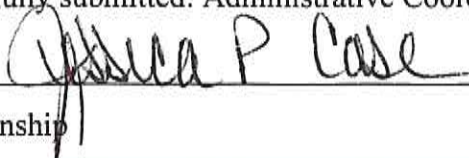


Communications Committee Meeting
Tuesday, February 22, 2022 - 10:00 A.M.
Ela Town Hall – Upper Level Conference Room
1155 E. Route 22 Lake Zurich, IL

AGENDA

1. Call to Order: Supervisor Palmblad called the February 22, 2022 Communications Committee meeting to order at 10:06 a.m.
2. Roll Call: Present were Supervisor Palmblad, Township Manager Stefaniuk, Assessor Herr, Director Dillon, Director Marx, Assistant Director Dalbec, and Administrative Coordinator Case.
3. Old Business
 - A. New Residents: Update on Mailing – Administrative Coordinator Case mailed 82 new resident guides since the January committee meeting.
 - B. E-Blast: March 7 & 21, 2022 – Content for both E-Blasts due to Administrative Coordinator Case on March 1, 2022
 - C. Township Tuesday: February 8 & 22: Clerks Department. March 8 & 22: Assessors Department. Assessor Herr will submit a department spotlight to Administrative Coordinator Case by March 4. Assessor Herr was nominated as the employee spotlight.
 - D. 2022 I Got Caught Being Kind Contest: The committee will begin securing donations for the contest winners prizes. The contest flyer will be sent to surrounding municipalities and LZACC. One entry has been received as of February 22.
 - E. 2022 Spring/Summer Newsletter: Articles are due to Administrative Coordinator Case by March 18, 2022. The newsletter will be on the April board meeting agenda.
 - F. Community Center Banner: The committee is going to research ideas for a spring/summer banner.
4. New Business
 - A. 2022 Township Day: The committee agreed to postpone Township Day until 2023, planning will begin in September 2022
 - B. John Barrington Memorial Bench Dedication: The memorial bench dedication will be held on May 20, 2022. Supervisor Palmblad is going to ask members of the Legion, and the minister at Alpine Chapel to attend along with staff and family members. A flag presentation will be planned.
 - C. Knox Playground Dedication: The playground dedication will be planned on a Saturday this summer from 10:00 a.m. to 12:00 p.m. The committee discussed having a balloon artist, popcorn or popsicles, a gift grab bag for the kids, and possibly face painting.
5. Schedule Next Meeting: March 22, 2022
6. Adjournment: Supervisor Palmblad adjourned the meeting at 11:09 a.m.

Respectfully submitted: Administrative Coordinator Case



Ela Township

February 22, 2022