

Communications Committee Meeting
Ela Town Hall – Upper Level Conference Room
1155 E. Route 22 Lake Zurich, IL
Tuesday, March 28, 2023 - 10:00 A.M.

MEETING MINUTES – Approved April 13, 2023

1. Call to Order: Supervisor Palmblad called the March 28, 2023 Communications Committee meeting to order at 10:03 a.m.
2. Roll Call: Present were Supervisor Palmblad, Township Manager Marciniak, Assessor Herr, Community Programs Director Dillon, Assistant Director Dalbec, Health & Wellness Director Marx, and Administrative Coordinator Case. Administrative Coordinator Mendocha was absent.
3. Old Business
 - A. New Residents Mailing Update: The last list was received from Lake County in the end of February and guides have been mailed.
 - B. E-Blast: April 3 & 17, 2023 – Content for both E-Blasts due to Administrative Coordinator Case on March 31, 2023: Supervisor Palmblad wants to include a flyer inviting residents to the Annual Town meeting on April 11.
 - C. Township Tuesday: March 14 & 28, 2023: Clerks Department highlighted early voting on March 14 and the April 4, 2023 Consolidated Election on March 28. April 11 & 25, 2023 will spotlight the Assessors Department. Assessor Herr will determine what to use for content and forward it to Administrative Coordinator Case. Supervisor Palmblad suggested Phillip Raup be the employee spotlight.
4. New Business: Mandatory Narcan training for all employees will be held at the Community Center on April 28 at 11:30. Health & Wellness Director Marx will create a flyer to distribute to all departments and it will also be included in the April 25 E-Blast, posted to Facebook, and attached to building doors to inform the public.
5. Old Business
 - A. Community Center Celebration: No updates, tabled until next meeting.
 - B. 2023 Summer Newsletter: Articles have been turned in by all departments and it is now being created.
 - C. Annual Town Meeting: Details are being finalized for Administrative Coordinator Case to create a flyer to be included inviting Township residents attend, this will be distributed to all departments, posted on Facebook, and included in all E-blasts up until the meeting.
 - D. Ribbon Cutting of Pickleball & Tennis Courts: Tentatively planning on May 20, weather and project completion depending. Administrative Coordinator Case will create a promotional event flyer for the event. Plans are to possibly have fitness court and pickleball demonstrations/games along with kind bars and gatorade giveaways.
6. Set Date for Next Communications Committee meeting: April 25, 2023
7. Adjournment: Supervisor Palmblad adjourned the meeting at 10:33 a.m.

Respectfully Submitted: Administrative Coordinator Case