



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

(630) 668-1616 | 1492 N. Main St. Wheaton, IL 60187 | www.miltontownship.net

Wednesday April 8th, 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

MINUTES

- I. Call to Order at 6:01pm
 - A. Mission Moment – Increase in families needing help and families fed weekly from 25 families in May to 50 families usually in November. But last week was 139 families. Appreciation for our partner in the Milton Township Food Pantry and the efforts of its volunteers, staff and donors.
 - B. Pledge of Allegiance Led by Trustee McGrath
 - C. Attendance Roll: Call Trustee McGowen, here; Trustee McGrath, here; Supervisor Higgins-Beard, here; Trustee Siemer, here; Trustee Pitts, here; Clerk Bailey, here.
 - D. Approval of Agenda. Motion, Trustee Siemer; Second, Trustee Pitts. Agenda is approved.
 - E. Approval of Minutes of Regular Meeting March 19, 2026. Motion, Trustee McGrath; Second, Trustee Pitts. Motion approved.
 - F. Approval of Claims in the amount of \$252,193.72. Motion, Trustee McGrath; Second, Trustee Pitts. Roll Call: Trustee Siemer, yes; Trustee Pitts, yes; Trustee McGrath, yes; Trustee McGowen, yes; Supervisor Higgins-Beard, yes. Motion approved.
- 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) No comments were received.
- III. Chair's Report
 - A. Chair's Report Helped at SCARCE recycling event Sat 11 am at DuPage County Fairgrounds. New accessibility bumper stickers and cards for those with visual, hearing, autism, physical disability and dementias. www.miltontownship.net website will be accessible. Community events upcoming. New CERT class starts Thursday. LIHEAP use continues to be high. Part-time bookkeeper is now permanent. Performance reviews are done. Deputy Clerk position is open.
 - B. General Assistance Lots of referrals. See the Human Services Report!
 - C. Miscellaneous/Other

IV. Reports

- A. Town Clerk Report/Comments (Clerk Bailey) Preparations for the Annual Town Hall Meeting (ATM) are ongoing. The ATM is on Tuesday April 14, at 7 pm.
- B. Trustees Report/Comments (Trustee McGrath) Shared that there will be an event on Mosquitos with an environmental health professor on May 6, at 7 pm at the Milton Township Office at 1492 N Main in Wheaton; (Trustee Pitts) reports tree trimming is done at Jewell Grove; (Trustee Siemer) meeting auditor.
- C. Milton Township Highway Department, (Highway Commissioner Drew) Highway is running smoothly. Highway Commissioners met today. Brush pick up is May 19. Website and Facebook are running smoothly.
- D. Milton Township Cemetery Authority Commission (Chair Ellis unable to join us)
- E. Assessor Report (Assessor LeVan) Assessors office is rushing to get property assessed by November. EAV Equalized Assessed Value of Milton Township Properties is up by 1.1 billion to 7.5 billion total of all properties. Negotiations continue with Com Ed.

V. Unfinished Business

- A. Annual Town Meeting (ATM) Preparation. Required notices are posted in the Daily Herald and other locations. The ATM is on Tuesday April 14, 7 pm at the Wheaton Park District Roy Morrill Community Center, 1777 S Blanchard St, Wheaton in the Auditorium. Doors open at 6 pm to sign in and check your voter registration to be able to be an “elector” and to vote at this meeting. Construction causes rerouting for attendees. Accessibility will be maintained for all. The agenda is online or at the back table. Addressing the complaints of previous ATM’s about long lines and ability to hear the speakers and more complete directions to try to make sure all know what is happening and what their part is. ATM is structured to give the residents a voice in our township.
- B. FY 2027 Budget – Highway. Similar chart of account items were combined to simplify Commissioner Drew explained. Changes/improvements in apps like Go.Gov raised some costs. Salaries are up with addition of one employee to fill opening. Also adding two part-time summer employees. Engineering costs are down 52.9% by doing some engineering prep and other work in house with a goal of cutting \$1.3M in expenses. Drainage is now a bigger problem than roads.
- C. FY 2027 Full Budget Reading. We are Modernizing the Township, Expanding Services and Providing Local Solutions. New Website is coming. Starting to use Go.Gov to streamline services. Public event plan adds quarterly community sessions, trainings, and more senior events. Increasing investments in our communities most vulnerable. 708 Community Mental Health Board asks for \$1.5 million. America 250 events Sat May 16 at Jewell Grove. #Milton250Acts of Service encourages neighbors to help around Milton and report to Milton for recognition. Special Police costs are down 41%. MAD Mosquito Abatement District costs are down 28%. Interested residents have until our May 21 board meeting to consider the new budget which is online.

VI. New Business

- A. Discussion Township Government Benefits considering Wendell Cox Report. Benefits, pros/cons. Illinois has 7000 govt bodies. Some do not tax. Townships' various benefits include no duplication of services. GA, Senior's service, mental health etc. are not provided by other units of government. Plans to reduce townships provide 90% of tax savings to other units of government, with only 10% to taxpayers. Letter of support for township government to be written by Assessor LeVan with help from Trustee McGowen.
- B. Appointment of Code Enforcement Resolution 26 R 004 Officers Mike Drew and Naresh Nair to handle code, parking and driveway tickets with adjudication Office at DuPage County. Motion, Trustee Siemer; Second, Trustee Pitts. Roll Call: Trustee Pitts, yes; Trustee Siemer, yes; Trustee McGrath, yes; Trustee McGowen, yes; Supervisor Higgins-Beard, yes. Motion passed

VII. Executive Session Property Discussion on property per 5ILCS 120/2(c)(11). No action will be taken. Motion Trustee Pitts, Second, Trustee McGrath Motion passed.

VII. Adjournment to go into Executive Session at 7:02pm

Signed: Dan Bailey

Date: 4/8/2026

Dan Bailey, Town Clerk

Annual Meeting: Tuesday April 14 7PM, Check in starts at 6PM
Wheaton Community Center, 1777 S. Blanchard Street, Wheaton in Auditorium



Thursday, March 26th, 2026

5:00 p.m. – Special Budget Workshop

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

MINUTES

- I. Call to Order - 5pm
 - A. Pledge of Allegiance by Clerk Bailey
 - B. Attendance Roll Call Supervisor Higgins-Beard, here; Trustee Pitts, here; Trustee Siemer, here; Trustee McGrath, here; Trustee McGowen, here; Assessor LeVan, here; Highway Commissioner Drew, absent; Clerk Bailey, here.
 - C. Approval of Agenda Trustee Pitts motion; Trustee McGowen 2nd Motion to amend agenda to let Assessor LeVan speak earlier by Trustee Siemer 2nd by Trustee McGowen. All in favor of agenda as amended.
- II. Public Comment (Limited to 3 minutes per person, Public called in the order Comment Request was submitted. Total allotted time for Public Comment is 30 minutes.)
- III. Salary Workshop:
 - A. Town/Facility/Capital budgets: Supervisor Higgins-Beard went over her goals with Abigail Sherman going over and highlighting any significant budget changes. Supervisor proposes more modernization efforts, enhancement of quality services and provision of local solutions. Salary schedule and COLA increases proposed. Investments in bookkeeper and communications continue in line with FY26; staffing levels same as FY26. Service investments in supporting our vulnerable neighbors with financial assistance, continuing monthly senior BINGO and SALT events, use of digital resource for medical closet and weed enforcement, modernization of financial procedures, cemetery upgrades, increased maintenance and cleaning in Town Hall as foot traffic increases, quarterly speaker series including first panel on mosquito abatement, and America's 250 events. Continued commitment to public outreach and partnerships to look to aid and serve neighbors.
 - B. Assessor budget: Assessor LeVan Increase of 1.9% which is in line with CPI. 77% of budget is for salaries. Assessor Office comes in under budget every year for 13 years.
 - C. CERT: Trustee Siemer comments on a reasonable balanced budget
 - D. Cemetery: Trustee Pitts described improvements in the Cemeteries.
 - E. SALT: Supervisor Higgins-Beard questioned if there are gaps that we could fill in services for our residents learning from other townships. Robust discussion on General Assistance grants growth and the Board's commitment to supporting neighbors.
 - F. CHMB: Trustee McGrath New innovative ways are being used with capacity grants to strengthen grantees. Proposing granting \$1.3M in awards in FY27.

Working to allot some overage from reserves in proposed budget.

- G. Special Police levy is more than needed each year, so reserve has been growing. FY27 levy reduces this accounting line over 40%. Mosquito Abatement District has similar excess too and FY27 reduces this accounting line over 25%. All service levels remain the same. Will be taking question to voters at 2026 annual meeting regarding reallocation of excess reserves in these specific two levy accounts beyond 6 months, reallocating to capital Town fund.
- H. Highway budget: Commissioner Drew unable to attend.
 - 1. Abbie will put MTHD budget in the same format as the rest of the budget.

IV. Adjourn Trustee McGrath moves, Trustee McGowen 2nd. All in favor. Meeting adjourns at 5:56

Signed: *Dan Bailey*

Date: 3/26/2026

Dan Bailey, Town Clerk

Next Meetings:

April Board Meeting: **Wednesday April 8th, 2026, 6:00 PM at Town Hall**

Annual Township Meeting: **Tuesday April 14th, 2026, Check-in starting at 6:00PM**

Mtg begins 7:00PM at Wheaton Community Center, 1777 S. Blanchard



DEPARTMENT OF HUMAN SERVICES

SOCIAL SERVICES PROVIDED	April 2026	FYTD 2026	FYTD 2025	FYTD 2024	FYTD 2023	FYTD 2022
<i>Intake client calls – Initial contact</i>	143	472	1190	1,847	487	299
Community Walk-ins	12	54	176	219	107	54
Total Intake:	155	526	1366	2,066	594	353
<i>General Assistance</i>						
General Assistance inquiry clients	1	2	20	4	1	1
General Assistance appointments	2	15	20	29	12	12
<i>Emergency Assistance</i>						
Emergency Assistance appointments	7	31	93			
Emergency Assistance cases approved	7	35	80	73	47	35
<i>Additional Services:</i>						
Benefit Access (IL SOS senior license plate discount)	10	13				
Gift Cards (Speedway or Meijer cards)	0	0	9	31	53	16
IDHS SNAP Assistance	1	2	1	1		
LIHEAP (Low Income Home Energy Assistance Program through DuPage County)	10	67	230	261	94	16
Medical Closet	12	38	99	235	67	
Notary Services	46	133	175			
Referrals to other Non-Profit Agencies or Government Programs	20	66	211	184	241	
Repeat Boutique referrals	0	4	21	25		
Veterans' Services assisted	1	3	10	13		
Youth Scholarships	0	0	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 March was over **\$8,000**.

Milton Township
Resolution No. R-26-07

**A RESOLUTION APPROVING THE INTERGOVERNMENTAL AGREEMENT
BETWEEN MILTON TOWNSHIP AND PACE, THE SUBURBAN BUS DIVISION OF
THE REGIONAL TRANSPORTATION AUTHORITY, FOR *RIIDE DUPAGE*
TRANSPORTATION SERVICES**

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; and

WHEREAS, the Regional Transportation Authority (RTA) and the Township are public agencies within the meaning of the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1, *et seq.*, and are authorized by Article VII, Section 10 of the Constitution of the State of Illinois to cooperate for public purposes; and

WHEREAS, the purpose of the Intergovernmental Cooperation Act and Article VII, Section 10 of the Constitution of the State of Illinois includes fostering cooperation among governmental bodies; and

WHEREAS, Article VII, Section 10, of the Illinois Constitution of 1970 and the Intergovernmental Cooperation Act, 5 ILCS 220/1, *et seq.*, authorize units of local government to contract or otherwise associate among themselves to obtain or share services, to exercise, combine or transfer any power or function, in any manner not prohibited by law, to use their credit, revenues and other reserves to pay costs and to service debt related to intergovernmental activities; and

WHEREAS, the RTA and the Township are “units of local government,” as defined in Article VII, Section 10, of the Illinois Constitution of 1970, and, therefore, pursuant to Section 10 of Article VII, have the power to contract among themselves to obtain or share services and to exercise, combine or transfer any power or function in any manner not prohibited by law or ordinance; and

WHEREAS, the Township is authorized to enter into Intergovernmental Agreements, consistent with the grant of authority set forth in the Illinois Township Code, as set forth above; 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, the RTA provides transportation services for eligible residents throughout the State of Illinois; and

WHEREAS, the RTA, through PACE, has partnered with DuPage County through the *Ride DuPage*, to coordinate paratransit services throughout DuPage County; and

WHEREAS, the Township is a Member Agency with DuPage County through the *Ride DuPage* Project; and

WHEREAS, the Township can best serve the Township residents who qualify for transportation services through the *Ride DuPage* Program; and

WHEREAS, in order to participate with the Program, the Township has determined it is in the best interests of its residents to contract with PACE, through the RTA, as part of the coordinated paratransit services through the *Ride DuPage* Program, within the Township; and

WHEREAS, the Town Board finds it in the best interests of the residents of Milton Township to enter into an Intergovernmental Agreement with PACE to provide transportation services to those eligible residents of Milton Township.

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: That the IGA with PACE, the Suburban Bus Division of the Regional Transportation Authority, for transportation services for eligible Township residents, in substantially the same form as attached to this Resolution as Exhibit "A", is approved and accepted by Milton Township.

SECTION 3: The Township Supervisor is authorized and directed to execute said IGA on behalf of Milton Township.

SECTION 4: The Township Administrator, Staff and/or the City Attorney shall take the steps necessary to put the terms and conditions of the Intergovernmental Agreement into effect.

SECTION 5: 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 6: 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 21st day of May 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

INTERGOVERNMENTAL AGREEMENT – RIDE DUPAGE
Milton Township

This Intergovernmental Agreement – Ride DuPage (“Agreement”) is between Milton Township, an Illinois unit of local government (“Sponsor”), and Pace, the Suburban Bus Division of the Regional Transportation Authority, an Illinois municipal corporation (“Pace”).

Pace was established under the Regional Transportation Authority Act (70 ILCS 3615/1.01 et seq.) to aid and assist public transportation in the six-county northeastern Illinois area.

Article VII, section 10 of the Constitution of the State of Illinois (Ill. Const. art. VII, § 10) authorizes units of local government to contract or otherwise associate among themselves in any manner not prohibited by law or ordinance.

The Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.) authorizes and encourages intergovernmental cooperation.

The parties are units of local government within the meaning of article VII, section 10 of the Constitution of the State of Illinois (Ill. Const. art. VII, § 10) and have the power and authority to enter into this Agreement.

The parties want to promote and encourage the use of public transportation by improving the availability of paratransit service to residents of DuPage County, Illinois who are disabled, are seniors, or have limited access to conventional modes of transportation.

Sponsor is a member of the Inter-Agency Paratransit Coordinating Council (“IAPCC”), an association of governments, non-profit agencies, and citizen representatives working to improve paratransit service in DuPage County, Illinois since 1995.

The IAPCC has implemented the coordinated paratransit services known as Ride DuPage (“Project”) and, in connection therewith, has established an operations committee consisting of participating sponsors of the Project (“Operations Committee”).

The County of DuPage serves as lead agency for the Project.

Sponsor wants Pace to serve, and Pace wants to serve, as the Project coordinator responsible for entering into contracts with Carriers for the Paratransit Service and with a contractor for the Mobility Management/Call Center Services.

The parties want to enter into this Agreement to memorialize their respective rights and obligations in connection with the Project.

In consideration of the foregoing recitals, the mutual promises in this Agreement, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

I. **Project Description.** Demand response curb-to-curb Paratransit Service will be provided for registered Eligible Riders as described in Exhibit A in the service area depicted in Exhibit B. Demand response door-to-door Paratransit Service will be available upon a rider’s request and with Pace’s prior approval.

2. **Funding.**

- a. Pace shall submit its invoices to Sponsor for Sponsor's portion of the Operating Cost. Each invoice will summarize the services delivered, will be in a format mutually agreed to by the parties, and will request reimbursement for itemized costs required to perform the services. Sponsor shall pay Pace at the rates agreed to in Pace's contracts with Carriers.
- b. Within 30 days after receipt of a Pace invoice in accordance with paragraph 2(a), Sponsor shall pay Pace, or cause Pace to be paid, the amounts invoiced. Sponsor may not deny a properly documented invoice, in whole or in part, without reasonable cause. Sponsor will not be required to pay Pace more often than monthly. Sponsor shall mail payment to:

Pace, the Suburban Bus Division of the Regional Transportation Authority
550 W. Algonquin Road
Arlington Heights, IL 60005
Attention: Accounts Payable

- c. Notwithstanding anything to the contrary in this Agreement, in 2026 only, Pace will provide Sponsor with a subsidy not to exceed \$18,444. That subsidy will be calculated monthly at 50% of the Operating Deficit on a year-to-date basis.

3. **Responsibilities.**

- a. In accordance with paragraph 2, Sponsor will be responsible for reimbursing Pace for all costs that Pace incurs in fulfilling its obligations under this Agreement. Reimbursable costs include but are not limited to administrative and operating costs and costs to manage the Project, subject to prior approval by Sponsor.
- b. The Operations Committee will be responsible for the development of Administrative Policies and/or Procedures, which are subject to the prior approval of Pace and the County of DuPage. Sponsor will be responsible for the implementation of and oversight of compliance with Administrative Policies and/or Procedures.
- c. Sponsor will be responsible for executing and maintaining any agreements necessary to provide the transportation services as described in Exhibit A to the service area depicted in Exhibit B.
- d. The participating sponsors of the Project will be responsible for developing service parameters for the Project, which are subject to the prior approval of Pace and the County of DuPage. Those service parameters include but are not limited to service boundaries, rider eligibility, fare structure, days and hours of service, and resolution of issues related to Eligible Rider compliance with usage guidelines.

- e. The Operations Committee will be responsible for developing service standards for the Project, which are subject to the prior approval of Pace and the County of DuPage. Pace shall cooperate with the County of DuPage to establish consistent service standards for the Project. Pace may make minor revisions to service standards upon prior written notification to, and concurrence by, the County of DuPage.
- f. Pace shall enter into contracts with Carriers for the Paratransit Service and a contractor for the Mobility Management/Call Center Services; the Carriers and contractor shall be contractors responsible to Pace.

Pace may limit the hours available for the scheduling of trip requests and dispatching of vehicles in connection with the Project. Determination of the hours and days of service for Pace-funded services provided to satisfy federal and/or state ADA guidelines will not require the approval of Sponsor or the County of DuPage.

The parties acknowledge that the mobility management/call center will handle calls for other entities in addition to Sponsor.

- g. Pace will be responsible for preparing a monthly written report indicating the cost of Paratransit Service provided by Pace's contractors in connection with the Project within the reporting month and for submitting that report, together with its invoice, to Sponsor within 60 days following the end of each month of services.
- h. Within its approved budget, Pace will be responsible for maintaining appropriate contractor staffing levels to provide all necessary services relating to the Project.
- i. Pace will be responsible for ensuring that its contractor(s) providing dispatch service in connection with the Project are available during all hours in which a vehicle transporting an Eligible Rider is in service.
- j. Pace will be responsible for compiling data relating to the quantity, quality, and cost of the Paratransit Service provided by Pace's contractors in connection with the Project and for providing that data to Sponsor within 45 days following the end of each month of services.
- k. Pace will be responsible for providing Sponsor with access to the reports specified in Exhibit C upon Sponsor's request.
- l. Pace will be responsible for requiring that all vehicle operators employed by Carriers providing services pursuant to this Agreement possess a valid Illinois driver's license appropriate to the vehicle operated and that those Carriers meet the minimum requirements for the operation of passenger transportation as mandated by applicable local, state, and federal laws, statutes, ordinances, rules, and regulations. All operator and Carrier licenses as may be required by state or local governmental and/or regulating authorities must be maintained in good standing annually.

- m. Pace will not be responsible for any failure to provide the services required of it under this Agreement due to circumstances beyond its control but will make every reasonable effort to restore those services as soon as practicable.
- n. The parties will be responsible for ensuring that no person will be denied the opportunity to participate or be subjected to discrimination in connection with the Project because of race, creed, color, age, sex, national origin, or the presence of any sensory, mental, or physical disability, or in any manner contrary to applicable local, state, and federal laws, statutes, ordinances, rules, and regulations, including Title VI of the Civil Rights Act of 1964 and 49 C.F.R. part 21 (Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964).
- o. Pace shall require Carriers to obtain and maintain insurance coverage and furnish Pace with evidence of such coverage, including a certificate of insurance. Pace shall provide Sponsor with a copy of the certificate of insurance upon written request by Sponsor.

4. **Compliance.**

- a. The parties shall comply with all applicable local, state, and federal laws, statutes, ordinances, rules, and regulations, including but not limited to section 2-105(A)(4) of the Illinois Human Rights Act (775 ILCS5/2-105(A)(4)), as amended.
- b. The parties shall obtain licenses, permits, and other approvals required for the Project.

5. **Indemnification.** Sponsor shall indemnify, defend, and hold harmless Pace, the Regional Transportation Authority (including any successor entity), and their respective officers, directors, employees, and agents from and against any and all liability, losses, damages, claims, suits, payments, settlements, judgments, demands, awards, expenses, and costs, including attorneys' fees, resulting from Sponsor's intentional or negligent acts or omissions concerning the performance of any of Sponsor's obligations under this Agreement. Pace shall indemnify, defend, and hold harmless Sponsor and Sponsor's officers, directors, employees, and agents from and against any and all liability, losses, damages, claims, suits, payments, settlements, judgments, demands, awards, expenses, and costs, including attorneys' fees, resulting from Pace's intentional or negligent acts or omissions concerning the performance of any of Pace's obligations under this Agreement. No party will be liable for or be required to indemnify another party, entity, or person indemnified under this paragraph 5 for claims based upon the intentional or negligent acts or omissions of third persons. Upon written notice by a party, entity, or person claiming indemnification ("Claimant") to the indemnifying party ("Indemnitor") regarding any claim which Claimant believes to be covered under this paragraph 5, Indemnitor shall appear and defend all suits brought upon that claim and shall pay all costs and expenses related to that claim, but Claimant will have the right, at Claimant's option and expense, to participate in the defense of any suit, without relieving Indemnitor of Indemnitor's obligations under this paragraph 5.

6. **Term and Termination.** This Agreement will be in effect beginning August 1, 2026 and will continue thereafter through December 31, 2026 unless earlier terminated by a party upon: (a) 90 days' advance written notice to the other party or (b) 30 days' advance written notice to the other party in the event sufficient funds have not been appropriated to cover the required financial contribution by Pace or Sponsor fails to make payment as required under this Agreement.
7. **Headings.** The headings in this Agreement are for reference and convenience only and will not affect the meaning or interpretation of this Agreement.
8. **Waiver.** Failure of a party to exercise any right or pursue any remedy under this Agreement will not constitute a waiver of that right or remedy.
9. **Assignment.** No party may assign, delegate, or otherwise transfer all or part of its rights and obligations under this Agreement without the prior written consent of the other party.
10. **Amendment.** No changes, amendments, or modifications to this Agreement will be valid unless they are in writing and signed by the duly authorized signatory of each party.
11. **Entire Agreement.** This Agreement, including the introductory recitals and attached exhibits, which are hereby incorporated into and made a part of this Agreement, constitutes the entire agreement between the parties and supersedes any prior written or oral understandings, agreements, or representations between the parties that may have related in any way to the subject matter of this Agreement, including, for the avoidance of doubt, the Paratransit Local Share Agreement dated January 30, 2026 between the parties, and no other written or oral warranties, inducements, considerations, promises, representations, or interpretations, which are not expressly addressed in this Agreement, will be implied or impressed upon this Agreement.
12. **Survival.** Any provision of this Agreement that imposes an obligation after termination or expiration of this Agreement will be deemed to survive termination or expiration of this Agreement.
13. **Pace Board Authority.** This Agreement has been properly authorized by the Pace Board of Directors.
14. **Severability.** If any provision of this Agreement or amendment thereto is held invalid or unenforceable by an Illinois court of competent jurisdiction, that provision will be deemed severed therefrom, and the remaining provisions will remain in full force and effect.
15. **Binding Effect.** This Agreement will be binding upon the parties and their respective directors, officers, employees, agents, representatives, successors, and approved assigns.
16. **Force Majeure.** A party will not be held liable to another party for damages or be deemed to have breached this Agreement for failure or delay in performing any obligation under this Agreement if the failure or delay is caused by or results from causes beyond the reasonable control of and without the fault or negligence of the affected party, including war, fire, flood, other acts of God, acts of the government in either its sovereign or contractual capacity, acts of another contractor in the performance of a contract with the government, civil disturbance, a terrorist act,

pandemic, epidemic, quarantine restrictions, freight embargoes, unusually severe weather, or a labor strike or lockout. The affected party shall promptly notify the other party of those force majeure circumstances, specifying the cause and the expected duration of the delay, and shall promptly undertake all reasonable steps necessary to cure those force majeure circumstances. If a condition of force majeure continues for more than 30 consecutive days, Pace, in its sole discretion and after written notice to Sponsor, may immediately terminate this Agreement for convenience. Where an event of force majeure occurs after a party's failure or delay in performance, the breaching party will not be released from liability.

17. **Counterparts.** This Agreement may be executed in counterparts, each of which when so executed and delivered will be deemed to be an original and all of which when taken together will constitute one and the same agreement.

18. **Electronic Signatures.** This Agreement may be executed through the use of electronic signatures. Electronic signatures and signatures scanned and transmitted via email will be deemed original signatures for purposes of this Agreement.

18. **Governing Law, Jurisdiction, and Venue.** This Agreement will be governed by and construed in accordance with the laws of the State of Illinois without regard to principles of conflicts of law, and the parties shall submit to the exclusive jurisdiction and venue of the state courts of DuPage County, Illinois for any dispute arising out of or related to this Agreement.

19. **Authorization.** The signatories to this Agreement represent and warrant that they have full authority to sign this Agreement on behalf of the party for whom they sign. If a party signs this Agreement but fails to date its signature, the date that the other party receives the signing party's signature on this Agreement will be deemed to be the date that the signing party signed this Agreement.

20. **Notice.** Any notice under this Agreement must be in writing and must be given in the following manner:

- a. by personal delivery (deemed effective as of the date and time of delivery);
- b. by commercial overnight delivery (deemed effective on the next business day following deposit of the notice with a commercial overnight delivery company); or
- c. by registered or certified mail, return receipt requested, with proper postage prepaid (deemed effective as of the third business day following deposit of the notice in the U.S. mail).

Business days are defined as Monday through Friday, excluding federal holidays. The notice must be addressed as follows or to such other address as either party may specify in writing:

If to Sponsor:

Milton Township
1492 N. Main Street
Wheaton, IL 60187
Attention: Township Supervisor

If to Pace:

Pace, the Suburban Bus Division of the Regional Transportation Authority
550 W. Algonquin Road
Arlington Heights, IL 60005
Attention: Executive Director

21. **Definitions.**

As used in this Agreement:

“Administrative Policies and/or Procedures” means the policies and/or procedures for the day-to-day operations of the Project, including but not limited to dispatching, scheduling, reporting, and billing.

“Carrier” means a public or private entity providing passenger transportation on a regular and continuing basis in connection with the Project.

“Eligible Rider” means any person who is determined to be eligible for the Paratransit Service provided in connection with the Project.

“Eligible Trip” means paratransit transportation taken by a registered Eligible Rider to a destination that is approved by Sponsor in connection with the Project.

“Mobility Management/Call Center Services” means the handling of calls in connection with the Project, including but not limited to service monitoring, trip reservations, trip scheduling, dispatching, facilitation of Carriers, rider registration, travel planning, service coordination, and providing travel information.

“Operating Cost” means the total Operating Deficit minus the Pace Contribution in connection with the Project.

“Operating Deficit” means the Operating Expense minus the applicable fare revenue and liquidated damages in connection with the Project.

“Operating Expense” means the total cost incurred by Pace to operate the Project but does not include the cost incurred by Pace to provide the Mobility Management/Call Center Services on behalf of Sponsor.

“Pace Contribution” means Pace’s budgeted annual subsidy for the Project as set forth in paragraph 2(c).

“Paratransit Service” means the provision of demand responsive transportation by a Carrier in connection with the Project.

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SIGNATURE PAGE FOLLOWS.]**

The parties have caused this Agreement to be executed by their respective duly authorized signatory on the dates below.

SPONSOR

PACE

Signature

Signature

Printed Name

Melinda J. Metzger

Printed Name

Title

Executive Director

Title

Date

Date

EXHIBIT A
PROJECT DESCRIPTION

<p style="text-align: center;">TRIP RESERVATION METHOD</p>	<p>Monday through Friday: 6:00 a.m. to 6:00 p.m. Central Time Saturday, Sunday, and Holidays: 8:00 a.m. to 5:00 p.m. Central Time</p> <p>Reservations will be accepted at the Pace call center one to seven days in advance of the day of Service.</p> <p>Trips requested on the same day of the Service may be accommodated if the schedule allows.</p> <p>Subscription service (as defined by Pace) is allowable. Riders are to contact Sponsor to apply for subscription service.</p>
<p style="text-align: center;">SERVICE AREA</p>	<p>DuPage County and the surrounding areas.</p>
<p style="text-align: center;">SERVICE HOURS</p>	<p>Seven days a week, 24 hours a day, including holidays.</p> <p>Whenever possible, pick-up times are negotiated to optimize the efficiency of daily routes.</p>
<p style="text-align: center;">ONE-WAY FARE</p>	<p>\$2.00 to load vehicle and \$1.00 for every mile thereafter.</p> <p>Registered riders are allowed one personal care attendant (PCA) or companion at no additional charge. Additional PCAs or companions are limited to the vehicle capacity and must pay the full applicable fare. This includes children of all ages.</p>
<p style="text-align: center;">RIDER ELIGIBILITY</p>	<p>The participating sponsors of Ride DuPage or their respective designee(s) determine rider eligibility for their constituents.</p>
<p style="text-align: center;">RIDER REGISTRATION</p>	<p>The participating sponsors of Ride DuPage shall submit registration forms to the Pace call center through an email box designated by Pace. Pace shall enter registrations within three to five business days after receipt. Pace shall maintain a database of registered riders. Riders must be registered to use the Service.</p>

EXHIBIT B
SERVICE AREA MAP

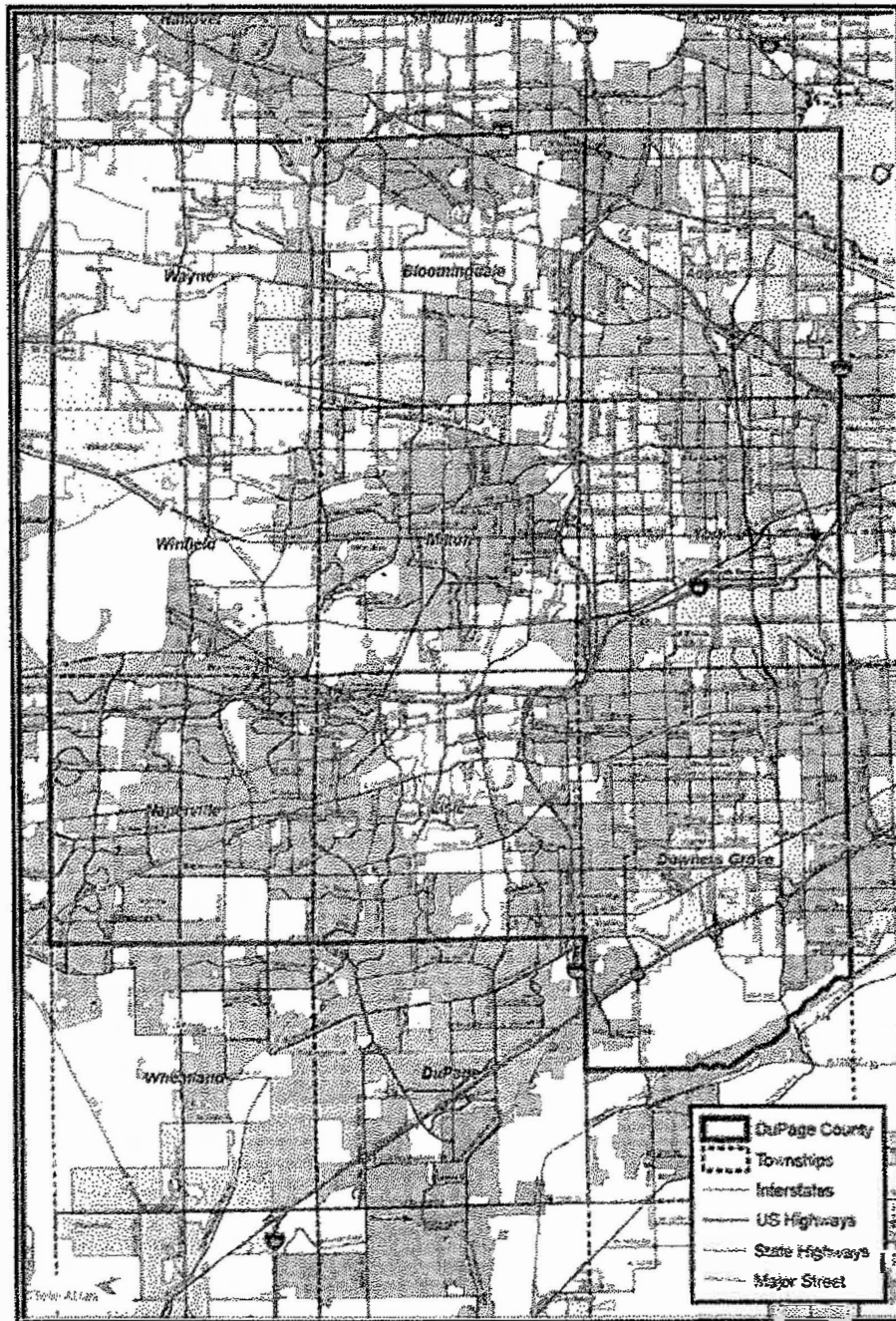


EXHIBIT C
REPORTS DESCRIPTION

The following is a description of the reports available for the Project:

1. **Detailed Funding Source Report**

This report is a detailed listing of one-way trips delivered for each funding source for a specified period of time. Data provided for each trip will include associated trip data, such as rider name, scheduled pick-up time, actual pick-up time, point of origin address, destination address, funding sources, total cost of the trip, fare for the trip, distance of the trip, and revenue hours (if applicable). The report period is generally monthly, but the report is intended to have the flexibility to produce data for shorter or longer periods as specified by the report user.

2. **Monthly Funding Source Invoice Report**

This report is a summary of trips delivered for each funding source for the purpose of generating an invoice type report which may be used to bill funding sources for transportation provided. The report is generally monthly, but the report is intended to have the flexibility to produce data for shorter or longer periods specified by the report user.

Data provided for each trip will include associated trip data necessary to provide an accounting of the amount owed by each funding source for the specified period, such as the number of one-way trips by fare type, total cost of the trips, total expected fare, liquidated damages deducted, and the total net reimbursement.

3. **Missed Trip Report**

This report produces a list of all trips picked up 61 or more minutes after the scheduled time. Sufficient detail will be provided to identify the trip and to give the report user the necessary information for review.

4. **On-Time Performance Report**

This report (late pickups) produces a list of all trips picked up 31 or more minutes late. Sufficient detail will be provided to identify the trip and to give the report user the necessary information for review.

5. **Ridership by Category Report**

This report is a summary, by funding source, indicating trips by fare type, late trips, missed trips, revenue hours, denials, and miles.

6. **Client Trip List Report**

This report is a detailed listing, alphabetically by rider last name, of all trips provided during the specified period. Data included for each trip is rider name, pick-up address, drop-off address, fare type, and funding source.

NOTE: Pace, in its sole discretion, may design additional reports as needed.

Milton Township

Resolution No. R-26- 08

**A RESOLUTION APPROVING AN INTERGOVERNMENTAL TEMPLATE BETWEEN
MILTON TOWNSHIP AND PUBLIC BODIES FOR THE PROVISION OF CERT
VOLUNTEERS AND SERVICES**

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; and

WHEREAS, the Township is a Participant in the President’s Citizen Corps Program; and

WHEREAS, the Township has developed and implemented a CERT Program to provide training and volunteers for various Events and emergency services to Public Bodies to assist in various matters, including, but not limited to, crowd and traffic control, emergency disaster assistance, etc.; and

WHEREAS, the Township and the Public Bodies find it in their respective best interests to memorialize the terms and conditions of the Township providing the CERT volunteers and services, through an Intergovernmental Agreement; and

WHEREAS, the purpose of the Intergovernmental Cooperation Act and Article VII, Section 10 of the Constitution of the State of Illinois includes fostering cooperation among governmental bodies; and

WHEREAS, Article VII, Section 10, of the Illinois Constitution of 1970 and the Intergovernmental Cooperation Act, 5 ILCS 220/1, *et seq.*, authorize units of local government to contract or otherwise associate among themselves to obtain or share services, to exercise, combine or transfer any power or function, in any manner not prohibited by law, to use their credit, revenues and other reserves to pay costs and to service debt related to intergovernmental activities; and

WHEREAS, the Public Body and the Township are “units of local government,” as defined in Article VII, Section 10, of the Illinois Constitution of 1970, and, therefore, pursuant to Section 10 of Article VII, have the power to contract among themselves to obtain or share services and to exercise, combine or transfer any power or function in any manner not prohibited by law or ordinance; and

WHEREAS, the Township is authorized to enter into Intergovernmental Agreements, consistent with the grant of authority set forth in the Illinois Township Code, as set forth above; and

WHEREAS, the Public Body is authorized to enter into Intergovernmental Agreements, consistent with the grant of authority set forth in Illinois law; 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, the Township can best serve Township residents and other communities within DuPage County through providing CERT volunteers and services to neighboring Communities through their respective Public Bodies; and

WHEREAS, the Township has determined it is in the best interests of its residents to contract with the requesting Public Body to provide CERT services; and

WHEREAS, in order to be responsive to the requests from Public Bodies for CERT volunteers and services, between monthly Town Board Meetings, the Town Board finds it in the best interests of the Township and allows for the efficient provision of CERT services, to approve a standardized CERT IGA, which can be used for any such requests, without the necessity of delaying the CERT services, pending a Town Board Meeting; and

WHEREAS, the Town Board finds that the IGA Template attached to this Resolution serves the CERT needs of DuPage County Public Bodies and protects the Township in the provision of said services; and

WHEREAS, the Town Board finds it in the best interests of the residents of Milton Township to approve the Intergovernmental Agreement Template to be used with any such Public Body requesting the provision of CERT volunteers and services.

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: That the IGA with Public Body, in substantially the same form as attached to this Resolution as Exhibit "A", is approved and accepted by Milton Township as the Template for all CERT IGAs, unless and until otherwise amended by the Town Board.

SECTION 3: The Township Supervisor is authorized and directed to execute said IGAs on behalf of Milton Township for those Public Bodies requesting CERT services.

SECTION 4: The Township Administrator, Staff and/or the City Attorney shall take the steps necessary to put the terms and conditions of said Intergovernmental Agreements into effect.

SECTION 5: 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 6: 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 21st day of May 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

Milton Township

Resolution No. R- 26 -09

**A RESOLUTION TRANSFERRING GRANT FUNDS FROM THE STATE OF ILLINOIS
COMMERCE AND ECONOMIC OPPORTUNITY GRANT (2026)
TO THE MILTON TOWNSHIP FOOD PANTRY, INC.**

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 Milton Township Food Pantry, Inc., is an Illinois 501(c)(3) not-for-profit corporation, organized and existing pursuant to law; and

WHEREAS, the Milton Township Food Pantry, Inc. has a separate legal existence, independent of the Township; and

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

WHEREAS, previously Elected Officials directed Township Staff to apply for the Commerce and Economic Opportunity \$50,000 Grant, as a restricted use specifically to benefit the Milton Township Food Pantry, Inc.; and

WHEREAS, the Township pursued a Grant from the State of Illinois Commerce and Economic Opportunity Department in 2022; and

WHEREAS, the Grant Application has been pending over the Calendar Years of 2022 through 2026; and

WHEREAS, the Township established a Grant Accountability and Transparency Act (GATA) Account, making the Township eligible to receive Grant Funds from the State of Illinois; and

WHEREAS, the Milton Township Food Pantry, Inc., does not receive Commerce and Economic Opportunity Grant Funds directly; and

WHEREAS, the Township, in Calendar Years 2021 through 2025, provided in-kind Staff support and the allocation of space in the Township Office to the Milton Township Food Pantry, Inc., without a formal Memorandum of Understanding; and

WHEREAS, the State of Illinois Commerce and Economic Opportunity Department awarded Milton Township, retroactively, a Grant, in the amount of \$50,000, which was intended to cover the installation costs of the refrigerators and freezers situated in the Milton Township Food Pantry, Inc., located within the Milton Township Office, at 1492 N. Main Street, Wheaton Illinois; and

WHEREAS, the Township was notified that the Grant, to benefit Milton Township Food Pantry, Inc., was issued as of April 2, 2026; and

WHEREAS, the Grant monies are intended to defray the expenses incurred by the Milton Township Food Pantry, Inc; and

WHEREAS, the Town Board finds it in the best interests of the Residents of Milton Township to transfer the Grant monies to the Milton Township Food Pantry, Inc., to be applied to the above-referenced expenses.

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 and legislative findings 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: If any section, paragraph, clause, or provision of this Resolution shall be held invalid, the invalidity thereof shall not affect any other provision of this Resolution.

SECTION 3: All ordinances, resolutions, motions, or orders in conflict with this Resolution are hereby repealed to the extent they are inconsistent with this Resolution.

SECTION 4: This Resolution shall be in full force and effect upon its passage and approval.

SECTION 5: Supervisor Higgins-Beard, in her capacity as Supervisor and Chief Financial Officer of Milton Township, as well as Chair of the Milton Township Food Pantry Board, upon receipt of the Grant Funds, shall transfer, or cause the transfer of the Grant monies to their rightful recipient, the Milton Township Food Pantry, Inc.

ADOPTED AND APPROVED this 21st day of May 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

2026-2027
Milton Township Budget Appropriation
Ordinance Ordinance # O-26-1

1. General Town Fund

BEGINNING BALANCE April 1, 2026		2,096,793
REVENUES		
Property Taxes	2,643,335	
Personal Property Replacement Tax	359,430	
CERT IGAs	5,000	
CERT Misc. & Other Income	9,000	
Programs – SOS State Fees	-	
Programs – State Service Fees	2,980	
Miscellaneous Income	12,500	
TOTAL REVENUES		<u>3,032,245</u>
TOTAL FUNDS AVAILABLE		<u>5,129,038</u>
EXPENDITURES		
Administrative	1,531,292	
Assessor	1,198,480	
Cemeteries	45,300	
CERT	70,418	
Clerk's Office	5,800	
Programs	101,600	
TOTAL EXPENDITURES		<u>2,952,890</u>
ENDING BALANCE March 31,2027		<u><u>2,176,149</u></u>

TOWNSHIP BUDGET

Budget 26-27	
Income	
10400 - Property taxes (T)	\$ 2,643,335.00
10402 - Replacement tax (T)	\$ 359,430.00
10410 - Miscellaneous income (T)	\$ 12,500.00
10413 - CERT IGAs	\$ 5,000.00
10414 - CERT Events & Misc Fees	\$ 9,000.00
10712 - Programs - SOS State SVC Fees	\$ 2,980.00
Total Income	\$ 3,032,245.00
Gross Profit	
	\$ 3,032,245.00
Expense	
Capital Projects	
90500 - Operating Fund	\$ 30,000.00
Total Capital Projects	\$ 30,000.00
Township	
Administrative	
10500 - Salaries	\$ 864,136.47
10502 - Benefits	\$ 143,250.00
10504 - Unemployment insurance	\$ 7,150.00
10508 - Social Security/Medicare	\$ 66,110.00
10510 - I.M.R.F. expense	\$ 6,235.00
10512 - Facility Maintenance	\$ 74,075.00
10518 - Professional & Contract Service	\$ 98,000.00
10522 - Telephone	\$ 6,810.60
10523 - Information Technology	\$ 40,000.00
10526 - Organization & Association Dues	\$ 11,375.00
10528 - Travel, Training & Conferences	\$ 7,000.00
10529 - Software	\$ 10,600.00
10530 - Utilities	\$ 17,100.00
10532 - T.O.J.R.M.A. Insurance	\$ 30,000.00
10534 - Payroll services	\$ 9,000.00
10536 - Public Relations & Printing	\$ 16,000.00
10537 - Newsletter	\$ 34,000.00
10538 - Office & Operating supplies	\$ 19,250.00
10539 - Misc / Bank Fees	\$ 1,200.00
10540 - Contingencies	\$ 50,000.00
10545 - Non-Cap Improvements & Repairs	\$ 20,000.00
Total Administrative	\$ 1,531,292.07
Assessor's office	
12500 - Salaries - Assessor's	\$ 722,269.00
12502 - Health insurance	\$ 123,494.00
12504 - Unemployment insurance	\$ 5,000.00
12506 - Workers Compensation	\$ 13,000.00
12508 - Social Security/Medicare	\$ 50,537.00
12510 - I.M.R.F. expenses	\$ 9,000.00
12514 - Maintenance service - equipment	\$ 2,200.00
12517 - Prof. & Other Contract Services	\$ 140,280.00
12520 - Postage	\$ 1,200.00
12522 - internet & Telephone	\$ 12,000.00
12526 - Dues	\$ 4,500.00
12530 - Mileage	\$ 7,500.00
12532 - Training, Meetings, Conferences	\$ 15,000.00
12534 - Contracted Software/Licensing	\$ 45,000.00
12538 - Office supplies	\$ 6,000.00
12544 - Equipment (purchase or lease)	\$ 20,000.00
12546 - Computer Equipment	\$ 20,000.00
12548 - Miscellaneous Expense	\$ 1,500.00
Total Assessor's office	\$ 1,198,480.00
Cemeteries	
10564 - Maintenance Services	\$ 17,000.00
10565 - Public Events	\$ 12,000.00
10569 - Invitations, Mailings & Postage	\$ 7,000.00
10570 - Non Capital Improvements	\$ 8,800.00
10571 - Professional & Specialists SVC	\$ 500.00
Total Cemeteries	\$ 45,300.00
C.E.R.T	
Personnel	
10802 - Salaries Staff	\$ 33,889.70

10803 - Social Security	\$ 2,593.00
10804 - IMRF	\$ 100.00
10805 - Unemployment taxes	\$ 835.00
Total Personnel	\$ 37,417.70
Contractual Services	
10814 - Promotions & Advertising	\$ 1,500.00
Total Contractual Services	\$ 1,500.00
Commodities	
10820 - Office & Operating Supplies	\$ 7,000.00
10816 - Fuel & Vehicle Maintenance	\$ 5,000.00
10821 - CERT- Basic Training Costs	\$ 4,500.00
10822 - CERT - Advanced Training	\$ 4,000.00
10834 - Equipment Expense	\$ 3,000.00
10835 - Events/Call Out's	\$ 5,000.00
Total Commodities	\$ 28,500.00
Capital Outlay	
10831 - Computer, peripherals, software	\$ 3,000.00
Total Capital Outlay	\$ 3,000.00
Total C.E.R.T	\$ 70,417.70
Clerk's Office	
10600 - Operating Expenses - Town Clerk	\$ 900.00
10601 - Information Technology - (TC)	\$ 4,900.00
Total Clerk's Office	\$ 5,800.00
Programs	
Personnel	
10701 - S.A.L.T. Salaries	\$ 8,000.00
Total Personnel	\$ 8,000.00
Contractual Services	
10713 - Public Events - Seniors	\$ 15,000.00
10714 - Public Events - Veterans & 250	\$ 5,700.00
10708 - S.A.L.T. Operating Expenses	\$ 20,000.00
10702 - Senior & Disabled Transportation	\$ 45,000.00
Total Contractual Services	\$ 85,700.00
Commodities	
10718 - Advertising & Promotional	\$ 2,300.00
10715 - Dues	\$ 500.00
10716 - Equipment Purchases	\$ 600.00
10707 - Fuel & Vehicle Maintenance	\$ 3,000.00
10706 - Office & Operating Expenses	\$ 1,000.00
10717 - Trainings, Mtgs, & Conferences	\$ 500.00
Total Commodities	\$ 7,900.00
Total Programs	\$ 101,600.00
Weed Ordinance Enforcement	
10572 - Operating Expenses	\$ -
Total Weed Ordinance Enforcement	\$ -
Total Township	\$ 2,982,889.77
Total Expense	\$ 2,982,889.77
Net Income	\$ 49,355.23

2026-2027
Milton Township Budget Appropriation
Ordinance Ordinance # O-26-1

2. General Assistance Fund

BEGINNING BALANCE April 1, 2026		126,075
REVENUES		
Property Taxes	129,700	
TOTAL REVENUES		<u>129,700</u>
TOTAL FUNDS AVAILABLE		255,775
EXPENDITURES		
Administrative	125,715	
Emergency Assistance	62,500	
Other General Assistance	52,000	
Misc Bank Fees	616	
TOTAL EXPENDITURES		<u>240,830</u>
ENDING BALANCE March 31,2027		<u><u>14,945</u></u>

GENERAL ASSISTANCE BUDGET

	<u>Budget 26-27</u>
Income	
Reserves Spending	\$ 111,130.31
20400 - Property taxes (GA)	\$ 129,700.00
20406 - Other income (GA)	\$ -
20409 - Grants/Funding Awards (GA)	\$ -
Total Income	<u>\$ 240,830.31</u>
Gross Profit	<u>\$ 240,830.31</u>
Expense	
General assistance	
Administrative	
20500 - Salaries	\$ 73,189.55
20502 - Benefits	\$ 41,415.00
20504 - Unemployment insurance	\$ 425.00
20508 - Social Security/Medicare	\$ 5,600.00
20510 - I.M.R.F. expense	\$ 585.00
20518 - Professional & Contract SVC	\$ -
20520 - Utilities	\$ -
20522 - Telephone	\$ -
20528 - Travel, Training & Seminars	\$ 750.00
20529 - Public Relations & Advertising	\$ 1,000.00
20538 - Office & Operating Expenses	\$ 1,750.00
20542 - Information Technology	\$ 1,000.00
Total Administrative	<u>\$ 125,714.55</u>
Emergency	
20612 - Shelter Assistance	\$ 50,000.00
20613 - Travel (including Gas)	\$ 500.00
20614 - Utilities Assistance	\$ 11,000.00
20618 - Food Assistance	\$ 1,000.00
Total Emergency	<u>\$ 62,500.00</u>
Other Expenditures	
20634 - Misc/Bank Fees	\$ 815.76
Total Other Expenditures	<u>\$ 815.76</u>
Other General Assistance	
20619 - Agency Grant Community Partnership	\$ 5,000.00
20636 - Flat Grant - General Assistance	\$ 10,000.00
20630 - Additional Assistance	\$ 2,000.00
20639 - Youth Scholarship	\$ 35,000.00
Total Other General Assistance	<u>\$ 52,000.00</u>
Total General assistance	<u>\$ 240,830.31</u>
Total Expense	<u>\$ 240,830.31</u>
Net Income	<u>\$ -</u>

2026-2027
Milton Township Budget Appropriation
Ordinance Ordinance # O-26-1

3. Community Mental Health Board Fund

BEGINNING BALANCE April 1, 2026		829,991
REVENUES		
Property Taxes	1,187,834	
Interest Income	16,025	
TOTAL REVENUES		<u>1,203,859</u>
TOTAL FUNDS AVAILABLE		<u>2,033,850</u>
EXPENDITURES		
Administrative - Contractual Services	21,070	
Administrative - Personnel	56,250	
Awards/Community SVC Contracts	1,500,000	
TOTAL EXPENDITURES		<u>1,577,320</u>
ENDING BALANCE March 31,2027		<u><u>456,530</u></u>

COMMUNITY MENTAL HEALTH BOARD BUDGET

	<u>Budget 26-27</u>
Income	
Reserves Spending	\$ 373,481.00
80400 - Property Tax (MHB)	\$ 1,187,894.00
80402 - Interest Income	\$ 16,925.00
Total Income	<u>\$ 1,577,320.00</u>
Gross Profit	<u>\$ 1,577,320.00</u>
Expense	
Mental Health Board	
Administration 7.11	
Contractual Services	
80600 - Audit Cost	\$ 2,700.00
80601 - Grants Mgmt. Software	\$ 4,250.00
80602 - Software & Computer Supplies	\$ 2,500.00
80603 - Office Supplies	\$ 600.00
80604 - Dues and Subscriptions	\$ 3,500.00
80606 - Legal	\$ 4,000.00
80608 - Travel and Food	\$ 1,500.00
80607 - Web and Social Media	\$ 1,000.00
80608 - Facility Maintenance	\$ -
80609 - Telecom	\$ 1,020.00
80610 - Utilities	\$ -
80611 - Insurance	\$ -
Total Contractual Services	<u>\$ 21,070.00</u>
Personnel	
80600 - Grant Manager	\$ 45,000.00
80501 - Administrative Support - Township	\$ 3,750.00
80502 - Accounting Support - Township	\$ 7,500.00
Total Personnel	<u>\$ 56,250.00</u>
Total Administration 7.11	<u>\$ 77,320.00</u>
Community Funding Awards 7.12	
Contractual Services	
80700 - Awards/Community SVC Contracts	\$ 1,500,000.00
80701 - Migrants/Professional Ed.	\$ -
Total Contractual Services	<u>\$ 1,500,000.00</u>
Total Community Funding Awards 7.12	<u>\$ 1,500,000.00</u>
Other Expenditures 7.13	
80800 - Contingency	\$ -
Total Other Expenditures 7.13	<u>\$ -</u>
Mental Health Board - Other	<u>\$ -</u>
Total Mental Health Board	<u>\$ 1,577,320.00</u>
Total Expense	<u>\$ 1,577,320.00</u>
Net Income	<u>\$ -</u>

2026-2027
Milton Township Budget Appropriation
Ordinance Ordinance O-26-1

4. Special Police

BEGINNING BALANCE April 1, 2026		482,424
REVENUES		
Property Taxes	286,000	
TOTAL REVENUES		<u>286,000</u>
TOTAL FUNDS AVAILABLE		768,424
EXPENDITURES		
Total Special Police	391,060	
TOTAL EXPENDITURES		<u>391,060</u>
ENDING BALANCE March 31, 2027		<u><u>377,364</u></u>

SPECIAL POLICE BUDGET

	Budget 26-27
Income	
Reserves Spending	\$107,500.00
40400 - Property taxes (SP)	\$286,000.00
Total Income	\$393,500.00
Gross Profit	\$393,500.00
Expense	
Special Police	
40500 - DuPage County Special Police	\$330,000.00
40501 - Weapon Detection	\$ 2,440.00
40502 - Miscellaneous expense	\$ 360.00
40503 - Telephone	\$ 700.00
40504 - Contingencies	\$ 60,000.00
Total Special Police	\$393,500.00
Total Expense	\$393,500.00
Net Income	\$ -

2026-2027
Milton Township Budget Appropriation
Ordinance Ordinance # O-26-1

5. Mosquito Abatement

BEGINNING BALANCE April 1, 2026		427,576
REVENUES		
Property Taxes	210,000	
Interest Consolidation MAD	1,320	
TOTAL REVENUES		<u>211,320</u>
TOTAL FUNDS AVAILABLE		<u>638,896</u>
EXPENDITURES		
Total Mosquito Abatement	211,320	
TOTAL EXPENDITURES		<u>211,320</u>
ENDING BALANCE March 31,2027		<u><u>427,576</u></u>

MOSQUITO ABATEMENT DISTRICT BUDGET

	<u>Budget 26-27</u>
Income	
60400 - Property Taxes Consolidated MAD	\$210,000.00
60404 - Interest Income Consolidated MAD	\$ 1,320.00
Total Income	<u>\$211,320.00</u>
Gross Profit	<u>\$211,320.00</u>
Expense	
Consolidated Milton/GE MAD	
60500 - Mosquito Abatement Services	\$210,000.00
60502 - Misc. Expenses	\$ 320.00
60503 - Contingencies	\$ 1,000.00
Total Consolidated Milton/GE MAD	<u>\$211,320.00</u>
Total Expense	<u>\$211,320.00</u>
Net Income	<u>\$</u>

2026-2027
Milton Township Budget Appropriation
Ordinance Ordinance # O-26-1

Township Summary

BEGINNING BALANCE April 1, 2026	3,962,860
 REVENUES BY FUND	
Town	3,032,245
General Assistance	129,700
Community Mental Health Board	1,203,859
Special Police	286,000
Mosquito Abatement	211,320
TOTAL REVENUES	4,863,124
TOTAL FUNDS AVAILABLE	8,825,984
 EXPENDITURES	
Town	2,952,890
General Assistance	240,830
Community Mental Health Board	1,577,320
Special Police	391,060
Mosquito Abatement	211,320
TOTAL EXPENDITURES	5,373,420
 ENDING BALANCE March 31, 2027	 3,452,564

ADOPTED this 21st Day of May 2026, pursuant to a roll call vote of the Township Board of Milton Township, DuPage County, Illinois.

	AYE	NAY	ABSENT
Trustee Jacqueline McGrath	_____	_____	_____
Trustee Stephen Siemer	_____	_____	_____
Trustee Larry Pitts	_____	_____	_____
Trustee Paula McGowen	_____	_____	_____
Supervisor Elizabeth Higgins-Beard	_____	_____	_____

Elizabeth Higgins-Beard, Supervisor _____

Dan Bailey, Clerk _____

2026-2027
Milton Township Budget Appropriation
Ordinance Ordinance Highway # O-26-2

Road & Bridge

BEGINNING BALANCE April 1, 2026		<u>769,058</u>
REVENUES - General Road Fund		
Property Taxes	903,810	
Personal Property Replacement Tax	180,669	
Replacement Tax Paid to Village	54,020	
Interest Income	4,000	
Miscellaneous Income	90,000	
TOTAL REVENUES - General Road Fund		1,232,499
REVENUES -Permanent Road		
Permanent Road Tax Obj Settlements	(120,000)	
Property Tax - Other	3,673,372	
TOTAL REVENUES -Permanent Road		3,553,372
TOTAL REVENUES -Other		
IMRF		40,000
Social Security		45,000
Insurance Fund		110,000
TOTAL REVENUES		<u>4,980,871</u>
TOTAL FUNDS AVAILABLE		<u>5,749,929</u>
EXPENDITURES		
Administrative	418,800	
Maintenance	670,500	
Permanent Road	3,208,132	
IMRF	5,500	
Social Security	50,643	
Insurance Fund	100,000	
TOTAL EXPENDITURES		<u>4,453,575</u>
ENDING BALANCE March 31,2027		<u><u>1,296,353</u></u>

HIGHWAY BUDGET

Highway	Budget 26-27
Income	
30000 - REVENUE (General Road Fund)	
30400 - Property Taxes	\$ 903,810.00
30402 - Replacement Tax Revenue	\$ 180,669.00
30403 - Replacement Tax Paid to Village	\$ 54,020.03
30404 - Interest Income	\$ 4,000.00
30410 - Miscellaneous Income	\$ 90,000.00
Total 30000 - REVENUE (General Road Fund)	\$ 1,232,499.03
32000 - REVENUE (Perm Road)	
32400 - Property Tax	
32402 - Perm Road Tax Obj Settlements	\$ (120,000.00)
32400 - Property Tax - Other	\$ 3,673,372.00
Total 32400 - Property Tax	\$ 3,553,372.00
Total 32000 - REVENUE (Perm Road)	\$ 3,553,372.00
34000 - REVENUE (IMRF Fund)	
34400 - Property Tax	\$ 40,000.00
Total 34000 - REVENUE (IMRF Fund)	\$ 40,000.00
36000 - REVENUE (Social Security)	
36400 - Property Tax	\$ 45,000.00
Total 36000 - REVENUE (Social Security)	\$ 45,000.00
38000 - REVENUE (Insurance Fund)	
38400 - Property Tax	\$ 110,000.00
Total 38000 - REVENUE (Insurance Fund)	\$ 110,000.00
Total Income	\$ 4,980,871.03
Expense	
General Road Fund	
Administrative	
30500 - Salaries	\$ 90,000.00
30502 - Health Insurance	\$ 210,000.00
30504 - Unemployment Insurance	\$ 3,800.00
30511 - Information Technology (IT)	\$ 25,000.00
30514 - Publishing, Posting, & Printing	\$ 15,000.00
30518 - Professional/Accounting Services	\$ 40,000.00
30522 - Telephone	\$ 25,000.00
30526 - Dues, Training, Travel	\$ 8,000.00
30534 - Drug & Alcohol Testing	\$ 2,000.00
Total Administrative	\$ 418,800.00
Maintenance Division	
30617 - Recycling Event	\$ 15,000.00
30623 - Utilities	\$ 12,000.00
30625 - Tools, New & Rental	\$ 8,500.00
30633 - Equipment Maintenance & Supplies	\$ 100,000.00
30638 - JULIE/CERT	\$ 15,000.00
30644 - Building Maintenance & Supplies	\$ 70,000.00
30645 - Equipment and Vehicles	\$ 450,000.00
30627 - Striping of Roads	\$ -
30640 - Contingencies	\$ -
30646 - Reserve for Shop/Office Replace	\$ -
30650 - Miscellaneous Expense	\$ -
Total Maintenance Division	\$ 670,500.00
Total General Road Fund	\$ 1,089,300.00
Permanent Road	
32500 - Right of Way/Paving/Drainage/Curb	\$ 2,038,132.49
32504 - Road Maintenance	\$ 180,000.00
32507 - Engineering Services	\$ 200,000.00
32510 - Salaries - Maint Division	\$ 575,000.00
32512 - Tree Removal	\$ 60,000.00
32514 - Automotive Fuel & Oil	\$ 60,000.00
32516 - Salt & Calcium Chloride	\$ 50,000.00
32518 - Sidewalk	\$ 30,000.00
32520 - Road Software/Platform	\$ 15,000.00
Total Permanent Road	\$ 3,208,132.49
I.M.R.F.	
34500 - Retirement Contribution	\$ 5,500.00
Total I.M.R.F.	\$ 5,500.00
Social Security	
36500 - Social Security & Medicare	\$ 50,643.00

Total Social Security
Insurance Fund
38500 - T.O.I.R.M.A. (Liability & Comp)
Total Insurance Fund
Total Expense
Net Income

\$ 50,643.00
\$ 100,000.00
\$ 100,000.00
\$ 4,453,575.49
\$ 527,295.64

2026-2027
Milton Township Budget Appropriation Ordinance
Ordinance Highway # O-26-2

ADOPTED this 21st Day of May 2026, pursuant to a roll call vote of the Township Board of Milton Township, DuPage County, Illinois.

	AYE	NAY	ABSENT
Trustee Jacqueline McGrath	_____	_____	_____
Trustee Stephen Siemer	_____	_____	_____
Trustee Larry Pitts	_____	_____	_____
Trustee Paula McGowen	_____	_____	_____
Supervisor Elizabeth Higgins-Beard	_____	_____	

Elizabeth Higgins-Beard, Supervisor _____

Dan Bailey, Clerk _____



ORDINANCE NO. O- 26 - 03

**AN ORDINANCE REGULATING OVERWEIGHT AND OVERSIZE VEHICLES
ON MILTON TOWNSHIP ROADS**

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 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 and enforcement of Township Ordinances; and

WHEREAS, the Town Board appointed the Milton Township Highway Commissioner and one of his Supervisors as the Township Enforcement Officers; and

WHEREAS, the Illinois Vehicle Code authorizes Townships to regulate and protect Township roads; and

WHEREAS, The Township has the authority to adopt regulations in furtherance of its regulation and protection of said Township roads; and

WHEREAS, the Township Road Commissioner possess the authority to enforce the regulations on Township roads; and

WHEREAS, The Township Road Commissioner is authorized to issue Permits and assess fees for overweight Permits for vehicles traveling on Township roads; and

WHEREAS, the Supervisor and Town Board find it to be in the best interests of the Township to adopt an Ordinance authorizing Permits for Overweight Vehicles traveling on Township Roads.

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

SECTION 1. AUTHORITY: This Ordinance is enacted pursuant to the Illinois Highway Code (605 ILCS 5/6-201 *et seq.*) and the Illinois Vehicle Code (625 ILCS 5/15-100 *et seq.*), which authorize townships to regulate and protect township roads.

SECTION 2. PERMIT REQUIREMENT: No vehicle or combination of vehicles exceeding the maximum weight or dimension limitations set forth in the Illinois Vehicle Code shall operate upon any road under the jurisdiction of Milton Township unless a valid Township Permit has first been obtained.

SECTION 3. EXEMPTIONS: The following vehicles are exempt from Township overweight/oversize Permit requirements:

1. Fire department vehicles.
2. Emergency medical service vehicles.
3. Township or other governmental vehicles engaged in snow and ice removal or emergency utility repair involving gas, electric, or water service.
4. Internet, cable, and telecommunications providers shall not be considered exempt utility vehicles under this section.

SECTION 4. PERMIT TYPES AND DURATION:

- A. Single Trip Permit – valid for up to 5 consecutive days, for one-way movement from origin to destination.
- B. Round Trip Permit – valid for up to 10 consecutive days, for movement in and out of the same destination.
- C. Quarterly (90-Day) Permit – valid for 90 days, issued to a single power unit for unlimited moves within permit limits.
- D. Annual Permit – valid for one calendar year, issued to a single power unit for unlimited moves within permit limits.

SECTION 5. FEES: The following fee schedule shall apply to permits issued under this Ordinance:

Gross Vehicle Weight (GVW)	Single Trip (5 days)	Round Trip (10 days)	Quarterly (90 days)	Annual (1 year)
80,001 – 100,000 lbs.	\$100	\$120	\$250	\$500
100,001 – 120,000 lbs.	\$150	\$170	\$250	\$500
120,000 – 140,000 lbs.	\$200	\$220	\$250	\$500
140,000 – 160,000 lbs.	\$250	\$270	\$250	\$500
Over 160,000lbs.	\$300	\$320	\$250	\$500

SECTION 6. LIABILITY FOR DAMAGE AND RESTORATION: All Permit Holders shall assume full responsibility for any and all damage caused to Township roads, bridges, drainage structures, or other public improvements during permitted operations. The Township reserves the right to inspect roads following permitted operations, and if damage is found, the Permittee shall be liable for the full cost of restoration. Failure to reimburse the Township for such costs shall result in civil action to recover expenses.

SECTION 7. LIABILITY AND INDEMNIFICATION:

- A. All Permit Holders shall indemnify and hold harmless Milton Township, its officials, employees, and agents from any claims, losses, or damages resulting from Permitted operations.
- B. Applicants must provide proof of commercial general liability insurance in the amount of not less than \$1,000,000 per occurrence, naming Milton Township as Certificate Holder.

SECTION 8. COORDINATION WITH OTHER JURISDICTIONS: Issuance of a Township Permit does not relieve the Applicant from the obligation to obtain any other required Permits from the Illinois Department of Transportation, DuPage County, or any municipality, if the permitted route includes roads under those jurisdictions.

SECTION 9. ENFORCEMENT:

- A. Any person or entity operating an overweight or oversize vehicle on Township roads without a required Permit shall be subject to the penalties provided in the Illinois Vehicle Code (625 ILCS 5/15-113 and related sections).
- B. The Township may pursue civil action to recover costs of repair for damage to Township infrastructure.

SECTION 10. ADMINISTRATION: The Township Board authorizes the Highway Commissioner to establish administrative procedures for Permit Applications, routing, fee collection, and recordkeeping, including the use of electronic application systems.

SECTION 11. SEVERABILITY: If any provision of this Ordinance is held invalid, such invalidity shall not affect the other provisions, which shall remain in full force and effect.

SECTION 12. EFFECTIVE DATE: This Ordinance shall be in effect immediately upon passage and approval in accordance with law.

ADOPTED AND APPROVED, this 21st day of May 2026, by the Supervisor and the Board of Trustees of Milton Township, Illinois.

Elizabeth Higgins-Beard, Supervisor
Milton Township Board

ATTEST:

Dan Bailey, Township Clerk

Budget FY27 Motion - Computer Replacement Schedule and Proposal Costs

Background:

Computers are a key technology in the workplace. General industry standards are to keep laptops 3-5 years and CPU's 5-7 years.

Milton Township last purchased computers for the Township side, prior to 2020. After an audit of machines ranging from 2013-2025 purchases, it had been determined Milton will retain 17 computers or laptop stations. Of these, seven desktop/CPU's were proposed for prioritization of replacement in FY26. As of March 2025, one laptop was purchased and as of August 2025 seven CPU's were replaced. The balance of the CPU's and laptops has been budgeted for the 2026/2027 Fiscal Year. Please see the proposal below:

CERT Budget for Fiscal Year 2026/2027

CERT - Tech Budget	Actual Cost	Equipment
\$3,000	\$2,575	1 CPU's & 1 Laptop
	\$236	**Additional if docking stations are required
	\$2,811	

TOWN Budget for Fiscal Year 2026/2027

Town - Tech Budget	Actual Cost	Equipment
\$40,000	\$7,800	2 CPU's & 4 Laptops
	\$944	**Additional if docking stations are required
	\$8,744	

CMHB Budget for Fiscal Year 2026/2027

CMHB - Tech Budget	Actual Cost	Equipment
\$2,500	\$1,325	1 Laptop
	\$236	**Additional if docking station required
	\$1,561	

Proposed Motion:

I so move to approve \$10,375 - \$11,555 in costs for computer desktop and laptop replacements to update and modernize the Milton Township IT capabilities. These monies will budget the replacements for units from 2015 – 2021. Costs for new software and installation fall within the budgeted costs for FY27.

NOTES:

CPU: Dell Pro Slim QC1250 \$1050 each

Laptop: Dell Latitude 5450 14" Notebook \$1500 each

Docking Station: Dell WD19S \$236 each



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

(630) 668-1616 | 1492 N. Main St. Wheaton, IL 60187 | www.milontownship.net

May 21, 2026

To: Board of Trustees

From: Ronna Johnson

Re: VoIP & Phone Upgrades

This is an update on the phone upgrades. Our current equipment is outdated, and parts are no longer available. We will move to Voice over Internet Protocol (VoIP), which is a technology that transmits voice calls as digital data packets over the internet instead of traditional phone lines. This allows you to make calls from computers, special IP phones, or regular phones with an adapter, and it is often cheaper with added features like called ID, call waiting, and voicemail.

Benefits of VoIP

- **Cost savings:** VoIP can be less expensive than traditional landlines, as it often includes more features in basic plans and eliminates long-distance charges.
- **Mobility:** You can make and receive calls from anywhere you have a broadband connection by using apps on your phone or laptop.
- **Advanced features:** Many services include features like caller ID, call waiting, call forwarding, and voicemail by default.
- **Reliability:** VoIP can be more reliable than landlines because it is not as susceptible to physical line damage from weather or accidents. It can also route calls to your cell phone if your internet service is temporarily down.

Background:

Quotes					
Vendor	One Time Set Up	Phn/Equip	Service	Internet	Mth Total
Avatel	\$256.97	\$597.43	\$157.00	Not Incl	\$754.43
B&B	\$1,125.00	\$268.89	\$47.14	Not Incl	\$536.99
Clarity	\$0.00	N/C 36 Mth	\$345.00	Not Incl	\$345.00
Comcast Town	\$199.00	\$20.90	\$259.35	\$187.90	\$468.15
Comcast Assessor	\$199.00	\$32.80	\$219.45	\$292.90	\$545.15
		*24 mth lease			\$1,013.30
					No Tax/Fees

We are currently using phones from B&B Network, and we have service through Comcast.

Current Comcast Billing Per Month: \$921.14

Town Internet for phones and TV: \$286.41. Town Data: \$496.26. Assessor Internet for phones: \$138.47.

New total per month for Town and Assessor will be \$1013.30 for a difference of \$92.16 + taxes.

***After 24 months total monthly cost will be Town \$447.25 and Assessor \$512.35 = \$959.60 + taxes.

Per FY27 budget, Supervisor Higgins-Beard has moved ahead with engaging Comcast for all services listed.

MILTON TOWNSHIP COMMS STRATEGY



**REACHING
RESOURCING
REASSURING**

RESIDENTS

Lucinda Armas, Integrated Marketing Consultant

Collaborative Milton Township Members:

Buffy Higgins-Beard, Supervisor

Emmy Lemezis, Communications Director

May 21, 2026

An Immersive Approach

a note from Lucinda Armas

Newly elected Milton Township leaders took the helm in May 2025 with a promise of transparency. But what did this mean--really? How would voters and all those they serve know it was not mere campaign-speak? Clear and timely communication would be key in proving they were delivering on what was promised.

Prior to May 2025, the Township operated without a formalized communications strategy, structured processes, or established brand guidelines. Messaging, workflows, and visual identity were managed inconsistently across departments, creating **opportunities for greater alignment, efficiency, and brand cohesion.**

In August 2025, I was contracted to consult from August 2025-March 2026 to strengthen community engagement, foster transparency, and build public trust through effective, strategic planning and oversight for communications.

With need for content and messaging management high, I chose to dive in. I did not evaluate from a distance. Instead, I worked closely with the Township Supervisor, Communications Director and other leaders to:

- Immediately focus on crafting and clarifying key message points to counter misinformation and misperceptions
- Co-create content for digital and analog projects
- Share in problem-solving
- Develop a practical, frontlines understanding of the needs, the restrictions, and the opportunities for communicating to the residents of Milton Township.



An Immersive Approach

a note from Lucinda Armas

Regarding research: internal audience metrics was minimal. However, rather than dedicating significant time and resources to an extensive audience survey at the outset, priority was placed on establishing the foundational elements necessary for an effective communications operation.

While audience insights are always valuable, the primary geographic audience was already known. The more immediate need was to “get the house in order” – creating structure, defining processes, establishing brand standards, and building the tools and infrastructure needed to support consistent, effective communications moving forward.

This report focuses on not only leveraging the progress made but continually improving and innovating—with a laser focus on Milton Township’s residents.

It has been a privilege to work alongside the people who make things happen at Milton Township. Residents are very fortunate to have you—the elected leaders, staff, and volunteers who strive to serve with excellence.

In appreciation,

~ LA



Table of Contents

Communication is more than messaging — it is **service**.

Executive Summary	4
Introduction	5
Current Communications Landscape	8
Strategic Opportunities	16
Priority Actions	20
Conclusion	26



Executive Summary

From feel-good stories to financial reports, Milton Township's communication validates its existence. It is through clear, concise communication that:

- residents understand what services the Township offers them
- voters know their elected officials are doing what they said they would
- tax payers have access to financial reports and mandated meetings

Communication is the inoculation for confusion.

Since new Township leadership took office in 2025, Milton Township has made significant progress in improving communication and public access to information.

Key accomplishments to date include:

- launch of a new ADA-compliant website
- expanded social media activity
- online access to meeting agendas & minutes
- production and posting of videos
- increased media outreach, and the continued refinement of the Township's public brand

These efforts have laid a strong foundation for a more relevant and responsive communication system.

This strategy focuses on 4 primary goals:

1. **Increase and deepen awareness** of Township programs & services
2. **Increase participation** in programs & initiatives
3. **Deepen community engagement** & public trust
4. **Achieve greater efficiency** and **consistency** in communication processes

Executive Summary

Milton Township leaders also know there is more work to be done. This Communications Strategy provides a roadmap for strengthening how Milton Township informs, engages, and builds trust with residents, partners, and stakeholders.

Developed during a period of organizational transition, these assessments and recommendations are designed to create a more coordinated, resident-focused communications approach that supports transparency, participation, and operational efficiency.

Several ongoing challenges limiting communication effectiveness are also addressed.

Internally, these include decentralized communication systems, inconsistent branding and messaging, limited audience data collection, lack of centralized workflows and project management tools, and insufficient crisis communication infrastructure.

Externally, there is a general lack of public understanding about the role and value of township government.

While Milton Township communicates frequently across multiple platforms, communications must become more intentional, coordinated, measurable, and audience-focused.

Despite these challenges, the Township is uniquely positioned to make meaningful progress. This report highlights major strategic opportunities, including leveraging the newly launched website as a central information hub, using analytics and audience data to guide decision-making, strengthening social media engagement, expanding media relations, and utilizing the Township's strong in-person community presence to foster authentic connection with residents.

So, what's next?

Executive Summary

To guide implementation, our strategy outlines a phased Communications Roadmap through 2027. Priority actions include:

- Finalizing and implementing brand and style guidelines
- Strengthening website content and digital engagement
- Improving ADA-compliant communications
- Developing social media policies and content strategies
- Expanding community outreach and audience research
- Formalizing crisis communication procedures
- Building stronger relationships with local media
- Increasing data-driven decision making and performance tracking
- Aligning departmental and sub-brand communications under a more cohesive Township identity

This strategy positions *Milton Township to evolve from simply disseminating information to creating a more transparent, collaborative, and community-centered communication culture.*

At the core of the strategy are the “4 Cs” of effective communication:
Clarity — ensuring communication is understandable and actionable
Consistency — reinforcing trust through a unified voice and identity
Channels — using the right platforms to reach audiences effectively
Connection — building meaningful relationships via two-way engagement

Introduction

The purpose of this strategic plan is to anchor Milton Township's communications in a clear, resident-focused approach—aligning resources and prioritizing messaging to:

- Increase and deepen awareness
- Increase participation
- Deepen engagement
- Achieve efficiencies

Increase and deepen **AWARENESS**

Increase and deepen awareness of Milton Township's purpose and programs among residents year-over-year, measured by:

- 1) Statistical data gathered through formal surveys
- 2) Informal feedback gathered via calls, comments, events, and meetings.
- 3) Successful implementation of brand and style guide

Increase **PARTICIPATION**

Increase participation in Milton Township's services, measured by departmental and program reporting of the number of participants, demographics of participants, and type of services.

Deepen **ENGAGEMENT**

By deepening engagement, measurable results include:

- 1) Increased attendance and participation in Township meetings and sponsored events.
- 2) Steady growth in sign-ups for e-notifications on the new website and other opportunities to capture emails.
- 3) Engagement with social media content.

Achieve **EFFICIENCIES**

Adding key infrastructure, policies and procedures within the Township's communication processes and structure, thereby:

- 1) Ensuring timely, accurate information sharing
- 2) Targeting the right audiences with the relevant messaging
- 3) implementing the strategic plan on time and on budget.

Milton Township only fully implements its mission if it is in communication with its residents.

CURRENT COMMUNICATIONS LANDSCAPE OF MILTON TOWNSHIP

The development of this strategy is one of several initiatives launched to deliver on their promises of increasing transparency and facilitating more effective, centralized communication.

Newly elected leaders for Milton Township took the helm in May 2025 and immediately began delivering on their promises to increase transparency and foster more effective communication with residents and stakeholders.

Recognizing that communication is central to the Township's ability to serve the community effectively, leadership identified the need for a more coordinated and centralized approach to information sharing and collaboration.

At the time, communications efforts operated largely *without* a unified platform or centralized workflow for requests, edits, and approvals, limiting efficiency and consistency across departments and affiliated organizations.

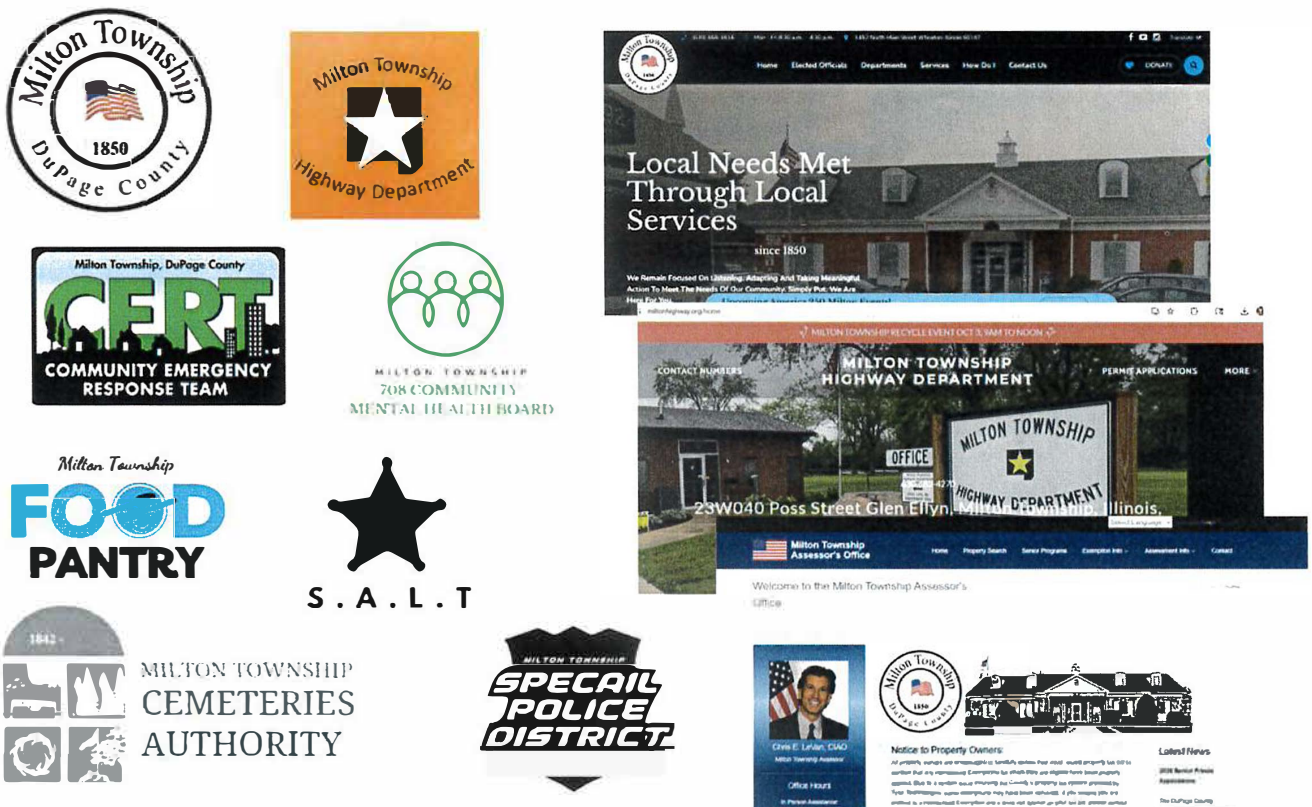


CURRENT COMMUNICATIONS LANDSCAPE OF MILTON TOWNSHIP

While certain entities, such as the Community Mental Health Board (CMHB), maintain necessary legal and operational distinctions, Township leadership also recognized the value of greater cohesion and collaboration wherever appropriate. Existing examples of partnership and coordination – including collaboration with CERT and the shared use of Township branding initiatives – demonstrate the potential benefits of a more unified communications structure.

By strengthening coordination and establishing clearer communication processes, the Township aims to improve public access to information, enhance organizational effectiveness, and further build trust within the community.

Outlined and detailed in this section, is Milton Township’s communications ecosystem—how the Township is connecting with its constituents today.



CURRENT COMMUNICATIONS LANDSCAPE OF MILTON TOWNSHIP

Key Success Drivers Already Present

In one short year, Milton Township has made significant improvements, including:

1. Collaboration between the new Township Supervisor (bringing a wealth of communication experience and skills) and the Communications Director (having a strong understanding of Township programs and a forward-momentum energy.)
2. Launch of a new ADA-compliant Milton Township website, a hub for Milton Township communications (April 2026)
3. Launch of a new Milton Township Highway Department (MTHD) website, a departmental website (June 2025)
4. Development of an MTHD app (now MT.IL) for residents to report issues and concerns quickly
5. Consistent and timely online sharing of Township monthly board meeting packets
6. Online posting of Township monthly board meeting videos
7. Launch of an official Milton Township Instagram account (February 2026) and increased posting on Facebook as well as crossposting
8. Increased press coverage
9. Solidified; articulated, and refined brand
10. Activation of Official Milton Township LinkedIn account (April 2026)
11. Launch of new Milton Township website (April 2026)

In addition, Milton Township's primary audience is geographically defined: Milton Township residents. Though this audience contains multiple segments, there is no question who the primary audience is. Township representatives also have the enviable position of meeting face-to-face with constituents, which adds another opportunity of genuine engagement.

CURRENT COMMUNICATIONS LANDSCAPE OF MILTON TOWNSHIP

Current Audience

1) **Milton Residents. Within this geographically-confined target, there are segmented audiences:**

- Unincorporated Milton Residents
- Milton Township Registered Voters
- Milton Township Taxpayers
- Milton Township Property Owners
- Milton Senior Citizens
- Food Pantry Participants
- General Assistance Recipients
- Scholarship Recipient Families
- Veterans
- Volunteers (CERT)

2) **Partners: Mainly outside collaborators (organizations, local governments, municipalities)**

- **Milton Township Food Pantry Recipients**
- Milton Township Food Pantry Volunteers
- Milton Township Food Pantry Donors
- Milton Township Food Pantry: Northern Illinois Food Bank
- Mental Health Board's Partners
- Referral/Partner Organizations (social services)
- 9 local Municipalities in Milton Township
- Townships Officials of Illinois (TOI)
- Metropolitan Townships Association (MTA)

3) **Local Media**

- Newspaper/magazines—digital and analog
 - Radio and TV
 - News Influencers (self-employed journalists, substack writers, YouTubers, TikTokers, bloggers...)
-

CURRENT COMMUNICATIONS LANDSCAPE OF MILTON TOWNSHIP

Communication Touchpoints

1) Digital

- Milton Township Official Website (newly launched April 2026)
- Milton Township Official Facebook: 1.3k followers. Post 2-3x week
- Milton Township Official Instagram 34 followers (live 2/4/26). Post 2-3x week
- Milton Township Highway Department website
- Milton Township Highway Facebook: 197 followers
- Milton Township App (GOGO.V)
- Milton Township Assessor's website
- Milton Township CERT Facebook: 8 followers defunct contact M.Harvey
- Milton Township CERT Team Facebook: 449 members
- Milton Township Community Mental Health Board Facebook: 188 followers
- Milton Township SALT Facebook: 78 followers defunct contact Chuck Smith
- Official Milton Township Newsletter (online)
- Departmental Newsletters/Updates (SALT, CERT)
- Press Releases
- Emails (SALT, CERT-departments; Food Pantry-Partner)
- Texts through Go.gov (Highway)
- PDFs of Flyers and Brochures (throughout Township)
- Electronic Milton Township Sign/Bulletin Board

2) Analog

- Newsletter (quarterly, including annual) sent to approximately 44,000 households
- Annual Highway Department Homeowners Book
- Brochures/Flyers Printed
- Signage/Vehicles

3) Human to Human

- In-Person Presentations/Invited Guests/Community Tabling
- Calls to Milton Township
- Visits to Milton Township
- Chamber of Commerce/other community events

CURRENT COMMUNICATIONS LANDSCAPE OF MILTON TOWNSHIP

Challenges and Barriers to Effective Communication

While Milton Township communicates through a variety of digital and traditional channels, the primary challenge is not the volume of communication, but the lack of cohesion, structure, and strategic coordination behind it. Several organizational and operational barriers currently limit the effectiveness, clarity, consistency, and long-term impact of communications efforts.

1) Brand and Messaging Inconsistency

Milton Township has historically communicated without a unified brand identity, style guide, or coordinated messaging framework. As a result, communications across departments, committees, and platforms have varied in tone, design, writing quality, and audience focus. Messaging has not consistently answered the fundamental resident-centered question: “What does this mean for me?” This lack of consistency weakens trust, recognition, and overall public understanding of Township services.

2) Decentralized Communication Structure

The Township operates with a parent brand (Milton Township), multiple sub-brands (departments, commissions, and committees), and a partner organization (Milton Township Food Pantry). While decentralized communication can be effective, there are currently few policies, standards, or support systems in place to guide these entities under a cohesive communications strategy. This has led to duplication of efforts, fragmented messaging, inconsistent branding, and reduced efficiency. In addition, website and social media metrics from various sub-brands are not centrally shared or analyzed.

CURRENT COMMUNICATIONS LANDSCAPE OF MILTON TOWNSHIP

3) Limited Communications Infrastructure and Processes

Current communications workflows rely heavily on email for project requests, approvals, and internal information sharing. No centralized project management system or internal communications platform exists to organize requests, archive materials, track timelines, or improve cross-departmental collaboration. The growing volume of projects and platforms now necessitates a more structured and scalable process.

4) Digital and Accessibility Gaps

Website and social media analytics have not been consistently reviewed to better understand audience behavior, user experience, or areas of public interest. Content is also not consistently repurposed or tailored across channels for specific audiences. Additionally, writing, design, and social media practices require continued improvement for clarity, accessibility, and ADA compliance.

5) Fragmented Digital Presence

The Township's digital ecosystem lacks consistency and cohesion. Multiple official websites currently exist using different domain extensions (.com, .net, and .org), creating confusion and weakening the Township's digital identity. At minimum, government-facing platforms should transition toward a standardized .gov structure to improve public trust, credibility, and navigational clarity.

6) Limited Media and Community Awareness

Relationships with local media outlets are minimal or nonexistent, limiting opportunities for proactive storytelling, public education, and reputation management. Furthermore, despite Milton Township being one of the most local forms of government and serving residents since 1850, many residents remain unaware of the Township's role, services, and community value. This represents an ongoing external communications challenge requiring sustained education and outreach.

CURRENT COMMUNICATIONS LANDSCAPE OF MILTON TOWNSHIP

7) Capacity Constraints

The Township's communications needs and opportunities continue to expand, yet they are currently managed by a one-person, part-time Communications Department. Existing staffing capacity limits the ability to fully execute strategic communications initiatives, maintain consistent engagement, analyze performance metrics, proactively manage reputation, and support the growing needs of departments and programs across the organization.

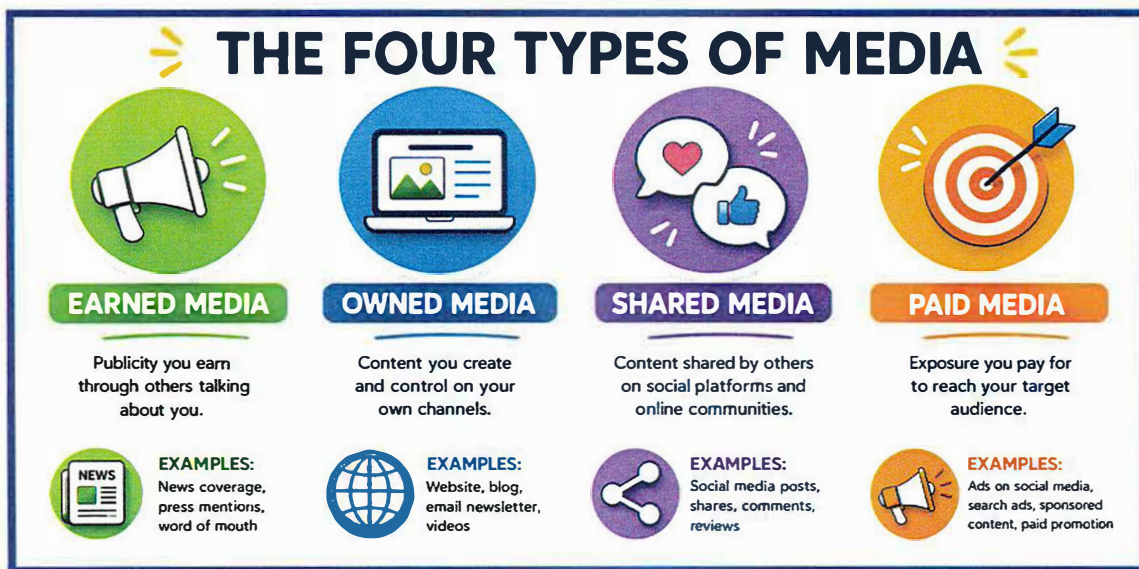
8) Lack of Crisis Communication Preparedness

A formal crisis communication and reputation management plan has not yet been implemented organization-wide. Without established protocols, messaging procedures, and response coordination, the Township may face challenges communicating clearly and consistently during emergencies or reputational issues.

Top of Form

STRATEGIC OPPORTUNITIES

In spite of remaining core challenges, Milton Township is well-positioned to take advantage of several high-impact shifts that have already been made and implement additional strategies recommended. The majority of these recommendations focus on Milton Township's owned, shared and earned media with paid media supplementing efforts.



These are areas where Milton Township can make the biggest, budget-friendly gains:

1. **New Website (Capabilities Leveraged)**
2. **Accessible Metrics: Website and Social**
3. **Fresh Branding**
4. **Social Media Presence**
5. **Built-In Connection with Community Presence**
6. **New and Better Understanding of Media Relations**
7. **Aligned, Cohesive Public Facing Communication Platforms.**
8. **Efficient Communications Infrastructure.**

STRATEGIC OPPORTUNITIES

New Website (Capabilities Leveraged)

The new user-friendly, ADA compliant website offers new features to better with general and segmented audiences. Unlike the previous site, it offers e-notification signups, an interactive calendar, and a news portal. This site is designed for users to easily find the information they need. A well-designed, content-rich site will improve communication and position it as Milton Township's trusted information hub. And, ideally cutdown on FOIA requests and spread of misinformation.

Accessible Metrics: Website and Social

Prior to the launch of the new site, website metrics were not analyzed. Accessing these metrics will lead to a better understanding of both the audience and how the site itself is performing—allowing the Township to adjust in real-time as needed. The Communications Director will also be monitoring engagement on social platforms

Fresh Branding

Milton Township Leaders, working with the Communications Director, can shape the Milton Township brand, model it through actions, words, and decisions and elevate it through strategic communications. This brand is yours. This includes incorporating new motto [insert] and, in the future, a brand refresh with an updated logo, typography, colors, and templates.

Social Media Presence

Milton Township's Facebook currently boasts 1.3k followers. The Instagram account, launched on 2/4/26 grows. An official Milton Township account is in the works. With these platforms, Milton Township has the opportunity to elevate its digital communication with improved, resident-focused, ADA-compliant content. Clearer content. On-brand Images. Short-form videos. All these can lead to higher engagement, increased trust, and greater participation. And, with new website, posts can drive audiences to resource-rich pages.

STRATEGIC OPPORTUNITIES

Built-In Connection with Community Presence

Through serving residents directly via programs (general assistance, SALT, tax assessment consults...) and events (Township booths, CERT volunteers), Township representatives are in the community—interacting with their core audiences.

Particularly with events, these opportunities can be maximized by defining goals for these interactions and resourcing representatives (see point X, Priority Actions, below).

NOTE: America's 250 is an excellent opportunity to capture the attention of residents and deepen presence in the community. Along with planned events, Milton Township has established the 250 Acts of Service campaign to engage residents.

New and Better Understanding of Media Relations

Just as with the general public, clear and consistent communication with local reporters/editors, key influencers, and media outlets is essential for a municipality like Milton Township. In the last few months, you shifted from periodic “need to tell” releases to monthly releases relevant to residents (newsworthy, inspirational, educational). You have already made headway here, resulting in published articles and letter to the editor.

Aligned, Cohesive Public Facing Communication Platforms

As mentioned previously, the Township is represented on multiple official platforms that lack a cohesive presentation. Complexity does not necessitate separation. For instance, the robust, county-wide Dupage County Division of Transportation successfully lives within the official DuPage County website. It is clear that the Division of Transportation is an integral part of DuPage County.

STRATEGIC OPPORTUNITIES

Establishing an Efficient Communications Infrastructure

This area is by far the one that will take the most thought and work. Yet, it is essential. Milton Township has a significant opportunity to strengthen the infrastructure that supports communications across departments, programs, and affiliated organizations. Establishing more centralized systems for collaboration, project requests, content development, approvals, archiving, and internal communication would improve efficiency, consistency, and accountability.

By implementing clearer workflows and shared communication tools, the Township can reduce duplication of effort, streamline processes, preserve institutional knowledge, and save valuable staff time. Enhanced infrastructure would also support stronger coordination between departments, improve long-term organization of communication assets and records, and create a more cohesive resident experience across all Township touchpoints.

PRIORITY ACTIONS: COMMUNICATIONS ROADMAP

.HSo what's next? Milton Township's priority actions focus on strengthening the foundation of clear, consistent communication; using the right channels to reach audiences and deepening connections within the community it serves. ***Flip Milton Township's tendency to simply disseminate messages to strategic two-way communication.*** Take advantage of every digital, analog, and human interaction to understand your audience and give them the information they need.

Expand and Polish the Foundation (April 2026-June 2026)

Focus here is clarity and consistency within the core infrastructure.

1) Brand Alignment

- a. Finalize and implement brand guidelines & style guide
- b. Create templates for web, social, and media
- c. Incorporate key messages/content pillars throughout all channels
- D. Integrate new Milton Township motto in communications
- d. Create new logo / update brand (?)

2) Website Continuous Improvement

- A. Monitor and adapt.
 - b. Audit and update as needed (feedback from staff and users)
 - c. Manage e-notification sign-ups
 - d. Establish content cadence (regular news + updates)
 - e. Track what matters:
 - Awareness (website traffic, open rates)
 - Engagement (comments, shares, event participation)
 - Trust indicators (survey feedback, sentiment)
 - Service utilization (program participation increases)
 - f. Broaden understanding of SEO and implement best practices
 - g. Continue posting and promoting quarterly Township long-form videos
 - h. Promote new website to public, partners, volunteers, service providers and other municipalities/local governments.
-

PRIORITY ACTIONS: COMMUNICATIONS ROADMAP

3) Community Engagement

With warmer weather, there will be additional community outreach opportunities to connect and engage one-on-one with residents.

- a. Define goals for events and outreach from April 2026-October 2026.
- b. Leverage America's 250/Milton Township 250 Acts to connect and build trust
- c. Equip staff with tools (talking points, QR codes, materials)
- d. Gain feedback/insights via QR codes to online surveys or on-site surveys.
- e. Build your audience database, capture emails and cell phones

4) Implement Social Media Best Practices

- a. Ensure all social posts are ADA compliant.
- b. Develop social media policy guidelines
- c. Continue to refine and populate content calendar
- d. Create official Milton Township LinkedIn account
- e. Promote social media accounts based on audience and tailor messaging as needed (FB-older audience, Instagram-younger, LinkedIn - professional)

5) Continue Development and Dissemination of Comms Projects

It is understood that there will be an ongoing rhythm of required communications (newsletters, postcards, press releases) throughout entire year

6) Begin Tracking What Matters

- Awareness (website traffic, open rates)
 - Engagement (comments, shares, event participation)
 - Trust indicators (survey feedback, sentiment)
 - Service utilization (program participation increases)
-

PRIORITY ACTIONS: COMMUNICATIONS ROADMAP

7) Sharpen Risk Management & Crisis Communication Preparedness

Formalize and share throughout the Township:

- Protocols for urgent or emergency communication
- Clear roles for approvals and messaging
- Consistent, timely updates during crises
- Misinformation monitoring and response

8) Incorporate Outside Contractors to implement Strategy.

Based on priority, needs, capacity and budget--Milton Township will need to determine what areas of strategy can be accomplished most efficiently by outside contractors.

PRIORITY ACTIONS: COMMUNICATIONS ROADMAP

Advance and Optimize (July 2026 - September 2026)

Focus on Engagement and Insight

1) Data-Driven Communications

- a. Implement monthly reporting (website + social)
- b. Identify key performance metrics
- c. Adjust content based on performance

2) Social Media Expansion

- a. Revise content pillars based on data
- b. Introduce short-form video 2x/monthly
- c. Drive traffic back to website

3) Deepen Relationship with Local Media and Influencers

- a. Build and update media/influencer list
- b. Encourage local reporters/photographers to come on-site
- c. Develop media kit (include definition of Township, photos, explanation of programs, updated stats...)
- d. Position Milton Township officials and program staff as knowledgeable sources on local government, specific programs, etc.
- e. Continue to share resident-focused, story-driven content
- f. Reach out to media apart from press releases, inviting them to monthly meetings, reminding/linking them to media kit.

4) Implement Formal Audience Research (specific to comms)

- a. Sample survey residents on awareness of Township and evaluation of Milton Township communications (newsletter recipients, social media followers, program participants...)
 - b. Organize and review all informal survey research conducted at events or among online social quick-quizzes/surveys. Incorporate this into your findings.
-

PRIORITY ACTIONS: COMMUNICATIONS ROADMAP

Deepen Impact and Determine Success (October - December 2026)

Activity does not equate success. Focus on deepening trust, steadily increasing program participation and hone ability to determine success.

1) Hone in on message of transparency and trust.

- a. Gather year-end-stats and prepare to share for calendar year results
- b. Feature, in short form videos, each elected leader reporting on progress, challenges, plans

2) Act upon research conducted. Make decisions.

- a. Revise newsletter (new template?)
- b. Identify new platforms, tools to develop
- c. Update key messages or content pillars
- d. Build personas of your target audiences (e.g. begin connecting with young adults, younger families either having grown up here or moving in from the City)

3) Hold training sessions across departments.

- a. Solicit feedback on website
 - b. Continue brand orientation and training
 - c. Ask for list of projects needed for calendar year 2027 and FYE 2028
-

PRIORITY ACTIONS: COMMUNICATIONS ROADMAP

Build Upon Successes, Enhanced Skills, and Lessons Learned for FYE 2028 (January 2027-March 2027)

By now your content should be clearer, actionable and on brand; you are reaching your audience through key channels, and you have a greater presence in the community. You are in continuous improvement mode while executing the communications plan.

In addition:

1) Activate a campaign focused on the Township motto:

“Local Needs Met Through Local Services.”

- a. Show—via photos, videos, stats and stories the value delivered by Milton Township to Milton Township residents.
- b. Build campaign around culmination at April 2027 meeting.

2) Prepare communications strategy and budget for FYE 2028.

It is highly recommended that this strategy included a concerted effort to successfully bring Milton Township’s sub brands into alignment of the Milton Township parent/anchor brand.

SUMMARY

As Milton Township continues to evolve, communication must remain central to how the Township serves, informs, and connects with residents. This strategy is not simply about increasing output or expanding platforms – it is about building trust through clarity, consistency, accessibility, and meaningful engagement.

The foundation for progress has already been established. With strong leadership, improved digital infrastructure, increased transparency, and a renewed focus on resident needs, Milton Township is well-positioned to strengthen its role as a trusted and responsive local government resource.

Successful implementation of this strategy will require ongoing collaboration, adaptability, and commitment across departments and affiliated organizations.

By continuing to invest in thoughtful, resident-focused communication, Milton Township can deepen community connection, increase awareness and participation, and demonstrate the value of local government in tangible, everyday ways.

Ultimately, communication is more than messaging – it is service.

When Milton Township communicates effectively it:

- **strengthens** public trust
 - **fosters** community pride,
 - **stewards** resources wisely
 - **demonstrates** local needs are met through local services
-

