

CALL TO ORDER

The regular meeting of the Supervisor and Board of Trustees of Wheeling Township for November 24, 2009, was held in the Lower Level Meeting Room of the Township of Wheeling, 1616 North Arlington Heights Road, Arlington Heights, Illinois. Supervisor Schroeder called the meeting to order at 8:08 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 Joanne Schultz.

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

PLEDGE OF ALLEGIANCE

Those assembled joined in saying the Pledge of Allegiance.

MOTION #1: APPROVAL OF MINUTES OF REGULAR MEETING – OCTOBER 27, 2009

Motion by Trustee Schultz, seconded by Trustee Domrzalski, to approve the minutes from the October 27, 2009 regular board meeting, as presented.

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

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

Motion by Trustee Penner, seconded by Trustee Domrzalski, to approve Batch #283 and 284, against the Town Fund, in the amount of \$186,103.42 to be paid

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

MOTION #3: AUDIT FOR ROAD DISTRICT FUND

Motion by Trustee Penner, seconded by Trustee Domrzalski, to approve Batch #181, against the Road District Fund, in the amount of \$28,944.37, to be paid.

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

MOTION #4: AUDIT FOR CEMETERY FUND

Motion by Trustee Penner, seconded by Domrzalski, to approve Batch #112409, against the Cemetery Fund, in the amount of \$817.50.

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

CITIZENS TO BE HEARD

None.

OFFICIALS' REPORTS

Assessor: Assessor Dan Patlak reported:

- Homeowners started receiving tax bills in late October. Assessment adjustment notices followed about ten days later. From October 28 through November 20, 1,453 individual property owners visited the Wheeling Township Assessors office and 1,186 called. This count represents homeowners with questions about their 2008 2nd half tax bill and/or their 2009 Assessment notices. All cases were helped to either reduce their bills by applying for entitled exemptions, or told their bill was correct as issued. Many who were entitled to an exemption chose to go the Assessor's Skokie satellite office to immediately file a Certificate of Error and get a new tax bill issued. Certificate of Error certificates were filled out by the Wheeling Township Assessors Office prior to sending clients to Skokie, and Skokie staff reported Wheeling residents were the best prepared upon arrival at their office.
- Many homeowners unhappy with their 2008 bills are applying for an assessment reduction on their 2009 bill using the County Assessor's on-line system. Wheeling Township helped many clients with this procedure but still had to file a significant number. Complaints that require a hard copy can still be delivered to the Rolling Meadows Courthouse where a courier service will bring them downtown.
- The large number of office visits has necessitated the use of at least three and as many as five staffers at a time. It has also been necessary for staff to arrive early for prep and stay late daily to process the accumulated paperwork. Jane Bernard and Mary Sebastian are to be commended for their dedicated service throughout the past month.
- The newly installed electronic numbering system had clients patiently waiting their place in line. As a result of the personalized service and efficient waiting system, no clients registered any complaints with the Township office.

Highway Commissioner: Highway Commissioner Saewert reported:

- Plans for drainage improvements on the east side of Salk Road are complete and have been submitted to contractors for bidding. Bidding for road resurfacing on Park Place, Salk Road and Darryl Drive has been completed and the winning bidder vetted. The project start date is subject to weather and may not begin until spring.
- Engineering plans for the Graylynn Drive and Hills Street Drainage Restoration and Road Reconstruction Project have been submitted to the Cook County Highway Department and City of Des Plaines for review. Comments compiled are being addressed by the Township Engineer.
- Engineering plans are being prepared by the Township Engineer for the Portwine Road and Forest View Road Drainage Ditch Restoration and Road Reconstruction Project.
- Requests for the 2009-10 snow plowing contracts have been submitted to the Village of Northbrook and Northfield Township.
- Work was done with the Cook County Inspectors to review projects and permit violations in the unincorporated areas.
- Procedures were followed for receiving grant funds from DCEO/IDOT for road drainage and resurfacing projects.
- The Cook County Highway Department and the City of Des Plaines were met with to review engineering plans for the Graylynn Drive and Hill Street Drainage Restoration and Road Reconstruction Project and a compiled list of comments is to be addressed by the Township Engineer.
- Two permits, one for a concrete driveway and one for a building addition are pending.
- No permit violations are pending.
- Revenue in the amount of \$569.01 for traffic tickets issued by the Cook County Sheriff was collected.

Clerk: Clerk Ulreich asked the board to please review the Township of Officials of Cook County's proposed by-law revisions which will be voted upon at the annual Fall Conference on Wednesday, December 2, 2009 at the William Tell Restaurant.

ADMINISTRATIVE REPORT

Mrs. Stellato reported:

- After dropping in assets from \$24 billion in January 1, 2008 to \$18 billion one year later, and then further to \$16 billion in March of 2009, the Illinois Municipal Retirement Fund (IMRF) has gained over \$4 billion since March and the assets now exceed \$21 billion. Although employer rates have increased considerably for 2010 to make up for the loss in portfolio balances, this increase may not be necessary for as long as first anticipated.
- The 2009 November Senior Scene "The Greatest Generation" was held on November 10. The program was a discussion of Tom Brokaw's book of the same

name. Approximately 60 residents attended the event and veterans were given a red rose boutonniere donated by Carol Anderson. The Arlington Heights American Legion Post 208 presented the colors and People's Bank sold copies of "Arlington Heights Greatest Generation", a book written by St. Viator honor students telling the life stories of a group of local veterans, several whom were in attendance. Jim Lopez, Wheeling Township's Veterans Service Officer, highlighted the veterans' services the Township offers.

- The General Assistance department has been extremely busy qualifying residents for holiday programs. Many volunteers and some family members helped with the process. To date 205 families have been matched with donors for the Adopt a Family Program, 180 children will receive toys from the Wish Tree Program, and 30 families will receive coats and toys from a separate donation from Willow Creek Church. 70 families who qualified have not been adopted. Those not matched with donors will receive gift certificates to Target purchased with donated funds. Distribution of gifts/food will take place December 10 and 11.
- 320 Thanksgiving baskets, 70 of them donated by the Arlington Heights Rotary, were received by the Township. A few turkeys were received, but most baskets included gift certificates to local grocery stores so meat portions could be purchased by recipients.
- Statistics for the month of October 2009 are: 2,285 bus and medical van rides; 1,346 meals delivered; 387 visits to the Food Pantry; 329 appointments with General Assistance personnel.

NEW BUSINESS

CEDA FUNDING TRANSFER

Mr. Ronald Jordan, CEDA Executive Director, requested a transfer of \$7,000 from the FY2008-09 Head Start program to further fund their Emergency Housing Assistance program. The request is being made because of an anticipated carry over from the Head Start program of \$7,000 and the 30% increase of requests for housing from their Emergency Housing Assistance Program.

Supervisor Schroeder discussed the transfer with Mr. Jordan and said he appreciated the request letter but the Township would not make the transfer of funds because the Township is currently providing funding from other agencies which have similar housing programs.

SIGN AND COLUMNS BID APPROVAL

A bid opening was held on Friday, November 13, 2009, for the purchase of a new exterior Township sign and for columns for the front of the building.

The three sealed bids received were as follows:

BIDDER	SIGN	COLUMNS	TOTAL
Workmasters, Inc.	\$38,000	\$17,280	\$55,280
NSI Signs	\$44,999	\$29,999	\$74,998
Rudnick & Co.	\$56,340	\$37,344	\$93,684

A fourth bid which was faxed from Art Dose for only the sign, was not accepted because it did not follow the “sealed bid” guidelines.

After the bids were opened, Mrs. Stellato explained that the Village of Arlington Heights informed the Township that the sign must be approximately one foot smaller, which would lower the cost. This change would make the lowest acceptable bid for the sign \$37,476.

Discussion followed. The Supervisor and board felt that only the sign should be replaced at this time.

MOTION # 5: EXTERIOR SIGN PURCHASE APPROVAL

Motion by Supervisor Schroeder, seconded by Trustee Penner, to accept the bid from Workmasters, Inc., for the purchase of an exterior sign, in the amount of \$37,476.00.

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

FREEDOM OF INFORMATION NEW POLICY

Attorney Nanci Rogers explained that the General Assembly has passed Public Act 96-0542, which amends certain sections of the Illinois Freedom of Information Act (FOIA), and takes effect January 1, 2010. This means that that the Township must amend its policy to appoint a FOIA officer(s) to be trained and to fulfill specific FOIA obligations.

The proposed “Ordinance Adopting a New Township Policy for the Release of Public Records” outlines the guidelines set up to implement the new program.

Changes for requests will include:

- the time frame in which the Township must respond to fulfill a request, which will be from 7 working days to 5 working days
- requests can be received: orally, by email, fax, a note or a written document

There are three statutory obligations for a FOIA officer which include: the FOIA officer (or designee) shall note the date on which the Township receives the request;

compute the date on which the period for response will expire; create a file for the retention of the original request and a copy of the Township's response, with a record of written communications with the requester and all other communications related to the request. There is an exception for an overly burdensome request.

No action was taken. The Supervisor and Board shall further review the proposed ordinance for passage at the next board meeting.

OLD BUSINESS

PROPOSED 2009 LEVY DISCUSSIONS

The Supervisor and Board reviewed proposed 2009 levy options, which included:

	TOWN FUND	GENERAL ASSISTANCE	ROAD FUND
CPI 0.1% = .001	\$2,372,708	\$561,957	\$749,277
			\$374,638*
CPI + 1% growth = .011	\$2,396,412	\$567,571	\$756,762
			\$378,381*

*Represents the Road District's 50% portion of the levy. The balance is distributed to the Villages.

The 2008 levy for the Town Fund was \$2,370,338; General Assistance \$561,396; and Road District \$748,528.

Discussion followed. Future expenses and suggested projects were outlined, including employee raises; the purchase of a vehicle to be used for the food pantry; exterior building renovations of a canopy and/or columns.

As a general rule, townships may have two times the expenditures as a healthy balance, which is a generally accepted accounting principle. Supervisor Schroeder suggested the board consider moving \$60,000 from the General Assistance Fund to the Town Fund, to subsidize a vehicle purchase and to give 3% staff salary increases for FY2010-11 (salaries were frozen in FY2009-10).

MOTION #6: PROPOSED LEVY –TOWN AND GENERAL ASSISTANCE FUNDS

Motion by Trustee Domrzalski, to approve the CPO + 1% growth = .011001 for the 2009 Tentative Town and General Assistance levy, in the amount of \$2,963,983.

Motion failed for lack of a second.

Further discussion followed. The Board and Highway Commissioner felt that the economic climate must be taken into consideration and felt the CPI of 0.1% was appropriate.

For purposes of publication, the Town and Road and Bridge levies of .001 (CPI 0.1%) were accepted and the levy hearing notices will be published in the Daily Herald.

MOTION #7: PROPOSED LEVY –TOWN AND GENERAL ASSISTANCE FUNDS

Motion by Trustee Domrzalski, seconded by Trustee Penner, to approve the CPI 0.1% = .001 for the 2009 Tentative Town and General Assistance levy, in the amount of \$2,934,665.

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

MOTION #8: PROPOSED LEVY - ROAD DISTRICT FUND

Motion by Supervisor Schroeder, seconded by Trustee Schultz, to approve the CPI 0.1% = .001 for the 2009 Tentative Road District levy, in the amount of \$749,277.

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

MOTION #9: ADJOURNMENT

Motion by Trustee Penner, seconded by Trustee Schultz, to adjourn.

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

The regular meeting for Tuesday, November 24, 2009, was adjourned at 9:15 p.m. The next scheduled board meeting is set Tuesday, December 15, 2009, following the public hearings set for 8:00 p.m.

Paula L. Ulreich
Wheeling Township Clerk

