

**CARLINVILLE TOWNSHIP JOINT TOWN & ROAD DISTRICT DECENNIAL  
COMMITTEE REPORT**

I. Unit of government submitting this report: Carlinville Township Town

NAME OF TOWNSHIP: Carlinville

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 Macoupin County. There are 26 Townships in our county.
- B. The population of our Township is 6,458, as of the 2020 census.
- C. We have 2 employees of the Township (not including elected officials).
- D. We have 2 employees in our Road District (not including elected officials).
- E. The annual budget for 2023 is: \$788,775.00.

III. Information about Our Committee

A. Committee Members:

Township Supervisor David M. Boehm

Township Highway Commissioner Don Dugan

Township Trustee John Kahl

Township Trustee Robert Ballinger

Township Trustee Mariann Qualls

Township Resident (Supervisor Appointment) Clerk Cathy Neunaber

Township Resident (Supervisor Appointment) Assessor Scott Rodgers

Township Resident (Highway Comm. Appointment) Dena Boston

**FILED**

MAY 30 2023

  
Macoupin County Clerk

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): March 22, 2023

Second Meeting: April 26, 2023

Third Meeting: May 24, 2023

IV. Programs Offered by our Township.

A. Our Township offers the following services and programs: General Assistance and Emergency Assistance funding

V. 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))
- Schedule of All Township Regular Meetings for Calendar or Fiscal Year (5 ILCS 120/2.03)
- Illinois Freedom of Information Act (5 ILCS 140)
- 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))
- N/A IMRF Total Compensation Postings (5 ILCS 120/7.3)
- 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 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

VI. What Have We Done Well?

1. The township road district has been able to sell old equipment and purchase better equipment over the past two years. The township road district has purchased: a new F-750 truck, plow, spreader, tractor, ditcher, gator, and broom with no current equipment loans.
2. The road commissioner has added rock to the edges of the township roads to help with the width of the roads.
3. The road commissioner is planning on oiling and rocking all of the township roads this summer 2023.
4. The road commissioner has done a complete equipment and tool inventory for review for the Township trustees and insurance.

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

1. The road commissioner has a continuing job keeping the ditches cleaned and the mowing, trimming, and spraying done. The committee agrees that the road commissioner is very productive and is continuing to make improvements.

VIII. What Can We Do Better or More Efficiently?

2. The decennial committee agrees that the road commissioner is keeping the maintenance and upkeep of the township's properties and roads in an efficient manner.

IX. 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.

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

The committee encourages the township to continue to have 6-month in-house audits, yearly citizen's audit, and a 4-year audit by an authorized certified public accountant.

The road commissioner has his own set of books for each of his accounts. These correlate and balance with the Township clerk's book of accounts.

The committee agrees that the road commissioner should continue to keep the inventory listed updated and continue to keep separate books for checks and balances.

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

Submitted by: David M. Boehm  
Chairman, Decennial Efficiency Committee of Carlinville Township

Date: 5-24-2023

**CARLINVILLE TOWNSHIP JOINT TOWN & ROAD DISTRICT DECENNIAL  
COMMITTEE REPORT**

I. Unit of government submitting this report: Carlinville Road & Bridge

NAME OF TOWNSHIP: Carlinville

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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)

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VI. What Have We Done Well?

1. The Township offers the required General Assistance and it also offers Emergency Assistance to our constituents.
2. Our FOIA and OMA designated officer is up-to-date on training and certificates.
3. All the of Township's FOIA requests have been answered in a completed and timely manner.
4. The Township has implemented a policy establishing travel, meals, and lodging allowances for training.
5. The Township has implemented a policy establishing the prohibition of sexual harassment.
6. The Township has in place a policy showing the requirement and limits on FOIA requests.
7. The Township implemented a public comment policy for the township meetings.

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

1. We have two elected officials that have not completed OMA training.

VIII. What Can We Do Better or More Efficiently?

2. The two elected officials have been made aware of the required OMA training.

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