



Supervisor's Office
Gloria M. Palmblad

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HIGHWAY COMMITTEE MEETING

Ela Township Highway Department
23605 Echo Lake Road, Lake Zurich, IL
Wednesday, October 6, 2021 – 9:00 A.M.

MINUTES

1. Call to Order – Trustee Sikes called the meeting to order at 9:11 a.m.
2. Roll Call – Supervisor Palmblad, Trustee Sikes, Superintendent DePouw, Foreman Meyer, Township Manager Stefaniuk.
3. Transition Housekeeping – Manager Stefaniuk and Superintendent DePouw will be meeting to review, update, and finish all job descriptions within the department for the purpose of setting a more codified pay structure and employee review process.
 - a. Employee Handbook Update – A meeting was held with Highway Department employees at 8:30 a.m. on October 6, to go over the merging of the employee handbook back into the Township wide employee handbook and the items in the addendum specific to Highway Department employees.
4. Capital Improvement Projects Update – Supervisor Palmblad requested a list of any forth-coming major equipment requests for the coming year to plan for levy and budget purposes. Gewalt Hamilton is expected to have the 20-year road maintenance and replacement plan available by the end of October. A stormwater maintenance plan for 2022 is being developed. The 2021 road repair projects should be completed by the end of October.
5. Vehicles & Equipment – Truck #7 replacement is expected in March of 2022. Superintendent DePouw looked into the cost to purchase a roller for paving projects, approximately \$30k. The tarps needed to cover the large truck beds cost \$2,300. One will be purchased this year and another next year.
6. Roof Repair – N/A - repair has been completed.
7. Staffing – Last vacant position has been filled.
8. New Business – There is a drainage issue on Lakeside Drive in Forest Lake. A plan and cost estimate is being developed to address the issue next year.
9. Old Business – Two trees are to be installed on Garden Lane.

10. Set Date for Next Highway Committee Meeting – Friday, November 5, 2021 at 8:30 a.m.
11. Adjournment – 9:53 a.m.

Minutes Submitted by Trustee Sikes – October 12, 2021