

COMMITTEE OF THE WHOLE (COW) MEETING

Ela Township Community Center, 380 Surrise Rd, Lake Zurich
Tuesday, October 27, 2020 at 8:30 am
MEETING MINUTES
Approved November 12, 2020

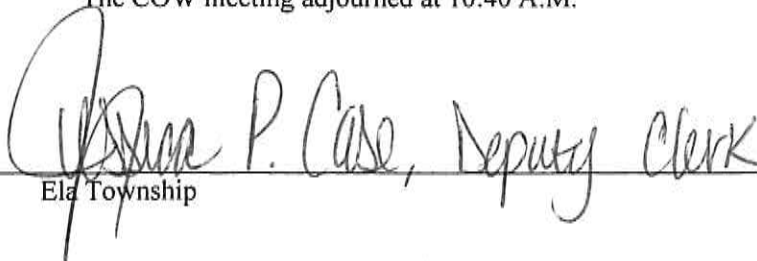
1. **Call to Order:** Supervisor Palmblad called the October 27, 2020 COW meeting to order at 8:39 A.M.
2. **Board Roll Call:** Present were Supervisor Palmblad, Trustee Sikes, Trustee Bos, Trustee Bowman, Assessor Barrington, Deputy Clerk Case, Township Manager Stefaniuk, Director Dillon, Assistant Director Dalbec, Geoff Meyer, and Joe Cacciatore. Present via Zoom were Trustee Jennings and Director Fackler.
3. **Pledge of Allegiance:** Supervisor Palmblad led the committee in the Pledge of Allegiance.
4. **Township Manager Report:**
Updates on CC ADA Replacement Bathroom Doors, Knox Park Parking Lot Improvements, and Historical Society Security Improvement Project – The CC ADA Bathroom Door replacement project will commence later this week and it is estimated to be complete within a few weeks. The Historical Society Security Improvement project is complete, and all keys have been issued.
5. **Discussion – Committee Updates by Chair:**
 - a. **Senior Committee – Chair/Larry Bowman**
Members: Gloria, Chris, Susan D., Jim
Thank you to the Senior staff for stepping up while Susan and Chef Lynn were out of the office. The Senior department is looking into a staggered employee schedule due to revised Covid-19 restrictions. The November and December newsletter was sent to members. They already have 20 reservations for the free Veterans lunch and the New Years Eve prime rib dinner curbside meal pickup.
 - b. **Communication Committee – Chair/Gloria Palmblad**
Members: John B, Susan D, Susan F, Jim, and Staff
The Ela Strong Together banner has been made and the Highway Department has offered to install it on the front of the Community Center. Tracking will be permanently placed on the building so that the banners can be changed as needed. Progress on the new website is going very well, the team is one month into training and development.
 - c. **Community Family Services – Chair/Chris Bos**
Members: Gloria, Larry, & Susan F.
The Community Family Services committee will be meeting after the election is over. Casework with groups and therapy sessions has increased and the lending closet is very busy. Emergency assistance has also increased and can be quite challenging. The Mother/Daughter program was nominated for agency of the year at AITCOY and won the award. Director Fackler is looking forward to the TOI conference and speaker Aaron Weiner.
 - d. **Youth Committee – Chair/Joel Sikes**
Members: Gloria, Michael, & Susan D and Joe C.
The Youth Committee will be meeting on October 30, 2020. Ben Gullo and Joe Cacciatore have been assisting the Senior department with curbside meals and expediting the November and October newsletter. Joe has also been assisting Jim Dalbec and the Senior department with tech assistance. District 95 has gone back to remote learning for next two weeks due to Covid-19.
 - e. **Parks & Recreation Committee – Chair/Michael Jennings**
Members: Gloria, Joel, Andy, & Geoff
LZ Lacrosse would like the girl's team to use the Knox Park field. They would like to install a building and water at Ela Township Community Park. This will be discussed further at the next Parks Committee meeting. Fall clean-up with Milieu Landscaping will commence in November. The Highway Department fixed the concession stand door and the sprinkler systems at Knigge and Knox parks have been winterized. They are in the process of completing the rest of the winterization and water shut off

within the upcoming weeks. Ela Township Community Park will be aerated, and slip seeded in the spring. The Parks Committee will be meeting in November.

- f. Bus Service – Board Liaison – Gloria
Little City – Wauconda Township – fee structure
Ela Township Bus Service currently has two students that reside in Wauconda being transported to Little City three days per week. Township Manager Stefaniuk completed a cost analysis which shows that Ela Township is breaking even at \$1.33 per mile to provide this service in agreement with the Wauconda IGA. The Board determined that we will not change the fee structure with Wauconda Township at this time, as the Township is not losing money by providing the service.
- g. Historic Society
The security system project is complete, all the locks have been changed and keys have been distributed. Township Manager Stefaniuk will begin getting quotes for window replacement.

6. Topics for Discussion:

- a. Maintenance
HVAC training at the Community Center will take place on Thursday, October 29, 2020. The Administration Department is currently accepting bids for all Township buildings HVAC preventative maintenance contract for a three-year term. Sherman Mechanical has submitted their quote and the cost will remain the same. The Board will review contracts and decide at the November Board meeting.
 - b. Holiday Schedule
The 2021 Holiday schedule was presented to the committee. The Board will vote at the November Board meeting.
 - c. Meeting Schedule
The 2021 Ela Township Board meeting schedule was presented to the committee. The Board will vote at the November Board meeting.
 - d. Grant Applications
The grant contract and process will be reviewed at the November Board meeting. The Township will offer grants in 2021, possibly at a reduced amount. The Board will vote at the November Board meeting.
 - e. Accrued PTO
The 80-hour carry over is not an issue, no discussion necessary.
 - f. Mid-year Budget Review – 2021-2022 Tax Levy
The Highway Commissioner did not make any changes to the 2021 - 2022 Tax Levy as there are no new projects next year. The General Town Budget will include re-paving another section of the Town Hall parking lot, and sealcoat, patch, and re-stripe the Community Center parking lot. Projected income and expenses are down in the Senior and Youth departments. The reserve is steadily increasing each year through tightening expenses and increasing revenue. Some line items will be moved into more fitting categories. Supervisor Palmblad will prepare the levy paperwork for Board approval at the November Board meeting with no increase.
 - g. Discussion on Elected Officials Salary
The committee discussed the Supervisor, Assessor, and Highway Commissioner's salary for the next four-year term. The Board will vote at the November Board meeting.
 - h. Old Business
None at this time.
 - i. New Business
None at this time.
- 7. Set Date of Next COW Meeting (December 1, 2020 @ 8:30 AM):**
The next COW meeting will be December 1, 2020 at 8:30 A.M.
- 8. Executive Session:**
None needed at this time.
- 9. Adjourn:**
The COW meeting adjourned at 10:40 A.M.


Ela Township

October 23, 2020