



Supervisor's Office
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COMMUNITY CENTER COMMITTEE MEETING

Ela Township Community Center
380 Surryse Road, Lake Zurich, IL
Wednesday, February 14, 2024 – 10:00 A.M.

MEETING MINUTES Approved March 14, 2024

1. Call to Order: Committee Chair Trustee Wilhoit called the February 14, 2024 Community Center Committee meeting to order at 10:00 a.m.
2. Roll Call: Present were Committee Chair Trustee Wilhoit, Second Chair Trustee Samz, Supervisor Palmblad, Township Manager Marciniak, Community Programs Director Dillon, Youth Coordinator Cacciatore, and Assistant Programs Director Dalbec.
3. Public Comment: None.
4. Youth Program: Youth Coordinator Cacciatore reported that Homework Club is going strong. There are 54 students currently registered, 41 spots including transportation with one spot open. Summer Camp filled very quickly during the early registration timeframe. There are 50 children registered, with an additional 6-7 for future leader kids (6-8th graders). Staffing is set with seven counselors and one backup. Trustee Wilhoit asked Youth Coordinator Cacciatore to complete a comparative analysis of similar summer programs in the area and requested that board reports include a comparison of numbers from the previous year. The vacant Youth Site Coordinator position was filled by a former teacher who will be helping five days a week.
5. 55+ Programs: Assistant Programs Director Dalbec reported that the 55+ group has 57 new members and new members are trending younger. There have been 360 members active since January 1, 2024. Community Programs Director Dillon and Trustee Samz discussed the need to ask for medical information on the application to be a member, specifically what medications members are taking. Members who do not wish to disclose that information can sign a form to decline. Community Programs Director Dillon discussed an email complaint received by Township Manager Marciniak and how the issue was resolved. The April, May, June newsletter is currently being edited, and will be sent to the printer on Friday. Trustee Wilhoit requested that board reports include a comparison of numbers from the previous year.
6. Staffing: To be discussed during budget conversation.
7. Projects:
 - a. New Services: Township Manager Marciniak presented three new service ideas to bring to the Community Center: passports, hunting and fishing licenses, and vehicle plate stickers. Township Manager Marciniak and Community Programs Director Dillon propose bringing these to the Community Center to increase the Township's visibility as well as increase revenue to support the programs and services the Township provides. Trustee Wilhoit requested to reach out to the library to discuss with them before moving forward with passports. Supervisor Palmblad said she would discuss it with the executive director. Trustee Samz asked if Federal hunting/fishing licenses could be included as a service as well, since that is the hardest to get. Township Manager Marciniak will research for the next meeting. Township Manager Marciniak is to move forward with more information on the plate sticker program for the next meeting.

8. Old Business: Trustee Wilhoit inquired where the \$10,000 vaccine grant was deposited. It was put into a fund saving for an electronic sign in the future. Purchases included in the 2023/24 budget that will be made by the end of March include a basketball hoop, bike rack, and funnel ball game. Trustee Wilhoit requested a list of all big-ticket items (over \$2,000) to be made in the upcoming budget year, and estimated lifespan, so purchases can be budgeted appropriately (Computers, etc.).
9. New Business:
 - a. FY24/25 Budget- The proposed budget was discussed including an electric sign, long distance and day trips. The purchase of an electric sign was discussed. They are waiting for cost estimates. There is currently \$14,500 in that fund. The number of long distance (decreased) and day trips (increased) were discussed. The title change for staff was discussed.
10. Set Date for Next Community Center Committee Meeting- March 20, 2024, at 8:30 a.m.
11. Adjournment: Committee Chair Trustee Wilhoit adjourned the meeting at 11:54 a.m.

Respectfully submitted: Township Manager Marciniak