

Communications Committee Meeting
Ela Town Hall – Upper Level Conference Room
1155 E. Route 22 Lake Zurich, IL
Tuesday, April 25, 2023 - 10:00 A.M.

MEETING MINUTES
Approved May 11, 2023

1. Call to Order: Supervisor Palmblad called the April 25, 2023 Communications Committee meeting to order at 10:11 a.m.
2. Roll Call: Present were Supervisor Palmblad, Trustee Bowman, Township Manager Marciniak, Assessor Herr, Community Programs Director Dillon, Assistant Director Dalbec, Director Marx, and Administrative Coordinator Case. Administrative Coordinator Mendocha was absent.
3. Old Business
 - A. New Residents Update on Mailing: A list of new residents was received, and mailings will go out this week.
 - B. E-Blast: May 1 & 15, 2023 – Content for both E-Blasts due to Administrative Coordinator Case on April 27, 2023. Inclusions are notifications of the completed employee Narcan training and Topics Day highlight.
 - C. Township Tuesday: April 11 & 25, 2023: Assessors Department, May 9 & 23, 2023: Youth Department: Assessor Herr created a general update for the department spotlight, and Phillip Raupp was chosen for the employee spotlight. Administrative Coordinator Case and Youth Coordinator Cacciatore will work on the Youth Township Tuesday posts for May.
4. New Business: The Peace Pole is in the final stages of completion, and we are looking forward to the final inspections and ribbon cutting.
5. Old Business
 - A. Community Center Celebration: The event will be held on September 17th from 1-4 p.m. The Sting Rays will perform from 2-3:30 p.m. Staff are looking for sponsorships. There will be a twist contest, bounce house, touch a truck, food and beverage for purchase, and a balloon artist. It was suggested that all departments have a table and staff informing attendees of available programs and services.
 - B. Narcan Training: Trustee Bowman suggested we notify the police and fire departments of our completed training. All staff should meet at the Community Center at 11:30 a.m. for lunch, and training will begin at 12 p.m.
 - C. 2023 Summer Newsletter: The newsletter has been sent to the printer and we are on schedule for early May delivery.
 - D. Ribbon Cutting of Pickleball & Tennis Courts: The ribbon cutting will most likely be put off for a few weeks, May 20th is possible, but will have to make a decision the week prior. The cold temperatures are holding up the final stages of completion. Flyers will be created for social media and the website.
6. Set Date for Next Communications Committee meeting: May 23, 2023
7. Adjournment: Supervisor Palmblad adjourned the meeting at 10:32 a.m.

Respectfully Submitted: Administrative Coordinator Case