

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

TRUTH-IN-TAXATION PUBLIC HEARING & REGULAR MEETING OF THE BOARD OF TRUSTEES

TUESDAY, December 9, 2025
7:00 PM

Zoom link <https://us02web.zoom.us/j/82380879008?pwd=kfveduhxgo2bz1D4BMPBxDM5age7fS.1>

Zoom ID # 823 8087 9008 Password: 849816

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.

AGENDA FOR TRUTH-IN-TAXATION PUBLIC HEARING ON THE PROPOSED 2025 TAX YEAR LEVIES
Wheeling Township

- I. CALL TO ORDER
- II. ROLL CALL
- III. PRESENTATION AND EXPLANATION OF THE PROPOSED 2025 TAX YEAR LEVIES:
 - a. 2025 Tax Levy - Town, General Assistance, and Mental Health Board
 - b. 2025 Tax Levy - Road Management Tax Levy
- IV. DISCUSSION OF PROPOSED 2025 TAX YEAR LEVIES
 - a. 2025 Tax Levy - Town, General Assistance, and Mental Health Board
 - b. 2025 Tax Levy - Road Management Tax Levy
- V. PUBLIC COMMENT OR TESTIMONY (*Limited to three (3) minutes per speaker*)
- VI. ADJOURN PUBLIC HEARING.

AGENDA FOR THE DECEMBER 9, 2025, REGULAR TOWNSHIP BOARD MEETING
Wheeling Township

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE
- IV. SWEARING IN – ASSESSOR - KEN JOCHUM - FOUR-YEAR TERM COMMENCING JAN. 1, 2026
- V. FUNDED AGENCY PRESENTATION – READING POWER
- VI. CITIZENS TO BE HEARD – Remarks Limited to Three Minutes
- VII. APPROVAL OF MINUTES OF REGULAR BOARD MEETING NOVEMBER 8, 2025

VIII. AUDIT

- a. Approval of Town, Cemetery, and Road Fund Bills and Claims as presented.

IX. REPORTS

- a. Supervisor
- b. Clerk
- c. Assessor
- d. Administrator
 - i. General Assistance/Food Pantry
 - ii. Senior Services
 - iii. Cemetery
 - iv. Road Management
 - v. Communications and Outreach

X. NEW BUSINESS

- a. Approval – 2026 Wheeling Township Board of Trustees Meetings
- b. Approval – 2026 Wheeling Township Holiday Schedule
- c. Approval – Reappoint Trustee Grainawi to Community Mental Health Board – Term Expiring May 2029
- d. Approval – Ordinance 2025-09 - 2025 Tax Levy - Town, General Assistance, and Mental Health Board (An ordinance levying taxes for all Town purposes and for the Community Mental Health Fund, for Wheeling Township, Cook County, Illinois, for the 2025 Tax Year (collectible in 2026).
- e. Approval – Ordinance 2025-10 - 2025 Tax Levy - Road Management (An ordinance levying taxes for all road purposes for Wheeling Township, Cook County, Illinois, for the 2025 Tax Year (collectible in 2026).
- f. Approval - Ordinance 2025-11 Administration of Social Media Pages & Electronic Communication Policy

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-January 26, 2026-7:00 PM

CALL TO ORDER

The regular meeting of the Supervisor and Board of Trustees of Wheeling Township, for November 18, 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, Trustee Sheri Williams and Clerk Joanna Gauza.

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

Absent: None

PLEDGE OF ALLEGIANCE

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

CITIZENS TO BE HEARD

Cook County Sheriff Police Department representative, Froylan Mena, introduced himself.

MOTION #1: APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING ON OCTOBER 28, 2025

Motion by Trustee Mejdrich, seconded by Trustee Geier, to approve the minutes of October 28, 2025 Regular Board Meeting.

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

AUDIT

MOTION #2: AUDIT FOR ROAD MANAGEMENT FUND

Motion by Trustee Geier, seconded by Trustee Williams, to approve batch #10/30/25, #11/7/25 and # 11/18/25 against the Road Management Fund, in the amount of \$18,503.53 to be paid.

ROLL CALL VOTE: AYES: Williams, 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 #111825 against the Cemetery Fund, in the amount of \$3,707.01 to be paid.

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

MOTION #4: AUDIT FOR TOWN FUND

Motion by Trustee Grainawi, seconded by Trustee Mejdrieh, to approve batch #10/30/25, #11/7/25, #11/17/25 and #11/18/25 against the Town Fund in the amount of \$225,065.37 to be paid.

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

REPORTS

SUPERVISOR: Supervisor Zeller Brauer reported:

- Supervisor Zeller Brauer and Trustee Williams met with School District 21 Board President, Jessica Riddick, to discuss needs of families in their district on October 29.
- Met with School District 21 Board member, Bill Harrison, to discuss the needs of their families on October 31.
- Supervisor Zeller Brauer and Trustee Williams met with School District 21 Superintendent, Dr. Mike Connolly, and Sherri Massa, Director of Student Services to discuss ways the Township and the school district can create awareness of our services to families in need on November 3.
- Met with Bill Harrison and Veronica Roman, Founder of the advocacy group, WheelingStrong, to discuss ways the township can help Wheeling residents on November 4.
- Attended Kenneth Young Center's Founder's Day Luncheon on November 6.
- Attended Shelter Family and Youth Service's ICOY Champion of Youth Award Ceremony, honoring Rep. Mary Beth Canty and Rep. Suzanne Ness, on November 7.
- Supervisor Zeller Brauer and Trustees Geier, Grainawi, Mejdrieh, and Williams, attending the annual Townships of Illinois conference in Springfield, IL on November 10 – 12.
- Participated in the Metropolitan Townships Association's virtual training: Strategic Responses to Service Cuts -Tools for Township Leaders on November 18.
- Thank you to all of our residents who have donated money and food to our pantry this past month.

WHEELING TOWNSHIP MINUTES OF REGULAR MEETING NOVEMBER 18, 2025

- Thank you to the Township staff who have been amazing in handling the increased donations and visits from our neighbors in need.

ASSESSOR: Assessor Jochum reported:

- Tax Year 2024
- Second installment tax bills have been mailed. We are currently handling issues regarding incorrect tax bills, approximately 70 cases per day.
- Tax Year 2025
- We anticipate opening for the Board of Review this week or next week.
- All 1400 pre-file cases have been analyzed for comparables and will be submitted as soon as the BoR opens

MENTAL HEALTH BOARD: Trustee Grainawi reported:

- Following the receipt of new information since the October 8" approval, the Board approved a 2026-27 Preliminary Budget of \$1.5 million and a 2025 Levy request of \$1.5 million at the November 12 meeting.
- Following the Board Interview Panel's evaluation of candidates for the forthcoming Board Member vacancy, the Board voted to recommend a candidate for appointment, however, the candidate later withdrew from consideration. The Interview Panel therefore recommends Jaime Clark, BCBA, LBA for appointment to the Board.
- Reviewed and revised contents of newly developed Board Member Handbook.
- Discussed potential options for Board Members to receive direct communication from the public.
- Approved updates to the Board Member Policy Manual.

ADMINISTRATOR'S REPORT: Administrator Stapleton reported:

- Submittable update: Karin and Administrator Stapleton met with Cole on Thursday, November 13, 2025, and discussed our concerns. Before the meeting, Administrator Stapleton sent Ross's memo to Cole; he then forwarded it to legal. They were very receptive. They modified the Terms of Service as follows: Adjusted the renewal fee to 5%; removed the auto-renewal language and increased the liability cap to 5 times our contract amount.
- Thanksgiving Distribution is Saturday, November 22, 2025, from 9:00 am to 2pm. Please let Administrator Stapleton know if you are planning to attend.
- We are very appreciative of this community; they continue to donate and are always asking how they can do more.
- We had our initial meeting with Ecolane in October and our on-site visit at the beginning of November. We are progressing very well. Lynndah, John, and Todd are working hard on all the data entry.

WHEELING TOWNSHIP MINUTES OF REGULAR MEETING NOVEMBER 18, 2025

- In October, the General Assistance Department processed 236 LIHEAP applications.
- Our next Board Meeting is on December 9 at 7 pm.
- Stats for October 2025:
 - 1,978 rides - 1,059 non-medical, 919 Medical, (Disabled 255 rides)
 - 1,115 - meals delivered
 - 569 - visits to the Food Pantry - 1,186 people, 284 Children, and Senior

NEW BUSINESS:

MOTION #5: APPROVAL OF ORDINANCE 2025-08 WHISTLEBLOWER PROTECTION POLICY

Motion by Supervisor Zeller Brauer, seconded by Trustee Mejdrich to approve the Ordinance 2025-08 Whistleblower Protection Policy with the changes as discussed.

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

MOTION #6: APPROVAL OF COMMUNITY MENTAL HEALTH BOARD MEMBER APPOINTMENT.

Motion by Trustee Grainawi, seconded by Trustee Williams to approve the Community Mental Health Board Member Appointment.

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

MOTION #7: APPROVAL OF MENTAL HEALTH BOARD MEMBER APPOINTMENT - JAIME CLARK TO SERVE 4 YEAR TERM STARTING ON JANUARY 1, 2026.

Motion by Supervisor Zeller Brauer, seconded by Trustee Mejdrich to approve the Mental Health Board Member Appointment - Jaime Clark to Serve 4-year Term Starting on January 1, 2026.

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

MOTION #8: APPROVAL OF MENTAL HEALTH BOARD 2025 TENTATIVE LEVY

Motion by Trustee Grainawi, seconded by Trustee Williams to approve the Mental Health Board 2025 Tentative Levy.

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

MOTION #9: APPROVAL OF 2025 TOWN, GA, ROAD MANAGEMENT TENTATIVE LEVY

Motion by Trustee Mejdrich, seconded by Trustee Williams to approve the 2025 Town, GA, and Road Management Tentative Levy.

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

MOTION #10: APPROVAL OF OPENING THE EXECUTIVE SESSION

Motion by Supervisor Zeller Brauer, seconded by Trustee Mejdrich to approve the Opening the Executive Session.

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

MOTION #11: RE-ENTERING REGULAR BOARD MEETING

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

MOTION #12: APPROVAL OF SALARY INCREASES IN JANUARY 2025

Motion by Trustee Mejdrich, seconded by Trustee Geier to approve the Salary Increases in January 2025.

ROLL CALL VOTE: AYES: Mejdrich, Geier, Williams, Grainawi, Zeller Brauer
NAYS: None.... Motion #12 Carried.

ANNOUNCEMENTS

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

DISCUSSION AND COMMENTS FROM TRUSTEES

Trustee Mejdrich learned a lot at the TOI Conference. Impressed that our Attorney Ross Secler is the President of the TOI attorneys division.

MOTION #13: ADJOURNMENT

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

VOICE CALL VOTE: All Ayes.... Motion #13 Carried.

WHEELING TOWNSHIP MINUTES OF REGULAR MEETING NOVEMBER 18, 2025

The meeting for Tuesday, November 18, 2025, was declared adjourned at 7:50 p.m. The next scheduled regular board meeting is set for Tuesday, December 9, 2025, at 7:00 p.m.

Joanna M. Gauza
Wheeling Township Clerk



Senior & Disability Services NOVEMBER, 2025

ALZHEIMER'S CAREGIVER SUPPORT GROUP:

November support group meeting had 9 regular attendees. We talked a lot about holidays and doing things differently. The group's theme is "you can't pour from an empty cup."

AARP [Safe Driver Program & Tax-Aide]

- The Tax-Aide program will begin at the end of January. We'll likely start doing taxes on Friday, January 30th and run through Friday, April 10th. Appointments are taken starting the middle of January.
- Safe Driver classes will be offered 4 times in 2026; dates being firmed up now

COMMUNITY ENGAGEMENT

No fairs or community engagements until Spring 2026

HOME DELIVERED MEAL PROGRAM Katie Ferguson

* 744 Hot Meals * 145 Cold Meals * Total # of Clients = 44 * 5 new clients; 3 left the program

OPERATION SUPPORT OUR TROOPS (OSOT) DONATION DRIVE

Annual OSOT Donation Drive fully underway. Residents are generously donating money, hygiene and snack items, along with homemade cards/pictures/letters for the troops. Donation drive continues until first week of December, with all donated items being brought to OSOT on December 9th. The goal is to beat 2024 donation levels.

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

Paint-A-Thon (exterior) meetings kick off in February and Paint Day will be Sept 5, 2026. The GEM Project (interior of homes) had their work day on 11/8. They had 94 volunteers involved who worked on 11 homes in Wheeling Township and also at their Church (Southminster Presbyterian). The volunteers painted, did yard work, and provided carpet cleaning, plumbing/electrical/carpentry work. *Usually they undertake the GEM Project every two years, so the next one should be in 2027.*

SENIOR ADVISORY BOARD & RECENT / UPCOMING SENIOR SCENES PROGRAMS

11/20 Flourishing in Midlife & Beyond. Dr. Ilene Berns-Zare. 66 registrants/attendees.
No further programs until 2026

SHIP / SENIOR & DISABILITY SERVICES BENEFIT SPECIALIST Kim Saunchgrow

SHIP Updates

- 161 SHIP (Medicare) appointments were completed during the month of November
 - It's the annual Open Enrollment period, where SHIP Counselors review a Medicare beneficiary's existing drug plan to see if it's the right fit (ie., covers their prescription drugs) for the following year. Recommendations are made, but the resident makes their own decision.
 - *From Oct 15 through the end of November, the unofficial total amount of savings our SHIP Counselors saved residents is over \$94,779 (by helping them switch from one drug plan to another). One resident alone will save \$22,043 by switching to a different drug plan for 2026.*

Benefit Access

- Benefit Access (BA) appointments are on hold during Open Enrollment, but Kim does assist residents when needed. Regular SHIP Counselor Benefit Access appointments fully resume after December 7th.

TRANSPORTATION John Messina

- 17 Days of ridership available (we were closed on Veterans Day & Thanksgiving/Friday)
- Total Rides for November: 1,507. Total # of miles driven: 10,157.
 - Breakdown: 706 Medical rides, 801 Non-Medical rides
 - 222 of those rides were disabled rides; 201 of those rides were dialysis rides
- Average rides per day in October: 88.
 - Breakdown -- average of 42 medical rides/day; average of 47 non-medical rides/day
- Top destinations this month: Endeavor Wellness Center (94), 4180 Winnetka RM/Dialysis (62), 1291 W Dundee BG/Dialysis (66), 17 W Golf Dialysis (44), Wheeling Senior Center/Park District (120), AH Senior Center (62), Busse Center (62), Mt Prospect Plaza (62), Northpoint Shopping Center (54)
- Event coming up: Annual Holiday Lights Tour on Weds 12/10, 5pm – 9pm

VIP (Visually Impaired Support Group)

October's meeting had 20 attendees on Zoom, and featured 2 speakers from Chicago Lighthouse who spoke about their new initiative for mental health for the visually impaired and how our group members can participate. They also provided a lot of information on the many other programs/services that Lighthouse provides.

Our next in-person program is the annual Holiday gathering on Friday, December 5th, 11:30 – 2.

Director of Communications & Outreach Monthly Report

Date: December 4, 2025

Accomplished Tasks:

- Township website
 - Conducted research and internal stakeholder survey to determine website needs.
 - Prepared website design inquiry and distributed to vendor firms for potential engagement for the project.
- Attended State Representative Mary Beth Canty's **Government Access Fair** at the Palatine Public Library.
 - Spoke to attendees and distributed Wheeling Township materials and networked with fellow exhibitors.
- Worked with Supervisor Brauer to produce a video for **National Hunger and Homeless Awareness Week** at the request of State Representative Mary Beth Canty. (Available upon request)
- Attended **Township Communicators of Illinois (TCOI)** meeting at Warren Township.
 - I conducted presentation on video editing to my peers in the group.
- Social media campaigns: Continued work to engage and expand Township reach through social media.
 - Amazon Wish List
 - Giving Tuesday
 - Wheeling Township Assessor's Office adjusted office hours for Cook County Board of Review Appeals.
 - Chicago Indo US Lion's Club/SewaDiwali/Lion's Club food pantry donation.
 - Wheeling High School National Honor Society food pantry donation.

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



Wheeling Township Regular Board Meetings 2026

January 27, 2026

February 24, 2026

March 24, 2026

April 28, 2026

May 26, 2026

June 23, 2026

July 28, 2026

August 25, 2026

September 22, 2026

October 27, 2026

November 17, 2026

December 8, 2026

Annual Town Meeting

April 14, 2026 at 7:00 pm

1616 N. Arlington Heights Rd.
Arlington Heights, IL 60004
Phone: 847/259-7730
Fax: 847-259-1570

Wheeling Township

Memo

To: WHEELING TOWNSHIP STAFF
From: LINDA HALLETT, ADMINISTRATIVE ASSISTANT
Date: DECEMBER 9, 2025
Re: 2026 WHEELING TOWNSHIP HOLIDAY SCHEDULE

WHEELING TOWNSHIP 2026 HOLIDAY SCHEDULE

NEW YEAR'S	THURSDAY, JANUARY 1
MARTIN LUTHER KING DAY	MONDAY, JANUARY 19
PRESIDENTS' DAY	MONDAY, FEBRUARY 16
MEMORIAL DAY	MONDAY, MAY 25
JUNETEENTH DAY	FRIDAY, JUNE 19
INDEPENDENCE DAY	FRIDAY, JULY 3
LABOR DAY	MONDAY, SEPTEMBER 7
VETERANS DAY	WEDNESDAY, NOVEMBER 11
THANKSGIVING DAY	THURSDAY, NOVEMBER 26
DAY AFTER THANKSGIVING	FRIDAY, NOVEMBER 27
CHRISTMAS	THURSDAY, DECEMBER 24
	FRIDAY, DECEMBER 25
ONE FLOATING HOLIDAY	

ORDINANCE NO. 2025-09

ANNUAL SINGLE TOWNSHIP TAX LEVY ORDINANCE 2025
TOWN, GENERAL ASSISTANCE AND COMMUNITY MENTAL HEALTH BOARD FUNDS

To be filed with County Clerk, County of Cook for Wheeling Township.

To the County Clerk of Said County:

I, Joanna M. Gauza, do hereby certify that I am the Township Clerk duly elected, qualified, and acting in and for the said Township; and that in pursuance of authority vested in them by "An Act to revise the law in relation to township organization," approved March 4, 1874, as amended, the Board of Trustees in a meeting assembled on December 9, 2025, did direct that there be raised by general taxation for the year 2026 the amounts herein set down, to be levied upon all the taxable property in said Township, in order to meet and defray all the necessary expenses and liabilities of the Township as required by statute or voted by the people in accordance with law, and the amounts so required are itemized and needed for uses and purposes as follows, as appears from the record of the proceedings of said Board of Town Trustees meeting, on file in my office, to-wit:

For necessary expenses for the general uses and purposes of the Township -

TOWN, GENERAL ASSISTANCE and COMMUNITY MENTAL HEALTH BOARD FUNDS

GENERAL TOWN FUND

	Amount to be Raised by Taxation
<u>L. ADMINISTRATION DIVISION:</u>	
Salary (Supervisor)	30,000
Salary (Clerk)	15,000
Salary (Assessor)	20,000
Salaries (Board of Trustees)	15,000
Salaries (Additional Personnel)	315,540
FICA	31,000
Illinois Municipal Retirement Fund	23,000
U/C Insurance	1,000
Medical Insurance	60,000
Worker's Compensation Insurance	1,600
Building Grounds Maintenance	65,000
Equipment Maintenance	20,000
General Insurance	90,000
Telephone	2,400
Utilities	18,000
Travel Expense	500
Printing & Publishing	1,200
Legal	30,000
Audit	12,000
Bonding Insurance	10,000
Professional Devel. & Training	4,000
Dues & Subscriptions	6,300
Office Supplies	4,300
Postage	1,100
Supplies	8,000
Public Information	85,000
Social Services	5,000
Contract Services	7,500
Equipment/Furniture Purchases	20,000
Building & Permanent Improvement	17,000
Capital Improvements	10,000
Miscellaneous	3,600
Vehicle Expense	7,000
Employee Appreciation	1,200
 TOTAL ADMINISTRATION	 <u>\$941,240</u>

Amount to be
Raised by Taxation

II. CLERK'S EXPENSE:

Clerical	5,000
FICA	267
Illinois Municipal Retirement Fund	300
U/C Insurance	30
Workers Compensation Insurance	5
Travel & Incidentals	170
Dues & Fees	210
Postage	255
Equipment	400
Supplies	400
Printing & Publishing	100
Training	100
Election Expense	500
Miscellaneous Expense	340

TOTAL FOR CLERK'S EXPENSE

\$8,077

Amount to be
Raised by Taxation

II. ASSESSOR'S EXPENSE:

Salaries (Personnel)	150,000
FICA	10,000
Illinois Municipal Retirement Fund	10,000
Workers Comp	400
Medical Insurance	20,000
U/C Insurance	150
Equipment Maintenance	3,600
Telephone	1,000
Travel	500
Training	800
Postage	300
Dues	300
Office Supplies	800
Equipment/Furniture	1,200
Assessment Materials	300
Miscellaneous	200

TOTAL FOR ASSESSOR'S EXPENSE

\$199,550

Amount to be
Raised by Taxation

IV. SENIOR SERVICES:

Salaries	190,000
FICA	14,500
Illinois Municipal Retirement Fund	13,300
U/C Insurance	400
Medical Insurance	22,000
Worker's Compensation Insurance	850
Office Supplies	1,000
Printing & Publishing	500
Dues & Subscriptions	100
Training & Workshops	700
Travel (Meals On Wheels)	500
Travel (Staff)	1,000
Postage	1,000
Telephone	500
Equipment, Furniture & Fixtures	1,550
Volunteer Background Checks	1,600
Volunteer Insurance	1,000
Miscellaneous	500

TOTAL FOR SENIOR SERVICES

\$251,000

Amount to be
Raised by Taxation

V. SENIOR BUS SERVICES:

Bus Salaries-Dispatcher & Drivers	375,000
Bus FICA	28,000
Illinois Municipal Retirement Fund	22,000
Bus U/C Insurance	3,800
Bus Medical Insurance	40,000
Bus Worker's Comp. Insurance	6,000
Bus Office Supplies	680
Bus Postage	200
Bus Office Equip, Furniture, Fixtures	5,000
Bus Telephone	1,360
Bus Vehicle Purchase/Lease	8,000
Bus Equipment Maintenance	40,000
Bus Insurance	110,000
Bus Fuel	40,000
Bus Printing & Publishing	400
Bus Uniforms	350
Bus Physicals & Training	1,750
Bus Push to Talk Cells	3,000
Bus Miscellaneous	350

TOTAL FOR SENIOR BUS

\$685,890

Amount to be
Raised by Taxation

VI. CEMETERY:

Salaries (Trustees)	1,130
Payroll Taxes	113
Workers Compensation Insurance	75
Travel	1,130
Grounds-Caretaker/Landscape	19,606
Grounds-Tree Maintenance	753
Grounds-New Trees	753
Office Supplies	75
Publishing Bid Notices	150
Grounds-Fence Maintenance	5,544
Grounds-Roadway Maintenance/Snow & Ice Control	2,500
Grounds-Sign Maintenance	378
Insurance	113
Foundation Repair	3,000
Grave Repurchase	1,000
Miscellaneous	227
Legal	75
Computerization	378
 TOTAL FOR CEMETERY	 <u>\$37,000</u>

Amount to be
Raised by Taxation

VII. YOUTH SERVICES:

The Harbour	3,700	
Shelter	36,000	
TOTAL FOR YOUTH SERVICES		<u>\$39,700</u>

VIII. HUMAN SERVICES:

Access to Care	18,000	
Center of Concern	5,000	
Connections to Care	18,500	
Family Forward	8,000	
Hands On Suburban Chicago	3,000	
Kah-Win	3,000	
Kinred Life Ministries	4,000	
Life Span	13,000	
Dental Clinic	35,000	
Northwest Compass Emergency Shelter	35,000	
WINGS	4,500	
TOTAL FOR HUMAN SERVICES		<u>\$147,000</u>

TOTAL FOR GENERAL TOWN FUND	<u>\$2,309,457</u>
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For necessary expenses of the Township GENERAL ASSISTANCE FUND.

GENERAL ASSISTANCE FUND

Amount to be
Raised by Taxation

I. ADMINISTRATION DIVISION:

Staff Salaries	160,000
FICA	10,751
Illinois Municipal Retirement Fund	16,000
U/C Insurance	300
Medical Insurance	18,000
Worker's Compensation	100
Telephone	1,350
Utilities	1,000
Travel	250
Professional Development & Training	2,300
Office Supplies	1,000
Postage	900
Equipment/Maintenance	5,500
Legal	600
Audit	600
Miscellaneous	410

TOTAL FOR ADMINISTRATION

\$219,061

Amount to be
Raised by Taxation

II. HOME RELIEF:

Medical Care	750
Utilities (Inc. Heat/Light/Water)	7,000
Shelter	54,800
Shelter with Utilities	5,100
Transportation	9,115
Food	18,515
Personal Essentials	4,860
Burial Expense	875
Institutional Care/Private Hospital	20,000
Catastrophic Insurance	3,800
Miscellaneous	550

TOTAL HOME RELIEF \$125,365

III. EMERGENCY ASSISTANCE:

Medical Care	220
Utilities	11,000
Shelter	54,290
Food	300
Work Related Expenditures	1,100
Miscellaneous	720

TOTAL EMERGENCY ASSISTANCE \$67,630

IV. CONTINGENCIES:

Contingencies	7,118
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TOTAL CONTINGENCIES \$7,118

TOTAL FOR GENERAL ASSISTANCE FUND \$419,174

Making the amount to be raised by taxation and levied on all
taxable property in said Township for uses and purposes aforesaid,
for the GENERAL ASSISTANCE FUND the sum of \$419,174

For necessary expenses of the Township COMMUNITY MENTAL HEALTH BOARD FUND.

COMMUNITY MENTAL HEALTH BOARD FUND

Amount to be
Raised by Taxation

I. ADMINISTRATION DIVISION:

SALARIES	95,000
FICA	7,270
IMRF	7,600
U/C	300
MEDICAL INSURANCE	12,000
WORKERS COMP	500
SUPPORT SERVICES	37,000
LEGAL	20,000
TRAVEL	2,000
TELEPHONE	700
PRINTING	300
INSURANCE	500
POSTAGE	200
TRAINING AND EDUCATION	5,500
DUES/SUBSCRIPTIONS	5,000
OFFICE SUPPLIES	1,500
AUDIT	0
EQUIPMENT/EQUIPMENT MAINTENANCE	8,000
PROFESSIONAL SERVICES	10,000
PUBLIC INFORMATION	3,000
MISCELLANEOUS EXPENSE	2,000
TOTAL FOR ADMINISTRATION	<u>218,370</u>

II. BEHAVIORAL HEALTH/I/DD	
ARLINGTON HEIGHTS SENIOR CENTER FOUNDATION	2,300
ASCENSION ALEXIAN BROTHERS MENTAL HEALTH	120,600
AVENUES TO INDEPENDENCE	44,200
CANCER WELLNESS CENTER	17,100
CENTER FOR ENRICHED LIVING	17,400
CHILDREN'S ADVOCACY CENTER	5,000
CLEARBROOK	123,300
GERRY'S CAFÉ	70,800
GLENKIRK	14,100
HOPEFUL BEGINNINGS - PERINATAL MENTAL HEALTH	31,600
HOPEFUL BEGINNINGS - TEENS	10,200
JOSSELYN CENTER	29,500
JOURNEYS THE ROAD HOME	20,000
KENNETH YOUNG CENTER	59,400
KINDRED LIFE MINISTRIES	3,500
LITTLE CITY	36,800
NORTHWEST CENTER AGAINST SEXUAL ASSAULT	105,800
NORTHWEST COMPASS	51,900
OMNI - ADULT MENTAL HEALTH	20,000
OMNI - ADULT SUD	41,000
OMNI - YOUTH MENTAL HEALTH	93,000
SEARCH INC	19,700
SHELTER INC	23,700
SPECIAL LEISURE SERVICES FOUNDATION NWSRA	9,200
YOUTH SERVICES	24,100
ZACHARIAS CENTER	2,500
OTHER PROJECTS	274,350
TOTAL BEHAVIORAL HEALTH/I/DD	<u>1,271,050</u>
III. CONTINGENCIES:	
Contingencies	10,580
TOTAL CONTINGENCIES	<u>10,580</u>
TOTAL FOR COMMUNITY MENTAL HEALTH BOARD FUND	<u><u>1,500,000</u></u>

RECAPITULATION

General Town Fund Tax Levy	\$2,309,457
General Assistance Tax Levy	\$419,174
Mental Health Board Tax Levy	<u>\$1,500,000</u>
	<u><u>\$4,228,631</u></u>

Making the aggregate sum of Four Million, Two Hundred Twenty-Eight Thousand, Six Hundred Thirty-One Dollars (4,228,631) to be raised by taxation and levied on all the taxable property in said Township, in order to meet and defray all the necessary expenses and liabilities of the Township as required by statute or voted by the people in accordance with law.

And it is hereby directed that the aforesaid sum to be raised by taxation, in the manner provided by law.

Approved by the board of Township Trustees, in meeting assembled
on DECEMBER 9, 2025

AYES:

NAYS:

ABSENT:

Township Supervisor

Township Clerk

Filed this _____ day of _____, 2025

County Clerk

(SEAL)

ORDINANCE NO. 2025-10

ANNUAL SINGLE TOWNSHIP ROAD FUND TAX LEVY ORDINANCE 2025

To be filed with County Clerk, County of Cook for Wheeling Township.

To the County Clerk of Said County:

I, Joanna M. Gauza, do hereby certify that I am the Township Clerk duly elected, qualified, and acting in and for the said Township; and that in pursuance of authority vested in them by "an Act to revise the law in relation to township organization," approved March 4, 1874, as amended, the Board of Trustees in a meeting assembled on December 9, 2025, did direct that there be raised by general taxation for the year 2026 the amounts herein set down, to be levied upon all the taxable property in said Township, in order to meet and defray all the necessary expenses and liabilities of the Township as required by statute or voted by the people in accordance with law, and the amounts so required are itemized and needed for uses and purposes as follows, as appears from the record of the proceedings of said Board of Town Trustees meeting, on file in my office, to-wit:

For necessary expenses for the general uses and purposes of the Township -

ROAD FUND

Amount to be
Raised by Taxation

Salaries	44,000
Illinois Municipal Retirement Fund	1,500
FICA	3,500
Unemployment Compensation Insurance	250
Medical Insurance	1,600
Worker's Comp. Insurance	1,200
Telephone	500
Travel	700
Professional Devel. & Training	100
Office Supplies	200
Printing & Publishing	200
General Insurance	1,000
Legal	1,000
Audit	2,000
Dues & Subscriptions	400
Office Equipment, Furn. & Fixtures	500
Contract Work-Road Construction Maintenance	266,929
Contract Work-Snow & Ice Control	32,000
Machine Rental	400
Engineering	2,145
Permit Expenses	1,000
Supplies	400
Postage	285
Street Lighting	200
Municipalities	359,700
Miscellaneous Expenses	300
Property Maintenance	100
Contingencies	1,000

TOTAL FOR GENERAL ROAD FUND

723,109

Making the sum of Seven Hundred Twenty-Three Thousand, One Hundred Nine Dollars (723,109) to be raised by taxation and levied on all the taxable property in said Township, in order to meet and defray all the necessary expenses and liabilities of the Township as required by statute or voted by the people in accordance with law.

And it is hereby directed that the aforesaid sum to be raised by taxation, in the manner provided by law.

Approved by the board of Township Trustees, in meeting assembled on DECEMBER 9, 2025

AYES:

Nays:

ABSENT:

Township Supervisor

Township Clerk

Filed this _____ day of _____, 2025

County Clerk

(SEAL)

**WHEELING TOWNSHIP
COOK COUNTY, ILLINOIS**

**ORDINANCE
NUMBER 2025-11**

**AN ORDINANCE ADOPTING AND ESTABLISHING AN ADMINISTRATION OF
WHEELING TOWNSHIP'S SOCIAL MEDIA PAGES AND ELECTRONIC
COMMUNICATION POLICY**

**MARIA ZELLER BRAUER, Township Supervisor
JOANNA GAUZA, Township Clerk**

**JOHN GEIER
LORRI 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. 2025-11

AN ORDINANCE ADOPTING AND ESTABLISHING AN ADMINISTRATION OF
WHEELING TOWNSHIP'S SOCIAL MEDIA PAGES AND ELECTRONIC
COMMUNICATION POLICY

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 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 policies and procedures governing the proper and consistent manner of administering the Township's social media and electronic communication platforms that are maintained by, belong to, or are affiliated with the Township; and

WHEREAS, the Township Board has caused to be prepared an "Administration of Wheeling Township's Social Media Pages and Electronic Communication Policy," which will (i) ensure proper controls for use, regulation, and oversight of all Township's social media pages, electronic communication, or other media platforms use to obtain or convey information that is useful to or will further the goals of the Township; (ii) to set clear expectations and responsibilities for Township Employees, Township Elected or Appointed Officials and the public; and (iii) to promote transparency regarding the management of the Township's social media pages and electronic communications; and

WHEREAS, the Township Board finds it to be in the best interests of the Township to establish an Administration of Wheeling Township's Social Media Pages and Electronic

Communication Policy 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 and approves the Administration of Wheeling Township's Social Media Pages and Electronic Communication 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: 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 4: All ordinances, resolutions, motions, or orders in conflict with this Ordinance are hereby repealed to the extent they are inconsistent with this Ordinance.

Section 5: This Ordinance shall be in full 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	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

**Administration of Wheeling Township's Social Media Pages and
Electronic Communication Policy**

Administration of Wheeling Township's Social Media Pages and Electronic Communication Policy

I. PURPOSE

Wheeling Township (the "Township") recognizes that social media platforms and other electronic communication platforms have become common methods of communication amongst residents, media outlets, government agencies, businesses, and others. Electronic communication, through a variety of platforms, provides the Township with additional avenues to share news releases and inform the public about Township news, services, activities, and events. Additionally, social media platforms provide the ability to share other information that supports the Township's goals and provides a means to interact with residents, visitors, media, local businesses, service providers, and others.

This policy establishes this Township's position on the utility and management of social media and provides guidance on its management, administration, and oversight. This policy is meant to address all the Township's social media and electronic communication platforms that are maintained by, belong to, or are affiliated with the Township.

Nothing in this policy shall be applied to prohibit or infringe upon any communication, speech, or expression that is protected or privileged under the law. This includes speech and expression protected under federal, state, or local laws.

II. POLICY

Social media platforms provide a new and potentially valuable means of assisting the Township and its personnel in meeting community outreach, problem-solving, investigative, prevention, and related objectives. This Policy identifies potential uses that may be explored or expanded upon as deemed reasonable by administrative and supervisory personnel. The Township also recognizes the role that these tools play in the personal lives of some Township personnel. This Policy is specifically designed to govern the official use of Township social media and related forms of electronic media communication.

A. Definitions

For the purposes of this Policy, the following definition shall apply:

Blog: A self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments. The term is short for "Web log."

Page: The specific portion of a social media website where content is displayed and managed by an individual or individuals with administrator rights.

Post: Content that an individual shares on a social media site or the act of publishing content on a site.

Profile: Information that a user provides about himself or herself on a social networking site.

Social Media: A category of Internet-based resources that integrates user-generated content and user participation. It includes but is not limited to all web-based applications that permit the sharing and collaboration of information via internet communities, social networking sites (i.e., Facebook), microblogging sites (i.e., Twitter, Threads), photo-and video-sharing sites (i.e., Flickr, YouTube), wikis (i.e., Wikipedia), blogs, news sites (i.e., Digg, Reddit), and other similar and/or future web-based applications.

Social Networks: Online platforms where users can create profiles, share information, and socialize with others using a range of technologies.

Speech: Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.

Web 2.0: The second generation of the World Wide Web focused on shareable, user-generated content, rather than static web pages. Some use this term interchangeably with social media.

Wiki: Web page(s) that can be edited collaboratively.

Personnel: any Township Employee, public employee, Township volunteer, Township intern, Township elected official, or any person performing Township functions.

B. Wheeling Township Sanctioned Presence on Social Media Sites

Wheeling Township's Social Media Pages or applications shall be administered at the discretion of the Township Supervisor or his/her designee. No Township social media site shall be established without prior approval of the Township Supervisor or his/her designee. The following procedures shall be adhered to:

1. Public Forum Strategy

- a. Township Social Media Pages and applications shall include a statement that clearly specifies that they are maintained by Wheeling Township and that they follow the Township's Social Media Page and Electronic Communication Policy.
- b. Township Social Media Pages and applications shall clearly specify the Disclaimer, the Comment Policy, the Reporting of Inappropriate Comments, and the Privacy Policy.
- c. The Social Media Pages should link to the Township's official website for forms, documents, online services, and other information necessary to

conduct business with Wheeling Township if the social media platform has such a capability.

- d. Township Social Media Pages shall be designed for the target audience(s), such as residents, youth, or potential businesses and employees.

2. Limited Public Forum

The Township's Social Media accounts, pages, and applications are limited public forums. The Township does not make its social media accounts available for general public discourse, but rather reserves and limits the topics that may be discussed on the social media accounts.

3. Procedures

- a. All Township Social Media Pages, applications, and sites shall be approved by the Township Supervisor or his/her designee.
- b. All Township Social Media pages shall clearly indicate they are maintained by Wheeling Township and shall have Township contact information prominently displayed.
- c. Social Media content shall adhere to applicable laws, regulations, and policies, including all information technology and records management policies.
 - i. Content is subject to public record laws. Relevant records retention schedules apply to social media content.
 - ii. Content must be managed, stored, and retrieved to comply with open records laws and e-discovery laws, and policies.
- d. Where possible, social media pages should state that the opinions expressed by visitors to the page(s) do not reflect the opinions of the Township.
 - i. Pages shall clearly indicate that posted comments will be monitored and that the Township reserves the right to remove obscene language, abusive language, and vulgar comments.
 - ii. Sites shall clearly indicate that any content posted or submitted for posting is subject to public disclosure.
- e. The Township shall ensure that visitors to the Township's Social Media Pages and applications are notified that the Township's Social Media Pages, applications, and other electronic media accounts are not monitored 24/7, and as such, posts and responses should not be immediately expected. Accounts are typically monitored during normal business hours.

As the Township's social media accounts are not monitored 24/7, users shall be advised NOT to use the Township's Social Media to report a crime, emergency situation, or other circumstances requiring an immediate response by the Township or otherwise. Crime reports and requests for police, fire, or emergency medical assistance must be made by dialing 9-1-1.

4. Social Media Site Pages & Application Usage

- a. Social Media can be used for community outreach and engagement by:
 - i. Providing crime prevention and health tips
 - ii. Offering online incident reporting opportunities
 - iii. Sharing mapping and data
 - iv. Soliciting tips to improve Township services or crime prevention
 - v. Press releases on Township updates, projects, awards, community partners, and community events
 - vi. Township initiatives
 - vii. Wheeling Township Food Pantry news or information
 - viii. Community outreach to inform residents about economic and development issues
 - ix. Special promotions and marketing tools
 - x. Meetings, agendas, and other announcements
 - xi. Other community outreach and engagement opportunities as deemed relevant by the Township
- b. Social Media can be used to make time-sensitive notifications related to:
 - i. Road closures
 - ii. Township events or community events
 - iii. Weather Emergencies
 - iv. Missing or endangered persons
 - v. Health Emergencies
 - vi. Monthly observances

- vii. Other time-sensitive notifications as deemed relevant by the Township
- c. Township personnel, including elected and appointed officers, representing the Township via social media outlets, shall observe and abide by all copyright, trademark, and service mark restrictions in posting materials to electronic media and shall comply with all applicable policies, laws, and regulations. No private business or political activities may be conducted through the use of Township Social Media by individuals officially representing the Township on said Social Media. Township personnel and officers may not make statements about the guilt or innocence of any individual or group, or comments concerning pending prosecutions, nor post, transmit, or otherwise disseminate confidential information, including photographs or videos related to employee training, activities, or work-related assignments, without express written permission.

5. Social Media User Comment Policy

- a. The Wheeling Township Website and Wheeling Township Social Media Pages, and Application sites may be available for user comment by electronic submission. **However, the Township has the discretion to turn off comments for any of its posts.**
- b. The following will not be tolerated when interacting with the Township or individuals engaging with the Township's social media platforms and other online forums:
 - i. Personal: Personal information of any person, such as social security numbers, addresses, bank account information, and phone numbers; private information as defined by state or federal statute, regulations, written policies adopted in conformity with the law; comments from individuals under 13 (to comply with the Children's Online Privacy Protection Act).
 - ii. Profane: comments containing vulgar, offensive, profane, or physically threatening language, personal attacks, or unsupported accusations; sexual content or links to sexual content.
 - iii. Discriminatory: comments that promote, foster, or perpetuate discrimination on the basis of creed, color, gender, age, religion, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation.
 - iv. Threats/Safety: language that promotes or provokes violence; content that violates any cybercrime laws; information that may compromise the safety or security of the public or public systems.

- v. Political: comments in support or opposition to political campaigns, ballot measures, or referendums.
- vi. Advertising: solicitations of commercial links; spamming or repetitive content, such as posting the content more than two times in the same location.
- vii. Illegality: conduct or encouragement of illegal activity; content promoting the use of illegal or banned substances and narcotics.
- viii. Intellectual Property: content that violates a legal ownership interest of any other party, including trade secrets (information regarding the development of systems, processes, products, and technology), internal reports, policies, procedures, and confidential communications.

6. Reporting of Inappropriate Comments

- a. The Township requires that Township Personnel shall immediately notify the Township Supervisor if there is any posted material that may be inappropriate, that violates this Policy, any Township policy, any federal, state, or local law, or that potentially infringes the copyrights or other rights of any persons. The Township Supervisor, through his or her designee, shall investigate and respond to all reports of potential violations of this Policy. Any content deemed not suitable shall be removed by Township staff.
- b. Comments on Wheeling Township Social Media Pages, applications, or other electronic media that violate any federal, state, or local law shall be referred to the appropriate law enforcement agency.
- c. Comments on Wheeling Township Social Media Pages, applications, or other electronic media that violate any terms of service/use of any of the Social Media Sites used by the Township shall be referred to the appropriate Social Media site.
- d. Should the Township join any Social Media Page, utilize an application, or otherwise use a different form of electronic media not specifically delineated in this Policy, all user comments posted to Wheeling Township Social Media Pages, applications, or other electronic media will be bound by the Terms of Service, Terms of Use or other User Agreement ("Terms") of that Page or application. The Township reserves the right to report any violation of the Terms to the Site, Page, or application with the intent of the Site, Page, or application taking appropriate and reasonable responsive action. Wheeling Township has no control over the Page, Site, or application's Terms or the modifications to it, which may include the removal of user comments and/or the blocking of users from using the

Township's Pages, sites, applications, or other electronic media for certain violations of the Terms.

7. Disclaimer

All users participating in the Township's Social Media Pages, applications, and other electronic media must consent to and agree to comply with all Township Social Media Policies. Users and visitors to the Township's Social Media shall be notified that the intended purpose of the Page, application, or other electronic media is to serve as a means for communication of Township news, services, and events, and that it is a limited public forum. By posting or commenting, users agree to the terms of use outlined in this policy, which will be posted to the Township's website and linked to, as technology allows, from each of the Township's Social Media Pages, applications, and/or other electronic media.

The following disclaimer shall be posted and/or referenced on all Township Social Media and the Township Website:

THIS WEBSITE IS MADE AVAILABLE FOR GENERAL REFERENCE ONLY AND MAY NOT REFLECT THE OFFICIAL POSITIONS OF WHEELING TOWNSHIP. IT IS UNDERSTOOD THAT THE INFORMATION CONTAINED ON THIS WEBSITE IS BEING USED SOLELY AT THE USER'S OWN RISK.

The Wheeling Township website and Social Media Pages are created to provide the public with information about Township government programs, services, projects, issues, activities, and events. By using this website or any information or data made available through this website, the user agrees to all the conditions stated in the following paragraphs. Any information submitted via Wheeling Township's website may be considered a public record and may be subject to disclosure to third parties. The Township reserves the right to amend these terms at any time and without further notice.

Neither Wheeling Township nor any department, officer, or employee of Wheeling Township warrants the accuracy, reliability, or timeliness of any information on this website and may not be held liable for any losses caused by reliance on the accuracy, reliability, or timeliness of such information. Information on this website is not verified and may be incorrect or not current. Any person or entity that relies on any information obtained from this website does so at his/her own risk.

Wheeling Township, its departments, officers, and employees do not assume any responsibility or liability in connection with the use or misuse of any material, data, or information provided on this site and expressly disclaim any and all warranties, whether express, implied, or statutory, including but not limited to express and implied warranties of merchantability or fitness for a particular purpose.

Wheeling Township retains copyright protection on all text, graphic images, design, sound, and other content on its websites and social media sites. This means that the user may not: distribute the text or graphics to others without the express permission of the Wheeling Township; "mirror" this information on their server without the Township's permission; or modify or re-use the text or graphics on this system. The user may print copies of the information for their own personal use and reference this server from their own documents. Commercial use of the materials is prohibited without advance permission from Wheeling Township or citing Wheeling Township as its source. To inquire about obtaining permission to use any materials from the Township's website, contact the Assistant to the Township Supervisor. Wheeling Township reserves all rights.

Communications made through Wheeling Township's website and social media pages/sites in no way constitute a legal or official notice to Wheeling Township or its departments or any official or employee of Wheeling Township for any purpose.

These terms should not be construed as legal advice. These terms are not presented as a complete or accurate recitation of any or all applicable regulations. The use or misuse of any material, data, or information provided on this site may have implications under Federal, State, and local laws that are frequently amended and are at times subject to interpretation. You should seek appropriate legal or other professional advice to address specific facts and circumstances.

UNOFFICIAL EMAIL ACCOUNTS & TEXT MESSAGING

A. Unofficial Email Accounts

Township officials and employees should not use their personal email accounts for work-related communications. Such work-related communications may constitute public records subject to the Freedom of Information Act, 5 ILCS 104/1, *et seq.* If an official or employee uses a personal email account for work-related communication (either inadvertently or when it is unavoidable), he or she must ensure that a copy of such email is maintained in official files. This may include, for example, forwarding a copy of each such email immediately to the official's or employee's government email account. This policy applies to all work-related emails sent or received on private accounts, including receipt of unsolicited work-related emails.

For Township Trustees or other purely legislative officials (that is, officials who have no executive branch or administrative roles), all emails discussing public business that are either sent or received during a public meeting or that include a majority of a quorum of the legislative body, shall be sent with an official email account designated by the public body for the purposes of collecting and retaining such emails. Moreover, care should be taken that said communications do not violate the Open Meetings Act, 5 ILCS 120/1, *et seq.*

B. Text Messages

Township officials and employees should not use text messaging for work-related communications. Such work-related communications may constitute public records subject to the Freedom of Information Act, 5 ILCS 5/140, *et seq.* If an official or employee uses a text message for work-related communication (either inadvertently or when it is unavoidable), he or she must ensure that a copy of such work-related text message sent or received by the official or employee is maintained in the official files.

The retention and disposal of these records is subject to the Local Records Act, 50 ILCS 205/1, *et seq.*, unless specifically exempted by law.

WHEELING TOWNSHIP GMAIL ACCOUNT POLICY

A. Purpose

The purpose of this policy is to define the proper use of **GOOGLE e-mail** (hereafter "Gmail") accounts assigned to Wheeling Township exclusively for utility and administrative purposes. These accounts are not intended for general communication but are used solely to access Google services, enable single sign-on (SSO) for approved third-party services, and identify Wheeling Township as a verified nonprofit organization.

B. Scope

This policy applies to all Wheeling Township staff, contractors, and authorized representatives who have access to or manage Gmail accounts under the Township domain.

C. Authorized Use

Gmail accounts under this policy are strictly limited to:

1. Accessing Google services (e.g., Drive, Forms, Analytics, YouTube, etc.)
2. Enabling single sign-on (SSO) for approved third-party applications
3. Establishing official identification of Wheeling Township as a nonprofit organization

These accounts are **not to be used** for:

1. Sending or receiving general email communications
2. Conducting unapproved Township business correspondence
3. Personal or non-Township-related activity

D. Unauthorized Use

Any activity outside the scope of this policy must either:

1. Be conducted through an official Wheeling Township email address (e.g., [name]@wheelingtowship.com), or
2. Receive approval from management.

E. Responsibilities

1. Each **department director** is responsible for the oversight and management of Gmail accounts assigned to their respective departments.
2. Department directors must ensure accounts are used strictly within the approved purposes outlined in this policy.
3. Directors are responsible for initiating, modifying, or deactivating access as staffing or program needs change.
4. The **Director of Finance and Administration** provides general oversight and coordination to ensure compliance throughout the organization.

F. Security and Access

1. Account credentials must not be shared with unauthorized individuals.
2. Access must be protected using strong passwords and, where possible, multi-factor authentication (MFA).
3. Accounts will be reviewed periodically for compliance and may be disabled if found inactive or misused.

G. Compliance

Violation of this policy may result in suspension of account privileges, disciplinary action, or other administrative measures deemed appropriate by management.

Questions regarding this policy should be directed to:

Regina Stapleton, Director of Finance and Administration
847-259-7730 ext. 11
rstapleton@wheelingtowship.com