



Supervisor's Office
Gloria M. Palmblad

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COMMITTEE OF THE WHOLE (COW) MEETING

Ela Township – Lower Level Board Room
1155 East Route 22, Lake Zurich
Wednesday, February 26, 2025, at 8:30 a.m.

MEETING MINUTES – Approved March 13, 2025

1. Call to Order: Supervisor Palmblad called the February 26, 2025, 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 Bowman, and Wilhoit, Assessor Herr, Community Programs Director Dillon, Highway Superintendent DePouw, and Clinician Innocenti. Trustee Ufodike arrived at 8:33 a.m. Director Marx was excused.
3. Pledge of Allegiance: Supervisor Palmblad led the Pledge of Allegiance.
4. Public Comment: Dawn Steffens talked about the mentoring program at Big Brothers and Big Sisters.
5. Administration Updates:
 - a. Township Manager: Township Manager Marciniak notified the committee that he would be absent from the March Board Meeting as his son Theo is having his first Kindergarten recital on that night. The Governor introduced bill SB2504 to eliminate or consolidate all Township governments. TOI and MTA are campaigning to prevent this happening. It is important to get the word out on this. Supervisor Palmblad and Township Manager Marciniak plan to attend all Board meetings at municipalities within Ela Township to speak on behalf of Ela Township and ask for their assistance in getting the word out on how this will impact Township residents. Supervisor Palmblad suggested that the Township contact all the Village Administrators and maybe get letter or petitions to save Township government. Township Manager Marciniak is in the process of collecting total compensation data from other Townships for use in the salary compensation study.
 - b. Township Supervisor: Supervisor Palmblad contacted our structural engineer, Paul Virgilio, who designed the emergency staircase. Seeing as though the original contractor the Township was working with did not show to perform the work, we will go out to bid for the staircase and brick replacement again. Both balconies at Town Hall have damage and need repair. The additional structural engineering fees will cost \$5500. A quote will be included on the March Board meeting agenda for possible approval.
6. Committee Updates:
 - a. Community Center Committee – Chair/Trustee Wilhoit: Happy birthday to Clerk Prouty, and thank you to Susan Dillon for your 14 years of service. At the Community Center Committee meeting last week passport processing, 501c3, and the generator were discussed. Trustee Wilhoit asked Supervisor Palmblad to provide an update on the 501c3, and Supervisor Palmblad stated that this topic will no longer fall under the Community Center Committee because it will become a separate entity with Township wide services, not only Community Center. The committee for the 501c3 entity has been formed, thank you to Trustee Samz for volunteering his time and assistance with the application process and document filing with the state. They have had 2

meetings thus far; bylaws have been written and are being finalized. The mission statement has been formed, website discussions were had, and attorneys have been consulted regarding start up fees. This organization will open up many grant opportunities for the Township. Trustee Wilhoit asked that the mission statement be shared once it has been approved. Trustee Wilhoit and Community Programs Director Dillon provided an update on the newly started Big Brothers Big Sisters program taking place at the Community Center.

- b. Communication Committee – Chair/Supervisor Palmblad: The Committee met last week and finalized the timeline for the Township’s summer newsletter. Robin of the Assessor office will be retiring at the end of April; she has been with the Township for 17 years. The committee discussed having a luncheon for her.
- c. Health & Wellness Committee – Chair/Trustee Samz: Clinician Innocenti said that the referrals are going strong. Ebony is doing very well with EA cases, meeting with applicants and gathering necessary paperwork, the next step is working together to finalize and submit the application. She has also been working on case management, assisting with housing, and domestic violence cases in conjunction with A Safe Place.
- d. Parks & Recreation Committee – Chair/Trustee Ufodike: Highway Superintendent DePouw provided the Parks updates. Replacement wind screens for the pickleball and tennis courts have been ordered and will be installed prior to opening the courts for the season. After inspecting the Knox Park sign, they found that it is completely rotted and needs replacement, it is not repairable. Supervisor Palmblad and Township Manager Marciniak have reviewed the parks budget. Trustee Ufodike stated that St. Peters Church and parking lot are up for sale, and she suggested that the Township should purchase it.
- e. Highway Committee – Chair/Trustee Bowman: Highway Superintendent DePouw summarized topics covered at the Highway Committee meeting which included 2025 road resurfacing projects and the engineers’ estimated costs. There is a possibility that they could do more work with the budget and will possibly add more roads to the scope of work. Highway Department staff attended the meeting to present some requests and ask questions regarding comp time, holiday pay, PTO, clothing allowances, and tiered maintenance worker positions. More discussion on this to come.
- f. Bus Service – Board Liaison – Supervisor Palmblad: Bus service is going well.
- g. Assessor-Penny Herr: At the Assessors meeting on February 20th there was a break down of the percentage of changes that were made at the Board of Review. Ela had the lowest percentage of changes for 2024. The range was 21.7 to 68%; 8% of total value in the county was lost due to reductions at the Board of Review. Ela Township lost .5% of our total value at board level.
- h. Historic Society- Supervisor Palmblad: The Township is still investigating replacing the flooring on the main floor at the Historical Society. An engineer has looked at the floor and would like to test the wood for strength to be sure it is strong enough to hold all of the display cases as well as getting the floor level. Once the investigation is complete, we will get pricing.
- i. Cemetery-Supervisor Palmblad: No report.

7. Topics for Consideration:

- a. Discussion on Social Agency Grant Applications: The committee reviewed the social agency grant applications that were submitted for consideration. After discussion, the committee suggested grant allotment amounts.
- b. Discussion on Town hall Parking Lot Repaving: Two sections remain to be paved; it makes sense to complete both at the same time. The estimated cost is \$175,000.00. We will go out to bid withing the month, so the project is completed prior to summer camp and the Flames season.

- c. Discussion on Newly Elected Board Training: Ancel & Glink can provide newly elected officials training for the incoming Board. The cost for this training will be approximately \$700 - \$1000.00. TOI offers training but it is in Springfield.
 - d. Discussion on Generator Grant Bid Approval: Four bids were received for the generator. Gewalt Hamilton has provided a recommendation of which bid to go with. We will not get the full grant amount because the project cost is less than the grant amount. This will be on the March Board Meeting agenda for possible approval.
 - e. Discussion on FY25/26 Budget: Budget discussions: After previous meetings with department heads, the committee went through the proposed 2025-2026 budget per fund highlighting some of the major adjustments. Salaries will be discussed at a future COW meeting, once we receive the final compensation study report from MGT.
8. Executive Session – for the purpose of discussing Personnel 5 ILCS 120/2(c) 1 or 3, Litigation 5 ILCS120/2(c) or Review of Executive Session Minutes 5 ILCS 120/2(c)21: None.
 9. Set Date of Next COW Meeting (March 26, 2025 @ 8:30 AM)
 10. Adjourn: The meeting adjourned at 11:02 a.m. The meeting had to be reconvened at 11:03 to discuss the next COW meeting date. The final date was left pending until confirming who will be able to attend since it is spring break. Supervisor Palmblad adjourned the meeting at 11:09 a.m.

Respectfully submitted: Clerk Lucy A. Prouty