



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
Tuesday, July 2, 2024 at 8:30 a.m.

MEETING MINUTES – APPROVED JULY 11, 2024

1. Call to Order: Supervisor Palmblad called the July 2, 2024, Ela Township Committee of the Whole meeting to order at 8:31 A.M.
2. Board Roll Call: Present were Supervisor Palmblad, Clerk Prouty, Trustees Bowman, Samz, Ufodike, and Wilhoit, Township Manager Marciniak, Health & Wellness Director Marx, Community Programs Director Dillon, Assistant Director Dalbec, and Highway Superintendent DePouw. Highway Foreman Meyer, Youth Coordinator Cacciatore, and Assessor Herr were absent.
3. Pledge of Allegiance: Supervisor Palmblad led the Pledge of Allegiance.
4. Public Comment: Bonnie Barrington of Hawthorn Woods and Rhonda Kruckenberg.
5. Administration Updates:
 - a. Township Manager: Announced that he would be off work for a few days because his son is having his tonsils removed on July 17, 2024.
 - b. Township Supervisor: Last year Ela Township received \$9700.00 in recapture tax monies and put it in the Parks Fund. So far this year, the Township received a little under \$6000 in recapture tax monies and is asking for approval to again apply it to the Parks fund with plans to invest in a permanent GaGa Pit for Knox Park, a poll of the Board concurred.
6. Committee Updates:
 - a. Community Center Committee – Chair/Trustee Wilhoit:
Director Dillon informed the board that her night director, Laura, is resigning and moving on. Director Dillon has a very good prospect that she is meeting with today. They have been receiving a lot of calls for information since the newsletter was delivered.
Youth: Camp is going well but had the kids at the Community Center because of the wet weather.
 - b. Communication Committee – Chair/Supervisor Palmblad:
Communication Committee met on June 25th, and they discussed banners for the Community Center. The committee also discussed the Community Center celebration on September 14, 2024.
 - c. Health & Wellness Committee – Chair/Trustee Samz:
Director Marx informed the board that her office has seen an increase in crisis calls. Her office is still short one Licensed Clinician. Health and Wellness is still partnering with Ela Library and Lake Zurich Fire Department on mental health.
 - d. Parks & Recreation Committee – Chair/Trustee Ufodike:
Township Manager Marciniak and Trustee Ufodike met with a few pickleball players to discuss court rules and usage at the Knox Park pickleball courts. They asked for possible consideration to use the tennis courts for pickleball when they are not occupied.

- e. Highway Committee: Superintendent DePouw met with Builders Pavers LLC about the upcoming road work. They also have a meeting today with Berger Construction about the Knigge Park project. There have been a few vandals driving cars at Knox and Knigge park fields and leaving ruts in the mud.
 - f. Bus Service – Board Liaison – Supervisor Palmblad: Bus service is running very well and very busy.
 - g. Assessor-Penny Herr: Supervisor Palmblad advised that things with Accubase are going smoothly and is on schedule to close the books on July 17, 2024.
 - h. Historic Society- Supervisor Palmblad: Supervisor Palmblad thanked the Highway Department for painting the back staircase at the Historical Society
 - i. Cemetery-Supervisor Palmblad: No report.
7. Topics for Discussion:
- a. Update on Passport Acceptance Facility at Community Center: Put on hold until more information is obtained, and a new employee starts work in the Community Center.
 - b. Discussion on Parks Rental Agreement: Two of the suggested changes were to require the applicant be a resident of Ela Township and a Nonprofit Organization. Will attach the Rental Agreement to the minutes for future references.
 - c. Murdock GYE24 Stainless Vandal Resistant Water Station-Discussion and possible Approval of Murdock Water Station for Knox Park not to exceed \$10,637: A motion by Trustee Samz and seconded by Trustee Wilhoit to approve Murdock Water Station for Knox Park not to exceed \$10,637. Motion passed 5 to 0.
 - d. Discussion on electric sign at Community Center: Director Dillon received more information on electric signs which was distributed at the meeting along with comparisons. She would prefer to use North Shore signage out of Libertyville based on location and cost.
 - e. Discussion on Employee Handbook changes: Two changes were brought forward for discussion; a floating holiday for permanent part-time employees and a work from home policy. Will attach proposed changes to the minutes.
 - f. Discussion on proposed levy changes FY26: The Township will add Parks and Cemetery to the Levy under General Town Fund. Updated software (BS&A) for \$3500 will have to be updated to manage these changes.
 - g. Discussion on establishing elected official’s salaries for 2025 elections: The Board discussed at length all the elected officials’ salaries, and Trustee Wilhoit would like to table this discussion until she has more time to review the numbers.
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: No Executive session was needed at this time.
9. Set Date of Next COW Meeting (July 31, 2024 @ 8:30 AM): The date was agreed upon of July 31, 2024, at 8:30 a.m.
10. Adjourn: A motion by Trustee Bowman and seconded by Trustee Ufodike to adjourn at 10:21 a.m. Motion passed 5 to 0.

Respectfully submitted: Clerk Lucy A. Prouty

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