

HIGHWAY COMMITTEE MEETING

Ela Township Highway Department
23605 Echo Lake Road, Lake Zurich, IL
Thursday, July 1, 2021 – 8:30 A.M.

MEETING MINUTES

1. **Call to Order:** 8:45 a.m.
2. **Roll Call:** Supervisor Palmblad, Trustee Sikes, Township Manager Stefaniuk, Superintendent DePouw, Foreman Meyer
3. **Transition Housekeeping:** Superintendent DePouw and Foreman Meyer provided general feedback on the integration of the Highway Department into the Township. DePouw praised the work ethic of the staff and Meyer noted the staff is relieved and happy with the transition. Discussion took place to begin the process of backing up and transferring various personnel and other records to town hall. A monthly meeting of the Township Manager and Superintendent will be resumed to coordinate various projects, including, but not limited to, the creation of a disaster management plan, update and reintegration of the Highway Department handbook with the Township handbook to cover all departments, and general coordination between the Administration and Highway Departments.
4. **Capital Improvement Projects Update:** Superintendent DePouw will be meeting with engineering firm Gewalt Hamilton regarding the upcoming paving project. Plans were also discussed to develop a long-term multi-year comprehensive Township road repair and replacement plan.
5. **Vehicles & Equipment:** Highway Department provided a vehicle/equipment inventory list that included current condition, as well estimated cost and replacement schedule. Jetter replacement may be moved to next year. Highway Department is getting cost estimates for replacing truck #7 this year and looking at truck #8 for next year.
6. **Culverts:** Many residents have inquired about culvert repair/replacement work. Currently, the Highway Department does not perform culvert replacement work unless doing a storm drain repair. Discussion took place as to whether or not there is an official policy related to culvert work. Information is being compiled on how other townships handle culvert work and checking state statute relative to culvert work so a firm policy can be created, if necessary, to provide to inquiring residents.
7. **Staffing:** Seven applications came in for the vacant maintenance position. Two interviews have been conducted, with another scheduled for the three qualified applicants. Discussion took place for developing a clearly defined staff review process and further building out/updating of job descriptions to provide for a more appropriate and defined wage calculation.
8. **New Business:** Discussion of addressing a building leak and canopy replacement.
9. **Old Business:** None at this time.
10. **Set Date for Next Highway Committee Meeting:** Monday, August 2, 2021 at 8:30 a.m.
11. **Adjournment:** 10:30 a.m.

Minutes Submitted by Trustee Sikes – July 28, 2021