

PALATINE TOWNSHIP DECENNIAL COMMITTEE



**DRAFT
EFFICIENCY REPORT**
May 6, 2024

Committee Members

Supervisor Andy-John G. Kalkounos

Trustee A. Christine Svenson

Trustee Leslie Bolanos

Trustee Michael Smolka

Trustee John Freese

Clerk Lisa Moran

Assessor Bill Pohlman

Administrator Anna Chychula

Community Member Alicia Krippinger

Community Member Steve Tornatore

Staff Liaison

Assistant Administrator Catherine Veller

Committee Meeting Dates

May 22, 2023

October 23, 2023

January 8, 2024

March 11, 2024

May 6, 2024



Introduction

Illinois State Statute (50 ILCS 70/) Decennial Committees on Local Government Efficiency Act went into effect on June 10, 2022. This act requires that all units that levy taxes, excluding municipalities and counties, must establish a committee to investigate local government efficiencies by June 10, 2023 and that the committee must reconvene every 10 years. These committees are required to meet at least three times, produce a final report and submit the report to the county in which the taxing district resides.

Palatine Township provides numerous services and events for its 114,000 residents and supports 30 social service agencies located within its boundaries. The Township is one of the most heavily populated in Illinois, with a goal to enhance and improve the quality of life for all of its residents. The following communities are part of the Township: Palatine, Rolling Meadows, Inverness, Arlington Heights, Hoffman Estates, Barrington, South Barrington and Schaumburg. Palatine Township has 23 employees and 8 elected officials. The Township's annual budget for Fiscal year 2023 is \$2,330,000.00. Palatine Township's address is 721 S. Quentin Road in Palatine, IL 60067.

Executive Summary

The Palatine Township Board of Trustees voted at a Board Meeting to establish the Decennial Committee on Local Government Efficiency on April 24, 2023. The Board of Trustees determined that each of its members would sit on the Committee, in addition the Township Administrator, Township Clerk, Township Assessor and two appointed community members. The Committee first met on May 22, 2023, with additional meetings after that. During these Committee meetings, Palatine Township staff presented on topics including Township jurisdiction and powers, programs and services offered by Palatine Township, state statutes governing Townships, ordinances, rules and procedures implemented and followed by Palatine Township and shared services, intergovernmental agreements and interrelationships with other governmental units. These topics sparked discussion among the committee members on government efficiency within Palatine Township and throughout the county and state. Detailed in this report is a discussion of each of the topics covered by the Committee as well as recommendations established by the Committee to increase efficiency.



Topics Covered by Committee

Jurisdiction and Powers
Palatine Township Programs and Services
Statutes Governing Townships
Ordinances, Rules and Procedures
Shared Services, Intergovernmental Agreements and
Interrelationships with Other Governmental
Units and the State of Illinois
Established Efficiencies



Jurisdiction and Powers

As with most townships in Illinois, the Township of Palatine encompasses a 6 by 6 area or 36 square miles. Located in Chicago's northwest suburbs our boundaries are Wilke Road on the east, Huntington Road on the west, Lake Cook Road to the north, and Central Road to the south. Over 114,000 people live within the borders of Palatine Township, making it one of the most populous in the United States. While primarily a residential area, numerous retail establishments and light industry make their headquarters here. A map of the Township can be found at the end of this report with the exhibits.

Palatine Township Programs and Services

Palatine Township is the primary source of humanitarian aid in the community. With no increase to our levy for our residents/taxpayers, the Township has continuously provided social services that are designed to contribute to the well-being of our community with programs that support people in vulnerable situations. Palatine Township is “bringing people together” like never before.

Administrative Services



Palatine Township works to continuously improve the quality of life for residents by providing a wide variety of accessible services and programs in five different departments. Administration handles Accounting/Finance, Human Resources, Information Technology, Facilities and Resident Services, including free notary services and temporary handicapped parking placards. The Accounting and Information Technology are both contracted; Township staff performs all other functions in-house.

Additionally, Palatine Township is a registered warming and cooling center for those in need of shelter. Palatine Township identifies and helps develop resources for improved human services delivery systems.

General Assistance Department

General Assistance (GA) is a public assistance program for adults who are ineligible for other state or federal programs and meet the eligibility guidelines. The General Assistance Office provides financial support, information, referrals and guidance to Township residents facing hardship. GA dedicates time to advising and counseling some of the most at-risk, distressed, vulnerable residents in the community. There are programs for households experiencing a life-threatening circumstance, as well as those needing assistance to plan their utilities budget. Programs include:

- *Financial Assistance*: Residents facing hardships with housing, food and utilities
- *Community and Economic Development Association of Cook County (CEDA)*
 - Low Income Home Energy Assistance (LIHEAP): a state and federally funded program that provides a once yearly grant towards utility bills (Nicor and/or ComEd)
 - Weatherization: assists households in becoming more energy efficient
- *Salvation Army*: GA serves as a volunteer extension for emergency rent and utility assistance



Transportation Department

Palatine Township provides Paratransit rides to residents, including rides for medical appointments. The Township provides transportation for free or a nominal fee. Details are listed as follows:



- Seniors age 60 and older and disabled residents 18 years and older are eligible
- All vehicles are lift equipped to accommodate most mobility devices
- Provide curb-to-curb service anywhere within the Palatine Township boundaries
- T.R.I.P. Bus Service transports for out-of-Township medical rides
- Taxi Voucher Cards are available for other rides providing a discounted rate
- Benefit Access Program offers seniors and disabled residents discounts on transit benefits and license plate discounts through the Illinois Department on Aging

Food Pantry

The Palatine Township Food Pantry provides food to any resident in need living within our Township boundaries. Utilizing a “Client Choice System,” residents come to the Food Pantry every 30 days. The Food Pantry offers:

- Milk, beef, chicken, fish, breads, canned and boxed food
- Food hypersensitivity options available: Heart-healthy, diabetic, gluten-free
- Food Pantry garden fresh vegetables harvested by Township employees and volunteers
- Culturally diverse choices: Indian, Mediterranean, Mexican, etc.
- Personal hygiene and feminine products
- Paper products and cleaning supplies



Outreach

Palatine Township Outreach programs are coordinated and administered to help families and individuals who are experiencing financial hardship. Outreach programs are a community service provided by the Township with a goal of continuously improving the quality of life for our residents. Eligible recipients must live within the Palatine Township boundaries. Annual programs include:

- *Easter Baskets*: provides Easter baskets filled with toys and treats for children up to 12 years old
- *Back To School Supplies Program*: provides backpacks with supplies to all eligible children pre-K through high school and iPad insurance for high school students
- *Thanksgiving Baskets*: provides families with the ingredients needed to prepare a traditional Thanksgiving dinner, including a gift card for a fresh protein
- *Angel Tree Program*: provides gifts to children and senior citizens from this donor-driven program
- *Adopt-A-Family*: provides gifts to families in need from this donor-funded program, families participate twice in their life
- *Toy Drive*: provides under-resourced families in our community, new to the Township or those who missed registration gifts for their children 18 years and younger



Assessor's Office

The Palatine Township Assessor's office works to assist residents in the assessment of real property, appeals and exemptions. The Township answers questions and assists with filing Assessment Appeals through the Cook County Assessor's Office and the Cook County Board of Review. Our Township Assessor's Office helps with property tax appeals. Exemptions include:



- *Homeowner Exemptions*
- *Senior Citizen and Senior Freeze Exemptions*
- *Low-Income Senior Citizen Assessment Freeze Exemptions*
- *Returning Veterans Exemptions*
- *Disabled Veterans Exemptions*
- *Disabled Persons Exemptions*
- *Home Improvement Exemptions*



Clerk's Office

The Clerk is an elected Township official, a non-voting Board member and keeper of all Township records. The Palatine Township Clerk maintains board meeting minutes, is the local election authority and Freedom of Information Act (FOIA) officer. The Clerk is required to attend all meetings and is responsible to keep accurate township records of the proceedings.

Palatine Human Needs Committee Program

Palatine Township funds specific programs provided by accredited agencies that supply lifesaving, life sustaining and life enriching assistance that help our community. Over the years, Palatine Township has funded between 21-31 agencies annually. These programs assist the Township in providing the following:

- Mental Health Support, Counseling and Therapy
- Childcare, Senior Assistance and Restorative Care
- Sexual Violence Intervention, Safe House and Assault Intervention
- Mentoring and Housing Support
- Substance Abuse and Crisis Center
- Family Support Services and Educational Outreach
- Language Hotline and Legal Aid
- Outpatient Services and Mobile Dental Clinic



Program Partnerships

Palatine Township works with these government entities to provide services to the community.

Military

- Illinois Department of Veterans' Affairs: Veteran Service Officer is available at the Township to assist veterans and their family members in applying for benefits and answering questions
- The Vet Center: satellite location onsite with counselors to welcome home war veterans with honor by providing quality readjustment counseling



Police Department

- Crisis Assistance Program (CAP): An award winning Palatine Township Program. The Township works in conjunction with the Palatine Police Department and Rolling Meadows Police Department to identify and evaluate individuals and families who are in crisis and in need of emergency assistance



Fire Department

- Palatine Township Supervisor is tasked with appointing Trustees to the following Rural Fire Districts:
 - Inverness Fire Protection District
 - Hoffman Estates Fire Protection District

Township Programs

Palatine Township recognizes and honors local families with a variety of programs. Programs include:

- Blue Star Banner Program: honors families with members currently serving in the armed forces, including National Guard/Reserves
- Centenarian Program: honors those Township residents who have lived over 100 years of age
- Adopt A Sailor Program: The Township co-sponsors a Thanksgiving program with the American Legion to celebrate the Sailors in training at Great Lakes



Community Partnerships

There is a synergy between the Township, agencies and residents that result in preserving, sustaining and enriching the community. In addition to the previously listed programs, Palatine Township co-sponsors events with partner agencies in the community. Some examples are:

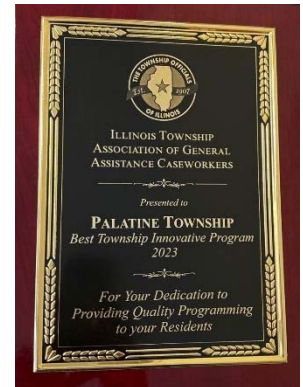
- Tax Appeal workshops
- Electronic Recycling
- Textile Recycling
- Document Shredding
- Prescription drug take-back
- Veterans' Resource Fair
- Blood Drives



Awards and Nominations

Awards

- 2008 Governor's Home Town Award (Apple Tree, currently Back to School)
- 2011 Wings Community Enrichment Award
- Greater Chicago Food Depository Pandemic Hero Award (undated)
- 2021 Township Officials of Illinois General Assistance Caseworkers Association Best Township Innovative Program (for Crisis Assistance Program)
- 2023 Township Officials of Illinois General Assistance Caseworkers Association Best Township Innovative Program (for Donors Empowering Area Residents Program)



Nominations

- Nomination 2022 for Community Organization of the Year for the Keys to Success by Palatine Chamber of Commerce
- Nomination 2022 for Public Sector/Non-Profit Partner for the Celebration of Excellence by Hoffman Estates Chamber of Commerce
- Nomination 2023 for Public Sector/Non-Profit Partner for the Celebration of Excellence by Hoffman Estates Chamber of Commerce



Statutes Governing Townships

Townships in Illinois are established as general purpose governments mandated to offer three primary services: General Assistance, Unincorporated Road Maintenance and Property Tax Assessment. Several additional services are outlined under the Illinois Township Code, many of which have been implemented and are offered by Palatine Township.

General Assistance is offered through Palatine Township and provides financial support, information, referrals and guidance to Township residents facing hardship. All unincorporated roads in Palatine Township are maintained by the Road District. The Assessor's office at Palatine Township does provide property tax services and has an elected Assessor, however, Townships in Cook County are not responsible for assessing property, as property assessment is done by the Cook County Assessor. The Assessor's Office provides advice and assistance to residents on their property tax bill, exemptions and appeals.

There are several additional powers permitted under the Illinois Township Code, including public safety, environmental protection, public transportation, health, libraries and social services for the poor and aged. Palatine Township provides services in several of these areas and contracts for the other services. The Transportation Department offers rides to those with disabilities and seniors. Additionally, Palatine Township maintains five historic cemeteries within the boundaries.



Ordinances, Rules and Procedures

An ordinance is a piece of formal legislation enacted by a municipal authority. In Palatine Township, ordinances are established by the Palatine Township Board of Trustees. Every year the Township must enact ordinances for Budget and Appropriations and to establish a Tax Levy. Ordinances for other purposes are enacted when necessary to create new methods of operation or to modify existing ones. Below is a list of Ordinances passed by the Palatine Township Trustees to improve the services the Township provides:

- Ordinance Requiring Connection to the Sewerage System Serving Lake Park Estates (11/14/77)
- Ordinance Creating the Palatine Township Citizens Council (11/28/1977)
- Ordinance Creating the Palatine Township Cemetery Board (8/31/81)
- Ordinance Regulating the Sale of Junk or Used Cars in Unincorporated Palatine Township (9/22/81)
- Ordinance Regulating the Connection to Palatine Township Managed Sewerage Systems (3/8/82)
- Ordinance Creating the Palatine Township Job Search Training and Work Program (6/14/82)
- Ordinance Creating the Palatine Township Committee for Senior Citizens Services (3/12/84)
- Ordinance Regulating the Operation of Adult Entertainment Businesses (3/12/84)
- Ordinance Restricting Gifts to Township Elected Officials and Employees (6/99)
- Ethics Ordinance for Palatine Township Employees and Elected Officials (5/10/04)
- Ordinance Regulating Advertising on the Palatine Township Website (12/20/10)
- Ordinance Regulating the Investment of Public Funds (12/19/11)
- Ordinance Regulating Weeds on Unincorporated Residential Properties (9/26/05)
- Ordinance Creating an Electric Aggregation Program for Unincorporated Palatine Township (4/22/13)
- Ordinance to Amend the Regulation of Weeds on Unincorporated Residential Properties (9/23/13)
- Ordinance to Establish the Palatine Township Capital Improvement Fund (2/22/16)
- Ordinance Regulating the Reimbursement of Travel Expenses (11/28/2016)

Palatine Township maintains a Policy and Procedures Handbook that is provided to all employees upon hiring and redistributed to all employees if/when any changes are made to the manual. The manual is currently being reviewed and updated by the Administrator and Township attorney.



Shared Services, Intergovernmental Agreements and Interrelationships with Other Governmental Units and the State of Illinois

There is an excellent Intergovernmental cooperation with the municipalities in and around Township boundaries where manpower and equipment are often exchanged to make all of us more efficient.

- 2018 Evanston Vet Center Counseling Services for Veterans
- 2020 Intergovernmental Agreement with Cook County For Coronavirus Relief Funds
- 2021 State of Illinois Veterans' Affairs Office IGA
- 2022 Intergovernmental Agreement with Elk Grove Township for Shared Assessor Services
- 2022 Village of Palatine Community Development Block Grant (CDBG) Program
- 2023 Intergovernmental Agreement with Cook County and the for the Acquisition of Flood Prone Properties
- 2023 Memorandum of Understanding with Village of Palatine for Fiber Optic Connectivity
- 2023 Memorandum of Understanding with Chicago Metropolitan Agency for Planning to Facilitate a Transit Coordination Study
- 2023 PACE Agreement to Provide Paratransit Services
- 2023 Resolution 10-23 To Establish a Decennial Committee on Local Government Efficiency



Established Efficiencies

Fiscal Responsibility

- No increase to the levy for our residents/taxpayers for 5 consecutive years
- Palatine Township has invested in federally secure high rate/high yield accounts resulting in earned interest income of over \$189,000 for one calendar year
- Incorporating Financial Industry Best Practices, including updated Investment Policy, updated Purchasing policy and Positive Pay for all checking accounts in 2024
- Consolidation of Accounts from 8 to 5 to streamline for efficiency
 - Health and Wellness Resolution: Unspent Health Reimbursement Account (HRA) funds to offset potential insurance costs
- Maintenance and repair of Backflow for Township at a savings of over \$3,000

Communication

- Website: Migrated to a new website in January 2023 for a minimal cost
- Website: Developed and launched a mobile-friendly, ADA compliant website in December 2023 for less than \$2,000 annually
- Internet: Collaborating with the Village of Palatine Fiber Optic Project to provide high speed access and connect the Township to other Village entities, schools and park districts
- Ease of Use: Began using QR Codes for clients and donors to register for programs and donate
- Newsletter: Triannual Newsletter mailed to 114,000 residents with updated dates and events
- Social Media: Continually updating information and connecting with residents via social media
- Coordination: Software linked to the Cook County Assessor's records allows access to information on properties within Palatine Township
- Applications: Reviewed and simplified requirements in General Assistance application process



Township Administration Professionalization

- Palatine Township has been professionalized with updated policies and procedures
- Interdepartmental cross training of staff has been implemented resulting in:
 - Increased employee engagement
 - Improved productivity and efficiency
 - Allows the Township to be more agile in responding to resident needs
- Analysis and Review of Job Descriptions
- Standardization of Job Descriptions/Evaluations



Cost Effective Transportation Task Force

- Encourage and assist registering for Benefit Access
- Palatine Township reduced fares for ridership, including honoring free rides for residents qualifying for reduced/free RTA rides with Benefit Access
- T.R.I.P. Bus Service schedule out-of-Township medical rides
- EcoLane software System: allows for real-time updates for schedules, traffic and weather
- Food Pantry Truck: Memorandum Of Understanding allows for community use to assist with food outreach
- The Chicago Metropolitan Agency for Planning (CMAP): Small Group Infrastructure Transportation Task Force collaboration with Palatine Township and Harper College. The focus of this Task Force meeting was to review the scope of work for their Transit Study.



Historic Cemeteries

- Hillside Cemetery Headstone Cleaning September 2023: professional restoration company cleaned over 688 monuments, reset 2 foundations and used 7,000 gallons of water provided by the Road District
- Established best practices and standardized forms
 - Affidavit for Cemetery Interment Rights Use
 - Release and Authorization to Make Burial Arrangements



Recommended Efficiencies

Following the Decennial Committee's discussion of Palatine Township's jurisdiction and powers, programs and services offered, governing state statutes, ordinances, rules and procedures, shared services, intergovernmental agreements and interrelationships with other governmental units, the Committee issued the following recommendations to promote efficiency in Palatine Township and throughout the community. The recommendations are listed below.

- Continue the partnership with the Illinois Secretary of State for a Mobile DMV on site
- Transportation: Recommending a review of contracts to discontinue Paratransit and migrate to Van Pool to assist with applicant pool
- Research and review: Opening a new food pantry at a location in the north east section of Palatine where the greatest need exists
- New walk-in cooler and freezer in the food pantry: Reallocation of Township areas for increased food pantry produce and dry goods storage
- Digital Information Hub: The website hub would provide information and links to Township services, government representatives (state, federal and local), funded agencies contracted for services, community partners and additional resources
- Security measure: Township employees and volunteers will be issued photo identification badges
- U.S. Passports: Establish the application process at Palatine Township for convenience for Township residents
- Vital Records: Palatine Township will partner with the Cook County Clerk's Office to assist residents in obtaining copies of vital records
- Audio/Visual: Look into updating the audio/visual equipment in the Patriot Room to ensure proper communication at meetings
- Legal Aid: Bring aboard Legal Aid volunteers to help with simple wills and estate planning
- Cemetery
 - Review of current cemetery policies for best practices
 - Review and ensure compliance of policies with Illinois Cemetery Care Act
 - Review cemetery pricing, including a survey of local area cemeteries to benchmark cost of services
 - Survey the Illinois National Funeral Directors Association on the need for columbarium
- Continue to consolidate contractors for better pricing
- Mosquito Abatement: Responsibility be assigned to the Township



Conclusion

The Decennial Committee on Local Government Efficiency fueled discussions on longstanding services, procedures and practices in place at Palatine Township. This Committee encouraged Palatine Township to review its operation, as well as review how its operation interacts with other units of government and the community. The Committee's efforts resulted in recommendations to promote government efficiency in Palatine Township. Palatine Township looks forward to continuing its efforts to investigate and promote local government efficiency.



Appendix 1: Palatine Township Property

Palatine Township
721 S. Quentin Road
Palatine, IL 60067

Cady Cemetery
1040 Ela Road
Inverness, IL 60067
(On Ela Road in Inverness, just South of Dundee Road)

Hillside Cemetery
391 N Smith St
Palatine, IL 60067
(On North Smith Street, just North of Colfax Street)

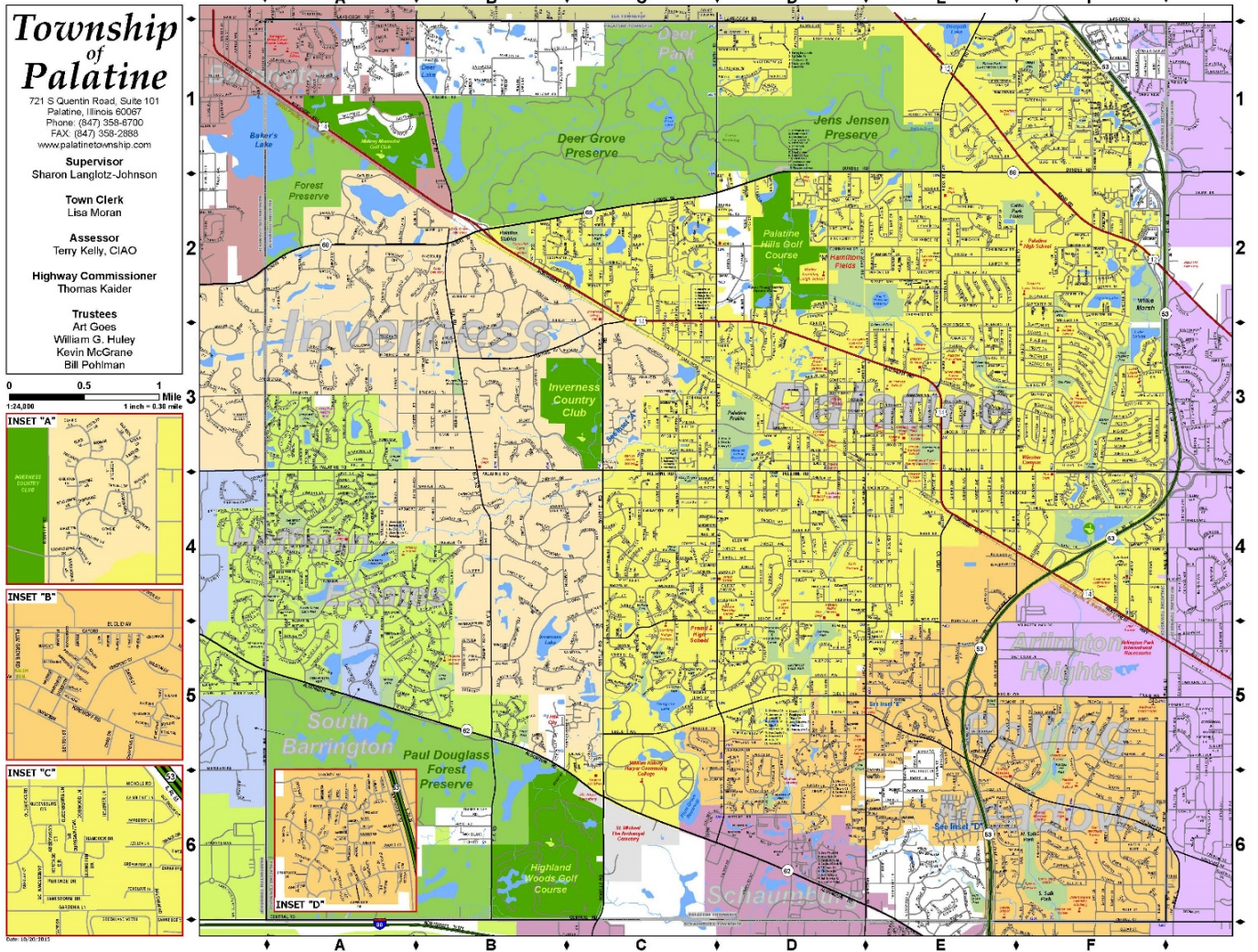
Salem Cemetery
2200 Plum Grove Road
Palatine, IL 60067
(On the corner of Kirchoff and Plum Grove Road)

Sutherland Cemetery
1900 N Old Hicks Rd
Palatine, IL 60067

Wolfrum Cemetery
90 Green Meadow Court
Rolling Meadows, IL 60008
(Behind a subdivision, accessible via a path by Greenwood Court)



Appendix 2: Palatine Township Map



Appendix 3: Committee Meeting Minutes

Palatine Township Decennial Committee Meeting Minutes
Palatine Township Hall
721 S. Quentin Road
May 22, 2023 at 6:30 p.m.

Call to order: Supervisor Kalkounos called the meeting to order at 6:35 p.m. in the Patriot Room of the Palatine Township Center.

Roll call: Palatine Township Office Manager Brad Strassburger called the roll and the following members were present in the room: Voting Members – Supervisor Kalkounos, Trustee Svenson, Trustee Bolanos, Trustee Smolka, Trustee Freese, Clerk Moran, Assessor Pohlman, Administrator Chychula, Steve Tornatore, and Alicia Krippinger. Other Invited Participants – Attorney Airdo, In Remote Attendance: None, Voting Members, Absent: None

Pledge of Allegiance: Supervisor Kalkounos led all in the Pledge of Allegiance.

Public Comment: None

Introduction of resident committee members: Supervisor Kalkounos introduced Palatine Township residents Steve Tornatore and Alicia Krippinger, who had been appointed to the Decennial Committee at the April 24, 2023 Board Meeting. Mr. Tornatore and Ms. Krippinger each shared some information about themselves and their backgrounds.

Orientation on role and purpose of the committee: Attorney Airdo reviewed a PowerPoint that went over the law that required the creation of the Decennial Committee, as well as the composition and duties of the Committee. He answered questions from the Committee regarding the contents and timeframe of the required report, and how other Townships are handling their Decennial Committees.

Schedule of Meetings: Attorney Airdo suggested that the Decennial Committee hold its meetings prior to the Palatine Township Committee of the Whole meetings. After some discussion, the Committee agreed to table the issue for now and determine the meeting schedule at a later date.

Survey of Residents in Attendance: Supervisor Kalkounos asked if any residents in attendance wished to comment on the matters discussed during the meeting. No residents came forward.

Adjournment: MOTION by Trustee Svenson, seconded by Trustee Freese to adjourn at 7:03 p.m.

Respectfully submitted,



Township Office Manager Brad Strassburger



Palatine Township Decennial Committee Meeting Minutes
Palatine Township Hall
721 S. Quentin Road
October 23, 2023 at 6:30 p.m.

Call to Order: Supervisor Kalkounos called the meeting to order at 6:45 p.m. in the Patriot Room of the Palatine Township Center.

Roll Call: Palatine Township Office Manager Brad Strassburger called the roll and the following members were present: Present In The Room: Voting Members – Supervisor Kalkounos, Trustee Svenson, Trustee Freese, Clerk Moran, Assessor Pohlman, Administrator Chychula, Steve Tornatore, and Alicia Krippinger. Other Invited Participants – Attorney Airdo *Trustee Smolka arrived at 7:14 p.m. IN REMOTE ATTENDANCE: Trustee Bolanos Voting Members Absent: None

Supervisor Kalkounos informed the Committee that Trustee Bolanos had requested to attend this meeting by “other means”. This participation is by video conference. Supervisor Kalkounos noted the following: A quorum of members of the Decennial Committee is physically present at 721 S. Quentin Road, Palatine, Illinois, which is the regular meeting location of the Decennial Committee; She was prevented from physically attending because of employment purposes; She provided advance notice to the Township Administrator in accordance with Palatine Township Policy.

Trustee Freese put forward a motion to allow Trustee Bolanos to attend the meeting remotely, seconded by Trustee Svenson.

MOTION CARRIED by voice vote. 2

Pledge Of Allegiance: Steve Tornatore led all in the Pledge of Allegiance.

Public Comment: None

Approval Of Minutes: Motion by Trustee Svenson, seconded by Assessor Pohlman to approve the meeting minutes from May 22, 2023.

MOTION CARRIED by voice vote.

Introduction:

- Supervisor Kalkounos introduced the new Transportation Director, Nidya Marin, who shared some of her background. Then every member of the Committee introduced themselves and provided some information about themselves.
- Supervisor Kalkounos provided some background on the Township and the required functions of all townships in Illinois. He listed the services that the Township provides to the community, and reported that Palatine Township is running well and efficiently despite staffing challenges.

Jurisdiction And Powers: Attorney Airdo reviewed a PowerPoint that provided an overview of the responsibilities of the Decennial Committee, and what it must report on. He stated that the Committee’s primary job is to determine what the Township does well, what it does inefficiently, and what it should potentially stop doing. The report must contain a list of recommendations to increase accountability, transparency, and efficiency.

Programs And Services: Administrator Chychula shared an overview of the activities of the Township’s Food Pantry, General Assistance, Transportation, Outreach, Administration, and Assessor departments. She also mentioned the special events the Township sponsors, including document destruction, electronic recycling, textile recycling, and the upcoming Prescription Drug Takeback program.



Intergovernmental And Public-Private Partnerships:

- Administrator Chychula reviewed the various Ordinances, Intergovernmental Agreements, and Memorandums of Understanding that were included in the meeting materials. Attorney Airdo explained that they were for the Committee to review, so that they can understand the relationships the Township has with its governmental and private partners.
- Supervisor Kalkounos opened the floor for discussion. Assessor Pohlman stated that the Assessor's office is a liaison between the county and the public, and operates efficiently with a low budget. Clerk Moran asked about the status of the updated Township Policy manual, and Attorney Airdo stated that it would be ready in early December. Supervisor Kalkounos mentioned that the Township could begin handling mosquito abatement, and that he was looking into partnering with the County Clerk's office to open a satellite office or pilot pop up program in the Township.
- Attorney Airdo provided the next steps for the Committee, which are to review the provided documents and look through the Township's website, and to come up with ideas for how the Township can improve. The Committee also needs to determine what information, documentation, or reports it needs to complete its work, so that the Township can gather them.

Survey of Residents in Attendance: Supervisor Kalkounos asked if any residents in attendance wished to comment on the matters discussed during the meeting. No residents came forward.

Adjournment: MOTION by Clerk Moran, seconded by Assessor Pohlman to adjourn at 7:50 p.m.

MOTION CARRIED by voice vote.

Respectfully submitted,



Township Office Manager Brad Strassburger



PALATINE TOWNSHIP DECENNIAL COMMITTEE

Palatine Township Hall

721 S. Quentin Road

January 8, 2024 at 6:30 p.m.

Call to Order: Supervisor Kalkounos called the meeting to order at 7:07 p.m. in the Patriot Room of the Palatine Township Center.

*Please note the amended start time of 7:00 pm to this regularly scheduled meeting with a 6:00 pm start time.

Roll Call: Palatine Township Assistant Administrator Catherine Veller called the roll and the following members were present in the Room: Voting Members – Supervisor Kalkounos, Trustee Svenson, Trustee Bolanos, Trustee Smolka, Trustee Freese, Clerk Moran, Assessor Pohlman, Administrator Chychula, Decennial Committee Member Steve Tornatore and Decennial Committee Member Alicia Krippinger. Other Invited Participants – Attorney Kimzey
In Remote Attendance: None Voting Members Absent: None

Pledge Of Allegiance: At the Supervisor’s Request, Alicia Krippinger led all in the Pledge of Allegiance.

Public Comment: None

Approval Of Decennial Committee Minutes 10/23/23: MOTION by Trustee Svenson, seconded by Trustee Smolka

Supervisor Kalkounos asked if there were any questions and Clerk Moran requested that the minutes be amended to add the signature line. Supervisor Kalkounos agreed that it will be done during regular business hours.

MOTION CARRIED voice vote 10-0

Review Of Efficiencies: Supervisor Kalkounos spoke to the committee about their meeting preparation: to determine internal and external efficiencies and offer recommendations for the Township. Supervisor Kalkounos introduced Administrator Chychula and asked her to present the Palatine Township Efficiencies Report.

Discussion Of Committee Report: Attorney Kimzey presentation on Local Government Efficiency Requirements included an overview on the responsibilities of the Decennial Committee and the information that should be included in the final report due on October 24, 2024.

Discussion within the Committee followed. Each member presented their input and advice on efficiencies and responded to ideas from other members.

- Decennial Committee Member Krippinger mentioned that she reviewed various township websites and compared them to Palatine Township’s website. Palatine Township’s website looks great and shows the Township is doing a lot of work. Other committee members agreed. Clerk Moran commented that she has been working with Administrator Chychula to put more on the website.
- Decennial Committee Member Krippinger stated that a partnership with the Secretary of State would be beneficial for the residents for DMV services, specifically assisting with the Real ID. Supervisor Kalkounos asked



Administrator Chychula to speak about the recent Mobile DMV that was held on-site with Representative Syed. Administrator Chychula provided a synopsis of the event.

- Trustee Smolka asked if other Townships were offering Vital Records services, to which the Supervisor responded Palatine Township would be the pilot for the program. It is more of a concierge service to assist residents with sending in their applications.
- Trustee Svenson's recommendation was to bring aboard Legal Aid volunteers who could help with simple wills and estate planning.
- Clerk Moran requested that records from previous years that are electronically stored in a cloud based system be protected from possible natural disasters. It is required by law and it will allow for full transparency.

Attorney Kimzey gave next steps for the Decennial Committee members and reminded them that the date for the next meeting is March 11, 2024. Supervisor Kalkounos noted that if committee members needs more time to complete the report that another meeting can be scheduled.

Survey Of Residents In Attendance: Supervisor Kalkounos surveyed the residents in attendance asking if they wished to comment on the matters discussed during the meeting. No residents came forward.

Adjournment: MOTION by Trustee Svenson, seconded by Assessor Pohlman to adjourn at 8:52 p.m.

Respectfully submitted,

Catherine Veller

Assistant Administrator Catherine Veller



PALATINE TOWNSHIP DECENNIAL COMMITTEE

Palatine Township Hall

721 S. Quentin Road

March 11, 2024 at 6:30 p.m.

Call To Order: Assessor Pohlman called the meeting to order at 6:10 p.m. In the Patriot Room of the Palatine Township Center. He announced that Supervisor Kalkounos had designated him as the chair for this meeting.

Roll Call: Palatine Township Office Manager Brad Strassburger called the roll. The following members were present: Voting Members – Supervisor Kalkounos, Trustee Svenson, Trustee Bolanos, Trustee Freese, Clerk Moran, Assessor Pohlman, Administrator Chychula, Decennial Committee Member Tornatore, and Decennial Committee Member Krippinger. Other Invited Participants – Attorney Airdo, In Remote Attendance: None, Voting Members Absent: Trustee Smolka **Please note that Trustee Smolka joined the meeting at 6:22 p.m.*

Pledge Of Allegiance: At Assessor Pohlman's request, Trustee Svenson led all in the Pledge of Allegiance.

Public Comment: None

Approval Of Decennial Committee Minutes 1/8/24: MOTION by Trustee Svenson, seconded by Clerk Moran

MOTION CARRIED by voice vote 9-0

Presentation Of Committee Report: Administrator Chychula gave a detailed summary of the Draft Decennial Committee Report, copies of which had been provided to the Committee members. The topics covered in the Report were Jurisdiction and Powers, Palatine Township Programs and Services, Intergovernmental and Public-Private Partnerships, Statutes Governing Townships, Ordinances, Rules and Procedures, and Shared Services, Intergovernmental Agreements and Interrelationships with Other Governmental Units and the State of Illinois.

Administrator Chychula concluded by discussing Palatine Township's Established Efficiencies and the Recommended Efficiencies as suggested by the Committee.

Discussion Of Committee Report: Assessor Pohlman opened up the floor for discussion and asked if any Committee members had any comments or suggestions.

- Clerk Moran noted a few typos within the report, and that some of the proposed efficiencies that had been previously discussed were not included in the report. Specifically she mentioned audio/visual improvements to the Patriot Room and providing legal volunteers to help with simple wills and estate planning.
- Trustee Svenson also noted a few typos.
- Trustee Smolka asked if the Township Board would approve the Decennial Report once the Decennial Committee approves it. Attorney Airdo replied that the report is issued by the Decennial Committee only, and does not need to be approved by the Township Board.
- Assessor Pohlman mentioned the Cox Report that had been issued by the Township Officials of Illinois, and suggested that it be incorporated into the Decennial Report.



Following the discussion Administrator Chychula acknowledged the members of Boy Scout Troop 335 that were in attendance as part of their pursuit of the Citizenship in Community Merit Badge. She commended their dedication to learning about their Township Government.

Approval Of Selection Of Meeting Date For Presentation Of Committee Report: Assessor Pohlman stated that there would need to be one more meeting of the Decennial Committee to approve the final Report. He proposed that the next meeting be held on May 6, 2024, at 6:00 p.m. The Committee concurred, and approved the next meeting date for May 6, 2024, at 6:00 p.m.

Survey Of Residents In Attendance: Assessor Pohlman surveyed the residents in attendance asking if they wished to comment on the matters discussed during the meeting. Scoutmaster Robert Heffernan came forward, and asked the two non-elected members of the Committee, Decennial Committee Members Krippinger and Tornatore, what they had learned about the Township as a result of being a part of the Decennial Committee.

Decennial Committee Member Krippinger responded that she knew what the Township did in general, but didn't know all of the specifics. As an example she stated that she hadn't known that the Township managed any cemeteries before she served on the Committee. She stated that she had researched other Townships as part of her work on the Committee, and that showed her how great the work and programs of Palatine Township are.

Decennial Committee Member Tornatore replied that he was impressed to learn how professionally Palatine Township was run, by both elected officials and staff.

Mr. Heffernan also stated that he was impressed by the Committee Report and Administrator Chychula's presentation. He then asked how Palatine Township came to own five cemeteries. Scoutmaster Michael Gasparino then spoke up from the audience, and stated that Wolfrum Cemetery had been forgotten about for many years before being rediscovered in the 1970's and then deeded to Palatine Township. Administrator Chychula added that the other cemeteries were given to the Township to manage because they are expensive and difficult to maintain.

Administrator Chychula then called up each Boy Scout individually and presented them with a Certificate of Acknowledgement for Exceptional Community Activism.

Adjournment: MOTION by Trustee Svenson, seconded by Decennial Committee Member Tornatore to adjourn at 6:49 p.m.

Respectfully submitted,



Township Office Manager Brad Strassburger



PALATINE TOWNSHIP DECENNIAL COMMITTEE
Palatine Township Hall
721 S. Quentin Road
May 6, 2024 at 6:00 p.m.

Respectfully submitted,



Township Office Manager Brad Strassburger

DRAFT

