



Supervisor's Office
Gloria M. Palmblad

Town Hall: 1155 East Route 22 • Lake Zurich, IL 60047
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COMMITTEE OF THE WHOLE (COW) MEETING MINUTES

Ela Township Town Hall, 1155 East Route 22, Lake Zurich
Tuesday, March 27, 2018, 8:30 AM

1. Call to Order: Meeting called to order by Supervisor Palmblad at 8:31 AM
2. Board Roll Call: Supervisor Palmblad, Trustees Bowman, Bos, Jennings & Sikes, Assessor Barrington, Will S., Susan F., Susan D., Angela S. & Nora C.
3. Pledge of Allegiance
4. Township Manager Report: Will S. Reported working on policies & procedures template. Met with Sherman Mechanical at CC to review HVAC system. It was determined that relocating a thermostat and making small adjustments would help.
5. Discussion – Committee Updates by Chair:
 - a. Senior Committee – Chair/Michael Jennings: Ela 55+ newsletter sat at Palatine PO for 2 weeks before delivery. Working on accepting credit cards for payment by end of year. Front doors need to be replaced at CC, cost approx \$22,000. Sound boards being replaced.
 - b. Communication Committee – Chair/Gloria: Township newsletter to be delivered to PO this week
 - c. Community Family Services – Chair/Joel Sikes: Need to reschedule next meeting. Anna H. returning to work part time. Looking for office manager for SW dept. Charity Knit pot luck on May 23rd.
 - d. Youth Committee – Chair/Chris Bos: Chris U. absent, Spring break week and activities start earlier. Working on document/contract to change oversight of the after school program from the Y to Ela Township, using the Y as the location of program for school year, no summers.
 - e. Parks & Recreation Committee – Chair/Larry Bowman: Field use contracts have been provided to all sports organization. Larry has preliminary schedules. Working on getting prices on bleachers, may use old bleachers to other locations.
 - f. Bus Service – Board Liaison – Gloria: Working on updates, policies, etc. Each bus now has a new AED installed and all drivers have been trained to use them.
 - g. Historic Society – Board Liaison – Joel Sikes: Front wall needs to be power washed
6. Topics for Discussion:
 - a. Park Improvements /Maintenance:
 - b. Line Item Transfers: Current list provided. Each department should add line item numbers to transfer from.
 - c. Financial Software Update: List of pricing provided from several vendors. Software demos scheduled for first week in April
 - d. Landscape Maintenance Proposal: Discussion on contract for Spring Clean-up & monthly maintenance, which includes weeding, edging & trimming, for parks, TH, CC, Historical Bldg., and Hwy for May thru October for the sum of \$19,978. Also a contract lawn treatments & fertilizer for the sum of \$10,139. Discussed on preparing specs and taking bids for next year service.
 - e. CERT Donation: Discussion on making a donation of \$300. To support annual event, all in favor.
 - f. Review Budget FY 3/31/2019: Discussion on all departments to review their budget and make reductions if possible. Also discussed stipends paid to Cemetery Board members to be reduced to \$500.00 annually and the manager position to increase to \$4,000.
 - g. Name for New Park: After discussion it was suggested the park should be named ELA TOWNSHIP COMMUNITY PARK.
 - h. Old Business: Emergency forms now available under Google Docs. Topic Day is April 25th. In Springfield. Metro meeting next week and Mike & Larry both plan to attend
 - i. New Business: none

7. Set Date of Next COW Meeting: Will be on May 1, 2018 at 8:30 AM
8. Executive Session: n/a
9. Adjourn: Meeting adjourned at 9:30 am.

Submitted by: Nora Cunnie

Ela Township

March 29, 2018

Supervisor Gloria M. Palmblad
Trustee Chris Bos

Highway Commissioner Bill Kruckenberg
Trustee Larry Bowman

Assessor John Barrington
Trustee Michael Jennings

Clerk Lucy A. Prouty
Trustee Joel Sikes