



Supervisor's Office
Gloria M. Palmblad

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Communications Committee Meeting Minutes

May 28, 2019 – 10:00 AM

Ela Town Hall 1155 E. Route 22, Lake Zurich, IL
Upper Level Conference Room

1. **Call to Order** – Chair
Meeting was called to order at 9:26 pm.
2. **Roll Call**
Supervisor Palmblad, Manager Stefaniuk, Highway Commissioner Forster, Assessor Barrington, Highway Superintendent Thompson, CPD Dillon, Asst. Director Dalbec, Assistants Case, Kuesis, and Mendocha.
3. **Old Business**
 - A. **New Residents: Update on Mailing**
A list of 175 names was provided by the County dating back to November. Letters will be mailed out with current Resident's Guide until we run out.
 - B. **Caption Contest: the last contest was in April – still awaiting winner to pick up gift card.**
 - C. **Township Tuesday:**
 - May 14 & 28, 2019 – Ela 55+ - Housing Expo/Jim Dalbec
Township Tuesday focus on Jim Dalbec will go out today once a new photo is taken.
 - June 11 & 25, 2019 – Assessor Department/Karen Behrel
John will work on creating the blast about the department and interviewing Karen
 - D. **Next E Blast:**
 - June 3, 2019 – Please submit content by May 30, 2019
Assistant Case will email staff for content.
 - E. **Newsletter**
The newsletter is printed and is at the post office. Should reach mailboxes this week.
4. **New Business**
 - A. **Residents Guide**
A draft of the resident's guide was distributed and reviewed for changes. Staff was asked to also review individually and submit changes to Assistant Case by June 3rd.
 - B. **Questions were raised regarding our recycling process and status of hockey rink.**
It was decided a meeting should take place to discuss both of these items as well as prepare guidelines for the items we current recycle here at the Township.
5. **Schedule Next Meeting**
The next meeting will be held immediately following the COW meeting on June 25th.
6. **Adjournment**
Meeting adjourned at 10:30 am.
Respectfully submitted: *Supervisor Palmblad, Chair*