Equipment	0.00	0.00	0.00	0.00	407.82	0.00	0.00	0.00	354.79	0.00	762.61	4,284.00	3,521.39	82%
	Computer Tech Support	545.00	545.00	545.00	545.00	520.00	520.00	520.00	520.00	520.00	520.00	5,300.00	10,715.00	5,415.00	51%
	MaineStreamers						0.00	0.00	0.00	0.00	0.00		327,000.00		
	Total	30,727.82	33,144.54	25,193.46	42,120.23	34,232.11	31,575.10	31,604.02	31,263.05	44,013.82	31,229.33	335,103.48	744,651.00	409,547.52	55%

MAINE TOWNSHIP GENERAL TOWN FUND

9%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD DISBURSE	BUDGET	BALANCE	% Left
	CLERK														
	Clerk's Division Salary	9,502.52	9,754.56	9,683.48	14,688.57	13,584.81	10,316.38	10,291.92	9,969.15	14,502.78	10,104.36	112,398.53	131,525.00	19,126.47	15%
	Social Security	713.09	736.35	730.92	1,104.87	1,028.09	778.08	772.03	747.33	1,096.04	761.86	8,468.66	10,062.00	1,593.34	16%
	IMRF	1,218.86	1,257.21	1,248.24	1,886.42	1,741.89	1,329.08	1,319.45	1,278.72	1,864.61	1,302.66	14,447.14	16,717.00	2,269.86	14%
	Administrative Div. Health Ins.	3,463.46	3,463.46	3,463.46	3,379.67	3,687.82	3,687.82	3,687.82	3,687.82	3,687.82	3,687.82	35,896.97	45,000.00	9,103.03	20%
	Life Ins.	27.80	27.80	27.80	27.80	27.80	27.80	27.80	27.80	27.80	27.80	278.00	324.00	46.00	14%
	Dental Ins.	1,378.80	12.00	337.60	12.00	73.00	12.00	12.00	147.00	73.00	12.00	2,069.40	3,000.00	930.60	31%
	Conferences-Meetings	0.00	75.00	70.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	145.00	853.00	708.00	83%
	Dues-Subscriptions	30.00	0.00	0.00	33.00	0.00	250.00	0.00	0.00	0.00	0.00	313.00	332.00	19.00	6%
	Print Management	252.34	252.34	252.34	252.34	252.34	252.34	252.34	252.34	252.34	252.34	2,523.40	3,028.00	504.60	17%
	Gen Insur Liability Bond	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	145.00	145.00	100%
	Mileage-Travel-Lodging Exp	9.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.60	996.00	986.40	99%
	Honor Flight	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00	1,000.00	0.00	0%
	Computer Tech Support	545.00	545.00	545.00	545.00	520.00	520.00	520.00	520.00	520.00	520.00	5,300.00	6,340.00	1,040.00	16%
	Postage	506.11	966.41	1,077.35	1,070.88	1,539.14	498.41	623.51	706.04	968.47	534.05	8,490.37	7,332.00	-1,158.37	-16%
	Printing-Publishing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	847.00	847.00	100%
	Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	126.00	126.00	100%
	Office Supplies/Sm Equipment	0.00	144.70	0.00	0.00	57.97	228.47	0.00	157.55	0.00	0.00	588.69	3,000.00	2,411.31	80%
	Total	17,647.58	17,234.83	17,436.19	23,000.55	22,512.86	17,900.38	17,506.87	17,493.75	23,992.86	17,202.89	191,928.76	230,627.00	38,698.24	17%

MAINE TOWNSHIP GENERAL TOWN FUND

9%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD DISBURSE	BUDGET	BALANCE	% Left
	OEM														
	Emergency Mgmt Salary	691.88	663.75	1,035.00	1,400.64	1,661.31	536.74	565.29	1,039.22	919.31	148.46	8,661.60	14,722.00	6,060.40	41%
	OEM Social Security	52.93	50.77	79.17	107.19	127.10	41.07	43.25	79.50	70.31	11.36	662.65	1,206.00	543.35	45%
	Uniforms	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	387.00	387.00	100%
	Conferences-Meetings	0.00	71.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	71.49	100.00	28.51	29%
	Special Programs	0.00	0.00	0.00	0.00	0.00	10.52	0.00	0.00	0.00	0.00	10.52	200.00	189.48	95%
	Special Events	0.00	0.00	0.00	0.00	82.87	0.00	0.00	2.24	0.00	0.00	85.11	155.00	69.89	45%
	Citizen Corps Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,440.00	1,440.00	100%
	Dues-Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	50.00	100%
	Equipment Leasing-Maint	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Volunteer Insurance	0.00	581.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	581.40	582.00	0.60	0%
	Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24.00	24.00	100%
	Computer Tech Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Printing-Publishing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Utilities	348.02	174.46	385.81	374.11	442.13	159.68	225.45	191.17	215.29	251.79	2,767.91	3,976.00	1,208.09	30%
	Telecommunications	231.70	231.50	231.50	0.00	0.00	277.61	555.36	268.60	268.60	278.60	2,343.47	2,820.00	476.53	17%
	Staff Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28.00	28.00	100%
	Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Office Supplies/Sm Equipment	0.00	0.00	13.96	0.00	0.00	7.98	0.00	0.00	0.00	0.00	21.94	500.00	478.06	96%
	Operating Supplies	0.00	0.00	82.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	82.12	138.00	55.88	40%
	Disaster Operations Supplies	0.00	200.00	0.00	0.00	0.00	123.00	0.00	0.00	0.00	0.00	323.00	628.00	305.00	49%
	Building	0.00	295.00	0.00	0.00	0.00	0.00	225.00	0.00	0.00	0.00	520.00	1,396.00	876.00	63%
	Vehicle Expense	0.00	0.00	0.00	0.00	0.00	61.45	0.00	0.00	252.20	0.00	313.65	614.00	300.35	49%
	Total	1,324.53	2,268.37	1,827.56	1,881.94	2,313.41	1,218.05	1,614.35	1,580.73	1,725.71	690.21	16,444.86	28,970.00	12,525.14	43%

MAINE TOWNSHIP GENERAL TOWN FUND

9%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD DISBURSE	BUDGET	BALANCE	% Left
	TOTAL OPERATING EXPENSES	258,442.91	246,517.35	341,859.29	355,094.31	304,908.48	283,351.51	270,681.26	261,976.32	326,327.61	259,048.19	2,908,207.23	4,590,121.00	1,226,949.07	27%

MAINE TOWNSHIP ROAD AND BRIDGE FUND

9% of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD DISBURSE	BUDGET	BALANCE	% Left
Gasoline Oil	516.27	962.40	1,075.04	1,923.90	1,915.33	1,227.78	3,446.71	1,601.46	3,672.16	2,495.56	18,836.61	30,000.00	11,163.39	37%
Building & Oper Sup Mat 1	89.45	0.00	407.00	0.00	1,681.50	0.00	125.64	1,143.87	918.52	0.00	4,365.98	4,500.00	134.02	3%
Maint Equip & Small Tools	1,512.15	2,492.70	1,515.80	3,212.35	2,782.14	1,283.71	891.94	4,949.70	0.00	0.00	18,640.49	10,000.00	-8,640.49	-86%
Supplies (Equipment)	590.88	1,800.04	2,613.38	5,085.54	2,576.67	2,407.45	3,220.47	1,595.38	2,395.58	0.00	22,285.39	22,000.00	-285.39	-1%
Supplies Roads GRF	0.00	0.00	326.48	88.00	0.00	0.00	3,593.27	0.00	0.00	0.00	4,007.75	4,500.00	492.25	11%
Supplies Snow Removal	0.00	0.00	0.00	0.00	0.00	4,281.25	0.00	7,488.00	6,448.91	12,181.12	30,399.28	50,000.00	19,600.72	39%
Total	11,190.44	29,154.07	14,875.80	39,113.30	22,569.52	32,899.04	30,339.71	32,996.66	23,741.64	55,425.74	292,305.92	415,500.00	123,194.08	30%

PERMANENT ROAD FUND

Labor On Roads	33,461.11	33,159.22	32,330.16	53,845.98	35,764.20	34,308.03	33,943.90	34,281.50	49,141.59	0.00	340,235.69	335,000.00	-5,235.69	-2%
Drainage	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	15,000.00	14,000.00	93%
Engineering Services	0.00	6,585.32	19,966.25	3,360.00	5,950.00	1,980.00	1,770.00	1,165.00	3,232.50	-51,924.22	-7,915.15	30,000.00	37,915.15	126%
Landfill Charges - PRF	0.00	0.00	365.00	591.76	477.75	731.69	384.00	0.00	0.00	698.25	3,248.45	12,000.00	8,751.55	73%
Project Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,500.00	3,500.00	100%
Maintenance Roads	0.00	0.00	0.00	0.00	0.00	0.00	184,194.45	171,187.10	26,178.80	0.00	381,560.35	405,000.00	23,439.65	6%
Supplies / Roads PRF	0.00	670.45	1,303.50	5,612.44	14,634.51	2,740.08	4,203.80	4,406.23	1,416.29	0.00	34,987.30	50,000.00	15,012.70	30%
Total	33,461.11	40,414.99	53,964.91	63,410.18	56,826.46	40,759.80	224,496.15	211,039.83	79,969.18	-51,225.97	753,116.64	850,500.00	97,383.36	11%

EQUIPMENT & BUILDING FUND

Equipment	0.00	0.00	67,124.19	22,664.87	13,677.00	0.00	80,565.00	10,450.00	-52,485.33	5,873.30	147,869.03	225,000.00	77,130.97	34%
Building	530.19	30.00	52.80	3,245.00	0.00	329.45	2,213.59	1,750.00	-3,559.20	0.00	4,591.83	15,000.00	10,408.17	69%
Storage Building	0.00	628.00	1,111.95	314.00	314.00	314.00	314.00	314.00	314.00	9,832.00	13,455.95	7,500.00	-5,955.95	-79%
Total	530.19	658.00	68,288.94	26,223.87	13,991.00	643.45	83,092.59	12,514.00	-55,730.53	15,705.30	165,916.81	247,500.00	81,583.19	33%

SOCIAL SECURITY FUND

Social Security	2,816.30	2,793.19	2,729.77	4,546.55	2,995.72	2,884.31	2,856.46	2,882.29	4,176.27	2,986.78	31,667.64	40,500.00	8,832.36	22%
Total	2,816.30	2,793.19	2,729.77	4,546.55	2,995.72	2,884.31	2,856.46	2,882.29	4,176.27	2,986.78	31,667.64	40,500.00	8,832.36	22%

INSURANCE FUND

Workmans Compensation	0.00	0.00	21,353.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21,353.00	20,818.00	-535.00	-3%
Unemployment Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	535.00	535.00	100%
Gen Ins Liability Ins Bond	0.00	0.00	37,443.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	37,443.00	37,443.00	0.00	0%
Total	0.00	0.00	58,796.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	58,796.00	58,796.00	0.00	0%

IL MUNICIPAL RETIREMENT FUND

IMRF	4,793.69	4,755.59	4,650.96	7,721.92	5,101.47	4,917.70	4,871.75	4,914.35	7,083.70	5,086.74	53,897.87	64,000.00	10,102.13	16%
IMRF Employer ERI Cost	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00	100%
Total	4,793.69	4,755.59	4,650.96	7,721.92	5,101.47	4,917.70	4,871.75	4,914.35	7,083.70	5,086.74	53,897.87	65,000.00	11,102.13	17%

TOTAL OPERATING EXPENSES	72,010.74	97,036.88	223,476.46	164,500.49	125,678.75	103,300.58	367,629.21	285,048.62	83,062.80	52,029.20	1,573,773.73	1,968,995.00	395,221.27	20%
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MAINE TOWNSHIP ROAD AND BRIDGE FUND

9% of the year remaining MAR APR MAY JUN JUL AUG SEP OCT NOV DEC YTD DISBURSE BUDGET BALANCE % Left

REVENUE

Property Tax	661,752.75	11,256.76	18,127.27	0.00	525,894.31	364,965.73	4,873.62	5,081.33	5,291.70	1,070.36	1,598,313.83	1,902,125.00	303,811.17	16%
Other Income	1,258.50	168.16	1,325.00	1,650.00	23,527.77	1,901.60	150.00	10,390.48	595.36	475.00	41,441.87	55,780.00	14,338.13	26%
Interest Income	421.78	407.15	117.56	523.08	567.92	725.42	772.33	744.71	667.86	654.60	5,602.41	3,618.00	-1,984.41	-55%
Permit Fees	450.00	1,085.00	1,829.00	1,700.00	4,101.75	2,100.00	800.00	1,364.50	0.00	1,227.75	14,658.00	14,068.00	-590.00	-4%
Persnl Prop Replacement Tx	0.00	14,675.45	14,959.05	0.00	11,656.75	1,178.06	0.00	10,548.53	0.00	2,579.52	55,597.36	73,033.00	17,435.64	24%
NET REVENUE	663,883.03	27,592.52	36,357.88	3,873.08	565,748.50	370,870.81	6,595.95	28,129.55	6,554.92	6,007.23	1,715,613.47	2,048,624.00	333,010.53	16%

EXPENSES

GENERAL ROAD FUND-ADMINISTRATIVE

Admin Salary Expense	4,523.76	4,523.76	4,523.76	7,341.94	4,659.48	4,659.48	4,659.48	4,659.48	6,989.22	4,659.48	51,199.84	59,000.00	7,800.16	13%
Health Insurance	13,843.79	13,843.79	13,843.79	13,536.47	14,679.32	14,679.32	14,679.32	14,679.32	14,679.32	14,679.32	143,143.76	159,300.00	16,156.24	10%
Life Insurance	97.30	97.30	97.30	97.30	97.30	97.30	97.30	97.30	97.30	97.30	973.00	1,200.00	227.00	19%
Dental Insurance	0.00	42.00	42.00	934.00	771.80	354.04	132.00	0.00	0.00	177.20	2,453.04	6,500.00	4,046.96	62%
Alcohol & Drug Testing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	540.00	0.00	540.00	540.00	0.00	0%
Payroll Service	322.84	333.84	335.04	502.56	351.88	335.04	335.04	346.04	502.56	335.04	3,699.88	4,500.00	800.12	18%
Accounting Services	0.00	0.00	0.00	0.00	1,675.00	0.00	0.00	0.00	0.00	0.00	1,675.00	4,500.00	2,825.00	63%
Conferences Meetings	0.00	37.18	148.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	185.47	200.00	14.53	7%
Dues Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	350.00	0.00	350.00	720.00	370.00	51%
Legal Services	0.00	0.00	43.75	0.00	0.00	192.50	0.00	0.00	0.00	2,610.00	2,846.25	3,000.00	153.75	5%
Mileage Travel Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	100.00	100%
Municipal Replacement Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32,664.00	32,664.00	100%
Postage	0.00	8.46	0.00	60.00	0.00	0.00	50.00	3.52	0.00	0.00	121.98	175.00	53.02	30%
Printing Publishing	0.00	0.00	73.20	331.70	1,323.51	10.49	1,384.22	0.00	0.00	0.00	3,123.12	6,000.00	2,876.88	48%
Telephone	284.98	302.72	864.01	680.70	569.03	566.49	566.22	568.04	568.36	568.36	5,538.91	5,800.00	261.09	5%
Training	0.00	0.00	25.00	0.00	0.00	25.00	0.00	0.00	0.00	0.00	50.00	500.00	450.00	90%
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!
Office Supplies	0.00	0.00	173.94	0.00	67.26	146.62	68.97	347.79	95.78	384.01	1,284.37	1,500.00	215.63	14%
Office Equipment	146.34	71.99	0.00	0.00	0.00	130.00	0.00	0.00	0.00	539.90	888.23	5,000.00	4,111.77	82%
Prov for contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0%
Total	19,219.01	19,261.04	20,170.08	23,484.67	24,194.58	21,196.28	21,972.55	20,701.49	23,822.54	24,050.61	218,072.85	291,199.00	73,126.15	25%

GENERAL ROAD FUND-MAINTENANCE

Maint Salary Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35,647.53	35,647.53	145,000.00	109,352.47	75%
Maintenance-Uniforms	0.00	0.00	0.00	175.00	138.75	175.00	310.00	0.00	144.49	0.00	943.24	4,500.00	3,556.76	79%
Building Maintenance	0.00	0.00	326.68	0.00	0.00	80.04	0.00	0.00	2,500.00	0.00	2,906.72	5,500.00	2,593.28	47%
Equipment Leasing Maint	8,068.78	19,046.79	3,164.59	15,131.64	6,424.50	10,787.23	4,800.00	2,467.40	3,321.46	0.00	73,212.39	62,500.00	-10,712.39	-17%
Landfill Charges - GRF	0.00	0.00	0.00	393.62	0.00	0.00	0.00	0.00	0.00	0.00	393.62	500.00	106.38	21%
Rentals	0.00	0.00	0.00	8,000.00	2,200.00	200.00	0.00	0.00	0.00	0.00	10,400.00	1,000.00	-9,400.00	-940%
Street Lighting	0.00	4,171.57	4,519.55	4,292.86	4,247.88	4,478.21	4,233.26	4,159.94	4,106.78	4,399.28	38,609.33	51,500.00	12,890.67	25%
Tree Removal & Spraying	0.00	0.00	75.00	297.50	0.00	7,456.32	9,232.92	9,148.33	0.00	0.00	26,210.07	15,000.00	-11,210.07	-75%
Utilities	412.91	680.57	852.28	512.89	602.75	522.05	485.50	442.58	233.74	702.25	5,447.52	8,000.00	2,552.48	32%
Tree Replacement Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00	100%

MOTION TO APPROVE PAYROLL FOR PAYDATES OF DECEMBER 28, 2018
AND JANUARY 11, 2019 AND ROAD DISTRICT CHECKS #20720
THROUGH CHECK #20761 IN THE AMOUNT OF \$100,007.19.

Maine Township Road & Bridge Fund

JANUARY 2019

<u>Check #</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>
Wire	Dec 28	Federal Electronic Payroll System	Federal Taxes	4,694.35
Wire	Dec 28	Illinois Department of Revenue	State Taxes	830.57
S/C	Dec 28	Paychex	Service Fee	167.52
Dir.Deposit	Dec 28	Richard A. Brandes	Payroll Check	1,661.37
Dir.Deposit	Dec 28	Robert J. Brzezinski	Payroll Check	2,659.07
Dir.Deposit	Dec 28	Peter Douvalakis	Payroll Check	2,577.94
Dir.Deposit	Dec 28	Jason D. Fox	Payroll Check	1,518.50
Dir.Deposit	Dec 28	Dawne Scheel Hayman	Payroll Check	1,575.65
Dir.Deposit	Dec 28	Peter A. Jimenez	Payroll Check	1,476.81
Dir.Deposit	Dec 28	Justin E. MacIntyre	Payroll Check	1,300.79
20720	Jan 2	Blue Cross Blue Shield of IL	January Health Insurance	15,386.82
20721	Jan 2	Des Plaines, City of/Water Dep	Utilities	36.46
20722	Jan 2	NCPERS Group Life Ins.	IMRF Vol Life Insurance	16.00
20723	Jan 2	Nicor Gas	Utilities Service at Garage	679.00
20724	Jan 2	The Lincoln National	Vol Life Insurance	97.30
20725	Jan 2	Vision Service Plan (IL)	VSP Vol Vision Insurance	6.60
20726	Jan 2	The Lincoln National	Vol Life Insurance	112.08
Wire	Jan 10	IMRF	Illinois Municipal Retirement Fund	6,978.63
Wire	Jan 11	Federal Electronic Payroll System	Federal Taxes	4,924.35
Wire	Jan 11	Illinois Department of Revenue	State Taxes	869.01
S/C	Jan 11	Paychex	Service Fee	298.32
Dir.Deposit	Jan 11	Richard A. Brandes	Payroll Check	1,665.84
Dir.Deposit	Jan 11	Robert J. Brzezinski	Payroll Check	2,660.82
Dir.Deposit	Jan 11	Peter Douvalakis	Payroll Check	2,671.26
Dir.Deposit	Jan 11	Jason D. Fox	Payroll Check	1,585.05
Dir.Deposit	Jan 11	Dawne Scheel Hayman	Payroll Check	1,579.61
Dir.Deposit	Jan 11	Peter A. Jimenez	Payroll Check	1,619.46
Dir.Deposit	Jan 11	Justin E. MacIntyre	Payroll Check	1,516.12
20727	Jan 22	Maine Township Town Fund	Winter 2019 Mainely News	1,323.51
20728	Jan 22	Metro Federal Credit Union	Hospitalized Employee	79.17
20729	Jan 22	Metro Federal Credit Union	Training & Office Supplies	151.99
20730	Jan 22	AT&T	Service at Garage	348.41
20730	Jan 22	AT&T	Telephone & Communication	60.42
20731	Jan 22	Cargill, Inc.	Supplies Snow Removal	6,686.39
20733	Jan 22	Cassidy Tire & Service	Equipment Maintenance	583.00
20734	Jan 22	Central Parts Warehouse	Equipment Maintenance	400.00
20735	Jan 22	Comed - Garage	Service at Garage	275.13
20736	Jan 22	Comed - Street Lighting	Street Lighting	4,058.73
20737	Jan 22	Comed - Traffic Signals	Traffic Signals	48.05
20738	Jan 22	Conserv FS	Fuel	1,109.69
20739	Jan 22	Damiano Diesel Service	Repairs to #24 & #21	2,724.73
20740	Jan 22	Des Plaines Material & Supply	Supplies for Right of Way Restoration	225.00

20741	Jan 22	Drivetrain Service	Valve Assembly	717.40
20742	Jan 22	Flood Brothers Disposal	Landfill Rolloff Pickup & Fuel	531.46
20743	Jan 22	Grainger, Inc.	Building Operating Supplies	154.98
20744	Jan 22	Capital One Commercial	Building Maintenance	90.48
20745	Jan 22	JB Metal Works, Inc.	Equipment Repair Maintenance	3,125.00
20746	Jan 22	Judge, James, Hoban & Fisher	Legal Services	1,040.00
20747	Jan 22	Julie, Inc.	2019 Annual Assessment Invoice	2,137.78
20748V	Jan 22	VOID	Void	-
20749	Jan 22	MacMunnis, Inc. AAF Com Ed	Offsite Storage	1,403.75
20750	Jan 22	Maine Township Town Fund	December Dental Expense	177.20
20751	Jan 22	McMaster-Carr	Building Supplies	172.65
20752	Jan 22	Napa Auto Parts-Des Plaines	Equipment Supplies & Parts	11.37
20753	Jan 22	Sam's Club MC/SYNCB	Online Auctions, Direct Electric	5,962.65
20754	Jan 22	Security Benefit	Deferred Comp	1,090.00
20755	Jan 22	Spaceco, Inc.	Projects	562.50
20756	Jan 22	Twp Highway Comm of IL	2019 Annual Dues	60.00
20757	Jan 22	Uline	Building	197.83
20758	Jan 22	Verizon Wireless	Cellular Phone-Brzezinski	166.14
20759	Jan 22	Wholesale Direct, Inc.	Building Operating Supplies	1,095.88
20760	Jan 22	Kevin W. Mortell & Toni Miller	Wage Deduction Court Order	709.02
20761	Jan 22	Groot Industries, Inc.	Landfill	1,361.58
				\$ 100,007.19

We the undersigned members of the Board of Trustees of Maine Township, do hereby certify that we have examined the Payroll for Paydates of December 28, 2018 and January 11, 2019 and Road District Checks #20720 through Check #20761 and authorize the Supervisor to issue Checks in payment.

WITNESS OUR HANDS AND SEALS THIS 22TH DAY OF JANUARY, 2019

Supervisor

Clerk

Trustees

MOTION TO APPROVE PAYROLL FOR PAYDATES OF DECEMBER 28, 2018
AND JANUARY 11, 2019 AND GENERAL TOWN FUND CHECKS #56487
THROUGH CHECK #56555 IN THE AMOUNT OF \$319,555.05.

Maine Township General Town Fund

JANUARY 2019

<u>Check #</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>
Wire	Dec 28	Federal Electronic Payroll System	Federal Taxes	13,476.85
Wire	Dec 28	Illinois Department Of Revenue	State Taxes	2,567.52
S/C	Dec 28	Paychex	Service Fee	337.83
3333	Dec 28	Susan Moylan Krey	Payroll Check	624.77
3334	Dec 28	Dorothy D. Moran	Payroll Check	505.70
Dir.Deposit	Dec 28	Laura J. Morask	Payroll Check	608.44
Dir.Deposit	Dec 28	Peter W. Gialamas	Payroll Check	366.36
Dir.Deposit	Dec 28	Dayna E. Berman	Payroll Check	2,678.62
Dir.Deposit	Dec 28	Denise M. Jajko	Payroll Check	1,687.16
Dir.Deposit	Dec 28	Doriene K. Prorak	Payroll Check	1,475.76
Dir.Deposit	Dec 28	Jessica M. Fox	Payroll Check	804.89
Dir.Deposit	Dec 28	John P. McKenna	Payroll Check	334.52
Dir.Deposit	Dec 28	Jonathon W. Kaehn	Payroll Check	474.43
Dir.Deposit	Dec 28	Marty Cook	Payroll Check	631.15
Dir.Deposit	Dec 28	Michael A. Samaan	Payroll Check	1,491.26
Dir.Deposit	Dec 28	Nader A. Ghazaleh Sr.	Payroll Check	1,180.80
Dir.Deposit	Dec 28	Nicholas W. Kanehl	Payroll Check	869.31
Dir.Deposit	Dec 28	Ramsin S. Youkhanes	Payroll Check	65.55
Dir.Deposit	Dec 28	Robert M. Carrozza	Payroll Check	132.55
Dir.Deposit	Dec 28	Sophia R. Nyanue	Payroll Check	120.02
Dir.Deposit	Dec 28	Stephen T. Basista	Payroll Check	331.09
Dir.Deposit	Dec 28	Tracy D. Cummings	Payroll Check	866.65
Dir.Deposit	Dec 28	Victoria K. Rizzo	Payroll Check	1,657.17
Dir.Deposit	Dec 28	Debra A. Babich	Payroll Check	1,418.60
Dir.Deposit	Dec 28	Elizabeth J. Coy	Payroll Check	1,364.83
Dir.Deposit	Dec 28	Faris E. Dababneh	Payroll Check	1,033.17
Dir.Deposit	Dec 28	Mary Dolores Phillips	Payroll Check	634.61
Dir.Deposit	Dec 28	Anne M. Kolpak-Camarano	Payroll Check	1,267.84
Dir.Deposit	Dec 28	Anna E. Lydka	Payroll Check	1,481.06
Dir.Deposit	Dec 28	Austin S. Kelso	Payroll Check	1,053.16
Dir.Deposit	Dec 28	Kristina A. Christie	Payroll Check	907.51
Dir.Deposit	Dec 28	Naomi J. Bowman	Payroll Check	1,127.92
Dir.Deposit	Dec 28	Richard D. Lyon	Payroll Check	2,211.90

Dir.Deposit	Dec 28	Yessenia Cornejo	Payroll Check	1,339.49
Dir.Deposit	Dec 28	Marie C. Dachniwsky	Payroll Check	1,410.77
Dir.Deposit	Dec 28	Monika Jaroszewicz	Payroll Check	1,319.12
Dir.Deposit	Dec 28	Oksana T. Bukaczyk	Payroll Check	1,149.05
Dir.Deposit	Dec 28	Therese A. Tully	Payroll Check	1,471.38
Dir.Deposit	Dec 28	Annette Galante	Payroll Check	993.00
Dir.Deposit	Dec 28	Catherine Fredericksen	Payroll Check	428.05
Dir.Deposit	Dec 28	Rosalind Luburich	Payroll Check	571.91
Dir.Deposit	Dec 28	Wieslawa Tytko	Payroll Check	1,609.14
56487	Jan 2	Aflac	Aflac	92.06
56488V	Jan 2	VOID	Void	-
56489	Jan 2	Comcast	Internet & Fax 12/19-01/18/19	324.66
56490	Jan 2	NCPERS Group Life Ins.	IMRF Vol Life Ins.	96.00
56491	Jan 2	The Lincoln National	Vol Life Insurance	104.89
56492	Jan 2	Vision Service Plan (IL)	VSP Vol Vision Insurance	118.16
56493	Jan 2	The Lincoln National	Employer Paid Life Insurance	403.10
56494	Jan 2	Blue Cross Blue Shield	January Health Insurance	63,131.35
56495V	Jan 2	VOID	Void	-
56496	Jan 7	U.S. Postmaster	Postage-Winter 2019 MainelyNews	8,757.62
56497	Jan 8	Access One, Inc.	Telecommunications	132.95
56498	Jan 8	Republic Svc#551	Pickup Svc.Town Hall 1/1-1/31/19	485.54
56499	Jan 8	DISH	Utilities-Monthly Cable TV Bill	45.02
56500	Jan 9	Township Officials Of IL	Staff Training Course	75.00
Wire	Jan 10	IMRF	Illinois Municipal Retirement Fund	21,626.63
Wire	Jan 11	Paychex ESR & FSA	Time Attendance Fee	558.65
Wire	Jan 11	Federal Electronic Payroll System	Federal Taxes	15,188.58
Wire	Jan 11	Illinois Department Of Revenue	State Taxes	2,869.85
S/C	Jan 11	Paychex	Service Fee	802.71
3335	Jan 11	Susan Moylan Krey	Payroll Check	625.73
3336	Jan 11	Walter Kazmierczak	Payroll Check	4,135.97
3337	Jan 11	David A. Carrabotta	Payroll Check	-
3338	Jan 11	Dorothy D. Moran	Payroll Check	400.91
3339	Jan 11	Jonathon W. Kaehn	Payroll Check	475.10
Dir.Deposit	Jan 11	Laura J. Morask	Payroll Check	609.40
Dir.Deposit	Jan 11	Peter W. Gialamas	Payroll Check	367.62
Dir.Deposit	Jan 11	Claire R. McKenzie	Payroll Check	434.81
Dir.Deposit	Jan 11	Kimberly Jones	Payroll Check	416.73
Dir.Deposit	Jan 11	Susan Kelly Sweeney	Payroll Check	453.58
Dir.Deposit	Jan 11	Dayna E. Berman	Payroll Check	2,686.96

Dir.Deposit	Jan 11	Denise M. Jajko	Payroll Check	1,667.50
Dir.Deposit	Jan 11	Doriene K. Prorak	Payroll Check	1,542.60
Dir.Deposit	Jan 11	Jessica M. Fox	Payroll Check	805.48
Dir.Deposit	Jan 11	John P. McKenna	Payroll Check	368.54
Dir.Deposit	Jan 11	VOID - Jonathon W. Kaehn	Payroll Check	-
Dir.Deposit	Jan 11	Marty Cook	Payroll Check	632.06
Dir.Deposit	Jan 11	Michael A. Samaan	Payroll Check	1,495.22
Dir.Deposit	Jan 11	Nader A. Ghazaleh Sr.	Payroll Check	1,116.76
Dir.Deposit	Jan 11	Nicholas W. Kanehl	Payroll Check	869.90
Dir.Deposit	Jan 11	Sophia R. Nyanue	Payroll Check	108.25
Dir.Deposit	Jan 11	Stephen T. Basista	Payroll Check	331.48
Dir.Deposit	Jan 11	Tracy D. Cummings	Payroll Check	1,065.15
Dir.Deposit	Jan 11	Victoria K. Rizzo	Payroll Check	1,658.60
Dir.Deposit	Jan 11	Debra A. Babich	Payroll Check	1,403.56
Dir.Deposit	Jan 11	Elizabeth J. Coy	Payroll Check	1,366.25
Dir.Deposit	Jan 11	Faris E. Dababneh	Payroll Check	1,027.35
Dir.Deposit	Jan 11	Mary Dolores Phillips	Payroll Check	664.35
Dir.Deposit	Jan 11	Anne M. Kolpak-Camarano	Payroll Check	1,269.49
Dir.Deposit	Jan 11	Anna E. Lydka	Payroll Check	1,482.12
Dir.Deposit	Jan 11	Austin S. Kelso	Payroll Check	1,054.22
Dir.Deposit	Jan 11	Kristina A. Christie	Payroll Check	908.11
Dir.Deposit	Jan 11	Naomi J. Bowman	Payroll Check	1,128.84
Dir.Deposit	Jan 11	Richard D. Lyon	Payroll Check	2,223.92
Dir.Deposit	Jan 11	Yessenia Cornejo	Payroll Check	1,343.45
Dir.Deposit	Jan 11	Marie C. Dachniwsky	Payroll Check	1,412.19
Dir.Deposit	Jan 11	Monika Jaroszewicz	Payroll Check	1,323.03
Dir.Deposit	Jan 11	Oksana T. Bukaczyk	Payroll Check	1,149.96
Dir.Deposit	Jan 11	Therese A. Tully	Payroll Check	1,473.28
Dir.Deposit	Jan 11	Annette Galante	Payroll Check	1,000.18
Dir.Deposit	Jan 11	Catherine Fredericksen	Payroll Check	350.35
Dir.Deposit	Jan 11	Rosalind Luburich	Payroll Check	215.84
Dir.Deposit	Jan 11	Wieslawa Tytko	Payroll Check	1,587.35
56501	Jan 15	Township Supervisors Of	2 Copies Emerg.Asst.Handbook	80.00
56502	Jan 15	COMED	Utilities - OEM Service 12/4-1/7/19	268.79
56503	Jan 15	VERIZON Wireless - Admin	Telecommunications	167.79
56504	Jan 22	Ancel, Glink, Diamond, Bush	Legal Services	3,950.00
56505	Jan 22	Anderson Lock Company LTD	Building Maintenance - Keys	51.73
56506	Jan 22	Anderson Pest Solutions	Pest Management Serv.- January	96.05
56507	Jan 22	AQUA Illinois, Inc.	Utilities - Water/Sewer 11/27-12/27	146.46

56508	Jan 22	Avenues To Independence	Grant Payments 8, 9, 10	12,144.99
56509	Jan 22	Barton Marketing Group	Dec.18 Retainer For Services	3,541.00
56510	Jan 22	Bond, Dickson & Associates, P.C.	IMRF LegalServices-12/5-12/27/18	1,350.50
56511	Jan 22	Brickton Art Center	Mainstay-Special Program Fee	810.00
56512	Jan 22	Northwest Compass, Inc.	Grant Payment 3	1,540.00
56513	Jan 22	Kristina Christie	Mileage Reimbursement	6.70
56514	Jan 22	COMCAST Business	Telecommunications -Phone Svc.	1,595.74
56515	Jan 22	Elizabeth J. Coy	Mileage Reimbursement/Training	92.78
56516	Jan 22	Office Equipment Leasing Co.	Print Management	2,052.03
56517	Jan 22	District 63 Education	Grant Payment 10	2,270.84
56518	Jan 22	Garvey's Office Products	Office Supplies	2,323.36
56519	Jan 22	Glenkirk / Keystone Foundation	Grant Payment 4	935.00
56520	Jan 22	Graphic Solutions, Inc.	Printing-Publishing	700.00
56521	Jan 22	The Harbour, Inc.	Grant Payment 4	1,040.00
56522	Jan 22	The Josselyn Center	Grant Payment 9 & 10	18,406.00
56523	Jan 22	Jonathon Kaehn	Reimbursement/ Recovery Connec.	27.98
56524	Jan 22	Leyden Family Service &	Grant Payment 8, 9, 10	14,571.42
56525	Jan 22	Life Span	Grant Payment 8, 9, 10	1,879.98
56526	Jan 22	Richard Lyon	Mileage Reimbursement	49.87
56527	Jan 22	Maine Township Highway Dept.	AQUA - Fines Reimbursement	2,600.00
56528	Jan 22	Dorothy Moran	Mileage Reimbursement	32.05
56529	Jan 22	Susan Moylan Krey	Mileage Reimbursement	6.44
56530	Jan 22	NW Suburban Day Care Ctr	Grant Payment 11	3,482.50
56531	Jan 22	Ontap Company	Equipment /Water Cooler Rental	96.00
56532	Jan 22	Pitney Bowes, Inc.	Shipping Labels/ Passport Postage	76.38
56533	Jan 22	Pitney Bowes Purchase Power	Passport Postage	1,670.00
56534	Jan 22	Presstech Inc.	Printing Mainely News Winter 2018	7,241.00
56535	Jan 22	Quill Corporation	Office Supplies	73.94
56536	Jan 22	Quinn Print, Inc.	Printing Assess. Office Bus.Cards	150.00
56537	Jan 22	Resources For Comm Living	Grant Payment 3	1,020.00
56538	Jan 22	Respiratory Health Assoc.	Recovery Connection Program	1,145.00
56539	Jan 22	Security Benefit	Deferred Compensation	1,650.00
56540	Jan 22	Sunrise Grill & Catering, Inc.	Recovery Connection Meeting	260.00
56541	Jan 22	Turning Point Behavioral	Grant Payment 10	3,933.33
56542	Jan 22	Wiesia Tytko - Petty Cash	Miscellaneous	102.56
56543	Jan 22	Tom Vaughn - Chapter 13 Trustee	Wage Garnishment	397.00
56544	Jan 22	Warehouse Direct	Office Supplies - Battery Backups	2,899.52
56545	Jan 22	WINGS	Grant Payment 3	1,165.00
56546	Jan 22	COMCAST Cable	Internet &Voice Svc. 1/17-2/16/19	272.39

56547	Jan 22	Metro Federal Credit Union	Operating Supplies	281.82
56548	Jan 22	Metro Federal Credit Union	Maine Twp. Recovery Connection	1,074.69
56549V	Jan 22	VOID	Void	-
56550	Jan 22	Metro Federal Credit Union	Vehicle Expense	437.53
56551	Jan 22	Metro Federal Credit Union	Conferences / Seminars	720.00
56552	Jan 22	Metro Federal Credit Union	Operating Supplies	1,472.37
56553V	Jan 22	VOID	Void	-
56554	Jan 22	Metro Federal Credit Union	Printing-Publishing/Office Supplies	1,650.65
56555V	Jan 22	VOID	Void	-
				<u>\$ 319,555.05</u>

We the undersigned members of the Board of Trustees of Maine Township, do hereby certify that we have examined the Payroll for Paydates of December 28, 2018 and January 11, 2019 and General Town Fund Checks #56487 through Check #56555 and authorize the Supervisor to issue Checks in payment.

WITNESS OUR HANDS AND SEALS THIS 22ND DAY OF JANUARY 2019.

Supervisor

Clerk

Trustees

January 15, 2019

The paver replacement project will consist of removing and replacing existing brick pavers in the Courtyard. We will replace with Town Hall "Basalt" permeable. The total square footage is 785 feet.

The permit has been applied for at Park Ridge City Hall and we are waiting for approval. I recommend the Township go with Castillo Service Group. Our Code Enforcement Officer also recommends that we go with Castillo Service Group as he has worked with them in the past at his previous job and was very complimentary of their work. The estimate for the project is \$9500.00

The plan is to perform the project ASAP and to have it done on Town Hall off days as to not interrupt the day to day operations. This will be the final step to get rid of the flooding that has been going on in the Township Maintenance Room.

The first step was the mold remediation. The second step was fixing the leaks inside the maintenance room as well as rerouting gutters outside in the Courtyard. The final step will be replacing the existing bricks which are no longer level, with permeable bricks to help water pass through them and not flood out the Courtyard as it has been doing, resulting in water backing up towards the building.

Mike Samaan
Maintenance Foreman

Castillo Service Group
 38703 N Sheridan Rd #67 Beach Park IL 60099
 Phone 224-430-5272 Email
Tonysalgado1818@gmail.com

QUOTE	DATE
-------	------

TO:
 Maine Town Hall
 1700 Ballard Ave
 Park Ridge, IL 60068

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	785 Sq ft Remove of Bricks and disposal. Debris, install new bases as needed, Gravel, and sand. Compacted and install new bricks. Pricing is based upon measurements that were provided by customer, prices are subject to change upon measurements taken by Castillo Services Group Pricing does not include permit fees, please obtain through your Village or Township 50% down and balance is due upon completion of the job.		9500

SUBTOTAL	9500
SALES TAX	
SHIPPING & HANDLING	
TOTAL DUE BY DATE	

Thank you for your business!

ORDINANCE NO. 2018-4

AN ORDINANCE abating a portion of the tax heretofore levied for the year 2018 for township and general assistance purposes of Maine Township, Cook County, Illinois.

* * *

WHEREAS, the Board of Trustees (the “*Board*”) of Maine Township, Cook County, Illinois (the “*District*”), by an Ordinance adopted on the 18th day of December, 2018, Ordinance No. 2018-3, TAX LEVY ORDINANCE FOR MAINE TOWNSHIP (“2018 Levy Ordinance”); and

WHEREAS, duly certified copies of the 2018 Levy Ordinance were filed in the office of the County Clerk of Cook County, Illinois (the “*County Clerk*”); and

WHEREAS, the Maine Township has funds arising from other sources which may lawfully be used to pay operational expenses and therefore desires by Ordinance to direct the County Clerk to abate a portion of said levy;

WHEREAS, the Board has determined and does hereby determine that it is necessary and in the best interests of the Township that a portion of the taxes heretofore levied for the year 2018 for township and general assistance purposes be abated:

NOW, THEREFORE, Be It and It Is Hereby Ordained by the Board of Trustees of Maine Township, Cook County, Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Ordinance are full, true and correct and does incorporate them into this Ordinance by this reference.

Section 2. Abatement of Taxes. The taxes heretofore levied for the year 2018 in the 2018 Levy Ordinance shall be abated as follows:

FUND	AMOUNT LEVIED IN 2018	AMOUNT TO BE ABATED BY THIS ORDINANCE	REMAINDER OF TAX TO BE EXTENDED
Corporate	\$4,218,998	\$1,265,699	\$2,953,299
General Assistance	\$827,289	\$827,289	\$0.00
Total	\$5,046,287	\$2,092,988	\$2,953,299

Section 3. Filing of Ordinance. Forthwith upon the adoption of this Ordinance, the Secretary of the Board shall file a certified copy hereof with the County Clerk, and it shall be the duty of the County Clerk to abate said taxes levied for the year 2018 in accordance with the provisions hereof and as shown in Section 3 hereinabove.

Section 4. Effective Date. This Ordinance shall be in full force and effect forthwith upon its adoption.

Adopted _____, 2018.

Supervisor

Attest:

Secretary



**Professional Proposal prepared for
Maine Township, IL**

Employee Compensation Study

**By
McGrath Human Resources Group**

January 12, 2019





January 12, 2019

Laura Morask
Maine Township Supervisor

Thank you for the opportunity to submit our qualifications to conduct an Employee Compensation Study for the Maine Township, IL.

Developing and maintaining a competitive classification and compensation plan in today's fiscally conservative environment is extremely challenging, yet essential. McGrath Human Resources Group understands the issues public sector entities are facing and will assist in updating your compensation plan so that it attracts and retains competent professionals, as well as fitting within fiscal constraints. At McGrath Human Resources, we take the time to understand your compensation philosophy, your organizational culture, and the vision you have for your community, and integrate these components into a comprehensive compensation program.

Why should you choose McGrath Human Resources Group for your project?

We do not ask you to adapt to an off-the-shelf solution.

- ❖ Even in municipalities that appear to be similar, we find that each entity has unique qualities, culture and needs.
- ❖ We work hard to understand your goals, fiscal realities, and compensation history so that we can offer options for compensation systems that address your uniqueness while holding to best practices to maintain validity in the system.

We specialize in, and understand public employment and local municipalities:

- ❖ An investment in your employee's compensation plan is an investment in your community, and we recognize that the investment you are making is with taxpayer dollars.
- ❖ We specialize in public sector consulting; thus, we are in a unique position to understand and work with your city's stakeholders to make a sound investment that will benefit the Maine Township.

Our long history brings a unique breadth of experience.

- ❖ We work almost exclusively with municipalities including ***Cities, Counties, Townships, Villages, Towns and merged Governmental Authorities***. This means that we have been exposed to a broad spectrum of policies, procedures and compensation system designs.
- ❖ We have experience not only with the development of various approaches, but knowledge of climates where those approaches usually succeed to help us tailor the best system for you.

We are successful.

- ❖ After 18 years in business, with over 300 clients in 35 states, we are proud that 99% of our projects have been fully adopted and implemented.
- ❖ Our success stems from sound principles and best practices throughout our work and the relationships we build through honest and transparent communication from the beginning of the project through the adoption, implementation and follow-through.

Detailed information regarding our firm, consultants, methodology, and required information are presented within this proposal. We accept the terms and scope of the project as listed in the Request for Proposals. I will be the Project Manager and represent our company in all matters regarding this project. As you review the proposal, if you have any questions or require additional information, please do not hesitate to ask.

We look forward to the opportunity of working with the Maine Township and its employees on this important project.

Sincerely,

Victoria J. McGrath

Victoria J. McGrath, Ph.D., CEO

815.728.9111 (office)

815.307.2781 (direct)

victoriaphd@comcast.net

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Core Business Philosophy and Goals

McGrath Human Resources Group, Inc. designs compensation systems (salary schedules, job descriptions, performance management tools) that assist our clients in recruiting, engaging, rewarding and retaining a qualified workforce. These compensation systems are developed by combining credible, market-based data, industry best practices, and innovative structures that respect the culture of the organization. By building a strong client relationship we assist our clients in implementing fiscally responsible, successful compensation systems.

Consultant Background and Experience

Company Name	McGrath Human Resources Consulting
Parent Organization	McGrath Consulting Group, Inc.
Established	May 1, 2000
Type of Firm	Private Corporation
	Established May 1, 2000
	Illinois, USA
Company Address	P.O. Box 190 Wonder Lake, IL 60097
Phone Number	(815) 728-9111
Fax Number	(815) 331-0215
Responsible Party	CEO – Dr. Victoria McGrath, Ph.D., SPHR
Email Address	victoria@mcgrathhumanresources.com
Direct Email	victoriaphd@comcast.net
Principals	Dr. Victoria McGrath, CEO Dr. Tim McGrath, President
Insurances	Admiral Insurance, State Farm Insurance Certificates will be provided as needed

Firm Expertise

McGrath Consulting Group, Inc. is an organization that specializes in public sector consulting predominately in the fields of human resource management, fire, EMS, police, and communications. The principals of the company have over 50 years of public sector experience.

We have two very distinct divisions within the company: **Human Resources** – overseen by Dr. Victoria McGrath and **Public Safety** – overseen by Dr. Tim McGrath. We have found that having expertise in public safety is beneficial in public sector compensation studies. Thus, the McGrath Human Resource Group consultants have access to experts in Police and Fire compensation systems to address the unique laws and best practices these two professions add to most public-sector compensation systems.

McGrath Consulting has been working with public sector organizations of all types for the past 18 years. The Consultant's assigned to this project have worked with McGrath Consulting on compensation projects and most have worked for governmental entities; however, to ensure diversity of opinions, a few of our consultants have private sector experience to add value to our projects. McGrath Human Resource Group has never been a party to legal proceedings or business litigation against our firm nor is any pending.

As you will see in our methodology – **we do not sell you a system but work with you to develop one** that meets the needs of your organization and compensation philosophy.

Scope of Work

The Maine Township is seeking a firm to provide professional services to assist the Township with a comprehensive compensation and benefit study. We understand that a competitive compensation system is an important element in the Township's ability to hire, cultivate and maintain employees who provide service and value to all Township stakeholders. Similarly, internal equity and addressing of any compression issues serves to enhance the employee's feeling of worth and willingness to actively engage in their work for the organization.

Thus, McGrath Human Resources plans the following services for this project:

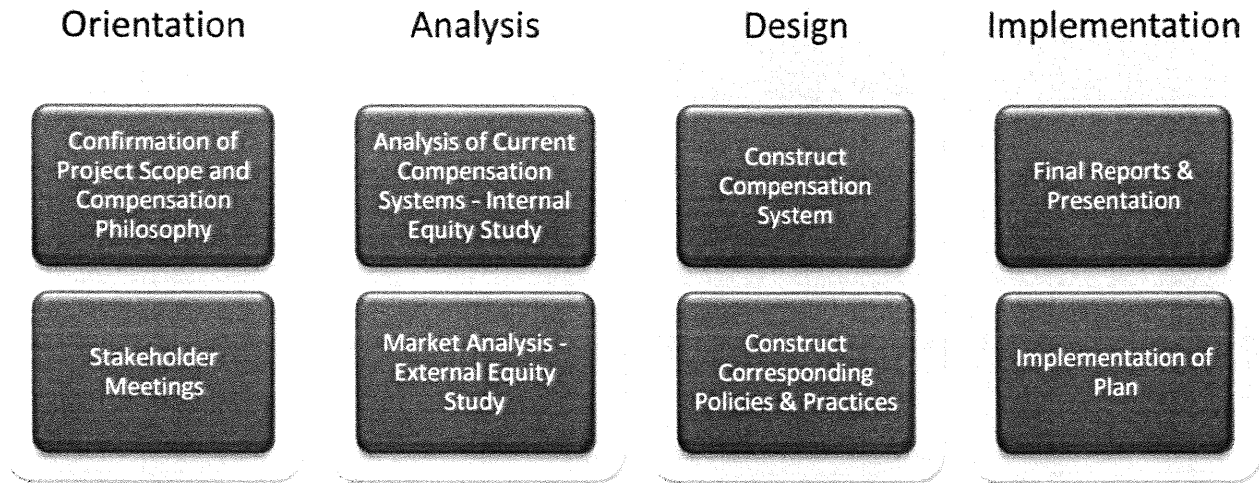
- ✓ Guide the Township in **creating or confirming your pay philosophy** including your desired position in the market, recognition of tenure, recruitment and retention priorities, usage of performance-based pay, and other aspects of a sound compensation philosophy.
- ✓ Develop a **cooperative plan of action** utilizing the basic methodology outlined in this proposal and **tailored to your specific project**.
- ✓ Obtain and **establish compensation within the external market** through a survey of mutually identified, comparable entities.
- ✓ Obtain information on each job title for a job audit, if necessary, through **position description questionnaires and existing positions descriptions**.
- ✓ **Confirm internal equity** among positions within the Township and make changes to classifications on the pay schedule through a job audit as necessary.
- ✓ Complete an **analysis of the existing salary schedules and employee movement through their respective schedules** to identify any existing issues to be addressed during project.
- ✓ Complete a **compression analysis** and, if found to be a problem, develop strategies to address compression with the current compensation system or through a new system.
- ✓ Conduct a **benefit analysis**, including an examination of **Total compensation** in relation to the external market.
- ✓ **Support implementation** of approved changes to the compensation systems.
- ✓ Review and recommend **compensation policy and procedure changes** that will assure consistent implementation and application of the compensation system.
- ✓ Analyze positions against Fair Labor Standards Act to **confirm or update appropriate exemption** status as necessary.

This will be accomplished in a **participatory environment** whereby McGrath consultants **listen** to the administration, departments heads and staff, is **sensitive to the unique qualities** of your Township and then **outlines changes that may be needed and a plan to get you there**.

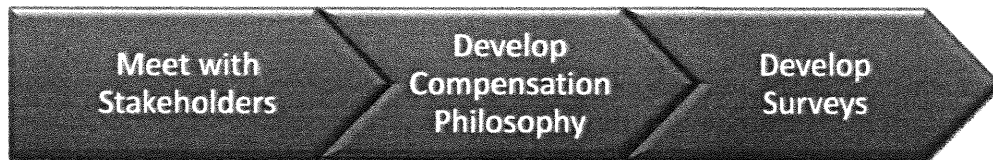
Project Understanding

The Maine Township would like to evaluate its existing compensation plan in terms of wage and salary amounts as well as structure and employee movement through the range. We specialize in compensation consulting with public entities and understand the role and importance of a competitive compensation structure in employee recruitment, engagement and retention.

Our methodology and approach are characterized by a systematic, logical series of tasks aimed at assuring thoroughness, consistency, and objectivity. Our goal is to meet the needs of your organization. Therefore, the proposal steps can be discussed and adjusted to meet the needs of the Maine Township.



Project Orientation



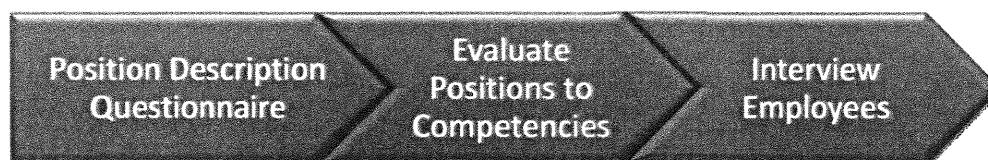
The first trip is an exciting and critical site visit. Because we do not have a “canned” compensation system/plan to mold you into, we want to meet with representatives of the Township to map out the project. ***A clearly defined game plan will result in a successful solution for your organization.***

In these initial meetings, we will meet with your stakeholders to gain an understanding of the City’s pay philosophy including your desired position in the market, recognition of tenure and performance, recruitment and retention priorities and other aspects of a sound compensation philosophy.

We will explore your organization’s current compensation system; and meet with the Township Trustees, Township Administrator, each Department Head (and/or supervisory representatives of the department) and/or other stakeholders to gain an understanding of the Township’s goals, values and structure as well as each department’s structure; any unique responsibilities associated with positions; problems with the current system or issues in attracting/ retaining employees.

At this time, the Consultant will begin to review all documents of the project – current compensation system, policies, and/or ordinances attached to the systems, and gain data regarding current employees. A list of data needed will be sent to the appropriate person prior to this visit so that the Township will have time to prepare.

Job Audit and Evaluation



Position Questionnaires

While the survey is being conducted, a Position Description Questionnaire (PDQ) will be sent to the Township for distribution. Our PDQ has been designed *specifically for use in public sector* organizations; thus, ensuring points are given for the unique features encountered by government agencies. Employees may complete it electronically or in paper form and will be given two weeks to complete the questionnaire and return it to the appropriate supervisor. If the Township desires, their questionnaire can be utilized in the event the systems are not redesigned.

This job analysis questionnaire will be completed on all job titles for purposes of:

- ✓ Expanding upon information provided in job descriptions to accommodate factors included in a formal job evaluation plan.
- ✓ Evaluating position responsibilities regarding necessary competencies, experience, education, finances, judgement, decision-making and other expectations which provide value to the Township.
- ✓ Clarifying instances where statements in the existing job descriptions are vague or absent.
- ✓ Probing for the interrelationship with other positions and how the position serves to fulfill the City's overall values, vision, and objectives.
- ✓ Determination of appropriate FLSA classification – exempt/non-exempt.

We typically use a point factor system to complete that analysis. ***We go beyond the typical "Knowledge, Skills and Abilities" (KSA's)*** and delve deeper into the following aspects of a job:

- Tasks & Responsibilities
 - Records, Reports and Programs
 - Complexity and Judgement including:
 - Problem-Solving
 - Supervision Received
 - Procedures/Guidelines Available
 - Impact of Decisions & Consequents of Errors

- Planning
- Confidential Data
- Contact with Others (both inside and outside the organization)
- Stress (degree of mental or emotional fatigue or stress inherent to the job and sustained through concentration, work pressure or critical incidents.)
- Tools and Resources
 - Equipment, Machines & Tools
 - Technology
 - Budget, Financial and Cash Handling Responsibilities
- Leadership & Supervisory Responsibilities
- Education & Experience
- Work Environment & Physical Requirements

Each incumbent's supervisor and department head will be given a specified time to review the completed questionnaire for content and accuracy and to make comments in a designated area of the document. They will sign off on their review prior to submission to the consultants. However, the employee's responses are to be unaltered.

We find that the point factor system of job analysis is the easiest for us to train our clients to continue using on their own should they choose. Thus, the compensation system is more likely to be kept up-to-date and relevant which extends the lifecycle of a plan.

External Market Survey



We will next design and send out a market survey of benchmarked positions. We do not restrict the number of benchmarked positions, but at the same time, do not want the survey to be so cumbersome as to prohibit its completion. Thus, we will attempt to obtain data on as many positions as possible and practical.

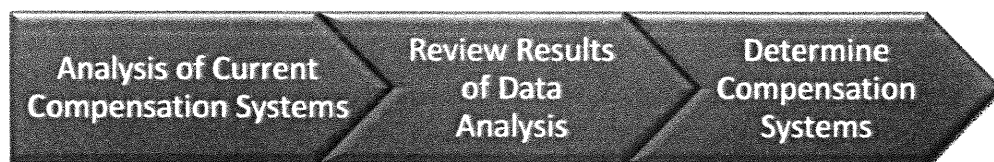
Data is solicited for the minimum, midpoint, and maximum salary, as well as the average salary of incumbents. This provides data as to the true market rate. Other pay practices are included in this comprehensive survey as desired and may include such practices as uniform allowance, shift differentials, etc.

Establishing Comparables

Public Sector - A list of public sector comparables will be developed. The list can be either municipalities the Township has used in the past and/or a developed list of organizations which the Township feels are comparable. This list will be addressed with administrators and department heads during the first site visit. Criteria for comparables is usually the surrounding area in which the Township competes for talent; organizations of similar size and EAV, population, etc. The goal being to establish a comprehensive list of organizations that are similar in scope and/or in job responsibilities.

Other Data Sources – If the Township participates in a centralized compensation data source that administration believes is up-to-date and valid, McGrath can utilize that data and supplement it with a shorter survey to the selected comparables to solicit only the information not contained in the centralized data source.

Updating the Compensation System



Salary Data Analysis

When the data is received through the market survey, the Consultant will tabulate and analyze the salary data and identify any trends and/or areas of concern regarding the Township’s current salaries as compared with the market. Also, the Consultant will conduct an analysis of the Township’s current system to determine any potential problems with the current design.

Total Compensation Analysis

The study will include a survey and overview analysis/comparisons of benefits with the market. Additionally, we will conduct a Total Compensation Analysis which places a monetary value on the major benefits along with salary. The consultants and Township will cooperatively select top competitors within those used for the external market survey. Through a re-analysis of the average incumbent salary – health insurance – and pension – we develop a picture of where the Township fares within the market. This analysis helps to refine the total compensation philosophy and mix of benefits for the Town.

Determination of Compensation Systems

With this information, the Consultants will make our second site visit to:

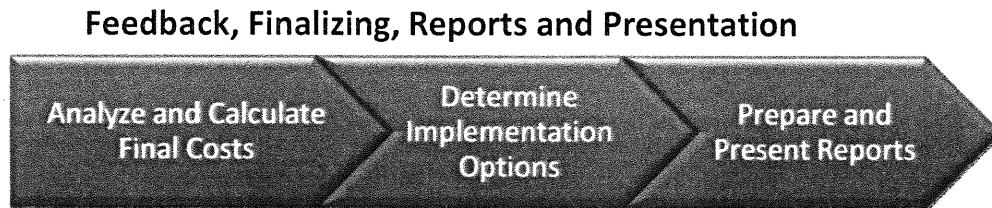
- ❖ Confirm approval of the recommended compensation philosophy.

- ❖ Meet with appropriate Township personnel to discuss the data obtained and share the preliminary trends we are seeing in our analysis as it compares to the current compensation system.
- ❖ Discuss the future compensation and classification systems – should it continue in its current form; make minor modifications to the current systems; or develop a new process?
- ❖ Discuss the tie between the compensation systems and performance and/or tenure as appropriate.

At this site visit, meetings with members of the Board of Trustees can be held to obtain their input and understanding of the Township’s compensation philosophy.

After this meeting, the direction for the future classification and compensation system will be finalized. In selecting the type of compensation system, the Consultants will make recommendations, based on our observations and experience, with input from the Township regarding any previous experiences with a particular system, any unique positions that might lend themselves better to one system over another, and the Township administration’s opinions on which system is more sustainable for them moving forward.

The consultants will then draft the tailored salary schedule and begin the process of placing positions on that schedule.



Department Head/Administration Input

Once the system is developed, the Consultants will meet with appropriate Township personnel to review the draft compensation system. This third site visit will include meetings with a ***representative of administration and each department director to review placements*** within the compensation schedule prior to finalization of the schedule and identify any potential placement problems prior to finalization of the compensation system. This provides an opportunity to discuss any changes in placement in the current system and/or ensure proper placement if the system is redesigned.

Fiscal Analysis

Also, at the third on-site meeting, the Consultants will have developed the initial, detailed fiscal impact of the compensation system. The Consultants will present implementation strategy options that fit the fiscal needs, culture and compensation philosophy of the Maine Township.

While some entities can fully implement the compensation system immediately, many of our clients have utilized a phased approach. We will work with the Township to assure that any phased approach fits with best practices and your fiscal realities.

Draft and Final Report Preparation

McGrath Human Resources will provide a ***Policy/Procedure Manual***. This report details the:

- ✓ Study methodology and findings.
- ✓ Recommended compensation modifications.
- ✓ Recommended position title or career progression changes.
- ✓ Fiscal impact and implementation strategies.
- ✓ Policies and procedures necessary to administer and maintain the system in-house.

We will also work with human resources and administration to assist in any training that might be necessary to successfully implement the compensation program.

In addition to the Policy Manual, McGrath Human Resources will develop an ***Executive Summary Report*** for distribution as the Township sees fit. This provides a summary of the methodology, issues, and recommendations; however, all the information regarding on-going administration of the system is only in the Policy Manual.

Presentation of Findings to Governing Officials

The study costs include a presentation to your governing officials, administration and other appropriate personnel. McGrath Human Resources will provide the Township with electronic, PDF copies of the Executive Summary and the Policy Manual for reproduction, along with Word and Excel versions of all documents (reports, fiscal impact spreadsheets, etc.) for future modification and implementation; thus, the compensation plan is not dependent upon McGrath Human Resources for future modifications, unless requested by The Maine Township.

Some clients prefer that McGrath Human Resources continue as the source to resolve current and future pay grade placements rather than the Township and if so, the point factor matrix remains with the Consultant. This can be done for a nominal fee depending upon the time involved in the placement. Whether it is done by McGrath Human Resources or by the Township can be discussed and is at your discretion.

Implementation



Introduction to Employees

McGrath Human Resources Consultants continue to work with your organization throughout the implementation of the compensation system. We can introduce the plans to the employees through on-site mini-presentations to discuss the methodology, the compensation/pay plan, position placement and answer questions.

Alternatively, we can prepare communication tools and presentation materials for you to introduce the approved plan to the employees of the Township. These can include correspondence, brochures, presentation slides and/or other communications ready to be distributed electronically, in hard-copy or presented by your staff.

Administrative Training

During the presentation site visit, training will be provided to administration for implementation and maintenance of the compensation system and pay schedule.

As detailed previously, we are always available to answer your questions and offer returning-client pricing for more in-depth assistance in placing new or updated positions into the developed compensation schedule.

Client References

The following list is a sampling of projects that captures the depth and comprehensiveness of our experience in compensation and classification consulting. ***Additional client names, projects and locations are viewable on our website at www.mcgrathhumanresources.com.***

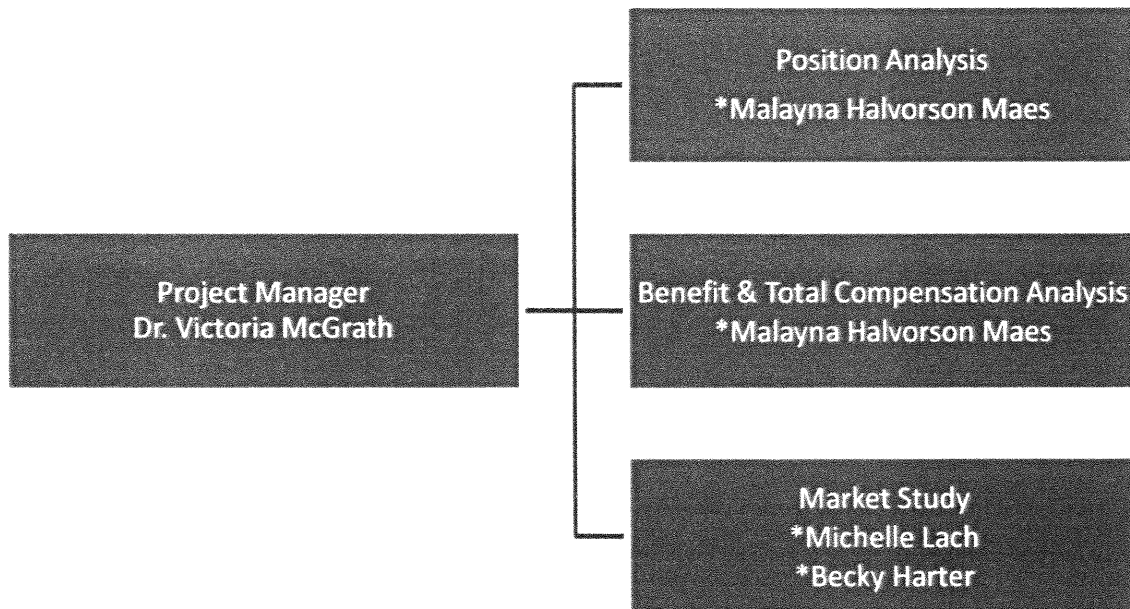
<p>City of Lake in the Hills, IL Contact: Anita Neville Title: Human Resources Coordinator Phone: 847-960-7423 Email: aneville@lith.org</p>	<p>Comprehensive compensation schedule of non-union and police union positions. Currently involved in job description project.</p>
<p>City of Park Ridge, IL Contact: Kim Hodge Title: Human Resources Manager Phone: 847-318-5202</p>	<p>Conducted a comprehensive compensation study for all non-union positions. Developed and implemented a salary schedule. Made recommendations and redesigned the</p>

Email: khodge@parkridge.us	salary schedules for all union positions for use in contract negotiations.
Village of South Elgin, IL Contact: Megan Golden Title: Administrative Services Director Phone: 847-741-3894 Email: mgolden@southelgin.com	Conducted a comprehensive compensation study in 2007 for all positions. This system was updated 2014-15 and again in 2018.
Fox River Water Reclamation District, IL Contact: Bob Trueblood Title: Executive Director Phone: 847-742-2068 Email:	Compensation study for all positions. This project was completed a number of years ago.
City of Northfield, MN Contact: Michelle Mahowald Title: Human Resources Director Phone: 507-645-3012 Email: michelle.mahowald@ci.northfield.mn.us	Comprehensive compensation schedule of union and non-union positions was developed into one (1) classification system, and job descriptions were updated. Compensation system had to be compliant with the State of Minnesota's Pay Equity Act. Northfield is in the Minneapolis-St. Paul metropolitan area.
Patton Township, PA Contact: Larry Pegher Title: Finance Director Phone: 814-234-0271 Email: lpegher@twp.patton.pa.us	Conducted a comprehensive compensation study as part of a five (5) municipality regional study. Have assisted in pay grade placements on occasions over the past years. Assisted in the hiring of the Township's police chief in 2017.
Kent County, MI Contact: Holly Hartley, CEEBS, CCP Title: HR Manager Phone: 616-632-7459 Email: holly.hartley@kentcountymi.gov	Comprehensive compensation study and pay plan redesign for all non-union employees. Hired in 2019 to conduct a compensation study for three (3) unions.
St. Croix County, WI Contact: Pat Thompson, County Administrator Phone: 715-331-5816 Email address: Patrick.thompson@co.saint-croix.wi.us	Comprehensive compensation analysis of all positions within the County and consolidating numerous salary schedules into two separate salary systems with approximately 400 job titles. Shortly after the start of the project, the human resources director left, and the project was completed working with two HR Generalists. Contracted to conduct updates in 2018. This County is in the Minneapolis-St. Paul metropolitan region.
Barron County, WI Contact: Rachel Ritchie Title: Human Resources Director Phone: 715-537-6825 Email: rachael.ritchie@co.barron.wi.us	Conducted Performance Evaluation training for supervisors in 2016. Rehired in 2017 to develop new compensation system.
Portage County, WI Contact: Laura Belinger Tess Title: Human Resources Director Phone: 715-346-1327 Email address: belangl@co.portage.wi.us	Conducted a comprehensive compensation study combining seven different salary schedules into two comprehensive pay structures containing approximately 600 employees in 300 job titles. The compensation system was passed by a 25-member county board. During the compensation study, the public works department

	recertified per WI Act 10 rules, requiring the development of a 3rd compensation schedule to adhere to labor relation regulations. The study also dealt with compression issues between union public safety and non-union officer positions.
Douglas County, WI Contact: Linda Corbin Title: Human Resources Manager Phone: 715-395-1429 Email: Linda.Corbin@douglascountywi.org	Comprehensive compensation schedule was updated based upon market updates and implemented new internal comparability indicators into existing Schedule. This project occurred in 2017/2018.
City of Kirkwood, MO Contact: Georgia Ragland Title: Assistant Chief Administrative Officer Phone: 314-822-5809 Email: raglangl@kirkwoodmo.org	Comprehensive compensation schedule of union and non-union positions was developed into three (3) classification systems.
City of Oak Ridge, TN Contact: Bruce Applegate Title: Administrative Services Director Phone: 865-425-3563 Email: bapplegate@oakridgetn.gov	Comprehensive compensation schedules for all City positions were developed, and development of job descriptions. All Departments, including Police, Fire, and Public Works, and Electric were included.
City of Clayton, MO Contact: Janet Watson Title: Finance and Administration Director Phone: 314-290-8445 Email: jwatson@claytonmo.gov	Comprehensive compensation analysis of all positions within the City. Created a system that placed individuals at the 60 th percentile. Utilization of an employee committee for review and approval of all comparable data. Required to develop job descriptions. Clayton is in the St. Louis metropolitan region. Required to update schedule in 2019
Clearfield City, UT Contact: Summer Palmer Title: Assistant City Manager Phone: 801-525-2701 Email: summer.palmer@clearfieldcity.org	Comprehensive compensation study for all full and part-time positions within the city. Special emphasis on recruitment of police officers which entailed created a separate schedule toward the end of the study and re-researching market data on police officer salaries as market conditions showed a sudden shift mid-study. Clearfield City is in the Salt Lake City metropolitan area.
City of Marshfield, WI Contact: Jennifer Rachu Title: Human Resources Manager Phone: 715-486-2004 Email: Jennifer.rachu@ci.marshfield.wi.us	Comprehensive compensation study for non-union employees, and compensation recommendations for Police and Fire (union) for collective bargaining purposes.

<p>Town of Berwyn Heights, MD Contact: Jessica Cowles Title: Town Administrator Phone: 301-474-5000 Email: jcowles@town.berwyn-heights.md.us</p>	<p>Performed a compensation study, developed job descriptions, an employee handbook, and a performance evaluation process.</p>
<p>City of Arlington, WA Contact: Paul Ellis Title: City Manager Phone: 360-403-3447 Email: pellis@arlingtonwa.gov</p>	<p>Conducted comprehensive compensation analysis of all union and non-union positions within the City. Included the development of separate salary schedules for police, fire, union and non-union – however, keeping internal equity and compression issues in line.</p>
<p>City of Marysville, WA Contact: Gloria Hirashima Title: Chief Administrative Officer Phone: 360-363-8000 Email: ghirashima@marysvillewa.gov</p>	<p>Conducted a compensation study for all non-union positions. Have been asked to complete a similar study for all union positions in late 2018 – early 2019.</p>
<p>City of Rochester Hills, MI Contact: Pam Gordon Title: Human Resources Director Phone: 248-656-4708 Email: gordonp@rochesterhills.org</p>	<p>Comprehensive compensation study for two (2) union groups and non-union employees, and development of job descriptions. Compensation plan includes an added value step increase. Currently working with City to develop performance evaluations and rules for movement into these new steps. Rochester Hills is in the Detroit metropolitan area.</p>

Project Team



Victoria McGrath, Ph.D., SPHR – Chief Executive Officer – Project Manager

Dr. Victoria McGrath has an extensive background in the field of human resources, predominately in the public sector; but also, has a number of years in the private sector having worked in health care, banking, and education. Thus, she brings over 19 years of practitioner experience in all phases of human resources prior to her years as a consultant.

Her professional experience includes the City of Brookfield, WI, which had over 500 employees, including 5 labor unions; the Elmbrook School District, WI – the 2nd largest school district in Wisconsin, also with 5 labor unions; and Citicorp Banks. Thus, she has dealt with labor/employee relations; policy, procedure and labor compliance; benefits and compensation; recruitment and staff development. Dr. McGrath's local government experience touched all local services including police/sheriff, fire, public works/highway, engineering, library, health department, administration, courts, jail, and more.

Dr. McGrath has provided management assistance to more than 200 local government clients on a variety of management issues. In addition to working with government, she has been a speaker for a number of professional organizations and worked with two organizations in developing courses in human resource management to current and upcoming supervisors. Further, she is an adjunct professor – teaching in areas such as human resources, organizational development, management, and research – at Northwestern University (Master's in Public Policy Administration).

Dr. McGrath's doctoral dissertation, Government as a Learning Organization included her research with government efficiency in providing services and how governmental services can become more effective.

Education

University of Wisconsin – Milwaukee, WI

Ph.D. – Municipal Government as a Learning Organization

Cardinal Stritch College, WI

Master of Science - Management

University of Wisconsin – Milwaukee, WI

Bachelor of Science – Industrial Relations & Finance

Malayna Halvorson Maes - Senior Consultant

Malayna Halvorson Maes has served as a human resource professional in both the private and public sectors for over 20 years. She worked previously in health care human resources, then as the Human Resources Director and senior advisor for a large county in northern Wisconsin. Thus, she has direct experience with the many challenges facing municipal employers.

During her time in county government, Ms. Maes advised the organization through the significant changes at the State. This included the most sweeping change which reduced the legal authority of

organized labor in the public sector. This resulted in a reduction from five (5) collective bargaining units to one (1) unit in her County.

As a change agent, she facilitated the development of significant policy changes for the organization. This included conducting a complete evaluation of the compensation system for the county which resulted in a rewrite of all job descriptions and the implementation of a pay for performance evaluation system. This system was created through the work of a combined employee – manager committee and included the implementation of a performance management software system to streamline the 360-evaluation process. Thus, she brings a practical understanding to the development and implementation of pay-for-performance compensation systems.

As a former municipal Human Resources Director, she is knowledgeable of all facets of local government, including police, public works, engineering, health services, and more. She has been active in a number of professional organizations including SHRM, Chippewa Valley Society of Human Resource Management; WIPFLE Senior HR Forum; Wisconsin Association of County Personnel Directors, and the National Public Employer Labor Relations Association. In addition, she has served on the WACPD training Committee, Chair of the Legislative Affairs Committee, a Board of Director member as well as a member of the Services Committee for WPELRA; thus, she takes an active role in defining the profession.

Education

Luther College, Iowa

Bachelor of Arts – Psychology

Michelle Lach - Senior Consultant

Ms. Lach has been a consultant with McGrath Human Resources Group for over ten years. During that time, Ms. Lach has been in charge of developing position questionnaires and soliciting external market data. With this experience, she excels at gaining a substantial return from the questionnaire sent; thus, providing very reliable and quantifiable data for the client.

Ms. Lach has over nine years of experience in the areas of affirmative action, human resource planning, recruitment, compensation, FLSA, performance management, employee relations, developing employee handbooks, training and development and worker's compensation.

Most of Ms. Lach's work experience has been in the private sector, thus she is able to understand and assist in matching public-sector position to private sector comparables. Her experience has been in manufacturing which is where a number of positions have private sector comparables.

During her tenure, Michelle was involved in a number of organizations including membership in the Society for Human Resource Management (SHRM).

Education

McGrath Human Resources Group ♦ PO Box 190 ♦ Wonder Lake, IL 60097 ♦ 815-728-9111

www.mcgrathhumanresources.com

Becky Harter – Consultant Associate

Becky Harter assists the team as a Consultant Associate. Her background in administrative support and early childhood education brings organizational and communication benefits, specifically in our compensation survey services. Ms. Harter helps in communications and survey tracking to assure we are obtaining the best quality and most timely survey results.

Education

Central Texas University – Ft. Riley, Kansas
 Coursework in education

Staff Assignments and Additional Consultants

The consultants were selected for this project based upon their areas of expertise and specialties. A principal of the company is actively involved in every project. However, we operate under the philosophy of total team involvement and each team member has experience in all facets of project work and will work together to meet the goals of your project.

If necessary, we have the flexibility to involve other consultants with our organization to bring their unique perspective and expertise.

Time/Cost Estimate

Proposed Timetable

McGrath Consulting takes pride in meeting its time commitments. Our firm is large enough to have the resources for a successful project, yet small enough to make each client a priority. We propose the following timeline that will allow us to develop a compensation system that meets your City’s priorities and culture.

Task	February	March	April	May	June
Project Initiation - Site Visit					
Data Collection					
Market Survey & Analysis					
Site Visit Review Salary Data; Trustee Interviews					
Development of Salary System					
Review Plan; Dept. Head Meetings					

Task	February	March	April	May	June
Review Draft Report					
Presentation of Compensation Plan; Training of Staff - Site Visit					

**This timeline will be adjusted based on the agreed upon Project Initiation date.*

There are factors that impact this schedule that may be out of the control of the Consultants. The proposed time frame is contingent upon timely receipt of data from survey participants, the availability of employees to complete the position questionnaire and, as needed, participate in interviews; and timely receipt of information and/or feedback from the Township. The months represent the anticipated schedule assuming a decision is reached soon after the proposal opening date.

Project Fees

Compensation Study total cost is \$13,876 for the assessment, **realignment of the current schedules**, and movement of any positions due to internal equity and/or external market. Payment is made in three installments: \$4,000 upon signing of the contract; \$5,876 upon submission of the draft report; and the balance \$4,000 upon submission of the final report.

All invoices are due within 30 days of receipt and proposal cost is good for 90 days from January 14, 2019. Dr. Victoria McGrath is the individual with the authority to negotiate and contractually bind McGrath Human Resources in any type of negotiations and contracts.

Communications and Engagement

The Maine Township Staff Time

Initially, a list of items required for analysis or understanding is submitted to the County's project designee. We request materials to be submitted electronically. These requested materials typically include: job descriptions, current compensation plans, employee data, reports and/or documents from any previous studies, employee handbooks, human resource policies and procedures, and local ordinances or resolutions pertaining to employment in your community.

Since we work closely with our clients, support and communication on this project is critical but not intrusive. McGrath Human Resources requires assistance in providing background data, distribution and collection of Position Description Questionnaires, setting up initial interviews, and internal communications of scheduling and logistics of meeting rooms. Additionally, support is needed to answer questions or address questions/concerns/issues of the Consultant. These are usually completed through telephone or email conversations.

Scheduled staff time from the Township Supervisor / Administrator, Human Resources professional or designee, and all Department Heads will also be necessary during onsite visits for information sharing, and review and feedback of information and recommendations proposed. Schedules are developed a few weeks prior to the site visit to allow time for coordination of schedules; and accommodations are made for those with schedule conflicts.

Other Services Offered

McGrath Human Resources Group offers a wide spectrum of services to our public-sector clients including:

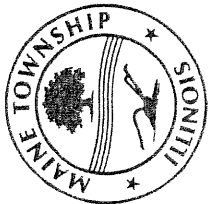
- Compensation and Benefit Analysis
- Compensation System Design and Implementation
- Employee Handbooks
- Policies and Procedures
- Executive Recruitment
- Assessment Center Testing
- Human Resources Audits
- General Recruitment
- Performance Evaluations
- Management/Labor Relations
- Personnel Records
- Training
- Compliance

A full listing is available on our website: www.mcgrathhumanresources.com.

A Final Word

McGrath Human Resources Group is confident that we can meet the goals and objectives of a credible, competitive, fiscally sound classification and compensation system. ***We take the time to understand your culture and the vision of your organization and then make recommendations that align with your needs.*** Our goal is to make sure the compensation system ***fits your organization.***

Our firm is large enough to employ the necessary resources to ensure success, yet small enough to make certain our clients are a priority and ensure open communication and transparency throughout the entire process. Please feel free to contact us if you have any questions.



Peter Gialamas

Clerk

CLERK'S SERVICES FOR THE YEAR 2018

Month	Voter Registr.	Vehicle Stickers	Handic. Cards	Hunting & Fishing	RTA Passes	Passport Applic.	Neighbor Neighbor	Notary Public	Garbage Stickers	MainLines Tickets	TOTAL
January	1	174	3	0	32	422		11	15	110	768
	2	148	5	0	35	407		10	33	42	672
February	2	150	5	0	37	304		14	16	20	548
	2	226	3	7	22	402		10	9	123	804
March	0	190	7	34	15	451		17	39	77	830
	0	240	2	20	28	599		0	19	125	1033
April	0	133	3	41	23	325		15	103	132	775
	0	176	2	38	21	400		0	251	82	970
May	1	533	2	23	33	290		11	221	160	1,274
	0	63	3	14	28	360		0	261	116	845
June	1	8,036	8	13	30	308		7	545	140	9,088
	0	8,603	1	19	28	331		0	256	175	9,413
July	0	1,103	1	9	44	209		23	383	133	1,905
	0	1,350	0	2	31	261		0	126	97	1,867
August	3	271	3	3	36	253		10	221	125	925
	0	356	3	6	43	273		46	114	229	1,070
September	2	270	2	2	35	190		26	175	60	762
	0	244	2	8	28	179		0	108	160	729
October	4	215	2	10	40	202		14	177	111	1,643
	0	228	2	5	14	194		0	155	136	734
November	0	171	3	4	32	163		18	183	65	639
	1	150	0	1	17	216		0	161	205	751
December	0	134	3	0	16	182		25	35	230	853
	0	182	1	0	15	214		0	111	78	601
TOTAL	14	11,380	42	139	373	3,299	1,096	191	2,113	1,363	20,010
	5	11,966	24	120	310	3,836	155	158	1,604	1,568	19,510

Supervisor
 Laura J. Morask
 Clerk
 Peter Gialamas
 Assessor
 Susan Moylan Krey
 Highway Commissioner
 Walter Kazmierczak
 Trustees
 Kimberly Jones
 David A. Carrabotta, Esq.
 Claire R. McKenzie
 Susan Kelly Sweeney
 General Offices
 1700 Ballard Road
 Park Ridge, Illinois 60068
 847-297-2510
 847-297-1335 Fax
 Highway Department
 1401 Redeker Road
 Des Plaines, Illinois 60016
 847-297-5225
 847-297-8723 Fax

* The numbers in the second row indicate services provided in the year 2017

MAINSTREAMERS HIGHLIGHTS
December 2018
Marie Dachniwsky, Director

In the month of December we had a variety of events planned for our members. We started the month of December with an overnight trip to Elkhart Lake, Wisconsin and ended the month with a New Year's Eve Party!

Overnight Trip

Osthoff Resort, Elkart Lake, Wisconsin – We had a group of 55 MaineStreamers who joined us on this trip. Our members were able to experience some of Milwaukee, Wisconsin's attractions - the Milwaukee Pretzel company with a tour of their plant where we were able to enjoy and purchase their delicious Bavarian style pretzels, the Milwaukee Public Market, the Rock Bottom Restaurant and the Gathering Place Brewery. After arriving at the Osthoff Resort we enjoyed a traditional German meal followed by a hay ride through the town of Elkhart. The following day members were able to visit the indoor Old World Market for great holiday shopping and eating! On the way home, we also made a few stops - the Wreath Factory to see a wreath making demonstration and the Great Gingerbread Festival at the historic Waelderhaus where our members were able to cast their vote on the best made Ginger Bread House.

Day Trips - In the month of December we had three-day trips that included the "One of A Kind Gift Show" at The Mart in Chicago, "Christmas Spectacular" at the Quentin Road Baptist Church, in Lake Zurich, and "Elf the Musical" at the Fireside Theatre, in Fort Atkinson, WI.

Holiday Luncheon – On December 14th we hosted our annual Holiday Luncheon at Chateau Ritz where 195 members were able to enjoy a full course meal while carolers strolled and sang holiday songs during lunch. A "Gift Box" was available for members to donate to our Maine Township Food Pantry where a total of \$239.00 was collected! After lunch we enjoyed the wonderful duo, Diva Montell and Jeorge Holmes, who performed holiday classics.

Holiday Breakfast – The Night before Christmas!

We hosted a Holiday Breakfast at Club Casa Café with guest presenter, Martina Mathisen who presented the fascinating real life story of The Night before Christmas! She also discussed some of our American Christmas traditions - Why we kiss under the mistletoe, where did the jolly old man in the red suit come from, and many more traditions were explained. We had 72 members who enjoyed this wonderful morning!

New Year's Eve Party

We had 118 MaineStreamers join us at the Hilton, Northbrook on December 31st to ring in the New Year! They enjoyed a wonderful lunch, which included a drink ticket and a champagne toast for our New Year's Eve countdown. We had a wonderful entertainer, Edizon Dayao, who had many MaineStreamers dancing all afternoon.

MAINESTREAMERS 2018-2019 STATISTICAL REPORT - DECEMBER 2018

	NO. OF PARTICIPANTS	YEAR TO DATE	INCOME	EXPENSES	TOTAL
RECREATIONAL PROGRAMS					
Bingo (Monthly)	33	237	\$155.00	\$138.81	\$16.19
Day at the Races (Monthly)	43	383	\$258.00	\$200.00	\$58.00
Movie of the Month (Monthly)	53	442	\$211.00	\$169.09	\$41.91
Pinocle Tournament/Social	10	210	\$0.00	\$0.00	\$0.00
Women's/Mens Breakfast (Alternating Months)	27	144	\$312.00	\$396.80	(\$84.80)
Twilight Dining Outing (Alternating Months)		174			\$0.00
Fishing Events/Banquet (6 Times a Year)		59			\$0.00
Intergenerational Fishing Outing (Twice a Year)		8			\$0.00
Book Review (3-Times a Year)		97			\$0.00
HEALTH/INFORMATIVE					
Twas the Night Before Christmas/Cookie Exchange	88	716	\$1,902.00	\$1,671.81	\$230.19
FITNESS CLASSES					
Senior Aerobics (8 week sessions)	39	194	\$962.00	\$527.50	\$434.50
Yoga (8 Week Sessions)	15	81	\$735.00	\$875.00	(\$140.00)
Zumba Gold (8 Week Sessions)	27	142	\$745.00	\$245.00	\$500.00
Zumba Gold Toning (8 week Sessions)	10	33	\$315.00	\$360.00	(\$45.00)
Chair Yoga (8 Week Sessions)	16	58	\$390.34	\$380.00	\$10.34
CLASSES/PROGRAMS					
Computer Class (Alternating Months)		63			\$0.00
Matter of Balance (8 Week Class- Bi- Yearly)		25			\$0.00
Rules of the Road (3- Times a Year)		88			
Defensive Driving Course (Held Quarterly)		51			\$0.00
Meditation		12			\$0.00
LUNCHEONS	195	981	\$5,630.00	\$7,389.61	(\$1,759.61)
ANNUAL SPECIAL EVENTS					
New Year's Eve	118	118	\$5,777.00	\$4,573.90	\$1,203.10
MISCELLANEOUS EVENTS					
		387			\$0.00
DAY TRIPS	198	2,051	\$25,845.00	\$23,967.31	\$1,877.69
LONG DISTANCE TRIPS	2	173	\$291.84	\$0.00	\$291.84
SENIOR MAILING (Monthly)	26	282	\$0.00	\$45.00	(\$45.00)
NEWCOMERS PRESENTATION (Alternating months)	8	89	\$0.00	\$24.00	(\$24.00)
ADVISORY COUNCIL MEETING (Held Quarterly)		32			\$0.00
TOTAL	908	7330	\$43,529.18	\$40,963.83	\$2,565.35
NEW MEMBERS	11	291	Average Age	73	

**Maine Township Code
Enforcement Office**

To: Elected Officials
From: Nader Ghazaleh, Code Enforcement Officer
CC: Dayna Berman, Administrator
Date: 1/15/2019

This past month has been a busy one pertaining to vehicles being parked in tow zones. I issued eight tickets alone for vehicles being parked in a posted tow zone area. Removing these vehicles from the streets helps to ensure that any abandoned vehicles are moved. Two additional tickets were issued for commercial vehicles being illegally parked. Warnings issued this month were mostly in regard to items left on the right-of-way. Majority of these items were televisions and furniture. This past week I went back to look at some of my past warnings about dead trees. Two properties were warned three months ago and I was happy to see they complied.

With the colder weather upon us, I have received many complaints about residents not having enough heat inside of their apartments. I recommended for the residents to call Cook County Building and Zoning to report their heating issues. One complaint that came in this month was about a resident discharging water illegally onto the Township right-of-way. When I went out to check on the property, I found a skating rink on the sidewalk, creating a slip hazard to all the neighboring residents. I warned the owner of the property that the pipe must be relocated and discharged onto his property. It has only been a couple days as I am waiting for compliance. Lastly, this past weekend we received enough snow where I had to be on the lookout for resident's snow blowing or shoveling their snow onto the Township street. Thankfully, no residents were in violation of this.

January warnings issued: 16

January tickets issued: 10

**MAINE TOWNSHIP EMERGENCY FOOD PANTRY
MONTHLY STATISTICAL REPORT**

**Carol Langan
Director – Food Pantry**

Re: Report of Services Rendered during the Month of December 2018

I. Maine Township Emergency Food Pantry Distribution

1. Adults Receiving	274
2. Children Receiving	<u>39</u>

a. Emergency Family Boxes of Food Distributed **31**

1. Adults Receiving	<u>60</u>
2. Children Receiving	<u>24</u>

TOTAL 235 Boxes

II. Cash Donations and Amounts Received

Resident Donations	\$490.00
Business Donations	\$8,756.00
Total	\$9,246.00

Food Collections Received During Calendar Month

**Park Ridge Human Needs Task Force
Jewel Grocery Store Greenwood/Busse Park Ridge
Park Ridge Chamber Of Commerce
Lutheran General Breast Center
Nipon Express Des Plaines
Boy Scouts Of Park Ridge
Resident Home Holiday Party Yearly Event**

MAINESTAY YOUTH & FAMILY SERVICES
JANUARY 2019 BOARD REPORT
RICHARD LYON, DIRECTOR

COMMUNITY EDUCATION SEMINARS/PROFESSIONAL DEVELOPMENT WORKSHOPS

Our next professional development seminar entitled *Comprehensive Treatment and Evidence-Based Outcomes for Opioid and Alcohol Use Disorders* will be held on January 25 from 9-4 at Oakton Community College in Des Plaines, and we have over 300 people registered with a waiting list. During this presentation, an expert panel will discuss topics related to the medical treatment of opioid and alcohol use disorders, bio-psycho-social causes, the impact of co-occurring disorders, and the role of psychiatric care in treatment. They will identify some of the root causes, improved treatment strategies, and enhanced tools available to help patients pursue and sustain a meaningful recovery. I have asked Recovery Connection to speak to the audience about their program, and they will also have an information table at this event. We will be collecting donations of laundry detergent, coffee, paper towels, and toilet paper to support Miracle House, a halfway house in Des Plaines for women recovering from addiction. Special thanks to Chicago Behavioral Hospital and Symetria Recovery for their generous sponsorship of this event.

On February 5 from 7-8:30 pm we will host a community education seminar entitled *It's More Than "Just Say No": Raising Resilient and Drug-Free Kids* in partnership with Rosecrance. The presenter will discuss how parents are the first line of defense in preventing their children from experimenting with and using drugs, and that it is never too early to lay the foundation for a drug-free lifestyle.

FEATURED STORY OF THE MONTH

Art in the Town celebrated the end of the fall session with an art exhibit and reception on December 10 where friends and family members could view all of their creations. These students worked diligently throughout the course of the semester to create such beautiful works of art. We are grateful to provide these talented and deserving students from low-income families an exceptional art education experience. Shown below are some Art in the Town students proudly displaying their work at the art exhibit.



NEW OFFICE MANAGER

Branka Mackic began working as our new office manager on January 7. We welcome her to the MaineStay team and are glad to have her aboard. She has shown great promise in quickly learning many new tasks and enthusiastically embracing her new responsibilities. We wish Austin Kelso all the best as he transitions to his new role in the General Assistance department.

PSYCHIATRIC SERVICES

We are currently working with a total of 87 active psychiatric clients. We will re-open our psychiatric services to new clients starting in February once new procedures are finalized and our new office manager has received additional training. Anna has been incredibly helpful in preparing for the transition in our office manager position so that our psychiatric services continue to operate effectively.

COUNSELING

MaineStay had 18 new counseling intakes in December. We had 83 ongoing cases and now have a total of 101 cases in our affordable strength-based counseling program. We currently have a waiting list of 13 clients.

MAINESTAY E-NEWSLETTER 10TH ANNIVERSARY

MaineStay began using email marketing as a cost-effective way of communicating with our community 10 years ago. Our first e-newsletter was sent to 247 people and our list has now grown to over 3,500 subscribers.

FUTURE LEADERS PROGRAM

The Future Leaders program, which provides the opportunity for younger students to benefit from positive peer mentoring relationships with older high school students, has been expanded to two new locations—South Elementary School in Des Plaines (District 62) and Lincoln Middle School in Park Ridge (District 64). The students are actively participating in the planned activities and games and are forming relationships with their high school mentors. They have embraced the program with great enthusiasm. We are excited about the continued positive response to both of these new programs from the students and schools alike.

COMMUNITY INVOLVEMENT

During December, I attended the District 207 School-Based Health Center Advisory Board meeting, Des Plaines Ministerial Association meeting, and attended Turning Point's opening of their new health center with Kristina.

MaineStay FY 2018-2019 Statistical Report

	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	YTD
CONTACT HOURS													
Therapy	169	207	211	182	113	106	147	136	121	128			1520
Psychiatric	37	36	37	38	28	22	19	27	24	20			286
Groups	62	32					6	13	6				119
Non-Clinical Programs	396	691	830	1258	1135	125	290	340	630	200			5894
Grand Total	664	965	1077	1478	1275	253	462	516	781	347			7818
THERAPY													
New Cases	16	17	10	15	9	4	17	13	5	18			124
Ongoing Cases	91	94	102	109	108	97	85	85	85	83			939
Total Cases	107	111	112	124	117	101	102	98	90	101			1063
PSYCHIATRIC SERVICES													
New Clients	12	13	19	10	4	1	0	0	0	3			62
Ongoing Clients	67	78	85	99	105	103	100	84	84	84			889
Total Clients	79	91	104	109	109	104	100	84	84	87			951
COMMUNITY EDUCATION													
Professional Workshops	1	1		1			1	1					5
General Seminars			1			1			1				3
Attendees	80	61	86	56		75	74	47	75				554
MAINETRAC													
Referrals	4	2	5	1	3	2	1	0	0	1			19
Ongoing Cases	1	1	1	5	2	0	0	1	0	0			11
Completed Cases	3	1	3	3	0	2	3	0	1	0			16
Community Service Hours	95	40	55	80	43	40	45	20	20	20			458
PEER JURY													
New Cases	4	7	0	0			6	7	1	7			32
High School Jurors	14	14	14	6			6	7	7	7			75
Ongoing Cases	3	2	7	5			0	0	4	1			22
Completed Cases	4	6	1	4			1	5	4	2			27
Community Service Hours	150	70	95	90			20	100	100	155			780

MaineStay FY 2018-2019 Statistical Report

	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	YTD
MENTORING													
Youth Participants	16	16	16	16	16		13	10	11	11			125
Adult Mentors	16	16	16	16	16		13	10	11	11			125
FUTURE LEADERS													
Youth Participants	15	15					25	30	51	44			180
High School Mentors	10	10					9	22	22	22			95
ART IN THE TOWN													
Youth Participants	17	17					13	13	13	13			86
SUMMER CAMP													
Youth Participants				20	22								42
STUDENT GOVERNMENT DAY													
Youth Participants		41		34					38				113
Agency Representatives		9		2					12				23
FISH													
Incoming Calls	43	35	52	61	62	51	49	63	59	115			590
Total Calls	85	69	92	117	126	108	98	116	109	139			1059
Riders Served	14	13	14	18	19	19	15	20	17	18			167
Rides (one way)	64	47	66	76	82	72	66	86	88	104			751
Volunteers	10	10	9	14	13	13	12	11	12	11			115



Board Report for December/January 2018/19

Marty Cook

Friday Night Recovery Meeting Attendance:

- We continue to see strong support for our meeting via community based treatment referrals

December 21 st , 2018	44 Participants
December 28 th , 2018	26 Participants
January 4 th , 2018	40 Participants
January 11 th , 2018	39 Participants

Monday Night Community Service, Holy Family Hospital:

- Eight (8) Recovery Connection volunteers spoke with 34 young adult patients in treatment at Holy Family Hospital.

Community Outreach:

- MTRC staff spoke with nine (9) parents in the community and advised them on our program as well as alternative solutions for their children we are struggling with addiction
- MTRC Staff sponsored 10 of its meeting participants into a comedy show at the Genesee Theater in Waukegan. The performer, Billy Gardell (Mike and Molly Star) who supports 12 step programs, agreed to stick around after the meeting and participate in a meet and greet with our participants.
- MTRC staff member (Nick Kanehl) shared his experience, strength and hope as well as advised on our program to over 30 patients in recovery at a local treatment center.

MTRC continues to see strong attendance at its Friday night pre-meeting therapeutic Yoga:

December 21 st , 2018	9 Participants
December 28 th , 2018	13 Participants
January 4 th , 2018	6 Participants
January 11 th , 2018	11 Participants

Miscellaneous:

- The MTRC phone list which serves as a resource to young men and women within the recovery community has grown to 359.

- The MTRC weekly email which briefs our participants on our weekly meeting as well as provides information on other sober related events within the community is now sent to 363 members.
- MTRC has continued to see strong support at its Sunday afternoon volleyball league what takes place at Maine East High School.
- MTRC staff member (Marty Cook) was featured in the Daily Herald with a column written on the basis of successfully navigating the holidays sober. The article can be viewed via the link below:

<https://www.dailyherald.com/entlife/20181221/straight-from-the-source-six-ways-to-keep-your-addiction-recovery-on-track-over-the-holidays>

MAINE TOWNSHIP GENERAL ASSISTANCE

LAURA J. MORASK
TOWNSHIP SUPERVISOR

1700 BALLARD ROAD
PARK RIDGE, ILLINOIS 60068-1006
(847) 297-2510 FAX (847) 297-5914

MARSHA S. WARNICK
DIRECTOR OF GENERAL ASSISTANCE

TO: ELECTED OFFICIALS

FROM: KATHY SABBINI

ASSISTANT DIRECTOR OF GENERAL ASSISTANCE

LIHEAP PROGRAM---

IN REGARD TO THE LIHEAP SEASON THAT HAD STARTED SINCE OCTOBER ,2018 LIHEAP APPLICATIONS IN THE MONTH OF DECEMBER ,2018 IN THE AMOUNT OF 271 HAVE BEEN COMPLETED.

CURRENTLY, THE GENERAL ASSISTANCE OFFICE ARE STILL HANDLING LIHEAP, WEATHERIZATION AND HARDSHIP APPLICATIONS ALSO PIPP RENEWALS WHICH ARE PART OF THE CEDA PROGRAMS THAT WE TAKE CARE OF.

MEDICARE PART D APPOINTMENTS THAT HAD STARTED ON OCTOBER 15, 2018 NOW HAS ENDED AS OF DECEMBER 15,2018.

SNAP CLIENT INFORMATION/NON-GENERAL ASSISTANCE RECEIPT

IN REGARD TO THE GOVERNMENT SHUTDOWN THERE WAS A POSSIBILITY THAT CLIENTS WHO ARE RECEIVING SNAP BENEFITS (FOOD STAMPS) WOULD NOT RECEIVE THEM IN THE MONTH OF FEBRUARY , 2019.

THAT HAS CHANGED DUE TO RECENT INFORMATION RECEIVED FROM THE ILLINOIS HUNGER COALITION STATING THAT THE CLIENTS THAT RECEIVE FOOD STAMP BENEFITS WILL BE ABLE TO GET THEIR FOOD STAMP BENEFITS THROUGH THE MONTH OF FEBRUARY,2019 IF THE SHUTDOWN CONTINUES.

“ HOWEVER, THE USDA HAS NOT YET ANNOUNCED IF THESE PROGRAMS WILL BE FUNDED PAST FEBRUARY AND MARCH.”

IF THIS OCCURS, THEN OUR OFFICE HAS ESTIMATED OVER 500 MAINE TOWNSHIP SNAP CLIENTS/NON-GENERAL ASSISTANCE CLIENTS WHO WILL BE AFFECTED BY THIS.

FOOD PANTRY

FOR THE MONTH OF DECEMBER,2018 THE AMOUNT OF NEW FOOD PANTRY CLIENTS THAT WE HAVE SO FAR IS_14 NEW CLIENTS.

THE AMOUNT OF EMERGENCY FOOD BOXES THAT WERE GIVEN OUT IS 31 BOXES THAT INCLUDES 60 ADULTS AND 24 KIDS.

**STATISTICAL REPORT
GENERAL ASSISTANCE DEPARTMENT
December 2018**

I.	<u>GENERAL ASSISTANCE CASES</u>	
	1. CASES OPENED	<u>1</u>
	2. CASES ONGOING	<u>20</u>
	3. CASES PENDING	<u>0</u>
	4. CASES CLOSED	<u>2</u>
	5. TOTAL INDIVIDUALS RECEIVING GENERAL ASSISTANCE	<u>19</u>
II.	<u>ADVOCACY:</u>	
	1. QMB – QUALIFIED MEDICAL BENEFICIARY PROGRAM	<u>5</u>
	2. GENERAL PUBLIC AID ADVOCACY (TO INCLUDE SNAP, CASH ASSISTANCE AND MEDICAID)	<u>60</u>
	3. COMMUNITY RESOURCE ADVOCACY REFERRALS	<u>50</u>
III.	<u>SUBURBAN PRIMARY ACCESS TO CARE INTAKE:</u>	
	1. MONTHLY INTERVIEWS/APPLICATIONS FILED	<u>5</u>
IV.	<u>SENIOR INFORMATION AND ASSISTANCE:</u>	
	1. SHIP, MEDICARE, AND MEDICARE D INTERVIEWS	<u>37</u>
	2. BENEFIT ACCESS MONTHLY APPLICATION INTERVIEWS	<u>63</u>
	3. FREE TELEPHONE /BILL REDUCTION APPLICATION INTERVIEWS	<u>0</u>
	4. VETERANS ADMIN. ASSIST REFERRAL	<u>0</u>
	5. SECTION 8 HOUSING	<u>0</u>
V.	<u>CEDA PROGRAMS/ LIHEAP – ENERGY ASSISTANCE</u>	<u>271</u>
	<u>APPLICATION INTERVIEWS</u> (which includes Hardship, Share the Warmth, PIPP, DVP, RA [Reconnect Assistance], Furnace, and Weatherization).	
VI.	<u>MAINELINES (MAINE TOWNSHIP TAXI CAB VOUCHER PROGRAM)</u>	
	1. NEW APPLICATIONS ACCEPTED	<u>3</u>
	2. MONTHLY INTERVIEWS	<u>10</u>
	3. MAINELINES TICKETS SOLD THIS MONTH	<u>230</u>
	4. TOTAL MONEY COLLECTED FOR TICKETS SOLD (YEAR TO DATE) (MARCH 1 ST -FEBRUARY 28 TH)	<u>\$900</u>

FOIA

Received:
12/28/2018

Wiesia Tytko

From: dberman@mainetown.com
Sent: Friday, December 28, 2018 1:24 PM
To: Wiesia Tytko; Imorask@mainetown.com; Kimberly Jones
Subject: FW: FOIA REQUEST: Candidates for 2019 Consolidated Elections

Response by:
1/7/2019
(MON)

Laura and Kim,

This FOIA request just came through on info@mainetown.com email via our website. Wiesia is off until Wednesday.

Thank you,

Dayna Berman
Administrator
Maine Township
1700 Ballard, Rd.
Park Ridge, IL 60068
847-297-2510
847-297-1335 Fax

"Notice of Confidentiality to recipient of this Electronic Message: This Electronic Message contains confidential information of Maine Township and/or its clients. It is intended only for the person(s) named, and the information in such Electronic Message shall only be used by the person(s) named for the purpose intended and for no other purpose. Any use, distribution, copying or disclosure by any other persons or by the person(s) named but for purposes other than the intended purpose, is prohibited. If you have received this communication in error, please notify us by phone at 847-297-2510 and then destroy original Electronic Message."

From: Karen Krizman <news+tR-wFA41TWOSRqsM-KK6xA@news.locallabs.com>
Sent: Friday, December 28, 2018 1:05 PM
To: info@mainetown.com
Subject: FOIA REQUEST: Candidates for 2019 Consolidated Elections

To whom it may concern:

Pursuant to the Illinois Freedom of Information Act, I am requesting an electronic list (preferably non-PDF such as CSV, Excel, Txt, CDs, digital files, etc.) including each person who filed to run in the 2019 consolidated elections in your township, including the person's name, address, party affiliation and DOB. In addition, I would like electronic copies of their nominating petitions.

The purpose of the request is to access and disseminate information as a matter of public interest and is not for the principal purpose of personal or commercial benefit. I qualify as media under the definition in Section 2 (c-10) ("Commercial purpose"), Section 2 (f) ("News media"), Section 2 (g) ("Recurrent requester"), and Section 2 (h) ("Voluminous request") of the Freedom of Information Act, for the purposes of being exempt to the provisions of Section 3.1 (Requests for commercial purposes), Section 3.2 (Recurrent requesters), Section 3.6 (Voluminous requests), and Section 6 (Authority to charge fees). Therefore, I request you furnish any responsive documents and items without charge.

Thank you in advance for your cooperation and assistance. Please let me know if you have questions.

FOIA

Liz Coy

From: dberman@mainetown.com
Sent: Thursday, January 03, 2019 9:06 AM
To: Liz Coy
Subject: FW: Records request-736 Ottawa Ave

Received
1/3/2019
Response by
1/10/2019

Dayna Berman
Administrator
Maine Township
1700 Ballard, Rd.
Park Ridge, IL 60068
847-297-2510
847-297-1335 Fax

"Notice of Confidentiality to recipient of this Electronic Message: This Electronic Message contains confidential information of Maine Township and/or its clients. It is intended only for the person(s) named, and the information in such Electronic Message shall only be used by the person(s) named for the purpose intended and for no other purpose. Any use, distribution, copying or disclosure by any other persons or by the person(s) named but for purposes other than the intended purpose, is prohibited. If you have received this communication in error, please notify us by phone at 847-297-2510 and then destroy original Electronic Message."

From: Bharath Bhushan M <bharath.bhushan@slkgroup.com>
Sent: Thursday, January 3, 2019 8:31 AM
To: info@mainetown.com
Cc: Rajesh AV <rajesh.av@slkgroup.com>
Subject: Records request-736 Ottawa Ave

Hi,

Please check and advise for the below address:

1. Liens & Special assessments
2. Open Code Violations
3. Open/Expired Building Permits
4. Any unpaid Water/Sewer balance due good through 01/15/2019 for the below mentioned property.

Parcel : 09-25-109-003-0000
Add : 736 Ottawa Ave, Park Ridge IL-60068

Bharath
Tax and Lien Search Analyst
☎ 855-512-4803 || FAX 888-908-3471

