



Clerk's Office
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COMMITTEE OF THE WHOLE (COW) MEETING

Ela Township Town Hall, 1155 East Route 22, Lake Zurich

Tuesday, October 29, 2019

(Immediately following special Board meeting)

Approved Minutes

1. Call to Order: Supervisor Palmblad call the October 29, 2019 COW Meeting to order at 8:30 A.M.
2. Board Roll Call: Present were Supervisor Palmblad, Township Manager Stefaniuk, Trustees Bos, Bowman, and Jennings. Also, in attendance was Highway Commissioner Forster.
3. Pledge of Allegiance
4. Township Manager Report:
Manager Stefaniuk thanked board members for completing their strategic priorities survey. He stated that the Center for Governmental Studies consultants are now finalizing the first draft of the Township's strategic planning report and it should be received by Friday, 11/1/2019.
5. Discussion – Committee Updates by Chair:
 - A. Senior Committee – Chair/Larry Bowman
Members: Gloria, Chris, Susan D., Jim D.
Director Dillon stated that the Ela 55+ staff retreat was a good event that had positive engagement from staff involved. Ela 55+ is now working on implementing a credit card system at the Community Center, which will attribute any transaction costs associated with the system onto the customer.
 - B. Communication Committee – Chair/Gloria Palmblad
Members: John B, Susan D, Susan F, Jim, and Staff
Supervisor Palmblad mentioned that the Township newsletter is at the printers and is scheduled to be distributed within the next 3 weeks.
 - C. Community Family Services – Chair/Chris B.
Members: Gloria, Larry Bowman, & Susan F.
Case worker Casey Cannon mentioned that they are preparing for an upcoming Mother/Daughter and Declutter programs in November. She discussed donations to Joanie's Closet. Assistant Director Jim Dalbec stated that they have a large box of yarn they can donate to the Community Family Services department, which was agreed to be a donation desired by the department.

D. Youth Committee – Chair/Joel Sikes

Members: Gloria, Michael, & Susan D

Director Dillon stated that staff is preparing for the upcoming Winter Break Camp. The youth transportation pilot program is going well. Director Dillon attended the most recent College of Lake County job fair on Monday, October 28, 2019, but the event was not well attended. She mentioned that Teen Club and Homework Club revenue goals have already been met.

E. Parks & Recreation Committee – Chair/Michael Jennings

Members: Gloria, Joel, HC Forster, & Jeff

Supervisor Palmblad stated that the recent Parks Committee meeting was rescheduled for Wednesday, October 30, 2019. There was a brief discussion over landscape maintenance.

F. Bus Service – Board Liaison – Gloria

No report.

G. Historical Society

Supervisor Palmblad mentioned that the Historical Society is planning to put on a tour for Township officials and staff on Friday, November 1, 2019 at 1:30pm. Those interested should respond to their email invite.

6. Topics for Discussion:

A. Maintenance

- Community Center Doors

Township Manager stated that final punch list items were not completed satisfactorily and that he has informed the vendor and still awaiting a response.

- Knox Park Shed Roof

Prate Roofing has completed their work at the Knox Park shed roof. All that remains is for painting, which Prate does not perform and will be dependent on the weather to complete.

- Community Center Roof Overhang

Waukegan Roofing came out to complete final punch list items, but they will need to return to redo some of their caulking work due to a quality issue and incorrect color shading.

B. Holiday Schedule

Supervisor Palmblad distributed the recommended holiday schedule of approved days off for the 2020 calendar year. One suggestion offered was to consider adding a day off for the next presidential election due to parking concerns among other items at Ela Town Hall. After discussion, the consensus was not to add another holiday off to the regular schedule.

C. Meeting Schedule

Supervisor Palmblad distributed the recommended board meeting schedule for the 2020 calendar year.

D. Grant Applications

Supervisor Palmblad discussed interest to continue grant applications with board members present. After some discussion, consensus was to continue with grant applications in 2020.

E. Lake County Municipal League

Supervisor Palmblad discussed that she and Manager Stefaniuk attended a membership meeting for the Lake County Municipal League recently and explained the benefits suggested by being involved with board members. After discussion, consensus was to proceed with membership.

F. 2020-2021 Budget – Tax Levy

Supervisor Palmblad discussed three proposed options for the next levy request. Manager Stefaniuk distributed a Mid-Year Budget Review document and provided a brief overview of trends within the Township budget. He explained that there have been some major shifts to decrease expenses and increase revenues over the past couple of years, which is reflected over many departments listed within the budget. After some discussion, Supervisor Palmblad stated that based on the feedback received she will be planning to propose a 3.5% tax levy increase for the next fiscal year.

G. Old Business

None.

H. New Business

Supervisor Palmblad requested feedback from board members about a request from the LZACC Young Professionals group to borrow a Township bus for one of their Pub Crawl events coming up. Consensus was to not allow the group to utilize the Township bus based on the nature of the event.

Supervisor Palmblad requested availability of board members to attend the next health insurance meeting and made three suggestions for date/time to meet. She stated that the next health insurance premium increase is anticipated to go up by 5.37% in 2020. Consensus decided that the meeting would take place on Thursday, November 14, 2019 at 6pm. Trustee Bowman requested providing the insurance packet in advance of the meeting, so individuals present would have more time to review the materials than the day of. Assessor Barrington requested to provide department heads and staff with the plan information and/or group numbers of the proposed plans, so staff could have about a week to review doctors included in both plans being recommended.

7. Set Date of Next COW Meeting: (November 26, 2019 @ 8:30 AM)

8. Executive Session

None

9. Adjourn: 9:55 A.M.

Will Stefaniuk
Ela Township

November 14, 2019