

*SUPERVISOR*  
Catherine "Kay" Starostovic

*CLERK*  
Judy Martini



**GRANT TOWNSHIP**  
*Est. 1850*

*TRUSTEES*  
Robert Hamm  
Robert "Bob" Selle  
Tom Lippert  
Karen Fischer

- 1) Section 3.5 Requirement 1: List of Township records that are immediately disclosable without a formal FOIA request:

Ordinances on file in red book in Clerks Office and on website  
Minutes of Board Meetings, Special Calls, Released Executive Session Minutes on Website  
Agenda's posted on website and on file  
Zoning Maps on file

- 2A) Section 5 List of FOIA categories and records on file in Township Office:

Annual Town Meeting Files  
Annual Reports (Financial, ATM, etc.)  
Agreements, Contracts, IGA's  
Audits  
Bid Documents  
Board Packets  
Budgets (tentative and final)  
Committee Records  
Correspondence  
FOIA Requests and Responses  
Grant Information  
Insurance Information  
Levies (Township and Road District)  
Minutes (separated by body)  
Notices  
Oaths, Notices, Warrants  
Ordinances, Proclamations  
Current Records Disposal Records & Certificate  
Resolutions  
Supervisor's Bond  
Compensation Chart

2B) Section 5: List of FOIA categories and records on file at Township for Road District

Bid information

Correspondence

FOIA Requests and Responses

Minutes

Notices

Personnel Records

Plats and Maps

Variance Information

Compensation Chart

2C) Section 5: List of Other FOIA Categories and records on file at Township Office

Accounting Information

County Information

Deputy Registrar Information

Facility Records

Handicap Placard Information

Notary Information

Passport Information

Personnel Records

State Information

Town Logo

Vehicle Sticker Information

State Vehicle License Renewal Stickers

Food Pantry Information

Health Information thru AHAA

Grant Township Personnel Policies and Procedures Manual

Decennial Meeting Records and Surveys for both the Township and Highway Dept. for 2023-2024

**3) Services and Programs available thru the Township Office**

- General Assistance Info and or Emergency Assistance
- Low Income Household Energy Assistance Program and application assistance (LIHEAP)
- General guidance and referrals for resource fatigued residents
- Full time Low Income Household Energy Assistance Program and application assistance (LIHEAP)
- Temporary handicap placards
- Prescription discount cards
- Free Grant Township vehicle parking stickers
- ISOS "Rules of the Road" classes and annual mobile unit
- Benefit Access Application Assistance
- Transportation Service
- Voter registration and Notary Services
- ADA Accessible Playground, Walking Trails and Picnic Shelter
- Recreation in our Grant Township Center Park

**IV. Grant Township Road District is located at 26535 W. Molidor Road, Ingleside, Illinois on the campus of the Grant Township Center. Our maintenance team consistently puts all of their efforts into maintaining the township with performing –**

- **Asphalt patching**
- **Asphalt resurfacing**
- **Basin maintenance**
- **Roadside mowing**
- **Shoulder gravel**
- **Street light maintenance**
- **Sewer vacuuming**
- **Culvert jetting**
- **Drainage work**
- **Trash pickup**
- **Road striping**
- **Traffic control signage**
- **Tree trimming and removal**
- **Right-of-way permits**
- **Winter snow and ice control**
- **Mosquito Abatement Control**
- **Adopt-A-Highway**
- **Assist families in flooding and storms**
- **Sand bagging, pumps, and debris pickup**
- **Electronic recycling**
- **Spring clean-up**
- **Street sweeping – spring and fall**
- **Brush pickup / mulch program**
- **J.U.L.I.E. locates**

- Baseball, football and soccer field. Soon to come tennis & pickle ball courts, exercise station, splash pad and Bocce Ball
- Community Room rentals
- Adopt-A-Family Assistance Program & Holiday meal baskets
- Mosquito abatement larvae control
- Offer guidance, newsletters and e-news articles to residents. Soon to come Facebook Page
- Special events for seniors IE Annual Picnic and Scenic Bus Trips
- Food Pantry

#### 4) SERVICES AVAILABLE THRU ACCESSORS OFFICE

Values of all non-exempt properties

Visits, photographs and measures of all Township properties to update records

Record all permits issued, documents any change in real property

Initiates home-improvement exemptions

Adjust assessments for factual errors in documentation

Record & analyzes all real estate transfer declarations

Monitors General Homestead Exemption

Help taxpayer apply for exemptions

Provides copies of current/prior tax bills

Assists in filing agricultural/farmland valuations

Cross-references permanent real estate index numbers

Supplies name & address for properties applying for municipal variances

Represents Township during assessment appeal process

Provides information as requested during appeals

Initiates and coordinates appraisals as required for commercial assessment appeals

Educate property owners & answer questions on assessment and property tax system

Distribute literature concerning assessment and tax bill process

Offers free notary public service

#### SECTION 4 : Grant Township FOIA Policy

For those who seek information via FOIA Request Records, in accordance to Freedom of Information

Act, can be filed with the Grant Township Clerk- FOIA Officer of Grant Township., via email

JMartini@granttownship center.org. For those who do not have internet or need more help filing a FOIA

request, contact Clerk Judy Martini at 847-740-2255 to make arrangements. Records being FOIA'D can

be reviewed thru Email, Mail, Fax, or in person. There is no charge for FOIA materials for first 50 pages

printed in black and white. More than 50 pages there is a charge of fifteen cents per page. FOIA forms

are available either online or in our office by request.

**FOIA OFFICERS:** Clerk Judy Martini at 847-740-2233 email

Alternate: Administrative Assistant Nancy Rogers email

**FOIA ADDRESS:** FOIA request to a FOIA Officer: 26725 W. Molidor Rd. Ingleside, IL. 60041

**DESCRIPTION OF GRANT TOWNSHIP GOVERNMENT AND PURPOSE**

Grant Township is located in North-West Lake County. Grant Township is one of 18 total Townships in Lake County. Grant Township has a population of 27,997 residents according to 2020 census and 14,470 parcels. Grant Township represents residents in some or all of areas in Fox Lake, Spring Grove, Ingleside, Volo, Lakemoor and Round Lake. The Townships annual budget in 2023 was \$3,546,040

**LOCATION OF GRANT TOWNSHIP OFFICES and CONTACT INFO:**

Grant Township and Assessors Office located at 26725 W. Molidor Rd. Ingleside, IL. 60041  
Township Phone 847-740-2233 Assessors Phone 847-546-8880 email llamantia@granttwpassessor.com  
Grant Township Highway Department:  
26535 N. Molidor Road, Ingleside IL. 60041 Phone: 847-546-7323 email: Roads5467@msn.com

**GRANT TOWNSHIP PURPOSE**

To provide quality services with innovative and responsible use of resources for an evolving Grant Township Community.

**APPROXIMATE NUMBER OF GRANT TOWNSHIP EMPLOYEES:**

Township Employees (Full and Part-time) : 12  
Township Assessors Office: 4  
Highway Department: 8

**MEMBERSHIP OF ELECTED OFFICIALS BOARDS, COMMISSIONS, COMMITTEES, ADVISORY BOARDS:**

Township Finance/Legislative Township Committee: Supervisor Starostovic and Hamm, Lippert, Fischer  
Township Insurance: Supervisor Starostovic, Assessor LaMantia, Highway Commissioner Kiesgen  
Township Senior Services: Starostovic, LaMantia, Martini, Fischer  
Township Youth Services: Starostovic, LaMantia, Kiesgen, Lippert  
Township Parks & Recreation: Committee of the Whole (all Trustees and Supervisor)  
Township Neighborhood Coalition: Starostovic, Kiesgen, Selle  
Township Fund Raising: Committee of the Whole (all Trustees and Supervisor)  
Township Officials of Illinois Conference Committee: Supervisor Starostovic  
Township Officials of Illinois Finance Committee: Supervisor Starostovic  
Township Officials of Illinois Nominating Committee: Supervisor Starostovic