

**CALL TO ORDER**

The regular meeting of the Supervisor and Board of Trustees of Wheeling Township, for March 24, 2009, was held in the Community Room, of the Township of Wheeling, 1616 North Arlington Heights Road, Arlington Heights, Illinois. Supervisor Michael Schroeder called the meeting to order at 7:08 p.m.

**ROLL CALL**

Clerk Ulreich called the roll and the following members were present: Supervisor Michael Schroeder, Trustee Michael Domrzalski, Trustee Ruth O'Connell, Trustee Kathy Penner and Trustee Schultz.

Also in attendance: Wheeling Township Highway Commissioner Scott Saewert, Wheeling Township Assessor Dan Patlak, Wheeling Township Attorney Nanci Rogers, Wheeling Township Director of Administration and Finance Josephine Stellato and Wheeling Township Director of Senior and Disability Services Kristine Freeman.

**PLEDGE OF ALLEGIANCE**

Those assembled joined in saying the Pledge of Allegiance.

**MOTION #1: APPROVAL OF MEETING – FEBRUARY 24, 2009**

Motion by Trustee O'Connell, seconded by Trustee Domrzalski, to approve the minutes from the February 24, 2009 board meeting, as amended.

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

**CITIZENS TO BE HEARD**

None.

**OFFICIALS' REPORTS**

**Assessor:** Assessor Patlak reported:

- The Cook County Assessor's office has finally finished with their initial analysis of assessment appeals for Wheeling Township. They are currently working on reviews for Wheeling which we expect they will complete shortly. We do not have all results yet but are working with those taxpayers who were not satisfied with their appeals to the County Assessor and who wish to appeal further to the Board of Review.
- Earlier this month the CCAO sent out a mailing to all homes purchased in 2008 as well as all residential properties that did not receive an exemption in 2006 and 2007 reminding owners that they may be eligible for one or more exemptions. This has resulted in a spike in activity at our office.
- The most significant development for our office this past month was the announcement via press release from the CCAO that they will soon be closing

all five of their suburban satellite offices. Though we have not been provided with an exact date, we have been told that the Rolling Meadows office will likely close by the end of May. The branch supervisor at Rolling Meadows did not have statistics for activity at that office for 2008 but she did tell us that in 2007 (a reassessment year when traffic is higher than other years) the office received 33,000 walk-ins and fielded 26,000 calls. From these they processed 8,000 appeals. They did not have these statistics broken down by township but since the primary townships served at that office are Wheeling, Elk Grove, Palatine, and Schaumburg we were told to divide the numbers provided by four and that would be the potential number of people that may choose to visit our office rather than travel downtown to the County Assessor. In non-reassessment years I would expect that number to be significantly lower. In any case, we expect increased traffic in our office when Rolling Meadows closes and taxpayers who are accustomed to visiting the County Assessor instead turn to the township for assistance.

**Highway Commissioner:** Highway Commissioner Saewert submitted his written report as follows:

- Road Maintenance Projects:
  - Traffic and Street Signs Replacements - Project on hold until weather permits.
  - Woodland Dr. Drainage Ditch Restoration Project - Project scheduled to start next month.
  - Woodland Dr. Road Resurfacing – Bidding completed. Low bidder to be vetted prior to awarding contract.
  - Hill St. Drainage Ditch Restoration – Engineering plans completed.
- Meetings and Activities:
  - Worked with Cook County Inspectors to review projects being done and permit violations in the unincorporated areas.
  - Monitored Des Plaines River height and put out “Water on Road” warnings signs as the water rose one foot over Graylynn Drive during the flood event in early March.
  - Met with staff to plan road drainage and road resurfacing projects for the 2009 - 2010 fiscal year.
  - Met with Tom Baniewicz, Cook County Highway Department, at Portwine Road, to discuss improvements to road drainage at the north end near Lake Cook Rd.
  - Completed the proposed 2009 - 2010 budget.
- Permits:
  - Two permits, one for new construction and one for a concrete driveway are pending.
  - One permit for a 2<sup>nd</sup> story home addition is completed.
  - No permit violations are pending.
  - \$35.00 in permit revenue was received.
  - There was no Cook County Court traffic ticket revenue.

**Clerk:** Clerk Ulreich reported that the "Early Voting" site here at Wheeling Township has had 277 voters as of the today. All voting sites will be open through Thursday, April 2, 2009. The early voting hours at all sites are: Monday-Friday 9:00 a.m.-5:00 p.m.; Saturdays 9:00 a.m.-noon.

### **ADMINISTRATIVE REPORT**

Mrs. Stellato reported:

- There will be changes in Notary Public laws, which will take effect June 1, 2009. Attorney Rogers has informed the Township that the changes primarily affect real estate transfers and conveyance of property, therefore, because of liability issues, Wheeling Township will not notarize any such documents.
- The Annual Report is being prepared.
- Statistics for Bus Rides: 25, 577 – up 1,229 from last year.
- Statistics for Nurse: 2,245 clients served.
- Statistics for Food Pantry: 3,800 visits.

### **NEW BUSINESS**

#### **ANNUAL TOWN MEETING AGENDA**

Clerk Ulreich asked for board approval of the proposed Annual Town Meeting agenda for Tuesday, April 14, 2009, which shall commence at 8:00 p.m., in the Wheeling Township Community Center facility.

#### **MOTION #2: APPROVAL OF ANNUAL TOWN MEETING AGENDA**

Motion by Trustee Penner, seconded by Supervisor Schroeder, to approve the Annual Town Meeting agenda for Tuesday, April 14, 2009, which includes the transaction of miscellaneous business of Wheeling Township; electing a moderator; and considering three resolutions: Time of the next Annual Town Meeting; Senior Citizen Services; and to authorize the Township Board to purchase liability insurance.

VOICE CALL VOTE: All Ayes...Motion #2 Carried.

#### **IRS MILEAGE INSURANCE RATE**

Mrs. Stellato reported to the board that the United States Department of the Treasury, Internal Revenue Service, has changed the standard mileage rate for the use of a car for business miles driven to 55 cents per mile. This is a change from 58.5 cents a mile. She required a change in the Townships mileage rate reimbursement.

#### **MOTION #3: 2009 IRS MILEAGE INSURANCE RATE**

Motion by Supervisor Schroeder, seconded by Trustee Penner, to set the standard mileage rate of reimbursement for the use of a car for business miles driven to 55 cents per mile, effective April 1, 2009.

ROLL CALL VOTE: Ayes: Schroeder, Penner, Schultz, O'Connell, Domrzalski  
Nays: None...Motion #3 Carried.

## **APPROVAL OF DEPOSITORIES**

The Wheeling Township Investment Policy, which safeguards our funds, equitably distributing the investments and maximizing income, last updated its financial institutions on September 26, 2006. Since that time, bank FDIC insurance of accounts have been increased from \$100,000 to \$250,000 which will allow for funds to be invested at better rates at different banks. The list of financial institution names need to be updated, due to bank merger/acquisitions.

## **MOTION #4: APPROVAL OF BANK DEPOSITORIES**

Motion by Supervisor Schroeder, seconded by Trustee Domrzalski, to change the Wheeling Township Investment Policy, Financial Institutions, to read: Bank of America, Chase Bank, Corus Bank, Harris Bank, Illinois Funds, Midwest Bank, National City Bank and Village Bank & Trust.

ROLL CALL VOTE: Ayes: Schroeder, Domrzalski, O'Connell, Schultz, Penner  
Nays: None...Motion #4 Carried.

## **2009-10 TENTATIVE BUDGET DISCUSSIONS**

**ASSESSOR'S BUDGET** Assessor Patlak presented his proposed budget for FY2009-10, which reflects an increase from \$137,225 to \$140,625. In line #1, Salaries, the additional \$3,100 will be used for part time staff, which will be necessary to service residents in our area who once used the Assessor's services in the now defunct satellite Assessor's Office at the Rolling Meadows Court House.

**CLERK'S BUDGET** Clerk Ulreich presented her proposed budget for FY2009-10, which reflects a reduction of \$500, from \$10,000 to \$9,500. Line #12, Elections, was lowered because the Township's monetary election costs are only necessary every four years.

**SENIOR/BUS** Mrs. Stellato presented the Senior Service/Bus budget for FY2009-10, which reflects a \$3,950 reduction from last fiscal year. She noted that line #1, Salaries, was high last year due to training of new employees. Next fiscal year we will be seeing higher rates of IMRF. The cost for a new brochure for the department is included in Senior Services line #8.

If the Township does a brochure for General Assistance, the Assessor and Senior/Bus at the same time, we will receive a better rate for printing and publication.

**CEMETERY FUND** The Cemetery fund's proposed FY2009-10 budget reflects an \$800 reduction from FY2008-09. This fund is largely funded by revenue from the sale of lots. The most the Township would have to transfer into this budget is \$15,000, which would be for seal coating and crack filling of the cemetery roads.

**AGENCIES** Supervisor Schroeder strongly recommended to keep all Wheeling Township Social Service agencies at the same level of funding as the last fiscal year. Several agencies have contacted our office and were pleased to hear that they were not being cut for the upcoming fiscal year, especially in this tight economy.

## **EXECUTIVE SESSION**

### **MOTION #5: EXECUTIVE SESSION**

Motion by Supervisor Schroeder, seconded by Trustee Schultz, to adjourn into Executive Session, for the purposes of interviewing Prospect Heights Rural Fire District candidates and discussion of staff salaries.

ROLL CALL VOTE: Ayes: Schroeder, Schultz, Penner, Domrzalski, O'Connell  
Nays: None...Motion #5 Carried.

The board moved to Executive Session at 7:40 p.m. and returned to regular session at 8:20 p.m.

No action was taken.

## **NEW BUSINESS**

### **BUDGET DISCUSSIONS**

**TOWN FUND** Mrs. Stellato reported that the proposed Town Fund budget for FY2009-10 reflects an \$860 reduction from last fiscal year. The new budget includes the cost of a new township sign in the front of the building. A present one was cracked, repaired, and has cracked again. The cost for a new one ranges from \$17,000-\$20,000. The new sign would complement the building's exterior by using the same dental molding and trim. The sign would be encased in a metal cabinet, with interior floor illumination. Options will be presented at the next regularly scheduled board meeting.

The proposed budget reflects no salary increases but benefit costs are increasing. Health insurance may go up 5% but the Township's goal is to keep it at the same level as this fiscal year. The Assessor and Highway Department's Workers Comp are also going up.

In line #16: General Insurance, the Township doesn't know what to expect as far as increases go, so a 10% increase has been included to cover costs. This package will be coming up for renewal in July.

Line #23: Bonding Insurance, is for the supervisor, and is a four year insurance bond, therefore is only paid every four years.

Line #27: First class postage is going up 2 cents.

Line #32: Public Information includes our newsletters, maps, and the updated brochures.

Line #35: Social Services, includes the "Volunteer" luncheon. Our volunteers, which include drivers for Meals on Wheels, the Food Pantry, and Children with Disabilities Fun Fair, save the Township approximately \$244,000 a year. In return, they are invited to a "once a year" recognition luncheon.

Line #38: Building and Permanent Improvement, includes landscaping (to replace our 30 year old bushes), the sign, and replacement of driveway aprons.

Supervisor Schroeder explained that while all these actions are taking place in the Township, our bottom line will still be less than last fiscal year. They are also lower than the last three years.

**GENERAL ASSISTANCE** Supervisor Schroeder explained that in the light of the present economy, General Assistance services here at Wheeling Township are up.

Line #1: Salaries line item has increased because the Township had to hire a new staff person to help assist the many new General Assistance clients.

Line #5: Medical Insurance - The increase in this line item is due to the medical insurance that is provided to the new employee.

Line #33: Fixed Site Dental Clinic – This line item is a one time expenditure to go towards Wheeling Township's share of capital purchases for the Dental clinic's proposed fixed site.

Discussion of the Dental Clinic: Northwest Community Hospital is spearheading the site selection process for the clinic. The Mobile Dental Clinic has income qualifications for services. General Assistance clients are eligible for services. The same guidelines will be set for services at the fixed site. At the fixed site more extensive work can be available.

**ROAD DISTRICT** Road Commissioner stated that he will use no tax increases to fund the FY2009-10 Road District budget. The unincorporated roads continue to require drainage and resurfacing. This winter, like last winter, added 5-8 years of wear and tear to the pavements. We will repair roads which were paved thirty years ago and do what is necessary to maintain public safety and long term cost savings.

There had been three floods in five months which submerge and further damage some roads in Forest River. Three in five months certainly is a record, and with the Levee 37 construction upstream, the discharge will probably increase. This year the south end of Forest River received most of the drainage improvements.

There is a possibility of obtaining Federal grant money this year. If we receive funds, additional projects will be completed this year.

The Road District is also offering \$75,000 in assistance to the Senior Bus program by providing a portion of funding to help those in need of this program. The Road District will try, on a yearly basis, to continue the funding.

Line 12: Engineering, is not associated with any new road projects.

Discussion: Specific projects include work on Betty and Ellen. They are both old and in need of repair. Woodland Drive in Forest River has not been paved in 30 years, it has only received patchwork, but drainage work is not completed, so the road can be repaved. Graylynn is also in need of repaving.

Supervisor Schroeder mentioned that the trustees have worked hard to hold the line on expenditures, with no salary increases, no agency increases, keeping a flat budget. While doing that, the Road District has proposed a 29% increase in line #25, for construction and maintenance. He wondered how all these projects could be accomplished if a \$150,000 levy reduction would have been made. Commissioner Saewert answered that there is money in the bank, which has been saved. This is the best time to do these projects because contractors are looking for work and it is an opportunity to receive lower bids. And there was a zero increase in the levy.

Supervisor Schroeder asked how much in stimulus does the Road District plan to recoup of the \$340,000 in line #25. Commissioner Saewert was not certain. Supervisor Schroeder asked what would happen if no stimulus money was received. Commissioner Saewert answered that there is \$606,000 in reserve. Supervisor Schroeder asked if stimulus funds are not received, would all the projects still be completed. Commissioner Saewert replied yes but he didn't know if the Road District would spend the entire amount.

Upon further questioning, Commissioner Saewert further commented that the engineering line item is for special circumstances not associated with any building project and that Highland is not included in the budget for this year. Except for the contract work, the rest of the budget is holding the line.

Trustee O'Connell asked is the house purchase has helped alleviate flooding in Forest River. Commissioner Saewert replied that it has provided a drainage area for the subdivision. This is the first phase of solving the complete problem. She then asked how much the reserve will be reduced to. Commissioner Saewert responded, one year's reserve and levy money will be used as it comes in.

Mrs. Stellato asked if the Road District received compensation from the contractor who was building on Woodland Drive. Commissioner Saewert answered that he fixed the problems he created but the road needs total replacement.

No action was taken.

**MOTION #6: AUDIT FOR CEMETERY FUND**

Motion by Trustee Schultz, seconded by Trustee Domrzalski, to approve Batch #032409, against the Cemetery Fund, in the amount of \$345.00, to be paid.

ROLL CALL VOTE: AYES: Schultz, Domrzalski, O'Connell, Penner, Schroeder

NAYS: None...Motion #6 Carried.

**MOTION #7: AUDIT FOR ROAD AND BRIDGE FUND**

Motion by Trustee Schultz, seconded by Trustee Domrzalski, to approve Batch #163, 164, 165 and 166, against the Road and Bridge Fund, in the amount of \$35,058.32 to be paid.

ROLL CALL VOTE: AYES: Schultz, Domrzalski, Penner, O'Connell, Schroeder

NAYS: None...Motion #7 Carried.

**MOTION #8: AUDIT FOR TOWN FUND**

Motion by Trustee Schultz, seconded by Trustee Domrzalski, to approve Batch #259, 260, 261 and 262, against the Town Fund, in the amount of \$222,267.89, to be paid.

ROLL CALL VOTE: AYES: Schultz, Domrzalski, Penner, O'Connell, Schroeder

NAYS: None...Motion #8 Carried.

**MOTION #9: ADJOURNMENT**

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

VOICE CALL VOTE: All Ayes...Motion #9 Carried.

The regular meeting for Tuesday, March 24, 2009, was adjourned at 9:08 p.m. The next board meeting, which is a special meeting, will be on Tuesday, April 14, 2009, at 7:00 p.m.

Paula L. Ulreich  
Wheeling Township Clerk