



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, July 31, 2024, at 8:30 a.m.

MEETING MINUTES – APPROVED AUGUST 8, 2024

1. Call to Order: Supervisor Palmblad called the July 31, 2024, Committee of the Whole meeting to order at 8:30 A.M.
2. Board Roll Call: Present were Supervisor Palmblad, Clerk Prouty, Township Manager Marciniak, Trustees Samz, Bowman, Ufodike, and Wilhoit, Community Programs Director Dillon, Health & Wellness Director Marx, Highway Superintendent DePouw, and Assessor Herr.
3. Pledge of Allegiance: Supervisor Palmblad led the Board in the Pledge of Allegiance.
4. Public Comment: None at this time.
5. Administration Updates:
 - a. Township Manager: The board room AV system is broken, and the repair quote is \$700. Township Manager Marciniak will investigate more audio companies and bring the information to board. For \$530 he can get our audio refurbished. Permits were submitted for Knox Park sign to be relocated and for the new electric sign at the Community Center. Knox Park was denied due to new sign codes; posts can only be seen two feet above ground. Before Knox Park sign is moved, it needs at a minimum to be painted. Supervisor Palmblad will make a mockup of the sign with the address below for the Parks Committee to review. Trustee Wilhoit would like new signage for the lending closet.
 - b. Township Supervisor: Supervisor Palmblad said the Pickleball tournament had 26 teams of two players, 12 ladies and 14 men. Cathy from the Township administration department came in fourth place out of 12, playing with someone she had never played with before. Supervisor Palmblad met with Deer Park mayor, his understanding was that Cuba road was going to be resurfaced in the future and he would like to see if the road could be made wider and bike lanes added. Deer Park is running a feasibility study and is meeting with the Village of Lake Zurich asking for their support.
6. Committee Updates:
 - a. Community Center Committee – Chair/Trustee Wilhoit: Trustee Wilhoit said they had a Community Center Committee meeting last week. Camp is finishing up. Two new employees are starting. The electric sign is moving forward. Reminder September 14, 2024, is the Community Center Celebration, with a rain day of September 15th. Director Dillon informed the Board that Youth camp is ending and Homework club is starting three days later.
 - b. Communication Committee – Chair/Supervisor Palmblad: Staff was instructed to start working on the winter newsletter; a first time digital version instead of a paper edition. At the Community Center Celebration on September 14th, 2024, each department will have a table with giveaways.

- c. Health & Wellness Committee – Chair/Trustee Samz: Next meeting is August 21st, 2024. At the last meeting Director Marx said the lending closet was short on medical equipment, but now is filling back up. Director Marx said they have had the Health & Wellness website updated with current information. She asked the Board if they had any suggestions.
 - d. Parks & Recreation Committee – Chair/Trustee Ufodike: Director Dillon said the Community Center has volunteers to monitor the courts if it would help. Director Dillon requested that during summer camp, the courts be closed a couple hours a day so they could use the courts. The camp kids and counselors have not been treated so nice when trying to use the courts.
 - e. Highway Committee – Chair/Trustee Bowman: Superintendent DePouw is researching purchasing a new truck because it is taking so long for delivery. Echo Lake residents are concerned about the work being done on Knigge Soccer field. The residents don't want the drainage pipes to be too big or to have them drain into Echo Lake which would create more algae. This is not new drainage but replacement of the same pipes. Superintendent DePouw would like to purchase logo shirts for his employees to wear when they participate at different events, such as car shows and touch a truck functions.
 - f. Bus Service – Board Liaison – Supervisor Palmblad: No report
 - g. Assessor-Penny Herr: The tax books are at Lake County. Assessor Herr has been working on new brochures for the front counter. Her department is still finding misplaced permits that have been misfiled.
 - h. Historic Society- Supervisor Palmblad
 - i. Cemetery-Supervisor Palmblad: There was Cemetery Board meeting on July 11, 2024, and the discussion was around creating another scatter garden in the Fairfield cemetery.
7. Topics for Discussion:
- a. Employee Handbook Changes: Trustee Bowman had a lot of questions about the Permanent Part time floating holiday and wanted to be sure everything was covered thoroughly and clearly in the Handbook. Supervisor Palmblad and Township Manager Marciniak answered all his questions, and this will be voted on at August 8, 2024 Board meeting.
 - b. Management Training- Peter Burchard: Township Manager Marciniak received a proposal for executive training for department heads and himself. The Board asked for a revised proposal including assistants and the Board.
 - c. Officials Salaries: Draft: The consensus was as follows: Supervisor years one and two \$40,000, years three and four \$45,000 and \$1000 for treasurer. Clerk \$15,000, Trustees \$7500, Assessor \$85,000 with 3% increases yearly. This Ordinance might be voted on at the August board meeting.
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 Bowman and seconded by Trustee Samz to enter into executive session at 9:48 a.m. Motion passed 5 to 0.
- A motion by Trustee Wilhoit and seconded by Trustee Ufodike to come out executive session at 10:05 a.m. Motion passed 4 to 0 with Trustee Bowman absent.
9. Set Date of Next COW Meeting (August 28, 2024 @ 8:30 AM): The date was changed to August 21, 2024, at 8:30 a.m.
10. Adjourn: Motion by Trustee Wilhoit and seconded by Trustee Ufodike to adjourn at 10:08 a.m.

Respectfully submitted: Clerk Lucy A. Prouty

Trustee Larry Bowman

Trustee Doug Samz

TrusteeTosi Ufodike

Trustee Laurie Wilhoit