

**Cherry Valley Township
Decennial Committees On Local Government Efficiency Act Report
June 14, 2023**

**Cherry Valley Township and Cherry Valley Township Road District
Joint Committee**

Our Township

Cherry Valley Township is one of 14 total townships in Winnebago County, Illinois. As of the 2020 census, the population of Cherry Valley Township was 19,304 people. There are 8 elected officials representing Cherry Valley Township and Cherry Valley Township Road District. The Township employs 1 full-time and 2 part-time staff members. The Road District employs 3 full-time and 3 part-time staff members. The Township budget for FY 2023-2024 is \$643,601. The FY 2023-2024 budget for the Road District is \$1,609,450. The 2022 equalized assessed valuation for Cherry Valley Township was \$409,617,340.

Our Committee

- | | |
|----------------------|--|
| • Brian Flynn | Township Supervisor |
| • Scott Frantz | Township Highway Commissioner |
| • Donald Carlson | Township Trustee |
| • Mike Hakanson | Township Trustee |
| • Jan Klaas | Township Trustee |
| • William Wetzberger | Township Trustee |
| • Jim Carter | Township Resident (Supervisor appointment) |
| • Wendy Owano | Township Resident (Supervisor appointment) |
| • Mary Flynn | Township Resident (Highway Commissioner appointment) |
| • Randall Talley | Legal Counsel to Decennial Committee |
| • Sarah Mattson | Administrative Specialist (Township Board appointment) |



Our Meetings

1. April 12, 2023
2. May 10, 2023
3. June 14, 2023

Cherry Valley Township Report

Cherry Valley Township Programs

1. We provide General Assistance, primarily in the form of rental assistance, for qualified residents.
2. We provide an assessment of real property for the basis of local taxation.
3. We conduct an Annual Town Meeting on the first Tuesday of April every year.

Social Service Agreements

- **Keep Northern Illinois Beautiful-** We coordinate volunteers and supplies for community trash clean-ups.
- **Salvation Army-** We provide volunteer workers from our General Assistance Community Work Program.
- **Northern Illinois Food Bank-** We provide volunteer workers from our General Assistance Community Work Program.
- **Rockford Rescue Mission-** We provide volunteer workers from our General Assistance Community Work Program.

Summary: The Decennial Committee has reviewed Cherry Valley Township's current social service agreements and has determined that all current partnerships are beneficial to both the volunteer and the organization. They promote a positive community environment, and we plan to continue working with all organizations listed.

Illinois Open Meetings Act (OMA)

- Policy on Public Comment
- Designation of OMA Officer
- Elected Officials' OMA Training
- Posting of Fiscal Year Township Meetings
- Periodic Meetings to Review Closed Meeting Minutes

Summary: The Decennial Committee has reviewed current Illinois Open Meetings Act requirements and Cherry Valley Township's documentation and practices in relation to compliance with the Illinois Open Meetings Act. The committee confirms that Cherry Valley Township is compliant with all Illinois Open Meetings Act requirements. Because no non-committee residents attended the Cherry Valley Township and Cherry Valley Township Road District Joint Committee meetings, a survey of residents asking for input on discussion matters was not conducted.

Illinois Freedom of Information Act (FOIA)

- Designation of FOIA Officer(s)
- FOIA Officer Training
- Computation and Retention of FOIA Requests
- Posting of Required FOIA Information
- Lists of Categories of FOIA Records Under Township Control

Summary: The Decennial Committee has reviewed current Illinois Freedom of Information Act requirements and Cherry Valley Township's documentation and practices in relation to compliance with the Illinois Freedom of Information Act. The committee confirms that Cherry Valley Township is compliant with all Illinois Freedom of Information Act requirements.

Other State of Illinois Laws Applicable to Townships

- Designation of Whistleblower Auditing Official
- Elected Officials-filing of Statement of Economic Interest
- Sexual Harassment Prevention Training

Summary: The Decennial Committee has reviewed all policies listed above and confirms that Cherry Valley Township is in compliance with all policy requirements.

Cherry Valley Township Budget and Financial Documents

- Budget
- Levy
- Treasurer Report
- Investment Policy
- Annual Audit
- IMRF Total Compensation Postings

Summary: The Decennial Committee has reviewed all policies and requirements to publish, post, and file Cherry Valley Township financial documents. The committee has determined that Cherry Valley Township is compliant in reporting and providing transparency for all financial documents.

What Have We Done Well?

- **Township Office**

1. Our Township has invested township funds in treasuries, with interest rates yielding up to 4.7%.
2. We have maintained a Township levy of 1.3 % of overall property tax bills for several years.
3. Additional security measures for Cherry Valley Township banking accounts have been implemented via Reverse Positive Pay. This tool provides daily updates for Town and Road Fund activities and allows users to detect and stop suspicious activity in real time.
4. In the past year, our General Assistance Program provided temporary rental assistance to 18 individuals in an effort to help them regain financial stability and remain in their homes. In addition, our General Assistance Caseworker completed 16 hours of continuing education.
5. The Supervisor and department employees review Sexual Harassment Prevention and Whistleblower training on an annual basis.
6. The Township Office, Assessor's Office and Township Road District operate in one shared building. They share the cost of all utilities.
7. The Township Supervisor and Township Road District share an Administrative Assistant to handle daily business activities.

- **Assessor Department**

1. Cherry Valley Township is comprised of 7,190 parcels. These parcels primarily consist of residential properties, but also contain 491 commercial/industrial properties and 102 commercial/residential properties. The Assessor's Office provides a timely, fair, and equitable assessment for every parcel every year.
2. The Assessor's Office also assists the public with property tax exemption forms, helps with filing assessment complaints, provides information, and explains the assessment and taxation process, and provides maps of specific properties.
3. Thorough records of all sales, building permits, measurements of new construction, and revisions of parcels are calculated and maintained in accordance with state and local laws and policies.
4. The Assessor and her staff complete over 40 hours of continuing education each year.
5. The Assessor and department employees review Sexual Harassment Prevention and Whistleblower training on an annual basis.

Cherry Valley Township Road District Report

Cherry Valley Township Road District Duties

1. We maintain 75.25 miles of roads and bridges outside of federal, state and other local jurisdictions.
2. We maintain the grounds for 3 abandoned cemeteries.
3. We maintain the buildings and grounds for all Cherry Valley Township properties.

Social Service Agreements

- **Keep Northern Illinois Beautiful-** We assist in the collection of roadside garbage and debris regularly. We are also a distribution center for volunteer supplies during the Great American Cleanup event.

Summary: The Decennial Committee has discussed the benefits and commitment to Keep Northern Illinois Beautiful and has determined that it benefits the overall aesthetic and well-being of the community. We plan to continue our commitment with the KNIB organization.

Intergovernmental Agreements

We partner with or have Intergovernmental Agreements with the following governments and government entities:

- **Village of Cherry Valley-** Cherry Valley Road District maintains 2.2 miles of roadway located within Village of Cherry Valley as defined in our Intergovernmental Agreement.
- **Illinois Public Works Mutual Aid Network-** We are an active member of IPWMAN.
- **Cherry Valley Fire Department-** We partner with Cherry Valley Fire Department on various projects.

Summary: The Decennial Committee has reviewed the Intergovernmental Agreement and the current partnerships and has determined that all are beneficial to local taxpayers and the community. We plan to continue our efforts to partner with all the organizations listed.

Cherry Valley Township Road District Financial Documents

- Budget
- Levy
- Highway Commissioner's Annual Financial Report
- Highway Commissioner's Annual Equipment Report

Summary: The Decennial Committee has reviewed all policies and requirements to publish, post and file Cherry Valley Township Road District financial documents. The committee has determined that Cherry Valley Township Road District is compliant in reporting and providing transparency for all financial documents.

What Have We Done Well?

• **Township Road District**

1. Cherry Valley Township Road District works in conjunction with other local government entities in order to provide seamless services and ensure cost efficiency for taxpayers.
2. We have maintained a Township Road District levy of 2.6 % of overall property tax bills for several years.
3. We are a member of a Federal Motor Carrier Safety Administration Consortium. This ensures that Township Road District staff are operating in compliance with all Federal Department of Transportation regulations.
4. Township Road District staff completed 18 hours of continuing education in 2022-2023.
5. The Highway Commissioner and department employees review Sexual Harassment Prevention and Whistleblower training on an annual basis.
6. The Township Road District, Township Supervisor, and Assessor's Office operate in one shared building. They share the cost of all utilities.
7. The Township Road District and Township Supervisor share an Administrative Assistant to handle daily business activities.
8. The Township Road District provides grounds and facilities maintenance for the building that it shares with the Township and Assessor's Offices.
9. Most Township Road District vehicle and equipment maintenance and repairs are performed in-house by experienced staff.

Overall Conclusion

The Decennial Committee finds that the Township and Township Road District are fiscally responsible in spending taxpayer money. We are responsive to township resident requests and concerns. We also benefit the community by working in joint cooperation with local units of government.

Submitted by: *B. P. Flynn* Date: 7-12-2023
Chairman, Decennial Committees on Local Government Efficiency Act
Cherry Valley Township and Cherry Valley Township Road District Committee



MINUTES- CHERRY VALLEY TOWNSHIP JOINT DECENNIAL COMMITTEE

STATE OF ILLINOIS,

WINNEBAGO COUNTY,

TOWNSHIP OF CHERRY VALLEY,

THE CHERRY VALLEY TOWNSHIP/CHERRY VALLEY ROAD DISTRICT

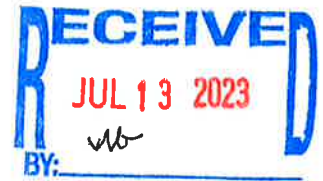
JOINT CENTENNIAL COMMITTEE met at the office of the Township Clerk at 4875 Blackhawk Road on April 12, 2023.

The following business was transacted with Brian Flynn as Chairman:

The Chairman called the monthly meeting to order at 6:49pm.

ROLL CALL:

Brian Flynn	Supervisor	Present
Scott Frantz	Hwy. Commr.	Present
Don Carlson	Trustee	Present
Mike Hakanson	Trustee	Absent
Jan Klaas	Trustee	Present
William Wetzberger	Trustee	Present
Jim Carter	Twp. Resident	Present
Mary Flynn	Twp. Resident	Present
Wendy Owano	Twp. Resident	Present
Randall Talley	Legal Counsel	Present
Sarah Mattson	Admin. Spec.	Present



Public Comment: none

Explanation of Decennial Act:

Chairman Flynn explained the law created by State of Illinois that requires a Decennial Committee and Report. The blueprint and goals provided by Township Officials of Illinois were also explained.

Overview of Committee Expectations:

Chairman Flynn stated that the purpose of the Decennial Committee meetings would be to address both positive and negative issues involving Cherry Valley Township and to collaborate on ways to improve Cherry Valley Township's efficiencies, services and partnerships.

Documents, Laws and Policies in Need of Review:

A rough-draft outline of all current intergovernmental agreements, Illinois Open Meetings Laws, Illinois Freedom of Information Act Laws, other miscellaneous Illinois laws that are applicable to townships, and Cherry Valley Township policies and documents was provided to each committee member.

MINUTES- CHERRY VALLEY TOWNSHIP JOINT DECENNIAL COMMITTEE

STATE OF ILLINOIS,

WINNEBAGO COUNTY,

TOWNSHIP OF CHERRY VALLEY,

THE CHERRY VALLEY TOWNSHIP/CHERRY VALLEY ROAD DISTRICT

JOINT CENTENNIAL COMMITTEE met at the office of the Township Clerk at 4875 Blackhawk Road on May 10, 2023.

The following business was transacted with Brian Flynn as Chairman:

The Chairman called the monthly meeting to order at 6:38pm.

ROLL CALL:

Brian Flynn	Supervisor	Present
Scott Frantz	Hwy. Commissioner	Present
Don Carlson	Trustee	Present
Mike Hakanson	Trustee	Present
Jan Klaas	Trustee	Present
William Wetzberger	Trustee	Present
Jim Carter	Resident	Present
Mary Flynn	Resident	Present
Wendy Owano	Resident	Present
Randall Talley	Legal Counsel	Present
Sarah Mattson	Administrative Spec.	Present

Public Comment: none

Hakanson moved to approve the April meeting minutes as presented, seconded by Klaas, motion carried.

Committee Member Comments:

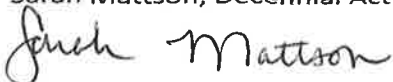
A rough-draft of the committee report was provided to each committee member for review. Chairman Flynn stated that Owano will be designated Chairperson for June meeting in his absence. Committee members were instructed to submit change requests for the report to Mattson prior to June 14, 2023. The report will be presented for a vote at the June meeting. Once approved, Chairman Flynn will sign the document and file it with the Winnebago County Board.

Flynn moved to adjourn at 6:45 p.m., seconded by Carlson, motion carried.

Recorded May 10, 2023.

Respectfully submitted,

Sarah Mattson, Decennial Act Committee Administrative Specialist



Goals for Next Meeting:

Each committee member was tasked with reviewing the list of state and local laws, policies and documents. Chairman Flynn asked committee members to contact Mattson for additional information regarding specific documents or policies. Owano will be reviewing the rough draft outline and will add additional information. Frantz will provide additional details regarding the specific amount of mileage that Cherry Valley Township Road District maintains. Chairman Flynn will ask the Cherry Valley Township Assessor for information regarding the activities of the Assessor Department. Chairman Flynn asked all committee members to submit additional information for the report to Mattson or himself.

Committee Member Comments:

Owano stated that she wants to emphasize what Cherry Valley Township does well. She plans to add information to the report regarding staff sharing between the Town Supervisor and Highway Departments.

Owano moved to adjourn at 7:00 p.m., seconded by Don Carlson, motion carried.

Recorded April 12, 2023.

Respectfully submitted,

Sarah Mattson, Decennial Act Committee Administrative Specialist

A handwritten signature in cursive script that reads "Sarah Mattson".

MINUTES- CHERRY VALLEY TOWNSHIP JOINT DECENNIAL COMMITTEE

STATE OF ILLINOIS,

WINNEBAGO COUNTY,

TOWNSHIP OF CHERRY VALLEY,

**THE CHERRY VALLEY TOWNSHIP/CHERRY VALLEY ROAD DISTRICT
JOINT CENTENNIAL COMMITTEE** met at the office of the Township Clerk at 4875 Blackhawk
Road on June 14, 2023.

The following business was transacted with Wendy Owano as Chairman:

The Chairman called the monthly meeting to order at 6:39pm.

ROLL CALL:

Brian Flynn	Supervisor	Absent
Scott Frantz	Hwy. Commissioner	Present
Don Carlson	Trustee	Present
Mike Hakanson	Trustee	Present
Jan Klaas	Trustee	Absent
William Wetzberger	Trustee	Absent
Jim Carter	Resident	Present
Mary Flynn	Resident	Absent
Wendy Owano	Resident	Present
Randall Talley	Legal Counsel	Present
Sarah Mattson	Administrative Spec.	Present

Public Comment: none

Hakanson moved to approve the May meeting minutes as presented, seconded by Talley, motion carried.

Owano discussed the need to add verbiage to the final report that addresses the requirement for a survey of members of the public who attended the meetings. Because no members of the public chose to attend the Cherry Valley Township Joint Decennial Committee meetings, a public survey was not conducted. Talley agreed to provide a statement that will be added to the final report in order to explain the lack of survey.

Carlson moved to approve the Joint Decennial Committee Report, seconded by Frantz. A unanimous roll call was taken, motion carried.

Hakanson moved to adjourn at 6:44 p.m., seconded by Carlson, motion carried.

Recorded June 14, 2023.

Respectfully submitted,

Sarah Mattson, Decennial Act Committee Administrative Specialist

