

Communications Committee Meeting

Ela Town Hall – Upper Level Conference Room
1155 E. Route 22 Lake Zurich, IL
Tuesday, May 23, 2023 - 10:00 A.M.

MEETING MINUTES

Approved June 8, 2023

1. Call to Order: Supervisor Palmblad called the May 23, 2023 Communications Committee meeting to order at 10:03 a.m.
2. Roll Call: Present were Supervisor Palmblad, Township Manager Marciniak, Director Marx, Community Programs Director Dillon, Assistant Director Dalbec, Administrative Coordinator Case, and Administrative Coordinator Mendocha.
3. Old Business
 - A. New Residents: Update on Mailing, no new resident lists have been received from Lake County.
 - B. E-Blast June 5 & 19, 2023 – Content for both E-Blasts due to Administrative Coordinator Case on June 1, 2023: The committee discussed including the pickleball court ribbon cutting flyer if a date has been secured, the Trustee and Assessor position vacancies, and Knigge Park student parking lottery.
 - C. Township Tuesday: May 9 & 23, 2023, the Youth Department spotlighted 2023/2024 Homework Club program, and Andrew Wise was selected for the employee spotlight. June 13 & 27, 2023 the Bus Department will be highlighted. It is possible that the new bus will be delivered and used for the department spotlight. Ken Smith will be chosen for the employee spotlight.
 - D. Community Center Celebration: The event will be held on September 17th from 1-4 p.m. Food will be available for purchase and the Sting Rays will perform. Activities include a bounce house, twist contest, raffles, and a balloon artist. Director Dillon would like each department to have an informational table indoors offering resources to those interested.
 - E. Ribbon Cutting of Pickleball & Tennis Courts: The ribbon cutting has been delayed and a date has not been finalized. The sidewalks have been poured, but there are some complications with the benches.
4. New Business
 - A. Active Shooter Training at Town Hall July 7, 2023: Director Marx and the Kildeer Police Department are planning active shooter training at Town Hall to include 3 officers, lock down drills, hide-fight-flee scenarios, and more. All staff working at Town Hall should plan to attend. Department Heads working at other buildings should plan to attend as well because they frequent the building.
5. Set Date for Next Communications Committee meeting: June 27, 2023 @ 10:00 a.m.
6. Adjournment: Supervisor Palmblad adjourned the meeting at 10:27 a.m.

Respectfully submitted: Administrative Coordinator Case