

## CLVC Communications Committee Meeting Agenda

April 17, 2017, 1pm Central Lake Library

**DRAFT MINUTES TO BE APPROVED at MAY 2017 meeting**

CALL TO ORDER 1:05pm

ROLL CALL: Lela Clark, Rob Tyler, Melissa Zelenak

APPROVAL OF AGENDA: MZ addition of "blight brochure", motion to approve by LC, support by MZ

APPROVAL OF MINUTES: none for approval at this time

PUBLIC COMMENT: no public attending

### NEW BUSINESS

**1-2 page village newsletter:** the committee discussed newsletter content, ideas include but are not limited to: upcoming meeting dates, grant updates, seasonal information such as campground open and closing dates, brush removal, snow removal, water meter reading info, tax due dates, use of village property, etc. The newsletter will be printed and available online on the village website so people may print a copy if they wish. Copies, up to 100, will be printed on the village copier to be distributed at the campground, library, government office, and grocery store. Tyler to coordinate with department heads and village clerk to have their information sent before May 1, 2017 to Zelenak to execute layout of newsletter, a draft is to be presented at the May village council meeting for approval and distribution before Memorial Day weekend. Next committee meeting will determine if this will be a monthly, bi-monthly, or quarterly distribution as the committee wishes to assess initial public reception and departmental participation.

**Email list development:** the committee would like to start and continue development of an email database that will be used to transmit information to the public. Notices should be posted on the web site and Facebook so people can submit their addresses and it's suggested that board members inform the public of the email opportunity in their dealings with people. In the future, there may be consideration about adding a note to water or tax bills to encourage people to sign up to receive information from the village by email.

**Email accounts for village council board members:** Discussion occurred regarding the fact that village council members are currently using personal email accounts to conduct government business and that this is not a good practice for the village or the trustees to engage in.

*Motion by Tyler, second by Clark, to request the president create individual email accounts for each elected official that may be accessed by each official at will.*

*All vote AYE, motion passes.*

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**Committee meeting schedule:** Held first Monday after a council meeting at 1pm, CL Library. Zelenak to prepare listing of dates for rest of the year for posting at the government office, on web site, and Facebook by the village clerk.

**Web site review:** Zelenak suggests updates to meeting calendar that include governmental meeting dates and community gatherings such as chamber events, DDA events, service organization dates such as the Mason's pancake breakfast or Lion's Barn Sale, and other important happenings in the village. Organizations may send their event info to the village office so the clerk can post the event title, date, time, and contact person.

**Blight brochure:** The committee understands via the April council meeting that the police department is again focusing on blight issues since winter has passed and is working to enforce multiple blight violations in the village. The committee discussed how we can help village folks know that the police are patrolling looking for violations, and how we can work towards being proactive to help them understand what blight is and how they can avoid it. Tyler suggests asking police chief Scott Barrett if he will submit something about it for the village newsletter and will connect with him for a short article of some kind if he's willing to submit.

OLD BUSINESS

**Text program:** County is coming out with emergency text program, village text program can be for info only such as meeting reminders, roadwork, etc.

PUBLIC COMMENT: none

ADJOURNMENT Motion by Clark, second by Zelenak, adjourns 1:24pm

MINUTES prepared and submitted for approval by Melissa Zelenak

Next meeting date: May 15, 2017 1pm CL Library, June 12<sup>th</sup> is the following meeting.