

**SAMPLE TOWNSHIP ROAD DISTRICT REPORT FOR COMPLIANCE WITH
DECENNIAL COMMITTEES ON LOCAL GOVERNMENT EFFICIENCY ACT
(For Township Road Districts Only)**

I. Unit of government submitting this report:

NAME OF ROAD DISTRICT: Winfield Township Road District

II. Information about the Winfield Township Road District

- A. We are in DuPage County. There are nine townships in our county.
- B. The population of our Township is 45,836, as of the 2020 census.
- C. We have 8 employees in our Road District (not including elected officials).
- D. Our annual budget for 2023 is: \$3,007,750.
- E. Our Township's equalized assessed valuation for 2023 is \$1,953,110,441.

III. Information about Our Committee

A. Committee Members:

Township Highway Commissioner John S. Dusza
Township Trustee Donald Voelz
Township Trustee Barb Alekna
Township Trustee Shawn Hacker
Township Trustee Judy Lucas
Township Resident Lisa Welch
Township Resident Eileen Kelly Cagle

B. Dates that our Committee Met (50 ILCS 70/20)

First (Organizational) Meeting
(must occur prior to June 10, 2023): May 8, 2023

Second Meeting: February 12, 2024

Third Meeting: August 12, 2024
(Adopt Report)

IV. Programs Offered by our Township.

A. The Road District maintains 40 miles (80 lane miles) of road rights-of-way which are many of the streets in the unincorporated areas of Winfield Township. The road-right-of way consists of paved streets, shoulder gravel and an additional area that is used for

drainage. Within the right-of-way the Road District assumes many responsibilities, with maintenance among the highest of those responsibilities. On any given day, the Road District may be required to address among other things, asphalt patching, asphalt re-surfacing, gravel shouldering, drainage, litter removal, leaf removal, road striping, traffic control signage, winter tree removal, winter snow and ice control and J.U.L.I.E locates.

The Road District has an annual leaf removal program, scheduled brush pickups throughout the spring and fall; and storm debris pick-up as deemed necessary along with Christmas Tree recycling drop off and used cooking oil recycling drop off. The Road District holds an annual recycling event that is offered to its residents and anyone in the surrounding area.

The Road District prides itself in serving our taxpayers (and the general, traveling public as a whole) in both its road-related work and its additional programs.

Our committee will continue to consider the possibility of offering additional potential partnerships.

V. Awards and Recognitions

Our Township Road District has received the following awards, distinctions, and recognitions:

The Road District received the Earth Flag through DuPage County and Scarce.

Scarce guides schools, municipalities, and organizations to reach their environmental goals. They can assist with recycling, composting, energy conservation, and green cleaning projects.

The Earth Flag is a program offered jointly by Scarce and DuPage County. Each group has an evaluation (“green audit”) of their facilities, staff trainings, and must complete an eco-volunteer activity.

VI. Intergovernmental Agreements

A. We partner with, or have Intergovernmental Agreements, with the following other Governments:

1. DuPage County – Mowing County Right-Of-Way
 - a. Mowing along County roads
 - i. 44.81 total acres
2. City of West Chicago – Mowing Right-Of-Way
 - i. Purnell Rd & 350 ft S. of White Oak Dr
3. State of Illinois DOT and Winfield Township for Street Light Improvement State Job No.: C-91-203-21

- a. Traffic signal modifications with the Illinois Department of Transportation
- 4. Winfield Township and DuPage County for the Implementation of the National Pollutant Discharge Elimination Program
 - a. The purpose of this agreement is for the Township and the County with respect to compliance with IEPA General National Pollutant Discharge Elimination System Permit No. ILR40 for discharge from small Municipal Separate Storm Sewer Systems in the East Branch DuPage River, West Branch DuPage River and Fox River Watersheds.
- 5. Participation in the Local American Rescue Plan Act (“LARPA”) Program
 - a. Reimburse eligible non-payroll expenses.
- 6. Shared Deicing Salt with West Chicago Park District
 - a. The Road District provides deicing salt to the Park District
- 7. City of West Chicago – Snow Plowing
 - a. The purpose to consolidate and share snow removal operations to improve efficiency whereas the Winfield Township Road District acts and accepts snow removal responsibilities within the city limits of the City of West Chicago from
 - i. Blair St- East of Rt 59
 - ii. Kammes Ct – N of Blair St
 - iii. Ridgeland Ave between Washington St/Geneva Rd & Grove Ave
 - iv. Grandlake Blvd between IL RT 59 & Williams Rd
 - v. Grove Av E. of RT 59
 - vi. Apple Tree Ln, Gary’s Mill Rd to Orchard Ct
 - vii. Orchard Ct N. of Gary’s Mill Rd
 - viii. Trillium Dr (upon annexation into city)
 - ix. Gardener Way (upon annexation into city)
 - x. Purnell Rd (upon annexation into city)
 - xi. White Oak Dr
- 8. Village of Winfield – Snow Plowing
 - a. The purpose to consolidate and share snow removal operations to improve efficiency whereas the Winfield Township Road District acts and accepts snow removal responsibilities within the limits of the Village of Winfield on
 - i. Garys Mill Rd from the district line to Winfield Rd
 - ii. Rebecca Ln
 - iii. Wilmar Ct
 - iv. Wynwood Rd between Gary’s Mill Rd and Roosevelt Rd.
- 9. Township Road Alliance – Everyday & Emergency Services and Shared Equipment
 - a. The purpose of this was formed to enable Highway Commissioners to fulfill obligations in a manner deemed most cost effective and efficient, and which best serves the needs of the residents of each Township, through authorization of contracting with his fellow Highway Commissioners as allowed by law.

- B. The Road District is proud of our commitment to our neighboring taxing bodies. These intergovernmental agreements promote cost sharing and improved work efficiency when working together on projects along with sharing equipment and manpower.

VII. Review of Laws, Township Policies, Township Rules and Procedures, Township Training Materials, and other Documents for Road District

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

- X State laws applicable to Townships, including, but not limited to the Township Code (60 ILCS)
- X Illinois Open Meetings Act (5 ILCS 120)
- X All of Elected Officials have completed OMA Training (5 ILCS 120/1.05(b))
- X Illinois Freedom of Information Act (5 ILCS 140)
- X Designation of FOIA officer (5 ILCS 140/3.5(a))
- X FOIA Officer Training (5 ILCS 140/3.5(b))
- X Computation and Retention of FOIA Requests (5 ILCS 140/3.5(a))
- X Posting Other Required FOIA Information (5 ILCS 140/4(a); 5 ILCS 140/4(b))
- X List of Types or Categories of FOIA Records under Township's Control (5 ILCS 140/5)
- X IMRF Total Compensation Postings (5 ILCS 120/7.3)
- X Designation of Whistleblower Auditing Official (50 ILCS 105/4.1)
- X All of our Elected Officials have filed statement of economic interests (5 ILCS 420/4A-101; 5 ILCS 420/4A-101.5)
- X Sexual harassment prevention training (775 ILCS 5/2-109(c))
- X Our Intergovernmental Agreements
- X Contracts

- X Our budget and financial documents
- X State Ethics Laws, including, but not limited to the State Officials and Employees Ethics Act (5 ILCS 430/1-1)
- X 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).

VIII. 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.)

The Winfield Township Road District sends out approximately 16,798 Homeowners Handbooks to its residents every other year and updates it yearly on our website. The Handbook discusses everything the Road District offers throughout the Township as well as listing important dates. The Road District holds an Annual Recycling Event in the fall. We apply for a grant every year from DuPage County’s Environmental Division to utilize their Document Shredding Program that they offer to municipalities to help with funding for paper shredding services offered to residents during the event. We also have a Leaf Removal Program for all Unincorporated Residents in the fall along with Brush Pickup 4 times a year, twice in the spring and twice in the fall. The Road District also provides extra storm brush pick-ups if/when needed.

Each year we consider any appropriate reductions in our tax levies and have worked to freeze and/or cap certain funds whenever it is prudent to do so.

The Road District receives requests under Illinois’ Freedom of Information Act, and prides itself in responding within the statutory deadline or agreed upon date with the requestor.

The Road District works hard throughout the year to make sure the residents’ needs are met. Our office appreciates all feedback received from residents.

“I request this email be forwarded to John Dusza, Highway Commissioner at the township.

Dear John,

I want to let you know how amazing your entire team is, in taking care of all the pockets and neighborhoods in Winfield.

I was up early; heard the plows and I smiled. Then, I departed for work early to get a jump start and the crew was tending to our neighborhood again. I learned halfway to work our office was closed, so I turned around and yet again the crew was back clearing our quiet area. Your employees do an incredible job and I see your trucks servicing so many areas throughout Winfield. I sincerely appreciate all the hard work, dedication and commitment to the community. Whether it is brush clean-up, the Recycling Extravaganza, and currently the winter plowing, all done professionally and with great care.

Please extend my **sincere thanks** to your entire group of hard workers!!! I know I have met you in the past here at the Casey "Ranch", as I rent from them on Childs, and I'm good friends with Phil. I sent him a text earlier with my same sentiments.

"Being a single female, your dedicated work removes my concerns or any worries of the road conditions, specifically on days like this. I can't be more grateful. Please share my thanks with your entire crew!! 😊😊
Karen"

"Hooray! Someone just emailed me last night asking if I had info – I will pass along your message. Thanks for all you do!

BTW, now that the Purnell Rd speed limit has been changed to 35 mph (hooray again) it still displays on the car's dash info as 40. Who of the road gods fixes that? 😊 Wishing you and staff a Merry Christmas & Happiest of New Years!!!

Rose"

"Please share my appreciation with all of the road district crew responsible for patching that small pothole on N Williams Road in Warrenville. Very much appreciated!

A grateful resident,
Spencer"

"Thank you so much for helping out last week! The race went very smoothly and most of all safely.

Thanks!
Rachel"

"Good morning. I just want to thank you and your crew for doing such a good job removing the tree which was in the easement in front of our house. It was a massive oak that we loved and were sorry to have lost. Watching that oak die was heartbreaking. The township crew did a fabulous job with the removal and cleanup afterwards. Earlier this spring the crew returned with a stump grinder to lower the stump and took the chips away. There are some holes left in the lawn caused by some of the large branches falling during the tree removal process. I was wondering if filling those holes and reseeding the lawn is my responsibility? I would be glad to have that done so that the front of our house looks better. Also, since it is part of the easement will I need a permit to have that kind of work done on the lawn? Again thanks for all the quality work that you and your crew did. It was very impressive.

John"

"John,

Thank you for hosting last night's West-Win meeting. You and staff do a wonderful job of accommodating us and we are most appreciative. Your comments and insight are invaluable to the unincorporated areas. As you heard, residents are very concerned with traffic safety issues that continue to worsen. They are very interested in how to work with law enforcement and local authorities to better address the problem. Also concerning was the potential of crimes in our area – so thank you for sharing this link. I will make certain West-Win provides this information to our residents.

I plan on attending the May 8th township meeting. Thank you again for your continued support.

Rose"

- I. What Inefficiencies Did We Identify/What Are our Next Steps? In prior administrations, the standard was set for handwritten notes related to specific jobs/tasks in our Road District. This creates the potential for things to be misplaced

or left undone. Recently, we have created a Work Ticket and Sign Program online. Jobs/tasks are now put into the Work Ticket Program and given a number. When the job is completed, we go in and mark it closed. This way we can log in and see any open, outstanding, and completed jobs. The Sign Program works similarly. It can show us what signs we have up in the township and where they are located. It helps us stay more efficient. We will continue to monitor this process and take any further steps as required to make it more efficient.

II. What Can We Do Better or More Efficiently?

We continue with our comprehensive review of our rights-of-way that are not formal roadways. The goal is to reduce any motor fuel tax monies received if they are not utilized by the traveling public. Accordingly, we have, and will continue to use the statutory road vacation process to remove those areas from our highway system, where appropriate.

III. Studies on Governmental Efficiencies

To assist 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.

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

Submitted by: _____
Chairman, Decennial Efficiency Committee of Winfield Township Road District

Date:

**TOWNSHIP REPORT FOR COMPLIANCE WITH DECENNIAL COMMITTEES ON
LOCAL GOVERNMENT EFFICIENCY ACT**

I. Unit of government submitting this report:

NAME OF TOWNSHIP: Winfield Township

II. Information about Winfield Township

- A. We are in DuPage County. There are nine townships in our county.
- B. The population of our Township is 45,836, as of the 2020 census.
- C. We have 7 employees in our Township (not including elected officials).
- D. Our annual budget for 2023 is: \$1,989,950.00.
- E. Our Township's equalized assessed valuation for 2023 is \$1,953,110,440.00.

III. Information about Our Committee

A. Committee Members:

Township Supervisor Nicole Prater
Township Trustee Donald Voelz
Township Trustee Barb Alekna
Township Trustee Shawn Hacker
Township Trustee Judi Lucas
Township Resident Lisa Welch
Township Resident Eileen Kelly Cagle

B. Dates that our Committee Met (50 ILCS 70/20)

First (Organizational) Meeting
(must occur prior to June 10, 2023): May 8, 2023

Second Meeting: February 12, 2024

Third Meeting: August 12, 2024

Additional Meetings (List All): October 14, 2024

IV. Programs Offered by our Township.

A. The Township offers an Annual Recycling Program, Emergency and General assistance, Bus Program, WAYS, LIHEAP, Christmas Program, Back to School Program, Thanksgiving Program, Cemetery, Property Assessments

B. Other services/programs we could possibly provide:
Shared food pantry program for senior and disabled persons.

V. Social Service Agreements

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

| <u>Entity:</u> | <u>Services Provided:</u> |
|--|--|
| 1. WAYS | Counseling and Mental health |
| 2. CERT | Community safety |
| 3. Warrenville Youth and family Services | Counseling and Mental health |
| 4. Neighborhood Food Pantry | Community outreach |
| 5. Doodlebug | Counseling and Mental health |
| 6. Midwest shelter for homeless Veterans | Counseling and Mental health and Community Outreach |
| 7. EDUCARE | Education and Community outreach |

B. Our residents have benefitted from these agreements in the following ways:
Counseling and Mental Health, working within the community, feeling a sense of security within the township.

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

VI. Awards and Recognitions

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

- Earth Flag through DuPage County and Scarce

VII. Intergovernmental Agreements

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

1. Pace-RIDE DuPage
2. WAYS-Wayne Township
3. LIHEAP
4. CERT-Milton Township
5. Senior Services-Wayne Township
6. LARPA-DuPage County
7. COVID 19 Reimbursement-DuPage County

B. Our Township's efficiency has increased through intergovernmental cooperation in the following way (list cost savings, avoiding duplicated services, etc.): Cost Sharing when working together on projects along with sharing equipment and manpower.

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

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.

- X State laws applicable to Townships, including, but not limited to the Township Code (60 ILCS)
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- X 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?

The Winfield Township offers General and Emergency assistance. We have a bus program for 55+ and Disabled persons to use withing three-mile radius outside the township. We work and participate in multiple programs to assist people: Access DuPage, Childrens Center, CERT, Doodlebug, DuPage County Senior Citizens, DuPage Veteran Foundation, Educare West DuPage, Multiple Food Banks, Healthy West Chicago, Warrenville Youth and Family Services, WAYS and Midwest Shelter for Homeless Veterans.

We partner with the Road District in an annual recycling event to the public.

We attend Health and Neighborhood fairs and HOA meetings to encourage constituents to utilize Township programs.

We have passed Ethics Ordinance 2023-01.

The Township responds to FOIA requests within a timely manner (normally within 24 hours)

The Township has had several Levy freezes in the past decade. We even had a tax abatement in 2022.

Winfield Township also does property assessment.

Our IGA’s include:

- Participation in the Local American Rescue Plan Act (“LARPA”) Program
- Intergovernmental agreement for participation in DuPage County Local government COVID-19 reimbursement Program
- Winfield Township and Milton Township CERT
- Vendor agreement between the County of DuPage and Winfield Township for the administration of low-income home energy assistance program (LIHEAP)
- Intergovernmental agreement between Wayne Township and Winfield Township for Senior Center
- IGA between Winfield Township and Pace

Copies of any of these can be provided upon request.

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

XI. What Can We Do Better or More Efficiently?

The Township Mission is Providing services, information and resources benefiting our residents in a responsible and caring manner. We are accomplishing this.

Our Vision Statement is a sustainable, innovative and inclusive community built through a legacy of responsible service. We believe our visions are being met and looking for new ways to help the community.

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 Winfield Township

Date: