

COMMUNITY CENTER COMMITTEE MEETING

Ela Township Community Center
380 Surryse Road, Lake Zurich, IL
Friday, January 17, 2025 – 10:00 A.M.

MEETING MINUTES – Approved February 13, 2025

1. Call to Order: Chair Trustee Wilhoit called the January 17, 2025, Community Center Committee meeting to order at 10:00 a.m.
2. Roll Call: Present were Chair Trustee Wilhoit, Second Chair Trustee Samz, Supervisor Palmblad, Township Manager Marciniak, Director Dillon, Assistant Director Dalbec, Youth Director Cacciatore
3. Pledge of Allegiance: The committee joined in the Pledge of Allegiance.
4. Public Comment: None
5. Youth Programs: Winter Break Camp, the seven-day program, was recently completed. The two days after Christmas were the lowest attended. There are currently seven openings for the second semester of Homework Club. These openings will be advertised through the Township E-blast. Trustee Wilhoit requested that openings for Homework Club be posted to Facebook pages. Trustee Samz asked how deposits are handled and when money is received. Supervisor Palmblad informed us that deposits typically occur once a month. Summer Camp registration is scheduled to open on Sat., 1/18. Director Dillon and Youth Director Cacciatore will handle this onsite. Spring Break Camp scheduled for the week of 3/24-3/28, and the Township is looking to hire staff. The Safe-Sitter Program currently has two enrollments. 2025/26 Homework Club registration will soon be released to the enrolled families.
6. Senior Programs: Newsletter updates, positive feedback has been received from members about the updated format and final touches on the second quarter newsletter, with an expected release in early February. Lisa assisted 192 seniors during the most recent Medicare Enrollment period. Looking to add additional help next year to assist more people in the community. Long-Distance Travel programs are going well; a river cruise scheduled for October 2026 is already full with a waitlist. See newsletter for further details. Fitness update, a meditation class is being added for second quarter. Year of Beer program is going very well and has a current waitlist.
7. Staffing: Looking to post for a part-time position to help with enrollments and work Mondays, Tuesdays and Friday evenings.
8. Projects: Director Dillon spoke on replacing walls in the Community Center for additional storage and better use of space for programs and community. Township Manager Marciniak proposed reaching out to Schaumburg Township, which recently did new construction on their new facilities, to potentially make improvements to the Community Center. It was decided Marciniak would speak to Schaumburg, with understanding this was a project for down the road.
9. Old Business:
 - a. Electronic Sign: The sign is up and running. Trustee Wilhoit asked about who does the posting and if a backup plan is in place if that person was out – it is covered.

- b. Payment Processing: Through researching payment processing systems it was determined that the Community Center will not be moving forward with incorporating a payment processing system.
 - c. Generator: The pre-bid meeting was held at the Community Center. Three contractors showed up. The bid opening is scheduled for 2/20. Plans will then be presented at the February COW, with expectations of Board approval in March.
 - d. Passport Processing: The Project is currently on hold due to staffing. There was discussion about possibly moving the passport processing center to Town Hall.
 - e. 501c3 Update: Supervisor Palmblad, Trustee Samz, Township Manager Marciniak, Director Dillon, and Director Marx met to discuss the process of the Township starting a 501c3 with the intent of helping Township-wide services. A follow-up meeting is scheduled to be held after the COW meeting on 1/22.
 - f. Major Purchases/Renovations: Director Dillon requests budgeting money for new tables and chairs as the current ones are deteriorating.
 - g. Big Brothers Big Sisters: Representatives from Big Brothers Big Sisters did not show for the first scheduled meeting, so a new date of 1/23 is set for the official start of the program.
10. New Business:
- a. Emergency Warming Center: Tabled.
11. Set Date for Next Community Center Committee Meeting: February 21, 2025, at 10:00 a.m. at the Community Center.
12. Adjournment: Chair Trustee Wilhoit adjourned the meeting at 11:04 a.m.

Respectfully Submitted: Township Manager Marciniak