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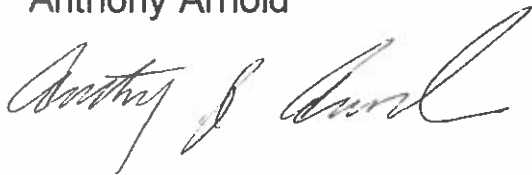
To : Kyle Patterson

Champaign County Board

Scott Township and Scott Road District Decennial Report 2024

Scott Township Supervisor

Anthony Arnold

A handwritten signature in black ink, appearing to read "Anthony J. Arnold". The signature is written in a cursive style with a large, sweeping initial 'A'.

Scott Township & Scott Road & Bridge Decennial Report
Submitted by the Decennial Committee
January 5, 2024

Both the Scott Township and Scott Road & Bridge district operate at a very responsible rate, keeping the levy at one of the lowest rates in Champaign County. We supply our township with a general assistance program similar to other townships our size and also an emergency assistance program after the regular general assistance has been exhausted.

Scott Township helps with elections by setting up and taking down the voting booths at our designated spots for the township. This last year we worked with Champaign County and were able to improve the Bondville Village Hall voting spot by installing an ADA approved ramp. We are also working with the Champaign County Clerk on returning another polling place in Seymour. Nearly 300 voters had voted in Seymour and they need to have that right to vote in their unincorporated town again.

In 2023 we were forced to enter into a multi-township assessor position to begin in 2026 due to bad census counting. Our township population went from 1258 to 999 in 2020. We were just 1 person less than needed to keep our own assessor, but we will work through this adjustment.

The Scott Township Board also appoints a new member to the Seymour Water Board every year for a 5-year term.

Scott Township is made up of the Village of Bondville and the unincorporated town of Seymour, also including the rural areas outside of these 2 towns, in my opinion the best farm ground in Champaign County, if not in the whole state of Illinois. Our township board has representation from both towns and the farming community. We listen and try to help our community as we are the closest level of government to our constituents.

In closing Scott Township Town Fund and Road & Bridge Fund works for their constituents by helping with elections, listening to the community when problems arise, help with general assistance/emergency assistance for the needy of Scott Township, keeping roads open all year long from storms to snow, maintaining culverts for farmers, keeping signage up, and picking up garbage from people dumping in county roads and ditches. Scott Township and Scott Road & Bridge district should be left as is.

Scott Township Road District maintains 58 miles of road which includes six miles of gravel roads. We continue to build up the gravel roads in order to get them ready for oil and chipping and will be updating equipment, as necessary, to continue the focus of maintaining all roads.

We are in the process of updating the rural reference signs and will be focused on replacing street signs in the town of Seymour in the future.

Scott Township and Scott Township Road & Bridge District

We are located in Champaign County, population 999 (2020 Census)

Scott Township has no employees, just elected officials

Scott Township Road & Bridge district has generally 2 part time employees

Scott Township/Scott Township Road & Bridge District EAV is 48,826,356

Budget: Scott Township – \$385,811
 Scott Township Road & Bridge District – \$682,658

Scott Township:	Decennial Committee
Supervisor Anthony Arnold	Township Board
Road Commissioner Jeff Seben	Township Resident Ron Carper
Township Clerk Liz Cork	Township Resident Mark Nibling
Assessor Molly Black	
Trustee Alice Kinkelaar	
Trustee John Litchfield	
Trustee Charlie Myerscough	
Trustee Yvonne Shaw	

The dates of our Decennial Committee meetings were June 13, 2023; August 11, 2023; and January 9, 2024

Services provided are general assistance and emergency assistance

Review township laws, township policies, rules

- a. State law applicable to township law, including but not to the township code(60ILCS1)
- b. Illinois open meeting act
- c. Policy on public comment
- d. All elected officials completed OMA training
- e. Schedule all township regular meetings for calendar fiscal year
- f. Designation of FOIA officer
- g. Posting other regular FOIA information
- h. Designation of whistleblower auditing official
- i. All of our elected officials have filed their statement of economic interest
- j. Our budget and financial documents
- k. State ethics laws including but not limited to the state officials and employee ethic act
- l. Appoint Seymour Water Board position

**INDEX OF THE TYPES OF RECORDS
MAINTAINED BY SCOTT TOWNSHIP**

1. Claims, bills, invoices, vouchers, cancelled checks, bank statements, and deposit slips
2. Supervisor's financial statements
3. Check and receipts stubs
4. Annual reports by Supervisor and Road District Treasurer
5. Minutes of meetings of the Board of Town Trustees
6. Insurance records
7. Insurance policies
8. General Assistance case files
9. Payroll records
10. Withholding tax records
11. Budget and tax levies
12. Tax assessor's administrative files

INFORMATION OFFICER

Anthony Arnold
304 N. Market St
Bondville, IL 61815

**Scott Township
Supervisor Duties
August 2023**

Day to day business for the township

Represent the township with issues to keep the citizens in the loop with their needs. For instance, helping Bondville update the village hall ramp to meet ADA standards; issues that come up in Seymour in regard to trash, noise, and other nuisances.

Supervisor financial reports like budgets, end of year reports, road district treasurer ledger of accounts, AFR

FOIA/OMA officer collecting the information needed for all FOIA's

Type and post meeting agendas prior to the monthly meeting (51ILCS 120/2.03)

Bring appointments to trustees in regard to the Seymour Water Board

Handle general assistance cases

Help the county with elections -- handle the election materials for set up and tear down

Alert the Highway Commissioner with emergency problems that I receive from 911 operators such as signs down, trash dumped in road, trees down after storms, etc

Sign checks

Updating Scott Township equipment while keeping our levies lowest in the county

Census change to effect Scott Township in becoming part of a multi-township assessor in 2026

Champaign County Clerk has removed voting options in Seymour, but they need to get a voting option back

GENERAL DUTIES OF THE SCOTT TOWNSHIP HIGHWAY COMMISSIONER

A. ADMINISTRATIVE WORK

- 1. Determines and Prepares the Budget and Appropriation Ordinance**
- 2. Determines Tax Levy**
- 3. Presents the annual report to Township Board**
- 4. Obtains Necessary Approval of the Use of Money**
- 5. Determines the Lease or Purchase of Equipment**
- 6. Maintains an Inventory of All Tools and Equipment**

B. MAINTENANCE AND CONSTRUCTION WORK

- 1. Maintains and constructs roads and bridges**
- 2. Plows snow**
- 3. Removes obstructions from the road**
- 4. Checks on damage to roads and bridges**
- 5. Lay out or alters roads**
- 6. Maintains entrance culverts**
- 7. Cares for and maintains township tools and equipment**
- 8. Erects and maintains traffic signs after consultation with County Engineer**
- 9. Arranges for removal of trash, garbage, etc., along highways**

C. PERSONNEL

- 1. Hires employees**
- 2. Determines wages for employees**
- 3. Reports workers' compensation, when necessary**
- 4. Checks on compliance of safety rules**

D. PUBLIC RELATIONS

- 1. Maintains good relations with residents of township**
- 2. Has good working arrangements with Township trustees**

**Scott Township
Clerk Duties
August 2023**

Maintain all paperwork including claims, bills, invoices, vouchers, cancelled checks, bank statements, deposit slips

Keep track of budgets, levies, end of year reports – and files these at the County Clerk's office

Handle paperwork at the 4 year election caucus for all party's

Collect bills, make out check's and present them before the board for approval

Reconcile all accounts at the end of the month

Present the Highway Commissioner report to the HC every month

Take the meeting minutes and post them from month to month

Run the annual Township meeting

Run Quick Books ledger reports for the Township Supervisor

Post open position notices for the Township Board or Seymour Water Board

Post annual town meeting, budget hearing meeting, and levy hearing meetings

Takes care of payroll

Makes sure everyone has completed their Statement of Economic Interest sheet

**Scott Township
Trustee Duties
August 2023**

Review claims, bills, invoices, vouchers, checks, bank statements, deposit slips

Set monthly meeting dates and annual town meeting date

Review and set annual budgets

Review and set next year levies

Review end of the year paperwork

Set salaries every 4 years before the next election

A trustee is designated for Whistleblower Auditing Official

Appoint Seymour Water Board when position is available (5-year terms)

Direct township supervisor on township business

Input discussion when purchasing new equipment for the township

As Scott Township Assessor I am in charge of assessing all real property within the township. This includes:

Attending yearly county assessor's meetings.

Listing, viewing, and assessing all new construction.

Meet with owners of property

Take measurements of property

Take photos of property

Create property record cards and sketches of property

Enter attributes and calculate costs using Cama software

Listing, viewing, and assessing all modifications to existing structures.

Meet with owners of property

Take measurements of new construction

Take photos of new construction

Adjust property record cards and sketches of property

Enter attributes and calculate costs using Cama software

List home improvement exemptions

Listing and viewing all removal or demolition of real property.

View property to verify demolition

Meet with Assessors office to adjust property record cards accordingly

Viewing, update pictures, and recording any changes of all properties located within the township every 4 years.

Helping property owners with questions, exemptions and Board of Review paperwork.

Returning reports to the Champaign County Supervisor of Assessments.

Meet with county assessor employees to review reports

Attending at least 15 credit hours per year of continuing education seminars and testing in order to maintain CIAO accreditation.

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Decennial Committee on Local Government Efficiency Act Meeting Minutes

Tuesday, June 13, 2023

After Town Meeting

Old Business

- A. 2 Electors approved- Ron Carper and Mark Nibling**
- B. Will combine Town, Road & Bridge, and Assessor on this Decennial Committee**
- C. Other Old Business**

New Business

- A. Go over why we are here.**
- B. Molly Share her thoughts.**
- C. Information on Scott Township**

Present was the full township board (except Elizabeth Cork), Ron Carper, Mark Nibling, and Molly Black

Went over the types of records that the Township keeps/maintains.

Went over our first meeting and introduced Ron Caper and Mark Nibling. Since our census is under 400,000 people, we can combine the Town and Highway Commissioner committee for this Decennial report.

Talked with Molly Black about her job duties as Assessor for Scott Township and what is going to happen in 2024 about combining the Colfax and Sadorus Township as sharing one assessor for all three townships. This will take place in 2026.

Molly read to everyone what her job duties are.

There was a motion made by Alice and second by John to adjourn the meeting at 7:37 pm. All in favor.

Next meeting will be August 8, 2023, to talk about the Highway Commissioner and Township Supervisor job duties.

Agenda

**Decennial Committee on Local Government Efficiency Act Meeting
Tuesday August 11, 2023
After Town Meeting
3rd Meeting**

Old Business

- A. Go over why we are here.
- B. Molly assessor duties.
- C. Information on Scott Township

New Business

- D. Jeff Sebens will go over Highway Commissioner duties
- E. Tony Arnold will go over Supervisor duties, Trustee duties, and Clerk duties

Next meeting will be December 12, 2023 after Town Meeting to wrap up the Decennial Committee

Decennial Committee on Local Government Efficiency Act Meeting Minutes

Tuesday, August 11, 2023

After Town Meeting

2nd Meeting

Old Business

- A. Go over why we are here.**
- B. Molly Assessor Duties**
- C. Information on Scott Township**

New Business

- A. Jeff Sebens will go over Highwas Commissioner duties.**
- B. Tony Arnold will go over Supervisor Duties, Trustee duties, and clerk duties.**

Next meeting will be January 9, 2024, after Town meeting to wrap up the Decennial Committee

Agenda

**Scott Township Decennial Committee Meeting Agenda
After Township Meeting
January 9 2024**

Old Business

- A. Read letters created from township supervisor and road commissioner to send to the Champaign County**
- B. Input from any members of the decennial committee or elector's present**
- C. Thank you to the members that took part of this decennial committee**

Decennial Committee on Local Government Efficiency Act Meeting Minutes

Ater Township Meeting

Tuesday, January 9, 2024

Old Business

- A. Read letters created from township supervisor and road commissioner to send to the Champaign County. There was a Discussion.**
- B. Input from any members of the Decennial Committee or Elector's present. A correction was made to item L. Elect was switched to appoint.**
- C. Thank you to the members that took part of this Decennial Committee**

There was a motion to adjourn the meeting at 7:37 pm. Ron 1st and 2nd Mark. All in favor