

Cuba Township Road District Decennial Committee on Local Government and Efficiency Act Report

In compliance with Public Act 102-1088 and using the guidance provided in the statute, the township formed a committee, evaluated current practices, identified efficiencies, and explored opportunities for greater efficiencies. The Decennial Committee was organized and approved on June 8, 2023, and the Decennial Committee's public meetings were held on the following dates:

- June 8, 2023
- October 12, 2023
- January 9, 2024
- April 9, 2024

The following report includes the committee's findings and recommendations for consideration. It was approved and submitted by the Cuba Township Decennial Committee on August 8, 2024.

Respectfully submitted by:

Thomas J. Podgorski, Highway Commissioner
Christopher Karam, Supervisor
Heidi Shannon, Clerk
Jill Talbot, Trustee
Tiffany Andreae, Trustee
Grant Born, Trustee
Thomas Kusmerz, Jr., Trustee
Allison Murray, Cuba Township Resident
Elizabeth Gaffney, Cuba Township Resident
Marvin Hill, Cuba Township Resident
Antonietta Simonian, Township Administrator

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Historical Background

The origin of township government in North America dates to the Pilgrims of 1636. Too often we take for granted the democratic freedoms enjoyed here in the United States, but we cannot forget that our forefathers came to the new world in search of political freedom. When they landed on American soil, they created the purest form of democracy known to the United States - the township. Township government, established in Providence, Rhode Island in 1636, is the oldest existing unit of government continuing to serve on the North American continent. Township government was in existence for 140 years prior to the signing of the Declaration of Independence in 1776. The wording of the Declaration of Independence reflects the fact that 38 of its 56 signers had experienced the benefits of township government.

The Declaration's statement that "government should derive its just powers from the consent of the governed" is demonstrated at the Annual Town Meeting held on the second Tuesday of each April. The Annual Town Meeting is still an important function of our nation's 17,000 townships. The Illinois Constitution of 1848 gave voters in each county the opportunity to adopt Township Government. By 1850, the first township governments began operation. Today, 85 of Illinois' 102 counties operate under the township form of government and the 1,426 townships serve more than 8 million citizens.

Township government today operates under the same basic principles of democratic rule since its origination. The first townships established town meetings as the cornerstone of citizen input. Today, township government in Illinois still leans heavily on the annual meeting to give each and every citizen an opportunity to give direct input into the governing process. Townships in Illinois hold their annual meetings on the second Tuesday each April. Illinois township government today continues to provide the same basic services they did years ago.

The first annual town meeting was held at the dwelling of Noble R. Hays on April 2, 1850. The purpose of this meeting was to elect the town officers as law required. With a total of eighty-four votes cast, Philetus Beverly was declared the Supervisor of Troy Township, now Cuba Township. Noble R. Hays was sworn in as Clerk. A special meeting of the Supervisors was held shortly after at the County Court House and lasted two days. At this meeting, Troy Township was informed that it must be renamed as this name was already used within the state of Illinois. The Township was renamed Cuba Township in what was believed to be an act of solidarity with Cuba in its effort to liberate itself from Spanish rule. This original meeting place now serves as the Cuba Township Highway Department offices.

Cuba Township is located in the far southwest corner of Lake County and is 24.2 square miles and 15,522 acres. Cuba Township is one of eighteen townships in Lake County and includes all (or parts) of eight municipalities including Barrington, Barrington Hills, Deer Park, Fox River Grove, Lake Barrington, North

Barrington, Port Barrington, and Tower Lakes. The incorporated area is 65.82% of the township and the unincorporated area is 34.18%. The Lake County Forest Preserve owns 964 acres or 6.23% of the property within the township.

Cuba Township and its communities offer cultural and economic diversity, a mix of housing, quality schools, excellent community facilities and a strong quality of life in a suburban area centered in a green belt of high-quality green space. Cuba Township villages provide a healthy community spirit, strong civic consciousness, and pride.

The 2020 population census indicates a total population of 17,292.

- Under 5 years of age: 3.4%
- Under 18 years of age: 20.7%
- 18 years of age and over: 79.3%
- 65 years of age and over: 23.6%
- Education: 65.9% of our residents have a bachelor's degree or higher
- Housing Units: 7,165

Committee Members:

Township Highway Commissioner: Thomas J. Podgorski
Township Supervisor: Christopher Karam
Township Clerk: Heidi Shannon
Township Trustee: Jill Talbot
Township Trustee: Tiffany Andreae
Township Trustee: Grant Born
Township Trustee: Thomas Kusmerz, Jr.
Township Resident: Marvin Hill
Township Resident: Allison Murray
Township Resident: Elizabeth Gaffney
Township Administrator: Antonietta Simonian

Committee Meeting

Organizational Meeting: June 8, 2023
Second Meeting: October 12, 2023
Third Meeting: January 9, 2024
Fourth Meeting: April 9, 2024

Functions of Illinois Townships

1. General Assistance – Townships provide food, general assistance and emergency assistance to individuals and families in need. Many townships operate food banks ensuring the necessities of life for their residents.
2. Property Assessment – The township assessor sets property values for all real property within the township. The township assessor is the only elected governmental official who must pass approved courses of instruction before standing for election to the office.
3. Road and Bridge Maintenance outside federal, state, and other local jurisdiction. Fifty-three percent of roads in Illinois are maintained by township government. Township highway commissioners are responsible for some 71,000 miles of Illinois roads. Township road crews are not only responsible for the maintenance of these roads, but they also keep them free of snow and ice in the winter months.

Responsibilities of the Cuba Township Road District

The Cuba Township Highway Department is responsible for the maintenance of all roads and bridges in unincorporated Cuba Township. There are 34.5 miles of roads in unincorporated Cuba Township, however, including the IGAs, Cuba Township serves over nearly 350 lane miles of roadway. Work performed by the Road District includes, but is not limited to:

- Maintenance and repairs of township roads, shoulders and draining ditches, and culverts.
- Storm sewer cleaning.
- Installation and maintenance of storm drain systems throughout the township and in contract-villages.
- Maintain street lighting at major intersections.
- Maintain, trim, and remove trees and branches interfering with safe vehicle operation.
- Oversee regulatory authority and issue permits for the installation of driveways, culverts, utility installations and monitor overweight vehicles.
- Provide complete snow and ice operations on 350 lane miles of township and contract-village roads.
- Operate an emergency operations center service for first responders during weather or related emergencies.
- Maintain an IGA with Countryside Fire Protection District for fuel and deliver fuel to Station 3 of CFPD for powering generator.
- Provide semi-annual brush pickup to Cuba Township residents, and contract villages.
- Provide emergency brush pickup as needed following major storms.
- Cuba Township Road District's wood recycling program provides mulch and firewood as a free service to Cuba Township residents.
- Sweep loose gravel and debris on township roads, as well as the removal of dead animals on unincorporated and village-contracted roads.

- Manage road sign inventory and maintenance on all Cuba Township and IGA-contracted roads.

Cuba Township Road District has intergovernmental agreements (IGAs) with Lake County, local municipalities, and other local townships for purchasing power, equipment sharing, shared equipment purchases and road maintenance to save taxpayer dollars and provide quality services. IGAs listed below:

Intergovernmental Agreements

- Lake County DOT – Joint salt purchase, bridge inspections and sidewalk maintenance, providing our road striping needs, and serving as our engineer and project manager in Motor Fuel Tax paving projects.
- Village of Lake Barrington – contract to provide paving, snow removal and brush pick-up. In addition, Cuba Township Road Vehicles are stored in a Village of Lake Barrington facility during the off season, saving taxpayers money.
- Village of Tower Lakes - contract to provide paving, snow removal and brush pick-up.
- Village of South Barrington - contract to provide paving, snow removal and brush pick-up.
- Village of Barrington Hills – mowing, signs and drainage, and road repairs.
- Village of Port Barrington – snow plowing in designated areas.
- Barrington Township – snow plowing in designated areas.
- Tall Grass in Lake Barrington – snow plowing.
- The Enclave in Lake Barrington – snow plowing.
- The Glen of South Barrington – snow plowing.
- Magnolia Point of South Barrington – snow plowing.
- Barrington Countryside Fire Protection District – All BCFPD vehicles have access to fuel at the secured Cuba Township Road District location.
- Road District vehicles and equipment are purchased from State bid or Sourcewell Contracts.
- Cuba Township Road District conducts a Spring and Fall township-wide paper and electronics shredding event. In addition, the Road District provides two paper and electronics shredding events for Lake Barrington Shores, a townhome community of 1,300 residences. The events are in an effort to prevent identity theft and reduce waste in landfills.

General Information

The Road District's hours of operation are Monday – Friday; 7:00 AM – 3:00 PM.

The Road District's Road Maintenance budget reflects the primary sources of revenue as property tax (61%), IGAs (26%), MFT (6%), and "other" at (6%). The Road District's Road Bridge budget reflects the primary sources of revenue as property tax (84%) and Personal Property Replacement Tax (18%).

The Township Board passed an ordinance at the December 2023 meeting adopting the Road District Levy of \$2,288,000.

The Highway Commissioner is elected for a term of four (4) years and the Trustees serving on the Township Board, each holding a term of our (4) years, oversee the operation of the township road district. The

compensation listed below is determined for the entire term. The current compensation for the elected positions is as follows:

Position	Compensation
Highway Commissioner	\$92,000
Trustees – (4)	\$8,000 (\$2,000 annually, paid by General Town Funds)

The Cuba Township Road District, under the supervision of Highway Commissioner Thomas J. Podgorski, employs thirteen (13) full-time employees and a varying number of seasonal and part-time employees.

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.

- ✓ -State laws applicable to Townships, including but not limited to the Township Code (60ILCS 1)
- ✓ -Illinois Open Meetings Act (ILCS 120)
- ✓ -Policy on public comment
- ✓ -Designation of OMA officer (5 ILCS 120/1.05a)
- ✓ -All Elected Officials have completed OMA Training (5 ILCS120/1.05b)
- ✓ -Schedule of All Township Regular Meetings for Calendar or Fiscal Year (5ILCS 120/2.03)
- ✓ -Illinois Freedom of Information Act (5 ILCS 140)
- ✓ -Designation of FOIA officer (5 ILCS 140/3.5a)
- ✓ -FOIA Training (5 ILCS 140/3.5b)
- ✓ -Computation and Retention of FOIA Requests (5 ILCS 140/3.5a)
- ✓ -Posting Other Required FOIS Information (5ILCS 140/4a; 5 ILCS 140/4b)
- ✓ -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 120/2.06d)
- ✓ -IMRF Total Compensation Posting (5 ILCS 120/7.3)
- ✓ -Designation of Whistleblower Auditing Official (50 ILCS 105/4.1)
- ✓ -All Elected Officials have filed statement of economic interests (5 ILCS 420/4A-101; 5 ILCS 420/420/4A-101.5)
- ✓ -Sexual Harassment in the Workplace Ordinance (775 ILCS 5/2-109C)
- ✓ -Intergovernmental Agreements
- ✓ -Budget and financial documents
- ✓ -Gift Ban Ordinance
- ✓ -Ethics Ordinance
- ✓ -Compensation for Elected Official’s Ordinance
- ✓ -IMRF Participation Ordinance
- ✓ -Permit for Public Assembly Ordinance

- ✓ -Whistleblower Policy
- ✓ -Drug and Alcohol Abuse Policy
- ✓ -Identity Protection Policy
- ✓ -Loss Control Policy
- ✓ -Expense and Reimbursement Policy
- ✓ -Investment Policy
- ✓ -Social Media Policy
- ✓ -Electronic Participation
- ✓ -Bill Paying Resolution
- ✓ -Clerk Attestation

2024	2023	2022	2021
100	100	100	100

What Have We Done Well?

- Cuba Township Road District maintains several Intergovernmental Agreements with local municipalities and was recognized by former Illinois Lieutenant Governor Evelyn Sanguinetti in the 2018 Journal of Local Government Shared Service Best Practices, stating “The Cuba Township Road District is contracted by the Village of Lake Barrington, Village of Barrington Hills, Village of South Barrington, Village of Tower Lakes, and the Village of Port Barrington to perform a variety of road maintenance and snow removal services. Throughout all these communities, the Cuba Township Road District covers approximately 350 lane miles of roadway.”
- Road District employees participated in Lake County DOT's Northeast Illinois Deicing Event for winter maintenance providers. The deicing workshops focus training on best management practices for winter maintenance that safely reduces road salt use. Organic liquid deicer and computer-controlled salt distributors ensure safe roadways as well as protect the environment.
- Cuba Township Road District conducts a Spring and Fall township-wide paper and electronics shredding event. In addition, the Road District provides two paper/electronics shredding events for Lake Barrington Shores (LBS), a townhome community of 1,300 homes. The events protect Cuba Township residents and LBS HOA members from potential identity theft and reduce waste in landfills.
- Cuba Township Road District conducts a Fall Brush Pickup event as a service to Cuba Township residents. In addition, a leaf pickup is conducted each fall to prevent clogged storm drains and flooding.
- Cuba Township Road District’s wood recycling program converts tree stumps, limbs, and brush into free firewood and mulch offerings for local residents. The Road District offers Christmas tree recycling, as well as election sign recycling.
- Cuba Township Road District conducted a survey earlier this year to measure the level of satisfaction of our residents. The survey reflected a Net Promoter Score (NPS) of 68% (high satisfaction) for Cuba

Township. The township remains committed to addressing the needs of our residents and using an annual survey to measure the level of satisfaction with our services and performance. Our goal is to see an increasing NPS score.


- The Road District levy over the past three years increased less than CPI, and any increases in the levy were made to address the increases in both material and labor costs.

Tax Year	Levy	% Inc Prior Yr	CPI
2024	\$2,288,000	4.00%	6.45%

Studies on Governmental Efficiencies

In preparing this report, we reviewed several studies on local government efficiency. These studies reflect the following:

- 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: 
 Thomas J. Podgorski, Chairman
 Decennial Efficiency Committee of Cuba Township Road District

Date: August 8, 2024