



Clerk's Office
Lucy Prouty

Town Hall: 1155 East Route 22 • Lake Zurich, IL 60047
Phone: 847-438-7823 **Fax:** 847-438-9269
E-mail: info@elatownship.org

COMMITTEE OF THE WHOLE (COW) MEETING

Ela Town Hall, 1155 East Route 22, Lake Zurich

Tuesday, March 26, 2019, 8:30 AM

Approved 4/11/2019

1. Call to Order: Supervisor Palmblad called the COW meeting to order at 8:37 AM. Note: Supervisor Palmblad stated the agenda was amended to reflect the correct committee members.
2. Board Roll Call: Present were Supervisor Palmblad, Trustees Bos, Bowman, Jennings, and Sikes. Also, in attendance were the Township Manager and Assessor.
3. Pledge of Allegiance
4. Township Manager Report:
Manager Stefaniuk stated that a Notice to Proceed was issued to approved contractors for the Knigge Park Lighting Improvements Project; Landscape Maintenance contract; and Community Center Door Replacement Project. Township staff will be attending a pre-construction phase meeting with engineering firm, Gewalt Hamilton Associates, and Associated Electrical Contractors, LLC on Friday, April 5, 2019 for the Knigge Park Lighting Improvements Project kickoff.
5. Discussion – Committee Updates by Chair:
 - a. Senior Committee – Chair / Michael Jennings
Members: Gloria, Joel, Lisa, Susan D, & Jim
Director Dillon discussed recent Ela 55+ programming such as the St. Patrick's 2-day event and the upcoming Rhine River trip. Staff members Laura Kulawik and Lynn Garrett are taking on bigger roles at the Ela Township Community Center. The Director mentioned that she will be unable to attend the next board meeting. Trustee Jennings suggested scheduling an upcoming meeting for the Senior Committee.
 - b. Communication Committee – Chair / Gloria Palmblad
Members: Larry, John B, Jessica, Susan D, Jim D, Susan F & Berit

Staff are presently working on developing content for the Township's bi-annual newsletter and resident guide. Deadlines for developing content for the newsletter is Friday, April 5 and the resident guide is Wednesday, April 17.

c. Community Family Services – Chair / Joel Sikes

Members: Gloria, Chris B, & Susan F

Director Fackler discussed upcoming Community Family Services programming ongoing within the department. Staff member, Casey Cannon, will be coming onboard as a full-time employee in May and is graduating from Aurora University to receive her Master of Social Work degree. Trustee Sikes stated that the next Community Family Services committee meeting is scheduled for Tuesday, April 16, 2019 at 8:30 AM.

d. Youth Committee – Chair / Chris Bos

Members: Gloria, Larry & Susan D

Director Dillon discussed upcoming Youth Program events occurring for Spring Break and the Shooting Stars Summer Camp. Programming fee increases, approved for the following year of youth programming, has not had any noticeable effect on participation but has brought in additional program revenue. A meeting was held between Ela Township staff and YMCA representatives to recap on the After School Teen Club program and there was mutual interest to continue the program for the following year. Hours of operation will be modified at the Teen Club from a 6:30 PM closing to 6:00 PM. Nicole Gebhardt, Youth Coordinator, was praised by YMCA officials for the positive impact she has brought to the Teen Club program over recent months.

e. Parks & Recreation Committee – Chair / Larry Bowman

Members: Gloria, Michael, Bill K, & Jeff T

Trustee Bowman stated that he wanted to schedule a meeting to review and assess field conditions for Township Parks. It was mentioned that we have received signed contracts from lacrosse and baseball organizations but were still waiting for the Flames' signed contract.

f. Bus Service – Board Liaison / Gloria Palmblad

Supervisor Palmblad stated that the department is still seeking a bus driver. Unfortunately, a recent bus driver that was hired did not work out.

g. Historical Society

None.

6. Topics for Discussion:

a. CERT Donation:

- i. The Community Emergency Response Team (CERT) of South Lake County will be hosting their 12th Annual Pancake Breakfast at Lake Zurich Fire Station #1 on May 19, 2019. A consensus of the Township Board agreed Ela Township should plan to donate \$300 to this organization. The Ela Township Highway Department is also planning to donate to CERT due to the amount of

positive impact they have made through their previous collaborations, but no specified amount has been determined yet.

b. Topics Day, Wednesday, April 3, 2019:

- i. Supervisor Palmblad asked if there was interest to attend Topics Day in Springfield. The Assessor stated that he would be attending.

c. Review Budget FY 3/31/2020:

- i. Discussion took place over potential changes to the final budget document. Supervisor Palmblad mentioned that the current goal was to continue paying bills and not proceed with any larger projects until the Township's tax levy is finalized.

d. Changes to Employee Handbook:

- i. Discussion took place over potential changes to the Employee Handbook document with specific consideration to employee leave policies. Suggestions provided by the Township Board and Staff will be prepared for inclusion at the April Board Meeting.

e. Strategic Planning:

- i. Supervisor Palmblad asked the Township Board for their input as how they would like to proceed with Strategic Planning and provided some options to move forward and/or not proceed with this type of initiative. There was a general consensus from the Township Board to proceed with a strategic planning initiative, but a suggestion was made to research additional firms for a comparison. Manager Stefaniuk asked staff if they had any input on the topic, which there was an expressed consensus to pursue the initiative and interest to develop a framework for strategic goal-based decision making. In reference to the Board's request, Manager Stefaniuk stated that staff will plan to conduct an expanded search for other local (in-state) consulting firms that could provide strategic planning services for the Township.

f. Old Business:

- i. None.

g. New Business:

- i. Trustee Bowman mentioned that there will be no Alpine Day Parade this year and asked if there was interest for elected officials to attend the local Memorial Day Parade instead.

7. Set Date of Next COW Meeting:

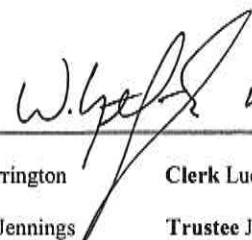
The next COW meeting will be April 23, 2019 @ 8:30 AM.

8. Executive Session:

None.

9. Adjourn:

Adjournment at 10:11 AM.

 4/11/2019

Supervisor Gloria M. Palmblad

Highway Commissioner Bill Kruckenberg

Assessor John Barrington

Clerk Lucy A. Prouty

Trustee Chris Bos

Trustee Larry Bowman

Trustee Michael Jennings

Trustee Joel Sikes