



IN ACCORDANCE WITH THE APPLICABLE STATUTES OF THE STATE OF ILLINOIS NOTICE IS GIVEN HEREBY THAT THE NEXT REGULAR MEETING OF THE TOWN BOARD OF PALOS TOWNSHIP WILL BE HELD ON THE DATE, TIME AND LOCATION SPECIFIED BELOW; DURING WHICH MEETING IT IS ANTICIPATED THERE WILL BE DISCUSSION AND CONSIDERATION OF AND, IF SO DETERMINED, ACTION UPON THE MATTERS CONTAINED IN THE FOLLOWING AGENDA.

**PALOS TOWNSHIP  
BOARD MEETING  
10802 S. ROBERTS ROAD | PALOS HILLS, IL 60465**

**November 27, 2023 - 6:30 PM**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Recognitions / Proclamations / Presentations / Communications**
- 5. Reports of and Communications from Township Officials**
  - A. Supervisor / Treasurer**
  - B. Trustees**
  - C. Highway Commissioner**
  - D. Clerk**
  - E. Attorney**
- 7. Consent Calendar**
  - A. Approval of Palos Township Board Meeting Minutes of October 23, 2023
  - B. Audit and Approval of Town Fund Bills and Warrants Dated December 1, 2023
  - C. Audit and Approval of Road and Bridge Fund Bills and Warrants Dated December 1, 2023.
  - D. Approval of General Assistance Fund Bills and Warrants Dated December 1, 2023.

**At least 24 hours in advance of a scheduled public meeting, any individual with a disability who is in need of a reasonable accommodation in order to participate in the meeting should contact the office of the Road and Bridge Clerk: In person at 10802 South Roberts Road, Palos Hills, Illinois, via telephone at (708) 589-4418 or via e-mail at [clerk@palostownship.org](mailto:clerk@palostownship.org)**

- E. Consider for approval a Standard Operating Procedure for the recognition of employees on certain employment anniversary dates.
- F. Consider for approval a Standard Operating Procedure for the process of appointing Fire Protection District Trustees.
- G. Consider for approval a Standard Operating Procedure for the Purchasing of Goods and Services for the Township.

**9. Action on Items Removed From Consent Calendar (If Any)**

**10. Legislation and Action Items**

- A. Adoption of ORDINANCE NUMBER 2023-O-03 AN ORDINANCE APPROVING AND AUTHORIZING EXECUTION OF INTERGOVERNMENTAL AGREEMENT BY AND BETWEEN THE PALOS TOWNSHIP AND PALOS TOWNSHIP ROAD DISTRICT FOR CONSTRUCTION OF THE 133RD STREET DRAINAGE IMPROVEMENTS PROGRAM IN PALOS TOWNSHIP, ILLINOIS
- B. Adoption of ORDINANCE NUMBER 2023-02-O AN ORDINANCE APPROVING AND AUTHORIZING EXECUTION OF INTERGOVERNMENTAL AGREEMENT BY AND BETWEEN THE PALOS TOWNSHIP AND PALOS TOWNSHIP ROAD DISTRICT FOR CONSTRUCTION OF THE 133RD STREET DRAINAGE IMPROVEMENTS PROGRAM IN PALOS TOWNSHIP, ILLINOIS
- C. Adoption of RESOLUTION NO. 2023-R-08 A RESOLUTION ESTIMATING THE 2023 TAX LEVY IN COMPLIANCE WITH THE TRUTH IN TAXATION LAW
- D. Adoption of RESOLUTION NO. 2023-02-R A RESOLUTION ESTIMATING THE 2023 TAX LEVY IN COMPLIANCE WITH THE TRUTH IN TAXATION LAW

**11. Other Business for Discussion Only**

**12. Citizens Wishing to Address the Board**

**13. Executive Session (if Determined Necessary)**

**14. Action on Items from Executive Session (If Any)**

**15. Adjournment**

**At least 24 hours in advance of a scheduled public meeting, any individual with a disability who is in need of a reasonable accommodation in order to participate in the meeting should contact the office of the Road and Bridge Clerk: In person at 10802 South Roberts Road, Palos Hills, Illinois, via telephone at (708) 589-4418 or via e-mail at [clerk@palostownship.org](mailto:clerk@palostownship.org)**

**PALOS TOWNSHIP BOARD MEETING  
10802 S. ROBERTS ROAD  
PALOS HILLS, ILLINOIS 60465**

**October 23, 2023 – 6:30 P.M.**

**Call to Order**

The Palos Township Meeting of the Township Board was called to order by **Supervisor Schumann** in the Township Hall, 10802 S. Roberts Road, Palos Hills, Illinois 60465 at 6:30 P.M.

**Roll Call**

Roll call was taken by the Clerk of the Township, **Jane Nolan**. Present were Trustees Abuzir, Jeanes, Riley and Woods, Supervisor Schumann, and Highway Commissioner Adams.

**Officials present:** Clerk Jane Nolan  
Assessor Robert Maloney

**Others present:** April Schrader, Administrative Assistant, Road and Bridge District (Palos)

**Pledge of Allegiance**

**Supervisor Schumann** led the assembly in the Pledge of Allegiance.

**Approval of Prior Meeting's Minutes**

**A. Approval of the Palos Township Board Meeting Minutes of September 25, 2023.**

**Trustee Woods** moved to approve the minutes of the September 25, 2023 Township Board Meeting. **Trustee Riley** seconded the motion. Roll call was taken. Ayes: Trustees Abuzir, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

## **Recognitions/Proclamations/Presentations/Communications**

There were no Recognitions/Proclamations/Presentations/Communications at this meeting.

## **Reports of Officials**

### **A. Supervisor/Treasurer**

**Supervisor Schumann** reported that the township is getting ready for the upcoming holiday season. There will be food baskets and gift cards to be distributed to the residents for Thanksgiving and beyond.

### **B. Clerk**

#### **1. New General Assistance Law Training October 25, 2023**

**Clerk Nolan** reported that this is an FYI for the Board. The new law will make some differences. There are already some attorneys that feel there should be some guidelines on the bill as reported by **Supervisor Schumann**. The guidelines may be challenged as to who can be eligible for the monies allotted. The main idea of the bill was to expand the money that could be used for General Assistance.

#### **2. TOI 116<sup>th</sup> Annual Education Conference Virtual Training Experience**

**Clerk Nolan** gave Board Members an official copy of the Annual Education Conference Virtual Training Experience from TOI. This training is for the Board members and officials who will not be attending the in-person conference. The cost is \$99 a person. Each official can choose as many topics as they would like to attend. They can register for this online, the dates for the conference are on the sheet.

### C. Highway Commissioner

**Highway Commissioner Adams** reported that the Road District Road Project is well underway. All the roads in the Road Project have been ground. They are waiting for the engineers to inspect the base layers that exist. There will be some patching of the base layers all throughout the project. The re-measuring of the original contract allows us to extend the road project somewhat further as his numbers were less than our engineers numbers.

The contractor stated that he was not going to start laying asphalt for the project until Thursday. **Commissioner Adams** called to discuss this and the contractor will try to push his other project a day ahead. Some roads are ground down very deeply which makes it difficult for the residents to get to their garages.

Due to Halloween season many signs are missing because people collect signs during this time and put them in their garages.

### Attorney's Report

- A. Adoption of ORDINANCE No. 2023-O-02 AN ORDINANCE APPROVING AND AUTHORIZING EXECUTION OF INTERGOVERNMENTAL AGREEMENT BY AND BETWEEN THE PALOS TOWNSHIP AND PALOS TOWNSHIP ROAD DISTRICT FOR CONSTRUCTION, OPERATION, AND MAINTENANCE OF THE 133<sup>rd</sup> STREET DRAINAGE IMPROVEMENT PROGRAM IN PALOS TOWNSHIP, ILLINOIS.

**Attorney Kaitlin Frenzer** informed the Board that Ordinance A and B on the agenda at this meeting will be tabled until the next meeting. The Ordinance which refers to the right-of-way will proceed.

- B. Adoption of ORDINANCE No. 2023-O-03 AN ORDINANCE APPROVING AND AUTHORIZING EXECUTION OF INTERGOVERNMENTAL AGREEMENT BY AND BETWEEN THE PALOS TOWNSHIP AND PALOS TOWNSHIP ROAD DISTRICT FOR CONSTRUCTION, OPERATION, AND MAINTENANCE OF THE 133<sup>RD</sup>

## STREET DRAINAGE IMPROVEMENT PROGRAM IN PALOS TOWNSHIP, ILLINOIS.

This ordinance was also tabled until the next Board Meeting.

- C. Adoption of ORDINANCE No. 2023-03-O AN ORDINANCE OF THE HIGHWAY COMMISSIONER OF PALOS TOWNSHIP ROAD DISTRICT RIGHT-OF-WAY CLEARANCE AND REMOVAL OF ANY OBSTRUCTIONS ON A TOWNSHIP ROAD DISTRICT RIGHT-OF-WAY.

There was a discussion concerning registered letters that are involved in this ordinance. April will find out who the residents are that will receive the letter, and any following things that will be part of this.

**Trustee Woods** moved to adopt ORDINANCE No. 2023-03-O AN ORDINANCE OF THE HIGHWAY COMMISSIONER PALOS TOWNSHIP ROAD DISTRICT RIGHT-OF-WAY CLEARANCE AND REMOVAL OF ANY OBSTRUCTION ON A TOWNSHIP ROAD DISTRICT RIGHT-OF-WAY. **Trustee Riley** seconded the motion. Roll call was taken. Ayes: Trustees Abuzir, Jeans, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

### Reports of Standing Committees

- A. Finance and Administration – Trustee Woods

1. Audit and Approval of Town Fund Bills and Warrants Dated November 1, 2023.

**Trustee Woods** moved to approve the audit of the Town Fund Bills and Warrants Dated November 1, 2023 in the amount of \$19,415.15.

**Trustee Riley** seconded the motion. Roll call was taken. Ayes: Trustees Abuzir, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None  
Motion carried 5-0.

2. Audit and Approval of Road and Bridge District Fund Bills and Warrants Dated November 1, 2023.

**Trustee Woods** moved to approve the audit of Road and Bridge District Bills and Warrants Dated November 1, 2023 in the amount of \$33,587.61 and Administrative Expense in the amount of \$6,291.38 for a total of \$39,878.99. **Trustee Riley** seconded the motion. Roll call was taken. Ayes: Trustees Abuzir, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

3. Audit and Approval of General Assistance Fund Bills Dated November 1, 2023.

**Supervisor Schumann** moved to approve the General Assistance Fund Bills and Warrants Dated November 1, 2023. **Trustee Woods** seconded the motion. Roll call was taken. Ayes: Trustees Abuzir, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

**Trustee Woods** discussed the new agenda format that he has introduced for the Board. He said he spoke to the Supervisor about it, and he will bring it to the next meeting to see if it flows, and to see if the Board likes it. If they like it, he will proceed with it. If they don't, it will not happen.

**B. Policy and Personnel – Supervisor Schumann**

**Supervisor Schumann** stated that there were no changes at the township in either policy or personnel.

**C. Technology, Automation and Information – Trustee Riley**

**Trustee Riley** stated that he had no report for the Board.

**D. Buildings and Grounds – Trustee Jeanes**

**Trustee Jeanes** reported that she had no report for the Board.

**E. Public Services and Health – Trustee Abuzir**

**Trustee Abuzir** reported the Cholesterol and Health Service fees for the month of September as follows:

Cholesterol	\$ 295.00
Health Service Fees	\$ 645.00
Total	\$ 940.00

The next Cholesterol Screening will be on November 20, 2023.

### **Unfinished Business**

There was no business to come before the Board.

### **New Business**

**Assessor Maloney** passed out a sheet explaining that the Assessor's Office will need extra help from Joyce Black from Lemont for the next appeal session due to the number of residents that will come to the township for help in this area.

**Assessor Maloney** is seeking the approval of the Board for this. Joyce worked with Heather Malloy during the last assessment appeal. A copy of the letter from both Assessor Maloney and Assistant heather Malloy is available for review. There was a discussion concerning this topic and resident taxes.

**Trustee Woods** reminded the Board that the tax levy will be on the agenda for November.

### **Citizens Wishing to Address the Board**

There were no citizens who wished to address the Board.

### **Executive Session**

No motion was made to enter Executive Session.

### **Adjournment**



With no further business to come before the Board, **Supervisor Schumann** asked for a motion to adjourn the meeting. **Trustee Jeanes** moved to adjourn the meeting at 7:11 P.M. **Supervisor Schumann** seconded the motion. The motion was passed unanimously.

Meeting adjourned.

**Jane A. Nolan**

**Clerk**

**Palos Township**



# Township of Palos

## BILL AUDIT

November 8 - December 1, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
1411101 OLD NATIONAL						
11/08/2023	Check	30102	CLIA Laboratory Program	10-40-20-110 104020:LICENSING/APPLICATION FEES		(180.00)
11/08/2023	Check	30103	Santiago Delgado	10-20-30-102 102030:LANDSCAPING/GROUNDS MAINTENANCE		(510.00)
11/08/2023	Check	30104	City of Palos Hills	10-20-20-104 102020:UTILITIES		(259.84)
11/15/2023	Check	30105	Fairplay Foods	10-50-20-115 105020:HOLIDAY MEAL DISTRIBUTION		(1,900.00)
11/20/2023	Check	30106	Aaron Cohen	10-20-30-101 102030:BUILDING MAINTENANCE		(450.00)
12/01/2023	Check	30107	Peerless Network	10-10-20-104 101020:TELEPHONE		(381.25)
12/01/2023	Check	30108	Com Ed	10-20-20-104 102020:UTILITIES		(293.90)
12/01/2023	Check	30109	Valic	10-10-10-207 101010:EMPLOYEE PAID BENEFITS		(150.00)
12/01/2023	Check	30110	The Big Blue Box	10-40-40-106 104040:OTHER SUPPLIES/MATERIALS		(89.00)
12/01/2023	Check	30111	Lika Construction Chicago	10-20-30-103 102030:CUSTODIAL/CLEANING SERVICES		(1,195.00)
12/01/2023	Check	30112	Richard Demma & Associates	10-10-30-106 101030:BOOKKEEPING SERVICES		(765.00)
12/01/2023	Check	30113	Ncpers	10-10-10-207 101010:EMPLOYEE PAID BENEFITS		(48.00)
12/01/2023	Check	30114	Richard Brandt	10-20-30-101 102030:BUILDING MAINTENANCE		(100.00)
12/01/2023	Check	30115	Tri-State Disposal Inc.	10-20-20-102 102020:GENERAL WASTE DISPOSAL		(86.49)
12/01/2023	Check	30116	Central Management Services - LGHP	-Split-		(4,612.00)
12/01/2023	Check	30117	Imagetech	10-10-40-102 101040:TECHNOLOGY EQUIPMENT		(82.65)
12/01/2023	Check	30118	Hinckley Springs	10-10-40-108 101040:OTHER SUPPLIES/MATERIALS		(90.67)
12/01/2023	Check	30119	Nicor Gas	10-20-20-104 102020:UTILITIES		(162.72)
12/01/2023	Check	30120	McKesson Medical Surgical	10-40-20-117 104020:MEDICAL SUPPLIES		(455.44)
12/01/2023	Check	30121	Safe & Sound Systems, Inc.	10-20-20-100 102020:ALARM SYSTEM		(340.00)
12/01/2023	Check	30122	Noventech, Inc.	10-30-30-102 103030:TECHNOLOGY/AUTOMATION SERVICES		(1,062.50)
12/01/2023	Check	30123	Stericycle, Inc.	10-40-30-109 104030:DISPOSAL OF MEDICAL WASTE		(135.37)
12/01/2023	Check	30124	Together We Cope	10-50-20-105 105020:CONTINGENCIES		(1,000.00)
12/01/2023	Check	30125	Santiago Delgado	10-20-30-102 102030:LANDSCAPING/GROUNDS MAINTENANCE		(320.00)
12/01/2023	Check	30126	Cottage Sheet Metal, LLC	10-20-30-101 102030:BUILDING MAINTENANCE		(680.00)
12/01/2023	Check	30127	The Hills Chamber of Commerce	10-10-30-104 101030:MEMBERSHIPS/DUES		(100.00)
12/01/2023	Check	30128	VOIDED	-Split-		0.00
12/01/2023	Check	30129	ODP Business Solutions	-Split-		(515.49)
12/01/2023	Check	30130	Amazon Capital Services	-Split-		(606.02)
12/01/2023	Check	30131	Park Printing Inc	-Split-		(410.00)
12/01/2023	Check	30132	Comcast	10-10-30-102 101030:TECHNOLOGY/AUTOMATION SERVICES		(453.79)
12/01/2023	Check	30133	Illinois Counties Risk Management Trust	-Split-		(18,495.36)
12/01/2023	Check	30134	Jane Nolan	10-10-10-210 101010:TRANSPORTATION/TRAVEL		(287.89)
12/01/2023	Check	30135	Duke's Ace Hardware	10-20-40-101 102040:BUILDING MAINTENANCE SUPPLIES		(83.94)
12/01/2023	Check	30136	Robert Maloney	10-30-10-210 103010:TRANSPORTATION /TRAVEL		(250.78)
12/01/2023	Check	30137	Tressler LLP	10-10-30-105 101030:LEGAL SERVICES		(2,025.00)
12/01/2023	Check	30138	Colleen Grant Schumann	-Split-		(1,234.55)
Total for 1411101 OLD NATIONAL						\$ (39,812.65)

### Note

This is to certify that the foregoing sums will be paid by the TREASURER of Palos Township to the following vendor/person which amounts were allowed and audited by the Board of Trustees on the above listed date on account of the listed purposes.

\_\_\_\_\_  
Township Supervisor

\_\_\_\_\_  
Township Trustee

\_\_\_\_\_  
Township Trustee

\_\_\_\_\_  
Township Trustee

\_\_\_\_\_  
Township Trustee

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



## TOWNSHIP OF PALOS STANDARD OPERATING PROCEDURE NO. \_\_\_\_\_

Date Adopted: **October 23, 2023**

Last Revised:

### **PROCEDURE FOR RECOGNIZING STAFF MEMBER ANNIVERSARIES WITH THE TOWNSHIP OF PALOS.**

It shall be the policy of the Township of Palos to recognize employee anniversaries with the Township of Palos. This recognition shall be available as follows:

- A. It shall be the policy of the Township of Palos to recognize a staff member's 1<sup>st</sup>, 5<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup> and 20<sup>th</sup> anniversaries with the Township of Palos.
- B. Staff members who are celebrating their 1<sup>st</sup>, 5<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup> and 20<sup>th</sup> anniversaries shall receive a congratulatory certificate thanking them for their service to the community. This certificate shall be signed by the Township Supervisor.
- C. Staff members shall receive the following acknowledgements listed below for their 1<sup>st</sup>, 5<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup> and 20<sup>th</sup> anniversaries with the Township of Palos:

	<b>Anniversary</b>	<b>Full-Time Employee</b>	<b>Part-Time Employee</b>
1	1 <sup>st</sup> Anniversary	Palos Township Lapel Pin	Palos Township Lapel Pin
2	5 <sup>th</sup> Anniversary	\$100 Visa Gift Card	\$50 Visa Gift Card
3	10 <sup>th</sup> Anniversary	\$150 Visa Gift Card	\$75 Visa Gift Card
4	15 <sup>th</sup> Anniversary	\$200 Visa Gift Card	\$100 Visa Gift Card
5	20 <sup>th</sup> Anniversary	\$250 Visa Gift Card	\$125 Visa Gift Card

- D. All employees will be recognized for their 1<sup>st</sup> anniversary as well as the most recent past anniversary at the time of adoption of this standard operating procedure.

This Standard Operating Procedure has been approved and adopted on the **23<sup>rd</sup>** day of **October, 2023** by the Supervisor and Board of Trustees of the Township of Palos.

\_\_\_\_\_  
Colleen Grant Schumann, Township Supervisor

\_\_\_\_\_  
Jane Nolan, Township Clerk



# TOWNSHIP OF PALOS

## STANDARD OPERATING PROCEDURE NO. \_\_\_\_\_

Date Adopted: **October 23, 2023**

Last Revised:

### PROCEDURES FOR THE SELECTION OF CANDIDATES TO FILL POSITIONS ON A FIRE PROTECTION DISTRICT BOARD OF TRUSTEES

Under the provisions of 70 ILCS 705/4 (a)(1), the township board of trustees is responsible for appointing members to the boards of trustees of both the North Palos and Palos Fire Protection Districts and the township boards of trustees of Palos and Lyons Township are responsible for appointing members to the Robert's Park Fire Protection District.

A. Fire Protection Districts Under the Appointment Authority of The Palos Township Board:

Fire Protection District	Total Members	No. Of Members Appointed by Palos Township
1. PALOS FIRE PROTECTION DISTRICT	5	5
2. NORTH PALOS FIRE PROTECTION DISTRICT	3	3
3. ROBERTS PARK FIRE PROTECTION DISTRICT	3	1

B. Procedure to be followed when filling a vacancy on the Board of Trustees of any Fire Protection District.

1. Terms of Trustees: The terms of all appointed Fire Protection District Trustees shall be three (3) years beginning on the first Monday in May of the year of their appointment except as otherwise provided for in B5 of this standard operating procedure.
2. Reappointment: Whenever an incumbent member of any fire protection district board of trustees seeks to be reappointed, they shall send a letter to the Township stating their intention to seek reappointment. The Township may send a reminder to Fire District Trustees whose terms are expiring. The Township Board may, at their discretion, open the position up to the public for application but it is not required when the incumbent chooses to seek reappointment.
3. Vacancies: When a vacancy occurs on a Fire Protection District Board of Trustees where no incumbent is seeking reappointment, the Township Board shall post the vacancy on the Township's website for a period of not less than fourteen (14) days. Said posting shall include a link to an application for appointment. Only persons who have applied for appointment, either through electronic means or on paper, in person, may be considered for the position.



## TOWNSHIP OF PALOS STANDARD OPERATING PROCEDURE NO. \_\_\_\_\_

4. Interviews: The Township Board may require candidates for appointment to vacancies on Fire Protection District Boards of Trustees to appear for interviews before the Township Board of Trustees. If the Township Board of Trustees chooses to require candidates to interview, said interviews will be conducted in executive session.
5. Unexpired Terms: Whenever a Fire Protection District Trustee resigns or is removed from office for any reason, the appointment to fill the vacancy shall be for the remainder of the vacating trustee's term and under the provisions of B(3) and B(4) of this standard operating procedure.

This Standard Operating Procedure has been approved and adopted on the **23<sup>rd</sup>** day of **October, 2023** by the Supervisor and Board of Trustees of the Township of Palos.

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Colleen Grant Schumann, Township Supervisor

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Jane Nolan, Township Clerk



# TOWNSHIP OF PALOS

## STANDARD OPERATING PROCEDURE NO. \_\_\_\_\_

Date Adopted: **October 23, 2023**

Last Revised:

### PROCEDURE FOR MAKING PURCHASES

The following purchasing policy is hereby adopted by the Palos Township Board:

#### A. **Purchasing Policy; Statement of Purpose.**

The purpose of this policy is to provide the Township of Lisle with guidelines and directions for the acquisition of goods and services and to standardize the purchasing procedure of the Township. Additionally, it is to promote the fair treatment of all suppliers of goods and services and to clearly set forth the duties and responsibilities of the department heads and the purchasing agent.

All Township personnel and officials engaged in purchasing and related activities on behalf of the Township shall strive to ensure that public money is spent efficiently and effectively and in accordance with statutes, regulations and township policies.

#### B. **Application of This Policy.**

This policy shall apply to purchases made by department heads, committee chairs, the purchasing agent, the Township Supervisor and the Assessor.

#### C. **Purchasing Agent.**

The Township Supervisor shall be the purchasing agent for the Township, and shall supervise and manage the purchase of all supplies, materials, and equipment for use by the Township in the operation/maintenance of its departments. The Township Board shall award bids for services or materials requiring bonding.

#### D. **General Procedures.**

1. No purchase or expenditure may be made until an appropriation has been approved by the Township Board.
2. Purchases of goods and services for budgeted items may be ordered by Department Heads consistent with this SOP provided that expenditures do not exceed the amount available in the budget.
3. Invoices received by the Township shall be turned over to the Administrative Assistant who will then code the invoice to the appropriate budgetary line item



## TOWNSHIP OF PALOS

### STANDARD OPERATING PROCEDURE NO. \_\_\_\_\_

and enter the expenditure into the accounting software for reporting to the board.

4. After the board authorizes the expenditure, the Administrative Assistant will then mail out all checks to vendors unless a department head or official requests the check to be returned directly to them.

#### E. Purchasing Limits.

No officer or employee shall purchase goods or services on behalf of the Township without first seeking approval as required by this policy. All purchases shall require advance approval of the Township Supervisor or Township Board within the guidelines described below. All purchases should correspond with their budget and staff shall refrain from purchasing any item which would result in exceeding the budgeted amount until the Board has amended the budget or provided for such additional expenditure.

Dollar Limit	Required Approval
\$.01 to \$2,500.00	Department Head or Appropriate Committee Chair
\$2,500.01 to \$7,500.00	Township Supervisor
\$7,500.01 or greater	Township Board

#### F. Expenditure Requirements.

The Township Policy is to obtain the most cost-effective price available for purchases through competitive pricing. The following guidelines will determine the level of pricing required for purchases:

Dollar Limits		Minimum Requirements
1.	≤ \$1,000.00	Verbal pricing quotes are sufficient
2.	\$1,000.01 to \$29,999.99	Three (3) written quotes
3.	≥ \$30,000.00	Formal RFP / Competitive Bid or Bid waiver.

4. Splitting a single purchase into two or more purchases to avoid the numeric limits herein is a violation of policy.
5. If there is a need for a good or service that, if purchased, would cause the annual expenditure in the budget line item to exceed the authorized budget, Township administration should request prior approval of the Board before committing the expenditure. Failure to obtain prior authorization will result in denial and rejection of the invoice. Exceptions include:



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### STANDARD OPERATING PROCEDURE NO. \_\_\_\_\_

- a) Certain emergencies threatening the health and safety of the public or Township employees may make it necessary to make an over-budget expenditure without prior Board approval. In this case the members of the Board should be notified immediately without waiting for a scheduled meeting.
- b) Emergency Board meetings may be called upon notice by the Supervisor or two Trustees per state regulations for prior approval of over-budget expenditures which do not cause an immediate health/safety issue but seriously impede the Township from meeting its obligation to citizens, taxpayers or employees.

#### **G. Interfund Transfers.**

Transfers from the Town fund to any other fund may be made by the Township Supervisor in the amount of up to five thousand and 00/100 dollars (\$5,000) prior to receiving Board approval. Said transfers may occur up to once per fiscal year per fund prior to receiving approval from the Township Board.

#### **H. Interfund Loans.**

The Township Supervisor may make loans from the Town Fund to any other fund in the amount of up to ten thousand and 00/100 dollars (\$10,000.00) prior to receiving approval from the Township Board under the following conditions:

1. No loan may be for a term of greater than twelve (12) months.
2. No loan may be issued for an interest rate in excess of current prime.

#### **I. Petty Cash**

Petty cash is used to reimburse employees for Township expenses which the employee incurs up front and for small purchases which are handled most efficiently by utilizing petty cash. The following guidelines should be used when dispensing petty cash:

1. Individual petty cash purchases are limited to a maximum of \$100.00.
2. Employees must prepare a petty cash voucher which is approved by the department head or Township Supervisor.
3. Receipts documenting the expense must be attached to the petty cash voucher. Disbursements from petty cash will not be approved without a receipt or invoice. If a receipt or invoice cannot be provided, alternative verification approved by the





## TOWNSHIP OF PALOS STANDARD OPERATING PROCEDURE NO. \_\_\_\_\_

Department Head or Township Supervisor must be attached.

### J. **Emergency Purchases**

Illinois State Statutes provide that in case of accident, disaster or other circumstances creating a public emergency, the Supervisor may award contracts and make purchases for the purpose of meeting said emergency; but shall file promptly with the Township Board a certificate showing such emergency and the necessity of such action, together with an itemized account of all expenditures. 60 ILCS 1/85-30.

Reporting to the Board would be handled through the first Board Audit Report immediately following the emergency expenditure.

### K. **Travel and Travel Related Expenses**

When conducting business on behalf of the Township, employees are expected to use quality services, appropriate accommodations for business and for these expenditures to be documented. The Township follows the "Local Government Travel Expense Control Act," 50 ILCS 150/1 et seq. and has adopted the following policy concerning Travel Expenses consistent with the Act.

1. Types of Allowable Expenses. The Board may approve the reimburses of the following expenses when incurred in the normal course of official Township business as well as attendance and participation in national, regional, state and local conferences, seminars, workshops and meetings designed to further training, education, development, legislation, governance, administration and other official related matters:
  - a) Mileage at the current IRS rate;
  - b) Airfare
  - c) Meals;
  - d) Lodging.
2. Maximum allowable expenses. Reimbursement for travel, meal and lodging expenses shall be subject to the following maximum allowable limitations and other regulations:
  - a) Mileage reimbursement may be made on pre-authorized trips, such mileage rate not to excess the IRS standard mileage rate for business in effect at the time of travel. If an employee is involved in an automobile accident while on township business, the employee's automobile insurance shall be the primary insurance coverage.



## TOWNSHIP OF PALOS

### STANDARD OPERATING PROCEDURE NO. \_\_\_\_\_

- b) Airfare. When pre-approved by the Board, travel expenses relating to airfare are limited to "coach" or "economy" fares. When applicable, reduced rate travel arrangements offered in conjunction with a conference shall be made. Travel to and from airports are the responsibility of the employee. In order to secure the most economical rate available, arrangements should be made through the Supervisor or his/her designee, and as far in advance as possible. The maximum allowable reimbursement for airfare expenses under this section shall be \$500.00.
  - c) Meals. Meal expenses shall not exceed the greater of \$100 per day or the per diem amounts set forth in the published U.S. General Services Administration (GSA) Domestic per Diem Rates (Effective October 1 of each year). The Meals and Incidental Expense (M&IE) rate, less the amount for incidentals, will be paid based on the destination location of official travel. Breakfast, lunch and dinner reimbursement amounts will conform to the meal breakdown as established by the GSA.
  - d) Lodging. Lodging expenses incurred in connection with activities authorized by the board when travel requires an overnight stay are subject to the following requirements. The maximum allowable per night expense shall be \$250.00 which will cover room and taxes only.
  - e) Emergency expenses. The foregoing expense limitations may be exceeded because of emergency or other extraordinary circumstances.
- 3. Meeting and conference fees should be submitted to the Township for pre-payment, however, these expenses may be reimbursed if prepayment is not feasible.
  - 4. Entertainment expenses. Entertainment expenses are not reimbursable. Entertainment expenses include, but are 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 attended.
  - 5. Documentation of expenses. Reimbursement of travel, meal and lodging expenses must be approved by the submission of receipts for travel, meal and lodging expenses actually incurred.

#### **L. Payment of Certain Other Expenses.**

The Township Supervisor is authorized to issue immediate payment on the following items prior to being audited and approved by the Township Board and must submit



## **TOWNSHIP OF PALOS**

### **STANDARD OPERATING PROCEDURE NO. \_\_\_\_\_**

the bills for ratification by the Township Board at the next available meeting of the Township Board:

1. Utility bills including water, electric, gas, phone and internet.
2. Reimbursements to employees and officials for expenses of up to one thousand and 00/100 dollars (\$1,000.00) related to the performance of their duties.
3. Payroll and payroll expenses.
4. Payments to vendors and providers at the request of a member of the Township Board.

**RESOLUTION NO. 2023 – R – 08**

**A RESOLUTION ESTIMATING THE 2023 TAX LEVY  
IN COMPLIANCE WITH THE TRUTH IN TAXATION LAW**

**WHEREAS**, the Palos Township (“Township”) is a duly organized unit of local government organized and operating under the Constitution and laws of the State of Illinois; and

**WHEREAS**, the Township derives its rights, power and authority from the various sections of the Township Code (the “Code”); and

**WHEREAS**, the Truth in Taxation Law (35 ILCS 200/18-55 et seq.) requires that the Township Supervisor and Board of Trustees determine its probable aggregate levy which is the annual corporate levy not including debt service levies, estimated to be necessary to be raised by taxation for 2023; and

**NOW, THEREFORE, BE IT RESOLVED BY THE SUPERVISOR AND BOARD MEMBERS OF PALOS TOWNSHIP AS FOLLOWS:**

**SECTION 1:** The Board Members of Palos Township hereby find as facts the recitals hereinabove set forth and incorporate said recitals in this Section One as if they were fully set forth herein.

**SECTION 2:** The amount of real estate taxes, exclusive of election costs, public building commission leases and debt service levies, extended by the Township, plus any amount abated by the Township before extension, upon the final 2022 real estate tax levy of the Township (2023 tax bill) is **\$1,319,430.**

**SECTION 3:** The amount of real estate taxes, exclusive of election costs, public building commission leases and debt service levies, proposed to be levied by the Township for 2023 (2024 tax bill) is **\$1,364,189.00.**

**SECTION 4:** Based on the foregoing, the estimated percentage increase in the proposed 2023 aggregate levy over the amount of real estate taxes extended upon the final 2022 aggregate levy is **4.99%**, and that, accordingly, no public hearing or publication is required under the Truth in Taxation Law.

**PASSED AND APPROVED BY THE SUPERVISOR AND BOARD OF PALOS TOWNSHIP, COOK COUNTY ILLINOIS on this 27<sup>th</sup> day of November, 2023.**

**APPROVED:**

\_\_\_\_\_  
Supervisor, Palos Township

(SEAL)

ATTEST:

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Clerk, Palos Township

STATE OF ILLINOIS            )  
  )       SS  
COUNTY OF COOK            )

**TOWNSHIP CLERK’S CERTIFICATION**

I, the undersigned, do hereby certify that I am the Palos Township Clerk, Cook County, Illinois, and as such official, I am keeper of the records, ordinances, files and seal of said Township, and

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of Resolution No. 2023 – R – 08:

**A RESOLUTION ESTIMATING THE 2023 TAX LEVY  
IN COMPLIANCE WITH THE TRUTH IN TAXATION LAW**

adopted at a duly called Meeting of the Palos Township Board, held at 10802 S. Roberts Road, Palos Hills, Illinois, in said Township at 6:30 p.m. on the 27<sup>th</sup> day of November 2023.

I do further certify that the deliberations of the Palos Township Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Palos Township Code of the State of Illinois, as amended, and that the Township Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Palos Township Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said Township at 10802 S. Roberts Road, Palos Hills, Illinois, this 27<sup>th</sup> day of November 2023.

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Jane Nolan, Township Clerk, Palos Township

[SEAL]

**RESOLUTION NO. 2023-03-R**

**A RESOLUTION ESTIMATING THE 2023 TAX LEVY  
IN COMPLIANCE WITH THE TRUTH IN TAXATION LAW**

**WHEREAS**, the Palos Township Road District (“Road District”) is a duly organized unit of local government organized and operating under the Constitution and laws of the State of Illinois; and

**WHEREAS**, the Road District derives its rights, power and authority from the various sections of the Illinois Highway Code (the “Code”); and

**WHEREAS**, the Truth in Taxation Law (35 ILCS 200/18-55 et seq.) requires that the Township Supervisor and Board of Trustees determine its probable aggregate levy which is the annual corporate levy not including debt service levies, estimated to be necessary to be raised by taxation for 2023; and

**NOW, THEREFORE, BE IT RESOLVED BY THE SUPERVISOR AND BOARD MEMBERS OF PALOS TOWNSHIP ROAD DISTRICT AS FOLLOWS:**

**SECTION 1:** The Board Members of Palos Township Road District hereby find as facts the recitals hereinabove set forth and incorporate said recitals in this Section One as if they were fully set forth herein.

**SECTION 2:** The amount of real estate taxes, exclusive of election costs, public building commission leases and debt service levies, extended by the Road District, plus any amount abated by the Road District before extension, upon the final 2022 real estate tax levy of the Road District (2023 tax bill) is **\$921,794.**

**SECTION 3:** The amount of real estate taxes, exclusive of election costs, public building commission leases and debt service levies, proposed to be levied by the Road District for 2023 (2024 tax bill) is **\$1,072,606.**

**SECTION 4:** Based on the foregoing, the estimated percentage increase in the proposed 2023 aggregate levy over the amount of real estate taxes extended upon the final 2022 aggregate levy is **4.99%**, and that, accordingly, no public hearing or publication is required under the Truth in Taxation Law.

**PASSED AND APPROVED BY THE SUPERVISOR AND BOARD OF PALOS TOWNSHIP ROAD DISTRICT, COOK COUNTY ILLINOIS on this 27th day of November, 2023.**

**APPROVED:**

\_\_\_\_\_  
Supervisor, Palos Township Road District

(SEAL)

ATTEST:

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Clerk, Palos Township Road District



STATE OF ILLINOIS            )  
  )       SS  
COUNTY OF COOK            )

**TOWNSHIP ROAD DISTRICT CLERK’S CERTIFICATION**

I, the undersigned, do hereby certify that I am the Palos Township Road District Clerk, Cook County, Illinois, and as such official, I am keeper of the records, ordinances, files and seal of said Township Road District, and

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of Resolution No. 2023-03-R:

**A RESOLUTION ESTIMATING THE 2023 TAX LEVY  
IN COMPLIANCE WITH THE TRUTH IN TAXATION LAW**

adopted at a duly called Meeting of the Palos Township Road District Board, held at 10802 S. Roberts Road, Palos Hills, Illinois, in said Township at 6:30 p.m. on the 27<sup>th</sup> day of November 2023.

I do further certify that the deliberations of the Palos Township Road District Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Palos Township Road District Code of the State of Illinois, as amended, and that the Township Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Palos Township Road District Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said Township at 10802 S. Roberts Road, Palos Hills, Illinois, this 27<sup>th</sup> day of November 2023.

\_\_\_\_\_  
Jane Nolan, Township Clerk, Palos Township Road  
District

[SEAL]