

February 15, 2023

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

February 15, 2023

The regular meeting of the Board of Trustees of the Northwest Mosquito Abatement District was held 6:30pm Wednesday, February 15, 2023 at 147 West Hintz Road, Wheeling, IL.

There being a presence of a quorum, Daniel R. Ansani, President called the meeting to order.

Trustees present: Daniel R. Ansani, President; Dale Niewiardowski, Vice President, Secretary; Russell Nowak, Treasurer.

Trustees absent: None.

Also, present: Carolyn Strahammer, Attorney; James Thennisch, Director; Patrick Irwin, Assistant Director; Ewa Migacz, Office Manager.

The minutes of the January 2023 meeting were read. Russell Nowak made a motion to accept the January 25th, 2023, minutes as read, and Dale Niewiardowski seconded the motion.

The Secretary called the roll and all ayes had been cast for approval of the motion and thereby declared the motion carried.

The Treasurer's Report for January 2023 was presented, and all checks were approved for payment. Trustee Dale Niewiardowski made a motion to accept the report as read and Trustee Russell Nowak seconded the motion.

The Secretary called the roll and all ayes had been cast for approval of the motion and thereby declared the motion carried.

Attorney Strahammer updated the Board on the trustee appointment renewal. Ms. Strahammer confirmed that the budget notice will be published in the Daily Herald on February 17th. A public hearing on the Budget is scheduled for Wednesday April 5th, "special meeting". A Notice of the meeting is scheduled to be published on February 28th.

A motion was made by Trustee Russel Nowak that the Tentative Budget and Appropriation Ordinance of the Northwest Mosquito Abatement District for the period of May 1, 2023 to April 30, 2024, as submitted by Daniel R. Ansani, Russell Nowak, Dale Niewiardowski, James

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Thennisch, and Patrick Irwin be adopted for the aforesaid period and the Secretary is instructed to comply with the instructions as to the publications of the motions as contained in the ordinance. Trustee Dale Niewiardowski seconded the motion.

The Secretary called the roll and all ayes had been cast for approval of the motion and thereby declared the motion carried.

**TENTATIVE BUDGET AND APPROPRIATION ORDINANCE
OF THE NORTHWEST MOSQUITO ABATEMENT DISTRICT
MAY 1, 2023 TO APRIL 30, 2024**

WHEREAS, DANIEL ANSANI, RUSSELL K. NOWAK, DALE NIEWIARDOWSKI, JAMES THENNISCH and PATRICK IRWIN were appointed on January 18, 2023, by the Board of Trustees to prepare a Tentative Budget and Appropriation Ordinance for the period May 1, 2023 to April 30, 2024; and

WHEREAS, the aforesaid Tentative Budget and Appropriation Ordinance has been prepared and submitted to the Board of Trustees for inspection and approval in tentative form.

WHEREFORE, be it resolved that the Tentative Budget and Appropriation Ordinance, as set out below, shall be filed with the Secretary of the NORTHWEST MOSQUITO ABATEMENT DISTRICT and that he shall make available said Tentative Budget for public inspection, as of February 17, 2023, for at least thirty (30) days thereafter.

FURTHER RESOLVED, that the Secretary shall publish, as of February 17, 2023, in a newspaper of general circulation in the area covered by the District, a public notice that the said Tentative Budget is on file and available for public inspection, as set out below.

NOTICE

Notice is hereby given that a Tentative Budget and Appropriation Ordinance of the NORTHWEST MOSQUITO ABATEMENT DISTRICT, in the County of Cook, State of Illinois, for the fiscal year May 1, 2023 to and including April 30, 2024 is on file and conveniently available for public inspection at the office of the NORTHWEST MOSQUITO ABATEMENT DISTRICT, 147 West Hintz Road, Wheeling, Illinois, and will so remain from February 17, 2023, until final action is taken thereon by the Board of Trustees.

DATED THIS 15 TH DAY OF FEBRUARY 2023

NORTHWEST MOSQUITO ABATEMENT DISTRICT

February 15, 2023

By: _____
Dale Niewiardowski, Vice President/Secretary

ESTIMATED RECEIPTS

Cash on Hand, May 1, 2023 (Estimated)		\$1,900,541.65
Cash to be received:		
2022 Levy:	\$2,593,696.77	
Less: Loss and cost on collection	<u>- \$ 25,000.00</u>	
		\$2,568,696.77
Cash to be received from 2023 Levy:		
Extended amount (Estimated)	\$2,686,416.89	
To be received after fiscal year	\$2,686,416.89	
To be received during fiscal year	<u>\$ - 0 -</u>	
Plus: Cash to be received from State of Illinois Personal Property Replacement Tax		<u>\$ 362,357.00</u>
TOTAL CASH AVAILABLE DURING FISCAL YEAR		\$4,831,595.42

ESTIMATED EXPENDITURES

I. Personal Services		
Salary of Director		\$ 177,000.00
Salary of Field Employees		\$ 948,000.00
Salary of Entomologist		\$ 76,000.00
Salary of Office Manager		\$ 120,000.00
Salary of Assistant Director		\$ 132,500.00

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Salary of Chief Field Operations	\$ 122,500.00
Salary of Chief Internal Services	\$ 122,500.00
Employer's Share of Employees' Retirement Fund (FICA)	\$ 130,000.00
Employer's Share of Employer's Retirement Fund (IMRF)	<u>\$ 130,000.00</u>
TOTAL	\$ 1,958,500.00
II. Contractual Services	
Insurance: Business Auto	\$ 47,000.00
Insurance: General Liability and Pollution Liability	\$ 50,000.00
Insurance: Umbrella Liability	\$ 42,000.00
Insurance: Workmen's Compensation	\$ 35,000.00
Insurance: Property	\$ 14,000.00
Insurance: Bonding	\$ 0.00
Insurance: Directors' and Officers' Liability	\$ 0.00
Insurance: Hospitalization	\$ 303,000.00
Insurance: Unemployment	\$ 12,000.00
Materials & Service: Motor Vehicles	\$ 40,000.00
Materials & Service: Field Equipment	\$ 7,100.00
Materials & Service: Buildings & Grounds	\$ 50,000.00
Materials & Service: Shop Equipment	\$ 0.00
Materials & Service: Radio	\$ 8,500.00
Maintenance	\$ 25,000.00
Light	\$ 15,000.00
Heat	\$ 20,000.00
Telephone	\$ 48,000.00
Water	\$ 4,000.00

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	Legal Fees and Expenses	\$ 61,500.00
	Legal Administration	\$ 21,000.00
	Auditing and Accounting	\$ 25,000.00
	Dues and Subscriptions	\$ 7,000.00
	Computer Software	\$ 65,000.00
	Payroll Expense	<u>\$ 15,000.00</u>
	TOTAL	\$ 915,100.00
III.	Travel	<u>\$ 3,000.00</u>
	TOTAL	\$ 3,000.00
IV.	Commodities	
	Insecticides	\$ 375,312.31
	Oils	\$ 0.00
	Motor Vehicle Fuel	\$ 65,000.00
	Drafting Supplies	\$ 0.00
	Office Supplies	\$ 15,000.00
	Postage & Cartage	\$ 2,500.00
	Shop Supplies	\$ 20,000.00
	Lab Supplies	\$ 28,000.00
	Drainage	\$ 0.00
	Uniforms	\$ 10,000.00
	Safety Equipment	<u>\$ 16,000.00</u>
	TOTAL	\$ 531,812.31
V.	Equipment	
	Motor Vehicles, Field Equipment	\$ 5,000.00
	Lab Equipment Purchase	\$ 25,000.00
	Office Equipment Purchase	\$ 7,500.00
	Shop Equipment Purchase	\$ 3,500.00

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	Radio Equipment Purchase	\$ 3,500.00
	Computer Hardware	<u>\$ 8,000.00</u>
	TOTAL	\$ 52,500.00
VI.	Contingencies	<u>\$ 15,000.00</u>
	TOTAL	\$ 15,000.00
VII.	Education	
	Educational Meetings	\$ 18,000.00
	Research and Development	\$ 0.00
	Training and Development	\$ 2,000.00
	Literature Purchase	<u>\$ 750.00</u>
	TOTAL	\$ 20,750.00
VIII.	Capital Improvement Fund	
	1. Truck purchase	
	3. Wheeling Building	
	TOTAL	\$ 250,000.00

RECAPITULATION

Personal Services	\$ 1,958,500.00
Contractual Services	\$ 915,100.00
Travel	\$ 3,000.00
Commodities	\$ 531,812.31
Equipment	\$ 52,500.00
Contingencies	\$ 15,000.00
Education	\$ 20,750.00
Capital Improvement Fund	<u>\$ 250,000.00</u>

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TOTAL ESTIMATED EXPENDITURES \$3,746,662.31

APPROPRIATED EXPENDITURES

I.	Personal Services	
	Salary of Director	\$ 177,000.00
	Salary of Field Employees	\$ 948,000.00
	Salary of Entomologist	\$ 76,000.00
	Salary of Office Manager	\$ 120,000.00
	Salary of Assistant Director	\$ 132,500.00
	Salary of Chief Field Operations	\$ 122,500.00
	Salary of Chief Internal Services	\$ 122,500.00
	Employer's Share of Employees' Retirement Fund (FICA)	\$ 130,000.00
	Employer's Share of Employer's Retirement Fund (IMRF)	<u>\$ 130,000.00</u>
	TOTAL	\$ 1,958,500.00
II.	Contractual Services	
	Insurance: Business Auto	\$ 47,000.00
	Insurance: General Liability and Pollution Liability	\$ 50,000.00
	Insurance: Umbrella Liability	\$ 42,000.00
	Insurance: Workmen's Compensation	\$ 35,000.00
	Insurance: Property	\$ 14,000.00
	Insurance: Bonding	\$ 0.00
	Insurance: Directors' and Officers' Liability	\$ 0.00
	Insurance: Hospitalization	\$ 303,000.00
	Insurance: Unemployment	\$ 12,000.00
	Materials & Service: Motor Vehicles	\$ 40,000.00

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	Materials & Service: Field Equipment	\$ 7,100.00
	Materials & Service: Buildings & Grounds	\$ 50,000.00
	Materials & Service: Shop Equipment	\$ 0.00
	Materials & Service: Radio	\$ 8,500.00
	Maintenance	\$ 25,000.00
	Light	\$ 15,000.00
	Heat	\$ 20,000.00
	Telephone	\$ 48,000.00
	Water	\$ 4,000.00
	Legal Fees and Expenses	\$ 61,500.00
	Legal Administration	\$ 21,000.00
	Auditing and Accounting	\$ 25,000.00
	Dues and Subscriptions	\$ 7,000.00
	Computer Software	\$ 65,000.00
	Payroll Expense	<u>\$ 15,000.00</u>
	TOTAL	\$ 915,100.00
III.	Travel	<u>\$ 3,000.00</u>
	TOTAL	\$ 3,000.00
IV.	Commodities	
	Insecticides	\$ 375,312.31
	Oils	\$ 0.00
	Motor Vehicle Fuel	\$ 65,000.00
	Drafting Supplies	\$ 0.00
	Office Supplies	\$ 15,000.00
	Postage & Cartage	\$ 2,500.00
	Shop Supplies	\$ 20,000.00
	Lab Supplies	\$ 28,000.00

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	Drainage	\$ 0.00
	Uniforms	\$ 10,000.00
	Safety Equipment	<u>\$ 16,000.00</u>
	TOTAL	\$ 531,812.31
V.	Equipment	
	Motor Vehicles, Field Equipment	\$ 5,000.00
	Lab Equipment Purchase	\$ 25,000.00
	Office Equipment Purchase	\$ 7,500.00
	Shop Equipment Purchase	\$ 3,500.00
	Radio Equipment Purchase	\$ 3,500.00
	Computer Hardware	<u>\$ 8,000.00</u>
	TOTAL	\$ 52,500.00
VI.	Contingencies	<u>\$ 15,000.00</u>
	TOTAL	\$ 15,000.00
VII.	Education	
	Educational Meetings	\$ 18,00.00
	Research and Development	\$ 0.00
	Training and Development	\$ 2,000.00
	Literature Purchase	<u>\$ 750.00</u>
	TOTAL	\$ 20,750.00
VIII.	Capital Improvement Fund	
	1. Truck purchase	
	2. Tablets	
	3. Wheeling Building	
	TOTAL	\$ 250,000.00

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RECAPITULATION

Personal Services	\$ 1,958,500.00
Contractual Services	\$ 915,100.00
Travel	\$ 3,000.00
Commodities	\$ 531,812.31
Equipment	\$ 52,500.00
Contingencies	\$ 15,000.00
Education	\$ 20,750.00
Capital Improvement Fund	<u>\$ 250,000.00</u>
Loss and Cost of Collection	<u>\$ 25,000.00</u>
TOTAL APPROPRIATED EXPENDITURES	<u>\$3,771,662.31</u>
TOTAL APPROPRIATION	<u>\$3,771,662.31</u>
ESTIMATED CASH ON HAND AT CLOSE OF FISCAL YEAR (AVAILABLE TO REDUCE LEVY)	\$ 1,059,933.11
ESTIMATED DEFICIT	\$ - 0 -

This Ordinance shall be in full force and effect as of the date of its passage.

Passed by the Board of Trustees of the NORTHWEST MOSQUITO ABATEMENT DISTRICT this 15TH
DAY OF FEBRUARY 2023.

Approved this 15TH DAY OF FEBRUARY 2023.

President of the Board of Trustees of the
NORTHWEST MOSQUITO ABATEMENT DISTRICT

Vice President Secretary of the Board of Trustees of the
NORTHWEST MOSQUITO ABATEMENT DISTRICT

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Assistant Director Patrick Irwin presented the Entomology report. The Assistant Director will be speaking at the annual AMCA meeting and NCMCA (North Central Mosquito Control Association) on April 5-6. Patrick is looking to move a trap location for the upcoming season (NJ and Gravid trap). Partick Irwin will be presenting at the Indiana Mosquito Control Association meeting on March 14, 2023.

Director James Thennisch presented the Field Operations Report and the Internal Services report.

The Director updated the Board regarding the Workers Compensation insurance audit.

The District has started the renewal process for general insurance to receive quotes for 2023/2024.

The Field Operations department is pursuing all recruitment avenues including reaching out local community colleges.

The District filled one of two open positions. Michael Kielczewski was hired on 2/15/23 as a fleet /facility technician assistant.

The District radio station licenses was renewed by the FCC. The new license expires in April 2033.

The District continues efforts to form the committee to comply with SB3789 passed June 10th 2022.

Work is progressing at the Bartlett facility. Roof repair has been completed. Cook County issued the building permit. Temporary heat will be brought in for painting and electrical work beginning February 27th.

The Bartlett Fire Protection District requires smoke and heat detectors, including pull boxes, and a radio system that will report directly for immediate dispatch. The system has been designed by Johnson Controls and incorporated with the replacement and upgraded burglar alarm system that was destroyed in the fire. Johnson Controls has exclusive authorization with DuCom communications, the dispatch provider for the Bartlett Fire Protection District.

Seasonal vehicle maintenance is underway at the Wheeling location.

At 6:43 pm Trustee Nowak made a motion to adjourn into Executive Session pursuant to 5 ILCS 120/2(c)(2). Trustee Dale Niewiardowski seconded the motion and it passed unanimously.

The Board reconvened to the regular Board meeting at 6:59 pm.

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Trustees discussed employment and benefits issues.

The AMCA annual meeting is scheduled for February 28th thru March 4th.

There being no further business to come before the Board a motion was made by Trustee Dale Niewiardowski to adjourn and seconded by Trustee Russel Nowak. The motion passed unanimously at 7.05p.m.

President

Vice President /Secretary