

**Official Minutes of Decennial Committee of Washington Township, Beecher, IL  
September 7, 2023**

Trustee Tracy Heldt called the second meeting of the Washington Township Decennial Committee to order at **6:00 pm** and assumed the role of Chairperson. The meeting agenda and guest sign-in sheet are attached. Heldt led the Pledge of Allegiance.

**Roll call:**

**Present:** Trustees: Mark Herlitz, Tracy Heldt, Teresa Peterson and Highway Commissioner Mike Smith

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

**Absent:** Supervisor Mike Stanula and Trustee George Obradovich

**Approval of Decennial Committee Minutes dated April 11, 2023**

Trustee Heldt asked if there were any corrections or additions to the April 11, 2023, Decennial Committee meeting minutes as presented. Being none, Heldt asked for a motion to approve the minutes.

**Motion:**

Trustee Peterson made a motion to approve the minutes of the April 11, 2023, Decennial Committee meeting as presented. Trustee Herlitz seconded the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote.

**Public Commentary:** None

**Old Business**

At the April 11 decennial meeting a sample report template from the Township Officials of IL (TOI) was utilized as a checklist to verify requirements that should be included in the final report. During that meeting it was noted that many of the items that are required are maintained by the Clerk. Prior to the meeting, Clerk Burgess entered the necessary information into a draft copy of the report (attached) and sent the report to the committee members via email. Trustee Heldt recommended that the committee review each section of the report and verified the information was accurate while also addressing the listed "Old Business" agenda items listed below. Sections 1, 2 and 3 of the report were identified as correct.

- *Review Township's Programs and Activities (Section 4)* - A review of the 23 programs and activities listed on the report indicated no changes or additions were needed at this time. No new services or programs were identified or recommended at this time.

In reviewing Section 5, "Social Services Offered", it was recommended to add Alicia's House to the list because the Washington Township Food Pantry works with Alicia's House for food items as needed.

- *Review Township's Awards (Section 6)* - The township has been recognized on multiple occasions by TOI with various awards and there were no other items to add at this time.

- Review Township's Intergovernmental Agreements (Section 7) - The intergovernmental agreements listed on the report were deemed as correct.
- Review Township's Policies (Sexual Harassment, Whistleblower) (Section 8) - A list of policies was available and the need for a "Sexual Harassment Policy" and "Whistleblower Policy" were addressed and passed at the June 5, 2023, township board meeting. Most officials and employees have completed the training and certificates are on file.
- OMA (Open Meetings Act) Review (Section 8) - All provisions of the OMA have been satisfied and all Board members were asked to complete the training.
- FOIA Review (Section 8) - The township has done a very good job with FOIA requests and all required documentation including postings, training certificates, computation and retention records as well as hard copies of requests are on file and available either on the website or through the Clerk's office.
- IMRF Review (Section 8) - The IMRF requirement is available through the township's website.

The committee also received electronic copies of reports on government efficiencies written by Wendall Cox and published in 2012 and 2016. Trustee Heldt encouraged the committee members to review the information prior to the next meeting. All other items listed on "Section 8" were then deemed to be in compliance with state requirements.

An evaluation of Section 9, "What Have We Done Well", was considered complete at this time.

A review of Section 10 "Deficiencies Identified" - Items such as the lack of a Whistleblower and Harassment Policies were identified and addressed at township board meetings. Having current OMA and FOIA training on file was also identified and rectified.

A discussion regarding Section 11 "What Can We Do Better" included suggestions to get more residents to attend township Board meetings by promoting them on social media and through the township's newsletter and website. Utilizing these platforms more effectively could also be used to distribute time sensitive and other important information to area residents.

Sections 12 and 13 of the report included no changes at this time.

Trustee Heldt asked the committee to reread the report and look for any other items that would be beneficial to make the report as complete as possible.

### **NEW BUSINESS:**

1. Set Date for Follow-up Meeting – The next Decennial Committee meeting will be held on November 6, 2023, at 6 pm at the Washington Township.

2. Verification of Split Township & Road District Report - The sample report does indicate that certain sections of the report are to be completed separately by the Township and Road District and included as two parts of the report. TOI will be contacted by the township clerk for clarification on this requirement.

**Upcoming Meetings**

- **November 6** – Decennial Committee Meeting (6 pm) @ Washington Township Center

**Adjournment:**

Being no additional business to discuss, Trustee Herlitz 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 **6:28 pm**.

Respectfully submitted,

  
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Joseph Burgess – Secretary

Approved by the Decennial Committee: 11/6/2023





**Washington Township**  
**Decennial Committee Meeting on Local Government Efficiency Act**  
**September 7, 2023 - 6:00 pm**  
**Meeting Agenda**

**Call to Order / Roll Call**

**Pledge of Allegiance**

**Approval of April 11, 2023 Minutes**

**Public Commentary**

**Old Business**

1. Review Township's Programs and Activities
2. Review Township's Awards
3. Review Township's Intergovernmental Agreements
4. Review Township's Policies (Sexual Harassment, Whistleblower)
5. OMA Review
6. FOIA Review
7. IMRF Review

**New Business**

1. 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.