

**Maine Township Board Meeting**  
**Maine Township Town Hall**  
**1700 Ballard Road Park Ridge, IL 60068**  
Thursday, March 26, 2024

**AGENDA**

This meeting will be conducted in person. The meeting will also be audio or video recorded and made available to the public, as provided by law.

**7:00 pm** - Call Regular Meeting to Order

Pledge of Allegiance

Roll Call

**Discussion and Potential Action on the Following Items:**

1. Approval of Minutes of February 29, 2024 Board Meeting
2. Approval of Budget Hearing for General Town Fund and General Assistance minutes February 29, 2024
3. Approval of General Assistance Expenditures
4. Approval of Road District Expenditures
5. Approval of General Town Fund Expenditures
6. Public Participation
7. Old Business
  - a. Discussion and Possible Vote on Town Fund/General Assistance 2024-25 Budget
8. New Business
  - a. Discussion on Internal Auditing Services/RFP
  - b. Discussion and Possible Vote on Roof Consultants
  - c. Discussion and Possible Vote on engaging Salary Study/Compensation Analysis
  - d. Discussion on the Usage of the Maine Township Attic
  - e. Discussion on Attendance for the Neighborhood Watch Meeting
  - f. Discussion & Circulation of Supervisor's Annual Financial Report
9. Officials Reports
10. Closed Session
  - Closed/Executive Session for the purpose of discussing (1) litigation which is probable or imminent; (2) security procedures, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property, and (3) discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees.
11. Adjournment

## **Upcoming Events**

<b>April 3, 2024</b>	<b>Neighborhood Watch Meeting</b>
<b>April 9, 2024</b>	<b>Annual Meeting</b>
<b>April 17, 2024</b>	<b>TOI Lobby Day</b>
<b>April 25, 2024</b>	<b>Catalytic Converter Etching event</b>
<b>May 18, 2024</b>	<b>Electronics recycling event</b>
<b>May 27, 2024</b>	<b>Park Ridge Parade</b>
<b>June 7-8, 2024</b>	<b>Dumpster Days</b>
<b>June 15, 2024</b>	<b>Paper Shredding Event</b>
<b>July 4, 2024</b>	<b>Niles and Des Plaines parades</b>



## ADMINISTRATOR'S REPORT

Date: March 26, 2024

To: Elected Officials

From: Dayna Berman, Administrator

I am enclosing the final 2024-25 Budget for Town Fund and General Assistance in the board packet for discussion and vote. Some adjustments have been made from the tentative budget that was presented last month, however the total is well within the amount levied for both funds.

OEM Director Jack Wisniewski and I have been reviewing a variety of beneficial trainings that he will be able to offer staff over the next few months. Some of these include: Incident Crises Management Response, Preparing for Emergencies Overview, STOP The Bleed Class and First Aid/CPR/AED Class. I am looking forward to getting these scheduled.

There are still a few days left before the deadline date approaches to nominate a resident of Maine Township for the Karen Lader Memorial Good Citizen's Award. The person nominated should display a strong support and dedication to their community. You can get a form online or by our reception area.

Several Staff and I attended a meeting with Steve Andrews from Pace Suburban Bus. We discussed their Community Vehicle Program as we want to address the transportation needs in the township. Pace can offer two vehicle types available under the CVP Program, however at this time there is low inventory and the process can take time to get the program up and running. We will continue our conversations and will be exploring this further.

Supervisor Dimond, HR Generalist Ruba Al Ayad and I met with Catherine Sbarra, our insurance broker from National Group Health Alliance. We reviewed our upcoming renewal for health, dental, life and vision insurance that will renew on July 1<sup>st</sup>. Catherine will be presenting at the April board meeting to inform the board of our options.

The spring newsletter, filled with beneficial information and dates of upcoming programs, will be heading to the printers this week in hopes of hitting the residents' mailboxes the first week in April.

**MAINE TOWNSHIP GENERAL TOWN FUND**

	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	YTD INCOME	BUDGET	BALANCE	% Collected
	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	YTD INCOME	BUDGET	BALANCE	% Collected
<b>REVENUE</b>																	
Property Tax		\$879,901.75	\$952,599.03	\$0.00	\$21,469.15	\$0.00	\$53,981.30	\$0.00	\$0.00	\$585,799.91	\$1,127,135.85	\$0.00	\$484,282.03	\$4,105,169.02	\$3,500,000.00	-\$605,169.02	117%
Interest Income		\$1,591.00	\$2,455.51	\$2,780.81	\$2,752.01	\$2,770.31	\$2,744.09	\$2,426.44	\$2,378.67	\$2,119.54	\$2,979.55	\$2,898.78	\$2,767.49	\$30,664.20	\$3,000.00	-\$27,664.20	1022%
MaineStay Fees		\$1,551.00	\$3,645.00	\$14,770.00	\$1,805.00	\$4,740.98	\$5,407.00	\$3,203.52	\$2,275.00	\$3,091.50	\$5,420.00	\$3,845.00	\$9,055.82	\$58,809.82	\$30,000.00	-\$28,809.82	196%
Yard Stickers and Rebates		\$40.00	\$433.55	\$917.30	\$608.90	\$682.45	\$607.60	\$401.80	\$338.00	\$814.80	\$307.00	\$39.00	\$12,988.80	\$18,179.20	\$13,000.00	-\$5,179.20	140%
Postage		\$383.50	\$547.90	\$1,145.40	\$473.10	\$597.60	\$1,348.90	-\$601.90	\$249.00	\$224.10	\$184.40	\$199.20	\$278.50	\$5,029.70	\$2,000.00	-\$3,029.70	251%
Food Pantry Cash Donations		\$1,312.40	\$7,534.10	\$560.00	\$1,210.00	\$495.00	\$2,825.00	\$255.00	\$1,410.00	\$2,545.00	\$11,840.00	\$0.00	\$0.00	\$29,986.50	\$60,000.00	\$30,013.50	50%
Passport Fees		\$4,390.00	\$5,229.50	\$4,820.00	\$3,915.10	\$4,144.90	\$3,724.50	\$4,170.00	\$3,505.80	\$3,711.10	\$2,843.20	\$4,280.00	\$4,045.50	\$48,779.60	\$60,000.00	\$11,220.40	81%
Transportation Fees		\$15.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00	\$130.00	\$5.00	\$10.00	\$45.00	\$0.00	\$225.00	\$200.00	-\$25.00	113%
Prsnl Prop Replacement Tax		\$19,581.33	\$31,109.02	\$50,473.88	\$0.00	\$40,805.89	\$6,578.99	\$0.00	\$33,822.40	\$0.00	\$10,496.81	\$23,211.64	\$0.00	\$216,079.96	\$200,000.00	-\$16,079.96	108%
Other Income		\$41,543.00	\$2,270.00	\$3,745.95	\$4,830.50	\$8,031.00	\$5,100.80	\$3,537.00	\$2,789.00	\$2,462.21	\$2,028.00	\$7,128.00	\$3,406.07	\$86,871.53	\$25,000.00	-\$61,871.53	347%
Hunting/Fishing License		\$81.25	\$126.00	\$139.25	\$127.00	\$9.75	\$199.25	\$142.00	\$213.00	\$28.00	\$0.00	\$35.00	-\$35.00	\$1,065.50	\$1,000.00	-\$65.50	107%
Sale of Capital Assests		\$0.00	\$19,443.35	\$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!
MaineStreamers		\$32,964.00	\$25,050.68	\$67,404.70	\$15,885.00	\$45,849.00	\$5,454.22	\$55,157.00	\$15,977.12	\$56,540.76	\$38,735.44	\$3,343.00	\$42,634.50	\$404,995.42	\$0.00	-\$404,995.42	#DIV/0!
<b>TOTAL REVENUES</b>		<b>\$950,390.23</b>	<b>\$1,025,392.96</b>	<b>\$79,352.59</b>	<b>\$37,190.76</b>	<b>\$62,277.88</b>	<b>\$82,517.43</b>	<b>\$13,553.86</b>	<b>\$47,110.87</b>	<b>\$600,801.16</b>	<b>\$1,163,244.81</b>	<b>\$41,681.62</b>	<b>\$516,789.21</b>	<b>\$4,600,860.03</b>	<b>\$3,894,200.00</b>	<b>-\$706,660.03</b>	<b>118%</b>

**MAINE TOWNSHIP GENERAL TOWN FUND**

<b>EXPENSES</b>																	
<b>ADMINISTRATION</b>																	
0%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	YTD EXPENSE	BUDGET	BALANCE	% Left
	Salaries/Gross Pay Account	\$70,140.20	\$47,929.57	\$48,318.27	\$47,548.20	\$45,500.53	\$68,873.14	\$46,620.40	\$47,627.29	\$46,663.00	\$46,002.27	\$45,895.12	\$70,123.28	\$631,241.27	\$614,250.00	-\$16,991.27	-3%
	Salaries/Elected Officials	\$13,459.18	\$10,574.56	\$10,574.56	\$10,574.55	\$10,561.55	\$18,699.93	\$5,270.48	\$10,542.89	\$10,542.90	\$10,542.89	\$10,542.89	\$18,699.94	\$140,586.32	\$147,800.00	\$7,213.68	5%
	IDES	\$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	\$1.00	\$1.00	100%
	Tuition Reimbursement	\$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	\$1.00	\$1.00	100%
	Social Security	\$6,339.86	\$4,421.95	\$4,451.69	\$4,396.23	\$4,247.29	\$6,622.43	\$3,936.97	\$4,396.20	\$4,322.48	\$4,271.91	\$4,258.34	\$6,695.81	\$58,361.16	\$59,000.00	\$638.84	1%
	IMRF	\$4,173.15	\$2,891.73	\$2,853.98	\$2,811.50	\$2,751.49	\$2,780.83	\$2,793.51	\$2,831.47	\$2,798.95	\$2,811.33	\$2,726.10	\$4,031.14	\$36,255.18	\$43,000.00	\$6,744.82	16%
	Administrative Div. Health Ins.	\$21,774.31	\$44,891.36	\$21,774.31	\$20,314.63	\$22,839.48	\$21,890.83	\$23,410.85	\$22,697.59	\$22,650.89	\$22,650.83	\$22,650.83	-\$2,330.14	\$265,215.77	\$315,000.00	\$49,784.23	16%
	Life Insurance	\$94.88	\$189.76	\$94.88	\$96.45	\$102.88	\$102.88	\$102.88	\$102.88	\$102.88	\$102.88	\$102.88	\$0.00	\$1,196.13	\$1,300.00	\$103.87	8%
	Dental Insurance	\$451.33	\$1,354.16	\$451.33	\$355.49	\$441.11	\$142.08	\$651.14	\$414.51	\$414.51	\$414.51	\$414.51	-\$592.31	\$4,912.37	\$6,500.00	\$1,587.63	24%
	Accounting Services	\$4,372.38	\$1,126.23	\$7,772.22	\$1,347.39	\$4,262.13	\$8,167.87	\$2,125.77	\$4,247.45	\$4,195.98	\$4,195.98	\$7,594.62	\$5,451.20	\$54,859.22	\$63,000.00	\$8,140.78	13%
	Audit Services	\$0.00	\$0.00	\$3,380.00	\$0.00	\$6,720.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,100.00	\$16,000.00	\$5,900.00	37%
	Building & Grounds Maint	\$261.07	\$474.97	\$3,676.15	\$1,577.12	\$1,668.27	\$1,585.81	\$6,274.94	\$2,458.65	\$1,751.01	\$104.99	\$143.93	\$1,497.00	\$21,473.91	\$27,000.00	\$5,526.09	20%
	Community Info-Support	\$2,850.00	\$2,850.00	\$2,850.00	\$2,850.00	\$2,850.00	\$2,850.00	\$2,850.00	\$3,650.00	\$2,850.00	\$2,850.00	\$2,850.00	\$2,850.00	\$35,000.00	\$40,000.00	\$5,000.00	13%
	Conferences Meetings	\$75.00	\$160.85	\$0.00	\$35.00	\$0.00	\$0.00	\$928.50	\$223.50	-\$85.85	\$0.00	\$0.00	\$0.00	\$1,337.00	\$2,000.00	\$663.00	33%
	Special Programs	\$37.00	\$47.98	\$1,404.97	\$0.00	\$600.00	\$659.67	\$5,041.06	\$386.88	\$1,334.08	\$42.09	\$883.85	\$0.00	\$10,437.58	\$9,600.00	-\$837.58	-9%
	Dues Subscriptions	\$85.85	\$2,175.00	\$85.85	\$1,543.44	\$115.85	\$235.75	\$2,085.85	\$197.75	\$183.60	\$812.20	\$112.20	\$155.20	\$7,788.54	\$8,000.00	\$211.46	3%
	Equipment Leasing Maint	\$0.00	\$1,314.15	\$2,606.15	\$60.00	\$1,658.34	\$2,189.00	\$100.00	\$2,084.34	\$1,178.01	\$0.00	\$2,017.98	\$1,178.01	\$14,385.98	\$16,000.00	\$1,614.02	10%
	Gen Ins Liability Ins Bond	\$0.00	\$0.00	\$63,064.60	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$63,564.60	\$65,000.00	\$1,435.40	2%
	Website/Email Host	\$0.00	\$3,500.00	\$0.00	\$60.51	\$0.00	\$0.00	\$8,320.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9.53	\$11,890.04	\$17,000.00	\$5,109.96	30%
	Print Management	\$107.80	\$0.00	\$107.80	\$107.80	-\$107.80	\$0.00	\$560.00	\$280.00	\$280.00	\$140.00	\$280.00	\$140.00	\$1,895.60	\$2,000.00	\$104.40	5%
	Computer Tech Support	\$359.60	\$0.00	\$359.60	\$359.60	\$575.20	\$359.60	\$359.60	\$359.60	\$359.60	\$359.37	\$719.20	\$2,799.60	\$6,970.57	\$5,000.00	-\$1,970.57	-39%
	Legal Services	\$2,863.00	\$2,697.25	\$3,377.25	\$2,947.25	\$3,422.50	\$3,360.00	\$1,531.25	\$4,673.00	\$1,783.00	\$1,926.25	\$2,040.50	\$2,197.25	\$32,818.50	\$50,000.00	\$17,181.50	34%
	Mileage-Travel-Lodging Exp	\$13.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$175.00	\$0.00	\$1,843.97	\$424.06	\$18.34	\$27.05	\$2,502.17	\$2,500.00	-\$2.17	0%
	Police Protection	\$4,000.00	\$0.00	\$4,680.00	\$4,400.00	\$8,600.00	\$4,400.00	\$0.00	\$3,640.00	\$0.00	\$12,000.00	\$3,980.00	\$4,200.00	\$49,900.00	\$50,400.00	\$500.00	1%
	Plan Commission	\$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	\$1.00	\$1.00	100%
	Postage	\$13,164.05	\$270.17	\$94.08	\$955.30	\$10,103.64	\$831.41	-\$726.62	\$11,225.57	-\$89.03	\$391.23	\$11,547.03	\$185.24	\$47,952.07	\$50,000.00	\$2,047.93	4%
	Printing Publishing	\$414.04	\$12,262.62	\$0.00	\$400.00	\$12,303.64	\$145.32	\$584.69	\$12,066.99	\$651.95	\$0.00	\$13,607.83	-\$538.75	\$51,898.33	\$56,100.00	\$4,201.67	7%
	Food Pantry	\$1,712.70	\$3,193.41	\$2,116.75	\$3,569.60	\$2,796.11	\$4,454.54	\$2,752.71	\$4,926.07	\$2,652.32	\$604.21	\$1,286.23	\$1,136.99	\$31,201.64	\$60,000.00	\$28,798.36	48%
	Code Enforcement Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17.26	\$266.60	\$0.00	\$193.00	\$0.00	\$0.00	\$0.00	\$476.86	\$500.00	\$23.14	5%
	Maine Township Rec. Connection	\$1,454.82	\$3,582.14	\$1,855.15	\$2,060.74	\$3,425.80	\$2,012.33	\$2,092.35	\$3,404.50	\$1,779.32	\$2,351.37	\$3,255.70	\$3,841.19	\$31,115.41	\$30,000.00	-\$1,115.41	-4%
	Telecommunications	\$2,695.95	\$2,603.48	\$3,328.10	\$2,950.79	\$2,603.39	\$2,991.68	\$3,170.95	\$3,026.91	\$3,012.00	\$3,009.50	\$3,383.90	\$2,664.43	\$35,441.08	\$38,000.00	\$2,558.92	7%
	Staff Training	\$105.00	\$0.00	\$110.00	\$0.00	\$0.00	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$326.00	\$566.00	\$1,000.00	\$434.00	43%
	Transportation/Mainlines	\$70.00	\$315.00	\$0.00	\$40.00	\$45.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$165.00	\$635.00	\$5,000.00	\$4,365.00	87%
	Utilities	\$2,671.59	\$2,157.07	\$1,706.59	\$2,174.28	\$1,760.43	\$2,086.01	\$2,298.61	\$1,503.25	\$1,921.81	\$2,131.50	\$2,172.25	\$2,537.43	\$25,120.82	\$30,000.00	\$4,879.18	16%
	Miscellaneous (Administr)	\$37.19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$280.00	\$0.00	\$0.00	\$960.37	\$699.98	\$1,977.54	\$2,300.00	\$322.46	14%
	Neighborhood Watch	\$0.00	\$49.99	\$325.00	\$0.00	\$0.00	\$1,608.66	\$1,698.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,681.98	\$3,700.00	\$18.02	0%
	Office Supplies/Sm. Equipment	\$1,267.59	\$89.99	\$554.75	\$1,304.26	\$1,632.20	\$136.42	\$188.97	\$830.33	\$651.42	\$148.15	\$1,308.64	\$2,205.04	\$10,317.76	\$21,300.00	\$10,982.24	52%
	Operating Supplies Maint	\$1,789.45	\$210.15	\$612.35	\$1,629.68	\$239.99	\$2,218.87	\$417.74	\$2,847.18	\$532.96	\$350.06	\$1,534.87	\$778.05	\$13,161.35	\$12,800.00	-\$361.35	-3%
	Vehicle Expense	\$0.00	\$190.30	\$90.00	\$0.00	\$114.77	\$1,422.58	\$1,001.00	-\$15.00	\$0.00	\$315.00	\$897.06	\$103.61	\$4,119.32	\$2,800.00	-\$1,319.32	-47%
	Building	\$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	\$5,000.00	\$5,000.00	100%
	Project Clean-up/Waste Hauler	\$324.40	\$97.32	\$681.24	\$258.58	\$3,916.48	\$255.76	\$0.00	\$598.50	\$31.50	\$0.00	\$535.50	-\$1,262.80	\$5,436.48	\$12,000.00	\$6,563.52	55%
	Capital Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$199.95	\$39.90	-\$280.00	-\$100.01	\$140.16	\$0.00	\$0.00	\$6,870.00	\$6,870.00	\$150,000.00	\$143,130.00	95%
	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	\$1,955.00	\$1,955.00	100%
	<b>Total</b>	<b>\$205,289.72</b>	<b>\$151,621.16</b>	<b>\$193,357.62</b>	<b>\$116,728.39</b>	<b>\$155,950.22</b>	<b>\$161,140.56</b>	<b>\$127,128.53</b>	<b>\$151,408.29</b>	<b>\$114,646.42</b>	<b>\$118,952.58</b>	<b>\$147,720.67</b>	<b>\$136,843.97</b>	<b>\$1,732,663.55</b>	<b>\$2,042,808.00</b>	<b>\$310,144.45</b>	<b>15%</b>

**MAINE TOWNSHIP GENERAL TOWN FUND**

<b>ASSESSOR</b>																	
0%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	YTD EXPENSE	BUDGET	BALANCE	% Left
	Assessor Division Salary	\$27,968.87	\$18,203.17	\$17,814.09	\$17,779.21	\$17,800.66	\$20,689.53	\$15,660.63	\$17,769.30	\$17,962.19	\$18,022.08	\$17,779.22	\$26,449.31	\$233,898.26	\$234,026.00	\$127.74	0%
	Assessor Division SS	\$2,013.53	\$1,292.24	\$1,263.33	\$1,260.67	\$1,261.17	\$1,463.07	\$1,137.85	\$1,257.65	\$1,272.41	\$1,277.02	\$1,257.56	\$1,869.55	\$16,626.05	\$17,903.00	\$1,276.95	7%
	Assessor Division IMRF	\$1,568.42	\$1,065.26	\$1,065.26	\$1,065.26	\$1,065.26	\$773.53	\$893.34	\$1,065.26	\$1,065.26	\$1,065.26	\$1,051.04	\$1,555.23	\$13,298.38	\$13,870.00	\$571.62	4%
	Health Insurance	\$9,186.53	\$18,856.58	\$9,186.53	\$9,467.91	\$9,460.88	\$9,354.10	\$9,553.60	\$9,453.85	\$9,453.85	\$9,453.85	\$9,453.85	-\$746.37	\$112,135.16	\$115,920.00	\$3,784.84	3%
	Dental Insurance	\$124.07	\$372.26	\$124.07	\$132.75	\$130.60	\$99.06	\$157.84	\$128.45	\$128.45	\$128.45	\$128.45	-\$192.63	\$1,461.82	\$3,000.00	\$1,538.18	51%
	Life Insurance	\$17.79	\$35.58	\$17.79	\$19.29	\$19.29	\$19.29	\$19.29	\$19.29	\$19.29	\$19.29	\$19.29	\$0.00	\$225.48	\$300.00	\$74.52	25%
	Conferences Meetings *	\$775.00	\$0.00	\$0.00	\$35.00	\$480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$675.00	\$1,190.00	\$1,800.00	\$610.00	34%
	Cook Cty Assessor Tie-in	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$475.00	\$0.00	\$0.00	\$550.00	\$0.00	\$1,025.00	\$1,025.00	\$0.00	0%
	Dues-Subscriptions	\$350.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$475.00	\$109.80	\$934.80	\$500.00	-\$434.80	-87%
	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	-\$500.00	-\$500.00	\$1.00	\$501.00	50100%
	Mileage-Travel-Lodging Exp	\$34.68	\$821.74	\$0.00	\$56.88	\$29.19	\$0.00	\$577.22	\$114.85	\$0.00	\$160.81	\$0.00	\$33.78	\$1,829.15	\$1,800.00	-\$29.15	-2%
	Postage	\$252.48	\$30.07	\$4.80	\$93.00	\$6.12	\$75.96	\$21.42	\$162.78	\$306.18	\$76.71	\$5.95	\$97.92	\$1,133.39	\$1,200.00	\$66.61	6%
	Printing-Publishing	\$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	\$1,000.00	\$1,000.00	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	\$0.00	\$0.00	\$700.00	\$700.00	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	\$0.00	\$0.00	\$150.00	\$150.00	100%
	Miscellaneous	\$30.00	\$0.00	\$42.08	\$0.00	\$26.97	\$144.50	\$0.00	\$51.89	\$13.11	\$89.69	\$0.00	\$35.00	\$433.24	\$1,200.00	\$766.76	64%
	Office Supplies/Sm Equipment *	\$422.73	\$0.00	\$0.00	\$0.00	\$3,016.70	\$20.28	\$0.00	\$26.05	\$72.79	\$16.48	\$435.19	\$0.00	\$3,587.49	\$4,050.00	\$462.51	11%
	<b>Total</b>	<b>\$41,546.37</b>	<b>\$40,676.90</b>	<b>\$29,517.95</b>	<b>\$29,909.97</b>	<b>\$33,296.84</b>	<b>\$32,639.32</b>	<b>\$28,021.19</b>	<b>\$30,524.37</b>	<b>\$30,293.53</b>	<b>\$30,309.64</b>	<b>\$31,155.55</b>	<b>\$29,386.59</b>	<b>\$387,278.22</b>	<b>\$398,445.00</b>	<b>\$11,166.78</b>	<b>3%</b>
*A portion of these expenses occurred in the 2022/2023 budget year. Per the auditor, the expenses are immaterial and do not need to be pushed back and will remain in the 2023/2024 budget.																	

**MAINE TOWNSHIP GENERAL TOWN FUND**

<b>MAINESTAY</b>																	
<b>0%</b>	<b>of the year remaining</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>YTD EXPENSE</b>	<b>BUDGET</b>	<b>BALANCE</b>	<b>% Left</b>
	MaineStay Salary	\$32,103.45	\$21,986.32	\$21,986.32	\$23,585.32	\$24,774.70	\$38,575.62	\$25,717.08	\$25,717.08	\$25,916.08	\$25,717.08	\$25,717.08	\$38,575.62	\$330,371.75	\$330,750.00	\$378.25	0%
	Social Security	\$2,406.45	\$1,637.76	\$1,637.76	\$1,760.09	\$1,850.41	\$2,882.76	\$1,939.30	\$1,921.84	\$1,921.84	\$1,921.84	\$1,916.56	\$2,874.84	\$24,671.45	\$26,000.00	\$1,328.55	5%
	IMRF	\$2,285.77	\$1,565.42	\$1,565.42	\$1,565.42	\$1,698.24	\$1,831.06	\$1,831.06	\$1,831.06	\$1,831.06	\$1,831.06	\$1,806.63	\$2,673.30	\$22,315.50	\$23,000.00	\$684.50	3%
	Administrative Div. Health Ins.	\$6,127.59	\$12,577.70	\$6,127.59	\$6,405.53	\$6,398.60	\$6,223.48	\$6,559.86	\$6,391.67	\$6,391.67	\$6,391.67	\$6,391.67	-\$504.57	\$75,482.46	\$140,700.00	\$65,217.54	46%
	Life Ins.	\$29.65	\$59.30	\$29.65	\$32.15	\$32.15	\$32.15	\$32.15	\$32.15	\$32.15	\$32.15	\$32.15	\$0.00	\$375.80	\$350.00	-\$25.80	-7%
	Dental Ins.	\$138.81	\$274.14	\$91.37	\$97.77	\$96.18	\$47.30	\$141.88	\$94.59	\$94.59	\$94.59	\$94.59	-\$141.87	\$1,123.94	\$1,700.00	\$576.06	34%
	Conferences-Meetings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$89.67	\$45.00	\$0.00	\$16.58	\$0.00	\$188.00	\$339.25	\$250.00	-\$89.25	-36%
	Consultation/Staff Training	\$286.00	\$0.00	\$0.00	\$505.00	\$0.00	\$0.00	\$139.00	\$0.00	\$25.00	\$35.00	\$40.00	\$60.00	\$1,090.00	\$1,200.00	\$110.00	9%
	Special Programs	\$1,244.85	\$151.45	\$3,437.78	\$649.16	\$0.00	\$0.00	\$855.35	\$2,238.83	\$0.00	\$4,739.47	\$115.82	\$1,008.86	\$14,441.57	\$13,550.00	-\$891.57	-7%
	Dues-Subscriptions/Licensures	\$371.56	\$591.64	\$324.96	\$183.66	\$159.60	\$228.90	\$1,045.48	\$393.83	\$399.73	\$242.98	\$396.98	\$256.98	\$4,596.30	\$4,200.00	-\$396.30	-9%
	Print Management	\$107.80	\$107.80	\$107.80	\$107.80	\$107.80	\$0.00	\$280.00	\$140.00	\$140.00	\$140.00	\$140.00	\$140.00	\$1,519.00	\$1,700.00	\$181.00	11%
	Gen Ins Liability Ins Bond	\$0.00	\$0.00	\$968.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$968.00	\$1,000.00	\$32.00	3%
	Computer Tech Support	\$359.60	\$359.60	\$359.60	\$359.60	\$359.60	\$359.60	\$359.60	\$359.60	\$359.60	\$359.60	\$359.60	\$359.60	\$4,315.20	\$4,500.00	\$184.80	4%
	Mileage-Travel-Lodging Exp	\$81.91	\$0.00	\$0.00	\$0.00	\$198.71	\$0.00	\$0.00	\$128.00	\$0.00	\$0.00	\$0.00	\$100.16	\$508.78	\$500.00	-\$8.78	-2%
	Postage	\$4.92	\$5.40	\$7.20	\$6.00	\$3.15	\$3.78	\$1.89	\$10.71	\$3.78	\$4.41	\$23.90	\$2.56	\$77.70	\$100.00	\$22.30	22%
	Printing-Publishing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75.60	\$0.00	\$0.00	\$0.00	\$0.00	\$100.91	\$176.51	\$300.00	\$123.49	41%
	Community Education	\$26.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19.98	\$0.00	\$0.00	\$0.00	\$46.78	\$50.00	\$3.22	6%
	Training Manual & Books	\$16.95	\$0.00	\$0.00	\$0.00	\$0.00	\$206.61	\$0.00	\$0.00	\$0.00	\$0.00	\$43.66	\$0.00	\$267.22	\$250.00	-\$17.22	-7%
	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	\$50.00	\$50.00	100%
	Office Supplies/Sm Equipment	\$218.19	\$0.00	\$172.37	\$56.07	\$1,176.50	\$292.60	\$0.00	\$23.98	\$390.65	\$0.00	\$0.00	\$324.50	\$2,654.86	\$2,800.00	\$145.14	5%
	Youth Recreation Fund	\$0.00	\$0.00	\$0.00	\$1,200.00	\$800.00	\$400.00	\$0.00	\$1,200.00	\$800.00	\$400.00	\$0.00	\$0.00	\$2,400.00	\$3,000.00	\$600.00	20%
	Summer Youth Camp	\$0.00	\$0.00	\$3,142.22	\$1,241.00	\$2,193.33	\$6,739.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,316.45	\$13,320.00	\$3.55	0%
	Garage Sale	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.96	\$679.31	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$880.27	\$900.00	\$19.73	2%
	<b>Total</b>	<b>\$45,810.30</b>	<b>\$39,316.53</b>	<b>\$39,958.04</b>	<b>\$37,754.57</b>	<b>\$39,848.97</b>	<b>\$58,024.72</b>	<b>\$39,747.23</b>	<b>\$39,328.34</b>	<b>\$37,526.13</b>	<b>\$41,526.43</b>	<b>\$37,078.64</b>	<b>\$46,018.89</b>	<b>\$501,938.79</b>	<b>\$570,170.00</b>	<b>\$68,231.21</b>	<b>12%</b>

**MAINE TOWNSHIP GENERAL TOWN FUND**

<b>SENIOR</b>																	
<b>0%</b>	<b>of the year remaining</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>YTD EXPENSE</b>	<b>BUDGET</b>	<b>BALANCE</b>	<b>% Left</b>
	Senior Salary	\$30,705.68	\$20,900.30	\$20,900.30	\$20,900.30	\$20,900.30	\$31,350.45	\$20,900.30	\$20,900.30	\$20,900.30	\$20,900.30	\$20,900.30	\$31,350.45	\$281,509.28	\$287,700.00	\$6,190.72	2%
	Social Security	\$2,309.84	\$1,559.76	\$1,559.76	\$1,559.76	\$1,558.69	\$2,336.43	\$1,578.24	\$1,557.62	\$1,557.62	\$1,557.62	\$1,557.62	\$2,336.43	\$21,029.39	\$22,500.00	\$1,470.61	7%
	IMRF	\$2,186.24	\$1,488.10	\$1,448.10	\$1,488.10	\$1,488.10	\$1,488.10	\$1,488.10	\$1,488.10	\$1,488.10	\$1,488.10	\$1,468.25	\$2,172.60	\$19,179.99	\$20,000.00	\$820.01	4%
	Life Ins.	\$23.72	\$47.44	\$23.72	\$25.72	\$25.72	\$25.72	\$25.72	\$25.72	\$25.72	\$25.72	\$25.72	\$0.00	\$300.64	\$350.00	\$49.36	14%
	Dental Ins.	\$105.02	\$315.12	\$105.12	\$112.37	\$110.55	\$54.37	\$163.09	\$108.73	\$108.73	\$108.73	\$108.73	-\$163.08	\$1,237.48	\$1,500.00	\$262.52	18%
	Administrative Div. Health Ins.	\$7,366.97	\$15,121.70	\$7,366.97	\$7,709.27	\$7,700.73	\$7,489.77	\$7,894.61	\$7,692.19	\$7,692.19	\$7,692.19	\$7,692.19	-\$607.26	\$90,811.52	\$105,000.00	\$14,188.48	14%
	Conferences-Meetings	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$400.00	\$200.00	50%
	Special Programs	\$0.00	\$0.00	\$578.50	\$5,137.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,716.40	\$5,800.00	\$83.60	1%
	Print Management	\$107.80	\$107.80	\$107.80	\$107.80	\$107.80	\$0.00	\$280.00	\$140.00	\$140.00	\$140.00	\$140.00	\$140.00	\$1,519.00	\$1,700.00	\$181.00	11%
	Dues-Subscriptions	\$425.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$425.00	\$425.00	\$0.00	0%
	Mileage-Travel-Lodging Exp	\$40.74	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$172.79	\$213.53	\$100.00	-\$113.53	-114%
	Postage	\$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	\$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	\$289.50	\$289.50	\$1.00	-\$288.50	-28850%
	Telecommunications	\$2.14	\$1.80	\$1.80	\$6.22	\$2.36	\$2.13	\$2.11	\$2.54	\$2.54	\$1.72	\$1.89	\$2.14	\$29.39	\$30.00	\$0.61	2%
	Office Supplies/Sm Equipment	\$0.00	\$4,897.93	\$0.00	\$0.00	\$202.81	\$0.00	\$0.00	\$4,897.31	\$178.15	\$0.00	\$651.25	\$0.00	\$10,827.45	\$13,000.00	\$2,172.55	17%
	Computer Tech Support	\$359.60	\$359.60	\$359.60	\$359.60	\$359.60	\$359.60	\$359.60	\$359.60	\$359.60	\$359.60	\$359.60	\$359.60	\$4,315.20	\$4,500.00	\$184.80	4%
	MainesStreamer	\$41,639.66	\$13,945.01	\$26,466.92	\$38,226.70	\$26,775.30	\$50,514.77	\$24,772.63	\$37,696.00	\$31,026.58	\$36,192.45	\$17,977.18	\$33,423.66	\$378,656.86	\$0.00	-\$378,656.86	0%
	<b>Total</b>	<b>\$43,632.75</b>	<b>\$44,799.55</b>	<b>\$32,451.67</b>	<b>\$37,607.04</b>	<b>\$32,456.66</b>	<b>\$43,106.57</b>	<b>\$32,691.77</b>	<b>\$37,172.11</b>	<b>\$32,452.95</b>	<b>\$32,273.98</b>	<b>\$32,905.55</b>	<b>\$36,053.17</b>	<b>\$437,603.77</b>	<b>\$463,007.00</b>	<b>\$25,403.23</b>	<b>5%</b>

**MAINE TOWNSHIP GENERAL TOWN FUND**

	<b>CLERK</b>																
<b>0%</b>	<b>of the year remaining</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>YTD EXPENSE</b>	<b>BUDGET</b>	<b>BALANCE</b>	<b>% Left</b>
	Clerk's Division Salary	\$13,021.62	\$8,898.33	\$8,803.33	\$8,846.08	\$8,869.83	\$12,979.37	\$9,055.08	\$8,988.58	\$9,055.08	\$8,347.33	\$8,766.49	\$13,273.87	\$118,904.99	\$131,250.00	\$12,345.01	9%
	Social Security	\$969.35	\$653.91	\$646.64	\$649.92	\$651.23	\$951.18	\$678.81	\$659.81	\$664.90	\$610.75	\$642.83	\$973.71	\$8,753.04	\$10,500.00	\$1,746.96	17%
	IMRF	\$768.86	\$525.68	\$525.68	\$525.68	\$525.68	\$525.68	\$525.68	\$525.68	\$525.68	\$525.68	\$501.15	\$767.46	\$6,768.59	\$9,300.00	\$2,531.41	27%
	Administrative Div. Health Ins.	\$4,888.19	\$10,033.66	\$4,888.19	\$5,101.77	\$5,096.43	\$4,957.11	\$5,225.07	\$5,091.09	\$5,091.09	\$5,091.09	\$5,091.09	-\$401.94	\$60,152.84	\$78,750.00	\$18,597.16	24%
	Life Ins.	\$11.86	\$23.72	\$11.86	\$12.86	\$12.86	\$12.86	\$12.86	\$12.86	\$12.86	\$12.86	\$12.86	\$0.00	\$150.32	\$150.00	-\$0.32	0%
	Dental Ins.	\$70.44	\$211.36	\$70.44	\$75.37	\$74.15	\$36.47	\$109.39	\$72.93	\$72.93	\$72.93	\$72.93	-\$109.38	\$829.96	\$1,000.00	\$170.04	17%
	Conferences-Meetings	\$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	\$500.00	\$500.00	100%
	Dues-Subscriptions	\$30.00	\$0.00	\$45.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$49.00	\$0.00	\$374.00	\$400.00	\$26.00	7%
	Print Management	\$107.80	\$107.80	\$107.80	\$107.80	\$107.80	\$0.00	\$280.00	\$140.00	\$140.00	\$140.00	\$140.00	\$140.00	\$1,519.00	\$1,700.00	\$181.00	11%
	Mileage-Travel-Lodging Exp	\$0.00	\$33.59	\$0.00	\$7.06	\$0.00	\$0.00	\$0.00	\$0.00	\$654.44	\$0.00	\$0.00	\$0.00	\$695.09	\$1,000.00	\$304.91	30%
	Staff Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$156.00	\$156.00	\$100.00	-\$56.00	-56%
	Honor Flight	\$0.00	\$0.00	\$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	\$359.60	\$359.60	\$359.60	\$359.60	\$359.60	\$359.60	\$359.60	\$359.60	\$359.60	\$359.60	\$359.60	\$359.60	\$4,315.20	\$4,400.00	\$84.80	2%
	Postage	\$55.20	\$693.19	\$1,357.95	\$1,346.60	\$1,009.21	\$992.44	\$884.91	\$1,064.70	\$643.33	\$562.71	\$521.49	\$90.88	\$9,222.61	\$10,000.00	\$777.39	8%
	Printing-Publishing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$96.50	\$96.50	\$300.00	\$203.50	68%
	Miscellaneous *	\$0.00	\$0.00	\$0.00	\$3,609.85	\$5,269.15	\$3,599.00	\$1,712.45	\$2,577.45	\$1,649.60	\$2,077.65	\$386.75	\$2,110.15	\$22,992.05	\$22,400.00	-\$592.05	-3%
	Office Supplies/Sm Equipment	\$124.73	\$656.86	\$10.79	\$38.19	\$118.37	\$15.07	\$0.00	\$119.89	\$165.27	\$0.00	\$0.00	\$189.17	\$1,438.34	\$1,500.00	\$61.66	4%
	Hunting/Fishing License **	\$122.20	\$112.50	\$98.25	\$108.50	\$12.25	\$61.25	\$161.75	\$179.50	\$27.00	\$0.00	\$0.00	\$3.00	\$886.20	\$900.00	\$13.80	2%
	<b>Total</b>	<b>\$20,529.85</b>	<b>\$22,310.20</b>	<b>\$16,925.53</b>	<b>\$20,789.28</b>	<b>\$22,106.56</b>	<b>\$24,490.03</b>	<b>\$19,005.60</b>	<b>\$19,792.09</b>	<b>\$19,061.78</b>	<b>\$18,050.60</b>	<b>\$17,544.19</b>	<b>\$17,649.02</b>	<b>\$238,254.73</b>	<b>\$275,150.00</b>	<b>\$36,895.27</b>	<b>13%</b>
	* Under Miscellaneous, License Plate Sticker deductions are being reflected in this line item as this program was added after the 23-24 budget was approved.																
	** Under Hunting/Fishing License, funds are currently being deducted from a line item with zero funds as this was added after the 23-24 budget was approved. Please also refer to this line item under revenue.																

**MAINE TOWNSHIP GENERAL TOWN FUND**

	<b>OEM</b>																
<b>0%</b>	<b>of the year remaining</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>YTD EXPENSE</b>	<b>BUDGET</b>	<b>BALANCE</b>	<b>% Left</b>
	Emergency Mgmt Salary	\$1,356.25	\$631.25	\$831.25	\$900.00	\$1,068.75	\$1,743.75	\$1,156.25	\$1,537.50	\$962.50	\$712.50	\$0.00	\$630.00	\$11,530.00	\$20,000.00	\$8,470.00	42%
	OEM Social Security	\$103.76	\$48.29	\$63.59	\$68.85	\$81.76	\$133.41	\$88.46	\$117.62	\$73.64	\$54.50	\$0.00	\$66.94	\$900.82	\$1,600.00	\$699.18	44%
	Uniforms	\$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	\$200.00	\$200.00	100%
	Conferences-Meetings	\$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	\$100.00	\$100.00	100%
	Special Programs	\$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	\$100.00	\$100.00	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	\$0.00	\$0.00	\$400.00	\$400.00	100%
	Volunteer Insurance	\$0.00	\$691.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$691.40	\$800.00	\$108.60	14%
	Utilities	\$466.76	\$169.40	\$247.44	\$259.62	\$73.02	\$218.43	\$116.55	\$94.12	\$328.00	\$353.33	\$498.76	\$545.67	\$3,371.10	\$4,000.00	\$628.90	16%
	Telecommunications	\$53.72	\$53.69	\$53.69	\$53.69	\$53.69	\$53.69	\$53.77	\$53.83	\$53.83	\$53.83	\$53.84	\$53.84	\$645.11	\$1,000.00	\$354.89	35%
	Staff Training	\$0.00	\$0.00	\$0.00	\$1,033.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,033.85	\$1,200.00	\$166.15	14%
	Office Supplies/Sm Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12.99	\$0.00	\$12.99	\$100.00	\$87.01	87%
	Operating Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$87.94	\$38.38	\$0.00	\$0.00	\$0.00	\$126.32	\$10,000.00	\$9,873.68	99%
	Disaster Operations Supplies	\$0.00	\$16.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16.66	\$500.00	\$483.34	97%
	Building	\$983.26	\$0.00	\$0.00	\$350.00	\$0.00	\$0.00	\$0.00	\$71.97	\$0.00	\$0.00	\$0.00	\$0.00	\$1,405.23	\$2,500.00	\$1,094.77	44%
	Vehicle Expense	\$218.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$499.65	\$1,409.90	\$34.38	\$0.00	\$0.00	\$2,162.63	\$2,500.00	\$337.37	13%
	<b>Total</b>	<b>\$3,182.45</b>	<b>\$1,610.69</b>	<b>\$1,195.97</b>	<b>\$2,666.01</b>	<b>\$1,277.22</b>	<b>\$2,149.28</b>	<b>\$1,415.03</b>	<b>\$2,462.63</b>	<b>\$2,866.25</b>	<b>\$1,208.54</b>	<b>\$565.59</b>	<b>\$1,296.45</b>	<b>\$21,896.11</b>	<b>\$45,000.00</b>	<b>\$23,103.89</b>	<b>51%</b>



**MAINE TOWNSHIP GENERAL ASSISTANCE FUND**

	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	YTD INCOME	BUDGET	BALANCE	% Collected
<b>REVENUE</b>																	
	Property Tax	\$176,486.01	\$190,520.70	\$0.00	\$4,418.92	\$0.00	\$11,924.65	\$0.00	\$0.00	\$125,258.83	\$229,462.33	\$0.00	\$98,369.45	\$836,440.89	\$500,000.00	-\$336,440.89	167%
	SS Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,569.33	\$4,391.77	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,961.10	\$12,000.00	\$1,038.90	91%
	Interest Income	\$68.43	\$178.69	\$212.46	\$212.56	\$220.22	\$246.88	\$240.36	\$248.49	\$243.00	\$391.73	\$411.58	\$497.08	\$3,171.48	\$700.00	-\$2,471.48	453%
	Energy Assistance Revenue	\$3,383.00	\$3,039.00	\$8,718.00	\$2,732.00	\$1,708.00	\$116.00	\$212.00	\$228.00	\$1,151.00	\$2,063.00	\$2,520.00	\$2,322.00	\$28,192.00	\$18,000.00	-\$10,192.00	157%
	<b>TOTAL REVENUES</b>	<b>\$179,937.44</b>	<b>\$193,738.39</b>	<b>\$8,930.46</b>	<b>\$7,363.48</b>	<b>\$1,928.22</b>	<b>\$18,856.86</b>	<b>\$4,844.13</b>	<b>\$476.49</b>	<b>\$126,652.83</b>	<b>\$231,917.06</b>	<b>\$2,931.58</b>	<b>\$101,188.53</b>	<b>\$878,765.47</b>	<b>\$530,700.00</b>	<b>-\$348,065.47</b>	<b>166%</b>
<b>EXPENSES</b>																	
<b>EXPENSES-ADMINISTRATIVE</b>																	
0%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	YTD EXPENSE	BUDGET	BALANCE	% Left
	Salaries	\$31,160.96	\$18,640.27	\$16,482.14	\$16,482.14	\$16,482.14	\$24,723.21	\$16,482.14	\$17,868.52	\$11,713.73	\$12,752.16	\$13,731.79	\$24,897.54	\$221,416.74	\$346,000.00	\$124,583.26	36%
	IDES	\$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	\$1.00	\$1.00	100%
	Social Security	\$2,349.34	\$1,394.10	\$1,231.58	\$1,231.58	\$1,230.82	\$1,845.09	\$1,245.48	\$1,336.11	\$872.41	\$951.84	\$1,026.78	\$1,869.09	\$16,584.22	\$26,500.00	\$9,915.78	37%
	IMRF	\$2,219.10	\$1,327.18	\$1,173.52	\$1,173.52	\$1,173.52	\$2,347.04	\$1,173.52	\$1,173.52	\$834.02	\$907.96	\$963.73	\$1,725.39	\$16,192.02	\$24,500.00	\$8,307.98	34%
	Administrative Div. Health Ins.	\$7,234.95	\$11,198.85	\$4,981.38	\$6,690.55	\$5,313.06	\$5,164.97	\$5,444.15	\$5,304.56	\$2,635.02	\$4,004.01	\$2,635.02	-\$316.11	\$60,290.41	\$157,500.00	\$97,209.59	62%
	Life Insurance	\$29.65	\$53.37	\$23.72	\$25.72	\$25.72	\$25.72	\$25.72	\$19.29	\$6.43	\$19.29	\$19.29	\$0.00	\$273.92	\$350.00	\$76.08	22%
	Dental Insurance	\$166.49	\$298.66	\$90.89	\$133.06	\$95.68	\$11.25	\$141.15	\$94.10	\$40.40	\$76.20	\$76.20	-\$114.30	\$1,109.78	\$1,500.00	\$390.22	26%
	Tuition Reimbursement	\$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	\$1.00	\$1.00	100%
	Accounting Services	\$687.54	\$464.05	\$1,035.42	\$548.90	\$2,140.00	\$548.90	\$788.95	\$526.00	\$500.69	\$500.70	\$662.60	\$514.50	\$8,918.25	\$8,600.00	-\$318.25	-4%
	Conferences Meetings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.80	\$6.00	\$27.90	\$45.60	\$45.60	\$0.00	\$165.90	\$250.00	\$84.10	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	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Print Management	\$107.80	\$107.80	\$107.80	\$107.80	\$107.80	\$0.00	\$280.00	\$140.00	\$140.00	\$140.00	\$140.00	\$140.00	\$1,519.00	\$1,700.00	\$181.00	11%
	General Insurance-Liab-Bond	\$0.00	\$0.00	\$6,957.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,957.40	\$7,000.00	\$42.60	1%
	Legal Services	\$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	\$1.00	\$1.00	100%
	Mileage-Travel-Lodging	\$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	\$500.00	\$500.00	100%
	Postage	\$248.10	\$294.30	\$207.00	\$211.56	\$165.00	\$248.31	\$202.20	\$192.96	\$180.97	\$212.68	\$195.57	\$145.41	\$2,504.06	\$2,600.00	\$95.94	4%
	Printing Publishing	\$0.00	\$176.36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$64.00	\$0.00	\$0.00	\$185.97	\$426.33	\$250.00	-\$176.33	-71%
	Staff Training	\$0.00	\$0.00	\$16.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00	\$1,025.00	\$0.00	\$138.00	\$1,259.00	\$1,300.00	\$41.00	3%
	Hearing Officer	\$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	\$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	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Office Supplies	\$0.00	\$943.92	\$896.70	\$146.22	\$88.71	\$0.00	\$63.72	\$200.04	\$373.82	\$520.55	\$471.62	\$50.55	\$3,755.85	\$3,500.00	-\$255.85	-7%
	Computer Software Development	\$0.00	\$0.00	\$0.00	\$0.00	\$2,625.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,625.00	\$2,625.00	\$0.00	0%
	Comp Tech Support	\$359.60	\$359.60	\$359.60	\$359.60	\$359.60	\$359.60	\$359.60	\$359.60	\$359.60	\$359.60	\$359.60	\$359.60	\$4,315.20	\$4,400.00	\$84.80	2%
	Contingencies	\$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	\$925.00	\$925.00	100%
	<b>Total</b>	<b>\$44,563.53</b>	<b>\$35,258.46</b>	<b>\$33,563.15</b>	<b>\$27,110.65</b>	<b>\$29,807.05</b>	<b>\$35,274.09</b>	<b>\$26,247.43</b>	<b>\$27,220.70</b>	<b>\$17,828.99</b>	<b>\$21,515.59</b>	<b>\$20,327.80</b>	<b>\$29,595.64</b>	<b>\$348,313.08</b>	<b>\$590,006.00</b>	<b>\$241,692.92</b>	<b>41%</b>

**MAINE TOWNSHIP GENERAL ASSISTANCE FUND**

<b>EXPENSES-ASSISTANCE</b>																	
<b>0%</b>	<b>of the year remaining</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>YTD EXPENSE</b>	<b>BUDGET</b>	<b>BALANCE</b>	<b>% Left</b>
	Emergency Assist Program	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00	\$0.00	\$0.00	\$2,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,500.00	\$7,000.00	\$3,500.00	50%
	Prescription Drugs	\$326.05	\$45.57	\$390.62	\$37.44	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$225.87	\$1,025.55	\$1,500.00	\$474.45	32%
	Dental Services	\$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	\$1.00	\$1.00	100%
	Medical Services	\$0.00	\$91.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32.00	\$0.00	\$0.00	\$0.00	\$123.90	\$500.00	\$376.10	75%
	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	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Client Utilities	\$650.00	\$773.08	\$544.40	\$510.60	\$324.01	\$513.05	\$656.56	\$442.71	\$703.23	\$509.38	\$265.01	\$57.03	\$5,949.06	\$8,500.00	\$2,550.94	30%
	Shelter-Rent	\$8,067.15	\$7,618.90	\$11,356.00	\$1,050.00	\$4,853.00	\$5,453.00	\$5,503.00	\$4,803.00	\$5,453.00	\$5,103.00	\$4,157.32	\$3,563.16	\$66,980.53	\$95,000.00	\$28,019.47	29%
	Ambulance Paramedic	\$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	\$1.00	\$1.00	100%
	Food	\$7,500.00	\$0.00	\$0.00	\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$0.00	\$9,375.00	\$0.00	\$0.00	\$0.00	\$31,875.00	\$55,000.00	\$23,125.00	42%
	Pers Essentials	\$2,320.00	\$2,130.00	\$2,939.52	\$854.52	\$1,733.67	\$1,560.00	\$1,480.00	\$1,435.00	\$1,460.00	\$1,390.00	\$1,015.00	\$855.00	\$19,172.71	\$25,000.00	\$5,827.29	23%
	Client Health Ins.	\$0.00	\$168.84	\$126.63	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$295.47	\$1.00	-\$294.47	-29447%
	Transient	\$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	\$1.00	\$1.00	100%
	<b>Total</b>	<b>\$19,563.20</b>	<b>\$10,828.29</b>	<b>\$15,357.17</b>	<b>\$9,952.56</b>	<b>\$7,610.68</b>	<b>\$15,026.05</b>	<b>\$7,639.56</b>	<b>\$8,780.71</b>	<b>\$17,023.23</b>	<b>\$7,002.38</b>	<b>\$5,437.33</b>	<b>\$4,701.06</b>	<b>\$128,922.22</b>	<b>\$192,505.00</b>	<b>\$63,582.78</b>	<b>33%</b>
	<b>TOTAL OPERATING EXPENSES</b>	<b>\$64,126.73</b>	<b>\$46,086.75</b>	<b>\$48,920.32</b>	<b>\$37,063.21</b>	<b>\$37,417.73</b>	<b>\$50,300.14</b>	<b>\$33,886.99</b>	<b>\$36,001.41</b>	<b>\$34,852.22</b>	<b>\$28,517.97</b>	<b>\$25,765.13</b>	<b>\$34,296.70</b>	<b>\$477,235.30</b>	<b>\$782,511.00</b>	<b>\$305,275.70</b>	<b>39%</b>

**MAINE TOWNSHIP ROAD AND BRIDGE FUND**

of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	YTD INCOME	BUDGET	BALANCE	% Collecte
<b>REVENUE</b>																
Property Tax	\$539,166.66	\$588,456.91	\$0.00	\$12,585.93	\$0.00	\$29,580.04	\$0.00	\$0.00	\$265,379.15	\$654,163.75	\$0.00	\$280,294.20	\$2,369,626.64	\$2,188,885	-\$180,741.64	108%
Interest Income	\$1,360.00	\$1,870.71	\$2,099.42	\$2,076.37	\$2,148.81	\$2,317.73	\$2,249.01	\$2,325.41	\$1,979.89	\$2,454.10	\$2,366.83	\$2,238.98	\$25,487.26	\$2,049.00	-\$23,438.26	1244%
Permit Fees	\$150.00	\$675.00	\$350.00	\$1,115.00	\$350.00	\$1,220.00	\$1,065.00	\$925.00	\$150.00	\$125.00	\$350.00	\$605.00	\$7,080.00	\$18,435.00	\$11,355.00	38%
Other Income	\$9,629.77	\$500.00	\$979.25	\$350.00	\$525.00	\$4,375.37	\$425.00	\$2,535.85	\$450.00	\$600.00	\$2,058.63	\$150.00	\$22,578.87	\$0.00	-\$22,578.87	#DIV/0!
Persnl Prop Replacement Tx	\$19,582.04	\$31,110.15	\$50,475.71	\$0.00	\$40,807.37	\$6,579.23	\$0.00	\$33,823.62	\$0.00	\$10,497.19	\$23,212.48	\$0.00	\$216,087.79	\$291,668.00	\$75,580.21	74%
Sale of Fixed Assets	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$64,713.82	\$0.00	\$0.00	\$0.00	\$64,713.82	\$0.00	-\$64,713.82	#DIV/0!
<b>TOTAL REVENUES</b>	<b>\$569,888.47</b>	<b>\$622,612.77</b>	<b>\$53,904.38</b>	<b>\$16,127.30</b>	<b>\$43,831.18</b>	<b>\$44,072.37</b>	<b>\$3,739.01</b>	<b>\$39,609.88</b>	<b>\$332,672.86</b>	<b>\$667,840.04</b>	<b>\$27,987.94</b>	<b>\$283,288.18</b>	<b>\$2,705,574.38</b>	<b>\$2,501,037.00</b>	<b>-\$204,537.38</b>	<b>-8%</b>

**EXPENSES**

0%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	YTD EXPENSE	BUDGET	BALANCE	% Left
	<b>GENERAL ROAD FUND-ADMINISTRATIVE</b>																
	Admin Salary Expense	\$10,111.93	\$7,732.90	\$8,594.90	\$8,810.90	\$8,918.90	\$13,580.85	\$9,188.40	\$9,082.90	\$9,264.90	\$9,026.90	\$9,670.90	\$14,870.35	\$118,854.73	\$132,200.00	\$13,345.27	10%
	Health Insurance	\$7,672.94	\$15,121.72	\$10,366.98	\$7,709.28	\$7,700.75	\$7,489.85	\$7,894.63	\$7,692.22	\$8,166.66	\$7,692.22	\$9,061.21	-\$607.23	\$95,961.23	\$120,000.00	\$24,038.77	20%
	Life Insurance	\$29.65	\$29.65	\$0.00	\$32.15	\$32.15	\$32.15	\$32.15	\$32.15	\$32.15	\$32.15	\$32.15	\$0.00	\$316.50	\$1,000.00	\$683.50	68%
	Dental Insurance	\$125.95	\$527.77	\$275.85	\$134.77	\$132.58	\$65.20	\$195.58	\$130.39	\$130.39	\$130.39	\$130.39	-\$168.72	\$1,810.54	\$5,400.00	\$3,589.46	66%
	Alcohol & Drug Testing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$490.00	\$0.00	\$198.00	\$40.00	\$0.00	\$728.00	\$1,000.00	\$272.00	27%
	Payroll Service	\$551.22	\$378.98	\$473.72	\$527.15	\$543.02	\$522.77	\$738.35	\$501.60	\$490.10	\$494.48	\$702.62	\$490.10	\$6,414.11	\$8,000.00	\$1,585.89	20%
	Accounting Services	\$400.00	\$0.00	\$1,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$6,000.00	\$4,000.00	67%
	Conferences Meetings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$184.67	\$223.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$408.17	\$1,000.00	\$591.83	59%
	Dues Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$75.00	\$345.00	\$670.00	\$1,000.00	\$330.00	33%
	Legal Services	\$240.00	\$183.75	\$1,041.25	\$1,592.50	\$183.75	\$1,225.00	\$122.50	\$857.50	\$434.75	\$245.00	\$2,168.50	\$892.50	\$9,187.00	\$10,000.00	\$813.00	8%
	Mileage Travel Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$50.00	\$0.00	\$0.00	\$250.00	\$500.00	\$250.00	50%
	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	\$96,806.72	\$252,252.00	\$155,445.28	62%	
	Postage	\$0.00	\$0.00	\$210.95	\$0.00	\$0.00	\$0.00	\$0.00	\$132.00	\$0.00	\$0.00	\$0.00	\$0.00	\$342.95	\$500.00	\$157.05	31%
	Printing Publishing	\$0.00	\$2,400.00	\$0.00	\$1,475.56	\$1,600.00	\$0.00	\$0.00	\$2,119.90	\$0.00	\$1,325.00	\$1,600.00	\$2,882.00	\$13,402.46	\$13,500.00	\$97.54	1%
	Telephone	\$419.03	\$355.29	\$667.07	\$449.12	\$399.24	\$399.24	\$399.74	\$400.59	\$571.52	\$421.16	\$446.32	\$731.98	\$5,660.30	\$7,000.00	\$1,339.70	19%
	Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,095.00	\$361.44	\$1,456.44	\$2,500.00	\$1,043.56	42%
	Miscellaneous	\$250.00	\$86.68	\$2,603.28	\$387.72	\$608.42	\$0.00	\$0.00	\$0.00	\$270.00	\$592.81	\$0.00	\$180.48	\$4,979.39	\$5,500.00	\$520.61	9%
	Office Supplies	\$105.21	\$103.60	\$0.00	\$135.17	\$498.22	\$328.50	\$193.90	\$123.82	\$0.00	\$0.00	\$122.98	\$0.00	\$1,611.40	\$3,000.00	\$1,388.60	46%
	Office Equipment	\$0.00	\$2,206.98	\$109.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,060.20	\$0.00	\$0.00	\$1,244.97	\$6,622.14	\$8,000.00	\$1,377.86	17%
	<b>Total</b>	<b>\$19,905.93</b>	<b>\$29,127.32</b>	<b>\$25,943.99</b>	<b>\$21,254.32</b>	<b>\$20,617.03</b>	<b>\$23,828.23</b>	<b>\$18,988.75</b>	<b>\$21,563.07</b>	<b>\$22,620.67</b>	<b>\$20,458.11</b>	<b>\$25,145.07</b>	<b>\$118,029.59</b>	<b>\$367,482.08</b>	<b>\$578,352.00</b>	<b>\$210,869.92</b>	<b>36%</b>

**GENERAL ROAD FUND-MAINTENANCE**

	Maint Salary Expense	\$17,615.09	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,905.36	\$56,564.29	\$24,336.09	\$131,420.83	\$150,000.00	\$18,579.17	12%
	Miscellaneous-Uniforms	\$110.00	\$0.00	\$1,785.35	\$0.00	\$0.00	\$0.00	\$237.92	\$25.97	\$413.91	\$143.98	\$283.44	\$842.18	\$3,842.75	\$5,000.00	\$1,157.25	23%
	Building Maintenance	\$527.28	\$436.22	\$105.42	\$105.42	\$105.42	\$158.13	\$319.42	\$1,196.08	\$105.42	\$189.39	\$341.98	\$167.55	\$3,757.73	\$10,500.00	\$6,742.27	64%
	Equipment Leasing Maint	\$7,853.10	\$789.64	\$2,239.52	\$2,973.56	\$7,522.28	\$4,007.73	\$2,288.70	\$6,638.76	\$511.68	\$4,701.73	\$7,801.55	\$4,787.39	\$52,115.64	\$68,136.00	\$16,020.36	24%
	Landfill Charges - GRF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$551.00	\$914.70	\$445.50	\$322.20	\$2,233.40	\$2,500.00	\$266.60	11%
	Rentals	\$0.00	\$500.00	\$250.00	\$375.00	\$400.00	\$500.00	\$2,175.00	\$1,125.00	\$500.00	\$375.00	\$650.00	\$650.00	\$7,500.00	\$15,000.00	\$7,500.00	50%
	Street Lighting	\$426.17	\$3,801.69	\$7,714.73	\$3,743.36	\$385.92	\$3,667.65	\$27.48	\$7,237.51	\$7,344.71	\$440.19	\$3,656.56	\$7,955.71	\$46,401.68	\$70,000.00	\$23,598.32	34%
	Tree Removal & Spraying	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$280.00	\$0.00	\$0.00	\$9,200.00	\$0.00	\$0.00	\$6,200.00	\$15,800.00	\$15,800.00	\$120.00	1%
	Utilities	\$1,463.02	\$2,243.58	\$1,657.69	\$326.55	\$396.94	\$501.07	\$479.11	\$415.58	\$323.98	\$790.51	\$882.11	\$1,299.37	\$10,779.51	\$20,000.00	\$9,220.49	46%
	Tree Replacement Program	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	\$80.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$280.00	\$3,360.99	\$4,500.00	\$1,139.01	25%
	Gasoline Oil	\$5,510.52	\$2,760.63	\$1,560.67	\$2,373.87	\$3,331.18	\$2,431.46	\$2,265.72	\$1,517.15	\$356.87	\$1,614.17	\$1,328.11	\$3,186.92	\$28,237.27	\$42,213.00	\$13,975.73	33%

**MAINE TOWNSHIP ROAD AND BRIDGE FUND**

280%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	YTD EXPENSE	BUDGET	BALANCE	% Left
	Building & Oper Sup Matl	\$2,843.37	\$0.00	\$52.45	\$167.23	\$970.98	\$1,953.87	\$158.62	\$0.00	\$305.37	\$906.95	\$4,469.17	\$2,073.82	\$13,901.83	\$15,000.00	\$1,098.17	7%
	Maint Equip & Small Tools	\$3,344.77	\$343.05	\$830.37	\$645.49	\$1,153.57	\$1,279.24	\$0.00	\$0.00	\$567.09	\$1,300.95	\$307.41	\$0.00	\$9,771.94	\$11,500.00	\$1,728.06	15%
	Supplies (Equipment)	\$0.00	\$99.96	\$0.00	\$0.00	\$532.98	\$0.00	\$0.00	\$534.95	\$1,916.82	\$380.00	\$1,870.59	\$6,142.50	\$11,477.80	\$15,192.00	\$3,714.20	24%
	Supplies Roads GRF	\$195.90	\$0.00	\$0.00	\$228.96	\$500.96	\$0.00	\$0.00	\$0.00	\$275.00	\$1,567.17	\$1,343.01	\$0.00	\$4,111.00	\$6,000.00	\$1,889.00	31%
	Supplies Snow Removal	\$14,942.16	\$219.43	\$0.00	\$0.00	\$0.00	\$0.00	\$2,585.24	\$0.00	\$51.98	\$0.00	\$17,722.12	\$9,183.69	\$44,704.62	\$85,000.00	\$40,295.38	47%
	<b>Total</b>	<b>\$54,831.38</b>	<b>\$11,194.20</b>	<b>\$16,196.20</b>	<b>\$10,939.44</b>	<b>\$18,300.23</b>	<b>\$14,860.14</b>	<b>\$10,537.21</b>	<b>\$18,691.00</b>	<b>\$22,423.83</b>	<b>\$46,230.10</b>	<b>\$97,665.84</b>	<b>\$67,427.42</b>	<b>\$389,296.99</b>	<b>\$536,341.00</b>	<b>\$147,044.01</b>	<b>27%</b>

**PERMANENT ROAD FUND**

	Labor On Roads	\$32,649.89	\$32,163.82	\$32,311.37	\$34,986.91	\$38,979.61	\$50,806.28	\$27,630.48	\$30,113.06	\$35,479.19	\$0.00	\$0.00	\$11,673.31	\$326,793.92	\$400,000.00	\$73,206.08	18%
	Drainage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$750.00	\$0.00	\$0.00	\$6,040.01	\$0.00	\$0.00	\$6,790.01	\$7,000.00	\$209.99	3%
	Engineering Services	\$11,765.00	\$765.00	\$425.00	\$9,660.00	\$0.00	\$6,462.50	\$0.00	\$8,330.00	\$4,760.00	\$1,675.00	\$832.97	\$585.00	\$45,260.47	\$55,000.00	\$9,739.53	18%
	Landfill Charges - PRF	\$0.00	\$2,230.76	\$0.00	\$700.82	\$416.62	\$821.18	\$2,688.30	\$618.30	\$123.30	\$452.00	\$0.00	\$365.00	\$8,416.28	\$10,000.00	\$1,583.72	16%
	Project Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35,000.00	\$0.00	\$35,000.00	\$35,000.00	\$0.00	0%
	Maintenance Roads	\$0.00	\$18,312.66	\$8,752.50	\$340.00	\$14,095.00	\$173,978.48	\$61,484.54	\$590,121.89	\$13,850.00	\$8,259.65	\$0.00	\$0.00	\$889,194.72	\$890,000.00	\$805.28	0%
	Supplies / Roads PRF	\$446.00	\$5,243.13	\$2,808.27	\$851.62	\$6,286.72	\$3,248.85	\$2,263.42	\$2,361.44	\$239.16	\$1,061.01	\$0.00	\$3,558.00	\$28,367.62	\$30,000.00	\$1,632.38	5%
	<b>Total</b>	<b>\$44,860.89</b>	<b>\$58,715.37</b>	<b>\$44,297.14</b>	<b>\$46,539.35</b>	<b>\$59,777.95</b>	<b>\$235,317.29</b>	<b>\$94,816.74</b>	<b>\$631,544.69</b>	<b>\$54,451.65</b>	<b>\$17,487.67</b>	<b>\$35,832.97</b>	<b>\$16,181.31</b>	<b>\$1,339,823.02</b>	<b>\$1,427,000.00</b>	<b>\$87,176.98</b>	<b>6%</b>

**EQUIPMENT & BUILDING FUND**

	Equipment	\$143,702.00	\$4,001.11	\$4,001.11	\$21,942.42	\$0.00	\$150.40	\$0.00	\$0.00	\$17,673.00	\$2,209.00	\$0.00	\$0.00	\$193,679.04	\$195,000.00	\$1,320.96	1%
	Building	\$2,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$141.95	\$1,583.26	\$3,976.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,801.21	\$11,144.00	\$3,342.79	30%
	Storage Building	\$1,859.81	\$1,859.81	\$1,859.81	\$1,859.81	\$1,859.81	\$1,859.81	\$1,859.81	\$1,859.81	\$1,859.81	\$1,859.81	\$1,859.81	\$1,859.81	\$22,317.72	\$41,500.00	\$19,182.28	46%
	<b>Total</b>	<b>\$147,661.81</b>	<b>\$5,860.92</b>	<b>\$5,860.92</b>	<b>\$23,802.23</b>	<b>\$1,859.81</b>	<b>\$2,152.16</b>	<b>\$3,443.07</b>	<b>\$5,835.81</b>	<b>\$19,532.81</b>	<b>\$4,068.81</b>	<b>\$1,859.81</b>	<b>\$1,859.81</b>	<b>\$223,797.97</b>	<b>\$247,644.00</b>	<b>\$23,846.03</b>	<b>10%</b>

**SOCIAL SECURITY FUND**

	Social Security	\$4,578.43	\$3,011.71	\$3,088.95	\$3,310.13	\$3,623.00	\$4,862.56	\$2,795.62	\$2,830.98	\$2,945.51	\$3,165.77	\$5,024.92	\$3,831.27	\$43,068.85	\$40,000.00	-\$3,068.85	-8%
	<b>Total</b>	<b>\$4,578.43</b>	<b>\$3,011.71</b>	<b>\$3,088.95</b>	<b>\$3,310.13</b>	<b>\$3,623.00</b>	<b>\$4,862.56</b>	<b>\$2,795.62</b>	<b>\$2,830.98</b>	<b>\$2,945.51</b>	<b>\$3,165.77</b>	<b>\$5,024.92</b>	<b>\$3,831.27</b>	<b>\$43,068.85</b>	<b>\$40,000.00</b>	<b>-\$3,068.85</b>	<b>-8%</b>

**INSURANCE FUND**

	Workmans Compensation	\$0.00	\$0.00	\$20,254.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,254.00	\$21,204.00	\$950.00	4%
	Unemployment Insurance	\$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	\$535.00	\$535.00	100%
	Gen Ins Liability Ins Bond	\$0.00	\$0.00	\$36,177.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$36,177.00	\$44,253.00	\$8,076.00	18%
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$56,431.00</b>	<b>\$0.00</b>	<b>\$56,431.00</b>	<b>\$65,992.00</b>	<b>\$9,561.00</b>	<b>14%</b>								

**IL MUNICIPAL RETIREMENT FUND**

	IMRF	\$3,675.62	\$2,392.52	\$2,397.04	\$2,456.39	\$2,304.66	\$3,791.11	\$2,394.70	\$2,454.69	\$2,548.34	\$2,770.27	\$4,240.17	\$3,119.45	\$34,544.96	\$67,400.00	\$32,855.04	49%
	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	\$0.00	\$0.00	\$1,000.00	\$1,000.00	100%
	<b>Total</b>	<b>\$3,675.62</b>	<b>\$2,392.52</b>	<b>\$2,397.04</b>	<b>\$2,456.39</b>	<b>\$2,304.66</b>	<b>\$3,791.11</b>	<b>\$2,394.70</b>	<b>\$2,454.69</b>	<b>\$2,548.34</b>	<b>\$2,770.27</b>	<b>\$4,240.17</b>	<b>\$3,119.45</b>	<b>\$34,544.96</b>	<b>\$68,400.00</b>	<b>\$33,855.04</b>	<b>49%</b>

	<b>TOTAL OPERATING EXPENSES</b>	<b>\$275,514.06</b>	<b>\$110,302.04</b>	<b>\$154,215.24</b>	<b>\$108,301.86</b>	<b>\$106,482.68</b>	<b>\$284,811.49</b>	<b>\$132,976.09</b>	<b>\$682,920.24</b>	<b>\$124,522.81</b>	<b>\$94,180.73</b>	<b>\$169,768.78</b>	<b>\$210,448.85</b>	<b>\$2,454,444.87</b>	<b>\$2,963,729.00</b>	<b>\$509,284.13</b>	<b>17%</b>
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**MOTION TO APPROVE PAYROLL FOR PAYDATES OF MARCH 1, 2024 AND MARCH 15, 2024 AND ROAD DISTRICT CHECKS #23321 THROUGH CHECK #23361 IN THE AMOUNT OF \$206,870.80.**

**Maine Township Road & Bridge**

**For the Period From March 1, 2024 - March 26, 2024**

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
Wire	3/1/24	FEDERAL ELECTRONIC PAYROLL SYSTEM	FEDERAL TAXES	\$ 3,998.86
Wire	3/1/24	ILLINOIS DEPARTMENT OF REVENUE	STATE TAXES	\$ 744.35
S/C	3/1/24	PAYCHEX	SERVICE FEE	\$ 245.05
DIR. DEPOSIT	3/1/24	BRANDES, RICHARD A	PAYROLL	\$ 2,236.56
DIR. DEPOSIT	3/1/24	HAYMAN, DAWNE SCHEEL	PAYROLL	\$ 1,856.38
DIR. DEPOSIT	3/1/24	JIMENEZ, PETER A	PAYROLL	\$ 1,886.62
DIR. DEPOSIT	3/1/24	MAC INTYRE, JUSTIN E	PAYROLL	\$ 2,287.76
DIR. DEPOSIT	3/1/24	WOODS, TYLER J	PAYROLL	\$ 1,729.01
7005700043	3/1/24	VIGNA, MARISSA	PAYROLL	\$ 1,459.15
23315V	3/1/24	VERIZON WIRELESS	VOID	\$ (1,814.13)
23274V	3/1/24	AT&T	VOID	\$ (62.82)
23321	3/1/24	BLUE CROSS BLUE SHIELD OF IL	ROAD AND BRIDGE BCBSIL MARCH 2024 PREMIUM	\$ 9,466.03
23322	3/1/24	PRINCIPAL LIFE INS. CO.	PRINCIPAL LIFE MARCH 2024	\$ 351.28
23323	3/1/24	SECURITY BENEFIT	SECURITY BENEFITS R&B 03/01/24 PAYROLL	\$ 225.00
23324	3/1/24	VSP OF ILLINOIS, NFP	VSP VISION FOR ROAD AND BRIDGE FOR MARCH 2024	\$ 14.14
23325	3/4/24	CITY OF DES PLAINES	WATER AND SEWER SERVICE AT GARAGE	\$ 58.27
Wire	3/15/24	FEDERAL ELECTRONIC PAYROLL SYSTEM	FEDERAL TAXES	\$ 4,323.04
Wire	3/15/24	ILLINOIS DEPARTMENT OF REVENUE	STATE TAXES	\$ 793.63
S/C	3/15/24	PAYCHEX	SERVICE FEE	\$ 245.05
DIR. DEPOSIT	3/15/24	BRANDES, RICHARD A	PAYROLL	\$ 2,420.89
DIR. DEPOSIT	3/15/24	HAYMAN, DAWNE SCHEEL	PAYROLL	\$ 1,919.09
DIR. DEPOSIT	3/15/24	JIMENEZ, PETER A	PAYROLL	\$ 2,013.01
DIR. DEPOSIT	3/15/24	MAC INTYRE, JUSTIN E	PAYROLL	\$ 2,417.97
DIR. DEPOSIT	3/15/24	WOODS, TYLER J	PAYROLL	\$ 1,833.31
7005700044	3/15/24	VIGNA, MARISSA	PAYROLL	\$ 1,539.45
Wire	3/15/24	IMRF	ILLINOIS MUNICIPAL RETIREMENT FUND	\$ 4,220.29
23326	3/18/24	SECURITY BENEFIT	SECURITY BENEFITS R&B 03/15/24 PAYROLL	\$ 225.00
23327	3/20/24	AT&T	TELEPHONE & COMMUNICATIONS	\$ 62.82
23328	3/26/24	AMERICAN WELDING	EQUIPMENT SUPPLIES	\$ 450.90
23329	3/26/24	ANCEL GLINK P.C.	LEGAL SERVICES	\$ 318.75

23330	3/26/24	BLUE CROSS BLUE SHIELD OF IL	ROAD AND BRIDGE BCBSIL APRIL 2024 PREMIUM	\$	9,466.03
23331	3/26/24	CARGILL, INC.	SALT FOR THE ROAD	\$	7,831.58
23332	3/26/24	COMED - TRAFFIC SIGNALS	TRAFFIC SIGNALS	\$	45.44
23333	3/26/24	CONSERV FS, INC.	FUEL	\$	1,021.59
23334	3/26/24	DES PLAINES MATERIAL & SUPPLY	LANDFILL, SUPPLIES FOR RIGHT OF WAY RESTORATION	\$	1,325.25
23335	3/26/24	DOMESTIC UNIFORM RENTAL	BUILDING MAINTENANCE	\$	110.70
23336	3/26/24	FLOOD BROTHERS DISPOSAL	LANDFILL ROLLOFF PICK UP AND FUEL SURCHARGE	\$	504.86
23337	3/26/24	GENE'S VILLAGE TOWING	RENTALS	\$	650.00
23338	3/26/24	GRAINGER INC	SMALL TOOLS AND EQUIPMENT	\$	511.76
23339	3/26/24	CAPITAL ONE TRADE CREDIT	SMALL TOOLS AND EQUIPMENT (SHOP)	\$	235.29
23340	3/26/24	HOME DEPOT CREDIT SERVICES	BUILDING OPERATING SUPPLIES	\$	633.05
23341	3/26/24	JIMENEZ, PETER	TELEPHONE & COMMUNICATIONS MONTHLY STIPEND	\$	25.00
23342	3/26/24	JUDGE LAW LLC	LEGAL SERVICES	\$	215.00
23343	3/26/24	LP PROS LLC DBA TEBON'S GAS	PROPANE AND GAS	\$	622.23
23344	3/26/24	M3 MARKETING LLC	COMMUNITY OUTREACH	\$	2,000.00
23345	3/26/24	MACMUNNIS INC AAF COM ED	OFFSITE STORAGE COMED RENT PAYMENT	\$	1,859.81
23346	3/26/24	MACINTYRE, JUSTIN	TELEPHONE & COMMUNICATIONS MONTHLY STIPEND	\$	25.00
23347	3/26/24	MAURO SEWER CONSTRUCTION INC	LINCOLN AVE DRAINAGE IMPROVEMENTS	\$	59,095.01
23348	3/26/24	METRO FEDERAL CREDIT UNION	UNIFORMS, OFFICE SUPPLIES, POSTAGE, PRINTING	\$	2,151.71
23349	3/26/24	NAPA AUTO PARTS - DIV. OF MPEC	EQUIPMENT MAINTENANCE	\$	282.58
23350	3/26/24	NICOR GAS	SERVICE AT GARAGE	\$	480.68
23351	3/26/24	PRINCIPAL LIFE INS. CO.	PRINCIPAL LIFE APRIL 2024	\$	351.28
23352	3/26/24	RUNCO OFFICE SUPPLY	OFFICE SUPPLIES	\$	235.93
23353	3/26/24	SPACECO, INC.	ENGINEERING SERVICES, PROJECT EXPENSES	\$	65,208.75
23354	3/26/24	STANDARD EQUIPMENT COMPANY	EQUIPMENT MAINTENANCE	\$	1,880.25
23355	3/26/24	THE MULCH CENTER	WOOD CHIP DISPOSAL	\$	280.00
23356	3/26/24	TOWN SQUARE PUBLICATIONS	PRINTING & PUBLISHING	\$	295.00
23357	3/26/24	TOTAL FIRE AND SAFETY INC	BUILDING MAINTENANCE (FIRE EXTINGUISHER INSPECTION)	\$	668.91
23358	3/26/24	TYLER WOODS	TELEPHONE & COMMUNICATIONS MONTHLY STIPEND	\$	25.00
23359	3/26/24	VSP OF ILLINOIS, NFP	VSP VISION FOR ROAD AND BRIDGE FOR APRIL 2024	\$	14.14
23360	3/26/24	ALEXANDER EQUIPMENT CO INC	EQUIPMENT MAINTENANCE	\$	1,064.46
23361	3/26/24	COMED - GARAGE	SERVICE AT GARAGE	\$	289.80
			TOTAL	\$	206,870.80

We the undersigned members of the Board of Trustees of Maine Township, do hereby certify that we have examined the Payroll for Paydates of March 1, 2024 and March 15, 2024 and Road District Checks #23321 through Check #23361 and authorize the Supervisor to issue Checks in payment of \$206,870.80

WITNESS OUR HANDS AND SEALS THIS 26TH DAY OF MARCH 2024.

\_\_\_\_\_  
Supervisor

\_\_\_\_\_

Attest:

\_\_\_\_\_

\_\_\_\_\_  
Clerk

\_\_\_\_\_

\_\_\_\_\_  
Trustees

**MOTION TO APPROVE PAYROLL FOR PAYDATES OF  
MARCH 1, 2024 AND MARCH 15, 2024 AND GENERAL  
TOWN FUND CHECKS #60878 THROUGH CHECKS #60939  
IN THE AMOUNT OF \$316,370.48.**

**MAINE TOWNSHIP GENERAL TOWN FUND**

**For the Period From March 1, 2024 - March 26, 2024**

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
Wire	3/1/24	FEDERAL ELECTRONIC PAYROLL SYSTEM	FEDERAL TAXES	\$ 15,245.13
Wire	3/1/24	ILLINOIS DEPARTMENT OF REVENUE	STATE TAXES	\$ 3,060.65
S/C	3/1/24	PAYCHEX	SERVICE FEE	\$ 503.69
DIR. DEPOSIT	3/1/24	DIMOND, KAREN	PAYROLL	\$ 44.05
DIR. DEPOSIT	3/1/24	GIALAMAS, PETER W	PAYROLL	\$ 4.25
DIR. DEPOSIT	3/1/24	BEAUVAIS, EDWARD	PAYROLL	\$ 3,043.34
DIR. DEPOSIT	3/1/24	JONES, KIMBERLY	PAYROLL	\$ 415.16
DIR. DEPOSIT	3/1/24	MAHER, JAMES	PAYROLL	\$ -
DIR. DEPOSIT	3/1/24	MALIK, ASIF	PAYROLL	\$ 415.16
DIR. DEPOSIT	3/1/24	MARON HORVATH, KELLY	PAYROLL	\$ 438.67
DIR. DEPOSIT	3/1/24	AL AYED, RUBA	PAYROLL	\$ 1,387.83
DIR. DEPOSIT	3/1/24	BASISTA, STEPHEN T	PAYROLL	\$ 460.97
DIR. DEPOSIT	3/1/24	BERMAN, DAYNA E	PAYROLL	\$ 3,021.24
DIR. DEPOSIT	3/1/24	BOWMAN, SALLY	PAYROLL	\$ 452.69
DIR. DEPOSIT	3/1/24	CARROZZA, ROBERT M	PAYROLL	\$ 130.22
DIR. DEPOSIT	3/1/24	COOK, MARTY	PAYROLL	\$ 746.54
DIR. DEPOSIT	3/1/24	CUSTIC, ELIO	PAYROLL	\$ 201.78
DIR. DEPOSIT	3/1/24	DEBOWCZYK, IZABELA	PAYROLL	\$ 840.86
DIR. DEPOSIT	3/1/24	FOX, MISS JESSICA M	PAYROLL	\$ 919.77
DIR. DEPOSIT	3/1/24	GHAZALEH SR, NADER A	PAYROLL	\$ 1,310.77
DIR. DEPOSIT	3/1/24	KANEHL, NICHOLAS W	PAYROLL	\$ 1,397.06
DIR. DEPOSIT	3/1/24	RAFFE, JENNIFER L	PAYROLL	\$ 1,109.36
DIR. DEPOSIT	3/1/24	REZUTKO-CUSTIC, PAULA	PAYROLL	\$ 368.58
DIR. DEPOSIT	3/1/24	RIZZO, VICTORIA K	PAYROLL	\$ 2,014.08
DIR. DEPOSIT	3/1/24	SAMAAN, MICHAEL A	PAYROLL	\$ 1,658.85
DIR. DEPOSIT	3/1/24	WISNIEWSKI, JACK	PAYROLL	\$ 311.48
DIR. DEPOSIT	3/1/24	BABICH, DEBRA A	PAYROLL	\$ 1,561.41
DIR. DEPOSIT	3/1/24	COY, ELIZABETH J	PAYROLL	\$ 1,399.90
DIR. DEPOSIT	3/1/24	DABABNEH, FARIS E	PAYROLL	\$ 1,220.71
DIR. DEPOSIT	3/1/24	PHILLIPS, MARY DOLORES	PAYROLL	\$ 721.90

DIR. DEPOSIT	3/1/24	PLODZIEN, RICHARD	PAYROLL	\$	319.30
DIR. DEPOSIT	3/1/24	CALLAHAN, ERIN C	PAYROLL	\$	1,418.36
DIR. DEPOSIT	3/1/24	KALVELAGE, ARIELLE S	PAYROLL	\$	1,566.88
DIR. DEPOSIT	3/1/24	LYON, RICHARD D	PAYROLL	\$	2,438.38
DIR. DEPOSIT	3/1/24	TOOMEY, EMILY	PAYROLL	\$	1,221.31
DIR. DEPOSIT	3/1/24	WHITE, EVAN	PAYROLL	\$	1,277.74
DIR. DEPOSIT	3/1/24	ZUMBROCK, SUMMER	PAYROLL	\$	1,484.79
DIR. DEPOSIT	3/1/24	BUKACZYK, OKSANA T	PAYROLL	\$	1,380.39
DIR. DEPOSIT	3/1/24	DACHNIWSKY, MARIE C	PAYROLL	\$	1,699.84
DIR. DEPOSIT	3/1/24	JAROSZEWICZ, MONIKA	PAYROLL	\$	1,555.67
DIR. DEPOSIT	3/1/24	TULLY, THERESE A	PAYROLL	\$	1,741.55
DIR. DEPOSIT	3/1/24	GUZMAN, JESSICA I	PAYROLL	\$	1,216.58
DIR. DEPOSIT	3/1/24	MAGNOWSKI, EVA	PAYROLL	\$	1,276.23
DIR. DEPOSIT	3/1/24	RYDER, CATHLEEN A	PAYROLL	\$	636.30
7002800050	3/1/24	MOYLAN KREY, SUSAN	PAYROLL	\$	687.47
60878	3/1/24	BLUE CROSS BLUE SHIELD	BLUE CROSS BLUE SHIELD MARCH 2024	\$	54,309.77
60879	3/1/24	NCPERS GROUP LIFE INS.	IMRF VOLUNTARY LIFE INSURANCE - MARCH, 2024	\$	64.00
60880	3/1/24	PRINCIPAL LIFE INS. CO.	PRINCIPAL LIFE MARCH 2024	\$	2,034.41
60881	3/1/24	VOID	SECOND PAGE CHECK	\$	-
60882	3/1/24	VOID	SECOND PAGE CHECK	\$	-
60883	3/1/24	SECURITY BENEFIT	SECURITY BENEFITS FOR TF 03/01/24 PAYROLL	\$	1,913.85
60884	3/1/24	VSP OF ILLINOIS, NFP	VSP VOLUNTARY VISION INSURANCE - MARCH , 2024	\$	159.31
60885	3/1/24	UNITED STATES TREASURY	FEDERAL TAXES OWED	\$	6,870.80
60886	3/4/24	COMCAST	BUSINESS INTERNET STATIC IP VOICE LINE 2/19/24-3/18/24	\$	360.77
S/C	3/4/24	THERAPY NOTES	MAINESTAY THERAPY NOTES MONTHLY FEE	\$	55.53
S/C	3/5/24	ELS ISOS	CLERK LICENSE PLATE STICKER SALES FEE	\$	36.10
Wire	3/15/24	FEDERAL ELECTRONIC PAYROLL SYSTEM	FEDERAL TAXES	\$	13,822.52
Wire	3/15/24	ILLINOIS DEPARTMENT OF REVENUE	STATE TAXES	\$	2,811.85
S/C	3/15/24	PAYCHEX	SERVICE FEE	\$	471.15
S/C	3/15/24	PAYCHEX	SERVICE FEE	\$	339.45
DIR. DEPOSIT	3/15/24	DIMOND, KAREN	PAYROLL	\$	44.06
DIR. DEPOSIT	3/15/24	GIALAMAS, PETER W	PAYROLL	\$	4.25
DIR. DEPOSIT	3/15/24	AL AYED, RUBA	PAYROLL	\$	1,387.83
DIR. DEPOSIT	3/15/24	BASISTA, STEPHEN T	PAYROLL	\$	435.21

DIR. DEPOSIT	3/15/24	BERMAN, DAYNA E	PAYROLL	\$	3,021.22
DIR. DEPOSIT	3/15/24	BOWMAN, SALLY	PAYROLL	\$	422.96
DIR. DEPOSIT	3/15/24	CARROZZA, ROBERT M	PAYROLL	\$	163.84
DIR. DEPOSIT	3/15/24	COOK, MARTY	PAYROLL	\$	746.53
DIR. DEPOSIT	3/15/24	CUSTIC, ELIO	PAYROLL	\$	273.88
DIR. DEPOSIT	3/15/24	DEBOWCZYK, IZABELA	PAYROLL	\$	857.26
DIR. DEPOSIT	3/15/24	FOX, MISS JESSICA M	PAYROLL	\$	919.76
DIR. DEPOSIT	3/15/24	GHAZALEH SR, NADER A	PAYROLL	\$	1,327.30
DIR. DEPOSIT	3/15/24	KANEHL, NICHOLAS W	PAYROLL	\$	1,397.06
DIR. DEPOSIT	3/15/24	RAFFE, JENNIFER L	PAYROLL	\$	1,109.36
DIR. DEPOSIT	3/15/24	REZUTKO-CUSTIC, PAULA	PAYROLL	\$	522.10
DIR. DEPOSIT	3/15/24	RIZZO, VICTORIA K	PAYROLL	\$	2,014.09
DIR. DEPOSIT	3/15/24	SAMAAN, MICHAEL A	PAYROLL	\$	1,658.85
DIR. DEPOSIT	3/15/24	BABICH, DEBRA A	PAYROLL	\$	1,561.42
DIR. DEPOSIT	3/15/24	COY, ELIZABETH J	PAYROLL	\$	1,399.90
DIR. DEPOSIT	3/15/24	DABABNEH, FARIS E	PAYROLL	\$	1,220.69
DIR. DEPOSIT	3/15/24	PHILLIPS, MARY DOLORES	PAYROLL	\$	721.91
DIR. DEPOSIT	3/15/24	PLODZIEN, RICHARD	PAYROLL	\$	351.50
DIR. DEPOSIT	3/15/24	CALLAHAN, ERIN C	PAYROLL	\$	1,418.37
DIR. DEPOSIT	3/15/24	KALVELAGE, ARIELLE S	PAYROLL	\$	1,566.87
DIR. DEPOSIT	3/15/24	LYON, RICHARD D	PAYROLL	\$	2,438.38
DIR. DEPOSIT	3/15/24	TOOMEY, EMILY	PAYROLL	\$	1,221.31
DIR. DEPOSIT	3/15/24	WHITE, EVAN	PAYROLL	\$	1,277.74
DIR. DEPOSIT	3/15/24	ZUMBROCK, SUMMER	PAYROLL	\$	1,484.80
DIR. DEPOSIT	3/15/24	BUKACZYK, OKSANA T	PAYROLL	\$	1,380.38
DIR. DEPOSIT	3/15/24	DACHNIWSKY, MARIE C	PAYROLL	\$	1,699.84
DIR. DEPOSIT	3/15/24	JAROSZEWICZ, MONIKA	PAYROLL	\$	1,555.66
DIR. DEPOSIT	3/15/24	TULLY, THERESE A	PAYROLL	\$	1,741.55
DIR. DEPOSIT	3/15/24	GUZMAN, JESSICA I	PAYROLL	\$	1,216.58
DIR. DEPOSIT	3/15/24	MAGNOWSKI, EVA	PAYROLL	\$	1,276.24
DIR. DEPOSIT	3/15/24	RYDER, CATHLEEN A	PAYROLL	\$	698.58
DIR. DEPOSIT	3/15/24	WISNIEWSKI, JACK	PAYROLL	\$	337.72
7002800051	3/15/24	MOYLAN KREY, SUSAN	PAYROLL	\$	687.47
Wire	3/15/24	IMRF	ILLINOIS MUNICIPAL RETIREMENT FUND	\$	17,606.55

60887	3/18/24	SECURITY BENEFIT	SECURITY BENEFITS FOR TF 03/15/2024 PAYROLL	\$	1,913.85
60888	3/19/24	VERIZON WIRELESS-ADMIN	TELECOMMUNICATIONS	\$	185.40
60889	3/19/24	ACCESS ONE, INC	FAX AND PHONE LINE 3/1/24-3/31/24	\$	279.04
60890	3/26/24	AMERICAN TAXI DISPATCH, INC.	MAINELINES VOUCHERS - 3	\$	15.00
60891	3/26/24	ANCEL GLINK P.C.	LEGAL SERVICES	\$	3,998.75
60892	3/26/24	AQUA ILLINOIS, INC	WATER SERVICE AT TOWN HALL 1/22-24-2/22/24	\$	232.79
60893	3/26/24	BELLA BAGNO INC	BATHROOM SUPPLIES	\$	297.40
60894	3/26/24	BLUE CROSS BLUE SHIELD	BLUE CROSS BLUE SHIELD APRIL 2024	\$	54,309.77
60895	3/26/24	BROWN INDUSTRIES, INC.	ANNIVERSARY PINS	\$	30.45
60896	3/26/24	CIVICPLUS LLC	CIVIC REC FEE FOR 3/29/24 to 3/28/25	\$	5,644.16
60897	3/26/24	COMCAST BUSINESS	BUSINESS VOICE EDGE SERVICE 3/1/24-3/31/24	\$	2,279.67
60898	3/26/24	COMED	ELECTRIC SERVICE AT TOWN HALL 2/7/24-3/13/24	\$	1,466.53
60899	3/26/24	COMED	ELECTRIC SERVICE AT OEM 2/5/24-3/1/24	\$	198.47
60900	3/26/24	COOK COUNTY SHERIFF'S	HIREBACK - FEBRUARY 24 OFFICER USAGE, VEHICLE USE	\$	4,000.00
60901	3/26/24	COY, ELIZABETH	REIMBURSEMENT MILEAGE, STAFF CARDS	\$	58.66
60902	3/26/24	PULSE TECHNOLOGY	PRINT MANAGEMENT 3/1/24-3/31/24	\$	700.00
60903	3/26/24	EVANS, MARSHALL AND PEASE, PC	ACCOUNTING SERVICES FEBRUARY 24	\$	3,300.00
60904	3/26/24	EVAN WHITE	REIMBURSEMENT-MILEAGE, STUDENT DAY PURCHASE	\$	92.44
60905	3/26/24	FOX VALLEY SECURITY SYSTEMS INC	WIRELESS PANIC BUTTON PROJECT	\$	1,259.00
60906	3/26/24	GARVEY'S OFFICE PRODUCTS	OFFICE SUPPLIES	\$	180.00
60907	3/26/24	JOURNAL & TOPICS NEWSPAPERS	LEGAL AD ANNUAL TOWN MEETING 2024	\$	192.99
60908	3/26/24	JUSTIFACTS CREDEN. VERIFIC. INC	NEW EMPLOYEE BACKGROUND CHECK	\$	29.75
60909	3/26/24	KATELYN LUCKEY	TUTORING SERVICES - 3 WEEKS	\$	210.00
60910	3/26/24	M3 MARKETING, LLC	PUBLIC RELATIONS MARKETING SERVICES MAR 1- 31 2024	\$	2,850.00
60911	3/26/24	METRO FEDERAL CREDIT UNION	ADMIN/OEM/ FOOD PANTRY EXPENSES	\$	2,592.01
60912	3/26/24	VOID	SECOND PAGE CHECK	\$	-
60913	3/26/24	METRO FEDERAL CREDIT UNION	RECOVERY CONNECTION EXPENSES	\$	5,309.12
60914	3/26/24	VOID	SECOND PAGE CHECK	\$	-
60915	3/26/24	VOID	SECOND PAGE CHECK	\$	-
60916	3/26/24	METRO FEDERAL CREDIT UNION	MAINTENANCE EXPENSES	\$	86.36
60917	3/26/24	METRO FEDERAL CREDIT UNION	MAINESTAY EXPENSES	\$	967.45
60918	3/26/24	METRO FEDERAL CREDIT UNION	ASSESSOR EXPENSES	\$	27.23
60919	3/26/24	NCPERS GROUP LIFE INS.	IMRF VOLUNTARY LIFE INSURANCE - APRIL, 2024	\$	64.00
60920	3/26/24	QUADIENT FINANCE USA, INC	ADMIN, CLERK POSTAGE	\$	2,022.70



We the undersigned members of the Board of Trustees of Maine Township, do hereby certify that we have examined the Payroll for Paydates of March 1, 2024 and March 15, 2024 and General Town Fund Checks #60878 through Check #60939 and authorize the Supervisor to issue Checks in payment of \$316,370.48

WITNESS OUR HANDS AND SEALS THIS 26TH DAY OF MARCH 2024.

\_\_\_\_\_  
Supervisor

Attest:

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Trustees



## Memo

To: Elected Officials

CC: Dayna Berman, Administrator

From: Mike Samaan, Director of Maintenance

Date: 3-22-24

### Roofing Consultation

Please find attached estimates from two different Roofing Consulting companies.

I am recommending the Township go with Century Roof Consultants. The base contract is \$4,800.00. There would be a \$300.00 charge per contractor for a pre-qualification to ensure that they are qualified to work on the Township roof. Lastly, a charge of \$90.00 an hour for onsite observation.

Century Roof Consultants was also used by the Township in 2012 when replacing the east roof of the Township. They have a familiarity with our roofing system which I believe is a positive and were very detailed oriented when they came out to meet with me.



**Roof Consulting  
Services, Inc.**

Inspection \*\* Testing \*\* Design

3/13/2024

Mike Samaan  
Maine Township  
1700 Ballard Rd  
Park Ridge, IL 60068

Re: **Roof Design and Construction Administration Services**  
1700 Ballard Rd.  
Park Ridge, IL  
Approximately 2,800 Square Feet

Mr. Samaan,

Per your request, following is our proposal for providing comprehensive roof replacement design documents and construction administration services for the above referenced facility located at 1700 Ballard Rd, in Park Ridge, IL totaling approximately 2,800 square feet of roof area.

The roof replacement design services shall include the following:

We shall provide complete field evaluations and destructive roof core verifications to confirm existing as-built conditions for the purpose of developing contract documents, & roof plans with installation plan notes for installation of a new roof assembly that will incorporate a long term manufacturer's labor and materials limited warranty.

Final contract documents inclusive of required disciplines of work shall include the following as a minimum.

1. Invitations for bid
2. Instructions to bidders
3. Required project bid forms
4. Add / Deduct Unit pricing considerations
5. Scope of Work / Specification
6. Roof plan drawings

**Construction Administration Services – Bid and Construction Phases**

- Conduct teleconference pre-bid meeting with contractors invited to bid the replacement.
- Produce written addendum responses to contractor's questions (if any).
- Assist Owner with bid evaluations and contract award recommendations.

Orlando, FL - 407.426.0520  
Boston, MA - 617.345.0550  
San Francisco, CA - 415.970.1574  
Charlotte, NC - 704.948.1166  
Philadelphia, PA - 215.496.0234

Dallas, TX - 214.361.2705  
Denver, CO - 303.623.1568  
Minneapolis, MN - 612.333.9003  
Atlanta, GA - 404.486.9001  
Indianapolis, IN - 317.464.0002

PO Box 9747 - Richmond, VA 23228  
804.515.0885 / 800.637.7109  
[www.roofconsultingservices.com](http://www.roofconsultingservices.com)  
[www.roofdesign.com](http://www.roofdesign.com)



**Roof Consulting  
Services, Inc.**

Inspection \*\* Testing \*\* Design

- Contractor submittal review.
- Conduct teleconference pre-construction meeting with selected contractor.
- Review contractors pay requests.
- Provide one final inspection with a written punch list.
- Obtain and provide project close-out documents (warranties, final lien waivers, etc.).

**We propose these Roof Replacement Design and Construction Administration Services for the lump sum fee of Twelve Thousand and 00/100 Dollars (\$12,000.00).**

**Summary of Proposed Fee:**

- Design Evaluation - \$2,250.00
- Project Document Generation - \$6,500.00
- Construction Administration - \$1,400.00
- Final Inspection - \$1,850.00

**Insurance**

Upon acceptance of this letter agreement, Roof Consulting Services, Inc's General Liability policy and Auto Liability policy shall include **Maine Township** as additional insureds for roof inspection services being performed. Our additional insured coverage is on a blanket basis with Hanover Insurance and therefore a written contract must be in place for you to have this requested status.

Please formally accept this as our written agreement of such status by providing your authorized signature of proposal acceptance below.

We thank you for the opportunity to provide this proposal and will anxiously await your response. If we can be of any further assistance, please feel free to call our office at (800) 637-7109.

Respectfully Submitted  
**Roof Consulting Services, Inc**

Daniel Sanders, Jr.  
Vice President of Sales

Orlando, FL - 407.426.0520  
Boston, MA - 617.345.0550  
San Francisco, CA - 415.970.1574  
Charlotte, NC - 704.948.1166  
Philadelphia, PA - 215.496.0234

Dallas, TX - 214.361.2705  
Denver, CO - 303.623.1568  
Minneapolis, MN - 612.333.9003  
Atlanta, GA - 404.486.9001  
Indianapolis, IN - 317.464.0002

PO Box 9747 - Richmond, VA 23228  
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[www.roofconsultingservices.com](http://www.roofconsultingservices.com)  
[www.roofdesign.com](http://www.roofdesign.com)



# Century Roof Consultants



Century Roof Consultants  
1645 Hicks Road Suite P Rolling Meadows, IL 60008

Phone: 847.202.8500 Fax: 847.202.8503  
email: [crcroof1@gmail.com](mailto:crcroof1@gmail.com)  
CRCroofconsultants.com

## STANDARD CONSULTANTS SERVICE AGREEMENT

**AGREEMENT** made this 14th day of March, 2024 between **Maine Township, 1700 Ballard Road, Park Ridge, IL** hereinafter referred to as the "Client" and **CENTURY ROOF CONSULTANTS**, hereinafter referred to as the "Consultants". The Client desires to retain the Consultants to provide complete consulting services on the following project:

Maine Township  
1700 Ballard Road  
Park Ridge, IL

**Roof Section 1 (see attached site plan).**

**Included will be miscellaneous repairs needed for the existing roofs on the building.**

### AGREEMENT

It is hereby agreed that the Client does retain the said Consultant to write specifications and details, including all services listed in Exhibit B

### SCOPE OF SERVICES (DESIGN & CONSTRUCTION DOCUMENTS)

1. **Specifications:** The Consultants will prepare specifications describing in detail, the work to be done, materials to be used and the construction methods to be followed.

The Consultants will visit the site at intervals appropriate to the stages of construction to familiarize himself generally with progress and quality of the work, and to determine in general, if the work is proceeding in accordance with the contract documents. However, the Consultant will not be required to make exhausted or continuous on-site inspections to check the quality or quantity of the work. On a basis of his on-site observations as a Consultant, he will keep the Owner informed of the progress of the work and will endeavor to guard the Owner against defects and deficiencies in the work of the contractor.

2. **Compensation:** The Client shall compensate Century Roof Consultants for their services by the payment of the following fees:

- **Base Contract: \$4,800.00.**
- **\$300/per contractor for pre-qualification. Includes: Roofing license verification, financially stable, insurance verification, qualified and certified, review experience, litigation/lawsuits, verify # of days to complete work and start date.**
- **\$90.00/hr -Onsite Observation fee.**

The fee shall be due and payable in the following manner: The amount of Two Thousand and Five Hundred Dollars (\$2,500.00) shall be paid upon execution of this contract and will be considered as part of the payment of the fee stated above.

Upon completion of the project manual, the Client shall pay the Consultant 50% of the balance of the fee. Upon receipt of bids, the remainder of the base contract will be due. Any additional services that will be required will be performed on a per hour rate plus expenses.

3. **Invoices and Billing:** CONSULTANT may submit invoices to CLIENT once a month (or preceding business day if either falls on a weekend or holiday). Invoices are due upon presentation. CONSULTANT'S charges for its staff are billed on an hourly basis, in ½ hour increments. All rates quoted are for normal business hours (8 am to 5 pm, Monday through Friday) and are subject to change upon 30 days prior written notice to CLIENT by CONSULTANT. Hours worked on weekends, holidays or outside of normal business hours will be billed at 1-1/2 times or (150%). On-site observer will be billed portal to portal.

**Consultant** shall also include on its invoice reimbursable costs for CLIENT'S payment. The printing of Drawings and Specifications for bidding are a direct reimbursable. Such costs also include photos, fax charges, photocopying, messenger service, postage, travel expenses, parking, mileage, meetings and any payments made to any third party and any miscellaneous expenses, including professional assistance, for work related to the Premises. CONSULTANT shall invoice CLIENT 110% of the gross amount of such reimbursable costs. Specifications and drawings cannot be used on any project by client without prior approval from CRC.

4. **Services:** The attendance at meetings, investigation of unknown conditions that result in change order preparation are considered an additional service and professional services in regards to these and other services not delineated under "Scope of Services" would be invoiced on a time and material basis.
5. Costs are given in present-day dollar amounts and are not modified for cost increases in the future. Costs were made from experience with costs of similar work. An opinion of probable costs is presented to assist in future budgeting.

Fee may be adjusted if not signed within thirty (30) days of date of agreement.

**Accepted By:** \_\_\_\_\_

**CENTURY ROOF CONSULTANTS**

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

**Date:** \_\_\_\_\_



## CRC ROOF CONSULTANTS TERMS AND CONDITIONS

**AGREEMENT** CRC shall only perform services in accordance with an Agreement made with Client. The Agreement consists of CRC's Proposal and these Standard Terms and Conditions.

**PAYMENT TERMS** Payment is due upon receipt of our invoices. If payment is not received within 30 days from receipt of invoice date, Client agrees to pay a Finance Charge on the principal amount of the past due account of 1-1/2%.

**INSURANCE** CRC maintains Workmen's Compensation Liability Insurance in conformance with applicable state law. In addition, we maintain Comprehensive General Liability Insurance with bodily injury limits of \$1,000,000/\$2,000,000 and property damage limits of \$1,000,000. A Certificate of Insurance can be supplied evidencing such coverage which contains a clause providing that ten days conditional written notice be given prior to cancellation. In the event the client requests to be named as additional insured on CRC policy the additional fee will be paid by the Client. Cost of the above coverage is included in our quoted fee. If additional coverage or increased limits of liability are required, CRC will attempt to obtain the requested insurance and charge the Client separately for costs associated with additional coverage or increased limits.

**OWNERSHIP DOCUMENTS:** All documents, including but not limited to drawings, specifications, reports, field notes, laboratory test data, calculations, and estimates, prepared by CRC as instruments of service pursuant to this agreement shall be the sole property of CRC. Client agrees that all documents of any nature furnished to Client or Client's agent, designees or employees will be returned upon demand and will not be used by Client for any purpose whatsoever. Client further agrees that under no circumstances shall any documents provided by CRC be used for any project or shared with any company without written permission and approved by CRC. It is agreed that CRC may take test cuts or samples to confirm current condition of the roof. It is further agreed that CRC will not assume responsibility for the Contractor's means, methods, techniques, sequences or procedures of construction and it is understood that field services provided by CRC will not relieve the Contractor of his responsibilities for performing the work in accordance with the plans, specifications, codes or regulations. The words "supervision" "inspection" or "control" are used to mean Periodic observation of the work and the conducting of tests, if warranted, to verify substantial compliance with the plans, specifications and design concepts. Full-time inspection means that an employee of CRC has been assigned during regular business hours.

**CONTRACTOR** will reimburse CRC for any miscellaneous consulting services or recommendations regarding the project with no additional cost to the owner.

**GOVERNING LAW** This agreement shall be governed in all respects by the laws of the State of Illinois. Mileage and time will be portal to portal.

**STANDARD OF CARE** CRC will perform its services under this Agreement in conformance with the care and skill ordinarily exercised by reputable members of the profession practicing under similar conditions at the same time. **NO OTHER WARRANTY OF ANY KIND, EXPRESSED OR IMPLIED, IN FACT OR BY LAW, IS MADE OR INTENDED.**

**SAFETY** It is understood and agreed that with respect to Project site Health and Safety, CRC is responsible solely for the safe conduct of its personnel in the performance of their duties. It is expressly agreed that CRC has no responsibility for the protection and safety of any other persons or personal property on and about the project site. Unless indicated otherwise in the proposal, Client shall provide, at its expense, all facilities and labor necessary to afford CRC personnel safe access for visual review, sampling, or testing location in conformance with federal, state, and local laws, ordinances and regulations. Unless access equipment is provided by CRC it is understood and agreed that CRC shall not be in charge of, and shall have no control or responsibility over any aspect of the erection, construction or use of any scaffolds, hoists, cranes, stays, ladders, supports or other similar devices as defined and interpreted under any law, ordinances or regulation relating in any way to Project safety.

**HAZARDOUS SUBSTANCES** If CRC is to provide services in the general vicinity of a facility or other area where any substance which poses or may pose a present or potential hazard to human health may exist, Client shall immediately notify CRC of

such potential health hazard which it knows or reasonably suspects exists and thereafter CRC is authorized by the Client to take reasonable measures, including suspension of services and termination of Agreement, CRC deems necessary to protect its personnel against such possible health hazards. Client shall bear the direct costs of such measures. In the event samples collected or received by CRC on behalf of Client of Any substance which poses or may pose a present or potential hazard to human health or the environment, CRC will, at the completion of testing and at the Client's sole expense and responsibility, return such samples to Client or on written request from Client, release such samples to a carrier for transport to a location selected by Client for final disposal.

**SUBPOENAS OR COURT ORDERS** If any subpoena or court order is served upon CRC and/or any of its staff, sub-consultants or sub-contractors requiring the presentation of documents or appearance at a deposition or trial, or for other discovery purposes, arising out of services provided under this Agreement, Client shall pay the charges applicable to CRC's compliance with subpoena or court order. Charges will accrue on an actual time and related expense bases in accordance with the standard rates in effect at the time of service upon CRC of the subpoena or court order. Invoices will include time and expenses incurred gathering, organizing and duplicating documents, preparing to give testimony, travel and testifying in deposition or trial.

**OPINIONS OF COST** CRC's opinions of probable costs, if any, provided as part of the services under this Agreement, are made on the basis of CRC's knowledge, experience and qualifications, and represent CRC's judgment as an experienced and qualified professional engineer familiar with the construction industry. CRC cannot and does not guarantee that proposals, bids or actual cost will not vary from the opinions of probable costs provided by CRC.

**LIMITATIONS OF LIABILITY** THE LIABILITY OF CRC FOR ANY REASON WHATSOEVER ARISING UNDER OR RELATING TO THIS AGREEMENT WILL NOT EXCEED IN THE AGGREGATE \$25,000 OR THE AMOUNT OF THE FEE ACTUALLY RECEIVED BY CRC WHICHEVER IS GREATER. IN ADDITION, IN NO EVENT WILL CRC BE LIABLE FOR ANY CLAIM OR DEMAND BY CLIENT, OR AGAINST CLIENT BY ANY THIRD PARTY, IN OR FOR ANY AMOUNTS REPRESENTING LOSS OF PROFIT, LOSS OF BUSINESS, DELAY DAMAGES OR SPECIAL, INDIRECT, INCIDENTAL, CONSEQUENTIAL, EXEMPLARY OR PUNITIVE DAMAGES. THE PROVISIONS OF THIS PARAGRAPH SHALL APPLY REGARDLESS OF THE FORM OF THE CAUSE OF ACTION, WHETHER IN CONTRACT, TORT (INCLUDING, WITHOUT LIMITATION, NEGLIGENCE), OR OTHERWISE.

**INDEMNIFICATION** If any claim, suit or legal action arising out of the services under this Agreement is asserted against CRC by a person or entity who is not party to this Agreement, Client agrees to indemnify, hold harmless, protect and defend CRC from and against any such claim, suit or legal action, and any and all loss, liability, damage, costs and expenses associated therewith, except to the extent that the event and/or damages giving rise to such claim, suit or legal action is found to have been caused by the negligence of CRC. The Client's obligation hereunder includes, but is not limited to the payment of attorney's fees, court costs and expert and consulting expenses required for the proper and vigorous defense of CRC.

**NO THIRD PARTY BENEFICIARIES** Nothing in this Agreement shall create a contractual relationship with, or cause of action in favor of a third party against Client or CRC.

**SERVICES** The attendance at meetings, investigation of unknown conditions or anything that results in change will be considered an additional service and professional services in regards to these and other services not delineated under Scope of Services would be invoiced on a time and material basis.

CENTURY ROOF CONSULTANTS  
1645 HICKS ROAD SUITE P  
ROLLING MEADOWS, IL 60008

Legend

📍 1700 Ballard Rd

SECTION 1

1700 Ballard Rd 📍 Maine Township



60 ft

# Century Roof Consultants

## EXHIBIT "B" – SCOPE OF SERVICES

### Roof Design & Construction Process

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#### A. Development Phase

1. Establish budget constraints.
2. Determine scope of work to be involved.
3. Conduct a review of the waterproofing systems that are suitable for the specific project and select a compatible waterproofing system. Review the aesthetics, maintenance, possible abuse, and all exterior considerations.

#### B. Construction Document and Detailing Phase

1. Once the overall roof plan layout is conceived, reviewed, and approved, final design is taken into the Construction Documentation Phase. The goal of this phase is to communicate to the roofing contractors during the bidding and construction, items necessary to properly bid and construct the project.
2. Roof Plans, Gutters, vents, drains, A/C supports, A/C housing and locations, all flashing and coping are drawn for complete clarity. No details are left for the contractor to guess at or to create during the bidding or the construction.
3. Details are drawn to indicate as much detail as possible. Each detail is thoroughly noted, so that there is no question as to what is required.
4. Following completion of the details and drawings, specifications for the project are written specific to the project.
5. The Construction Documents are forwarded for review, and then finalized and released for bidding by CRC Roof Consultants.

# Century Roof Consultants

## C. Bidding Phase

During the bidding process, CRC is available to answer any questions from bidding contractors and to prepare necessary addenda.

1. A pre-bid meeting is scheduled and then conducted by CRC so that the bidders can review and discuss the requirements of the bidding documents.
2. Following Receipt of Bids, CRC reviews all bids for conformance to the requirements of bidding, and makes a recommendation of award.
3. After the Award of Contract, CRC assists in preparing a Standard AIA Contract for Construction and submits it to the Owner's Legal Counsel for review and issuance.

## C. Construction Administration Phase

1. Following award and issuance of contracts, and receipt of the insurance certificates, a pre-construction meeting is held. All major subcontractors are required to be present at this meeting, including the roofing foreman.
  - Construction Documents are reviewed.
  - A list of required submittals are given to the contractor.
  - General logistics and limitations of the job are reviewed.
2. Roof removal and replacement work commences.
3. Observations of all critical aspects of the project as observed by CRC Onsite Observer throughout the job to its completion at a \$90.00 per hour rate. Minimum of 4 hours per day portal to portal.
4. All Contractor questions and requests receive an immediate response, enabling the project to progress on schedule.
5. All uncovered existing field conditions are reviewed and it is determined whether modifications are required during the project. The Contractor is directed on how to proceed in the resolution of any unknown conditions.

# Century Roof Consultants

Items found to be installed improperly or not in compliance with the Contract Documents are required to be removed, corrected, or replaced, prior to releasing payment for the areas.

6. CRC reviews all Requests for payments, prior to processing and forwards them to the Association for payment.

## D. Project Closeout

1. Upon notice of Completion by the Contractor, final closeout begins.
  - A final walkthrough of the roofing system is performed with the Owner.
  - An Inspection List is prepared and forwarded to the Contractor for completion, which includes all items which require completion/correction, prior to the release of payment.
  - Warranties are reviewed. CRC is present at the inspection provided by the Roofing Manufacturer to ensure that all areas have been inspected.
2. Following the project closeout, CRC provides the Owner with a Warranty Booklet, including:
  - A list of all participants in the project, including the Owner, Architect, General Contractor, Subcontractors and Material Suppliers.
  - Building plans.
  - Pertinent correspondence.
  - All Warranties.

## E. Post Construction

1. CRC assists the Owner during the guarantee period in determining if the warranty work is necessary.

# CRC Roof Consultants



CRC Roof Consultants  
1645 Hicks Road Suite P Rolling Meadows, IL 60008

Phone: 847.202.8500 Fax: 847.202.8503

Email: [cenroof@voyager.net](mailto:cenroof@voyager.net)

Web: [www.crcroofconsultants.com](http://www.crcroofconsultants.com)

## CONTRACTING WORK

The following items should be included in the specifications and the contract to the contractor. We do not recommend or advise that an Owner sign a Roofing Contractor's contract. All contracts to perform work should be done on a legal document that has been approved by the Association's Attorney.

- ▶ Describe exactly what the job is that you are seeking a bid on.
- ▶ The time periods the work is to be completed.
- ▶ What allowances for delays due to weather, strikes, material shortages, etc.?
- ▶ The exact dollar amount to be paid for the work performed and how the payment should be made.
- ▶ Will any money be held as a retainer until acceptance and inspection?
- ▶ What materials are to be used, ie: color, quality, size amount, etc.?
- ▶ Where should materials be stored or where should they be purchased, and by whom?
- ▶ Who is responsible for damages connected with the work and under what conditions?
- ▶ How will appointments with owners and residents be scheduled?
- ▶ Insurance certificates and required levels of insurance.
- ▶ Bonding or completion insurance requirements.
- ▶ Who obtains the necessary licenses and/or permits, and at who's cost?
- ▶ Local, city and village codes and inspections routines to be followed and explained.
- ▶ What guarantees and warranties can you expect and for what period of time?

- ▶ Daily clean up requirements and start and stop daily time requirements.
- ▶ Define labor requirements of the job.
- ▶ Who is responsible for selections of colors, materials, etc?
- ▶ What the contractor IS and ISN'T responsible for.
- ▶ Inclusion of knowledge of other work that may interfere or delay this job, ie: carpentry while painting.
- ▶ What about extra charges or contract changes during the contract work? Who approves and how?
- ▶ Correct terminology to indicate contract is null and void if specifications are not followed.
- ▶ Name, address and phone number of all parties and contract persons.
- ▶ Terms of contract for on-going work.
- ▶ Cancellation privileges of both parties.
- ▶ Enforcement of contract terms, etc., as in county and state jurisdictions.
- ▶ Compliance of Local, State or Federal laws.
- ▶ Non verbal agreements take precedence over the written contract which constitutes the full agreement.
- ▶ Damages due to fire, theft, vandalism and acts of God, etc.
- ▶ Specific list of areas covered: a drawing with explicit detail and descriptive wording to eliminate a lack of understanding on what is expected and where.
- ▶ Who is to provide tools and equipment and storage?
- ▶ Arrangement for periodic inspections and by whom?

**THE ABOVE ARE ALL PART OF OUR SERVICES.**

**A WORD TO THE WISE .....**

**Do not expect anything more than what is actually contained in your specifications.**



## Memo

**To:** Elected Officials

**From:** Dayna Berman, Administrator

**Date:** March 26, 2024

**Re:** 2024-25 Budget Ordinance

Please find attached the 2024-25 Budget Ordinance for Town Fund & General Assistance for Discussion and Vote.

**MAINE TOWNSHIP  
ORDINANCE 2024-1  
BUDGET & APPROPRIATION ORDINANCE FOR 2024-25**

for MAINE TOWNSHIP located in the County of Cook, State of Illinois for the fiscal year beginning March 1, 2024 and ending February 28, 2025.

Now be it Ordained by the Board of Trustees of MAINE TOWNSHIP, COUNTY OF COOK, STATE OF ILLINOIS, in meeting assembled as follows:

Section 1: That the following budget containing an estimate of receipts and expenditures for the following funds: GENERAL TOWN AND GENERAL ASSISTANCE FUND is hereby adopted as the budget of the township for the fiscal year mentioned above and shall be in full force and effect from and after this date.

**GENERAL TOWN FUND**

BEGINNING BALANCE	\$4,474,413
<b>ESTIMATED REVENUES</b>	
Property Tax	\$3,800,000
Replacement Tax	\$200,000
Interest Income	\$28,000
MaineStay Income	\$40,000
Yard Stickers and Rebates	\$10,000
Postage	\$9,000
Transportation Fees	\$200
Hunting/Fishing License	\$1,500
Food Pantry Cash Donations	\$30,000
Passport Fees	\$50,000
Other Income	\$28,000
Recovery Connection Appropriation	\$30,000
License Plate Stickers	\$25,000
<b>TOTAL ESTIMATED REVENUES</b>	<b>\$4,251,700</b>
<b>TOTAL ESTIMATED FUNDS AVAILABLE</b>	<b>\$8,726,113</b>
<b>EXCLUDING MAINSTREAMER PROGRAM FEES</b>	
<b>BUDGETED EXPENDITURES</b>	
Administration	\$2,338,203
Assessor	\$420,151
Clerk	\$288,000
Emergency Management	\$52,200
MaineStay Youth and Family Services	\$611,350
Mainstreamers Senior Services	\$507,781
Funded Agencies	\$477,500
<b>TOTAL ESTIMATED EXPENDITURES</b>	<b>\$4,695,185</b>
<b>EXCLUDING MAINSTREAMER PROGRAM FEES</b>	
<b>ENDING BALANCE</b>	<b>\$4,030,928</b>

**ADMINISTRATION****PERSONNEL**

Salaries/Employees	\$725,600
Salaries/Elected Officials	\$147,800
IDES	\$1
Social Security	\$63,000
Municipal Retirement Fund	\$40,000
Health Insurance	\$319,000
Dental Insurance	\$5,400
Life Insurance	\$1,500
Tuition Reimbursement	\$1
<b>TOTAL PERSONNEL</b>	<u>\$1,302,302</u>

**CONTRACTUAL SERVICES**

Grant writer	\$12,000
Bookkeeping/Accounting Services	\$50,000
Audit Services	\$16,000
Building-Grounds Maintenance	\$30,000
Community Information-Support	\$40,000
Conferences-Meetings	\$2,000
Dues-Subscriptions	\$7,000
Web Site/Email Host	\$17,000
Equipment Leasing-Maintenance	\$16,000
Computer Tech Support	\$8,000
Print Management	\$2,000
General Insurance-Liability-Bond	\$65,000
Legal Services	\$40,000
Mileage-Travel-Lodging Expense	\$7,500
Police Protection	\$50,400
Postage	\$55,000
Printing-Publishing	\$55,000
Special Programs	\$10,000
Staff Training	\$7,000
Telecommunications	\$38,000
Clean Up/Waste Hauler	\$10,000
Transportation/MaineLines	\$2,000
Utilities	\$30,000
<b>TOTAL CONTRACTUAL SERVICES</b>	<u>\$569,900</u>

**COMMODITIES**

Miscellaneous	\$500
Office Supplies/Small Equipment	\$30,000
Operating Supplies-Maintenance	\$15,000
<b>TOTAL COMMODITIES</b>	<u>\$45,500</u>

**OTHER EXPENDITURES**

Code Enforcement Expense	\$1,500
National Night Out	\$5,000
Food Pantry	\$30,000
Plan Commission	\$1
Maine Township Recovery Connections	\$70,000
Vehicle Expense	\$4,000
<b>TOTAL OTHER EXPENDITURES</b>	<u>\$110,501</u>

<b>CAPITAL OUTLAY</b>	
Building	\$10,000
Capital Fund Account	\$150,000
<b>TOTAL CAPITAL OUTLAY</b>	<u>\$160,000</u>
Contingencies	\$150,000
<b>TOTAL ADMINISTRATION</b>	<u>2,338,203</u>

**ASSESSOR**

<b>PERSONNEL</b>	
Salaries	\$244,514
Social Security	\$18,705
Life Insurance	\$300
Dental Insurance	\$3,000
Municipal Retirement Fund	\$14,426
Health Insurance	\$124,035
<b>TOTAL PERSONNEL</b>	<u>\$404,980</u>

<b>CONTRACTUAL SERVICES</b>	
Conferences-Meetings	\$1,300
Cook County Assessor Tie-in	\$1,050
Dues-Subscriptions	\$570
Equipment Leasing-Maintenance	\$1
Mileage-Travel-Lodging Expense	\$2,500
Postage	\$1,600
Printing-Publishing	\$1,000
Sidwell Maps	\$700
Staff Training	\$150
<b>TOTAL CONTRACTUAL SERVICES</b>	<u>\$8,871</u>

<b>COMMODITIES</b>	
Miscellaneous	\$2,000
Office Supplies/Small Equipment	\$4,300
<b>TOTAL COMMODITIES</b>	<u>\$6,300</u>

<b>TOTAL ASSESSOR</b>	<u>\$420,151</u>
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**CLERK**

**PERSONNEL**

Salaries	\$135,800
Social Sec.	\$10,000
Municipal Retirement Fund	\$8,000
Health Insurance	\$83,000
Dental Insurance	\$1,000
Life Insurance	\$250
<b>TOTAL PERSONNEL</b>	<u>\$238,050</u>

**CONTRACTUAL SERVICES**

Conferences-Meetings	\$2,000
Dues-Subscriptions	\$400
Print Management	\$1,850
Mileage-Travel-Lodging Expense	\$1,500
Honor Flight	\$1,000
Postage	\$10,000
Printing-Publishing	\$300
Computer Tech Support	\$4,400
Staff Training	\$400
Hunting/Fishing License	\$1,500
License Plate Stickers	\$25,000
<b>TOTAL CONTRACTUAL SERVICES</b>	<u>\$48,350</u>

**COMMODITIES**

Miscellaneous	\$100
Office Supplies/Small Equipment	\$1,500
<b>TOTAL COMMODITIES</b>	<u>\$1,600</u>

<b>TOTAL CLERK</b>	<u>\$288,000</u>
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**OFFICE OF EMERGENCY MANAGEMENT**

**PERSONNEL**

Salaries	\$20,000
Social Security	\$1,600
Uniforms	\$2,000
<b>TOTAL PERSONNEL</b>	<u>\$23,600</u>

**CONTRACTUAL SERVICES**

Conferences/Meetings	\$500
Dues/Subscriptions	\$400
Utilities	\$4,000
Special Programs	\$500
Telecommunications	\$1,000
Staff Training	\$1,200
<b>TOTAL CONTRACTUAL SERVICES</b>	<u>\$7,600</u>

**COMMODITIES**

Office Supplies/Small Equipment	\$700
Operating Supplies	\$10,000
Disaster Operations Supplies	\$1,500
<b>TOTAL COMMODITIES</b>	<u>\$12,200</u>

**OTHER EXPENDITURES**

Volunteer Insurance	\$800
Vehicle Expense	\$4,000
<b>TOTAL OTHER EXPENDITURES</b>	<u>\$4,800</u>

**CAPITAL OUTLAY**

Building	\$4,000
<b>TOTAL CAPITAL OUTLAY</b>	<u>\$4,000</u>

<b>TOTAL OFFICE OF EMERGENCY MANAGEMENT</b>	<u>\$52,200</u>
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**MAINSTAY YOUTH AND FAMILY SERVICES**

**PERSONNEL**

Salaries	\$409,800
Social Security	\$28,000
Municipal Retirement Fund	\$25,000
Health Insurance	\$90,000
Dental Insurance	\$1,700
Life Insurance	\$400
<b>TOTAL PERSONNEL</b>	<u>\$554,900</u>

**CONTRACTUAL SERVICES**

Community Education	\$150
Summer Youth Camp	\$16,000
Garage Sale	\$1,000
Conferences-Meetings	\$500
Dues-Subscriptions/Licensures	\$4,700
Print Management	\$1,850
General Insurance-Liability-Bond	\$1,000
Mileage-Travel-Lodging Expense	\$1,000
Postage	\$100
Printing-Publishing	\$500
Special Programs	\$17,000
Computer Tech Support	\$4,500
Consultation/Staff Training	\$1,500
<b>TOTAL CONTRACTUAL SERVICES</b>	<u>\$49,800</u>

**COMMODITIES**

Training Manuals/Books	\$300
Miscellaneous	\$50
Office Supplies/Small Equipment	\$3,300
<b>TOTAL COMMODITIES</b>	<u>\$3,650</u>

**OTHER EXPENDITURES**

Youth Recreation Fund	\$3,000
<b>TOTAL OTHER EXPENDITURES</b>	<u>\$3,000</u>

<b>TOTAL MAINSTAY YOUTH AND FAMILY SERVICES</b>	<u>\$611,350</u>
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**MAINSTREAMERS SENIOR SERVICES**

**PERSONNEL**

Salaries	\$316,800
Social Security	\$23,000
Municipal Retirement Fund	\$20,000
Health Insurance	\$109,000
Dental Insurance	\$1,500
Life Insurance	\$400
<b>TOTAL PERSONNEL</b>	<u>\$470,700</u>

**CONTRACTUAL SERVICES**

Conferences-Meetings	\$900
Dues & Licensing Fee	\$6,500
Mileage-Travel-Lodging Expense	\$2,100
Postage	\$1
Printing-Publishing	\$1,850
Special Programs	\$6,500
Computer Tech Support	\$4,500
Print Management	\$1,700
Telecommunications	\$30
<b>TOTAL CONTRACTUAL SERVICES</b>	<u>\$24,081</u>

**COMMODITIES**

Office Supplies/Small Equipment	\$13,000
<b>TOTAL COMMODITIES</b>	<u>\$13,000</u>

<b>TOTAL MAINSTREAMERS SENIOR SERVICES</b>	<u>\$507,781</u>
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Funded Agencies	\$477,500
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<b>TOTAL TOWN FUND</b>	<b>\$4,695,185</b>
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**GENERAL ASSISTANCE FUND**

BEGINNING BALANCE	\$1,090,433
ESTIMATED REVENUES	
Property Tax	\$800,000
Social Security Reimbursement	\$12,000
Interest Income	\$2,000
Energy Assistance Revenue	\$18,000
<b>TOTAL ESTIMATED REVENUES</b>	<u>\$832,000</u>
<b>TOTAL ESTIMATED FUNDS AVAILABLE</b>	\$1,922,433
BUDGETED EXPENDITURES	
Administration	\$415,856
Home Relief	\$205,501
<b>TOTAL ESTIMATED EXPENDITURES</b>	<u>\$621,357</u>
<b>ENDING BALANCE</b>	\$1,301,076

**ADMINISTRATION**

## PERSONNEL

Salaries	\$245,500
IDES	\$1
Social Security	\$22,500
Municipal Retirement Fund	\$16,000
Health Insurance	\$95,000
Dental Insurance	\$1,500
Life Insurance	\$400
Tuition Reimbursement	\$1
<b>TOTAL PERSONNEL</b>	<u>\$380,902</u>

## CONTRACTUAL SERVICES

Conferences-Meetings	\$550
Accounting Services	\$9,000
Dues-Subscriptions	\$1
Print Management	\$1,850
General Insurance-Liability-Bond	\$7,500
Hearing Officer	\$1
Legal Services	\$1
Mileage-Travel-Lodging Expense	\$750
Postage	\$3,000
Printing-Publishing	\$300
Computer Tech Support	\$4,500
Staff Training	\$1,000
<b>TOTAL CONTRACTUAL SERVICES</b>	<u>\$28,453</u>

<b>COMMODITIES</b>	
Miscellaneous	\$1
Office Supplies/Sm. Equipment	\$3,500
<b>TOTAL COMMODITIES</b>	<u>\$3,501</u>

<b>CAPITAL OUTLAY</b>	
Computer Software Development	\$3,000
<b>TOTAL CAPITAL OUTLAY</b>	<u>\$3,000</u>

Contingencies	\$5,000
<b>TOTAL ADMINISTRATION</b>	<u>\$415,856</u>

**HOME RELIEF**

<b>CONTRACTUAL SERVICES</b>	
Medical Services	\$500
Ambulance-Paramedic Service	\$1,000
Client Utilities	\$10,000
Dental Services	\$1,000
Emergency Assistance Program	\$5,000
Food	\$60,000
Funeral and Burial Services	\$1
Client Health Insurance	\$500
Prescription Drugs	\$1,500
Shelter-Rent	\$100,000
<b>TOTAL CONTRACTUAL SERVICES</b>	<u>\$179,501</u>

<b>COMMODITIES</b>	
Personal Essentials	\$25,000
Transient	\$1,000
<b>TOTAL COMMODITIES</b>	<u>\$26,000</u>

<b>TOTAL HOME RELIEF</b>	<u>\$205,501</u>
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<b>TOTAL GENERAL ASSISTANCE FUND</b>	<u>\$621,357</u>
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<b>1. GENERAL TOWN FUND</b>	\$4,695,185
<b>2. GENERAL ASSISTANCE FUND</b>	\$621,357
<b>TOTAL</b>	\$5,316,542

Section 3: That each total is divided among the several objects and purposes specified and in particular amounts stated for each fund respectfully in Section 1 and Section 2 constituting the total appropriations & ending balance the amount of (\$5,316,542) five million three hundred and sixteen thousand five hundred and forty two for the fiscal year March 1, 2024 to February 28, 2025 and that Section 3 shall be and is the annual Appropriation Ordinance of this Township, passed by the Board of Trustees as required by law and shall be in full force effect from and after this date.

Section 4: A certified copy of the Budget & Appropriation Ordinance must be filed with the County Clerk within 30 days after adoption.

Adopted in a meeting assembled on March 26, 2024 by the Board of Trustees of the Town of Maine in the County of Cook, State of Illinois pursuant to a roll call vote as follows:

AYE	NAY	ABSENT	_____
AYE	NAY	ABSENT	_____
AYE	NAY	ABSENT	_____
AYE	NAY	ABSENT	_____
			Trustees
AYE	NAY	ABSENT	_____
			Supervisor
			_____
			Clerk



## Memo

**To:** Elected Officials

**From:** Dayna Berman, Administrator

**Date:** March 26, 2024

**Re:** Compensation Study

Please find attached Compensation Study Proposals obtained from McGrath Human Resources and for HR Resource.

(I am including the "Update" proposal I just received from McGrath as well as the original 2019 Compensation Study proposal from them).



Professional Proposal Prepared for  
**Maine Township**  
2024 Salary Schedule Market Update



**Submitted By:**  
**McGrath Human Resources Group**  
PO Box 865  
Jamestown, TN 38556

**Dr. Victoria McGrath, CEO**  
**victoriaphd@mcgrathconsulting.com**  
**815.728.9111**

**March 8, 2024**



To: Dayna Berman  
Administrator

From: Victoria J. McGrath, Ph.D.  
CEO

Date: March 8, 2024

Re: 2024 Salary Schedule Update

McGrath understands the Township is seeking an update to the Classification and Compensation System, and work to get it implemented. The update will be an engaging and collaborative process with Township leaders to identify the Township's desired compensation philosophy and strategy and update the recommended system to align with that defined compensation philosophy. The market update will include an external market analysis to identify the competitive market, along with a job analysis of new or changed positions.

Meet with Human Resources and/or Township administration to:

- ❖ Explore your organization's current compensation philosophy and desired position in the market.
- ❖ Discuss future needs.
- ❖ Review provided documents and data.
- ❖ Determine project communication expectations and strategies, project timeline, and identifiable milestones.

**External Market Survey.** McGrath consultants will prepare and conduct a tailored compensation survey specifically for this project. Data will be solicited for benchmarked positions and analyzed to determine the organization's relative position in the comparable market both on the whole as well as by job classifications. The Township's previous comparable organization list will be utilized.

**Salary Data Analysis.** When data is received through the market survey, the consultants will analyze the salary data and identify any trends or areas of concern regarding the Township's current salary as compared to the Market. The market survey collects minimum, midpoint, maximum, and incumbent salary information for each benchmark position; and other data points as needed. A statistical analysis is conducted on each dataset to ensure consistent and objective analysis. The outcome is then calculated into a ratio between the market and the Township to measure the Township's alignment against the market.

**Current Salary Schedule Analysis/Pay/Compression Analysis.** We will examine the status of your current/recommended compensation system. We analyze the structures and conduct a compression analysis and incumbent pay analysis. Not only will this analysis give guidance to the consultants for compensation and implementation recommendations, but it will also provide information to the Township regarding overtime, promotional and retention opportunities, internal equity, and how multiple pay plans are working together.

**Township Input.** Once the System is updated, the consultants will meet with Administration to review the draft Classification and Compensation System to identify any concerns prior to finalization. This provides an opportunity to discuss any changes in placement in the current system and/or ensure proper placement if the Systems are redesigned.

**Fiscal Impact/Implementation Strategy.** The consultants will have developed the initial detailed fiscal impact of the Compensation Systems for this meeting. The consultants will present implementation strategy options that fit the fiscal needs, culture, and compensation philosophy of the Township. We will work with the Township to assure that any phased approach fits with best practices and your fiscal realities.

**Executive Summary Report.** A summary report of the data findings and recommendations to the schedule will be developed and provided to Human Resources.

## Cost Proposal

---

McGrath Human Resources sets project fees based on the total project. Therefore, the fees listed below include all consulting professional fees, administrative costs, and other cost, excluding travel\*.

**Market Update**                      **\$7,455**

### **Terms of Payment**

Payment for the Project will be made in three (3) installments:

\$ 2,000 upon completion of the signed contract; and

\$ 5,455 plus any travel expenses upon submission of the final report.

All invoices are due within 30 days of receipt. Proposal cost is good for a minimum of 90 days from the date of this correspondence. Dr. Victoria McGrath is the individual with the authority to negotiate and contractually bind McGrath Human Resources in any type of negotiations and contracts.



**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	<a href="mailto:victoria@mcgrathhumanresources.com">victoria@mcgrathhumanresources.com</a>
Direct Email	<a href="mailto:victoriaphd@comcast.net">victoriaphd@comcast.net</a>
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:

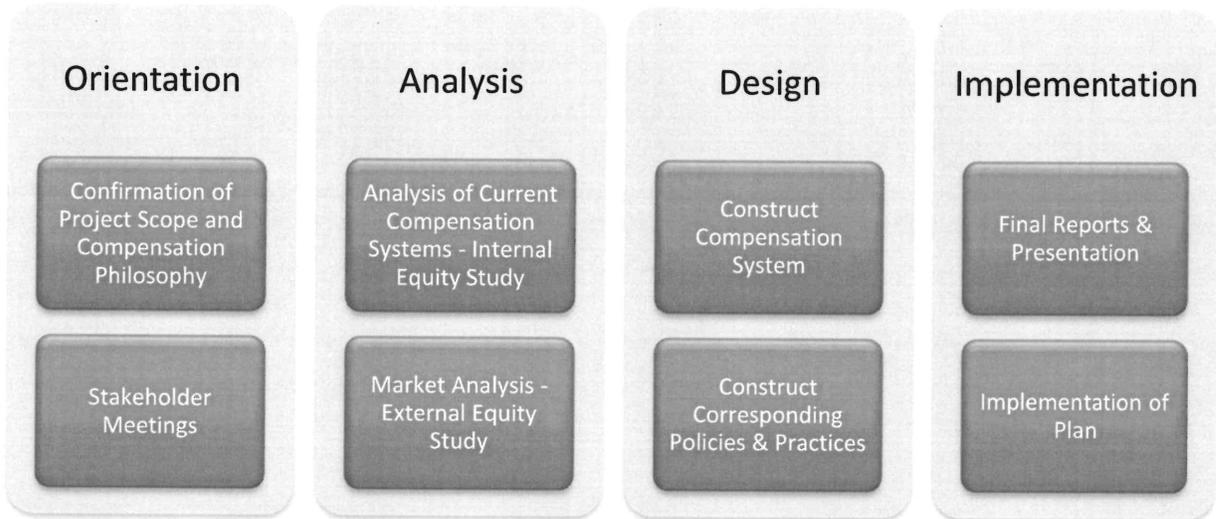
- ✓ Guide the Township in **creating or confirming your pay philosophy** including your desired position in the market, recognition of tenure, recruitment and retention priorities, usage of performance-based pay, and other aspects of a sound compensation philosophy.
- ✓ Develop a **cooperative plan of 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**.

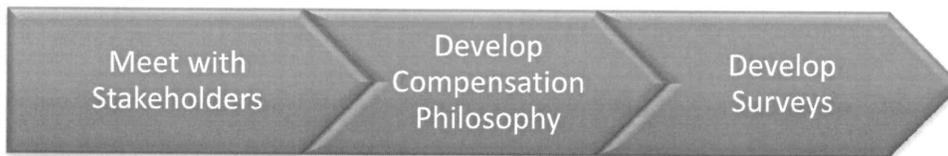
## Project Understanding

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



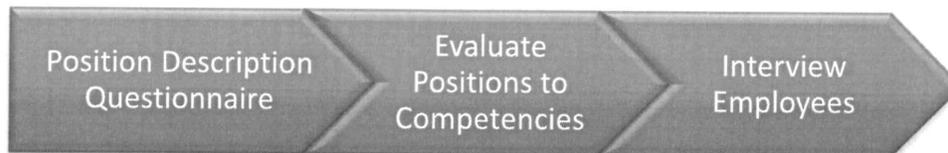
The first trip is an exciting and critical site visit. Because we do not have a “canned” compensation system/plan to mold you into, we want to meet with representatives of the Township to map out the project. ***A clearly defined game plan will result in a successful solution for your organization.***

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.

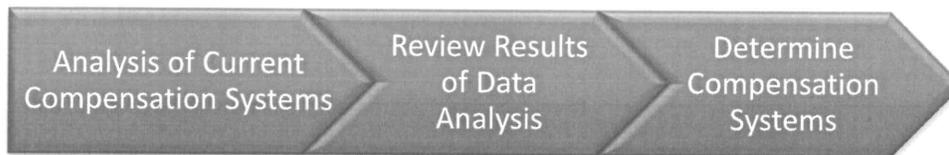
Data is solicited for the minimum, midpoint, and maximum salary, as well as the average salary of incumbents. This provides data as to the true market rate. Other pay practices are included in this comprehensive survey as desired and may include such practices as uniform allowance, shift differentials,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

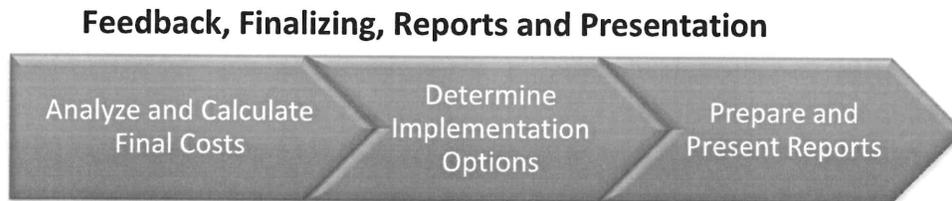
- ❖ Confirm approval of the recommended compensation philosophy.

- ❖ 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](http://www.mcgrathhumanresources.com).***

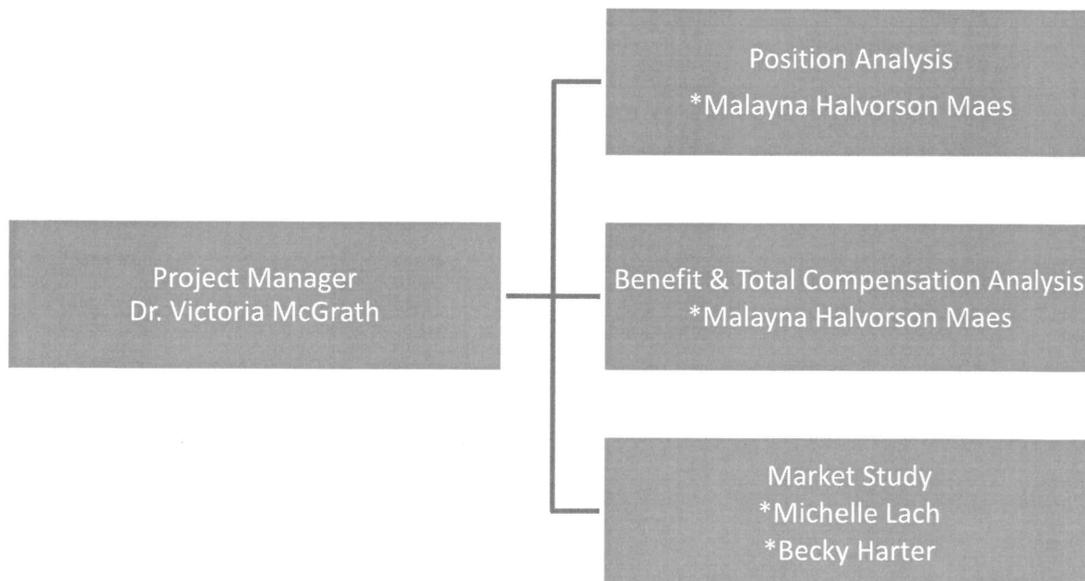
<p><b>City of Lake in the Hills, IL</b>          Contact: Anita Neville          Title: Human Resources Coordinator          Phone: 847-960-7423          Email: aneville@lith.org</p>	<p>Comprehensive compensation schedule of non-union and police union positions. Currently involved in job description project.</p>
<p><b>City of Park Ridge, IL</b>          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: <a href="mailto:khodge@parkridge.us">khodge@parkridge.us</a>	salary schedules for all union positions for use in contract negotiations.
<b>Village of South Elgin, IL</b> Contact: Megan Golden Title: Administrative Services Director Phone: 847-741-3894 Email: <a href="mailto:mgolden@southelgin.com">mgolden@southelgin.com</a>	Conducted a comprehensive compensation study in 2007 for all positions. This system was updated 2014-15 and again in 2018.
<b>Fox River Water Reclamation District, IL</b> 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.
<b>City of Northfield, MN</b> Contact: Michelle Mahowald Title: Human Resources Director Phone: 507-645-3012 Email: <a href="mailto:michelle.mahowald@ci.northfield.mn.us">michelle.mahowald@ci.northfield.mn.us</a>	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.
<b>Patton Township, PA</b> Contact: Larry Pegher Title: Finance Director Phone: 814-234-0271 Email: <a href="mailto:lpegher@twp.patton.pa.us">lpegher@twp.patton.pa.us</a>	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.
<b>Kent County, MI</b> Contact: Holly Hartley, CEEBS, CCP Title: HR Manager Phone: 616-632-7459 Email: <a href="mailto:holly.hartley@kentcountymi.gov">holly.hartley@kentcountymi.gov</a>	Comprehensive compensation study and pay plan redesign for all non-union employees. Hired in 2019 to conduct a compensation study for three (3) unions.
<b>St. Croix County, WI</b> Contact: Pat Thompson, County Administrator Phone: 715-331-5816 Email address: <a href="mailto:Patrick.thompson@co.saint-croix.wi.us">Patrick.thompson@co.saint-croix.wi.us</a>	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.
<b>Barron County, WI</b> Contact: Rachel Ritchie Title: Human Resources Director Phone: 715-537-6825 Email: <a href="mailto:rachael.ritchie@co.barron.wi.us">rachael.ritchie@co.barron.wi.us</a>	Conducted Performance Evaluation training for supervisors in 2016. Rehired in 2017 to develop new compensation system.
<b>Portage County, WI</b> Contact: Laura Belinger Tess Title: Human Resources Director Phone: 715-346-1327 Email address: <a href="mailto:belangl@co.portage.wi.us">belangl@co.portage.wi.us</a>	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.
<b>Douglas County, WI</b> Contact: Linda Corbin Title: Human Resources Manager Phone: 715-395-1429 Email: <a href="mailto:Linda.Corbin@douglascountywi.org">Linda.Corbin@douglascountywi.org</a>	Comprehensive compensation schedule was updated based upon market updates and implemented new internal comparability indicators into existing Schedule. This project occurred in 2017/2018.
<b>City of Kirkwood, MO</b> Contact: Georgia Ragland Title: Assistant Chief Administrative Officer Phone: 314-822-5809 Email: <a href="mailto:raglangl@kirkwoodmo.org">raglangl@kirkwoodmo.org</a>	Comprehensive compensation schedule of union and non-union positions was developed into three (3) classification systems.
<b>City of Oak Ridge, TN</b> Contact: Bruce Applegate Title: Administrative Services Director Phone: 865-425-3563 Email: <a href="mailto:bapplegate@oakridgetn.gov">bapplegate@oakridgetn.gov</a>	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.
<b>City of Clayton, MO</b> Contact: Janet Watson Title: Finance and Administration Director Phone: 314-290-8445 Email: <a href="mailto:jwatson@claytonmo.gov">jwatson@claytonmo.gov</a>	Comprehensive compensation analysis of all positions within the City. Created a system that placed individuals at the 60 <sup>th</sup> percentile. Utilization of an employee committee for review and approval of all comparable data. Rehired to develop job descriptions. Clayton is in the St. Louis metropolitan region. Rehired to update schedule in 2019
<b>Clearfield City, UT</b> Contact: Summer Palmer Title: Assistant City Manager Phone: 801-525-2701 Email: <a href="mailto:summer.palmer@clearfieldcity.org">summer.palmer@clearfieldcity.org</a>	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.
<b>City of Marshfield, WI</b> Contact: Jennifer Rachu Title: Human Resources Manager Phone: 715-486-2004 Email: <a href="mailto:Jennifer.rachu@ci.marshfield.wi.us">Jennifer.rachu@ci.marshfield.wi.us</a>	Comprehensive compensation study for non-union employees, and compensation recommendations for Police and Fire (union) for collective bargaining purposes.

<p><b>Town of Berwyn Heights, MD</b>  Contact: Jessica Cowles  Title: Town Administrator  Phone: 301-474-5000  Email: <a href="mailto:jcowles@town.berwyn-heights.md.us">jcowles@town.berwyn-heights.md.us</a></p>	<p>Performed a compensation study, developed job descriptions, an employee handbook, and a performance evaluation process.</p>
<p><b>City of Arlington, WA</b>  Contact: Paul Ellis  Title: City Manager  Phone: 360-403-3447  Email: <a href="mailto:pellis@arlingtonwa.gov">pellis@arlingtonwa.gov</a></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><b>City of Marysville, WA</b>  Contact: Gloria Hirashima  Title: Chief Administrative Officer  Phone: 360-363-8000  Email: <a href="mailto:ghirashima@marysvillewa.gov">ghirashima@marysvillewa.gov</a></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><b>City of Rochester Hills, MI</b>  Contact: Pam Gordon  Title: Human Resources Director  Phone: 248-656-4708  Email: <a href="mailto:gordonp@rochesterhills.org">gordonp@rochesterhills.org</a></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 2<sup>nd</sup> 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

Bowling Green State University  
 Bachelor of Arts – Communication and Organizational Development

**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](http://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.

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PROPOSAL:

# MAINE TOWNSHIP

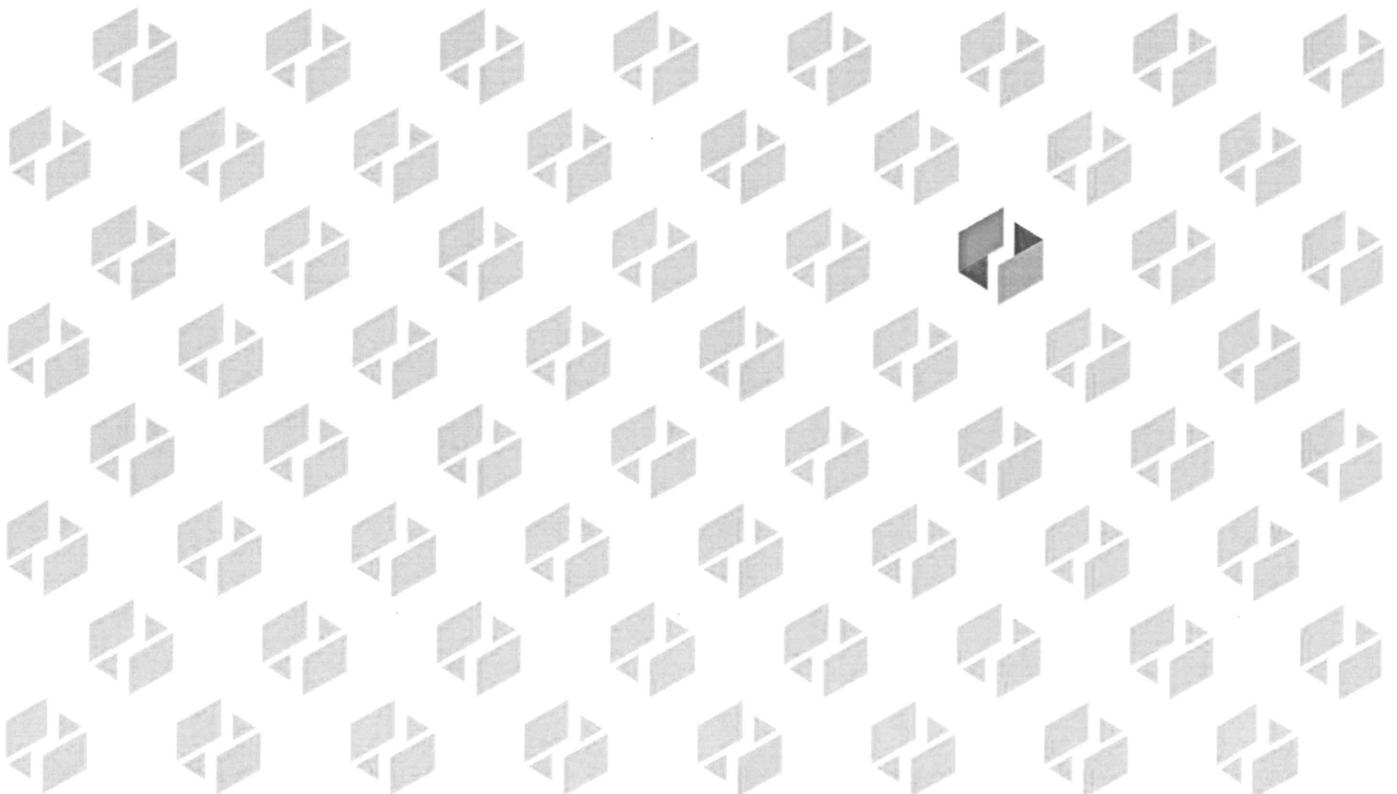
## Market Benchmarking Analysis & Structure Development Project

February 8, 2024

SUBMITTED BY:

Kathryn O'Connor, PHR, SHRM-CP, CCP, GRP  
Director, Compensation Services

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## About HR Source

HR Source has been a leader in providing service to employers for over a century. Through the years, HR Source has directed all of its efforts towards achieving a single purpose – to keep organizations strong, prosperous, and competitive by partnering to strengthen their human resource practices. Today, our strong and growing not-for-profit organization serves a diverse array of over 1,200 employers, including manufacturers, public employers, financial service providers and social service agencies.

HR Source delivers timely information, local and national benchmarking data, first-rate educational programs, forums for member networking and a menu of solutions to current management challenges. Our services focus on complying with complex regulations, attracting, and retaining talent, training employees to keep pace with today's constantly changing work environment, and building relationships with other employers and valuable resources.

HR Source's dedicated and experienced staff strive to provide our members and clients with the most current information, counsel, and best practices available. We believe the human side of the organization is the key differentiating factor and we endeavor to offer employers effective and efficient services which allow them to thrive.

## Our Unique Capabilities

HR Source has been conducting compensation, benefits, and human resource policy surveys since the early 1930's. The compensation analysts of HR Source use an analytical approach that utilizes this market data to create solutions that are focused on business strategy and regulatory compliance.

Organizations turn to HR Source for compensation and benchmarking services for many reasons including:

- HR Source is staffed with WorldatWork certified compensation experts who perform all work in-house.
- Our staff provides members/clients objective service free from internal pressures and influences.
- HR Source has a robust survey library and performs all work using valid, reliable data sources.
- Our analysis of current pay practices, with recommendations to help organizations achieve planned objectives, is delivered with all projects.
- HR Source is an ongoing resource for members to contact regarding compensation administration issues.

## Our Approach

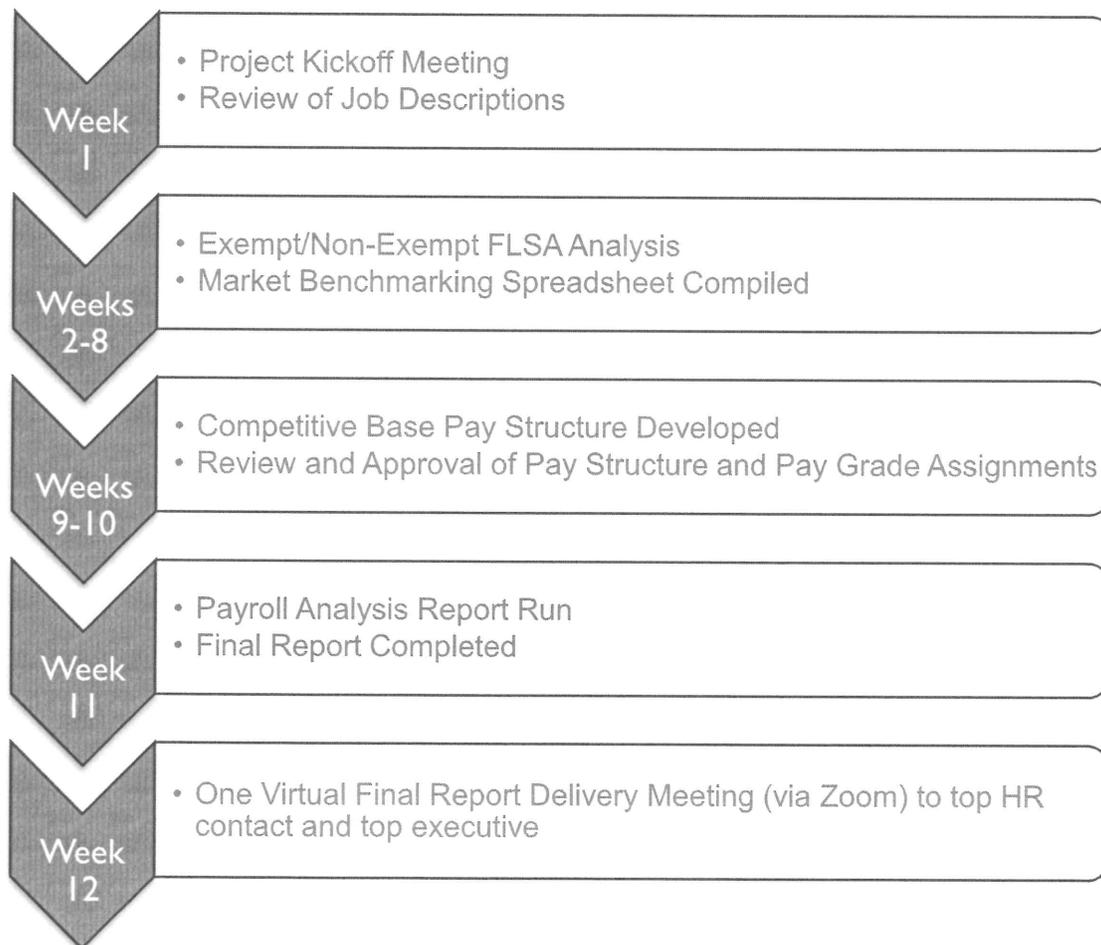
HR Source offers comprehensive market benchmarking services which include a review of the employer's compensation strategy, an analysis of the market using published salary surveys, and an analysis of current pay practices.

Milestone project steps are detailed below.

- Current job descriptions will be provided by the member/client which indicate essential job functions (including supervisory responsibilities, if applicable), and knowledge, skill, and ability requirements.
- The member/client and consultant will discuss the organization's compensation philosophy, survey sources, and comparable market to be used when finding appropriate position benchmarks.
- The analyst will calculate one competitive base pay structure based on an analysis of the marketplace as obtained from available surveys.
- The analyst will conduct an analysis of the organization's current pay levels and costs associated with implementing the proposed structure.
- If requested, the analyst will review the exemption status of each position under the Illinois Minimum Wage Law and the federal Fair Labor Standards Act.

## Timeline\*

Below is a proposed timetable. Should Maine Township agree to move forward with this project, a mutually agreeable timetable may be developed after the signed Letter of Agreement is received by HR Source.



\*There will likely be several weeks and/or months before the project can commence. To forward, we recommend returning a fully executed service agreement as soon as possible to secure a place in the HR Source work queue.

## Investment

The scope of the project represents all time and activities involved in the market benchmarking study.

**Up to 30 positions (Member Rate) . . . . . \$11,250.00**

To be eligible for member rates, an organization must be a member during the entire course of the project.

Project costs are based on the approximate number of jobs in the study as provided. After the project has begun, changes to the methodology or organizational demographics may result in additional fees. Once the competitive pay structure and pay grade assignments have been approved by the member/client, HR source will finalize all project documents. Any requests for changes once the project documents have been finalized will be subject to an hourly rate of \$200/hour. The costs and conditions set forth are valid for a period of ninety (90) days.

This estimate does not include the cost of obtaining industry specific survey data for sources other than those currently available to HR Source. At this time HR Source has access to general for-profit and non-profit survey data. The HR Source survey library does not include benchmarking surveys specific to villages/townships/municipalities. If the member/client wishes to include industry-specific survey data in the project additional benchmarking surveys may need to be sourced. Should a charge for this survey data be applicable, HR Source will contact the Maine Township for written authorization prior to proceeding.

## Project Team

### **Kathryn O'Connor, PHR, SHRM-CP, CCP, GRP**

*Director, Compensation Services*

Kathryn O'Connor, PHR, SHRM-CP, CCP, GRP consults with clients on job evaluation systems, compensation system design, and on using survey data to benchmark compensation practices. Clients have included health and recreation agencies, libraries, non-profit and for-profit organizations. Kathryn also provides compensation, human resource, and supervisory/management training services for member organizations as a consultant and via the HR Hotline.

Kathryn O'Connor has worked in human resources over 15 years. Ms. O'Connor holds a Bachelor of Arts in Economics from Northwestern University. She is a Professional in Human Resources (PHR) as designated through the Human Resource Certification Institute (HRCI) and a certified professional through the Society of Human Resources Management. Additionally, she holds a Certified Compensation Professional (CCP) and Global Remuneration Professional (GRP) certificate through WorldatWork.

### **Joy Lynn Hyer, SPHR, SHRM-SCP, CCP**

*Senior Compensation/Survey Analyst*

Joy Lynn Hyer, SPHR, SHRM-SCP, CCP consults with clients on job evaluation systems, compensation system design and on using survey data to benchmark compensation practices. Client industries have included health and recreation centers, libraries, manufacturing, professional services in both non-profit and for-profit organizations. Joy Lynn also provides assistance to member organizations in human resources via the HR Hotline and administers and analyzes employee and customer satisfaction/ engagement surveys.

Joy Lynn has worked in human resources over 15 years and holds a Bachelor of Arts from California State University, Long Beach. She is a Senior Professional in Human Resources (SPHR) as designated through the Human Resource Certification Institute (HRCI), and a senior certified professional through the Society of Human Resources Management (SHRM-SCP). Additionally, she holds a Certified Compensation Professional (CCP) certificate through WorldatWork.

# Letter of Agreement

February 8, 2024

HR Source agrees to offer the proposed compensation services for:

Member / Client Organization: Maine Township  
Contact Name: Ruba Al Ayed, HR Generalist  
Address: 1700 Ballard, Rd., Park Ridge, IL 60068  
Telephone: 847-297-2510 x269

Services to be offered: Per the proposal dated February 8, 2024, Market Benchmarking and Structure Development for up to 30 positions.

In exchange for these services, the above organization agrees to pay \$11,250. Prices may fluctuate if the project deviates from the project overview and scope as outlined above and are contingent with active membership with HR Source.

It is hereby understood and agreed that the parties to this agreement have the authority to enter into this agreement on behalf of their organizations and that the organizations will be bound by the explanation of procedures and fees described in this agreement.



\_\_\_\_\_  
HR Source Authorization

2/8/2024  
Date

\_\_\_\_\_  
Maine Township Authorization

\_\_\_\_\_  
Date

**SUPERVISOR'S ANNUAL REPORT – GENERAL TOWN FUND**

The following is a statement by Karen J. Dimond, Supervisor of the Township of Maine in the State of Illinois and the County of Cook, of the public funds received and expended by her during the year just closed, ending February 29, 2024 showing the amount of funds received and from what sources received, the amount of public funds expended and for what purpose expended, during the fiscal year ending as aforesaid.

The said Supervisor, being duly sworn, doth depose and say that the following statement by her subscribed is a correct statement of the amount of public funds on hand at the commencement of the fiscal year above stated, the amount of public funds received and the sources from which received and the amount expended and the purpose for which expended as set forth in such statement.

Subscribed and sworn to before me on this 26<sup>th</sup> day of March, 2024.

<b>Clerk</b>		<b>Supervisor</b>
<b><u>RECAPITULATION (UNAUDITED)</u></b>		
BEGINNING FUND BALANCE		\$ 3,919,844
REVENUES		
Property Taxes		4,105,170
Corporate Replacement Taxes		216,080
Earnings on Investments		30,665
MaineStay Fees		58,810
Charges for Services		55,101
Mainstreamers Senior Services		404,995
Food Pantry Cash Donations		29,987
Other Income		97,972
Sale of Capital Assets		26,172
Total Revenues		5,024,952
EXPENDITURES		
Administration		1,731,864
Assessor		388,477
Clerk		238,255
Office of Emergency Management		21,896
MaineStay/Youth/Family Services		501,680
Mainstreamers Senior Services		816,301
Mental Health and Community Services		477,500
Total Expenditures		4,175,973
TOTAL RECEIPTS		5,024,952
TOTAL EXPENDITURES		4,175,973
EXCESS (DEFICIT)		848,979
ENDING FUND BALANCE		\$ 4,768,823

Receipt of this report is hereby acknowledged March 26, 2024.

\_\_\_\_\_  
Trustee

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Trustee

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Trustee

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Trustee

**SUPERVISOR’S ANNUAL REPORT – GENERAL ASSISTANCE FUND**

The following is a statement by Karen J. Dimond, Supervisor of the Township of Maine in the State of Illinois and the County of Cook, of the public funds received and expended by her during the year just closed, ending February 29, 2024 showing the amount of funds received and from what sources received, the amount of public funds expended and for what purpose expended, during the fiscal year ending as aforesaid.

The said Supervisor, being duly sworn, doth depose and say that the following statement by her subscribed is a correct statement of the amount of public funds on hand at the commencement of the fiscal year above stated, the amount of public funds received and the sources from which received and the amount expended and the purpose for which expended as set forth in such statement.

Subscribed and sworn to before me on this 26<sup>th</sup> day of March, 2024.

Clerk	Supervisor
<b><u>RECAPITULATION (UNAUDITED)</u></b>	
BEGINNING FUND BALANCE	\$ 957,833
REVENUES	
Property Taxes	836,441
Earnings on Investments	3,171
Social Security Reimbursement	10,961
Energy Assistance	28,192
Total Revenues	878,765
EXPENDITURES	
Administration	348,313
General Assistance	127,922
Total Expenditures	476,235
TOTAL RECEIPTS	878,765
TOTAL EXPENDITURES	476,235
<i>EXCESS (DEFICIT)</i>	402,530
ENDING FUND BALANCE	\$ 1,360,363

Receipt of this report is hereby acknowledged March 26, 2024.

\_\_\_\_\_  
Trustee

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Trustee

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Trustee

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Trustee

**HIGHWAY COMMISSIONER'S ANNUAL REPORT – ROAD AND BRIDGE FUND**

Of the road district of the Township of Maine in the State of Illinois and County of Cook for the fiscal year ending February 29, 2024.

To the Board of Trustees of Maine Township:

In compliance with the provisions of Sections 6-201.15 of the Illinois Highway Code, I submit to you my annual report as follows, showing:

- 1) The amount of road money received by me and a full and detailed statement as to how and where expended and the balance, if any unexpended.
- 2) The amount of liabilities incurred and not paid. (If such liabilities are undetermined, they are estimated) and the determined and estimated amount owing to each creditor.
- 3) Inventory of all tools having a present value in excess of \$200, machinery & equipment owned by the district and the state of repair of these tools, machinery and equipment.
- 4) Any additional matter concerning the roads which I consider proper and expedient to report.

Clerk	Supervisor
<b><u>RECAPITULATION (UNAUDITED)</u></b>	
BEGINNING FUND BALANCE	\$ 4,040,161
REVENUES	
Property Taxes	2,369,627
Corporate Replacement Taxes	216,088
Earnings on Investments	25,488
Permit Income	7,080
Other Income	19,370
Sale of Capital Assets	68,715
Total Revenues	2,706,368
EXPENDITURES	
Administration	373,508
General Road Maintenance	383,004
Permanent Roads	1,336,757
Equipment/Building/Offsite Storage	223,798
Other (Social Security \$43,069; Insurance \$56,431; Illinois Municipal Retirement Fund \$34,545)	134,045
Total Expenditures	2,451,112
TOTAL RECEIPTS	2,706,368
TOTAL EXPENDITURES	2,451,112
EXCESS (DEFICIT)	255,256
ENDING FUND BALANCE	\$ 4,295,417

Amount of liabilities incurred and not paid as of 02/29/2024: \$ -

Receipt of this report is hereby acknowledged March 26, 2024.

\_\_\_\_\_  
Trustee

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Trustee

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Trustee

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Trustee

\_\_\_\_\_  
Highway Commissioner

**LIST OF CREDITORS**  
**MAINE TOWNSHIP – ROAD DISTRICT**

**ACCOUNTS PAYABLE:**

<u>VENDOR NAME</u>	<u>AMOUNT</u>
NONE	\$ -
TOTAL	<u>\$ -</u>

Receipt of this report is hereby acknowledged March 26, 2024.

\_\_\_\_\_  
**Supervisor**

\_\_\_\_\_  
**Trustee**

\_\_\_\_\_  
**Highway Commissioner**

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**Trustee**

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**Trustee**

\_\_\_\_\_  
**Clerk**

\_\_\_\_\_  
**Trustee**

**Maine Township Road District  
Ed Beauvais, Highway Commissioner**

Inventory of all tools having a present value in excess of \$200.000, machinery and equipment owned by the district and state of repair of these tools, machinery and equipment.

Quantity	Year	Make	Model	Item	Condition
Two	2022	Lenovo	Think Centre PC	Computer MJ0GEC6D/MJ0GECA0	Good
Two	2019	Dell	Inspiron 3471	Computer & Monitor	Poor
One	2019	Dell	Inspiron 167000	Laptop	Fair
One	2022	Epson	Epson - EcoTank	Printer, Copier Fax Machine	Good
One		Verizon	iPhone 12	Office/Field Phone	Good
One		Verizon	iPad	Office/Field Phone	Good
Ten		Motorola	Mobile	Vehicle Radios With One Base Station w/Console	Good
One	2007	Tsurumi	H52-45	2' Submersible Pump	Good
One	2023	Epson	Epson - EcoTank	Printer, Copier Fax Machine	Good
One	2023	Samsung	S24	Office/Field Phone	Good
One		Stihl	TS500I	Concrete Cut Off Saw	Good
One		Miller	Welder	Miller multimatic 220 AC/DC	Good
One		Honda	HRX	Push Mower	Good
One		Stihl	MS151TC	Chainsaw	Good
One	2008	1025 Gallon	49X139	Tank for Calcium Chloride	Good
One		Stihl	MS194T	Chainsaw	Good
One	2015	Millermatic	250 MF470275N	Welder	Good
One		Champion	VR3	Air Compressor	Poor
One		Stihl	MS150TC	Chainsaw	Good
One	1995	Hotsy		Pressure Washer	Poor
One		Stihl	MS260	Chainsaw	Poor
Two			Two 2" and Two 3"	Pumps	Fair
Two	2007	Honda	HOQEB3000CKAG	3000 Watt Commercial Generators	Fair
One		Stihl	MS362C	Cut off saw	Good
One		PGLGradelight	RTGA1948	Pipe Laser, case,stand and two Inserts	Good
One	2007	Atlas Bobcat	30C	Auger Drive with Frame and Bit	Good
One	2007	Atlas Bobcat	72"	Industrial Bucket Grapple	Good
One		Stihl	MS462C	Cut off saw	Good
One		JRB	1.5 Cu Yd	Bucket	Good
One	1999	Honda	EB11000	Electric Generator	Good
Two	1999		Above Ground	Gas Tanks	Fair
One		JRB		Pallet Fork	Good
One		Stihl		Extended Bush Trimmer	Good
One		JRB	GP	Bucket	Good
One		Flink	V	Snow Plow	Good
One		Stihl	GS451		Good
One	2022	John Deere	Gator XVV835M	XUV	Good
Two		Force	P10CAM8205TE	Trailers	Good
One	2023	Cam	Superline	Superline Trailer	Good
One	2012	Bobcat	SB240 #713101683	Snowblower	Fair
One	2012	Bobcat	SBX240 #A00F00920	Snowblower	Good
Four	2017	John Deere	85G	Buckets (12, 24, 36, 60)	Good
One		JRB	4&1	Bucket	Good
One	2009	Husqvarna	Fs3500G	Gas Powered 26" Walk Behind Saw with 1 Wet Blade	Good
One	2017	IR	179308 U89 172	Compressor	Good
One	2017	indecko		Breaker	Good
One		Wacker	2" Model PT2A #24258324	Pump	Poor
One	2004	Atlas Bobcat	AL-9070	Planer with Fast Cut Drum	Fair
One	2004	Bomag	BW120-3	Asphalt Roller	Poor
One	2006	Spaulding	Hot Box	Trailer	Fair
One	2022	Ford	F450 #24	Truck with plow and spreader	Good
Two	2001	Morbark	#13 and 14	Chippers	Good
One	2000	John Deere	410E	Backhoe Loader w 4 /Pavement & Ditch Buckets	Good
One	1998	John Deere	444H	End Loader with Attachments	Fair
One	2022	Ford	F150	Truck with plow	Good
One	2019	Elgin Pelican	Sweeper Vehicle #5	Street Sweeper	Good
One	2017	Ford	F350 Vehicle #9	Pick Up Truck with plow	Good
One		Jet	HVBS-712D	Band Saw	Good
One	2006	International	7400 Vehicle #19	6X4 Dump Truck with snow plow and spreader	Poor
One	2006	International	7400 Vehicle #20	4X2 Dump Truck with Snowplow & Salt Spreader	Fair
One		Husqvarna	FS400LV	Walk Behind Saw	Good
One	2009	International	7400 Vehicle #22	4X2Hibilt 10' Dump Truck with plow & Salt Spreader and scraper	Good
One	2005	Ford	F450 Vehicle #23	Boom Truck	Good
One	2018	Ford	F450 Vehicle #26	Dump Truck with Plow and Spreader	Good
One	2021	International	HV507- SFA Vehicle #27	4 x 2 Dump Truck with snowplow, salt spreader, & scraper	Good
One		Ammann	16/50	Tamper	Good
One	2003	Cronkhite	3612	Trailer	Poor
One	2021		T26 #31	Track Loader w/ attachments	Good
One		Lift Truck	Model H50FT	Fork Lift	Good
Two		Barns		6" Pumps	Poor
One		Husky		Tool Box	Good
One	2020	Imperial	WB-14-20	New Trailer	Good
One		Husqvarna	450R-REO	Banner Line 30-inch Concrete Blade	Good
One		Stihl	HT131	Pole Saw	Good
One		Stihl	HL94	Trimmer	Good
One		Milwaukee	M-18	Cordless Chain Saw	Good
One		Milwaukee	M-18	Cordless Polesaw	Good
One	2022	Bobcat	Skidsteer	Bobcat with attachments	Good
One	2022		E10	Excavator with attachments	Good

Submitted to the Town Board March 26, 2024

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Highway Commissioner

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Trustees



# Peter Gialamas

Clerk

## CLERK'S SERVICES FOR THE YEAR 2024

**Supervisor**  
Karen J. Dimond

**Clerk**  
Peter Gialamas

**Assessor**  
Susan Moylan Krey

**Highway Commissioner**  
Ed Beauvais

**Trustees**  
Kimberly Jones  
Kelly Horvath  
James Maher  
Asif Malik

**General Offices**  
1700 Ballard Road  
Park Ridge, Illinois 60068  
847-297-2510  
847-297-1335 Fax

**Highway Department**  
1401 Redeker Road  
Des Plaines, IL 60016  
847-295-5225  
847-2978723 Fax

Month	Voter Registr.	Handic. Cards	Hunting & Fishing	RTA Passes	Passport Applic.	Neighbor Neighbor	Notary Public	Garbage Stickers	MaineLines Tickets	License Plate Stckrs	TOTAL										
January	3	0	1	0	0	8	16	170	160	5	427	31	16	12	17	45	20	11	0	286	656
February	2	1	1	0	24	179	145	1	409	33	5	17	33	5	32	4	15	19	0	705	194
March	0	0	0	0	0	0	17	178	175	0	0	11	0	0	32	0	0	0	0	0	429
April	0	0	0	0	0	0	27	164	1	0	0	30	0	0	149	0	0	0	0	0	385
May	0	0	0	0	0	0	30	181	0	0	0	47	0	0	281	0	0	0	0	0	549
June	0	0	0	0	0	0	24	150	430	0	0	34	0	0	220	0	0	0	0	0	918
July	0	0	0	0	0	0	25	152	23	0	0	18	0	0	203	0	0	0	0	0	483
August	0	0	0	0	0	0	36	172	1	0	0	50	0	0	209	0	0	0	0	0	517
September	0	0	0	0	0	0	22	129	1	0	0	59	0	0	140	0	20	0	0	0	401
October	0	0	0	0	0	0	15	140	524	0	0	32	0	0	89	0	151	0	0	0	987
November	0	0	0	0	0	0	17	136	5	0	0	26	0	0	256	0	5	0	0	0	470
December	0	0	0	0	0	0	16	113	0	0	0	13	0	0	89	0	15	0	0	0	263
<b>TOTAL</b>	<b>5</b>	<b>2</b>	<b>1</b>	<b>32</b>	<b>349</b>	<b>414</b>	<b>64</b>	<b>45</b>	<b>49</b>	<b>30</b>	<b>183</b>	<b>991</b>	<b>6,252</b>								

\* The numbers in the second row indicate services provided in the year 2023

\* Fishing License Commission \$ 0.50

\* Passports Processing Fee \$ 4,130.00

\* License Plate Sticker Commission \$ 96.90

# Cathleen Ryder

---

**From:** noreply  
**Sent:** Tuesday, March 19, 2024 8:58 AM  
**To:** Cathleen Ryder  
**Subject:** Comcast Business voicemail from [REDACTED], ROBE  
**Attachments:** voicemail.wav

CAT RYDER



**Comcast Business Voicemail from  
ROBE.**

*1 minute 48 seconds*

Hi this is Patty [REDACTED] wall check 847- [REDACTED] I just wanted to call you cat and thank you very much for sending me the application I needed in a timely matter for the mail ballot application and I'm very very pleased to say that I got my application I mean my ballot yesterday and mailed that yesterday in the mail. So I made the deadline. I think you very much for the quick response and KR that you took providing me mail and mailing me a mail application in order for me to be able to vote. I am bed bound and I'm able to walk at this moment and I just really thank you because voting is very important to me. So I thank you very very much. If Pete feel on this is your boss please let him know what a great job you did and how happy you made your customer. Thank you. You have a great day and Happy Easter. May you be blessed that I that that that.

This is a service-related email. Comcast will occasionally send you service related emails to inform you of service upgrades or new benefits. Services and features are subject to Comcast's standard terms and conditions of service and are subject to change.

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One Comcast Center  
1701 JFK Blvd  
Philadelphia, PA 19103-2838  
Attn: Comcast Interactive Media



# Maine Township Assessor's Office 2024 Monthly Summary of Taxpayer Services

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
Calls	316	712	448	0	0	0	0	0	0	0	0	0	1476
Visits	175	798	1054	0	0	0	0	0	0	0	0	0	2027
Permits	496	809	79	0	0	0	0	0	0	0	0	0	1384
Welcome letters	0	0	0	0	0	0	0	0	0	0	0	0	0
Cert. of Errors	92	261	57	0	0	0	0	0	0	0	0	0	410
HO	0	0	0	0	0	0	0	0	0	0	0	0	0
Senior	0	0	0	0	0	0	0	0	0	0	0	0	0
Freeze	0	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0	0
Vets	0	0	0	0	0	0	0	0	0	0	0	0	0
Waivers	0	0	0	0	0	0	0	0	0	0	0	0	0
Treasurer Apply for Overpayment	2	0	0	0	0	0	0	0	0	0	0	0	2
Name/Address Appeals	31	25	8	0	0	0	0	0	0	0	0	0	64
Prop. Loc	0	0	0	0	0	0	0	0	0	0	0	0	0
Exempt Inq.	0	0	0	0	0	0	0	0	0	0	0	0	0
Assessment Inq.	1	0	0	0	0	0	0	0	0	0	0	0	1
C/E \$ Saved Taxpayers			404759.6										\$ 404,759.57

z: Assessor/2024 Yearly Summary of Taxpayer Services\_ by month

Updated 3/11/2024

**STATISTICAL REPORT  
GENERAL ASSISTANCE DEPARTMENT  
FEBRUARY, 2024**

**I. GENERAL ASSISTANCE CASES:**

1. CASES OPENED	_ 0 _
2. CASES ONGOING	_ 12 _
3. CASES PENDING	_ 6 _
4. CASES CLOSED	_ 0 _
5. TOTAL INDIVIDUALS RECEIVING GENERAL ASSISTANCE	_ 12 _

**II. ADVOCACY:**

1. QMB – QUALIFIED MEDIACL BENEFICIARY PROGRAM	_ 0 _
2. GENERAL PUBLIC AID ADVOCACY (TO INCLUDE CASH ASSISTANCE AND MEDICAID)	_ 15 _
3. COMMUNITY RESOURCE ADVOCACY REFERRALS	_ 27 _

**III. SUBURBAN PRIMARY ACCES TO CARE INTAKE:**

1. MONTHLY INTERVIEWS/APPLICATIONS FILED	_ 2 _
--	-------

**IV. SENIOR INFORMATION AND ASSISTANCE:**

1. SHIP, MEDICARE, AND MEDICARE D INTERVIEWS	2 _
2. BENEFIT ACCESS MONTHLY APPLICATION INTERVIEWS	64 _
3. FREE TELEPHONE/BILL REDUCTION APPLICATION INTERVIEWS	2 _
4. VETERANS ADMIN. ASSIST REFERRAL	0 _
5. SECTION 8 HOUSING	2 _

**V. CEDA PROGRAMS/ LIHEAP – ENEGRY ASSISTANCE**

<b><u>APPLICATION INTERVIEWS:</u></b> (which includes Share the Warmth, PIPP, DVP, RA [Reconnect Assistance], Furnace, And Weatherization)	179 _
--	-------

**VI. MAINELINES (MAINE TOWNSHIP TAXI CAB VOUCHER PROGRAM):**

1. NEW APPLICATIONS ACCEPTED	_ 1 _
2. MONTHLY INTERVIEWS	_ 1 _
3. MAINELINES TICKETS SOLD THIS MONTH	_ 0 _
4. TOTAL MONEY COLLECTED FOR TICKETS SOLD (YEAR TO DATE) ( _____ 1 <sup>ST</sup> - _____ 30 <sup>TH</sup> /31 <sup>ST</sup> )	\$ 0.00

## General Assistance Monthly Report

FEBRUARY, 2024

Kathy Sabbini

### General Assistance:

We opened 0 General Assistance cases and closed 0 case last month. We are up to 12 clients currently. Pending 1 One -Time Emergency Rent case.

### Advocacy/QMB,SNAP and Medicaid

In February, we helped 15 residents with various forms of Public Aid (Food Stamps ,Medicaid and Cash Assistance )this includes help with their redeterminations on their Food Stamps (SNAP) and Medicaid cases and new applications.

In the month of February, we referred 9 clients to our Food Pantry and others pantries in our area

### Benefit Access:

We assisted 64 clients for Benefit Access. This is a program which grants a reduced rate on license plate stickers and a free or reduced transit card to qualifying residents. We also encourage our clients to purchase the license plate sticker in the Clerk's office as an easy way for seniors and disabled residents.

### CEDA/LIHEAP:

\_\_The LIHEAP (for electric and gas assistance) has been opened since October,2023. We are still serving clients from Maine Township area and within Cook County with Liheap, RA and PIPP Recertifications. Currently, the Weatherization program is still in progress through CEDA still available for low income - eligible homeowners and renters to make their homes more energy efficient.

### Senior Information and Assistance

Tricia, our newest Senior Disability & Advocate has been busy training and currently helping residents with Public Aid, Benefit Access ,Liheap, Access To Care for right now. Training for Medicare/ Ship will be happening soon for Tricia between April and May,2024. Also, she is busy with learning about other agencies and giving out various referrals for the residents either by appointment or walk in.

**Maine Township Code  
Enforcement Office**

**To:** Elected Officials  
**From:** Nader Ghazaleh, Code Enforcement Officer  
**CC:** Dayna Berman, Administrator  
**Date:** 3/19/2024

---

As we come out of winter, and head into spring, I have had residents putting in numerous complaints. Some of which have been about a couple falling fences. I'm working on trying to come up with a solution between neighbors on who really owns the fence, on Aspen Ln. I'm working with Building and Zoning Inspectors, to come up with a solution. It seems neither neighbors will take ownership. A plat of survey will make the decision, and hopefully will be able to settle the problem. During the course of this past winter, it was very hard on trees, causing the Township a mess as I have been busy writing deficiencies for residents to remove dead trees. April starts branch pick up which should help clean up winters mess. On Western Ave, I had a huge garbage mess in which a resident loaded his driveway with large amounts of debris. A citation was issued for failure to clean up property, creating an eyesore to the Township and neighbors.

I have started patrolling behind Flood Brothers in certain areas, to insure and assist that they don't pass up accumulating garbage and debris. My huge areas of concern are Dee Road, Sumac, Sumac alley, Noel, and Robin Drive. I would like to see them take a more positive approach to serving us in the future. This will help insure Maine Township a cleaner look. There is not much to report regarding the Noel fire site. One of the residents is selling his property, which could force new owners to demo the property.

March Deficiency's: 19

March tickets issued: 16

## MAINSTREAMERS HIGHLIGHTS

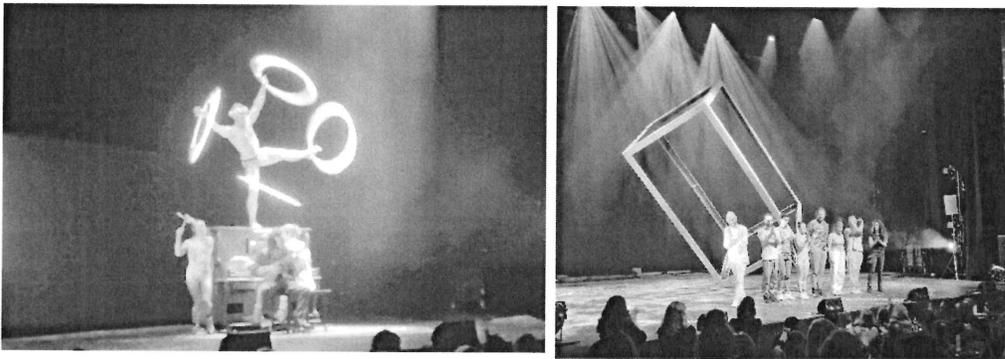
February 2024

Marie Dachniwsky, Director

In February we offered 3 daytrips to our members: Cirque Flip Fabrique: Blizzard, Chicago Blackhawks Game, and Billy Elliot the Musical. We hosted our regular monthly programs - Bingo, Movie, Day at the Races, Fitness Classes, as well as a few highlighted events, such as the Valentine's Day Luncheon and a private "Art & Sip" at Uncork, Unwind, Des Plaines. Throughout the month a combined total of 759 members (some duplicated) were able to enjoy our MaineStreamer activities.

A few of the featured day trips and events for the month of February were:

***Cirque Flip Fabrique: Blizzard, McAninch Art Center*** – Members enjoyed this Saturday afternoon outing to Glen Ellyn to see Canada's cirque troupe, which explored a view of a contemporary circus. The setting included a trampoline wall, a massive rotating prism, imitation snow and snowballs, and original music. The cirque troupe performed amazing juggling, aerial acrobatics and trapeze skills, which kept members on the edge of their seats.



***Chicago Blackhawks*** – for the first time ever, Mainstreamers members enjoyed a Sunday afternoon at the United Center. Who could have asked for a better game! Blackhawks vs. their biggest rivals, the Detroit Red Wings, seeing Patrick Kane return back on the ice as a Red Wing player, seeing Conor Bedard back on the ice after his injury, and the biggest highlight, a pre-game ceremony where one of Chicago's very own, Chris Chelios had his Jersey retired by the Blackhawks. This was the perfect game to attend, despite a loss for the Blackhawks in overtime. But having Patrick Kane score to win for the Red Wings



seemed like the perfect ending to a great day. Members were so thrilled to be able to attend such an outing, not to mention going home with a Chris Chelios souvenir banner.



**Valentine's Day Luncheon** – Simply Elton, Brian Harris, is not just dressing up in a crazy costume and mimicking a pop icon, he is bringing the music of Sir Elton John to life. Dressed in red for Valentine's Day, 204 members attended this luncheon and enjoyed some of the greatest rock & roll music ever created. Energy costuming, brilliant virtuoso piano playing, and spot-on Elton vocals made this luncheon so much fun. Prior to the entertainment members enjoyed a 3-course meal and bingo to complete their afternoon.



**Uncork, Unwind** – We hosted a private event of Art, Sip and Jazz at Uncork, Unwind. This class was a collaboration with Des Plaines Art Guild. All art supplies to create members' masterpieces were provided. These masterpieces were traced, colored on shrink film, and then framed to a perfect size for a mantle. Kenny Riechert, live jazz guitarist, performed during this event. Lunch and wine were included in this social event.



MAINSTREAMERS 2024 STATISTICAL REPORT - FEBRUARY 2024

	NO. OF PARTICIPANTS	YEAR TO DATE	INCOME	EXPENSES	TOTAL
<b>RECREATIONAL PROGRAMS</b>					
Bingo (Monthly)	52	98	\$312.00	\$194.95	\$117.05
Day at the Races (Monthly)	34	72	\$0.00	\$14.29	(\$14.29)
Movie of the Month (Monthly)	47	79	\$104.00	\$12.00	\$92.00
Twilight Dining Outing (Alternating Months)		53			\$0.00
Craft Class - Floral Design	31	31	\$965.00	\$835.00	\$130.00
<b>HEALTH/INFORMATIVE</b>		139	\$338.00	\$350.00	(\$12.00)
Beatrix Potter	46				
Learning about our aging brain	51				
<b>FITNESS CLASSES</b>					
Senior Aerobics (8 week sessions)	29	29	\$722.00	\$590.00	\$132.00
Yoga (8 Week Sessions)	11	11	\$418.00	\$550.00	(\$132.00)
Zumba Gold	22	22	\$863.00	\$460.00	\$403.00
<b>CLASSES/PROGRAMS</b>					
Computer Class (Alternating Months)		16			\$0.00
Rules of the Road (3- Times a Year)					\$0.00
Defensive Driving Course (Held Quarterly)	8	8	\$0.00	\$23.35	(\$23.35)
<b>LUNCHEON</b>	196	196	\$5,152.00	\$6,030.82	(\$878.82)
<b>SPECIAL EVENTS</b>					\$0.00
Uncork, Unwind	26	103	\$1,430.00	\$1,726.46	(\$296.46)
					\$0.00
<b>DAY TRIPS</b>	162	354	\$15,414.00	\$15,788.94	(\$374.94)
<b>LONG DISTANCE TRIPS</b>					\$0.00
<b>SENIOR MAILING (Bi-Monthly)</b>	28	28	\$0.00	\$30.58	(\$30.58)
<b>NEWCOMERS PRESENTATION (Alternating months)</b>		8			\$0.00
<b>ADVISORY COUNCIL MEETING (Held Quarterly)</b>	16	16	\$0.00	\$14.29	(\$14.29)
<b>TOTAL</b>	759	1263	\$25,718.00	\$26,620.68	(\$902.68)
Misc. Expenditures				\$17.50	(\$17.50)
Additional Expenses (see below)				\$2,626.65	(\$2,626.65)
<b>NEW MEMBERS</b>	6	15	Average Age	70 y/o	(\$3,546.83)

	EXPENSES	TOTAL year to date
<b>ADDITIONAL EXPENSES (STARTED FISCAL YR. 2023)</b>		
Monthly Postage	\$708.08	\$859.31
Printing & Publishing (MaineStreamer Newsletter)	\$862.00	\$1,975.00
Forte fees	\$1,056.57	\$1,188.66

**Maine Township**  
**MaineStreamers Account Income/Expenses**  
**February 2024**

<b>Beginning Balance 2/1/2024</b>	<b>\$123,409.63</b>
<hr/>	
<b>Income</b>	
Total amount of checks deposited (e.g., member event fees, vendor refunds)	\$42,629.00
<hr/>	
<b>Expenses</b>	
Total Subtractions (e.g., venues, bus transportation)	\$24,057.42
<hr/>	
<b>Ending Balance 2/29/2024</b>	<b>\$141,981.21</b>

Ending Bank Balance **\$141,981.21**

**\* Please Note**

This is an account separate from the General Town Fund

# MAINESTAY YOUTH & FAMILY SERVICES

## MARCH 2024 BOARD REPORT

RICHARD LYON, DIRECTOR

### MAINE TOWNSHIP AGENCY DAY - MAY 3

Our 41<sup>st</sup> annual Maine Township Agency Day will be held on Friday, May 3 at Manzo's Banquets in Des Plaines from 9 am - 1 pm. This event provides a great opportunity for local organizations to learn about services in the Maine Township community and is open to employees from social service agencies, non-profits, schools, churches, hospitals, and units of government. There will be multiple opportunities for networking among agencies and organizations. Our speaker this year will be Tim Reynolds whose presentation is entitled *Resetting Culture*. At the conclusion of the workshop, organizations will be able to share their mission and services with those in attendance in order to increase awareness of available local resources and better serve our residents. Admission is free for all Maine Township employees and elected officials. Please contact Evan White to sign up.

### ANGST DOCUMENTARY

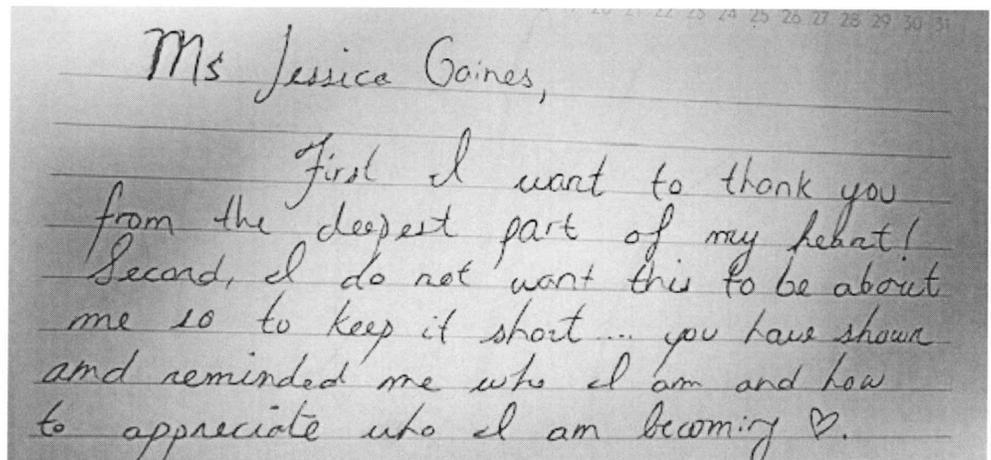
On March 7, we collaborated with District 62 in a showing of *Angst*, a 2017 documentary created to raise awareness around anxiety in children. The film included interviews with kids, teens, educators, experts, parents, and a special guest appearance by Michael Phelps, who discussed his own mental health struggles. The event was held at the District 62 Early Learning Center. We were pleased to help support our local students and their parents at this event and share information about our services.

### SCHOOL CONNECTIONS

During February, I was invited to share information about MaineStay services during a Forest Elementary School Parent Teacher Council meeting. I was also invited to serve on a panel during a Maine South High School event for parents that addressed mental health, substance use, and healthy coping skills.

### FEATURED STORY OF THE MONTH

Jessica Gaines, one of our Intern Therapists, had a client come in to see her who was experiencing anxiety and low self-esteem following the end of his marriage. She utilized cognitive behavioral therapy (CBT) to identify, challenge, and replace biased, fearful self-talk with positive, realistic, and empowering self-talk to minimize symptoms of anxiety. Additionally, she worked with this client on implementation of self-care activities that improved his self-image by being more consistent with his values. After six months of treatment, the client reported a decrease in symptoms of anxiety, an ability to recognize when he is experiencing it, and the ability to successfully implement learned coping strategies. The client also reported living in alignment with his values and taking care of himself as a whole person—mentally, physically, and spiritually—which has helped him be a more present father for his children as they enter this new chapter of life together. Here is part of a thank you note Jessica recently received from this client.



Ms Jessica Gaines,  
First I want to thank you from the deepest part of my heart!  
Second, I do not want this to be about me so to keep it short... you have shown and reminded me who I am and how to appreciate who I am becoming ♡.

## SUMMER CAMP

On March 1, we began accepting applications for our Adventure Maine Township Summer Camp program for at-risk youth, ages 8-13, who qualify based on family income. This year, we increased the number of participants in each session from 20 to 25. The first camp session will take place from June 10-21 and is already full, and the second session from July 8-18 has 4 spaces remaining. Using CivicRec for registration has greatly simplified the sign-up process for parents and for us. This camp provides a supportive and structured environment where children can improve their social skills while being exposed to new activities they may not otherwise be able to experience.

## SPRING PROGRAM SCHEDULE

Below is a list of some of our upcoming or ongoing programs, including our new Social Wellness Nights events:

- **Art in the Town** – January 22 | 4-4:50 pm (ages 6-8) | 5-6 pm (ages 9-12) | 12-weeks  
This program helps participants enhance their artistic abilities while increasing confidence and social skills.
- **Tutoring** – January 24 | 4-7 pm (1-hour sessions) | 10 weeks | grades 1-6  
Using a small-group format, our experienced tutors, who are also certified teachers, work with students to improve academic skills and self-confidence.
- **Anxiety Coping Skills Group** – February 5 | 5-5:50 pm | 10 weeks | grades 3-8  
This group helps participants learn effective ways to deal with stress and anxiety and emphasizes putting these skills into practice in real-life situations.
- **\*NEW\* Shifting Sands** – February 26 | 6-6:50 pm | 10 weeks | grades 6-8  
This group aims to provide a safe, supportive, and engaging environment for youth facing behavioral challenges at school.
- **Self-Esteem Building Group** – February 26 | 4-4:45 pm | 10 weeks | grades 2-5  
This group helps students learn more about themselves, discover their strengths, and increase their self-efficacy through art, games, and empowering stories.
- **Inside Out Explorers: Emotion Regulation Group** – February 28 | 5-5:45 pm | 10 weeks  
This group provides a safe and supportive environment for children to explore their emotions, improve emotional intelligence, and learn healthy coping skills.
- **YAM Squad: Youth Anger Management Group** – March 5 | 6-6:50 pm | 10 weeks | grades 3-5  
This group teaches practical skills on how to deal with anger and frustration in a healthy manner.
- **Adult Anger Management Group** – March 21 | 6-7 pm | ages 19+  
This group helps participants better understand and gain control over anger and make positive behavior changes to manage it effectively.
- **Kids Spring Fest** – March 27 | 1-4 pm | ages 6-12  
This event will feature fun, spring-themed activities where kids can try something different and make new friends during their spring break.
- **\*NEW\* Social Wellness Nights** – April 12, April 25, May 15, May 28 | grades K-5  
This program supports youth in socializing with peers, promotes positive mental health, and includes a pizza dinner and a variety of activities to help children connect, have fun, and learn important social skills.
- **Pride Program** – 1st and 3rd Thursdays | 6-7 pm | ages 13-17  
This program provides a safe environment for young people who identify as LGBTQ+, who are questioning their affectional orientation or gender identity, or who are allies.
- **Mentoring** – every other Tuesday | 6-7:30 pm | ages 8-12  
Our award-winning Big Brothers Big Sisters mentoring program meets in a structured group setting and helps children enhance their social skills, confidence, and academic success.

## COUNSELING SERVICES

We had 9 new counseling intakes completed during February. We had 80 ongoing cases and now have a total of 89 cases in our affordable, strength-based counseling program that is available to residents both in the office, via telehealth, and at four local schools.

## MaineStay FY 2023-2024 Statistical Report

	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	YTD
<b>CONTACT HOURS</b>													
Therapy	196	179	198	183	132	148	188	204	207	163	200	223	2219
Psychiatric Services	4	4	5	2	1	1							15
Clinical Groups	56	28	15				28	94	67	40		32	360
Youth Programs	329	178	158	1002	939	21	127	283	430	159	304	290	4217
Community Programs	77	111	314	189	13	105	230	17	41	79	15	243	1433
<b>Grand Total</b>	661	499	689	1375	1084	274	572	597	745	440	519	788	8243
<b>THERAPY</b>													
New Cases	4	2	10	5	3	6	16	12	6	7	8	9	88
Ongoing Cases	81	77	72	73	68	61	64	70	79	79	84	80	
<b>Total Cases</b>	85	79	82	78	71	67	80	82	85	86	92	89	
<b>PSYCHIATRIC SERVICES</b>													
Ongoing Clients	9	8	6	5	4	1							
<b>Total Clients</b>	9	8	6	5	4	1							
<b>COMMUNITY EDUCATION</b>													
Professional Workshops	1					1				1			3
General Seminars		1		1			1		1				4
Attendees	42	45		28		57	106		16	41			335
<b>PEER JURY</b>													
New Cases	0		2	2			3	0	2	2		1	12
Jurors	15		13	12			14	15	16	17		18	
Ongoing Cases	4		3	5	3		0	1	0	1		1	
Completed Cases	3		1	0	2		1	2	1	1		2	13
Community Service Hours	65		25	0	60		30	90	40	10		35	355
<b>BBBS MENTORING</b>													
Youth Participants	13	14	14	14	14	14	11	11	11	11	12	12	
Adult Mentors	13	14	14	14	14	14	11	11	11	11	12	12	
<b>FUTURE LEADERS MENTORING</b>													
Youth Participants	18	15	15						12	10	12	12	
High School Mentors	4	4	4							1	2	4	

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	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	YTD
<b>ART</b>													
Youth Participants	30	30					32	34	34	34	40	36	
<b>IMPROV</b>													
Youth Participants	16						15	17	17	15	15	15	
<b>POETRY</b>													
Youth Participants		4	4										
<b>YOGA</b>													
Youth Participants	7												
<b>PRIDE</b>													
Youth Participants	2	3	3				3	3	2				
<b>COOKING</b>													
Youth Participants	10							10	15			17	
<b>TUTORING</b>													
Youth Participants		12	12					24	24	24	20	20	
<b>FISH</b>													
Total Contacts	194	205	190	154	140	215	208	185	155	162	140	150	2098
Riders Served	21	25	23	24	18	27	29	23	32	21	24	22	
Rides (round trip)	41	53	64	43	43	63	60	42	46	29	39	42	565
Volunteer Drivers	14	14	13	13	11	11	11	12	12	11	11	11	

# Board Report for February / March 2024

## Marty Cook

### Friday Night Recovery Meetings at Oasis Park Attendance:

February 23, 2024	46 Participants
March 1, 2024	75 Participants
March 15, 2024	45 Participants

### Community Outreach:

- Hosted 2 community wide sober shows w comedian Sam Miller over 2 nights 350 sober people enjoyed fellowship and sober fun. Sam posted a thank you to Maine Township Recovery Connection to over 100,000 followers he has on social media.
- Joined Senator Durbin and many leaders from healthcare and government at the opening of Rosecrance treatment center.
- Attended the First Step House St Patrick's dinner in Des Plaines. This event had over 200 people in recovery. Recovery Connection joined numerous other local agencies by taking an ad out in their ad book
- Continued to work with Lutheran General Hospital to organize recovery volunteers to help current patients in drug and alcohol unit to connect with local services upon release.
- Assisted 2 families to navigate treatment for a loved one in substance abuse crises

### Social Media Communications:

#### Weekly E- Newsletter

- 4 e-newsletters sent to 455 participants and local health agencies
- 250 weekly opens

#### Weekly Posts on Recovery Connection Facebook Page:

- 4 posts per month
- 281 Members

