



Supervisor's Office
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HIGHWAY COMMITTEE MEETING

Ela Township Highway Department
23605 Echo Lake Road, Lake Zurich, IL
Friday, November 5, 2021 – 8:30 A.M.

MINUTES

1. Call to Order – Trustee Sikes called the meeting to order at 8:37 a.m.
2. Roll Call – Supervisor Palmblad, Trustee Sikes, Superintendent DePouw, Foreman Meyer, Township Manager Stefaniuk.
3. Job Descriptions – Job descriptions have been updated or completed for the following positions within in the department: Maintenance Worker 1, Maintenance Worker 2, Mechanic, Department Assistant, Seasonal Worker 1, Seasonal Worker 2, and Foreman. An updated organizational chart for the department was also provided. A salary evaluation is also being conducted for all positions relative to other townships and comparable positions to ensure wages are fair and competitive.
4. Capital Improvement Projects Update – Paving projects for Forest Lake and Echo Lake to be completed this week. The Lakeside Drive stormwater project in Forest Lake is scheduled for spring 2022.
5. Vehicles & Equipment – A discussion took place about the prospect of adding GPS tracking to snowplow vehicles. The committee determined there is no need for the added expense. The department is budgeting for an asphalt roller. Looking at costs for a bucket truck replacement. The current vehicle replacement plan is being revised.
6. Staffing – The transition to the updated township wide employee handbook has gone well. The department would like to hold a meeting with staff to review health insurance plan updates for the new year and explain in more detail HRA use. Previous part-time snowplow staff will be returning for this season.
7. New Business – The Village of Kildeer thanked the department for their excellent service.
8. Old Business
9. Set Date for Next Highway Committee Meeting – Friday, December 10, 2021 at 8:30 a.m.
10. Adjournment – 9:26 a.m.

Minutes Submitted by Trustee Sikes – December 6, 2021