



240 S. Illinois Route 59, Bartlett, Illinois 60103

**Regular Meeting of the Township Board**  
*July 2, 2019*  
**7:00 PM**

**A G E N D A**

- I. Call to Order – Roll Call
- II. Pledge of Allegiance
- III. Town Hall (Public Comments)
- IV. Presentations
  - A. Department of Emergency Services
  - B. Department of Facilities and Road Maintenance
- V. Reports
  - A. Supervisor’s Report
  - B. Clerk’s Report
  - C. Assessor’s Report
  - D. Trustees’ Committee Reports
- VI. Bill Paying
- VII. Unfinished Business
- VIII. New Business
  - A. Regular Meeting Minutes of June 18, 2019
  - B. Approval of Strategic Plan Update Proposal
- IX. Executive Session
- X. Other Business
- XI. Adjournment

**Mission Statement**

**Our mission is to continuously improve the quality of life of Hanover Township residents by providing a unique array of quality, cost effective, community-based services acting as a dynamic organization that delivers services in a responsible and respectful manner.**

**Hanover Township**

Board Audit Report

From 6/18/19 - 7/1/19

	<u>Total</u>
Total Town Fund	70,846.54
Total Senior Center Fund	47,180.41
Total General Assistance Fund	11,306.02
Total Road Maintenance Fund	2,799.92
Total Mental Health Board Fund	32,001.27
Total IMRF Fund	
Total Social Security Fund	
Total Vehicle Fund	
Total Capital Fund	
 Total All Funds	 <u><u>164,134.16</u></u>

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Supervisor

\_\_\_\_\_  
Town Clerk

Attest

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

# Hanover Township Board Audit Report

June 18 through July 1, 2019

Type	Date	Num	Name	Memo	Amount
<b>1103 · Senior Center - Revenue</b>					
<b>1103500 · Senior Programs</b>					
Check	06/25/2019	132096	Naomi Walters-Lenoci	Refund Door County	400.00
Total 1103500 · Senior Programs					400.00
Total 1103 · Senior Center - Revenue					400.00
<b>1014 · Town Fund - Expenditures</b>					
<b>101CAP · Capital Expenditures</b>					
<b>1014410 · Equipment Purchases</b>					
Check	06/22/2019	CC May 19	JP Morgan Chase	Downey Hall/ConferenceRoom Clocks (2)	88.17
Total 1014410 · Equipment Purchases					88.17
<b>1014430 · Computer Equipment &amp; Software</b>					
Check	06/22/2019	CC May 19	JP Morgan Chase	Human Resources Information Software Monthly Fee	318.50
Check	06/22/2019	CC May 19	JP Morgan Chase	Monthly E-Communications Subscription (April)	67.73
Check	06/22/2019	CC May 19	JP Morgan Chase	Premium Plan (metrotownships.com) (to be reimbursed by MTA)	149.00
Check	06/22/2019	CC May 19	JP Morgan Chase	Monthly E-Communications Subscription (May)	67.73
Check	06/22/2019	CC May 19	JP Morgan Chase	Tablet Shield Replacement	42.49
Check	06/22/2019	CC May 19	JP Morgan Chase	Hanover-township.com annual domain renewal	39.99
Check	06/22/2019	CC May 19	JP Morgan Chase	USB Digital AV Adaptor (2)	138.00
Check	06/22/2019	CC May 19	JP Morgan Chase	Apple Mac Mini Processor desktop computer	1,949.00
Check	06/26/2019	132122	ProxiT Technology Solutions	Inv# 20217 Monthly Cloud Backup Storage/Office Suite 365	923.00
Total 1014430 · Computer Equipment & Software					3,695.44
Total 101CAP · Capital Expenditures					3,783.61
<b>101CHN · Community Health</b>					
<b>1014453 · Printing</b>					
Check	06/22/2019	CC May 19	JP Morgan Chase	Falls prevention course certification (A. Court)	390.00
Total 1014453 · Printing					390.00
<b>1014454 · Travel &amp; Training</b>					
Check	06/22/2019	CC May 19	JP Morgan Chase	5k banner	71.43
Total 1014454 · Travel & Training					71.43
<b>1014459 · Professional Services</b>					
Check	06/25/2019	132091	Alexian Brothers Health System	Acct# 242152 Patient Lab Work	216.65
Total 1014459 · Professional Services					216.65
<b>1014465 · Medical Supplies</b>					
Check	06/25/2019	132078	McKesson Medical Surgical	Inv# 55164186 Needles/Test Strips	249.14
Check	06/25/2019	132078	McKesson Medical Surgical	Inv# 55164186 PPD Aplisol	430.47
Total 1014465 · Medical Supplies					679.61

# Hanover Township Board Audit Report

June 18 through July 1, 2019

Type	Date	Num	Name	Memo	Amount
<b>1014491 · Health Insurance</b>					
Check	06/27/2019	HlthJuly 19	United Healthcare	Major Medical Premiums July 2019	2,242.78
Total 1014491 · Health Insurance					2,242.78
<b>1014492 · Dental, Vision &amp; Life Insurance</b>					
Check	06/26/2019	132124	Vision Service Plan	Vision Insurance Monthly Premium - July	15.90
Check	06/28/2019	132129	Euclid Managers	Cust# 5641581 Dental & Life Premium July 2019	86.38
Total 1014492 · Dental, Vision & Life Insurance					102.28
Total 101CHN · Community Health					3,702.75
<b>101CVA · Community &amp; Veteran Affairs</b>					
<b>101CMA · Community Relations</b>					
<b>1014611 · Education &amp; Training</b>					
Check	06/26/2019	132110	Ignite the Courage	Bartlett Summer Festival Sponsor	1,000.00
Total 1014611 · Education & Training					1,000.00
<b>1014615 · Postage</b>					
Check	06/22/2019	CC May 19	JP Morgan Chase	Postage	7.70
Total 1014615 · Postage					7.70
<b>1014619 · Office Supplies</b>					
Check	06/22/2019	CC May 19	JP Morgan Chase	ID Badge Holders for MTA Capital Day (to be reimbursed by MTA)	12.95
Check	06/25/2019	132061	A1 Trophies & Awards	Inv# 14079 Name Badge	7.99
Check	06/28/2019	132134	Staples	Inv# 3416300964 Ink (4 pack)	75.99
Total 1014619 · Office Supplies					96.93
<b>1014620 · Satellite Office Programs</b>					
Check	06/22/2019	CC May 19	JP Morgan Chase	Lunch at Camp Grant Museum (3)	45.00
Check	06/22/2019	CC May 19	JP Morgan Chase	Camp Grant Museum Tour admission fee (14)	25.24
Total 1014620 · Satellite Office Programs					70.24
<b>1014621 · Satellite Office Utilities</b>					
Check	06/26/2019	132106	Com Ed 010	Acct# 6997418010 Monthly Charges 5/10-6/9	439.99
Check	06/28/2019	132128	City of Elgin	Acct# 413720-6423 Water Monthly Charges	26.70
Total 1014621 · Satellite Office Utilities					466.69
<b>1014623 · Satellite Office Phone &amp; Intrnt</b>					
Check	06/22/2019	CC May 19	JP Morgan Chase	Internet and Phone (April)	403.70
Total 1014623 · Satellite Office Phone & Intrnt					403.70
<b>1014624 · Travel</b>					
Check	06/22/2019	CC May 19	JP Morgan Chase	Travel for Metropolitan Township Association Capital Day (Kuttentberg)	8.15
Check	06/22/2019	CC May 19	JP Morgan Chase	Lodging for Metropolitan Township Association Capital Day (Kuttentberg)	134.37

# Hanover Township Board Audit Report

June 18 through July 1, 2019

Type	Date	Num	Name	Memo	Amount
Check	06/25/2019	132093	Hoffman, Haley R	Mileage Reimbursment 06/03/19 - 06/14/19	58.70
	Total 1014624 · Travel				201.22
<b>1014627 · Community Affairs</b>					
Check	06/22/2019	CC May 19	JP Morgan Chase	Refreshments for MTA Capital Day (15) (to be reimbursed by MTA)	13.76
Check	06/22/2019	CC May 19	JP Morgan Chase	Sprint 2 Spring 5K Facebook Boosted Ad	10.93
Check	06/22/2019	CC May 19	JP Morgan Chase	Lunch for MTA Capital Day (15) (to be reimbursed by MTA)	81.67
Check	06/22/2019	CC May 19	JP Morgan Chase	Travel for Metropolitan Township Association Capital Day (Kuttenberg)	8.15
Check	06/22/2019	CC May 19	JP Morgan Chase	Lunch meeting (2)	31.23
Check	06/22/2019	CC May 19	JP Morgan Chase	Gas card for Veteran (to be reimbursed by Foundation)	100.00
Check	06/25/2019	132064	Bartlett Historical Society	2019 Bartlett Cemetery Walk Sponsor	100.00
Check	06/25/2019	132084	Signs by Tomorrow	Inv# 26119 Township Banners (3)	459.10
Check	06/25/2019	132089	Universal Marketing, LLC	Inv# 19938 Custom Pens (2,000)	784.64
Check	06/26/2019	132114	A1 Trophies & Awards	Inv# 13956 Retirement Plaque - Vapnar	39.74
	Total 1014627 · Community Affairs				1,629.22
<b>1014629 · Dues and Subscriptions</b>					
Check	06/25/2019	132073	Government Social Media LLC	O# 8990 Annual Membership Renewal	185.00
	Total 1014629 · Dues and Subscriptions				185.00
<b>1014691 · Health Insurance</b>					
Check	06/27/2019	HlthJuly 19	United Healthcare	Major Medical Premiums July 2019	547.02
	Total 1014691 · Health Insurance				547.02
<b>1014692 · Dental, Vision &amp; Life Insurance</b>					
Check	06/26/2019	132124	Vision Service Plan	Vision Insurance Monthly Premium - July	13.78
Check	06/28/2019	132129	Euclid Managers	Cust# 5641581 Dental & Life Premium July 2019	211.69
	Total 1014692 · Dental, Vision & Life Insurance				225.47
	Total 101CMA · Community Relations				4,833.19
<b>101VET · Veteran Affairs</b>					
<b>1014792 · Dental, Vision &amp; Life Insurance</b>					
Check	06/26/2019	132124	Vision Service Plan	Vision Insurance Monthly Premium - July	8.48
	Total 1014792 · Dental, Vision & Life Insurance				8.48
	Total 101VET · Veteran Affairs				8.48
	Total 101CVA · Community & Veteran Affairs				4,841.67
<b>101ES · ES - Expenditures</b>					
<b>1014802 · Equipment</b>					
Check	06/22/2019	CC May 19	JP Morgan Chase	HTES Air compressors for pneumatic extrication tools (2)	727.92
Check	06/25/2019	132069	Custom Welding & Fab Inc	Inv# 190113 Fabricate Aluminum Truck Rack Shelves Squad# 9122	1,202.60
Check	06/25/2019	132069	Custom Welding & Fab Inc	Inv# 190114 Fabricate Truck Rack Shelf & Mods Squad# 9121	1,210.55

# Hanover Township Board Audit Report

June 18 through July 1, 2019

Type	Date	Num	Name	Memo	Amount
Total 1014802 · Equipment					3,141.07
<b>1014803 · Uniforms</b>					
Check	06/25/2019	132065	Bartlett Sports	Inv# 5226 Navy Uniform Shirts (33)	754.50
Total 1014803 · Uniforms					754.50
<b>1014808 · Education &amp; Training</b>					
Check	06/22/2019	CC May 19	JP Morgan Chase	HTES training conference supplies	4.00
Check	06/22/2019	CC May 19	JP Morgan Chase	HTES training conference breakfast supplies and refreshments (80)	208.56
Check	06/22/2019	CC May 19	JP Morgan Chase	HTES training conference desserts (80)	55.00
Check	06/22/2019	CC May 19	JP Morgan Chase	HTES Station supplies	9.91
Check	06/22/2019	CC May 19	JP Morgan Chase	HTES training conference breakfast (80)	63.54
Check	06/22/2019	CC May 19	JP Morgan Chase	HTES training conference lunch (80)	650.20
Check	06/22/2019	CC May 19	JP Morgan Chase	National Telecommunicators Week lunch for DuComm (45)	151.18
Check	06/22/2019	CC May 19	JP Morgan Chase	Dinner for monthly Officer's Meeting (13)	73.93
Total 1014808 · Education & Training					1,216.32
<b>1014812 · Volunteer Appreciation</b>					
Check	06/22/2019	CC May 19	JP Morgan Chase	Officer's Meeting and general station snacks	26.94
Check	06/22/2019	CC May 19	JP Morgan Chase	Dinner for extended patrol (15)	61.65
Total 1014812 · Volunteer Appreciation					88.59
<b>1014813 · Vehicle Fuel &amp; Maintenance</b>					
Check	06/18/2019	131960	Village of Hanover Park (Fuel)	Inv# 2019-1153 May 2019 Fuel	679.59
Total 1014813 · Vehicle Fuel & Maintenance					679.59
<b>1014891 · Health Insurance</b>					
Check	06/27/2019	HlthJuly 19	United Healthcare	Major Medical Premiums July 2019	1,652.01
Total 1014891 · Health Insurance					1,652.01
<b>1014892 · Dental, Vision &amp; Life Insurance</b>					
Check	06/26/2019	132124	Vision Service Plan	Vision Insurance Monthly Premium - July	13.95
Check	06/28/2019	132129	Euclid Managers	Cust# 5641581 Dental & Life Premium July 2019	158.37
Total 1014892 · Dental, Vision & Life Insurance					172.32
Total 101ES · ES - Expenditures					7,704.40
<b>101ISE · Insurance &amp; Employee Benefits</b>					
<b>1014503 · General Insurance</b>					
Check	06/22/2019	CC May 19	JP Morgan Chase	Liquor license for Senior Center	600.00
Check	06/22/2019	CC May 19	JP Morgan Chase	Processing fee for liquor license	14.10
Check	06/22/2019	CC May 19	JP Morgan Chase	Liquor License Renewal	1,298.58
Total 1014503 · General Insurance					1,912.68
<b>1014507 · Flex Plan &amp; 457 Plan</b>					

# Hanover Township Board Audit Report

June 18 through July 1, 2019

Type	Date	Num	Name	Memo	Amount
Check	06/26/2019	132125	TASC (AP)	Inv# 1533748 Admin Fees/Claim Card Fees	88.22
Total 1014507 · Flex Plan & 457 Plan					88.22
<b>1014513 · Employee Wellness</b>					
Check	06/22/2019	CC May 19	JP Morgan Chase	Lunch and Learn (18)	83.86
Total 1014513 · Employee Wellness					83.86
Total 101ISE · Insurance & Employee Benefits					2,084.76
<b>101LEA · Legal &amp; Auditing</b>					
<b>1014501 · Auditing</b>					
Check	06/28/2019	132133	Mack & Associates	Inv# 9721 Audit Services FY19	11,200.00
Check	06/28/2019	132133	Mack & Associates	Inv# 9721 Bank Balance Verification	23.00
Total 1014501 · Auditing					11,223.00
Total 101LEA · Legal & Auditing					11,223.00
<b>101MAIN · Facilities Maintenance</b>					
<b>1014202 · Office Supplies</b>					
Check	06/25/2019	132085	Staples	Inv# 3416300773 Supplies	15.59
Total 1014202 · Office Supplies					15.59
<b>1014205 · Janitorial Supplies</b>					
Check	06/25/2019	132063	Bade Supply	Inv# 27351 Towels/Can Liners/Toilet Tissue/Air Freshener	590.61
Total 1014205 · Janitorial Supplies					590.61
<b>1014209 · Building Contracts</b>					
Check	06/25/2019	132066	Climatemp Service Group, LLC	Inv# 4310619 HVAC Quarterly Inspection/Service	801.00
Check	06/25/2019	132070	Fox Valley Fire & Safety	Inv# 271208 Annual Monitoring - Town Hall	372.00
Check	06/25/2019	132075	Johnson Controls, Inc	Inv# 32673647 Alarm/Security Monitoring Town Hall July-Dec 2019	384.38
Total 1014209 · Building Contracts					1,557.38
<b>1014211 · Building Maintenance - Senior</b>					
Check	06/22/2019	CC May 19	JP Morgan Chase	Screen door for back kitchen	157.41
Total 1014211 · Building Maintenance - Senior					157.41
<b>1014219 · Vehicle Fuel - Town</b>					
Check	06/18/2019	131960	Village of Hanover Park (Fuel)	Inv# 2019-1153 May 2019 Fuel	691.56
Total 1014219 · Vehicle Fuel - Town					691.56
<b>1014225 · Grounds/Reserve Maintenance</b>					
Check	06/22/2019	CC May 19	JP Morgan Chase	Dog waste station and bags for Lenoci Reserve	184.51
Check	06/22/2019	CC May 19	JP Morgan Chase	Replacement valve for Runzel Reserve irrigation system	40.25
Check	06/25/2019	132062	Arbor Earth and Snow	IWC Tree Removal (3)	1,500.00

# Hanover Township Board Audit Report

June 18 through July 1, 2019

Type	Date	Num	Name	Memo	Amount
Check	06/25/2019	132077	Martin Implement Sales, Inc	Inv# A70131 Trimmer Heads/Mower Blades	391.64
Check	06/25/2019	132079	Midwest Trading	Inv# I458249 Mulch	250.25
Check	06/25/2019	132079	Midwest Trading	Inv# I458270 Mulch	250.25
Total 1014225 · Grounds/Reserve Maintenance					2,616.90
<b>1014227 · Miscellaneous</b>					
Check	06/22/2019	CC May 19	JP Morgan Chase	Amazon Prime monthly membership fee	12.99
Total 1014227 · Miscellaneous					12.99
<b>1014228 · Building Maintenance - Izaak</b>					
Check	06/21/2019	132060	The Home Depot F&M	Ballasts	41.94
Total 1014228 · Building Maintenance - Izaak					41.94
<b>1014291 · Health Insurance</b>					
Check	06/27/2019	HlthJuly 19	United Healthcare	Major Medical Premiums July 2019	2,199.03
Total 1014291 · Health Insurance					2,199.03
<b>1014292 · Dental, Vision &amp; Life Insurance</b>					
Check	06/26/2019	132121	NCPERS	Billing# 57850718 Monthly Premium July 2019	16.00
Check	06/26/2019	132124	Vision Service Plan	Vision Insurance Monthly Premium - July	32.86
Check	06/28/2019	132129	Euclid Managers	Cust# 5641581 Dental & Life Premium July 2019	356.77
Total 1014292 · Dental, Vision & Life Insurance					405.63
Total 101MAIN · Facilities Maintenance					8,289.04
<b>101PAN · Pantry</b>					
<b>1014161 · Utilities</b>					
Check	06/25/2019	132067	Com Ed 016 (Astor)	Acct# 8584152016 Monthly Charges 05/03/19 - 06/04/19	215.14
Check	06/25/2019	132082	Nicor 65	Acct# 65-08-57-1000 5 Monthly Charges 05/16/19 - 06/13/19	59.83
Check	06/25/2019	132083	Nicor 75	Acct# 75-08-57-1000 4 Monthly Charges 05/16/19 - 06/13/19	56.92
Total 1014161 · Utilities					331.89
<b>1014191 · Health Insurance</b>					
Check	06/27/2019	HlthJuly 19	United Healthcare	Major Medical Premiums July 2019	1,652.01
Total 1014191 · Health Insurance					1,652.01
<b>1014192 · Dental, Vision &amp; Life Insurance</b>					
Check	06/26/2019	132124	Vision Service Plan	Vision Insurance Monthly Premium - July	13.95
Check	06/28/2019	132129	Euclid Managers	Cust# 5641581 Dental & Life Premium July 2019	182.91
Total 1014192 · Dental, Vision & Life Insurance					196.86
Total 101PAN · Pantry					2,180.76
<b>101THE · Town Hall Expense</b>					



# Hanover Township Board Audit Report

June 18 through July 1, 2019

Type	Date	Num	Name	Memo	Amount
<b>1014402 · Telephone - Town</b>					
Check	06/22/2019	CC May 19	JP Morgan Chase	Backup Phone line Monthly Fee	135.77
Check	06/26/2019	132116	Call One	Acct# 1211556-1130965 Monthly Charges 5/15/19-6/14/19	1,470.96
Total 1014402 · Telephone - Town					1,606.73
<b>1014403 · Utilities - Town</b>					
Check	06/25/2019	132080	Nicor 34	Acct# 34-51-77-1000 9 Monthly Charges 05/17/19 - 06/14/19	246.63
Total 1014403 · Utilities - Town					246.63
<b>1014405 · Internet Access - Town</b>					
Check	06/26/2019	132117	Comcast (607)	Acct# 8771100830128607 Monthly Internet Charges 6/23-7/22	259.85
Total 1014405 · Internet Access - Town					259.85
<b>1014416 · Equipment Rental - Town</b>					
Check	06/26/2019	132118	Canteen Refreshment Services	Inv# 5256-220829 Water Machine Rental	34.95
Total 1014416 · Equipment Rental - Town					34.95
Total 101THE · Town Hall Expense					2,148.16
<b>101TOE · Town Office Expense</b>					
<b>1014404 · Office Supplies</b>					
Check	06/26/2019	132114	A1 Trophies & Awards	Inv# 14029 Name Badge	7.99
Check	06/26/2019	132114	A1 Trophies & Awards	Inv# 13973 Entrance Board Signs(7)/Name Badge/Sign Holder	157.95
Check	06/28/2019	132134	Staples	Inv# 3415754428 Report Covers	70.09
Total 1014404 · Office Supplies					236.03
<b>1014406 · Printing</b>					
Check	06/26/2019	132115	Braden Interact Business Products (Town)	Inv# 567294 Copy Charges - May	210.60
Check	06/26/2019	132120	Kwik Print	Inv# 64974 Envelopes (7,000)	483.90
Check	06/26/2019	132120	Kwik Print	Inv# 64917 Brochures	413.70
Total 1014406 · Printing					1,108.20
<b>1014414 · Memberships, Subs &amp; Publication</b>					
Check	06/26/2019	132119	Daily Herald	Acct 681793 Newspaper Service 6/25-8/19	69.00
Check	06/26/2019	132123	Township Officials of Illinois	Annual Dues	1,333.63
Total 1014414 · Memberships, Subs & Publication					1,402.63
<b>1014429 · Miscellaneous</b>					
Check	06/18/2019	131962	P.F. Pettibone & Co	Inv# 176717 Extra Long Reach Seal Custom Logo	184.25
Check	06/22/2019	CC May 19	JP Morgan Chase	YWCA Leader Luncheon (Supervisor McGuire)	55.00
Check	06/22/2019	CC May 19	JP Morgan Chase	Trustee Retirement reception refreshments	75.00
Total 1014429 · Miscellaneous					314.25
<b>1014530 · Financial Administration</b>					

# Hanover Township Board Audit Report

June 18 through July 1, 2019

Type	Date	Num	Name	Memo	Amount
Check	06/28/2019	132130	Governmental Accounting, Inc	Inv# 58615 Monthly Contract Billing June 2019	5,400.00
Total 1014530 · Financial Administration					5,400.00
<b>1014531 · Community Affairs</b>					
Check	06/22/2019	CC May 19	JP Morgan Chase	CN Railroad Community Meeting Refreshments	20.51
Check	06/22/2019	CC May 19	JP Morgan Chase	YWCA Leadership Luncheon (Olricksen)	55.00
Total 1014531 · Community Affairs					75.51
<b>1014591 · Health Insurance</b>					
Check	06/27/2019	HlthJuly 19	United Healthcare	Major Medical Premiums July 2019	3,139.91
Total 1014591 · Health Insurance					3,139.91
<b>1014592 · Dental, Vision &amp; Life Insurance</b>					
Check	06/26/2019	132124	Vision Service Plan	Vision Insurance Monthly Premium - July	46.81
Check	06/28/2019	132129	Euclid Managers	Cust# 5641581 Dental & Life Premium July 2019	372.19
Total 1014592 · Dental, Vision & Life Insurance					419.00
Total 101TOE · Town Office Expense					12,095.53
<b>104ASR · Assessor's Division</b>					
<b>1044405 · Office Supplies</b>					
Check	06/25/2019	132085	Staples	Inv# 3416300777 Toner	66.89
Total 1044405 · Office Supplies					66.89
<b>1044411 · Equipment</b>					
Check	06/25/2019	132085	Staples	Inv# 3416300777 Printer	169.99
Total 1044411 · Equipment					169.99
<b>1044413 · Travel Expense</b>					
Check	06/18/2019	131961	Smogolski, Thomas S	Mileage Reimbursement 6/4/19 - 6/16/192019	42.29
Total 1044413 · Travel Expense					42.29
<b>1044419 · Training</b>					
Check	06/18/2019	131961	Smogolski, Thomas S	Appraisal Institute Education Class 6/4/19	145.00
Total 1044419 · Training					145.00
<b>1044491 · Health Insurance</b>					
Check	06/27/2019	HlthJuly 19	United Healthcare	Major Medical Premiums July 2019	2,199.03
Total 1044491 · Health Insurance					2,199.03
<b>1044492 · Dental, Vision &amp; Life Insurance</b>					
Check	06/26/2019	132121	NCPERS	Billing# 57850718 Monthly Premium July 2019	16.00
Check	06/26/2019	132124	Vision Service Plan	Vision Insurance Monthly Premium - July	19.08

# Hanover Township Board Audit Report

June 18 through July 1, 2019

Type	Date	Num	Name	Memo	Amount
Check	06/28/2019	132129	Euclid Managers	Cust# 5641581 Dental & Life Premium July 2019	371.63
Total 1044492 · Dental, Vision & Life Insurance					406.71
<b>1044525 · Communications</b>					
Check	06/25/2019	132076	Kwik Print	Inv# 64914 Brochure (1,500)	526.80
Total 1044525 · Communications					526.80
Total 104ASR · Assessor's Division					3,556.71
<b>109YFS · Youth &amp; Family Services</b>					
<b>109ADM · Administration &amp; Clinical</b>					
<b>1094608 · Salaries</b>					
Check	06/25/2019	132087	Surestaff Inc	Inv# 30121393 Part Time Temp Help	291.55
Check	06/26/2019	132112	Surestaff Inc	Inv# 30123849 Part Time Temp Help	874.65
Total 1094608 · Salaries					1,166.20
<b>1094611 · Education &amp; Training</b>					
Check	06/22/2019	CC May 19	JP Morgan Chase	Emotionally Focused Couple Therapy training (Loera)	50.00
Check	06/22/2019	CC May 19	JP Morgan Chase	Emotionally Focused Couple Therapy training (Martinez)	50.00
Total 1094611 · Education & Training					100.00
<b>1094616 · Books &amp; Journals</b>					
Check	06/22/2019	CC May 19	JP Morgan Chase	Coloring books for children	21.60
Total 1094616 · Books & Journals					21.60
<b>1094617 · Equipment Maintenance</b>					
Check	06/25/2019	132088	TTSG Leasing	Inv# 38856 Copier Overage Charges	145.04
Total 1094617 · Equipment Maintenance					145.04
<b>1094619 · Office Supplies</b>					
Check	06/18/2019	131963	Quill Corporation	Inv# 7882129 Copy Paper/Batteries/Whiteout/Tape	222.79
Check	06/22/2019	CC May 19	JP Morgan Chase	HDMI cords for laptops	14.89
Check	06/22/2019	CC May 19	JP Morgan Chase	iPod cover and SD cards for camera (3)	49.82
Check	06/22/2019	CC May 19	JP Morgan Chase	Large Bowl for events	21.54
Total 1094619 · Office Supplies					309.04
<b>1094620 · Community Affairs</b>					
Check	06/22/2019	CC May 19	JP Morgan Chase	Refreshments for Student Government Day	32.97
Check	06/22/2019	CC May 19	JP Morgan Chase	Breakfast supplies for Student Government Day	62.34
Total 1094620 · Community Affairs					95.31
<b>1094621 · Recruitment and Pre Employment</b>					
Check	06/22/2019	CC May 19	JP Morgan Chase	Indeed job posting for Prevention Specialist	133.33

# Hanover Township Board Audit Report

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Type	Date	Num	Name	Memo	Amount
Total 1094621 · Recruitment and Pre Employment					133.33
<b>1094626 · Equipment &amp; Furniture</b>					
Check	06/22/2019	CC May 19	JP Morgan Chase	Phone tripod, camera tripod, and lens caps	34.76
Check	06/22/2019	CC May 19	JP Morgan Chase	Adapter for laptop	9.99
Total 1094626 · Equipment & Furniture					44.75
<b>1094628 · Tutoring</b>					
Check	06/22/2019	CC May 19	JP Morgan Chase	Pizza for Tutor Math Training (6)	79.96
Total 1094628 · Tutoring					79.96
<b>1094629 · Dues &amp; Subscriptions</b>					
Check	06/22/2019	CC May 19	JP Morgan Chase	iPad iCloud storage fee (April)	0.99
Check	06/22/2019	CC May 19	JP Morgan Chase	iPad iCloud storage fee (May)	0.99
Total 1094629 · Dues & Subscriptions					1.98
<b>1094691 · Health Insurance</b>					
Check	06/27/2019	HlthJuly 19	United Healthcare	Major Medical Premiums July 2019	3,282.12
Total 1094691 · Health Insurance					3,282.12
<b>1094692 · Dental, Vision &amp; Life Insurance</b>					
Check	06/26/2019	132121	NCPERS	Billing# 57850718 Monthly Premium July 2019	16.00
Check	06/26/2019	132124	Vision Service Plan	Vision Insurance Monthly Premium - July	29.85
Check	06/28/2019	132129	Euclid Managers	Cust# 5641581 Dental & Life Premium July 2019	221.73
Total 1094692 · Dental, Vision & Life Insurance					267.58
Total 109ADM · Administration & Clinical					5,646.91
<b>109OUT · Outreach &amp; Prevention</b>					
<b>1094627 · Open Gym Program.</b>					
Check	06/22/2019	CC May 19	JP Morgan Chase	Supplies for Open Gym	86.42
Total 1094627 · Open Gym Program.					86.42
<b>1094648 · Community Affairs</b>					
Check	06/25/2019	132065	Bartlett Sports	Inv# 5105 Navy Uniform Shirts (5)	120.00
Total 1094648 · Community Affairs					120.00
<b>1094652 · Substance Abuse Prevention Prog</b>					
Check	06/22/2019	CC May 19	JP Morgan Chase	Refreshments for Substance Abuse Prevention Program	56.73
Check	06/22/2019	CC May 19	JP Morgan Chase	Pizza for Substance Abuse Prevention Program (81)	250.00
Total 1094652 · Substance Abuse Prevention Prog					306.73
<b>1094791 · Health Insurance</b>					

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Type	Date	Num	Name	Memo	Amount
Check	06/27/2019	HlthJuly 19	United Healthcare	Major Medical Premiums July 2019	2,832.59
Total 1094791 · Health Insurance					2,832.59
<b>1094792 · Dental, Vision &amp; Life Insurance</b>					
Check	06/26/2019	132124	Vision Service Plan	Vision Insurance Monthly Premium - July	29.68
Check	06/28/2019	132129	Euclid Managers	Cust# 5641581 Dental & Life Premium July 2019	213.82
Total 1094792 · Dental, Vision & Life Insurance					243.50
Total 109OUT · Outreach & Prevention					3,589.24
Total 109YFS · Youth & Family Services					9,236.15
Total 1014 · Town Fund - Expenditures					70,846.54
<b>1104 · Senior Center - Expenditures</b>					
<b>1104ADM · Administration</b>					
<b>1104523 · Recruitment</b>					
Check	06/22/2019	CC May 19	JP Morgan Chase	NPO.net recruitment for Social Services Specialist	215.00
Check	06/22/2019	CC May 19	JP Morgan Chase	Indeed recruitment for Social Services Specialist	237.92
Check	06/22/2019	CC May 19	JP Morgan Chase	Indeed recruitment for Social Services Specialist and Bus Drivers	500.85
Check	06/22/2019	CC May 19	JP Morgan Chase	Indeed recruitment for Social Services Specialist and Bus Drivers	81.79
Total 1104523 · Recruitment					1,035.56
<b>1104527 · Equipment</b>					
Check	06/18/2019	131958	Leaf (618-007)	Inv# 9544851 Color Copier Lease - June	281.41
Check	06/22/2019	CC May 19	JP Morgan Chase	Safe for Senior Center front desk	316.09
Check	06/22/2019	CC May 19	JP Morgan Chase	Chairs for Computer Lab (12) (reimbursed by Senior Committee)	1,412.00
Check	06/22/2019	CC May 19	JP Morgan Chase	Glides for chairs in Art Room (200)	247.86
Check	06/22/2019	CC May 19	JP Morgan Chase	Standup desk for Dispatcher	219.99
Check	06/22/2019	CC May 19	JP Morgan Chase	Monitor for front desk at Senior Center	123.99
Total 1104527 · Equipment					2,601.34
<b>1104528 · Office Supplies</b>					
Check	06/22/2019	CC May 19	JP Morgan Chase	Gift Shop Supplies (reimbursed by Senior Committee)	60.28
Check	06/26/2019	132104	A1 Trophies & Awards	Inv# 14078 Name Badge	7.99
Total 1104528 · Office Supplies					68.27
<b>1104533 · Printing</b>					
Check	06/18/2019	131957	Kwik Print	Inv# 64918 Payment Envelopes	178.30
Total 1104533 · Printing					178.30
<b>1104534 · Dues, Subs, &amp; Publications</b>					
Check	06/22/2019	CC May 19	JP Morgan Chase	Gerontological Society annual membership	199.00
Check	06/22/2019	CC May 19	JP Morgan Chase	Adobe monthly subscription	15.93

# Hanover Township Board Audit Report

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Type	Date	Num	Name	Memo	Amount
Total 1104534 · Dues, Subs, & Publications					214.93
<b>1104535 · Travel</b>					
Check	06/22/2019	CC May 19	JP Morgan Chase	Parking for AgeOptions meeting	2.00
Check	06/26/2019	132102	Zbrzezny, Jamie A	Mileage Reimbursement	42.05
Total 1104535 · Travel					44.05
<b>1104538 · Community Affairs</b>					
Check	06/22/2019	CC May 19	JP Morgan Chase	Lunch for ITASCSC meeting (16)	318.55
Total 1104538 · Community Affairs					318.55
<b>1104539 · Miscellaneous</b>					
Check	06/22/2019	CC May 19	JP Morgan Chase	Committee late fee filing (reimbursed by Senior Committee)	15.32
Check	06/22/2019	CC May 19	JP Morgan Chase	Daily Herald monthly membership for research	6.95
Check	06/22/2019	CC May 19	JP Morgan Chase	Bereavement flowers	119.87
Check	06/22/2019	CC May 19	JP Morgan Chase	Food Truck Festival meeting (2)	41.88
Total 1104539 · Miscellaneous					184.02
<b>1104591 · Health Insurance</b>					
Check	06/27/2019	HlthJuly 19	United Healthcare	Major Medical Premiums July 2019	3,304.02
Total 1104591 · Health Insurance					3,304.02
<b>1104592 · Dental, Vision &amp; Life Insurance</b>					
Check	06/26/2019	132124	Vision Service Plan	Vision Insurance Monthly Premium - July	25.61
Check	06/28/2019	132129	Euclid Managers	Cust# 5641581 Dental & Life Premium July 2019	209.47
Total 1104592 · Dental, Vision & Life Insurance					235.08
Total 1104ADM · Administration					8,184.12
<b>1104NUT · Nutrition</b>					
<b>1105551 · Congregate Food</b>					
Check	06/18/2019	131956	Get Fresh Produce, Inc	Inv# 3233924 Congregate Food	165.43
Check	06/18/2019	131956	Get Fresh Produce, Inc	Inv# 3232294 Congregate Food	123.59
Check	06/22/2019	CC May 19	JP Morgan Chase	Food for Cafe	48.41
Check	06/25/2019	132071	Get Fresh Produce, Inc	Inv# 3236081 Congregate Food	67.73
Check	06/25/2019	132071	Get Fresh Produce, Inc	Inv# 3237947 Congregate Food	92.50
Check	06/25/2019	132071	Get Fresh Produce, Inc	Inv# 3239229 Congregate Food	62.93
Check	06/25/2019	132072	Gordon Food Service	Inv# 195011642 Congregate Food	128.46
Check	06/25/2019	132072	Gordon Food Service	Inv# 934073739 Congregate Food	128.46
Check	06/25/2019	132074	Highland Baking Company	Inv# 2041780 Congregate Food	21.30
Check	06/25/2019	132074	Highland Baking Company	Inv# 2041781 Congregate Food	54.58
Check	06/26/2019	132099	Perri {1}, Marilyn	Congregate Food	37.94
Check	06/26/2019	132107	Gordon Food Service	Inv# 195163348 Congregate Food	660.07
Check	06/26/2019	132107	Gordon Food Service	Inv# 1289507 Congregate Food	-15.90
Check	06/26/2019	132108	Get Fresh Produce, Inc	Inv# 3242400 Congregate Food	62.78
Check	06/26/2019	132108	Get Fresh Produce, Inc	Inv# 3241928 Congregate Food	16.28

# Hanover Township Board Audit Report

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Type	Date	Num	Name	Memo	Amount
Check	06/26/2019	132108	Get Fresh Produce, Inc	Inv# 3240188 Congregate Food	81.60
Check	06/26/2019	132108	Get Fresh Produce, Inc	Inv# 3243353 Congregate Food	122.95
Check	06/26/2019	132109	Highland Baking Company	Inv# 2048410 Congregate Food	38.73
Check	06/28/2019	132131	Get Fresh Produce, Inc	Inv# 3244321 Congregate Food	78.83
Check	06/28/2019	132132	Highland Baking Company	Inv# 2049317 Congregate Food	48.62
Total 1105551 · Congregate Food					2,025.29
<b>1105552 · Congregate Equipment</b>					
Check	06/22/2019	CC May 19	JP Morgan Chase	Freezer for kitchen (reimbursed by Senior Committee)	1,085.88
Check	06/22/2019	CC May 19	JP Morgan Chase	Glove box holder/dispenser	48.50
Check	06/22/2019	CC May 19	JP Morgan Chase	Freezer for kitchen (returned)	-3,391.38
Total 1105552 · Congregate Equipment					-2,257.00
<b>1105553 · Congregate Supplies</b>					
Check	06/18/2019	131956	Get Fresh Produce, Inc	Inv# 3233924 Congregate Supplies	11.20
Check	06/18/2019	131956	Get Fresh Produce, Inc	Inv# 3232294 Congregate Supplies	39.13
Check	06/25/2019	132071	Get Fresh Produce, Inc	Inv# 3236081 Congregate Supplies	25.18
Check	06/25/2019	132071	Get Fresh Produce, Inc	Inv# 3239229 Congregate Supplies	22.40
Check	06/25/2019	132072	Gordon Food Service	Inv# 195011642 Congregate Supplies	65.00
Check	06/25/2019	132072	Gordon Food Service	Inv# 934073739 Congregate Supplies	45.36
Check	06/26/2019	132107	Gordon Food Service	Inv# 195163348 Congregate Supplies	46.17
Check	06/26/2019	132108	Get Fresh Produce, Inc	Inv# 3242400 Congregate Supplies	15.05
Check	06/28/2019	132131	Get Fresh Produce, Inc	Inv# 3244321 Congregate Supplies	31.40
Total 1105553 · Congregate Supplies					300.89
<b>1105558 · Home Delivered Meals Food</b>					
Check	06/18/2019	131956	Get Fresh Produce, Inc	Inv# 3233924 HDM Food	165.42
Check	06/18/2019	131956	Get Fresh Produce, Inc	Inv# 322294 HDM Food	123.59
Check	06/22/2019	CC May 19	JP Morgan Chase	Food for HDM	48.39
Check	06/25/2019	132071	Get Fresh Produce, Inc	Inv# 3236081 HDM Food	67.72
Check	06/25/2019	132071	Get Fresh Produce, Inc	Inv# 3237947 HDM Food	92.50
Check	06/25/2019	132071	Get Fresh Produce, Inc	Inv# 3239229 HDM Food	62.92
Check	06/25/2019	132072	Gordon Food Service	Inv# 195011642 HDM Food	865.05
Check	06/25/2019	132072	Gordon Food Service	Inv# 934073739 HDM Food	128.45
Check	06/25/2019	132074	Highland Baking Company	Inv# 2041780 HDM Food	21.30
Check	06/25/2019	132074	Highland Baking Company	Inv# 2041781 HDM Food	54.57
Check	06/26/2019	132099	Perri {1}, Marilyn	HDM Food	22.72
Check	06/26/2019	132107	Gordon Food Service	Inv# 195163348 HDM Food	660.06
Check	06/26/2019	132108	Get Fresh Produce, Inc	Inv# 3242400 HDM Food	62.77
Check	06/26/2019	132108	Get Fresh Produce, Inc	Inv# 3241928 HDM Food	16.27
Check	06/26/2019	132108	Get Fresh Produce, Inc	Inv# 3240188 HDM Food	81.59
Check	06/26/2019	132108	Get Fresh Produce, Inc	Inv# 3243353 HDM Food	122.95
Check	06/26/2019	132109	Highland Baking Company	Inv# 2048410 HDM Food	38.73
Check	06/28/2019	132131	Get Fresh Produce, Inc	Inv# 3244321 HDM Food	78.82
Check	06/28/2019	132132	Highland Baking Company	Inv# 2049317 HDM Food	48.61

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Type	Date	Num	Name	Memo	Amount
Total 1105558 · Home Delivered Meals Food					2,762.43
<b>1105559 · Home Delivered Meals Equipment</b>					
Check	06/22/2019	CC May 19	JP Morgan Chase	Freezer for kitchen (reimbursed by Senior Committee)	1,085.87
Check	06/22/2019	CC May 19	JP Morgan Chase	Fans and window film for kitchen	323.48
Check	06/22/2019	CC May 19	JP Morgan Chase	Freezer for kitchen (returned)	-3,391.38
Total 1105559 · Home Delivered Meals Equipment					-1,982.03
<b>1105560 · Home Delivered Meals Supplies</b>					
Check	06/18/2019	131956	Get Fresh Produce, Inc	Inv# 3233924 HDM Supplies	11.20
Check	06/18/2019	131956	Get Fresh Produce, Inc	Inv# 3232294 HDM Supplies	39.12
Check	06/25/2019	132071	Get Fresh Produce, Inc	Inv# 3236081 HDM Supplies	25.17
Check	06/25/2019	132071	Get Fresh Produce, Inc	Inv# 3239229 HDM Supplies	22.40
Check	06/25/2019	132072	Gordon Food Service	Inv# 195011642 HDM Supplies	65.00
Check	06/25/2019	132072	Gordon Food Service	Inv# 934073739 HDM Supplies	45.35
Check	06/26/2019	132107	Gordon Food Service	Inv# 19163348 HDM Supplies	46.17
Check	06/26/2019	132107	Gordon Food Service	Inv# 12989507 HDM Supplies	-15.90
Check	06/26/2019	132108	Get Fresh Produce, Inc	Inv# 3242400 HDM Supplies	15.05
Check	06/28/2019	132131	Get Fresh Produce, Inc	Inv# 3244321 HDM Supplies	31.40
Total 1105560 · Home Delivered Meals Supplies					284.96
<b>1105792 · Dental, Vision &amp; Life Insurance</b>					
Check	06/26/2019	132124	Vision Service Plan	Vision Insurance Monthly Premium - July	5.30
Check	06/28/2019	132129	Euclid Managers	Cust# 5641581 Dental & Life Premium July 2019	40.30
Total 1105792 · Dental, Vision & Life Insurance					45.60
Total 1104NUT · Nutrition					1,180.14
<b>1104PRO · Programs</b>					
<b>1104510 · Satellite Programming</b>					
Check	06/22/2019	CC May 19	JP Morgan Chase	Pizza for Pizza and Movie at IWC (14)	112.49
Total 1104510 · Satellite Programming					112.49
<b>1104515 · Programming</b>					
Check	06/22/2019	CC May 19	JP Morgan Chase	Final payment for out trip to 1959 Kitchen (40)	1,920.00
Check	06/22/2019	CC May 19	JP Morgan Chase	Final payment for coach bus to Second City out trip	321.50
Check	06/22/2019	CC May 19	JP Morgan Chase	Coach bus for trip to Lyric Opera House	420.00
Check	06/22/2019	CC May 19	JP Morgan Chase	Tableware and décor for Mother's Day Lunch	198.76
Check	06/22/2019	CC May 19	JP Morgan Chase	Final payment for Paddlewheel Riverboat Trip 6/5/19 (40)	252.50
Check	06/22/2019	CC May 19	JP Morgan Chase	Group Reservation for Paddlewheel Riverboat Trip 6/6/19 (40)	505.00
Check	06/22/2019	CC May 19	JP Morgan Chase	Dinner for ECC Choir & Grumpy Goat Tavern Trip (18)	486.60
Check	06/22/2019	CC May 19	JP Morgan Chase	Deposit for Lake Geneva Cruise trip	100.00
Check	06/22/2019	CC May 19	JP Morgan Chase	Lunch for Mother's Day Lunch Party (40)	538.50
Check	06/22/2019	CC May 19	JP Morgan Chase	CPR cards	120.00
Check	06/22/2019	CC May 19	JP Morgan Chase	Lunch for bus driver for Lunch Bunch out trip to Village Tavern	14.33
Check	06/22/2019	CC May 19	JP Morgan Chase	Supplies for out trips	70.48
Check	06/22/2019	CC May 19	JP Morgan Chase	Netflix monthly subscription fee	15.99



# Hanover Township Board Audit Report

June 18 through July 1, 2019

Type	Date	Num	Name	Memo	Amount
Check	06/22/2019	CC May 19	JP Morgan Chase	Extended Travel display board (partial funding from Senior Services Com...	1,588.33
Check	06/22/2019	CC May 19	JP Morgan Chase	Book club supplies	32.01
Check	06/22/2019	CC May 19	JP Morgan Chase	Sanfilippo Estates group tour (54)	1,350.00
Check	06/22/2019	CC May 19	JP Morgan Chase	Final payment for West Side Story theatre performance (39)	880.00
Check	06/22/2019	CC May 19	JP Morgan Chase	Audible monthly subscription fee	14.95
Check	06/22/2019	CC May 19	JP Morgan Chase	Motor Coach final payment for out trip to Sanfilippo Estates	568.87
Check	06/22/2019	CC May 19	JP Morgan Chase	Lunch for Yoga Retreat (12)	118.51
Check	06/22/2019	CC May 19	JP Morgan Chase	Lunch for Onion Pub & Brewery out trip (54)	828.10
Check	06/22/2019	CC May 19	JP Morgan Chase	Deposit for Big Shot Piano Lounge out trip (26)	195.54
Check	06/22/2019	CC May 19	JP Morgan Chase	Lunch and Learn lunch (18)	375.75
Check	06/22/2019	CC May 19	JP Morgan Chase	Magic Lounge out trip (26)	1,095.00
Check	06/22/2019	CC May 19	JP Morgan Chase	Deposit for Drury Lane theatre show (53)	334.00
Check	06/22/2019	CC May 19	JP Morgan Chase	Motor coach deposit for Chicago Magic Lounge	200.00
Check	06/22/2019	CC May 19	JP Morgan Chase	Motor coach deposit for Spirit Cruise	225.59
Check	06/22/2019	CC May 19	JP Morgan Chase	Motor coach deposit for Drury Lane	274.61
Check	06/22/2019	CC May 19	JP Morgan Chase	Motor coach deposit for Big Shot Piano Lounge	200.00
Check	06/22/2019	CC May 19	JP Morgan Chase	ECC Choir tickets (23)	182.85
Check	06/22/2019	CC May 19	JP Morgan Chase	Lunch Bunch trip escort lunch	19.74
Check	06/22/2019	CC May 19	JP Morgan Chase	Pizza for Tax Aide pizza party (12)	112.49
Check	06/22/2019	CC May 19	JP Morgan Chase	Deposit for group reservation for out trip to Volo Museum	50.00
Check	06/22/2019	CC May 19	JP Morgan Chase	Lunch for May Day Celebration (10)	156.57
Check	06/22/2019	CC May 19	JP Morgan Chase	Pizza for Pizza and Movie (36)	222.91
Check	06/22/2019	CC May 19	JP Morgan Chase	Motor Coach final payment for ECC Choir out trip	234.00
Check	06/25/2019	132095	Group Theater Tix	Senior Trip - White Christmas at Cadillac Palace (35)	2,800.00
Check	06/25/2019	132097	Dance Alternatives, Inc.	Inv# HP062019 Line Dance Classes June 2019	220.00
Check	06/25/2019	132098	Group Theater Tix	Senior Trip -Phantom of the Opera at Cadillac Palace (26)	1,872.00
Check	06/26/2019	132111	Frank Morales	Class Instructor Fee - Journey Toward Elderhood	48.00
Check	06/26/2019	132113	Marti Spenk	Inv# 018 Exercise Instructor Fee - June	240.00
Check	06/28/2019	132135	Starved Rock Lodge & Conference Center	Senior Trip - Starved Rock (46)	1,611.00
Total 1104515 · Programming					21,014.48
<b>1104520 · Volunteer Services</b>					
Check	06/18/2019	131947	Robert Heyden	Home Delivered Meals Mileage Reimbursement 2/26/19 - 5/2/19	123.54
Check	06/22/2019	CC May 19	JP Morgan Chase	Flowers for Volunteer Recognition luncheon	46.13
Check	06/26/2019	132104	A1 Trophies & Awards	Inv# 14082 Name Badge (5)	39.95
Check	06/28/2019	132126	Lynne Schiller	Home Delivered Meals Mileage Reimbursement 5/7-6/25	53.36
Check	06/28/2019	132127	Stanley Winke	Home Delivered Meals Mileage Reimbursement 5/22-6/26	45.82
Total 1104520 · Volunteer Services					308.80
<b>1104526 · Senior Newsletter</b>					
Check	06/25/2019	132090	USPS	Club 59 Newsletter Postage Sept/Oct 2019	1,183.51
Total 1104526 · Senior Newsletter					1,183.51
<b>1104532 · Visual Arts</b>					
Check	06/22/2019	CC May 19	JP Morgan Chase	Seed packets and flower pots for craft	210.90
Check	06/22/2019	CC May 19	JP Morgan Chase	Women's Empowerment Group craft supplies	62.36
Check	06/22/2019	CC May 19	JP Morgan Chase	Images for art class and newsletter	29.00

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Type	Date	Num	Name	Memo	Amount
Check	06/22/2019	CC May 19	JP Morgan Chase	Supplies for Visual Arts	46.86
Check	06/22/2019	CC May 19	JP Morgan Chase	Yupo paper for Visual Arts	88.13
Check	06/26/2019	132101	Krall, Marianne	Paper Towels/Paper Plates	40.85
Total 1104532 · Visual Arts					478.10
<b>1104891 · Health Insurance</b>					
Check	06/27/2019	HlthJuly 19	United Healthcare	Major Medical Premiums July 2019	5,437.39
Total 1104891 · Health Insurance					5,437.39
Total 1104PRO · Programs					28,534.77
<b>1104SOC · Social Services</b>					
<b>1104560 · Psychiatric Services</b>					
Check	06/26/2019	132103	Alexian Bros. Behavioral Health Hospital	Patient Acct# 36572A15182 C-Hope Psychiatric Services	30.00
Check	06/26/2019	132103	Alexian Bros. Behavioral Health Hospital	Patient Acct# 36572A15182 C-Hope Psychiatric Services	15.60
Total 1104560 · Psychiatric Services					45.60
<b>1104991 · Health Insurance</b>					
Check	06/27/2019	HlthJuly 19	United Healthcare	Major Medical Premiums July 2019	644.51
Total 1104991 · Health Insurance					644.51
<b>1104992 · Dental, Vision &amp; Life Insurance</b>					
Check	06/26/2019	132124	Vision Service Plan	Vision Insurance Monthly Premium - July	10.60
Check	06/28/2019	132129	Euclid Managers	Cust# 5641581 Dental & Life Premium July 2019	86.38
Total 1104992 · Dental, Vision & Life Insurance					96.98
Total 1104SOC · Social Services					787.09
<b>1104TRN · Transportation</b>					
<b>1104513 · Alternate Transportation</b>					
Check	06/22/2019	CC May 19	JP Morgan Chase	Alternate Transportation Invoice (7)	770.00
Total 1104513 · Alternate Transportation					770.00
<b>1104518 · Vehicle Maintenance</b>					
Check	06/25/2019	132086	Suburban Tire Auto Care Centers	Inv# 207676 Bus# 141 Flat Tire Repair	120.00
Total 1104518 · Vehicle Maintenance					120.00
<b>1104552 · Fuel</b>					
Check	06/18/2019	131960	Village of Hanover Park (Fuel)	Inv# 2019-1153 May 2019 Fuel	2,997.92
Total 1104552 · Fuel					2,997.92
<b>1104691 · Health Insurance</b>					
Check	06/27/2019	HlthJuly 19	United Healthcare	Major Medical Premiums July 2019	3,675.98

# Hanover Township Board Audit Report

June 18 through July 1, 2019

Type	Date	Num	Name	Memo	Amount
Total 1104691 · Health Insurance					3,675.98
<b>1104692 · Dental, Vision &amp; Life Insurance</b>					
Check	06/26/2019	132124	Vision Service Plan	Vision Insurance Monthly Premium - July	54.40
Check	06/28/2019	132129	Euclid Managers	Cust# 5641581 Dental & Life Premium July 2019	475.99
Total 1104692 · Dental, Vision & Life Insurance					530.39
Total 1104TRN · Transportation					8,094.29
Total 1104 · Senior Center - Expenditures					46,780.41
<b>2024 · Welfare Services - Expenditures</b>					
<b>2024ADM · Administration</b>					
<b>2024202 · Office Supplies</b>					
Check	06/18/2019	131959	Staples	Inv# 3415754427 Ink - 4 Pack	103.99
Check	06/25/2019	132094	Staples	Inv# 3416300776 Ink/Coffee/Coffee Supplies	335.51
Total 2024202 · Office Supplies					439.50
<b>2024204 · Equipment</b>					
Check	06/18/2019	131959	Staples	Inv# 3415754425 Printer/Scanner	341.00
Total 2024204 · Equipment					341.00
<b>2024205 · Travel &amp; Training</b>					
Check	06/22/2019	CC May 19	JP Morgan Chase	Illinois Bassett Certification (Orozco)	14.75
Check	06/22/2019	CC May 19	JP Morgan Chase	Lunch at NIU Training (2)	30.00
Total 2024205 · Travel & Training					44.75
<b>2024212 · Dues &amp; Publications</b>					
Check	06/26/2019	132100	Kiwanis Club of Streamwood	Annual Dues - Imperato/Orozco (2)	180.00
Total 2024212 · Dues & Publications					180.00
<b>2024213 · Community Affairs</b>					
Check	06/22/2019	CC May 19	JP Morgan Chase	Centro Annual Luncheon (2)	70.00
Total 2024213 · Community Affairs					70.00
<b>2024509 · Volunteer Appreciation</b>					
Check	06/18/2019	131964	Universal Marketing, LLC	Inv# 20533 Aux Staff Uniforms (23)	590.42
Total 2024509 · Volunteer Appreciation					590.42
<b>2024591 · Health Insurance</b>					
Check	06/27/2019	HlthJuly 19	United Healthcare	Major Medical Premiums July 2019	547.02
Total 2024591 · Health Insurance					547.02
<b>2024592 · Dental, Vision &amp; Life Insurance</b>					

# Hanover Township Board Audit Report

June 18 through July 1, 2019

Type	Date	Num	Name	Memo	Amount
Check	06/26/2019	132124	Vision Service Plan	Vision Insurance Monthly Premium - July	10.60
Check	06/28/2019	132129	Euclid Managers	Cust# 5641581 Dental & Life Premium July 2019	205.85
Total 2024592 · Dental, Vision & Life Insurance					216.45
Total 2024ADM · Administration					2,429.14
<b>2024HOM · Home Relief</b>					
<b>2024102 · Rent</b>					
Check	07/01/2019	5212	Michelle Breen	July 2019 Rent	460.00
Check	07/01/2019	5214	Jagdambe International LLC	July 2019 Rent	700.00
Check	07/01/2019	5215	Angie Hoeltzer	July 2019 Rent	450.00
Check	07/01/2019	5217	James Susman	July 2019 Rent	650.00
Check	07/01/2019	5218	Cynthia Wheelock	July 2019 Rent	500.00
Check	07/01/2019	5219	Northwest Compass	July 2019 Rent	213.00
Check	07/01/2019	5223	Cook County Treasurer (Carol Stream)	Property Tax Assistance	379.41
Check	07/01/2019	5226	State Farm - Schaumburg	Home Insurance Assistance	54.83
Check	07/01/2019	5228	Country Mutual Insurance Company	Home Insurance Assistance	37.31
Check	07/01/2019	5229	Southwicke on Sutton Condo Assn.	July 2019 Rent	163.38
Total 2024102 · Rent					3,607.93
<b>2024103 · Utilities</b>					
Check	06/26/2019	5209	NICOR	Utility Assistance	596.43
Check	07/01/2019	5213	Com Ed	Utility Assistance	24.19
Check	07/01/2019	5220	ABT Water Treatment	Utility Assistance	33.44
Check	07/01/2019	5221	Com Ed	Utility Assistance	63.93
Check	07/01/2019	5224	Com Ed	Utility Assistance	72.27
Check	07/01/2019	5225	Advanced Disposal Solid Waste Midwest LLC	Utility Assistance	31.07
Check	07/01/2019	5227	Village of Streamwood	Utility Assistance	57.56
Total 2024103 · Utilities					878.89
<b>2024105 · Personal Essentials</b>					
Check	07/01/2019	5230	Walmart	Personal Essentials (7)	850.00
Total 2024105 · Personal Essentials					850.00
<b>2024106 · Travel Expenses</b>					
Check	06/22/2019	CC May 19	JP Morgan Chase	Ventra Card for GA Client Transportation	140.00
Check	07/01/2019	5216	Allstate Fire & Casualty Insurance	Auto Insurance Assistance	50.00
Check	07/01/2019	5222	Active Acceptance Corp	Auto Insurance Assistance	88.64
Check	07/01/2019	5226	State Farm - Schaumburg	Auto Insurance Assistance	54.86
Check	07/01/2019	5228	Country Mutual Insurance Company	Auto Insurance Assistance	56.56
Check	07/01/2019	5231	BP Gas Station	Fuel Assistance Card (6)	300.00
Total 2024106 · Travel Expenses					690.06
<b>2024119 · Emergency Assistance</b>					
Check	06/18/2019	5208	Jill Frank	Emergency Assistance	1,600.00
Check	06/28/2019	5210	NICOR	Emergency Assistance	546.88

# Hanover Township Board Audit Report

June 18 through July 1, 2019

Type	Date	Num	Name	Memo	Amount
Check	06/28/2019	5211	Com Ed	Emergency Assistance	703.12
Total 2024119 · Emergency Assistance					2,850.00
Total 2024HOM · Home Relief					8,876.88
Total 2024 · Welfare Services - Expenditures					11,306.02
<b>3034 · Road Maintenance - Expenditures</b>					
<b>3034ADM · Administration</b>					
<b>3034709 · Uniforms &amp; Safety Equipment</b>					
Check	06/25/2019	132077	Martin Implement Sales, Inc	Inv# A70131 Safety Glasses	68.76
Total 3034709 · Uniforms & Safety Equipment					68.76
<b>3034711 · Utilities</b>					
Check	06/25/2019	132068	Com Ed 051	Acct# 5619024051 Monthly Charges 04/03/19-05/02/19	65.16
Check	06/25/2019	132081	Nicor 44	Acct# 44-51-77-1000 8 Monthly Charges 05/17/19 - 06/16/19	124.50
Total 3034711 · Utilities					189.66
<b>3034712 · Miscellaneous</b>					
Check	06/22/2019	CC May 19	JP Morgan Chase	Tolls paid for travel to Elgin Salt shed during snow event	3.50
Total 3034712 · Miscellaneous					3.50
<b>3034791 · Health Insurance</b>					
Check	06/27/2019	HlthJuly 19	United Healthcare	Major Medical Premiums July 2019	1,094.04
Total 3034791 · Health Insurance					1,094.04
<b>3034792 · Dental, Vision &amp; Life Insurance</b>					
Check	06/26/2019	132124	Vision Service Plan	Vision Insurance Monthly Premium - July	10.60
Check	06/28/2019	132129	Euclid Managers	Cust# 5641581 Dental & Life Premium July 2019	86.38
Total 3034792 · Dental, Vision & Life Insurance					96.98
Total 3034ADM · Administration					1,452.94
<b>3034ROD · Road Maintenance</b>					
<b>3034603 · Gasoline</b>					
Check	06/18/2019	131960	Village of Hanover Park (Fuel)	Inv# 2019-1153 May 2019 Fuel	847.37
Total 3034603 · Gasoline					847.37
<b>3034605 · Maintenance Supplies</b>					
Check	06/25/2019	132077	Martin Implement Sales, Inc	Inv #A70131 2 Cycle Oil	107.52
Total 3034605 · Maintenance Supplies					107.52
Total 3034ROD · Road Maintenance					954.89

# Hanover Township Board Audit Report

June 18 through July 1, 2019

Type	Date	Num	Name	Memo	Amount
<b>303EQM · Equipment</b>					
<b>3034604 · Machine Rental</b>					
Check	06/26/2019	132105	A to Z Rentals	Contract# 99461 Roller/Trailer	251.55
Total 3034604 · Machine Rental					251.55
<b>3034609 · Maintenance Vehicles &amp; Equip</b>					
Check	06/25/2019	132077	Martin Implement Sales, Inc	Inv# A70256 Roads Mowers Belts	140.54
Total 3034609 · Maintenance Vehicles & Equip					140.54
Total 303EQM · Equipment					392.09
Total 3034 · Road Maintenance - Expenditures					2,799.92
<b>5054 · Mental Health - Expenditures</b>					
<b>5054ADM · Administration</b>					
<b>5054006 · Travel</b>					
Check	06/18/2019	131955	Teachout, Amanda A	Mileage Reimbursement April 2019	93.96
Total 5054006 · Travel					93.96
<b>5054012 · Office Supplies</b>					
Check	06/28/2019	132134	Staples	Inv# 3415754428 Binders/Plastic Dividers	38.14
Total 5054012 · Office Supplies					38.14
<b>5054537 · Community Relations</b>					
Check	06/18/2019	131955	Teachout, Amanda A	Open House Supplies	8.78
Total 5054537 · Community Relations					8.78
<b>5054591 · Health Insurance</b>					
Check	06/27/2019	HlthJuly 19	United Healthcare	Major Medical Premiums July 2019	1,652.01
Total 5054591 · Health Insurance					1,652.01
<b>5054592 · Dental, Vision &amp; Life Insurance</b>					
Check	06/26/2019	132124	Vision Service Plan	Vision Insurance Monthly Premium - July	8.48
Check	06/28/2019	132129	Euclid Managers	Cust# 5641581 Dental & Life Premium July 2019	158.37
Total 5054592 · Dental, Vision & Life Insurance					166.85
Total 5054ADM · Administration					1,959.74
<b>5054COM · Community Resource Center</b>					
<b>5054217 · Capital Improvements</b>					
Check	06/18/2019	131953	ProxIT Technology Solutions	Inv# 20203 Phones (12)	1,784.00
Total 5054217 · Capital Improvements					1,784.00

# Hanover Township Board Audit Report

June 18 through July 1, 2019

Type	Date	Num	Name	Memo	Amount
Total 5054COM · Community Resource Center					1,784.00
<b>5054SVC · Service Contracts</b>					
<b>5054123 · Easter Seals</b>					
Check	06/18/2019	131949	Easter Seals DuPage & Fox Valley Region	Medical Rehabilitative Services - May	12,296.75
Total 5054123 · Easter Seals					12,296.75
<b>5054128 · RENZ Outpatient</b>					
Check	06/18/2019	131954	Renz Addiction Counseling Center	Outpatient Services April 2019	10,523.17
Total 5054128 · RENZ Outpatient					10,523.17
<b>5054130 · Northwest Casa</b>					
Check	06/18/2019	131952	Northwest CASA	Sexual Assault Intervention May 2019	901.25
Total 5054130 · Northwest Casa					901.25
<b>5054177 · Staff Development Grant Fund</b>					
Check	06/18/2019	131950	Fellowship Housing Corporation	Justice Institute Chicago Conference	906.60
Total 5054177 · Staff Development Grant Fund					906.60
<b>5054179 · Challenge Grant Fund</b>					
Check	06/18/2019	131949	Easter Seals DuPage & Fox Valley Region	Family Support Services Elgin - May	988.76
Total 5054179 · Challenge Grant Fund					988.76
<b>5054192 · Leyden FS - Detox/Rehab</b>					
Check	06/18/2019	131951	Leyden Family Services	Rehab May 2019	765.00
Check	06/18/2019	131951	Leyden Family Services	Intensive Outpatient May 2019	730.00
Total 5054192 · Leyden FS - Detox/Rehab					1,495.00
<b>5054208 · Easter Seals Nutrition</b>					
Check	06/18/2019	131949	Easter Seals DuPage & Fox Valley Region	Nutrition Services - May	1,146.00
Total 5054208 · Easter Seals Nutrition					1,146.00
Total 5054SVC · Service Contracts					28,257.53
Total 5054 · Mental Health - Expenditures					32,001.27
<b>TOTAL</b>					<b>164,134.16</b>

- I. Call to Order/Roll Call: Supervisor McGuire called the meeting to order at 7:00 p.m. Clerk Dolan Baumer called the roll; present were Trustees Martinez, and Moinuddin, and Supervisor McGuire. Absent were Trustees Beattie and Essick.  
  
Others present included Youth and Family Services Director John Parquette, Welfare Services Director Mary Jo Imperato, Senior Services Manager Diana Gomez, Facilities and Maintenance Director Caleb Hanson, Community Health Director Kristen Smith, Community & Government Relations Director Tom Kuttentberg, Emergency Services Director Bill Burke, Mental Health Board Manager Amanda Teachout, Administrator Barr, Assistant Administrator Kristin Vana, Attorney Mark Kimzey, and Streamwood residents Gabriel Martinez and Austin Kanyuh and Mr. and Mrs. Ornstead.
- II. Supervisor McGuire invited everyone to stand and join in the Pledge of Allegiance.
- IV. Town Hall: Supervisor McGuire asked if there was anyone in the audience who had comments to make or questions to ask of the Board. Hearing none, Mr. McGuire closed the Town Hall.
- V. Presentations: Supervisor McGuire invited the Board forward to recognize SGT John A. Ornstead on his induction into the Veterans Honor Roll. Mr. Ornstead served in the U.S. Army from September 15 1965 to August 19, 2019 and received the National Defense Service Medal, the Vietnam Campaign Medal, and several other honors.
- V. Reports
  - A. Supervisor McGuire asked Assistant Administrator Vana to introduce the new Township Management Intern, Mackenzi Peshek who will be with us for two years. The Food Pantry was recently inspected by the Illinois Food Bank, and passed 100%. Emergency Services has been busy this past week in Streamwood, Wayne and in other Township communities.
  - B. Clerk Dolan Baumer offered no report.
  - C. Assessor Smogolski offered no report.
  - D. Department Reports were offered for review by the Board; highlights included Director Burke reporting that Emergency Services would be holding a table-top exercise and invited all elected officials. Director Hanson reported that the bid packets for the Izaak Walton Center paving and Robin Hood, Will Scarlett and other surrounding streets project would be bid by the end of July. Director Smith noted that staff is being trained on neuroplasticity of the brain, and CPR and Heart Saver equipment. Director Parquette reported that the Youth & Family Services Garage Sale would be held June 21-22. Director Imperato reported that the new bilingual office assistant would be starting next week. The mobile food pantry would be held on July 2. Manager Gomez reported that the department received a \$10, 000 grant from the NCA. Manager Teachout reported that elections for new officers for the coming year were elected. Assistant Administrator Vana reported that the Township would no longer handle the sale of County vehicle stickers, but have been busy helping residents navigate the automated system for digital vehicle stickers. Director Kuttentberg thanked staff and officials for participating in the County-wide Township Day Touch-A-Truck. His department would be applying for a Natural Resources Open Space Lands grant. Mr. McGuire noted that seven townships across Cook County participated in Township Day this year, and it continues to grow each year. Mr. Barr reported that PACE is in the process of swapping out two of the PACE busses we



use with brand new vehicles both with two wheelchair lockdowns.

VI. Bill Paying: Mr. Barr presented the bills for payment from May 28, 2019 through June 17, 2019 as follows:

a.	Town	\$46,689.12
b.	Senior Center	29,590.62
c.	General Assistance	6,841.81
d.	Road Maintenance	7,094.49
e.	Mental Health Board	61,229.26
f.	Vehicle	<u>200.00</u>
	Total:	<u>\$151,645.30</u>

Trustee Martinez moved and Trustee Moinuddin seconded the motion to approve payment the bills for payment from May 28, 2019 through June 17, 2019 as presented. Roll call: Ayes: Trustees Moinuddin and Martinez, and Supervisor McGuire. Nays: None. Motion carried and the bills will be paid

VII. Unfinished Business: No unfinished business was discussed.

VIII. New Business

- A. Meeting Minutes of May 30, 2019: Clerk Dolan Baumer presented the meeting minutes of May 30, 2019 for review and approval. A motion was made by Trustee Moinuddin to approve the meeting minutes of May 30, 2019 as presented, with a second by Trustee Martinez. Roll call: Ayes: Trustees Martinez and Moinuddin, and Supervisor McGuire. Nays: None. Motion carried.
- B. Approval of Senior Center Carpet Replacement Project: A motion was made by Trustee Martinez to approve the Senior Center carpet replacement project, with a second by Trustee Moinuddin. Mr. Barr reported that the carpeting in the Center is over 15 year old and quite worn in places. He expects the bidding and installation process to go into early fall. Roll call: Ayes: Trustees Martinez and Moinuddin, and Supervisor McGuire. Nays: None. Motion carried.

IX. Executive Session: No motion was made to go into Executive Session.

X. Other Business: Supervisor McGuire reported that the Hanover Township Foundation Board has elected a new President, Mrs. Ann Essick, and welcomed new member, Mrs. Mary Alice Benoit. He also asked about the status of the Arlingdale Lake issue; Director Caleb is awaiting the bill from the Village of Streamwood.

XI. Adjournment: There being no further business to come before this Board, a motion to adjourn at 7:21 p.m. was made by Trustee Moinuddin and seconded by Trustee Martinez followed by a roll call vote. Ayes: Trustees Moinuddin and Martinez, and Supervisor McGuire. Motion carried and the meeting was adjourned.

Respectfully submitted,



Katy Dolan Baumer  
Clerk

Copy: Supervisor, Administrator, Attorney, (4) Trustees, and Assessor  
Senior Services, Welfare Services, Y&F Services, Community & Veterans Affairs

# Strategic Planning and Goal Identification Update 2019 For Hanover Township



June 24, 2019

Prepared by:  
NIU Center for Governmental Studies  
DeKalb, Illinois



NORTHERN ILLINOIS UNIVERSITY

Center for  
Governmental Studies

*Outreach, Engagement, and Regional Development*

**Gregory Kuhn, PhD**  
Assistant Director, Public  
Management and Training

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DeKalb, IL 60115**

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*CGS provides expertise that  
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sustainable, and cost-effective  
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social, and information  
management issues.*

June 24, 2019

James Barr  
Hanover Township Administrator  
Hanover Town Hall  
250 S. IL Route 59, Bartlett, IL 60103

RE: Proposal to Provide Strategic Planning Services

Dear Mr. Barr:

In response to our recent conversations and the Township's request for a proposal to facilitate the Township's update of its Multi-Year Strategic Plan, the following outline and update approach is offered for your consideration. The proposal outlines how CGS can help the Township address the following needs:

- Enable the Township to confirm and update its long-term vision and set organizational purpose and direction;
- Provide discussion sessions to explore the current operating and policy environment and review key issues of prime interest to the Board and senior staff;
- Develop updated goals and track progress on the strategic plan from the previous planning process;
- Develop adjustments, revisions and additions to the Township's desired strategic goals; and
- Provide a prioritization methodology and capture the process' outcomes in an easy-to-understand document for use by the Board, Management Team, Departments and broader community.

As the list of other strategic planning projects included in the proposal reflects, we have provided similar services to a variety of organizations and local governments in Illinois and the Midwest, including prior work with Hanover Township in 2016.

Thank you for the opportunity to be considered again to assist Hanover Township with this important endeavor. We appreciate your time and would be happy to meet in person to review our proposed approach and amplify and refine the proposed outline for the project.

Sincerely,



Greg Kuhn, PhD  
Assistant Director, Public  
Management and Training  
NIU Center for Governmental Studies

# Hanover Township Strategic Planning and Goal Identification Update

June 24, 2019

*direct questions to*

Greg Kuhn, Ph.D.  
Assistant Director Public Management and Training  
Center for Governmental Studies  
Northern Illinois University

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## Strategic Planning

*"The art of progress is to preserve order amid change,  
and change amid order" -A.N. Whitehead*

Strategic planning, at its core, is leadership's expression of the future. Whether it be a private or public organization, the world in which all organizations operate continues to rapidly change and grow more complicated as witnessed by the changing dynamics of our region, our state, the nation and the globe.

The following concept outline has been prepared as a follow-up to earlier discussions to revisit and update the ongoing cycle of strategic planning for Hanover Township (the "Township"). In response to the desires expressed in previous discussions, the Center for Governmental Studies (CGS) at Northern Illinois University (NIU) is recommending a participative format that will enable the Township's elected officials and senior staff to gain insights, share perspectives, undertake an exploration of organizational dynamics, and generate an updated consensus view of the future of the Township. The result will be a thorough discussion of policy and administrative leaders' views resulting in an update and refinement of the Township's most critical goals, objectives, and organizational arrangements for both the short- and long-term.

## INTRODUCTION

As the Township's leadership is aware, strategic planning initiatives are not a new phenomenon for progressive organizations. The value of such processes continues to be recognized by leaders at the policy and administrative levels in both private and public organizations. In turn, the challenges and choices that the Township faces in establishing policies, providing vital services, and setting priorities are likewise more complex and challenging than ten years ago, five years ago--even two years ago.

Like many communities in the metro area and across the country, the Township's population and economic dynamics continue to evolve and change, and, the service programs and policy actions necessary to meet its mission will continue to evolve as an engaged electorate critiques public services that are needed or desired. Consider some of the trends within and beyond your service area borders: changing demographics, value shifts, growth, economic contraction, development and re-development, changing attitudes, tax limitations, demands for service, mandates, economies of scale, technology changes, etc. These are just a sample of the many factors that impact the how, what, when, where, and why's of operating and providing services in today's civic environment.

According to noted writer *John Carver*, governing and leadership challenges are not so much a problem of people as they are a problem of *process*. What makes the difference between effective and ineffective leadership groups is the ability to get beyond narrow issues to focus on the long-term vision, trends, and critical functions of the organization, and then **communicate** those consensus visions and priorities to the staff that execute goals and fulfill the mission.

As Carver states, the heart of governance is ***setting priorities, making policy, articulating the mission of the organization, and sustaining its vision***. Leaders need to commit themselves to effectiveness by learning to govern not only the Township's affairs, but to govern themselves and lead by setting directions that are clear, concise, and focused on a defined future. Responsible stewardship and leadership is the essence of the considerable responsibility citizens place in their public service agencies.

The proposed framework presented below traces the recommended exercises and goal-setting techniques that will be employed to undertake a holistic *review and update* of the Township's strategic direction and strategic goals. As you know from your experiences as a group, a sound strategic planning process helps to focus leadership, energize the organization, and engage stakeholders. It should be seen as an avenue to not only map out the future, but as a means to foster a sense of ownership and boost overall effectiveness in setting the course for the Township in partnership with the community.

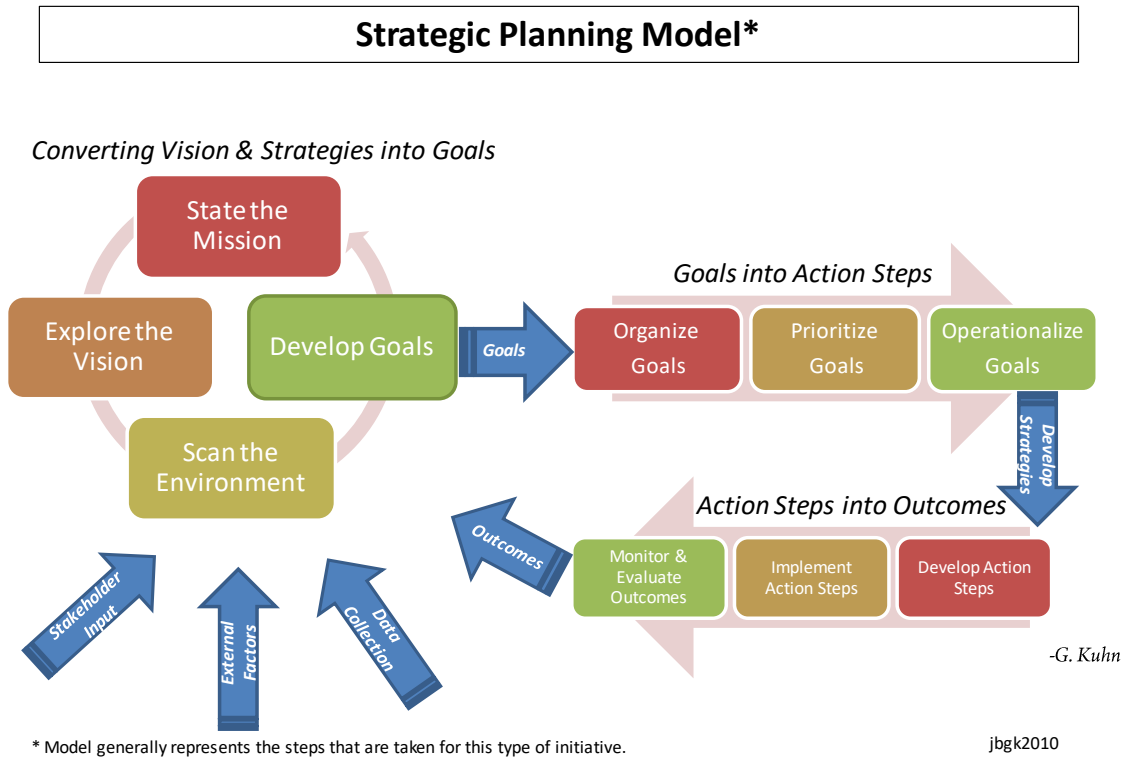
## **OVERVIEW OF A COMPREHENSIVE STRATEGIC PLANNING PROCESS**

Although the word "planning" appears in the description, it must be emphasized at the outset that the result of this process is not to create a plan that sits on a bookshelf like a trophy. Rather, the primary outcome is to foster strategic thinking and communication among Township Board members and senior staff leading to a viable listing of identified and prioritized goals that incorporate the overall vision for the Township's short- and long-term future.

### **Cycle of Scanning, Planning, and Action**

Taken as a whole, the strategic planning process that is envisioned and described here can be represented in a model of the various steps and elements in a cycle of input, scanning, goal setting,

prioritization, action planning, and re-examination. An illustration of the strategic planning cycle described is presented below:



### Proposed Phases and Process

The format for all the discussion sessions at the workshop outlined below is highly participative and interactive. The process relies heavily on a group discussion approach called *Nominal Group Technique* where participants are assured equal opportunities to speak and share opinions by the facilitator. During workshop sessions, individuals will have an opportunity to generate and share individual ideas, work together as a group and in small teams to develop ideas, weigh alternatives, and further refine their thinking. As these ideas are shared and debated, the group will be working steadily toward a consensus of future directions and priorities.

#### Part I. Pre-Workshop: Strategic Planning Readiness

As part of initiating and launching the project, the facilitator(s) will convene a project review meeting with the Township Administrator and other project staff designated by the Township. The meeting will explore the following: (1) confirm expected outcomes; (2) review status of mission, vision, and values to determine the need for any updating; and (3) set project schedules and finalize the exercises and options included in the process.

The second element of strategic planning readiness would be a 2-hour department head prep session to (1) discuss the environmental scanning exercise outcomes from the

previous plan; (2) conduct a goal status roundtable; and (3) explore current policy issues, operational challenges and key stakeholder views.

## **Part II. Strategic Planning Workshop(s): Bringing Together Ideas and Feedback to Form Leadership’s Goals & Expression of the Future**

### **➤ Leadership Retreat Workshop Session (s)**

- Mission and vision confirmation
  - Review and affirmation: what is our *raison d’etre* or mission?
  - Review and affirmation or adjustments: what is our vision of the future for the Township, the community?
    - Imagine the Township 10, 15, 20 years from now ...
- Presentation of prior goals by staff (progress, accomplishments, or status updates from prior strategic planning process)
- Board review and feedback on reviewed goals, and, suggested new/revised/refined goals for the upcoming year(s)
- Exploration of key issues, topics or new initiatives-Board and senior staff perspectives
  - Board consideration, refinement and consensus development of new or revised goals from exploration of key issues discussion
  - Categorization of goals (routine or complex/short- or long-term)

## **Part III. Post-Workshop: Elected Official Prioritization**

- Goal consolidation with Township staff and CGS team
- Board goal prioritization online ranking exercise by Board members
- Data collection and analysis of prioritization and key issues surfaced
- Prioritized goals tallied and results prepared and sorted by time and complexity matrix

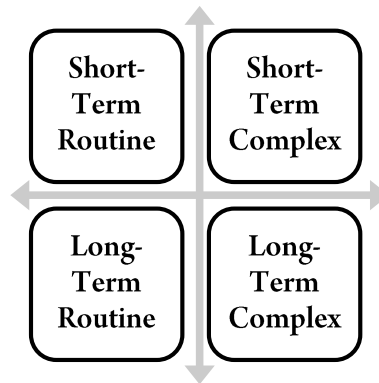
### **Prioritization Process Overview**

Following the classification exercise, the group will be asked, through a *post-workshop online* exercise, to delineate why certain goals should be given high priority, and why some goals, although worthy, should receive lower priority. Point values will be assigned to each goal in each quadrant by the group. The resulting consensus ranking of short- and long-term goals to achieve the future vision will be the final outcome of this phase of the process.

The final update to the Township’s revised and/or new goals will be presented in a 2x2 time and complexity matrix, with consensus priority rankings, as illustrated below:

## Goal Classification Matrix

by G. Gabris



### Part IV. Post-Workshop Implementation Review - Action Planning Launch

- Presentation of tools/techniques for effective implementation launch in the organization
- Operationalizing the goals- clarification of goals statements
- Structural assignments and goal coordination responsibilities
- Scheduling of start dates, milestones, and status reports
- Approaches for action steps/work plans

### Proposed Timeline

Project Date (s) and Location - The workshops and meetings for the 2019 strategic plan update will be held on dates that are mutually convenient for both the Township's participants and CGS's lead facilitator. Completion date will be dependent on the timing and sequence of the various workshops. A 2-hour prep session with the Township Administrator and staff, a 4-5 hour retreat workshop, and a 2-hour follow-up session with the Township Administrator and department heads are the planned project meeting activities. The Township is responsible for reviewing and securing with the facilitator all meeting dates and sites. Further, the Township will be responsible for the provision of meeting facilities, refreshments, food, equipment and/or other ancillary logistical items.



The following is an estimated timeline for the process as outlined:

<b>Timeline**</b>	<b>Description</b>
<b>Project Start-up (10-15 Days)</b>	Project Initiation Activities Including Advance Leadership Team Session & Interviews
<b>Data Gathering (10-15 Days)</b>	Environmental scanning/prior process review work
<b>Data Preparation (15-20 Days)</b>	Synthesis of scanning and outreach data
<b>Strat Plan Workshops (15-20 Days)</b>	Strategic planning retreat meeting (s)
<b>Action Planning (15-20 Days)</b>	Implementation Start-up Prep and Session
<b>Final Report (30-45 Days)</b>	Final Report

*\*\*estimated duration – dates to be determined and are subject to scheduling/facilitator and Township team availability, progress of exercises, and return of requested data or decisions from the Township.*

### **Estimated Range of Costs**

Fees for the strategic planning initiative would result from the components selected and the number of estimated contact, preparation, analysis, and summation hours for the project. The breadth and depth of the data gathering stage/phase will have a notable impact on the project budget.

An initial conceptual estimate would place the project within a not-to-exceed range of **\$8,500 to \$9,300\*** (inclusive of local travel and related expenses) for professional workshop design, facilitation and analytical fees, as well as project expenses. The breadth of the estimated range reflects the framework above with eventual estimated costs, dependent on final scope and approach to both the project initiation and action-planning components.

The costs for all process related meeting sites, facilities, technology, equipment, food or other catering services are the sole responsibility of the Township. The Township agrees to review the meeting site with the NIU project team for final concurrence prior to final booking. The Township and project team will evaluate proposed sites based on session requirements and group meeting needs. The meeting space should include space for one U-shaped table that can accommodate all participants, and, two nearby break-out rooms.

\*Note: requested services beyond the scope described in the project outline above will be considered additional research or assistance, and will require an amendment to the fees and related expenses proposed.

## REFERENCES AND REPRESENTATIVE PROJECTS

Representative strategic planning projects in Illinois led by Greg Kuhn and team include:

1. Village of Bartlett, IL
2. City of Elmhurst, IL
3. Village of Western Springs, IL
4. Village of LaGrange, IL
5. Village of North Aurora, IL
6. Village of Long Grove, IL
7. City of Des Plaines, IL
8. Village of Tinley Park, IL
9. Village of Coal City, IL
10. McHenry County, Illinois

### Contacts:

Paula Schumacher, Village Administrator, Village of Bartlett, [pschumacher@vbartlett.org](mailto:pschumacher@vbartlett.org), 630-837-0800

Jim Grabowski, City Manager, City of Elmhurst, [james.grabowski@elmhurst](mailto:james.grabowski@elmhurst), 630-530-3010

Ingrid Velkme, Village Manager, Western Springs, [ivelkme@wsprings.com](mailto:ivelkme@wsprings.com), 708-784-2169

Andri Peterson, Village Manager, Village of LaGrange, [apeterson@villageoflagrange.com](mailto:apeterson@villageoflagrange.com), 708-579-2318

Steve Bosco, Village Administrator, Village of North Aurora, [sbosco@vil.north-aurora.il.us](mailto:sbosco@vil.north-aurora.il.us), 630-897-8228

Dave Lothspeich, Village Manager, Village of Long Grove, [dlothspeich@longgrove.net](mailto:dlothspeich@longgrove.net), 847-634-9440

Dave Niemeyer, former City Manager, City of Des Plaines, current Village Manager in Tinley Park, [dniemeyer@tinleypark.org](mailto:dniemeyer@tinleypark.org), 708-444-5050

Matt Fritz, Village Administrator, Village of Coal City, [mfritz@coalcity-il.com](mailto:mfritz@coalcity-il.com), 815-634-8608

Peter Austin, County Administrator, McHenry County, [pbaustin@mchenrycountyil.gov](mailto:pbaustin@mchenrycountyil.gov), 815-334-4226

Additional strategic planning projects in Illinois led by Dr. Kuhn or undertaken by CGS include the Villages of Village Park, Orland Park, Berkeley, Carol Stream, Glen Ellyn, Pingree Grove, Northfield, Sugar Grove, Winfield, Woodridge, Berkeley, Riverside, the Cities of Dixon, Geneva and St. Charles, IRMA, ILCMA, ILGFOA, SSMC, the DeKalb Park District, the DeKalb Chamber, the Carol Stream Fire Protection District, the Schaumburg Fire Dept., Winnebago County, Lake County, Livingston County, Dist. 99 Downers Grove H.S., as well as other communities and units of government or governmental agencies.

## MISSION AND QUALIFICATIONS OF NIU AND CGS



NIU's **Center for Governmental Studies**, founded in 1969, is a public service, applied research, and public policy development organization. Its mission is to provide expertise that helps decision-makers implement efficient, sustainable, and cost effective approaches to economic, social, governance, public policy, and information management issues.

CGS' research and services includes work in a variety of areas including community and economic development, workforce development, strategic planning, public management and training, association management, informatics, survey research, data visualization, and health and technology engagement. Clients include municipal, county, state and federal agencies, as well as nonprofit and for-profit organizations. For more information, please call 815-753-0914 or visit [www.cgs.niu.edu](http://www.cgs.niu.edu).

CGS has established itself as the center of choice for civic organizations in Northern Illinois needing to gather, analyze and operationalize information from their constituents. Assistance has been provided to state and federal agencies, colleges and universities, school districts, libraries, park districts and municipalities as well as a variety of other organizations. Since its founding, CGS has provided expertise to help decision-makers throughout Illinois implement efficient, sustainable and cost-effective approaches to public policy, public management, social, economic and information management issues. As noted above, this expertise is made available to all levels of governmental entities, private enterprises, public-private partnerships and other types of institutions such as higher education.

As part of NIU's Division of Outreach, Engagement and Regional Development, CGS fulfills its outreach and engagement mission through public service, applied research, technical assistance, and public policy development activities that are supported by interdisciplinary teams. (See [Addendum 1](#) for the current NIU-CGS brochure.)

CGS staff is organized into various practice areas including:

- Public Management and Training
- Informatics
- Data Visualization
- Survey Research
- Association Management
- Community and Economic Development
- Workforce Development
- Health and Technology Engagement

### **CGS Team Description**

The proposed project team will consist of seasoned specialists and researchers with extensive experience conducting strategic planning, survey research, data assessments, and leadership training. In addition to these core team members, other expertise within CGS will be used for various aspects of the project (i.e., project management and analysis, data research, etc.).

## **Project Team - Facilitators and Analysts:**

**Greg Kuhn, Ph.D., Assistant Director of Public Management and Training - Center for Governmental Studies** Dr. Kuhn is a former City Manager who now conducts research, teaches and consults to governmental units in Illinois and across the Midwest. Dr. Kuhn completed his doctoral studies mid-career with emphases in Public Administration at the Local Government Level, Organization Development and Public Policy at Northern Illinois University. Greg served as City Manager in Clarendon Hills, Illinois and Asst. to the Manager in Skokie, Illinois. Greg has also provided organizational and leadership services to governments on a consulting basis as Director of Local Government Management Services at Sikich, LLP., Managing Vice-President of the PAR Group, and Senior Associate in Governmental Services at Korn-Ferry International.

Greg has taught a variety of courses at both NIU and Northwestern including graduate courses in strategic planning, leadership, human resources, budgeting, and public policy. In total, Dr. Kuhn has over 37 years of public management experience as an administrator, consultant, and instructor. Greg is a specialist in strategic planning, organizational development and design, governance, and training. He has conducted over sixty strategic planning projects for public and nonprofit organizations. He will be joined by other senior members of the Center for Governmental Studies and the University in the execution of the exercises and data gathering portions of the strategic planning initiative.

Dr. Kuhn would serve as project director and co-facilitator for the engagement.

### **Melissa Henriksen, MPP, Senior Research Associate - Center for Governmental Studies**

Mel has a diverse background including economic and community development, technical assistance, strategic and comprehensive planning, and grant writing. She has provided staff support for several projects including strategic planning facilitation, focus groups, wage and benefit studies and asset/needs assessments. Mel has lead or co-facilitated strategic planning for elected officials, non-profits, school districts, Boards of directors, municipalities, foundations, and institutes of higher education. For the past eleven years, she has managed funded projects for the Illinois Critical Access Hospital Network (ICAHN), the National Association of Development Agencies (NADO), the U.S. Economic Development Administration (EDA), and the U.S. Department of Agriculture (USDA), as well as state and local organizations focused on economic and community development and health care. Most recently, she has worked on city and countywide economic and community development planning. These projects included coordinating surveys, community focus groups, strategic planning to identify potential challenges and solutions, and distilling themes and findings from a variety of qualitative information to share with key stakeholders.

Mel holds a B.A. degree in Political Communication/Public Relations and a Master's degree in Public Policy both from the University of Northern Iowa. Mel is a board member for the Illinois Rural Health Association and is the chair of its Research and Education and Conference

Committee. In addition, she is a former Kettering Foundation Research Fellow and recently received the ICAHN Service Award for her research in rural health care and its economic impact on rural communities. She has also taught Introduction to American Government at Kishwaukee College.

Ms. Henriksen will serve as a project facilitator, analyst, and collaborator.

**Jeanna Ballard, MPA, Research Associate- Center for Governmental Studies**

Jeanna is a recent graduate of NIU's MPA Program and has joined CGS working with the Public Management and Training team as a research associate. Jeanna earned a dual MPA degree via her joint studies at both NIU and Renmin University in China. She holds an undergraduate degree in Political Science from NIU. Jeanna served as a graduate assistant in NIU's MPA program last fall, an administrative intern in Algonquin in 2014-15, intern for Kane County Health Department in 2014, and a Congressional intern in the U.S. House in 2013. She was the recipient of the James M. Banovetz Fellowship Award and NIU Outstanding Women Student Award.

She has provided staff support for several projects including strategic planning facilitation, focus groups, interviews, performance improvement studies, and training sessions. Jeanna has co-facilitated strategic planning for elected officials, municipalities, counties, libraries, and park districts. Jeanna will assist with the project to coordinate surveys, strategic planning exercises, distill themes, and findings from qualitative and quantitative information sources important to stakeholders.

Ms. Ballard will serve as a project facilitator, analyst, and collaborator.

**Other Project Staff and Support** - Dr. Kuhn and the project team will also be joined and assisted by other staff members of the Center for Governmental Studies and the University for certain project elements or at critical junctures of the project.

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impartial cross-disciplinary knowledge, data-based technical expertise, applied research, management services, policy analysis, learning opportunities

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ADDENDUM 1: NIU-CGS Brochure

For more information, visit us at [CGS.NIU.EDU](http://CGS.NIU.EDU) or contact us:

**DIANA L. ROBINSON**

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**BUILDING STRONGER REGIONS THROUGH  
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# BUILDING STRONGER REGIONS THROUGH INNOVATION AND COLLABORATION

The Center for Governmental Studies (CGS) at Northern Illinois University provides expertise that helps decision-makers implement efficient, sustainable and cost effective approaches to economic, social and information management issues.

Founded in 1969, we assemble interdisciplinary teams from our own professional staff and across the university to work with government at all levels, non-profit organizations, school districts, community colleges, park districts, library districts, land conservation districts, land developers, health care agencies, and utilities. Our projects focus on five outcomes:

- Reinvigorating local economies
- Supporting local governments
- Promoting balanced communities
- Informing sound decision-making
- Reskilling the workforce

Visit our website at [cgs.niu.edu](http://cgs.niu.edu) to learn more.

## SERVICES PROVIDED THROUGH OUR SIX PRACTICE AREAS

**COMMUNITY, WORKFORCE AND ECONOMIC DEVELOPMENT** works with local, state and federal agencies, as well as private sector clients to create an attractive local and regional investment environment, present a strong case for attracting or retaining businesses, and examine the impacts of development and policy changes. Services include:

- Comprehensive economic development studies
- Demographic trends and analysis
- Downtown development
- Economic and fiscal impact analysis
- Economic development policy and practice
- Entrepreneurship development
- Labor market studies
- Local food systems development
- Rural economic development

Contact *Brian Richard* at (815) 753-0162 or [brichard@niu.edu](mailto:brichard@niu.edu).

**INFORMATICS** team members design, build, manage and mine databases of all sizes to help public organizations make the most of their information while adhering to the highest standards of security and confidentiality. Data services include:

- Dynamic web applications
- Ad hoc reporting
- Data preparation
- Data extracting, transforming and loading (ETL)
- Data modeling, mining and analysis
- Data integration
- Online analytical processing

Contact *Desheng “Ben” Xu* at (815) 753-4790 or [dxu@niu.edu](mailto:dxu@niu.edu).

**ASSOCIATION MANAGEMENT** services offer administrative and financial support for organizations serving the public. Our services are a cost-effective solutions to core association needs and include:

- Professional executive management
- Resource development
- Conference and meeting management
- Administrative support services
- Accounting and bookkeeping services
- Internal communications and member/constituent relations
- External Communications and Public Relations

Contact *Dawn S. Peters* at (815) 753-0923 or [dpeters@niu.edu](mailto:dpeters@niu.edu).

**PUBLIC MANAGEMENT AND TRAINING** offers services for units of local government, state and federal agencies, and nonprofits. We support policy makers and public administrators by providing:

- Strategic/action planning and SWOT analysis
- Data collection and analysis for decision-making
- Organizational development and design
- Governance and executive effectiveness
- Fiscal stress measurement
- Staff development and custom training
- Alternative service delivery and consolidation
- Compensation strategies and system review
- Succession planning and staffing
- Management practice review and performance measurement

Contact *Greg Kuhn* at 815.753.2789 or [gkuhn@niu.edu](mailto:gkuhn@niu.edu).

**SURVEY RESEARCH** helps public and private entities make well-informed decisions. Our professional researchers work closely with clients to design survey projects that provide actionable information to meet their organization's needs. Methodologies include:

- Telephone surveys
- Mail surveys
- Internet surveys
- In-person interviews
- Focus groups
- Mixed mode methodologies (Internet and telephone, mail and telephone)

Contact *Mindy Schneiderman* at (815) 753-0039 or [schneiderman@niu.edu](mailto:schneiderman@niu.edu).

**HEALTH AND TECHNOLOGY ENGAGEMENT** assists in implementing federal and state healthcare initiatives in Illinois by linking providers with resources through partnerships, access to subject matter experts, funding, and other tools. Programs include:

- Illinois Health Information Technology Regional Extension Center – assisting healthcare practices achieve “Meaningful Use” of electronic health records.
- Great Lakes Practice Transformation Network – helping support healthcare transformation through clinical quality improvement.
- Healthy Hearts in the Heartland – supporting practices in quality improvement & prevention for heart and stroke patients.

Contact *Lisa Kaye Bergeron* at (815) 753-0924 or [lbergeron@niu.edu](mailto:lbergeron@niu.edu).



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