

**Communications Committee Meeting**  
**Tuesday, April 26, 2022 - 10:00 A.M.**  
**Ela Town Hall – Upper Level Conference Room**  
**1155 E. Route 22 Lake Zurich, IL**

**MEETING MINUTES**

1. Call to Order: Supervisor Palmblad called the April 26, 2022 Communications Committee meeting to order at 10:01 a.m.
2. Roll Call: Present were Supervisor Palmblad, Assessor Herr, Director Marx, Assistant Director Dalbec, and Administrative Coordinators Case and Mendocha.
3. Old Business
  - A. New Residents: Update on Mailing – Administrative Coordinator Case has mailed 66 new resident mailings since the last meeting.
  - B. E-Blast: May 2 & 16 – Content for both E-Blasts due to Administrative Coordinator Case on April 29, 2022. Administrative Coordinator Mendocha would like to start advertising the upcoming Knigge Parking Lottery in the Mid-May E-Blast and to have it posted on Facebook.
  - C. Township Tuesday: The Ela 55+ Department Spotlight on April 12 highlighted a balance workshop, and on April 26, 2022 they introduced new hire Barb Orchard for the Employee Spotlight. The Administration Department is scheduled in May. On May 10, the Coast2Coast discount RX program will be used for the department spotlight and Alex Snyder will be the Employee Spotlight on May 24, 2022.
  - D. Community Center Banner: The committee chose a design for the summer banner at the Community Center. Administrative Coordinator Case will work with SignsNow to have it fabricated.
  - E. John Barrington Memorial Bench Dedication: The bench dedication invite will be advertised on social media and in the E-Blast newsletter starting in May. Assessor Herr will invite Assessors from other local municipalities, and Supervisor Palmblad will invite other local village officials. Supervisor Palmblad with the assistance of State Rep. Chris Bos are planning the event which will include a flag presentation, speeches from members of the Legion, the pastor from Alpine Chapel, and others. The Highway Department has poured the concrete pad. A local wood worker was found to router the dedication into the wood of the bench and the Highway Department has offered to paint it.
  - F. Knox Playground Dedication: The Committee agreed to change the event name from Dedication to Ribbon Cutting. Administrative Coordinator Case will begin promoting the event on social media and on the E-Blast newsletter beginning May 2. A balloon artist was booked, and Supervisor Palmblad and Administrative Coordinator Case are working on securing items for giveaway bags for the kids. The Community Center has offered to bring the gaga pit and bags games to the event. The Highway Department will set up the message board at Town Hall to advertise the event beginning May 31, 2022.
4. New Business: None at this time.
5. Schedule Next Meeting: May 31, 2022 at 10:00 a.m.
6. Adjournment: Supervisor Palmblad adjourned the meeting at 10:47 a.m.

*Respectfully Submitted: Administrative Coordinator Case*

Ela Township

April 18, 2022