



AVON TOWNSHIP – BUDGET HEARING

AGENDA

433 E Washington Street, Round Lake Park, IL 60030
Tuesday, May 10, 2022 – 7:00pm

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. 2022-2023 Town Budget and Appropriations Ordinance

Adjournment

Posted this _____ day of _____, _____.

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 - REGULAR BOARD MEETING

AGENDA

433 E Washington Street, Round Lake Park, IL 60030
Tuesday, May 10, 2022 – 7:00pm

Call to Order

Pledge of Allegiance

Roll Call

Public Comment

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

Reports

1. Supervisor
2. Clerk
3. Assessor
4. Trustees
5. Finance Dept
6. Highway Dept

New Business

1. Approval of Minutes as Presented
 - a. April 12, 2022 Regular Meeting
 - b. April 26, 2022 Special Meeting
2. Approval of Monthly Bills as Presented
 - a. Prepaid Bills
 - b. Outstanding Bills
3. AN ORDINANCE adopting the 2022-2023 budget and appropriations for the Town of Avon
4. Discussion and possible action adopting the Mission, Vision and Values of Avon Township
5. AN ORDINANCE adopting and enacting policies for the Town of Avon, Illinois; providing for the manner of amending such policies; providing for the repeal of certain ordinances not included therein; and providing when such policies and this ordinance shall become effective.
6. Discussion and possible action regarding a Satellite Office for the Lake County Sheriff's Office
7. A RESOLUTION authorizing display of the LGBTQ pride flag at Avon Township
8. A RESOLUTION authorizing display of the Juneteenth flag at Avon Township

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AVON TOWNSHIP - REGULAR BOARD MEETING

AGENDA

433 E Washington Street, Round Lake Park, IL 60030
Tuesday, May 10, 2022 – 7:00pm

Executive Session

(Executive session will only be called if necessary)

Public Comment

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

Member's Remarks

Adjournment

Posted this _____ day of _____, _____.

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 Assessor's Report

MAY 2022

1. The tax bills were mail out at last week and are due June 6th and September 6th. Please remember that the Assessor's office does not tax your property, we only assess or set a value for the property.
2. We continue to help seniors with the freeze application or renewal. Please keep in mind that if you access to a computer and a scanner, you can apply for your any homestead exemption on-line at: https://lakecountyilpaefile.tylertech.com/lake_il_sf/
3. We will commence our annual verification of properties receiving a farm assessment, shortly, with the colder weather and rain, some farm planting is behind schedule. We verify that the property is still being used for farming or agricultural purposes and send our findings to the County, which then places a value on the farm land.
4. We are also continuing our field inspections on properties that have pulled a permit for work that we assess, like an addition or a garage or an open frame porch.
5. At this time, I am expecting that we will turn in completed assessments to the County by the third week June. After that, we will defend any appeals and begin the ground work for the 2023 General Reassessment Year.



BOB KULA - DIRECTOR

389 W. MAIN STREET HAINESVILLE IL 60073

E-MAIL: BKula@avonil.us

(847) 546-7480 Cell 847-875-5887

**AVON TOWNSHIP HIGHWAY DEPARTMENT
BOARD REPORT FOR THE
PERIOD APRIL 6 - MAY 3, 2022**

1. This past month I spoke/met with residents for the following purposes:
 - a. LCDOT and Gewalt-Hamilton about LCDOT's pending Linden Ave sanitary sewer rehabilitation.
 - b. Highland Lake HOA in regards to Chic Park
 - c. Chain O Lakes Park Manager about cleaning up the tree line at Ft Hill Cemetery that borders with the mobile home trailer park.
 - d. Highland Lake resident about a curb cut to gain access to the park
 - e. Pleasant Hill resident about building a garage on Luther Ave
 - f. Met with a Highland Lake resident about a the HOA's fence that boards Chesterfield.
 - g. Responded after hours to a resident about sewer back-up in Pleasant Hill Subdivision
 - h. Highland Lake HOA about help repairing a sea wall for lake outfall
 - i. Pleasant Hill resident about potential dead trees on the R.O.W.
 - j. Third Lake resident about dead trees that had been previously removed
 - k. Lake County Sheriff about a semi and box truck (with expired tags) parked at the dead end of Oak Court.
2. Weather related response's: Dead end of Oak Street flooded
3. This month the highway department cold patched roads as needed.
4. Grate/Cleaning:
 - a. All curb grates were checked and cleaned as needed this past month.
5. Tree Maintenance: None
6. Ft hill Cemetery and the Avon Township Center's (front) lawn was mowed.
7. In-House repairs/preparations:
 - a. Worked on Avon Township Youth Baseball field dragger and mower
 - b. Prepped all remaining trucks for spring usage (removed the v-box's and plow's)
8. Equipment Repairs that required outsourcing: None

9. Miscellaneous projects.

- a. Picked up garbage in Pleasant Hill Subdivision in response to Earth Day
- b. Cleaned out the pond outflow drain at the supervisor's office
- c. Jet Rod and scoped 8" pipe in the rain gardens at Highland Lake
- d. Speed bumps have been re-installed in Shaw Subdivision
- e. Highway department personnel attended a 1-hour webinar for larvicide training
- f. Avon Township unincorporated streets were swept by Lakeshore Clean Sweep on

April 22, 2022

- g. 2023 Patrol 1 Rock Salt Bids from Lake County completed. Avon Township Highway Departments salt contract will be with Morton Salt for \$79.540 per ton.
- h. Participated in the Pleviak Elementary School's touch-a-truck event on April 27, 2022.

10. During the period April 6 - May 3, 2022, we responded to ?? phone calls, ?? in person visits and ?? emails. See below for specifics.

TYPE	CALLS	IN PERSON/WEBINAR	EMAIL
ATYB			
CEMETERY (FT HILL)	2	2	4
CONSTRUCTION			
CONTRACTOR			
DRAINAGE/WATER	2	3	2
ENGINEER		1	6
GARBAGE/DEBRIS	2	2	
GRAYSLAKE (Village)			
HAINESVILLE (Village)			
HIGHLAND LAKE HOA	5	3	2
LAKE COUNTY DOT	3		2
LAKE COUNTY SHERIFF	1		
MEETINGS/CONF/TNG		6	5
PERMITS	3	2	3
PLEASANT HILL HOA	2		3
RESIDENT MISC	2	2	
ROADS/PUBLIC WORKS			
ROUND LAKE /BEACH/ PARK PUBLIC WORKS			
SALT			3

THIRD LAKE (Village)	2		2
TOWNSHIP CTR	1		3
TREE/BRUSH	2		
WEATHER RELATED		3	1
OTHER			6
TOTAL	27	24	42



AVON TOWNSHIP – SPECIAL BOARD MEETING

MINUTES

433 E Washington Street, Round Lake Park, IL 60030
Tuesday, April 12, 2022 – 7:00pm

Call to Order

The meeting was called to order at 7:49pm by Supervisor Michele Bauman.

Pledge of Allegiance

Roll Call

Supervisor Bauman	-	Present			
Trustee Kearby	-	Present	Trustee Dobrow	-	Present
Trustee Loffredo	-	Present	Trustee Repa	-	Present

Quorum Established

Public Comment

None

Reports

A MOTION to accept the reports as presented.

Motion: Dobrow Second: Loffredo

Supervisor Bauman	-	AYE			
Trustee Dobrow	-	AYE	Trustee Kearby	-	AYE
Trustee Loffredo	-	AYE	Trustee Repa	-	AYE

Motion carries.

New Business

Supervisor Bauman moved item 10 on the agenda by unanimous consent.

10. Gewalt Hamilton Presentation on Nippersink Road Project

Gewalt Hamilton provided an overview of the Nippersink Road Project. General questions and discussion took place with the Board regarding the various grant processes being undertaken to secure funding and how this processes took place.

No action was taken on this item.



AVON TOWNSHIP – SPECIAL BOARD MEETING

MINUTES

433 E Washington Street, Round Lake Park, IL 60030
Tuesday, April 12, 2022 – 7:00pm

1. Approval of Minutes as Presented

A MOTION to approve March 21, 2022 Regular Board Meeting minutes.

Motion:	Kearby		Second:	Dobrow	
Supervisor Bauman	-	AYE			
Trustee Dobrow	-	AYE	Trustee Kearby	-	AYE
Trustee Loffredo	-	AYE	Trustee Repa	-	AYE

Motion carries.

2. Approval of Monthly Bills as Presented

A MOTION to approve prepaid and outstanding bills as presented.

Motion:	Dobrow		Second:	Kearby	
Supervisor Bauman	-	AYE			
Trustee Dobrow	-	AYE	Trustee Kearby	-	AYE
Trustee Loffredo	-	AYE	Trustee Repa	-	AYE

Motion carries.

3. Approval of the 2022-2023 Avon Township Meeting Schedule.

A MOTION to approve the 2022-2023 meeting schedule as presented.

Motion:	Kearby		Second:	Dobrow	
Supervisor Bauman	-	AYE			
Trustee Dobrow	-	AYE	Trustee Kearby	-	AYE
Trustee Loffredo	-	AYE	Trustee Repa	-	AYE

Motion carries.

4. Finance Committee Budget Report for FY 2022-2023

A MOTION to accept the budget report as presented into record.

Motion:	Dobrow		Second:	Repa	
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AVON TOWNSHIP – SPECIAL BOARD MEETING

MINUTES

433 E Washington Street, Round Lake Park, IL 60030
Tuesday, April 12, 2022 – 7:00pm

Supervisor Bauman	-	AYE			
Trustee Dobrow	-	AYE	Trustee Kearby	-	AYE
Trustee Loffredo	-	AYE	Trustee Repa	-	AYE

Motion carries.

5. Update and Discussion on Policy and Procedures

Clerk Larson provided a brief verbal update on progress with the policies and procedures. Legal review was completed but we needed more time to review the proposed changes.

No action was taken on this item.

6. Approval of Solus IT Service Agreement

Clerk Larson recommended the adoption of the service agreement as a cost-neutral replacement for SupportProbe.

A MOTION to approve the contract as presented.

Motion: Loffredo Second: Dobrow

Supervisor Bauman	-	AYE			
Trustee Dobrow	-	AYE	Trustee Kearby	-	AYE
Trustee Loffredo	-	AYE	Trustee Repa	-	AYE

Motion carries.

7. Approval of the Purchase of Vehicles and Accessories for the Highway Department.

Highway Supervisor Kula provided a bid summary and recommendation for plow equipment for newly acquired vehicles.

A MOTION to accept the bid from Herman Brothers in the amount of \$6875.28 each for plow equipment.

Motion: Dobrow Second: Loffredo

Supervisor Bauman	-	AYE			
Trustee Dobrow	-	AYE	Trustee Kearby	-	AYE
Trustee Loffredo	-	AYE	Trustee Repa	-	AYE

Motion carries.



AVON TOWNSHIP – SPECIAL BOARD MEETING

MINUTES

433 E Washington Street, Round Lake Park, IL 60030
Tuesday, April 12, 2022 – 7:00pm

8. Approval of a Proposal for Consulting Services, Year 20 MS4 Compliance

A MOTION to approve the proposal as presented.

Motion: Dobrow Second: Kearby

Supervisor Bauman	-	AYE			
Trustee Dobrow	-	AYE	Trustee Kearby	-	AYE
Trustee Loffredo	-	AYE	Trustee Repa	-	AYE

Motion carries.

9. Approval of 2022 Road Project Bid

Highway Supervisor Kula provided a bid summary from Lake County and recommendation for paving. The contract is required to go through the County due to using MFT funds.

A MOTION to approve Schroeder Asphalt Service, Inc. in the amount of \$90,341.11.

Motion: Loffredo Second: Repa

Supervisor Bauman	-	AYE			
Trustee Dobrow	-	AYE	Trustee Kearby	-	AYE
Trustee Loffredo	-	AYE	Trustee Repa	-	AYE

Motion carries.

Public Comment

None

Member’s Remarks

None



AVON TOWNSHIP – SPECIAL BOARD MEETING

MINUTES

433 E Washington Street, Round Lake Park, IL 60030
Tuesday, April 26, 2022 – 7:00pm

Call to Order

The meeting was called to order at 7:11pm by Supervisor Michele Bauman.

Pledge of Allegiance

Roll Call

Supervisor Bauman	-	Present			
Trustee Kearby	-	Present	Trustee Dobrow	-	Absent
Trustee Loffredo	-	Absent	Trustee Repa	-	Present

Quorum Established

Public Comment

None

New Business

1. Assignment of Residential Solid Waste & Recycling Services Agreement between Avon Township and Lakes Disposal Services, Inc.

Supervisor Bauman introduced this item explaining that Lakes Disposal was being acquired by a new company. In order to provide continuity of service this was a routine matter to address. Bauman suggested informing the public via social media channels once the change was approved.

A MOTION to authorize reassignment of the contract as presented.

Motion:	Trustee Kearby		Second:	Trustee Repa	
Supervisor Bauman	-	AYE			
Trustee Dobrow	-	Absent	Trustee Kearby	-	AYE
Trustee Loffredo	-	Absent	Trustee Repa	-	AYE

Motion carries.

Public Comment

None



AVON TOWNSHIP – SPECIAL BOARD MEETING

MINUTES

433 E Washington Street, Round Lake Park, IL 60030
Tuesday, April 26, 2022 – 7:00pm

Member’s Remarks

Trustee Kearby discussed an advertising possibility through WRLR with the members present. During discussion, Trustee Jeff Loffredo arrived via electronic participation. Trustee Kearby expressed the general advertising plan and asked for an opinion on whether to proceed. Trustees Repa and Loffredo indicated a willingness to proceed.

Clerk Larson provided a brief summary of the status of the policy review. One challenge remained related to existing ordinances and the attorney was reviewing that. She was optimistic that the policies would be made available for the May meeting for formal adoption.

Adjournment

A MOTION to adjourn.

Motion:	Trustee Kearby	Second:	Trustee Repa
Supervisor Bauman	- AYE	Trustee Kearby	- AYE
Trustee Dobrow	- Absent	Trustee Repa	- AYE
Trustee Loffredo	- AYR		

Motion carries.

The meeting was adjourned at 7:15pm.

Board Information

For the May 10, 2022 Board Meeting

Financial Package Includes:

1. Income Statement for the period 3/01/22 through 05/11/22
2. Cash and Liability Balances by Fund as of 05/06/22 (Funding Through this date)
3. Documents that require **Board Approval/Acknowledgement**:
 - a. Gross Payroll paid Year to date for FYE 03/01/22 paid through 05/06/22
 - b. Prepaid Invoices since the prior meeting
 - c. Aged Payables as of 05/04/22
 - d. Open for Future Discussion
4.
 - a. Finance Report on Township Funds
 - b. Tracking of Grant Money Activity for the period March 1, 2019 - Current

Income Statement - Unaudited for Internal Use Only

March 1, 2022 - May 11, 2022 Budget Approved 05/10/22 19.7% of Year 5/04/22

Town Fund Admin.		Cur. Month	Year to Date	Budget	Variance	YTD %
		Actual	Actual	Total		
Revenue						
4-10-400	Property Tax	0.00	5,347.59	651,682	646,334	0.82
4-10-401	Replacement Tax	0.00	26,088.85	27,000	911	96.63
4-10-402	Interest and Dividend Inc	0.00	(332.96)	0	333	0.00
4-10-403	Rental Income	0.00	4,600.91	18,104	13,503	25.41
4-10-404	Misc. Income	0.00	0.00	5,000	5,000	0.00
4-10-405	Misc Grants	0.00	0.00	20,000	20,000	0.00
Total Revenue		0.00	35,704.39	721,786	686,082	4.95
Town Fund						
		Cur. Month	Year to Date	Budget	Variance	YTD %
Personnel Svs						
5-10-501	Salaries-Officials	5,576.95	29,784.75	160,000	130,215	18.62
5-10-502	Salaries - Employees	0.00	0.00	22,500	22,500	0.00
5-10-503	Salaries Part-Time	998.82	6,255.20	23,000	16,745	27.20
5-10-504	FICA	459.97	2,541.70	15,759	13,217	16.13
5-10-505	IMRF	206.89	1,034.51	6,000	4,965	17.24
5-10-506	Health Ins	(520.04)	9,934.76	59,700	49,765	16.64
5-10-507	Dental and Vision Ins	(18.08)	813.91	4,800	3,986	16.96
5-10-508	Life Ins	0.00	75.30	500	425	15.06
5-10-509	Unemployment Ins	7.24	45.35	100	55	45.35
Total Personnel Svs		6,711.75	50,485.48	292,359	241,874	17.27
Maintenance Svs						
5-10-510	Maint. Building	15.00	195.00	5,000	4,805	3.90
5-10-512	Maint. Equipment	0.00	151.66	2,000	1,848	7.58
5-10-514	Grounds/Landscaping	0.00	0.00	500	500	0.00
Total Maint Svs		15.00	346.66	7,500	7,153	4.62
Professional Svs						
5-10-520	Contract/Accounting Svs	0.00	150.00	7,560	7,410	1.98
5-10-521	Legal Svs	2,216.25	7,141.06	12,000	4,859	59.51
5-10-522	Data Processing	214.80	1,456.41	13,000	11,544	11.20
5-10-523	Liability & Gen Ins	0.00	1,640.00	25,000	23,360	6.56
5-10-523W	Workers Comp Ins	0.00	0.00	10,000	10,000	0.00
5-10-524	Contingencies	0.00	0.00	42,000	42,000	0.00
5-10-526	Liability Ins Deductible	0.00	0.00	25,000	25,000	0.00
Total Prof Svs		2,431.05	10,387.47	134,560	124,173	7.72
Communications						
5-10-530	Postage	0.00	0.00	1,000	1,000	0.00
5-10-532	Printing	26.75	72.75	500	427	14.55
Total Communication E		26.75	72.75	1,500	1,427	4.85
Professional Development						
5-10-540	Dues	0.00	40.00	2,000	1,960	2.00
5-10-541	Continuing Education	40.00	40.00	1,500	1,460	2.67
5-10-542	Subscriptions	0.00	31.82	1,000	968	3.18
5-10-543	Mileage & Tolls	0.00	0.00	1,000	1,000	0.00
5-10-544	Per Diem & Lodging	0.00	0.00	1,000	1,000	0.00
5-10-545	Conferences	0.00	0.00	1,000	1,000	0.00
Total Prof Dev		40.00	111.82	7,500	7,388	1.49

Income Statement - Unaudited for Internal Use Only

March 1, 2022 - May 11, 2022 Budget Approved 05/10/22 19.7% of Year 5/04/22

Utilities

5-10-550	Electric Town Ctr	724.33	1,436.35	10,000	8,564	14.36
5-10-551	Natural Gas Town Ctr	242.02	888.86	1,400	511	63.49
5-10-552	Water/Sewer Town	79.08	190.50	1,200	1,010	15.88
5-10-554	Telephone	378.45	870.89	5,000	4,129	17.42

Total Utilities	1,423.88	3,386.60	17,600	14,213	19.24
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General Svs

5-10-560	Office Supplies	0.00	487.64	3,000	2,512	16.25
5-10-561	Operating Supplies	0.00	0.00	1,000	1,000	0.00
5-10-562	Misc	0.00	0.00	150	150	0.00

Total General Svs	0.00	487.64	4,150	3,662	11.75
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Social Service Funds Awarded

Total Social Service Con	0.00	0.00	0	0	0.00
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Capital Outlay

5-10-580	Building	0.00	0.00	30,000	30,000	0.00
5-10-582	Office Equipment	0.00	0.00	3,000	3,000	0.00
5-10-585	Grant Projects	0.00	0.00	20,000	20,000	0.00

Total Capital Outlay	0.00	0.00	53,000	53,000	0.00
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Real Estate

Total RE Outlay	0.00	0.00	0	0	0.00
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Total T/F Admin	10,648.43	65,278.42	518,169	452,891	12.60
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Income Statement - Unaudited for Internal Use Only

March 1, 2022 - May 11, 2022 Budget Approved 05/10/22 19.7% of Year 5/04/22

Town Fund Assessor		Cur. Month	Year to Date	Budget	Variance	YTD %
		Actual	Actual	Total		
5-12-502	Salaries-Employee	6,753.85	33,769.25	193,500	159,731	17.45
5-12-504	FICA	477.36	2,386.80	14,803	12,416	16.12
5-12-505	IMRF	250.57	1,252.85	7,179	5,926	17.45
5-12-506	Health Ins	(513.74)	9,948.74	57,000	47,051	17.45
5-12-507	Dental and Vision Ins	0.00	902.22	7,000	6,098	12.89
5-12-508	Life Ins	(5.23)	96.91	1,000	903	9.69
5-12-509	Unemployment Ins	8.80	164.84	400	235	41.21
Personnel Services						
Total Personnel Services		6,971.61	48,521.61	280,882	232,360	17.27
Maintenance Svs						
5-12-512	Maint. Equipment	95.00	95.00	250	155	38.00
5-12-513	Vehicle Svs	0.00	0.00	500	500	0.00
Total Maint Svs		95.00	95.00	750	655	12.67
Professional Svs						
5-12-520	Contract/Accounting Svs	0.00	0.00	1,500	1,500	0.00
5-12-522	Data Processing	46.99	77.99	450	372	17.33
Total Prof Svs		46.99	77.99	1,950	1,872	4.00
Communications						
5-12-530	Postage	0.00	0.00	200	200	0.00
Total Communications		0.00	0.00	200	200	0.00
Professional Development						
5-12-540	Dues	0.00	40.00	350	310	11.43
5-12-541	Continuing Education	0.00	1,230.00	3,100	1,870	39.68
5-12-543	Mileage	67.35	606.19	1,150	544	52.71
5-12-544	Per Diem & Lodging	1,392.77	1,392.77	1,600	207	87.05
5-12-545	Conferences & Conventio	75.00	75.00	100	25	75.00
Total Prof Devel		1,535.12	3,343.96	6,300	2,956	53.08
Utilities						
5-12-554	Telephone- Land	183.80	371.19	2,700	2,329	13.75
Total Utilities		183.80	371.19	7,950	7,579	4.67
General Services						
5-12-560	Office Supplies	137.00	376.74	1,500	1,123	25.12
5-12-561	Operating Supplies	0.00	0.00	440	440	0.00
5-12-562	Misc	0.00	0.00	100	100	0.00
Total Services		137.00	376.74	2,040	1,663	18.47
Capital Outlay						
5-12-582	Office Equipment	0.00	0.00	6,000	6,000	0.00
Total Capital Outlay		0.00	0.00	6,000	6,000	0.00
Total T/F Assessor		8,969.52	52,786.49	306,072	253,286	17.25

Income Statement - Unaudited for Internal Use Only

March 1, 2022 - May 11, 2022 Budget Approved 05/10/22 19.7% of Year 5/04/22

Supervisor & GA		Cur. Month	Year to Date	Budget	Variance	YTD %
		Actual	Actual	Total		
Revenue						
4-20-400	Property Tax	0.00	1,379.10	161,000	159,621	0.86
4-20-402	Interest and Dividend Inc	0.00	(347.67)	0	348	0.00
4-20-404	Misc. Income	0.00	314.89	0	(315)	0.00
Total Revenue		0.00	1,346.32	161,000	159,654	0.84
Personnel Services						
5-20-502	Salaries - Employees	1,161.10	12,396.14	59,083	46,687	20.98
5-20-504	FICA	87.36	940.63	6,241	5,300	15.07
5-20-505	IMRF	43.08	459.91	3,027	2,567	15.19
5-20-506	Health Ins	0.00	4,430.33	25,881	21,451	17.12
5-20-507	Dental and Vision Ins	0.00	501.78	3,312	2,810	15.15
5-20-508	Life Ins	0.00	50.20	331	281	15.17
5-20-509	Unemployment Ins	8.42	81.79	188	106	43.51
Total Personnel Services		1,299.96	18,860.78	98,063	79,202	19.23
Maintenance Services						
5-20-512	Maint. Equipment	0.00	0.00	600	600	0.00
Total Maint Svs		0.00	0.00	600	600	0.00
Professional Services						
5-20-522	Data Processing	0.00	0.00	1,200	1,200	0.00
5-20-524	Contingencies	6.36	41.71	34,000	33,958	0.12
Total Professional Svs		6.36	41.71	35,200	35,158	0.12
Professional Development						
5-20-540	Dues	0.00	0.00	1,500	1,500	0.00
5-20-541	Continuing Education	0.00	0.00	650	650	0.00
5-20-543	Mileage	0.00	0.00	250	250	0.00
Total Professional Dev		0.00	0.00	2,400	2,400	0.00
Communications						
5-20-530	Postage	0.00	0.00	250	250	0.00
5-20-532	Printing/Communication	0.00	0.00	5,000	5,000	0.00
Total Communications		0.00	0.00	5,250	5,250	0.00
Utilities						
5-20-550	Electric	0.00	0.00	1,500	1,500	0.00
5-20-551	Natural Gas	0.00	0.00	175	175	0.00
5-20-552	Water/Sewer	0.00	0.00	70	70	0.00
5-20-554	Telephone	0.00	0.00	600	600	0.00
Total Utilities		0.00	0.00	2,345	2,345	0.00
Discretionary						
5-20-570	Youth Services	394.68	394.68	2,500	2,105	15.79
5-20-570E	Essentials Program	717.50	1,250.00	8,500	7,250	14.71
5-20-570L	Lending Closet Program	0.00	0.00	500	500	0.00
5-20-571	Senior Svs	0.00	0.00	1,200	1,200	0.00
5-20-572	Outreach	39.23	39.23	1,000	961	3.92
5-20-573	Health Services	0.00	0.00	500	500	0.00
5-20-574	Misc	26.74	26.74	1,500	1,473	1.78
Total Discretionary		1,178.15	1,710.65	15,700	13,989	10.90
Emergency Assistance/General Assistance						
5-20-591	Pharmaceuticals	0.00	142.66	1,500	1,357	9.51
5-20-593	Transportation & Fuel	0.00	0.00	1,000	1,000	0.00
5-20-594	Client Utilities	0.00	1,470.08	15,000	13,530	9.80
5-20-595	Shelter	0.00	1,150.00	10,000	8,850	11.50

Income Statement - Unaudited for Internal Use Only

March 1, 2022 - May 11, 2022 Budget Approved 05/10/22 19.7% of Year 5/04/22

5-20-596	Funerals	0.00	0.00	1,000	1,000	0.00
5-20-597	Social Service Contracts	0.00	0.00	3,000	3,000	0.00
5-20-598	Misc	0.00	0.00	750	750	0.00
5-20-599	Client Education/Training	0.00	0.00	3,000	3,000	0.00
	Total EA/GA	0.00	2,762.74	35,250	32,487	7.84
Capital Outlay						
5-20-582	Office Equipment	0.00	0.00	2,000	2,000	0.00
5-20-584	Flood Mitigation Equip	0.00	0.00	1,000	1,000	0.00
	Total Capital Outlay	0.00	0.00	3,000	3,000	0.00
	Total General Assistanc	2,484.47	23,375.88	197,808	174,432	11.82

Income Statement - Unaudited for Internal Use Only

March 1, 2022 - May 11, 2022 Budget Approved 05/10/22 19.7% of Year 5/04/22

Road & Bridge		Cur. Month	Year to Date	Budget	Variance	YTD %
		Actual	Actual	Total		
Revenue						
4-40-400	Property Tax	0.00	393.58	44,800	44,406	0.88
4-40-401	Replacement Tax	0.00	19,681.27	30,350	10,669	64.85
4-40-402	Interest and Dividend Inc	0.00	(123.03)	500	623	(24.61)
4-40-404	Misc. Income	0.00	0.00	15,000	15,000	0.00
Total Revenue		0.00	19,951.82	90,650	70,698	22.01
Maintenance Svcs						
5-40-510	Maintenance Bldg	55.92	55.92	10,000	9,944	0.56
5-40-512	Maint. Equipment	294.87	531.56	30,000	29,468	1.77
5-40-515	Mosquito Abatement	0.00	0.00	7,500	7,500	0.00
Total Maint. Expenses		350.79	587.48	47,500	46,913	1.24
Professional Services						
5-40-521	Legal Svcs	0.00	0.00	3,500	3,500	0.00
5-40-523	Liability & Gen. Insuranc	0.00	0.00	19,900	19,900	0.00
5-40-524	Contingencies	0.00	0.00	1,000	1,000	0.00
5-40-528	Drug & Alcohol Testing	0.00	0.00	500	500	0.00
Total Professional Svcs		0.00	0.00	24,900	24,900	0.00
Communications						
5-40-530	Postage	0.00	0.00	550	550	0.00
5-40-531	Publishing	0.00	0.00	400	400	0.00
5-40-532	Printing	0.00	0.00	250	250	0.00
Total Communications		0.00	0.00	1,200	1,200	0.00
Professional Development						
5-40-540	Dues	0.00	0.00	250	250	0.00
5-40-541	Continuing Education	0.00	0.00	500	500	0.00
5-40-544	Per Diem & Lodging	0.00	0.00	250	250	0.00
5-40-545	Conferences & Conventio	0.00	0.00	250	250	0.00
Total Professional Devel		0.00	0.00	1,250	1,250	0.00
General						
5-40-560	Office Supplies	290.00	350.77	500	149	70.15
5-40-561	Operating Supplies	134.59	536.14	5,000	4,464	10.72
5-40-562	Misc	0.00	0.00	500	500	0.00
5-40-563	Replacement Tax Disburs	0.00	0.00	15,200	15,200	0.00
Total General		424.59	886.91	21,200	20,313	4.18
Capital Outlay						
5-40-580	Building	0.00	0.00	20,000	20,000	0.00
5-40-581	Bldg Equipment	0.00	0.00	2,000	2,000	0.00
5-40-582	Office Equipment	0.00	911.99	2,000	1,088	45.60
5-40-583	Vehicles	0.00	0.00	110,000	110,000	0.00
Total Capital Outlay		0.00	911.99	134,000	133,088	0.68
Total Road & Bridge		775.38	2,386.38	230,050	227,664	1.04

Income Statement - Unaudited for Internal Use Only

March 1, 2022 - May 11, 2022 Budget Approved 05/10/22 19.7% of Year 5/04/22

Perm. Hard Road		Cur. Month	Year to Date	Budget	Variance	YTD %
		Actual	Actual	Total		
Revenue						
4-50-400	Property Tax	0.00	7,267.55	869,000	861,732	0.84
4-50-402	Interest and Dividend Inc	0.00	(90.54)	1,000	1,091	(9.05)
4-50-404	Misc. Income	0.00	0.00	1,500	1,500	0.00
4-50-405	Misc Grants	0.00	3,776.00	3,776	0	100.00
4-50-407	Contractual Work - Villag	0.00	11,500.61	25,000	13,499	46.00
Total Revenue		0.00	22,453.62	900,276	877,822	2.49
Personnel Services						
5-50-502	Salaries - Employees	9,213.23	49,057.47	290,000	240,943	16.92
5-50-503	Salaries- Part Time	1,201.44	5,781.93	54,320	48,538	10.64
5-50-504	FICA	747.90	3,945.88	24,581	20,635	16.05
5-50-505	IMRF	386.39	2,034.55	11,921	9,886	17.07
5-50-506	Health Ins.	(443.59)	7,839.71	51,620	43,780	15.19
5-50-507	Dental and Vision Ins	0.00	800.88	5,000	4,199	16.02
5-50-508	Life Ins	(8.04)	114.14	650	536	17.56
5-50-509	Unemployment Ins.	8.71	76.67	470	393	16.31
Total Personnel Services		11,106.04	69,651.23	438,562	368,911	15.88
Maintenance Svs						
5-50-516	Automotive Fuel & Oil	761.02	2,882.02	20,000	17,118	14.41
5-50-517	Road Salt/De-Icing	0.00	20,144.83	66,000	45,855	30.52
5-50-518	Rentals	0.00	0.00	2,500	2,500	0.00
5-50-519	Uniforms	0.00	0.00	1,000	1,000	0.00
Total Maint. Svs		761.02	23,026.85	89,500	66,473	25.73
Professional Svs						
5-50-523W	Workers Comp Ins	0.00	(1,985.00)	26,700	28,685	(7.43)
5-50-524	Contingencies	0.00	0.00	10,000	10,000	0.00
5-50-527	Tree Maintenance & Repl	0.00	0.00	15,000	15,000	0.00
5-50-528	Engineering Services	1,808.00	1,808.00	35,000	33,192	5.17
5-50-529	MS4	2,093.75	2,718.75	5,878	3,159	46.25
Total Prof Svs		3,901.75	2,541.75	92,578	90,036	2.75
Services						
5-50-550	Electric Highway Bldg	283.36	644.24	2,700	2,056	23.86
5-50-551	Natural Gas Highway Bld	247.29	1,050.29	3,500	2,450	30.01
5-50-552	Water/Sewer Highway Bl	119.47	246.66	1,000	753	24.67
5-50-553	Disposal Services	0.00	496.50	4,000	3,504	12.41
5-50-554	Telephone- Land	70.00	86.26	1,000	914	8.63
5-50-555	Telephone - Field	40.02	62.17	1,150	1,088	5.41
5-50-557	Street Lights	0.00	4,290.59	28,000	23,709	15.32
Total Services		760.14	6,876.71	41,350	34,473	16.63
General						
5-50-562	Misc.	0.00	0.00	2,500	2,500	0.00
Total General		0.00	0.00	2,500	2,500	0.00
Capital Outlay						
5-50-584	Projects, Equipment Hard	1,005.60	1,978.94	325,000	323,021	0.61
Total Cap Outlay		1,005.60	1,978.94	325,000	323,021	0.61
Total Perm. Hard Road		17,534.55	104,075.48	989,490	885,415	10.52

A/C #	Maturity Date	Balance	Comments	Reconciled Through Date Noted
Bank Account Balances				
1-10-100D	-	25,596.72		04/30/2022
1-10-102	-	110,225.56		04/30/2022
1-10-104	-	173,548.87	Matured CD Proceeds	04/30/2022
1-10-130	-	73,974.49		03/31/2022
1-20-102	-	37,959.10		04/30/2022
1-20-102C	-	127.83		04/30/2022
1-20-130	-	73,992.15		03/31/2022
1-40-102	-	280,314.28		04/30/2022
1-40-130	-	29,677.71		03/31/2022
1-50-102	-	683,892.78		04/30/2022
1-50-104	-	60,623.91	Matured CD Proceeds	04/30/2022
1-50-130	-	29,677.72		03/31/2022
Total Bank Balances				
		\$ 1,579,611.12		

		10	20	40	50
Fund Cash Balances					
		25,596.72			
		110,225.56			
		173,548.87			
		73,974.49			
		37,959.10			
		127.83			
		73,992.15			
		280,314.28			
		29,677.71			
		683,892.78			
		60,623.91			
		29,677.72			
Total		\$ 383,345.64	\$ 112,079.08	\$ 309,991.99	\$ 774,194.41

1-10-115	-	-		
1-20-203	-	-		
1-40-127	-	-		
1-50-126	-	-		
Total Due To/From				
		\$ 1,579,611.12		

Total Current Assets				
		\$ 1,579,611.12		
Beg Fund Balance - Per Feb 2022 Unaudited Balance				
Revenue		1,724,317.03		
Expenses		79,456.15		
End Fund Balance		247,902.65		
Difference - OS Liabilities/WC Refund		1,555,870.53		
		23,740.59		

Breakdown by bank:				
SBOTL		234,172.78	14.8%	
First Midwest - Money Market Accounts		1,138,116.27	72.1%	
First Midwest - Wealth Management Accounts		207,322.07	13.1%	
		-		
Check = 0				

		10	20	40	50
Fund Cash Balances					
		452,338.96	132,924.14	291,651.17	847,402.76
		35,704.39	1,346.32	19,951.82	22,453.62
		118,064.91	23,375.88	2,386.38	104,075.48
		369,978.44	110,894.58	309,216.61	765,780.90
		13,367.20	1,184.50	775.38	8,413.51
Total		\$ 383,345.64	\$ 112,079.08	\$ 309,991.99	\$ 774,194.41

2022-2023 Gross Payroll By Month
Fiscal Year March 1, 2022-February 28, 2023

As of 05/04/22

YTD Breakdown by Fund

Number of Pay Periods	Actual					Total	10	12	20	50
	2	2	1	5	5					
	March	April	May	June	June					
1 ANAN	Anmarie Andresen	2,826.28	2,430.10	998.82	6,255.20	6,255.20				
2 BAJE	Jessica T. Bak	2,415.38	2,415.38	1,207.69	6,038.45	6,038.45				
3 BAMI	Michele Bauman	4,230.82	4,230.82	2,115.41	10,577.05	10,577.05				
4 BRCY	Cynthia Brust	3,807.70	3,807.70	1,903.85	9,519.25	9,519.25				
5 DIRO	Robert C. Dilton	5,000.00	5,000.00	2,500.00	12,500.00	12,500.00				
6 DOMIC	Michael Dobrow	250.00	200.00	-	450.00	450.00				
7 FARI	Ricardo Farias	4,375.80	3,744.00	1,872.00	9,991.80	9,991.80				
8 KEJE	Jeanne L. Kearby	250.00	250.00	-	500.00	500.00				
9 KURO	Robert D. Kula	6,393.46	5,538.46	2,769.23	14,701.15	14,701.15				
10 LACH	Kristal Larson	1,923.08	1,923.08	961.54	4,807.70	4,807.70				
11 LECA	Candy A. Leatherman	3,666.64	3,073.94	-	6,740.58	6,740.58				
12 LOJE	Jeffrey Loffredo	50.00	250.00	-	300.00	300.00				
13 MAIS	Isaac D. Martinez	2,139.62	2,354.84	1,161.10	5,655.56	5,655.56				
14 OGSU	Suzanne Ogden	2,277.73	2,302.76	1,201.44	5,781.93	5,781.93				
15 RERU	Rudolph Repa	350.00	300.00	-	650.00	650.00				
16 SHJA	Jamie D. Sharkey	4,046.16	4,046.16	2,023.08	10,115.40	10,115.40				
17 VAAA	Anthony R. Vallango	4,776.72	4,120.00	2,060.00	10,956.72	10,956.72				
18 VAAN	Anthony J. Vallango Jr	5,871.80	5,024.00	2,512.00	13,407.80	13,407.80				
19 VAED	Edwin O. Vargas	3,238.46	3,238.46	1,619.23	8,096.15	8,096.15				
Totals		57,889.65	54,249.70	24,905.39	-	137,044.74	36,039.95	33,769.25	12,396.14	54,839.40
Per Payroll Register		57,889.65	54,249.70	24,905.39	-	137,044.74				
Check = 0		-	-	-	-	-				
Elected Officials Only		12,053.90	12,153.90	5,576.95	-	29,784.75	29,784.75	-	-	-
All Other		45,835.75	42,095.80	19,328.44	-	107,259.99	6,255.20	33,769.25	12,396.14	54,839.40

roll Presented for Approval at the Board Meetings Monthly - Amounts YTD tie to the Income Statements for each respective Fi

Avon Township
Prepaid Cash Disbursements
For the Period From Apr 12, 2022 to May 6, 2022

Finance Packet Item# 3.b.

Date	Check #	Account ID	Name	Line Description	Debit/(Credit) Amount	Total By Fund
Liabilities:						
4/26/22	EFT042222	2-10-200	Treasury Department	Payroll WH .. Federal	6,039.98	
5/3/22	EFT042922	2-10-200	Treasury Department	Payroll WH .. Federal	153.02	
4/26/22	EDI033122	2-10-201	Illinois Department of Employment Secur	IL Unemployment Tax	211.74	
4/26/22	EDI042222	2-10-202	Illinois Department of Revenue	Payroll WH .. Illinois	1,187.79	
5/3/22	EDI042922	2-10-202	Illinois Department of Revenue	Payroll WH .. Illinois	49.51	
5/6/22	Debit043022	2-10-203	Illinois Municipal Retirement Fund	Payroll WH .. IMRF	4,172.32	
4/25/22	Debit042222	2-10-204	Total Administrative Services Corporati	Payroll WH .. FSA Plan	217.30	
4/29/22	ACH043022	2-10-205	Nationwide Retirement	Payroll WH .. Deferred Comp.	200.00	
4/29/22	ACH043022	2-10-205	Nationwide Retirement	Payroll WH .. Deferred Comp.	100.00	
4/27/22	26414	2-10-206	AFLAC	Invoice: 010186	110.08	
4/27/22	26414	2-10-206	AFLAC	Invoice: 010186	48.48	12,490.22
Township Corporate:						
5/6/22	Debit043022	5-10-505	Illinois Municipal Retirement Fund	IMRF	(0.01)	
4/27/22	26415	5-10-506	Blue Cross and Blue Shield of Illinois	Invoice: May 2022	5,545.13	
4/27/22	26416	5-10-507	Delta Dental of Illinois - Risk	Invoice: 1558303	402.53	
4/27/22	26418	5-10-508	Principal Life Insurance Company	Invoice: May 2022	37.65	
4/27/22	26419	5-10-520	Total Administrative Services Corporati	Invoice: IN2371019	75.00	
4/21/22	26413	5-10-532	Daily Herald	Invoice: 213380	46.00	6,106.30
Assessor's Division:						
4/27/22	26415	5-12-506	Blue Cross and Blue Shield of Illinois	Invoice: May 2022	6,033.81	
4/27/22	26416	5-12-507	Delta Dental of Illinois - Risk	Invoice: 1558303	451.11	
4/27/22	26418	5-12-508	Principal Life Insurance Company	Invoice: May 2022	61.53	6,546.45
Supervisor/GA:						
4/27/22	26415	5-20-506	Blue Cross and Blue Shield of Illinois	Invoice: May 2022	2,130.34	
4/27/22	26416	5-20-507	Delta Dental of Illinois - Risk	Invoice: 1558303	250.89	
4/27/22	26418	5-20-508	Principal Life Insurance Company	Invoice: May 2022	25.10	
4/13/22	26412	5-20-595	Shenandoah Properties LLC	Invoice: 22EA00514	400.00	
4/27/22	26417	5-20-595	Darlene Groves	Invoice: 22EA00515	750.00	3,556.33
Highway Department: Road and Bridge and Permanent Hard Road						
4/27/22	26415	5-50-506	Blue Cross and Blue Shield of Illinois	Invoice: May 2022	4,875.24	
4/27/22	26416	5-50-507	Delta Dental of Illinois - Risk	Invoice: 1558303	400.44	
4/27/22	26418	5-50-508	Principal Life Insurance Company	Invoice: May 2022	77.17	5,352.85
Total					34,052.15	34,052.15

Prepayments presented for Board Approval at the May 10, 2022 Meeting

Avon Township
Aged Payables
As of 05/04/22

Date	Check #	Account ID	Name	Line Description	Description	Debit/Credit Amount	Total by Fund	FMW CC
5/10/22		2-10-200	Treasury Department	Payroll WH .. Federal	Payroll Taxes from 5/6/22 Payroll	5,684.24		
5/10/22	EDI060622	2-10-202	Illinois Department of Revenue	Payroll WH .. Illinois	Payroll Taxes from 5/6/22 Payroll	1,110.12	\$ 6,774.36	
Town Corporate:								
5/11/22	26435	5-10-510	Waukegan Safe & Lock, Ltd	Invoice: 228946	Bidg Keys for Fire Department and Officials	15.00		26.75
5/11/22	26422	5-10-521	Law Offices of Ancel Glink, P.C.	Invoice: 88589	March 2022 Professional Legal Services	2,108.75		
5/11/22	26422	5-10-521	Law Offices of Ancel Glink, P.C.	Invoice: 88589	March 2022 Professional Legal Fees	107.50		
5/20/22	ACH052022	5-10-522	COMCAST CABLE	Invoice: 0429-052822	Monthly Services	214.80		
5/19/22	FMW042422-15	5-10-532	Vista Print	Invoice: FMW042422	Business Cards for Michele	26.75		
5/11/22	26434	5-10-541	Township Supervisors of IL	Invoice: 2022 Zone 1 Workshop	Workshop for Michele	40.00		
5/11/22	26426	5-10-550	COMED	Invoice: 0978116004Apr22	Monthly Services	724.33		
5/11/22	26430	5-10-551	NICOR	Invoice: 79054810001Apr22	Monthly Services	242.02		
5/25/22	26436	5-10-552	Village of Round Lake Park	Invoice: 008047000 May 2022	Monthly Services	79.08		
5/20/22	ACH052022	5-10-554	COMCAST CABLE	Invoice: 0429-052822	Monthly Services	109.85		
5/20/22	ACH052022	5-10-554	Allied Tele-Corn Inc	Invoice: 32089	Monthly Services	268.60	\$ 3,936.68	
Assessor's Division:								
5/19/22	FMW042422-4	5-12-512	Hansen Associates Inc	Invoice: 23120	Copier Repair	95.00		95.00
5/19/22	FMW042422-10	5-12-522	MSFT	Invoice: FMW042422	Monthly Services	15.00		15.00
5/19/22	FMW042422-10	5-12-522	MSFT	Invoice: FMW042422	Monthly Services	16.00		16.00
5/19/22	FMW042422-16	5-12-522	WEB Network Solutions	Invoice: FMW042422	Domain renewal for Assessor's office	15.99		15.99
5/19/22	FMW042422-13	5-12-543	Thorlons	Invoice: FMW042422	Gas for Jeep	67.35		67.35
5/19/22	FMW042422-12	5-12-544	Various Eating Establishments	Invoice: FMW042422	Meals while attending Training	37.13		37.13
5/19/22	FMW042422-12	5-12-544	Various Eating Establishments	Invoice: FMW042422-2	Meals while attending Training	66.34		66.34
5/19/22	FMW042422-12	5-12-544	Various Eating Establishments	Invoice: FMW042422-3	Meals while attending Training	25.24		25.24
5/19/22	FMW042422-12	5-12-544	Various Eating Establishments	Invoice: FMW042422-3	Meals while attending Training	27.85		27.85
5/19/22	FMW042422-12	5-12-544	Various Eating Establishments	Invoice: FMW042422-3	Meals while attending Training	14.00		14.00
5/19/22	FMW042422-12	5-12-544	Various Eating Establishments	Invoice: FMW042422-5	Meals while attending Training	48.62		48.62
5/19/22	FMW042422-12	5-12-544	Various Eating Establishments	Invoice: FMW042422-4	Meals while attending Training	5.53		5.53
5/19/22	FMW042422-17	5-12-544	Wyndham Hotel	Invoice: FMW042422	Meals while attending Training	2.04		2.04
5/19/22	FMW042422-7	5-12-544	IL Property Assessment Institute	Invoice: FMW042422	Hotel for Chris at the Springfield Conference	287.74		287.74
5/19/22	FMW042422-8	5-12-544	MARRIOTT HOTELS	Invoice: FMW042422	Conference Fee for Chris	45.00		45.00
5/19/22	FMW042422-8	5-12-544	MARRIOTT HOTELS	Invoice: FMW042422	Hotel for Normal, IL Training - Chris	277.76		277.76
5/19/22	FMW042422-8	5-12-544	MARRIOTT HOTELS	Invoice: FMW042422	Hotel for Normal, IL Training - Cindy	277.76		277.76
5/19/22	FMW042422-14	5-12-545	Township Officials of Illinois	Invoice: FMW042422	Hotel for Normal, IL Training - Jamie	277.76		277.76
5/20/22	ACH052022	5-12-554	Alifed Tele-Corn Inc	Invoice: 32089	T/O Springfield Conference Fee	75.00		75.00
5/19/22	FMW042422-4	5-12-560	Hansen Associates Inc	Invoice: 23120	Monthly Services	183.80		183.80
					Copier Repair	137.00	\$ 1,997.91	137.00
Supervisor/GA:								
5/19/22	FMW042422-6	5-20-524	HP Instant Ink	Invoice: FMW042422	Monthly Cartridge Fee	6.36		6.36
5/19/22	FMW042422-11	5-20-570	Oriental Trading Company	Invoice: FMW042422	Easter Event	394.68		394.68
5/19/22	FMW042422-2	5-20-570E	Dollar Store	Invoice: FMW042422	Essentials Program	675.00		675.00
5/19/22	FMW042422-2	5-20-570E	Dollar Store	Invoice: FMW042422-2	Essentials Program	7.50		7.50
5/19/22	FMW042422-2	5-20-570E	Dollar Store	Invoice: FMW042422-2	Essentials Program	35.00		35.00
5/11/22	26420	5-20-572	Ace Hardware	Invoice: 133212	Easter Event	23.27		23.27
5/11/22	26420	5-20-572	Ace Hardware	Invoice: 133278	Easter Event	15.96		15.96
5/19/22	FMW042422-15	5-20-574	Vista Print	Invoice: FMW042422	Business Cards for Isaac	26.74	\$ 1,184.51	26.74
Highway Department, Road and Bridge and Permanent Hard Road								
5/19/22	FMW042422-9	5-40-510	MENARDS	Invoice: FMW042422	Highway Supplies	55.92		55.92
5/11/22	26423	5-40-512	Antioch Auto Parts Inc	Invoice: 138063	Vehicle Part/Repairs	41.39		41.39
5/11/22	26431	5-40-512	Russo Power Equipment Inc	Invoice: SPI11045548	Vehicle Part/Repairs	9.98		9.98
5/19/22	FMW042422-3	5-40-512	Ebay	Invoice: FMW042422	Vehicle Part/Repairs	102.59		102.59
5/19/22	FMW042422-5	5-40-512	The Home Depot	Invoice: FMW042422-2	Vehicle Part/Repairs	164.91		164.91
5/19/22	FMW042422-5	5-40-512	The Home Depot	Invoice: FMW042422-2	Vehicle Part/Repairs	290.00		290.00
5/11/22	26421	5-40-560	Amazon Capital Services	Invoice: 1XHFTJQJKRC	Facemasks and Bucket for Sewer Cleaning	(24.00)		(24.00)
5/11/22	26420	5-40-561	Ace Hardware	Invoice: Clsg 042522	Highway Operating Supplies	69.88		69.88

Avon Township
Aged Payables
As of 05/04/22

Date	Check #	Account ID	Name	Line Description	Description	Debit/(Credit) Amount	Total by Fund	FMW CC
5/11/22	26421	5-40-561	Amazon Capital Services	Invoice: 1XHFTJJQJKRC	Highway Operating Supplies	24.74		
5/19/22	FMW042422-5	5-40-561	The Home Depot	Invoice: FMW042422	Highway Operating Supplies	39.97		39.97
5/11/22	26427	5-50-516	WEX Bank	Invoice: 80622270	Retail Fuel for April 2022	761.02		
5/11/22	26428	5-50-528	Gewalt Hamilton Assoc	Invoice: 4051,100-12	Professional Services	1,808.00		
5/11/22	26428	5-50-529	Gewalt Hamilton Assoc	Invoice: 4199,711-5	Professional Services	2,093.75		
5/11/22	26425	5-50-550	COMED	Invoice: 1648663009 Apr2022	Monthly Services	283.36		
5/11/22	26429	5-50-551	NICOR	Invoice: 67944810000 Apr22	Monthly Services	247.29		
5/25/22	26436	5-50-552	Village of Round Lake Park	Invoice: 0008032000 May 2022	Monthly Services	119.47		
5/19/22	FMW042422-1	5-50-554	COMCAST CABLE	Invoice: FMW042422	Monthly Services	70.00		70.00
5/11/22	26432	5-50-555	Sprint	Invoice: 665790514-243	Monthly Services	22.29		
5/19/22	FMW042422-1	5-50-555	COMCAST CABLE	Invoice: FMW042422-2	Monthly Services	17.73		17.73
5/11/22	26424	5-50-584	Cleansweep	Invoice: PS447837	Sweep 4/22/22	600.00		
5/11/22	26433	5-50-584	Traffic Control & Protection Inc	Invoice: 100106	12 U Channel Green Postis Projects	405.60	\$ 7,203.89	
Total						\$ 21,097.35	\$ 21,097.35	\$ 3,413.26

Invoices presented to the Board for Approval at the May 10, 2022 Meeting

Avon Township

Finance Report for Avon Township Funds - Anmarie Andresen

Income Statement Highlights as of 5/11/22 19.7% of fiscal year

	<u>Actual</u>	<u>Budget</u>	<u>% of Budget</u>	<u>Cash/Fund Balance</u>
Town Corporate:				
Revenue	\$ 19,959	\$ 721,786	2.77%	\$ 383,346
Expense	\$ 30,897	\$ 518,169	5.96%	
Assessor	\$ 29,731	\$ 306,072	9.71%	

1. The Income Statement has been updated to reflect the Budget to be approved at this meeting.
2. The Lake County Health Department in accordance with the Lease agreement increased their rent payment by the CPI Index of 7% commencing with the May Rent payment. We budgeted for a lessor increase conservatively. This will be upside to the latest budget by \$1K.
3. All bank accounts have been reconciled through April 30, 2022 with the exception of the 4 Wealth Mgmt Accounts. First Midwest Bank Wealth Management Account's statements for April not available yet.
4. FMW Wealth Management Accounts will continue to be monitored and the Board will be updated as to the account activity.
5. No unusual Revenue and Expense items to report this month.
6. Audit Information has been provided to the Audit Firm for FYE 02/28/22 as of 4/25/22. Awaiting response from the Audit firm to determine when they will commence field work.
7. Grant monies received by the Township has been updated in a worksheet included in this month's finance packet as requested. If additional information is needed please let me know.

	<u>Actual</u>	<u>Budget</u>	<u>% of Budget</u>	<u>Cash/Fund Balance</u>
GA/Supervisor:				
Revenue	1,346	\$ 161,000.0	0.84%	\$ 112,079
Expense	23,376	\$ 197,808.0	11.82%	

1. Same items as 1, 3 and 5 under Town Corporate.
2. No Revenue nor Expense issues to report at this time.
3. Expense items to highlight:
Saving the cost of Salaries and benefits for 1 open position since 4/15/22.

Assessor's Division, Road & Bridge and Permanent Road are reported by respective Department Heads

Avon Township
Grant Money Received
For the Period From Mar 1, 2019 to Current

Account ID	Account Description	Date	Reference	Jrnl	Trans Description	Amount	FYE 02/28/20	FYE 02/29/21	FYE 02/28/22	FYE 02/28/23
4-10-404	Misc. Income	03/13/19	Safety	GENJ	Illinois Public Risk Fund	564	564			
4-50-404	Misc. Income	03/13/19	Safety	GENJ	Illinois Public Risk Fund	1,048	1,048			
4-10-404	Misc. Income	5/15/19	Flood Mitigation Grant	GENJ	State of Illinois Grant	52,100	52,100			
4-50-405	Misc Grants	9/14/20	Safety	GENJ	Illinois Public Risk Fund	2,045		2,045		
4-50-405	Misc Grants	9/14/20	Stimulus/Pandemic	GENJ	Illinois Public Risk Fund	479		479		
4-20-404	Misc. Income	9/15/21	Pharmaceutical	GENJ	Walmart Grant	1,500			1,500	
4-50-405	Misc Grants	8/11/21	Safety	GENJ	Illinois Public Risk Fund	3,496			3,496	
4-50-405	Misc Grants	3/2/22	Safety	GENJ	Illinois Public Risk Fund	3,776				3,776
Totals							\$ 53,712.00	\$ 2,524.00	\$ 4,996.00	\$ 3,776.00
Breakdown by Fund:										
Fund 10						52,664.00	52,664.00	-	-	-
Fund 20						1,500.00	-	-	1,500.00	-
Fund 50						10,844.00	1,048.00	2,524.00	3,496.00	3,776.00

AVON TOWNSHIP

ORDINANCE NO. 22-OR-001

AN ORDINANCE ADOPTING THE 2022-2023 BUDGET AND APPROPRIATIONS FOR THE
TOWN OF AVON

AVON TOWNSHIP, ILLINOIS

BE IT ORDAINED, by the Board of Trustees of Avon Township, Lake County, Illinois:

SECTION 1. That the amounts hereinafter set forth, or so much thereof as may be authorized by law, and as may be needed or deemed necessary to defray all expenses and liabilities of Avon Township, be and the same are hereby appropriated for the town purposes of Avon Township, Lake County, Illinois as hereinafter specified for the fiscal year beginning March 1, 2022 and ending February 28, 2023.

SECTION 2. That the following budget attached hereto containing an estimate of revenues and expenditures is hereby adopted for the following funds:

General Town Fund	Assessor Fund
General Assistance Fund	Road and Bridge Fund
Permanent Hard Road Fund	

SECTION 3. That the amount appropriated for town purposes for the fiscal year beginning March 1, 2022 and ending February 28, 2023 by fund shall be as follows:

	Amount Appropriated
General Town Fund:	\$ 518,169
Assessor Fund:	\$ 300,822
General Assistance Fund:	\$ 197,808
Road and Bridge Fund:	\$ 230,050
Permanent Hard Road Fund:	\$ 989,490
Total Appropriations:	\$ 2,236,339

SECTION 4. That if any section, sentence, or subdivision of this ordinance shall for any reason be held invalid or to be unconstitutional, such finding shall not affect the validity of the remaining portions of this ordinance.

SECTION 5. That each appropriated fund total shall be divided among the several objects and purposes specified, and in particular the amounts stated for each fund respectively in Section 2, constituting the total appropriations in the amount of Two Million Two Hundred Thirty Six Thousand Three Hundred Thirty Nine Dollars (\$ 2,236,339) for the fiscal year beginning March 1, 2022 and ending February 28, 2023.

SECTION 7.

That the Board of Trustees seeks to limit the authority to spend as related to certain line items or gross amounts.

- a. Town Fund Line 5-10-580 Building shall be expended solely for transfer to a separate reserve fund to be established by the Town Board. Such transfer shall be authorized solely in the form of a transfer resolution that specifies the amounts and general descriptions of each project for which funds are reserved.

- b. No single expenditure for goods or services, in part or in total, shall be caused by any official or employee for an amount greater than \$5,000 without first providing an estimate to the Town Board and a roll-call vote approving the expenditure.
- c. No single expenditure for goods or services, in part or in total, shall be caused by the Highway Supervisor for an amount greater than \$2,000 but less than \$5,000 without the written authorization of the Township Supervisor.
- d. No single expenditure for goods or services, in part or in total, shall be caused by the Clerk for an amount greater than \$500 without the written authorization of the Township Supervisor.
- e. Charges for general assistance, obligations for Social Security taxes as required by the Social Security Enabling Act, and wages that are subject to the Illinois Wage Payment and Collection Act, and other charges determined by the township board by resolution shall be exempt from Section 7(b).
- f. The Board of Trustees shall seek recovery of any such charges caused without a prior affirmative vote from the Official or employee that has caused such a charge to be made.
- g. The Board of Trustees shall levy a fine equal to Ten Percent (10%) of the charge caused, but not to exceed a maximum amount of One Hundred Dollars (\$100.00), against the Official or employee that has caused each such a charge to be made to be made payable to the fund against which the charge was made.

SECTION 8. That Section 3 shall be and is a summary of the annual Appropriation Ordinance of this Township, passed by the Board of Trustees as required by law and shall be in full force and effect from and after this date.

SECTION 9. That a certified copy of the Budget and Appropriation Ordinance shall be filed with the County Clerk within 30 days after adoption.

ADOPTED, this 10th day of May pursuant to a roll call by the Board of Trustees of Avon Township, Lake County, Illinois.

Board of Trustees	AYE	NAY	PRESENT	ABSENT
Michael Dobrow	_____	_____	_____	_____
Jeanne Kearby	_____	_____	_____	_____
Jeffrey Loffredo	_____	_____	_____	_____
Rudy Repa	_____	_____	_____	_____
Michele Bauman	_____	_____	_____	_____

Kristal Larson, Township Clerk

Michele Bauman, Chair, Board of Trustees

CERTIFICATION OF BUDGET & APPROPRIATION ORDINANCE

AVON TOWNSHIP

The undersigned, duly elected, qualified and acting clerk of Avon Township, Lake County, Illinois, does hereby certify that the attached hereto is a true and correct copy of the Budget & Appropriation Ordinance, of said Township, for the fiscal year ending March 31, 2023, as adopted this 10th day of May, 2022.

This certification is made and filed pursuant to the requirements of (35 ILCS 200/18-50) and on behalf of Avon Township, Lake County, Illinois.

This certification must be filed within 30 days after the adoption of the Budget and Appropriation Ordinance.

Dated this _____ day of _____, 2022

Kristal Larson, Township Clerk

Filed this _____ day of _____, 2022

Lake County Clerk

Town of Avon
County of Lake

CERTIFIED ESTIMATE OF REVENUES BY SOURCE
AVON TOWNSHIP

The undersigned, Supervisor, Chief Fiscal Officer, of Avon Township does certify that the estimate of revenues by source or anticipated to be received by said taxing district, is either set forth in said ordinance as "Revenues" or attached hereto by separate document, is a true statement of said estimate.

This certification is made and filed pursuant to the requirements of (35 ILCS 200/18-50) and on behalf of Avon Township, Lake County, Illinois.

This certification must be filed within 30 days after the adoption of the Budget and Appropriation Ordinance.

Dated this _____ day of _____, 2022

Michele Bauman - Supervisor – Chief Fiscal Officer

Filed this _____ day of _____, 2022

Lake County Clerk

Town of Avon
County of Lake

Town Fund Admin.

Budget FY22-23

Revenue

4-10-400	Property Tax	\$651,682
4-10-401	Replacement Tax	\$27,000
4-10-402	Interest and Dividend Income	\$0
4-10-403	Rental Income	\$18,104
4-10-404	Misc. Income	\$5,000
4-10-405	Misc. Grants	\$20,000
		<hr/>
	Total Revenue	<u><u>\$721,786</u></u>

Town Fund

Personnel Svs

5-10-501	Salaries-Officials	\$160,000
5-10-502	Salaries - Employees	\$22,500
5-10-503	Salaries Part-Time	\$23,000
5-10-504	FICA	\$15,759
5-10-505	IMRF	\$6,000
5-10-506	Health Ins	\$59,700
5-10-507	Dental and Vision Ins	\$4,800
5-10-508	Life Ins	\$500
5-10-509	Unemployment Ins	\$100
		<hr/>
	Total Personnel Svs	\$292,359

Maintenance Svs

5-10-510	Maint. Building	\$5,000
5-10-512	Maint. Equipment	\$2,000
5-10-514	Grounds/Landscaping	\$500
		<hr/>
	Total Maint Svs	\$7,500

Professional Svs

5-10-520	Contract/Accounting Svs	\$7,560
5-10-521	Legal Svs	\$12,000
5-10-522	Data Processing	\$13,000
5-10-523	Liability & Gen Ins	\$25,000
5-10-523WC	Workers Comp Ins	\$10,000
5-10-527	Contingencies	\$42,000
5-10-526	Liability Ins Deductible	\$25,000
		<hr/>
	Total Prof Svs	\$134,560

Communications

5-10-530	Postage	\$1,000
5-10-532	Printing	\$500
		<hr/>
	Total Communication Exp	\$1,500

Town Fund Admin.

Budget FY22-23

Professional Development

5-10-540	Dues	\$2,000
5-10-541	Continuing Education	\$1,500
5-10-542	Subscriptions	\$1,000
5-10-543	Mileage & Tolls	\$1,000
5-10-544	Per Diem & Lodging	\$1,000
5-10-545	Conferences	\$1,000

Total Prof Dev \$7,500

Utilities

5-10-550	Electric Town Ctr	\$10,000
5-10-551	Natural Gas Town Ctr	\$1,400
5-10-552	Water/Sewer Town	\$1,200
5-10-554	Telephone	\$5,000

Total Utilities \$17,600

General Svs

5-10-560	Office Supplies	\$3,000
5-10-561	Operating Supplies	\$1,000
5-10-562	Misc	\$150

Total General Svs \$4,150

Social Service Funds Awarded

5-10-574	Social Service Contracts	\$0
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Total Social Service Contract Awards \$0

Capital Outlay

5-10-580	Building	\$30,000
5-10-582	Office Equipment	\$3,000
5-10-584	Grant Projects	\$20,000

Total Capital Outlay \$53,000

Real Estate

\$0

Total RE Outlay \$0

Total Town Fund Admin \$518,169

Town Fund Assessor Budget FY22-23

5-12-502	Salaries-Employee	\$193,500
5-12-504	FICA	\$14,803
5-12-505	IMRF	\$7,179
5-12-506	Health Ins	\$57,000
5-12-507	Dental and Vision Ins	\$7,000
5-12-508	Life Ins	\$1,000
5-12-509	Unemployment Ins	\$400

Personnel Services

Total Personnel Services \$280,882

Maintenance Svs

5-12-512	Maint. Equipment	\$250
5-12-513	Vehicle Svs	\$500

Total Maint Svs \$750

Professional Svs

5-12-520	Contract/Accounting Svs	\$1,500
5-12-522	Data Processing	\$450

Total Prof Svs \$1,950

Communications

5-12-530	Postage	\$200
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Total Communications \$200

Professional Development

5-12-540	Dues	\$350
5-12-541	Continuing Education	\$3,100
5-12-543	Mileage	\$1,150
5-12-544	Per Diem & Lodging	\$1,600
5-12-545	Conferences & Conventions	\$100

Total Prof Devel \$6,300

Utilities

5-12-554	Telephone- Land	\$2,700
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Total Utilities \$2,700

General Services

5-12-560	Office Supplies	\$1,500
5-12-561	Operating Supplies	\$440
5-12-562	Misc	\$100

Total Services \$2,040

Capital Outlay

5-12-582	Office Equipment	\$6,000
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Total Capital Outlay \$6,000

Total T/F Assessor \$300,822

Supervisor & GA**Budget FY22-23****Revenue**

4-20-400	Property Tax	\$161,000
4-20-402	Interest and Dividend Income	\$0
4-20-404	Misc. Income	\$0

Total Revenue **\$161,000**

Personnel Services

5-20-502	Salaries - Employees	\$59,083
5-20-504	FICA	\$6,241
5-20-505	IMRF	\$3,027
5-20-506	Health Ins	\$25,881
5-20-507	Dental and Vision Ins	\$3,312
5-20-508	Life Ins	\$331
5-20-509	Unemployment Ins	\$188

Total Personnel Services **\$98,063**

Professional Services

5-20-512	Maint Equipment	\$600
5-20-520	Contract/Accounting	\$0
5-20-521	Legal Services	\$0
5-20-522	Data Processing	\$1,200
5-20-524	Contingencies	\$34,000

Total Prof Svs **\$35,800**

Professional Development

5-20-540	Dues & Subscriptions	\$1,500
5-20-541	Continuing Education	\$650
5-20-543	Mileage	\$250
5-20-544	Per Diem & Lodging	\$0

Total Prof Dev **\$2,400**

Discretionary

5-20-570	Youth Services	\$2,500
5-20-570E	Essentials Program	\$8,500
5-20-570L	Lending Closet Program	\$500
5-20-571	Senior Svs	\$1,200
5-20-572	Outreach	\$1,000
5-20-573	Health Services	\$500
5-20-574	Misc	\$1,500

Total Discretionary **\$15,700**

Emergency Assistance/General Assistance

5-20-590	Hospital Outpatient	\$0
5-20-591	Pharmaceuticals	\$1,500
5-20-592	Other Medical Svs	\$0
5-20-593	Transportation & Fuel	\$1,000
5-20-594	Client Utilities	\$15,000
5-20-595	Shelter	\$10,000
5-20-596	Funerals	\$1,000
5-20-599	Client Education/Training	\$3,000
5-20-597	Service Contract Awards	\$3,000
5-20-598	Misc - Handicapp Plackards	\$750

Total EA/GA **\$35,250**

Utilities

5-20-550	Electric	\$1,500
5-20-551	Natural Gas	\$175
5-20-552	Water/Sewer	\$70
5-20-554	Telephone	\$600

Total Utilities **\$2,345**

Communications

5-20-530	Postage	\$250
5-20-532	Printing/Media	\$5,000

Total General Services **\$5,250**

Capital Outlay

5-20-581	Bldg Equipment	\$0
5-20-582	Office Equipment	\$2,000
5-20-584	Flood Mitigation Equip	\$1,000

Total Capital Outlay **\$3,000**

Total General Assistance **\$197,808**

Road & Bridge

Budget FY22-23

Revenue

4-40-400	Property Tax	44,800.00
4-40-401	Replacement Tax	30,350.00
4-40-402	Interest and Dividend Income	500.00
4-40-404	Misc. Income	15,000.00

Total Revenue 90,650.00

Maintenance Svcs

5-40-510	Maintenance Bldg	10,000.00
5-40-512	Maint. Equipment	30,000.00
5-40-515	Mosquito Spraying	7,500.00

Total Maint. Expenses 47,500

Professional Services

5-40-521	Legal Svcs	3,500.00
5-40-523	Liability & Gen. Insurance	19,900.00
5-40-524	Contingencies	1,000.00
5-40-528	Drug & Alcohol Testing	500.00

Total Professional Svcs 24,900

Communications

5-40-530	Postage	550.00
5-40-531	Publishing	400.00
5-40-532	Printing	250.00

Total Communications 1,200

Professional Development

5-40-540	Dues	250.00
5-40-541	Continuing Education	500.00
5-40-544	Per Diem & Lodging	250.00
5-40-545	Conferences & Conventions	250.00

Total Professional Development 1,250

General

5-40-560	Office Supplies	500.00
5-40-561	Operating Supplies	5,000.00
5-40-562	Misc	500.00
5-40-563	Replacement Tax Disbursement	15,200.00

Total General 21,200

Capital Outlay

5-40-580	Building	20,000.00
5-40-581	Bldg Equipment	2,000.00
5-40-582	Office Equipment	2,000.00
5-40-583	Vehicles	110,000.00

Total Capital Outlay 134,000

Total Road & Bridge 230,050

Perm. Hard Road**Budget FY22-23****Revenue**

4-50-400	Property Tax	\$869,000
4-50-402	Interest and Dividend Income	\$1,000
4-50-404	Misc. Income	\$1,500
4-50-405	Misc Grants	\$3,776
4-50-407	Contractual Work - Villages	\$25,000
4-50-408	PACE Bus	\$0
	Total Revenue	\$900,276

Personnel Services

5-50-501	Salaries - Officials	\$0
5-50-502	Salaries - Employees	\$290,000
5-50-503	Salaries- Part Time	\$54,320
5-50-504	FICA	\$24,581
5-50-505	IMRF	\$11,921
5-50-506	Health Ins.	\$51,620
5-50-507	Dental and Vision Ins	\$5,000
5-50-508	Life Ins	\$650
5-50-509	Unemployment Ins.	\$470
	Total Personnel Services	\$438,562

Maintenance Svcs

5-50-516	Automotive Fuel & Oil	\$20,000
5-50-517	Road Salt/De-Icing	\$66,000
5-50-518	Rentals	\$2,500
5-50-519	Uniforms	\$1,000
	Total Maint. Svcs	\$89,500

Professional Svcs

5-50-523WC	Workers Comp Ins	\$26,700
5-50-524	Contingencies	\$10,000
5-50-527	Tree Maintenance & Replacement	\$15,000
5-50-528	Engineering Services	\$35,000
5-50-529	MS4	\$5,878
	Total Prof Svcs	\$92,578

Services

5-50-550	Electric Highway Bldg	\$2,700
5-50-551	Natural Gas Highway Bldg	\$3,500
5-50-552	Water/Sewer Highway Bldg	\$1,000
5-50-553	Disposal Services	\$4,000
5-50-554	Telephone- Land	\$1,000
5-50-555	Telephone - Field	\$1,150
5-50-557	Street Lights	\$28,000
5-50-558	PACE	\$0

Total Services **\$41,350**

General

5-50-562	Misc.	\$2,500
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Total General **\$2,500**

Capital Outlay

5-50-584	Projects, Equipment Hard Road	\$325,000
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Total Cap Outlay **\$325,000**

Total Perm. Hard Road **\$989,490**



AVON TOWNSHIP
433 E Washington Street
Round Lake Park, IL 60030
Phone: 847-546-1446

Mission, Vision and Values

Adopted: May 2022

Reviewed: May 2022

Review Frequency: Annual

Mission Statement

It is the mission of Avon Township to empower individuals and their families by providing services to enhance the lives of its residents. By collaborating with our community partners, we help provide for the health, safety, and general welfare of all Township residents. In recognizing our fiduciary responsibility to our taxpayers, we ensure all programs and services are evaluated and provided in the most fiscally responsible manner. Avon Township strengthens the community by providing both short term and long-term needs. Our core services are social services, residential property taxpayer advocacy, and highway maintenance.

Vision Statement

Avon Township exists to provide public services through efficient, effective, and transparent governance allowing individuals, families, and businesses the opportunity to thrive in a friendly, safe, and dynamic environment. By maintaining trust, respect, and accountability in its day-to-day operations, the Township will build on its strengths in order to meet the needs of a diverse and intersectional community.

Diversity Statement

Avon Township is committed to strengthening the diverse communities we serve. We stand to create an environment that identifies, embraces, and learns from differences through our policies, practices, and values. We encourage expression of one's own identity and foster an atmosphere where we learn from others. Avon Township is dedicated to meeting the needs of everyone in our community, especially those who have been historically underserved.

Equity Statement

Avon Township is committed to being equity-minded in how it supports the public and its employees. At Avon Township, equity means providing public services, programming, and employment in a safe, welcoming, and inclusive environment while meeting the particular needs of each community and individual. To achieve this goal, Avon Township is committed to ensure that all policies, procedures, and processes are free of barriers and provide a seamless experience to all who work and visit.



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Inclusion Statement

Avon Township is inclusive of all members of our diverse community. We are committed to providing an inclusive environment where the public, employees, and officials can do their best in all of their endeavors. This is reflected through our policies, practices, beliefs, and actions. Inclusiveness at Avon Township means that each person's input is heard and valued.

AVON TOWNSHIP

ORDINANCE NO. 22-OR-002

AN ORDINANCE ADOPTING AND ENACTING POLICIES FOR THE TOWN OF AVON,
ILLINOIS; PROVIDING FOR THE MANNER OF AMENDING SUCH POLICIES;
PROVIDING FOR THE REPEAL OF CERTAIN ORDINANCES NOT INCLUDED
THEREIN; AND PROVIDING WHEN SUCH POLICIES AND THIS ORDINANCE SHALL
BECOME EFFECTIVE.

AVON TOWNSHIP, ILLINOIS

BE IT ORDAINED, by the Board of Trustees of Avon Township, Lake County, Illinois:

SECTION 1. That the Policies entitled “Policies of Avon Township”, published by The Office of the Clerk of Avon Township, and affixed hereto as Appendix A, are adopted.

SECTION 2. The following ordinances and policies of a general and permanent nature enacted on or before May 1, 2022 are hereby repealed.

Access and Loitering Policy; Alcohol and Drug Abuse Policy; Anti-Discrimination Policy; Capitalization Policy; Credit Card Policy; Electronic Participation Policy; Ethics Policy; Identity Protection Policy; Investment Policy; Pre Paid Bills Policy; Public Participation Policy; Sexual Misconduct Policy; Travel Policy.

SECTION 3. The repeal provided for in section 2 hereof shall not be construed to revive any ordinance or policy or part thereof that has been repealed by a subsequent ordinance which is repealed by this ordinance.

SECTION 5. Additions and amendments to the Policies when passed in the form as to indicate the intention of the Board of Trustees to make the same a part of the Policies shall be deemed to be incorporated in the Policies, so that reference to the Policies shall be understood and intended to include the additions and amendments.

SECTION 6. Policies adopted after May 1, 2022, that amend or refer to policies that have been adopted in the Policies, shall be construed as if they amend or refer to like provisions of the Policies.

SECTION 7. This ordinance and the Policies adopted hereby shall become effective May 11, 2022.

ADOPTED, this 10th day of May pursuant to a roll call by the Board of Trustees of Avon Township, Lake County, Illinois.

Michele Bauman, Chair, Board of Trustees

ATTEST:

Kristal Larson, Township Clerk

APPENDIX A

POLICIES OF AVON TOWNSHIP



AVON TOWNSHIP
433 E Washington Street
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Phone: 847-546-1446

Access & Loitering Policy

Adopted: November 2009

Reviewed: May 2022

Review Frequency: Annual

Policy

The Avon Township Center is not a place of unrestricted public access. The Avon Township Center is intended for the use of residents, clients, and guests of Avon Township and/or its partners. Individuals on the premises of the Avon Township Center shall be there only for specific purposes associated with the services provided by Avon Township and/or its partners. Loitering or interfering with the operations of Avon Township and/or its partners is prohibited, and violators will be required to leave. Failure to comply with a request to leave will result in staff calling the Round Lake Park Police Department.

Exceptions

There are no exceptions to this policy.



AVON TOWNSHIP
433 E Washington Street
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Alcohol and Drug Abuse Policy

Adopted: November 2009

Reviewed: May 2022

Review Frequency: Annual

Purpose

Avon Township has implemented an Alcohol and Drug Abuse Policy (the "Policy") in response to overwhelming evidence that alcohol and drug abuse has a detrimental impact on employees' health, job performance, safety and efficiency. Because Township employees operate, supervise and maintain facilities, programs and equipment for use by members of the public and perform services that may have a direct effect on the health and safety of members of the public and fellow employees, the Township wishes to maximize the health and safety of its patrons and employees.

This Policy also expresses the Township's desire to satisfy the requirements of the federal and state Drug Free Workplace Acts (41 U.S.C.A. § 701, *et seq.*, and 30 ILCS 580/1, *et seq.*). In accordance with these statutes and concerns, the Township has resolved to maintain a drug free workplace.

The purpose of this Policy is to inform employees of the Township's investigation, treatment and disciplinary policy relating to alcohol and drugs. As such, all Township employees will abide by its terms, as well as all applicable laws. As with all policies in this Manual, this Policy is subject to periodic addition, modification or deletion.

Acts Prohibited

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, medical marijuana and alcohol, is prohibited on Township property, during any on-call period or while acting on behalf of the Township.

Definitions

For purposes of this Policy, the following definitions apply:

"Alcohol" means any substance containing any form of alcohol, including but not limited to ethanol, methanol, propanol and isopropanol.

"Cannabis" is defined as provided in the Cannabis Control Act (720 ILCS 550/1, *et seq.*), which provisions are specifically incorporated in this Policy by reference.

"Controlled Substance" means a controlled substance in schedules I through V of section 812 of Title 21 of the United States Code, which provisions are specifically incorporated in this Policy by reference.



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"Criminal Drug Statute" means a criminal statute involving the manufacture, distribution, dispensation, possession or use of any controlled substance or cannabis.

"Supervisor" is the Supervisor of the Township and the Highway Supervisor.

"Township Property" means any building, office, common area, open space, vehicle, parking lot or other area owned, leased, managed, used or controlled by the Township. Township Property also includes property used by Township patrons while on Township-sponsored events or field trips or property of others when presence thereon by the Township employee is related to employment with the Township.

"Drugs" mean Prescription/OTC Drugs and controlled substances, including cannabis and medical marijuana.

"Medical Facility" means any physician, laboratory, clinic, hospital or other similar entity.

"On Call" means the employee is scheduled with at least 24 hours' notice by the Township to be on standby or otherwise responsible for performing tasks related to his or her employment either at the Township's premises or other previously designated location by his or her employer or supervisor to perform a work-related task.

"Policy" means this Alcohol and Drug Abuse Policy.

"Possess" means to have either in or on an employee's person, personal effects, desk, files or other similar area.

"Prescription/OTC Drugs" mean prescription drugs (including medical marijuana) and over-the-counter ("OTC") drugs obtained legally and being used in the manner and for the purpose for which they were prescribed or manufactured.

"Public Safety Responsibility" means a safety-sensitive position in which the nature of the employee's duties is such that impaired perception, reaction time or judgment may place the employee or members of the public or other employees at risk of serious bodily harm, or the employee is responsible for the administration or enforcement of alcohol/drug policies. As examples and not by way of limitation, employees with public safety responsibilities; employees who drive Township vehicles; employees who operate heavy machinery; employees who handle hazardous or toxic materials or substances of any kind; and similar positions.

"Under the Influence" or "impaired" means the employee is affected by alcohol or drugs in any determinable manner. A determination of being under the influence can be established by a professional opinion, scientifically valid test, layperson's opinion or the statement of a witness. For cannabis, this determination will be made based on whether the employee manifests while working or on-call specific, articulable symptoms of decreased or lessened performance of the duties or tasks of the employee's job



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position, including: symptoms of the employee's speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, or negligence or carelessness in operating equipment or machinery; disregard for the safety of the employee or others, or involvement in any accident that results in serious damage to equipment or property or personal injury; disruption of a production or manufacturing process; or carelessness that results in any injury to the employee or others.

Voluntary Treatment

It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to disciplinary action or violations of policies, rules of conduct or performance standards. The Township will not discipline an employee who voluntarily seeks treatment for a substance abuse problem, if the employee is not in violation of the Township's drug and alcohol policy or other policies, rules of conduct and standards. Seeking such assistance will not be a defense for violating the Township's Alcohol and Drug Abuse policy, nor will it excuse or limit the employee's obligation to meet the Township's policies, rules of conduct and standards including, but not limited to, those regarding attendance, job performance and safe and sober behavior on the job. The Township encourages those employees who suffer from alcohol or drug abuse to consult voluntarily with Township management and/or the Township's Employee Assistance Program ("EAP") and undergo appropriate medical treatment. Participation in such treatment will be at the employee's expense, although some of these expenses may be covered under the employee's group health plan. Township management will attempt to keep such voluntary discussions and medical treatment confidential in accordance with this Policy.

Screening and Testing

Pre-employment Testing. The Township may require applicants whose job functions require them to operate or maintain vehicles or machinery, handle hazardous or toxic materials or substances of any kind or engage in other any Public Safety Responsibility to be drug screened or tested on a conditional post-offer, pre-employment basis as part of its hiring process.

Reasonable Suspicion Testing. The Township will require screening or testing of an employee when that employee exhibits conduct or behavior that raises a reasonable suspicion the employee is under the influence of, or is impaired by, drugs or alcohol. (See Definition of "Under the Influence" or "impaired" above.) If the Township disciplines an employee on the basis that the employee is under the influence or impaired by cannabis, the Township will provide the employee a reasonable opportunity to contest the basis of this determination.

Supervisor Responsibilities. Following the Supervisor's request for Reasonable Suspicion Testing, the Supervisor will fill provide a written record documenting the specific facts that led to the decision to require the test.

Post-accident or Post-incident Testing. The Township may require the screening or testing of any employee following a workplace accident or injury that results in property damage to Township or third-



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party property, personal injury to another employee or third-party, or any personal injury to the employee himself or herself where the circumstances raise a reasonable suspicion that impairment may have played a role in the injury. When an accident or incident occurs, the Township will send all employees who may have contributed to the accident or injury for post-accident or post-incident testing, not just the employee injured (unless he or she was the only person who contributed to the accident or injury).

Post-rehabilitation Program Testing. The Township may require screening or testing of an employee during and after participation in an alcohol or drug counseling or rehabilitation program to ensure compliance with the recommended treatment and conditions of continued employment.

The Testing Process. A medical facility selected by the Township at the Township's expense will conduct drug or alcohol screening or testing. The screening or testing may require an analysis of the employee's breath, urine, saliva and/or blood or such similar substance as the medical facility may recommend. Employees who undergo alcohol or drug screening or testing will have the opportunity, prior to the collection of a specimen or other testing, to disclose the use of prescription/OTC drugs, including medical marijuana, and to explain the circumstance of their use. If an initial test is positive, the facility will conduct a second test from the same sample. A confirmed positive drug and/or alcohol test may result in disciplinary action, up to and including discharge.

Opportunity to Contest. After the Township receives a confirmed, positive drug or alcohol test and/or information indicating that the employee manifests specific, articulatable symptoms that demonstrate impairment or being under the influence, the employee will have a reasonable opportunity to contest the basis of the Township's determination. However, the Township will make a final decision at its sole and exclusive discretion.

Consent Forms Required. The Township requires each employee to sign a consent form, a copy of which is included with this Policy. The Township will require prospective employees applying for positions that require pre-employment drug testing to sign a consent form prior to taking the pre-employment drug screening.

The Township may also require each employee and prospective employee to sign a separate consent form requested by the medical facility conducting the screening or testing. Refusal to sign any requested consent form will result in non-hire or disciplinary action up to and including dismissal, as deemed appropriate by the Township, in its sole discretion, under the circumstances.

Treatment

If the medical facility recommends treatment, the Township may, depending on the circumstances as determined in its sole discretion, give the employee one opportunity to undergo treatment offered by a clinic or trained professional mutually acceptable to the Township and employee.



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Participation in such treatment will be at the employee's expense. The employee must enter the treatment program within ten (10) days from the time of recommendation of treatment. The Township may reinstate the employee provided that the employee submits a statement issued by the medical facility certifying successful completion of the treatment program, that the employee is released to return to work and that the employee agrees to all conditions of reinstatement as determined by the Township, which may include, but is not limited to, future alcohol and/or drug testing.

Use Of Prescription/OTC Drugs

Any employee who operates or maintains a vehicle or machinery, handles hazardous materials or substances of any kind or has any other Public Safety Responsibility and who has taken a prescription/OTC drug (including medical marijuana) must report the use of such prescription/OTC drug to his or her immediate supervisor if the prescription/OTC drug may cause drowsiness or if it may alter judgment, perception or reaction time. While the Township will not penalize an employee solely for his or her status as a registered qualifying patient under the Compassionate Use of Medical Cannabis Program Act or any similar law, any employee who is a registered qualifying patient is nevertheless required to comply with this Policy. The burden is on the employee to ascertain from the employee's doctor or pharmacist whether the prescription/OTC drug may have such a potential side effect or whether the employee may perform his or her job duties safely while using the prescription/OTC drug. The Township will retain the information in a confidential manner and only disclose it to persons who need to know. The employee's immediate supervisor, after conferring with the department head or Director, will decide whether the employee may safely continue to perform the job while using the prescription/OTC drug. Failure to declare the use of such prescription/OTC drugs may be cause for discipline up to and including dismissal.

Notice Of Convictions

Any employee convicted of violating any federal or state criminal drug statute must notify the Supervisor within five (5) days of such conviction. For purposes of this notice requirement, a conviction includes a finding of guilt, a no contest plea and/or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, sale, dispensation, possession or use of any controlled substance or cannabis. Failure to notify the Supervisor may subject the employee to disciplinary action, up to and including dismissal.

Discipline/Penalties for Violation

1. The Township reserves the right to discipline any employee suspected of being impaired by or under the influence of drugs or alcohol during working hours or any on-call period.
2. An employee who reports to work or is found during working on-call hours to be or to have been under the influence of alcohol, controlled substances or cannabis or who manufactures,



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possesses, uses, sells or dispenses alcohol, controlled substances or cannabis while on Township property or while acting on behalf of the Township, is convicted of a drug related crime, causes financial or physical damage to Township property, its employees or patrons as the result of alcohol or drug abuse, or fails to report the use of prescription/OTC drugs in accordance with this Policy, will be disciplined by the Township. In addition to or in the alternative, depending on the circumstances as determined by the Township in its sole discretion, the Township may require the employee to successfully complete an alcohol and/or drug abuse counseling or rehabilitation program approved for such purposes by the Township and by a federal, state, or local health law enforcement. An employee who participates in a treatment program will be expected to meet job performance standards and comply with all rules established by the Township. Participation in a treatment program will not protect the employee from disciplinary actions should job performance remain unsatisfactory.

3. In addition to the examples of misconduct that may subject an employee to disciplinary action, the Township will discipline an employee up to and including dismissal for the following: (1) if the employee refuses to submit to diagnosis, testing or screening upon request of the Township; (2) if the employee tampers in any way with the specimen given to the medical facility for purposes of alcohol or drug screening or testing; (3) if the medical facility recommends treatment and the employee refuses to undergo such treatment; (4) if, while undergoing treatment, the employee fails or refuses to follow the course of treatment; (5) if the employee, during the course of or following treatment, is again under the influence of alcohol or drugs in violation of this Policy; or (6) if the employee fails to notify the Supervisor of a conviction for violating any federal or state Criminal Drug Statute in accordance with the "Notice of Conviction" section of this policy.

Inspections

To assure employees comply with the prohibition on manufacturing, distributing, dispensing, possessing or using alcohol, controlled substances or cannabis (including medical marijuana), employees may be subject to inspection as follows:

1. Lockers, desks, files, vehicles, equipment and other containers and property owned or leased by the Township and which the Township permits an employee to use during employment are and remain the property of the Township at all times, and employees have no reasonable expectation of privacy regarding such property. The Township does not permit employees to keep controlled substances, cannabis (including medical marijuana) or alcohol in or on such property.
2. Any such property reasonably suspected of having or holding such substances is subject to search by the Township.
3. The Township will treat any refusal to submit to such an inspection as an act of insubordination, which may result in disciplinary action up to and including dismissal.



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Records

The Township will maintain medical records relating to alcohol or drug abuse, diagnosis and treatment confidential and in a medical file separate from the regular personnel files. The Township will limit access to those who need to know. The Township will not disclose these records to persons outside the Township without the employee's consent, unless disclosure of the records is necessary for legal or insurance purposes or the law requires it.

Exceptions

There are no exceptions to this policy.



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Consent To Drug And/Or Alcohol Screening or Testing

I hereby voluntarily consent to submit to drug and/or alcohol screening or testing by a physician, clinic, hospital, laboratory or medical facility chosen by Avon Township (the "Township") at the Township's expense to determine if I have alcohol or any controlled substance or cannabis in my system. I hereby consent to the physician, clinic, hospital, laboratory or medical facility taking and analyzing a sample or specimen of my breath, urine, saliva, blood and other similar substance. I also authorize the physician, clinic, hospital, laboratory or medical facility to disclose his/her/its findings, conclusions and opinions regarding the drug and/or alcohol screening or testing to a Township official or a designated representative but to no other person without my written consent. If the results of such testing indicate I have violated the Township's Alcohol and Drug Abuse Policy, I understand I will be subject to non-hire or disciplinary action up to and including immediate discharge.

If I test positive for a drug that may be legally prescribed for prescription use (including medical marijuana), I hereby further consent to allow the Medical Review Officer of the medical facility that administered the test to contact my physician or pharmacist to verify my reported use of legally prescribed drugs. I authorize my physician or pharmacist to provide the Township or its agents with any current prescription information or physician's letters authorizing the use of any such medicines, which may explain the positive test results, and I will execute any required consent or authorization forms. I understand the legal use of certain prescription or over-the-counter drugs may disqualify me from certain jobs due to safety risks.

I also confirm I will cooperate with any disclosure authorization requirements the physician, clinic, laboratory or medical facility has implemented pursuant to applicable law (including the Health Insurance Portability and Accountability Act of 1996, as amended (HIPAA)), that relate to its ability to disclose findings, conclusions and opinions, or other protected health information associated with the drug and/or alcohol screening or testing to a Township official or a designated representative. I hereby further confirm I will cooperate with any disclosure authorization requirements that my physician or pharmacist implemented pursuant to applicable law (including HIPAA) to allow it to share information with the medical facility regarding my reported use of prescription/OTC drugs in accordance with the Township's Alcohol and Drug Abuse Policy.

In consideration of my employment or continued employment, I hereby release and agree to hold the Township's and its elected officials, Commissioners, officers, members and agents harmless against any and all claims, charges or causes of action whatsoever I now have or may have in the future that may arise from this testing or from any investigation or personnel action related to or arising out of any such testing or screening.

I also acknowledge receiving, reading and understanding the Township's Alcohol and Drug Abuse Policy. I understand that, in accordance with this policy, failure to execute this document and submit to drug and/or alcohol screening or testing, or failure to report to the Township's the use of prescription/OTC drugs as



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required by the policy, may result in non-hire or disciplinary action up to and including termination. I further acknowledge I have read this consent form carefully, and I am signing of my own free will.

Employee Name: _____
(Print)

Employee Signature: _____

Date: _____

Witness Signature: _____

I agree to the screening or testing I will not agree to the screening or testing



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Anti-Discrimination Policy

Adopted: November 2009

Reviewed: May 2022

Review Frequency: Annual

Policy

It is the policy of Avon Township not to engage in discrimination or harassment against any person on the basis of an individual's actual or perceived race, color, religion, sex, pregnancy, disability, national origin, citizenship status, ancestry, age, order of protection status, genetic information, marital status, sexual orientation, gender identity, arrest record status, unfavorable discharge from the military, or status as a protected veteran and to comply with all federal and state nondiscrimination, equal opportunity, and affirmative action laws, orders, and regulations.

The Township is committed to a work environment in which all individuals are treated with respect and dignity. The "work environment" includes but is not limited to the actual physical location where an employee performs his or her duties and includes remote workplaces. Incidents occurring outside the actual physical workplace at conferences, training and other work sponsored events or gatherings are also covered by this policy. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including unlawful harassment based on any of the legally protected categories referred to above and/or as otherwise provided by law. Therefore, the Township expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

In addition to prohibiting discrimination against its employees, this policy also prohibits any form of discrimination against non-employees who are present in the workplace including vendors, contractors, subcontractors, consultants or other persons who are performing work pursuant to a contract with the Township.

Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings and business-related social events.

Any employee engaging in inappropriate practices or conduct, whether or not it constitutes sexual harassment, discrimination or harassment of any kind, shall be subject to disciplinary action, up to and including discharge.

The Township prohibits retaliation against any individual who reports discrimination or harassment, participates in an investigation of such reports, or files a charge of discrimination or harassment.



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Retaliation against an individual for reporting harassment or discrimination, for participating in an investigation of a claim of harassment or discrimination, or for filing a charge of discrimination or harassment is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action including termination if warranted.

Definitions

Discrimination

To be subject to different treatment based on membership in a protected classification and to thereby experience an adverse employment action or to be excluded from participation in or denied the benefits of a Township program.

Harassment

A form of discrimination and unwelcome conduct based on an individual's status within a Protected Classification. The unwelcome conduct may be verbal, written, electronic or physical in nature. This policy is violated when the unwelcome conduct is based on one or more of the protected classifications (defined below), and is either:

(1) sufficiently severe or pervasive; and

(2) objectively offensive; and

(3) unreasonably interferes with, denies, or limits a person's ability to participate or benefit from employment opportunities, assessments, or status at the Township; or performed by a person having power or authority over another in which submission to such conduct is made explicitly or implicitly a term or condition of employment opportunities, participation, assessments, or status at the Township.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail, text message, and social media).

Protected Classifications

Race, color, religion, sex, pregnancy, disability, national origin, ancestry, age, order of protection status, genetic information, marital status, disability, sexual orientation, gender identity, arrest record status, unfavorable discharge from the military or status as a protected veteran, or any other protected characteristic as established by law.



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Retaliation

Any action, or attempted action, directly or indirectly, against any person(s), because they have, in good faith, reported or disclosed a violation of this policy, filed a complaint of discrimination, or in any other way participated in an investigation, proceeding, complaint, or hearing under this policy. Retaliation includes, but is not limited to harassment, discrimination, threats, job termination or other disciplinary action, negative job performance evaluations, adjustment in pay or responsibilities, or actions that have a negative impact on academic progress. Actions are considered retaliation if they have a materially adverse effect on the working, academic, or living environment of a person or if they hinder or prevent the person from effectively carrying out their Township responsibilities. Any person or group within the scope of this policy who engages in retaliation is subject to a separate complaint of retaliation under this policy.

Sexual misconduct

Defined as set forth in Sexual Harassment Policy.

Processes/Procedures/Guidelines

Individuals who believe that a Township employee has subjected them to discrimination or harassment in violation of this policy should contact:

Avon Township Ethics Advisor
433 E. Washington St
Round Lake Park, IL 60073
Phone: (847) 546-1446
Email: office@avonil.us

Individuals alleging violations of this policy should report the alleged misconduct immediately upon experiencing or learning of the alleged misconduct.

Township employees to whom alleged misconduct is reported should immediately report the alleged misconduct to the Ethics Officer. Supervisory employees who fail to report alleged or suspected violations of this policy in a timely manner may be subject to disciplinary action, up to and including termination.

The Investigation

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The Township will make every reasonable effort to conduct an investigation in a responsible and confidential manner consistent with our obligation to conduct a thorough investigation. *However, it is impossible to guarantee absolute confidentiality.* The investigation may include individual interviews with the parties involved, and where necessary, with



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individuals who may have observed the alleged conduct or may have other relevant knowledge. The District reserves the right and hereby provides notice that third parties may be used to investigate claims of harassment or discrimination. Your cooperation is expected and appreciated when requested relative to any Township investigation.

Responsive Action

The Township will determine whether this policy has been violated based on a review of the facts and circumstances of each situation. Violations of this policy will be handled appropriately and on a case by case basis. Responsive action may include, but is not limited to training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, at the Township's discretion as necessary to remedy the situation.

While we hope to be able to resolve any complaints of harassment within the Township, we acknowledge your right to contact the Illinois Department of Human Rights (IDHR) at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, about filing a formal complaint, and, if it determines that there is sufficient evidence of harassment to proceed further, it will file a complaint with the Illinois Human Rights Commission (HRC), located at the same address on the fifth floor. If the IDHR does not complete its investigation within three hundred and sixty-five (365) days, you may file a complaint directly with the HRC between the three hundred and sixty fifth (365th) and the three hundred and ninety fifth (395th) day.

Exceptions

There are no exceptions to this policy.



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Capitalization Policy

Adopted: March 2005

Reviewed: May 2022

Review Frequency: Annual

Policy

For purposes of the Government Accounting Standards Board Statement 34, the following capitalization policy is established.

The following minimum capitalization amounts are hereby established:

- (i) Individual equipment is \$10,000
- (ii) Land and buildings is \$25,000
- (iii) Infrastructure assets including roads, bridges, culverts, curbs, sidewalks, lighting systems, gutters and drainage systems is \$100,000

The following depreciation methods are hereby established:

- (i) Buildings – 50 years; straight line depreciation
- (ii) Equipment – 12 years; straight line depreciation
- (iii) Vehicles under 13,000 GWR – 5 years; straight line depreciation
- (iv) Vehicles over 13,000 GWR – 7 years; straight line depreciation
- (v) Land Improvements – 20 years; straight line depreciation
- (vi) Infrastructure Assets – 40 years; straight line depreciation

Exceptions

There are no exceptions to this policy.



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Credit Card Policy

Adopted: November 2013

Reviewed: May 2022

Review Frequency: Annual

Purpose

The Township's credit card policy is designed to empower only authorized Township employees to use a Township credit card to acquire goods and certain services for the Township that are needed for operations, without undue delay. Card purchases are authorized primarily for the purchase of tangible materials, equipment, supplies and approved services; or for the use by the Township employee for travel. Use of the card is intended to simplify and streamline the acquisition process and to lower the Township's overall transaction and purchasing costs; or to reduce difficulty in travel by a Township employee.

The Township Board of Trustees is ultimately responsible for the overall management of this program, and will establish and oversee all policies and procedures associated with the use of a credit card. No credit card can be issued without the express written approval of the Township Board of Trustees. The Township Board of Trustees alone can contract with the credit card company, authorize activation of the card, and determine appropriate use and restrictions on the card. The Township Board of Trustees, may, where necessary, direct the Township Supervisor to operate on the Board's behalf.

Definitions

- A. Credit Cards – Generally. Credit or Debit cards that are issued by a bank, financial institution or holding company for general usage at any location and are bound to a revolving credit line, revolving credit account or banking account bound to a checking, savings or other investment account.
- B. Credit Cards – Private Issue. Credit or Debit cards that are issued by a bank, financial institution, holding company or private store for use at one or more specifically-named retail or commercial businesses.
- C. Credit Cards - Fuel Cards. Credit or Debit cards that are issued by and designated solely for use at one or more local, regional or national gas stations or vehicle service stations.
- D. Credit Cards - Pre-Paid. Credit or Debit cards that are issued by a bank or financial institution for general usage at any location that have a fixed sum assigned and paid in advance of issuance and are not bound to a revolving credit line, revolving credit account or banking account bound to a checking, savings or other investment account.



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Policy

Establishment of Accounts

- A. The Board of Trustees shall be the sole authority in authorizing the establishment of and managing usage of any credit card accounts in the name of the Township.
- B. The Supervisor shall be the only Official or Employee of the Township authorized to obtain a credit card in the name of the Township.

Purchasing and Signing Authority

- A. Signing authority for purchases against the Township credit card is limited to:
 - a. Supervisor
 - b. Assessor
 - c. Highway Supervisor
 - d. Any Official or Employee as determined and authorized by the Board of Trustees.
- B. Usage of the credit card shall be limited to individual transactions not to exceed five-hundred dollars (\$500.00) and total transactions not to exceed one-thousand dollars (\$1000.00) in any calendar month without prior approval of the Board of Trustees.
 - a. Emergency Situations. In an emergency situation where the transaction amount will exceed the stated maximum values above, verbal approval by two (2) of the following three (3) officials may authorize the use of a credit card in excess of the stated maximum values:
 - i. Supervisor
 - ii. Assessor
 - iii. Highway Commissioner
 - iv. Clerk
 - b. Fuel Cards. Credit cards conforming to the definition of Fuel Cards shall not be limited to the total transaction limitation.



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- c. Pre-Paid Credit Cards. Credit cards conforming to the definition of Pre-Paid Cards shall be limited solely by the total available fund balance remaining in the account.
- C. Purchases made utilizing the Township credit card must be documented and submitted as part of approval of the monthly check approval process. Each charge on the bill must have its own documentation indicating what was purchased, who purchased it, who authorized it, and the purpose of the expenditure. Documentation must include a receipt from the vendor indicating the payment amount.
- D. Generally, credit cards should be used only when required by the vendor in order to avoid unnecessary finance charges.
- E. No employee of the Township shall use such a credit card to incur an improper or unauthorized debt against the Township's credit.
- F. No official or employee of the Township shall use a credit card as a debit card. No credit card shall be obtained by a Township official or employee that can be used as a debit card.
- G. No official or employee of the Township shall use a credit card to obtain a cash advance.
- H. No official or employee of the Township shall return purchased material to obtain a cash refund. All refund or return transactions must return funds to the credit card or have issued a credit with the original vendor in the name of the Township.
- I. Use of the credit card is authorized only for official Township business, and may not be used for any personal purchase whatsoever. Since it is not possible to create a policy or procedure to cover every issue, exception or contingency that may arise in the use of a credit card, the Township employee must rely on common sense and good judgment in the exercise of authority with respect to the use of a credit card.
- J. If there is a change in the status of a Township employee to whom the Township has issued a credit card (including separation from employment with the Township for any reason) the employee must return the credit card to the Board of Trustees as soon as practicable, but not later than three days. The Trustees may also request the return of a credit card at any time
- K. No employee may benefit from any type of reward program offered by the credit card company in connection with the use of a credit card.



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Payments

- A. Disbursements to Cover Credit Card Expenses. The Board of Trustees shall audit and authorize all disbursements only at a regular board meeting or special board meeting. No debt incurred against a credit card shall be paid or disbursement authorized prior to an audit by the Board of Trustees and formal approval at a regular board meeting or special board meeting.
- B. Pre-Authorization of Credit Card Disbursements. Authorization may be provided by the Board of Trustees for one or more credit card transactions to be paid in advance provided the Board of Trustees pass by simple motion said authorization using language as follows: I move to authorize pre-payment of credit card debt in the amount of (in an amount not to exceed) [stated value] for purchase of [state nature of goods or services] from [state name of vendor or service provider]. Authorization for pre-payment must accompanied by a signed written bid or estimate of the purchase price. If an estimate or bid from the vendor is not available, a written, signed estimate from the purchaser may be substituted at the discretion of the Board of Trustees.

Penalties

- A. Liability. Officials and Employees shall be held liable in person to the Township for any improper or unauthorized use of a credit card authorized by the Township Board of Trustees.
 - a. The Township's legal counsel shall recover the amount of improperly incurred or unauthorized expenses by civil action in any court of appropriate jurisdiction.
 - b. This policy does not limit any other liability of an officer, employee, or appointee from improper or unauthorized use of a credit card authorized by the Township Board of Trustees.
- B. Misuse of Card – Employees. Misuse of the card, or violation of any policies or procedures concerning the credit card, will be cause for disciplinary action, up to and including termination of employment with the Township.
- C. Misuse of Card - Officials. Misuse of the card, or violation of any policies or procedures concerning the credit card by elected or appointed officials, will be cause for disciplinary action, up to and including removal from the elected or appointed Township office.
- D. Failure to Return Card. Failure to timely return the credit card on demand may result in civil or criminal prosecution.



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Electronic Participation in Meetings Policy

Adopted: March 2011

Reviewed: May 2022

Review Frequency: Annual

Policy

If a Township Board member is unable to physically attend a scheduled Township Board Meeting because of one of the enumerated reasons under 5 ILCS 120/7(a) including:

- (i) personal illness or disability;
- (ii) employment purposes or the business of the public body; or
- (iii) a family or other emergency

then that Township Board member may attend any scheduled board meeting via video or audio conference and participate in that meeting as if they were physically present, including participation in discussion and voting.

Exceptions

There are no exceptions to this policy.



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Ethics and Conduct Ordinance

Adopted: May 2004

Reviewed: March 2022

Review Frequency: Annual

Policy

Article I. Ethics and Conduct

Section 1.01 Short title. This Ordinance may be cited as the Avon Township Ethics and Conduct Code. References in this Ordinance to “this Code” or “this Ordinance” mean this Ordinance. References in other Township Codes and Ordinances to “Ethics Ordinance” mean this Ordinance.

Section 1.03 Purpose. The Illinois General Assembly enacted the State Officials and Employees Ethics Act (Public Act 93- 615, effective November 19, 2003, as amended by Public Act 93-617, effective December 9, 2003), which is a comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees.

The Act requires all units of local government to adopt ordinances or resolutions regulating the political activities of, and the solicitation and acceptance of gifts by, the officers and employees of such units "in a manner no less restrictive" than the provisions of the Act.

The clear intention of the Act requires units of local government to implement regulations that are at least as restrictive as those contained in the Act, and to impose penalties for violations of those regulations that are equivalent to those imposed by the Act, notwithstanding that such penalties may exceed the general authority granted to units of local government to penalize ordinance violations.

The clear intention of the Act provides units of local government with all authority necessary to implement its requirements on the local level regardless of any general limitations on the power to define and punish ordinance violations that might otherwise be applicable.

Section 1.05 Definitions, as used in this Code:

- (a) “Appointed Official” means a person who is selected by the Township Board to serve on a Committee or other group whose purpose is to provide recommendations, advice and/or guidance to Avon Township.
- (b) “Campaign for elective office” means any activity in furtherance of an effort to influence the selection, nomination, election or appointment of any individual to any federal, State or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities:
 - (1) Relating to the support or opposition of any executive, legislative, or administrative action; or



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- (2) Relating to collective bargaining, or;
- (3) That are otherwise in furtherance of the person's official duties.
- (c) "Candidate" means a person who filed nominating papers or petitions for nomination or election to an elected office within Avon Township, or who has been appointed to fill a vacancy in nomination in Avon Township, and who remains eligible for placement on the ballot at a regular election, as defined in sections 1-3 of the Election Code (10 ILCS 5/1-3) as amended.
- (d) "Collective Bargaining" has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3) as amended.
- (e) "Compensated time" means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Ordinance, does not include any:
 - (1) Designated holidays;
 - (2) Vacation periods;
 - (3) Personal time;
 - (4) Compensatory time off; or
 - (5) Any period when the employee is on a leave of absence.With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.
- (f) "Compensatory time off" means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.
- (g) "Complainant" means any individual or individuals submitting a verified complaint.
- (h) "Contribution" has the same meaning as that term is defined in section 9-1.4 of the Election Code (10 ILCS 5/9-1.4) as amended.
- (i) "Employee" means a person employed by Avon Township, whether on a full-time or part time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.
- (j) "Employer" means Avon Township.
- (k) "Family Member" means spouse (including civil union partners), son, step-son, daughter, stepdaughter, parent, grandparent, step-parent, brother, step-brother, sister, step-sister and in-laws (to include parent, grandparent, sister, brother, son, and daughter), relatives residing in the same residence and offspring born to any family members listed above.
- (l) "Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee. "Gift" shall not include anything given or received by a law enforcement officer in the course of an undercover investigation if the officer has no intent to retain such gift personally.
- (m) "Immediate Family Member" means spouse, son, daughter, parent-in-law, or parent.



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- (n) "Leave of absence" means any period during which an employee does not receive:
 - (1) Compensation for employment;
 - (2) Service credit towards pension benefits, and;
 - (3) Health insurance benefits paid by the employer.
- (o) "Officer" means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.
- (p) "Political activity" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities:
 - (1) Relating to the support or opposition of any executive, legislative, or administrative action;
 - (2) Relating to collective bargaining, or;
 - (3) That are otherwise in furtherance of the person's official duties.
- (q) "Political organization" means a party, committee, associate, fund or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3) as amended, but only with regard to those activities that require filing with the State Board of Elections or a county clerk.
- (r) "Prohibited political activity" means:
 - (1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or political event.
 - (2) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
 - (3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
 - (4) Planning, conducting, or participating in public opinion polls in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
 - (5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
 - (6) Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.
 - (7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
 - (8) Initiating for circulation, preparing, circulating, reviewing or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
 - (9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
 - (10) Preparing or reviewing responses to candidate questionnaires in connection with a campaign for elective office or on behalf of a political organization for political purposes.



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- (11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
- (12) Campaigning for any elective office or for or against any referendum question.
- (13) Managing or working on a campaign for elective office or for or against any referendum question.
- (14) Serving as a delegate, alternate, or proxy to a political party convention.
- (15) Participating in any recount or challenge to the outcome of any election.
- (s) "Prohibited source" means any person or entity who:
 - (1) Is seeking official action (i) by the member or officer or (ii) in the case of an employee, by the employee or by the member, officer, State agency, or other employee directing the employee;
 - (2) Does business or seeks to do business (i) with the member or officer or (ii) in the case of an employee, with the employee or with the member, officer, State agency, or other employee directing the employee;
 - (3) Conducts activities regulated (i) by the member or officer or (ii) in the case of an employee, by the employee or by the member, officer, State agency, or other employee directing the employee;
 - (4) Has interests that may be substantially affected by the performance or non-performance of the official duties of the member, officer, or employee;
 - (5) Is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act, except that an entity not otherwise a prohibited source does not become a prohibited source merely because a registered lobbyist is one of its members or serves on its board of directors; or
 - (6) Is an agent of or an immediate family member who is living with a "prohibited source".
- (t) "Respondent" means any individual or individuals whom a complaint has been levied or filed against.
- (u) "Supervisor" means an employee who is responsible for supervising the work of one or more employees.

Section 1.06 Prohibited Political Activities

- (a) No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of Avon Township in connection with any prohibited political activity.
- (b) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off.
- (c) No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.



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- (d) Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Ordinance.
- (e) No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant- in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

Section 1.07 Gift Ban

- (a) Except as permitted by this subsection, no officer or employee, and no immediate family member living with any officer or employee (collectively referred to herein as “recipients”), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this Section.
- (b) Exceptions. Section 1.35 is not applicable to the following, each of which are independent of every other:
 - (1) Opportunities, benefits, and services that are available on the same conditions as for the general public.
 - (2) Anything for which the officer or employee, or his or her immediate family member, pays the fair market value.
 - (3) Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.
 - (4) Educational materials and missions.
 - (5) Travel expenses for a meeting to discuss business.
 - (6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great uncle, great aunt, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, half-brother, half-sister, and including the father, mother, grandfather, or grandmother of the individual’s spouse and the individual’s fiancé or fiancée.
 - (7) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as:
 - a) The history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals;



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- b) Whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and
- c) Whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their immediate family members.
- (8) Food or refreshments not exceeding \$75.00 per person in value on a single calendar day, provided that the food or refreshments are consumed on the premises from which they were purchased, prepared, or catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.
- (9) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of the officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.
- (10) Intra-governmental and inter-governmental gifts. For the purpose of this Act, "intragovernmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.
- (11) Bequests, inheritances, and other transfers at death.
- (12) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.00.
- c) Disposition of gifts. An officer or employee, or an immediate family member living with the officer or employee, does not violate this Ordinance if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501(c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded. The affected officer or employee shall maintain records regarding the return of any gifts or donation to a charity. These records shall include, at a minimum, the amount, date returned, general description of the gift, or if commensurate donation was made, the date, amount, and receiving organization.

Section 1.08 Ethics Advisor

- (a) The Supervisor, with the advice and consent of the Township Board, shall designate an Ethics Advisor for Avon Township. The duties of the Ethics Advisor may be delegated to an officer or employee of Avon Township unless the position has been created as an office by Avon Township.
- (b) The Ethics Advisor shall provide guidance to the officers and employees of Avon Township concerning the interpretation of and compliance with the provisions of this Ordinance and State ethics laws. The Ethics Advisor shall perform such other duties as may be delegated by the Township Board



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Section 1.09 Penalties

- (a) A person who intentionally violates any provision of Section 1.06 of this Ordinance may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.
- (b) A person who intentionally violates any provision of Section 1.07 of this Ordinance is subject to a fine in an amount of not less than \$1,001 and not more than \$5,000.
- (c) Any person who intentionally makes a false report alleging a violation of any provision of this Ordinance to the local enforcement authorities, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.
- (d) A violation of Section 1.06 of this Ordinance shall be prosecuted as a criminal offense by an attorney for Avon Township by filing in the circuit court an information, or sworn complaint, charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt. A violation of Section 1.07 of this Ordinance may be prosecuted as a quasi-criminal offense by an attorney for Avon Township, or, if an Ethics Commission has been created, by the Commission through the designated administrative procedure.
- (e) In addition to any other penalty that may-be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of Section 1.06 or Section 1.07 of this Ordinance is subject to discipline or discharge.

Exceptions

There are no exceptions to this policy.



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Gun-Free Zone Policy

Adopted: March 2022

Reviewed: May 2022

Review Frequency: Annual

Policy

The Township strives to maintain a safe workplace environment for its employees and visitors and therefore it is the policy of the Township that the possession of weapons and/or concealed carry by anyone is strictly prohibited at all times while on Township property or while engaged in work for or business with the Township, as provided in this policy.

Concealed Carry Prohibited

All property controlled by the Township is a “prohibited area” under Section 65 of the Illinois Firearms Concealed Carry Act and thus, concealed carry in or on any property controlled by the Township is not authorized by Illinois law. Accordingly, and in all events, concealed carrying is not an exception to this policy.

Weapons Prohibited

Except as specifically provided herein, no Township employee except duly authorized law enforcement personnel, may wear, carry, store, transport, or otherwise possess a weapon at any time while on or in Township property, whether on duty or off duty, or while performing any duties for on behalf of the Township whether on, in or off Township property.

Except as specifically provided herein, no Township employee may use a privately-owned vehicle for Township business if that vehicle contains a firearm of any type or size, whether loaded or unloaded.

Township property for the purposes of this section means every building and property, or portion of a building or property, owned or leased by or otherwise under the control of the Township. Township property also includes every Township-owned or leased vehicle.

Inspections

Township representatives may inspect or search any workplace area or any Township property at any time for the presence of a weapon.

Violations

Any violation of this policy by a Township employee will subject the employee to severe discipline, up to and including termination and/or arrest. Any Township employee who sees or perceives a violation of



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this policy must report that violation to the Township Supervisor. No Township employee should take any action that will risk their safety or the safety of others.

Public Safety and Concealed Carry Act Exceptions

Nothing in this policy prohibits an employee, non-employee invitee or visitor on Township property from possessing or using a weapon as an occupational requirement of a public safety position, including the position of police officer, or work assignment, or as authorized by applicable federal or state law.

Also, nothing in this policy prohibits an employee possessing a valid license under the Firearm Concealed Carry Act, 430 ILCS 66/1, et seq., from carrying a concealed firearm and/or ammunition on or about his person within a vehicle into a Township parking area, provided that, before the employee leaves the parked vehicle, the firearm and ammunition are stored and concealed within the locked vehicle, or locked container within the vehicle, out of plain view within the vehicle in the parking area. An employee with a concealed carry license may carry a concealed firearm in the immediate area surrounding their vehicle within a Library parking area only for the limited purpose of storing a firearm within or retrieving a firearm from the vehicle's trunk, provided that the licensee ensures that the concealed firearm is unloaded prior to exiting the vehicle. For purposes of this policy, "case" includes a glove compartment or console that completely encloses the concealed firearm and/or ammunition, the trunk of the vehicle, or a firearm carrying box, shipping box, or another enclosing container.

Exceptions

There are no exceptions to this policy.



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Investment Policy

Adopted: November 2009

Reviewed: May 2022

Review Frequency: Annual

Policy

It is the policy of Avon Township to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the entity and conforming to all state and local statutes governing the investment of public funds.

Scope

This policy includes all funds governed by the Town Board.

Prudence

Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probably safety of their capital, as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio.

Objective

The primary objectives, in priority order, of investment activities shall be safety, liquidity, and yield:

1. Safety. Safety of principal is the foremost objective of this investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.
 - a. Credit Risk. Avon Township will minimize credit risk, the risk of loss due to the failure of the security issuer or backer, by:
 - i. Limiting investments to the safest types of securities
 - ii. Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which Avon Township will do business
 - iii. Diversifying the investment portfolio so that potential losses on individual securities will be minimized.
 - b. Interest Rate Risk. Avon Township will minimize the risk that the market value of securities in the portfolio will fall due to changes in the general interest rates, by:
 - i. Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell



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- securities on the open market prior to maturity
- ii. Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools.
2. Liquidity. The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonable anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). A portion of the portfolio also may be placed in money market mutual funds or local government investment pools which offer same-day liquidity for short-term funds.
 3. Yield. The investment portfolio shall be designed with the objective of obtaining a market rate return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity with the following exceptions:
 - a. A security with declining credit may be sold early to minimize loss of principal
 - b. A security swap would improve the quality, yield, or target duration in the portfolio.
 - c. Liquidity needs of the portfolio require that the security be sold.

Delegation of Authority

Management and administrative responsibility for the investment program is hereby delegated to the Township Supervisor who, under the delegation of the Town Board, shall establish written procedures for the operation of the investment program and shall have the discretion to make investments which he/she believes is in the best interest of the Township.

Ethics and Conflicts of Interest

Officers and employees (and contractors) involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions.

Authorized Financial Dealers and Institutions

The Supervisor will create and maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security brokers/dealers selected by credit worthiness.

Authorized and Suitable Investments



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Investments may be made in any type of security allowed for in Illinois statutes regarding the investment of public funds. Investments shall be made that reflect the cash flow needs of the fund type being invested.

Collateralization

Funds on deposit (checking accounts, certificates of deposit, etc.) in excess of FDIC limits must be secured by some form of collateral, witnessed by a written agreement and held at an independent – third party institution in the name of Avon Township.

Safekeeping and Custody

All security transactions, including collateral for repurchase agreements, entered into by Avon Township shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by an independent third party custodian designated by the Supervisor and evidenced by safekeeping receipts and a written custodial agreement.

Diversification

Avon Township shall diversify its investments to the best of its ability based on the type of funds invested and the cash flow needs of those funds. Diversification can be by type or investment, number of institutions invested in, and length of maturity.

Maximum Maturities

To the extent possible, Avon Township shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, Avon Township will not invest in securities maturing more than ____ years from the date of purchase. Reserve funds may be invested in securities exceeding ____ years if the maturity of such investments is made to coincide as nearly as practicable with the expected use of the funds.

Internal Control

The Supervisor is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The internal controls shall address the following points:

- Control of collusion
- Separation of transaction authority from accounting
- Custodial safekeeping
- Written confirmation of telephone transactions for investments and wire transfers



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Performance Standards

This investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a comparable rate of return during a market/economic environment of stable interest rates. Portfolio performance should be compared to benchmarks with similar maturity, liquidity and credit quality as the portfolio.

Reporting

The Supervisor shall prepare an investment report at least quarterly. This report should be provided to the Town Board and available on request. The report should be in a format suitable for review by the general public. An annual report should also be provided to the Board.

Marking to Market

A statement of the market value of the portfolio shall be issued to the Town Board quarterly.

Investment Policy Adoption

The investment policy shall be adopted by the Town Board. The policy shall be reviewed on an annual basis by the Supervisor and any modifications made thereto must be approved by the Town Board. Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

Illinois Funds Account

The Supervisor may continue to use the Illinois Funds Account at any time for any reason provided the Illinois Funds account comply with the Illinois Public Funds Investment Act (30 ILCS 235).

Exceptions

There are no exceptions to this policy.



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Pre-Paid Bills Policy

Adopted: November 2013

Reviewed: May 2022

Review Frequency: Annual

Policy

The Township's Pre-Paid Bills policy is designed to empower Officials and Employees to pay regularly-occurring, variable-rate contractual obligations to utility providers and other essential services providers in advance of an audit by the Board of Trustees and in advance of a formal approval of the Board of Trustees at a regular or special meeting. Pre-Paid Bills are solely intended to reduce or eliminate the likelihood of service termination where open-ended or long-term contracts apply and such service termination could directly disrupt ongoing Township operations and business.

Establishment of Authorization

- A. Authorizing Agent. The Board of Trustees shall be the sole authority in authorizing a particular utility or service provider with a pre-payment status.
- B. Managing Agent. The Supervisor shall maintain and distribute a list of authorized pre-payment vendors and provide for the proper execution of pre-payment by Township officials and employees.

Administration and Auditing

- A. Authorization – Generally. The Board of Trustees shall provide for the review and authorization for all pre-payment requests. Each request shall include the vendor name, estimated monthly cost and duration of the request.
- B. Authorization – Special Circumstances. The Board of Trustees, from time to time, may provide for a limited pre-payment authorization to reduce or eliminate the accrual of unnecessary interest fees, finance charges or penalties as necessary.
- C. Administration – Generally. The Supervisor shall maintain and distribute a list of authorized pre-payment distributions to the Board of Trustees at the time bills are prepared and made available for audit. Such list will contain the name of the vendor, the service being provided for, the date pre-payment authorization was approved and the date pre-payment authorization is set to expire.
- D. Auditing - Term of Authorization. No authorization shall exceed a term of one year from the date of authorization.

Revocations

- A. Generally. The Board of Trustees, upon majority approval, may cause any previously authorized pre-paid item to become immediately unauthorized.



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- B. Service Level Changes. Any change to contracts or agreements of a previously-authorized pre-pay vendor or service provider shall immediately render that status invalid and unauthorized, excepting when;
- a. Rate increases by utilities and service providers that provide for open-ended contracts shall not cause the authorization to be invalidated.
 - b. Fuel surcharges or other nominal “costs of doing business” amended to utility or service provider fees for existing contracts shall not cause the authorization to be invalidated.

Exceptions

There are no exceptions to this policy.



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Procedures of the Corporate Authorities

Adopted: November 2013

Reviewed: May 2022

Review Frequency: Annual

Purpose

It is the desire for Avon Township to provide procedures for the regular operations of the Town Board. This policy serves to establish and preserve these procedures related to meetings and other operations of the Corporate Authorities.

Meetings

A. Regular Meeting Dates and Times. The Corporate Authorities shall annually adopt a list of meeting dates and times and post it for public viewing. In the event that a meeting date and/or time needs to be amended, the Corporate Authorities shall post such changes a minimum of 48 hours before the new meeting date and/or time.

B. Meeting Place. All meeting of the Corporate Authorities shall be held in the Board Room of the Township Hall, unless some other place has previously been established for a particular meeting and proper notice given of such place.

C. Committee of the Whole. Committee of the Whole meetings may be scheduled at such times as may be directed by action of the Corporate Authorities or the Township Supervisor. No final action may be taken at a meeting of the Committee of the Whole. However, the Committee of the Whole may direct that items that are taken up in the Committee be placed on the agenda of the Corporate Authorities at a regular meeting, or removed there from. For purposes of notice requirements, (under the Open Meetings Act) agenda, and meeting times, Committee of the Whole meetings shall be treated as a meeting of the Corporate Authorities.

2. There shall be placed on the agenda of a Committee of the Whole meeting an item entitled public participation.

D. Quorum. A quorum of the Corporate Authorities shall consist of not less than three Trustees or two Trustees and the Township Supervisor.

E. Adjournment. Every meeting of the Corporate authorities shall adjourn, or shall recess to a later day by 10:00pm., unless a majority of the Corporate Authorities present agree to continue the meeting by motion for a specific additional amount of time or to continue the meeting to the completion of the agenda or to the completion of any item of business specified in the motion. A motion to continue the



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meeting shall be non-debatable except as to the amount of time. Any matter not disposed of shall be placed on the agenda for the next regular meeting unless deferred by a majority of the Corporate Authorities present.

Special Meetings

A. Calling. Special meetings of the Corporate Authorities may be called by the Township Supervisor or by any two Trustees. If two Trustees call a special meeting, then those Trustees are to immediately notify the Township Supervisor and Township Clerk as to the nature of the meeting and Agenda items. Such notice shall be in writing with the signatures of both Trustees. Special meetings should be called only in the event of an emergency or to address something of a time sensitive nature.

B. Special Notice. Special meetings shall require at least forty-eight hours advance public notice, which notice shall include the agenda for the special meeting.

C. Items to be Discussed. Only items of business that have been set forth upon the agenda of the special meeting shall be considered at the special meeting. This Provision shall not prohibit the Corporate Authorities from discussing any item in the executive session as allowed by law.

Presiding Officer

A. Presiding Officer. The Township Supervisor shall be the presiding officer at all meetings of the Board of Trustees and at all times when the Board meets as a Committee of the Whole.

B. Parliamentarian. The Township Supervisor may designate one individual to serve as parliamentarian for the Town Board.

Supervisor Pro Tem

A. Appointment. The Township Supervisor shall appoint one Township Trustee to serve as Supervisor Pro Tem through written notification to the Board of Trustees.

B. Duties. The Supervisor Pro Tem shall perform the duties pertaining to the office of the Township Supervisor during an absence or disability of the Township Supervisor. The Township Supervisor shall be deemed absent when he/she is outside of the state or otherwise unavailable.

C. Appointment of Vacancy. If the Township Supervisor is incapacitated and unable to appoint a Supervisor Pro Tem, the Board of Trustees shall convene a special meeting to select a Supervisor Pro Tem.

D. Term of Service. The Supervisor Pro Tem shall serve until any of the following occurs:

1. Such person resigns as Supervisor Pro Tem, or
2. Such person is no longer a Township Trustee, or
3. A Township Supervisor successor is chosen following the next general municipal election, or



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4. The Township Supervisor becomes capable of exercising his/her duties of appointing a Supervisor Pro Tem, or

5. The Township Supervisor again becomes able/available to exercise his/her responsibilities

E. Absence. In the event the Township Supervisor fails to attend a meeting of the Township Board, the Supervisor Pro Tem shall act as a temporary chairman for the meeting of the Township Board, and while so serving as temporary chairman, shall have only the power of a presiding officer and a right to vote in the capacity as Trustee on any ordinance, resolution, or motion, In the absence of the Township Supervisor and Supervisor Pro Tem from a meeting, the Board of Trustees may elect one of their members to act as a temporary chairman.

Public Notice of Meetings

A. Annual Notice. The Township Clerk shall, no later than the date of the Annual Town Hall Meeting, prepare, post in the Township Hall in a public place, and make available to the public a schedule of regular meetings for the year. The schedule shall state the regular dates, time and place of the regular meetings and all regularly scheduled meetings of the Committee of the Whole as adopted by the Township Board.

B. Special, Rescheduled, and Reconvened Meetings. The Township Clerk shall give notice of all special meetings, all rescheduled regular meetings, and all reconvened meetings at least forty-eight hours prior to such meetings. Notice shall not be required of any reconvened meeting, if the meeting is to reconvene within twenty-four hours or if the time of reconvening is announced at the original meeting and there is no change in the agenda.

C. Changes in Schedule. The Township Clerk shall give notice of any change in the regular meeting dates of the Corporate Authorities prior to the first meeting held under the changed schedule.

D. Informing the Media of Meetings. All notices required under this section shall be given to any news medium that has filed an annual request for such notice and shall be posted on the Township's website pursuant to the Illinois Open Meetings Act ("Act").

E. Notices. The Corporate Authorities shall comply with the minimum notice requirements of the Act. The Township Clerk shall give any additional notices, and shall comply with any additional requirements of the Act, as may be provided in addition to the requirements of this section.

All Meetings Open

A. Open Meetings. All meetings of the Corporate Authorities, including meetings of the Committee of the Whole or other committees shall be open to the public.

B. Executive Sessions. Executive sessions, which are closed to the public, may be held only in connection with the subjects exempt from public meetings or authorized for closed sessions under the Act. No



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executive session may be held unless the Corporate Authorities, by motion, determine to hold such a session. The Committee of the Whole may move to hold its proceedings in executive session whenever appropriate subjects are to be considered, but the motion must be made in a public meeting.

C. Debate on Executive Sessions. Whenever a matter appropriate for consideration in an executive session is required to be taken up in an executive session by any member of the Corporate Authorities, by the Township Attorney, or by any person affected by the matter to be considered, the Corporate Authorities shall consider the request.

Pending a decision by the Corporate Authorities whether to hold an executive session as requested, or at a later time, or whether to consider the matter in an open meeting, the members of the Corporate Authorities shall refrain from public discussion of the substance of the matter. Any subject matter committed to executive session shall be confidential. No public disclosure of the Corporate Authority's discussions held, or any decisions made in executive session shall be made until the matter is made public by announcement, publication or official action by the direction of the Corporate Authorities.

D. Entering into Executive Session. A motion to go into executive session may be made at any time during an open meeting of the Corporate Authorities, whether or not an executive session has been scheduled on the agenda, but shall be out of order if the subject matter is not eligible to be considered at an executive session according to the Act.

E. Compliance. The Township Clerk or their designee shall serve as the Open Meetings Act compliance officer.

Order of Business

A. Procedure. All items of business shall be considered in the order in which they are listed on the agenda, and all orders of business shall be taken up in the standing order. The order of business may be changed, or an item taken up before its place on the agenda at the discretion of the Township Supervisor.

Subjects of Orders of Business

The following restrictions shall apply to the orders of business indicated.

A. Public Participation. Members of the public, during public participation, may address the committee with comments regarding only those items that are relevant to Township business. No person shall speak for more than five minutes without the consent of the Township Supervisor. The Township Supervisor shall strictly restrain comments and questions to matters that are relevant to the Township business and shall not permit repetitious comments or arguments.

In order to permit the fair and orderly expression of such comment, the Board shall provide a period for public participation at every regular meeting of the Avon Township Board.



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1. A period for public participation at the beginning of a regular meeting of the Board shall be for comments with regard to items on the agenda for that regular meeting.
2. A period for public participation at the end of a regular meeting of the Board shall be for comments with regard to items not on the agenda for that regular meeting.

The Avon Township board shall adopt and publish rules governing public participation. The Avon Township Board, at each township meeting at which public participation is permitted, shall administer and/or provide a written copy of the rules.

B. Officials Reports. Elected officials and department heads shall generally be limited to reporting on items directly related to the conduct of their respective offices, committees or commissions or announcements or comments of general community interest. All reports must be submitted in writing for inclusion in the board packets for the Corporate Authorities prior to any meeting of the Corporate Authorities. The Township Supervisor shall notify the Trustees of the deadline for submittal of such reports to be included in the board packets. In the event that a Trustee has an issue to present that is not on the agenda, or requests action on a matter, he or she shall do so during Member's Remarks. Trustee reports shall be limited to five minutes unless otherwise approved by the Township Supervisor.

C. New Business. In the event that the Township Supervisor or a Trustee brings up a topic issues for new business, he or she shall be limited to a maximum of five minutes for presentation of the item of new business and to make any motion to put the item on a future agenda. In the event that any such motion is seconded and passed, the item can be placed on a future agenda. Discussion on such a motion to put the issue on a future agenda shall be limited to five minutes for each Trustee desiring to speak. No action shall be taken on any issue that is brought up other than placing it on a future agenda. In the event there is no motion to place the item on future agenda, any comments by other Trustee on the topic shall be limited to a maximum of five minutes.

D. Member Remarks.

Agenda

A. Contents. The agenda for a meeting shall contain all of the items of business to be considered by the Corporate Authorities at such meeting. No final action shall be taken on any item which is not properly on the agenda.

B. Preparation. The agenda shall be prepared under the direction of the Township Supervisor and shall include such matters as the Township Supervisor shall determine, matters previously set by the Corporate Authorities for the particular meeting, including matters postponed to such date, and matters requested by any one Trustee.

C. Distributions of Agendas. As soon as the final agenda is issued for any meeting of the Corporate Authorities, the Township Clerk shall post it in a public place in the Township Hall, distribute it to the



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members of the Corporate Authorities and to all Township departments, and make it available to the public. Copies of the agenda shall also be available to the public at the meeting.

E. Committee of the Whole agendas. All Committee of the Whole agendas shall be prepared and distributed and shall have the same effect as herein provided for agendas of regular meetings of the Corporate Authorities. Committee of the Whole agendas may be issued up to forty-eight hours before the meeting.

Changes to agenda

A. Removal. Any matter included on an agenda may be removed from the agenda by the Corporate Authorities. Such motion shall be in order at any time the item is before the board. Removal of an item from the agenda shall not affect its subsequent inclusion on a later agenda.

B. Additions. Any matter not included on an agenda for a meeting may be added by a majority vote of the Corporate Authorities. Any added matter shall only be for discussion purposes; no final action may be taken by the Corporate Authorities on any matter not on the published agenda.

Ordinances - Resolutions

A. Ordinances. No ordinance shall be considered by the Corporate Authorities until it has been reviewed by the Township Supervisor and approved as to form by the Township Attorney.

B. Resolutions. No resolution shall be considered unless it has been reduced to writing and reviewed by the Township Supervisor and approved as to form by the Township Attorney.

C. Amendment. Any ordinance, resolution or contract may be amended, or blanks filled-in, upon motion adopted by the Corporate Authorities, at any time before final passage.

D. Reading. No ordinance, resolution or contract needs to be read at large prior to consideration or action by the Corporate Authorities, provided the following:

1. The short title of the ordinance, resolution or contract needs to be reflective of the contents of the ordinance, resolution or contract; and
2. The short title is read aloud prior to consideration.

Minutes

A. Procedure - Clerk. The Township Clerk shall keep draft minutes of all official meetings of the Corporate Authorities, which shall be reduced to writing and submitted to the next regular meeting for correction and approval. Unless directed by the Corporate Authorities, the minutes shall not be read prior to adoption. Any person may rise to point out errors or omissions in the draft, and additions and request such changes of the Clerk. The minutes as approved shall constitute the official journal of the proceedings of the Corporate Authorities.



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B. Contents. The minutes shall not be a transcript of the meeting but shall include all motions made and all actions taken by the Corporate Authorities, including the maker and seconder, how each Board member votes, even including when no action is taken. All roll call votes shall be recorded, and voice votes so indicated. All persons presenting matters or speaking to any item shall be indicated. All rulings shall be noted. Any member of the Corporate Authorities may dissent from any action taken and have the reasons therefore included in the minutes.

C. Subsequent Additions and Corrections. If any errors or omissions are discovered in minutes previously approved, such minutes may be corrected by a written correction thereto adopted by the majority of the Corporate Authorities. The Clerk shall distribute to the members of the Corporate Authorities a statement of the correction and the reason thereof. It shall not be necessary to reconsider the approval of the minutes previously adopted. However, no minutes shall be corrected so as to indicate a change in the result of any vote on any ordinance, budget or expenditure item, or contract approval, from the result announced by the Township Supervisor at the meeting.

Practice-Generally

A. Motions. No motion shall be put to a vote unless it is seconded. Neither the maker nor seconder of a motion shall be required to vote in favor of the motion

B. Withdrawal of motions-second. The maker of a motion may withdraw it any time before the commencement of the vote, without the approval of the seconder. The seconder may thereupon renew the motion and seek a new seconder; if the seconder does not renew the motion, any other Trustee may then do so. A seconder of a motion may withdraw his/her second at any time before the commencement of the vote.

C. Amendment of motions. The maker of a motion may amend his motion, with the concurrence of the seconder, at any time prior to the commencement of the vote.

D. Motions to Amend and to fill-in blanks

1. A motion to amend an amendment shall be in order, but one to amend an amendment to an amendment shall not be entertained.
2. An amendment modifying the intention of a proposition shall be in order; but an amendment not germane to the subject of the pending proposition shall not be in order.
3. On an amendment to "strike out and insert;" the paragraph to be amended shall first be read as it stands, then the words proposed to be stricken out, then those to be inserted, and finally the paragraph as it will stand if so amended shall be read.

E. Division of Questions. A question which is divisible shall be divided upon a motion to divide adopted by the Corporate Authorities, and not otherwise. A question shall be divisible only if it contains more



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than one distinct proposition and only if all of the divided propositions are capable of complete and independent adoption or passage. However, no ordinance shall be divisible.

F. Motion to substitute. A Substitute for any original proposition under debate or for any pending amendment to such proposition may be entertained by motion. If accepted by the Corporate Authorities by majority vote, the substitute motion shall entirely supersede such original proposition or amendment, as the case may be.

G. Reconsideration

A vote or question may be reconsidered at any time during the same meeting, or at the first regular meeting held thereafter. A vote or question may be reconsidered or a matter rescinded at a special meeting held prior to the next regular meeting but only if there are present at such special meeting as many members of the Corporate Authorities as were present when the original vote was taken. Where a motion to consider is made at the same meeting as the passage of the original motion it may be postponed to a later date certain.

1. A. Motion for reconsideration having been made and decided in the negative or tabled shall not be renewed, nor shall a motion to consider be reconsidered.
2. A motion to reconsider must be made by a Trustee who voted on the prevailing side of the question to be reconsidered. Any Trustee may second a motion to reconsider. Any vote upon a motion to reconsider shall be by roll call vote.
3. A motion to reconsider must be within the parameters of the law. Appropriation Ordinances, Appointments, and Resolutions may not be reconsidered once passed and adopted by the majority of the Corporate Authorities.

H. Rescinding and Repeal. No resolution or other written proposition shall be subsequently rescinded except by adoption of a written resolution or other written proposition. No ordinance or provision of an ordinance shall be repealed except by a subsequent ordinance which expressly and specifically affects such repeal. No ordinance shall be construed to repeal any previous ordinance by implication, notwithstanding any inconsistency or conflict between them; in such cases, the subsequent ordinance shall supersede the prior ordinance and shall govern those situations to which is applicable to extent of such conflict or inconsistency, and the prior ordinance provisions shall remain applicable to all other situations, circumstances and applications as to which it has not been superseded.

Debate and Discussion

A. Discussion. All items of business on the agenda of a meeting shall be open for discussion and debate by the Corporate Authorities upon being called by the Township Supervisor. Upon the sole discretion of the Township Supervisor, the Township Supervisor may call upon Township staff to discuss, debate, or provide information relating to any and all of business on the meeting's agenda.



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B. Previous Question. Whatever a motion is pending, debate shall be closed by the Township Supervisor when the issue is exhausted or the points raised become repetitious or dilatory. Any Trustee may move the previous question at any time, and if carried by a two-thirds vote, such motion shall terminate all discussion and debate. A motion to move the previous question is not debatable.

C. Order of Discussion. No person shall speak unless recognized by the Township Supervisor. All discussion and debate shall be courteous, respectful, and to the point. Allegations or similar comments should not be made in this public forum and that any suggestion of incompleteness or similar shall be substantiated and not pertain to something that was already voted on or discussed at a previous meeting.

Motions to table, defer, or remove from agenda

A. Tabling. A motion to table shall dispose of an item of business, which shall not again be considered until the item is removed from the table. Tabling of a specific proposal shall not, however, preclude future consideration of a similar, but substantively different, proposal as a different item. Tabling of a subject matter shall bar the entire subject from any future consideration until removed from the table by action of the Corporate Authorities.

B. Removing from table. No matter may be removed from the table except upon motion adopted by a majority vote of the Corporate Authorities. No matter which is not on the agenda of a meeting may be removed from the table except by motion adopted by a majority vote of the Corporate Authorities then present. No matter previously tabled may be added to the agenda during the same meeting it is to be considered for passage or adoption.

C. Defer. A motion to defer consideration shall defer all consideration of an item until a later time, date or the occurrence of an event

D. Remove. A motion to remove from agenda shall terminate all consideration of the item at the meeting, and shall not direct or imply any direction with regard to consideration at any future meeting.

Voting procedure

A. Roll Call Votes. A roll call vote by ayes and nays shall be taken on any motion:

1. To pass ordinances, approve contracts, authorize expenditures, adopt or amend the budget, or waive competitive bidding;
2. Which any majority greater than a simple majority of the members of the Corporate Authorities present is required;
3. That is required by State law to be by record vote;
4. To appeal the ruling of the chair;



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5. At the request of any member of the Corporate Authorities.

B. Putting the Question. The Township Supervisor shall put the question on all votes. The question shall not be restated or read by the Clerk unless directed by the Township Supervisor or requested by a Trustee.

C. Voting. Each Trustee shall vote when called by the Clerk. Trustees shall be called in a reasonably random order for each vote. The Township Supervisor shall always vote last. Any Trustee may change his or her vote until the Clerk announces the tally, which shall be announced as soon as the tally is complete unless a member is recognized to change their vote. Every Trustee shall vote aye, nay, or abstain on every roll call.

D. Effect of Not Voting. Except for instances of de jure conflicts of interest, and except for a motion to appeal the ruling of the Township Supervisor, failure or refusal to vote by a Trustee in attendance shall constitute concurrence with the voting majority on the question involved.

E. Voting Result. The Township Clerk shall announce the result of every vote, whereupon no further discussion, debate, or explanation of votes shall be in order on the question voted, except on a motion to reconsider, made and seconded.

General rules and decorum.

A. The Township Supervisor shall decide all questions of order, and in all cases where these rules are not applicable, the Corporate Authorities shall be governed by parliamentary law as set forth in Robert's Rules of Order Newly Revised, latest edition.

B. Trustees discussing a question or item shall address the Township Supervisor and no Trustee shall proceed with his or her remarks until recognized and named by the Township Supervisor. He or she shall confine themselves to the questions under debate, avoiding the appearance of personality conflicts and refrain from impugning the motives of any other member's argument or vote.

C. The Township Supervisor may designate the maximum amount of time which may be devoted to the debate or discussion on any matter of business appearing on the agenda or any item that is raised by a Trustee, by staff, or by any other person coming before the Board unless otherwise specially set forth herein. Before discussion may continue beyond the designated time, a majority of the Trustees present must first agree to continue the debate for a specific additional amount of time. A motion to continue the debate shall be non-debatable.

D. The Township Supervisor shall maintain order and decorum at all times during meetings of the Corporate Authorities. The Township Supervisor shall call to order any Trustee who transgresses these rules, and shall admonish all other persons who do not abide by the rules or the Township ordinances.

E. No person shall interrupt the person who has the floor, except the Township Supervisor.



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F. No member shall speak more than twice on any agenda that was on the published agenda, unless the Township Supervisor permits additional comments for an amount of the time determined by the Township Supervisor. No member shall speak longer than five minutes at any one time, and not again until every other member desiring to speak shall have had an opportunity to do so.

G. While a member is speaking, no member shall disturb the meeting or hamper the transaction of business. Members' cell phones and similar devices shall be kept on "silent".

H. A member when called to order by the Township Supervisor shall thereupon discontinue speaking and the order or ruling of the Supervisor shall be binding and conclusive, subject only to the right of appeal. Any member may appeal to the Board of Trustees from a ruling of the Township Supervisor pursuant to Section 2.02.200

I. Any member acting or appearing in a lewd or disgraceful manner, or who uses abusive, disrespectful or disgraceful, obscene or insulting language to or about any member of the Corporate Authorities or a member of staff, or who does not obey the order of the Township Supervisor, or persists in disorderly, disruptive conduct shall be, on motion, censured by a majority vote of the members present. Any member who interferes with the orderly conduct of the meeting or who persists in disorderly, disruptive conduct may be expelled from the meeting by a two-thirds vote of all members elected.

J. The Township Supervisor shall eject from the meeting any person, other than an elected official, who interferes with the orderly conduct of the meeting or who persists in disorderly conduct and may call any officer of the police department for assistance.

K. Recording of meetings

1. Meetings of the Corporate Authorities may be sound recorded, photographed, filmed or televised by representatives of any news medium, as defined in Section 8-902 of the Illinois Code of Civil Procedure (735 ILCS 5/8-902), as now or hereafter amended, or as may otherwise be authorized under the Illinois Open Meetings Act.
2. However, no flashbulbs, flood lights or similar lighting may be used during meetings of the Corporate Authorities without approval of the Township Supervisor.
3. No person may disrupt a meeting or interfere with the orderly communication among or the unobstructed vision of the participants in the meeting, or of the general public in attendance.
4. Photographic and television equipment may be restricted by the Township Supervisor to designated areas of the room in which a meeting is being conducted, but such area must have a clear view of the proceedings.

L. Whenever the Corporate Authorities sits as a tribunal or conducts a hearing at which witnesses are to testify, and a witness asserts the right under state or federal law to refuse to testify if the proceedings are to be broadcast, televised or photographed, the Township Supervisor shall direct that all such photographing, broadcasting and televising cease during the testimony of the witness, and the Township Supervisor shall enforce such order by all lawful means.



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M. When preparing for any meeting of the Corporate Authorities, members should, to the extent possible, direct questions ahead of time to the Township Supervisor, or designee, so that staff can provide the desired information before the Corporate Authorities' meeting.

Appeals

Any Trustee may appeal from a ruling of the Township Supervisor. If the appeal is seconded, only the Trustee moving the appeal may speak to the motion, but the Township Supervisor may explain his ruling. Otherwise there shall be no discussion or debate. The Township Supervisor shall put the question "shall the decision of the Chair be sustained?"; If the majority of the members present vote "no," the decision of the Chair shall be overruled; otherwise, it shall be sustained.

Suspension of rules

The rules of order of the Corporate Authorities may be suspended by motion adopted by a simple majority vote of the Corporate Authorities then holding office, except that any suspension of a rule or procedure requiring a greater vote shall require that same vote. However, no requirement or procedure imposed by any State law may be suspended.

Any such motion must specify the matters to which the suspension applies. No suspension of the rules of procedure shall extend beyond the meeting at which the motion is made.

Rules of Order

The rules of order of the Corporate Authorities of the Township of Avon shall consist of the provisions of this Chapter and, except where inconsistent or in conflict with this Chapter or with Illinois law, the provisions of Robert's Rules of Order Newly Revised, latest edition, to the extent otherwise applicable.



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Public Participation Policy

Adopted: March 2022

Reviewed: May 2022

Review Frequency: Annual

Policy

Public Act 96-1473 amends the Open Meetings Act effective January 1, 2011. The amendments to this law give any person the right to address public officials at a public meeting subject to the rules established by the public body. The Avon Township Board recognizes the value of public comments on township issues and the importance of allowing members of the public to express themselves on matters of community interest.

Therefore, the Board desires to have public comment during its regular board meetings. The Board also recognizes that its constituents, and any member of the public, are free at any time to communicate with the individual Board members by in-person meetings, phone calls, letters, and e-mail. The Board therefore shall seek public comment during regular board meetings to the extent that the public comment is not disruptive to the Board's business meeting.

The following rules shall provide for public participation during regular board meetings:

1. Public participation shall be permitted as indicated on the meeting agenda as "Public Comment".
2. Participants must be recognized by the board Chair before speaking. Speakers will be requested to state their name before making their comments.
3. All public comment shall be addressed to the Corporate Authorities as whole, and no comments shall be addressed to individual members of the Corporate Authorities, Township staff, or other members of the public.
4. The Board will not respond to comments made during the public participation periods unless it is necessary to ask a clarifying question, correct a factual error, or provide specific factual information in answer to a direct question.
5. Each statement made by a participant shall be limited to three (3) minutes duration. At the discretion of the Board, the person providing public comment may be allowed to comment beyond the allotted 3 minutes or the Chair may direct the person to submit further comments in writing for distribution to the Trustees at a later date. Written comments provided in this matter should be sent to: Avon Township - Attention: Clerk, 433 E. Washington St. Round Lake Park, IL 60073
6. To ensure that all interested parties have an opportunity to speak, please be brief and limit comments to one topic.
7. Swearing, derogatory, and abusive comments towards any person or the Board will not be



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tolerated and will be considered disruptive behavior that instantly forfeits the speaker's opportunity to speak.

8. The Board reserves the right to immediately address the comments provided at the public meeting. Fair consideration will be given to the public comments and further research may be required before the Township Board takes any action regarding the public comments.
9. The Township Supervisor may:
 - a. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
 - b. request any individual to leave the meeting when that person does not observe reasonable decorum;
 - c. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 - d. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;
 - e. waive these rules.

Exceptions

Any portion of this policy may be waived for the good of the public interest either by unanimous consent of the Board of Trustees or through parliamentary proceedings as provided for in the Procedures of the Corporate Authorities.



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Sexual Misconduct Policy

Adopted: March 2022

Reviewed: May 2022

Review Frequency: Annual

Policy

Avon Township (“Township”) is committed to providing a safe and welcoming environment that is free from all forms of discrimination based on sex. The Township does not discriminate against any person based on sex in its programs or activities or in employment. It is the policy of the Township that all employees have a right to have a working environment free of sexual harassment and where each employee feels respected, valued and comfortable. This policy includes the processes to be used for all reports or complaints of sexual misconduct.

The Township also prohibits retaliation against any person who, in good faith, reports or discloses a violation of this policy, files a complaint, or otherwise participates in an investigation, proceeding, complaint, or hearing under this policy.

The Township requires that all officials and employees complete annual Sexual Harassment training in accordance with the Illinois Human Rights Act.

Definitions

“Sexual harassment” means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

For purposes of this definition, the phrase “working environment” is not limited to a physical location an employee is assigned to perform his or her duties.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual’s body, sexual prowess or sexual deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature.



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“Retaliation” means intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured by the Illinois Human Rights Act, its implementing regulations, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Retaliation may include, but is not limited to harassment,

discrimination, threats, or adverse employment action. Any person or group within the scope of this policy who engages in prohibited retaliation is subject to a separate complaint of retaliation under this policy.

Processes/Procedures/Guidelines

Individuals who believe that a Township employee has subjected them to discrimination or harassment in violation of this policy should contact:

Avon Township Ethics Advisor
433 E. Washington St
Round Lake Park, IL 60073
Phone: (847) 546-1446
Email: office@avonil.us

Individuals alleging violations of this policy should report the alleged misconduct immediately upon experiencing or learning of the alleged misconduct.

Township employees to whom alleged misconduct is reported should immediately report the alleged misconduct to the Ethics Officer. Supervisory employees who fail to report alleged or suspected violations of this policy in a timely manner may be subject to disciplinary action, up to and including termination.

The Investigation

Any reported allegations of harassment, misconduct, discrimination or retaliation will be investigated promptly. The Township will make every reasonable effort to conduct an investigation in a responsible and confidential manner consistent with our obligation to conduct a thorough investigation. *However, it is impossible to guarantee absolute confidentiality.* The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. The Township reserves the right and hereby provides notice that third parties may be used to investigate claims of harassment or discrimination. Your cooperation is expected and appreciated when requested relative to any township investigation.

Responsive Action

The Township will determine whether this policy has been violated based on a review of the facts and circumstances of each situation. Violations of this policy will be handled appropriately and on a case by



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case basis. Responsive action may include, but is not limited to training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, at the District's discretion as necessary to remedy the situation.

While we hope to be able to resolve any complaints of harassment within the District, we acknowledge your right to contact the Illinois Department of Human Rights (IDHR) at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, about filing a formal complaint, and, if it determines that there is sufficient evidence of harassment to proceed further, it will file a complaint with the Illinois Human Rights Commission (HRC), located at the same address on the fifth floor. If the IDHR does not complete its investigation within three hundred and sixty-five (365) days, you may file a complaint directly with the HRC between the three hundred and sixty fifth (365th) and the three hundred and ninety five (395th) day.

Reporting Procedure for Elected Officials

Allegations of sexual harassment made by an elected official against an elected official shall be reported to the Township Supervisor. If the Supervisor is either the accuser or the accused, the report of harassment may be made to any other board member. Upon receipt of a complaint of harassment, the person to whom the complaint was made shall contact the Township's legal counsel. The Township's legal counsel shall refer the complaint to an independent attorney or consultant for investigation.

Violations and Consequences

An employee who violates this Policy will be subject to disciplinary action, up to and including immediate discharge. Each case will be reviewed on an individual basis.

False Reports Malicious, false or misleading accusations, charges or statements of harassment made by an employee or by a patron relative to the investigation or report of harassment will be treated as a violation of this Policy and will be subject to the same consequences.

Exceptions

There are no exceptions to this policy.



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Social Media Use Policy

Adopted: March 2022

Reviewed: May 2022

Review Frequency: Annual

Purpose

This policy regarding Township Websites, Township Social Media Pages and Township Social Networking activities provides guidelines for conduct by all full-time, part-time and volunteer personnel working for or on behalf of the Township (“Township Personnel”), who use the Township’s Websites, Township’s Social Media Pages, and Townships Social Networking Activities to post information or to interact with the public on behalf of the Township or regarding Township matters. The Policy covers all tools and technology used for all Social Media, both currently existing and any that may be developed in the future.

Scope

All Township Personnel are subject to the terms of this policy.

Definitions:

“Township Social Media” as used in this Policy includes Township Websites, Social Media Pages, and Social Networking Activities, as defined below:

“Township Websites” are all websites that are owned, maintained, or controlled by the Township on which information is posted for public viewing or use.

“Township Social Media Pages” are web pages that provide a means for various forms of discussion and information-sharing and include features such as social networks, blogs, video sharing, podcasts, message boards, and news media comments sharing/blogging. Social Media Pages are hosted by third-party controlled sites that authorize multiple users to establish, post content on, and operate their own individual Social Media Page. Technologies associated with Social Media Pages often include picture and video sharing, wall postings, e-mail, instant messaging and music sharing. Examples of websites that host Social Media Pages include, but are not limited to, Google and Yahoo Groups (reference, social networking); Wikipedia (reference); Instagram and Facebook (social networking); You Tube (social networking and microblogging)



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“Township Social Networking Activities” are the activities undertaken to maintain connections and engage with businesses and/or social contacts, which include making connections through clubs, organizations, phone contacts, written correspondence or through internet-based websites, applications, and services. The Township may use a variety of web-based groups, technology, or applications for the purpose of Township Social Networking Activities.

Responsibility

It is the responsibility of the Township Clerk to act as the Township’s official spokesperson and maintain the Township’s official internet presence via Township Social Media. The Clerk may delegate certain elements of its responsibility to other employees as approved by the Clerk from time to time.

The responsibility for assuring complete compliance with the provisions of this Policy lies with each Township employee. It is the responsibility of Township employees to stay informed regarding Township policies related to the activities identified in this Policy.

Policy

Township Websites

- A. The Township Websites are and will remain the primary internet communication tool for the Township.
- B. The domain names for all Township Websites must be registered in the name of the Township in accordance with this Policy.
- C. To provide a high level of quality, consistency, usability, and value to the Township’s web communications, the following standards must be followed for postings on Township Websites:
 - a. Content should provide timely information of general interest to the public and reflect the Township’s programs, services, initiatives, or areas of responsibility.
 - b. Content shall be approved by the Supervisor, or its designee, prior to posting.
 - c. Content should provide useful information to residents, businesses, visitors, and potential businesses.
 - d. Township Personnel are responsible for ensuring the accuracy and timeliness of all information posted.
 - e. Township Websites will incorporate elements to comply with the Americans with Disabilities Act (ADA).
 - f. To allow viewers to navigate easily through Township Websites, Township Personnel who post content must follow the page layouts, navigation link placement, use of graphics, font styles, etc, as established from time to time by the Clerk.
- D. Township Personnel should direct commenters on Township Websites to contact Township staff with any questions.
- E. All public interaction with the Township on Township Websites should be routed through e-mail or any other regular business communications mechanisms that the Township may establish from time-to-time.



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- F. All Township Websites must identify that the Township is the copyright holder for the content of the page. In any instance where the domain name or copyright for a Township Website has been registered to a Township personnel rather than the City prior to the effective date of this Policy, such Township Personnel shall either (i) transfer the domain name or copyright to the City, or (ii) cease and desist in the use of such site as a Township Website.

Township Social Media Pages.

- A. The Township employee charged with maintaining the Township Social Media Page shall place in a permanent location on the Township Social Media Page the following disclaimer:

Public comments posted on this page do not reflect the views or policy of Avon Township. The Township makes no representation regarding the accuracy of any public comment and does not endorse the views or opinions of any member of the public that has commented on this page. All public comments are subject to deletion by the Township if they violate the Township's social media policy.

- B. Each Township Social Media Page must include an introductory statement that clearly specifies its purpose, intended audience, and topical scope. Where possible, Township Social Media Pages should link back to Township Web Pages for forms, documents, all official communication with the Township, and any other information.
- C. All Township Social Media Pages must be established in the Township's name, and the log-in name, password for access, and a list of all Township Employees having access to the password must be submitted to the Township Clerk.
- D. In order to minimize public confusion, Township Personnel should only publish or post information on Township Social Media Pages under the Township's official user name and profile.
- E. If disabling real time chat is an available feature, real time chat features must be disabled on all Township Social Media Pages.

Township Social Networking Activities

In addition to Township Websites and Township Social Media Pages, the Township may engage in other social networking activities, which may include, but are not limited to, sending e-mail newsletters, sending text, SMS, or MMS messages to mobile devices, posting content on websites or Social Media Pages that are not hosted or operated by the Township.

Generally

Township Personnel granted permission to use Township Social Media are responsible for complying with applicable federal, state, county and Township laws, ordinances, regulations, and policies. This includes adherence to established laws and policies regarding copyright or plagiarism, records retention, the Illinois Freedom of Information Act, the Illinois Open Meetings Act, the First Amendment of the



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United States Constitution, and privacy and information security policies and protocols established by the City.

The Township reserves the right to restrict or remove any content that is hosted on Township Websites or Township Social Media Pages that is deemed in violation of this Policy or any applicable laws.

Township Personnel, while representing the Township on Township Social Media, must conduct themselves in accordance with all Township policies, including without limitation the following.

Township Personnel posting content must follow these guiding principles:

1. Maintain transparency by using your real name and job title, and by being clear about your role regarding the subject.
2. Write and post only about your area of expertise, and if such posting is related to the Township and your assignments.
3. Keep postings factual and accurate.
4. Post meaningful, respectful entries that are on topic.
5. Pause and think before posting. If you are about to post something that makes you even slightly uncomfortable, do not post it. Understand that postings are widely accessible, not easily retractable, and will be around for a long time, so consider content carefully.
6. Ensure your posting does not violate the Township's privacy, confidentiality, and applicable legal guidelines for external communication.
7. Ensure you have the legal right to publish all materials, including photos and articles pulled from other sites. Abide by all brand, trademark, copyright, fair use, disclosure of processes and methodologies, confidentiality, and financial disclosure laws. Even when using material from copyright-free sources, always include appropriate attributions.
8. Remember that your postings are ultimately your responsibility.

Township Personnel, while representing the Township on Township Social Media, may not post inappropriate content on Township Social Media. Such inappropriate content may include, but is not limited to:

1. That which directly or indirectly endorses any person or organization not directly associated with the Township.
2. Commentary or personal opinions.
3. Photographs, music, video, graphics, or other content unless you have first obtained the written permission of the copyright holder or proof of being royalty-free.
4. Content in support of or opposition to political campaigns or ballot measures.
5. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation.
6. Information that may tend to compromise the safety or security of the public, public systems, or public services.



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7. Content that violates a legal ownership interest of any other party.
8. Information related to legal matters, litigation, or any parties with whom the Township may be in litigation.
9. Content that violates any applicable law or encourages the violation of any applicable law.
10. Personal attacks, insults, or threatening language.
11. Private or personal material published without consent.
12. Profane language or obscene content.

Discipline

The Township Supervisor, is responsible for the compliance with the provisions of this Policy by Township Personnel and for investigating non-compliance.

Suspension of a Township's personnel's Internet access may occur when deemed necessary to maintain the operation and integrity of the Township's internal network or if a Township personnel has violated this Policy.

Internet user account and password access may be withdrawn without notice if a Township personnel violates this Policy.

Lack of adherence to this Policy may result in disciplinary action up to and including termination

If Township Personnel violates any applicable Laws, the Township may pursue criminal or civil action against the Township personnel.

Exceptions

There are no exceptions to this policy.



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Social Security Number Protection Policy

Adopted: Unknown date between 2009-2013

Reviewed: May 2022

Review Frequency: Annual

Policy

Whenever an individual is asked to provide this office with a Social Security Number (SSN), AVON TOWNSHIP shall provide that individual with a statement of the purpose or purposes for which AVON TOWNSHIP is collecting and using the Social Security number.

AVON TOWNSHIP shall also provide the Statement of Purpose upon request.

AVON TOWNSHIP shall not:

1. Publicly post or publicly display in any manner an individual's Social Security number. "Publicly post" or "Publicly display" means to intentionally communicate or otherwise intentionally make available to the general public.
2. Print an individual's Social Security number on any card required for the individual to access products or services provided by the person or entity.
3. Require an individual to transmit a Social Security number over the Internet, unless the connection is secure, or the Social Security number is encrypted.
4. Print an Individual's Social Security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or Federal law requires the Social Security number to be on the document to be mailed. SSNs may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and document sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the Social Security number. A Social Security number that is permissibly mailed will not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having to be opened.

In addition, AVON TOWNSHIP shall not collect, use, or disclose a Social Security number from an individual unless:



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- Required to do so under State or Federal law, rules or regulations, or the collection, use, or disclosure of the Social Security number is otherwise necessary for the performance of AVON TOWNSHIP's duties and responsibilities.
 - The need and purpose for the Social Security number is documented before collection of the Social Security number, and,
 - The Social Security number collected is relevant to the documented need and purpose.
5. Require an individual to use his or her Social Security number to access an Internet website.
 6. Use the Social Security number for any purpose other than the purpose for which it was collected.

Requirement to Redact Social Security Numbers

AVON TOWNSHIP shall comply with the provisions of any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's Social Security number. AVON TOWNSHIP shall redact Social Security numbers from the information or documents before allowing the public inspection or copying of the information or documents.

When collection Social Security numbers, AVON TOWNSHIP shall request each SSN in a manner that makes the SSN easily redacted or required to be release as part of a public records request. "Redact" means to alter or truncate data so that no more than five sequential digits of a Social Security number are accessible as part of personal information,

Employee Access to Social Security Numbers

Only employees who are required to use or handle information or documents that contain SSNs will have access. All employees who have access to SSNs are trained to protect the confidentiality of SSNs.

Exceptions

There are no exceptions to this policy.

These prohibitions do not apply in the following circumstances:

1- The disclosure of Social Security numbers to agents, employees, contractors/subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors/subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities, and, if disclosing to a contractor/subcontractor, prior to such disclosure, the governmental entity must first receive from the contractor/subcontractor a copy of the contractor's/subcontractor's policy that sets forth how the requirements imposed under this Act on a governmental entity to protect an individual's Social Security number will be achieved. 2- Disclosure of Social Security numbers pursuant to a court order, warrant, or subpoena. 3- The collection, use, or disclosure of Social Security numbers in order to ensure the safety of State and Local government employees, persons committed to correctional facilities, local jails, and other law-enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a State or Local government agency facility. 4- The collection, use, or disclosure of Social Security numbers for internal verification or administrative purposes. 5- The disclosure of Social Security numbers by a State agency to any entity for the collection of delinquent child support or of any State debt or to a governmental agency to assist with an investigation or the prevention of fraud. 6- The collection or use of Social Security numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the Federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the Federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.



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Travel Policy

Adopted: August 2009

Reviewed: May 2022

Review Frequency: Annual

Policy

The Board of Trustees will reimburse employee and officer travel, meal, and lodging expenses incurred in connection with pre-approved travel, meal, and lodging expenses incurred on behalf of Avon Township. The Board of Trustees will reimburse necessary expenses of employees in accordance with the Illinois Wage Payment and Collection Act.

Employees and officers are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

A. Definitions

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Travel" means any expenditure directly incident to official travel by employees and officers of Avon Township or charges of Avon Township involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

"Necessary employee expenses" means all reasonable expenditures or losses required of the employee in the discharge of employment duties that inure to the primary benefit of the Township and are authorized by the Township.

B. Travel Authorization

All employee travel must be approved in advance by their supervisor.

C. Reimbursement for Official Business

Travel, meal and lodging expenses, and necessary employee expenses, shall be reimbursed for employees and officers of the Township only for purposes of official business conducted on behalf of the Township, which includes, but is not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee's or officer's official duties.



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D. Maximum Allowable Expenses

Maximum Expenses - Travel, meal, and lodging expenses, and necessary employee expenses, incurred by any employee or official must not exceed \$750.00 unless otherwise pre-approved in an open meeting by a majority roll-call vote of the Board of Trustees.

Airfare - Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least thirty (30) days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed.

Personal Automobiles - Travelers must check to see if an agency vehicle is available before asking for approval to use their personal vehicles. Use of a personal vehicle for business must be approved prior to the use. Mileage reimbursement will be based on mileage from the work location office to the off-site location of the official business, not from the employee's or officer's residence unless said distance from the employee's or officer's residence is less than the mileage from the work location office to the off-site location. When attending a training event or other off-site official business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. An employee or officer will be reimbursed at the prevailing State of Illinois mileage reimbursement rate. The traveler will only be reimbursed up to the price of a coach airfare ticket if they drive to a location for which airfare would have been less expensive.

Automobile Rentals - Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as limited in this section. Travelers using rental cars to conduct official business are required to purchase insurance through the rental agency or provide proof of personal insurance equivalent to the rental agencies' insurance. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended. Compact or mid-size cars are required for two or fewer employees or officers traveling together and a full-size vehicle may be used for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company.

Tolls - The Township will reimburse an employee for incidental tolls associated with approved travel.

Public Transportation - In the case of local training or official business where an employee or officer chooses to use public transportation, reimbursement for use of public transportation will be made upon documentation of a paid receipt. When attending training or business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the traveler's normal commute, reimbursement will be paid at the differential of the commute less the mileage of a normal commute to the workplace.



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Hotel/Motel Accommodations - The traveler will be reimbursed for a standard single- room at locations convenient to the business activity. In the event of a change in plans or a cancellation, the traveler must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the Township unless approved by a vote of the Board of Trustees. If a traveler is attending a conference, seminar, or similar program, the traveler may stay at the official hotel or accommodation offered by the conference, seminar, or similar program even if the rate is greater than the maximum reimbursable rate for hotels. Prior to staying at a hotel or accommodation with a rate higher than the maximum reimbursable rate, the traveler must receive approval from the Township Supervisor.

Meals - Receipts must substantiate the cost of the meals. If the destination city is an area of high cost, the Supervisor may approve reasonable expenditures in excess of the established rate of \$15.00 for breakfast, \$25.00 for lunch, and \$30.00 for dinner. No payment or reimbursement may be made for personal supplies, alcoholic beverages, or Entertainment expenses. If some meals are included in the prepaid registration fees, the employee or officer of the Township may not be reimbursed for those meals.

Vacation in Conjunction with Business Travel - In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Travel, Meal, and Lodging Expense Reimbursement F01m and paid by the traveler.

Accompanied Travel - When a traveler is accompanied by others not on official business, any lodging, transportation, meals or other expenses above those incurred for the authorized traveler will not be reimbursed by Avon Township.

Parking - Parking fees at a hotel/motel or other venue will be reimbursed only with a receipt.



AVON TOWNSHIP
 433 E Washington Street
 Round Lake Park, IL 60030
 Phone: 847-546-1446

Summary of maximum reimbursable rates (subject to the \$750.00 maximum) for transportation, meals and lodging are, to wit:

Maximum Reimbursable Rates for Transportation	
Air Travel	Lowest reasonable rate (coach)
Auto	State of Illinois reimbursement rate
Rental Car	Lowest reasonable rate ("economy" or midsize)
Rail or Bus	Lowest reasonable rate and cost shall not exceed airfare
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate
Maximum Reimbursable Rates for Meals (including: Taxes, Service Fees)	
Breakfast	\$15.00
Lunch	\$25.00
Dinner	\$30.00
Maximum Reimbursable Rates for Lodging (excluding Taxes)	
DuPage, Kane, Lake, McHenry, and Will Counties	\$125.00 /Night
Chicago and Suburban Cook County	\$200.00 / Night
All other Illinois Counties	\$115.00 /Night
Outside of Illinois	As approved by the Board

Notwithstanding the foregoing, in the event of an emergency or other extraordinary circumstance, the Board may approve more than the maximum allowable expenses set forth above.



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E. Approval of Expenses

Travel, meal, and lodging expenses, and necessary employee expenses, that are in excess of the maximum \$750.00 incurred by any employee must be previously approved in an open meeting by a majority roll-call vote of the Board of Trustees.

Travel, meal, and lodging expenses, and necessary employee expenses, incurred by any member of the Board of Trustees must be approved by roll call vote at an open meeting of the Board of Trustees.

Travel, meal, and lodging expenses advanced as a per diem to any employee or any member of the Board of Trustees must be approved by roll call vote at an open meeting of the Board of Trustees prior to payment. Documentation of expenses must be provided in accordance with Sections C, D and F of this policy, and any excess from the per diem must be prepaid.

F. Documentation of Expenses

Before an expense for travel, meals, or lodging or for necessary employee expenses may be approved under this Policy, the following minimum documentation must first be submitted, in writing, to the Board of Trustees which includes:

1. an estimate of the cost of travel, meals, or lodging or necessary employee expense if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging or the necessary employee expense if the expenses have already been incurred;
2. the name of the individual who received or is requesting the travel, meal, or lodging or necessary employee expense.
3. the job title or office of the individual who received or is requesting the travel, meal, or lodging or necessary employee expense; and
4. the date or dates and nature of the official business for which the travel, meal, or lodging or necessary employee expense was or will be expended.

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

Unless an exception is approved by a majority roll call vote of the Board of Trustees, in order to receive reimbursement, all travel, meal, and lodging expense and necessary employee expense reimbursement requests must be submitted within thirty (30) days of the actual expenditure.

AVON TOWNSHIP
LAKE COUNTY, ILLINOIS

RESOLUTION NO. 22-RS-013

A RESOLUTION AUTHORIZING DISPLAY OF THE LGBTQ PRIDE FLAG
AT AVON TOWNSHIP

Published in pamphlet form by direction
and authority of Avon Township,
Lake County, Illinois

AVON TOWNSHIP
LAKE COUNTY, ILLINOIS

RESOLUTION NO. 22-RS-013

A RESOLUTION AUTHORIZING DISPLAY OF THE LGBTQ PRIDE FLAG
AT AVON TOWNSHIP

WHEREAS, Lake County recognizes the month of June as Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) “Pride Month” throughout Lake County; and

WHEREAS, June 12th marks the date of the PFlag of Grayslake and Round Lake Pride Parade; and

WHEREAS, Avon Township is committed to supporting the rights of dignity, worth and freedom of the LGBTQ community and calls up its residents to embrace these principles and work to eliminate prejudice.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF THE TOWN OF AVON, that the LGBTQ Pride Flag be raised on June 10, 2022 through June 13, 2022 at the Avon Township Town Hall in celebration of the PFlag of Grayslake Pride Parade and in support of the Avon Township LGBTQ Community.

ADOPTED this 10th day of May, 2022.

Michele Bauman - Supervisor

ATTEST:

Kristal Larson - Clerk

AVON TOWNSHIP
LAKE COUNTY, ILLINOIS

RESOLUTION NO. 22-RS-014

A RESOLUTION AUTHORIZING DISPLAY OF THE JUNETEENTH FLAG
AT AVON TOWNSHIP

Published in pamphlet form by direction
and authority of Avon Township,
Lake County, Illinois

AVON TOWNSHIP
LAKE COUNTY, ILLINOIS

RESOLUTION NO. 22-RS-014

**A RESOLUTION AUTHORIZING DISPLAY OF THE JUNETEENTH FLAG
AT AVON TOWNSHIP**

WHEREAS, Illinois Public Act 102-0014 designates the 19th of June of each year as Juneteenth National Freedom Day to commemorate the abolition of slavery throughout the United State and its territories in 1865; and

WHEREAS, Avon Township is committed to supporting the rights of dignity, worth and freedom of the Black community and calls up its residents to embrace these principles and work to eliminate prejudice.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF THE TOWN OF AVON, that the Juneteenth Flag be raised on June 17, 2022 through June 20, 2022 at the Avon Township Town Hall in celebration of the abolition of slavery and in support of the Avon Township Black Community.

ADOPTED this 10th day of May, 2022.

Michele Bauman - Supervisor

ATTEST:

Kristal Larson - Clerk