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Clerk's Office
Lucy A. Prouty

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COMMITTEE OF THE WHOLE (COW) MEETING

Ela Township – Lower Level Board Room
1155 East Route 22, Lake Zurich
Wednesday, February 28, 2024 at 8:30 a.m.

MEETING MINUTES

Approved March 14, 2024

1. Call to Order: Supervisor Palmblad called the February 28, 2024, Committee of the Whole meeting to order at 8:30 a.m.
2. Board Roll Call: Present were Supervisor Palmblad, Clerk Prouty, Trustees Bowman, Samz, Ufodike, and Wilhoit, Community Programs Director Dillon, Health & Wellness Director Marx, Township Manager Marciniak, Assistant Director Dalbec (arrived at 8:40 a.m.), Youth Coordinator Cacciatore, Highway Superintendent DePouw, and Highway Forman Meyer. Assessor Herr was excused.
3. Pledge of Allegiance: Supervisor Palmblad led the Board in the Pledge of Allegiance.
4. Public Comment; None at this time.
5. FY 2025 Social Agency Grant Application Presentations: No representatives attended.
6. Discussion – Updates by Chair:
 - a. Township Manager – No report.
 - b. Community Center Committee – Chair/Trustee Wilhoit, Members: Supervisor Palmblad, Trustee Samz, Director Dillon, Assistant Director Dalbec, Youth Coordinator Cacciatore:
Trustee Wilhoit had a number of questions prior to her Community Center Committee update.
 1. Trustee Wilhoit asked if there was a procedure in place to close the offices due to weather. There is no procedure, it is up to the discretion of the Supervisor, who usually follows the District 95.
 2. Trustee Wilhoit asked if the reports of the departments that are not in attendance at the board meeting can be read. Supervisor Palmblad said they were included in the packet and questions can be asked but it is not necessary to read reports.
 3. Trustee Wilhoit asked that all bids that are sent to the board for review and eventually be voted on include a cover sheet with pros/cons/ benefits listed with vendors and supporting documents instead of expecting each trustee to read through and compare and contrast the bids.
 4. Trustee Wilhoit asked that numbers reported by department heads in the board packets include numbers from the previous year to compare and contrast and give some meaning.
 5. Trustee Wilhoit asked about the status of the Work from Home Policy. This has been put on hold due to other issues. Trustee Wilhoit asked that one be formulated since this is used by many. No date was given.

Community Programs Director Dillon provided a brief comparison of 2023 vs 2024 numbers:

		<u>2023</u>	<u>2024</u>
Spring Break Camp:	Monday	12	12
	Tuesday	18	17

	Wed.	17	21
	Thursday	3	13
	Friday	6	12
	<u>2023</u>		<u>2024</u>
Homework Club	\$34,137		\$53,445
Winter Break Camp	\$10,990		\$17,110
Senior Programs	\$67,301		\$89,354
Lunch Recoveries	\$20,214		\$8,583

In addition to the recoveries, our free programming, i.e., Morning Movers, has been increasing in popularity and in attendance every week. It also seems there is no “off season” for our Senior Resource Department. They are constantly busy. During Open Enrollment, Lisa and Laura counseled over 225 people. DeKind stopped into the Community Center to evaluate our computers. At a minimum, we should be installing an external box for our shared drive. There are currently 72 people registered for the St. Patrick’s Day Party on the 15th.

- c. Communication Committee – Chair/Supervisor Palmblad, Members: Director Dillon, Director Marx, Assistant Director Dalbec, and Staff: Supervisor Palmblad advised that the Communication Committee discussed reducing costs by continuing to mail the Spring/Summer newsletter to all households as done in the past with the idea of the Winter newsletter going electronic and located on our website. The Committee discussed sending out a postcard in the fall advising of this change once it’s posted plus a reminder can be included in the October-December 55+ newsletter that goes to all households in Ela Township.
- d. Health & Wellness Committee – Chair/Trustee Samz, Members: Supervisor Palmblad, Trustee Ufodike, Director Marx: The Lending Closet is very busy, but there is a shortage of canes. The Community Center will send out a request for canes in their next e-blast.
- e. Parks & Recreation Committee – Chair/Trustee Ufodike, Members: Supervisor Palmblad, Trustee Bowman, Highway Superintendent DePouw, and Highway Foreman Meyer: Nothing major going on with parks right now since most of them are closed. A date will be scheduled with Committee members to do a walk-around once the weather gets warmer.
- f. Highway Committee – Chair/Trustee Bowman, Members: Supervisor Palmblad, Trustee Wilhoit, Highway Superintendent DePouw, and Highway Foreman Meyer: The property owner in Forest Lake has not signed off on the stormwater project waiting to be completed. Still awaiting word on the DECO grant before scheduling.
- g. Bus Service – Board Liaison – Supervisor Palmblad: No report.
- h. Assessor: On behalf of Assessor Herr, Supervisor Palmblad advised the department is finally at full staff, everyone is settling in, and getting caught up with permits.
- i. Historical Society: Supervisor Palmblad was happy to report that the bathroom remodel is completed.
- j. Cemetery: No report.

7. Topics for Discussion

- a. Discussion of Social Agency Grant Applications: Total grant applications submitted equal \$40,000. The Township tentatively budgets \$36,000 each year pending the final budget. Discussion revolved around providing each entity the same amount as the previous year for a total of \$33,500. Final poll decided to increase Pads another \$500.00 based on recommendation from Director Marx.
- b. Discussion of Remote Voting Ordinance: To summarize, this ordinance will allow for Board members to participate in meetings via an electronic means as long as the Board members approve, and their absence meets the prerequisites.

- c. Discussion of Changes to Public Comment Policy: The purpose of updating the Public Comment policy is to require anyone wishing to make a comment to be present. Staff would not be required to read any submitted written comments.
 - d. Approve purchase of Assessor computers \$7,464: Current computers date back to 2010. Funds for this purchase have been allocated in this year's budget. A motion by Trustee Bowman and seconded by Trustee Ufodike to approve the purchase of computers for the Assessor's office for \$7,464.00. Motion passed 5 to 0.
 - e. Approve purchase of 2024 Silverado \$51,425: The need for this Park's 4WD vehicle truck was budgeted for FY24. Securing a truck that meets are needs has been difficult. A motion by Trustee Bowman and seconded by Trustee Wilhoit to approve the purchase of 2024 Silverado Truck for \$51,425.00. Motion passed 5 to 0.
 - f. Discussion of FY24/25 Proposed Budget: The Board reviewed the major changes in expenses/income as outlined in Manager Marciniak's document.
8. Executive Session – for the purpose of discussing Personnel 5 ILCS 120/2(c) 1 or 3, Litigation 5 ILCS 120/2(c) or Review of Executive Session Minutes 5 ILCS 120/2(c)21: A motion by Trustee Wilhoit and seconded by Trustee Bowman to enter into closed executive session for the purpose of discussing litigation and personnel at 10:09 A.M. Motion passed 5 to 0.
A motion by Trustee Bowman and seconded by Wilhoit to come out of Executive session at 11:25 A.M. Motion passed 5 to 0.
 9. Set Date of Next COW Meeting (March 27, 2024 @ 8:30 AM): The Committee agreed to the date, however, Clerk Prouty will be absent.
 10. Adjournment: A motion by Trustee Ufodike and seconded by Trustee Bowman to adjourn the meeting at 11:27 a.m. Motion passed 5 to 0.

Respectfully submitted: Clerk Lucy A. Prouty.

Agency Grant Requests

Fiscal Year Ending	Agency	FY 2022		FY 2023		FY 2024		FY 2025	
		Requested	Approved	Requested	Approved	Requested	Approved	Requested	Approved
	A Safe Place	\$2,000.00	\$2,000.00	\$2,500.00	\$2,000.00	\$2,500.00	\$2,500.00	\$2,500.00	
	Center For Enriched Living	\$5,000.00	\$0.00	\$2,500.00	\$2,000.00	\$2,500.00	\$1,000.00	\$2,500.00	
	Center for Independence	\$5,000.00	\$2,500.00	\$5,000.00	\$1,000.00	\$5,000.00	\$2,000.00	\$5,000.00	
	Emmaus House of Hospitality	\$16,500.00	\$16,500.00	\$16,500.00	\$16,000.00	\$16,500.00	\$15,000.00	\$15,000.00	
	Erie Family Health Center	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	
	Joanie's Closet	\$3,000.00	\$3,000.00	\$3,000.00	\$2,500.00	\$3,000.00	\$2,000.00	\$3,000.00	
	LZBSA - Challenger Division	\$3,000.00	\$0.00	\$3,000.00	\$2,500.00	\$3,500.00	\$2,500.00	\$0.00	
	Nicasa	\$0.00	\$0.00	\$2,500.00	\$1,000.00	\$1,800.00	\$2,000.00	\$0.00	
	North Suburban Legal Aid Clinic	\$0.00	\$0.00	\$5,000.00	\$2,500.00	\$3,500.00	\$2,000.00	\$3,000.00	
	Pads, Lake County	\$5,000.00	\$4,000.00	\$5,000.00	\$2,500.00	\$5,000.00	\$5,000.00	\$5,000.00	
	Zacharias Sexual Abuse Center	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	
	TOTAL=	\$43,500.00	\$32,000.00	\$49,000.00	\$36,000.00	\$47,300.00	\$38,000.00	\$40,000.00	\$0.00

ELA TOWNSHIP, LAKE COUNTY, ILLINOIS

RESOLUTION _____

A RESOLUTION ADOPTING PROCEDURES FOR REMOTE PARTICIPATION

WHEREAS, the Open Meetings Act's definition of a "meeting" permits attendance of members of the corporate authorities of the public body at public meetings by a means other than physical presence; and

WHEREAS, the Ela Township Board seeks to adopt a policy that conforms to the requirements of the Open Meetings Act, 5 ILCS 120/7, to permit attendance by a means other than physical presence; and

WHEREAS, the Ela Township Board desires to permit attendance of Township Board members at meetings by means other than physical presence in compliance with the Open Meetings Act; and

WHEREAS, the Ela Township Board finds that it is necessary that any existing ordinances, resolutions, or policies be amended to redefine the term "meeting" to include electronic gatherings as defined in Section 120/1.02 of the Open Meetings Act.

NOW, THEREFORE, BE IT RESOLVED BY THE ELA TOWNSHIP BOARD as follows:

SECTION 1: Recitals. The above-stated recitals are incorporated herein by reference.

SECTION 2: Definition of Meeting. The term "meeting" as used in any existing Ela Township resolutions, ordinance or rules shall be defined to mean, "Any gathering, whether in person or by video or audio conference, telephone calls, electronic means (such as, without limitation, electronic mail, electronic chat and instant messaging), or other means of contemporary interactive communication, of a majority of a quorum of the members of a public body held for the purpose of discussing public business" or such other definition as shall be contained within the state statutes.

SECTION 3: Amendment of Previous Terms. The definition of "meeting" set forth in Section 2 shall supersede and replace any other definition used in any previous or existing ordinance, resolution, or policy.

SECTION 4: Remote Participation Policy. The Ela Township Board hereby adopts the Remote Participation Policy, attached hereto, that permits a member of the public body to attend and participate in any meeting of a public body as defined in the Open Meetings Act from a remote location via telephone, video, or internet connection provided that such attendance and participation complies with the policy and any applicable laws.

SECTION 5: Effective Date. This Resolution shall be in full force and effect from after its passage, approval, and publication in pamphlet form in a manner provided by law.

Passed by the Supervisor and Trustees of Ela Township, Lake County, Illinois, on December 28, 2023, pursuant to a roll call vote as follows:

AYES:

NAYES:

ABSTAIN:

ABSENT:

Approved by
this ____ day of _____, ____

ATTEST:

Supervisor

Township Clerk

**ELA TOWNSHIP
REMOTE PARTICIPATION POLICY**

Section 1. **Policy Statement.** It is the policy of the ELA TOWNSHIP that a member of the Township Board (or any committee associated with the ELA TOWNSHIP which is subject to the provisions of the Open Meetings Act) may attend and participate in any open or closed meeting of that covered body from a remote location via telephone, video, or internet connection, provided that such attendance and participation complies with this policy and any other applicable laws.

Section 2. **Prerequisites.** A member of the Township Board will be provided the opportunity to attend an open and closed meeting from a remote location if the member meets the following conditions and a majority of a quorum of the Board votes to approve the remote attendance:

(i) The member must notify the Township Clerk and Supervisor at least 24 hours before the meeting unless advance notice is impractical.

(ii) The member must meet one of four reasons described herein why he or she is unable to physically attend the meeting, including either:

- (1) the member cannot attend because of personal illness or disability;
- (2) the member cannot attend because of employment purposes or the business of Ela Township;
- (3) the member cannot attend because of a family or other emergency;
- or
- (4) the member cannot attend because of unexpected childcare obligations.

(iii) A quorum of the Township Board must be physically present at the location of the meeting as posted in the meeting notice.

Section 3. **Voting Procedures.** After roll call, a vote of the Township Board will be taken, considering the prerequisites set forth in Section 2, on whether to allow an off-site Township Board member to participate remotely. The Township Supervisor may require proof that the member cannot attend because of the reason cited by the member requesting to participate remotely. All of the members physically present are permitted to vote on whether remote participation will be allowed. A vote may be taken to permit remote participation for a stated series of meetings if the same reason applies in each case. Otherwise, a vote must be taken to allow each instance of remote participation.

Section 4. **Quorum and Vote Required.** A quorum must be established by members physically present at any meeting before it can be considered whether to allow a member to participate in the meeting remotely. A vote of a majority of a quorum will be necessary to decide the issue. For the meeting to continue there must always need to be a quorum physically present.

- Section 5.** Minutes. The member participating remotely will be considered an off-site participant and counted as present by means of video or audio conference, for that meeting if the member is allowed to participate. The meeting minutes of the Ela Township meeting will also reflect and state specifically whether each member is physically present, present by video, or present by audio means.

- Section 6.** Rights of Remote Member. Nothing in this policy creates a right of an absent member to participate remotely. The member permitted to participate remotely will be able to express his or her comments during the meeting and participate in the same capacity as those members physically present, subject to all general meeting guidelines and procedures previously adopted and adhered to. The remote member will be heard, considered, and counted as to any vote taken. The name of any remote member will be called during any vote taken, and his or her vote counted and recorded by the Clerk and placed in the minutes for the corresponding meeting. A member participating remotely may leave a meeting and return as in the case of any member.

- Section 7.** Roll Call Vote. All votes taken at meetings where a member is attending remotely will be by roll call vote.

- Section 8.** Meetings. The term “meeting” as used in this Policy refers to any gathering, whether in person or by video or audio conference, telephone call, electronic means (such as, without limitation, electronic mail, electronic chat, and instant messaging), or other means of contemporaneous interactive communication, of a majority of a quorum of the members of a public body held for the purposes of discussing public business.

- Section 9.** Closed Meetings. A quorum of the Township Board members must be physically present at any closed meeting. Members participating remotely will otherwise be entitled to participate in closed meetings by video or audio conference if permitted by the physically present members.

This policy is effective this _____ day of _____, _____.

 Supervisor Gloria Palmblad

ATTEST:

 Township Clerk Lucy Prouty

DeKind Computer Consultants

Determined. Dedicated. Dependable. DEKIND

Tel: 847-838-5200

Fax: 847-838-5212

QUOTATION

1ET012624

Customer

Name Ela Township
 Address _____
 City _____ State _____ ZIP _____
 Phone _____

Details

Date 26-Jan-24
 Rep MR-VG
 Notes: For terms, see below.

Qty	Description	Unit Price	TOTAL
5	HP Z2 G9 SFF Workstation -i5 Processor, -16GB RAM, -512GB SSD, -Win 11 Pro, -3-year warranty.	\$ 1,195.69	\$ 5,978.45
1	HP ZBook Firefly 14 G10 -i5 Processor, -16GB RAM, -512GB SSD, -Win 11 Pro, -3-year warranty.	\$ 1,486.23	\$ 1,486.23
		SubTotal	\$ 7,464.68
		Shipping	TBD
		Tax Rate(s)	EXEMPT
		TOTAL	\$ 7,464.68

Terms

Approval _____ Date _____

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Phone: 2242254188

**NEW 2024 CHEVROLET SILVERADO 2500 HD
DOUBLE CAB LONG BOX 4-WHEEL DRIVE WORK TRUCK
IN-TRANSIT**

RAY'S SALE PRICE \$51,425

SAVINGS \$2,000

THIS VEHICLE HAS BEEN SHIPPED FROM THE ASSEMBLY PLANT AND WILL ARRIVE IN THE NEAR FUTURE. PLEASE CONTACT US FOR MORE DETAILS.

VIN 1GC5YLE78RF343803 STOCK NUMBER 46330



CURRENT OFFERS

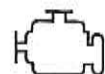
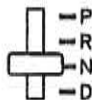
MSRP	\$53,425
Rays Discount ¹	- \$2,000
Rays Price	\$51,425
Savings	\$2,000

[Click here for more offer information](#)

This vehicle has been shipped from the assembly plant and will arrive in the near future. Please contact us for more details.
unknown

SPECIFICATIONS

Stock Number	46380
Exterior	Summit White
Transmission	Automatic
Engine	6.6L V8
Interior	Black
Location	Ray Chevrolet
Model Code	CK20953
VIN	1GC5YLE78RF343803



FUEL ECONOMY*
N/A CITY /
N/A HWY

MILEAGE
N/A

TRANSMISSION
AUTOMATIC

EXTERIOR
COLOR
SUMMIT
WHITE

INTERIOR
COLOR
BLACK

ENGINE
DATA
6.6L V8