

**Official Minutes of Decennial Committee of Washington Township, Beecher, IL  
April 11, 2023**

Supervisor Mike Stanula called the first meeting of the Washington Township Decennial Committee to order at **6:03 p.m.** The meeting agenda and guest sign-in sheet are attached. Stanula led the Pledge of Allegiance.

**Roll call:**

Present: Supervisor Mike Stanula Trustees: Mark Herlitz, Tracy Heldt, Teresa Peterson

Appointed Members: Paul Goldrick, Darwin Koehn, Joseph Burgess, Charlie VanGemert and Julie Nefczyk

Absent: Trustee George Obradovich

**Public Commentary:** None

**NEW BUSINESS:**

1. Discussion and Organization of Duties and Expectations of Committee – Supervisor Stanula distributed a “Meeting Outline” (attached) which included the following.
  - The meeting is required by the Local Government Efficiency Act, which was signed into law by the Governor.
  - Supervisor Stanula introduced all the Committee members. Joe Burgess will record the meeting minutes.
  - The committee is required to meet before June 10, 2023, and must meet at least two more times by December 31, 2024. The committee is to submit a report to Will County stating such items as: Township’s efficiencies, (programs and responsibilities) and the accountability of how well the township performs these roles. This includes how effective the programs are and reporting any deficiencies or recommendations.
  - Because Washington Township’s population is less than 400,000, the Road District can and will be included as a Joint Committee. This will require the committee to also review the efficiency and accountability of the Washington Township Road District.
  - The committee will need to compile a list of the Township’s programs and services and any awards the township has received. The committee is to also review and list any intergovernmental agreements the township is engaged in. This information is currently on file with the Township Clerk.
  - Township Officials of Illinois has provided a template for townships to follow to help prepare the report. Supervisor Stanula reviewed the “Review of Laws, Township Polices, Township Rules and Procedures, Township Training Materials and Other Documents’ (page 4 & 5 of the template / attached) with the committee. While most of the information listed is readily available, there are a few items that the committee will review in further detail. Reviews will be conducted regarding the Open Meeting Act and FOIA officers training documents, Sexual Harassment Training and verifying required IMRF postings.
  - The committee will then make recommendations as needed based on their review of all required documentation.

Supervisor Stanula asked the committee if they would prefer to break up the tasks and report back at the next meeting or work through all of the items as a group. The committee decided they would work through the items as a group.

2. Set Date for Follow-up Meeting – Stanula suggested holding the next meeting at 6 pm on September 7, before the regular Washington Township Board meeting.

**Upcoming Seminars and Meetings**

- **September 7** – Decennial Committee Meeting (6 PM)

**Adjournment:**

Being no additional business to discuss, Trustee Heldt made a motion to adjourn the meeting. Trustee Peterson seconded the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote. The Board Meeting adjourned at **6:50 pm**.

Respectfully submitted,

  
\_\_\_\_\_  
Joseph Burgess – Secretary

Approved by the Decennial Committee: 9/7/23

**Washington Township  
Decennial Committee Meeting on Local Government Efficiency Act  
April 11, 2023 - 6:00 pm  
Meeting Agenda**

**Call to Order / Roll Call**

**Pledge of Allegiance**

**Public Commentary**

**New Business**

1. Discussion and Organization of Duties and Expectations of Committee
2. Set Date for Follow-up Meeting

**Upcoming Meeting**

**Adjournment**

Any disabled person requiring special accommodations should notify Supervisor Mike Stanula ***prior*** to the meeting date to make necessary arrangements. Supervisor Stanula may be reached at 946-2026.

Washington Township

Decennial Committee Meeting Sign-in Sheet

4/11/2023 - 6 PM

Guest Sign-in Sheet

Paul Goldricks

JULIE NEFCZYK

CHARLIE VAN GEMERT



April 11, 2023

Committee on Local Government Efficiency Act

Re: 1<sup>st</sup> Meeting Outline

30200 Town Center Rd  
Beecher, IL 60401

**Supervisor**

Michael Stanula

**Assessor**

Pat Peters

**Highway Commissioner**

Michael Smith

**Clerk**

Joe Burgess

**Trustees**

Tracy Heldt

Teresa Peterson

George Obradavich

Mark Herlitz

- 1.) Why we are meeting... the Governor has signed into Law the Local Government Efficiency Act, which basically means that the County is looking at the efficiency of Washington Township.
- 2.) The Committee will need to meet before June 10, 2023 and at least two more times by Dec. 31, 2024. A written report will need to be submitted to Will County stating recommendations (if any) on the; a) the efficiency of our township and b) the accountability of our township.
- 3.) Identify the Committee members.
- 4.) Here is what the Committee needs to do in the next :
  - A. LIST
    - 1) The Committee will need to compile a list of Programs and Services Partners offered by the Township. This can actually be obtained by the Clerk's Office. Along with these Lists a discussion of whether more programs or services can be added.
  - B. AWARDS RECEIVED
    - 1) Can be compiled by the Clerk's Office.
  - C. INTERGOVERNMENTAL AGREEMENTS
    - 1) Can be compiled by the Clerk's Office.
  - D. REVIEW OF LAWS, TOWNSHIP POLICIES, TOWNSHIP RULES AND PROCEDURES, TOWNSHIP TRAINING MATERIALS AND OTHER DOCUMENTS.
    - 1) Refer to attachment.
  - E. LASTLY
    - 1) What does our Township do well or what areas to we need improvement.

Michael Stanula-Washington Township Supervisor

**SAMPLE TOWNSHIP REPORT FOR COMPLIANCE WITH DECENNIAL  
COMMITTEES ON LOCAL GOVERNMENT EFFICIENCY ACT  
(For Townships and Road District JOINT REPORT Only)**

I. Unit of government submitting this report:

NAME OF TOWNSHIP: WASHINGTON

Note: Any local government that levies a tax, other than a municipality or county must file this report. For Road Districts in counties with populations of less than 400,000 the highway commissioner may form a joint committee to prepare one combined report. See 50 ILCS 70/10(b-5).

II. Information about our Township

- A. We are located in Will County. There are 24 townships in our county.
- B. The population of our Township is 6000?, as of the 2020 census.
- C. We have \_\_\_\_\_ employees of the Township (not including elected officials).
- D. We have \_\_\_\_\_ employees in our Road District (not including elected officials).
- E. Our annual budget for 2023 is: \$ \_\_\_\_\_.
- F. Our Township's equalized assessed valuation for 2023 is \$ \_\_\_\_\_.

III. Information about Our Committee

A. Committee Members:

Township Supervisor STANULA

Township Highway Commissioner SMITH

Township Trustee HELDT

Township Trustee HERLITZ

Township Trustee OBRADOVICH

Township Trustee PETERSON

Township Resident (Supervisor Appointment) DARWIN KOEHN

Township Resident (Supervisor Appointment) JOE BURGESS (Secr.)

JULIE NEFCZYK

Township Resident (Highway Comm. Appointment) CHARLIE VAN GAMERT

Note: Per 50 ILCS 70/10(b), the committee membership must include all the elected or appointed members of the township board (Supervisor and Trustees) and two residents appointed by the Supervisor. The residents can be the Assessor, Highway Commissioner, Clerk or Collector, if you have one, or other residents of the Township, but these officials are not required to be on this Committee. The Supervisor may appoint more than two residents if deemed appropriate.

- B. Dates that our Committee Met (50 ILCS 70/20)
- First (Organizational) Meeting  
(must occur prior to June 10, 2023): 4/11/23, 2023
- Second Meeting: 9/6/23 6PM, 2023
- Third Meeting: \_\_\_\_\_, 2023
- Additional Meetings (List All): \_\_\_\_\_, 2023

**EACH OF THESE SECTIONS ARE TO BE COMPLETED SEPARATELY BY  
THE ROAD DISTRICT AND THE TOWNSHIP AND INCLUDED AS TWO  
PARTS OF THE SUBMITTED REPORT**

IV. Programs Offered by our Township.

A. Our Township offers the following services and programs: (List programs like general assistance, youth programs, senior programs, community programs, LIHEAP, etc.) (If not applicable, remove this).

*CLERK HAS LIST*

B. Other services/programs we could possibly provide:

V. Social Service Agreements

A. We partner with the following not for profits to offer social services (list all):

Entity:

Services Provided:

- 1.
- 2.
- 3.
- 4.
- 5.

*CLERK HAS LIST*

B. Our residents have benefitted from these agreements in the following ways:

C. We have considered possibly offering the following social services or the following additional potential partnerships:

VI. Awards and Recognitions

Our Township has received the following awards, distinctions, and recognitions: (List all).

VII. Intergovernmental Agreements

*CLERK WILL CK / HAS LIST*

A. We partner with, or have Intergovernmental Agreements, with the following other Governments (List all):

Entity:

Services Offered:

B. Our Township's efficiency has increased through intergovernmental cooperation in the following way (list cost savings, avoiding duplicated services, etc.):



VIII. Review of Laws, Township Policies, Township Rules and Procedures, Township Training Materials, and other Documents

We have reviewed the following, non-exhaustive list of laws, policies, training materials, and other documents applicable to the Township to evaluate our compliance and to determine if any of the foregoing should be amended.

- State laws applicable to Townships, including, but not limited to the Township Code (60 ILCS)
- Illinois Open Meetings Act (5 ILCS 120) *AG site*
- Policy on public comment
- Designation of OMA officer (5 ILCS 120/1.05(a))
- All of Elected Officials have completed OMA Training (5 ILCS 120/1.05(b))
- Schedule of All Township Regular Meetings for Calendar or Fiscal Year (5 ILCS 120/2.03)
- Illinois Freedom of Information Act (5 ILCS 140)
- Designation of FOIA officer (5 ILCS 140/3.5(a))
- FOIA Officer Training (5 ILCS 140/3.5(b))
- Computation and Retention of FOIA Requests (5 ILCS 140/3.5(a))
- Posting Other Required FOIA Information (5 ILCS 140/4(a); 5 ILCS 140/4(b)) *ON WEBS. FOR INT OFFICE*  
*CLERK WILL REVIEW*
- List of Types or Categories of FOIA Records under Township's Control (5 ILCS 140/5) *CLERK MAINTAINS LIST - NEED COPY*
- Periodic Meetings to Review Closed Meeting Minutes (5 ILCS 120/2.06(d))
- IMRF Total Compensation Postings (5 ILCS 120/7.3) — INFO ON WEBSITE
- Designation of Whistleblower Auditing Official (50 ILCS 105/4.1)
- All of our Elected Officials have filed statement of economic interests (5 ILCS 420/4A-101; 5 ILCS 420/4A-101.5)
- Sexual harassment prevention training (775 ILCS 5/2-109(c))

Our Intergovernmental Agreements *NEED LIST*

Our Social Service Agreements or Contracts *NEED LIST*

Our budget and financial documents *WE HAVE ON FILE*

State Ethics Laws, including, but not limited to the State Officials and Employees Ethics Act (5 ILCS 430/1-1) *PASSED ETHICS ACT*

~~Our budget and financial documents~~

Reports on government efficiency, including "Local Government Efficiency and Size in Illinois: Counting Tax Revenues, Not Governments" by Wendell Cox (2016); "Local Democracy and Townships in the Chicagoland Area," by Wendell Cox, (January 2012). *?*

Others (List Below or Attach):

IX. What Have We Done Well? (List any budget/levy freezes or reductions in the past decade; list new programs or services offered to residents over the past decade; list any ethics ordinances adopted; timely FOIA compliance; responsiveness to public; list any new intergovernmental agreements or social services offered; list any increase in number of township residents served, etc.) *Compile LIST*

X. What Inefficiencies Did We Identify/What Are our Next Steps?

XI. What Can We Do Better or More Efficiently?

*Need To ADDRESS*

XII. Studies on Governmental Efficiencies

In preparing this report, we reviewed several studies on local government efficiency. These studies show that:

- The average local government in Illinois serves 1800 residents compared to the national median of 2850 individuals
- Most townships in Illinois have no bonded indebtedness. Together with road districts they are an integral element of local democracy. Township expenditures have grown at a lower rate than those of any other level of government since 1992.
- Townships have lower labor costs and employ mostly part time employees.

XIII. Our committee's recommendations regarding Increased Accountability and Efficiency:

Note: This Report must be filed with your County no later than 18 months after your first committee meeting.

Submitted by: \_\_\_\_\_  
Chairman, Decennial Efficiency Committee of \_\_\_\_\_ Township

Date: