



Supervisor's Office
Gloria M. Palmblad

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COMMUNITY CENTER COMMITTEE MEETING

Ela Township Community Center
380 Surryse Road, Lake Zurich, IL
Friday, February 21, 2025 – 10:00 A.M.

MEETING MINUTES – Approved March 13, 2025

1. Call to Order: Committee Chair Trustee Wilhoit called the meeting to order at 10:00 a.m.
2. Roll Call: Present were Committee Chair Trustee Wilhoit, Second Chair Trustee Samz, Supervisor Palmblad, Township Manager Marciniak, Community Programs Director Dillon, Assistant Director Dalbec, and Youth Director Cacciatore.
3. Pledge of Allegiance: The committee joined in the Pledge of Allegiance.
4. Public Comment: Chair Wilhoit thanked Director Dillon for her 14 years with the Township.
5. Youth Program: For the remainder of the 24/25 year, Homework Club has two openings for Isaac Fox, three at Spencer Loomis, and two at May Whitney. For the 25/26 school year, there is currently one opening at each school. Committee Chair Wilhoit asked about registration history for Homework Club, and if this is in line with previous years, which it is. Summer Camp 2025 is currently full, and there is a waitlist of around 30 kids each week. The group will be training five future leaders for the future. They are expecting 51-54 students per week. Spring Break Camp registration has been slower than usual and is expected to max out at 25 registrants due to staffing. They are expecting 8-10 students per day. The upcoming SafeSitter class in April has six participants. The final class is expected in May, due to online class availability and declining enrollment.
6. Senior Program: The Wine Pairing Dinner on February 14th was extremely successful, with 50 participants vs 47 last year. The April-June newsletter will be mailed on Monday.
7. Staffing: Jill Barnes, Chef and part-time staff member, retired from the Community Center. Chair Wilhoit will provide contact information for a resident who may be able to assist with food preparation. The Youth department is looking for one more counselor for Homework Club. The Community Center is seeking part-time staff for registration and Friday evening events.
8. Projects: Brett from the Highway Department will provide the contact information for someone to look at the Community Center to provide some pricing on the renovation project.
9. Old Business:
 - a. Generator: 4 bids were received, ranging from \$130,000 to \$210,000. The bid and recommendation from the engineers will be discussed at the COW and will be on the March Board Meeting agenda for consideration and possible approval.
 - b. Passport Processing: Township Manager Marciniak will contact the Ela Library to send staff over to shadow a passport renewal to get more information on the process.
 - c. 501c3 Update: Supervisor Palmblad and Trustee Samz reported that the startup documentation has begun, a mission statement and name have been created, a logo is needed, and a meeting

with Ancel and Glink is pending to answer some preliminary questions. Committee Chair Wilhoit asked for the minutes, and Supervisor Palmblad said she would work on formalizing.

- d. Big Brothers Big Sisters: The program is seeking more littles. March 6th is the next scheduled meeting.

10. New Business:

- a. Budget Discussions: The preliminary FY2026/27 budget for the Community Center was discussed. Committee Chair Wilhoit and Second Chair Samz requested Youth Director Cacciatore confirm project revenues for youth programs.

11. Set Date for Next Community Center Committee Meeting- Tentatively scheduled for April 4, 2025, at 10:00 a.m.

12. Adjournment: Committee Chair Wilhoit adjourned the meeting at 11:35 a.m.

Respectfully Submitted Township Manager Marciniak