



## Clerk's Office

Lucy A. Prouty

**Town Hall:** 1155 East Route 22 • Lake Zurich, IL 60047

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### BOARD MEETING

Thursday, April 14, 2022

7:00pm – MEETING MINUTES

Approved May 12, 2022

This meeting will be conducted by audio or video conference and may not have a physically present quorum of the Ela Township Board because of a disaster declaration related to COVID-19 public health concerns affecting the Township. Pursuant to Section 7(e)(2) of the Open Meetings Act, the Supervisor has determined that an in-person meeting at the Township building with all participants is not practical or prudent because of the disaster. Township officials, legal counsel, and the Township Manager may not be physically present at the Township Hall, if that is unfeasible due to the disaster. Since physical public attendance at the Township Hall may be limited or not feasible, alternative arrangements for public access to hear the meeting has been made available by contacting the Supervisor's Office at (847) 438-7823 for the Zoom meeting link or the phone number to call into the meeting prior to 5:00 p.m. on April 14, 2022. In accordance with the Open Meetings Act, the meeting will also be audio or video recorded and made available to the public, as provided by law.

1. Call to Order: Supervisor Palmblad called the April 14, 2022 Ela Township Board meeting to order at 7:02 p.m.
2. Board Roll Call: Present were Supervisor Palmblad, Clerk Prouty, Trustees Bowman, Sikes, Ufodike, and Wilhoit, Community Programs Director Dillon, Health & Wellness Director Marx, Assessor Herr, Highway Superintendent DePouw, and Management Assistant Snyder.
3. Pledge of Allegiance: Supervisor Palmblad led the board in the Pledge of Allegiance.
4. Public Comments: Public comments are welcome at this time, three minutes a piece or a total fifteen. No Comments.
5. A motion to amend the approval of Board meeting minutes of February 10, 2022:  
The Board Meeting Minutes of February 10, 2022 need to be amended due to the absence of Trustee Bowman. Clerk Prouty asked Trustee Wilhoit if she would keep her original second. A new motion by Trustee Sikes and seconded by Trustee Wilhoit to reapprove the meeting minutes of February 10, 2022. Motion passed 4 to 0. Trustee Bowman abstained.
6. Approval of Board meeting minutes of March 10, 2022:  
A motion by Trustee Wilhoit and seconded by Trustee Sikes to approve the meeting minutes of March 10, 2022 with any additions or corrections. Motion passed 4 to 0. Trustee Ufodike abstained. There were no additions or corrections.
7. Committee Meeting Minutes – accept meeting minutes from COW (3/30) – Community Center Committee () - Communication Committee (3/29)–Health & Wellness (3/18) – Park Committee (3/15) – Highway – (3/18) - Cemetery ():  
A motion by Trustee Bowman and seconded by Trustee Sikes to accept the Committee Meeting Minutes from COW (3/30) – Communication Committee (3/29) – Health & Wellness (3/18) – Park Committee (3/15) – Highway – (3/18) - Cemetery (). Motion passed 4 to 0. Trustee Ufodike abstained.
8. Approval of Board Audit from 3/7/2022 to 4/11/2022:

<u>TOTAL GENERAL TOWN FUND</u>	<u>\$</u>	<u>56,361.85</u>
<u>TOTAL GENERAL ASSISTANCE FUND</u>	<u>\$</u>	<u>1,500.00</u>
<u>TOTAL GENERAL ROAD FUND</u>	<u>\$</u>	<u>217,983.46</u>
<u>TOTAL PERMANENT ROAD FUND</u>	<u>\$</u>	<u>33,527.18</u>
<u>TOTAL PARK MAINTENANCE FUND</u>	<u>\$</u>	<u>11,250.88</u>

TOTAL CEMETERY MAINTENANCE FUND     \$     1,000.00

TOTAL PAYROLL                                 \$   215,634.85

TOTAL OF ALL FUNDS                         \$   537,258.22

A motion by Trustee Sikes and seconded by Trustee Bowman to authorize the payment of the Board Audit from 3/7/22 to 4/11/22. Motion passed 5 to 0.

9. Monthly Updates from Elected Officials, Department Heads (Senior – Social Work – Youth –Highway – Bus):

Supervisor Report:

Ela Township will partner with Ela Library on May 7, 2022 for a shredding and electronics recycling event. On April 6, 2022 Supervisor Palmblad attended a Peace Pole ceremony.

Clerk Report:

The clerk would like copies of board reports as the Clerk is not required to record all reports, unless asked to add them to the minutes.

Trustees:

Bowman:

Clean up in all the Township parks, the ribbon cutting of the new playground at Knox Park is scheduled on June 4, 2022. May 20, 2022 will be the dedication of Ela Township Assessor Barrington Memorial Bench.

Sikes:

Illinois Senator McConchie and State Representative Bos met at library to update residents on the recent Illinois Spring Session.

Ufodike:

Attended a fund raiser for deceased Assessor Barrington at Hawthorn Woods Country Club on April 10, 2022.

Wilhoit:

Next Health and Wellness committee meeting will be on April 22, 2022 at 8:30 a.m. at Town Hall.

Community Programs Director:

Youth Department: Spring break camp went very week. Staff did a great job pivoting activities to better suit younger more energetic kids. NHS volunteers have been great; hired one, Andrew Wise. There is a job fair next week. Summer Camp registration is going well, it is over half full for each of the 10 weeks. All field trips have been scheduled. Teen Club will meet next year, notices will be sent to parents. Safe Sitter class is one week from Saturday and is being taught by Joe Cacciatore.

Senior Department:

The first full newsletter since 2020 has been sent to members. Home Depot has installed the new lights which were assembled by volunteers. The garden walls are up, plantings will be scheduled for next week. Long distance trips are going great the upcoming ladies trip is full and has a wait list. Thank you to the Highway Department and Director Marx.

Health & Wellness Director

Full report will be added to the minutes.

Highway:

Full report will be added to the minutes.

### Assessor's Report:

The 2022 assessment year is underway. There are about 1000 permits that are considered open that the office has received from all municipalities for the years 2020 to present. We are entering the new improvements that have been measured and documented as complete. There are 81 new State of Illinois Property Tax Appeals that were sent to us today to review and add any evidence by May 16, 2022. Staff are running market reports for each neighborhood to review the level of assessments to determine if adjustments are needed for 2022. The Senior Freeze Exemption reminder letters were sent out by the Lake County office. All applications must be submitted through the Smart E-file Portal on the Lake County Chief Assessment Office website. We are happy to help with the filing in our office. The county is requesting proof of income, so be sure to bring in your income verification.

Bus: Full report is attached to the minutes

### OLD BUSINESS

### NEW BUSINESS

9. Annual Audit – consideration to approve Evans, Marshall & Pease, P.C. to complete audit for the FY ending 3/31/2022 in an amount not to exceed \$7,900.00:  
A motion by Trustee Bowman and seconded by Trustee Sikes to approve Evans, Marshall & Pease, P.C. to complete audit for the FY ending 3/31/2022 in an amount not to exceed \$7,900.00. Motion passed 5 to 0.
10. Year 20 MS4 Compliance – consideration to approve proposal from Gewalt Hamilton Associates for Engineering Services Year 20 MS4 Compliance in an amount of \$6,800.00 with a 10% contingency:  
A motion by Trustee Sikes and seconded by Trustee Ufodike to approve the proposal from Gewalt Hamilton Associates for Engineering Services Year 20 MS4 Compliance in an amount of \$6,800.00 with a 10% contingency. Motion passed 5 to 0.
11. Design & Engineering Services – consideration to approve proposal from Gewalt Hamilton Associates for Tennis & Pickleball Courts Design Engineering Services in an amount of \$22,000.00 and reimbursable expenses no more than \$400.00:  
A motion by Trustee Bowman and seconded by Trustee Wilhoit to approve the proposal from Gewalt Hamilton Associates for Tennis & Pickleball Courts Design Engineering Services in an amount of \$22,000.00 and reimbursable expenses no more than \$400.00. Motion passed 5 to 0.
12. Resolution 2022-01 – Authorizing the Transfer of Revenue – consideration & possible action to approve Resolution 2022-01 authorizing the transfer of revenue from Town Hall Fund to Park Fund for Park Maintenance:  
A motion by Trustee Bowman and seconded by Trustee Sikes to approve Resolution 2022-01 authorizing the transfer of revenue from Town Hall Fund to Park Fund for Park Maintenance. Motion passed 5 to 0.
13. Intergovernmental Agreement with Village of Lake Zurich – consideration and possible action to approve IGA between the Village of Lake Zurich and Ela Township's Health & Wellness Department:  
A motion by Trustee Wilhoit and seconded by Trustee Sikes to approve IGA between the Village of Lake Zurich and Ela Township's Health & Wellness Department. Motion passed 5 to 0.
14. Virgilio & Associates – consideration to approve Virgilio & Associates' proposal to provide structural engineering consulting services for Ela Township exterior egress stairs in an amount of \$5,600.00:  
A motion by Trustee Bowman and seconded by Supervisor Palmblad to approve Virgilio & Associates' proposal to provide structural engineering consulting services for Ela Township exterior egress stairs in an amount of \$5,600.00. Motion passed 5 to 0.

15. Daniel Lesus Architects – consideration to approve Daniel Lesus Architects proposal to provide Architectural services for design & documentation for a Ela Township’s exterior egress stairs in an amount of \$3,500 and 10% contingency for reimbursable expenses:  
 A motion by Trustee Bowman and seconded by Trustee Sikes to approve Daniel Lesus Architects proposal to provide architectural services for design & documentation for a Ela Township’s exterior egress stairs in an amount of \$3,500 and 10% contingency for reimbursable expenses. Motion passed 5 to 0.
16. ComEd – consideration and possible action to approve contract with ComEd to remove inactive electrical wires and poles at Knox Park in an amount not to exceed \$3,629.78:  
 A motion by Trustee Sikes and seconded by Trustee Ufodike to approve the removal of inactive electrical wires and poles at Knox Park in an amount not to exceed \$3,629.78. Motion passed 5 to 0.
17. 2022 Spring Newsletter:  
 A motion by Trustee Bowman and seconded by Trustee Ufodike to approve the 2022 Spring Newsletter. Motion passed 5 to 0.
18. Line Item Transfer – consideration & possible action to approve Line Item Transfers as presented for close of FY 3/31/22:  
 A motion by Trustee Bowman and seconded by Trustee Sikes to approve line item transfers as presented for close of FY 3/31/22. Motion passed 5 to 0.
19. 2022 Road Program- consideration & possible action to approve Arrow Road Construction Company for the 2022 Road Program in the amount of \$369,261.39 with a possible 10% contingency:  
 A motion by Trustee Bowman and seconded by Trustee Sikes to approve Arrow Road Construction Company for the 2022 Road Program in the amount of \$369,261.39 with a possible 10% contingency. Motion passed 5 to 0.
20. Closed Executive Session: None at this time
21. Consideration and possible action on items discussed in closed session:  
 First motion by Trustee Wilhoit and seconded by Trustee Bowman to approve the salary changes as discussed in Executive Session on 03/20/2022, after the COW. Motion passed 4 to 0. Trustee Ufodike abstained.
- Second Motion by Trustee Wilhoit and seconded by Trustee Sikes to approve amended Executive meeting minutes 06/10/2021, 08/12/2021, 09/09/2021, 09/29/2021, 10/14/2021, 11/11/2021, 11/17/2021, 12/09/2021, 02/19/2022, 03/02/2022, 03/30/2022.  
 Motion passed 4 to 0. Trustee Ufodike abstained.
21. Adjourn  
 A motion by Trustee Bowman and seconded by Trustee Sikes to adjourn at 7:40pm.

Respectfully Submitted: Clerk Lucy Prouty



Ela Township

April 11, 2022