

Drainage District Commissioner

Annual Responsibilities

MONTH DUE	NO LATER THAN	COMMISSIONER RESPONSIBILITIES	DATE COMPLETE
JANUARY	31	OPEN MEETINGS ACT: post notice of regularly scheduled meetings. 5 ILCS 120/2.03	
JANUARY	31	PROPERTY TAX EXEMPTION: file affidavit with Chief County Assessment Officer stating whether there has been a change in the use of District-owned real estate that has been granted property tax exemption. 35 ILCS 200/15-10	
APRIL	1	STATEMENT ECONOMIC INTERESTS: receive from county clerk. 5 ILCS 420/4A-106	
MAY	1	STATEMENT ECONOMIC INTERESTS: file completed document with County Clerk. 5 ILCS 420/4A-101 & 4A-105	
JUNE	30	PREVAILING WAGE: adopt ordinance, keep available for inspection by any interested persons. 820 ILCS 130/9	
JULY	1	ELECTIONS: Receive Election packets (<i>Designation of Polling Place</i> , <i>Notice of Drainage District Election</i> for publication, <i>Statement of Candidacy</i> , <i>Drainage Election Pollbook</i> (<i>Judges' Oath</i> , <i>Official Ballots</i> , <i>Ballot Application</i> , <i>Certificate of Results</i>), <i>Oath & Bond</i> . Procedure set forth in 70 ILCS 605/4-5 et seq. 10 ILCS 5/2A-1(a): Election Code does NOT apply.	
JULY	15	PREVAILING WAGE: Ordinance due with Dept. of Labor. 820 ILCS 130/9	
AUGUST	15	PREVAILING WAGE: Publish notice of determination, within 30 days after filing with the Dept. of Labor, in a newspaper of general circulation within the District, & promptly mail a copy to any employer/association of employers/person or association of employees who have filed their names and addresses, requesting copies. 820 ILCS 130/9	
AUGUST	4-weeks pre-1st Tues in Sept	ELECTIONS: 4 WEEKS pre-election file the <i>Designation of Polling Place</i> with the Circuit Clerk 70 ILCS 605/4-5	
AUGUST	3-weeks pre-1st Tues in Sept	ELECTIONS: 3 WEEKS pre-election file <i>Statement of Candidacy</i> with Circuit Clerk 70 ILCS 605/4-5	
AUGUST	2-weeks pre-1st Tues in Sept	ELECTIONS: at least 2 WEEKS pre-election, Circuit Clerk shall Publish the <i>Notice of Drainage District Election</i> stating the time & place of election in newspaper for 2 successive weeks see 70 ILCS 605/4-22 & 605/4-5.	
SEPTEMBER	1st TUES	ELECTIONS: 1st Tues. in September - 2pm-4pm, open NLT 6pm, return ballots to clerk w/in 48 hrs 70 ILCS 605/4-5. Commissioners in office shall be the judges-if 1 or more can't, electors present at opening of polls may choose judge.	
SEPTEMBER	1st THURSDAY	ELECTIONS: return <i>Drainage Election Pollbook</i> (<i>Judges' Oath</i> , all used & unused <i>Official Ballots</i> , <i>Ballot Application</i> , <i>Certificate of Results</i>) to Circuit Clerk within 48 hours of election. 70 ILCS 605/4-5	
SEPTEMBER	20-days post Election	ELECTIONS: w/in 20 DAYS file <i>Oath & Bond</i> with Circuit Clerk. 70 ILCS 605/4-4	
OCT / NOV	10 days pre-annual meeting	ANNUAL MEETING: Set time, date and place of annual meeting & shall give notice of thereof by publication by newspaper, in each county district is situated, one time at least 10 days prior to the date of the meeting. 70 ILCS 605/4-12	
NOVEMBER	30	ANNUAL MEETING open to the public, held in county(ies) in which district is located. Secretary shall keep and preserve a minute book in which he/she shall record the proceedings 70 ILCS 605/4-12. A majority of the commissioners constitutes a quorum, and a concurrence of a majority of their number regarding any matter within the scope of their duties is sufficient. 70 ILCS 605/4-11	

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NOVEMBER	30	FINANCIAL REPORT OF COMMISSIONERS: file with Circuit Clerk for Court approval. Shall be under oath & show amount of money collected since last report & manner in which district's funds have been expended. Shall contain itemized statement of notes, bonds & orders, if any, outstanding & unpaid at the close of the report period & the balance on hand in the treasury of the district. 70 ILCS 605/4-32	
NOVEMBER	30	CERTIFICATE OF LEVY & ANNUAL ASSESSMENT ROLL: file with Circuit Clerk for Court approval. Not to exceed the total on last court ordered annual assessment roll (Drainage Districts <u>do NOT</u> levy up to 105%), if the amount levied is less than the total amount authorized, then state the % of the total the levied amount represents. 70 ILCS 605/5-20	
NOVEMBER	30	AFFIDAVIT EXAMINATION OF TAX RECORDS: Districts where county collector collects drainage assessments, commissioners shall cause an examination of county general tax records at least once each year to ascertain any changes in ownership of land. Affidavit of compliance with this section must accompany any assessment roll or certificate of levy of annual maintenance assessment. 70 ILCS 605/5-20.1	
NOVEMBER	30* <i>recommended due date; statute gives no due date</i>	COMMISSIONER CLAIMS: keep track of expenses personally paid on behalf of the District for reimbursement and days worked on behalf of the District and nature of work done for commissioners' annual claim. May receive a sum not to exceed \$30 per day for each day you are actually engaged in the business of the office, and you shall be reimbursed for your necessary traveling and other expenses incurred in the performance of your duties. 70 ILCS 605/4-13	
DECEMBER	10	CERTIFICATE OF LEVY: Last day for land owners to file objection to levy. 70 ILCS 605/5-20	
DECEMBER	31	LIST OF ACTIVE COMMISSIONERS: Shall file a list of active commissioners with Circuit Clerk of the county in which the district is organized. The list shall include the addresses of the commissioners and shall designate the chairperson. 70 ILCS 605/4-32.1	
ANNUALLY	<i>Inspection</i>	ANNUAL INSPECTION: shall make an annual inspection of all the district's improvements and works and keep the drains, levees, pumping plants and other works of the district in operation and repair. 70 ILCS 605/4-15	
ANNUALLY	<i>Renew Insurance</i>	INSURANCE: Renew liability insurance for District and Errors & Omissions for Commissioners	
ANNUALLY	<i>OMA Training</i>	OPEN MEETINGS ACT: newly elected/re-elected commissioners - shall complete OMA training w/in 90 days of election. 5 ILCS 120/1.05; OMA designee must take training annually. Drainage Comm'rs may take in person through IADD. 5 ILCS 120/1.05(d)	
ANNUALLY	<i>FOIA Training</i>	FREEDOM OF INFORMATION ACT TRAINING: shall designate one or more officials or employees to act as FOIA officer(s). Shall complete the electronic training curriculum within 30 days after assuming the position-file cert. of completion w/public body. 5 ILCS 140/3.5	
FOIA & OMA ONLINE TRAINING WEBSITE: http://foia.ilattorneygeneral.net/Default.aspx			
PREVAILING WAGE Rates by County: https://www.illinois.gov/idol/Laws-Rules/CONMED/Rates/2015/july/COUNTY.HTM			