



Clerk's Office  
Lucy A. Prouty

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COMMITTEE OF THE WHOLE (COW) MEETING

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

Tuesday, August 28, 2018, 8:30 AM

Approved 09/13/2018

1. Board Roll Call

Supervisor Palmblad called the August 28, 2018 COW meeting to order at 8:32am.

Board roll call: Present were Supervisor Palmblad, Clerk Prouty, Trustees Bos, Bowman, Jennings, and Sikes. Also Township manager, Assessor Barrington, Social worker Fackner, Youth Director Urry, and representing Senior Director Dillon who was absent, was Jim Dalbec.

2. Pledge of Allegiance

3. Township Manager Report

Strategic Planning, we are meeting with NIU's Center for Government Studies on Wednesday the 29th, 2018.

Microsoft Office 365-Began One Drive migrations.

Security Camera System-Town Hall has been programmed, plan to reach out to service Plus about Concession stand not functioning.

4. Discussion – Committee Updates by Chair:

a. Senior Committee – Chair/Michael Jennings

Members: Gloria, Joel, Lisa, Susan D., Jim

Phones have been out since June 30<sup>th</sup>, 2018. Township manager has a proposal from Three phone service providers and will go with Access One/ Comcast.

Total one-time setup \$ 000

Total p/m Phone Service cost- \$187.00

Total p/m internet/Fax Line cost \$ 114.85

Total p/m cost \$ 301.85

And with this provider there will be no need for all new phones.

The setup will take 2 to 4 weeks, but we are hoping for two weeks.

Newsletter will be in the mail by September 5<sup>th</sup>.

Senior Director has found an ideal applicant for evening coordinator and is hoping to hire her within the month.

b. Communication Committee – Chair/Gloria

Members: Heidi, John B, Susan D & Susan F.

Committee is working on Township Day. And there is a meeting scheduled after this Cow meeting today.

It is time for the Township Fall newsletter and all articles are due by September 28<sup>th</sup>, 2018.

- c. Community Family Services – Chair/Joel Sikes  
Members: Gloria, Chris B & Susan F.  
Have about 150 job applications for receptionist job and really would like to hire a bi-lingual person. Will only have one intern this Fall.
- d. Youth Committee – Chair/Chris Bos  
Members: Gloria, Larry & Chris U.  
We have 55 kids signed up for the Teen program at the Y. And we usually average 28 to 35. We average 22 to 25 in Homework club. Still need to hire three staff for the teen program. Safe Sitter is on September 28<sup>th</sup>, 2018.
- e. Parks & Recreation Committee – Chair/Larry Bowman  
Members: Gloria, Michael, Bill K, Jeff T.  
Flames have started their Football season.  
Supervisor Palmblad has met with the Township Attorney to discuss composing a letter to Flex Court for some kind of compensation for our deteriorating Hockey Rink.
- f. Bus Service – Board Liaison – Gloria  
Discussed under topics for discussion below.
- g. Historic Society  
No update at this time.

5. Topics for Discussion:

- a. Maintenance
  - 1. Patten generator - maintenance/repair quotes  
Will attach the contract with Lionheart (critical power specialist) to the minutes.
  - 2. HVAC Recommendation for New Zone System
- b. Park Improvements –
  - 1. Knigge Park Parking Lot Lighting Improvements  
The Township has received preliminary lighting designs and photometric plans from Gewalt Hamilton based on two lighting scenarios for Knigge park parking lot lighting improvements project.
  - 2. Sign  
Two Quotes one from Signs Now \$3432.00 and one from Signsapes for \$2880.00. The Board will vote on this at the monthly board meeting on 09/13/2018.
  - 3. Soil/tree update  
The grass is not growing due to poor soil composition. Gewalt Hamilton and Dirt&Turf say that this is Berger excavations problem and not the Township. Lake County swore that the new park was short

- c. Bus service to Harper College  
The Township Bus service has one request to drive one disabled student round trip to Harper College. And to drive another disabled student only one way. The Board will vote on this at monthly board meeting.
- d. Township Day  
Discussed under Communications Committee
- e. Old Business  
None at this time
- f. New Business
  - 1. Team building – Foglia games
  - 2. Building policies  
Township need to create building policies for all Township buildings.
  - 3. Set Date of Next COW Meeting (September 25, 2018 @ 8:30 AM)  
The next Cow meeting will be September 25<sup>th</sup>, 2018.
  - 4. Executive Session  
None needed at this time.
  - 5. Adjourn  
Adjourned at 10:01am.

*Lucy A. Prouty*

Ela Township

09-17-2018

August 24, 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