

**CALL TO ORDER**

The regular meeting of the Supervisor and Board of Trustees of Wheeling Township, for June 24, 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 7:05 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 Mejdrich, 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

**PRESENTATIONS**

**PROCLAMATION-PRIDE MONTH RECOGNITION** - Trustee Mejdrich read the Proclamation, Recognizing June as Pride Month in Wheeling Township. See attached.

**ECOLANE** – Tommy Jacks explained to the board the benefits of having Transportation Scheduling Software. Trips can be booked from the computer, trips can be done through the web browser. This software is more efficient and reliable.

Lynndah Lahey, the Township's Director of Seniors and Disabled Services that also oversees transportation agreed that the transportation scheduling software will be more efficient than the current manual system. With about 20,000 rides per year, switching from manual to scheduling software can also potentially add more rides.

Questions/Answers: What challenges do other townships face with the software?  
Other Townships say the software works well and optimizes efficiency. However, this software might be harder for some people to learn. This is something new, so there will be an adjustment period. Ecoline will do multiple trainings until the staff is comfortable with the system.

Will it affect the residents since there is learning curve?  
Service will not be interrupted.

What is back end side of it?  
Ecoline will do training for the drivers, dispatch and other staff the month before implementation so that everyone understands the system.

What is the process of educating the riders?  
Agencies often hand out flyers to riders and mailers to educate riders about the new system. Riders will still call in for reservations.

If the Ecoline software is approved in July, implementation will begin in the fall.

**MOTION #1: APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING ON MAY 27, 2025**

Motion by Trustee Geier, seconded by Trustee Williams, to approve the minutes of May 27, 2025 Regular Board Meeting.

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

**AUDIT**

**MOTION #2: AUDIT FOR ROAD MANAGEMENT FUND**

Motion by Trustee Grainawi, seconded by Trustee Geier, to approve batch #5/25/25, #6/13/25 and #6/24/25 against the Road Management Fund, in the amount of \$5,270.00 to be paid.

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

**MOTION #3: AUDIT FOR CEMETERY FUND**

Motion by Trustee Grainawi, seconded by Trustee Williams, to approve batch #062425 against the Cemetery Fund, in the amount of \$1,220.72 to be paid.

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

**MOTION #4: AUDIT FOR TOWN FUND**

Motion by Trustee Williams, seconded by Trustee Geier, to approve batch #5/29/25, #5/30/25, #6/13/25 and #6/24/25 against the Town Fund in the amount of \$268,655.35 to be paid.

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

## **REPORTS**

**SUPERVISOR:** Supervisor Zeller Brauer reported:

- Met with State Representative Mary Beth Canty to discuss Wheeling Township programs and services and to discuss potential funding for capital projects.
- Met Supervisor Tim Kobler from Vernon Township and toured their food pantry.
- Met with MK Barley-Jenkins of Josselyn, one of our funded agencies, along with Trustee Grainawi, to discuss their funding needs and possible partnerships.
- Interviewed Ross Secler from the firm OMFM for Township attorney.
- Attended Northfield Township's Food Pantry Ribbon Cutting with Trustee Geier and General Assistance staff.
- Participated in an MTA Legislative Briefing that focused on Township consolidation legislation. Main takeaway: keep meeting with elected officials and market/communicate to the residents about the impactful services we provide.
- Participated in TOI seminar about townships using AI software. Received important information that will help guide township policy moving forward.
- Attending Cemetery Board meeting and got tour of grounds to see maintenance and expansion needs.
- All trustees attended MTA Newly Elected Official Seminar.
- Big thank you to Regina Stapleton, Karin Frisk and township staff for getting our live stream up and running for this meeting.

**CLERK:** Nothing to report

**ASSESSOR:** Assessor Jochum reported:

- TAX YEAR 2024
- Second installment tax bills will be mailed at least one month late. If tax bills arrive in August when the triennial reassessment letters are mailed out, our office will experience significant manpower/service issues due to a high volume of office, phone and email traffic.
- TAX YEAR 2025
- Since 2025 is a triennial reassessment year we expect that letters informing taxpayers of their new assessment, will arrive mid-August.
- We have met with the Cook County Assessor's Office regarding Wheeling Township's reassessment and have reviewed their appeal requirements to ensure effective appeals from our Township. We anticipate a significant increase in assessments in Wheeling Township.

## WHEELING TOWNSHIP MINUTES OF REGULAR MEETING JUNE 24, 2025

- Our office has been taking pre-files and have 200 cases thus far we anticipate 400 by the time the appeal session begins. Currently our forecast is for 2,000 appeals from our office.
- STAFFING
- We have added two part time analysts to our staff replacing an individual who retired.
- INTERNSHIP PROGRAM
- We have established a ten-lesson curriculum which our intern Ryan Venn is working thru and completing projects for each session. Ryan is a very bright Hersey High School Junior who is asking intelligent, thoughtful questions as he learns the tax process. We hope to continue this relationship with District 214.

### **MENTAL HEALTH BOARD:** Trustee Grainawi reported:

#### Wheeling Township Community Mental Health Board Activities Report for June 2025

- Welcomed new Board Member, Lorri Grainawi
- Held Board Officer elections  
Sue Hayes - President  
John Lubbe - Vice President  
Bill Dixon - Secretary
- Seeking new Board Member for vacant seat  
Receiving resumes and cover letters through July 8<sup>th</sup>, 2025
  - Qualified applicants will be interviewed during the July 16<sup>th</sup> Board Meeting
- Finalized the 2026-27 Funding Application  
Application was initially planned to be available July 1 - August 1, 2025, but will be available on the website June 20 - August 1 to help facilitate the submission process
- Ratified the hiring of a Mental Health Board Manager

### **ADMINISTRATOR'S REPORT:** Administrator Stapleton reported:

#### Questions from Board/Public:

Why does the Financial Report show deficit?

Financial statements show small deficit for last month because funding from taxes has not been received. Township uses reserves until tax funding received. The Township is also spending down reserves.

What is Clarity?

Clarity is IT firm that manages Township's IT needs.

What is LIHEAP?

LIHEAP is Low Income Home Energy Assistance Program. The funding typically runs out before the end of September. The denial rate is below 10%. Denial is

based on various reasons such as lack of documents, funding ran out, client maxed out on benefits etc. The township has to wait for CEDA to identify program changes to 2025-26 program. At that time Township can decide if to implement own LIHEAP program.

SHIP / SENIOR & DISABILITY SERVICES BENEFIT

- 18 SHIP (Medicare) appointments were completed by the team
- 23 Benefit Access (BA) appointments were completed by the team (99 BA appts 1/1/25 – 5/31/25)
- SHIP Team meeting held here 5/6/25; Kim's first as our new Site Coordinator
- Ongoing training of newest SHIP team member, Tara

Transportation

- New PACE bus received on 5/27/25
- New PT driver started
- Total Rides for May: 1,869 – 937 Medical and 932 Non-Medical (Disabled 268)
- Ride numbers fluctuate if a bus is down for repairs or other reasons

As a reminder, the Arlington Heights parade is scheduled for July 4<sup>th</sup>. And Steve Boor will be your driver for the parade.

Carina Santa Maria, the Executive Director of Shelter, Inc., has notified the Township that they will be moving out sometime in August. I will be looking to hire an interior architect to provide us with ideas on how to improve our space here at the Township.

Food Pantry:

- 564 visits
- 1218 persons
- 285 children
- 528 seniors

Home Delivered Meal Program

- 673 Hot Meals delivered
- 244 Cold Meals delivered
- Total # of Clients served = 38

**NEW BUSINESS:**

The NTD requires an accounting of bus usage every 10 years. Hiring an Auditor will cost about \$3,400 to do this accounting.

**MOTION #5: APPROVAL OF CLARITY MASTER AGREEMENT (IT) FOR TOWNSHIP AND ASSESSOR**

Motion by Trustee Mejdrich, seconded by Trustee Williams to approve the Clarity Master Agreement (IT) For Town and Assessor.

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

**MOTION #6: APPROVAL OF CONFIRMATION APPOINTMENT OF TOWNSHIP ATTORNEY AND ENGAGEMENT LETTER WITH ODELSON, MURPHEY, FRAZIER & MCGRATH,LTD.**

Motion by Trustee Grainawi, seconded by Trustee Mejdrich to approve the Confirmation Appointment of Township Attorney and Engagement Letter with Odelson, Murphey, Frazier & McGrath, Ltd.

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

**MOTION #7: APPROVAL OF PACE 2025 FTA CERTIFICATIONS AND ASSURANCES**

Motion by Trustee Grainawi, seconded by Trustee Mejdrich to approve the Pace 2025 FTA Certifications and Assurances.

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

**ANNOUNCEMENTS**

- July 4, 2025 - Township Closed, Independence Day
- July 15, 2025 - Gary Midkiff - Alexander Hamilton (without the Dancing) 10 am via Zoom
- July 16, 2025 - Wheeling Township Mental Health Board Meeting, 7 pm
- July 18, 2025 - Medicare BINGO 10 am in person
- July 22, 2025 - Wheeling Township Board Meeting, 7:00 pm
- July 25, 2025 - All things Medicare, 10 am in-person
- July 30, 2025 - Functional Medicine: How Might it Help, 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

**MOTION #8: ADJOURNMENT**

WHEELING TOWNSHIP MINUTES OF REGULAR MEETING JUNE 24, 2025

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

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

The meeting for Tuesday, June 24, 2025, was declared adjourned at 8:05 p.m. The next scheduled regular board meeting is set for Tuesday, July 22, 2025, at 7:00 p.m.

Joanna M. Gauza  
Wheeling Township Clerk