

COMMITTEE OF THE WHOLE (COW) MEETING

Ela Township Town Hall, 1155 East Route 22, Lake Zurich
Tuesday, September 29, 2020 at 8:30 am
AGENDA

1. **Call to Order:** Supervisor Palmblad called the meeting to order at 8:34 A.M.
2. **Board Roll Call:** Present were Supervisor Palmblad, Trustee Bos, Trustee Bowman, Trustee Jennings, Trustee Sikes, Assessor Barrington, Deputy Clerk Case, Township Manager Stefaniuk, Director Dillon, Director Fackler, Assistant Director Dalbec, Youth Coordinator Joe Cacciatore, and Geoff Meyer. Highway Commissioner Forster was absent.
3. **Pledge of Allegiance:** Supervisor Palmblad led attendees in the Pledge of Allegiance.
4. **Peace Pole Proposal presented by Shari Gullo:** Resident Shari Gullo gave a presentation on peace poles, including their background, purpose, and significance. She proposed that the Ela Township board approve the installation of a peace pole in a prominent place in Ela Township by August 16, 2021. District 95 is also interested and plans to place peace poles at all schools in the district and are offering to partially fund the project. All other expenses would be covered by donation so there is no expense to Ela Township.
5. **Township Manager Report:**
Updates on CC HVAC, Knox Park Parking Lot, & Website Projects – The community center HVAC installation has been completed, other than minor adjustments. The Knox Park parking lot paving project is complete. Seal coating will be scheduled within the upcoming weeks. Website team meetings commenced on September 28, 2020, our goal is to have the new website up and running within 90 days.
6. **Discussion – Committee Updates by Chair:**
 - a. **Senior Committee – Chair/Larry Bowman**
Members: Gloria, Chris, Susan D., Jim
The Senior Committee met on September 25, 2020, where they discussed staffing and community needs going into October when the Community Center will re-open to members and limited classes will resume. The Community Center will offer two to three programs per day with 15 people or less. Covid-19 precautions will be in place as well as sanitizing procedures. The Oktoberfest outdoor event was well attended, and members had a great time. Curb-side lunch pick-up has brought in \$13,000.00 thus far and is going very well.
 - b. **Communication Committee – Chair/Gloria Palmblad**
Members: John B, Susan D, Susan F, Jim, and Staff
Supervisor Palmblad reported that the 2020-2021 Fall/Winter Newsletter is at the printer and scheduled to be delivered to residents the first week in October. The Communications Committee is meeting today, immediately following the COW meeting.
 - c. **Community Family Services – Chair/Chris Bos**
Members: Gloria, Larry, & Susan F.
Director Fackler reported that Community Family Services virtual groups are highly attended and going very well. She and her staff are still offering telephone or Zoom counseling sessions, as their offices continue to be closed to the public. Director Fackler is working frequently with District 95 and the local police departments assisting with anxiety and depression cases brought on by Covid-19.
 - d. **Youth Committee – Chair/Joel Sikes**
Members: Gloria, Michael, & Susan D and Joe
Youth Coordinator Joe Cacciatore is scheduling a committee meeting within the next couple of weeks. The tutoring program has started, and initially they had very few students participating. Attendance has since gone up and they have received offers from people interested in volunteering to tutor. The youth department has been busy assisting Chef Lynn with curb-side meal pick-up and they are creating a weekly update flyer/e-blast for children and their families who are a part of the Ela Youth program.
 - e. **Parks & Recreation Committee – Chair/Michael Jennings**

Members: Gloria, Joel, Highway Commissioner Forster, & Geoff
Geoff Meyer reported that 5 dead trees will be replaced, and one tree will be moved at ETCP.
Silt seed and aeration will be scheduled. The soil test results will be discussed at the
upcoming Parks Committee meeting. Flames season will conclude at the end of the month.

- f. **Bus Service – Board Liaison – Gloria Palmblad**
Little City – Wauconda Township – fee structure: Little City re-opened on September 8, 2020.
The Ela Township Bus normally transports 5 people to Little City. As of now only 2 have chosen
to return, three days per week. Both riders reside in Wauconda. Supervisor Palmblad explained
that the expense of taking only 2 riders to Little City is quite high. Wauconda is not able to
transport them to Little City and Uber would be very expensive. The Supervisor of Wauconda
Township would be willing to revise the current IGA fee structure to offset the expense. Trustee
Bowman requested a cost analysis of revenues versus expenditures. Trustee Jennings added that
we look into the peridium mileage rate.
- g. **Historic Society:** No report at this time.

7. **Topics for Discussion:**

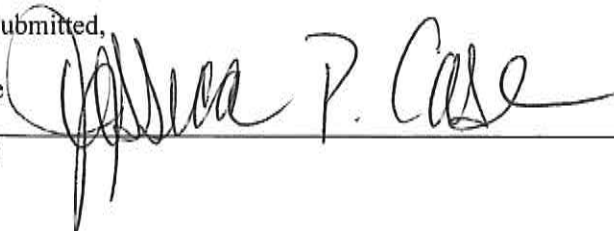
- a. **Maintenance**
 - 1. **Community Center – ADA Replacement Bathroom Doors** - Two additional bids were
received for the bathroom door replacement and the cost of the project did not go down. Elite
Door has the lowest bid for the door and installation, we need to add 10% contingency fee for
any additional electrical work and the cost to patch and paint. In the next quarter we should
get \$1500 in SHIP counseling grant money; with another installment coming in the first
quarter of 2021. Director Dillon has performed reference checks on all door companies and
Elite did very well.
 - 2. **Historical Society – Security Improvement Project** – Supervisor Palmblad reported that the
Historical Society notified her of a possible break in, and a police report was filed. Two
quotes were received from Precision Door to replace the locks and fixtures. \$1,190.00 for a
lever system was agreed upon. It was noted that the building windows are in need of
replacement and the cost will be added into next year’s budget.
- b. **Cemetery – Columbarium Purchase and Pricing Structure** – Supervisor Palmblad reported
that the Cemetery Committee is recommending that the Board approve the purchase of two
columbaria. The fee structure has been set at \$2,500 for the upper level, and \$2,250 for the lower
levels. The road at LZ Cemetery is deteriorating and needs to be replaced so the committee
would like the two new columbaria installed prior to re-paving. Dave Kylo will be
sending a letter to families reminding them of the decoration rules and asking that they clean up
their grave sites and limit decorations to two per plot.
- c. **Discussion on Elected Officials Salary** – Assessor Barrington presented the results of his
Township salary results. Ela Township came in at a lower salary range than most other
Townships in looking at median income vs. property values vs. parcel amount. The Board will
vote on the Assessors salary for the next term at the November board meeting. Assessor
Barrington proposed a 2% increase the first year and a 5% increase each following year until the
end of the term. Vernon Township froze upper management salaries due to the Covid-19
pandemic. Ela Township income is down in all departments, and due to Covid-19, no upper
management positions have received salary increases. Supervisor Palmblad will meet with the
Trustees prior to the next COW meeting to discuss the Highway, Assessor, and Supervisor
salaries for the next term.
- d. **Old Business:** None at this time.
- e. **New Business:** None at this time.

8. **Set Date of Next COW Meeting:** October 27, 2020 @ 8:30 AM

9. **Executive Session**

10. **Adjourn:** Supervisor Palmblad adjourned the meeting at 10:06 A.M.

Respectfully Submitted,
Deputy Clerk
Jessica P. Case



Ela Township

September 25, 2020

Supervisor Gloria M. Palmblad
Trustee Chris Bos

Clerk Lucy A. Prouty
Trustee Larry Bowman

Highway Commissioner Andrew Forster
Trustee Michael Jennings

Assessor John Barrington
Trustee Joel Sikes