

CALL TO ORDER

The regular meeting of the Supervisor and Board of Trustees of Wheeling Township, for December 13, 2016 was held in the Paula Ulreich Meeting Room, in the Township of Wheeling, 1616 North Arlington Heights Road, Arlington Heights, Illinois. Supervisor Penner called the meeting to order at 8:00 p.m.

ROLL CALL

Clerk Gauza called the roll and the following members were present: Supervisor Penner, Trustee Michael Domrzalski, Trustee Robert Hoban, Trustee Ruth O'Connell, Trustee JoAnne Schultz, and Clerk Joanna Gauza.

Also in attendance: Wheeling Township Assessor Jerry Sadler, Wheeling Township Highway Commissioner Scott Saewert, Wheeling Township Attorney Nanci Rogers, and Wheeling Township Director of Finance and Administration Josephine Stellato.

Absent: None.

PLEDGE OF ALLEGIANCE

Supervisor Penner led those assembled in the Pledge of Allegiance.

PUBLIC TRUTH IN TAXATION HEARINGS

TOWN AND GENERAL ASSISTANCE LEVY

Attorney Nanci Rogers called the Town Public Hearing for 2016 to order and stated that a tentative amount of \$2,030,200 for the Town Fund Levy in the next year represented a 10% decrease over the current year. She asked if there was anyone present who would like to speak to please step forward and please give her/his name and address.

A resident, Fred May, asked why the Township needs a reserve more than 2 months as recommended by an association. The Administrator responded that under Generally Accepted Accounting Principles (GAAP) the outside auditor has never indicated that 2 months reserve is adequate. In fact, there is little chance of a successful tax objection if the reserve is less than 2 years. The Board has reduced the reserve over the last 3-4 years.

Attorney Nanci Rogers called the General Assistance Public Hearing for 2016 to order and stated that a tentative amount of \$362,535 for the General assistance Levy for next year represented a 10% decrease over the current year. She asked if there was anyone present who would like to speak to please step forward and please give her/his name and address. Nobody made a comment

ROAD AND BRIDGE LEVY

Attorney Nanci Rogers called the Road and Bridge Public Hearing for 2016 to order and stated a tentative amount of \$485,130 for the Road and Bridge Fund Levy for next year represented a 40% decrease over the current year. She asked if there was anyone present who would like to speak and if so, please give her/his name and address.

A resident stated that a 40% reduction seemed a lot especially because consultants may need to be hired because the Highway Commissioner is going away. Highway Commissioner Saewert responded that he suggested 30% rather than 40%. However, the proposed reduction was because money was budgeted for a buyout of certain homeowners. However, those funds will not be needed because Cook County is handling the home buyout. Therefore, those funds would not be needed next year. Nanci Rogers indicated that the tentative levy can be changed from the tentative amount and the Board will make that decision tonight. In response to a question about the financial amounts, Administrator Stellato indicated that the calculations and levy options were made available to the public and copies were on the table in the back of the room. The levy options indicated estimated expenses and what different levy rates will raise.

APPROVAL OF MINUTES

MOTION # 1: APPROVAL OF AMENDMENTS TO MEETING MINUTES – NOVEMBER 22, 2016

Motion by Trustee Hoban, seconded by Trustee Domrzalski, to approve the two proposed amendments to the minutes of November 22, 2016.

ROLL CALL VOTE: AYES: Hoban, Domrzalski, Schultz, O'Connell, Penner
NAYS: None....Motion #1 Carried.

MOTION # 2: APPROVAL OF AMENDED MEETING MINUTES – NOVEMBER 22, 2016

Motion by Supervisor Penner, seconded by Trustee Hoban, to approve the amended minutes of November 22, 2016.

ROLL CALL VOTE: AYES: Penner, Hoban, Domrzalski, Schultz, O'Connell
NAYS: None....Motion #2 Carried.

AUDIT

MOTION # 3: AUDIT FOR ROAD AND BRIDGE FUND

Motion by Trustee Schultz, seconded by Trustee Hoban, to approve batch #397, #398, and batch #399 against the Road and Bridge Fund, in the amount of \$16,353.79 to be paid.

ROLL CALL VOTE: AYES: Schultz, Hoban, Domrzalski, O'Connell, Penner
NAYS: None....Motion #3 Carried.

MOTION #4: AUDIT FOR TOWN FUND

Motion by Trustee Schultz, seconded by Trustee Domrzalski, to approve batch #596, #597, and #598 against the Town Fund, in the amount of \$160,707.81 to be paid.

ROLL CALL VOTE: AYES: Schultz, Domrzalski, O'Connell, Hoban, Penner
NAYS: None....Motion #4 Carried.

MOTION #5: AUDIT FOR CEMETERY FUND

Motion by Trustee Schultz, seconded by Trustee Domrzalski, to approve batch #121316 against the Cemetery Fund, in the amount of \$23.00 to be paid.

ROLL CALL VOTE: AYES: Schultz, Domrzalski, O'Connell, Hoban, Penner
NAYS: None....Motion #5 Carried

CITIZENS TO BE HEARD

A resident stated that has lived at same home since 1972 and does not know what Township does. Someone asked if Township vehicles were used to transport people to a caucus and Supervisor Penner stated emphatically not true. Mr. Johnson Collick stated that if the unincorporated area needs special attention for snow removal and roads who will they call. Administrator Stellato responded that he could call the Township. The resident also admitted he never had to call Township because the roads had always been taken care of.

OFFICIALS' REPORTS

ASSESSOR: Assessor Sadler reported:

- The Cook County Board of Review opened Wheeling Township for 2016 Assessment appeals on December 5, 2016. The last date to file an appeal with the Board of Review is January 3, 2017. The Board of Review is sponsoring a couple of outreach appeal seminars along with Assessor Sadler within the Wheeling Township area. The first one will be held at the Wheeling Village Hall in Wheeling on Monday, December 12, 2016 at 6:30 p.m. The second one will be held at the Arlington Heights Library on Wednesday, December 14th at 6:30 p.m. The results of successful appeals will appear on the 2016 2nd Installment bills in July 2017.

WHEELING TOWNSHIP MINUTES OF REGULAR MEETING DECEMBER 13, 2016

- Permits for Property Tax Year 2016
- The Cook County Assessor's Office requires that all municipality and unincorporated Cook County permits be sent to the relevant Township office no later than Friday, December 11, 2016. Township Assessors are asked to submit all permits to the downtown Cook County Assessor's Office no later than Friday, December 16, 2016. This is a deadline we pride ourselves on meeting each year. Our electronic processing system enables us to meet this deadline, and is the method preferred by the County Assessor's office. The value of these permits will be assessed for the 2017 property tax bills payable in July 2018. Timely submission insures the resulting additional tax revenue for taxing bodies.
- Statistics November-December 12, 2016
Office Visits: 281
Phone Calls: 287

HIGHWAY DEPARTMENT: Highway Commissioner Saewert reported:

Meetings and Activities:

- Worked with Cook County Building and Zoning Forest River Sanitary District and MWRD to review projects being done and permit violations in the unincorporated areas.
- Completed a one month snow contracts with Northfield Township from Dec.1-Dec.31.

Permits:

- New Construction
Jozek Ryd, 221 Graylynn Dr., Mt. ProspectPending.

Permit and Traffic Ticket Revenue Receipts

- Permits.....\$ 975.00
- Cook Co. Circuit Court (traffic tickets issued by Cook Co. Sheriff)..... \$ 0.00
\$ 975.00

Highway Dept. Major Accomplishments:

- Integrate Township Created permit process with Cook County Building and Zoning Department.
- Formalize engineering standards, detail and general notes to prepare engineered grading and drainage plans for new constructions, additions and demolitions. Permit packet is posted on the Township website.
- Create drainage guidelines to safely convey storm water to protect public and private property.
- Commission drainage study for Dunlo Subdivision and secure outfall connections to Dundee Rd. and Buffalo Grove Rd. storm sewers.
- Commission a drainage study for Buffalo Highlands Subdivision and secure oufall connection to a Village of Buffalo Grove storm sewer system with a new detention basin.
- Evaluate Forest River Subdivision open ditch drainage system and committed to multi-year drainage improvements.
- Performed annual roadway pavement evaluations (5-Year Capital Plan)

- Cooperated with other Federal, State and County agencies to secure flood mitigation funding.
- Initiate formal procedures for efficient Highway Department operation.
- Initiate communications with adjoining communities to annex properties within their boundaries.
- Prepare accurate and responsible annual departmental budget and multi-year capital improvement budget with reserves that required minimal or no tax increases.
- Provide formal customer service training to best address resident needs.
- Authored "Neighbors helping Neighbors" mission statement.
- Member and active participant in Upper Des Plaines River watershed committee.
- Actively pursued inter-agency grant opportunities for flood mitigation from IDNR, IEMA, FEMA, USACOE, MWRD, CCHD and CC Department of Community Development.
- Active liaison with local, state and CC legislators in pursuit of administrative authority to acquire flood-prone properties and secure matching federal funds for Levy 37.
- Served as Secretary for Highway Commissioners Township Officials of Illinois.
- Negotiated efficient inter agency snow plow and ice control contracts to provide complaint free resident service (Northfield Township (Village of Buffalo Grove, Village of Northbrook and Village of Wheeling).
- Received Emergency Management recognition from Cook County Board for flood fighting efforts.
- Recognized as top ten responder by Cook County Emergency Management Agency for 2013 flood event.
- Participated in Cook County Disaster Mitigation Plan Steering Committee allowing the County to secure Federal disaster funds.
- Entered into cost-share agreement for design and installation of traffic signals at Portwine Rd. at the intersection of Dundee Rd to improve traffic safety.
- Initiated crack seal pilot project on Portwine Rd. and Forest View Rd. to extend pavement life.
- Submitted waiver request to IEPA for relief of MS-4 annual drainage reporting requirements.

The road district mission has always been to provide excellent friendly service with minimal cost and always looking to the future for cost effective drainage and roadway improvements. To insure a smooth transition of roadway drainage, resurfacing and permit responsibilities, please maintain these traditions of excellence, friendly service and vision at the least cost to the taxpayer.

ADMINISTRATIVE REPORT: Administrator Stellato reported:

- Administrator Stellato met with two contractors regarding snow and ice control on the unincorporated roads. Both gave informal quotes for the service beginning January 1, 2017 through April 30, 2017. Wheeling Township decided to go out for formal bid; the bid package is on our website, a legal

notice published in the Daily Herald, and packages sent to the two contractors that submitted quotes.

- The Village of Buffalo Grove is willing to provide snow and ice control in the Dunlop and Buffalo Highlights areas for \$8,000 annually with a three year contract that has a 3% cost escalator that will be applied each year. This contract will be reviewed and compared to the other bids received and opened on December 21, 2016.
- Wheeling Township's annual drive to collect items for Support Our Troops OSOT-America netted 910 pounds of snacks and miscellaneous items, along with over 500 handwritten letters, and \$1,005 in cash and checks, which were delivered to the agency in Lisle. Since the volume would not fit in a personal vehicle, Lynndah Lahey drove the Food Pantry truck to Lisle-brave lady- to make the delivery.
- Medicare Part D Open Enrollment closed on December 7. Wheeling Township's SHIP volunteers saw 451 clients.
- 295 Thanksgiving Baskets were distributed to low-income families by the GA Department.
- Statistics for the month of November 2016:
 - 2,098 bus rides-915 Dial-a-ride; 1,183 Medical Van
 - 1,211 Meals delivered to the homebound
 - 425 visits to the Food Pantry-919 people fed
 - 295 Thanksgiving Baskets distributed

Large donations received:

Windsor School

Dryden School

Dexter Magnetic Technologies-\$5,000 for food purchase

Olive Mary Stitt School

Luther Village Enrichment Foundation \$1,246

Northwest Suburban Montessori School

Lavelle Law-food and \$1,000

Wiss, Janney, Elstner Assoc. \$1,080

Topco Associates turkeys and food

Wheeling High School

Arlington Heights Rotary

Paragon Arlington - \$776

NEW BUSINESS

Board discussed process of approval of December 21, 2016 bids for snow removal and determined to have packets sent to Board members who would then agree or disagree by the year end. Administrator Stellato proposed that, due to the emergency timeframe, she email the bid documents to all of the Trustees and that they contact her by email. The Board can then vote on the contract in January.

MOTION # 6: 2017 HOLIDAY SCHEDULE APPROVAL

WHEELING TOWNSHIP MINUTES OF REGULAR MEETING DECEMBER 13, 2016

Motion by Supervisor Penner, seconded by Trustee O'Connell, to approve 2017 Holiday Schedule with change Friday December 22 and Monday December 26 be full days off, rather than half days.

ROLL CALL VOTE: AYES: Penner, O'Connell, Domrzalski, Schultz, Hoban
NAYS: None....Motion # 6 Carried.

OLD BUSINESS

Trustee Domrzalski had previously asked about a 15% reduction, but now thinks 10% appropriate. Trustee Hoban had recommended 40%, but could support 15%. The Board agreed on 15%. On the General Assistance Levy, the Board thought 10% was appropriate. In regards to the Road District Levy, the history shows no reduction since about 2000, except as Commissioner Saewert indicated he did request a reduction in 2006. Supervisor Penner indicated that over the last 10 years no reduction was proposed so Supervisor Penner expressed concern whether a 30% reduction could be done. Commissioner Saewert indicated that over the last decade, the District received some \$1 million in grants for projects and these projects are done. The County is taking care of the home buyout. Trustee O'Connell indicated that new projects will arise because some of the prior fixes are not permanent and this year the District was about \$100,000 over budget. In addition, she expressed concern that individuals were being told the roads will not be taken care of and that is simply not true. The roads will be taken care of as always. Commissioner Saewert stated that no road that has been done has needed to be repaved. A road usually lasts 15-20 years. The difference between 20% and 30% reduction is about \$50,000. Trustee Domrzalski indicated he was fine with a 20% reduction.

MOTION # 7: 2016 TOWN FUND LEVY

Motion by Supervisor Penner, seconded by Trustee Schultz, to adopt the Annual Single Township Tax Levy Ordinance, for the Town Fund Levy in the amount of \$1,917,408, representing 15% of reduction.

ROLL CALL VOTE: AYES: Penner, Schultz, Domrzalski, O'Connell, Hoban
NAYS: None....Motion #7 Carried.

MOTION # 8: 2016 GENERAL ASSISTANCE LEVY

Motion by Supervisor Penner, seconded by Trustee Domrzalski, to adopt General Assistance Levy in the amount of \$362,535, representing 10% of reduction.

ROLL CALL VOTE: AYES: Penner, Domrzalski, Schultz, O'Connell, Hoban
NAYS: None....Motion #8 Carried.

MOTION # 9: 2015 ROAD DISTRICT LEVY

Motion by Trustee O'Connell, seconded by Trustee Domrzalski, to adopt the Annual Single Township Road District Levy Ordinance, in the amount of \$646,840, representing a 20% of reduction.

ROLL CALL VOTE: AYES: O'Connell, Domrzalski, Hoban, Penner
NAYS: Schultz....Motion #9 Carried.

MOTION #8: ADJOURNMENT

Motion by Supervisor Penner, seconded by Trustee Domrzalski, to adjourn.

VOICE CALL VOTE: All Ayes....Motion #8 Carried.

The meeting for Tuesday, December 13, 2016, was declared adjourned at 9:25 p.m. The next regular scheduled board meeting is set for Tuesday, January 24, 2017, at 8:00 p.m.

Joanna M. Gauza
Wheeling Township Clerk