

WHEELING TOWNSHIP
1616 North Arlington Heights Road
Arlington Heights, IL 60004
PAULA ULREICH MEETING ROOM

REGULAR MEETING OF THE BOARD OF TRUSTEES

TUESDAY, OCTOBER 28, 2025
6:00 PM

Zoom link: <https://us02web.zoom.us/j/89289309763?pwd=ZrQMDFf3xFmhEORhHgdBtNlbq2mdDP.1>

Zoom ID # 892 8930 9763 Password: 592182

The public will not be able to make comments via Zoom. The public may submit written comments before the meeting, which will be forwarded to all board members and summarized by the Supervisor at the Citizens to Be Heard. We require members of the public participating via Zoom who wish to comment to submit their written comments for this meeting to Regina Stapleton, Director of Finance and Administration, at rstapleton@wheelingtowship.com by noon on the day of the meeting.

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE
- IV. AGENCY FUNDING HEARINGS
- V. CITIZENS TO BE HEARD – Remarks Limited to Three Minutes
- VI. APPROVAL OF MINUTES OF REGULAR BOARD MEETING SEPTEMBER 30, 2025
- VII. AUDIT
- VIII. REPORTS
 - a. Supervisor
 - b. Clerk
 - c. Assessor
 - d. Mental Health Board
 - e. Administrator
 - i. General Assistance/Food Pantry
 - ii. Senior Services
 - iii. Cemetery
 - iv. Road Management
 - v. Communications and Outreach
- IX. NEW BUSINESS
 - a. Approval – Ordinance 2025-05 Purchasing & Accounts Payable Policy and Procedure
 - b. Approval – Ordinance 2025-06 Building Access and Visitor Policy
 - c. Approval – Ordinance 2025-07 Travel Expense for Elected Officials and Employees of Wheeling Township
 - d. Approval – Reappoint Sean Seno to the Forest River Fire Protection District to a three-year term expiring 10/2028
 - e. Approval – 2025-2026 Berkshire Hathaway Vehicle Insurance Renewal
 - f. Approval – 2025-2026 Health Insurance Renewal
 - g. Discussion/Approval – Submittable Software for Agency Funding Application and Tracking

- h. Discussion/Possible Action – Mental Health Board 2025 Levy
- i. Discussion – 2025 Levy

X. ANNOUNCEMENTS

- a. December 10, 2025 – Holiday Lights Tour, 5 pm for registered riders

XI. Discussion and Comments from Trustees

XII. EXECUTIVE SESSION

5 ILCS 120/2(c)(1)

The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act.

XIII. OTHER BUSINESS (Including action on Matters from Executive Session, if any)

XIV. ADJOURNMENT

NEXT REGULAR BOARD MEETING-November 18, 2025-7:00 PM

CALL TO ORDER

The regular meeting of the Supervisor and Board of Trustees of Wheeling Township, for September 30, 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 7:00 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 Austin Mejdrich, 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: Trustee Sheri Williams

PLEDGE OF ALLEGIANCE

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

CITIZENS TO BE HEARD

None

MOTION #1: APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING ON AUGUST 26, 2025

Motion by Trustee Mejdrich, seconded by Trustee Grainawi, to approve the minutes of August 26, 2025 Regular Board Meeting.

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

AUDIT

MOTION #2: AUDIT FOR TOWN FUND

Motion by Trustee Mejdrich, seconded by Trustee Grainawi, to approve batch #8/28/25, #9/10/25, #9/29/25 and #9/30/25 against the Town Fund in the amount of \$402,772.56 to be paid.

ROLL CALL VOTE: AYES: Mejdrich, Grainawi, 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 #8/28/25, #9/10/25 and #9/30/25 against the Cemetery Fund, in the amount of \$4,151.03 to be paid.

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

MOTION #4: AUDIT FOR ROAD MANAGEMENT FUND

Motion by Trustee Grainawi, seconded by Trustee Mejdrich, to approve batch #8/28/25, #9/10/25, #9/29/25, and # 9/30/25 against the Road Management Fund, in the amount of \$6,564.85 to be paid.

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

REPORTS

SUPERVISOR: Supervisor Zeller Brauer reported:

- Attended the ITAGAC (Illinois Township Association of General Assistance Caseworkers) Educational Workshop at Elk Grove Township on August 28.
- Provided a tour of the township to staff of Journey's: The Road Home and met to discuss the need for affordable housing and emergency shelters in our community on August 29.
- Met with the Mayor and Village Manger of Buffalo Grove with Trustee Williams on September 3.
- Met with State Representative Tracy Katz Muhl and gave a tour of the township on September 8.
- Met with township attorney to review and discuss updates to township policies and procedures.
- Introduced new Communications and Community Outreach Director Hombre Darby.
- Met with Mongolian Consul to address needs of community.

ASSESSOR: Assessor Jochum reported:

- TAX YEAR 2024
- Tax bills have still not been sent, there is no date certain.
- TAXYEAR 2025
- Wheeling Township has been open for Assessor appeals since August 18th, closing today September 30. This is the longest appeal period we have ever experienced, forty-five days in total.

WHEELING TOWNSHIP MINUTES OF REGULAR MEETING SEPTEMBER 30, 2025

- We held a successful outreach with a team from the Cook County Assessor office. This outreach was unique in that we were able to get assistance and resolution to a number of involved cases which we had been working for some time.
- Our office began the period with approximately 500 pre-files, we had over 2200 walk in cases as well as 340 email requests for appeals.
- Along with appeals we were able to resolve 200 certificates of error as well as a variety of characteristic and other problems.
- The average time per case is 20 minutes which translates into 847 manhours during this appeal period. Our Chief Deputy Julia Lipka and Deputy Kim Bless are full time employees supplemented by 3 part-timers with backgrounds in municipal government, management and accounting. In addition, we had a part time high schooler as well as Linda Hallett who has assisted with appeals for many years.
- During the appeal period I focused my efforts on answering phones and identifying comparables so that the rest of the staff could focus on customer contact. Wheeling Township is one of the Townships that encourages constituent contact in order to provide full service.
- NEW SERVICE
- During this Assessor appeal session, we have been taking pre-files for the Board of Review which we will work as soon as we are open with the Board of Review. This will allow us to get a head start on the appeal session which will likely be high volume but with only a thirty-day window compared to forty-five days.
- NEW COUNTY WIDE PROGRAM
- Cook County has established a homeowner relief fund which is available for application from September 29th thru October 10th.

MENTAL HEALTH BOARD: Trustee Grainawi reported:

- Conducted second Agency Hearings Meeting on September 10th
- In process of developing the 2026-27 levy request and budget
- Completed 90-day probation performance evaluation of MHB Manager

ADMINISTRATOR'S REPORT: Administrator Stapleton reported:

- We have hired the following:
 - Director of Communications and Outreach – Hombre Darby
 - Director of Social Services – Kathy Sabbini
 - Part-time Auxiliary Caseworker – Victoria Bran
 - Senior and & Disability Services Program Coordinator – Katie Ferguson
- Onboarding all new hires is going well.
- LIHEAP and Holiday Program sign-up begins tomorrow.
- SHIP begins on October 15, 2025.
- We now have the opportunity to accept online donations. It will be online in the coming week.
- The Newsletter will be distributed to homes by the end of next week.

WHEELING TOWNSHIP MINUTES OF REGULAR MEETING SEPTEMBER 30, 2025

- Stats for August 2025
 - 1,740 rides – 895 non-medical, 845 Medical, (Disabled 261 rides)
 - 906 - meals delivered
 - 525 - visits to the Food Pantry – 1,109 people, 285 Children, and 525 Seniors

NEW BUSINESS:

MOTION #5: APPROVAL OF NORTHFIELD TOWNSHIP SNOW AND ICE CONTROL AGREEMENT 2025-2028 FOR UNINCORPORATED ROADS

Motion by Trustee Grainawi, seconded by Trustee Geier to approve the Northfield Township Snow and Ice Control Agreement 2025-2028 for Unincorporated Roads.

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

MOTION #6: APPROVAL OF THE VILLAGE OF NORTHBROOK SNOW AND ICE CONTROL AGREEMENT 2025-2026 FOR UNINCORPORATED FOREST VIEW DRIVE, NORTHBROOK.

Motion by Trustee Geier, seconded by Trustee Mejdrieh to approve the Village of Northbrook Snow and Ice Control Agreement 2025-2026 for Unincorporated Forest View Drive, Northbrook.

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

MOTION #7: APPROVAL OF AB SANCHEZ, INC SNOW REMOVAL CONTRACT 2025-26 FOR TOWNSHIP'S PARKING LOT AND CEMETERY

Motion by Trustee Mejdrieh, seconded by Trustee Geier to approve the AB Sanchez, Inc. Snow Removal Contract 2025-26 for Township's Parking Lot and Cemetery.

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

DISCUSSION:

Submittable Software for Agency Funding Application and Tracking:

Keeps data on Wheeling Township Funding Applications which is much easier to review and use. The cost will be split between the Township and the Mental Health Board.

2025 Levy Discussions:

The Consumer Price Index ("CPI") is 2.9% and the Township can't go over increasing the tax levy by more than 2.9%. The estimated revenue for 2.9% is some \$67,000. The total

WHEELING TOWNSHIP MINUTES OF REGULAR MEETING SEPTEMBER 30, 2025

levy revenue is about \$2.4 million but the budget is \$3 million. We will have to use reserves. The property tax bills will be late so payment of this revenue to the Township may be later.

ANNOUNCEMENTS

- October 1, 2025 - Appointments for LIHEAP for Seniors and Disabled Begin
- October 8, 2025 - Wheeling Township Mental Health Board Meeting, 7 pm
- October 15, 2025 - Medicare Open Enrollment Begins – Appointments are now available
- October 24, 2025 - What's New with 2026 Medicare Plans? 10 am via Zoom
- October 27, 2025 - What's New with 2026 Medicare Plans? 10 am in person
- October 28, 2025 - Wheeling Township Regular Board Meeting 6 pm
- December 10, 2025 - Holiday Lights Tour 5 pm for registered riders

Discussion and Comments from Trustees:

3 agencies need to apply for grants at the next meeting.

Commander Bonnie Buscling: is a commander for Skokie Police District which has a very large Mongolian population. On October 29th there is a party at Mongolian Heritage Center where people can play chess and have other fun activities. The Commander wants to work with the township to help provide services to this population.

MOTION #8: ADJOURNMENT

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

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

The meeting for Tuesday, September 30, 2025, was declared adjourned at 7:55 p.m. The next scheduled regular board meeting is set for Tuesday, October 28, 2025, at 6:00 p.m.

Joanna M. Gauza
Wheeling Township Clerk



Wheeling Township Community Mental Health Board Activities Report for October 2025

- Approved a 2026-27 Preliminary Budget of \$1.4 million
- Approved a Levy request of \$1.4 million
- Member Jim Ruffatto is resigning from the Board, effective November 12th
 - The WTCMHB sincerely appreciates Member Ruffatto's valuable contributions and thoughtful guidance during his time on the Board
- Seeking new Board Member for upcoming vacancy
 - Receiving resumes and cover letters through October 31, 2025
 - An interview panel will interview qualified candidates and report to the full Board at the November 12th meeting
 - The WTCMHB will submit their recommendation to the Supervisor and Board of Trustees
- Updates to the Board Member Policy Manual are in progress



Senior & Disability Services September, 2025

ALZHEIMER'S CAREGIVER SUPPORT GROUP:

August's support group meeting had 8 regular attendees plus one new member. Our new theme is "you can't pour from an empty cup."

COMMUNITY ENGAGEMENT

Current or future community engagement opportunities:

- 9/4 Lynndah spoke at Creekside Condos presentation hosted by Vllg of Mt Pros
- 9/11 Lynndah spoke at Mt Prospect Older Adults Transportation Fair at MP Village Hall
- 9/24 We had a information table at this year's Vibrant Living Expo @ Forest View HS (formerly known as Senior Celebration Day)
- 10/9 Displaying at Village of Wheeling's Senior Programs event 2 – 4p
- 10/13 Displaying at Golden Years Expo, Prospect Hts Park District 10 – 2p

HOME DELIVERED MEAL PROGRAM Katie Ferguson

* 800 Hot Meals delivered * 223 Cold Meals delivered * Total # of Clients served = 42

PAINT-A-THON (exterior of home) & GEM PROJECT (interior of home)

September 6th was the 38th annual Community Paint-A-Thon day, and the weather was absolutely beautiful! 9 homes were fully painted or partially painted at various locations throughout the NW Suburban area (2 of which were in Wheeling Township). 88 volunteers participated, 54 of whom were 18 – 54 and 19 of whom were 55+. The amount of donated paint supplies was valued at \$23,544. The GEM Project (interior of homes) has their work day on 11/6/25.

SENIOR ADVISORY BOARD & RECENT / UPCOMING SENIOR SCENES PROGRAMS

9/10	Medicine Management Tips. Celina McIntyre. 58 people signed up
9/29	Fall Prevention. ATI Physical Therapy. In-Person Program. 25 people signed up.
10/24	Kim Saunchgrow: Open Enrollment Part D Changes. 10 – Noon on Zoom
10/27	Bob Kerr: Open Enrollment Part D Changes. In-Person Program @ WT 10 – 11:30a
11/20	Flourishing in Midlife & Beyond. Dr. Ilene Berns-Zare. Zoom 10 – 11:30am

SHIP / SENIOR & DISABILITY SERVICES BENEFIT SPECIALIST Kim Saunchgrow

- 20 SHIP (Medicare) appointments were completed by the team
- 21 Benefit Access (BA) appointments were completed by the team
- Kim and all the volunteer SHIP Counselors attended the annual in-person SHIP Fall Conference in Barrington to learn about upcoming changes to Medicare Part D drug plans.
- New SHIP Counselor, Tara, is counseling on her own and assisting with Benefit Access applications. She will be fully counseling during Open Enrollment.
- A new SHIP Basic grant funding opportunity of \$2,500 was shared by AgeOptions for the upcoming program year (10/1/25 – 3/31/26). Kim accepted the grant opportunity, and as AgeOptions offered the opportunity to apply for more funding, she requested an additional \$2,500. Decision not yet made.

TRANSPORTATION

- Total Rides for September: 1,821. Total # of miles driven: 12,920.
 - Breakdown: 951 Medical rides, 870 Non-Medical rides
 - 241 of those rides were disabled rides; 228 of those rides were dialysis rides
- Average rides per day in September: 87.
 - Breakdown -- average of 46 medical rides/day; average of 41 non-medical rides/day
- Top destinations of the month: Endeavor Wellness Center (170), 4180 Winnetka RM/Dialysis (108), 1291 W Dundee BG/Dialysis (92), Wheeling Senior Center/Park District (90), AH Senior Center (74), Pursuit Mt Prospect (68), Busse Center (58), Northpoint Shopping Cntr (54), Mt Prospect Plaza (50).
- Event coming up: Annual Holiday Lights Tour on Weds 12/10, 5pm – 9pm

VIP (Visually Impaired Support Group)

September's meeting featured Elder Law attorney, Amy Gjesdahl from Dutton Casey & Mesoloras PC, who made a presentation about "The Documents You Don't Think You Need Until You Do." Very well received by the group. We had 26 members who joined the call. In October, we have visually impaired business owner Edward Cohen, who will be talking about his personal vision journey as well as the large print calendars that made him famous.

Our VIP Social Gathering was held on 9/26, and we had 20 attendees. Our next in-person program is the annual Holiday gathering on Friday, December 5th, 11:30 – 2.

Director of Communications & Outreach Monthly Report

Date: October 25, 2025

Accomplished Tasks:

- Created social media posts for distribution on current social media channels
- Assisted with closing out Fall 2025 Township newsletter
- Created Gmail accounts for official Township use:
 - Emergency Fund
 - Wheeling Township Community Mental Health Board
 - Social Services
 - Communications
 - These accounts are exclusively utility accounts for accessing Google services (i.e., Google Photos, Google Drive, Google Calendar), and single sign-on (SSO) for third-party services (i.e., YouTube).
- Drafted use policy for Township Gmail accounts
- Created Township YouTube channel:
<https://www.youtube.com/@WheelingTownship>
- Created Township Instagram Account
<https://www.instagram.com/wheelingtowship/>
- Met with heads and staff of Assessor's office, WTCMHB, Senior & Disability Services
- Attended the MTA Symposium
- Toured Village of Arlington Heights Senior Center for a tour and exploration of potential partnerships with Tracy Colagrassi
- Attended the Golden Years Wellness Expo in Prospect Heights
- Completed press releases:
 - Community Health Board Member
 - Holiday Giving programs

Ongoing Projects:

- Ongoing training
- Work on Wheeling Township Brand and Style Guide
- Work on Township website:

Prepared by: Hombre D. Darby, Director of Communications and Outreach

WHEELING TOWNSHIP
COOK COUNTY, ILLINOIS

ORDINANCE
NUMBER 2025-05

**AN ORDINANCE AUTHORIZING AND ADOPTING AN AMENDED PURCHASING
& ACCOUNTS PAYABLE POLICY AND PROCEDURE FOR WHEELING TOWNSHIP**

MARIA ZELLER BRAUER, Township Supervisor
JOANNA GAUZA, Township Clerk

JOHN GEIER
LORRI GRAINAWI
AUSTIN MEJDRICH
SHERI WILLIAMS
Trustees

Prepared by ODELSON, MURPHEY, FRAZIER & McGRATH, LTD. - Township Attorneys
3318 West 95th Street - Evergreen Park, Illinois 60805

WHEELING TOWNSHIP

ORDINANCE NO. 2025-05

AN ORDINANCE AUTHORIZING AND ADOPTING AN AMENDED PURCHASING & ACCOUNTS PAYABLE POLICY AND PROCEDURE FOR WHEELING TOWNSHIP

WHEREAS, Wheeling Township, Cook County, Illinois (the “Township”), is a duly organized and existing township and unit of local government created under the provisions of the laws of the State of Illinois, and is operating under the provisions of Illinois’ Township Code, 60 ILCS 1/1-1, *et seq.*, and all laws amendatory thereto; and

WHEREAS, Section 80-10 of the Illinois Township Code provides that the township board shall meet at the township clerk’s office for the purpose of examining and auditing the township accounts before any bills (other than general assistance, obligations for Social Security taxes as required by the Social Security Enabling Act, and wages that are subject to the Illinois Wage Payment and Collection Act, *or other expenses determined by the township board by resolution*) are paid, provided that payments made pursuant to a board resolution shall be reviewed and verified at the next meeting, 60 ILCS 1/80-10 (emphasis added); and

WHEREAS, there exist certain routine and recurring Township expenses, including, but not limited to, energy, gas, water, telecommunications, insurance, and employee compensation, that, to avoid late fees or interruption of service, must be made in a prompt and timely manner (the “Recurring Expenses”); and

WHEREAS, the Township desires to adopt a revised policy authorizing certain Township officials’ authorization to purchase goods and services up to specific amounts, without the need for prior approval from the Township Board, in a manner consistent with the provisions of the Illinois Township Code and related legal requirements, and to ensure updates reflect changes in State law, particularly by Public Act 102-0728; and

WHEREAS, the Township Board for Wheeling Township (the “Township Board”) is committed to ensuring the effective administration of government and the responsible management of taxpayer dollars; and

WHEREAS, with the foregoing in mind, the Township Board as determined that it is in the best interests of the Township and its residents to authorize the Township Supervisor to pay the Recurring Expenses in accordance with this Ordinance and to pre-authorize purchases for certain goods and services in a manner consistent with the requirements of the Illinois Township Code and all other, related legal requirements.

NOW, THEREFORE, BE IT ORDAINED by the Supervisor and Board of Trustees of Wheeling Township, Cook County, Illinois, as follows:

Section 1: The above recitals and findings are found to be true and correct and are incorporated herein and made a part hereof, as if fully set forth in their entirety.

Section 2: The Township Board hereby authorizes, enacts, approves, and adopts the **Wheeling Township Purchasing & Accounts Payable Policy and Procedure**, which is attached hereto as **Exhibit A**.

Section 3: The provisions of this Ordinance are hereby declared to be severable, and should any provision of this Ordinance be determined to be in conflict with any law, statute, or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable, and as though not provided for herein, but such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid application or provision, and all other provisions shall remain unaffected, unimpaired, valid, and in full force and effect.

Section 4: All ordinances, resolutions, rules, and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded and repealed, provided, however, that

nothing herein contained shall affect any rights, actions, or causes of action which shall have accrued to the Township prior to the effective date of this Ordinance.

Section 5: This Ordinance shall be in full force and effect immediately upon passage and approval by the Township Board of Wheeling Township, Cook County, State of Illinois, as provided by law.

[Remainder of page intentionally left blank]

PASSED by the Supervisor and Board of Trustees of Wheeling Township, Cook County,
Illinois, this _____ day of October 2025, pursuant to a roll call vote, as follows:

	YES	NO	ABSTAIN	ABSENT
Trustee Geier				
Trustee Grainawi				
Trustee Mejdrich				
Trustee Williams				
Supervisor Zeller Brauer				
TOTAL:				

APPROVED at a Regular Meeting of the Board of Trustees of Wheeling Township, on
_____, 2025.

ATTEST:

Maria Zeller Brauer, Supervisor

Joanna Gauza, Clerk

EXHIBIT A

**WHEELING TOWNSHIP PURCHASING & ACCOUNTS
PAYABLE POLICY AND PROCEDURE**

WHEELING TOWNSHIP PURCHASING & ACCOUNTS PAYABLE POLICY AND PROCEDURE

I. STATEMENT OF PURPOSE

The purpose of this Purchasing & Accounts Payable Policy and Procedure ("Policy") is to provide Wheeling Township ("Township") with guidelines and directions for the acquisition of goods and services. When used with good judgment and common sense, the policies and procedures outlined will enable the Township to obtain required supplies and services efficiently and economically. The Township Board has adopted this as Township Policy by Ordinance.

In general, the Township Board of Trustees is charged with the duty to examine and audit township bills before they are paid under the Illinois Township Code, 60 ILCS 1/1-1, *et seq*, with the exception of general assistance, wages, social security taxes, IMRF employee and employer contributions, and other expenses determined by the Township Board by resolution. *See* 60 ILCS 1/80-10, 80-15. Nothing in this Policy shall affect the Township Board of Trustees' duties with respect to the audit of all Township bills and claims, except that this Policy authorizes the pre-payment of certain expenses subject to subsequent review and verification at the next Township Board meeting.

All Township personnel and officials engaged in purchasing and related activities on behalf of the Township shall conduct themselves in a manner above reproach in every respect. Township employees and officials shall strive to ensure that public money is spent efficiently and effectively and in accordance with statutes, regulations, and township policies.

This Policy is divided into sections dealing with permitted expenditures, general procedures and responsibilities, authorization levels, employee reimbursement, pricing requirements, local purchasing, emergency purchases, cooperative purchasing, invoice payment, delivery verification, purchasing ethics, credit card usage and procedure, and a Board-approved vendor payment list.

This Policy is designed to be a document for reference for any related purchasing practices. It serves as a general guideline. If you have any further detailed questions about purchasing agreements, you can contact the Township Administrator or the Township Supervisor. This policy will be updated periodically to reflect changes in applicable legislation, technology, or best practices.

Except as expressly provided herein and approved by the Wheeling Township Assessor, this Policy does not apply to the Wheeling Township Assessor's Office and its respective employees. This Policy does not apply to the Wheeling Township Emergency Fund (i.e., the 501(c)(3) not-for-profit corporation).

II. ENABLING POWERS – PERMITTED EXPENDITURES

Subject to terms and conditions established by applicable law, Wheeling Township may exercise at least the following purchasing powers:

- A. The Township may purchase and hold real and personal property for the use of its inhabitants and may sell and convey that property.

- B. The Township may purchase any real estate or personal property for public purposes under contracts that provide for payment in installments over a period of time not more than twenty years for real estate and not more than ten years for personal property.
- C. The Township may finance the purchase of any real estate or personal property for public purposes under finance contracts that provide for payment in installments over a period of time not more than 20 years for real estate and not more than 10 years for personal property.
- D. The Township may construct a township hall under contracts providing for payment over a period of time of not more than 20 years. The interest on the unpaid balance shall not exceed that permitted in the Bond Authorization Act.
- E. The Township may enter into all contracts necessary to exercise its powers.
- F. The Township may expend or contract for the expenditure of any federal funds made available to it by law for any purpose for which taxes imposed upon Township property or property within the Township may be expended.
- G. The Township may acquire (singly or jointly with a municipality or municipalities) land or any interest in land within its township limits. The township may acquire the land or interest by gift, purchase, or otherwise, but not by condemnation.
- H. A township may (singly or jointly) improve or arrange for the improvement of the land for industrial or commercial purposes and may donate and convey the land or interest in land so acquired and so improved to the Illinois Finance Authority.
- I. The Township Board may either expend funds directly or may enter into any cooperative agreement or contract with any other governmental entity, not-for-profit corporation, non-profit community service association, or any for-profit business entity concerning the expenditure of township funds or funds made available to the township under the federal State and Local Fiscal Assistance Act of 1972, to provide any of the following services to the residents of the township:
 - (a) Ordinary and necessary maintenance and operating expenses for the following:
 - (1) Public safety
 - (2) Environmental protection
 - (3) Public transportation
 - (4) Health
 - (5) Recreation
 - (6) Libraries

- (7) Social services for the poor and older people.
 - (8) Ordinary and necessary capital expenditures authorized by law.
 - (9) Development and retention of business, industrial, manufacturing, and tourist facilities within the Township.
- J. For a private, not-for-profit corporation (501(c)(3)) or community service association to receive funds from the Township under this section, it shall have existed for at least one year before receiving the funds.
- K. The Township Board may provide daycare services and contract with daycare facilities licensed under the Child Care Act of 1969, regardless of whether the facilities are organized on a for-profit or not-for-profit basis.
- L. Provided certain regulations are complied with, the Township may directly expend or contract for senior citizen services with for-profit (or not-for-profit) and non-sectarian organizations.
- M. The Township Board may enter into direct agreements with for-profit corporations or other business entities to carry out recycling programs in unincorporated areas of the Township.
- N. Any other authorization to purchase goods or services or to otherwise expend township funds as provided for in the Township Code or other applicable law, and as may be amended from time to time.
- O. Purchases made by the Township shall be made in compliance with the Local Government Prompt Payment Act.

III. GENERAL PROCEDURES & RESPONSIBILITIES

Unless otherwise provided for in this Policy, all Township expenditures shall follow the below procedures, to wit:

- A. The Township Board of Trustees adopts an annual Budget & Appropriations Ordinance, identifying line-item expenditure limits for each fiscal year, which begins on March 1st through the next February 28th (or 29th) of each calendar year.
- B. Purchases of goods and services for budgeted items to carry out day-to-day Township responsibilities may be requested by employees with approval from the Township Administrator, Supervisor, or Township Board as provided for in this Policy. No purchase may be made, and no order shall be placed until all quotes, price sheets, proposals, bids, and approvals are required as provided by this Policy and otherwise required by law.
- C. The Supervisor and/or Township Administrator serve as the Township's purchasing

agents.

- D. The purchasing agent is responsible for procuring items according to approved requests, providing all necessary backup documentation, and ensuring that the request is properly coded and verified.
- E. Mailed invoices are received by the Township employees and are distributed to the Administrator for initial approval. The Administrator will submit to the Supervisor for final approval and send the invoices back to accounting and finance for completion.
- F. A report listing all checks to be approved is prepared by the finance and administration department before the regular Township Board Meeting, which is then submitted for a vote at the Township Board Meeting (i.e., the “audit of expenditures”).
- G. After the Township Board of Trustees authorizes expenditures, the Director of Finance/Township Administrator distributes all checks for payment via mail, directly to the vendor, or via pick up or drop off, unless consent is given by the Township Supervisor or the Township Administrator for otherwise. This procedure does not apply to General Assistance client checks, which are given directly to the General Assistance case manager for distribution.

IV. AUTHORIZATION OF TOWNSHIP PURCHASES

All purchases for goods or services made by Township officials and employees must be made in accordance with this Policy. All purchases for goods or services shall require advance approval of the appropriate Township official or employee, or the Township Board of Trustees, within the guidelines described below. Where possible, and as otherwise required herein, all written agreements or contracts should be reviewed and approved by the Township Board *prior* to execution.

- A. All purchases of goods or services must correspond with a specific line-item in the Township’s approved Budget and Appropriation Ordinance for that fiscal year. No purchase of goods or services may be made unless sufficient funds remain in the appropriate line-item for that fiscal year.
- B. No agreement for the purchase of goods or services may provide for a term that extends beyond the current fiscal year in which the agreement is entered into, except as may be approved by the Township Board of Trustees and in compliance with State law.

Authorization for Township Officials

- C. The Township Board of Trustees recognizes that the Township Supervisor is required, by law, to perform certain functions collectively, subject to living within the budgetary constraints set by the Township Board of Trustees. To permit the Township Supervisor to run her or his respective offices and perform her or his duties, the Township Supervisor is not required to bring every purchase or contract before the Township Board of Trustees prior to committing to the contract or expenditure, subject to the terms herein. All bills and expenses that are authorized for pre-payment

must be presented to the Township Board of Trustees for approval at the next regular Township Board meeting after payment.

- D. The Township Supervisor is authorized to make certain purchases without prior approval from the Township Board, subject to the limits outlined below. The Supervisor shall maintain an ongoing monthly list of approved purchases.

1. **Authorization Limits.** The Township Supervisor is authorized to make certain agreements and purchases prior to approval of the Township Board of Trustees shall be subject to the following limits:

Dollar Limits	Required Approval
\$00.01 to \$10,000.99	The Township Supervisor may commit to the expenditure or make a purchase if there are sufficient funds in the respective line-item of that fiscal year's budget and appropriation ordinance and the purchase is within his or her statutory authority or otherwise authorized by the Township Board. This shall include all recurring expenses or expenditures within \$00.01 to \$10,000.99. The warrants for their purchases will be presented to the Township Board of Trustees for approval at the next regular Township Board meeting. Subject to the further restrictions within this Policy, the Township Supervisor shall forward copies of any contracts she or he enters into to the Township Clerk.
\$10,001.00 and above	For any contract or expenditure of \$10,001.00 or above, the Township Board of Trustees shall be required to review and approve the proposed expenditure or contract (subject to any formal bidding requirements, if applicable) prior to payment or execution.

2. **Recurring Expenses.** Notwithstanding, and in addition to, the foregoing, the Township Supervisor shall have the authority to pay the following payables ("Recurring Expenses") without prior examination of the payables, audit, or invoices by the Township Board of Trustees:

- a. Township Employee compensation, IMRF contributions and all other employee payroll deduction obligations, i.e., Health insurance, deferred compensation plans, etc.;
- b. Utility bills — gas, electric, phone, internet, water, sewer, trash;
- c. Ordinary payments on operational contracts that have already been approved by the Township Board of Trustees either by

separate vote at a Township Board Meeting or via the *Township Board Approved Vendor Payment List*, which is attached hereto and incorporated herein; and

- d. Employee reimbursements and mileage expenses in a manner consistent with the Township's travel and expense reimbursement policy.

Recurring expenses shall be presented at the audit of expenditures, which will be voted on at the Township Regular Board Meeting.

Authorization for Township Employees

- E. No employee shall purchase goods or services on behalf of the Township without first seeking approval as required by this Policy. All purchases shall require advance approval of the Township Administrator, Supervisor, or Township Board, within the guidelines described below. All purchases must conform to amounts allowed and budgeted for within that fiscal year's budget and appropriation ordinance.
- F. Township Employees are required to obtain the following authorization prior to making any purchase on behalf of the Township:

Dollar Limits	Required Prior Approval
\$0.01 to \$1,000.99	Township Administrator.
\$1,001.00 to \$10,000.99	Township Supervisor.
\$10,001.00 and above	Township Board review and authorization is required prior to the expenditure and/or purchase.

In general, approved purchases shall be made by the Township's purchasing agent(s).

V. EMPLOYEE REIMBURSEMENT

Employees shall be reimbursed for expenses personally incurred while conducting business for Wheeling Township in a manner consistent with the Township's Policy for Reimbursement of Travel, Meal, and Lodging Expenses and Necessary Employee Expenses (as may be amended occasionally from time to time).

VI. PRICING REQUIREMENTS

Wheeling Township's policy is to obtain the most cost-effective price available for purchases through competitive pricing.

- A. The following guidelines will determine the Pricing Requirement level for Township purchases:

Dollar Limits	Pricing Requirements
\$1,000.99 or less	Verbal quotes are sufficient (at least 2)
\$1,001.00 to \$10,000.99	Minimum of 2 Written Quotes

\$10,001.00 to \$29,999.99	Minimum of 3 Written Quotes
\$30,000.00 or greater	A formal RFP (Request for Proposal) and/or competitive bid may be required in accordance with State Law and Township Ordinance. Only certain exceptions are allowed by law.

- B. In the event that the required number of quotes cannot be obtained for a purchase of \$30,000 or less, a written explanation as to why the required number of quotes could not be obtained is required, i.e., single source vendors, repeat and repetitive purchases, purchases through a purchasing cooperative, requirements by state statute or local ordinance, prior-approved or allowed contractual obligations, or normal incidental purchases where obtaining multiple quotes is impractical. Sometimes, it is beneficial and expeditious to utilize a current or past vendor that provided a favorable price and/or service. In these instances, the Supervisor is authorized to waive the quote requirement if it is determined that the purchase can be made quickly, efficiently, and effectively to correct a problem or meet an urgent need. Purchasing authorization limits previously described shall still apply
- C. All purchases of goods and services exceeding \$30,000 that are required by law to be competitively bid shall be subject to a competitive bidding process, unless otherwise exempt from such requirements under applicable law. The Office of the Township Clerk will coordinate all formal bids, RFPs, or RFQs in consultation with the Township Administrator, Supervisor, and Attorney.
- D. Township purchases are not subject to sales tax; therefore, efforts should be made to inform vendors of the Township's tax-exempt status and to ensure that the Township is not charged sales tax. Vendors should be provided with the Township's sales tax exemption form. The sales tax exemption form may be obtained from the Township Administrator or the Supervisor.
- E. The following special requirements apply to the Pricing Requirements outlined above:
- A "Verbal Quote" may be obtained by telephone.
 - A "Written Quote" may be obtained in person, via mail, email, or fax.
 - A "Price Sheet" may be obtained from a vendor or printed from the vendor's website.
 - Quotes must include the vendor's name, the date of communication, the item, and the price. Quotes shall be compiled and submitted to the Township Board for review and, if necessary, for any approval as may be required by this Policy.
 - The Township Supervisor or the Township Board may waive the Pricing Requirements process for expenditures less than \$30,000 if, in its opinion, efforts to obtain quotes are exhausted or impractical.
 - Exceptions to the Pricing Requirements include single source vendors, repeat

and repetitive purchases, purchases through a purchasing cooperative, requirements by state statute or local ordinance, prior-approved or allowed contractual obligations, or other situations authorized by the Township Board, existing Township policy, or otherwise by law.

- g. Splitting a single purchase into two or more purchases to avoid the numeric limits herein is a violation of policy and of law.

VII. LOCAL PURCHASING

For purchases not exceeding the threshold requiring formal, competitive bidding, the Township Board of Wheeling Township hereby officially adopts a preference for businesses located in Wheeling Township to help stimulate local business development and foster a stronger local economy.

VIII. EMERGENCY PURCHASES

- A. Emergency purchases are unforeseen purchases that pose an immediate threat to public health or safety, or meet the needs of emergencies arising from unforeseen causes. These purchases necessitate the immediate delivery of items or services to prevent delays or interruptions in providing essential services to Township residents, or to prevent significant delays or disruptions in operations.
- B. Even for expenses in excess of \$30,000, Illinois State Law provides that in case of an accident, disaster, or other circumstances creating a bona fide public emergency, the Township Board may authorize expenditures without complying with the bidding and pricing requirements for the purpose of meeting said emergency when an immediate action must be taken to protect the health or safety of an employee and/or user or prevent severe property damage. See 60 ILCS 1/85-30. However, the Township Board should be notified of all emergency details and remedy plan within 24 hours and shall subsequently approve a certificate showing such emergency and the necessity of such action, together with an itemized account of all expenditures.
- C. The Township Supervisor shall have the authority to procure materials, supplies, equipment, or services to address or meet an emergency need, provided the expenditures do not exceed \$10,001. All materials, supplies, equipment, or services shall be documented in a detailed report outlining the basis for the emergency. The Township Administrator shall have this authority with the Supervisor's approval or, if the Supervisor is not available, with the approval of two Trustees.
- D. Emergency or Special Board meetings may be called upon notice by the Township Supervisor, in accordance with State Law, for prior approval of expenditures over \$10,001 that are not in response to a public emergency but seriously impede the Township from meeting its obligation to citizens, taxpayers, or employees.
- E. Reporting to the Township Board of Trustees should be handled through the first certificates of payable or other applicable reports immediately following the emergency expenditure.

IX. COOPERATIVE PURCHASING

The Township shall have the authority to join with other units of local government in cooperative purchasing plans when the Township's best interests would be served. The Township may also participate in the Illinois Joint Purchasing Program according to 30 ILCS 525/0.01, *et seq.*

X. INVOICE PAYMENT

1. Payment of Invoices. All purchases require submission of the associated price documents (quotes, proposals, bid documents, order confirmations, or order details for online purchases) and the invoice before payment is made. As required by the Internal Revenue Service (IRS), a W-9 must be on file for each vendor doing business with the Township. No purchase order will be processed for payment until the W-9 is received from the vendor and on file with the Township.
2. Prompt Payment. The Township will adhere to the "Local Government Prompt Pay Act" and will pay invoices within 30 days unless further investigation is required.

XI. PURCHASING ETHICS

Applicable provisions of the Illinois Gift Ban Act and the State Officials and Employee Ethics Acts are expressly adopted and incorporated herein and apply to all Township purchases and contracts.

1. GIFTS. A "Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible item having monetary value, including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee. No official or employee shall directly or indirectly solicit, accept, or receive any gift or consideration, whether in the form of money, services, loan, travel, entertainment, thing, or promise, which was intended to influence him to act other than impartially in the performance of his/her official duties, or was intended as a kickback in connection with a purchase or contract reward for any such action on his part. Any employee who is offered a bribe or kickback in connection with a purchase or contract shall report the offer to their department head immediately.
2. EMPLOYEE AND ELECTED OFFICIAL-OWNED BUSINESS. To avoid the potential for or the appearance of favoritism or collusion on the competitive procurement of services, commodities, materials, and equipment, the Township will not procure items or services from any firm, corporation, or business that is owned in whole or in part by both a relative of and/or someone employed in either a full-time or part-time status by the Township or holding an elected office except in an emergency. Those responsible for administering this purchasing policy shall undertake reasonable efforts to ensure the Township is not utilizing a business owned in whole or in part by either a full-time or part-time Township employee, relative, or

elected official. This restriction shall not apply to a publicly held corporation where an employee or elected official has a de minimis ownership interest. Emergency purchases made from businesses owned by employees or elected officials must still be made in compliance with state law.

3. INTEREST OF TOWNSHIP OFFICERS OR EMPLOYEES. No official or employee, either on that person's behalf or on behalf of any other person, shall have any financial or personal interest in any business or transaction with any Board, Commission, Committee, or other public body of the Township unless that official or employee makes full public disclosure of the nature and full extent of such interest and disqualifies him or herself from participating in and acting upon the resolution of the business or transaction.

XII. FORMAL BIDDING RESTRICTIONS, REQUIREMENTS, AND RESPONSIBLE BIDDING STANDARDS

In addition to any other requirements in this Policy and by law, the following restrictions and requirements are intended to preserve the integrity of the competitive bidding process and prevent any unfair advantage or appearance of impropriety.

A. Conflict of Interest in Bid Preparation.

1. No person, firm, or entity that has participated in the development, drafting, or preparation of bid specifications, scope of work, or other bidding documents shall be eligible to submit a bid or proposal for the same.
2. As part of a bid submission, all bidders certify that they did not assist in the preparation of the bid specifications or related documents. Failure to disclose such involvement shall result in disqualification.
3. This subsection shall not strictly apply where it is determined that the contract or purchases are not adapted to award by formal, competitive bidding pursuant to, *inter alia*, 60 ILCS 1/30-51, and/or where the proposed purchase or project is so specialized that there are very limited numbers of possible vendors who could assist in preparing specifications and who would qualify to submit a bid.

B. Conformity with all other laws and requirements.

All bids and bidders shall conform to all requirements provided by law and any further requirements as may be determined by the Township Board from time to time.

C. Responsible Bidding Standards.

The Township shall award contracts to the lowest responsible and responsive bidder. A responsive bidder is one whose bid complies in all material respects with the requirements of the solicitation. A responsible bidder is one who has the ability in all respects to fully and reliably perform the contract's expectations and requirements.

1. Criteria for Determining Responsibility.

In determining whether a bidder is responsible, the Township may consider, but is not limited to, the following factors:

- i. Financial stability
- ii. Experience and past performance on similar projects
- iii. Compliance with applicable laws and regulations
- iv. Ability to meet the project schedule and staffing requirements

2. Documentation

Bidders may be required to submit documentation supporting their qualifications, including but not limited to:

- i. Certificates of insurance
- ii. Evidence of participation in training programs
- iii. References from prior projects
- iv. Financial statements

3. Disqualification for Non-Responsiveness

The Township shall always reserve the right to reject any bid that is non-responsive or submitted by a bidder determined not to be responsible, even if that bid is the lowest in price. The Township shall further always reserve the ability to reject any and all bids received, and shall not be obligated to award a bid for any particular project.

This Policy was adopted and approved by the Wheeling Township Board on _____, 2025,
by Ordinance No. 2025-05.

**WHEELING TOWNSHIP PURCHASING &
ACCOUNTS PAYABLE POLICY AND PROCEDURE**

BOARD APPROVED VENDOR PAYMENT LIST

Recurring Expenses

IMRF

Contractual Vendors:

Payroll services paid automatically via EFT/ACH; Telephone, internet; Monthly copying and printing service; Property maintenance; Office cleaning costs; IT, software, and tech support; AB Sanchez; Benny's; Berkshire Hathaway; Cintas; Colley; Comcast; Door Systems; First Bankcard; Amazon; Jasper Meats; Tony's Fresh Market; Fox Valley Fire & Safety; Gambino; Garveys; Great America Financial Svcs; Groot; Ibbotson Heating & Cooling; Illinois Public Risk Fund; Lutheran Home; Northwest Community Hospital; OMFM, Ltd.; PACE; Perfekt Cleaning; Premier Vending; Quadient; Roy's Tree Service; Selective Insurance; Sentry Security; Tru Green; US Postal Service; Verizon; Vicarious; Village of Arlington Heights.

Utility Vendors: Water; sewer; trash; ComEd (electricity); Nicor (gas)

Fuel Vendors

Health Insurance and Supplement Insurance

Blue Cross Blue Shield; MetLife

The Township finds that it is important that these vendors are paid by the billing due date to avoid service interruptions and late fees. As the custodian of employees' funds through payroll deduction, the Township has an obligation to forward the employees' money to the appropriate vendor.

Approved by the Wheeling Township Board on _____, 2025.

WHEELING TOWNSHIP
COOK COUNTY, ILLINOIS

ORDINANCE
NUMBER 2025- 06

**AN ORDINANCE ESTABLISHING AND ADOPTING A BUILDING ACCESS AND
VISITOR POLICY FOR WHEELING TOWNSHIP**

MARIA ZELLER BRAUER, Township Supervisor
JOANNA GAUZA, Township Clerk

JOHN GEIER
LORRIE GRAINAWI
AUSTIN MEJDRICH
SHERI WILLIAMS
Township Trustees

Prepared by ODELSON, MURPHEY, FRAZIER & McGRATH, LTD. - Township Attorneys
3318 West 95th Street - Evergreen Park, Illinois 60805

WHEELING TOWNSHIP

ORDINANCE NO. 2025-06

**AN ORDINANCE ESTABLISHING AND ADOPTING A BUILDING ACCESS AND
VISITOR POLICY FOR WHEELING TOWNSHIP**

WHEREAS, Wheeling Township, Cook County, Illinois (the “Township”), is a duly organized and existing township and unit of local government created under the provisions of the laws of the State of Illinois, and is operating under the provisions of Illinois’ Township Code, 60 ILCS 1/1-1, *et seq.*, and all laws amendatory thereto; and

WHEREAS, the Township Supervisor and the Township Board of Trustees (the “Township Board”) are committed to ensuring the effective administration of government and responsible management of taxpayer dollars; and

WHEREAS, the Township Board seeks to establish a policy governing building access in order to maintain a safe and secure working environment, prevent thefts, ensure the security of equipment, protect confidential information, safeguard employee welfare, and avoid potential disturbances; and

WHEREAS, the Township Board seeks to establish policies that promote maintaining civility and orderly conduct among all people on township property or at a township event; and

WHEREAS, the Township Board finds it to be in the best interest of the Township to establish and adopt a Visitor and Building Access Policy and a Policy on Unauthorized Recording in Client Service Areas in accordance with the requirements of the Illinois Township Code and any other related legal requirements.

NOW, THEREFORE, BE IT ORDAINED, by the Supervisor and the Board of Trustees of Wheeling Township, Cook County, Illinois, as follows:

Section 1: That the above recitals and legislative findings contained in the preambles to this Ordinance are true and correct and are hereby incorporated into this Ordinance as if fully set forth herein.

Section 2: The Township Board hereby establishes, adopts, and approves the Wheeling Township Visitor and Building Access Policy, attached hereto, and incorporated herein as **Exhibit A**, and directs appropriate Township employees and officials to take all actions necessary and proper to implement said policy.

Section 3: The Township Board hereby establishes, adopts, and approves the Wheeling Township Policy on Unauthorized Recording in Client Services Areas, attached hereto, and incorporated herein as **Exhibit B**, and directs appropriate Township employees and officials to take all actions necessary and proper to implement said policy.

Section 4: The Township Board hereby authorizes the Township Supervisor and the Township Administrator to employ the use of signage for visitors who enter the Township's building(s) and property to have notice of, *inter alia*, restricted access to areas and limitation on making recordings without consent, and to further ensure copies of the Wheeling Township Building Access and Visitor Policy be readily available for members of the public.

Section 5: If any section, paragraph, clause, or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any other provision of this Ordinance.

Section 6: All ordinances, resolutions, motions, or orders in conflict with this Ordinance are hereby repealed to the extent they are inconsistent with this Ordinance.

Section 7: This Ordinance shall be in full force and effect upon its passage and approval.

[Remainder of Page Intentionally Left Blank]

ADOPTED by the Supervisor and Board of Trustees of Wheeling Township, Cook County,
Illinois this _____ day of October 2025, pursuant to a roll call vote, as follows:

	YES	NO	ABSENT	ABSTAIN
Trustee Geier				
Trustee Grainawi				
Trustee Mejdrich				
Trustee Williams				
Supervisor Zeller Brauer				
TOTAL:				

APPROVED at a Regular Meeting of the Board of Trustees of Wheeling Township, on
_____, 2025.

APPROVED:

Maria Zeller Brauer, Supervisor

ATTEST:

Joanna Gauza, Clerk

EXHIBIT A

WHEELING TOWNSHIP BUILDING ACCESS AND VISITOR POLICY

WHEELING TOWNSHIP BUILDING ACCESS AND VISITOR POLICY

I. PURPOSE

Wheeling Township strives to maintain the security of its facilities through strict control of building access. All employees, elected officials, and other appropriate individuals needing regular access to the Township building will be provided with the proper building access. Restricting unauthorized access to visitors helps maintain safety standards, protect against theft, ensure the security of equipment, protect confidential information, safeguard employee welfare, and avoid potential distractions and disturbances.

Public access to areas within enclosed facilities owned, controlled, and/or leased by Wheeling Township may be restricted depending on whether such areas are classified as “designated public forum”, “limited designated public forum”, or “nonpublic forum”.

Certain spaces are intended for the use of Township employees in the conduct of their business in order to help maintain the confidentiality of residents’ personally identifiable information. Other spaces are primarily intended for the use of Township employees in the conduct of their business, but may from time to time be utilized for the convening of public meetings.

II. DEFINITIONS

For purposes of this policy, the following terms have the following definitions:

Township property — Wheeling Township buildings, grounds, Township-owned, controlled, and/or leased property; vehicles used for township purposes; and location used for a township meeting, event, or other township-sponsored event or activity.

Visitor — any individual other than an active township employee or current township official.

Public Forum — Any area that has a long-standing tradition of being used for the general public to access and gather to express ideas and exchange views, and exercise the right to speech.

Limited Public Forum — Any area that is voluntarily created for expressive activity for a specific subject.

Nonpublic Forum — Any area not specifically designated as a public forum or a limited public forum.

III. PROCEDURES

- A. All visitors to the township property, including former employees, employees who are out on any type of leave, and volunteers are required to report to the main entrance, sign in, and receive permission to remain on the Township property. All visitors must sign a visitor’s log. Persons on Township property without permission will be directed to leave, and refusal to comply may be subject to criminal prosecution.
- B. Visitors wishing to use the restroom are required to be escorted by a Township employee to and from the restroom.

- C. Any individual wishing to confer with an employee of the Township should contact the employee directly to make an appointment. Individuals wishing to meet with a Township elected or appointed official may make an appointment directly with the official or by scheduling a meeting with the assistance of a Township employee in a manner prescribed by the Township Administrator.

IV. NONPUBLIC & LIMITED PUBLIC FORUMS

Public access to areas within enclosed facilities owned, controlled, and leased by the Township may be restricted depending upon whether such areas are classified as “public forum”, “limited public forum”, or “nonpublic forum”. How areas within enclosed facilities owned, controlled, and leased by the Township are classified is based on their intended use. For example, there are certain areas that are intended primarily for the use of Township employees in the conduct of their business; there are certain areas which, while primarily intended for the use of Township employees in the conduct of their business, may from time to time be utilized for the convening of public meetings; there are certain limited areas which may be open to the public while engaging in legitimate business with Township officers or employees; and there may be certain areas which are primarily intended for the convening of public meetings.

The office and conference rooms in the Township are hereby declared to be nonpublic forums unless or until a public meeting is convened, and where such areas would be subject to the Illinois Open Meetings Act, 5 ILCS 120/1, *et seq.* All Township employees’ work areas that are designated by appropriate signage as work areas shall be considered nonpublic forums. All visitors are prohibited from entering Township employee work areas unless they have an appointment and are escorted by a Township employee to such a forum.

All other areas of the Township Building shall be considered limited public forums, and only visitors who are present to engage in public business with the Township officers or employees shall be authorized. A visitor may not be within a nonpublic forum or limited public forum without authorization. An unauthorized person found to be within a nonpublic or limited public forum of the Township building shall be considered a trespasser.

The Township Administrator or his/her designee is hereby authorized to manage public access to enclosed Township-owned, controlled, and/or leased property. In the performance of such responsibilities, the Township Administrator, subject to approval by the Supervisor, shall have the authority to identify which areas are to be considered a designated public forum, limited public forum, or nonpublic forum, if not otherwise stated in this policy.

V. VISITOR CONDUCT

The Township expects mutual respect, civility, and orderly conduct among all people on township property or at a township event.

A. Audio and Video Recording with the Township

Audio and/or video recording any person without his/her explicit consent anywhere inside the Township building except during duly noticed public meetings, or as otherwise approved by the Supervisor or his/her designee. Except as otherwise approved by the Supervisor or his/her designee, audio and/or video recording may

only be conducted within the Township Board meeting room if a Township Board or other public meeting is occurring, and any room or office within which said activity has been authorized by law. This Policy shall also be subject to the Wheeling Township's Policy on Unauthorized Recording in Client-Service Areas, as may be amended from time to time and which is incorporated herein by reference.

Any person found to be conducting audio and/or video recording except as authorized herein must cease doing so immediately if any visitor, Township employee, or Township official expresses his/her desire not to be recorded.

This rule does not apply to audio and/or video recording performed by authorized law enforcement personnel engaged in the performance of their official duties. Nor does this rule apply to the Township's ability to maintain and use video security recording devices on its property and otherwise in a manner provided by law.

B. **Audio and Video Recording During a Public Meeting**

Pursuant and subject to the Illinois Open Meetings Act and **Wheeling Township Ordinance Number 2025-04** including as they may be amended from time to time, audio and/or video recording of public meetings must be undertaken in a quiet and orderly manner so as not to interfere with the conduct of the meeting, block the view of any person attending the public meeting, or block any aisle, row, ingress, or egress.

C. **Every visitor of the Township is expected NOT to engage in the following behavior:**

1. Behave in an unsafe manner, or use vulgar or obscene language;
2. Bring any object that can be reasonably considered a weapon, or that looks like a weapon, or any dangerous device, except as permitted by law;
3. Damage or threaten to damage another's property;
4. Violate any federal, Illinois law, or any Township or other local ordinance;
5. Impede, delay, disrupt, or adversely affect any Township function, including conduct which interferes with Township employees or Township officials in the performance of their duties, or interferes with the proper use of the Township facility by others;
6. Engage in abusive or harassing behavior, including the use of obscene language and gestures;
7. Blocking entrances, exits, fire exits, access areas, or otherwise interfering with the provision of services, general public safety, or the use of Township property;
8. Tamper with or unauthorized use of building or facility systems or devices, including electrical, plumbing, locks, doors, or cameras;
9. Pose or affix to Township property without permission from the Township Administrator, or his/her designee, any signs, leaflets, posters, flyers, pamphlets, brochures, and written, pictorial, or graphic material of any kind;

10. Enter upon any portion of Township premises at any time for purposes other than those that are lawful and authorized by the Board;
11. Violate other Township policies or regulations, or a directive from an authorized Township employee or Township Official;
12. Any act which could result in a substantial risk of harm to persons or property.

ENFORCEMENT

- A. If an unauthorized or suspicious individual is observed on or in any Township building or facility, employees should immediately notify their supervisor or, if necessary, call the police immediately.
- B. Any person who engages in conduct prohibited by this policy, or acts in a manner that violates federal, state, or local law (including any other Township ordinance and policy) may be ejected from township property and may be subject to criminal prosecution.

EXHIBIT B

**WHEELING TOWNSHIP'S POLICY ON UNAUTHORIZED RECORDING IN
CLIENT SERVICE AREAS**

WHEELING TOWNSHIP'S POLICY ON UNAUTHORIZED RECORDING IN CLIENT-SERVICE AREAS

Purpose

The purpose of this policy is to protect the privacy, dignity, and confidentiality of individuals receiving general assistance or participating in programs within Wheeling Township facilities. Many township services involve the disclosure of sensitive personal, financial, or medical information of residents. This policy establishes reasonable restrictions on the use of audio and video recording devices in areas where such information may be discussed or observed. This policy applies to all residents, visitors, and employees.

Client Service Area

A client service area is defined as a designated space in which the Township provides its services, outreach, and program support to eligible residents. This includes but is not limited to food pantry offices, the Assessor's Office, general assistance office spaces, private offices, areas where resident private records are kept, or any office/area in which a person would have a reasonable expectation of privacy on the Township property.

Visitor Conduct

The Township expects mutual respect, civility, and orderly conduct among all individuals on Township property.

Prohibited Conduct

Audio and/or video recording any person without his/her explicit consent anywhere inside the Township building except during duly noticed public meetings, or as otherwise approved by the Supervisor or the Administrator. Except as otherwise approved by the Supervisor or the Administrator, audio and/or video recording may only be conducted within the Township Board meeting room if a Township Board or other public meeting is occurring, and any room or office within which said activity has been authorized by law.

Any person found to be conducting audio and/or video recording except as authorized herein must cease doing so immediately if any visitor, Township employee, or Township official expresses his/her desire not to be recorded.

This rule does not apply to audio and/or video recording performed by authorized law enforcement personnel engaged in the performance of their official duties. Nor does this rule apply to the

Township's ability to maintain and use video security recording devices on its property and otherwise in a manner provided by law

The Township specifically prohibits unauthorized audio or video recording in Client Service Areas unless prior consent is obtained from all individuals being recorded. This includes, but is not limited to:

- Making audio or video recordings of meetings, conversations, or interactions with residents or staff
- Taking photographs or videos of residents, staff, or confidential documents.
- Placing any device to secretly record or monitor activity in client service areas, which is a criminal offense under the Unauthorized Video Recording Act.
- Live-streaming or transmitting video or audio activities within the client service areas.

Exceptions

- Recordings conducted by Township personnel or contractors in the course of official duties.
- Law enforcement or other governmental agencies acting under lawful authority.
- Recordings authorized in advance by the Township Supervisor or designee for official or training purposes.
- Recordings made in accordance with the Illinois Open Meetings Act for meetings lawfully open to the public.
- The Township may utilize surveillance cameras as a security measure for staff, residents, and visitors.

Client Service Areas Notice

Client Service Areas shall display clear and visible signage identifying spaces where individuals may reasonably expect privacy. Such signage shall inform clients, visitors, and staff that these areas are intended for confidential discussions and services. The absence of signage in a given area does not negate an individual's reasonable expectation of privacy if, by its nature or customary use, the area is clearly intended to be private.

The lack of posted signage does not grant permission for any individual to audio record, video record, or otherwise capture communications or interactions within a space where a reasonable expectation of privacy exists. Unauthorized recording in such areas is strictly prohibited and may result in disciplinary or legal action, as applicable.

Enforcement

If an unauthorized or suspicious individual is observed in any Township building or facility, employees should immediately notify their supervisor or, if necessary, call the police immediately.

Any person who engages in conduct prohibited by this policy, or acts in a manner that violates federal, state, or local laws (including any other Township ordinance and policy) may be ejected from Township property, terminated (if applicable), and subject to criminal prosecution.

**WHEELING TOWNSHIP
COOK COUNTY, ILLINOIS**

**ORDINANCE
NO. 2025-07**

**AN ORDINANCE ESTABLISHING AND ADOPTING
A TRAVEL EXPENSE POLICY FOR ELECTED OFFICIALS AND EMPLOYEES OF
WHEELING TOWNSHIP, COOK COUNTY, ILLINOIS**

TOWNSHIP BOARD
MARIA ZELLER BRAUER, Supervisor
JOANNA GAUZA, Clerk

**JOHN GEIER
LORRIE GRAINAWI
AUSTIN MEJDRICH
SHERI WILLIAMS
Trustees**

Prepared by ODELSON, MURPHEY, FRAZIER & McGRATH, LTD. - Township Attorneys -
3318 West 95th Street - Evergreen Park, Illinois 60805

WHEELING TOWNSHIP

ORDINANCE NO. 2025-07

**AN ORDINANCE ESTABLISHING AND ADOPTING
A TRAVEL EXPENSE POLICY FOR ELECTED OFFICIALS AND EMPLOYEES OF
WHEELING TOWNSHIP, COOK COUNTY, ILLINOIS**

WHEREAS, Wheeling Township, Cook County, State of Illinois (the “Township”) is a duly organized and existing township and a unit of local government organized under the laws of the State of Illinois and is operating under the provisions of the Illinois Township Code, 60 ILCS 1/1-1, *et. seq.*, and all laws amendatory thereto; and

WHEREAS, the Illinois General Assembly has adopted the Local Government Travel Expense Control Act (50 ILCS 150/1 *et seq.*) (the “Act”); and

WHEREAS, the Act mandates that all non-home rule local governments “shall, by resolution or ordinance, regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees” and maintain certain documentation reflecting such; and

WHEREAS, the Township, in recognition of this Act, wishes to establish and adopt a policy that provides the rules and the process for the employees and elected officials of the Township to be reimbursed for travel, meal, and lodging expenses when they are traveling on behalf of the Township’s official business; and

WHEREAS, the travel expense policy is attached to and incorporated into this Ordinance as “Exhibit A”; and

NOW, THEREFORE, IT IS HEREBY ORDAINED by the Supervisor and the Board of Trustees of Wheeling Township, Cook County, Illinois, as follows:

Section 1: The recitals contained in the preambles to this Ordinance are true and correct and are hereby incorporated into this Ordinance by reference.

Section 2: The Township Board hereby adopts and approves the Travel Expense Policy for Elected

Officials and Employees of Wheeling Township, which is attached hereto and incorporated into this Ordinance as "Exhibit A."

Section 3: If any section, paragraph, or provision of this Ordinance shall be held invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, or provision shall not affect any of the remaining provisions of this Ordinance.

Section 4: All Township ordinances, policies, resolutions, motions, orders, or parts thereof that conflict with or are inconsistent with any of the provisions of this Ordinance are hereby repealed to the extent they are inconsistent with this Ordinance.

Section 5: This Ordinance shall be in full force and effect upon its passage and approval.

[Remainder of Page Intentionally Left Blank]

PASSED by the Supervisor and Board of Trustees of Wheeling Township, Cook County,

Illinois this _____ day of _____ 2025 pursuant to a roll call vote, as follows:

	YES	NO	ABSENT	PRESENT
Trustee Geier				
Trustee Grainawi				
Trustee Mejdrich				
Trustee Williams				
Supervisor Zeller Brauer				
TOTAL				

APPROVED at a Regular Meeting of the Board of Trustees of Wheeling Township, on

_____, 2025.

MARIA ZELLER BRAUER, Supervisor

ATTEST:

JOANNA GAUZA, Township Clerk

EXHIBIT A

**WHEELING TOWNSHIP TRAVEL EXPENSE POLICY FOR ELECTED
OFFICIALS AND EMPLOYEES OF WHEELING TOWNSHIP**

**WHEELING TOWNSHIP TRAVEL EXPENSE POLICY FOR ELECTED OFFICIALS AND
EMPLOYEES OF WHEELING TOWNSHIP**

A. Purpose

The Township will reimburse employees and elected officials of Wheeling Township for travel, meal, and lodging expenses incurred by such employees and officers and deemed “necessary expenditures” in connection with Official Business of Wheeling Township. Employees and elected officials are expected to exercise the same care in incurring expenses for Official Business as a reasonable, prudent person would in spending personal funds.

B. Definitions

“Necessary expenditures” means all reasonable expenditures or losses required of the employee in the discharge of employment duties or elected official duties and that inure to the primary benefit of the Township. Wheeling Township is not responsible for losses due to an employee’s own negligence, losses due to normal wear, or losses due to theft unless the theft was a result of the Township’s negligence.

“Entertainment” includes, but is not limited to, shows, amusements, theaters, circuses, concerts, sporting events, or any other places of public or private entertainment or amusement.

“Lodging” means the rental or use of hotels/motels/resorts/home share (e.g., Airbnb) and other accommodations at which an employee or officer stays while on Official Business.

“Meals” means food, beverages, snacks, water, and other refreshments, but does not include alcohol or personal supplies, for which expenses are incurred by employees or officers while on Official Business.

“Official Business” means off-site or out-of-town meetings, pre-approved seminars, conferences, educational events, conventions, or other events directly related to the purposes of and benefit to the Township in carrying out Township programs, operations, services, or directly related to the employee’s or officer’s official duties, which the Township has directed or authorized an employee or officer to attend.

“Travel” means any transportation or related services for Official Business for which expenditures or charges are incurred by employees and officers of the Wheeling Township.

“Employee” means a person hired by the Township to perform duties necessary for the operation of township government.

“Officer” means a person elected or appointed to hold a public office, empowered by law to perform official duties and exercise authority on behalf of the Township.

C. Authorized Types of Official Business

Travel, meals, and lodging expenses shall be reimbursed for employees and officers of the Township only for purposes of Official Business. No payment or reimbursement may be made for Entertainment unless such Entertainment expense is ancillary to the purpose of the

program or event for which the Official Business travel was approved prior to the event.

D. Maximum Allowable Expenses

Maximum Expenses – Travel, meal, and lodging expenses incurred by any employee or officer for Official Business must not exceed \$1,000.00 unless otherwise approved in an open meeting by a majority roll-call vote of the Board of Trustees.

Airfare – Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least thirty (30) days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid for or reimbursed.

Personal Automobiles – Travelers must check to see if a Township-owned vehicle is available before asking for approval to use their personal vehicles for Official Business. Use of a personal vehicle for Official Business must be approved prior to use. Mileage reimbursement will be based on mileage from the work location office to the off-site location of the Official Business, not from the employee's or officer's residence, unless said distance from the employee's or officer's residence is less than the mileage from the work location office to the off-site location. When attending a training event or other off-site Official Business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. An employee or officer will be reimbursed at the prevailing IRS mileage rate. The traveler will only be reimbursed up to the price of a coach airfare ticket if they drive to a location for which airfare would have been less expensive.

Automobile Rentals – Travelers will be reimbursed for the cost of renting an automobile and for gasoline expenses only as provided in this section. Travelers using rental cars to conduct Official Business are required to purchase insurance through the rental agency or provide proof of personal insurance equivalent to the rental agency's insurance. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the event has ended. Compact or mid-size cars are required for two or fewer employees or officers traveling together, and a full-size vehicle may be used for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company.

Ride-Share – In the case of local trainings or where it is the most practical, economical, and efficient means of transportation for the Traveler to utilize rideshare services for Official Business, the Traveler shall provide an itemized receipt that includes the date and time of the trip, pick-up and drop-off location, and the fair amount along with applicable taxes, fees, or gratuities. The Township will not reimburse "premium" ride options (e.g., Uber Black, UberXL, Lyft Black SUV or similar) unless the standard service was unavailable or required for safety or accessibility reasons.

Tolls – The Township will reimburse an employee for incidental tolls associated with approved travel for Official Business.

Public Transportation – In the case of local training or Official Business, where an employee or officer chooses to use public transportation, reimbursement for use of public transportation

will be made upon documentation of a paid receipt. When attending training or Official Business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the traveler's normal commute, reimbursement will be paid at the differential of the commute less the mileage of a normal commute to the workplace.

Hotel/Motel Accommodations – The traveler will be reimbursed for a standard single room at locations convenient to the Official Business activity. In the event of a change in plans or a cancellation, the traveler must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the Township unless approved by a vote of the Board of Trustees.

Meals – Receipts must substantiate the cost of the meals. The established rate (*per diem*) is \$100.00 per day. If the destination city is an area of high cost, the Board of Trustees may approve reasonable expenditures in excess of the established rate. No payment or reimbursement may be made for personal supplies or alcoholic beverages. If some meals are included in the prepaid registration fees, the employee or officer of the Township may not be reimbursed for those meals.

Vacation in Conjunction with Business Travel – In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging, and/or any other expenses must be clearly identified on the Travel, Meal, and Lodging Expense Reimbursement Form and paid by the traveler.

Accompanied Travel – When a traveler is accompanied by others not on Official Business, any lodging, transportation, meals, or other expenses above those incurred for the authorized traveler will not be reimbursed by the Township.

Parking – Parking fees at a hotel/motel will be reimbursed only with a receipt that details the date and time. Employees/Officials are encouraged to use an app when looking for parking rates, such as SpotHero, ParkWhiz, ParkChirp, etc., to minimize the parking fee costs.

E. Approval of Expenses

The employee/official shall submit any necessary expenditure with appropriate supporting documentation within 30 calendar days after incurring the expense. Failure to provide the appropriate supporting documentation within 30 calendar days may result in no reimbursement or partial reimbursement.

Travel, meal, and lodging expenses already incurred by an employee or officer (other than a member of the Board of Trustees) for Official Business not exceeding the maximum \$1,000.00 may be approved by the Supervisor, Administrator, or his/her designee in conformity with this Policy, without the separate approval of the Board of Trustees, except as otherwise provided herein.

Travel, meal, and lodging expenses incurred by any employee or officer in excess of the maximum \$1,000.00 must be approved in an open meeting by a majority roll-call vote of the Board of Trustees.

Travel, meals, and lodging expenses in whatever amount incurred by any member of the Board of Trustees must be approved by roll-call vote at an open meeting of the Board of Trustees.

Travel, meal, and lodging expenses in advance of travel for Official Business or advanced as a *per diem* to any employee, officer, or any member of the Board of Trustees must be approved by roll-call vote at an open meeting of the Board of Trustees prior to payment. Documentation of expenses actually incurred must be provided in accordance with Sections C, D, and F of this policy, and any amount received by the advance approval or from the advanced *per diem* in excess of the actual expense incurred must be repaid by the employee, officer, or member of the Board of Trustees.

F. Documentation of Expenses

Before an expense for travel, meals, or lodging may be approved under Section E of this Policy, the following minimum documentation must first be submitted, in writing, to the Board of Trustees on a Travel, Meal, and Lodging Expense Reimbursement Form:

- (1) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred, or a receipt for the cost of the travel, meals, or lodging if the expenses have already been incurred;
- (2) the name of the individual who received or is requesting the travel, meal, or lodging expense;
- (3) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
- (4) the date or dates and nature of the Official Business for which the travel, meal, or lodging expense was or will be expended.

Prior to incurring any expenses in the scope of employment, the employee should confer with the Township Supervisor, Township Administrator, or their designee to determine whether the expense is necessary and authorized, and if so, the proportion of the expense that is directly related to the services performed for the Township and which will be reimbursed to the employee in accordance with this policy.

Employees are not authorized to incur a work-related expense without first conferring with the Township Supervisor, Township Administrator, or their designee for a determination on whether the expense is necessary.

NOTICE: All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

Wheeling Township hereby adopts as its official standardized form for the submission of travel, meal, and lodging expenses the Wheeling Township Travel, Meal, and Lodging Expense Reimbursement Form attached hereto and incorporated herein as "Exhibit P"

**WHEELING TOWNSHIP TRAVEL EXPENSE POLICY FOR ELECTED
OFFICIALS AND EMPLOYEES OF WHEELING TOWNSHIP**

EXHIBIT 1:

Wheeling Township Travel, Meal, and Lodging Expense Reimbursement Form

**WHEELING TOWNSHIP'S TRAVEL, MEAL, AND LODGING EXPENSE
REIMBURSEMENT FORM**

NAME and Job: _____

MILEAGE

DATE	TO	FROM	# MILES	PURPOSE

TOTAL MILES: _____ **X \$0.70 \$** _____

MEALS

DATE	DESCRIPTION	AMOUNT
		\$
		\$
		\$
		\$

TOTAL MEALS: \$ _____

TRANSPORTATION

DATE	DESCRIPTION	AMOUNT
		\$
		\$
		\$
		\$

TOTAL TRANSPORTATION: \$ _____

LODGING

DATE	DESCRIPTION	AMOUNT
		\$
		\$
		\$
		\$

TOTAL LODGING: \$ _____

OTHER

DATE	DESCRIPTION	AMOUNT
		\$
		\$
		\$
		\$

TOTAL OTHER: \$ _____

TOTAL REIMBURSEMENT:

RECEIPTS MUST BE ATTACHED

All information is true and correct.

\$ _____

SIGNATURE: _____

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Regina Stapleton

From: sseno30@yahoo.com
Sent: Tuesday, October 7, 2025 5:01 PM
To: Regina Stapleton
Subject: Reappointment to the forest river fire board

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

To whom it may concern,

My name is Sean Seno and I am a resident and current member of the forest river fire board. I am sending this email to recommend a 3 yes reaponitment. Please let me know if you need anything else from me to accomplish this.

Regards,

Sean Seno

Sent via the Samsung Galaxy S7 active, an AT&T 4G LTE smartphone

Submittable

Order Form

Order For: Wheeling Township Community Mental Health Board
("Customer")

Offer Expires On: 12/31/2025

Order ID: Q-48902

Contact: Karin Frisk
Mental Health Board Manager
kfrisk@wheelingtowship.com

Billing Frequency: Annual

Payment Terms: Net 30

Bill To: Wheeling Township Community Mental Health Board
1616 N. Arlington Heights Road
Arlington Heights, Illinois 60004
United States

Ship To: Wheeling Township Community Mental Health Board
1616 N. Arlington Heights Road
Arlington Heights, Illinois 60004
United States

Invoice Email:

Submittable Representative: Colton Wick

Subscription Dates: 1/1/2026 - 12/31/2028

Subscription and Implementation Yr 1

Start Date	End Date	Item	Quantity	Discount %	Item Total
1/1/2026	12/31/2026	Starter Package	1	20.00	
1/1/2026	12/31/2026	Team Seats	10	20.00	
1/1/2026	12/31/2026	Additional Team Seats	10	20.00	
1/1/2026	12/31/2026	Advanced Reporting	1	20.00	
1/1/2026	12/31/2026	Funds Tracking	1	20.00	
1/1/2026	12/31/2026	Collaborative Drafts	1	20.00	
1/1/2026	12/31/2026	Included Submissions	500	20.00	
1/1/2026	12/31/2026	Silver Support	1	20.00	
1/1/2026	12/31/2026	Multiround Reviewing	1	20.00	
1/1/2026	12/31/2026	Additional Forms	1	20.00	
1/1/2026	12/31/2026	Submittable Self-Guided Implementation	1	50.00	\$750.00

Subscription and Implementation Yr 1 Total: \$12,910.00

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Submittable

Subscription Yr 2

Start Date	End Date	Item	Quantity	Discount %	Item Total
1/1/2027	12/31/2027	Starter Package	1	20.00	
1/1/2027	12/31/2027	Team Seats	10	20.00	
1/1/2027	12/31/2027	Additional Team Seats	10	20.00	
1/1/2027	12/31/2027	Advanced Reporting	1	20.00	
1/1/2027	12/31/2027	Funds Tracking	1	20.00	
1/1/2027	12/31/2027	Collaborative Drafts	1	20.00	
1/1/2027	12/31/2027	Included Submissions	500	20.00	
1/1/2027	12/31/2027	Silver Support	1	20.00	
1/1/2027	12/31/2027	Multiround Reviewing	1	20.00	
1/1/2027	12/31/2027	Additional Forms	1	20.00	
Subscription Yr 2 Total:					\$12,160.00

Subscription Yr 3

Start Date	End Date	Item	Quantity	Discount %	Item Total
1/1/2028	12/31/2028	Starter Package	1	20.00	
1/1/2028	12/31/2028	Team Seats	10	20.00	
1/1/2028	12/31/2028	Additional Team Seats	10	20.00	
1/1/2028	12/31/2028	Advanced Reporting	1	20.00	
1/1/2028	12/31/2028	Funds Tracking	1	20.00	
1/1/2028	12/31/2028	Collaborative Drafts	1	20.00	
1/1/2028	12/31/2028	Included Submissions	500	20.00	
1/1/2028	12/31/2028	Silver Support	1	20.00	
1/1/2028	12/31/2028	Multiround Reviewing	1	20.00	
1/1/2028	12/31/2028	Additional Forms	1	20.00	
Subscription Yr 3 Total:					\$12,160.00

Order Total in USD: \$37,230.00

By signing below you acknowledge that you have read, understand, and agree to be bound by the Terms of Service and this Order Form on behalf of the person or entity identified in this Order Form and that you have the authority to bind such person or entity. The Terms of Service are a legal contract that will bind you and Submittable when you sign this Order Form. Our terms are available here: https://www.submittable.com/pdfs/submittable_customer_terms.pdf

This is not an invoice - prices shown above do not include any taxes that may apply. For customers based in the United States, any applicable taxes will be determined based on the laws and regulations of the taxing authority(ies) governing the "Ship To" location provided by Customer on this Order Form. Any such applicable taxes will be added at time of invoicing. **For tax exempt customers, please submit exemption certificates to accounting@submittable.com**

DRAFT
NOT FOR EXECUTION

55

**WHEELING TOWNSHIP GENERAL FUND
STATEMENT OF REVENUES AND EXPENDITURES
FOR THE MONTH ENDING SEPTEMBER 30, 2025**

	CURRENT MONTH	CURRENT YTD	CURRENT BUDGET	LAST YEAR
REVENUE				
PROPERTY TAXES RECEIVED - CURRENT	-	894,695.25	2,400,000.00	2,487,235.56
PROPERTY TAXES RECEIVED - PRIOR YEARS	2,346.86	(1,786.13)		(47,864.39)
PERSONAL PROPERTY REPLCMNT TAX	-	67,493.35	100,000.00	147,190.59
INTERESTED EARNED	23,282.74	66,156.02	125,000.00	186,319.55
ROOM RENTAL	-	430.00	500.00	650.00
BUS DONATION	3,170.00	20,211.25	30,000.00	29,948.00
DONATIONS	100.00	1,200.00		1,900.00
REIMBURSEMENTS UTILITIES	-	2,394.95	5,700.00	4,922.44
REIMBURSEMENT BLGG MAINT.	-	12,600.88	23,900.00	28,002.09
REIMBURSEMENT PROPERTY INS.	-	-	1,200.00	2,553.23
GRANTS	(111.18)	2,696.29	2,000.00	1,886.00
MISCELLANEOUS INCOME	-	91.70	4,000.00	-
TOTAL REVENUE	28,788.42	1,066,183.56	2,692,300.00	2,842,743.07
ADMINISTRATIVE EXPENSE				
SALARY-SUPERVISOR	3,178.75	22,251.25	38,145.00	38,145.00
SALARY-CLERK	1,544.41	10,810.87	18,533.00	18,532.92
SALARY-ASSESSOR	2,225.00	15,575.00	26,700.00	26,700.00
SALARY-BOARD OF TRUSTEES	1,481.32	10,369.24	17,776.00	17,775.84
SALARIES-OFFICE STAFF	24,007.62	153,271.48	269,000.00	297,325.55
FICA	2,422.43	15,864.04	28,164.00	28,939.77
IMRF	1,805.37	11,526.03	20,305.00	20,020.54
U/C	21.36	246.04	2,000.00	1,080.56
MEDICAL INSURANCE	3,115.30	47,267.10	70,000.00	63,869.45
WORKERS COMPENSATION INS.	-	714.93	3,100.00	1,357.19
BUILDING & GROUNDS MAINTENANCE	7,958.18	39,304.10	84,000.00	81,281.02
EQUIPMENT MAINTENANCE	1,436.21	11,748.35	21,000.00	19,367.96
GENERAL INSURANCE	1,708.29	107,148.34	110,000.00	101,823.98
TELEPHONE	602.03	3,320.67	2,500.00	1,418.50
UTILITIES	2,015.44	14,115.09	26,000.00	19,577.72
TRAVEL EXPENSE	-	-	800.00	85.84
PRINTING & PUBLISHING	35.10	97.20	800.00	243.00
LEGAL	1,075.00	16,136.80	55,000.00	41,220.09
AUDIT	-	15,900.00	16,500.00	15,100.00
BONDING INSURANCE	-	10,200.00	14,000.00	11,986.00
EDUCATION AND TRAINING	1,152.90	1,988.98	7,000.00	585.75
DUES & SUBSCRIPTIONS	2,299.00	7,502.84	9,500.00	7,915.79
OFFICE SUPPLIES	344.91	3,690.12	7,000.00	4,688.09
POSTAGE	219.36	1,041.60	1,500.00	689.90
BUILDING SUPPLIES	1,266.26	5,595.41	8,925.00	8,532.13
TRUCK MAINTENANCE	129.89	1,059.27	13,125.00	10,709.12
CONTRACT SERVICES	549.70	6,100.76	9,000.00	6,653.68
FURNITURE & EQUIPMENT	179.99	8,021.06	50,000.00	6,993.03
BLDG & PERMANENT IMPROVEMENT	-	15,000.00	155,000.00	91,751.79
TOTAL ADMIN EXPENSES	60,773.82	555,866.57	1,085,373.00	944,370.21

**WHEELING TOWNSHIP GENERAL FUND
STATEMENT OF REVENUES AND EXPENDITURES
FOR THE MONTH ENDING SEPTEMBER 30, 2025**

	<u>CURRENT MONTH</u>	<u>CURRENT YTD</u>	<u>CURRENT BUDGET</u>	<u>LAST YEAR</u>
CLERK EXPENSES				
SALARIES	375.00	2,608.34	4,500.00	5,463.10
FICA	28.69	199.55	344.00	350.28
IMRF	28.20	196.14	349.00	320.07
U/C INSURANCE	-	8.44	30.00	24.25
WORKERS COMPENSATION INS.	-	3.75	25.00	5.00
DUES AND FEES	-	30.00	300.00	280.00
TRAVEL AND INCIDENTALS	-	-	150.00	-
POSTAGE	-	-	150.00	97.63
EQUIPMENT/ FURNITURE	-	-	100.00	-
OFFICE SUPPLIES	-	168.65	500.00	315.90
PRINTING AND PUBLISHING	-	56.70	250.00	164.70
TRAINING	-	-	1,500.00	25.00
ELECTION EXPENSES	-	-	-	-
MISCELLANEOUS	-	-	1,100.00	910.00
CONTINGENCIES	-	-	500.00	-
TOTAL CLERK EXPENSES	<u>431.89</u>	<u>3,271.57</u>	<u>9,798.00</u>	<u>7,955.93</u>
ASSESSOR EXPENSE				
SALARIES	17,835.30	97,480.10	166,000.00	155,785.54
FICA	1,343.77	7,312.82	12,700.00	11,685.93
IMRF	962.27	6,270.67	10,655.00	9,516.77
U/C	57.95	403.10	1,200.00	1,229.31
MEDICAL INSURANCE	2,427.10	19,686.47	31,000.00	26,995.22
WORKERS COMP	-	101.25	300.00	135.00
TELEPHONE	-	-	1,000.00	1,000.00
TRAVEL	32.20	74.20	400.00	290.60
TRAINING	-	395.00	1,400.00	1,383.31
POSTAGE	4.63	58.53	200.00	186.83
DUES/SUBSCRIPTIONS	-	475.00	500.00	475.00
OFFICE SUPPLIES	174.54	651.43	1,300.00	1,215.88
EQUIPMENT/FURNITURE	57.39	637.37	500.00	250.00
ASSESSMENT MATERIALS	-	220.00	350.00	310.00
EQUIPMENT MAINTENANCE	826.54	3,954.38	8,000.00	7,474.92
MISCELLENIOUS EXPENSE	209.35	467.42	875.00	595.13
CONTINGENCIES	-	-	1,000.00	-
TOTAL ASSESSORS EXPENSE	<u>23,931.04</u>	<u>138,187.74</u>	<u>237,380.00</u>	<u>218,529.44</u>

**WHEELING TOWNSHIP GENERAL FUND
STATEMENT OF REVENUES AND EXPENDITURES
FOR THE MONTH ENDING SEPTEMBER 30, 2025**

	CURRENT MONTH	CURRENT YTD	CURRENT BUDGET	LAST YEAR
SENIOR SERVICES				
SALARIES	12,231.37	93,587.10	175,000.00	130,054.25
FICA	919.75	7,047.76	13,388.00	9,574.38
IMRF	919.80	7,037.76	13,408.00	8,933.69
U/C	-	153.36	750.00	746.23
MEDICAL INSURANCE	1,876.87	15,223.49	24,000.00	16,580.17
WORKERS COMP.	-	455.25	1,200.00	607.00
OFFICE SUPPLIES	-	388.68	1,500.00	1,281.29
PRINTING/PUBLISHING	-	-	-	-
DUES & SUBSCRIPTIONS	-	125.00	150.00	50.00
TRAINING/WORKSHOPS	230.60	230.60	1,000.00	-
TRAVEL--MEALS-ON-WHEELS	42.70	84.70	300.00	163.80
TRAVEL-STAFF	60.27	217.56	650.00	20.06
POSTAGE	96.13	96.13	750.00	424.23
TELEPHONE	20.87	456.51	1,000.00	846.11
OFFICE EQUIPMENT/MAINTENANCE	148.35	2,076.52	2,000.00	2,256.00
VOLUNTEER BACKGROUND CHECKS	-	167.70	1,500.00	812.70
VOLUNTEER INSURANCE	-	880.27	1,000.00	873.00
MISCELLANEOUS	24.50	147.00	1,100.00	313.90
CONTINGENCIES	-	-	2,000.00	-
TOTAL SENIOR SERVICES	16,571.21	128,375.39	240,696.00	173,536.81
SENIOR BUS				
SALARIES-DISPATCHER/DRIVERS	30,245.30	221,815.66	407,000.00	346,272.82
FICA	2,282.64	16,751.02	31,136.00	26,136.00
IMRF	1,792.64	13,388.36	24,425.00	19,799.47
U/C	73.67	1,366.31	3,500.00	3,591.38
MEDICAL INSURANCE	3,662.00	29,702.89	46,000.00	41,310.89
WORKERS COMP.	-	6,505.32	12,000.00	4,993.81
SUPPLIES	-	62.90	500.00	140.67
OFFICE EQUIPMENT/MAINTENANCE	35,550.00	36,714.00	57,750.00	1,742.45
TELEPHONE	-	-	1,000.00	1,000.00
VEHICLE PURCHASE/LEASE/SCHEDULING	1,200.00	4,800.00	130,000.00	95,200.00
VEHICLE MAINTENANCE	5,941.87	24,301.32	45,000.00	40,259.57
LICENSE & FEES	-	-	-	-
INSURANCE	-	60,041.08	135,000.00	110,128.80
FUEL	2,997.37	17,476.91	45,000.00	41,379.85
PRINTING & PUBLISHING	-	-	-	-
TRAINING/PHYSICALS	-	911.73	3,500.00	2,133.44
PUSH TO TALK CELLS	314.41	1,876.61	7,000.00	3,723.03
UNIFORMS	-	1,452.21	1,500.00	-
POSTAGE	29.88	29.88	200.00	118.27
MISCELLANEOUS	58.00	3,523.50	5,750.00	646.41
CONTINGENCIES	-	-	2,000.00	-
TOTAL SENIOR TRANSPORTATION	84,147.78	440,719.70	958,261.00	738,576.86
MENTAL HEALTH BOARD				
ADMINISTRATIVE				
SALARIES	7,422.30	33,211.27	100,000.00	18,461.32
FICA	566.83	2,533.86	7,500.00	1,401.54
IMRF	558.16	2,497.49	7,000.00	1,245.00
U/C	-	166.07	300.00	60.46

**WHEELING TOWNSHIP GENERAL FUND
STATEMENT OF REVENUES AND EXPENDITURES
FOR THE MONTH ENDING SEPTEMBER 30, 2025**

	CURRENT MONTH	CURRENT YTD	CURRENT BUDGET	LAST YEAR
MEDICAL INSURANCE	114.34	927.42	10,000.00	1,250.00
WORKERS COMP.	-	375.00	500.00	200.00
DUES & SUBSCRIPTIONS	-	550.00	5,000.00	500.00
EQUIPMENT/MAINT	26.39	1,220.80	2,500.00	-
LEGAL	92.00	2,664.00	15,000.00	10,000.00
TRAVEL	-	-	1,750.00	-
PROFESSIONAL FEES	-	-	10,000.00	23,375.00
TRAINING	-	-	3,000.00	25.00
OFFICE SUPPLIES	102.44	712.24	500.00	269.30
MISCELLANEOUS	103.67	121.67	1,000.00	504.00
CONTINGENCIES	-	-	2,000.00	-
TOTAL ADMINISTRATIVE	8,986.13	44,979.82	166,050.00	57,291.62
MENTAL HEALTH/DISABILITIES				
ASCENSION (AMITA HEALTH) Behavioral Health	9,583.33	57,499.98	115,000.00	110,000.00
ASCENSION (AMITA HEALTH) Substance Useage	-	-	66,000.00	-
AVENUES TO INDEPENDENCE	2,916.67	17,500.01	35,000.00	35,000.00
CENTER FOR ENRICHED LIVING	3,750.00	7,500.00	15,000.00	5,000.00
CHILDREN'S ADVOCACY	583.33	3,499.98	7,000.00	-
CLEARBROOK CENTER	8,333.33	49,999.99	100,000.00	97,650.00
JOSELYN CENTER	6,250.00	12,500.00	25,000.00	22,000.00
JOURNEYS/ THE ROAD HOME	5,000.00	10,000.00	20,000.00	10,000.00
LITTLE CITY FOUNDATION (COUNTRYSIDE)	7,500.00	15,000.00	30,000.00	23,000.00
OMNI-YOUTH SERVICES	7,750.00	46,500.00	93,000.00	91,150.00
OMNI-ADULT SUBSTANCE USEAGE	3,333.33	19,999.99	40,000.00	-
OMNI-ADULT MENTAL HEALTH	1,666.67	10,000.01	20,000.00	-
KENNETH YOUNG	1,666.67	10,000.02	20,000.00	-
SEARCH, INC.	3,125.00	3,125.00	7,500.00	-
OTHER PROJECTS	-	-	50,000.00	-
TOTAL MENTAL HEALTH	61,458.33	263,124.98	643,500.00	393,800.00
HUMAN SERVICES				
FAMILY FORWARD (FAITH COMMUNITY)	2,500.00	5,000.00	10,000.00	10,000.00
HANDS ON SUBURBAN CHICAGO	-	1,000.00	4,000.00	2,000.00
LIFE SPAN	1,275.00	7,650.00	15,300.00	14,300.00
CONNECTIONS TO CARE (ESCORTED TRANSP)	4,625.00	9,250.00	18,500.00	17,000.00
WINGS	500.00	3,000.00	6,000.00	6,000.00
RESOURCES FOR COMMUNITY LIVING	-	-	-	1,500.00
NW COMPASS/EMERGENCY HOUSING	3,630.00	17,094.00	37,000.00	35,000.00
HOPEFULL BEGINNINGS (ST. MARY'S)	-	-	-	2,000.00
KINDRED LIFE MINISTRIES	1,750.00	3,500.00	7,000.00	6,600.00
CENTER OF CONCERN	-	1,250.00	5,000.00	3,000.00
KAN-WIN	750.00	1,500.00	3,000.00	2,000.00
MOBILE DENTAL CLINIC	2,916.67	17,500.01	35,000.00	35,000.00
ACCESS TO CARE	-	18,000.00	18,000.00	18,000.00
TOTAL HUMAN SERVICES	17,946.67	84,744.01	158,800.00	152,400.00
YOUTH SRVICES				
CHILDREN'S ADVOCACY	416.67	2,500.02	5,000.00	9,650.00
HARBOUR	-	-	4,000.00	4,000.00
SHELTER	3,000.00	18,000.00	36,000.00	36,000.00
TOTAL YOUTH SERVICES	3,416.67	20,500.02	45,000.00	49,650.00

**WHEELING TOWNSHIP GENERAL FUND
STATEMENT OF REVENUES AND EXPENDITURES
FOR THE MONTH ENDING SEPTEMBER 30, 2025**

	CURRENT MONTH	CURRENT YTD	CURRENT BUDGET	LAST YEAR
OTHER				
PUBLIC INFORMATION	10.00	35,375.89	105,000.00	89,408.80
SOCIAL SERVICES	(506.25)	(1,792.09)	10,000.00	1,356.13
BUILDING CAPITAL PROJECTS	-	-	25,000.00	-
EMPLOYEE APPRECIATION	320.32	519.14	2,000.00	1,647.56
CEMETERY	-	-	58,650.00	20,000.00
MISCELLANEOUS EXPENSE	(3,682.93)	9,464.15	5,000.00	2,563.38
TRANSFER TO GENERAL ASSISTANCE	-	-		-
TRANSFER TO ROAD MANAGEMENT				
CONTINGENCIES	-	-	45,000.00	-
TOTAL OTHER	<u>(3,858.86)</u>	<u>43,567.09</u>	<u>250,650.00</u>	<u>114,975.87</u>
 TOTAL EXPENDITURES	 <u>273,804.68</u>	 <u>1,723,336.89</u>	 <u>3,795,508.00</u>	 <u>2,851,086.74</u>
 EXCESS REVENUES (EXPENDITURES)	 <u>(245,016.26)</u>	 <u>(657,153.33)</u>	 <u>(1,103,208.00)</u>	 <u>(8,343.67)</u>

**WHEELING TOWNSHIP GENERAL ASSISTANCE
STATEMENT OF REVENUES AND EXPENDITURES
FOR THE MONTH ENDING SEPTEMBER 30, 2025**

	CURRENT MONTH	CURRENT YTD	CURRENT BUDGET	LAST YEAR
REVENUE				
PROPERTY TAXES RECEIVED - CURRENT	-	169,266.61	450,000.00	472,297.93
PROPERTY TAXES RECEIVED - PRIOR YEARS	443.16	(602.63)		(37,079.23)
INTERESTED EARNED	5,850.47	20,471.16	23,000.00	38,616.72
LIHEAP REIMBURSEMENTS	-	5,452.00	10,000.00	10,728.00
SSI REIMBURSEMENTS	-	18,466.37	10,000.00	34,920.01
MISCELLANEOUS INCOME	-	-		-
TRANSFER FROM TOWN FUND	-	-		-
TOTAL REVENUE	6,293.63	213,053.51	493,000.00	519,483.43
ADMINISTRATIVE EXPENSES				
SALARIES	11,970.17	153,629.01	299,000.00	228,625.87
FICA	905.59	11,471.62	22,900.00	16,543.37
IMRF	812.17	11,464.92	23,200.00	15,689.37
U/C INSURANCE	58.81	418.67	1,300.00	1,128.74
MEDICAL INSURANCE	4,657.42	17,715.99	35,000.00	22,127.50
WORKERS' COMPENSATION	-	166.50	350.00	222.00
TELEPHONE	42.42	296.62	1,600.00	1,507.89
UTILITIES	-	-	3,000.00	3,000.00
TRAVEL	9.80	346.43	1,000.00	246.03
LEGAL	-	1,835.50	2,500.00	2,711.25
EDUCATION	40.00	706.80	1,500.00	406.00
OFFICE SUPPLIES	208.10	1,601.25	3,000.00	3,052.09
POSTAGE	100.77	243.66	750.00	628.65
EQUIPMENT/PROGRAM	230.33	4,728.90	8,000.00	7,053.13
MISCELLANEOUS	-	240.00	250.00	244.00
AUDIT	-	1,000.00	1,000.00	1,000.00
CONTINGENCIES	-	-	3,000.00	-
TOTAL ADMINISTRATIVE EXPENSES	19,035.58	205,865.87	407,350.00	304,185.89

**WHEELING TOWNSHIP GENERAL ASSISTANCE
STATEMENT OF REVENUES AND EXPENDITURES
FOR THE MONTH ENDING SEPTEMBER 30, 2025**

	<u>CURRENT MONTH</u>	<u>CURRENT YTD</u>	<u>CURRENT BUDGET</u>	<u>LAST YEAR</u>
GENERAL ASSISTANCE EXPENSES				
MEDICAL CARE	-	-	1,000.00	-
UTILITIES	165.00	949.96	10,000.00	5,406.18
SHELTER	2,622.68	19,659.20	80,000.00	55,492.41
SHELTER W/UTILITIES	-	-	4,000.00	-
TRANSPORTATION	-	2,200.00	18,000.00	13,419.35
FOOD	-	-	15,000.00	10,500.00
PERSONAL ESSENTIALS, ETC.	-	800.00	7,500.00	5,650.00
TRANSIENT EXPENSE	-	-	250.00	-
BURIAL EXPENSE	-	-	2,056.00	-
INSTITUTIONAL CARE-PRIVATE HOSP	-	-	-	-
MISCELLANEOUS	-	-	300.00	75.00
CONTINGENCIES	-	-	10,000.00	-
TOTAL GENERAL ASSISTANCE EXP	<u>2,787.68</u>	<u>23,609.16</u>	<u>148,106.00</u>	<u>90,542.94</u>
EMERGENCY ASSISTANCE EXPENSES				
MEDICAL CARE	-	-	500.00	-
UTILITIES	-	1,850.00	5,000.00	2,580.82
SHELTER	-	41,372.12	95,000.00	74,027.38
TRANSPORTATION	-	850.00	-	-
WORK RELATED EXPENSES	-	-	100.00	-
FOOD	-	-	100.00	-
MISCELLANEOUS	-	-	300.00	-
CONTINGENCIES	-	-	10,000.00	-
TOTAL EMERGENCY ASSISTANCE EXP	<u>-</u>	<u>44,072.12</u>	<u>111,000.00</u>	<u>76,608.20</u>
TOTAL EXPENDITURES	<u>21,823.26</u>	<u>273,547.15</u>	<u>666,456.00</u>	<u>471,337.03</u>
EXCESS REVENUES (EXPENDITURES)	<u>(15,529.63)</u>	<u>(60,493.64)</u>	<u>(173,456.00)</u>	<u>48,146.40</u>

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WHEELING TOWNSHIP ROAD MANAGEMENT
STATEMENT OF REVENUES AND EXPENDITURES
FOR THE MONTH ENDING SEPTEMBER 30, 2025

	CURRENT MONTH	CURRENT YTD	CURRENT BUDGET	LAST YEAR
REVENUE				
PROPERTY TAXES RECEIVED - CURRENT	-	146,035.25	450,000.00	468,495.88
PROPERTY TAXES RECEIVED - PRIOR YEARS	443.16	(326.41)		(8,895.81)
PERMIT REVENUES	-	2,110.00	4,000.00	4,526.00
GRANTS	-	-		-
PERSONAL PROPERTY TAX	-	53,235.63	75,000.00	77,891.31
INTERESTED EARNED	6,554.51	18,282.13	25,000.00	43,349.41
MISCELLANEOUS INCOME	-	346.50	500.00	1,113.60
TRANSFER FROM TOWN FUND	-	-		-
TOTAL REVENUE	<u>6,997.67</u>	<u>219,683.10</u>	<u>554,500.00</u>	<u>586,480.39</u>
COSTS AND EXPENSES				
SALARIES	2,011.25	14,078.75	25,500.00	56,037.37
FICA	151.92	1,063.43	1,951.00	4,265.36
IMRF	151.25	1,058.74	1,967.00	1,686.42
U/C INSURANCE	-	-	200.00	239.61
MEDICAL INSURANCE	228.68	1,854.85	3,000.00	2,502.96
WORKERS COMP. INSURANCE	-	1,705.50	1,500.00	2,274.00
GENERAL INSURANCE	-	-	1,200.00	1,200.00
TELEPHONE	-	-	300.00	300.00
TRAVEL	-	-	500.00	842.20
PRINTING & PUBLISHING	-	-	250.00	67.50
LEGAL	-	-	2,500.00	1,595.00
ENGINEERING	-	6,442.50	30,000.00	-
AUDIT	-	2,000.00	2,000.00	2,000.00
TRAINING	-	-	-	-
DUES & SUBSCRIPTIONS	-	-	-	-
OFFICE SUPPLIES	-	246.50	200.00	108.62
OFFICE EQUIPMENT/MAINTENANCE	42.80	274.60	500.00	585.60
POSTAGE	3.55	16.66	100.00	49.54
SUPPLIES	-	-	100.00	-
STREET LIGHTING	15.57	94.17	250.00	164.25
PERMIT EXPENSES	420.00	1,365.00	10,000.00	-
MISC. EXPENSE	-	41.96	1,500.00	20.40
CONTRACT WORK / DRAINAGE/CONST/MAINT	-	-	500,000.00	626,297.50
CONTRACT WORK/SNOW & ICE CONTROL	-	21,115.71	65,000.00	51,069.99
PROPERTY MAINTENANCE/SIGNAGE	1,200.00	8,251.10	25,000.00	17,652.80
CONTINGENCIES	-	-	10,000.00	-
TOTAL COSTS AND EXPENSES	<u>4,225.02</u>	<u>59,609.47</u>	<u>683,518.00</u>	<u>768,959.12</u>
EXCESS REVENUES (EXPENDITURES)	<u>2,772.65</u>	<u>160,073.63</u>	<u>(129,018.00)</u>	<u>(182,478.73)</u>