

CALL TO ORDER

The regular meeting of the Supervisor and Board of Trustees of Wheeling Township, for July 22, 2025 was held in the Paula Ulreich Meeting Room, in the Township of Wheeling, 1616 North Arlington Heights Road, Arlington Heights, Illinois. Supervisor Zeller Brauer called the meeting to order at 7:00 p.m.

ROLL CALL

Clerk Gauza called the roll and the following members were present, Supervisor Maria Zeller Brauer, Trustee John Geier, Trustee Lorri Grainawi, Trustee Austin Mejdrieh, Trustee Sheri Williams and Clerk Joanna Gauza.

Also in attendance: Wheeling Township Assessor Ken Jochum, Wheeling Township Attorney Ross Secler, and Wheeling Township Director of Finance and Administration Regina Stapleton.

Absent: None

PLEDGE OF ALLEGIANCE

Supervisor Zeller Brauer led those assembled in the Pledge of Allegiance.

CITIZENS TO BE HEARD

None

MOTION #1: APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING ON JUNE 24, 2025

Motion by Trustee Mejdrieh, seconded by Trustee Grainawi, to approve the minutes of June 24, 2025 Regular Board Meeting with the changes discussed.

VOICE CALL VOTE: All Ayes.... Motion #1 Carried.

AUDIT

MOTION #2: AUDIT FOR CEMETERY FUND

Motion by Trustee Grainawi, seconded by Trustee Williams, to approve batch #072225 against the Cemetery Fund, in the amount of \$3,900.00 to be paid.

ROLL CALL VOTE: AYES: Grainawi, Williams, Geier, Mejdrieh, Zeller Brauer
NAYS: None.... Motion #2 Carried.

MOTION #3: AUDIT FOR ROAD MANAGEMENT FUND

Motion by Trustee Grainawi, seconded by Trustee Williams, to approve batch #6/27/25, #7/9/25, and # 7/22/25 against the Road Management Fund, in the amount of \$6,926.84 to be paid.

ROLL CALL VOTE: AYES: Grainawi, Williams, Geier, Mejdrieh, Zeller Brauer
NAYS: None.... Motion #3 Carried.

MOTION #4: AUDIT FOR TOWN FUND

Motion by Trustee Grainawi, seconded by Trustee Mejdrieh, to approve batch #6/27/25, #7/9/25, #7/21/25 and #7/22/25 against the Town Fund in the amount of \$363,100.51 to be paid.

ROLL CALL VOTE: AYES: Grainawi, Mejdrieh, Williams, Geier, Zeller Brauer
NAYS: None.... Motion #4 Carried.

REPORTS

SUPERVISOR: Supervisor Zeller Brauer reported:

- Met with Illinois State Representative, Nicolle Grasse, and a member of her staff on July 7. They got a tour of our facilities, including the food pantry. We also shared all of the services that the Township provides to our residents. Rep. Grasse was impressed with our commitment to our community and encouraged us to submit information about capital expansion projects in late 2025/early 2026.
- Gave a presentation to the Village of Mount Prospect on July 8. The Mayor, Trustees and residents had great questions about our services and were very impressed with the work we do. Frank Fiorito, a member of the D214 Board of Directors was in attendance. He mentioned us at a Board meeting and wants to have all local townships present at future school board meetings.
- Attended the Metropolitan Township Association's quarterly meeting on July 9. Main takeaway is to continue sharing the work we do with local elected officials as our work will become increasingly important in the coming months/years.
- Met with Supervisor Gail Eisenburg of New Trier Township and gave her a tour of our food pantry.
- Attended the Townships of Cook County Supervisors Division meeting on July 17. Heard a presentation by the Executive Director of Youth Services, a social service agency providing mental health services to children in Glenview. They do have clients in Wheeling Township and I gave her my card to encourage them to apply for our CMHB grants. There is a coordinated effort to share food pantry sources via Elk Grove Township. North Suburban Aid provides short term legal guardianship paperwork to undocumented and legal permanent residents. This

allows a parent to indicate who will legally take guardianship of their US born children should they be detained or deported. They do not have to appear in court.

- Upcoming events: Heritage Festival in Wheeling on August 10 from 1:00 – 5:00pm. We will need Trustees to help staff this information table.

CLERK: Nothing to report

ASSESSOR: Assessor Jochum reported:

- TAX YEAR 2024
- Second installment tax bill
- When Cook County's second installment property tax bills are sent on time, tax bills hit mailboxes in late June and are due around August 1. This year, however, the mailing and due dates for bills will be delayed by at least one and perhaps two months. This means that second installment tax bills will be due no earlier than September 1, and the due date could be significantly later.
- For decades, the county agencies involved in preparing property tax bills have been using a 1980's-era mainframe computer system. Even with this system tax bills were on time for about ten years during that period. The county has been phasing out the old mainframe for the last few years, but 2025 marks the first year in which the old system will be phased out completely. This year's tax bills will be calculated in their entirety under the new system.
- The problems associated with the final transition to the County's new system are the reason for the delay in this year's tax bill.
- Some Certificates of Error as well as some exemptions will likely not be reflected appropriately on tax bills which will impact taxpayers as well as our office. We anticipate significant taxpayer contact, anxiety and manpower demands when tax bills are mailed.
- TAX YEAR 2025
- We anticipate that the County Assessor will begin appeals for Wheeling Township in mid-August. We should receive comparable data shortly before opening.
- Our office is currently accepting pre-files, (over 300 currently on hand), which will have comparables identified and appeals submitted when the Township is opened.
- TAX YEAR 2026 IMPROVEMENT
- Our office is currently experimenting with a process which will allow taxpayers to apply to file once for appeals to both the Assessor and the Board of Review. If this experiment is successful a tax payer will apply once for appeals to both agencies in one tax year. This improved township process will save taxpayer time, increase appeals and allow our office to process more appeals without increasing manpower needs. I will keep the Board informed as we progress.
- INTERNSHIP PROGRAM DISTRICT 214

- Our intern has completed the ten-lesson curriculum successfully concluding with a session this week on careers in Real Estate Tax, Transactions, Assessment and Appraisals and Government. Our intern Ryan Vann also assisted with the operations of the office including the appeals process.

MENTAL HEALTH BOARD: Trustee Grainawi reported:

- Interviewed candidates for the vacant Board Member seat
 - At the July 16, 2025 meeting, the Board voted between two candidates and is recommending Jennifer M. Underwood, LCSW, for appointment to the vacant Member seat
- Finalized all FY2025-26 Funding Agreements
- Announced the opening of the FY2026-27 funding application to various stakeholders
- The Board is continuing to conduct site visits with funded agencies
- The Mental Health Board Manager has been incorporating reporting structures and other administrative-related procedures

ADMINISTRATOR'S REPORT: Administrator Stapleton reported:

- The Newsletters will be delivered to the residents next week.
- Donated 2 buses for Kars4Kids.
- The Audit is complete, the Auditor, The ATA Group, will be at this evening's meeting to present the Audit and answer your questions.
- The ATA Group will also be presenting their finding for our NTD (National Transit Database) Reporting. This is a report that they are required to submit every 10 years to the Federal Transit Administration.
- Onboarding with Karin, Mental Health Board Manager, is going well.
- Statistics for June 2025:
 - 1,827 rides – 917 non-medical, 910 Medical (Disabled 256 rides)
 - 843 - meals delivered
 - 505 - visits to the Food Pantry – 1,040 people, 221 Children and 495 Seniors
- Director of GA Julie Villareal will be resigning and Allison Galvan is our new Caseworker.

NEW BUSINESS:

AUDIT: The ATA Group did the audit and gave Wheeling Township a clean opinion, nothing that is a challenge or a problem.

MOTION #5: APPROVAL OF 2024/2025 AUDIT – THE ATA GROUP

Motion by Trustee Mejdrich, seconded by Trustee Geier to approve the 2024/2025 Audit ATA Group.

ROLL CALL VOTE: AYES: Mejdrich, Geier, Williams, Grainawi, Zeller Brauer
NAYS: None.... Motion #5 Carried.

Pace receives federal funds to purchase buses. Every 10 years the Auditor has to verify that NTD standards are met. The ATA Group found compliance and no exceptions.

MOTION #6: APPROVAL OF RATIFYING THE ATA GROUP TO PERFORM ENGAGEMENT FOR NTD REPORTING.

Motion by Trustee Williams, seconded by Trustee Grainawi to approve the Ratifying of the ATA Group to Perform Engagement for NTD Reporting.

ROLL CALL VOTE: AYES: Williams, Grainawi, Mejdrich, Geier, Zeller Brauer
NAYS: None.... Motion #6 Carried.

MOTION #7: APPROVAL OF NTD REPORTING – ATA GROUP

Motion by Trustee Geier, seconded by Trustee Williams to approve the NTD Reporting – ATA Group.

ROLL CALL VOTE: AYES: Geier, Williams, Grainawi, Mejdrich, Zeller Brauer
NAYS: None.... Motion #7 Carried.

Insurance Renewal Supervisor met with Bill Bradish. Renewal of insurance will see a 3% increase. This insurance covers everything, except for transportation because that is covered by a separate insurance policy. Because how well everything is kept, we don't need to pay large increases. We can get large insurance coverage for the best price.

MOTION #8: APPROVAL OF 7/31/25 INSURANCE RENEWAL

Motion by Trustee Grainawi, seconded by Trustee Williams to approve the 7/31/25 Insurance Renewal.

ROLL CALL VOTE: AYES: Grainawi, Williams, Geier, Zeller Brauer
ABSTAIN: Mejdrich
NAYS: None.... Motion #8 Carried.

Trustee Grainawi: Recommended Jen Underwood for the new Wheeling Township Community Mental Health Board position, and Supervisor Zeller Brauer also recommended her.

MOTION #9: APPROVAL OF APPOINTMENT AND CONFIRMATION OF WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD MEMBER FOR A FOUR-YEAR TERM

Motion by Trustee Grainawi, seconded by Trustee Mejdrich to approve the Appointment and Confirmation of Wheeling Township Community Mental Health Board Member for a Four-Year Term.

ROLL CALL VOTE: AYES: Grainawi, Mejdrich, Geier, Williams, Zeller Brauer
NAYS: None.... Motion #9 Carried.

MOTION #10: APPROVAL OF ORDINANCE #2025-04 ESTABLISHING RULES GOVERNING MEETINGS OF THE WHEELING TOWNSHIP BOARD

Motion by Trustee Mejdrich, seconded by Trustee Williams to approve the Ordinance #2025-04 Establishing Rules Governing Meetings of the Wheeling Township Board.

ROLL CALL VOTE: AYES: Mejdrich, Williams, Grainawi, Geier, Zeller Brauer
NAYS: None.... Motion #10 Carried.

MOTION #11: APPROVAL OF TRANSPORTATION SOFTWARE-ECOLANE MASTER AGREEMENT AND QUOTE

Motion by Trustee Williams, seconded by Trustee Geier to approve the Transportation Software-Ecolane Master Agreement and Quote.

ROLL CALL VOTE: AYES: Williams, Geier, Grainawi, Mejdrich, Zeller Brauer
NAYS: None.... Motion #11 Carried.

MOTION #12: APPROVAL OF STORM SEWER ATLAS OF UNINCORPORATED AREA OF WHEELING TOWNSHIP-SPACECO CIVIL ENGINEERING & SURVEYING

Motion by Trustee Grainawi, seconded by Trustee Mejdrich to approve the Storm Sewer Atlas of Unincorporated Area of Wheeling Township Spaceco Civil Engineering & Surveying.

ROLL CALL VOTE: AYES: Grainawi, Mejdrich, Geier, Williams, Zeller Brauer
NAYS: None.... Motion #12 Carried.

MOTION #13: APPROVAL OF 2026-2027 WHEELING TOWNSHIP FUNDING APPLICATION

Motion by Trustee Williams, seconded by Trustee Grainawi to approve the 2026-2027 Wheeling Township Funding Application.

ROLL CALL VOTE: AYES: Williams, Grainawi, Mejdrich, Geier, Zeller Brauer

NAYS: None.... Motion #13 Carried.

MOTION #14: APPROVAL OF CREATION OF DIRECTOR OF COMMUNICATIONS AND COMMUNITY OUTREACH POSITION AND HIRING AUTHORITY

Motion by Trustee Geier, seconded by Trustee Williams to approve the Creation of Director of Communications and Community Outreach Position and Hiring Authority.

ROLL CALL VOTE: AYES: Geier, Williams, Grainawi, Mejdrich, Zeller Brauer
NAYS: None.... Motion #14 Carried.

MOTION #15: APPROVAL OF CREATION OF SENIOR & DISABILITY SERVICES PROGRAM COORDINATOR POSITION AND HIRING AUTHORITY

Motion by Trustee Mejdrich, seconded by Trustee Grainawi to approve the Creation of Senior & Disability Services Program Coordinator Position and Hiring Authority.

ROLL CALL VOTE: AYES: Mejdrich, Grainawi, Geier, Williams, Zeller Brauer
NAYS: None.... Motion #15 Carried.

ANNOUNCEMENTS

- July 25, 2025 – All things Medicare, 10 am in-person
- July 30, 2025 – Functional Medicine: How Might it Help, 10 am via Zoom
- August 1, 2025 – Ready for Success - Filled Backpacks Due (See Newsletter)
- August 1, 2025 – Wheeling Township Mental Health Board Agency Funding Applications Due
- August 13, 2025 – A beginner's Guide to Illinois Birding, 10 am via Zoom
- August 13, 2025 – Wheeling Township Mental Health Board Funding Hearings, 6 pm
- August 13, 2025 – Wheeling Township Mental Health Board Meeting, 8 pm
- August 26, 2025 – Wheeling Township Board Meeting, 7:00 pm
- August 28, 2025 – How DNA Can Affect Your Health, 10 am via Zoom

Discussion and Comments from Trustees:

Trustee Mejdrich thanked the Staff for completing many township tasks fast.

Trustee Grainawi thanked for the calendar announcements.

Trustee Williams visited Northfield Township Food Pantry and was impressed with it.

MOTION #16: ADJOURNMENT

WHEELING TOWNSHIP MINUTES OF REGULAR MEETING JULY 22, 2025

Motion by Supervisor Zeller Brauer seconded by Trustee Williams to adjourn.

VOICE CALL VOTE: All Ayes.... Motion #16 Carried.

The meeting for Tuesday, July 22, 2025, was declared adjourned at 8:21 p.m. The next scheduled regular board meeting is set for Tuesday, August 26, 2025, at 7:00 p.m.

Joanna M. Gauza
Wheeling Township Clerk