

## DECENNIAL COMMITTEE TOWNSHIP REPORT

I. Unit of government submitting this report:

NAME OF TOWNSHIP:                      North Litchfield

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 Montgomery County. There are 18 townships in our county.
- B. The population of our Township is 4939, as of the 2020 Census.
- C. We have 1 part time employees of the Township (not an elected official)
- D. We have 4 part time \_\_\_ employees in our Road District (not including elected officials).
- E. Our annual budget for 2023 is: \$205,640.00.
- F. Our Township's equalized assessed valuation for 2023 is \$99,438,285.

III. Information about Our Committee

A. Committee Members:

Township Supervisor	Mary Werries
Township Highway Commissioner	Dan Peters
Township Trustee	David Helgen
Township Trustee	Mary Beth Taylor
Township Trustee	Jeff Thornton
Township Trustee	Larry Pezold
Township Resident (Supervisor Appointment)	Debbie Donham
Township Resident (Supervisor Appointment)	Misty Tooley

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, 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): \_\_\_\_\_6/6\_\_\_\_\_,2023
- Second Meeting: \_\_\_\_\_8/7\_\_\_\_\_,2023
- Third Meeting: \_\_\_\_\_10/10\_\_\_\_\_,2023

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). General Assistance provides assistance with housing, utilities, community service referrals and assistance with employment search. Also, clients are given the opportunity to be transported to local community college for GED.

V. Social Service Agreements

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

**Entity:**

**Services Provided:**

1.Hearts United

Provides emergency housing assistance, homeless services including casework services, resume assistance and budgeting instruction.

2.Golden Nutrition.

Provides supervision of community service programs for General Assistance.

- C. Enhanced services provided through classes and casework services through
- D. Hearts United.

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

- 1. Partnering with Pantry Pals through Union Avenue Christian Church to provide weekend food for families with low income children.

VI. Awards and Recognitions

Our Township has received the following awards, distinctions, and recognitions:  
N/A

VII. Intergovernmental Agreements  
N/A

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)
- 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))
- 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))
- List of Types or Categories of FOIA Records under Township's Control (5 ILCS 140/5)
- Periodic Meetings to Review Closed Meeting Minutes (5 ILCS 120/2.06(d))
- IMRF Total Compensation Postings (5 ILCS 120/7.3)
- 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
- Our Social Service Agreements or Contracts
- Our budget and financial documents
- State Ethics Laws, including, but not limited to the State Officials and Employees Ethics Act (5 ILCS 430/1-1)
- 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).

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.)

1. Computerized/Digitized tax assessments.
2. Reviewed and updated historical paper files to coordinate with digital files.
3. Provided periodic assistance to local food pantries. Client benefit from enhanced local resources for food assistance, especially during the pandemic.

4. Upgraded Quick Books to mirror other township book keeping systems.
5. We now have an independent person with a accounting expertise overseeing funds and expenditures.
6. Assessor has increased efficiency by incorporating the General Assistance employee as well as Township Supervisor with data gathering and assessment preparation all for the purpose of eliminating the need to hire additional employees. Also, software and digital filing have been incorporated, which has improved administrative production and file access. All data is being backed up locally on an external hard drive as well as using back-up services online (Carbonite). The latest software is being used to produce assessment records including sketches, property Record Cards, photo and general correspondence. These records are transmitted electronically to the County for processing and record keeping. These procedures have saved much time and improved productivity substantially.

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

1. To stay on top of Record Disposal and not let years upon years of unnecessary clutter remains.

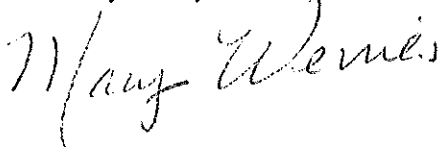
X1. What Can We Do Better or More Efficiently? I believe we are constantly looking for ways to improve and run our office as efficiently as possible. At this time, I believe we are doing so.

X11 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

Submitted by: Mary Werries



Chairman, Decennial Efficiency Committee of North Litchfield Township

10/31/2023