



Thursday, September 17, 2026

5:45 p.m. – Audit of Township Bills/Claims
6:00 p.m. – Regular Monthly Business Meeting

Board Room, Milton Township Hall
1492 N. Main Street
Wheaton, Illinois, 60187

<u>Minutes</u>		<u>Time*</u> <u>(min/sec)</u>
I.	Call to Order at 6:00 p.m. by Chair Pro Tem Pitts	<u>0:00</u>
A.	Mission Moment—Chair Pro Tem Pitts read a note from Food Pantry director Dave Sezonov that described a recent visit to the food pantry by a family who had a great experience. The young daughter who came along especially loved getting a stuffed animal that had been donated.	
B.	Pledge of Allegiance led by Highway Department Commissioner Michael Drew.	
C.	Attendance Roll Call: Trustee Pitts, here; Trustee Siemer, absent; Trustee McGrath, here; Trustee McGowen, here; Supervisor Higgins-Beard, absent.	
D.	Approval of Agenda: Trustee McGrath made a Motion to approve agenda for Thursday, Sept 17 board meeting; Trustee McGowan seconded; Motion passed.	
E.	Approval of Minutes from August 20, 2026 regular meeting: Motion, Trustee McGowan; Second, Trustee McGrath; Motion passed.	
F.	Approval of Claims of \$565,306.97. Roll call vote: Trustee Pitts, yes; Trustee Siemer, absent; Trustee McGrath, yes; Trustee McGowen, yes; Supervisor Higgins-Beard, absent.	
II.	Public Comment	<u>04:30</u>
	Lana Shepak reminded the board that during an earlier meeting it had discussed looking at the vacated Fifth-Third Bank building next door to the Milton Township offices as an option for expansion. She also reminded the board that it had mentioned working with the Morton Arboretum to potentially acquire some native Illinois trees.	
III.	Chair's Report	<u>05:30</u>
A.	Chair's Report (Chair Pro Tem Pitts). Highlights from the month included:	
	1. Cemetery Commission St. Stephen event held Aug 28, 2026	



2. 9/11 25th anniversary Remembrance Ceremony
3. Highway Department Touch-A-Truck
4. Wheaton Library Plaza Opening
5. Wheaton Park District concert in the park benefiting the Milton Township Food Pantry.

B. Upcoming events include:

1. Milton Township Free Vaccine Clinic, Sept 28, 12:30-5:30 pm
2. Milton Township Highway Department Recycling Event, Oct 3 from 9:00 am to 11:30 am.
3. SALT Senior Auto Inspection at the Wheaton Fire Station Oct 24, 9:00-11:30 AM

C. Mosquito Abatement

Some cases of West Nile Virus have now been detected in residents throughout DuPage County. As a result, the county is now at Level 3, HIGH on the abatement scale. Fogging will continue through Sept.

D. Weed ordinance Process overview

IV. Reports

A. Town Clerk Report/Comments (Clerk Bailey) 15:10

1. Clerk's Department attended Touch-A-Truck and the 9/11 Remembrance Ceremony
2. Working to organize files in the Clerk's Office
3. Attended FOIA and OMA training

B. Trustees Report/Comments 16:10

1. Trustee McGowan—no report
2. Trustee McGrath—attended Sexual Harassment training on Sept. 11 and thought it was excellent. Also, as the 708 Liaison, Trustee McGrath mentioned the next meeting is Oct 1 and they have collected some videos from people who have been impacted by the 708 committee. They will be posted on the website sometime in the future.

C. Highway Commissioner's Report (Commissioner Drew) 18:00

1. Barry Street phase 1 is complete. Phase 2 will kick off Oct 1. For Phase 1 the Highway Department ran 29 catch basins and tested them during the rain this week. All of them worked as expected. The Barry Street project is the largest project that the Highway Department has managed in-house without having to hire contractors, saving taxpayers around \$150,000.
2. A candidate has been chosen for the Administrative Assistant Role. She will start Oct 5.
3. Underground fuel tanks have been removed from the Highway



Department grounds. There were no leaks. New above-ground tanks will be installed in Oct.

4. Fiber work drilling took out four streetlights in a Milton Township neighborhood. The Highway Department is investigating installing solar lights and researching grants that can assist with procuring permanent, “eco-friendly” lights in the future to avoid expensive underground wiring replacement.
5. The first ever Touch-A-Truck event was a success. Approximately 150 people attended. Everyone had a great time.
6. Brush pick-up is scheduled for Monday, Sept 21. Crews will be driving through neighborhoods picking up brush that is bundled and sitting at the curb. Crews will only go through each neighborhood one time. 28:30

7. Recycling Event will be held Oct 3 from 9:00-11:30 a.m.

D. Assessor’s Report (Assessor LeVan) 29:25

The Assessor’s Department is working to close the books. The target for final close is Friday, Sept. 25.

E. General Assistance Report (Shelia Beine)

1. Major Disaster Relief assistance is available that can help provide food and temporary shelter for people who are displaced due to a declared Major Disaster
2. Milton Township Youth Scholarships are available for low-income families who need assistance paying for youth activities. Maximum of \$300/child.
3. A new brochure has been developed highlighting all the Financial Assistance services that The Township offers. It will be available soon in the front lobby.

V. Adjournment at 6:36 p.m. 36:25

Motion to adjourn, Trustee McGrath; Second, Trustee McGowan. Motion Passed.

Adjourned at: 6:36 p.m.

Signed: Dan Bailey
Dan Bailey, Town Clerk

Date: 9/17/2026

*Indicates the timing of the agenda item on the YouTube video for this meeting, which is posted at www.miltontownship.net.



DEPARTMENT OF HUMAN SERVICES

SOCIAL SERVICES PROVIDED	September 2026	YTD 2026	2025	2024	2023	2022
<i>Intake client calls – Initial contact</i>	188	1102	1190	1,847	487	299
Community Walk-ins	13	118	176	219	107	54
Total Intake:	201	1220	1366	2,066	594	353
<i>General Assistance</i>						
General Assistance inquiry clients	0	4	20	4	1	1
General Assistance appointments	4	24	20	29	12	12
<i>Emergency Assistance</i>						
Emergency Assistance appointments	11	87	93			
Emergency Assistance cases approved	8	78	80	73	47	35
<i>Additional Services:</i>						
Benefit Access (IL SOS senior license plate discount)	5	49				
Gift Cards (Speedway or Meijer cards)	0	2	9	31	53	16
IDHS SNAP Assistance	0	3	1	1		
License Plate Sticker Renewal (*ELS services as May 1, 2026)	63	235*				
LIHEAP (Low Income Home Energy Assistance Program through DuPage County)	0	103	230	261	94	16
Medical Closet	22	123	99	235	67	
Notary Services	33	313	175			
Referrals to other Non-Profit Agencies or Government Programs	22	133	211	184	241	
Repeat Boutique referrals	1	13	21	25		
Veterans' Services assisted	0	5	10	13		
Youth Scholarships	1	8	74	132	61	

Department Highlights — Milton Township continues to make efforts in offering relevant financial assistance for our community residents in areas of General Assistance, Emergency Assistance, and The Salvation Army grants programs. Total financial assistance awarded for September was over **\$8,100**.



Date: October 15, 2026

To: Milton Township Board of Trustees
Milton Township Financial Committee

From: Supervisor Higgins-Beard
Abigail Sherman, Accountant

RE: Financial Policy and Improvements June 2026

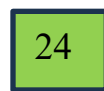
Background: Sikich was engaged to investigate concerns regarding Milton Township's financial oversight and reporting in the years of 2020-2025. Numerous inconsistencies were apparent in publicly available documents & FY24 audit was unfinished & 14 months overdue at the time of the elected official handover in 2025. Limitations in the availability of information found internally and lack of supporting evidence restricted their ability to determine the cause and nature of certain concerns. Sikich identified internal control gaps, insufficient segregation of duties and other conditions that if allowed to persist increase fraud risk. **Current officials are committed to reliable and accurate financial policies, procedures, and accounting. Policy and Procedure Improvement steps are being made because of evaluation of past practices.**

Reporting Period: Listed suggestions cover audit-based observations on the FY21-2025 fiscal years (April 1, 2020, to March 31, 2025). Sikich was engaged for an investigative audit by the incoming Milton Township Board of Trustees, which resulted in suggestions delivered April 8, 2026 for policy and procedure improvements. Many of these items were well underway having been instituted by the incoming leadership who started May 2025, and the new accountant hired Q4 of 2024. During Milton Township's Financial Committee met in May 2026 prioritizing items as well as reviewed progress in October 2026.

Financial Areas of Focus: Sikich's audit was designed to strengthen transparency, accountability and accessibility as well as ensure proper stewardship of public resources. The audit covering 5 years focused on governance and oversight, cash management and banking, disbursements and accounts payable, credit cards, payroll and human services, Highway Department, General Assistance and nonprofit assistance, & technology and system wide access. Within these categories 23 observations & 36 recommendations were made.

Status: Enclosed is the Investigative Audit FY21-25 Tracking of Policy and Procedure Change document. Items have been color coded. Green indicates completion and ongoing control. Yellow is in progress or pending approval/adoption. Red is not started.

As of 10/15/2026:



Progress is being made. 5% have not been addressed. 28% underway. 67% are completed. Reporting will be made quarterly until 100% are addressed.



MILTON TOWNSHIP

EFFECTIVE LOCAL GOVERNMENT SINCE 1850

Elizabeth Higgins-Beard, Supervisor
Chris LeVan, Assessor
Michael H. Drew, Highway Commissioner
Dan Bailey, Town Clerk

Jacqueline McGrath, Trustee
Paula McGowen, Trustee
Larry L. Pitts, Trustee
Stephen Siemer, Trustee

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High Priority Items: One prioritized, time intensive item is complete with the adoption of a comprehensive Township wide Financial Policy manual. Remaining is the reduction in the number of checking accounts now slated for fall 2026; Board action was passed in FY26.

Resident Takeaways: Progress is being made to professionalize the financial procedures as well as consistently monitor that best practices are in place. Proactively undertaking this review, as well as policy and procedure improvements reporting, demonstrates strong commitment to improving transparency, accountability and public trust for the benefit of you, our residents.

Investigative Audit Sikich FY21-25 Tracking of Policy and Procedure Changes

Governance & Oversight	Q1 June 2026 status	Q2 Oct 2026 Status	Q3 Jan 2027 Status	Q4 April 2027 Status	Notes on progress
Township Wide Finance Policy Manual					High Priority to assemble existing policies and document best practice procedures used by Milton Township passed V1.0 August 2026.
Updated HR Manual needed					Discussed in May Financial Committee meeting with early agreement on working towards one Township wide HR manual.
Food pantry oversight and relationship policy/MOU					MOU passed by Township Board 10/16/2025. Slated for consideration July 2026 by Milton Township Food Pantry. Job descriptions, comms, & org chart updated to speak of partnership. Community members added to Board and # of elected officials on MTFP Board reduced.
Protocols for reporting fraud					Have standing ordinance O-04-03 pertaining to Elected officials and HR manual addresses issue. Protocols discussed June 18, 2026 Township Board meeting. Training to be scheduled & hotline established.
Formal segregation of duties matrix created & in use					Bookkeeper PT hired FY26. Segregation enacted FY26 with additional staff. Supervisor & Trustee oversight. Documentation in financial policies.
Track and enact audit findings for implementation					FY25 Journal entries enacted and all items of recommendation implemented or in progress. Investigative audit tracking enacted.
Cash Management and Banking	Q1 June 2026 status	Q2 Sept 2026 Status	Q3 Jan 2027 Status	Q4 April 2027 Status	Notes on progress
Create centralized log of all accounts & signatories					Completed May 2026. Submitted for FY27 audit. Closed long dormant Chase entrance bond account June 10, 2026.
Consolidate redundant accounts					High Priority. Wheaton Bank and Trust accounts charted for consolidation. Board passed Resolution R-25-9 on consolidation 09/18/25. Were awaiting completion of Investigative Audit April 2026.
Expand Positive Pay to all accounts					To follow consolidation in FY27. Reverse positive pay enacted on Highway accounts to decrease fees, alert timeline constraints. Pending consolidation of accounts.
Bank reconciliation review by Supervisor or Trustee					Enacted FY27 April.
Formal procedure for reviewing, voiding, and escheating checks	See Policy Manual				Finance policy to be created as described in Governance & Oversight: Township Wide Finance Policy.
Disbursements & Accounts Payable	Q1 June 2026 status	Q2 Sept 2026 Status	Q3 Jan 2027 Status	Q4 April 2027 Status	Notes on progress
Implement an electronic invoice tracking and approval process within Quickbooks or companion system.					Bill.com implemented in full 6/1/2026
Implement formal vendor set up process, 2 deep approval process.					Documenting process. Bill.com pre-approval by Supervisor all new vendors sent by either Bookkeeper or Accountant. New vendor and subsequent first payment then approved by two separate Trustees.
Establish periodic vendor master file review					Was ongoing FY26: Nov-March. FY27 review in November.
Reduce use of paper checks					ACH instituted on Township Operational account Feb 2026 and used infrequently. Bill.com now in place for electronic payments and centralized bill payment. Trustees can access & approve. Go.Gov accepting entrance bond payments in Highway and reducing bond release checking occurrence.
Supporting documentation consistency improvements					Purchase order, receipt with detail, and invoice attached to all digitized expenditures and paper versions.
Revise invoice templates to include approver's printed name					Change to communicate to all department leads.

Standardize invoice stamp/coding process across departments					Pending.
All invoices and receipts dated					Dates required on invoices and receipts in FY26 onward.
Reimbursements must include sufficient detail to verify calculations					Improvements being made FY26-27 to paysheets, mileage sheets. Being monitored more closely through use of Bill.com with pdf of supporting documentation.
Create dedicated ledger or chart of accounts for meal expenditures					Meals or coffees, when infrequently charged FY26 forward, using Township credit cards. Quickbooks QuickReports by class could be used for pulling Township-wide analysis.
Credit Cards	Q1 June 2026 status	Q2 Sept 2026 Status	Q3 Jan 2027 Status	Q4 April 2027 Status	Notes on progress
Department manager review of credit card usage followed by the Supervisor or Trustee					Strong practice ongoing in Assessor's office. Highway insituting approval per bill not en masse. Supervisor's office using process outlined.
Decentralized credit cards - consider consolidation for easier trend analysis					Township Supervisor's offices all on one provider. Township Assessor to transfer his account to follow suit. Township Highway department remains on separate provider. Reporting pending.
Adopt a formal Travel and Expense Reimbursement Policy and forms	See Policy Manual				Finance policy to be created as described in Governance & Oversight: Township Wide Finance Policy.
Stronger use of tax exempt status to limit payment sales tax					Empowering Bookkeeper to follow up with staff across departments on occassions receipting not following policy. Amazon updated with current sales tax. Staff approached with new tax exemption forms for 2030. Invoice follow up underway.
Policy needed on use of credit card					Eliminated instances of this in Township Supervisor Offices by issuing cards by name instead of fund. Administrator oversees internal purchases in coordination with Receptionist and Maintenance as well as Finance department as needed. Supervisor overess purchases for Communications. Rest of Director level team have cards with spending limits. Assessor coordinates all purchases in his department. Similar for Highway Commissioner.
Detail needed on Travel, Meals, Training with names of those participating					Insituted in FY26.
Gift Cards use documented with audit trail in all departments					GA to continue copious documentation of gift card distribution. Departments and partners utilizing episodic use of gift cards for Township to adopt log and improve documentation of process. If possible utilize Visual GA to track general Township use.
Large purchases on credit should still follow formal accounts payable process					
Payroll and Human Services	Q1 June 2026 status	Q2 Sept 2026 Status	Q3 Jan 2027 Status	Q4 April 2027 Status	Notes on progress
Payroll review by Supervisor retained from PayCor report					Review on all checks and amounts. Additional reporting pulling from PayCor to be initialed and kept on file starting June 2026.
Documentation for all payroll changes,: hire, termination, payrate adjustments and deductions					Insitituted FY26.
Highway Department	Q1 June 2026 status	Q2 Sept 2026 Status	Q3 Jan 2027 Status	Q4 April 2027 Status	Notes on progress
Increase safeguards with Highway bond receipting and deposits					Go.gov instituted to accept Entrance Bond permit fees by credit card. Access includes three members of Highway staff, Supervisor as CFO, & Highway Commissioner. 77% of payments by credit card online, 20% checks and 3% cash since instituted.
Dual custody over cash bond receipting and deposits at Highway Department.					Go.Gov has greatly reduced amount of cash accepted to 3% of transactions and less than \$2700 since instituted. Cash brought to Township for accounting office to process and deposit, tied to entrance bond # and receipt created by Highway Department Office Manager. Operationalized with dual staff in Highway office as of Oct 5.

Establish centralized asset and inventory log equipment and materials					Highway Mechanic barcoding and recording in progress, on hand equipment and materials.
Establish centralized asset and inventory log vehicles					Annually updated for TOIRMA insurance submission every January.
General Assistance Program and Non Profit Assistance	Q1 June 2026 status	Q2 Sept 2026 Status	Q3 Jan 2027 Status	Q4 April 2027 Status	Notes on progress
Food pantry oversight and relationship policy/MOU	See Governance & Oversight MOU				
Maintain a detailed gift card log documenting card numbers, recipients, and authorization for General Assistance.					In place prior to FY26 and well documented in Visual GA files as well as finance offices.
Maintain a detailed gift card log documenting card numbers, recipients, and authorization for use in general Township programs (BINGO, MTFP partner, events)	See Credit Cards: gift cards				
Technology and System wide Access	Q1 June 2026 status	Q2 Sept 2026 Status	Q3 Jan 2027 Status	Q4 April 2027 Status	Notes on progress
Implement formal user access review for all financial and operational systems.	Audit undertaken FY26 June 2025. Repeating July 2026. All officials as well as Accountant and Administrator now more than a year of experience enabling annualization of this task.				
Centralized secure document management environment	FY26 Secured filing storage purchased and separate finance office created. Digital files segregated.				



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Thursday June 18th, 2026

5:45 p.m. – Audit of Township Bills/Claims Board Room, Milton Township Hall
6:00 p.m. –Regular Monthly Business Meeting 1492 N. Main Street,
Wheaton, Illinois, 60187

MINUTES

- I. Call to Order by Supervisor Higgins-Beard at 6 pm.
 - A. Mission Moment – Declaration Of Independence read aloud by officials and attendees
 - B. Pledge of Allegiance led by Clerk Bailey.
 - C. Attendance Roll Call: Supervisor Elizabeth Buffy Higgins-Beard, here; Trustee Paula McGowen, here; Trustee Jaqueline McGrath, unable to attend; Trustee Stephen Siemer, here; Trustee Larry Pitts, here; Clerk Dan Bailey, here.
 - D. Approval of Agenda. Motion, Trustee Siemer; Second, Trustee McGowen. Motion passed.
 - E. Approval of Minutes of May 21, 2026, Regular Meeting Motion, Trustee Pitts; Second, Trustee Siemer. Motion passed.
 - F. Approval of Minutes of May 11, 2026, Special Meeting. Motion, Trustee Siemer; Second, Trustee Pitts. Motion passed.
 - G. Approval of Claims in the amount \$1,108,583.99. The Supervisor explains that this was higher than usual due to it including 3 pay periods and some annual bills. Motion, Trustee Siemer; Second, McGowen. Roll Call: Trustee McGowen, yes; Trustee Siemer, yes; Trustee Pitts, yes; Supervisor Higgins-Beard, yes. Motion passed.
- II. Public Comment (Limited to 3 minutes per person, Public called in the order Comment Request was submitted, total allotted time for Public Comment 30 minutes) None was offered.
- III. Chair's Report
 - A. Chair's Report Lots going on. CERT active at numerous events. CERT helped in getting huge steam locomotive Big Boy to be on display in West Chicago as a part of America's 250 celebrations. Thanks given for officials and staff working at Cream of Wheaton Milton Township booth. Mosquitoes tested 0.1% have the virus and Personal Protection Index from DuPage County at Level 1. Financial integrity is important to this board; Financial Policy improvements are underway to implement the auditor's recommendations. There were 36 suggestions from the forensic audit; 18 already

accomplished. There will be an update every 3 months. IGA with PACE to restart Ride DuPage was delayed as their name was changed to NITA (North Illinois Transportation Authority) requiring re-executing the agreement. Expect Ride DuPage to come into effect again August 1, 2026.

- B. General Assistance is busy. Need is increasing. Our Milton Township team is pulling together to meet it.
- C. Services and Space Requirements Analysis is underway with a survey of and meetings with staff next week regarding Township Hall and its services. Architect says he can see already that we have 4,000 less square feet than needed to do current levels of service, without increasing or growing our services. Expecting an initial report next meeting from the architects and full presentation in August.

IV. Reports

- A. Town Clerk Report/Comments (Clerk Bailey) Along with Supervisor Higgins- Beard went to 1st meeting of the steering committee for NITA's on demand transit study for DuPage County. Also had a productive meeting with Senator Ellman on showing what we do in Milton and connect our concerns. Working to review our Executive session minutes on biannual schedule. Also went to Cream of Wheaton
- B. Trustees Report/Comments (Trustees McGowen related the DuPage County Time capsule and the DuPage County Recorder's Flag Day event, Trustee McGrath was quite busy: attending seminar on how communities can finance solar. She reports Community Mental Health Board receiving grant applications at next meeting Aug 6 and much more. Trustee Pitts reported he was at Cream of Wheaton too, attended SALT meeting and next SALT meeting is July 13 Monday. No SALT meeting in August. There is a rare Prairie remnant at St Stephens Cemetery. Volunteers are welcome to join workdays pulling invasive plant species. Trustee Siemer is working with Clerk and Trustee Pitts to implement a system to review executive minutes. He is additionally offering his CPA experience to establish improved financial policies per the auditor suggestions for Milton Township.
- C. Milton Township Highway Department (Commissioner Drew) Storm had impacts and crews are cleaning fallen branches, replacing rotted culverts, and scarification of road surfaces to extend life of pavement for years will start July 6. Barry Ave drainage project is the 1st of 2 bids to replace all aprons on Barry Ave. Bid #2 is being conducted by DuPage County on Thursday. A 42" culvert is rotted out and being replaced by 2 separate culverts. DuPage County is contributing a \$30,000 grant and a crew. Aug 3 removing and replacing old underground fuel storage tanks including cleanup for environmental benefits. Work with the Arboretum to replace trees in parkways while looking for grants to reduce costs for homeowners. Building Milton Township's 4th of July parade float.
- D. Milton Township Cemetery Commission (Chair Ellis) June 27 Patriotic Concert and picnic 11 am at Pleasant Hill Cemetery will celebrate America's 250th. Aug 29 11 am optional Mass required by landowner Diocese of Joliet and celebration with picnic at St Stephen Cemetery. Pruned trees at Jewell Grove Cemetery. \$5 k grant has been

increased to \$20 K which will now pay for this tree work. Deborah Mrozinski, staff Grant Writer, was applauded for her success on this grant.

- E. Partner - Milton Township Food Pantry (Director Sezonov) Setting up Food drives for this year. Working with Wheaton Parks so that the revenue from a Wheaton Park District Concert concession will go to the pantry. They are now open Monday evenings from 4 to 6 pm so more working people can access food. Garden Works is now a regular weekly donor for veggies to the pantry. Deborah Mrozinski has planted veggies around the Township. The food pantry is finally going to receive a \$50K grant from the State of Illinois that was applied for in 2022 for freezer and fridge installation already completed.

V. Unfinished Business

- A. Financial Policy & Procedure Improvement Tracking - Report June 2026 covered in Chair report. 50% of all procedure and policy improvements conveyed in April 2026 have been implemented. Reporting will continue quarterly.
- B. Ethics Commission Appointments 2026-2028 – (Advice & Consent of Trustees) Filling vacancies in an ethics commission authorized by Ordinance 2004 – 3 as proposed by Supervisor Higgins-Beard. Motion to approve and appoint Ethics Commission members by Trustee Siemer, Second by Trustee McGowen. Motion passed. Ethics advisor 2026 – 2028 is Vicki Voukidis, Ethics Commission Members for 2026 – 2027/2028 are Marty Keller, Sandy Korrup and Bob Orr
- C. America's 250th events continue. Join us at the 4th of July parade, Pleasant Hill Cemetery event, & St. Stephen event.

VI. New Business

- A. Township Job Descriptions Presentation/Approval. Supervisor explained new Job descriptions pay scales and increasing hours. Moving part time communications role to full time 80% 32 hours with benefits. Will hire a part time Deputy Clerk. Part time bookkeeper to become full time 40 hours with benefits.
- B. Township Organizational Chart Presentation/Approval tabled
- C. Milton Township Nuisance Weed and Brush Ordinance Process and Costs Report. Ordinance 2011 – 08 remains in costs. Board acknowledged and voted on fee schedule adjusting for current costs. Costs mirror local Township and landscaping rates and are enforced after ordinance steps to allow homeowners to correct weed and brush ordinance violations. Discussion held about residents without ability to maintain property and living with low income. Motion, Trustee Pitts, Second, Trustee Siemer. Motion passed.
- D. Approval of TOIRMA Settlement, *Mary Lopez v. Christopher LeVan et. al.* Report from Attorney Bond that original Suit from years ago was for \$2,359,155.95. Settled for \$80,000 with no admission of liability. No cost to Township for settlement as covered by Township of Illinois Risk Management Association. Motion, Trustee Siemer; Second, Trustee McGowen. Roll Call: Trustee McGowen, yes; Trustee Siemer, yes; Trustee Pitts, yes; Supervisor Higgins- Beard, yes. Motion passed.

VII. Executive Session

Supervisor Higgins-Beard asks for a motion to go into executive session to consider

- A. Review of Executive Session Meeting Minutes, pursuant to 5 ILCS 120/2(c)(21)
- B. Semi-Annual Review of Executive Session Meeting Minutes, pursuant to 5 ILCS 120/2(c)(21) and
- C. Personnel, pursuant to 5 ILCS 120/2(c)(1) Motion to go into executive session to consider all three, Trustee Siemer so moves; Trustee Pitts offers a second. Motion passed.

VIII. Reconvene to Open Session at 7:37pm

IX. Matters Referred from Executive Session

- A. Approval of Executive Session Meeting Minutes Motion, Trustee Siemer; Second, Trustee Pitts. Motion passed.
- B. No other matters were considered.

- X. Adjournment Motion by Trustee Pitts, Second by Trustee Siemer. Motion passed. Meeting adjourned at 7:39 pm.

Signed:

Dan Bailey

Date: 6/18/2026

Dan Bailey, Town Clerk

Milton Township

Resolution NO.- 2026-R-10

**NOTICE OF TRANSFER OF FUNDS FROM THE CAPITAL FUND CHECKING ACCOUNT
TO CAPITAL FUND MONEY MARKET ACCOUNT**

WHEREAS, Milton Township ("Township") is a body corporate and politic existing and operating in the State of Illinois, pursuant to the Illinois Township Code, 60 ILCS 1.0 I et seq.; and

WHEREAS, the Supervisor and the Trustees of the Township (hereinafter "Town Board") constitute the governing authority for the Township and possess full power and authority to approve and pass all ordinances, resolutions, rules and regulations necessary for carrying into effect the objects for which the Township was formed, in accordance with the Illinois Township Code; and

WHEREAS, the Township Supervisor and the Town Board are committed to ensuring the effective administration of Township finances and services; and

WHEREAS, Regarding transfer of Funds into Money Market Accounts, the law specifically authorizes Townships to invest in Money Market Accounts, under the Public Funds Investment Act. 30 ILCS 235 0.01 *et. seq.*; and

WHEREAS, there exists in the Capital Projects Fund checking account funds not required for the immediate expenses from said Account, and which interest can accrue until such time as the Funds are required for said expenses, in the amount of \$1,224,908; and

WHEREAS, the estimated amount of proper and necessary charges and expenses of Milton Township against the Capital Projects Fund Checking Account is less than \$250 without Board motion for purchases; and

WHEREAS, the Supervisor, from time to time as needed, shall have the authority to make such transfers when the transfers are necessary and or in the best interests of the Township, which transfers shall be reflected in the records of the Township and are subject to Audit; and

WHEREAS, the Trustees of Milton Township desire to transfer funds from the Capital Projects Fund checking account to an interest-bearing [approx. 3.39%] Capital Projects Fund Money Market Account; and

WHEREAS, the Capital Projects Fund Money Market Account remains fully capitalized and liquid through WinTrust Wheaton Bank and Trust; and

WHEREAS, interest from this account will be accounted for as income, for use within the Township.

NOW THEREFORE, BE IT RESOLVED BY the Supervisor and the Trustees of Milton Township, it is hereby directed that the amount of \$1,224,08.00 in the checking account for Capital Projects ending 2125 be transferred to the Capital Projects Fund Money Market Account newly established of Milton Township, DuPage County.

ADOPTED this 15th day of October, 2026, by the Milton Township Board, DuPage County, Illinois.

<u>TOWNSHIP BOARD</u>	<u>AYE</u>	<u>NAY</u>	<u>ABSENT</u>
Paula McGowen, Trustee		—	—
Jacqueline McGrath, Trustee	—		—
Larry L. Pitts, Trustee	—		—
Stephen Siemer, Trustee	—		—
Elizabeth Higgins-Beard, Supervisor	—	—	

Elizabeth Higgins-Beard, Supervisor
Milton Township Board

ATTEST:

Dan Bailey, Township Clerk

Milton Township

Resolution NO.- 2026-R-11

**NOTICE OF TRANSFER OF FUNDS FROM THE PERMANENT ROAD CHECKING
ACCOUNT TO PERMANENT ROAD MONEY MARKET ACCOUNT**

WHEREAS, Milton Township ("Township") is a body corporate and politic existing and operating in the State of Illinois, pursuant to the Illinois Township Code, 60 ILCS 1.0 I et seq.; and

WHEREAS, the Supervisor and the Trustees of the Township (hereinafter "Town Board") constitute the governing authority for the Township and possess full power and authority to approve and pass all ordinances, resolutions, rules and regulations necessary for carrying into effect the objects for which the Township was formed, in accordance with the Illinois Township Code; and

WHEREAS, the Township Supervisor and the Town Board are committed to ensuring the effective administration of Township finances and services; and

WHEREAS, Regarding transfer of Funds into Money Market Accounts, the law specifically authorizes Townships to invest in Money Market Accounts, under the Public Funds Investment Act. 30 ILCS 235 0.01 *et. seq.*; and

WHEREAS, there exists in the Highway Department Permanent Road checking account funds not required for the immediate expenses from said Account, and which interest can accrue until such time as the Funds are required for said expenses, in the amount of up to \$2,900,000.00 and

WHEREAS, the estimated amount of proper and necessary charges and expenses of Milton Township against the Highway Department Permanent Road checking account is estimated to be for payroll and project-based costs which are paid on discrete dates; and

WHEREAS, the Supervisor, from time to time as needed, shall have the authority to make such transfers when the transfers are necessary and or in the best interests of the Township, which transfers shall be reflected in the records of the Township and are subject to Audit; and

WHEREAS, the Trustees of Milton Township desire to transfer funds from the Highway Department Permanent Road checking account to an interest-bearing [approx. 3.39%] Highway Department Permanent Road Money Market Account; and

WHEREAS, the Money Market Account remains fully capitalized and liquid through WinTrust Wheaton Bank and Trust; and

WHEREAS, interest from this account will be accounted for as income, for use within the Highway Road and Bridge Operating Accounts.

NOW THEREFORE, BE IT RESOLVED BY the Supervisor and the Trustees of Milton Township, it is hereby directed to fund the amount of up to \$2,900,000.00 in the Highway Department Permanent Road checking account ending 0789 be transferred to the Highway Department Money Market Account (ending 3256) of Milton Township, DuPage County.

ADOPTED this 15th day of October, 2026, by the Milton Township Board, DuPage County, Illinois.

<u>TOWNSHIP BOARD</u>	<u>AYE</u>	<u>NAY</u>	<u>ABSENT</u>
Paula McGowen, Trustee		_____	_____
Jacqueline McGrath, Trustee	_____		_____
Larry L. Pitts, Trustee	_____		_____
Stephen Siemer, Trustee	_____		_____
Elizabeth Higgins-Beard, Supervisor	_____	_____	

Elizabeth Higgins-Beard, Supervisor
Milton Township Board

ATTEST:

Dan Bailey, Township Clerk

Milton Township

Resolution NO.- 2026-R-12

**NOTICE OF TRANSFER OF FUNDS FROM THE TOWNSHIP
OPERATING CHECKING ACCOUNT
TO TOWNSHIP OPERATING MONEY MARKET ACCOUNT**

WHEREAS, Milton Township ("Township") is a body corporate and politic existing and operating in the State of Illinois, pursuant to the Illinois Township Code, 60 ILCS 1.0 *et seq.*; and

WHEREAS, the Supervisor and the Trustees of the Township (hereinafter "Town Board") constitute the governing authority for the Township and possess full power and authority to approve and pass all ordinances, resolutions, rules and regulations necessary for carrying into effect the objects for which the Township was formed, in accordance with the Illinois Township Code; and

WHEREAS, the Township Supervisor and the Town Board are committed to ensuring the effective administration of Township finances and services; and

WHEREAS, Regarding transfer of Funds into Money Market Accounts, the law specifically authorizes Townships to invest in Money Market Accounts, under the Public Funds Investment Act. 30 ILCS 235 0.01 *et. seq.*; and

WHEREAS, there exists in the Township Operating checking account funds not required for the immediate expenses from said Account, and which interest can accrue until such time as the Funds are required for said expenses, in the amount of \$1,500,000.00; and

WHEREAS, taxing-based income arrives between June-October annually to be spent throughout the fiscal year; and

WHEREAS, the Supervisor, from time to time as needed, shall have the authority to make such transfers when the transfers are necessary and or in the best interests of the Township, which transfers shall be reflected in the records of the Township and are subject to Audit; and

WHEREAS, the Trustees of Milton Township desire to transfer funds from the Township Operating checking to an interest-bearing [approx. 3.39%] Township Operating Money Market Account; and

WHEREAS, the Money Market Account remains fully capitalized and liquid through WinTrust Wheaton Bank and Trust; and

WHEREAS, interest from this account will be accounted for as income, for use within the Township Operations including but not limited to General Assistance.

NOW THEREFORE, BE IT RESOLVED BY the Trustees of Milton Township, it is hereby directed to fund the amount of up to \$1,500,000.00 in the checking account for Township Operating ending 0339 be transferred to the Money Market Account Township Reserve Fund newly created of Milton Township, DuPage County.

ADOPTED this 15th day of October, 2026, by the Milton Township Board, DuPage County, Illinois.

<u>TOWNSHIP BOARD</u>	<u>AYE</u>	<u>NAY</u>	<u>ABSENT</u>
Paula McGowen, Trustee		_____	_____
Jacqueline McGrath, Trustee	_____		_____
Larry L. Pitts, Trustee	_____		_____
Stephen Siemer, Trustee	_____		_____
Elizabeth Higgins-Beard, Supervisor	_____	_____	

Elizabeth Higgins-Beard, Supervisor
Milton Township Board

ATTEST:

Dan Bailey, Township Clerk

MILTON TOWNSHIP

REQUEST FOR PROPOSALS

Banking and Treasury Services

Primary Depository and General Banking Relationship

RFP No.: BTS-2026-01

Issue Date: OCTOBER 16, 2026

Proposal Due: NOVEMBER 12 at End of Day

Submit To: Milton Township Supervisor,

Point of Contact

Elizabeth “Buffy” Higgins-Beard, Township Supervisor

[\(630\) 668-1616](tel:6306681616) | b.higginsbeard@miltontownship.net

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1. Introduction and Purpose

1.1 Purpose

MILTON TOWNSHIP (the “Township”) is soliciting proposals from qualified financial institutions (“Proposers”) to serve as its primary depository and to provide general banking and treasury management services. The Township intends to select one institution to provide the services described in this Request for Proposals (“RFP”), although it reserves the right to make awards for individual service components or to select more than one institution if doing so is in its best interest.

1.2 Objectives

Through this competitive process the Township seeks to:

- Obtain high-quality, reliable banking services at a fair and transparent total cost.
- Safeguard public funds through strong collateralization, safekeeping, and fraud-prevention controls.
- Modernize receipts and disbursements with efficient electronic payment, deposit, and reporting tools.
- Ensure seamless integration with the Township’s general ledger and financial software.
- Establish a responsive, service-oriented relationship with a dedicated relationship team.
- Demonstrate transparency, fairness, and accountability in the selection of a public depository.

1.3 Contract Term

The Township anticipates an initial contract term of five (5) years, beginning on or April 1, 2027, with the option to renew for up to two (2) additional one (1)-year periods upon mutual written agreement. Pricing must be firm for the initial term unless the Proposer clearly identifies, in its fee proposal, any proposed adjustment mechanism.

1.4 Definitions

Term	Meaning
Township	MILTON TOWNSHIP, including its departments, [and component units listed here].
Proposer	A financial institution submitting a proposal in response to this RFP.
Selected Bank	The Proposer with which the Township enters into a contract.
Governing Body	The Board of Trustees of the Township.
Business Day	A day on which the Federal Reserve Banks are open for business.

2. Background

2.1 About the Township

Item	Information
Form of government	Supervisor, Highway Commissioner, Assessor, Board of Trustees
Population (most recent estimate)	125,000
Fiscal year	April 1 – March 31
Total annual budget (all funds)	\$9 million
Approximate number of employees	40
Payroll frequency	Bi-weekly
Accounting and utility billing systems	Quik Books, BILL Pay
Independent auditor	Sikich and Associates

2.2 Current Banking Relationship

The Township’s current depository is Wheaton Bank & Trust (WinTrust), with which it has had a relationship since approximately 2000. The Township currently maintains approximately 12 accounts. A summary of current accounts, service volumes, and average balances appears in Appendix C. The incumbent bank is eligible to submit a proposal.

2.3 Governing Policies and Statutes

Services provided under this RFP must comply with all applicable federal, state, and local laws governing the deposit and investment of public funds, including State statutes, the Township’s adopted Investment Policy, and the banking and cash management provisions of the Township’s Financial Policies and Procedures Manual. Copies of these policies are available on request or **at [URL]**.

3. RFP Schedule

The Township anticipates the following schedule. Dates are subject to change; any changes will be communicated by written addendum.

Event	Date / Time
RFP issued	10/16/2026
Optional pre-proposal conference (in person / virtual)	TBD
Deadline for written questions	10/31/26
Township’s responses issued by addendum	11/13/26
Proposals due	12/4/26

Event	Date / Time
Evaluation and short-list notification	12/11/26
Recommendation to Governing Body	12/17/26
Board Approval	12/17/26
Target conversion / go-live	2/1/2027

4. Instructions to Proposers

4.1 Single Point of Contact

All communications regarding this RFP must be directed in writing to the Point of Contact identified on the cover page. From the issue date until an award is announced, Proposers must not contact any elected official, employee, or evaluation committee member of the Township about this RFP. Violation of this provision may result in disqualification.

4.2 Questions and Addenda

Written questions must be submitted by email to the Point of Contact by the deadline in Section 3. Questions and responses will be issued to all known Proposers as written addenda. Only written addenda are binding; oral statements are not. Proposers must acknowledge each addendum in their proposal.

4.3 Submission Requirements

- Submit one (1) original and one (1) electronic copy in PDF format.
- Mark the outside of the package: “RFP 2 – Banking and Treasury Services” and the Proposer’s name.
- Proposals must be received by the Township no later than the date and time stated on the cover page. Late proposals will not be considered and will be returned unopened.
- Proposals must be signed by an officer authorized to bind the Proposer.

4.4 Proposal Validity

Proposals must remain valid and irrevocable for one hundred eighty (180) calendar days after the due date.

4.5 Cost of Preparing Proposals

All costs of preparing and submitting a proposal, including any presentations or site visits, are the sole responsibility of the Proposer. The Township will not reimburse any such costs.

4.6 Public Records and Confidentiality

Proposals become public records upon opening or upon award, as provided by the state of Illinois public records act. A Proposer that considers any portion of its proposal to be a trade secret or otherwise

exempt from disclosure must clearly mark that portion as confidential and cite the legal basis for the exemption. The Township will not be liable for disclosure of any information required by law to be released.

4.7 Rights Reserved by the Township

The Township reserves the right to: (a) reject any or all proposals; (b) waive minor informalities or irregularities; (c) request clarification or additional information from any Proposer; (d) negotiate with one or more finalists, including requesting best-and-final offers; (e) cancel or reissue this RFP; and (f) award on the basis it determines to be most advantageous to the Township. Issuance of this RFP does not obligate the Township to award a contract.

4.8 Conflicts of Interest and Non-Collusion

Each Proposer must disclose any actual or potential conflict of interest, including any financial relationship with an elected official, employee, or advisor of the Township, and must certify that its proposal has been prepared independently and without collusion (see Appendices A and B).

4.9 Subcontractors and Joint Proposals

The Proposer will be solely responsible for all services under the contract, including any performed by subcontractors or affiliates. Proposers must identify all proposed subcontractors and the functions each will perform. The Township may reject any subcontractor.

5. Minimum Qualifications

To be considered, a Proposer must demonstrate that it meets all of the following at the time of submission:

- Is a federally or state-chartered bank, savings institution, or other institution authorized under State of Illinois statute to serve as a depository of public funds in Illinois.
- Is insured by the Federal Deposit Insurance Corporation (FDIC).
- Maintains a branch within the boundaries of the Township.
- Has at least five (5) years of experience providing treasury management services to municipal or other governmental entities of comparable size and complexity.
- Meets or exceeds regulatory capital requirements and is rated “well capitalized” under federal prompt-corrective-action standards.
- Is not currently subject to a formal enforcement action, consent order, or debarment that would impair its ability to perform the services.
- Can meet all collateralization and safekeeping requirements applicable to public deposits.
- Can provide the references and financial information requested in this RFP.

6. Scope of Services

Proposers must describe how they will provide each of the following services. Where a service is not offered, or is offered only with limitations, the Proposer must say so explicitly. Items designated “optional” will be evaluated separately and may be awarded at the Township’s discretion.

6.1 Depository and Account Services

- Establish and maintain all Township accounts, including general operating, payroll, accounts payable, bonds, grants, trust and agency, and capital project accounts, with the ability to open additional accounts as needed.
- Provide account structures that support zero-balance and target-balance arrangements, sub-accounting, and segregation of funds by fund or department.
- Provide daily, monthly, and annual statements, and bank confirmations for the Township’s annual audit.
- Provide interest-bearing account options with the interest rate or earnings credit defined by an index-based or fixed formula specified in the proposal.

6.2 Collateralization and Safekeeping

- Collateralize all deposits in excess of federal deposit insurance to the level required by the State of Illinois, and in no event below 102% of uninsured deposits.
- Pledge only eligible securities as defined by law and the Township’s Investment Policy, held by an independent third-party custodian in the Township’s name or in a segregated account.

- Provide collateral reports at least monthly, with market valuation, and adjust pledged collateral promptly when deposits fluctuate.
- Provide documentation supporting the Township’s deposit-risk disclosures under GASB requirements.

6.3 Disbursement Services

- Check processing, including positive pay with payee verification, reverse positive pay, and check-image retrieval.
- ACH origination for vendor payments and payroll, including same-day ACH, with approval workflows and dual controls.
- Domestic and international wire transfers, with template-based and repetitive wire capabilities and callback or multi-factor authentication.
- Virtual card, commercial card, and purchasing card programs, including rebate structure and administrative controls.

6.4 Receipts and Collections

- Remote deposit capture (scanner or mobile) for departments that receive payments in the field.
- Secure online, phone, and in-person payment acceptance, including credit/debit card and e-check processing (merchant services), with transparent pass-through of interchange and a clear treatment of any convenience fee.
- ACH debit and autopay services for recurring customer payments.

6.5 Online Banking, Reporting, and Integration

- A secure, web-based treasury management portal with role-based access, dual authorization, user-level audit trails, and prior-day and intraday reporting.
- Standard bank-reporting formats (BAI2, CSV, and other formats) and automated transmission of account data to the Township’s general ledger and cash-reconciliation tools.
- Automated bank reconciliation services, including full and partial reconciliation (optional).
- Availability of system upgrades, release notes, and administrative support for user setup.

6.6 Investment and Sweep Services

- Automated overnight sweep options into interest-bearing, collateralized or government-money-market investments that comply with the Township’s Investment Policy & State guidelines.
- Access to eligible public-funds investment programs and safekeeping of purchased securities (optional).

6.7 Fraud Prevention and Information Security

- Describe fraud-prevention products (positive pay, ACH debit filters and blocks, payee positive pay, account-takeover monitoring) and their cost.

- Provide current independent security assurance, such as a SOC 1 Type II and SOC 2 Type II report, and describe encryption, multi-factor authentication, and vulnerability-management practices.
- Describe the incident-response and breach-notification process, including notification timelines to the Township.
- Describe business-continuity and disaster-recovery capabilities and recovery-time objectives for treasury platforms.

6.8 Account Analysis and Fees

- Provide a monthly account analysis statement itemizing each service, volume, unit price, and total fees, along with the earnings credit rate applied and how it is determined.
- Specify whether fees will be paid by direct payment, by balance compensation, or by a combination, and how any surplus earnings credit is treated.
- Commit to advance written notice of any fee changes, as specified in Section 9.

6.9 Relationship Management and Customer Service

- Assign a dedicated relationship manager and a treasury management officer with public-sector experience, along with named back-ups.
- Provide a customer-service line with defined hours and escalation procedures, and describe the service-level standards the Proposer commits to.
- Conduct at least [annual] relationship reviews with the Township's finance staff, including review of fees, services, and emerging products.

6.10 Optional and Ancillary Services

Proposers may describe other services that could benefit the Township, such as credit facilities or lines of credit, tax-exempt financing, municipal leasing, or community-support programs. Optional services will not be scored unless specifically identified in Section 8 but may be considered in the final selection.

7. Proposal Format and Content

Proposals must be organized in the order below, with each section clearly tabbed or labeled. Proposals should be concise and should avoid promotional material not directly responsive to this RFP.

Tab	Section	Required Content
A	Cover Letter	Signed by an authorized officer; confirms acceptance of RFP terms and identifies the primary contact.
B	Executive Summary	Concise overview of the Proposer's qualifications and key strengths (no more than [two] pages).
C	Qualifications and Experience	Institution profile (Appendix D), public-sector experience, the proposed team and résumés, and number of municipal clients.
D	Approach to Scope of Services	Point-by-point response to each item in Section 6, noting exceptions and optional services.
E	Technology and Security	Platform description, integration capabilities, security certifications, and business continuity.
F	Implementation Plan	Timeline, responsibilities, risks, and training approach.
G	Fee Proposal	Completed Appendix E, plus the earnings credit rate, interest rate proposals, and any assumptions.
H	References	At least [three (3)] municipal or governmental references on the Appendix F form.
I	Financial Information	Most recent annual report and regulatory call reports for the past [three] years, and current ratings (if any).
J	Required Forms	Signed Appendices A and B, and other forms listed in Appendix G.

8. Evaluation and Selection

8.1 Evaluation Process

An evaluation committee appointed by the Township will review proposals in the following stages: (1) administrative review for completeness and minimum qualifications; (2) written evaluation and scoring against the criteria below; (3) a short list of finalists, who may be asked to make presentations and answer questions; (4) reference checks and, if desired, negotiation and best-and-final offers; and (5) a recommendation to the Governing Body.

8.2 Evaluation Criteria

Criterion	Maximum Points	Weight
Qualifications, experience, and public-sector expertise	15	15%
Approach to scope of services and service capabilities	25	25%
Technology, integration, security, and fraud prevention	15	15%
Implementation plan and transition support	10	10%
Fee proposal and earnings-credit/interest terms (total cost)	25	25%
References and financial strength	10	10%
Total	100	100%

The fee proposal will be scored by comparing each Proposer's estimated annual total cost, based on the volumes in Appendix C, to the lowest-cost proposal [formula to be specified by the Township]. Estimated net cost will consider fees, earnings credits, and interest earned on balances.

8.3 Award

The Township intends to award to the Proposer whose proposal is the most advantageous to the Township, considering all evaluation criteria. Award is contingent on approval by the Governing Body and execution of a written agreement.

9. Contract Terms and Conditions

The Selected Bank will be required to enter into a written agreement in a form acceptable to the Township. Proposers should identify in their proposals any exceptions to the terms below or to the Township's standard agreement; unidentified exceptions will be deemed waived.

9.1 Contract Documents. The contract will consist of the Township's agreement, this RFP and any addenda, the selected proposal, and the Bank's standard account and service agreements, in that order of precedence in the event of conflict.

9.2 Term and Renewal. As described in Section 1.3.

9.3 Termination. The Township may terminate the agreement for convenience upon ninety (90) days' written notice, and immediately for cause, including breach, loss of eligibility to hold public deposits, failure to maintain required collateral, or a material adverse regulatory action. The Bank may terminate only upon one hundred eighty (180) days' written notice and must cooperate fully in an orderly transition.

9.4 Fees and Changes. Fees will be as set out in the accepted fee proposal. Any fee increases or new fee requires at least [ninety (90)] days' advance written notice and the Township's written approval.

9.5 Insurance and Bonding. The Bank must maintain fidelity bond, errors-and-omissions, and cyber liability coverage in amounts acceptable to the Township, and provide certificates on request.

9.6 Indemnification. The Bank will indemnify and hold harmless the Township and its officials, officers, and employees from claims arising from the Bank's negligence or breach of the agreement to the extent permitted by law.

9.7 Compliance with Laws. The Bank must comply with all applicable federal, state, and local laws, including public-funds deposit and collateral statutes, anti-money-laundering requirements, nondiscrimination provisions, and E-Verify or other jurisdiction-specific requirements.

9.8 Records and Audit. The Bank will retain records relating to the Township's accounts for at least seven (7) years and make them available to the Township and its auditors on request. The Bank will provide timely responses to audit confirmation requests.

9.9 Data Security and Confidentiality. The Bank will safeguard Township data using industry-standard controls, will not use Township data for marketing without written consent, and will notify the Township of any security incident affecting its data within seventy-two (72) hours of discovery.

9.10 Assignment and Change of Control. The Bank may not assign the agreement without the Township's written consent, and must promptly notify the Township of any merger, acquisition, or change of control.

9.11 Governing Law and Venue. The agreement will be governed by the laws of Illinois, with venue in DuPage County.

Appendix A – Proposer Certification and Signature Form

The undersigned, being duly authorized to bind the Proposer, certifies that:

- The Proposer has read and understands the RFP and all addenda and agrees to the terms and conditions in the RFP except as specifically noted in its proposal.
- The information in the proposal is true, accurate, and complete, and the proposal is valid for 180 days after the due date.
- The Proposer meets all minimum qualifications in Section 5 and is eligible to hold public deposits in Illinois.
- The Proposer is not currently debarred, suspended, or otherwise excluded from doing business with any federal, state, or local government.

Item	Response
Legal name of institution	
Charter type and regulator	
Address	
Authorized signatory (name and title)	
Signature	
Date	
Phone / Email	

Appendix B – Non-Collusion and Conflict-of-Interest Affidavit

The undersigned certifies, under penalty of perjury, that:

- The proposal was prepared independently, without consultation, communication, or agreement with any other Proposer or competitor for the purpose of restricting competition.
- The Proposer has not offered, given, or agreed to give any gift, gratuity, or thing of value to any official or employee of the Township in connection with this RFP.
- The Proposer has disclosed below any actual or potential conflict of interest, including any relationship with an official, employee, or consultant of the Township.

Disclosures (write “None” if not applicable): _____

Item	Response
Name and title	
Signature	
Date	
Notary / witness (if required by [State])	

Appendix C – Current Banking Profile

The following information is provided for pricing purposes and is based on [period, e.g., the twelve months ended Month YYYY]. Volumes are estimates; the Township does not guarantee them.

C-1. Accounts

Account	Type	Avg. Monthly Balance	Interest / Sweep
General operating (8 levied accounts)	[Checking]	\$5,000,000	N
Accounts payable	[ZBA]	[\$]	[N]
Payroll	Checking	\$100,000	N
Reserves (8 accounts)	MMA/CD's	\$4,000,000	Y

C-2. Monthly Service Volumes

Service	Monthly Volume	Notes
Checks paid (all accounts)	85-100	
Deposits (branch / remote)	20 (branch & remote)	
Online banking users	6	
ACH credits originated (vendor / payroll)	30	
ACH debits received / originated	0	
Incoming / outgoing wires (domestic)	10/4	
Positive pay items	10-20	
Lockbox items	0	
Card transactions / dollar volume	80-100, \$30,000	CC's (Town, Assessor, Hwy)
Armored car pickups	0	

Appendix D – Institution Profile Questionnaire

Item	Proposer Response
Legal name, charter, and primary regulator	
Year established; parent holding company	
Total assets and total deposits	
Tier 1 leverage ratio / total risk-based capital ratio	
Most recent regulatory rating (e.g., CAMELS – if disclosable) or third-party rating	
Number of local branches and ATMs; distance to Town Hall	
Number of municipal / government clients served	
Number of years serving public-sector clients	
Proposed relationship team and years of public-sector experience	
Pending or threatened litigation or enforcement actions (past 5 years)	
Recent or planned mergers, acquisitions, or core-system conversions	
Community reinvestment rating and local reinvestment activities	
SOC 1 / SOC 2 report date and any qualified opinions	

Appendix E – Fee Proposal Schedule

E-1. Service Fees

Complete all items. Where a service is included at no charge, enter “\$0.00.” Where a service is not offered, enter “N/A.” Proposers may add items for services not listed. Unlisted fees may not be assessed unless approved in writing by the Township.

Service	Unit	Unit Price	Est. Monthly Volume	Est. Monthly Cost
Monthly account maintenance	Per account			
Deposits	Per deposit			
Deposited items	Per item			
Checks paid	Per item			
Positive pay (incl. payee verification)	Per item / month			
ACH origination	Per item			
ACH file / batch	Per batch			
Same-day ACH	Per item			
Wire – domestic incoming	Per wire			
Wire – domestic outgoing	Per wire			
Remote deposit capture	Per month / item			
Lockbox	Per item / month			
Online banking / treasury portal	Per month			
Armored car / cash vault	Per pickup			
Merchant / card processing	Discount rate + per item			
Account reconciliation	Per month / item			
Collateral / safekeeping	Per month			
Implementation / conversion	One-time			
[Other services]				

E-2. Interest and Earnings Terms

Interest and Earnings Terms	Proposer Response
Interest rate on operating account (index and spread)	
Earnings credit rate (ECR) and how it is set	
Interest rate on sweep or money-market option	
Handling of excess earnings credits	
Rate guarantee period and proposed adjustment mechanism	

Appendix F – References

Provide at least three (3) governmental references of comparable size and complexity for whom services similar to those requested have been provided within the past five years. Include at least one reference for a client that has recently converted to your institution.

Item	Reference 1
Entity name	
Contact name / title	
Phone / Email	
Services provided	
Length of relationship	

Item	Reference 2
Entity name	
Contact name / title	
Phone / Email	
Services provided	
Length of relationship	

Item	Reference 3
Entity name	
Contact name / title	
Phone / Email	
Services provided	
Length of relationship	

Appendix G – Submission Checklist

Proposers should confirm that each of the following is included before submitting.

✓	Item	Reference
☐	Cover letter signed by an authorized officer	Tab A
☐	Executive summary	Tab B
☐	Qualifications, experience, and team résumés	Tab C
☐	Response to every item in the Scope of Services	Tab D
☐	Technology, security, and SOC reports	Tab E
☐	Implementation plan and timeline	Tab F
☐	Completed Fee Proposal Schedule and interest/earnings terms	Appendix E
☐	Three or more references	Appendix F
☐	Financial statements and regulatory reports	Tab I
☐	Proposer Certification and Signature Form	Appendix A
☐	Non-Collusion and Conflict-of-Interest Affidavit	Appendix B
☐	Institution Profile Questionnaire	Appendix D
☐	Acknowledgment of all addenda	Appendix A
☐	Required number of copies (paper and electronic)	Section 4.3

Milton Township

Resolution No. 26-R- ____

**A RESOLUTION OPPOSING THE PLACEMENT OF AUTOMATIVE LICENSE PLATE
READER CAMERAS IN MILTON TOWNSHIP, DUPAGE COUNTY, ILLINOIS**

WHEREAS, Milton Township (“Township”) is a body corporate and politic existing and operating in the State of Illinois, pursuant to the Illinois Township Code, 60 ILCS 1.01 *et seq.*; and

WHEREAS, the Supervisor and the Trustees of the Township (hereinafter “Town Board”) constitute the governing authority for the Township and possess full power and authority to approve and pass all ordinances, resolutions, rules and regulations necessary for carrying into effect the objects for which the Township was formed, in accordance with the Illinois Township Code; and

WHEREAS, the Township Supervisor and the Town Board are committed to ensuring the effective administration of Township finances and services for the Residents of the Township; and

WHEREAS, the Township possesses the authority, pursuant to the Illinois Township Code, to adopt ordinances and pass resolutions pertaining to the public health, safety, and welfare of the Township; and

WHEREAS, Milton Township acknowledges the significant public safety benefits that Automative License Plate Readers (ALPRs) provide, as a technology utilized by law enforcement to identify License Plates of stolen vehicles, endangered persons and serious crimes; and

WHEREAS, Milton Township recognizes that the State of Illinois currently regulates the permitted use of ALPRs; and

WHEREAS, the technology of ALPRs has evolved whereby the cameras not only identify and record License Plate Numbers, they are capable of recognizing and capturing more than just the License Plate Numbers; and

WHEREAS, the ALPRs are capable, and being used by law enforcement as part of a surveillance network, infringing on the rights of ordinary citizens within the Township; and

WHEREAS, there have been a number of incidents of misuse and abuse of the information acquired from ALPRs by law enforcement; and

WHEREAS, until such time as Illinois passes a comprehensive State-wide regulatory framework for ALPRs, the Township opposes the placement and use of said surveillance cameras within the boundaries of Milton Township.

WHEREAS, the Town Board finds it in the best interests of the residents of Milton Township to oppose the placement and use of ALPRs in Milton Township until the use of said surveillance is properly regulated.

NOW THEREFORE BE IT RESOLVED, by the Supervisor and Board of Trustees of Milton Township, DuPage County, Illinois as follows:

SECTION 1: That the above recitals contained in the preamble to this Resolution are true and correct and are hereby incorporated into this Resolution as if fully set forth herein.

SECTION 2: The Township Supervisor is authorized and directed to take such action on behalf of Milton Township, as may be required to put into effect the position of the Township as it pertains to eliminating License Plate Reader Cameras in Milton Township.

SECTION 3: The Township Administrator, Staff and/or the City Attorney shall take the steps necessary to put the terms and conditions of this Resolution into effect.

SECTION 4: That all ordinances and resolutions, or parts thereof, in conflict with the provisions of this Resolution are, to the extent of such conflict, hereby repealed.

SECTION 5: That this Resolution shall be in full force and effect from and after its adoption, approval and publication in pamphlet form as provided by law.

ADOPTED AND APPROVED this ____ of ____ 2026, by the Supervisor and the Board of Trustees of Milton Township, Illinois.

ATTEST:

Elizabeth Higgins-Beard, Supervisor
Milton Township Board

Dan Bailey, Township Clerk