

**CALL TO ORDER**

The regular meeting of the Supervisor and Board of Trustees of Wheeling Township, for May 27, 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 8:00 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 Sheri Williams and Clerk Joanna Gauza.

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

Absent: Trustee Austin Mejdrich

**PLEDGE OF ALLEGIANCE**

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

**CITIZENS TO BE HEARD**

None

**PRESENTATIONS**

Supervisor Zeller Brauer read the Proclamation, Recognizing May as Mental Health Awareness Month in Wheeling Township. See attached.

**MOTION #1: APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING ON APRIL 22, 2025**

Motion by Trustee Geier, seconded by Trustee Williams, to approve the minutes of April 22, 2025 Regular Board Meeting.

ROLL CALL VOTE: AYES: Geier, Williams, Grainawi, Zeller Brauer  
NAYS: None.... Motion #1 Carried.

## **AUDIT**

### **MOTION #2: AUDIT FOR TOWN FUND**

Motion by Trustee Grainawi, seconded by Trustee Williams, to approve batch #4/29/25, #5/9/25, #5/16/25, #5/23/25 and #5/27/25 against the Town Fund in the amount of \$185,831.88 to be paid.

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

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

Motion by Trustee Grainawi, seconded by Trustee Geier, to approve batch #052725 against the Cemetery Fund, in the amount of \$1,360.31 to be paid.

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

### **MOTION #4: AUDIT FOR ROAD MANAGEMENT FUND**

Motion by Trustee Grainawi, seconded by Trustee Williams, to approve batch #4/29/25, #5/9/25 and #5/27/25 against the Road Management Fund, in the amount of \$4,723.66 to be paid.

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

## **REPORTS**

**SUPERVISOR:** Supervisor Zeller Brauer reported:

- Thank you to the Township staff. In addition to staff/trustee orientation and a meet-and-greet, I've had productive meetings with Regina and Julie, with a meeting with Lynndah coming up next month when she returns to the office. Also met individually with Joanna. The Trustees had a separate orientation with Ken/Julie from the Assessor's office.
- I have been meeting with other township officials, including Northfield, Schaumburg and New Trier (May 28). In addition to learning about their Townships and their roles as Supervisors/Trustees, I have toured their facilities.
- Have been meeting with other elected officials, including Commissioners Scott Britton and Maggie Trevor, and an upcoming meeting with Rep. Mary Beth Canty.
- Regina has gotten all of us signed up for township associations and we will be attending upcoming seminars and trainings, including the Metropolitan Township

Association, Township Officials of Cook County, and Townships Officials of Illinois.

- John and I attended the Illinois Townships Attorneys Association Annual Seminar on May 16. We had the most newly elected officials in recent history. Went over many aspects of township law, policy, etc. Most interesting were the legislative updates, DEI and the new administration, and managing FOIA, OMA and First Amendment laws.

**CLERK'S REPORT:** Clerk Gauza reported:

- On May 19<sup>th</sup>, we held an Oath Ceremony. Judge Jack Costello sworn us in. Our Assessor will be sworn in later this year, since his new term begins on January 1, 2026.

**ASSESSOR:** Assessor Jochum reported:

- TAX YEAR 2024
- Second installment tax bills will be late. This delay may cause our office to have an issue if the bills arrive at the same time the 2025 assessments are completed and mailed out.
- TAX YEAR 2025
- Since 2025 is a reassessment year we anticipate that letters notifying taxpayers of their reassessment will arrive mid to late July. The 45 day appeal period will begin once the letters have been sent and we will begin filing taxpayer appeals to the Cook County Assessor. We will shortly begin accepting pre-files which will be prepared once we receive the data from the County Assessor.
- Thus far the Cook County Assessor has completed a number of Townships in the northern triennial. Assessments for Residential, Commercial and Industrial properties have increased significantly. We anticipate this will also be the case for Wheeling Township.
- OTHER ITEMS
- Our office is partnering with District 214 to become a work-based learning site. In June we will begin an internship with a student from District 214 who will work on projects involving; taxation, assessment, real estate law, customer relations and township government. This program will assist our office with additional manpower and provide the student with skills and information to make informed career and education decisions. There is no cost to the Township.
- We are currently searching for a part-time analyst to replace an individual who retired.

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

- I want to welcome the Board; I look forward to the next four years. This past month has been a little hectic; thank you for your patience. I appreciate the Board's help for a smooth transition.

## WHEELING TOWNSHIP MINUTES OF REGULAR MEETING MAY 27, 2025

- On May 1, 2025, we had the New Board Orientation, which went very well. The Director of General Assistance, the Director of Senior Services, and I meet with the new Board to give them an overview of all the programs we do here at Wheeling Township.
- On May 14, 2025, I had several meetings. The day started with Breakfast with the New Board. This breakfast was a way for the Board and staff to meet informally. The breakfast went well; the staff enjoyed meeting with the new Board, and Board enjoyed meeting the staff.
- In the afternoon, I had my Administrator's Meeting. The Township Administrators meet every other month, and they are from the northern part of Illinois. We usually have about 20-25 in attendance. At these meetings, we sometimes have a speaker; other times, we discuss Administrators issues and questions that were emailed out during the month. This month, we had a speaker, Sarah Schillerstorm, who spoke regarding hiring and retention. It was very interesting. We also discussed ideas on what to do if the federal and state governments should get rid of LIHEAP and SHIP, Township consolidation, and onboarding new board members.
- Then, in the evening, I attended the Mental Health Board Meeting. The Board went into Executive Session and interviewed the two final Mental Health Board Manager candidates. The Board permitted me to check references and extend an offer. At this time, I cannot say who we extended the offer to. The Board also approved the Funding Contract and will be reviewing the Funding Application.
- On May 16, we gave Supervisor Penner a luncheon for staff to say goodbye and to wish her well.
- On May 19, 2025, the New officers were installed. About 45- 50 people showed up in support of the new Board. All had a nice time.
- Road update: Since the Township has outsourced the engineering review to Spaceco, road permits are going smoothly, and there are no complaints. We are working with Cook County to use our MFT (Motor Fuel Tax) funds for a sewer atlas to have USIC do the JULIE request tickets. Then, we will be contracting with SPACECO for a Road Capital Plan.
- We were able to exchange bus 70 for a new bus 70 that is bigger and holds 4 wheelchairs. PACE also exchanged a bus.

### **NEW BUSINESS:**

#### **MOTION #5: APPROVAL TO CHANGE THE BOARD MEETING TIME TO 7:00 PM**

Motion by Trustee Williams, seconded by Trustee Grainawi to approve to Change the Regular Board Meeting Time to 7:00 PM.

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

#### **MOTION #6: APPROVAL TO APPOINT TRUSTEE LORRI GRAINAWI TO THE MENTAL HEALTH BOARD AS BOARD LIAISON**

Motion by Trustee Geier, seconded by Trustee Williams to approve to Appoint Trustee Lorri Grainawi to the Mental Health Board as Board Liaison.

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

NAYS: None.... Motion #6 Carried.

**MOTION #7: APPROVAL TO APPOINT SEAN SENO TO THE FOREST RIVER FIRE PROTECTION DISTRICT TO REPLACE CHRISTOPHER GRAVES TERM, 10/2025**

Motion by Trustee Geier, seconded by Trustee Williams to approve to Appoint Sean Seno to the Forest River Fire Protection District to Replace Christopher Graves Term, 10/2025.

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

**MOTION #8: APPROVAL TO APPOINT SUPERVISOR MARIA ZELLER BRAUER AS AUTHORIZED AGENT TO IMRF**

Motion by Trustee Grainawi, seconded by Trustee Williams to Appoint Supervisor Maria Zeller Brauer as Authorized Agent to IMRF.

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

**MOTION #9: APPROVAL TO TABLE UNTIL NEXT MONTH OF CLARITY MASTER SERVICE AGREEMENT (IT) FOR TOWN AND ASSESSOR**

Motion by Supervisor Zeller Brauer, seconded by Trustee Geier to table the Clarity Master Service Agreement (IT) for Town and Assessor until next meeting.

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

**MOTION #10: APPROVAL OF WHEELING TOWNSHIP 2025/2026 FUNDING CONTRACT**

Motion by Trustee Geier, seconded by Trustee Williams to approve the Wheeling Township 2025/2026 Funding Contract.

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

**MOTION #11: APPROVAL OF VIAN CONSTRUCTION TO REPLACE AND REPAIR CATCH BASINS IN PARKING LOT IN THE AMOUNT OF \$15,000**

Motion by Trustee Geier, seconded by Trustee Williams to approve the Vian Construction to Replace and Repair Catch Basins in Parking Lot in the Amount of \$15,000.

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

**OLD BUSINESS:**

None

**ANNOUNCEMENTS**

- June 11, 2025 - Wheeling Township Mental Health Board Meeting, 7:00 pm
- June 24, 2025 - Wheeling Township Board Meeting, 7:00 pm
- July 4, 2025 - Township Closed, Independence Day
- July 22, 2025 - Wheeling Township Board Meeting, 7:00 pm

**DISCUSSION AND COMMENTS FROM TRUSTEES:**

Two law firms are being looked at to be hired. The Trustees will review the firms and discuss next month.

Trustee Geier meeting with Illinois Township Attorneys Association informative.

There is an opening on the Mental Health Board. Any applicant must not have conflict of Interest.

Food pantry hours have not been addressed yet. Wednesday evening and Saturday are hours may be possible. May collaborate with other Townships for ideas.

GEM Project - Seniors with low income can be eligible for painting, gardening etc. by local church program.

**MOTION #12: ADJOURNMENT**

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

VOICE CALL VOTE: All Ayes.... Motion #12 Carried.

The meeting for Tuesday, May 27, 2025, was declared adjourned at 8:50 p.m. The next scheduled regular board meeting is set for Tuesday, June 24, 2025, at 7:00 p.m.

Joanna M. Gauza  
Wheeling Township Clerk