



## AVON TOWNSHIP - REGULAR BOARD MEETING

### AGENDA

433 E Washington Street, Round Lake Park, IL 60030  
Friday, February 25, 2022 – 7:00pm

Pursuant to the Governor's Executive Orders, this meeting will be held via audio and video conference to allow for both in-person and remote participation. Please note that, by joining the meeting by video or audio conference, your name, image, or phone number may be visible (in whole or in part) to others participating in the meeting.

NOTICE IS HEREBY GIVEN to the legal voters, residents of the Town of Avon in the County of Lake, that a Special Township Board Meeting will be held on Friday, February 25, 2022 at 7:00 p.m. in accordance with Section 80-10(b) of the Illinois Township Code, 60 ILCS 1/80-10(b). Said meeting has been called by Township Supervisor Michele Bauman. The meeting will be held at 433 E. Washington Street, Round Lake Park, Illinois, for purposes of considering the following agenda:

#### Call to Order

#### Pledge of Allegiance

#### Roll Call

#### Public Comment

*(pursuant to rules adopted, public comment shall be limited to 3 minutes per speaker)*

#### New Business

1. Approval of ATYB Social Service Agreement
2. Approval of Monthly Bills as Presented
  - a. Prepaid Bills
  - b. Outstanding Bills
3. Discussion and possible action regarding mask mandates at Avon Township
4. Discussion and possible action regarding IT service agreements
5. Discussion and possible action regarding Transfer Resolutions for Town, Assessor, GA, Road and Bridge and Permanent Hard Road funds
6. Discussion and possible action regarding establishment of capital reserve funds and transfers to said funds

#### Member's Remarks

#### Adjournment

Posted this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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**Kristal Larson – Township Clerk**

*Avon Township is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting of facilities, are asked to call the Township office prior to the meeting.*

**AVON TOWNSHIP**  
**CONTRACT FOR SOCIAL SERVICES**

This Contract entered into this 20th day of February, 2022, by and between Avon Township and Avon Township Youth Baseball and Softball Association, (the "Service Provider") is for services related to:

- Public safety
- Environmental protection
- Public transportation
- Health
- Recreation
- Library
- Social services for youth
- Social services for the aged

NOW, THEREFORE, for and in consideration of the mutual covenants and undertakings herein contained, and other good and valuable consideration, the sufficiency of which is hereby acknowledged, Avon Township agrees to accept and the Service Provider agrees to provide services pursuant to the following terms and conditions:

1. The Service Provider for this Contract is:

Avon Township Youth Baseball and Softball Association  
P.O. Box 217  
Round Lake, Illinois 60073

2. The Service Provider agrees to provide Avon Township residents with the following described services:

Baseball and softball teams are put together in spring and fall and the teams play each other at the ATYB fields. At the end of the season, the teams have play offs. ATYB provides the fields (including field maintenance – cutting grass, general repairs, baseball mounds, etc.), scheduling, concessions, uniforms, umpires, coaching (through volunteers), trophies and any other services that may come up throughout the course of the year.

3. **Term.** The term of this Agreement shall be for a period of one year, commencing February, 20, 2022 and ending February 19, 2022, (Note: Term shall not exceed a year) unless otherwise renewed, terminated or revoked as provided for herein. Any funds not disbursed by such date shall lapse.

4. **Payment for Services.** Avon Township agrees to pay the Service Provider the aggregate sum of \$TBD ("Contract Payment") in exchange for Contract Services provided under this Agreement. Avon Township shall pay to the Service Provider this sum pursuant to the following payment schedule:

- One lump sum payment to be paid on or before \_\_\_\_\_.
- Four (4) equal quarterly payments for one fourth of the contract payment sum to be paid in July, October, January and April. Payment is contingent upon the satisfactory performance of the terms of this Contract. Whether or not services are "satisfactory" shall be determined by the sole discretion of the Avon Township Board.

5. **Services to Residents.** The Contract Payment shall be used by the Service Provider primarily solely to provide Contract Services to residents of Avon Township. Avon Township reserves the right to request documentation from the Service Provider that payment hereunder has been used to benefit Avon Township residents.

6. **Ordinary and Necessary Maintenance and Operating Expenses.** The Service Provider shall use the Contract Payment for ordinary and necessary maintenance and operating expenses of the Service Provider. The Contract shall not be used for capital expenditures of the Service Provider.

7. **Existence for One Year.** The Service Provider represents to Avon Township that it will have been in existence for at least one (1) year as of the date this Agreement is executed. If not, the Township will not tender the Service Provider any portion of the Contract Payment until the Service Provider has been in existence for at least one (1) year.

8. **Services for Developmental Disabilities.** If the Service Provider is providing services for the benefit of Avon Township residents who are persons with a developmental disability, the Service Provider hereby agrees that said services shall only be provided to such Avon Township residents who are not eligible to participate in any program conducted under Article XIV of the School Code. "Developmental disability" shall include mental retardation.

9. **No Discrimination.** No person shall be excluded from participation in, denied benefits of, or be subjected to discrimination under any program, service, facility or activity, offered or provided by the Service Provider on the grounds of race, color, national origin, sex, age, religion, or disability.



10. **No Political Expenditures.** The Service Provider shall not expend any of the funds provided, directly or indirectly, under this contract for any partisan political activity, or to further the election or defeat of any candidate for any office, or for lobbying or propaganda purposes designed to support or defeat any legislation, either pending or proposed, before any government body.

11. **Examination of Records.** The Service Provider shall, at any reasonable time during normal business hours, and so often as may be deemed necessary by the Township, make available to the Township for examination all of its books, records, lists, statements and any other written data or documents relating to the provision of services under this Agreement, and shall permit the Township or its designated representatives to audit and inspect all such documents except that confidential client-related documents may only be examined by the Township as provided by federal and state law.

12. **Reporting Requirements.** The Service Provider agrees to provide the following to the Township upon request:

- A. Quarterly statements or reports setting forth the services rendered and programs provided for Avon Township residents along with the associated costs to provide such services and programs.
- B. At such times and in such forms as the Township may require, any other statements, records, reports, data or information pertaining to matters covered by this agreement. Information relating to personal, medical, and financial data will be treated as confidential.
- C. A written report signed by its Executive Director, or whomever else is deemed to be in charge of the Service Provider's activities, programs, services and facilities including the following;
  - i. A description of each program, service, activity or facility provided or offered by the Service Provider.
  - ii. A statement that all such programs, services, activities and facilities are accessible to the disabled within the meaning of the Americans with Disabilities Act and the Rules and Regulations on disabled as promulgated thereunder.
  - iii. An identification of those programs, services, activities or facilities, which are no accessible to the disabled.
  - iv. With respect to those programs, services, activities identified in response to Paragraph 2 above, a detailed statement setting forth

the specific steps (including timetables) to be taken to achieve accessibility.

- v. If structural modifications will be required to achieve accessibility, a detailed statement setting forth the modifications required and the timetable for completion.
- vi. The Township may prescribe the form of report required hereunder and may also conduct an on-site review at any time to determine the Service Provider's compliance with all disability requirements.

13. **Assignment.** This contract is not assignable.

14. **Insurance.** The Service Provider shall maintain general liability insurance coverage in an amount not less than \$1 million, naming Avon Township as a co-party insured.

15. **Indemnification.** The Service Provider will indemnify and hold harmless, protect and defend, at its own cost and expense, Avon Township, its property, officers, agents, employees, assigns, successors, transferees, licensees, invitees, or other persons or property standing in the interest of Avon Township, from any and all risks, suits, damages, expenses, including reasonable attorneys' fees, or claims due to any acts or omission of the Service Provider in connection with this Contract.

16. **Termination.** Avon Township shall have the right to terminate this Agreement by providing written notice of termination to Service Provider, at any time if it determines that the Service Provider has not met any of its obligations under this Agreement, or has made any false or misleading representations to Avon Township, provided that prior to a termination based on the Service Provider's failure to meet its obligations, the Township shall give the Service Provider written notice describing the obligations that have not been met. Service Provider shall have ten (10) business days from its receipt of the notice to meet its obligations, and, if met within the prescribed time, this Agreement shall remain in force, except that Avon Township shall have the right to terminate this Agreement immediately, without written notice or providing the Service Provider an opportunity to cure, in the event of fraud or misuse of contract funds.

17. **Reimbursement of Funds.** If the Service Provider has expended any funds received from Township in violation of this Agreement, or in violation of any statute, Rule or Regulation, Code provision or case law decision, the Service Provider shall reimburse Township for such funds and shall indemnify and hold Township harmless against any claims, demands, costs, expenses or fees of any nature whatsoever arising out of or relating to such acts or omissions on the part of the Recipient.

18. **Notification.** All notices to Avon Township shall be addressed as follows:

Avon Township



Attn: Township Supervisor  
433 E. Washington St.  
Round Lake Park, IL 60072

with a copy to:

TOWNSHIP ATTORNEY  
ANCEL, GLINK, P.C.  
Attn: Keri-Lyn J. Krafthefer  
140 South Dearborn Street, Suite 600  
Chicago, Illinois 60603  
(312) 782-7606  
Fax: (312) 782-0943

19. **Controlling Law and Venue.** This Agreement shall be governed by Illinois law and jurisdiction for any suit, claim or cause of action shall lie in the Circuit Court of Lake County, Illinois.

20. **Construction.** No provision shall be construed against a party by virtue of the rule of construction pursuant to which an agreement is construed against the drafter of such agreement. It is hereby acknowledged that this Agreement is drafted for the mutual benefit of all parties.

21. **Counterpart Execution.** This Agreement may be executed when each party whose signature is required has signed at least one (1) counterpart, even though no one (1) counterpart contains the signatures of all the parties.

22. **Authority to Execute.** Both parties executing this Agreement hereby warrant that they have the legal authority to execute this Agreement on behalf of the corporate authorities of their respective governmental units, and that their respective corporate authorities have taken all actions necessary to legally delegate to them the power to execute this Agreement.

The above constitutes the complete agreement between the parties hereto.

Avon Township

ATTEST: \_\_\_\_\_

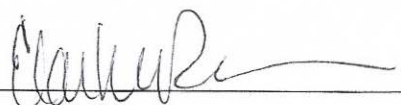
By: \_\_\_\_\_

—  
Township Clerk

—  
Township Supervisor

SERVICE PROVIDER

By: 

ATTEST: 

-  
Date: 2-21-22

SEAL

APPLICATIONS RECEIVED AFTER \_\_\_\_\_, 20\_\_\_\_ WILL NOT BE  
CONSIDERED

# Avon Township

APPLICATION FOR FUNDING

Please return 2 copies *by mail (not email)* by \_\_\_\_\_, 20\_\_\_\_ to:

Avon Township  
Attn: Clerk  
433 E. Washington St.  
Round Lake Park, IL 60073

Name of organization: Avon Township Youth Baseball and Softball Association

Contact person/title: Dan Novacek, President

Address: P.O. Box 217, Round Lake, Illinois 60073

Phone: 847-533-2857 Fax: n/a

Email: [coachdanatyb@gmail.com](mailto:coachdanatyb@gmail.com), [registeratyb@gmail.com](mailto:registeratyb@gmail.com)

Total amount of funding requested from Avon Township: \$ TBD

Total annual budget of you organization: 2021: Revenue: \$ 45,554.00 Expenses: \$ 44,307.00

1. Is your organization a not-for-profit? Yes  No \_\_\_\_\_ (If yes, attach Certificate of Good Standing)

2. Has your organization been in business for at least one year? Yes  No \_\_\_\_\_

3. Briefly describe the purpose of your organization and proposed program.

The intent and purpose of Avon Township Youth Baseball and Softball Association ("ATYB") is to promote (primarily baseball & softball) sportsmanship and fellowship in boys & girls of all ages.



**4. Describe the services provided by your organization.**

Baseball and softball teams are put together in spring and fall and the teams play each other at the ATYB fields. At the end of the season, the teams have play offs. ATYB provides the fields (including field maintenance – cutting grass, general repairs, baseball mounds, etc.), scheduling, concessions, uniforms, umpires, coaching (through volunteers), trophies and any other services that may come up throughout the course of the year.

**5. Attach a copy of your organization’s budget for the current year. See attached 2021 end of year statement.**

**6. Are all programs, services, activities and facilities provided by your organization available to the residents of Avon Township? Yes  No**

**7. Describe how your organization’s services are currently promoted to the residents of Avon Township.**

ATYB uses local signage, Round Lake Area Park District catalogues and the website, newsletters, Facebook, email, local clinics (word of mouth), and flyers at local events to promote the organization.

**8. Describe how your organization plans to utilize the requested funding from Avon Township.**

ATYB would use the funds to assist in payment of uniforms. Last year the organization had enough supply of previous years’ uniforms that uniforms only needed to be purchased for a few teams. In addition, as a result of recent supply chain issues, prices have increased. ATYB determined to keep registration fees the same as previous years to lessen the burden on ATYB families, and the funds would be helpful to assist in any possible gap.

9. Which of the following best describes the services that your organization will be providing with the funds that you have requested? (Please check all that apply).

- |   |   |
|---|---|
| <input type="checkbox"/> Public safety                | <input type="checkbox"/> Recreation                           |
| <input type="checkbox"/> Environmental protection     | <input type="checkbox"/> Library                              |
| <input type="checkbox"/> Public transportation        | <input checked="" type="checkbox"/> Social Services for youth |
| <input type="checkbox"/> Health                       | <input type="checkbox"/> Social Services for the aged         |
| <input type="checkbox"/> Other: Please explain: _____ |   |

10. During the past 12 months, approximately how many Avon Township residents have been served by your organization? 2021: Number of participants in spring – 174. Number of participants in fall – 69. There is some overlap of players in spring and fall.

11. Define your organization’s eligibility requirements for the requested funding.

ATYB is a non-profit organization that benefits the youth of the community. As part of the organization’s current goals, we are working to build up the program. This includes improvements to the complex and involvement in more community-wide activities (such as RLAPD trick-or-treat). Building up the program encourages community involvement from both youth and parents, which builds a stronger community.

12. Explain any fees charged, including the use of sliding scale fees, in connection with the services provided by your organization.

**Spring Fees:**

- T-Ball - \$100.00
- Pinto - \$145.00
- Mustang – \$165.00
- Bronco – \$175.00
- Pony – \$190.00
- Softball 12U - \$165.00
- Softball 14U - \$175.00

\$25 per participant late fee (starting February 20<sup>th</sup>)  
\$20 family discount, per sibling, starting with the second sibling.

**Fall Fees:**

- \$100 for all levels, except T-Ball.
- \$85.00 for T-Ball.

**13. Describe your organization's efforts to collaborate with other local agencies that provide similar services to the residents of Avon Township, thereby eliminating the duplication of effort and expense.**

ATYB works with Round Lake Area Park District as a supplement to their other youth sport programs and activities. Round Lake Area Park District does not offer a separate youth baseball program. The programs work together to promote baseball/softball.

**14. Describe any new programs, services, activities or facilities that are currently proposed or contemplated by your organization.**

ATYB is working to build up the current program. Part of that goal is improving the curb appeal of the complex. In the last couple years a lot of work has been completed, including, but not limited to painting of dug-outs and the concession stand, repairing dug-out roofs, and building up dirt on the in-fields and warning tracks. Looking ahead, the program is planning to improve the gravel walkways and update the windows in the concession stand, and finishing the painting of the dug-outs (one set remains).

**15. Provide a breakdown of your organization's total number of staff, including salaries, titles and positions.**

- Dan Novacek, President – volunteer basis only
- Heidi Spaw – Vice President Softball – volunteer basis only
- Jeff Russ – Treasurer – volunteer basis only
- Elaine Russ – Secretary – volunteer basis only
- Jeanna Techmanski and Felecia Salazar – co-directors of concession stand – combined 30% of the concession stand profits.

**16. What certifications and/or professional licenses are required for your organization's service providers?**

Food license for the concession stand.



**17. Describe any other governmental, public or private sources of funding or support that your organization currently receives, including the total amount, frequency and duration of any such support**

**2021:**

- Grayslake Park District - \$1,000.00 annually toward mowing
- Round Lake Area Park District -\$1,000.00 annually toward mowing
- Jamin' Tees - private sponsorship \$500.00 in 2021
- Round Lake Animal Hospital – private sponsorship \$50.00 in 2021
- Zamora Gardens and Landscape – private sponsorship – discount provided for mowing
- Bella's Bouncies – private sponsorship \$500.00 in 2021
- Hainesville Firestone – private sponsorship \$500.00 in 2021
- Napa Auto Parts – private sponsorship \$1,000.00 in 2021
- Rentals and More – private sponsorship \$500.00 in 2021
- Sherwin Williams Round Lake Beach – donation of paint
- CDW – employee match donation - \$1,000.00 in 2021
- Baxter Healthcare – employee dollars for doers volunteer grant - \$500.00 in 2021
- Sysmex - \$500.00, private match from Dunston family for a total of \$1,000.00 in 2021 only.

**18. Do you certify that the funds that you are requesting from Avon Township will be used solely to provide services to the residents of Avon Township? Yes \_\_\_\_\_ No X Services are primarily provided to youth of Avon Township, but there can be instances where players sign up from other towns (for example, Grant Township may not have a Pony team, and in such case, they may send players who could not play at Grant to Avon).**

**19. If you answered Yes to item 12 above regarding fees, would your organization be willing to waive application, program and other fees on a case-by-case basis for Avon Township residents whom we refer directly to your organization for assistance? Yes X ATYB currently provides scholarships on a case-by-case basis. No \_\_\_\_\_**

**20. Do you certify that the funds that you are requesting from Avon Township will be used for your organization's ordinary and necessary maintenance and operating expenses and not for any capital expenditures? Yes X No \_\_\_\_\_**

**21. If your organization is providing services for the benefit of Avon Township residents who are persons with a developmental disability, do you certify that said services shall only be provided to such Avon Township residents who are not eligible to participate in any program conducted under Article XIV of the School Code? ("Developmental disability" shall include mental retardation.) Yes X No \_\_\_\_\_**

**22. Do you certify that no person shall be excluded from participation in, denied benefits of, or be subjected to discrimination under, any program, service, facility or activity offered or provided by your organization on the grounds of race, color, national origin, sex, age, religion, sexual preference, marital status or disability? Yes X No \_\_\_\_\_**

23. Do you certify that your organization will not expend any of the funds requested from Avon Township, either directly or indirectly, for any partisan political activity, or to further the election or defeat of any candidate for any office, or for lobbying or propaganda purposes designed to support or defeat any legislation, either pending or proposed, before any governmental body? Yes X No \_\_\_\_\_

24. Do you agree that, at any reasonable time during normal business hours and so often as may be deemed necessary by Avon Township, you will make available to Avon Township all of your books, records, lists, statements and any other written data or documents relating to the provision of services with the requested funds, and furthermore that you shall permit Avon Township or its designated representatives to audit and inspect all such documents, except that confidential client-related documents may only be examined by Avon Township as provided by federal and state law? Yes X No \_\_\_\_\_

25. Do you agree to provide the following to Avon Township:

- A. Quarterly statements or reports setting forth the services rendered and programs provided for Avon Township residents, along with the associated costs to provide such services and programs? Yes X No \_\_\_\_\_;
- B. At such times and in such forms as Avon Township may require, any other statements, records, reports, data or information pertaining to matters covered by this application? (Information relating to personal, medical and financial data will be treated as confidential.) Yes X No \_\_\_\_\_;
- C. A written report signed by your organization's executive director, or whomever else is deemed to be in charge of your organization's activities, programs, services and facilities, including the following:
1. A description of each program, service, activity or facility you provided or offered? Yes X No \_\_\_\_\_;
  2. A statement that all such programs, services, activities and facilities are accessible to the disabled within the meaning of the Americans with Disabilities Act and the Rules and Regulations on disabled as promulgated thereunder? Yes X No \_\_\_\_\_;
  3. An identification of those programs, services, activities or facilities, which are not accessible to the disabled? Yes X No \_\_\_\_\_;
  4. With respect to those programs, services, activities or facilities identified in response to paragraph 24(C)(3) above, a detailed statement setting forth the specific steps and plans (including timetables for completion) to be taken to achieve accessibility? Yes X No \_\_\_\_\_; and
  5. If structural modifications will be required to achieve accessibility, a detailed statement setting forth the modifications required and a timetable for completion? Yes X No \_\_\_\_\_



26. If you receive any requested funds from Avon Township, do you certify that your organization will maintain general liability insurance coverage in an amount not less than \$1 million, naming Avon Township as a co-party insured, and do you further agree to provide Avon Township with a certified copy of said policy of insurance, along with the declaration sheet, binder and any exclusions related to said policy of insurance? Yes X No \_\_\_\_\_

27. If you receive any requested funds from Avon Township, do you certify that your organization will indemnify and hold harmless, protect and defend, at its own cost and expense, Avon Township, its property, officers, agents, employees, assigns, successors, transferees, licensees, invitees and/or any other persons or property standing in the interest of Avon Township, from any and all risks, suits, damages, expenses, including without limitation reasonable attorneys' fees and court costs, or claims due to any acts or omissions of your organization? Yes X No \_\_\_\_\_

I hereby certify that I am authorized to execute this application on behalf of the organization listed below and that the statements contained herein are true and accurate.

Name of Applicant Organization: Avon Township Youth Baseball and Softball Association

By:  \_\_\_\_\_  
Its Authorized Representative

PrintedName: Dan Novacek

Title: President

Date: February 24, 2022

SUBSCRIBED and SWORN to  
before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public



**Avon Township  
Aged Payables  
As of February 24 2022**

Date	Check #	Account ID	Name	Line Description	Debit/(Credit) Amount	Total by Fund	FMW CC
<b><u>Town Corporate:</u></b>							
2/26/22	26353	5-10-521	Law Offices of Ancel Glink	Invoice: 87064	3,171.67		
2/26/22	26359	5-10-523WC	Illinois Public Risk Fund	Invoice: 72734	2,117.00		
2/26/22	26362	5-10-540	Township Clerks of Illinois	Invoice: 2022 Dues	30.00		
2/26/22	FMW022122-1	5-10-542	Lathem Time	Invoice: FMW022422	318.00		318.00 *
2/26/22	26356	5-10-550	COMED	Invoice: 0119-021722	783.79		
2/26/22	26365	5-10-551	NICOR	Invoice: 1221-012122	385.28		
2/28/22	ACH022822	5-10-554	Allied Tele-Com Inc	Invoice: 31901	273.64		
2/26/22	FMW022122-5	5-10-560	HP Instant Ink	Invoice: FMW022122	5.30		5.30
2/26/22	FMW022122-8	5-10-561	Office Max	Invoice: FMW022122	30.99		30.99
2/26/22	26364	5-10-574	Avon Township Youth Baseball	Invoice: Social Serv Contract	3,000.00	\$ 10,115.67	
<b><u>Assessor's Division:</u></b>							
2/26/22	FMW022122-4	5-12-513	Hainesville Firestone	Invoice: FMW022122	646.24		646.24
2/26/22	FMW022122-7	5-12-522	MSFT	Invoice: FMW022122	15.00		15.00
2/26/22	FMW022122-7	5-12-522	MSFT	Invoice: FMW022122	16.00		16.00
2/26/22	FMW022122-6	5-12-541	IL Property Assessment Institute	Invoice: FMW022122	50.00		50.00
2/26/22	FMW022122-6	5-12-541	IL Property Assessment Institute	Invoice: FMW022122-2	50.00		50.00
2/26/22	FMW022122-6	5-12-541	IL Property Assessment Institute	Invoice: FMW022122-2	50.00		50.00
2/28/22	ACH022822	5-12-554	Allied Tele-Com Inc	Invoice: 31901	187.39	\$ 1,014.63	
<b><u>Supervisor/GA:</u></b>							
2/26/22	FMW022122-3	5-20-570E	Dollar Store	Invoice: FMW022122	224.00		224.00
2/26/22	FMW022122-3	5-20-570E	Dollar Store	Invoice: FMW022122-2	72.00		72.00
2/26/22	FMW022122-3	5-20-570E	Dollar Store	Invoice: FMW022122-2	(12.00)		(12.00)
2/26/22	FMW022122-3	5-20-570E	Dollar Store	Invoice: FMW022122-2	(12.00)	\$ 272.00	(12.00)
<b><u>Highway:</u></b>							
2/26/22	26358	5-40-512	Herman Brothers	Invoice: 21034	335.55		
2/26/22	26358	5-40-512	Herman Brothers	Invoice: 21040	198.05		
2/26/22	FMW022122-7	5-40-560	MSFT	Invoice: FMW022122-2	106.99		106.99
2/26/22	26360	5-50-517	Industrial Systems Ltd	Invoice: 23723	4,480.00		
2/26/22	26361	5-50-517	Morton Salt	Invoice: 5402516546	5,116.94		
2/26/22	26361	5-50-517	Morton Salt	Invoice: 5402518050	1,699.26		
2/26/22	26359	5-50-523WC	Illinois Public Risk Fund	Invoice: 72734	6,350.00		
2/26/22	26357	5-50-529	Gewalt Hamilton Assoc	Invoice: 4199.711-3	687.50		
2/26/22	26354	5-50-550	COMED	Invoice: 0119-2021722	352.14		
2/26/22	FMW022122-2	5-50-554	COMCAST CABLE	Invoice: FMW022122	231.40		231.40
2/26/22	26355	5-50-557	COMED	Invoice: 1228-012822	1,933.15		
2/26/22	26355	5-50-557	COMED	Invoice: 1228-012822	1,665.24		
2/26/22	26355	5-50-557	COMED	Invoice: 1228-012822	(259.47)	\$ 22,896.75	
<b>Total</b>					<b>\$ 34,299.05</b>	<b>\$ 34,299.05</b>	<b>\$ 1,791.92</b>

Invoices Presented to Board for Approval to release payments at the February 25, 2022 Meeting

\* Previously approved at 2/8/22 Meeting but not yet paid as the charge was on the latest FMW CC Statement dated 02/21/22

**AVON TOWNSHIP  
RESOLUTION  
22-RS-006**

**RESOLUTION TO TRANSFER PREVIOUSLY APPROPRIATED FUNDS WITHIN THE  
Township Fund  
AVON TOWNSHIP, LAKE COUNTY, ILLINOIS**

**WHEREAS**, AVON TOWNSHIP is a public body organized and operating under the authority of the constitution and laws of the State of Illinois:

**WHEREAS**, the Trustees of the District are required to follow the requirements of the Illinois Municipal Budget Law 50 ILCS 330, et seq., and pass an annual Budget and Appropriation Ordinance;

**WHEREAS**, on April 22, 2021, the Avon Township Board passed its 2021-2022 Budget and Appropriation Ordinance;

**WHEREAS**, pursuant to 50 ILCS 330/3, the Township may from time to time make transfers between the various items in any fund in such appropriation ordinance not exceeding in the aggregate ten per cent of the total amount appropriated in such fund by such ordinance;

**WHEREAS** the Township Board finds that it's in the Township's best interest to transfer previously appropriated funds within the General fund not to exceed ten percent.

**NOW, THEREFORE,** be it Resolved by the Supervisor and Board of Trustees of AVON TOWNSHIP of Lake County, Illinois that:

**SECTION 1** The recitals set forth above are incorporated herein and made a part of this Resolution.

**SECTION 2** That the following fund transfers be made from the Budget and Appropriation Ordinance passed on April 22, 2021, within the Town Fund:

1. Transfer \$3,228 from line item 5-10-506 Health Ins to 5-10-501 Salaries-Officials
2. Transfer \$3,122 from line item 5-10-506 Health Ins to 5-10-521 Legal Svs
3. Transfer \$ 344 from line item 5-10-506 Health Ins to 5-10-551 Natural Gas Town

That said transfers are less than 10% of the total fund.

**SECTION 3** If any section, paragraph, clause, or provisions of this Resolution shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Resolution.

**SECTION 4** All Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

**SECTION 5** This Resolution shall be in full force and effect from and after its passage, approval and publication as provided by law.

Passed and approved: February 25, 2022

**AYES:** \_\_\_\_\_

**NAYES:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

**APPROVED:**

\_\_\_\_\_  
Supervisor, Avon Township

**ATTEST:**

\_\_\_\_\_  
Town Clerk, Avon Township



**AVON TOWNSHIP  
RESOLUTION  
22-RS-007**

**RESOLUTION TO TRANSFER PREVIOUSLY APPROPRIATED FUNDS WITHIN THE  
Road and Bridge Fund  
AVON TOWNSHIP, LAKE COUNTY, ILLINOIS**

**WHEREAS**, AVON TOWNSHIP is a public body organized and operating under the authority of the constitution and laws of the State of Illinois:

**WHEREAS**, the Trustees of the District are required to follow the requirements of the Illinois Municipal Budget Law 50 ILCS 330, et seq., and pass an annual Budget and Appropriation Ordinance;

**WHEREAS**, on April 22, 2021, the Avon Township Board passed its 2021-2022 Budget and Appropriation Ordinance;

**WHEREAS**, pursuant to 50 ILCS 330/3, the Township may from time to time make transfers between the various items in any fund in such appropriation ordinance not exceeding in the aggregate ten per cent of the total amount appropriated in such fund by such ordinance;

**WHEREAS** the Township Board finds that it's in the Township's best interest to transfer previously appropriated funds within the General fund not to exceed ten percent.

**NOW, THEREFORE,** be it Resolved by the Supervisor and Board of Trustees of AVON TOWNSHIP of Lake County, Illinois that:

**SECTION 1** The recitals set forth above are incorporated herein and made a part of this Resolution.

**SECTION 2** That the following fund transfers be made from the Budget and Appropriation Ordinance passed on April 22, 2021, within the Road and Bridge Fund:

1. Transfer \$24,000.00 from line item 5-40-580 Building to 5-40-583 Vehicles
2. Transfer of \$10.00 from line item 5-40-562 Misc to 5-40-560 Office Supplies

That said transfers are less than 10% of the total fund.

**SECTION 3** If any section, paragraph, clause, or provisions of this Resolution shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Resolution.

**SECTION 4** All Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

**SECTION 5** This Resolution shall be in full force and effect from and after its passage, approval and publication as provided by law.

Passed and approved: February 25, 2022

AYES: \_\_\_\_\_

NAYES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**APPROVED:**

\_\_\_\_\_  
Supervisor, Avon Township

**ATTEST:**

\_\_\_\_\_  
Town Clerk, Avon Township

**AVON TOWNSHIP  
RESOLUTION  
22-RS-008**

**RESOLUTION TO TRANSFER PREVIOUSLY APPROPRIATED FUNDS WITHIN THE  
Township Fund – Assessor’s Division  
AVON TOWNSHIP, LAKE COUNTY, ILLINOIS**

**WHEREAS**, AVON TOWNSHIP is a public body organized and operating under the authority of the constitution and laws of the State of Illinois:

**WHEREAS**, the Trustees of the District are required to follow the requirements of the Illinois Municipal Budget Law 50 ILCS 330, et seq., and pass an annual Budget and Appropriation Ordinance;

**WHEREAS**, on April 22, 2021, the Avon Township Board passed its 2021-2022 Budget and Appropriation Ordinance;

**WHEREAS**, pursuant to 50 ILCS 330/3, the Township may from time to time make transfers between the various items in any fund in such appropriation ordinance not exceeding in the aggregate ten per cent of the total amount appropriated in such fund by such ordinance;

**WHEREAS** the Township Board finds that it’s in the Township’s best interest to transfer previously appropriated funds within the General fund not to exceed ten percent.

**NOW, THEREFORE,** be it Resolved by the Supervisor and Board of Trustees of AVON TOWNSHIP of Lake County, Illinois that:

**SECTION 1** The recitals set forth above are incorporated herein and made a part of this Resolution.

**SECTION 2** That the following fund transfers be made from the Budget and Appropriation Ordinance passed on April 22, 2021, within the General Fund:

1. Transfer \$1,123.00 from line item 5-12-504 FICA to 5-12-506 Health Ins.
2. Transfer \$1,147 from line 5-12-509 Unemployment Ins. to 5-12-506 Health Ins.
3. Transfer \$10 from line 5-12-505 IMRF to 5-12-506 Health Ins.

That said transfers are less than 10% of the total fund.

**SECTION 3** If any section, paragraph, clause, or provisions of this Resolution shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Resolution.

**SECTION 4** All Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

**SECTION 5** This Resolution shall be in full force and effect from and after its passage, approval and publication as provided by law.

Passed and approved: February 25 , 2022

**AYES:** \_\_\_\_\_

**NAYES:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

**APPROVED:**

\_\_\_\_\_  
Supervisor, Avon Township

**ATTEST:**

\_\_\_\_\_  
Town Clerk, Avon Township



**AVON TOWNSHIP  
RESOLUTION  
22-RS-009**

**RESOLUTION TO TRANSFER PREVIOUSLY APPROPRIATED FUNDS WITHIN THE  
PERMANENT HARD ROAD FUND  
AVON TOWNSHIP, LAKE COUNTY, ILLINOIS**

**WHEREAS**, AVON TOWNSHIP is a public body organized and operating under the authority of the constitution and laws of the State of Illinois:

**WHEREAS**, the Trustees of the District are required to follow the requirements of the Illinois Municipal Budget Law 50 ILCS 330, et seq., and pass an annual Budget and Appropriation Ordinance;

**WHEREAS**, on April 22, 2021, the Avon Township Board passed its 2021-2022 Budget and Appropriation Ordinance;

**WHEREAS**, pursuant to 50 ILCS 330/3, the Township may from time to time make transfers between the various items in any fund in such appropriation ordinance not exceeding in the aggregate ten percent of the total amount appropriated in such fund by such ordinance;

**WHEREAS**, the Township Board finds that it's in the Township's best interest to transfer previously appropriated funds within the Permanent Hard Road Fund not to exceed ten percent.

**NOW, THEREFORE,** be it Resolved by the Supervisor and Board of Trustees of AVON TOWNSHIP of Lake County, Illinois that:

**SECTION 1** The recitals set forth above are incorporated herein and made a part of this Resolution.

**SECTION 2** That the following fund transfers be made from the Budget and Appropriation Ordinance passed on April 22, 2021 within the Permanent Hard Road Fund

Transfer of \$1970.00 from line item 5-50-528 Engineering Services to 5-50-523W Workers Comp Ins

That said transfer is less than 10% of the total fund.

**SECTION 3** If any section, paragraph, clause, or provisions of this Resolution shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Resolution.

**SECTION 4** All Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

**SECTION 5** This Resolution shall be in full force and effect from and after its passage, approval and publication as provided by law.

Passed and approved: February 25, 2022

AYES: \_\_\_\_\_

NAYES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**APPROVED:**

\_\_\_\_\_  
Michele Bauman, Supervisor, Avon Township

**ATTEST:**

\_\_\_\_\_  
Kristal Larson, Township Clerk, Avon Township



## Kristal Larson

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**From:** Julie Draeger <julied@supportprobe.com>  
**Sent:** Tuesday, February 22, 2022 4:48 PM  
**To:** Kristal Larson  
**Subject:** SupportProbe merge with Solus



### A Message From Support

Kristal

I wanted to write to you to bring you up to date on what's happening at SupportProbe. As most of you are aware, my family and our company suffered a major loss when we suddenly lost Steve. This has been devastating for me personally, my family, our company and of course for our customers. I want to express my heartfelt thanks to everyone who has reached out and has supported us.

We understand that businesses need IT support and that this support is key to our customers' success. As you know Sam, Ben and I have been doing everything possible to continue to provide the high level of service you have come to expect from SupportProbe. That said, the void left by Steve has made it very challenging for us to continue to provide the level of support you have come to expect from us. To meet this challenge, we have decided to merge SupportProbe with Solus, LLC, a Managed IT Service Provider based here in the Chicagoland area. Solus has been in business for 25 years providing high quality services to their clients. We have been talking and working together to ensure that they will be able to provide services and support at the same high level as ours. We feel Solus is committed to providing the highest level of service, ethics and dedication to our customers.

Stuart Gabel, the President of Solus or someone from SupportProbe will be contacting each of you individually by phone over the next few weeks to discuss transition to the new company, rate structures and services that can be provided.

Below is a description of Solus and their services which will provide you some information in advance. Our goal is to ensure this process is

transparent and as painless as possible. Please feel free to contact either Stuart or I should you have any questions.

Thank you so much for all of the years of trusting us with all of your IT needs.

Julie Draeger

## **About Solus**

Solus has been serving clients since 1996, Solus LLC has earned its place as a leading provider of comprehensive network solutions including: installation, infrastructure and desktop support, and security. Our consultant's expertise extends beyond hardware and software issues to each network environment. Headquartered in Lincolnwood, Illinois, Solus is solidly Midwestern in both location and philosophy. Our network consultants are skilled technicians that possess strong project management skills and use appropriate technologies to help clients seize opportunities and solve business problems. Our information technology services are rooted in industry best practices; no shortcuts, no workarounds, just straightforward, hard-working solutions that improve networks' reliability, productivity and return on technology investment. We help clients develop and evaluate telecommunications options, develop, and implement policies and procedures, institute user training, and operate an efficient, secure network. Solus will also assist clients in the evaluation of third-party vendors when their services might be appropriate. Solus has extensive experience in supporting client networks, and we are particularly proud of our reputation. With most of our clients, we work on a long-term collaborative basis. Along with our partners, we also offer cloud computing and managed voice solutions that provide options for whatever IT requirements you will have both long term and short term. Solus' IT consulting professionals have extensive experience in the design, implementation, maintenance, and support of robust, efficient, cost effective networks that are fine-tuned to each client's requirements. Our ultimate objective is helping you attain your business goals by being reliable and responsive, and we back up everything we do with an ironclad guarantee of your satisfaction.

### **Qualifications:**

Solus, LLC has continuously proven to be an industry leader for high quality IT services in the following ways:

- Solus is currently in our 25th year of business and in that time, we have amassed a vast amount of experience supporting SMB's in a variety of support roles. Solus has a wide range of companies we service in an array of business verticals. We have a great deal of experience supporting hospitality providers, real estate professionals, business services and many more. This is important because like many Industries these businesses require regulated security, remote access, and superior



responses to critical business issues. Businesses in these industries, more than most others, cannot afford downtime.

- Solus provides help desk support for both local and cloud-based data systems to over 300 companies with locations across the country. While our onsite services are primarily available in the Chicagoland area we can and do travel to locations as our clients require and employ a nationwide partner for locations that require onsite service in other areas of the country. We remain flexible to each individual customer to best serve their specific needs.

- Solus, LLC is a Microsoft Certified Partner. Our other partner relationships include but are not limited to Dell/EMC, Cisco, Meraki, Barracuda and NAbLe. Solus engineers are skilled in providing solutions and services that match your requirements. Solus engineers have over 90 years of collective experience in the IT industry. Even the management team all come from IT backgrounds and have between them almost 100 years of experience. From a technical perspective our team has years of hands-on understanding, know-how to ensure unmatched talent in providing help desk support even in the most peculiar of issues. We maintain a formal help desk tracking system (PSA), remote management systems(RMM), as well as ticket tracking workflows to provide the highest level of service possible and to meet the defined SLA's for each customer. Additionally, we maintain a ticketing feedback system which allows our clients to provide feedback on each ticket that is completed. This ensures that our clients are satisfied with the support they receive from our engineers and allows us to rectify anything that is not rated positively to ensure our 100% satisfaction guarantee. In 2020 we finished the year with a net score of 95.9%. These scores far exceed the industry average. Here at Solus, client satisfaction is achieved through hard work, a well-trained staff and positive employee morale. We do not take this promise lightly. Client satisfaction is the cornerstone of our business.

Some of the Services we provide

#### Managed IT environment

- Advanced performance monitoring
- Managed patch (Patches, updates & service packs for supported software)
- Key application maintenance and monitoring
- Scheduled preventative maintenance
- License and asset management
- 24/7/365 Monitoring of server health and availability
- 24/7/365 Monitoring of critical devices and services

#### Support Services

- Help Desk Support
- Monitoring and maintenance 24/7/365

- Support technician onsite at client location
- Dedicated technical team
- User and device support
- Vendor liaison

Solus can assist with other IT services, such as Cybersecurity and other areas. Below is a brief description of some of our additional services and Cybersecurity products

- Advanced Email Encryption
- Managed advanced antivirus
- Email & Communications Archiving
- Compliance & Regulatory Reviews/Readiness
- Secure Remote Workforce Setups
- Emergency Services available 24/7/365
- vCIO/Account Manager
- Customer Account and Ticketing Portal
- Penetration Testing
- Security Awareness Training
- Cybersecurity Planning



### **Get Updates**

REPLY to support email, or call the SupportProbe Office 847-241-4250!

**Kristal Larson**

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**From:** Julie Draeger <julied@supportprobe.com>  
**Sent:** Tuesday, February 22, 2022 5:19 PM  
**To:** Kristal Larson  
**Subject:** SupportProbe/Solus: Microsoft 365 update



## A Message From SupportProbe

Kristal

**SupportProbe and Solus wanted to send this note to inform you of upcoming pricing and licensing changes that Microsoft recently announced.**

**The changes are significant and warrant review and consideration on your part.**

This is a Microsoft initiated change to their pricing and terms impacting all businesses on M365 agreements, regardless of how they purchase, including direct from Microsoft. (Note\* Non-profit, government, and educational customers are currently exempt from these changes)

We can help you navigate the changes and potentially minimize impacts by taking action with you prior to the price increase and licensing agreement date change deadlines that Microsoft has set.

As a reminder, Microsoft has announced that starting **March 1, 2022**, they will be increasing prices for select subscriptions within their Microsoft 365 products. In addition, Microsoft will also amend their licensing term options from monthly subscriptions to 12-month terms for M365 products.

### **What Does This Mean?**

Beginning March 1, 2022, price increases for select Microsoft (Office) 365 products will go into effect (please see FAQs (Frequently Asked Questions) section below for details).

Beginning July 1, 2022, all Microsoft product pricing will be based on annual agreement term commitments. Products licensed under monthly agreement term commitments after this date will be charged a 20% premium. *(This monthly term commitment premium increase was originally scheduled for March, but Microsoft has provided an additional 3-month grace period)*

### **What Can You Do?**

As SupportProbe is transitioning to being merged with the company Solus, you can work with the Solus team to decide what options are best for you.

If you transition your current monthly Microsoft 365 licenses to annual terms prior to the March 1st deadline, you receive a few benefits:

- Lock-in the current (lower) rates for the term
- Avoid the monthly term 20% premium surcharge beginning July 1st, 2022

**Solus** is a Microsoft Silver Partner, which uniquely positions us/them to assist your organization. Although the changes announced by Microsoft can be a significant change to how your business provisions Microsoft products, we have worked hard to understand how to support these changes and to provide you with any opportunity present that could benefit you and/or minimize the impacts.

**You can read more about these changes by referencing the FAQ (Frequently Asked Questions) section at the bottom of this email.**

## **FAQs**

### ***When will monthly licensing agreements begin to incur the 20% surcharge?***

Beginning July 1, 2022, unless the agreement is changed to an annual term prior.

The surcharges will apply to all customers on monthly M365 agreements, regardless of how they purchase, including direct from Microsoft.

### ***When will the new pricing for select Microsoft (Office) 365 products take***



## ***effect?***

Updated pricing will go into effect March 1, 2022.

Pricing changes will apply to all Microsoft customers regardless of how they purchase, including direct from Microsoft.

## ***What Microsoft (Office) 365 products are affected by the price changes?***

- Microsoft 365 Business Basic: \$6 (from \$5)
- Microsoft 365 Business Premium: \$22 (from \$20)
- Microsoft 365 E3: \$36 (from \$32)
- Office 365 E1: \$10 (from \$8)
- Office 365 E3: \$23 (from \$20)
- Office 365 E5: \$38 (from \$35)

Organizations that choose to continue paying by-the-month will also incur the added 20% surcharge (on top of the price changes) after July 1st unless they move to annual subscriptions prior.

## ***I use one of the Microsoft (Office) 365 products affected by the price increase...am I able to lock-in my current rate or delay the price increase?***

Yes. If you transition your current monthly licenses to annual terms prior to the March 1st deadline, you can lock in your current rate for the term and will delay the price increase.

## ***Why is Microsoft making these changes?***

This is Microsoft's first substantive pricing update since they launched Office 365 a decade ago and intended to reflect the increased value delivered since inception.

Four years ago, they introduced Microsoft 365 to bring together the best of Office, Windows, and Enterprise Mobility and Security (EMS), adding Microsoft Teams as the only integrated solution to meet, chat, call, collaborate, and automate business processes. Since introducing Microsoft 365, 24 apps have been added to the suites—Microsoft Teams, Power Apps, Power BI, Power Automate, Stream, Planner, Visio, OneDrive, Yammer, and Whiteboard—and they have released over 1,400 new features.

## ***How do these changes benefit my business?***

By transitioning to annual licensing subscriptions from month-to-month, it will help your business in the following ways:

- Price locks during the term of your annual subscription
- Simplify renewals of Microsoft products
- Streamline processes
- Operational flexibility

***When am I able to make changes to my current Microsoft licensing terms?***

Microsoft allows for a conversion from legacy CSP products to NCE (New Commerce Experience) products at any time until July 1st, 2022. Once converted, the new licensing agreements and terms will apply.

***Can I make changes to an annual plan?***

Sort of. You can add or upgrade existing subscriptions, but not reduce license counts. Add and upgrades will be co-termed with the base subscription.

***Can I cancel my subscription?***

No. Microsoft NCE subscriptions are not cancelable and will not be refunded. Microsoft provides a 72-hour change window from the date of provision. After that only add/upgrades are permitted. Solus team members can provide more details.

***Are longer terms available?***

Not yet, but Microsoft has announced it will offer 36-month terms as a possibility soon. This will also avoid the month-to-month surcharge.

***What if my current Microsoft licensing agreements are already annual? Do the monthly surcharges or price changes impact me?***

If your licenses are currently on annual terms, you will not incur the 20% monthly surcharge for the remainder of the term. At renewal, you will need to reconfirm annual renewals to avoid the surcharge

If you use one of the Microsoft (Office) 365 products scheduled for a price increase on March 1, 2022, and your current annual agreement ends **prior to** that date, you can renew your annual term and lock-in the current rate and will delay the price increase until your renewal.

If you use one of the products scheduled for a price increase on March 1, 2022,

and your current annual agreement ends **after** that date, the price changes will take effect at that time.

***What will happen if I don't take any action or remain on a monthly licensing agreement?***

If you do nothing, you will remain on your current CSP licensing agreements. On July 1st, Microsoft will convert all monthly subscriptions to Microsoft NCE monthly subscription agreements.

Effective March 1st, 2022, all monthly subscriptions will be charged for the Microsoft (Office) 365 product increases announced.

Effective July 1st, 2022, you will be charged a 20% monthly term surcharge for all Microsoft (Office) 365 products.

*Thank you,*

***Julie Draeger***

*SupportProbe & MRK Hosting*

*Accounts Payable/Receivable Manager*

*x804*

*[billing@supportprobe.com](mailto:billing@supportprobe.com)*



**Get Updates**

REPLY to support email, or call the SupportProbe Office 847-241-4250!

SupportProbe | 982 Concord Dr. | Island Lake, IL 60042

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## Long-Term Strategic Plan

The committee has previously proposed the establishment of a formal capital reserve fund for a Town Building Reserve Fund (14), a Highway Equipment Reserve Fund (42) and a Permanent Hard Road Reserve Fund (52). This proposal is once again forwarded to the Town Board for consideration. This would create a new set of accounting funds for the sole purpose of major capital improvement projects, allow the township to save these monies without jeopardizing the current levies and provide for a debt-free environment related to major projects.

The Supervisor's Office has noted approximately \$500,000 in potential township projects to be considered in the future, more than half of which are significant building and facility maintenance projects. These projects represent a positive first step forward towards the development of a comprehensive long-term plan. Development of a reserve fund will ensure the monies necessary are available to commit to these projects in the future.

The Highway Department has noted one project for this year and stated that they are prepared to enter a reserve buildup cycle for future projects. Development of a reserve fund will ensure the monies necessary are available to commit to these projects in the future.

## Town Capital Plan

The proposed budget did not initially call for an explicit appropriation for capital improvements. A list of suggested project items was submitted in conjunction with the budget proposal detailing the nature of each project and an initial estimate of cost for budgeting purposes. Clarification on prioritization and timing for each project item was requested and subsequently provided to the committee for further discussion. The committee noted that only one project proposed for this fiscal year was estimated to exceed the bid requirement threshold. All other projects exceeding the threshold were inferred to be longer-term in nature and not started during this fiscal year.

Included with the clarification was the methodology used by the Supervisor's Office for prioritization of projects. In general, the committee agrees with the methodology presented for prioritization. An additional selection criteria was added to account for expiring grants to ensure that these projects are completed and funds used prior to that expiration. More weight was given to projects that have a tangible impact on safety, followed by long-term cost reduction, functional improvements and, lastly, items of a more cosmetic nature.

The committee first focused on projects that were funded by grants. The Avon Multi-Agency Resource Center is the only such project. In accordance with the prior recommendation of the committee, the altered grant as approved by the Secretary of State for obtaining lifesaving equipment is the only viable and planned fashion in which this money could be spent in the limited time frame presented. The committee recommends that any unspent grant funds remaining as of March 1, 2021 be allocated for the purchase of lifesaving equipment.

Of the remaining items proposed for completion this fiscal year, the committee focused first on maintenance items that could improve safety and reduce liability. Specifically, painting of the fire lane, exterior lighting, sidewalk repairs and interior lighting represented items that would reduce the likelihood of liability-related events. These items are routine in nature, total an estimated \$7,000 and



are recommended to be applied to the general building maintenance line item – not a capital expenditure.

Particular scrutiny was applied to the suggested Personal Protective Equipment (PPE) items provided. The committee recognizes the extreme need for safety related to the Covid-19 pandemic, but also to balance this need for safety with the expected short-term duration of the disaster. We infer this short-term nature from the notes provided throughout the GA Fund (20) proposed initial budget provided by the Supervisor’s Office suggesting a return to “pre-covid spending levels”<sup>10</sup>. Furthering this conclusion is guidance from the CDC, Illinois Department of Public Health and Lake County Health Department suggesting that vaccination and other mitigation efforts should reach sufficiently safe levels prior to the end of this fiscal year. A permanent installation of plexiglass for a long-term solution, as proposed, appears to be an unnecessary expenditure. The committee believes that the temporary safety measures enacted, while arguably not the most eye pleasing, are sufficient for reducing the transmission of Covid-19. General PPE equipment, also referenced in the capital budget, has been previously accounted for as a general expenditure<sup>11</sup>.

The next focus was on preventive maintenance projects. Of most significance are roofing and siding related items. The committee agrees that these items can and should be addressed. The project list spread each of these projects over a period of five years resulting in uncertainty when determining the urgency or immediacy. The committee recommends that a professional roofer and siding company perform inspections of the structure and provide estimates for both maintenance/repair and replacement options for each of these items. Upon receipt, the committee would be better positioned to offer a recommendation related to a significant capital expenditure appropriation. The committee would entertain revising the budget to include these items once an authoritative recommendation has been received. Until then, the committee recommends setting aside the \$12,000 requested amount for this year in a separate capital reserve fund to accumulate for future spending.

The parking lot was suggested as a joint improvement and maintenance project. The committee agrees that there is a need to repave the parking lot before further significant deterioration occurs. This project was noted as a five-year allocation of funds similar to the roofing and siding projects. The project also suggests a reconfiguration of the entrance. The committee hesitates to recommend proceeding with this project absent any drawings, estimates or engineering plans. The committee recommends that a preliminary concept drawing be provided demonstrating the proposed reconfiguration, an estimate of the cost for reconfiguration, formal inquiries to determine if Lake County needs to be engaged should the reconfiguration alter the ingress/egress to Washington Street and proposed traffic flow and parking accommodations while the project is being performed prior to further consideration. The committee strongly suggests that the Highway Commissioner be engaged to assist with the preliminary work to reduce costs in the design and planning stages of this project before proceeding to formal estimates and engineering. The committee recommends setting aside the \$18,000 requested amount for this year in a separate capital reserve fund to accumulate for future spending.

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<sup>10</sup> Appendix D – GA Fund – Discretionary and Emergency Assistance/General Assistance sections, generally.

<sup>11</sup> Appendix D – Town Fund – Line 5-10-561 - Operating Supplies – Note “Run rate plus 50% increase for PPE”.

The construction of an additional storage facility, a proposed garage, represents a facility improvement that is considered last. This project is estimated to exceed the \$20,000 minimum threshold requiring a formal bidding process. The committee hesitates to recommend funding this project absent any drawings, estimates or engineering plans. The committee recommends that a preliminary concept drawing be provided demonstrating the proposed placement of the structure, an estimate of the cost for construction, and an estimate of the impact to long-term insurance, liability and maintenance related costs prior to further consideration. The committee does not recommend funding this project at this time.