OVERVIEW OF TOWNSHIP GOVERNMENT:
A DEEP DIVE INTO DUTIES & RESPONSIBILITIES

TOWNSHIP OFFICIALS OF ILLINOIS
2019 ANNUAL CONFERENCE

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TOWNSHIP GOVERNMENT

TOWNSHIP FUNCTIONS

• Statutory Duties
  • General Assistance
  • Assessment of Real Property
  • Maintain Roads

• Community Link
  • Senior Citizen Programs
  • Youth Programs
  • Transportation Programs
  • Assistance to the Disabled
  • Parks and Recreation
  • Health Services
  • Cemeteries
EVALUATE THE NEEDS OF YOUR TOWNSHIP

Food Pantries – Transportation Programs – Abating Nuisances – Abandoned Vehicles – Disaster Relief – Mental Health Services – Alcohol & Drug Rehabilitation Programs – Police & Fire Contracts – Recycling Programs – Senior Services – Recreation Activities – Youth Programs

TOWNSHIP FUNCTIONS

SUPERVISOR

Township Supervisor

- CEO of the Township
- Member of and Chairman of the Township Board
- Supervisor of General Assistance
- Road District Treasurer

Specific Authority:
- Hire general assistance employees
- Appoint attorney with advice and consent of Township Board

Duties:
- Receive and pay out monies in the townships for defraying township charges
- Keep accounts and receipts
- Prepare and file annual financial report and treasurer’s report
TOWNSHIP FUNCTIONS
TOWNSHIP BOARD

General Purpose
The board of township trustees implements and carries out orders prescribed for it by the electors assembled at a township meeting as well as other specific statutory functions.

Statutory Duties
- Approve bills
- Adopt rules to govern meetings
- Hire township employees
- Declare vacancies
- Approve insurance contracts
- Approve budget
- Approve tax levy

TOWNSHIP FUNCTIONS
TOWNSHIP CLERK

Clerk's Duties
- Clerk of the Township Board
- Only votes in case of tie to fill a vacancy
- Can appoint a deputy if approved by the Township Board
- Ex-officio clerk of the Road District
- Custodian of the records

TOWNSHIP FUNCTIONS
HIGHWAY COMMISSIONER / ASSESSOR

Road District
- Submit all warrants, bills and orders for payments to township board
- Purchase or lease construction and maintenance equipment
- Set personnel policies (required if 5 or more employees)
- Submit budget (subject to township board approval)
- Set tax levy (township board must approve)
- Not a member of the township board

Assessor
- Assess property
- May appoint employees and set employment policies (required if 5 or more)
- Submit budget (subject to township board approval)
- Not a member of the township board
TOWNSHIP FUNCTIONS

ELECTORS

Electors
- Power to take all necessary measures and give direction to the township board for the exercise of the township's corporate powers.

Article 30 Powers
- Sale, conveyance, regulation and use of property
- Police & Fire
- Authorize IMRF Application
- Advisory referenda questions
- Trees, fences & animals

TOWNSHIP OPERATIONS:
SEPARATE BUT ONE
TOWNSHIP OPERATIONS: SEPARATE BUT ONE

KEYS TO SUCCESS
• Understanding Your Role
• Interaction Between Township Officials
• Working Together
• Common Goals & Objectives

TOWNHIPS OPERATIONS: SEPARATE BUT ONE

KEYS TO FAILURE
• Power Struggles
• Public Attacks
• Personal Attacks
• Smearing other officials in the press
• Forgetting the Electors
• Not following the law
COMMON ISSUES: PROPERTY

Buying, selling, regulating, use of township property...

COMMON ISSUES: REAL PROPERTY

- Electors Control
- Specific Statutory Procedures (Section 30-50)
  - Sale or Lease of Real Property
    - Electors adopt a resolution
      - Intent to sell
      - Size, use and zoning of property
      - Conduct of sale
    - Appraisal (on file)
    - Publish resolution
    - Bids opened by clerk
    - Accept high bid as long as at least 80% of the appraised value

COMMON ISSUES: PERSONAL PROPERTY

Personal Property
COMMON ISSUES: PERSONAL PROPERTY

- Township Code: Anytime during the year, the township or township road district may lease or sell personal property by a vote of the township board or request of the township highway commissioner.
- Personal Property Sale Notice
  - Published in newspaper
  - Posted
  - Information on bidding (if applicable)
- Options
  - Bidding
    - Accept the high bid or any other bid in the best interests of the township.
  - Public Auction (licensed auctioneer)
  - Internet Auction
- Exceptions
  - Trade-in of equipment
  - Declare surplus and sell to another governmental body

COMMON ISSUES: EMPLOYMENT

- Employment Issues
  - Who hires who?
  - Who controls who?
- Personnel Manuals

COMMON ISSUES: EMPLOYMENT

Township
  - Supervisor
  - Township Board
    - GA Employees
    - Town Board Employees
  - Highway Commissioner
    - Road District Employees
  - Assessor
    - Assessor Employees
COMMON ISSUES: PUBLIC RECORDS

WHAT DO WE DO WITH ALL OF THESE DOCUMENTS??

LOCAL RECORDS
Retention Act
• Must obtain approval for destruction of public records
• Class 4 Felony to destroy public records without authorization

COMPLYING WITH FOIA & OMA
COMMON ISSUES: COMPLYING WITH FOIA & OMA

OMA: Quick Tips
- Two trustees can discuss township business, but more than two = MEETING
- 48 hours continuous notice for posting agenda
- Be descriptive on your agenda
- Don’t forget semi-annual review of closed session meeting minutes

FOIA: Quick Tips
- E-mails subject to FOIA
- Respond within 5 days
- Don’t forget to include appeal language
- Keep copies

COMMON ISSUES: COMPLYING WITH FOIA & OMA

TRAINING REQUIREMENTS

COMMON ISSUES: COMPLYING WITH FOIA & OMA

Public Comment
COMMON ISSUES: COMPLYING WITH FOIA & OMA

COMMON ISSUES: VACANCIES IN OFFICE
• What Creates a Vacancy?
  • Resign
  • Move out of Township
• How are vacancies filled?
  • Filled by Township Board (within 60 days)
  • If not filled within 60 days, electors fill at special town meeting
  • Must be same political party

COMMON ISSUES: POLICIES
GOT POLICIES?