



Clerk's Office
Lucy A. Prouty

Town Hall: 1155 East Route 22 • Lake Zurich, IL 60047
Phone: 847-438-7823 **Fax:** 847-438-9269
E-mail: info@elatownship.org

COMMITTEE OF THE WHOLE (COW) MEETING

Ela Township Town Hall, 1155 East Route 22, Lake Zurich

Tuesday, June 30, 2020

APPROVED 7/9/2020

1. Call to Order: Supervisor Palmblad called the June 30, 2020 C-O-W Meeting to order at 8:32 A.M.
2. Board Roll Call: Present were Supervisor Palmblad, Township Manager Stefaniuk, Highway Commissioner Forster, and Trustees Bos, Jennings, and Sikes. Clerk Prouty, Assessor Barrington, and Trustee Bowman were absent.
3. Pledge of Allegiance
4. Township Manager Report:
Manager Stefaniuk stated that based on the size of items to be discussed on the agenda, there would be no manager report this morning.
5. Discussion – Committee Updates by Chair:
 - A. Senior Committee – Chair/Larry Bowman
Members: Gloria, Chris, Susan D., Jim D.
Jim Dalbec stated that Ela 55+ staff just mailed their July flyer and they have received positive feedback. Staff are attempting to balance many of the concerns brought forward in lieu of programming offerings considered.
 - B. Communication Committee – Chair/Gloria Palmblad
Members: John B., Susan D, Susan F, Jim, and Staff
Supervisor Palmblad stated she would like to have a meeting soon and that Ela Township Community Fest will not be occurring this year based on concerns with the coronavirus.
 - C. Community Family Services – Chair/Chris B.
Members: Gloria, Larry Bowman, & Susan F.
Director Fackler stated that the CFS department has been pretty busy. Groups have been skyrocketing in attendance. CFS is planning to continue zoom/phone based services. Director Fackler is continuing to work with the local police on cases. Domestic violence cases are up. CFS has gone international with some of their group programming receiving interest from an individual from as far as New Zealand.
 - D. Youth Committee – Chair/Joel Sikes
Members: Gloria, Michael, Susan D., and Joe C.

Youth Coordinator Cacciatore stated that instead of summer camp, they will be holding an abbreviated Summer Club offering for Township youth. Many activities have been planned that can be social distanced in an outdoor setting. Outdoor handwashing stations are being planned. There are 10 children signed up for the week of July 6th. Director Fackler stated that she might be able to assist with providing some interested kids to attend the program.

E. Parks & Recreation Committee – Chair/Michael Jennings

Members: Gloria, Joel, HC Forster, & Geoff

Manager Stefaniuk gave a brief summary of Parks meeting discussion items reviewed at the last Parks committee meeting from Friday, June 19, 2020. He mentioned that some of the items would be discussed further under maintenance.

F. Bus Service – Board Liaison – Gloria

Supervisor Palmblad stated that bus service has picked up slightly.

G. Historical Society

Supervisor Palmblad stated that the Ela Historical Society has still been closed.

6. Topics for Discussion:

A. Maintenance

1. Knox Park Concession Stand Security System Improvement Project

Manager Stefaniuk discussed reviewing the current security camera system at the Knox Park concession stand, which is not functional anymore. He explained that he received an estimate to replace the current system as is, while adding 3 more cameras for other angles of the parking lot, park grounds, and sports courts. There was an option to add a cellular signal to transmit and connect the camera footage to Fox Valley's app, but board members requested for that item to be removed as they felt it was an unnecessary one-time and recurring cost.

2. Knox Park Concession Stand Gutter Project

Manager Stefaniuk discussed the prior recommendation from the Highway Department to install gutters at the Knox Park concession stand facility. Without gutters, ruts would periodically occur around the structure. Four estimates were acquired in consideration. It was discussed to bring Muller Exteriors estimate for consideration at the July board meeting.

3. Knox Park Parking Lot Repaving Project

Manager Stefaniuk discussed that two estimates were received for repaving a section of the Knox Park parking lot located directly east of the football field. Per the recommendation of the Highway Commissioner, the original estimate was modified to account for 4" of binder course (instead of 2") in addition to 2" of surface course for the entire pavement area to be addressed.

4. Knox Park Parking Lot Reseal & Restripe Project

Manager Stefaniuk discussed that four estimates were received for resealing and restriping all parking lot areas surrounding Knox Park grounds. A recommendation to obtain a revised estimate was made based upon the inclusion of a repaved section of parking lot.

5. Knox Park – Hockey Rink – core samplings

Two core sample options were discussed by Manager Stefaniuk. The first option was to drill down to the soil in a limited study and another option was to perform two 5' depth cores to acquire a full soil analysis. The consensus of the board was to proceed with the 5' depth cores in order to understand the soil foundation needs to replace the current pavement with another pavement structure in the future. It was discussed to bring an estimate from Soil and Material Consultants for consideration at the July board meeting.

6. ETCP – tree replacement

The Township's current landscaper, Milieu Landscaping, provided an estimate for a tree replacement project to take place beginning in July for removal services and September for replanting services. Milieu will also be removing a small, dead fir tree next to the ETCP sign and transplanting another healthy fir tree located behind the sign in its place. The Highway Department stated that they would fulfill the necessary watering service in September through October as required.

7. Community Center – HVAC Replacement Project

HVAC manufacturer warranties between various contractors submitting estimates. Trustee Sikes requested that the warranties be expressly stated on any contract. It was discussed to bring Martin Enterprises' estimate for consideration at the July board meeting.

8. Community Center – Security System Improvement Project

Manager Stefaniuk explained that this project consists of installing a security monitoring system in addition to the replacement of a non-functioning security camera system. It was discussed to bring Fox Valley Security Systems' estimate for consideration at the July board meeting.

9. Community Center – Stanley Door Replacement

Manager Stefaniuk explained that Stanley Access Technologies replaced their regional manager and new management had been in contact with him to review the former issues expressed. In short, Stanley agreed to resolve the situation by (1) replacing a piece of the door frame and (2) remove 15% or \$3,303 from the final payment for the door replacement project. Manager Stefaniuk stated that he would draft and submit a final payment letter recapping the discussion in terms of what terms were agreed on-site in June to Stanley.

B. Sports Organizations – Updates on Lacrosse, Flames, LZBSA

Supervisor Palmblad discussed the fee structure for the sports organizations. She stated that LZ Lacrosse is planning for a shortened season; the LZ Flames are planning to have a regular, full season and were happy with the drainage being done on the west side of the football field and that bleacher costs will be split for 1 bleacher in the 2021 season; and that LZBSA is good to go, but that staff are just waiting for the signed agreement.

C. Scholarships

Supervisor Palmblad discussed that due to COVID-19 guidelines, there is a plan to celebrate scholarships winners at the outdoor Knox Park concession stand on Thursday, July 9, 2020 at 6:30pm prior to the regular board meeting beginning at 7:00pm. The Supervisor also stated that scholarships winners will also have their name announced at the recorded board meeting for recognition in the local area.

D. Old Business

None.

E. New Business

Supervisor Palmblad mentioned that the Township Board should begin thinking about elected official salaries, so a discussion can begin at the July C-O-W meeting. Manager Stefaniuk mentioned that there were upcoming auction items to be listed for sale, including the Ela Township Bus #4, POTS line desktop phones, hockey rink walls and nets, and some other items that Assessor Barrington would like to post. It was also stated that there will be an Annual Town Meeting on Tuesday, July 21, 2020 @ 7pm.

7. Set Date of Next COW Meeting: (July 28, 2020 @ 8:30 AM)

8. Executive Session

None

9. Adjourn: 10:04 A.M.